September 2017 update

Expansion Updates

- **Quarterly Stakeholders/Partners Meeting:** The state held its fourth Quarterly Stakeholders/Partners meeting webinar on Sept. 28, 2017. The meeting provided planning updates, reviewed the current activities of the five SNAP E&T workgroups, presented an expansion progress update on FFY 2017 goals, and facilitated a Q&A discussion. These quarterly stakeholders/partners meetings will be replaced with this quarterly update newsletter for FFY 2018. In FFY 2018, the state is also planning to conduct quarterly meetings with contracted providers and sub-grantees.

- **Technical assistance from SJI/FNS:** The technical assistance provided to Minnesota from the Seattle Jobs Initiative (SJI) and Food and Nutrition Services (FNS) of the United States Department of Agriculture (USDA) is ending Sept. 30, 2017. This partnership, referred to as the SNAP to Skills Project, has provided Minnesota and nine other states with technical assistance to expand SNAP E&T and grow the federal 50 percent reimbursement funding stream. The state is grateful for the assistance and resources during the past 18 months. It was critical to help set the stage for realigning our efforts and plan for the SNAP E&T expansion to assist more families with low incomes prepare for the workforce.

- **FFY 2018 SNAP E&T state plan:** The FFY 2018 Minnesota SNAP E&T state plan was submitted to Food and Nutrition Services (FNS) and was approved. The plan includes the SNAP E&T Operating Budget and details on how the state will operate and administer SNAP E&T. The FFY 2017 state plan is posted on SNAP E&T website, mn.gov/dhs/snap-e-and-t/. The FFY 2018 plan will be added soon.

- **New third-party providers:** The state has selected four additional third-party providers this summer from the Twin Cities metro and greater Minnesota areas. Contracts are being finalized and work to get providers on-boarded has already begun. These four new providers include Lakes and Pines, Merrick, Pine Tech and Northwest Indian CDC.

- **Next round of rolling RFP:** The next round of Request for Proposals (RFPs) to select the next cohort of third-party providers is expected to be published in early 2018. More details will be shared as they become available.

- **Upcoming workshops on using labor market information tools:** The Minnesota Department of Employment and Economic Development (DEED) is offering a series of workshops on using labor market information tools. Registration for the workshops is now open. Please refer to the attachment Labor Market Information Training Sessions for more details.

- **Registration for the Food Access Summit is now open:** If you are interested in more information or wish to attend, please refer to the attachment Food Access Summit for more details.
Workgroups update

Below is a summary on the current activities of the five SNAP E&T workgroups.

**Coordination**

The workgroup completed the Quick Start Guide for third-party providers, now posted on the SNAP E&T website. The group is assisting in on-boarding the four new third-party providers.

**Policy and Procedures**

The workgroup completed the first draft of the SNAP E&T Provider Handbook. It is currently being circulated for review. The workgroup will now review and revised the SNAP Employment and Training Policy Manual and address other E&T policy issues.

**Outreach and Marketing**

The workgroup met twice and provided recommendations. The department is working to develop outreach and marketing materials in the coming months.

**State Reporting Measures**

The workgroup has drafted measures to supplement the federal reporting measures. The recommendations are being reviewed by the steering committee and are shared in this document for your review and feedback. Feedback should be directed to Cheryl Vanacora, cheryl.vanacora@state.mn.us, or 651-431-3251.

**Workforce One (WF1)/MAXIS systems**

Activities, exit reasons and support services are being reviewed and enhanced in WF1 to better align with SNAP E&T guidance on costs. The workgroup is also focused on revising the employment plan in WF1 and addressing other issues to better aligning MAXIS and WF1 to support SNAP E&T expansion.

**Other related activities, events**

**Attachments:**

- Labor Market Information training sessions
- Food Access Summit
- State reporting measures (Workgroup background and measures documents)
Labor Market Information Training Sessions

The Minnesota Department of Employment and Economic Development is excited to be offering a series of workshops on utilizing our Labor Marketing Information tools. There are a variety of different class offerings, each with a different focus. Choose one or several that are right for you.

Registration for the workshops is now open and is as easy as selecting the class from the list below the course description. Please note that you must fill out a registration form for each workshop you would like to attend.

Labor Market Information for Decision Making sessions

This 2- or 3-hour hands-on training session will help attendees learn where to find and how to use DEED’s labor market information. Attendees will navigate our website (www.mn.gov/deed/data/) and learn how to use the most relevant data tools to understand the local economy and provide the best guidance to jobseekers and other clients. This is a great session for WorkForce Center staff and partners in the workforce development system to attend for the first time or as a refresher.

- Moorhead-Small Business Dev. Center: Thur, September 28, 2017 9:00AM - 12:00PM
- Mankato-South Central Service Coop: Mon, October 9, 2017 9:00AM - 12:00PM
- Winona-Winona WorkForce Center: Wed, October 11, 2017 1:00PM - 4:00PM
- Rochester-Rochester WorkForce Center: Tue, October 17, 2017 9:00AM - 12:00PM
- Duluth-Duluth WorkForce Center: Tue, Oct 17, 2017 9:00AM - 12:00PM
- Virginia-Mesabi Range Comm. & Technical College: Thur, October 19, 2017 9:00AM - 12:00PM
- Minneapolis-Mpls North WorkForce Center: Tue, October 24, 2017 10:00AM - 12:00PM
- Brooklyn Park-Brooklyn Park WorkForce Center: Fri, October 20, 2017 9:00AM - 11:00AM
- Bloomington-Bloomington WorkForce Center: Mon, October 30, 2017 9:00AM - 11:00AM
- DEED Headquarters-St. Paul: Fri, November 3, 2017 9:00AM - 11:00AM
- DEED Headquarters-St. Paul: Mon, November 6, 2017 9:00AM - 11:00AM

Labor Market Information for Human Resources sessions

This 3-hour hands-on training session will help attendees learn where to find and how to use DEED’s labor market information data tools. Attendees will navigate our website (www.mn.gov/deed/data/) and learn how to use the most relevant data tools to understand the local economy and labor force. Accessing local labor market information can help guide HR strategies and policies.

- Bemidji-Northwest Minnesota Foundation: Thu, October 19, 2017 9:00AM - 12:00PM
- Marshall-Lyon County Courthouse: Tue, December 12, 2017 9:00AM - 12:00PM
- Pine City-Pine Technical & Community College: Thu, December 14, 2017 9:00AM - 12:00PM

Labor Market Information for Grant Writing session

This 3-hour hands-on training session will help attendees learn where to find and how to use DEED’s labor market information data tools that may help when applying for local, statewide or national grants. Attendees will navigate our website (www.mn.gov/deed/data/) and learn how to use the most relevant data tools to understand the local economy
and provide the best analysis for their applications. This is a great session for educators, small business owners, human resource professionals, economic development staff and board members, and other partners in the workforce development system to attend.

- **Staples-NJPA (National Joint Powers Alliance):** Wed, October 11, 2017 9:00AM - 12:00PM

**Labor Market Information for Economic Development session**

This 3-hour hands-on training session will help attendees learn where to find and how to use DEED’s labor market information data tools. Attendees will navigate our website (www.mn.gov/deed/data/) and learn how to use the most relevant data tools to understand the local economy and how to highlight points of interest. Learn how to access and present the right data to bolster economic development initiatives.

- **Willmar-Willmar WorkForce Center:** Wed, December 20, 2017 9:00AM - 12:00PM

**Labor Market Information for the Media session**

This 3-hour hands-on training session will help attendees learn where to find and how to use DEED’s labor market information data tools. Attendees will navigate our website (www.mn.gov/deed/data/) and learn how to use the most relevant data tools to understand the local economy and analyze local economic trends to produced accurate and current stories and articles.

- **St. Cloud-St. Cloud WorkForce Center:** Thu, December 21, 2017 9:00AM - 12:00PM

**Labor Market Information for Career & Education Counselors session**

This 3-hour hands-on training session will help attendees learn where to find and how to use DEED’s labor market information data tools. Attendees will navigate our website (www.mn.gov/deed/data/) and learn how to use the most relevant data tools to understand the local economy and provide the best guidance to students and jobseekers. This training session offers CEUs for GCDF certification.

- **Worthington-Minnesota West Community & Technical College:** Wed, January 3, 2018 9:30AM - 12:30PM
If you care about healthy food access, you need to be in Duluth, October 25-27th! Whether you are a seasoned food systems professional or new to food systems work, you’ll find what you need.

The 2017 Food Access Summit in Duluth will be bigger and better than ever. We’ve expanded to form a growing network of individuals and organizations dedicated to increasing healthy and equitable food access across Minnesota.

From the opening session setting the stage for change-making, the food-system equity timeline, the networking reception, 28 workshops, evening policy and pint conversations, and nationally recognized keynote speakers — this conference has so much to offer.

Join us at the Food Access Summit to share knowledge, learn skills and create action plans for advancing healthy food access in Minnesota.

Tuesday Ryan-Hart is a facilitator who left the fields of traditional social service and academics to become a new kind of change-maker partnering with community builders around the world. Tuesday’s work in community is featured in the book Walk Out, Walk On by Margaret Wheatley and Deborah Frieze, and she is known internationally for her strategic work with organizations and communities engaged in systemic change. Tuesday is an expert in transformational work, specializing in helping individuals, community non-profits, governmental agencies, and organizations of all sizes undergo the changes that will help them grow and become more successful.

Tim Merry has been supporting diverse stakeholders to come together to launch, sustain and grow innovative initiatives for over 14 years. He has extensive experience, ranging from major international businesses and government agencies to local communities and regional collaborative. All of his work is rooted in the belief that
if we create the right conditions people will organize together and solve their own problems. Tim designs, delivers and trains tailor made processes where stakeholder voice is key to creating the systems, structures and services that meet the needs of all involved.

We look forward to working with you to increase healthy and equitable food access for all Minnesotans.
SNAP Employment & Training:
Performance Measurement Workgroup
May 17 & June 13, 2017
Background

The Minnesota SNAP Employment & Training (E & T) Workgroup was commissioned by the SNAP Employment & Training Steering Committee to identify measures that will address how well the SNAP E&T Program expansion is working, and how well participants are being served. This workgroup is tasked with recommending all reporting, performance and outcomes measures as well as figuring out how to operationalize suggested measures. A final product will be delivered to the steering committee in early summer and will include an outline of all measures to be included in future SNAP E & T reports.

Workgroup members were recruited to broadly represent a wide-range of subject matter expertise. Contact information for workgroup members is listed on the last page of this document.

The Gathering

The first Performance Management Workgroup was held Tuesday, May 17, 2017 at Roseville Public Library. Workgroup members provided a wide-range of subject matter expertise and represented non-profit organizations, a community college, county and state government, as well as a philanthropic foundation. Meeting activities included a review of preliminary documents, a facilitated Results Based Accountability session, and a Gallery Walk.

Brian Paulson, of the Pohlad Family Foundation, started off the meeting by discussing the intent and purpose of the group. This workgroup is tasked with measuring success in the SNAP Employment and Training program: how can we ensure that people fully utilize their SNAP benefits, and when they exit, it is due to an increase in income? Additionally, it is important that we track ways of knowing if SNAP expansion efforts have been successful. Brian concluded by reminding the group of the importance of having both system and program or participant-level measures.
Preliminary discussion

Group members discussed materials that were offered for pre-reading:

- Minnesota’s SNAP Employment and Training strategic plan
- A program snapshot that highlights participant demographics and local labor market conditions
- A legislative report on Washington State’s E&T program
- Minnesota’s SNAP E&T State Plan

During the preliminary discussion, several group members noted the opportunity for SNAP E & T expansion. While there are only approximately 7,800 mandatory participants, approximately 67,000 adults across the state could potentially benefit from available services. Committee members also used this time to start expressing ideas and concerns regarding performance management metrics. Jim Durdle, Goodwill Easter Seals, stated the importance of understanding and using data to capture information on participant barriers. He suggested that any new measures could capture a “degree of difficulty” to ensure that we are tracking how well we are serving those who most need support. The group also reviewed the federally required performance measures.

Federally required outcome measures

- The number and percentage of E&T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T
- The number and percentage of E&T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T;
• The median quarterly earnings of all the E&T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T; and

• The number and percentage of participants that completed a training, educational, work experience or an on-the-job training component.

• Descriptive characteristics:
  - Voluntary vs. mandatory participants;
  - Education level: high school degree (or GED) prior to being provided with E&T services;
  - ABAWD status
  - Speak English as a second language
  - Gender
  - Age range (ranges: 16-17, 18-35, 36-49, 50-59, 60 or older)

• Of the number and percentage of E&T participants to be reported in the first four measures above, a disaggregation of the number and percentage of those participants by the characteristics listed. A participant may have more than one characteristic.

• Measures must be disaggregated for any component that serves more than 100 participants in a year

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**Results Based Accountability**

Results Based Accountability is a performance management framework that is used to improve the effectiveness of programs. It asks that we start with an end, “what do we want,” and work backwards to the means by asking two additional questions: 1) How do we recognize when the program is working as intended, and 2) What will it take to get there? Results Based Accountability asks that we focus on performance accountability of the systems and those working in the system and their accountability to clients and other stakeholders. Data are collected to assess a program baseline and to track progress towards set goals.
The group started out with a list of 26 suggested performance measures. Teams were first asked to place the 10 federally required measures into the Result Based Accountability grid. Workgroup members were next asked to work individually to review additional measures suggested in the 5-year Strategic Plan with the goal of determining which additional measures were most important to track.
## Gallery walk

Between the two teams, 10 measures in addition to those required by FNS were selected for review and further discussion. Measures have been grouped together in accordance with the goals which they relate. Several suggested measures closely match federally required performance measures and have been bolded.

<table>
<thead>
<tr>
<th>Proposed Measure</th>
<th>Related goal from Minnesota’s Strategic Plan</th>
<th>Number of votes</th>
<th>Measure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention of providers: influenced by provider onboarding process</td>
<td>Goal 1: Build a diverse network of 50/50 training providers that serve eligible participants across the state.</td>
<td>4</td>
<td>How well we do it?</td>
</tr>
<tr>
<td>% ABAWDS continuing to receive SNAP benefits beyond 3 months</td>
<td>Goal 2: Connect SNAP participants to appropriate skill development and training programs through a shared and strong referral/request referral process.</td>
<td>5</td>
<td>Is anyone better off?</td>
</tr>
<tr>
<td># of SNAP recipients who enroll in Employment &amp; Training</td>
<td>Goal 2</td>
<td>6</td>
<td>How much we do?</td>
</tr>
<tr>
<td>% of work registrants/ABAWDs engaged in activities</td>
<td>Goal 2</td>
<td>3</td>
<td>How well did we do it?</td>
</tr>
<tr>
<td>Banked month exemption - Are we helping people maximize their benefits - Fine tune the process</td>
<td>Goal 3: Create an array of essential support services that address barriers, and support participation in training and employment activities.</td>
<td>3</td>
<td>How much we do?</td>
</tr>
<tr>
<td># and % of participants who stabilize their housing</td>
<td>Goal 3</td>
<td>7</td>
<td>Is anyone better off?</td>
</tr>
<tr>
<td>% of recipients who experienced a net increase in earnings</td>
<td>Goal 4: Establish strong connections with local and regional employers.</td>
<td>9</td>
<td>Is anyone better off?</td>
</tr>
<tr>
<td># and % of returns to SNAP</td>
<td>Goal 4</td>
<td>8</td>
<td>Is anyone better off?</td>
</tr>
<tr>
<td>Proposed Measure</td>
<td>Related goal from Minnesota’s Strategic Plan</td>
<td>Number of votes</td>
<td>Measure Type</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Increase participants who successfully transition off of SNAP (by exceeding income requirements)</td>
<td>Goal 4</td>
<td>8</td>
<td>Is anyone better off?</td>
</tr>
<tr>
<td>Measure that describes the extent to which employer needs are being met through the SNAP E&amp;T program. Possibly a measure that looks at the diversity of companies hiring SNAP E &amp; T participants</td>
<td>Goal 4</td>
<td>1</td>
<td>How well we do it?</td>
</tr>
<tr>
<td>Yearly Federal Participation - split by 100%, 50% and within 50% split by how much is 3rd party participation (money back to community based providers)</td>
<td>Goal 3</td>
<td>Proposed after the first session.</td>
<td>How much did we do?</td>
</tr>
<tr>
<td>Number of new providers year after year</td>
<td>Goal 1</td>
<td>Proposed after the first session.</td>
<td>How much did we do? How well did we do it?</td>
</tr>
</tbody>
</table>
Meeting conclusion

Work group participants were tasked with bringing the listed measures back to their colleagues for feedback. In the interim period between the meetings, two additional measures were added and are included at the bottom of the list in bold. Brian Paulson, Pohlad Family Foundation, suggested that measure should be tracked in ways that allow us to capture both a number and a percentage. He also suggested that we track a variety of demographic categories for each measure including race, education level, housing status, geography/ location, family-type, criminal background, and language. Lynn Dahn, DEED, suggested that we ensure that any new measures align with the requirements and goals of WIOA. She will review current WIOA efforts and report back to the group during the second session.
The Gathering

The second session of the SNAP E & T Workgroup took place July 13, 2017 at the Northwest Area Foundation. In attendance were Brian Paulson, Pohlad Foundation; Erika Martin, DHS; NengJo Yang, DEED; Ann White, Hennepin County; Jim Durdle, Goodwill Easter Seals; Jane Czajkowski, Scholarship America; Lynn Dahn, DEED; Angie Willardson, PPL; Cheryl Vanacora, DHS; and Mark Herzfeld, Ramsey County.

Session two of the SNAP E & T work group asked participants to select the measures that best supplemented federally required outcome measures to ensure that the goals of the strategic plan are being measured, and that the state is answering the question “is anyone better off”? The group was asked to align the federal outcome measures with the measures created by the workgroup in session one. The group then used a Results Based Accountability Process to select three to five headline measures. Other meeting activities included a review of previous work and a discussion around evaluation and performance measures.

Preliminary discussion

Erika Martin, DHS, started the group of with introductions and a check in question. Next, Brian Paulson, Pohlad Foundation, took time to provide a review of the prior session and previously introduced measures. Additional time was spent familiarizing the group with the two measures which had been added after the first session.

Next, group members were asked to further reflect upon the measures: were there any measures that seemed duplicative or no longer important as we moved to the next stage of our process? Mark Herzfeld, Ramsey County, took time to talk to the group about the importance of structuring questions and data collection processes so that they could be useful tools for future program evaluation. Though this process,
the group removed two of the measures listed during the previous session: # of SNAP recipients who enroll in Employment & Training, and the % of work registrants/ ABAWDS engaged in activities.

**Results Based Accountability Framework continued**

The group was reminded that they needed to narrow their list of suggested measures into three to five headline measures. To do so, the Results Based Accountability framework was reintroduced and offered to the group as a useful framework for thinking about which measures might be most important.

The framework asks that participants analyze candidate measures by rating them as high, medium, or low in three specific areas: Communication Power, Proxy Power, and Data Power. Communication Power asks the group to think about stakeholders, and if the selected measure communicates effectively to a broad range of interested parties. The second category, Proxy Power, assesses the measures’ importance. Does the measure say something of central importance about SNAP E & T? Is it a good proxy for other measures? Last, Data Power, asks the group to consider if consistent, reliable, timely and high quality data are available for producing the suggested measure.

Members of the work group worked independently to rate candidate measures using the RBA framework. Next in pairs, then in small groups teams selected the measures that seemed to have the highest communication, data and proxy power. The large group reconvened during the end of the session and agreed to start off with five headline measures:

- # of federal participation dollars expended
  - % of 100% contributions
  - % of 50% contributions
  - % of 50% split that is 3rd party participation

- % of SNAP E & T providers retained
- # of SNAP E & T providers
• % of recipients who experience a net increase in earnings
• % of recipients who successfully transition off of SNAP (by exceeding income)

When size allows, participant focused measures and measure subsets will be disaggregated and reported in the following categories:

• Voluntary versus mandatory participant
• Education level: high school degree (or GED) prior to being provided with E&T services
• ABAWD status
• Speak English as a second language
• Gender
• Age range (ranges: 16-17, 18-35, 36-49, 50-59, 60 or older)
• Experiencing homelessness
• Criminal background
• Caring for dependent children
• Veteran status

These measures, alongside federally required measures, are listed in the chart below.

### Minnesota’s Federal and State Performance Measures

<table>
<thead>
<tr>
<th>How much did we do?</th>
<th>How Well We Do It</th>
<th>Is Anyone Better Off?</th>
</tr>
</thead>
</table>
| # of participants that completed a program component:  
  - Training  
  - Education  
  - Work experience  
  - On-the-job training | % of participants that completed a program component:  
  - Training  
  - Education  
  - Work experience  
  - On-the-job training | # and % of E & T participants and former participants who are in unsubsidized employment  
  - Second quarter after completion of participation  
  - Fourth quarter after completion of participation |
| # of federal participation dollars expended | % of SNAP E & T providers retained  
  - Prior quarter | Median quarterly earnings of all the E&T participants and former participants who are in |

1 Measures in bold are additive state measures
After selecting five headline measures, the group began to talk briefly about the operationalization of the measures. The group appeared to agree upon a preference for primarily relying upon administrative data, so it was decided that staff from the Department of Human Services, Erika Martin and Cheryl Vanacora, would look into available source systems and present the team with an array of options for operationalizing the proposed measures. Brian Paulson agreed to reach out to the Steering Committee to see if a mid-July deadline was possible.

## Next steps

Brian has already confirmed that a mid-July deadline will provide the Steering Committee with enough time to complete their work. Cheryl and Erika have begun work to determine possibilities regarding data sources and the operationalization of selected measures. Upon receiving preliminary materials, the group will decide whether to meet again or work through the final process remotely.
SNAP E & T Performance Management Work Group

Committee Chairs
Erika Martin, Minnesota Department of Human Services, Erika.martin@state.mn
Brian Paulson, Pohlad Family Foundation, bpaulson@pohladfoundation.org

Workgroup members
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Jim Durdle, Goodwill Easter Seals, jdurdle@goodwilleasterseals.org
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Ann White, Hennepin County, Ann.White@hennepin.us
Angie Willardson, Project for Pride in Living, Angie.Willardson@ppl.org
Minnesota SNAP E & T: Headline Performance Measures

Using a Results Based Accountability (RBA) framework, the SNAP E & T Performance Measurement work group worked to categorize and supplement federally required performance measures to ensure that the SNAP E & T program is moving towards the attainment of desired outputs and outcomes. The four measures suggested and approved by the work group have been added to chart and are designated with a bold font.

### Minnesota’s Federal and State Performance Measures

<table>
<thead>
<tr>
<th>What We Do</th>
<th>How Well We Do It</th>
<th>Is Anyone Better Off?</th>
</tr>
</thead>
<tbody>
<tr>
<td># of participants that completed a program component:</td>
<td>% of participants that completed a program component:</td>
<td># and % of E &amp; T participants and former participants who are in unsubsidized employment</td>
</tr>
<tr>
<td>- Training</td>
<td>- Training</td>
<td>- Second quarter after completion of participation</td>
</tr>
<tr>
<td>- Education</td>
<td>- Education</td>
<td>- Fourth quarter after completion of participation</td>
</tr>
<tr>
<td>- Work experience</td>
<td>- Work experience</td>
<td></td>
</tr>
<tr>
<td>- On-the-job training</td>
<td>- On-the-job training</td>
<td></td>
</tr>
<tr>
<td># of new SNAP E &amp; T providers</td>
<td>% of SNAP E &amp; T providers retained for the duration of their contract</td>
<td></td>
</tr>
<tr>
<td>Amount of federal participation dollars expended</td>
<td>% of SNAP E &amp; T providers retained for the duration of their contract</td>
<td>Median quarterly earnings of all the E&amp;T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&amp;T</td>
</tr>
<tr>
<td>- % of 50% contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- % of 50% split that is 3rd party participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of recipients who experience a net increase in earnings</td>
<td></td>
<td># / % of participants employment 2-years post-project completion</td>
</tr>
<tr>
<td>Median quarterly earnings of all the E&amp;T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&amp;T</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: When size allows, each participant-focused measure and measure subset will be disaggregated and reported in the following categories:
• Voluntary versus mandatory participant

• Education level prior to being provided with E&T services

• ABAWD status (Y/N)

• Speak English as a second language (Y/N)

• Gender

• Age range (ranges: 16-17, 18-35, 36-49, 50-59, 60 or older)

• Experiencing homelessness (Y/N)

• Criminal background (Y/N)

• Caring for dependent children (Y/N)

• Veteran status (Y/N)

• Servicing county

• Local area provider

• Program component

Information about these demographic subsets, the source systems through which they can be accessed, and their general reliability/validity is included in the chart below.

Table One: SNAP E&T Performance Measure demographic subsets

<table>
<thead>
<tr>
<th>Demographic category</th>
<th>Definition/ rationale</th>
<th>Source system &amp; data elements</th>
<th>Reliability/ validity of suggested elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary/ Mandatory participant</td>
<td>SNAP E&amp;T provides services to Non-Public Assistance SNAP participants whose participation is mandatory (Able-Bodied Adults Without Dependents (ABAWDs) between the ages of 18 and 50). For those who are not exempt or do not meet an exception criteria, participation in Employment Services is mandatory. (SNAP E&amp;T Manual, 5.3).</td>
<td>DHS Data warehouse, Maxis</td>
<td>Highly reliable: Used to determine program eligibility.</td>
</tr>
<tr>
<td><strong>Education level</strong></td>
<td>Does a participant have a GED or high school degree prior to being provided with SNAP E&amp;T services?</td>
<td><strong>Workforce One</strong></td>
<td>Somewhat reliable: Participant self-reported, recorded by services worker.</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------</td>
<td>-----------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>ABAWD status</strong></td>
<td>Is the participant an Able Bodied Adult Without Dependents?</td>
<td><strong>Maxis</strong></td>
<td>Highly reliable: Used to determine program eligibility.</td>
</tr>
<tr>
<td><strong>Speak English as a second language</strong></td>
<td>Is English the participants’ primary language?</td>
<td><strong>Workforce One</strong></td>
<td>Reliable: A limited English proficiency status is determined by the Employment Services worker.</td>
</tr>
<tr>
<td><strong>Age range</strong></td>
<td>How old is the participant at the time of application?</td>
<td><strong>Maxis</strong></td>
<td>Highly reliable: Verified and recorded by the financial worker.</td>
</tr>
<tr>
<td><strong>Experiencing homelessness</strong></td>
<td>Intended to help understand the living situation of a participant.</td>
<td><strong>WorkforceOne</strong></td>
<td>Not yet reliable. This will become a mandatory question in WorkforceOne. A workgroup will ensure that this definition is consistent with how homelessness is defined nationally by HUD and F&amp;S.</td>
</tr>
<tr>
<td>Criminal background</td>
<td>Does the participant have a criminal background?</td>
<td>WorkforceOne</td>
<td>Not yet reliable. This will become a mandatory question in WorkforceOne. A workgroup will ensure that this definition is consistent with local and national standards.</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------</td>
<td>--------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Caring for dependent children</td>
<td>Is the participant a primary caregiver?</td>
<td>Maxis</td>
<td>Reliable: Required for program eligibility</td>
</tr>
<tr>
<td>Veteran status</td>
<td>Is the participant a veteran?</td>
<td>Workforce One</td>
<td>Not yet reliable. This will become a mandatory question in WorkforceOne.</td>
</tr>
</tbody>
</table>

Measures that are not yet reliable will be revisited by the WorkforceOne sub-committee: the plan is to make all listed measures mandatory and to ensure that concise and consistent definitions are provided in a user manual. Where a standard definition does not yet exist as in the case of criminal background and homeless status, the group will work to ensure that definitions are consistent with national and local DHS- and DEED-supported program standards.
Operationalization of proposed measures

Measure one: The number and percent of federal participation dollars that are expended.

This measure looks at system-level performance, examining the extent to which the state of Minnesota is availing of federal support dollars. It can be mapped to strategic plan goals one, build a diverse network of 50/50 training providers that serve eligible participants across the state, and three, create an array of essential support services that address barriers, and support participation in training and employment activities.

Data analysis and reporting

This measure will be looked at through the lens of two distinct categories:
- % of 50% contributions
- % of 50% split that is 3rd party participation

Data sources: Financial Operations, fiscal reports

Reporting frequency: This measure will be reported yearly, in accordance with the federal fiscal year.

Measure two and three: The number of new SNAP E & T providers, and the percentage of SNAP E & T providers who are retained for the duration of their contract.

Description and goal mapping: In the early stages of SNAP E & T, it is important to create and sustain a diverse network of providers who can assist SNAP E & T in offering participants a broad array of employment and training opportunities. These measures map to the first goal in the strategic plan, build a diverse network of 50/50 training providers that serve eligible participants across the state.

Data analysis and reporting

Data sources

1. Use contract data to determine who has been approved to provide services.

Notes on process:

- This measure will be pulled annually in accordance with the federal fiscal year.
- This measure will assess both grantees and sub-grantees.
- New providers are defined as entities that had no contract last year but have a contract in the current fiscal year. Returning providers are defined as entities that had a contract in both the prior and current fiscal year.
- The measure should be disaggregated by county, region, and program type (workforce, accredited education, etc.).
• Retention will look specifically at the percentage of providers who are retained for the entirety of their contract.
• Language and reporting will be added to the contract close out process allowing for DHS (the department) to track the reasons SNAP E&T providers discontinue their provider status.
• Contractual language will be added in 2019 allowing the department to review and report on the number and types of trainings slots per agency and geographic location.

**Measure four: The percentage and number of recipients who experience a net increase in earnings.**

**Description and goal mapping:** Asks what number and percentage of people are better off after exiting from a SNAP E&T program. This measure maps to goal four in the strategic plan, establish strong connections with local and regional employers, and goal five, evaluate to measure success and share results.

**Data sources:** DEED and DHS Data warehouse: Wage Detail (unemployment insurance data base), MAXIS (the information system storing eligibility and benefit information) and WorkforceOne (employment services’ program data).

**Notes on process:**

- **Recipient** is defined as a person who has participated in a **qualified component:** job seeking skills, job club, job retention services, basic education, vocational training, workfare, and work experience AND has exited from SNAP E&T. An individual is considered a participant when their case manager, job counselor, or job developer has logged at least one hour of participation in the specified activity.
- Calculations are based on participant exit date, defined as the date of a participant’s exit from SNAP or SNAP E&T (MAXIS or WF1), whichever comes first. Further guidance will be given to SNAP E&T providers regarding when to close out cases due to employment and/or failure to meet program and/or eligibility requirements. For a more accurate understanding of participant progress, we will compare wage detail records from two quarters prior to the start of the SNAP E&T program (WF1) to wage detail records two and four quarters after program exit.
- This measure will be disaggregated and reported by type of training activity: training, education, work experience, and on-the-job training.