

## **Adult DET Contract Policy 5 - Job Search and Day 1-90 Outcomes Definitions and Procedures**

---

Adult programs operate on a “no gap in services” policy. Stated simply, individuals must either be active in an activity or exited. If the individual is not involved in activity for up to a ninety-day period, the system will automatically exit this individual. In situations where an exit is generated by the system, the exit date will be the last day of activity.

### **Procedure in Delaware Joblink (DJL)**

Contractors are required to enter data in DJL.

1. When a participant completes or leaves training, the contractor will put an actual end date in the participants’ Service and Training Plan (S&T) for the Occupational Skills Training (OST) service.
2. If the client is not employed, the 90-day Intensive Job Search (IJS) phase begins. The contractor will add a new service in the S&T as “Job Search and Placement Assistance” with an estimated and actual start date of the day following the actual end of the OST and the estimated end date of 89 days from the IJS’s start date. There will be no break in service. At the end of the 90-day IJS period, if an outcome has not been achieved, the contractor enters an actual end date in the IJS service in the S&T leaving the individual from the IJS activity and entering no other activity. Entering no other activity will generate the exit 90 days later with no outcome.

The IJS activity shall not be greater than 90 days in total. Waivers to this portion of the policy may be requested and approved at DET’s sole discretion. Approved waivers will be kept to a minimum and must be approved prior to the 90 days expiring. Two examples of a waiver request may be 1) that the participant obtained employment on the 95<sup>th</sup> day and documentation was obtained timely to be able to enter this outcome and 2) participant required unanticipated medical attention requiring a delay in job search. Note: both of these requests would have to be made prior to the 90<sup>th</sup> days with the knowledge that the participant interviewed for a position and expects to hear back soon.

3. When an individual during IJS or at its end achieves an Outcome Day 1 and the contractor has documentation to support client’s employment, the actual end date of the IJS in the S&T will be the day prior to the Day 1 Placement. A Follow Up Services-Achieved Day 1 Outcome is then entered in the clients S&T. All dates for this service are the same day as the Day 1. When entering the Day 1 placement in DJL, the contractors should use the actual start date of the placement if the supporting documentation is obtained within 45 calendar days. If the documentation to support placement is obtained after the 45<sup>th</sup> calendar days then the contractor must use the date the documentation was obtained when entering the Day 1 placement into the system.
4. When the contractor receives documentation that the client obtained Day 30, Day 60, and Day 90 performance outcomes, the appropriate services will be entered in the S&T all with the same dates as either the Day 30, 60, or 90. Please note: The data entry into DJL only requires one Day 1 placement, one Day 30 placement, one Day 60 placement, and one Day 90 placement.

### **Outcome Parameters**

1. As outlined in the Definitions, the Day 30 Outcome must be continuous from Day 1. For Day 60 and Day 90 to be continuous from Day 1, there may be no break in employment greater than 15 days.

## **Adult DET Contract Policy 5 - Job Search and Day 1-90 Outcomes Definitions and Procedures**

---

2. Employment outcomes are expected to be full time. Full time shall refer to a job placement of 30 hours or more per normal work week that is held for at least one (1) calendar day at the State of Delaware's minimum wage. No placement shall count as an outcome if the weekly hours are less than 24. Hours may be averaged over a month's time.
3. If a participant is working in training related employment and is attending school/advanced training that is training related and the next required educational step along their career pathway, this can count for Outcomes Day 1-90. The combination of weekly hours in employment and school shall not be less than the minimum required hours specified in this policy or Agreement. See below for scenarios:
  - a. **Credit Hours:** For any school or advance training that is based on credit hours, the total credit hours per class shall equate to the maximum number of hours that can be counted. For example, if a participant is taking one 3 credit course, this will count for 3 hours per week and they will need to work at least 21 hours to meet the required minimum 24 hours to count as an outcome.
  - b. **Clock Hours:** For noncredit programs the clock hours will be used to determine the total number of hours the participant can receive towards an outcome. For example, if a participant attends a training program where they are in class four nights a week for four hours a night, they will be allotted 16 hours and will need a minimum of 8 hours per week in employment in order to meet the required 24 hours per week.

### **Last Date to Achieve Performance**

Contractors have until January 31<sup>st</sup> of the year following the end of the contract period to achieve Performance Measures (for payment and performance).

Performance data will be finalized through the monthly validation process completed in February of the year following the end of the contract period. Contractors must have data entry completed in DJL by the time the query is pulled in February. Contract Specialists and contractors will agree upon all final data with contractors signing off on final validation letters. This allows DET to provide performance data to the DWDB during the RFP process.