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**TECHNICAL ASSISTANCE MEMO #5**

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**DATE:** FEBRUARY 15, 2008  
**TO:** EDUCATIONAL SERVICE DISTRICT 112  
**FROM:** AMY GIMLIN, SWWDC PROGRAM COORDINATOR  
**RE:** EXIT OUTCOMES

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When exiting a participant from a WIA Program, a case manager may choose from a variety of exit outcomes. Each exit outcome is categorized into Positive, Negative, or Neutral. Keep in mind just because the case manager exited as positive doesn't mean it will stay positive if the performance measures are not met. For example, if the participant is exited to Unsubsidized Employment, but in the 1<sup>st</sup> or 3<sup>rd</sup> quarter after exit they are no longer employed then the exit turns into a negative for performance measures. Here are the most common choices and their definition:

**Positive:**

- **Post-Secondary Education** – Use this exit outcome if the participant is enrolled in a post secondary school. The case manager would also use this exit outcome if the participant is in transition into post secondary. For example, the participant is enrolled for the Fall Quarter however it is June and the participant will either be moving for school or will be preparing over the next couple of months. The case manager feels all services are complete, as long as that participant is *enrolled* use the Post-Secondary Education exit outcome. Keep in mind they must be in school 1<sup>st</sup> and 3<sup>rd</sup> quarters after exit. First quarter for Common Measures and 3<sup>rd</sup> quarter for Performance Measures.
- **Advanced Training** – Use this exit outcome if a participant is enrolled in an Apprenticeship Program or Job Corps. The case manager may also use this exit outcome if the participant is in transition into advanced training. For example, the participant will leave for Job Corps in October, but it is September and the case manager has completed all necessary services. The case manager may exit to Advanced Training in September, if participant is *enrolled*.
- **Unsubsidized Employment or Self-Employment** – Use this exit outcome if a participant is employed within the state or out of state.
- **Military** – Use this exit outcome if a participant is *enrolled* with the military.
- **Employability Enhancement** – Use this exit outcome if participant is in transition phase and no longer needs services and they are not *enrolled or employed* in any of the above choices. The case manager has provided the participant with the necessary skills to gain sufficient employment or gain the knowledge of enrolling in education within the next several months. Do not use this exit outcome if the case manager cannot locate the participant or the participant refuses services. In those examples, exit to Cannot Locate or Miscellaneous.

**Negative:**

- **Other** – Use these exit outcomes as they are needed. Within the category of "other" there are several choices some of which are: Miscellaneous; Cannot Locate; and Moved out of area. If the participant has moved out of the area, exit to Moved or Cannot Locate. If no other reason applies, exit the participant to Miscellaneous. If the case manager has lost contact with the participant for 90 days or more, the participant must be exited to Cannot Locate.

**Neutral:**

- **Global Exclusions** – Use these exit outcomes as they are needed. If a participant falls into one the global exclusion categories, exit that participant accordingly and they are excluded from all performance measures. Global exclusions are: Institutionalized; Health/Medical; Family Care; Deceased; Reserve Forces Called to Active Duty; Relocated to a Mandated Program (youth only); Invalid, Missing, or refused to provide Social Security Number.

Remember when exiting a participant, this simply means WIA has given that participant the necessary skills and knowledge to move forward within the WIA system. Make sure any exit outcome is documented appropriately in SKIES and the case notes.