**APPRENTICESHIP STATE GRANT PERFORMANCE TRACKING PROFILE: MAINE**

**MAINE APPROACH AT A GLANCE**

Maine is a *State Apprenticeship Agency (SAA) state* leveraging the *America’s JobLink Alliance (AJLA) apprenticeship module* to meet the performance tracking and case management requirements of the Apprenticeship State Expansion (ASE) grant. Maine’s state apprenticeship team is *housed within the Maine Department of Labor*, which uses AJLA for Workforce Innovation and Opportunity Act (WIOA) performance and case management.

<table>
<thead>
<tr>
<th>Apprenticeship state expansion grants</th>
<th>SAE, ASE, SAE 2020</th>
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<tbody>
<tr>
<td>Administrative agency</td>
<td>Maine Department of Labor</td>
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<tr>
<td>Current number of apprentices</td>
<td>938 active</td>
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<tr>
<td>Current number of apprenticeship programs</td>
<td>113 active</td>
</tr>
<tr>
<td>Number of apprentices to track (ASE and SAE 2020)</td>
<td>500</td>
</tr>
<tr>
<td>Population</td>
<td>1.34 million</td>
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<tr>
<td>Number of workforce boards</td>
<td>3 local boards</td>
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PERFORMANCE TRACKING AND CASE MANAGEMENT DETAILS

Data Tracking and Case Management Solution

System Functionality and Development

- AJLA provided an apprenticeship module for states that subscribe to their system at no additional cost.

System and Partner Integration

- The AJLA apprenticeship module is integrated with Maine JobLink, the state’s AJLA-based performance tracking system for WIOA. AJLA presented the best solution for data collection and integration because of its use by WIOA partners and its affordability.
- Maine’s use of Maine JobLink and partnerships between WIOA and the Registered Apprenticeship team facilitate efficient co-enrollment and data tracking across federal programs to support sponsors and apprentices.

Case Management Approach

Subgrantee Management, Training, and Technical Assistance

- Employer sponsors and/or apprentices are eligible to receive $500 per apprentice to offset the costs of tuition for related technical instruction (RTI). Maine does not have grant subrecipients. The grantee directly reimburses whoever pays for training, which could be employers or individual apprentices, depending on the occupation and apprenticeship agreement.
- Sponsors/apprentices are only eligible for tuition reimbursement if the data requirements are completed in Maine JobLink and the apprentice has remained on the job for six months. This incentivizes businesses to encourage their apprentices to complete their entries.
- Maine JobLink user guides are provided to all sponsors and apprentices as part of their introduction to apprenticeship. These simple but comprehensive guides streamline the data entry process for apprentices, and technical assistance is provided by the Maine apprenticeship team.
  - Guide to Completing Maine JobLink (MJL) Registration for Apprentices
  - Guide to Updating Your Profile in Maine JobLink (MJL) for Apprentices with existing JobLink accounts
**Intake and Case Management**

- Apprentices are required to enter the data required of the ASE grant into Maine JobLink directly. Any data already in the Maine JobLink system is prepopulated to make this entry less burdensome.
- Maine uses employer sponsors to remind apprentices to enter their demographic data and required information but does not rely on them to capture and enter data elements.
- A member of the apprenticeship team conducts case management follow-up with apprentices within three months of registration to ensure data integrity.
- Co-enrollment strategies allow for effective braiding of Registered Apprenticeship and WIOA funding, as appropriate, and increased coordination in the recruitment of businesses and potential apprentices.

**Data Quality and Workforce Integrated Performance System (WIPS) Reporting**

- Maine's performance and data experts pull a data file from the AJLA system. The file is then reviewed for accuracy by the project team and is uploaded to WIPS.

**Data-Driven Apprenticeship Strategy**

**Staffing Model**

- Maine Department of Labor’s programmatic and technology/management information systems (MIS) staff are familiar with the needs and requirements of the apprenticeship team and facilitate interactions with AJLA as the performance tracking system provider.
- The apprenticeship team has a 0.5 full-time equivalent (FTE) dedicated to data monitoring, reporting, and outreach to apprentices to support data entry.

**SUCCESS FACTORS, CHALLENGES, AND BENEFITS**

**Primary Success Factors**

- Integration with workforce system partners, state performance and reporting experts, and AJLA has positioned the team to successfully execute on performance data tracking and case management goals.
● The apprenticeship team sets clear expectations with employers and apprentices early in the registration process regarding data requirements and maintains a process to follow up on late or incomplete entries.
● Maine Department of Labor appreciates that managing data integrity and reporting is an ongoing process involving regular communication between and among AJLA, the apprenticeship team, workforce system partners, employer sponsors, and apprentices.
● Maine does not “wait for perfect clarity” to make progress but achieves performance goals and backtracks to improve data collection processes as necessary for continuous improvement.

Challenges
● Maine’s biggest challenge is that there is a small team of 3.5 FTEs to manage all apprenticeship activities, including data management and reporting, case management, employer outreach, program development, and other expansion activities.

Benefits of Approach
Maine’s integrated technology solution, cooperation with workforce partners, and structured process for communicating with employers and apprentices is expected to achieve several long-term benefits, including:

● Reduced administrative burden on employer sponsors
● Enhanced data integrity and full integration with other workforce programs
● Staff expertise and technology platform integration with the Maine Department of Labor
● AJLA support for data collection and reporting outputs for easy upload to WIPS

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