

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM

PA 10: JOB TRAINING

Bold indicates mandatory measures

Projects to enhance the employability of youth or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals

Enter data for all mandatory and applicable measures.

Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain in the text box available at the end of data reporting.

**OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM**

PA 10: JOB TRAINING

Bold indicates mandatory measures

| # | Measure | Definition | Data Grantee Reports | Record Data Here |
|---|--|--|---|------------------|
| 1 | Number of MOUs developed | The number of Memoranda of Understanding (MOUs) or interagency agreements developed during the reporting period. Include all formal partnership or coordination agreements. Program records are the preferred data source. | A. Number of MOUs developed during the reporting period | |
| 2 | Number of program slots available | The number of client service slots available during the reporting period. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source. | A. Number of client services slots available during the reporting period | |
| 3 | Number of FTEs funded with Formula Grant funds | The number of staff funded by Formula Grants (FGs), as measured through the number of full-time equivalent (FTE) staff working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080. | A. Number of FTEs funded with FG funds | |
| 4 | Number of program materials developed | The number of program materials developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client-tracking forms. Count the number of pieces developed. Program records are the preferred data source. | A. Number of program materials developed | |
| 5 | Number and percent of program staff trained | The number and percent of program staff who are trained during reporting period. Program staff includes full- and part-time employees and/or volunteers. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of program staff. Program records are the preferred data source. | A. Number of staff who participated in training B. Total number of program staff C. Percent (A/B) | |
| 6 | Number of hours of training provided to program staff | The number of training hours provided to program staff during the reporting period. Training includes in-house and external trainings. | A. Number of hours of training provided to staff | |
| 7 | Number of planning activities conducted | The number of planning activities undertaken during the reporting period. Planning activities include meetings held and needs assessments undertaken. | A. Number of planning activities undertaken | |
| 8 | Number of program/agency policies or procedures created, amended, or rescinded | The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include program policies that are either relevant to the topic area or affect program operations. | A. Number of program/agency policies or procedures created, amended, or rescinded | |
| 9 | Number of program youth served | An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source. | A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period | |

**OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM**

PA 10: JOB TRAINING

Bold indicates mandatory measures

| # | Measure | Definition | Data Grantee Reports | Record Data Here |
|----|--|--|---|------------------|
| 10 | Number of service hours completed | The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals that is dedicated to completing the program requirements. Program records are the preferred data source. | A. Total number of program youth service hours | |
| 11 | Number of referrals made | The number of referrals to needed services that program staff made. Program records are the preferred data source. | A. Total number of program youth referred | |
| 12 | Average length of stay in job training program | The average number of days that youth remain in the job training program. Include data for youth who complete program requirements prior to program exit and for those who do not. Program records are the preferred data source. | A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. Average (A/B) | |
| 13 | Number and percent of program youth who OFFEND (short term) | <p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences."</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, then B would be 50. Of these 50 program youth I am tracking, if 25 were arrested or had a delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth offending who are measured short term will be autocalculated in G.</p> | <p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period</p> <p>D. Number of program youth who were committed to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent OFFENDING (C/B)</p> | |

**OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM**

PA 10: JOB TRAINING

Bold indicates mandatory measures

| # | Measure | Definition | Data Grantee Reports | Record Data Here |
|----|---|---|---|------------------|
| 14 | Number and percent of program youth who OFFEND (long term) | <p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be autocalculated in F.</p> | <p>A. Total number of program youth tracked during the reporting period who exited the program 6-12 months ago</p> <p>B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period</p> <p>C. Number of program youth who were committed to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent OFFENDING (B/A)</p> | |
| 15 | Number and percent of program youth who RE-OFFEND (short term) | <p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, the B value would be 50. Of these 50 program youth I am tracking, if 25 had a new arrest or a new delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth reoffending who are measured short term will be autocalculated in G.</p> | <p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent RECIDIVISM (C/B)</p> | |

**OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM**

PA 10: JOB TRAINING

Bold indicates mandatory measures

| # | Measure | Definition | Data Grantee Reports | Record Data Here |
|-----|---|---|---|------------------|
| 16 | Number and percent of program youth who RE-OFFEND (long term) | <p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be autocalculated in F.</p> | <p>A. Total number of program youth tracked during the reporting period who exited the program 6-12 months ago</p> <p>B. Of A, the number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent RECIDIVISM (B/A)</p> | |
| 17 | Number and percent of program youth committed to a correctional facility (short term) | <p>The number and percent of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility, including juvenile correctional and adult corrections facilities. Official records are the preferred data source.</p> | <p>A. Number of youth committed to a correctional facility</p> <p>B. Number of youth in program</p> <p>C. Percent (A/B)</p> | |
| 18 | Number and percent of program youth committed to a correctional facility (long term) | <p>The number and percent of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility, including juvenile correctional and adult corrections facilities. Official records are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> | <p>A. Total number of program youth exiting the program 6-12 months ago tracked during the reporting period</p> <p>B. Of A, the number of program youth committed to a correctional facility during the reporting period</p> <p>C. Percent (B/A)</p> | |
| 19a | GED (short term) | <p>The number and percent of program youth who earned their GED during the reporting period.</p> <p>Self-report or staff ratings are the most likely data sources.</p> | <p>A. Number of program youth served during the reporting period with the noted behavioral change</p> <p>B. Total number of youth receiving services for target behavior during the reporting period</p> <p>C. Percent (A/B)</p> | |
| 19a | GED (long term) | <p>The number and percent of program youth who earned their GED 6–12 months after exiting the program.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Self-report or staff ratings are the most likely data sources.</p> | <p>A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period</p> <p>B. Of A, the number of program youth with the noted behavioral change during the reporting period</p> <p>C. B/A</p> | |

**OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM**

PA 10: JOB TRAINING

Bold indicates mandatory measures

| # | Measure | Definition | Data Grantee Reports | Record Data Here |
|-----|--|--|---|------------------|
| 19b | Job skills (short term) | The number and percent of program youth who exhibited an increase in job skills during the reporting period. Self-report or staff rating is the most likely data source. | A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B) | |
| 19b | Job skills (long term) | The number and percent of program youth who exhibited an increase in job skills 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff rating is the most likely data source. | A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A | |
| 20 | Number and percent of program youth employed (short term) | The number and percent of placed youth who were employed. Self-reporting or program records are preferred data sources. | A. Number of program youth employed B. Number of youth in program C. Percent (A/B) | |
| 21 | Number and percent of program youth employed (long term) | The number and percent of placed youth who were employed who exited the program 6-12 months ago. Self-reporting or program records are preferred data sources. | A. Number of program youth who exited the program 6–12 months ago who were employed B. Number of program youth who exited the program 6–12 months earlier C. Percent (A/B) | |
| 22 | Number and percent of program youth completing program requirements | The number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that youth must meet before program completion. The total number of youth (the B value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source. | A. Number of program youth who exited the program having completed program requirements B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully) C. Percent (A/B) | |
| 23 | Number and percent of program families satisfied with the program | The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source. | A. Number of program families satisfied with the program during the reporting period B. Total number of program families served by the program during the reporting period C. Percent (A/B) | |
| 24 | Number and percent of program youth satisfied with the program | The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source. | A. Number of program youth who report being satisfied with the program during the reporting period B. Total number of program youth served by the program during the reporting period C. Percent (A/B) | |

**OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM**

PA 10: JOB TRAINING

Bold indicates mandatory measures

| # | Measure | Definition | Data Grantee Reports | Record Data Here |
|----|--|---|--|------------------|
| 25 | Number and percent of program staff with increased knowledge of the program area | The number and percent of staff who gained a greater knowledge of the gender-specific program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to be given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source. | A. Number of staff trained during the reporting period who report increased knowledge B. Number of staff trained during the reporting period and returning surveys C. Percent (A/B) | |
| 26 | Number and percent of employers satisfied with program | The number and percent of employers who report being satisfied with the program in areas such as staff training, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source. | A. Number of employers during the reporting period who report being satisfied with the program B. Number of employers served by the program during the reporting period C. Percent (A/B) | |

Additional Comments

Please Note: Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain.