



PACTT Public Report Handbook

Developed by **Research for Action** • July 2021

Introduction

This handbook lists each field from PACTT’s public report and describes the specific youth data and calculations behind each field.¹ The following pages describe each part of the PACTT public report. Every report field and the underlying data used to calculate each field are defined. Clarifications and caveats for individual report fields are also noted.

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What is PACTT?

The Pennsylvania Academic, Career and Technical Training Alliance (PACTT) seeks to develop the academic and career-related competencies of juvenile justice-involved youth by supporting affiliated human service agencies in Pennsylvania. The supports that PACTT provides are designed to help juvenile offenders gain the capacity to graduate from high school, transition to postsecondary schools or training, and/or obtain employment. Initially established as a privately operated initiative funded by grants, PACTT transitioned to Pennsylvania’s Department of Human Services Bureau of Juvenile Justice Services (BJJS) in 2014. BJJS currently provides funding and staffing for PACTT, which has grown to around 70 affiliated agencies in 2020 from 23 in 2014.

All PACTT-affiliated agencies must meet PACTT’s core affiliation requirements, including meeting specific PACTT-defined standards for providing youth with academic supports, vocational training, workplace experiences, and opportunities to develop soft skills. Agencies may also affiliate with PACTT in one or more specific areas that represent PACTT goals: academic instruction, job skills training, and work-related services. As part of their affiliation requirements, agencies also report information to PACTT’s database about services that youth received while in their care. Data reported to this database serve as the basis for the PACTT public reports described in this handbook.

Description of PACTT Public Reports

Each public report describes the PACTT-related outcomes and services at one PACTT-affiliated agency. Starting in July 2021, public reports are created twice each year in January and July and describe the PACTT-related services each agency provided to youth who were discharged from their care over

the previous twelve months. Public reports consist of several sub-reports: the Core Affiliation Report, Academic Report, Work-Related Services Report, and Job Skills Training Report.

All PACTT public reports will include the Core Affiliation Report. However, the Academic Report section of the PACTT public report is only available for agencies holding academic affiliation because the outcomes and services reported in the sub-report apply only to academic affiliates. Similarly, the Work-Related Services Report and the Job Skills Training Report are only available for agencies holding work-related services affiliation and job skills training affiliation, respectively.

Data Included in PACTT Public Reports

All outcomes reported in PACTT public reports are calculated or drawn from data self-reported by agencies to PACTT's database. Aggregate youth outcomes in each report are calculated from agency-reported data for youth who have been discharged during a twelve-month period.² Data for youth who were at an agency during the same twelve-month period but who were not discharged during that period would not be included in the report. For example, if only 70 out of 100 youth placed at an agency during 2020 were discharged by the end of 2020, data for only those 70 discharged youth would be reported on that agency's public report for 2020.

For a youth's data to be included in the public report, the youth must meet all of the following *General Data Inclusion Criteria*:

- Discharged from the affiliated agency described by the report;
- Discharged from the agency during the date range noted by the field "Date Range of Data Included";
- Designated delinquent;
- Referred to agency by a Pennsylvania county; and
- Discharged from the agency with the recommendation of the agency.

Additional data inclusion criteria may apply to different sections of the PACTT public report. These additional data inclusion criteria are described in the following pages where applicable and will be noted in the descriptions of each report field.

Youth Goals Considered When Reporting Outcomes

Many of the fields in the public report describe the percentage of discharged youth who participated in different types of services, such as GED preparation programming or OSHA-10 certification. However, because not all services may be appropriate for all youth, only youth with the expressed goal of participating in certain types of services are considered when calculating youth outcomes described in the public report.

² See *Date Range of Data Included* on page 6.

For example, a youth who has already earned a high school diploma would not need to earn a GED and would not have a goal of participating in GED preparation programming. This youth would not be included in the calculation for the percentage of youth who participated in GED preparation programming because the youth did not need to participate in GED preparation programming.

Information about youth goals are reported by agencies to the PACTT database. A youth goal is determined by the youth, family, referring agency, and PACTT affiliate's multidisciplinary team members at the time of the initial planning process or at any time during the youth's placement with the affiliate. As goals may change, a youth is considered to have a goal if the youth still holds that goal at discharge.

In the following pages, if youth goals are considered in the calculation of specific report fields, the goals are noted alongside the report field in the column "Youth Included in Calculation of Report Field."

Format of Handbook

The following handbook is divided into the different sub-reports of the public report: the Core Affiliation Report, Academic Report, Work-Related Services Report, and Job Skills Training Report. Each report field is described and the criteria for the inclusion of youth data are listed where applicable. Because the different sub-reports may describe different populations of youth, this handbook uses colors to denote the different sub-reports. Yellow marks information pertaining to the **Core Affiliation Report**, red to the **Academic Report**, purple to the **Work-Related Services Report**, and blue to the **Job Skills Training Report**.

Core Affiliation Report

Each public report leads with the Core Affiliation Report that consists of two sections: the Agency Information section and the Soft Skills Instruction section. An additional two sections of the Core Affiliation Report are located at the end of each public report. More information about these additional two sections can be found on page 31.

Core Affiliation Report Sections and Fields

Agency Information	
This section provides basic information about the agency described in the public report and does not include any youth-level calculations.	
Report Field	Notes
Name	Name of the agency that is being described in the report. All information in the report are based on data self-reported by the agency to the PACTT database.
County Location of Program	Pennsylvania county where the agency is located.
Program Type	<p>This field is reported via dropdown menu and describes the service model of the agency. Available options and their descriptions are as follows:</p> <ul style="list-style-type: none"> • <i>Open Residential</i>: Agency provides care in a 24-hour living setting to one or more individuals from which voluntary departure from the building or the premises may be approved by agency staff. • <i>Secure Residential</i>: Agency provides care in a 24-hour living setting to one or more individuals from which voluntary departure from the building or the premises is strictly prohibited through 1) internal or exterior locks and/or 2) secure fencing around the perimeter of the building. • <i>Community-Based</i>: Agency provides services outside of residential settings; examples include but are not limited to victim-offender mediation, skill-building programs, dispute resolution programs, and community service.

Genders Served	<p>This field is reported via dropdown menu and describes the genders of youth served by the agency. Available options are as follows:</p> <ul style="list-style-type: none"> • <i>Males only,</i> • <i>Females only, and</i> • <i>Males and females.</i> <p>While these options are not inclusive of all gender identities, Pennsylvania Code Title 55, Chapter 3800, Section 32(a) forbids discrimination against youth because of sexual orientation or sex.³ Guidance from the Pennsylvania Bureau of Juvenile Justice Services requires their Youth Development Centers/Youth Forestry Camps program to consider the specific needs of transgender and intersex youth.⁴</p>
Phone Number	The main telephone number of the agency.
Date Range of Data Included	Data used to calculate this report include only data for youth who were discharged from the agency during this date range, inclusive of the start and end dates of the range. For example, a date range of January 1, 2020, through December 31, 2020, means that youth were included in the report if they were discharged on or after January 1, 2020, but on or before December 31, 2020.
PACTT Affiliation Type(s)	<p>PACTT affiliations that the facility or agency currently holds. A PACTT affiliate can be affiliated in one, two, or all three of the following areas:⁵</p> <ul style="list-style-type: none"> • <i>Academics,</i> • <i>Work Related Services, and</i> • <i>Job Skills Training.</i>
Website	Website, if available, for the agency described in the report.
Program Description	Written statement provided by the agency describing the programs and services offered by the agency and its partners. This field has a 2,000-character limit.

³ See <https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3800/s3800.32.html&d=> for more information.

⁴ See https://www.lambdalegal.org/sites/default/files/resident_sexuality_and_gender_identity.pdf for more information.

⁵ See <http://www.pactt-alliance.org/Pages/What%20is%20PACTT.aspx> for all PACTT affiliation standards.

Soft Skills Instruction

The PACTT Core Affiliation Requirements require all affiliated agencies provide employability and soft skills training for all youth aged 14 and older. PACTT publishes an Employability and Soft Skills Manual (ESSM) with 27 total soft skills categorized into five domains: Career Awareness and Exploration, Job Search Skills, Job Retention & Career Advancement, Life Skills, and Personal and Social Development Skills.⁶

This section of the Core Affiliation Report describes outcomes for the agency’s soft skills training program. For each report field, a result of “N/A” indicates that no youth met the corresponding criteria to be included in the calculation.

Report Field	Youth Included In Calculation of Report Field	Additional Notes
Percentage of youth that participated in soft skills instruction	Youth who met all General Data Inclusion Criteria (page 3)	Of the discharged youth who were age 14 or older at the time of admission to the agency, the percentage of these youth who participated in soft skills instruction at the agency. Participation in soft skills instruction does not necessarily indicate that the youth completed one of the 27 soft skill competencies.
The average number of employability soft skills completed per youth that completed the program (n=27)	AND who were age 14 or older at time of admission to the agency.	This average is calculated by summing the total number of soft skills completed by youth and dividing by the total number of youth. There are 27 total soft skills as defined by PACTT’s Employability and Soft Skills Manual. ⁶ This average does not account for varying lengths of stay for different youth.

⁶ See <http://www.pactt-alliance.org/Pages/PACTT-Employability-Soft-Skills.aspx> to access PACTT’s Employability and Soft Skills Manual version 4.

Academic Report

This report is provided for agencies affiliated with PACTT as academic affiliates. Because of the time needed for youth to earn credits and for agencies to provide academic supports, this report focuses on outcomes for discharged youth with lengths of stay of 90 days or more.

Academic Report Data Inclusion Criteria

Outcomes reported in the Academic Report are calculated from data for youth who meet all the *General Data Inclusion Criteria* (page 3) and two additional criteria specific to the Academic Report. For a youth's data to be included in the Academic Report, the youth must meet all the following criteria (additional criteria in bold type):

- Discharged from the affiliated agency described by the report;
- Discharged from the agency during the date range noted by the field "Date Range of Data Included";
- Designated delinquent;
- Referred to agency by a Pennsylvania county;
- Discharged from the agency with the recommendation of the agency;
- **Discharged from the agency after of length of stay of 90 days or more; and**
- **Had an academic goal in placement or had not earned a high school diploma or GED prior to admission.**

Report fields in the Academic Report are calculated using only data for youth who meet all the above criteria. In addition, where noted, some report fields may be calculated using a smaller subset of these youth.

Academic Report Sections and Fields

Academic Report Information

This section of the Academic Report describes the youth included in the report and their average length of stay at the agency. A result of “N/A” for these fields indicates that no youth met the Academic Report Data Inclusion Criteria (page 8) and that the remainder of the Academic Report will contain no youth data.

Report Field	Youth Included in Calculation of Report Field	Additional Notes
Number of Discharged Youth Included in the Academic Report	Youth who met all Academic Report Data Inclusion Criteria (page 8).	<p>This number may not represent the total number of youth discharged from the affiliated agency during the reporting period as there may be other youth discharged who do not meet the Academic Report Data Inclusion Criteria.</p> <p>Because of additional criteria specific to each report field, not all youth counted here may be included in every report field in the Academic Report. The n-size or sample size of other fields in the Academic Report may be smaller than the number reported here.</p>
Average Length of Stay		The average length of stay is reported in days.

Receipt of Academic Records

The PACTT Academic Affiliation Requirements require that academic affiliates request school transcripts/records from an incoming youth's prior school(s) if that youth has not yet earned a high school diploma or GED. These academic records are typically used as part of the process to determine a youth's academic level and needs so that an agency may provide the necessary academic supports during placement. Policy from the Pennsylvania Department of Education (PDE) states that records requests should be honored within ten business days of the request being made.⁷

This section of the Academic Report describes the outcomes of an agency's efforts to obtain academic records for the youth they serve. For each report field, a result of "N/A" indicates that no youth met the corresponding criteria to be included in the calculation.

Report Field	Youth Included in Calculation of Report Field	Additional Notes
Percentage of transcripts/records requested by the agency	Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who had not earned a high school diploma or GED prior to admission.	This percentage is the percentage of youth who had their transcripts/records requested from prior school(s) by the agency.
Percentage of transcripts/records received prior to admission or within 10 business days of making a request		This percentage is the percentage of youth whose transcripts/records were received prior to admission or within 10 business days of when the agency made the request.
Percentage of transcripts/records received after 10 business days of making a request		This percentage is the percentage of youth whose transcripts/records were received after 10 business days of when the agency made the request.
Percentage of transcripts/records requested and not received		This percentage is the percentage of youth whose transcripts/records were requested by the agency but were not received before the youth's discharge.

⁷ See <https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/TransferRecords.aspx>.

Academic Credits, Credit Recovery at Discharge & GED Preparation

Agencies holding PACTT academic affiliation provide academic schooling to the youth they serve. To address the variety of academic needs of adjudicated youth, PACTT requires academic affiliates offer opportunities for youth to earn high school credits, participate in credit recovery and acceleration, and prepare for and earn a GED.

This section of the Academic Report describes participation of youth in each of these different academic opportunities during their time in the agency’s program. Because not every opportunity is appropriate for every youth, each report field in this section reports only on youth who have been identified by the agency as needing or having a goal to participate in a specific academic opportunity.

For each report field, a result of “N/A” indicates that no youth met the corresponding criteria to be included in the calculation.

Report Field	Youth Included in Calculation of Report Field	Additional Notes
For youth identified as needing accelerated courses, the percentage of youth that received the service.	Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who had a goal of participating in accelerated courses.	Accelerated courses take about 5-8 weeks to complete, rather than a full semester or quarter. Many programs offer this option to students who are eager to start advanced classes and wish to move on to higher-level work more quickly. See page 3 for more information on how youth goals are determined.
For youth identified as needing credit recovery, the percentage of youth that received the service.	Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who had a goal of participating in credit recovery.	Credit recovery includes a wide variety of educational strategies and programs that give high school students who have failed a class the opportunity to redo coursework or retake a course through alternate means and thereby avoid failure and earn academic credit. See the Academic Report field “General description of how the agency offers credit recovery courses or makes them available through another entity,” described on page 18, for more information about an agency’s credit recovery programming. See page 3 for more information on how youth goals are determined.

<p>For youth identified as needing GED programming, the percentage of youth that were enrolled in GED preparation programming.</p>	<p>Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who had a goal of participating in GED programming.</p>	<p>GED preparation programming includes programs to prepare individuals to take and successfully pass either the GED test or the HiSET exams. Youth who participated in HiSET preparation programming are also included in this calculation.⁸</p> <p>See the Academic Report field “General description of how the agency offers GED courses or makes them available through another entity,” described on page 18, for more information about an agency’s GED preparation programming.</p> <p>See page 3 for more information on how youth goals are determined.</p>
<p>For youth identified as needing to take the GED exam, the percentage of youth that took one or more sections of the exam.</p>	<p>Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who had a goal to complete one or more sections of the GED exam.</p>	<p>In addition to youth who took one or more sections of the GED exam, youth who took one or more sections of the HiSET⁸ exam are included in this calculation.</p> <p>See page 3 for more information on how youth goals are determined.</p>
<p>Average number of credits earned by youth that participated in academic programming.</p>	<p>Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who were in high school or were identified as having a goal to earn high school credits.</p>	<p>This average is calculated by summing the total number of credits earned by youth and dividing by the total number of youth. This average does not account for varying lengths of stay for different youth. However, per inclusion criteria, all youth had a length of stay of at least 90 days.</p> <p>Historically, Pennsylvania law has required students earn at least 21 credits to earn a standard high school diploma, averaging 5.25 credits per year of high school.⁹</p> <p>See page 3 for more information on how youth goals are determined.</p>

⁸ Similar to the GED, the Educational Testing Service’s (ETS’s) HiSET offers an alternate pathway to earning a high school equivalency credential. The GED consists of four sections: Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies. The HiSET consists of five sections: Language Arts – Reading, Language Arts – Writing, Mathematics, Science, and Social Studies.

⁹ See Pennsylvania Code Title 22, Chapter 57, Section 31 at <https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/022/chapter57/s57.31.html&d=reduce>.

<p>For youth identified as needing postsecondary programming, the percentage of youth that received the service.</p>	<p>Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who had a goal to participate in postsecondary education.</p>	<p>Postsecondary education or programming includes any education beyond earning a high school diploma or equivalency credential, including two- and four-year college and university degree/certificate programs and vocational and technical programs (e.g., trade schools).</p> <p>This report field is similar to the report field “For youth age 18 and above at the time of discharge with the goal of earning a GED or equivalent, the percentage of youth that achieved this goal,” described on page 14. However, the field on page 14 reports only on the subset of youth age 18 and older at the time of discharge.</p> <p>See page 3 for more information on how youth goals are determined.</p>
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Diploma, GED and Postsecondary Academic Outcomes

This section of the Academic Report highlights academic outcomes for youth who were age 18 or older when discharged from the agency’s program. For these older youth, this section focuses on high school graduation, GED obtainment, and postsecondary participation.

This section of the Academic Report describes participation of youth in each of these different academic opportunities during their time in the agency’s program. Because not every opportunity is appropriate for every youth, each report field in this section reports only on youth who have been identified by the agency as needing or having a goal to participate in a specific academic opportunity.

For each report field, a result of “N/A” indicates that no youth met the corresponding criteria to be included in the calculation.

Report Field	Youth Included in Calculation of Report Field	Additional Notes
<p>For youth age 18 and above at the time of discharge with the goal of obtaining their high school diploma, the percentage of youth that achieved this goal.</p>	<p>Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who were age 18 and older at the time of discharge <i>AND</i> who had a goal to obtain their high school diploma.</p>	<p>As Pennsylvania does not have standardized state-wide high school graduation requirements, the specific requirements that youth must meet to graduate vary by the location of the agency.</p> <p>See page 3 for more information on how youth goals are determined.</p>

<p>For youth age 18 and above at the time of discharge with the goal of earning a GED or equivalent, the percentage of youth that achieved this goal.</p>	<p>Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who were age 18 and older at the time of discharge <i>AND</i> who had a goal to obtain their GED.</p>	<p>Youth who have a goal of earning a HiSET are also considered to have a goal of earning a GED.¹⁰ See page 3 for more information on how youth goals are determined.</p>
<p>For youth age 18 and above at the time of discharge with the goal of participating in postsecondary education, the percentage of youth that achieved this goal.</p>	<p>Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who were age 18 and older at the time of discharge <i>AND</i> who had a goal to participate in postsecondary education.</p>	<p>Postsecondary education or programming includes any education beyond earning a high school diploma or equivalency credential, including two- and four-year college and university degree/certificate programs and vocational and technical programs (e.g., trade schools). This report field is similar to the report field “For youth identified as needing postsecondary programming, the percentage of youth that received the service” on page 13. However, this report field differs from the above field by reporting only on the subset of youth who were age 18 and above at the time of discharge. See page 3 for more information on how youth goals are determined.</p>

¹⁰ Similar to the GED, the Educational Testing Service’s (ETS’s) HiSET offers an alternate pathway to earning a high school equivalency credential. The GED consists of four sections: Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies. The HiSET consists of five sections: Language Arts – Reading, Language Arts – Writing, Mathematics, Science, and Social Studies.

Improvements in Literacy

PACTT academic affiliation requirements include guidelines for agencies to assess students in literacy and numeracy upon entry and prior to discharge. Affiliated agencies have discretion in choosing the assessment used in their programs. Examples of assessments include PA Department of Education’s Classroom Diagnostic Tools (CDT)¹¹ and the Woodcock-Johnson psycho-educational tests.¹²

Agencies report in the PACTT database whether a youth improved more than one full grade level, improved up to one full grade level, or did not improve when comparing testing at entry to testing at discharge. In the case that a youth is unexpectedly discharged before completing final literacy or numeracy test, the agency will indicate that the youth was discharged unexpectedly prior to post testing.

This section of the Academic Report describes the progress youth made in literacy while in the agency’s program. For each report field, a result of “N/A” indicates that no youth met the corresponding criteria to be included in the calculation.

Report Field	Youth Included in Calculation of Report Field	Additional Notes
Percentage of youth showing improvement of more than one full grade level.	Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who had not earned a high school diploma or GED prior to admission.	These calculations do not account for youths’ varying lengths of stay or other factors related to growth in literacy. Because of these confounding factors, caution should be used when interpreting whether certain levels of growth are appropriate.
Percentage of youth showing improvement of up to one full grade level.		
Percentage of youth showing no improvement.		
Percentage of youth who were unexpectedly discharged prior to completion of post test.		

¹¹ See <https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/CDT/Pages/default.aspx> for more information.

¹² See <https://info.riversideinsights.com/wj-iv> for more information.

Improvements in Numeracy

PACTT academic affiliation requirements include guidelines for agencies to assess students in literacy and numeracy upon entry and prior to discharge. Affiliated agencies have discretion in choosing the assessment used in their programs. Examples of assessments include PA Department of Education’s Classroom Diagnostic Tools (CDT)¹³ and the Woodcock-Johnson psycho-educational tests.¹⁴

Agencies report in the PACTT database whether a youth improved more than one full grade level, improved up to one full grade level, or did not improve when comparing testing at entry to testing at discharge. In the case that a youth is unexpectedly discharged before completing final literacy or numeracy test, the agency will indicate that the youth was discharged unexpectedly prior to post testing.

This section of the Academic Report describes the progress youth made in literacy while in the agency’s program. For each report field, a result of “N/A” indicates that no youth met the corresponding criteria to be included in the calculation.

Report Field	Youth Included in Calculation of Report Field	Additional Notes
Percentage of youth showing improvement of more than one full grade level.	Youth who met all Academic Report Data Inclusion Criteria (page 8) <i>AND</i> who had not earned a high school diploma or GED prior to admission.	These calculations do not account for youths’ varying lengths of stay or other factors related to growth in numeracy. Because of these confounding factors, caution should be used when interpreting whether certain levels of growth are appropriate.
Percentage of youth showing improvement of up to one full grade level.		
Percentage of youth showing no improvement.		
Percentage of youth who were unexpectedly discharged prior to completion of post test.		

¹³ See <https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/CDT/Pages/default.aspx> for more information.

¹⁴ See <https://info.riversideinsights.com/wj-iv> for more information.

Additional Academic Information

Agencies that are academic affiliates maintain descriptions in the PACTT database of the academic services that they provide to the youth they serve. This section of the Academic Report presents the agency’s description of their programming and services. This section does not include any youth-level calculations.

Report Field	Notes
School license type.	<p>This field is reported via dropdown menu. Available options and their descriptions are as follows:</p> <ul style="list-style-type: none"> • <i>Public School:</i> Agency school is part of one of the 500 public, non-charter PA school districts. • <i>Intermediate Unit:</i> Agency school is an Intermediate Unit (IU) defined as a provider of instructional and operational services to school districts, charter schools, and non-public and private schools, as well as a provider of direct instruction to students. • <i>Charter:</i> Agency school is licensed as a Charter School, defined as an independent public school in Pennsylvania that operates under a contract with a charter school authorizer and is financially supported by the government. • <i>Private Licensed:</i> Agency school is a private school with licensure. Private Licensed (Schools) are defined as schools licensed and regulated by the State Board of Private Academic Schools, whose rules, regulations, and standards are concerned with quality education, teacher certification, attendance and courses of study, which closely parallel public school requirements. These schools are primarily nonsectarian (i.e., not religiously affiliated). • <i>Private Accredited:</i> Agency school is a private school with accreditation. Private Accredited (Schools) are defined as schools that are accredited by accrediting associations approved by the State Board of Education. Accredited schools are able to participate in the student services provided to Licensed and Nonpublic Nonlicensed schools. • <i>Nonpublic Nonlicensed:</i> Agency school is a school sponsored by bona fide religious institutions. Registration is required of these schools by the Pennsylvania School Code; however, they can choose to be licensed. • <i>Private Residential Rehabilitative Institutions (PRRIs):</i> Agency offers educational services as a part of a total rehabilitative program provided for legally committed juveniles.

<p>General description of how the agency provides instruction in the areas of English; mathematics, science, social studies; physical education and health; and fine arts.</p>	<p>This field displays the agency’s written description of the academic programs and services offered by the agency and its partners in the Pennsylvania Department of Education-required core subject areas. This field has a 2,000-character limit.</p>
<p>General description of academic services the agency provides beyond those required by the Department of Education.</p>	<p>This field displays the agency’s written description of the academic programs and services offered by the agency and its partners beyond the required core subject areas. This field has a 2,000-character limit.</p>
<p>General description of how the agency offers GED courses or makes them available through another entity.</p>	<p>This field displays the agency’s written description of how the agency offers GED or HiSET preparation courses or makes them available through another entity. GED courses include programs to prepare individuals to take and successfully pass either the GED test or the HiSET exams. This field has a 2,000-character limit.</p>
<p>General description of how the agency offers credit recovery courses or makes them available through another entity.</p>	<p>This field displays the agency’s written description of how the agency offers credit recovery courses or makes them available through another entity. Credit recovery includes a wide variety of educational strategies and programs that give high school students who have failed a class the opportunity to redo coursework or retake a course through alternate means and thereby avoid failure and earn academic credit. This field has a 2,000-character limit.</p>
<p>Description of the agency’s credit bearing/non-credit bearing summer school programming.</p>	<p>This field displays the agency’s written description of the summer school programs and services offered by the agency and its partners, whether credit-bearing or non-credit-bearing. Credit-bearing programming provides academic credits that can be used toward earning a high school diploma. This field has a 2,000-character limit.</p>

<p>Description of the agency's Special Education services.</p>	<p>This field displays the agency's written description of the special education programs and services offered by the agency and its partners for students with an Individual Education Plan or 504 Plan.</p> <p>An Individual Education Plan (IEP) covers students who qualify for special education and is a blueprint for an individual's special education experience at school that outlines the outcomes or goals for a student based on their current needs/skills. A 504 Plan covers students who do not meet the criteria for special education but who still require some accommodation. This field has a 2,000-character limit.</p>
<p>Percentage of teachers with Special Education certificates.</p>	<p>Agencies report the percentage of teachers in their agencies with certificates to teach special education. This percentage is calculated and self reported by each agency using the following formula:</p> $\text{Percentage of teachers with Special Education certificates} = \frac{\text{Total FTE of teachers providing instruction in agency who have an instructional certificate for Special Education}}{\text{Total FTE of teachers providing instruction in agency}} \times 100$ <p>The formula above is calculated by agencies using counts of teachers on either October 1 or February 1, whichever date is most recent. In the formula, FTE means <i>Full Time Equivalent</i>.</p>
<p>Description the agency's English as Language Learner (ELL) academic services.</p>	<p>This field displays the agency's written description of the academic programs and services offered by the agency and its partners for students identified as English Language Learners.</p> <p>An English Language Learner is defined as an individual who has limited ability in speaking, reading, writing or understanding English and whose native language is not English or who lives in an environment in which a language other than English is dominant. This field has a 2,000-character limit.</p>
<p>Percentage of ELL teachers.</p>	<p>Agencies report the percentage of teachers in their agencies with a certificate to teach English as a Second Language. This percentage is calculated and self reported by each agency using the following formula:</p> $\text{Percentage of ELL teachers} = \frac{\text{Total FTE of teachers providing instruction in agency who have a Pennsylvania Program Specialist – English as a Second Language PK-12 instructional certificate OR an equivalent certificate from another state}}{\text{Total FTE of teachers providing instruction in agency}} \times 100$ <p>The formula above is calculated by agencies using counts of teachers on either October 1 or February 1, whichever date is most recent. In the formula, FTE means <i>Full Time Equivalent</i>.</p>

<p>Percentage of certified teachers the agency has to provide instruction in the core subjects.</p>	<p>Agencies report the percentage of teachers in their agencies with certificates to teach in any of the core subject areas (English, mathematics, science, social studies, physical education and health, and fine arts). This percentage is calculated and self reported by each agency using the following formula:</p> $\text{Percentage of certified teachers the agency has to provide instruction in the core subjects} = \frac{\text{Total FTE of teachers providing instruction in agency who have an instructional certificate in one of the core subject areas}}{\text{Total FTE of teachers providing instruction in agency}} \times 100$ <p>The formula above is calculated by agencies using counts of teachers on either October 1 or February 1, whichever date is most recent. In the formula, FTE means <i>Full Time Equivalent</i>.</p>
<p>The agency offers the following types of learning: (Checkbox list: online, in-person, both online and in-person instruction)</p>	<p>This field is reported via dropdown menu. Available options and their descriptions are as follows:</p> <ul style="list-style-type: none"> • <i>Online Instruction:</i> Agency provides <i>all</i> instruction <i>primarily</i> through only a web-based educational delivery system. • <i>In-person Instruction:</i> Agency provides <i>all</i> instruction <i>primarily</i> through settings where the teacher and students are together in the same physical space. • <i>Both Online and In-person:</i> Agency provides <i>both online and in-person</i> instruction, either in the same class or across different classes.

Work-Related Services Report

This report is provided for agencies affiliated with PACTT as work-related services affiliates. The report describes the work-related services outcomes for youth discharged from an individual agency. Because work-related services are targeted to youth who may wish to seek employment, this report focuses on youth who are age 14 or older at the time of admission.

Work-Related Services Report Data Inclusion Criteria

Outcomes reported in the Work-Related Services Report are calculated from data for youth who meet all the *General Data Inclusion Criteria* (page 3) and one additional criterion specific to the Work-Related Services Report. For a youth's data to be included in the Work-Related Services Report, the youth must meet the all following criteria (additional criterion in bold type):

- Discharged from the affiliated agency described by the report;
- Discharged from the agency during the date range noted by the field "Date Range of Data Included";
- Designated delinquent;
- Referred to agency by a Pennsylvania county;
- Discharged from the agency with the recommendation of the agency; and
- **Age 14 or older at time of admission.**

Report fields in the Work-Related Services Report are calculated using only data for youth who meet all the above criteria. In addition, where noted, some report fields may be calculated using a smaller subset of these youth.

Work-Related Services Report Sections and Fields

Work-Related Services Report Information		
<p>PACTT work-related services affiliate requirements include guidelines for affiliated agencies to assist youth in understanding their work skills and career interests, provide paid work-based learning experiences, and connect youth with employment opportunities after discharge.</p> <p>Some report fields in the Work-Related Services Report describe participation of youth in different work-related services during their time in the agency’s program. Because not every service is appropriate for every youth, these report fields describe only youth who have been identified by the agency as needing or having a goal to participate in a specific work-related service.</p> <p>This section of the Work-Related Services Report describes the youth included in the report and their participation in work-related services. For each report field, a result of “N/A” indicates that no youth met the corresponding criteria to be included in the calculation.</p>		
Report Field	Youth Included in Calculation of Report Field	Additional Notes
Number of Discharged Youth Included in the Work-Related Services Report	Youth who met all Work-Related Services Report Data Inclusion Criteria (page 21).	<p>This number may not represent the total number of youth discharged from the affiliated agency during the reporting period as there may be other youth discharged who do not meet the Work-Related Services Report Data Inclusion Criteria.</p> <p>Because of additional criteria specific to each report field, not all youth counted here may be included in every report field in the Work-Related Service Report. The n-size or sample size of other fields in the Work-Related Services Report may be smaller than the number reported here.</p>
Average Length of Stay		The average length of stay is reported in days.
Percentage of youth that completed a work skill and ability related assessment.		A work-skill and ability-related assessment measures a youth’s aptitude or ability to do certain types of work. Agencies utilize third-party assessments, such as Pennsylvania Department of Education’s PA CareerZone ¹⁵ and O*NET Career Exploration Tools. ¹⁶

¹⁵ See <https://www.pacareerzone.org> for more information.

¹⁶ See <https://www.onetcenter.org/tools.html> for more information.

<p>Percentage of youth that completed a career interest related assessment.</p>	<p>Youth who met all Work-Related Services Report Data Inclusion Criteria (page 21).</p>	<p>A career interest-related assessment is designed to survey a youth’s level of interest in areas of potential employment. Agencies utilize third-party assessments, such as Pennsylvania Department of Education’s PA CareerZone¹⁵ and O*NET Career Exploration Tools.¹⁶</p>
<p>For youth with the goal of exiting with employment, the percentage of youth that achieved this goal.</p>	<p>Youth who met all Work-Related Services Report Data Inclusion Criteria (page 21) <i>AND</i> who had a goal to exit the program into employment.</p>	<p>If a youth had a tentative or accepted job offer or was employed at the time of discharge, then the youth is considered to have achieved the goal to exit the program into employment. See page 3 for more information on how youth goals are determined.</p>
<p>For youth with the goal of participating in a paid work-based learning experience, the percentage of youth that achieved this goal.</p>	<p>Youth who met all Work-Related Services Report Data Inclusion Criteria (page 21)</p>	<p>Paid work-based learning experiences are opportunities or experiences outside the traditional school setting (during or after school hours) that include compensation for the participating youth. These experiences use the workplace or real work tasks to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities.</p>
<p>For youth with the goal of participating in a paid work-based learning experience, the average number of hours of paid work experience per youth.</p>	<p><i>AND</i> who had a goal to participate in a paid work-based learning experience.</p>	<p>See page 3 for more information on how youth goals are determined.</p>

Job Skills Training Report

This report is provided for agencies affiliated with PACTT as job skills training affiliates. The report describes the job skills training outcomes for youth discharged from an individual agency and focuses on youth who were identified as having a job skills training-related goal during placement.

Job Skills Training Report Data Inclusion Criteria

Outcomes reported in the Job Skills Training Report are calculated from data for youth who meet all the *General Data Inclusion Criteria* (page 3) and one additional criterion specific to the Job Skills Training Report. For a youth's data to be included in the Job Skills Training Report, the youth must meet all the following criteria (additional criterion in bold type):

- Discharged from the affiliated agency described by the report;
- Discharged from the agency during the date range noted by the field "Date Range of Data Included";
- Designated delinquent;
- Referred to agency by a Pennsylvania county;
- Discharged from the agency with the recommendation of the agency; and
- **Identified as having a goal of participating in a vocational program, earning an agency-developed certificate or certification, and/or earning an industry-recognized certificate or certification.**

Report fields in the Job Skills Training Report are calculated using only data for youth who meet all the above criteria. In addition, where noted, some report fields may be calculated using a smaller subset of these youth.

Job Skills Training Report Sections and Fields

Job Skills Training Report Information		
<p>This section of the Job Skills Training Report describes the youth included in the report and their average length of stay at the agency. A result of “N/A” for these fields indicates that no youth met the Job Skills Training Report Data inclusion Criteria (page 24) and that the remainder of the Job Skills Training Report will contain no youth data.</p>		
Report Field	Youth Included in Calculation of Report Field	Additional Notes
Number of Discharged Youth Included in the Job Skills Training Report	Youth who met all Job Skills Training Report Data Inclusion Criteria (page 24).	<p>This number may not represent the total number of youth discharged from the affiliated agency during the reporting period as there may be other youth discharged who do not meet the Job Skills Training Report Data Inclusion Criteria.</p> <p>Because of additional criteria specific to each report field, not all youth counted here may be included in every report field in the Job Skills Training Report. The n-size or sample size of other fields in the Job Skills Training Report may be smaller than the number reported here.</p>
Average Length of Stay		The average length of stay is reported in days.

Job Skills Training

PACTT job skills training affiliate requirements include guidelines for affiliated agencies to offer industry-recognized certificates and certifications connected with high priority occupations or employment opportunities and to offer vocational education through career and technical Programs of Study or vocational, certification, or certification programs.

Some report fields in the Job Skills Training Report describe participation of youth in different job skills training opportunities during their time in the agency’s program. Because not every opportunity is appropriate for every youth, these report fields describe only youth who have been identified by the agency as needing or having a goal to participate in a specific job skills training opportunity.

This section of the Job Skills Training Report describes job skills training youth partook in during their time in the agency’s program. For each report field, a result of “N/A” indicates that no youth met the corresponding criteria to be included in the calculation.

Report Field	Youth Included in Calculation of Report Field	Additional Notes
For youth with the goal of participating in a vocational program, the percentage of youth that achieved this goal.	Youth who met all Job Skills Training Report Data Inclusion Criteria (page 24) <i>AND</i> who had a goal to participate in a vocational program.	A vocational program is a program designed to provide organized educational programs offering a sequence of courses which are directly related to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring education other than a baccalaureate or advanced degree. Vocational programs include any Program of Study, ¹⁷ agency-developed vocational program, or certificate/certification program. See page 3 for more information on how youth goals are determined.
For youth with the goal of earning an industry recognized certificate or certification, the percentage of youth that achieved this goal.	Youth who met all Job Skills Training Report Data Inclusion Criteria (page 24) <i>AND</i> who had a goal to earn an industry-recognized certificate or certification.	An industry-recognized certificate or certification is a portable credential validating that a student successfully demonstrated skill competencies in a core set of content and performance standards in a specific set of work-related tasks. The tasks and assessment must connect to workforce demands. See page 3 for more information on how youth goals are determined.

¹⁷ See <https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Programs%20of%20Study/Pages/default.aspx> for more information.

<p>For youth with the goal of earning an agency developed certificate or certification, the percentage of youth that achieved this goal.</p>	<p>Youth who met all Job Skills Training Report Data Inclusion Criteria (page 24) <i>AND</i> who had a goal to earn an agency-developed certificate or certification.</p>	<p>An agency-developed certificate or certification is a credential awarded to youth based on the completion of coursework developed through in-house (within-agency) vocational programs and staff expertise. See page 3 for more information on how youth goals are determined.</p>
<p>Agency Developed Certifications/Certificates Obtained by Youth</p>	<p>Youth who met all Job Skills Training Report Data Inclusion Criteria (page 24) <i>AND</i> who earned an agency-developed certificate or certification during their time in the agency’s program.</p>	<p>An agency-developed certificate or certification is a credential awarded to youth based on the completion of coursework developed through in-house (within-agency) vocational programs and staff expertise. This field reports the agency-developed certificates and certifications that discharged youth in their program earned during the reporting period. In parentheses next to each certificate and certification is the number of discharged youth who earned the credential. Agency-developed certificates and certifications that no youth earned during the reporting period are not listed.</p>

Instructor Qualifications

Agencies that are job skills training affiliates maintain descriptions in the PACTT database of the job skills training services that they provide to the youth they serve. This section of the Job Skills Training Report presents agencies' description of their programming and services. This section does not include any youth-level calculations.

Report Field	Notes
<p>Percentage of certified teachers or qualified individuals the agency has that teach its vocational, certificate and certification programs.</p>	<p>Agencies report the percentage of teachers in their agencies with certificates to teach special education. This percentage is calculated and self reported by each agency using the following formula:</p> $\frac{\text{Percentage of certified teachers or qualified individuals the agency has that teach its vocational, certificate and certification programs}}{\text{Total FTE of teachers providing instruction in agency who qualified to teach vocational programs}} = \frac{\text{Total FTE of teachers providing instruction in agency who qualified to teach vocational programs}}{\text{Total FTE of teachers providing instruction in agency}} \times 100$ <p>The formula above is calculated by agencies using counts of teachers on either October 1 or February 1, whichever date is most recent. In the formula, FTE means <i>Full Time Equivalent</i>.</p> <p>For the formula, a teacher is considered "qualified to teach vocational programs" if the teacher either</p> <ul style="list-style-type: none"> • Has a Pennsylvania Career and Technical Intern, I, or II Certificate; • Has an equivalent certificate from another state; or • Is a qualified individual credentialed to teach a specific vocational course.

Listing of Program Offerings

Agencies that are job skills training affiliates maintain descriptions in the PACTT database of the job skills training services that they provide to the youth they serve. This section of the Job Skills Training Report presents agencies' programming and services. This section does not include any youth-level calculations.

Report Field	Notes
<p>Programs of Study (POS) offered by the agency, or make available through another local academic program, that meet the standards established by the Department of Education (PDE).</p>	<p>Programs of Study are official, state-approved career and technical education (CTE) programs that credit skills and tasks to a postsecondary degree, diploma or certificate, or an industry-recognized certification and are taught by vocational teachers according to Pennsylvania Department of Education Policy.¹⁸</p> <p>Agencies report the Programs of Study offered to the youth they serve either on site or through its partnerships.</p>
<p>Available industry-recognized certificates or certifications that are portable credentials validating that a youth successfully demonstrated skill competencies in a core set of content and performance standards in a specific set of work-related tasks.</p>	<p>An industry-recognized certificate or certification is a portable credential validating that a student successfully demonstrated skill competencies in a core set of content and performance standards in a specific set of work-related tasks. The tasks and assessment must connect to workforce demands.</p> <p>Agencies report the industry-recognized certificates or certifications offered to the youth they serve.</p>

¹⁸ See <https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Programs%20of%20Study/Pages/default.aspx> for more information.

<p>Vocational programs or certificate/certification programs that are offered by the agency that are not recognized as a POS yet are taught by certified teachers or qualified individuals that hold the industry recognized credentials needed to instruct the course.</p>	<p>Agency-developed vocational programs are programs offered by the agency that were independently developed, purchased, or otherwise obtained and are not aligned with an industry standard or not taught by a certified teacher or qualified individual.</p> <p>Agencies report the agency-developed vocational programs that are offered to the youth they serve.</p>
<p>Delivery types of job skills opportunities provided by the agency. (Online, in-person, both online and in-person instruction)</p>	<p>This field is reported via dropdown menu. Available options and their descriptions are as follows:</p> <ul style="list-style-type: none"> • <i>Online Instruction:</i> Agency provides all job skills opportunities only through a web-based delivery system. • <i>In-Person Instruction:</i> Agency provides all job skills opportunities only through in-person, experiential instruction. • <i>Both Online and In-Person Instruction:</i> Agency provides both online and in-person instruction, either in the same skills training or across different skills training. • <i>Other:</i> Agency provides job skills opportunities through other methods than online or in-person instruction.

Core Affiliation Report – Additional Sections

The last page of the PACTT public report consists of two additional sections of the Core Affiliation Report: Industry Recognized Certifications/Certificates Obtained by Youth and Additional Program Information. Two other Core Affiliation Report sections are located at the beginning of the public report. More information about these additional two sections can be found on page 5.

Additional Core Affiliate Data Report		
Report Field	Youth Included in Calculation of Report Field	Additional Notes
Industry Recognized Certifications/Certificates Obtained by Youth	Youth who met all General Data Inclusion Criteria (page 3) <i>AND</i> who earned an industry-recognized certificate or certification during their time in the agency’s program.	<p>An industry-recognized certificate or certification is a portable credential validating that a student successfully demonstrated skill competencies in a core set of content and performance standards in a specific set of work-related tasks. The tasks and assessment must connect to workforce demands.</p> <p>All affiliated agencies are required to offer at least one of the following basic industry-recognized certificates for their youth to earn:</p> <ul style="list-style-type: none"> • General- or industry-specific OSHA 10, • ServSafe Food Handler, • At least one component of Microsoft Office Specialist (MOS), or • Complete International Computer Driving License (ICDL) program. <p>This field reports the industry-recognized credential that discharged youth in their program earned during the reporting period. In parentheses next to each credential is the number of discharged youth who earned the credential.</p> <p>Industry-recognized certificates and certifications that no youth earned during the reporting period are not listed.</p>
Report Field	Notes	
Additional Program Information	Agencies have the option of providing additional information about their programs that they believe is relevant to the court. This field has a 2,000-character limit.	