



Paul LePage  
Governor

STATE WORKFORCE INVESTMENT BOARD  
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## WORKFORCE SYSTEM POLICY AND PROCEDURES

<b>ISSUANCE DATE:</b>	<b>January 19, 2013</b>
<b>POLICY NUMBER:</b>	<b>12-03</b>
<b>RECISSION:</b>	

**To:** Bureau of Employment Services, MDOL  
Local Board Directors

**From:** Garret J. Oswald, Director  
State Workforce Investment Board

**CC:** Local Workforce Investment Boards  
Service Provider Directors  
Workforce Development System Partners  
BES CMCC

**SUBJECT:** Data Collection and Reporting

**BACKGROUND:** While data is already collected and reported for the purpose of compliance with the Workforce Investment Act and Wagner-Peyser Act and to assess performance relative to federally mandated performance objectives or measures, other indicators that measure performance and attainment of goals provides much more helpful information on Maine's workforce development system. The State Workforce Investment Board has developed a detailed performance scorecard that includes information on the performance of all publicly funded workforce development programs and partners. The scorecard will allow Maine to assess goal attainment, program success, areas that require improvement, best practices, and where practical, return on investment. The National Association of Workforce Boards (NAWB) is working to develop an Economic Impact Scorecard that incorporates many of the same elements as Maine's Performance Scorecard.

### **POLICY:**

All publicly funded workforce system partners are required to collect and report data mandated by state and federal law. In addition, all publicly funded workforce system partners are required to collect and report data for the Maine Performance Scorecard.

### **GUIDANCE:**

System partners will provide the SWIB with data on a quarterly basis. The SWIB, in collaboration with the Bureau of Employment Services (BES) is responsible for collecting the

reported data and entering it into the OneFlow and other appropriate databases where captureable for further reporting and analysis.

**PERFORMANCE GOALS:**

See attached [Performance Scorecard](#)

**DIRECT INQUIRES TO:**

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**EFFECTIVE DATE: January 19, 2013**

**ATTACHMENT:**

[Performance Scorecard](#)