

## What Can Your Annual Performance Report (APR) Tell You About Your Participants?

The raw numbers in the Annual Performance Report (APR) can be combined to provide more details about how participants have performed so far. Using the definitions of the outcomes, this document contains the accurate methods of obtaining percentages of participants who have achieved those outcomes. These percentages may be used internally by your institution as one measure of program success, and could be provided externally to stakeholders as you seek additional funding to sustain your programs or promote your accomplishments.

Please note that where B.1-B.10 and C.4 are mentioned below, these refer to the outcome numbers in the APR.

### I. PROGRAM STATUS OUTCOMES

Status outcomes refer to outcomes that indicate the enrollment status of participants-- whether they have completed a program or are still working on completing one. Below are three status outcomes and how to calculate them accurately.

#### 1. Percentage of participants completing a program to date:

First, sum B.1 for all years to date and B.2 for all years to date and then use in the formula below.

**Formula:  $(B.2 / B.1) \times 100 = x\%$**

**Example:**

**100 participants total to date (B.1)**

**30 completers total to date (B.2)**

**$30 / 100 \times 100 = 30\%$**

***Example Interpretation: 30% of participants to date have completed a TAACCCT-funded program.***

#### 2. Percentage of participants currently retained in a TAACCCT program:

First, sum B.1 for all years to date and then use in the formula below.

**Formula:  $(\text{Current year B.3 only}^* / B.1) \times 100 = x\%$**

**Example:**

**100 participants total to date (B.1)**

**50 retained in a TAACCCT program in the *current* year only (B.3)**

**$50 / 100 \times 100 = 50\%$**

***Example Interpretation: 50% of participants are currently retained in a TAACCCT program.***

\*Only the current year of your grant's retained participants should be included. It is not useful to know the total number retained to date, as some participants may have changed their status as they completed programs or left the institution from year to year, or may be duplicated if they were retained in more than one year.

## TAACCCT Performance Reporting Technical Assistance Resource #6:

### 3. Percentage of participants either completing a program to date or currently retained in a TAACCCT program:

First, sum B.1 for all years to date and B.2 for all years to date and then use in the formula below.

**Formula:**  $[(B.2 + \text{current year B.3 only}^*) / B.1] \times 100 = x\%$

**Example:**

100 participants total to date (B.1)

30 completers total to date (B.2)

50 retained in a TAACCCT program in the *current* year only (B.3)

**$[(30 + 50) / 100] \times 100 = 80\%$**

**Example Interpretation:** *80% of participants to date have either completed a TAACCCT program or are currently retained in a TAACCCT program.*

\*Only the current year of your grant's retained participants should be included. It is not useful to know the total number retained to date, as some participants may have changed their status as they completed programs or left the institution from year to year, or may be duplicated if they were retained in more than one year.

## II. EDUCATION-RELATED OUTCOMES

The following six outcomes pertain to educational outcomes that are achieved while participants are still enrolled. Please note that this is the accurate way to calculate the credential percentages; it is not appropriate to combine certificate and degree outcomes (#4-6 below) into one larger rate that includes all three credentials, due to possible duplication of participants in each category if they earn more than one of each type.

### 4. Percentage of completers earning a certificate of less than one year to date:

First, sum B.2 for all years to date and B.6a for all years to date and then use in the formula below.

**Formula:**  $(B.6a / B.2) \times 100 = x\%$

**Example:**

30 completers total to date (B.2)

8 earned a certificate of less than one year total to date (B.6a)

**$(8 / 30) \times 100 = 27\%$  (rounded)**

**Example Interpretation:** *27% of TAACCCT program completers to date have earned a certificate of less than one year.*

## TAACCCT Performance Reporting Technical Assistance Resource #6:

### 5. Percentage of completers earning a certificate of more than one year to date:

First, sum B.2 for all years to date and B.6b for all years to date and then use in the formula below.

**Formula:  $(B.6b / B.2) \times 100 = x\%$**

**Example:**

**30 completers total to date (B.2)**

**10 earned a certificate of less than one year total to date (B.6b)**

**$(10 / 30) \times 100 = 33\%$  (rounded)**

***Example Interpretation: 33% of TAACCCT program completers to date have earned a certificate of more than one year.***

### 6. Percentage of completers earning a degree to date:

First, sum B.2 for all years to date and B.6c for all years to date and then use in the formula below.

**Formula:  $(B.6c / B.2) \times 100 = x\%$**

**Example:**

**30 completers total to date (B.2)**

**6 earned a degree total to date (B.6c)**

**$(6 / 30) \times 100 = 20\%$**

***Example Interpretation: 20% of TAACCCT program completers to date have earned a degree.***

### 7. Average number of certificates/degrees per participant:

First, sum B.1 for all years to date and B.6 for all years to date and then use in the formula below.

**Formula:  $B.6 / B.1 = \text{Avg}$**

**Example:**

**100 participants total to date (B.1)**

**275 certificates and degrees completed total to date (B.6)**

**$(275 / 100) = 2.75$**

***Example Interpretation: On average, each TAACCCT participant has completed 2.75 certificates and degrees.***

## TAACCCT Performance Reporting Technical Assistance Resource #6:

### 8. Average number of credit hours completed per participant:

First, sum B.1 for all years to date and B.5 for all years to date and then use in the formula below.

**Formula  $B.5 / B.1 = \text{Avg}$**

**Example:**

100 participants total to date (B.1)

2,100 credit hours completed total to date (B.5)

**$(2,100 / 100) = 21$**

**Example Interpretation:** *On average, each TAACCCT participant has completed 21 grant-funded credit hours.*

### 9. Percentage of participants earning credit hours within a certain year:

A cumulative percent is not possible because participants can be counted in multiple years, and therefore duplicated, as long as they earned at least one TAACCCT-funded credit hour in those years. Annual numbers can be derived as follows:

**Year 1:**

**Formula:  $(B.5a / B.1) \times 100 = x\%$**

**Example:**

100 participants in Year 1 (B.1)

80 earned TAACCCT-funded credit hours in Year 1 (B.5a)

**$(80 / 100) \times 100 = 80\%$**

**Year 2 (Can be repeated for Years 3 and 4)**

**Formula:  $[B.5 \text{ of current year} / (B.1 \text{ current year} + B.3 \text{ previous year})] \times 100 = x\%$**

**Example:**

100 participants in Year 2 (B.1 for Year 2)

50 participants retained in a TAACCCT program from Year 1 (B.3 previous year)

115 earned TAACCCT-funded credit hours in Year 2 (B.5 for Year 2)

**$[115 / (100+50)] \times 100 = 77\%$  (rounded)**

**Example Interpretation:** *In Year 1, 80% of participants to date earned TAACCCT-funded credit hours. In Year 2, 77% of either new participants or those retained from Year 1 earned TAACCCT-funded credit hours.*

# TAACCCT Performance Reporting Technical Assistance Resource #6:

## III. EMPLOYMENT-RELATED AND FOLLOW-UP OUTCOMES

There are five follow-up percentages below that can be calculated relating to employment, additional education and wage increases. Each uses a unique population of participants for calculations. In other words, most of the calculations have a different denominator, based upon the definitions of the outcomes in the OMB package.

### **10. Percentage of non-incumbent worker completers entering employment:\***

First, sum B.2, B.2a and B.8 for all years to date and then use in the formula below.

**Formula:**  $[B.8 / (B.2 - B.2a)] \times 100 = x\%$

**Example:**

**30 completers total to date (B.2)**

**15 incumbent worker completers total to date (B.2a)**

**8 placed into employment total to date (B.8)**

**$[8 / (30 - 15)] \times 100 = 53\%$  (rounded)**

***Example Interpretation: 53% of TAACCCT program completers to date who were not incumbent workers and who had exited the institution entered employment after program completion.\*\****

\*Incumbent workers are not eligible to be counted as having been placed into employment; incumbent workers who have completed a program (B.2a) must be removed from the denominator to provide an accurate employment rate.

\*\*Even though not all completers may have exited the institution, all of the completers who are counted in B.8 as having entered employment must have exited in addition to completing a program.

### **11. Percentage of those entering employment who retain employment for at least two quarters:**

First, sum B.8 for all years to date and B.9 for all years to date and then use in the formula below.

**Formula:**  $(B.9 / B.8) \times 100 = x\%$

**Example:**

**8 placed into employment total to date (B.8)**

**6 retained employment total to date (B.9)**

**$(6 / 8) \times 100 = 75\%$**

***Example Interpretation: 75% of TAACCCT participants to date who were not employed at enrollment and who entered employment after completing a TAACCCT program have retained employment for at least two quarters.***

## TAACCCT Performance Reporting Technical Assistance Resource #6:

### **12. Percentage of completers entering further education:**

First, sum B.2 for all years to date and B.7 for all years to date and then use in the formula below.

**Formula:  $(B.7 / B.2) \times 100 = x\%$**

**Example:**

**30 completers total to date (B.2)**

**12 entered further education total to date (B.7)**

**$(12 / 30) \times 100 = 40\%$**

***Example Interpretation: 40% of TAACCCT program completers to date entered further education after program completion and institutional exit. \*\****

\*\*Even though not all completers may have exited the institution, all of the completers who are counted in B.7 as having gone on to further education must have exited in addition to completing a program.

### **13. Percentage of completers either entering further education or entering employment:\***

First, sum B.2, B.7 and B.8 for all years to date and then use in the formula below.

**Formula:  $[(B.7 + B.8) / (B.2)] \times 100 = x\%$**

**Example:**

**30 completers total to date (B.2)**

**12 entered further education total to date (B.7)**

**8 enter employment total to date (B.8)**

**$[(12 + 8) / 30] \times 100 = 67\%$  (rounded)**

***Example Interpretation: 67% of TAACCCT program completers to date either entered further education or entered employment after program completion. \*\****

\*Incumbent workers, who are included in the denominator, are only eligible to be counted as having entered further education and not as having entered employment.

\*\*Even though not all completers may have exited the institution, all of the completers who are counted in B.7 as having gone on to further education and in B.8 as having entered employment must have exited in addition to completing a program. The participants who entered employment may have done so before exiting the institution, as long as they completed a program first.

### **14. Percentage of incumbent workers receiving a wage increase:**

First, sum B.10 for all years to date and C.4 for all years to date and then use in the formula below.

**Formula:  $(B.10 / C.4) \times 100 = x\%$**

**Example:**

**10 incumbent workers total to date (C.4)**

**6 incumbent workers receive a wage increase total to date (B.10)**

**$(6 / 10) \times 100 = 60\%$**

***Example Interpretation: 60% of incumbent worker participants have received a wage increase to date.***