



Annual Outcome Goal Plan

**Supplemental Guidance for
Completing Performance Goals and
Actuals and Performance Narrative**

December 3, 2014

Introduction to the Annual Outcome Goal Plan

- AOGP is required annually for all States and Wilson-Fish agencies
 - Part of compliance with Government Performance and Results Act (GPRA)
- Includes two parts:
 - Excel-based Performance Goals and Actuals
 - Word-based Performance Narrative
- Forms, instructions, and a final completion checklist will be sent by ORR to each state
 - For reference, also available on ORR's webpage at <http://www.acf.hhs.gov/programs/orr/resource/report-forms>
- Due by November 15 each year
 - Submitted to GPRA@ACF.HHS.gov
 - State Analysts available to provide assistance

Objectives of Supplemental Guidance

- This presentation reviews the AOGP as a means of providing supplemental guidance to grantees.
- Provides step-by-step explanations for each field in the AOGP.
- Text boxes highlight key points and important details.
- Organized by the two components of the AOGP.
 - Performance Goals and Actuals
 - Performance Narrative

Annual Outcome Goal Plan

Performance Goals and Actuals

Performance Goals and Actuals

- The Performance Goals and Actuals portion of the AOGP is an Excel-based form that includes two tabs or ‘pages’.
 - The first tab includes five sections pertaining to caseload, cash assistance, and employment.
 - The second tab includes short sections pertaining to wages, retention, and ORR funding.
- Each short section requires data to be reported on last year’s goals and actuals and this year’s goals.
- You must use the ORR-provided Excel-based form.

Performance Goals and Actuals

- States and Wilson-Fish agencies should establish targets aimed at improving upon the previous year's actuals.
- Goals should maintain a realistic approach to possible outcomes based upon knowledge of your state's job market and economic environment.
- Account for employability characteristics and/or limitations of the anticipated caseload for employment services and the various forces that impact a client entering employment.

Performance Goals and Actuals

**ANNUAL OUTCOME GOAL PLAN
FY 2015
PERFORMANCE GOALS AND ACTUALS**

Enter your state (or county if applicable)

Throughout this form – unless noted otherwise – you will provide last year’s actuals, and this year’s goals. The template provided by ORR will include the previous year’s goal.

In the highlighted cells, enter the unduplicated number of active, employable adults enrolled in **employability services**[†] by whether they receive TANF, RCA, or **No Federal Cash Assistance**^{*}.

State or County:

FY 2014 GOAL FY 2014 ACTUAL FY 2015 GOAL

1. Caseload

TANF Recipients			
RCA Recipients			
No Federal Cash Assistance			
Total	0	0	0

†Employability services: Recipients should include only refugees actively receiving employability services as defined under 45 CFR 400.154 (a) (c) (d) and (e). The full text of these sections can be found at http://www.acf.hhs.gov/programs/orr/policy/45cfr400_00.htm

Agencies that provide English language instruction to Matching Grant enrollees through their employment services should not count these participants in their caseload.

***No Federal Cash Assistance:** Refugees receiving only state cash assistance should also be included in this category.

Performance Goals and Actuals

2. Entered Employment

Full Time	0	0	0
Part Time	0	0	0
Total	0	0	0

2a. TANF Recipients Entered Employment

Full Time			
Part Time			
Total	0	0	0

2b. RCA Recipients Entered Employment

Full Time			
Part Time			
Total	0	0	0

2c. No Federal Cash Assistance Entered Employment

Full Time			
Part Time			
Total	0	0	0

Cash Assistance Recipients Placed In Employment

0	0	0
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Excel will automatically add the total full- and part-time entered employment based on the data input below. Percentages will be automatically calculated where comments are embedded.

In the highlighted cells, enter the unduplicated number of refugees that entered **full- or part-time employment**† by whether they received TANF, RCA, or No Federal Cash Assistance. Again, provide last year's actuals and **this year's goals**.*

Excel will automatically add the number of cash assistance recipients placed in employment.

†**Full- or part-time employment:** Full-time and part-time positions are differentiated by 35 hours per week of work. Full-time is greater than or equal to 35 hours per week. Part-time is less than 35 hours per week.

***This year's goals:** ORR has committed to specific increases based on a given program's performance for this measure. For State/Wilson-Fish programs with previous FY Actual entered employment rates of less than 50%, the current FY Goal should reflect at least a 5% increase over the Actual. For programs with previous FY Actual of more than 50% but less than 85%, a 3% increase is acceptable.

Performance Goals and Actuals

2. Entered Employment

Full Time	_____
Part Time	=====
Total	
2a. TANF Recipients Entered Employment	
Full Time	=====
Part Time	=====
Total	
2b. RCA Recipients Entered Employment	

Percentage of TANF Recipients entered employment who were employed full time
(TANF Recipients Entered Full Time Employment / Total TANF Recipients Entered Employment)

Percentages* are automatically calculated for questions 2 through 5.

***Percentages:** Questions 2 – 5 include imbedded calculations to determine various percentages and rates (e.g. percent entered employment, cash assistance termination rate, etc.). Each is explained with in a comment in Excel that is visible when you mouse over cells with a red triangle in the corner (see example comment/explanation above).

If any of the percentages calculated are more than 100% then you have a data error. In such cases, review the data that go into the calculation and make corrections accordingly.

Performance Goals and Actuals

3. Federal Cash Assistance Terminations

TANF Recipients	<input type="text"/>	<input type="text"/>	<input type="text"/>
RCA Recipients	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0

Enter the number of TANF and RCA recipients who have had their cash assistance terminated due to earnings from employment.

4. Federal Cash Assistance Reductions

TANF Recipients	<input type="text"/>	<input type="text"/>	<input type="text"/>
RCA Recipients	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0

Enter the number of TANF and RCA recipients who have had their cash assistance reduced due to earnings from employment.

5. Entered Full Time Employment Offering Health Benefits

TANF Recipients	<input type="text"/>	<input type="text"/>	<input type="text"/>
RCA Recipients	<input type="text"/>	<input type="text"/>	<input type="text"/>
No Federal Cash Assistance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0

Enter the number of refugees who entered full-time employment **offering health benefits**.*

*Offering health benefits: Report those who were offered health benefits within the first six months of employment regardless of whether or not the benefits were taken.

Performance Goals and Actuals

**ANNUAL OUTCOME GOAL PLAN
FY 2015
PERFORMANCE GOALS AND ACTUALS**

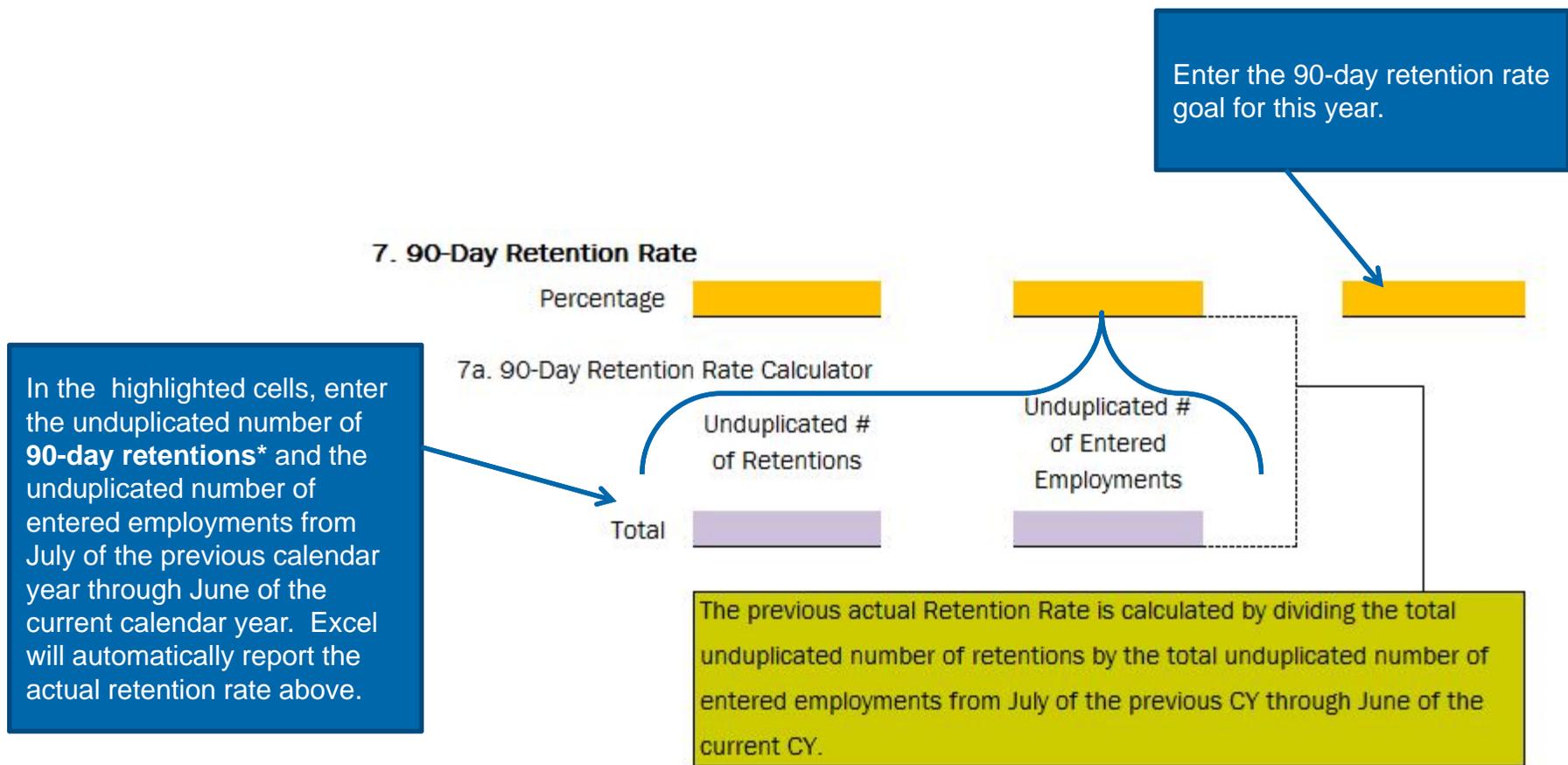
State or County:

	FY 2014 GOAL	FY 2014 ACTUAL	FY 2015 GOAL
6. Average Hourly Wage of Refugees Entering Full Time Employment	\$ -	\$ -	\$ -

Enter the **average hourly wage*** of refugees entering full-time employment. Again, provide last year's actuals, and this year's goals.

***Average hourly wage** is calculated as the sum of the hourly wages for the full-time placements divided by the total number of full-time placements each state.

Performance Goals and Actuals



***90-day retention** is a measure of retention of employment, not necessarily retention of a specific job. As long as the refugee remains employed in a job a quarter after employment entry, it is considered a retention even if it is not the same job started during the previous baseline quarter.

Performance Goals and Actuals

8. Office of Refugee Resettlement Funding

	FY 2014 Actual	FY 2015 Propos
Social Services Formula Funding		
Targeted Assistance Formula Funding		
Discretionary Grant Funding	\$ -	\$ -
Total Liquidated Funding	\$ -	\$ -
Cost per Entered Employment		

Enter ORR funds by category for **employment services*** only liquidated in the previous year and funds proposed to be liquidated in the current year.

Excel will automatically calculate Total Liquidated Funding and Cost per Entered Employment.

Agency Point of Contact

Please provide the name, title and contact information for the agency staff person best equipped to respond to questions regarding your Annual Outcome Goal Plan submission.

First and Last Name	Title
Telephone Number	Email

Provide the point of contact for the staff person best equipped to respond to questions regarding the AOGP.

***Employment services** includes only those defined in 40 CFR 400.154 (a), which includes development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement follow up.

Annual Outcome Goal Plan Performance Narrative

Performance Narrative

- The Performance Narrative portion of the AOGP is a Word-based form that includes 10 questions.
 - Complete after finishing the Performance Actuals and Goals.
- Questions ask whether goals were met and prompt for further explanation.
 - Respond to each question as thoroughly as possible.
- Information provided in the Performance Narrative is important for understanding an individual program's performance and analyzing overall trends affecting programs nationwide.

Performance Narrative

OFFICE OF REFUGEE RESETTLEMENT
ANNUAL OUTCOME GOAL PLAN
Performance Narrative

State or County: **[Enter state or county name]**

1. Did the FY [previous year] Actual Caseload meet or exceed the proposed FY [previous year] Goal?

Yes No

If no, provide an explanation as to why the goal was not met. If yes, please comment on any significant factors contributing to the success.

[Enter your response here. Please be as thorough as possible. The box will expand as you type to allow for any response length.]

2. Did the total FY [previous year] Actual percentage for Entered Employment meet or exceed the proposed FY [previous year] Goal?

Yes No

If no, provide an explanation as to why the goal was not met. If yes, please comment on any significant factors contributing to the success.

[Enter your response here. Please be as thorough as possible. The box will expand as you type to allow for any response length.]

3. Did the total FY [previous year] Actual percentage for Federal Cash Assistance Terminations meet or exceed the proposed FY [previous year] Goal?

Answer questions by checking boxes and typing in the gray shaded areas.

Performance Narrative

1. Did the [previous year] Actual Caseload meet or exceed the proposed [previous year] Goal?
2. Did the total [previous year] Actual percentage for Entered Employment meet or exceed the proposed [previous year] Goal?
3. Did the total [previous year] Actual percentage for Federal Cash Assistance Terminations meet or exceed the proposed [previous year] Goal?
4. Did the total [previous year] Actual percentage for Federal Cash Assistance Reductions meet or exceed the proposed [previous year] Goal?
5. Did the total [previous year] Actual percentage for Entered Employment Full Time Offering Health Benefits meet or exceed the proposed [previous year] Goal?

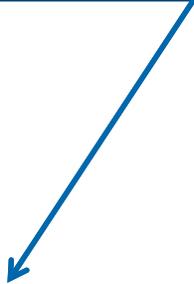
Performance Narrative

6. Did the [previous year] Actual Average Hourly Wage for Refugees Entering Full Time Employment meet or exceed the proposed [previous year] Goal?
7. Did the [previous year] 90-Day Retention Rate meet or exceed the proposed [previous year] Goal?
8. What further information do you feel is helpful in explaining overall program performance?
9. What information do you feel could be helpful in explaining [current year] goals?
10. How can the Annual Outcome Goal Plan forms or process be improved to better serve your program in effectively and efficiently reporting performance outcomes?

Final Completion Checklist

OFFICE OF REFUGEE RESETTLEMENT
ANNUAL OUTCOME GOAL PLAN
Final Completion Checklist

The Final Completion Checklist is a guide to help you check your submission. Do not submit it with your AOGP.



Before submitting the completed *Annual Outcome Goal Plan: Performance Goals and Actuals* and *Performance Narrative*, please confirm the following:

- All data provided:** Data for each field on both the GoalPlan-1stPage and GoalPlan-2ndPage worksheets of the *Annual Outcome Goal Plan: Performance Goals and Actuals* are entered and accurate.
- Original redesigned form used:** The *Annual Outcome Goal Plan* forms provided have been used without alteration to format or formulas.
- FY, not CY:** Data provided follows the Federal Fiscal Year rather than the calendar year.
- Unduplicated number:** Data is provided for each individual refugee rather than for each job, even though a single refugee may have been placed in multiple jobs during the FY.
- No percentages** No percentages calculate to more than 100% on the *Performance over 100%: Goals and Actuals* form.
- Employability services only:** Only refugees participating in employability services as defined under 45 CFR 400.154 (a) (c) (d) and (e) during the previous FY are included.
- Average wage for full-time employment only:** Computation of the average wage was done using only full-time employments and does not include those working part-time.
- **90-day Employment retention:** *Actuals* data is provided as a total number of unduplicated entered employments for whom the 90-day mark for measuring retention

Questions and Answers

The screenshot shows the Microsoft Office Live Meeting interface. At the top, there are tabs for 'Attendees (1)', 'Voice & Video', 'Q&A', and 'Meeting'. The 'Q&A' tab is selected. Below the tabs, there is a text input field with the placeholder text 'Type your question here.' and an 'Ask' button to its right. Below the input field, there is a message that says 'No questions have been answered yet.' Three numbered instructions are overlaid on the screenshot: 1. A yellow box with the text '1. Click on the word "Q&A"' and a yellow arrow pointing to the 'Q&A' tab. 2. An orange box with the text '2. Type your question in the top box' and an orange arrow pointing to the text input field. 3. A green box with the text '3. Click on the word "Ask" to submit your question' and a green arrow pointing to the 'Ask' button.

1. Click on the word "Q&A"

2. Type your question in the top box

3. Click on the word "Ask" to submit your question