Self-Support Index and Work Participation Rate Performance Measures Instructions for completing the Performance Improvement Plan

The purpose of this document is to provide counties/tribes with a format for identifying and documenting strategies for improving the Self-Support Index (S-SI) and/or the Work Participation Rate (WPR).

The guidance is organized as followed:

- S-SI background
- WPR background
- Process for identifying strategies
- Instructions for completing county/tribe performance improvement plans (PIP's)

I. S-SI Background

Counties/Tribes that are "below" their expected range of performance must submit a PIP for approval to receive these bonus funds. The S-SI section lists the strategies, implementation steps, anticipated outcomes and timelines the county/tribe will implement to improve its S-SI over the next year.

Examples of effective strategies:

- Collaboration of responsibilities between financial and employment services.
- Focus on participants working but less than the required number of hours.
- Focus on participants who have been on MFIP 24 or more months.

II. WPR Background

Counties/Tribes that did not meet the adjusted WPR target of 39.8 percent or improve by five percentage points from the previous year must submit a PIP for approval to receive WPR bonus funds. The WPR section lists the strategies, implementation steps, anticipated outcomes and timelines the county/tribe will implement to improve its WPR over the next year.

Examples of effective strategies:

- Designate a WPR person
- Structure job search
- Subsidized employment
- On-the-job training
- Improve record keeping on MAXIS and WorkForce 1 (WF1)
- Reduce the number of unaccounted participants
- Increase the use of unpaid work experience
- Designate job developer managing work site placements

III. Process for identifying strategies

Counties/Tribes are encouraged to collaborate with representatives from within your agency and staff from other service providers to complete the PIP. Human Services, Income Maintenance, Employment service providers are examples of stakeholders who impact performance measure. Staff members and stakeholders from these agencies can provide multiple perspectives in identifying performance measure strategies for the PIP.

IV. Instructions for PIP's

Glossary

Performance Measure Bonus	An amount equal to 5% of the Consolidated Fund for the purpose of providing bonuses to county/tribe for meeting the MFIP performance standards. The 5% is equally divided between the WPR (2.5%) and S-SI (2.5%) performance measures.
Designated county/tribe staff	The county/tribe staff who will be primarily responsible for completing the PIP's and provide contact information.
Populations	Identify the target population for the strategy. For example: Participants who have received MFIP for more than 12 months.
Strategies	List an approach that the county/tribe intends to use to improve performance. For example, using unpaid work experience to improve the WPR.
Implementation Steps	Identify the activities or tasks that provide the step-by-step directions for implementing the strategy for improvement.
Anticipated outcome of strategy	Explain what is expected to be achieved with the identified strategy. For example, 50% of MFIP participants in job search activities will be placed in subsidized employment after their six weeks of job search.
Timeline	Record the expected short-term and long-term completion dates for each action step.

MFIP regional representatives are available to provide county/tribe guidance on performance measures. The form is in a Microsoft® Word format that can be saved, preferably using the county/tribe name (e.g., Red Lake 2012 PIP). The county/tribe should submit the PIP as an attachment with the MFIP Biennial Service Agreement form.

DHS Approval

The department must approve all PIP's. The department will inform each county/tribe by Dec. 31, 2011, if its PIP has been approved. If the PIP is not approved, the department will inform the county/tribe of any revisions or additional information needed for approval. **Counties/Tribes must have approved PIP's to receive bonus funds.**