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## WORKFORCE COMPETITIVENESS TRUST FUND PROGRAM MEMORANDUM

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**To:** Workforce Competitiveness Trust Fund/Grantees/Program Operators

**From:** Linda Rohrer

**Date:** July 23, 2007

**Subject:** Periodic Updating of Participant Program Outcomes

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**Purpose:** The purpose of this communication is to provide guidance to Workforce Competitiveness Trust Fund /grantees/program operators regarding the periodic updating of Participant Program Outcomes in the CommCorp Sector Initiative Database.

**Background:** Participants in WCTF projects may have one or more outcome as a result of their participation in the project. In order to accurately track participant outcome information it is necessary to periodically update that information in the CommCorp Sector Initiative Database.

This communication sets forth Commonwealth Corporation guidelines for periodically updating participant outcome information in the CommCorp Sector Initiative Database.

**Guideline:** In order to insure that participant outcome information is up to date and accurately reflects their current status, all participants' program outcome information at a minimum should be updated and entered every six (6) months for the life of the grant.

**Action**

**Required:** All WCTF projects must at a minimum update participant program outcome information in the CommCorp Sector Initiative Database for all participants every six months for the life of the grant..

**Effective:** July 23, 2007

**References:**

**Inquiries:** Any questions related to this correspondence should be directed to Spencer Klein at (617) 727-8158 extension 2356.