H-1B Grants Performance Reporting & Workforce Integrated Performance System (WIPS) Guidance Handbook

Performance Reporting Guidance for:

Department of Labor (DOL) Nursing Expansion
Nurse Education Professional Track (Track 1) Grants

Prepared By:
United States Department of Labor
Employment and Training Administration
Office of Workforce Investment
Division of Strategic Investments

Version 1.1
March 2025

Table of Contents

Figures

Tables

Introduction

The performance guidance in this Handbook applies only to **DOL Nursing Expansion Track 1 grants.** Please note that if you have other H-1B grants funded by the Department of Labor (DOL), you should refer to the appropriate performance reporting guidance for those grants.

This handbook contains the following sections related to reporting requirements, grant program performance outcome measures, and tracking and reporting participant-level data:

Section I. Reporting Requirements for DOL Nursing Expansion Track 1 Grants
This section provides a general overview of required performance reporting. It includes descriptions of the types of reports grantees submit and when each is due.

Section II. Guidance and Instructions for Using the H-1B 2021 PIRL
This section provides the instructions for collecting and tracking information from grant participants sufficient to report on all required data elements in the Participant Individual Record Layout (PIRL). Each data element includes an expanded definition that is specific to Nursing Expansion grantees, as well as tips for reporting it accurately.

Section III. Performance Outcome Measures for DOL Nursing Expansion Track 1 Grants
This section clarifies the difference between the real-time performance outcome measures for DOL Nursing Expansion Track 1 grants and the Workforce Innovation and Opportunity Act (WIOA) primary indicators of performance. It also explains how all the outcome measures are calculated and used by DOL.

Section IV. Submitting Quarterly Reports to DOL
This section provides information on how grantees gain access to the Workforce Integrated Performance System (WIPS), the web-based system grantees use to report quarterly, and the technical requirements and instructions for submitting data files and quarterly reports to DOL.

Section V. Performance Reporting Policy Applicable to DOL Nursing Expansion Grants
This section provides an overview of applicable DOL and H-1B performance reporting policies specific to the Nursing Expansion grants that dictate compliant performance reporting by Nursing Expansion grantees.

Attachment 1. Glossary of Performance Reporting Terms
This attachment provides the definitions for terms used to describe performance reporting policies or procedures for the DOL Nursing Expansion grants.

Attachment 5. Reporting Policy Guidance and Technical Assistance Resources
This attachment includes a figure that lists all data elements in the H-1B 2021 PIRL that fall into each of the six major data element categories and subcategories. The table aligns with the data element categories and subcategories as presented in 2.2 H-1B PIRL Data Elements Expanded Reporting Instructions.

Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules
This attachment lists all outcomes on the Quarterly Performance Report (QPR), along with their definitions and the data elements in the PIRL used to calculate them.

Attachment 4. Reporting Participants in Performance Outcome Measures Flow Chart
The flow chart in this attachment provides a visualization of the precipitating events which trigger participants to be counted in each of the Track 1 real-time performance outcome measures and the sequence in which the performance outcome measures are reported.

Attachment 5. Reporting Policy Guidance and Technical Assistance Resources
This attachment provides a list of the performance reporting policy guidance and technical assistance resources distributed by the DOL Nursing Expansion grant program office, as well as Employment and Training Administration (ETA) reporting-related guidance letters and notices applicable to all grants awarded by ETA.

Section I. Reporting Requirements for DOL Nursing Expansion Track 1 Grants

As a part of the reporting and record-keeping requirements for H-1B Skills Training Grants, DOL requires Nursing Expansion grantees to certify and submit a Quarterly Performance Report (QPR) and a Quarterly Narrative Report (QNR) on grant and participant activity each quarter. To submit the reports, grantees use the Workforce Integrated Performance System (WIPS), DOL's web-based reporting system for all Employment and Training Administration (ETA) grant programs.

The QPR provides the status of grant program outcomes for all participants that receive grant-funded services. The QNR contains updates on the implementation of the project specified in the grantee's Statement of Work (SOW). These two reports assist DOL in tracking grant activities and outcomes, as well as providing a "snapshot" of grant-funded activities for the current quarter and cumulative quarters throughout the grant period of performance.

DOL produces ongoing summaries of H-1B grants' quarterly performance activities using both quantitative data from the QPR and qualitative information from the QNR. This information informs the Secretary and other leaders at the Department, Congress, and the general public about the impact of H-1B grants.

1.1 Quarterly Performance Report (QPR)

The H-1B QPR is a quantitative report that shows the cumulative total number of participants who achieved several outcomes through the H-1B grant program. The QPR report is not submitted by grantees directly. Instead, WIPS generates this report using a file containing data on participants that grantees upload each quarter.

Before a data file can be submitted in WIPS, it must be formatted correctly. This means that the file must have the correct number of columns, based on the appropriate schema for your grant program. The correct number and appropriate order of columns for a data file uploaded by Nursing Expansion grantees can be found in the DOL Nursing Expansion H-1B 2021 PIRL (or Participant Individual Record Layout) Excel file, also referred to as the H-1B PIRL or the PIRL. More information about the PIRL can be found in this handbook in **Section II. Guidance and Instructions for Using the H-1B 2021 PIRL**. More specifically, please see **2.2   H-1B PIRL Data Elements Expanded Reporting Instructions** for a detailed description of the technical requirements for reporting each PIRL data element.

When a participant data file is submitted by grantees in the correct schema format, WIPS runs the file through a series of edit checks, which are described in this handbook in Error! Reference source not found.. After the data file is accepted by WIPS, the individual participant records that the grantee has collected and reported are aggregated into the outcomes shown on the QPR. The Office of Management and Budget (OMB)-approved H-1B QPR Template is

available on the Nursing Expansion Community of Practice.

The H-1B QPR is used to review and communicate outcomes of grant program activities. Data on the QPR can be viewed for the current quarter, the grant-to-date and on a rolling four quarters basis (the four most recent quarters). ETA uses the grant-to-date version of the QPR to assess grant progress and performance accountability. Error! Reference source not found. **(Example Dates)** describes the process of participant reporting each quarter.

1.2 Quarterly Narrative Report (QNR)

The QNR is a qualitative summary of grant activities that occurred during the reporting quarter. This summary includes a status update on program activities, grant milestones, and timeline progress, as well as participant information that cannot be reported using quantitative data alone. For example, the QNR can be used to report any additional information that is not captured on the QPR. It is also appropriate to describe any activities, events and/or partnership successes or hurdles that impact your grant during the reporting quarter.

Grantees are required to use the [OMB-approved Joint Quarterly Narrative Report (QNR)](#) to complete their QNRs. This template is built into WIPS and grantees are required to type the required information directly into the reporting system each quarter to submit a QNR.

Please see **4.3 Submitting the QNR in WIPS** for information about how to write an effective narrative report and submit it to DOL.

1.3   Final Performance Report

H-1B grantees are also required to submit a Final Performance Report using the QPR and the QNR. These final reports will provide both quarterly and cumulative information that reflect the grantee's activities for the entire grant period of performance.

The Final QPR will show the final cumulative participant outcomes achieved for all participants during the period of performance. The Final QNR must summarize project activities, employment outcomes, other deliverables, and related results of the project, and should thoroughly document the training approaches used by the grantee during the entire period of performance.

The Final Performance Report, including both the final QPR and the final QNR, is due no later than 45 days after the end of the quarter in which the grant ends.

1.4   Reporting Due Dates and Quarterly Reporting Cycle

The QPR and QNR are due to DOL no later than the 15th of the second month that follows the each of each quarter. Table 1 below provides the due dates for each reporting quarter. Reports not submitted by the due date will be considered late and not in compliance with grant requirements.

Table 1: Quarterly Reporting Deadlines

Quarter Start Date	Quarter End Date	Report Submission Due Date
January 1	March 31	May 15
April 1	June 30	August 15
July 1	September 30	November 15
October 1	December 31	February 15

Figure 1: DOL Quarterly Reporting Cycle Flow Chart (Example Dates)

- Collect data from partners
- **Compile and validate data**

December 31 (Quarter End Date)

- DOL/DSI analyzes data
- Reports outcome measures (Secretary, Congress, general public, etc.)

February 15 (Report Submission Due Date)

February 25 (10 Days After Reports Due)

- Make corrections in case management system, as needed
- Prepare for the end of the quarter

March 15 (~30 Days After Report Due)

Through March 31 (Quarter End Date)

- Last day to submit a data file
- Review the QPR to verify
- Certify the submission

- DSI reviews progress toward outcome targets
- Outreach to address reporting challenges
- Group and individual TA developed

Section II. Guidance and Instructions for Using the H-1B 2021 PIRL

To enable WIPS to generate a QPR each quarter, grantees are required to collect, track, and report participant-level data using 90 PIRL data elements identified for H-1B grantees in the H-1B schema tab (Tab 2) of the DOL Nursing Expansion H-1B 2021 PIRL Excel file. The H-1B schema includes the descriptions of the data elements that enable DOL to collect information required to assess the performance of federal investments for various training and employment programs. Each data element has code values that grantees use to describe each participant served through H- 1B grants.

Each quarter, H-1B grantees will upload a single comprehensive data file in WIPS that reflects the appropriate code values for every data element for all participants served to date, starting from the beginning of the grant's period of performance through the end of the latest reporting quarter. Section **4.2   Generating and Certifying a QPR** provides information on how to submit and certify the data file.

DOL Nursing Expansion grantees are responsible for maintaining their own internal management information system to collect and track participant records in alignment with the 2021 PIRL for H-1B grants.

2.1   Organization of the PIRL

The H-1B schema is only one of the tabs in the DOL Nursing Expansion H-1B 2021 PIRL Excel file. The PIRL contains eight tabs:

- **Tab 1.** – **Table of Contents**: a description of each tab in the PIRL

- **Tab 2.** – **H-1B Only PIRL 2021 Schema**: the data elements that H-1B grantees are required to collect

- **Tab 3. – Validation Rules**: a list of the four types of edit checks WIPS uses to check data files for errors before accepting the files

- **Tab 4. – Valid Values**: one of the four types of validation rules; the parameters for acceptable code type and length for each data element

- **Tab 5. – Duplicate Rules**: one of the four types of validation rules; they are used by WIPS to ensure that participants are not included in a data file more than one time

- **Tab 6. Logic Rules**: one of the four types of validation rules; a list of every rule WIPS will use to check data elements against one another so the data reported is logically sound

- **Tab 7. – Aggregation Rules**: one of the four types of validation rules; the calculations WIPS uses to sort participants into each outcome on the QPR

- **Tab 8. – QPR**: the QPR template for the report that is generated from the participant data file submitted by grantees

Note that validation rules are added and changed periodically. When information in the PIRL changes, your grant program office team will issue you an updated version of the PIRL and provide you with a description of what changed. Validation rules are an important part of submitting a data file because they provide the conditions under which WIPS data elements can be reported.

A description of each type of validation rule can be found in **4.2   Generating and Certifying a QPR.**

2.2   H-1B PIRL Data Elements Expanded Reporting Instructions

Tab 2 is the core PIRL tab, providing a list of all pieces of information grantees must collect on participants (or data elements, along with descriptions of those data elements and code values for each.) Each PIRL data element in Tab 2 includes several components:

- An identifying number

- An identifying name

- The data type/length

- A description of the data element and instructions for reporting applicable code values

- The list of code values

- Additional instructions that are only applicable to H-1B grant programs, as appropriate

The data elements allow grantees to collect and report participant-level information such as: demographics, which includes race and ethnicity, and date of birth (DOB); Social Security Numbers (SSNs); program start and end dates, including training activities and supportive services; and, program completion outcomes, such as credential attainment and employment placement outcomes.

The 90 data elements can be categorized into six key categories: Grant Information; Individual Participant Information; Program Participation; Services and Activities; Program Outcomes; and Employment Outcomes:

Table 2: Descriptions of PIRL Data Element Categories

Grant Information
Grantee-identifying information such as grant program and grant number.
Individual Participant Information
Participant-identifying information and demographic characteristics, such as birth date, racial identity and ethnicity, employment status at entry, veteran status, and social security number.
Program Participation
Information about the period of participation, such as the dates of program entry and exit.
Services and Activities
Information about the types of training and services received, the training program, and the dates of enrollment into training, including work-based learning.
Program Outcomes
Information about training and program completion, including credentials received.
Employment Outcomes
Information about post-completion entry into employment (unemployed and underemployed participants only) or advancement into a new position (for incumbent workers only).

Grantees are required to collect the data elements specified in all of these sections for H-1B performance reporting purposes. **Attachment 2. Master List of PIRL Data Elements by Category** includes a figure with the PIRL data elements from the H-1B 2021 PIRL classified into each category and subcategory in alignment with this section of the handbook.

The DOL Nursing Expansion H-1B 2021 PIRL is a subset of the PIRL schema that is used across all grant programs administered by the Employment and Training Administration (ETA) at DOL. Some data elements and calculations are common to all grant programs and are defined differently from calculations that the H-1B program collects for its own purposes.

As a result, some of the data elements may appear to collect similar or duplicative information. In addition, grantees are directed to leave some of the data elements blank. Please follow the instructions for every data element in the schema to ensure that extraneous code values are avoided and all of the necessary data for each WIPS calculation are included.

2.2a Grant Information

PIRL 105 Grant Program

PIRL 105 is a Special Project Identification Code (Special Project ID Code 1) that is included in the H-1B schema to accommodate unique H-1B grant program reporting needs. All H-1B grantees use **PIRL 105** to indicate the specific grant program for which they are reporting.

The code value for Nursing Expansion grant program is **NEG5555.** Nursing Expansion grantees must use **PIRL 105** to report this code value for each participant in their program.

PIRL 938 H-1B Grants

This data element is used for H-1B grantees to record their 13-character H-1B grant number. The grant number should be entered in the following format without dashes: 23A60HGXXXXXX.

2.2b Individual Participant Information

Participant Identifiers

PIRL 100 Unique Individual Identifier

Grantees must create and assign a unique 12-digit alphanumeric identifier to each participant and report it in **PIRL 100**. The identifier cannot contain social security numbers.

PIRL 2700 Social Security Number

A code value is required for all H-1B grant participants that receive grant-funded services.

Grantees should enter the full SSN of participants who choose to disclose their SSNs.
For eligible participants who choose not to disclose their SSNs, grantees should enter a code value of 999999999.

Important: Only a valid SSN or code value 999999999 should be entered for PIRL 2700. Grantees should **never** report a false SSN or partial SSN.

Please see **5.1 Collecting Personally Identifiable Information (PII)** for additional details about this policy requirement and best practices for collecting SSNs from participants.

Demographic Information

PIRL 101 State Code of Residence

Record the 2-letter Federal Information Processing System (FIPS) two-digit alpha code of the state of the primary domicile of the participant. Primary domicile is the location established or claimed as the permanent residence or "home" of the participant.

If primary domicile is outside the United States, use the following numeric codes:

- **88** = Mexico

- **99** = Canada

- **77** = All Other Countries

For persons on active military duty, record the two-letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency:

- **AE** = (ZIPs 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa

- **AP** = (ZIPs 962xx - 966xx) for Armed Forces Pacific

- **AA** = (ZIPs 340xx) for Armed Forces (Central and South) Americas

PIRL 200 Date of Birth

Record the participants date of birth in the format YYYYMMDD.

PIRL 201 Sex

This data element is used to report a participant's sex. It should be self-identified by the participant. A participant does not have to disclose this information in order to receive grant-funded services.

This data element cannot be left blank. Participants who do not respond with their sex should be reported using code value "9."

PIRL 202 Individual with a Disability

This data element is used to report whether the participant indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.

PIRL 210 Ethnicity: Hispanic/Latino

This data element is used to report a participant's Hispanic/Latino ethnicity, regardless of race, as reported in data elements **PIRL 211-215 [Racial Identity].**

A participant should be reported in this data element if they self-identify as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin. A participant does not have to disclose this information in order to receive grant-funded services.

This data element cannot be left blank. Participants who do not respond with their ethnic identity should be reported using code value "9."

PIRL 211-215 [Racial Identity]

These PIRL data elements are used to report a participant's race demographics, regardless of whether Hispanic or Latino ethnicity is reported in **PIRL 210 Ethnicity**

These data elements should be self-identified by the participant. An individual who identifies with more than one race should be reported in each racial category with which they identify. A participant does not have to disclose this information in order to receive grant-funded services.

These data elements cannot be left blank. Participants who do not respond with their racial identity should be reported using code value "9."

PIRL 407 Highest School Grade Completed at Program Entry

Record the highest grade completed at the elementary or secondary school level at the time the individual becomes a participant in the grant program.

PIRL 408 Highest Educational Level Completed at Program Entry

Record the highest educational level completed or credential attained at the time the individual becomes a participant in the grant program.

Employment Status Information

H-1B grantees report the employment status of participants at the time of enrollment as either unemployed, underemployed, or incumbent workers. A participant cannot fall into more than one category and the category is assigned one time at entry; it does not change during the period of participation.

The category is assigned one time **at entry.** The employment status reported for the participant when they enter the grant program will not be updated in the data file during the period of participation. Employment changes that occur after program entry are reported using other data elements (e.g., **PIRL 2118 Date Entered Unsubsidized Employment**, etc.). A participant's employment status at program entry by definition does not change.

Correctly identifying the participant's employment status at entry is crucial for accurately tracking post-completion employment outcomes (see **2.2f Employment Outcomes**). For a

visualization of how employment status at entry impacts employment outcomes, see Error! Reference source not found.**.**

PIRL 400 Employment Status at Entry

This data element is used by WIPS to determine whether or not participants are employed or unemployed.

Grantees should report "0" if the participant is unemployed. To be reported as unemployed, an individual must be without a job and available to work. If a participant is employed in any job, grantees should report "1" for employed. Underemployed workers and incumbent workers are subsets of employed workers and will be reported separately in data elements **PIRL 2101 Underemployed Worker** and **PIRL 907 Recipient of Incumbent Worker Training**.

Code values "2" and 3" are not valid code values for H-1B grantees.

Tip:
- Participants who are employed but have received a notice of termination or military separation can be reported using **PIRL 904 Dislocated Worker**.

PIRL 907 Recipient of Incumbent Worker Training

This data element is used to capture the participants who are "incumbent workers" at the time of enrollment, which is a subset of employed workers as captured in **PIRL 400 Employment Status at Entry.**

More specifically, it is used to capture the participants who are "incumbent workers" at the time of enrollment. Incumbent workers are individuals already employed, either with an employer partner or another employer, at program enrollment, but who need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current positions in H-1B occupations and industries. The training provided to incumbent workers is either 1) developed in collaboration with an employer partner with which the individual is employed, or 2) for individuals who are employed at the time of enrollment by a non-partner employer, but who need additional skill training to improve their opportunities for middle- and high-skilled jobs in H-1B industries or occupations.

Report participants determined eligible as incumbent workers as code value 4 (H-1B) in **PIRL 907 Recipient of Incumbent Worker Training**, even if they are co-enrolled in more than one grant.

Important Notes:

- The data element PIRL 907 **Recipients of Incumbent Worker Training** is not used to report when or if incumbent workers start a training program. **Report participants in**

this data element who meet the definition of an incumbent worker upon first providing them services.

- Participants who are reported as incumbent workers in PIRL 907 **Recipients of Incumbent Worker Training** must also be reported as employed (code value 1) in **PIRL 400 Employment Status at Entry**.

- An individual cannot be reported as both an incumbent worker and as underemployed in **PIRL 2101 Underemployed Worker**.

PIRL 2101 Underemployed Worker

This data element is used to capture the participants who are "underemployed" at the time of enrollment, which is a subset of employed workers as captured in **PIRL 400 Employment Status at Entry.**

More specifically, it is used to capture the participants who are "underemployed" at the time of enrollment. Participants should be reported in **PIRL 2101 Underemployed Worker** if they are not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment.

Important Notes:

- Participants who are reported as underemployed in **PIRL 2101 Underemployed Worker** must also be reported as employed (code value 1) in **PIRL 400 Employment Status at Entry.**

- An individual cannot be reported as both underemployed and as an incumbent worker in **PIRL 907 Recipient of Incumbent Worker Training.**

PIRL 904 Dislocated Worker

To be reported as a dislocated worker, participants must receive services under WIOA Section 133(b)(2)(B) and/or WIOA section 133(a) and meet one or more of the following sets of circumstances:

- have been terminated or laid off, or who have received a notice of termination or layoff, from employment; (ii)(I) are eligible for or have exhausted entitlement to unemployment compensation; or (II) have been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but are not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not

covered under a State unemployment compensation law; and (iii) are unlikely to return to a previous industry or occupation;

- have been terminated or laid off, or have received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) are employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in WIOA Sec 134(c)(3), career services described in WIOA Sec 134(c)(2)(A)(xii), or supportive services, are employed at a facility at which the employer has made a general announcement that such facility will close;

- were self-employed (including employment as a farmer, a rancher, or a fisherman) but are unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters;

- are displaced homemakers; or

- are the spouses of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who have experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) are the spouse of a member of the Armed Forces on active duty and who meet the criteria described in WIOA Section 3(16)(B).

Note that H-1B grantees do not use code value 4 for reportable individuals.

PIRL 402 Long-Term Unemployed at Program Entry

To be reported in this data element as long-term unemployed, a participant must have been unemployed for at least 27 weeks at the time they become a participant in the grant.

Social History Information

PIRL 301 Eligible Veteran Status

This data element is used for reporting three veteran categories:

- persons who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable;

- persons who served on active duty for a period of more than 180 days and were discharged or released with other than a dishonorable discharge; or were discharged

or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; and

- spouses of any person who died on active duty or of a service connected disability; or spouses of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

PIRL 801 Ex-Offender Status at Program Entry

This data element is used to report individuals who have been justice-impacted.

Include individuals in this data element who, at the time they become a participant, have either been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or who require assistance in overcoming barriers to employment resulting from a record of arrest or conviction.

PIRL 802 Low Income Status at Program Entry

For the purposes of H-1B grants, this data element is used to report participants for whom one or more of the following is true:

- They receive assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.)

- They receive assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.)

- They receive assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381)

- They receive assistance state or local income-based public assistance

- They are in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level

- They receive, or are eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.)

- They are participants with a disability whose own income is at or below the poverty line but who are members of a family whose income does not meet this requirement

- They are a homeless participant

To be included in this data element, individuals must have been impacted by one or more of these activities or events at the time they become participants or the activity or event must have taken place during the six months prior to becoming participants.

PIRL 803 English Language Learner at Program Entry

This data element is used to report individuals who have limited ability in speaking, reading, writing, or understanding the English language at the time they become program participants. At least one of the following must also be true:

- Their native language is a language other than English, or

- They live in a family or community environment where a language other than English is the dominant language.

2.2c Program Participation

Grant Program Entry

PIRL 900 Date of Program Entry

This data element is used to report the date in which, upon determination of eligibility, an individual begins to receive grant-funded services. Upon receipt of grant-funded services, an individual is considered a participant, and this data element is used to determine how many participants grantees have served.

Tips:
- For H-1B grants, grant-funded services may include but are not limited to receiving assessment and case management services and/or enrollment in the H-1B training program.

- The date of program entry may or may not be the same date that an individual begins training, depending on whether the individual received other grant-funded services prior to beginning training.

- Individuals who receive services funded solely with leveraged resources (i.e., no services are provided with grant funds) are not considered grant participants. Grantees must not include individuals funded solely with leveraged resources in the data file that is uploaded to WIPS.

Grant Program Exit

PIRL 901 Date of Program Exit

The date of program exit is defined as the last date on which a participant received any services or training.

Grantees should report H-1B participants as exited from the program when they have not received any services or training funded by the program for 90 consecutive calendar days and are not scheduled for future services.

Tips:
- The date of exit will always be a retroactive date.

- This data element should not be reported before the required 90 days have elapsed.

- This data element requires a lookback each quarter of all participants who have not received any services or training in the past 90 days and are not scheduled for any future services.

- Do not report an exit date in the future or a date prior to the 90th day since services or training were received.

PIRL 923 Other Reasons for Exit

This data element is used to report participants whose program participation ends due to extenuating circumstances, including:

- incarceration in a correctional institution or becoming a resident of an institution or facility providing 24-hour support such as a hospital or treatment center;

- medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program;

- death;

- being called to active duty for at least 90 days (for members of the National Guard or other reserve military unit of the armed forces); or

- being a criminal offender in a correctional institution under section 225 of WIOA.

Recording these circumstances where appropriate will ensure that participants whose circumstances may have interfered with their program participation will be excluded from the calculations in the WIOA primary performance indicators. See **3.4 Calculating WIOA Primary Indicators of Performance** for a detailed description of how these indicators are calculated.

PIRL 935 Accountability Exit Status

This data element is used to report uncommon situations that result in a participant's exclusion from the WIOA Primary Indicators of Performance.
These situations include:

- a participant chooses not to disclose their social security number

- a participant is retired from employment

- a participant who began receiving benefits and services under a different Trade Adjustment Assistance (TAA) petition

If applicable, these circumstances will be reported using this data element.

2.2d Services and Activities

Service Information

PIRL 902 Date of First Case Management and Employment Service

Record the most recent date on which the participant received a case management service. This date should be updated each quarter, as appropriate.

Case management services involve coordinating the appropriate resources and other services for a participant based on his or her needs and include but are not limited to information gathering, monitoring, and evaluating, and other services pertaining to the facilitation of resources.

NOTE: The dates that participants receive other types of services (i.e., supportive services and assessment services) are recorded in **PIRL 1409 Most Recent Date Received Supportive**

Services and **PIRL 2103 Most Recent Date Received Assessment Services** respectively. **These services may overlap, and grantees should review their Statements of Work the for context of when and how services are provided to determine how to record them in WIPS.**

PIRL 1409 Most Recent Date Received Supportive Services

Record the most recent date on which the participant received a supportive service. This date should be updated each quarter, as appropriate.

Supportive services are those that are necessary to enable an individual to participate in training activities, including but not limited to transportation, childcare, dependent care, housing, needs-related payments, and tools or supplies required to complete training.

NOTE: The dates that participants receive other types of services (i.e., case management services and assessment services) are recorded in **PIRL 902 Date of First Case Management and Employment Service** and **PIRL 2103 Most Recent Date Received Assessment Services** respectively. **These services may overlap, and grantees should review their Statements of Work for the context of when and how services are provided to determine how to record them in WIPS.**

PIRL 2103 Most Recent Date Received Assessment Services

Record the most recent date on which the participant received an assessment service. This date should be updated each quarter, as appropriate.

Assessment services are services that evaluate the skill levels, aptitudes, abilities, competencies, integrated participant services, supportive service, and employment needs. They include, but are not limited to assistance with educational testing, payments and fees for employment and training-related applications, tests, and certifications, and other services related to the suitability and/or placement of a participant in training or employment.

NOTE: The dates that participants receive other types of services (i.e., case management services and supportive services) are recorded in **PIRL 902 Date of First Case Management and Employment Service** and **PIRL 1409 Most Recent Date Received** Supportive Services respectively. **These services may overlap, and grantees should review their Statements of Work for the context of when and how services are provided to determine how to record them in WIPS.**

PIRL 2106 Most Recent Date Received Specialized Participant Services

The Funding Opportunity Announcement (FOA) for the Nursing Expansion grant does not define Specialized Services. Receipt of specialized services does not need to be tracked and reported for Nursing Expansion grantees. This data element should be left blank.

NOTE: The dates that participants receive the other types of services (i.e., case management services, supportive services, and assessment services) are recorded in **PIRL 902 Date of First Case Management and Employment Service**, **PIRL 1409 Most Recent Date Received Supportive Services**, and **PIRL 2103 Most Recent Date Received Assessment Services** respectively.

Training Program Information

PIRL 1331 Training Leading to an Associate Degree

This data element is used to report participants who enroll in training and whose training program leads to an associate degree if and when they complete their program.

Record 0 or leave the data element blank if this does not apply.

PIRL 1332 Participated in Postsecondary Education During Program Participation

This data element is used to report participants whose training program leads to any credential or degree from an accredited postsecondary education institution if and when they complete their program.

As all Nursing Expansion training programs are postsecondary education programs that must lead to a recognized postsecondary credential; all participants should be reported in this data element when they are enrolled in a training program.

Tip:

- Participants will be reported simultaneously in this data element and **PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment** when they start training.

- This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator.

- Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.

PIRL 1401 Enrolled in Secondary Education Program

This data element is required to generate a credential attainment rate in WIPS for some grant programs; **however, as secondary education training is prohibited with H-1B-funded grants, all H-1B participants must always have a code value of "0".**

PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

This data element is used to report if a participant was enrolled during program participation in an education or training program that will lead to a recognized postsecondary credential or employment upon program completion.

All participants should be reported in this data element when they are enrolled in a training program. **Note that all Nursing Expansion training programs must lead to a recognized postsecondary credential.**

Tip:
- Participants will be reported simultaneously in this data element and **PIRL 1332 Participated in Postsecondary Education During Program Participation** when they start training.

Training Services and Activity Information

PIRL 1300 Received Training

Record if the participant has received any type of training service or activity.

All participants should be reported in this data element when they start a training. **Note that all Nursing Expansion training activities must be part of a program that leads to a recognized postsecondary credential.**

Tips:
- Participants will be reported in **PIRL 1332 Participated in Postsecondary Education During Program Participation** and **PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment** when they are enrolled in the training program, and this data element when the training starts.

- These three dates may be the same but **PIRL 1302 Date Entered Training #1** may be a date later in time if the training began after a participant officially enrolled in a program.

PIRL 1302 Date Entered Training #1

Once a participant has been reported as starting a training service in **PIRL 1300 Received Training**, record the date on which the participant's first training service began in **PIRL 1302 Date Entered Training #1** .

PIRL 1309 Date Entered Training #2 and PIRL 1314 Date Entered Training #3

These data elements are used when participants enter additional training as part of their planned training program.

If a participant starts their training program, **PIRL 1302 Date Entered Training #1** must be reported when they start their first training service.

Grantees can optionally enter up to two more training services in the program for a participant. The date a participant entered the second training service can be entered in **PIRL 1309 Date Entered Training #2**, and the date a participant entered the third training service can be entered in **PIRL 1314 Date Entered Training #3**.

PIRL 1303 Type of Training Service #1, PIRL 1310 Type of Training Service #2, and PIRL 1315 Type of Training Service #3

When the date the participant entered a training is reported in **PIRL 1302 Date Entered Training #1**, **PIRL 1309 Date Entered Training #2,** and **PIRL 1314 Date Entered Training #3,** grantees will also use **PIRL 1303 Type of Training Service #1, PIRL 1310 Type of Training Service #2,** and **PIRL 1315 Type of Training Service #3** to report the training type.

H-1B grantees have limited code values to report for types of training (see **Table 3: Reporting Training Outcomes**). The allowable codes for these data elements are as follows:

- **01** = On the Job Training (non-WIOA Youth)

- **02** = Skill Upgrading

- **05** = Customized Training

- **06** = Occupational Skills Training (non-WIOA Youth)

- **09** = Registered Apprenticeship

If the training participant enters an apprenticeship, the code value reported in **PIRL 931 Apprenticeship Program** must be a "1" for Registered Apprenticeship Program (RAP) and grantees must report 09 = Registered Apprenticeship in **PIRL 1303 Type of Training Service #1, PIRL 1310 Type of Training Service #2,** and **PIRL 1315 Type of Training Service #3.**

PIRL 1306 Occupational Skills Training Code #1, PIRL 1311 Occupational Skills Training Code #2 and PIRL 1316 Occupational Skills Training Code #3

These data elements are used to record the 8-digit O*NET occupational code that matches the training participant's employment goal for each of the trainings as reported in **PIRL 1302 Date**

Entered Training #1, PIRL 1309 Date Entered Training #2, and **PIRL 1314 Date Entered Training #3**.

To report the code, use the most recent version of the Standard Occupational Classification (SOC) taxonomy (currently SOC 2018). Below are the links to the Occupational Skills Training list and corresponding information:

- 2018 SOC Structure (PDF) (XLSX)
- 2018 SOC Definitions (PDF) (XLSX)

If all 8 digits of the occupational skills code are not collected, record as many digits as are available.

PIRL 1307 Training Completed #1

Report participants who completed the training service reported in **PIRL 1302 Date Entered Training #1**.

If the participant withdrew from the training without completing Training Service #1, report 0.

PIRL 1312 Training Completed #2 and PIRL 1317 Training Completed #3

For participants who are reported as entering additional trainings in **PIRL 1309 Date Entered Training #2** and **PIRL 1314 Date Entered Training #3,** these data elements are used to report when those training services have been completed.

If the participant withdrew from either or both of these trainings without completing them, report 0.

If a participant withdrew from Training #1, these data elements should be left blank.

PIRL 1308 Date Completed or Withdrew from Training #1, PIRL 1313 Date Completed or Withdrew from Training #2 and PIRL 1318 Date Completed or Withdrew from Training #3

When participants are reported as entering training services in **PIRL 1302 Date Entered Training #1, PIRL 1309 Date Entered Training #2,** and **PIRL 1314 Date Entered Training #3,** the dates on which they either completed or withdrew from each training they started should be reported in these data elements.

If a participant withdrew from Training #1, the date of completion for these data elements should be left blank.

Table 3: Reporting Training Outcomes

Outcomes	Training Activity #1	Training Activity #2	Training Activity #3
Date Entered Training	PIRL 1302 Date Entered Training #1	PIRL 1309 Date Entered Training #2	PIRL 1314 Date Entered Training #3
Types of Training	PIRL 1303 Type of Training Service #1 H-1B grantees are limited to the following code values: 01 = On-the-Job Training 02 = Still Upgrading 05 = Customized Training 06 = Occupational Skills Training 09 = Registered Apprenticeship	PIRL 1310 Type of Training Service #2 H-1B grantees are limited to the following code values: 01 = On-the-Job Training 02 = Still Upgrading 05 = Customized Training 06 = Occupational Skills Training 09 = Registered Apprenticeship	PIRL 1315 Type of Training Service #3 H-1B grantees are limited to the following code values: 01 = On-the-Job Training 02 = Still Upgrading 05 = Customized Training 06 = Occupational Skills Training 09 = Registered Apprenticeship
Completed Training	PIRL 1307 Training Completed #1	PIRL 1312 Training Completed #2	PIRL 1317 Training Completed #3
Date Completed Training	PIRL 1308 Date Completed or Withdrew from Training #1	PIRL 1313 Date Completed or Withdrew from Training #2	PIRL 1318 Date Completed or Withdrew from Training #3

PIRL 2109-2117 [Additional Training Data Elements]

These data elements are **optional** data elements that may be used to provide additional information about the activities in the training services in **PIRL 1302 Date Entered Training #1, PIRL 1309 Date Entered Training #2,** and **PIRL 1314 Date Entered Training #3,.**

Up to three different training activities can be reported for each of the three training types specified in **PIRL 1303 Type of Training Service #1, PIRL 1310 Type of Training Service #2,** and **PIRL 1315 Type of Training Service #3**.:

- **1** = On-the-Job Training
- **2** = Classroom Occupational Training

- **3** = Contextualized Learning
- **4** = Distance Learning
- **5** = Customized Learning
- **6** = Incumbent Worker Training
- **7** = Other Occupational Skills Training

Although these nine data elements are currently available in the [H-1B 2021 PIRL](#) for optional use, please note that they are scheduled for deletion in the next PIRL renewal. The data reported for these data elements will no longer be available.

PIRL 1328 Training Provided Virtual/Online

This data element is used to report whether any of the training was delivered virtually during program participation and should be updated throughout the grantee's program participation.

Grantees can report whether all of the training was virtual, none of the training was virtual (i.e., all training was in-person), or whether a mix of both virtual and in-person training was provided.

Work-based Learning Activities

PIRL 1203 Most Recent Date Received Internship or Work Experience Opportunities

This data element can optionally be used to report the date that a participant participated in paid work-based learning training activities including paid internships.

Incumbent workers cannot participant in paid work-based learning or paid internships and as a result cannot be reported in these data elements.

This data element can be left blank.

PIRL 1205 Type of Work Experience

If a participant was reported as participating in work-based learning in **PIRL 1203 Most Recent Date Received Internship or Work Experience Opportunities** or **PIRL 1205 Most Recent Date Received Internship or Work Experience Opportunities**, this data element should be used to report the type of work experience activity that the participant took part in.

Otherwise, this data element should be left blank.

Note that incumbent workers cannot participate in paid work-based learning or paid internships and as a result cannot be reported in these data elements.

PIRL 106 Pre-Apprenticeship

PIRL 106 is a Special Project Identification Code (Special Project ID Code 2) that is included in the H-1B schema to accommodate unique H-1B grant program reporting needs. All H-1B grantees use **PIRL 106** to indicate whether a participant enters a pre-apprenticeship program.

Use code value **SAPRE33** to report participants who start a pre-apprenticeship. Otherwise, report **SANON00** if a participant does not participate in a pre-apprenticeship.

This data element cannot be left blank.

PIRL 2901 Pre-Apprenticeship Program Status

This data element is not in use for Nursing Expansion grantees and should be left blank. **Grantees must maintain a column for this data element in the data file to avoid data file errors.**

PIRL 931 Apprenticeship Program

For Nursing Expansion grantees, only the code values "1" indicating that a participant has entered a Registered Apprenticeship Program (RAP) or "4" for None are applicable. Code values "2" = Industry Recognized Postsecondary Credential and "3" = Other are invalid codes for Nursing Expansion grantees and cannot be used.

Grantees may not report a participant as an apprentice *until they are hired by an employer and become enrolled in an apprenticeship program*.

Pre-apprenticeship cannot be reported in **PIRL 931 Apprenticeship Program**.

If a participant has not entered or does not enter an apprenticeship program, report "4" for None. **This data element cannot be left blank.**

If a participant enters more than one apprenticeship as one of their training components during the grant period, only the first apprenticeship type should be reported in **PIRL 931**.

Additional apprenticeships may be reported as training in **PIRL 1309 Date Entered Training #2** and **PIRL 1314 Date Entered Training #3**, if desired. Please see **PIRL 1309/PIRL 1314** for further instructions.

PIRL 2907 Apprenticeship Program Status

This data element is not in use for Nursing Expansion grantees and should be left blank. **Grantees must maintain a column for this data element in the data file to avoid data file errors.**

PIRL 2908 Date Started Apprenticeship

This data element is optional for Nursing Expansion grantees.

For participants who are reported as participating in a Registered Apprenticeship Program (RAP) in **PIRL 931 Apprenticeship Program**, Nursing Expansion grantees may use this data element to report the date the participant started the apprenticeship.

If a participant enters more than one apprenticeship during the grant period, only the first apprenticeship type should be reported in **PIRL 931 Apprenticeship Program** and if **PIRL 2908** is used, the date reported should correspond with this first apprenticeship. Additional apprenticeship information may be reported as training in **PIRL 1309 Date Entered Training #2** and **PIRL 1314 Date Entered Training #3**. Please see **PIRL 1309/PIRL 1314** for further instructions.

Pre-apprenticeship information cannot be reported in this data element.

PIRL 2909 Expected Completion Date

This data element is optional for Nursing Expansion grantees to report the expected program completion date of participants in Registered Apprenticeship Programs (RAPs) as reported in **PIRL 931 Apprenticeship Program.**

If a participant enters more than one apprenticeship during the grant period, only the first apprenticeship type should be reported in **PIRL 931 Apprenticeship Program** and if **PIRL 2909** is used, the expected completion date reported should correspond with this first apprenticeship. You may optionally report the expected completion dates of additional apprenticeships in your QNR.

Pre-apprenticeship information cannot be reported in this data element.

PIRL 2911 Date Completed Apprenticeship

This data element is optional for Nursing Expansion grantees.

For participants who are reported as participating in a Registered Apprenticeship Program (RAP) in **PIRL 931 Apprenticeship Program**, Nursing Expansion grantees may use this data element to report the date the participant completed the apprenticeship.

If a participant enters more than one apprenticeship during the grant period, only the first apprenticeship type should be reported in **PIRL 931 Apprenticeship Program** and if **PIRL 2911** is used, the date reported should correspond with this first apprenticeship. Additional apprenticeship information may be reported as training in **PIRL 1309 Date Entered Training #2**

and **PIRL 1314 Date Entered Training #3**. Please see **PIRL 1309/PIRL 1314** for further instructions.

Pre-apprenticeship information cannot be reported in this data element.

2.2e Program Outcomes

Credentials
PIRL 1800 Type of Recognized Credential #1, PIRL 1802 Type of Recognized Credential #2, and PIRL 1804 Type of Recognized Credential #3

These data elements are used to record the credential or certificate types that a participant receives as a result of completing their training with H-1B funds.

If a participant earns more than three types of credentials or certificates as a result of the grant-funded training program, grantees are encouraged to replace the information reported in **PIRL 1804 Type of Recognized Credential #3** with information about the highest credential earned.

For example, if a training program includes three interim credentials as part of their training program, the grantee should replace data about the third intermediate credential (date entered training, type of training service, etc.) with data for the highest credential attained (e.g., an associate degree). This ensures that the highest credential received is recorded for each participant.

Credentials resulting from training paid for with grant funds must be recognized postsecondary credentials and only recognized postsecondary credentials can be reported in these data elements.

PIRL 1801 Date Attained Recognized Credential #1, PIRL 1803 Date Attained Recognized Credential #2, and PIRL 1805 Date Attained Recognized Credential #3

If a credential type was reported in **PIRL 1800 Type of Recognized Credential #1, PIRL 1802 Type of Recognized Credential #2, and PIRL 1804 Type of Recognized Credential #3**, these data elements should be used to report the date the credentials were achieved.

If a participant earns more than three types of credentials or certificates as a result of the grant-funded training program and replaced the credential information in **PIRL 1804 Type of Recognized Credential #3** with the highest credential received, then replace **PIRL 1805 Date Attained Recognized Credential #3** with the date the highest credential attained was received.

Measurable Skills Gains

PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones)

This data element, along with **PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)** is used to calculate the WIOA Primary Indicator of Performance, Measurable Skill Gains (see **3.4 Calculating WIOA Primary Indicators of Performance)**.

Record the most recent date on which the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training. Training milestones include, but are not limited to, completion of on-the-job training, completion of one year of a Registered Apprenticeship Program, or other milestones reached during training.

This date should be updated each quarter, as appropriate.

PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)

This data element along with **PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones)** is used to calculate the WIOA Primary Indicator of Performance, Measurable Skill Gains (see **Section 3.4 Calculating WIOA Primary Indicators of Performance**).

Record the most recent date on which the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

This date should be updated each quarter, as appropriate.

Program Completion

PIRL 1813 Date Completed During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

This data element is used to report overall program completion for a participant.

Grantees use this data element to report the date when the last education or job training activity funded by the program is received by the participant. It should be left blank if the participant has not yet completed the program or has withdrawn from training.

A participant may enroll in several discrete education/job training activities that apply towards the completion of their program. A participant is considered to have completed their program when they have earned all of the formal award units needed towards the degree, certificate, or certification that was the goal of their enrollment or have met another program-specific definition of successful completion.

Once a participant has completed all the training that was planned for them during the grant, they are a successful program completer and the date of completion is recorded in this data element.

Note that a participant may continue to receive certain other services funded by the grant program after completion. Program completion and grant program exit are not the same and should not be reported simultaneously. Please review **PIRL 901 Date of Program Exit** for a description of when and how to report the date of exit.

2.2f Employment Outcomes

PIRL 2118 Date Entered Employment

This data element is used to report employment outcomes for participants after completing the training program. Participants can only be reported as having entered employment if they completed their training program.

When a participant has completed their training program, report the date of program completion in **PIRL 1813 Date Completed During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment**. If the participant has also obtained employment, report the date they entered employment in this data element to indicate that they are now a program completer who has obtained employment after completion.

If the participant entered employment prior to completing the program, their employment can be reported in this data element retroactively after they have completed the training program and the date of program completion is reported in **PIRL 1813 Date Completed During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment**.

Important note: PIRL 2118 is only applicable to participants reported as either unemployed in **PIRL 400 Employment Status at Entry** or underemployed in **PIRL 2101 Underemployed Worker.** This data element is not used to report employment outcomes for individuals who are employed (but not underemployed) at program participation. These individuals are considered incumbent workers, whose post-completion employment outcome is tracked separately in other PIRL data elements (see **PIRL 2120 Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter After Program Completion, PIRL 2122 Incumbent Workers Advanced into a New Position with Current or New Employer in the 2nd Quarter After Program Completion** and **PIRL 2124 Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter After Program Completion**

PIRL 2126 Entered Training-Related Employment After Training Completion

This data element is used to report whether participants entered employment that was training related. It is a subset of participants who have completed a training program and entered employment, so participants reported in **PIRL 2126** must also be reported in **PIRL 2118 Date Entered Employment** and **PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment**.

Report participants in this data element if their employment placement is related to the training provided through the grant.

Important note: **PIRL 2126** is only applicable to participants reported as either unemployed in **PIRL 400 Employment Status at Entry** or underemployed in **PIRL 2101 Underemployed Worker** . This data element is not used to report employment outcomes for individuals who reported as incumbent workers in **PIRL 907 Recipient of Incumbent Worker Training**. The employment outcome post-completion is tracked and reported separately for incumbent workers in other PIRL data elements (see **PIRL 2120 Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter After Program Completion , PIRL 2122 Incumbent Workers Advanced into a New Position with Current or New Employer in the 2nd Quarter After Program Completion** and **PIRL 2124 Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter After Program Completion**

PIRL 2120 Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter After Program Completion , PIRL 2122 Incumbent Workers Advanced into a New Position with Current or New Employer in the 2nd Quarter After Program Completion and PIRL 2124 Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter After Program Completion

These data elements are used to report when an incumbent worker has advanced to a new position that requires a higher level of skill, either with their current employer or new employer. An incumbent worker may have up to three quarters after program completion to advance in their position, and grantees may report these outcomes at any time during the three quarters after program completion.

Incumbent workers reported in these outcome measures must meet the definition of incumbent worker as defined in the FOA and be reported as an incumbent worker in **PIRL 907 Recipient of Incumbent Worker Training**.

A new position of employment with a different employer may or may not have a different title or job description from the previous occupation. Generally, a new position of employment with the same employer will have a title that is different from the title for the individual's previous position and a new position-specific job description. If the title is the same, but the incumbent worker is applying advanced level of skills in their current job, it may count as an advancement to new employment.

As long as the incumbent worker utilizes the competency (or competencies) that was acquired through the H-1B grant-funded education/job training program in their new position, it can be counted as an advancement to new employment.

This employment outcome is reported in the actual reporting quarter in which the job advancement occurred. If an incumbent worker advances in the 1st or 2nd quarter after completion, grantees do not need to track advancement for that participant in future quarters.

A participant cannot be counted as both retaining a current position and advancing to a new position. If a participant is reported as retaining their current position in **PIRL 2119 Incumbent Workers Retained Current Position in the 1st Quarter After Program Completion** after completing the program and later advances to a new position later in the 2nd or 3rd quarter after completion, at that time the grantee should update **PIRL 2119** to code value "0" and report that the advancement to a new position occurred in the data element corresponding to the appropriate quarter in either **PIRL 2122 Incumbent Workers Advanced into a New Position with Current or New Employer in the 2nd Quarter After Program Completion** or **PIRL 2124 Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter After Program Completion.**

This process ensures that all participants who advance are counted separately in the QPR from participants who retain but do not advance.

PIRL 2119 Incumbent Workers Retained Current Position in the 1st Quarter After Program Completion

This data element is used to report if an incumbent worker completes their program and retains their current position in the first quarter after program completion.

Incumbent workers reported in these outcome measures must meet the definition of incumbent worker as defined in the FOA and be reported as an incumbent worker in **PIRL 907 Recipient of Incumbent Worker Training**.

A participant cannot be counted as both retaining a current position and advancing to a new position. If a participant is reported as retaining their current position in **PIRL 2119 Incumbent Workers Retained Current Position in the 1st Quarter After Program Completion** after completing the program and later advances to a new position later in the 2nd or 3rd quarter after completion, at that time the grantee should update **PIRL 2119** to code value "0" and report that the advancement to a new position occurred in the data element corresponding to the appropriate quarter in either **PIRL 2122 Incumbent Workers Advanced into a New Position with Current or New Employer in the 2nd Quarter After Program Completion** or **PIRL 2124 Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter After Program Completion.**

This process ensures that all participants who advance are counted separately in the QPR from participants who retain but do not advance.

PIRL 2121 Incumbent Workers Retained Current Position in the 2nd Quarter After Completion and PIRL 2123 Incumbent Workers Retained Current Position in the 3rd Quarter After Program Completion

H-1B grantees do not use these data elements and do not need to track and report incumbent worker retention with an employer in the 2nd or 3rd quarter after completion.

These data elements should be left blank. **Grantees must maintain a column for these data elements in the data file to avoid data file errors.**

2.2g Other Data Elements

PIRL 107 [Unassigned]

This data element is a Special Project Identification Code (Special Project ID Code 3) that is included in the H-1B schema to accommodate unique H-1B grant program reporting needs.

PIRL 107 is not assigned a value at this time and must be left blank. **Grantees must maintain a column for this data element in the data file to avoid data file errors.**

Section III. Performance Outcome Measures for DOL Nursing Expansion Track 1 Grants

DOL Nursing Expansion grantees report on two types of performance outcome measures:

1) DOL Nursing Expansion Track 1 or Track 2 grant-specific real-time performance outcome measures; and

2) WIOA primary indicators of performance.

Grantees were required to select grant targets for the grant-specific real-time performance outcome measures for their training track. The DOL Nursing Expansion program office uses the QPRs to assess progress toward the targets set by grantees for these measures.

In addition, to align H-1B grant reporting requirements with the Workforce Innovation and Opportunity Act (WIOA), WIOA primary indicators of performance are also calculated for all grantees. The information collected on these measures is used by DOL to assess performance across numerous programs administered by DOL.

DOL Nursing Expansion grantees use the H-1B 2021 PIRL data elements, definitions, and code values identified specifically for H-1B grants to collect and report on both types of performance outcome measures. See **Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules** for detailed descriptions of the data elements in the PIRL.

3.1   DOL Nursing Expansion Track 1 Real-Time Performance Outcome Measures

The DOL Nursing Expansion FOA identifies the following performance outcomes measures for the Nurse Education Professional Track (Track 1):

1. **Total number of participants served;**

2. **Total number of participants who began receiving education/job training activities;**

3. **Total number of participants who began receiving education/job training activities and achieved a measurable skills gain;**

4. **Total number of participants who completed education/job training program activities;**

5. **Total number of participants who completed education/job training program activities and obtained a credential; and**

6. **Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position.**

This list of six performance outcome measures comprises the grant-specific real-time outcome measures for DOL Nursing Expansion Track 1 grantees. Grantees in Track 1 were required to provide cumulative targets for these six outcomes using the following definitions:

1. **Total number of participants served:**

   - This performance outcome measure is defined as the total number of all unique individuals determined eligible to be served by the program who receive a grant-funded service during the period of performance.

   - Individuals who receive only a determination of eligibility to participate in the program but do not begin receiving services are **not** considered participants.

   - Individuals recruited as preceptors who do not participate in grant-funded education/job training activities are **not** considered participants.

2. **Total number of participants who began receiving education/job training activities:**

   - This performance outcome measure is defined as the total number of participants that receive allowable training services as part of grant-funded education or training activities.

3. **Total number of participants who began receiving education/job training activities and achieved a measurable skills gain:**

   - This performance outcome measure is defined as the total number of participants who are enrolled in an education or training program that leads to a recognized postsecondary credential or employment and who achieve a measurable skill gain, which is defined as a documented academic, technical, occupational, or other form of progress, towards such a credential or employment.

   - This outcome will be calculated using participant data that tracks the date of most

recent measurable skill gains via training milestones or skills progression.

4. **Total number of participants who completed education/job training program activities:**

   - This performance outcome measure is defined as the total number of participants who complete, during program participation, an education or training program that leads to a recognized postsecondary credential, or a training program that leads to employment.

   - A participant's education/training activities may be one training or a series of courses or activities. Program completion for a participant is when a participant has completed all the intended grant-funded training provided to the individual during the grant period of performance. Grantees must determine when a participant has completed all the intended grant-funded training services established for the individual during the grant period of performance based on the proposed program design.

5. **Total number of participants who completed education/job training program activities and obtained a credential:**

   - This performance outcome measure is defined as the total number of participants who completed a grant-funded education or training program and earned a recognized postsecondary credential.

6. **Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position:**

   - This performance outcome measure includes all employment statuses (unemployed, underemployed, and incumbent workers) as defined in the [Nursing Expansion FOA](#) Section III.C.3. It includes unemployed participants that are placed into employment, underemployed participants that entered a new position of employment, and incumbent workers who advanced into a new position of employment.

   - Participants must complete all the intended grant-funded training provided during the grant period of performance to be included in this target.

As part of the compliance review process, Nursing Expansion Track 1 grantees were required to

provide a disaggregation of Performance Outcome Measure #6 (Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position).
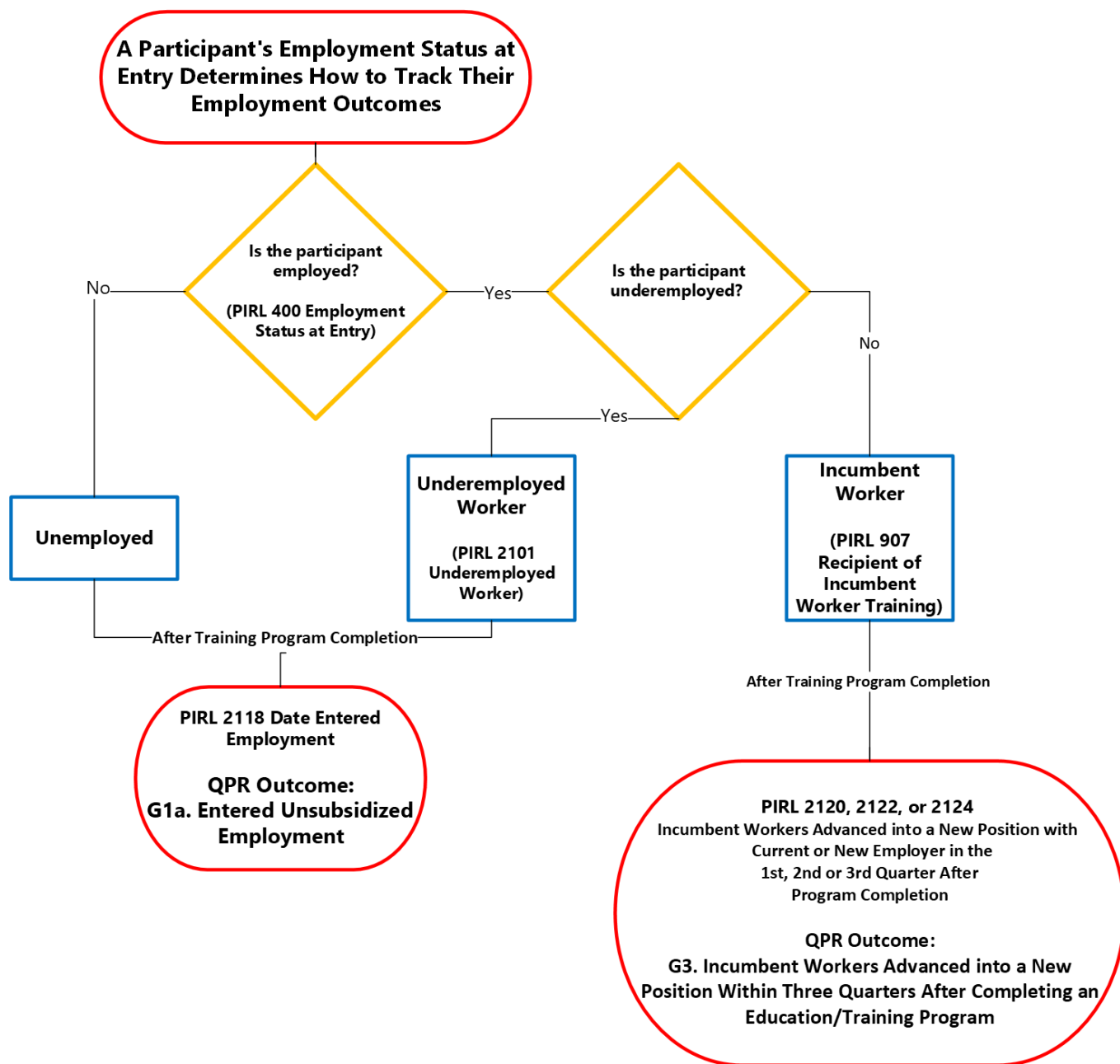
Breakouts for this target were provided based on the employment status at entry of the participants in the target in two sub-outcomes, as appropriate to grantees' program designs:

- **6a.** Unemployed or Underemployed Participants Who Complete a Program and Enter Employment

- **6b.** Incumbent Worker Participants Who Complete a Program and Advance into a New Position

A flow chart showing the relationship between a participant's employment status at entry and the data elements and employment outcomes corresponding to each is found in **Figure 2: QPR Employment Outcomes for Participants Who Are Unemployed, Underemployed, and Incumbent Workers**.

Grantees are responsible for meeting their approved target goals for real-time performance outcome measures #1-6 as listed above.

Figure 2: QPR Employment Outcomes for Participants Who Are Unemployed, Underemployed, and Incumbent Workers

```
                    A Participant's Employment Status at
                    Entry Determines How to Track Their
                           Employment Outcomes

              Is the participant                Is the participant
    No─────       employed?        ──Yes──       underemployed?       ──No──
              (PIRL 400 Employment
               Status at Entry)
                                          ──Yes──

                                 Underemployed          Incumbent
                                    Worker               Worker

                                  (PIRL 2101          (PIRL 907
    Unemployed                   Underemployed        Recipient of
                                    Worker)            Incumbent
                                                    Worker Training)

       ──After Training Program Completion──
                                               After Training Program Completion

    PIRL 2118 Date Entered
        Employment                      PIRL 2120, 2122, or 2124
                                  Incumbent Workers Advanced into a New Position with
       QPR Outcome:                      Current or New Employer in the
    G1a. Entered Unsubsidized             1st, 2nd or 3rd Quarter After
        Employment                            Program Completion

                                                QPR Outcome:
                                     G3. Incumbent Workers Advanced into a New
                                  Position Within Three Quarters After Completing an
                                           Education/Training Program
```

3.2   Calculating the Real-Time Performance Outcome Measures

Many of the six performance outcome measures for Track 1 correspond directly to a performance outcome listed on the QPR. The QPR is populated each quarter by aggregating PIRL data elements relevant to each outcome.

Grantees can use the QPR each quarter as a tool to continuously check progress toward performance outcome targets. To do so, it's important to gain an understanding of how to read the QPR and learn which of the 90 data elements populate the real-time QPR outcomes.

Please review **Table 4: Crosswalk of Track 1 Performance Outcome Measures with QPR Outcomes and Data Elements**
 to understand how the outcomes in the H-1B QPR correspond to the outcomes in the Nursing Expansion FOA.

Data Elements Corresponding to Real-Time Performance Outcome Measures

The following four performance outcome measures from the FOA have a corresponding outcome that will populate on the QPR each quarter:

- Total number of participants served (Outcome #1)

- Total number of participants who began receiving education/job training activities (Outcome #2)

- Total number of participants who completed education/job training program activities (Outcome #4)

- Total number of participants who completed education/job training program activities and obtained a credential (Outcome #5)

The other two real-time performance outcome measures, "Total number of participants who began receiving education/job training activities and achieved a measurable skills gain" (Outcome #3) and "Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position" (Outcome #6), do not have a 1-1 corresponding outcome on the QPR. However, progress toward the targets that grantees provided for these two performance outcome measures can be assessed in other ways, as described below.

Calculating Outcome #3: Total number of participants who began receiving education/job training activities and achieved a measurable skills gain

All grantees record training milestones and skills progression for participants as they occur in **PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones)** and **PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)**. These two data elements are used for all grantees to calculate one of the WIOA Primary Indicators of Performance, Measurable Skills Gain, for all grantees across ETA (see **3.4 Calculating WIOA Primary Indicators of Performance**).

Table 4: Crosswalk of Track 1 Performance Outcome Measures with QPR Outcomes and Data Elements

Performance Outcome Measure Targets	QPR Outcomes Used for Reviewing Target Progress	Data Elements Required for QPR Outcomes
1. Total number of participants served	**A2. Total Participants Served**	**PIRL 900 Date** of Program Entry
2. Total number of participants who began receiving education/job training activities	**E6a. Began Receiving Education/Job Training Program Activities**	**PIRL 1302** Date Entered Training #1
3. Total number of participants who began receiving education/job training activities and achieved a measurable skills gain	N/A This outcome does not appear on the QPR and progress toward the target will be provided to grantees periodically by DOL.	**PIRL 1809** Date of Most Recent Measurable Skills Gain (Training Milestones) **or** **PIRL 1810** Date of Most Recent Measurable Skills Gain (Skills Progression)
4. Total number of participants who completed education/job training program activities	**F1. Completed Education/Job Training Program Activities**	**PIRL 1813** Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
5. Total number of participants who completed education/job training program activities and obtained a credential	**F2. Completed Education/Job Training Program Activities and Received a Credential**	**PIRL 1800** Type of Recognized Credential #1, **PIRL 1802** Type of Recognized Credential #2, and/or **PIRL 1804** Type of Recognized Credential #3, **(at least one of PIRL 1800/1802/1804 must have a code value other than 0)** **PIRL 1813** Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

Performance Outcome Measure Targets	QPR Outcomes Used for Reviewing Target Progress	Data Elements Required for QPR Outcomes
6. **Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position**	**G1a. Entered Unsubsidized Employment** **and** **G3. Incumbent Workers that Advanced into New Positions Within Three Quarters After Completing an Education/Job Training Program**	**PIRL 400** Employment Status at Entry **= 0** **PIRL 2101** Underemployed Worker **= 1** **PIRL 1813** Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment **and** **PIRL 907** Recipient of Incumbent Worker Training **= 4** **PIRL 1813** Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment **PIRL 2120** Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter After Program Completion**,** **PIRL 2122** Incumbent Workers Advanced into a New Position with Current or New Employer in the 2nd Quarter After Program Completion or **PIRL 2124** Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter After Program Completion **(one of PIRL 2120/2122/2124 must = 1)**

For DOL Nursing Expansion Track 1 grantees, DOL will also use **PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones)** and **PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)** to assess progress toward Outcome #3, "Total number of participants who began receiving education/job training activities and achieved a measurable skills gain." Participants who are recorded with measurable skills gain(s) in one or both of these two data elements will be aggregated by DOL for each grantee using the data files grantees submit.

Because this aggregated count does not appear on the QPR, the Department will provide this information to Track 1 grantees to assist them with monitoring their own progress. In addition, the flow chart in **Attachment 4. Reporting Participants in Performance Outcome Measures Flow Chart** provides a visual representation of which PIRL data elements correspond to each of the real-time outcome measures.

Calculating Outcome #6: Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position

Track 1 grantees provided breakouts of Outcome #6, "Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position," into two sub-outcomes (6a. and 6b.) during the compliance review process:

The sub-outcomes each align with a QPR outcome. To assess progress toward Outcome #6, DOL will review the data reported in the QPR outcomes that align with its sub-outcomes (see **Error! Reference source not found.**).

- 6a. Unemployed or Underemployed Participants Who Complete a Program and Enter Employment is aligned with QPR outcome **G1a. Entered Unsubsidized Employment**

- 6b. Incumbent Worker Participants Who Complete a Program and Advance into a New Position is aligned with QPR outcome **G3. Incumbent Workers that Advanced into New Positions Within Three Quarters After Completing an Education/Job Training Program**

In addition to assessing progress on the sub-outcomes using G1a. and G3. from the QPR, the Department will also use the sum of these QPR outcomes to assess progress toward Outcome #6.

Other QPR Outcomes

In addition, the H-1B QPR includes the following program information to describe the full depth of a grant project's performance:

- Total participants who exit the program

- Participant demographics

- Sex, ethnicity, race

- Education status at participation

- Employment status at participation

- Total number of credentials earned

- Total participants who enter training-related employment

While grantees are not required to provide target goals for these measures, grantees must track and report the data elements that are used to aggregate these outcomes on the QPR.

The QPR template contains all of the QPR outcomes that will aggregate each quarter in the report. In addition, see **Attachment 3: H-1B QPR Outcome Measure Definitions and Aggregation Rules** in this Handbook for a complete list of all QPR outcomes and information about how they correspond to the PIRL data elements.

3.3 WIOA Primary Indicators of Performance

Consistent with 29 USC § 3224(a)(7), DOL requires that H-1B grants with a start date of July 1, 2016 and later align with and report on the six WIOA primary indicators of performance, as set forth in section 116(b)(2) of WIOA.

The following WIOA primary indicators of performance are applicable to all ETA grants, including the DOL Nursing Expansion grants:

A. **Employment Rate – 2nd Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.

B. **Employment Rate – 4th Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.

C. **Median Earnings – 2nd Quarter After Exit:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

D. **Effectiveness in Serving Employers (Retention with the Same Employer in the 2nd and 4th Quarter After Exit):** The percentage of program participants who exit and are employed with the same employer in the second and fourth quarters after exit.

E. **Credential Attainment:** The percentage of those participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program. This calculation will exclude those in on-the-job training (OJT) and customized training, consistent with WIOA.

   Important Note: H-1B grantees are prohibited from serving individuals enrolled in secondary education (high school).

F. **Measurable Skill Gains:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress towards an outcome, such a credential or employment.

The important distinction between the real-time performance outcome measures and the WIOA Primary Indicators of Performance is that the real-time outcome measures in the DOL Nursing Expansion FOA are immediate and allow DOL to monitor progress toward grant targets in real-time to provide targeted and timely technical assistance.

The WIOA Primary Indicators of Performance, however, are longitudinal and serve a different function for DOL. These indicators are common across all of the grant programs administered by ETA and the indicator definitions and methods of data collection do not vary by program. This consistency enables DOL to generate uniform, reliable data that includes all ETA programs for distribution to internal and external stakeholders.

The WIOA Primary Indicators of Performance are reflected in grantee QPRs when available, and after the QPR is submitted and certified by grantees. These are auto-populated in Sections C and H of the QPR.

Note that the WIOA Primary Indicators of Performance data are not calculated cumulatively. This QPR data is populated on a rolling four quarters basis only (i.e., for the previous four quarters of the reporting period) and do not include the results for all participants since the start of the grant. Cumulative data on these indicators that shows the total rates and numbers

for all participants in discretionary grants, including the DOL Nursing Expansion grants, are not available.

3.4   Calculating WIOA Primary Indicators of Performance

Most of the WIOA Primary Indicators of Performance (A-D) are calculated using a combination of data reported by grantees and state Unemployment Insurance (UI) wage records via the process called the Common Reporting Information System (CRIS).

However, two of the indicators (E and F) are calculated using only data reported in particular relevant PIRL data elements by grantees in their data files.

Employment-based Indicators

The four employment focused WIOA Primary Indicators of Performance include:

A. Employment Rate – 2nd Quarter After Exit

B. Employment Rate – 4th Quarter After Exit

C. Median Earnings – 2nd Quarter After Exit

D. Effectiveness in Serving Employers (Retention with the Same Employer in the 2nd and 4th Quarter After Exit)

As exit-based indicators, the quarter for tracking them is determined by the quarter in which the date of exit occurs. For example, if the date of exit is between January 1st and March 31st, the first quarter after exit would be April 1st through June 30th).

DOL acknowledges that H-1B grantees may not have access to wage records in order to track and report exit-based employment rates and median earnings.

Therefore, DOL matches wage records on behalf of grantees in order to capture these specific employment-based outcomes for participants that have successfully exited the H-1B program. Through a Memorandum of Understanding between the Department and the Kansas Department of Commerce, the CRIS process provides ETA with access to aggregate employment outcome and wage information through the Wage Record Interchange System and the Federal Employment Data Exchange System. This information is used to calculate the employment-based measures of the WIOA primary indicators of performance by matching personally identifiable information (PII) and UI wage data for the most recent reporting quarter.

Although grantees do not have to collect the employment information necessary for populating these indicators, DOL uses some PIRL data elements reported by participants to collect and calculate the indicators on behalf of grantees.

To support calculation of these DOL-required employment-based primary indicators of performance, H-1B grants are required to track and report the following PIRL data elements:

- **PIRL 900** Date of Program Entry

- **PIRL 901** Date of Program Exit

- **PIRL 923** Other Reasons for Exit (Individuals who are exited for the reasons noted in the definition of PIRL 923 in the schema will be excluded from the calculations for the WIOA primary performance indicators)

- **PIRL 2700** Social Security Number

It is important to note that while H-1B program grantees are required to collect SSNs, participants cannot be denied services if they choose to not disclose an SSN. Section 5.1 of the Handbook provides information on the standards for collecting and storing social security numbers and tips for collecting this data from participants.

Credential Attainment

To calculate credential attainment outcomes, H-1B grantees are required to track and report the information using PIRL DEs that will be reported to DOL directly through the participant-level data file submitted in WIPS.

Please note, WIOA PIRL DEs that are used to report the credential attainment outcomes for the WIOA primary indicators of performance are also used to report real-time credential attainment outcomes for H-1B grants. Real-time credential attainment outcomes for H-1B grants are reported after training completion and will be reported on the H-1B QPR in the quarter in which they were attained.

Reporting credential attainment outcomes for inclusion in both the WIOA primary indicators of performance and real-time measures helps to determine the success of DOL's training programs and inform technical assistance efforts.

Measurable Skills Gains

To calculate measurable skill gains outcomes, H-1B program grantees are required to track and report the information using PIRL DEs that will be reported to DOL directly through the participant-level data file submitted in WIPS.

H-1B grantees can provide activities that support an H-1B participant's attainment of a GED or other high school diploma equivalent for participants who are not enrolled in a secondary education program (high school). However, grantees are required to report **PIRL 1401 Enrolled in Secondary Education Program** to align with aggregation calculations for the "Credential Attainment" WIOA primary indicator of performance. When completing the PIRL for H-1B grants, a field for **PIRL 1401** must be included in the .csv or .txt file uploaded in WIPS and must always be coded as "0 = No."

Section IV. Submitting Quarterly Reports to DOL

H-1B grantees are required to use the DOL web-based reporting system, known as WIPS, to submit the QNR and the data file necessary to generate the QPR each quarter.

WIPS is an online, password-protected system that allows grantees to:

- Upload a comma-separated values (.csv) file or a text (.txt) data file that includes participant data;

- Verify that data is correct using a series of logic and validation checks;

- Generate and certify an H-1B QPR using H-1B aggregation rules;

- View and add comments to an H-1B QPR; and

- Generate and certify an H-1B QNR in WIPS.

Figure 3: WIPS Home Page
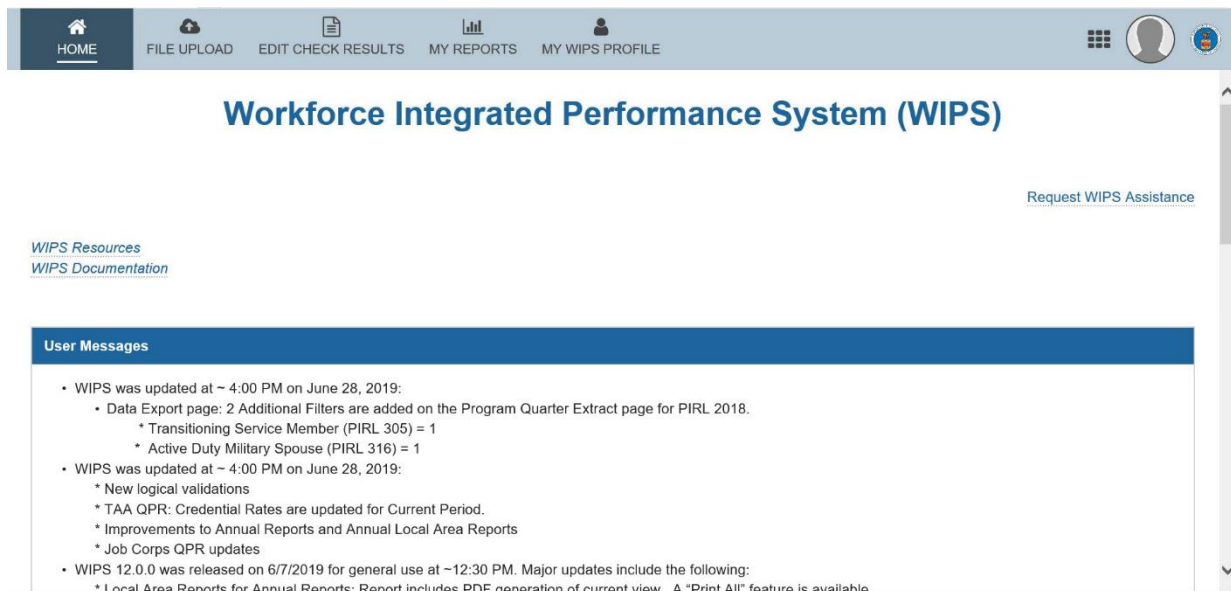
Only approved users with WIPS accounts may access the system.

A User Walkthrough Video Series for WIPS users is available and consists of four short videos that are designed to familiarize new WIPS users to its interface, features, and functionality.

4.1   Gaining Access to WIPS

DOL issues a user account and password to access the reporting system to the authorized representative of each grant. Grant authorized representatives may also request additional WIPS accounts according to the H-1B WIPS User Role Policy.

There are two user access levels in WIPS for which accounts are granted by ETA: a Level 1 Certification Account and a Level 2 Upload Account. Users with a Level 1 Certification account have full access to all reporting functions in WIPS, including the ability to certify and submit reports. This is the account level automatically provided to the Authorized Representative.

Level 2 Upload Accounts allow users to perform WIPS functions that support content input for both the QNR and the QPR, including entering information into the reporting system, file upload, reviewing errors, and viewing reports. **Please note that Level 2 Upload Account users cannot certify either the QNR or the QPR report.**

The Authorized Representative may optionally request one additional Level 1 Certification Account and one Level 2 Upload Account for a total of two additional accounts. Please review the H-1B WIPS User Role Policy for more information.

To access the WIPS system, grantee users will also need to establish a Login.gov account. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. This change is part of a government-wide initiative to upgrade all public access to Federal online systems to include multifactor authentication and encryption and improve online security.

DOL has released a Login.gov User Guide, which is available on the Data Reporting Technical Assistance Resources page on the Nursing Expansion Community of Practice (COP). Grantees that currently have a WIPS account and have an established Login.gov account, should use this guide and follow steps 1 through 6 below. This will link the current WIPS account to Login.gov and ensure grantees can continue to utilize the system.

Grantees that do not have a current WIPS account or a Login.gov account, should follow all of the steps in the User Guide (1 through 17) to gain access.

If grantees need further assistance with their user account, they should contact the WIPS Technical Assistance Support. For issues with their password, grantee users should contact Login.gov.

4.2   Generating and Certifying a QPR

The H-1B QPR uses participant data submitted by grantees to create a snapshot of the grant's progress to date. (See the QPR Template)

Grantees do not submit a QPR directly. Instead, it is generated through participant-level data files that are uploaded into WIPS. Participants included in the data file are aggregated into a set of outcomes and indicators, as described in

Section III. Performance Outcome Measures for DOL Nursing Expansion Track 1 Grants

4.2a   Preparing Data Files for Submission to DOL

Data files submitted by grantees are populated with appropriate data on every participant for each of the 90 data elements in the H-1B 2021 PIRL schema, as described in **2.2   H-1B PIRL Data Elements Expanded Reporting Instructions.** PIRL data elements are the required pieces of information that must be reported for each participant served in your program.

Each data element contains code values that correspond to the information about that data element that can be reported on a participant. The code values are reported in the data file as appropriate to a participant's circumstances and progress.

Authorized Representatives who have one set of access credentials in WIPS, but certify quarterly reports for more than one H-1B grant program should note the following:

A separate .csv or .txt file must be uploaded for each grant program. The grant number entered in **PIRL 938 H-1B** in each data file (H-1B Grant Number) must be the same for all participants in the data file that is submitted for each grant program. WIPS will reject the file with errors if a single .csv or .txt file has multiple grant numbers. The grant number in **PIRL 938 H-1B** is used to verify the grant for which that QPR is generated.

Important File Format Requirements for Data Files

- **Grantees must submit one data file that summarizes participant data from all partners, if applicable.** If grantees are receiving records from multiple partners, they must be generated and uploaded as **one** .csv or .txt for the grant as a whole.

- **Data files must be in either .csv or .txt file format or WIPS will not accept them.** Grantees may use existing resources or develop their own internal Management Information System (MIS), but that system must be able to save or export participant records in .csv and or .txt format.

- **Data files must contain a column for each data element and a row for each participant.**

- **Data element columns must be included in the data file from left to right in the order that the data elements are listed in the PIRL.** In other words, **PIRL 100 Unique Individual Identifier** should be the first column and **PIRL 2911 Date Completed Apprenticeship** must be the final column.

- **Every data element must have a data field entry.** Note that the data file must include a column for each of the data elements in the schema, even if some columns are left

blank. This means that the data file for Nursing Expansion grants will have exactly 90 columns corresponding to the 90 data elements in the H-1B PIRL schema.

- **Only the data itself (i.e., the code values) can be included in the data file.** No identifiers such as participant names or data element headers can be included. WIPS will not be able to read the file.

- **Data files also cannot contain:**

    o **Additional blank rows or columns**

    o **Blank entries when code values are required**

    o **A "space" instead of a blank cell.** WIPS reads a space generated by the spacebar as a character.

Follow the instructions in **2.2 H-1B PIRL Data Elements Expanded Reporting Instructions** for information about which code values apply to data elements and whether data elements should be left blank.

Figure 4: Comma Separated Values (CSV) File Format for Rows and Columns

Each **ROW** represents one participant record

100000000001	MA	SARAP11			1	1	0
100000000002	FL	SAUAP22			2	1	1
100000000003	CA	SAPRE33			9	0	9
100000000004	AZ	SANONE4			2	9	1

COLUMNS represent code values for data elements on each participant

Figure 5: Text Data File Format

55

The [Sample Case Management and Data File](#) provides examples of each of the two acceptable file formats.

4.2b. Successfully Uploading a Data File

Grantees with multiple ETA grants must upload a **separate** data file for each grant. Each program has its own PIRL schema and will only accept a data file that contains the exact same data elements in that schema.

When ready to upload a data file, grantees must select the correct PIRL schema name and version in WIPS for H-1B grants.

Figure 6: Selecting the PIRL Version and Schema Name in WIPS

The PIRL version and schema name for DOL Nursing Expansion grantees is as follows:

- **PIRL Version:** 2021
- **Schema Name:** H-1B

If an incorrect program or schema name or version is provided, WIPS will generate an error during the submission process.

When an acceptable data file format is uploaded into WIPS, a series of data validation checks will be executed on the file to ensure that the participant data in the file has been reported accurately.

4.2c. Passing WIPS Data File Validation Rules

A file must pass four validation checks in three stages in order to generate a report that can be certified. Submitted files pass through validation checks in sequence. Each stage of the validation check must be passed before WIPS can then progress to the next stage of validation checks.

When all three stages have been passed, grantees can then review the QPR and certify and submit the report.

Figure 7: The Three Stages of WIPS Validation Checks
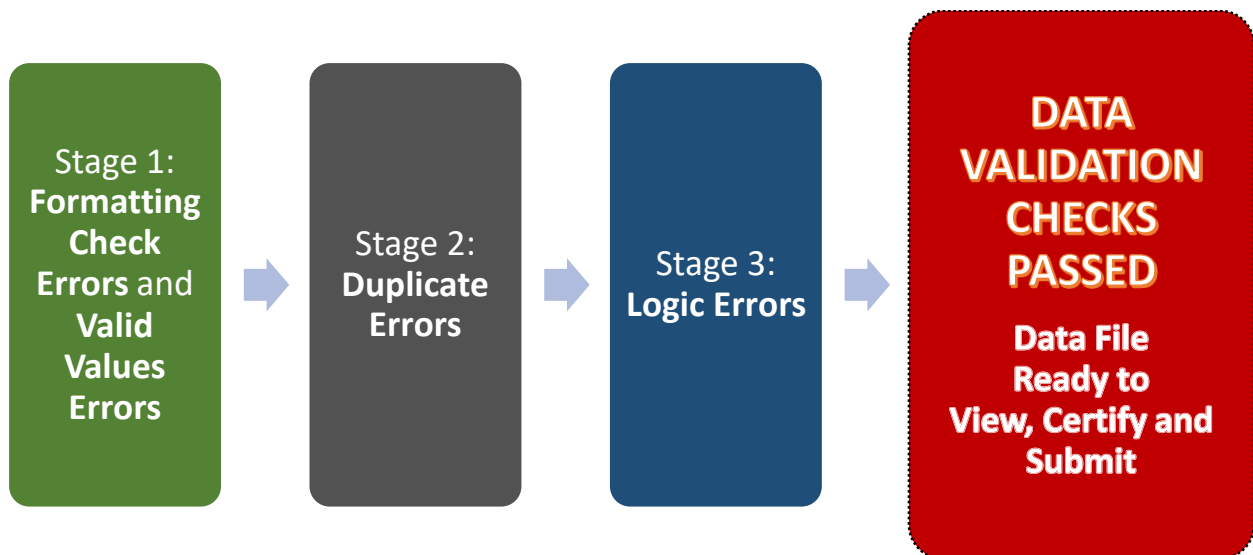
Validation Check Stage 1

When grantees first submit data files, WIPS executes the first two types of validation checks simultaneously. During Stage 1, a grantee may receive formatting check errors and/or valid

values errors. These validation checks ensure that your data file itself is in the proper format and that the values in the data file are valid.

The formatting check is a review of the submitted file submitted proper formatting. For example, formatting checks ensure the file has the correct number of columns and has been submitted in the correct file type (see Section **4.2a Preparing Data Files for Submission to DOL**). If a file has formatting check errors, these will appear under the Format Errors hyperlink on the Edit Check Results page.

The valid values check is also a format check to verify that only valid code values have been included in the data file for each data element. For example, social security numbers must have exactly nine characters, or WIPS will return an error. If your file has valid values errors, these will appear under the Total Errors hyperlink on the Edit Check Results page. To review all of the valid values rules that WIPS will check for errors, see Tab 4 in the Nursing Expansion H-1B 2021 PIRL.

Validation Check Stage 2

When a data file passes the formatting and valid values validation checks in Stage 1, WIPS will check for duplicate errors during Stage 2 to ensure that duplicative participant records are not in the data file. In other words, WIPS will review the file to ensure that a participant has not been reported more than once.

If a file has duplicate errors, these will appear under the Duplicate Errors hyperlink on the Edit Check Results page. To review all of the duplicate rules that WIPS will check for errors, see Tab 5 in the Nursing Expansion H-1B 2021 PIRL.

Validation Check Stage 3

Finally, when a data file passes the formatting, valid values, and duplicate errors validation checks in the previous two stages, WIPS will check for logic errors. This validation check is related to the rules assigned to each code value in the PIRL for all data elements to verify internal logic of participant records.

For example, if a participant is reported as an incumbent worker with code value 4 in **PIRL 907 Recipient of Incumbent Worker Training**, the participant must also be reported as employed with a code value of 1 in **PIRL 400 Employment Status at Entry**. This is because all incumbent workers are subsets of employed workers. WIPS will check to ensure that participants reported as incumbent workers in PIRL 907 are also reported as employed in **PIRL 400**. If not, an error will be returned.

If your file has logic errors, these will appear under the Total Errors hyperlink on the Edit Check Results page. To review all of the Logic Rules, see Tab 6 in the Nursing Expansion H-1B 2021

PIRL. Taking time to understand the rules by reading about the data elements in Section 2.2 of this Handbook will help grantees understand how to correct logic errors and pass Stage 3 of the validation checks.

Refer to the QPR Data File Submission Instructions for a step-by-step video of how to upload a file in WIPS and check for errors.

4.2d. Viewing, Saving, and Certifying the QPR

After a data file has passed all of the edit checks, WIPS will generate a QPR using the participant data submitted. Tab 7 in the Nursing Expansion H-1B 2021 PIRL provides the aggregation rules for all of the outcomes. In addition, please see **Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules.**

Once a QPR has been generated in WIPS, the results are available in the web browser. The QPR generates the QPR in three time periods: Current Quarter, Rolling Four Quarters, and Cumulative-to-Date. The Department will use the Cumulative-to-Date version of the QPR to report grant program metrics and assess individual grantees' progress toward their performance outcome measure targets.

To save a PDF copy of the QPR, select "Print" in the upper right-hand corner of the page. The webpage will then generate a "Download" link in the upper right-hand corner of the page. After verifying the information in the QPR is accurate, grantees indicate that the report is final by selecting the "Certify" button in WIPS. Certifying the report indicates that the grantee's authorized representative certifies that the data submitted is complete, true, and accurate to the best of his or her knowledge.

As a reminder only users with a Level 1 account will be able to certify reports. If the certify button is grayed out or does not seem to be working, it means that the user does not have the appropriate type of account to certify reports.

4.3   Submitting the QNR in WIPS

As part of the quarterly reporting requirements, H-1B grants are required to submit a QNR. A QNR is a written report that reflects grant program activities that complement the quantitative data reported on the QPR. Grantees may also report information that the QPR does not reflect, as well as identify technical assistance needs and/or grant program highlights from the latest reporting quarter.

4.3a Tips for Writing an Effective Narrative Report

Grantees are required to use the OMB-approved QNR template, which has eleven sections:

I. Contact Information

II. Summary of Grant Activities

III. Progress Toward Grant Goals

IV. Development and Implementation of Effective Practices and Program Model Strategies

V. Status Update on Match and/or Leveraged Resources (if applicable)

VI. Status Update on Strategic Partnership Activities (if applicable)

VII. Status Update on Employer Engagement Strategies

VIII. Key Issues and Technical Assistance Needs

IX. Significant Activities, Accomplishments, and Success Stories

X. Evidence and Evaluation

XI. Additional Information

Each section has multiple sub-sections for which grant activity can be provided. Note that not all sections or subsections may apply to a grantee every quarter, depending on the grant's program model and the point in time during the period of performance.

In most cases, all Nursing Expansion grantees will report narrative information every quarter in Sections I – IV. The other sections in the QNR are available as needed. If there is a substantive update to report in Sections V – VII, grantees should provide details in the appropriate sections (e.g., Match and/or Leveraged Resources, Strategic Partnership Activities, and Employer Engagement Strategies). Sections VIII and IX are available for grantees to include technical assistance needs and describe accomplishments, if applicable during the quarter. Sections X and XI are applicable as specified by their descriptions and may not be applicable to your grant or grant program.
Grantees should consult with the FPOs for more information about the applicability of QNR sections to their grant programs.

Effective QNRs include enough specific information about grant activities without providing too much extraneous information that can detract from the big picture grantees want to share with their FPO and the National Office about how the grant has progressed since the previous quarter. Below are some tips to writing a high-quality QNR:

- Avoid writing the narrative report in first person.

- Avoid listing out all the activities and events that happened during the quarter as a response to a section. Instead, include quality *descriptions* of highly significant activities that may have taken place during the quarter. Grantees who wish to provide a list of all activities can include it as an attachment to the narrative report.

- Avoid including information about activities that occurred in previous quarters unless the context is needed to explain what happened in the current quarter. Keep any of these necessary descriptions brief and relevant to the current quarter's activities.

- If reporting outcome data anywhere in the QNR, ensure it aligns with what is in the QPR. If there are discrepancies in the QPR outcomes with what the grantee is tracking, be clear about why those differences exist.

- When reporting Sections VIII and IX about technical assistance needs and grant accomplishments, it is better to be specific rather than vague so the program office can fully understand any issues or successes the grantee has.

4.3b Completing and Finalizing the QNR Submission

Using their WIPS account, each grant program will complete the QNR directly into WIPS. The online form is identical to the OMB- approved [Joint Quarterly Narrative Performance Report Template (ETA-9179)](). Grantees should complete the form using the fields provided in WIPS.

Submitting a copy of the QNR as an attachment does not take place of submitting in the form in WIPS. Each applicable section of the QNR must be filled out in WIPS. Writing "see attached" in those boxes and uploading a word or pdf copy does not count as submitting and certifying the QNR.

Note that inactive users will be automatically logged out after 30 minutes of inactivity. WIPS does not consider typing within fields to be system activity. To avoid losing data, grantees may wish to type their responses into a Word document first and then cut and paste the final text into the appropriate sections in WIPS.

Once a grantee has completed the QNR and has verified that the information is accurate, they should indicate that the report is final by selecting the "Certify" button on the QNR. Certifying the report indicates that the grantee's authorized representative certifies that the data submitted is complete, true, and accurate to the best of his or her knowledge.

Grantees may also submit up to five supplemental documents (in Word or pdf format) to support their QNR submission.

Review the [QNR Submission Instructions]() for a step-by-step description of how to successfully submit a QNR.

4.4   How to Get WIPS Technical Assistance

To request assistance with WIPS access issues, established users should complete a form through the WIPS Technical Assistance Request portal.

For questions about data elements file errors, or to request to change or add WIPS accounts (in alignment with the user role policy stated in **4.1   Gaining Access to WIPS,** send an email to the Nursing Expansion mailbox at NursingExpansion@dol.gov.

Never send a copy of the .csv or .txt file you are working with via email. The files uploaded to WIPS contain social security numbers, which are considered Personally Identifiable Information (PII). The WIPS upload environment has protections in place for PII, but email does not. Transmitting PII via email is prohibited.

When sending questions/inquiries to your grant mailbox about your data file always include your file ID number. This will enable our technical staff to pull up the file you submitted in WIPS (where PII is blocked from view) and provide you more information on the error.

Section V. Performance Reporting Policy Applicable to DOL Nursing Expansion Grants

H-1B grants are authorized under the American Competitiveness and Workforce Improvement Act (ACWIA). H-1B grants with start dates of July 1, 2016, and later are required to report in accordance with WIOA performance reporting requirements. Grantee reporting provides an opportunity for DOL to align its performance reporting definitions, processes, and procedures across both the Department's formula and discretionary grant programs. The Office of Workforce Investment's Division of Strategic Investments (DSI) is the program office for H-1B grants.

Note that the policies included in this section may not be inclusive of all relevant reporting policies and DOL may apply additional reporting policies during the grant period of performance. Grantees should consult with their Federal Project Officer (FPO) to ensure reporting follows DOL policies. See **Attachment 5. Reporting Policy Guidance and Technical Assistance Resources** for a list of policy resources available.

5.1   Collecting Personally Identifiable Information (PII)

As part of their grant activities, grantees may have in their possession large quantities of personally identifiable information (PII) relating to their organization and staff, sub-grantee and partner organizations and staff, and/or individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files, and other sources.

Federal agencies are required to take aggressive measures to mitigate the risks associated with the collection, storage, and dissemination of sensitive data, including PII. As the grantor agency, ETA has provided the Training and Employment Guidance Letter (TEGL) NO. 39-11 – *Guidance on the Handling and Protection of Personally Identifiable Information* to notify grantees of the specific requirements that must be followed pertaining to the acquisition, handling, and transmission of PII.

Social Security Numbers Collection Requirements

H-1B grantees are required to request participants' complete and accurate Social Security Numbers (SSNs); however, providing SSNs is voluntary and participants cannot be denied services if they choose not to disclose their SSN.

Grantees should also ensure that, when they are collecting this information from participants, they inform the participants of the purpose of requesting SSNs, in accordance with the ACWIA, which directs the Secretary to require grantees to report on the employment outcomes obtained by workers receiving training under this section.

What is the Purpose of Collecting SSNs?

The collection of this information assists DOL and the grantee to track the long-term success of the training program.

The Department, on behalf of the grantees, uses CRIS to match SSNs with employment data available from State UI and other administrative wage records (e.g., Federal and Military employment). This matching procedure is necessary in order for DOL to collect consistent and reliable aggregate outcome information for each grantee by calculating a set of WIOA primary indicators of performance that includes employment rate and median earnings.

Technical Assistance Tips for Collecting SSNs from Program Participants

For grantees encountering issues in collecting SSNs from training participants, DOL grantees who have been successful in collecting this information have recommended the following:

- Make the "ask" at intake or enrollment instead of waiting until later in the process.

- Include statement/disclaimer language directly under the SSN field of an intake or enrollment form identifying why this information is requested, the security of this information, what it is used for, and how it benefits the program to measure program success (see two examples below).

- Ask case managers (or other appropriate staff) to follow-up in person or by phone with any participant who does not disclose their SSN as a part of the enrollment process. Individuals may not provide their SSN because they do not understand the need for this information. Staff familiar with the enrollment process should explain to participants the value this information provides the grantee and DOL with regard to measuring outcomes and how this information is used.

Disclaimer Language Examples:

Grantees are required to inform participants of the purpose for collecting SSNs. Below are two sample disclaimers that provide this information. In addition to meeting the requirement to inform participants about the collection of their SSNs, the transparency can increase the likelihood that participants will provide the information.

- **Sample #1:** This project was funded by a grant awarded under the XXXX Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The collection of this information helps to track the long-term success of this training program. Your personal information is kept confidential and secure and will not be shared with any outside agencies other than those involved with the support or

oversight of the XXXX Grant received by Sample Community College and issued by the U.S. Department of Labor. The information collected through your participation in grant supported training activities will never be sold or shared with third party agencies. Please direct any additional questions concerning the use of your personal information to Jane Green, Program Director at 856-691-XXXX.

- **Sample #2:** The Information Technology (IT) program in which you are enrolled is made possible in part through a grant from the United States Department of Labor, Employment and Training Administration. This grant is a XXXX Grant titled "IT Jobs for Tomorrow," a partnership between Any College of Technology and Where Community College. As part of IT Jobs for Tomorrow's federal grant, we are required to obtain information from project participants and asked to track how well the students who participate in the program succeed in the workforce and other related outcomes. The information gathered will be used to help determine if the training is successful and in what areas we might need to improve.

    In addition to requesting a range of information from project participants, including demographic information, the use of your Social Security Number is also requested in order to access wage and employment information through state databases. Although you cannot be denied service for failure to provide your Social Security Number, we strongly encourage you to provide it in order to enable the project to quantify specific employment-related outcomes. Your personal information will be kept confidential and will never be sold or shared outside of the purposes stated above.

Transmitting PII

Transmitting PII via email is prohibited.

Please do not send a .csv or .txt participant data file to DOL. The files uploaded to WIPS contain SSNs, which are considered PII. The WIPS upload environment has protections in place for PII, but email does not. Data files sent to DOL by grantees cannot be opened and viewed by DOL staff.

If you have a question about one of your .csv or .txt file uploads, provide the File ID number associated with each file upload to the appropriate program mailbox along with a description of the issue you are encountering.

5.2   Data Collection Requirements for Incumbent Workers

Nursing Expansion grantees are responsible for collecting and reporting participant data on all grant participants as required for H-1B-funded grants. If the grantee has agreements with other entities (e.g., sub-awardees or contracted entities, etc.), the grantee remains responsible for reporting all required data to ETA.

In addition, please note that employers are not responsible for establishing and documenting the eligibility of incumbent workers. The grantee or a designated grant partner is required to establish and document eligibility of all participants, including incumbent workers, and maintain the necessary records to support grant monitoring.

5.3   Fifth Year Enrollments

The period of performance for DOL Nursing Expansion grants is 60 months. **DOL Nursing Expansion grantees may not enroll any participants after the end of the fourth year of the period of performance.**

The final 12 months of the period of performance must be spent ensuring participants who began training during the first 48 months of the grant complete their training programs and capturing program completion outcomes such as credential attainment and employment placements.

5.4   Data Validation and Documentation

Grantees should conduct periodic reviews of their performance outcomes to compare them against expected outcomes, and to ensure reported outcomes are accurately reflected with supporting documentation and timely data entry. DOL recommends that grantees incorporate data validation policies, procedures, and methodology into their data quality assurance process, internal controls, and the 2 CFR 200.328-required monitoring policies and procedures.

To ensure data integrity, grantees must develop a set of data validation procedures that includes:

- Written procedures for conducting data validation reviews that contain a description of the process for identifying and correcting errors or missing data, which may include electronic data checks;

- Regular data validation training for appropriate program staff (DOL recommends at least annually);

- Monitoring protocols, consistent with 2 CFR 200.328, to ensure that program staff are following the written data validation policy and procedures and take appropriate corrective action if those procedures are not being followed;

- Regular data integrity review of program data (DOL recommends quarterly) for errors, missing data, out-of-range variances in values reported, and other anomalies;

- Documentation that missing documentation and erroneous data identified during the review process have been corrected;

- Documentation processes for maintaining records per the Federal records retention policy, which may include copies of worksheets on data elements or records reviewed, frozen quarterly wage records for wage record matching used for reporting outcomes, trends in common data accuracy issues, error rates, and corrective action efforts made after data validation reviews; and

- Regular assessments of the effectiveness of the data validation process (DOL recommends at least annually) and revisions to that policy and process as needed. On a quarterly basis, DOL will provide grant recipients with feedback regarding their performance reports to aid in data integrity efforts and support data accuracy (e.g., Quarterly Report Analysis, TAA Data Integrity analysis, etc.). The analysis will include, but is not limited to, a review of the data submitted, anomalies and outliers, and other potential data quality issues, which may indicate reporting inaccuracies. Grant recipients are encouraged to incorporate the DOL-provided analysis into their data validation processes.

DOL also recommends that grantees maintain independence between program or grant staff who collect and report data and those who validate reported data and source documentation.

Additionally, in consultation with their Federal Project Officer (FPO) grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the supporting documentation goals of the TEGL 23-19, Change 2 *Revisions to TEGL 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs*, including Attachment 2.

These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting.

5.5   Record Retention Requirements

Grantees must follow Federal guidelines on record retention. Grantees are required to maintain all electronic and hard-copy records pertaining to grant activities for at least three years after final award close-out. See the Nursing Expansion FOA and 2 CFR 200.333-.337 for more specific information.

Attachment 1. Glossary of Performance Reporting Terms

The following glossary of performance reporting terms are provided for further guidance on the definitions of terms as it applies to H-1B grants.

Assessment Services

Services that evaluate the skill levels, aptitudes, abilities, competencies, integrated participant services, supportive service, and employment needs. They include, but are not limited to assistance with educational testing, payments and fees for employment and training-related applications, tests, and certifications, and other services related to the suitability and/or placement of a participant in training or employment.

Career Pathway Programs

Programs that offer a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies and integrate academic and occupational skills training.

Case Management Services

Services that involve coordinating the appropriate resources and other services for a participant based on their needs. Case management services include, but are not limited to information gathering, monitoring, and evaluating, and other services pertaining to the facilitation of resources.

Clinical Instructor

A clinical instructor coordinates with clinicians at clinical sites, makes student assignments, instructs students on how to perform duties in the clinical site, and evaluate students' work. The primary role is supervising students during clinical rotations.

Contextualized (or Contextual) Learning Activities

Workforce activities that build meaningful relationships between abstract ideas and practical applications in the context of the real world. Contextual learning occurs when students process information or knowledge in such a way that it makes sense to them in their frame of reference. Such learning is usually a reality-based, outside-of-the-classroom experience that occurs within a specific context, and may include paid internships and paid work experience, among other activities.

Customized Training

H-1B grants have a unique definition of customized training, namely, training that is designed to meet the special requirements of an employer (or group of employers) and is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, the individual upon successful completion of the training.

Data Elements

Unique identifiers that enable DOL to collect information required to assess the performance of Federal investments for various training and employment programs. H-1B PIRL data elements are defined in the H-1B 2021 PIRL. Each PIRL data element includes a number, name, field type and length, definition and instruction and code values. These data elements are used to record participant-level data, track participant outcomes used for QPRs, and assess the grantee's internal progress.

Exit

H-1B participants are considered to be in exit status from the program when they have not received any services funded by the program for 90 consecutive calendar days, have no gap in service, and are not scheduled for future services. The date of exit is reported retroactively by the grantee in **PIRL 901 Date of Program Exit** after 90 days (or three quarters) using the last day on which the individual received a service funded by the grant program.

PIRL 901 is used to collect and report the date of exit. For exit-based performance measures (i.e., Workforce Innovation and Opportunity Act or WIOA Primary Indicators of Performance), the quarter for reporting these measures is determined by the quarter in which the date of exit occurs. For example, if the date of exit is between January 1st and March 31st, the participant's exit date would not be reported until the next reporting quarter ending June 30th.

Note: If a participant returns to training after they have been exited from the program, this participant is treated as a **new** participant.

Incumbent Workers

This term refers to one of three employment statuses at entry that are reported for every participant. Incumbent workers are individuals who are already employed, either with an employer partner or another employer, at program enrollment, but who need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current positions in H-1B occupations and industries. The training provided to incumbent workers is either 1) developed in collaboration with an employer partner with which the individual is employed, or 2) for individuals who are employed at the time of enrollment by a non-partner employer, but who need additional skill training to improve their opportunities for middle- and high-skilled jobs in H-1B industries or occupations.

Participants determined eligible as incumbent workers should be reported as code value #4 in **PIRL 907 Recipient of Incumbent Worker Training** if they meet the specific FOA definition.

Note that when a participant is determined to be an incumbent worker upon entry into the program, the employment status at entry does not change during the period of participation. A participant cannot be reported as both an incumbent worker and as underemployed.

Measurable Skills Gain

A measurable skills gain is a documented academic, technical, occupational, or other forms of progress towards an outcome, such a credential or employment. H-1B grantees can report two types of measurable skills gains in their data file: training milestones (reported in **PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones)** and skills progressions (reported in **PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)**).

Training milestones include, but are not limited to, completion of on-the-job training, completion of one year of a Registered Apprenticeship Program, or other milestones reached during training. Skills gains are considered to have been reached when participants successfully complete an exam that is required for a particular occupation or show other forms of documented progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.

Nurse Educator

Under the Nursing Expansion FOA, nurse educators are registered nurses (RNs) who have obtained advanced nursing degrees that allow them to teach nursing curriculum at colleges and universities, teaching and helping to train the future nurses of the world. They serve as faculty members in both nursing schools and teaching hospitals, transferring their valuable knowledge, experience, and skill sets to their students who will ultimately serve as the next generation of nurses.

On-the-Job Training (OJT)

Under this Announcement, OJT is available only for unemployed and underemployed individuals. Incumbent workers are not eligible for OJT under the Nursing Expansion FOA and grantees are specifically prohibited from spending grant funds on payment of wages to incumbent workers. OJT is provided under a contract with an employer in the public, private-nonprofit, or private sector. Under the OJT contract, the employer pays wages to the participant, and occupational training is provided for the participant in exchange for the reimbursement to the employer of a percentage of the participant's wage rate to compensate for the employer's extraordinary costs of training the individual (subject to the policy exceptions described in the FOA).

Paid Work Experience and Internships

Work experience and internships are defined as a planned, structured learning experience that takes place in a workplace for a limited period and, for the purposes of H-1B grants, must be paid. Labor standards apply where an employee/employer relationship, as defined by the Fair Labor Standards Act (FLSA), exists. For more information on the FLSA, applicants may visit http://www.dol.gov/whd/.

While grantees have flexibility in the design and implementation of work experience and internships but must meet the following parameters:

<ol type="i" start="1">
Provide an individual with monitored or supervised work or service experience in their expected career field where the individual has prescribed learning goals and reflects actively on what they are learning throughout the experience. These learning goals may include: (a) academic learning, career development, and skill development; and (b) the attainment of credentials in the individual's expected career field;
Are part of structured programs where the grantee established the criteria for determining who will participate in these programs; and
Are for a set period.

Internships

A type of paid work experience that may be flexible to allow interns to spend limited time in the classroom; support the attainment of credentials in the individual's expected career field (where such credentials exist); relate to training provided through the grant and help participants prepare for employment opportunities on which the grant focuses; and not necessarily carrying an offer of regular employment upon successful completion of the internship.

Paid Work Experience

A planned and structured earning experience that takes place in a workplace for a limited period of time.

Participant

A participant is any individual who receives an H-1B grant-funded service beyond a determination of eligibility. Individuals who receive only a determination of eligibility to participate in the program, but do not begin receiving services, are NOT considered participants. Grant-funded services are allowable services and education and training activities applicable to the grantees' SOW and the applicable FOA.

Individuals who receive services funded *solely* with leveraged resources (i.e., no services are provided with grant or match funds) are not considered grant participants. Grantees must not include individuals funded solely with leveraged resources in the data file that is uploaded to WIPS. However, individuals who receive services either with grant or match funds, or a combination of both, are considered program participants. Grantees should include individuals funded with grant or match funds as a participant using PIRL data element 900 Date of Program Entry in the data file that is uploaded to WIPS.

Participant Data File

Electronic data files store information for a specific application for later use. Data files are a set of participant-level records with data element code values that describe the activities of each participant. This information is tracked and submitted to DOL in **one data file** for each reporting quarter. Grantees should upload one comprehensive data file of all participant records served

grant-to-date. This file is updated each quarter and resubmitted in WIPS for the appropriate reporting quarter.

Participant Records

Each individual that is determined eligible for your program and participates in a grant-funded service will be tracked according to the data elements and edit checks provided in the Nursing Expansion H-1B 2021 PIRL. Based on information grantees track in a participant's case file, each individual will have a single record detailing their demographics, training activities, and program outcomes in your data file.

Figure 8 Generating a QPR Using a Participant Data File
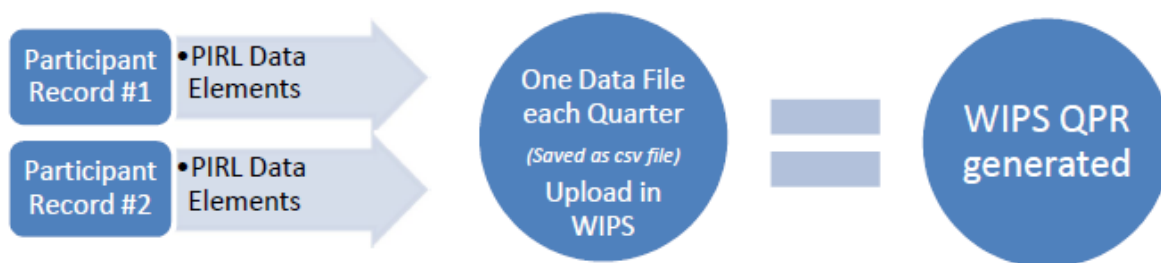
Period of Participation

The period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant's date of exit from the program.

Pre-Apprenticeship

Pre-apprenticeship services and programs are designed to prepare a diverse pool of individuals to enter and succeed in apprenticeship by providing career-specific training and readiness skills needed on the job. In addition to providing preparatory skills for future apprentices, pre-apprenticeship training can be an effective vehicle to streamline the recruitment process and help move job-ready apprentices into apprenticeship. For grant projects under the Nursing Expansion FOA, applicants may propose pre- apprenticeship programs to serve as on-ramps to apprenticeship opportunities, as long as the training is on a career pathway that leads to middle- to high-skilled occupations.

Note: Completion of a pre-apprenticeship training activity does not equal training program completion. Pre-apprenticeship in One Workforce and Rural Healthcare grants is proposed as an

entry point to an apprenticeship program and is one component of a participant's planned training program.

Preceptor

A preceptor provides a one-on-one relationship with the student to help the student develop clinical skills and competencies, gain practical experience working with patients in the work environments, understand the clinical setting and the patient population, and acclimate to the role of a professional nurse. The preceptor is responsible for the daily teaching and assignment of individuals to be cared for, supervision, participation in the evaluation of the nursing student, and providing the student with an environment that permits observation, active participation, and management of the assigned care. In the context of Advanced Practice Registered Nurses (APRNs), the preceptor is an APRN such as a nurse practitioner or nurse midwife or other health professional responsible for specific aspects of the clinical learning experience. The APRN preceptor provides the student with an environment that permits observation, active participation, and management of primary healthcare.

Real-Time Performance Measure

Grantees provided outcome targets for these performance indicators in their SOWs, and the targets set for these measures are used to evaluate program outcomes during the period of performance. H-1B grantees are required to track and report these employment and training outcome measures for program participants in the reporting quarter in which the outcome occurred.

Recognized Postsecondary Credential

Credentials awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to gain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by businesses or industry associations. Recognized postsecondary credentials reflect technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

These credentials are an attestation of qualification or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or expertise to issue such a credential. The terms most commonly used for educational credentials include "diploma," "certificate," and "degree." For further guidance on credentials please refer to TEGL 14-18 *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL* and TEN 25-19 *Understanding Postsecondary Credentials in the Public Workforce System.*

Registered Apprenticeship Programs (RAPs)

A proven model of job preparation, validated by the U.S. Department of Labor or a State Apprenticeship Agency (SAA) that combines paid on-the-job training (OJT) with related instruction to progressively increase workers' skill levels and wages. RAPs are also a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. Registered Apprenticeship allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. RAPs offer job seekers immediate employment opportunities that pay sustainable wages and offer advancement along a career path. Graduates of RAPs receive nationally recognized, portable credentials, and their training may be applied toward further post-secondary education.

Registered Apprenticeship Program sponsors often work directly with community colleges that ultimately provide college credit for Registered Apprenticeship Programs. 21st century apprenticeship approaches are flexible and can be easily customized to meet the needs of the employer and apprentice. Apprentices are hired as employees and earn a wage upon registration, and receive progressive wage increases commensurate with their skill attainment throughout the training program.

Registered Apprenticeship Program training is distinguished from other types of workplace training by several factors: (1) participants who are newly hired (or already employed) earn wages from employers during training; (2) programs must meet national standards for registration with the U.S. Department of Labor (or federally-recognized SAAs); (3) programs provide on-the-job learning and job-related technical instruction; (4) on-the-job learning is conducted in the work setting under the direction of one or more of the employer's personnel; and 5) training results in an industry-recognized credential, and sometimes college credit.

Supportive Services

Needs-based services that are necessary to enable an individual to participate in training activities, including but not limited to transportation, childcare, dependent care, housing, needs-related payments, and tools or supplies required to complete training.

Training Activity Completion

A program may include up to three training activities associated with a training start date and end date. WIPS is designed to capture three planned training activities and up to three types of training that include primary, secondary, and tertiary training types per individual served. As a result, grantees may report up to three training activities and up to nine types of training (primary, secondary, and tertiary) in WIPS for each participant served.

Note: Completion of a training activity does not equal training program completion.

Training Program Completion

A training program completer is a participant who is enrolled in a grant-funded training program and has completed all training activities necessary for successful program completion and exit. Successful completion is determined by the grantee and could include achieving a certain grade or passing a pass/fail program. Some grantees' education/training activities are comprised of a series of courses or activities, and the intent of their education/training activities is for individuals to complete the entire series of courses or activities. In this case, "successful completion" should be defined as finishing the entire series of courses or activities.

Underemployed

This term refers to one of three employment statuses at entry that are reported for every participant. Underemployed workers are individuals who are not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment.

Participants can be reported in **PIRL 2101 Underemployed Worker** only if their employment circumstances meet the definition of underemployment.

Note that when a participant is determined to be an underemployed worker upon entry into the program, the employment status at entry does not change during the period of participation. A participant cannot be reported as both underemployed as an incumbent worker.

Unemployed

This term refers to one of three employment statuses at entry that are reported for every participant. Unemployed participants are individuals who are not employed but are seeking employment and are available for work.

Note that when a participant is determined to be an underemployed worker upon entry into the program, the employment status at entry does not change during the period of participation.

Validation Rules

A set of instructions that is coded into WIPS and used by the reporting system to check that data files submitted by grantees conform to the required file format and that the data elements it contains are accurately reported. When a data file is uploaded, each rule is applied in a sequence to confirm that it is a valid submission. There are four types of validation rules: valid values rules, duplicate rules, logic rules, and aggregation rules.

Valid Values Rules

The parameters for acceptable code type and length for each data element; one of the four types of validation rules.

Duplicate Rules

Edit checks that ensure that participants are not included in a data file more than one time; one of the four types of validation rules.

Logic Rules

One of the four types of validation rules, these rules compare the code values in data elements to one another to ensure that the data reported is logically sound. For example, if a date is reported for a participant in **PIRL 2118 Date Entered Employment**, but there is no date reported in **PIRL 1813 Date Completed During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment**, WIPs will reject the file and return an error because participants cannot be reported as entering employment until after they have completed their training program.

Aggregation Rules

The calculations WIPS uses to provide a count of participants in each outcome on the QPR.

WIOA Primary Indicators of Performance

Measures that are used to assess performance across numerous programs administered by DOL.

Attachment 2. Master List of PIRL Data Elements by Category

Figure 9 PIRL Data Elements by Major Category and Subcategory

Grant Information	Individual Participant Information	Program Participation	Services and Activities	Program Outcomes	Employment Outcomes
PIRL 105 PIRL 938	**Participant Identifiers** PIRL 100, PIRL 2700, **Demographic Information** PIRL 101, PIRL 200, PIRL 201, PIRL 202, PIRL 210, PIRL 211-215, PIRL 407, PIRL 408 **Employment Status Information** PIRL 400, PIRL 907, PIRL 2101, PIRL 904, PIRL 402 **Social History Information** PIRL 301, PIRL 801, PIRL 802, PIRL 803	**Grant Program Entry** PIRL 900 **Grant Program Exit** PIRL 901, PIRL 923, PIRL 935	**Service Information** PIRL 902, PIRL 1409, PIRL 2103, PIRL 2106 **Training Program Information** PIRL 1331, PIRL 1332, PIRL 1401, PIRL 1811 **Training Services and Activities** PIRL 1300, PIRL 1302, PIRL 1309, PIRL 1303, PIRL 1306, PIRL 1307, PIRL 1312, PIRL 1308, PIRL 2109-2117, PIRL 1328 **Work-Based Learning Activities** PIRL 1203, PIRL 1205, PIRL 106, PIRL 2901, PIRL 931, PIRL 2907, PIRL 2908, PIRL 2909, PIRL 2911	**Credentials** PIRL 1800, PIRL 1803, PIRL 1804, PIRL 1801, PIRL 1803, PIRL 1805 **Measurable Skills Gains** PIRL 1809, PIRL 1810 **Program Completion** PIRL 1813	**Underemployed and Unemployed Only** PIRL 2118, PIRL 2126 **Incumbent Workers Only** PIRL 2119, PIRL 2120, PIRL 2122, PIRL 2124

Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules

The definitions of each of the H-1B QPR outcome measures are provided below. These definitions are from TEGL 14-18 , *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL*, the H-1B 2021 PIRL data elements and aggregation rules, and the individual H-1B grant FOAs. Numbering in the table corresponds to that of the QPR represented in the QPR Template.

Note that all outcome data element aggregations include **PIRL 938 H-1B.** Because each grant program across ETA has its own QPR, the inclusion of this data element in the aggregation signals to WIPS that the aggregation is for H-1B grantees. Because PIRL 938 is not related to any specific outcome on the QPR, it is excluded from the table below.

Important Note: For the WIOA primary indicators of performance highlighted in orange below DOL will calculate these specific employment-based outcomes on behalf of grantees using the SSNs provided for each H-1B participant and populate these fields.

Table 5: QPR Outcome Measure Definitions and Aggregation Rules (see next page)

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
A. Grant Summary Information		
1. Total Exiters	The total number of participants who exited the program during the applicable reporting period. Exit from the program occurs when a participant has not received any services funded by the program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services. The date of exit is applied retroactively to the last day on which the individual received a service funded by the program.	PIRL 901, Date of Exit
2. Total Participants Served	The total number of unique participants (new and current) who were participants for at least one day during the relevant reporting period. A participant is any individual who is determined eligible to participate in the grant program and receives a service funded by the grant. Individuals who receive only a determination of eligibility to participate in the program but do not begin receiving services are NOT considered participants.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit
3. New Participants Served	The total number of unique participants who, following a determination of eligibility, began receiving their first grant-funded service during the current quarter. Participants should only be included once, even if they enroll in multiple training programs.	PIRL 900, Date of Program Entry
B. Participant Summary Information		
Sex		

1a. Male	The total number of participants who self-identify their sex as male.	PIRL 201, Sex PIRL 900, Date of Program Entry PIRL 901, Date of Exit
1b. Female	The total number of new participants who self-identify their sex as female.	PIRL 201, Sex PIRL 900, Date of Program Entry PIRL 901, Date of Exit
Ethnicity/Race		
2a. Hispanic/Latino	The total number of participants who self- identify their ethnicity as Hispanic/Latino. The term Hispanic/Latino includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.	PIRL 210, Hispanic/Latino PIRL 900, Date of Program Entry PIRL 901, Date of Exit
2b. American Indian or Alaskan Native	The total number of participants who self- identify their race as American Indian or Alaskan Native. The racial category American Indian or Alaska Native includes members of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.]	PIRL 211, American Indian PIRL 900, Date of Program Entry PIRL 901, Date of Exit

2c. Asian	The total number of participants who self- identify their race as Asian. The racial category Asian includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka, and Sikkim). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.	PIRL 212, Asian PIRL 900, Date of Program Entry PIRL 901, Date of Exit
2d. Black or African American	The total number of participants who self- identify their race as Black or African American. The racial category Black or African American includes persons having origins in any of the black racial groups of Africa.	PIRL 213, Black/African American PIRL 900, Date of Program Entry PIRL 901, Date of Exit
2e. Native Hawaiian or Other Pacific Islander	The total number of participants who self- identify their race as Native Hawaiian or Other Pacific Islander. The racial category Hawaiian Native or Other Pacific Islander includes persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	PIRL 214, Native Hawaiian/Other Pacific Islander PIRL 900, Date of Program Entry PIRL 901, Date of Exit
2f. White	The total number of participants who self- identify their race as White. The racial category White includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.	PIRL 215, White PIRL 900, Date of Program Entry PIRL 901, Date of Exit

2g. More Than One Race	The total number of participants who self- identify more than one of the racial categories outlined in Rows C.2b through C.2f above.	PIRL 211, American Indian PIRL 212, Asian PIRL 213, Black/African American PIRL 214, Native Hawaiian/Other Pacific Islander PIRL 215, White PIRL 900, Date of Program Entry PIRL 901, Date of Exit
Education Status at Participation		
3a. Secondary School Graduate or Equivalent	The total number of participants that attained a secondary school diploma or secondary school equivalency.	PIRL 408, Highest Educational Level Completed at Program Entry (WIOA) PIRL 900, Date of Program Entry PIRL 901, Date of Exit
3b. Completed 1 or more years of Postsecondary Education	The total number of participants that completed 1 or more years of Postsecondary Education.	PIRL 408, Highest Educational Level Completed at Program Entry (WIOA) PIRL 900, Date of Program Entry PIRL 901, Date of Exit

3c. Postsecondary Certification, License, or Educational Certificate (non-degree)	The total number of participants that attained a postsecondary technical or vocational certificate (non-degree).	PIRL 408, Highest Educational Level Completed at Program Entry (WIOA) PIRL 900, Date of Program Entry PIRL 901, Date of Exit
3d. Associate degree	The total number of participants that attained an associate degree.	PIRL 408, Highest Educational Level Completed at Program Entry (WIOA) PIRL 900, Date of Program Entry PIRL 901, Date of Exit
3e. Bachelor's Degree or Equivalent	The total number of participants that attained a bachelor's degree.	PIRL 408, Highest Educational Level Completed at Program Entry (WIOA) PIRL 900, Date of Program Entry PIRL 901, Date of Program Exit
3f. Advanced Degree Beyond Bachelor's Degree	The total number of participants that attained an advanced degree beyond a bachelor's degree.	PIRL 408, Highest Educational Level Completed at Program Entry (WIOA) PIRL 900, Date of Program Entry PIRL 901, Date of Exit
Other Demographics (as it applies)		
4a. Youth and Young Adults, Ages 17 – 29	The total number of participants whose age is between 17 and 29 at program entry.	PIRL 200, Date of Birth PIRL 900, Date of Program Entry PIRL 901, Date of Exit

4b. Individuals with a Disability	The total number of participants that have a physical or mental impairment that substantially limits one or more of the person's major life activities.	PIRL 202, Individual with a Disability PIRL 900, Date of Program Entry PIRL 901, Date of Exit
4c. Individuals with Limited English Proficiency (English Language Learners)	The total number of participants at program entry, who have limited ability in speaking, reading, writing or understanding the English language and also meet at least one of the following two conditions: (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.	PIRL 803, English Language Learner at Program Entry PIRL 900, Date of Program Entry PIRL 901, Date of Exit
4d. Individuals with Criminal Records (Ex- Offenders)	The total number of participants who either have been subject to any stage of the criminal justice process for committing a status offense or delinquent act or require assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	PIRL 801, Ex-Offender Status PIRL 900, Date of Program Entry PIRL 901, Date of Exit
4e. Eligible Veterans	The total number of participants who are eligible for veterans' priority of service under WIOA. See TEGL No. 10-09.	PIRL 301, Eligible Veteran Status PIRL 900, Date of Program Entry PIRL 901, Date of Exit
4f. Low-income individuals	The total number of participants who meet the definition of low-income individuals under WIOA PIRL 802 Low Income Status at Program Entry.	PIRL 802, Low Income Status at Program Entry PIRL 900, Date of Program Entry PIRL 901, Date of Exit

4g. Individuals 55 years and Older	The total number of participants whose age is 55 or older at program entry.	PIRL 200, Date of Birth PIRL 900, Date of Program Entry PIRL 901, Date of Exit
C. WIOA Primary Indicators of Performance		
1. Employment Rate (Q2) (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.	PIRL 901, Date of Program Exit PIRL 923, Other Reasons for Exit PIRL 1602, Employed 2nd Quarter after Exit Quarter
2. Employment Rate (Q4) (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.	PIRL 901, Date of Program Exit PIRL 923, Other Reasons for Exit PIRL 1606, Employed 4th Quarter after Exit Quarter
3. Median Earnings (Cohort Period: mm/dd/yyyy – mm/dd/yyyy)	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.	PIRL 901, Date of Program Exit PIRL 923, Other Reasons for Exit PIRL 1704, Wages 2nd Quarter after Exit Quarter

| 4. Credential Rate (Cohort Period: mm/dd/yyyy – mm/dd/yyyy) | The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential during participation in the program or within one year after exit from the program. | PIRL 901, Date of Program Exit

PIRL 923, Other Reasons for Exit

PIRL 1303, 1310, 1315 Type of Training #1, # 2, # 3

PIRL 1332, Participated in Postsecondary Education During Program Participation

PIRL 1401, Enrolled in Secondary Education Program

PIRL 1406, Date Enrolled in Post-Exit Education or Training Program Leading to a Recognized Postsecondary Credential

PIRL 1602, 1604, 1606, 1608, Employed 1st, 2nd, 3rd, 4th Quarter after Exit Quarter

PIRL 1800, 1802, 1804, Type of Recognized Credential #1, #2, #3

PIRL 1801, 1803, 1805, Date Attained Recognized Credential #1, #2, #3 |

5. Measurable Skill Gains (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.	PIRL 900, Date of Program Entry PIRL 901, Date of Program Exit PIRL 923, Other Reasons for Exit PIRL 1800, 1802, 1804, Type of Recognized Credential #1, #2, #3 PIRL 1801, 1803, 1805, Date Attained Recognized Credential #1, #2, #3 PIRL 1806, Date of Most Recent Measurable Skill Gain PIRL 1809, Date of Most Recent Measurable Skill Gains: Training Milestone PIRL 1810, Date of Most Recent Measurable Skill Gains: Skills Progression PIRL 1811, Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

D. Employment Status at Participation		
1. Unemployed Individuals	The total number of participants who are without a job, seeking employment, and are available to work.	PIRL 400, Employment Status at Program Entry PIRL 900, Date of Program Entry PIRL 901, Date of Exit
2. Underemployed Worker	The total number of participants who are not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 2101, Underemployed Worker
3. Long-term unemployed (27 or more consecutive weeks)	The total number of participants who have been unemployed for 27 consecutive weeks or more at program entry.	PIRL 402, Long-term Unemployed at Program Entry PIRL 900, Date of Program Entry PIRL 901, Date of Exit
4. Incumbent Workers	The total number of participants who were employed at program entry (but not underemployed) and who need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current positions in H-1B occupations and industries. Incumbent workers can either be referred by an employer partner who assists with training development, or self-referred and need additional skill training to improve their opportunities for middle- and high-skilled jobs in H-1B industries or occupations.	PIRL 400, Employment Status at Program Entry PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 907, Recipient of Incumbent Worker Training

5. Dislocated Workers	The total number of participants who were prior to program entry terminated or laid off or have received a notice of termination or layoff from employment; or were self-employed but are now unemployed.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 904, Dislocated Worker
E. Program Services and Training Activities		
1. Received Case Management Services	The total number of participants that receive case management services	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 902, Date of First Case Management and Employment Service
2. Received Assessment Services	The total number of participants that receive assessment services to determine training and supportive service needs	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 2103, Most Recent Date Received Assessment
3. Received Supportive Services	The total number of participants that receive supportive services that are designed to address needs and ensure participant success in completing their training program.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 1409, Most Recent Date Received Supportive Services
4. Received Specialized Participant Services	[H-1B grants do not use this outcome]	[H-1B grants do not use this outcome]

5. Participated in Paid Work Experience or Internship	The total number of participants that receive paid work experience or an internship opportunity directly linked to the grant-funded training program, or along a career pathway.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 1203, Most Recent Date Received Internship or Work Experience Opportunities
Training Services		
6. Began Receiving Education/Job Training Activities*	The total number of participants that receive training services as part of grant-funded education or training activities.	PIRL 105, Grant Program PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 1302, Date Entered Training #1 [H-1B Grant Training Models – Various Modes] PIRL 2908, Date Entered Apprenticeship [H-1B Grant Training Models -- Apprenticeships]

6a. Entered On- the-Job Training Activities	The total number of participants that receive grant-funded education or training, where the training includes on-the-job training (see Attachment 1).	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 1302, Date Entered Training #1 PIRL 1303, 1310,1315, Type of Training Service #1, #2, #3 PIRL 2109 - PIRL 2117, Primary, Secondary, and Tertiary Type of Training Service for Training #1, #2, #3
6b. Entered in Incumbent Worker Training Activities	The total number of incumbent worker participants that receive incumbent worker training as part of grant-funded education or training activities.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 2109, Primary, Type of Training Service for Training #1
6c. Participated in Registered Apprenticeship Program	The total number of participants that participated in a Registered Apprenticeship Program training program as part of grant- funded education or training activities. Other apprenticeship models will not be reported in this line item of the QPR.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 931, Type of Apprenticeship PIRL 1302, Date Entered Training #1
F. Training Program Outcomes		

1. Number Completed Education/Job Training Program Activities	The total number of participants that complete, during program participation, an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates.	PIRL 1813, Date Completed an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
1a. Number Completed On-the- Job Training Program Activities	The total number of participants that complete a grant-funded training program during which they received On-the-Job training.	PIRL 901, Date of Exit PIRL 1302,1309,1314, Type of Training Service #1, #2, #3 PIRL 1307, 1312, 1317, Training Completed #1, #2, #3 PIRL 2109, 2110, 2111, Primary, Secondary, and Tertiary Training Service for Training Activity #1 PIRL 2112, 2113, 2114, Primary, Secondary, and Tertiary Training Service for Training Activity #2 PIRL 2115, 2116, 2117, Primary, Secondary, and Tertiary Training Service for Training Activity #3
Credential Outcomes		

2. Completed Training Program Activities and Obtained a Credential	The total number of participants that earned at least one credential as part of a reported training activity and subsequently completed a grant-funded education or training program leading to a recognized postsecondary credential or employment.	PIRL 1800, Type of Recognized Credential #1 PIRL 1802, Type of Recognized Credential #2 PIRL 1804, Type of Recognized Credential #3 PIRL 1813, Date Completed an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
3. Total Number of Credentials Received	The total number of recognized diplomas, degrees, or credentials consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship Program, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree, attained by participants who received grant-funded education or training services.	PIRL 901, Date of Program Exit PIRL 1800, Type of Recognized Credential (WIOA) PIRL 1802, Type of Recognized Credential #2 (WIOA) PIRL 1804, Type of Recognized Credential #3 (WIOA)
G. Employment Outcomes		
1. Total Participants Entered Unsubsidized Employment	The total number of participants that have entered employment after program completion, including unemployed participants that found employment, underemployed participants that entered a new position of employment, or low-skilled employed participants that gain new employment.	PIRL 2118, Date Entered Employment

1a. Entered Unsubsidized Training-Related Employment	The total number of participants that, after training program completion, enter employment in which the participant uses a substantial portion of the skills taught during their training. Participants must already have completed the training program and entered employment to count towards this outcome.	PIRL 2118, Date Entered Employment PIRL 2126, Entered Training- Related Employment
2. Incumbent Workers that Retained Current Position	The total number of participants that were incumbent workers when they entered the training program and have retained their position continuously for three quarters after completion of the training program.	PIRL 907, Recipient of Incumbent Worker Training PIRL 2119, Incumbent Workers Retained Current Position

| 3. Incumbent Workers that Advanced into New Position | The total number of participants that were incumbent workers when they entered the training program and have advanced into a new position with their current or new employer within one year of completion of the training program. | PIRL 907, Recipient of Incumbent Worker Training

PIRL 1813, Date Completed an Education or Training Program Leading to a Recognized Postsecondary Credential or

PIRL 2120, Incumbent Workers Advanced into New Position with Current Employer or New Employer in the 1st Quarter After Exit; OR

PIRL 2122, Incumbent Workers Advanced into New Position with Current Employer or New Employer in the 2nd Quarter After Exit; OR

PIRL 2124, Incumbent Workers Advanced into New Position with Current Employer or New Employer in the 3rd Quarter After Exit |
|---|---|---|
| **H. Effectiveness in Serving Employers** | | |

1. Retention with the Same Employer 2nd and 4th Quarter After Exit (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	The percentage of program participants who exit and are employed with the same employer in the second and fourth quarters after exit.	**PIRL 901, Date of Program Exit** **PIRL 923, Other Reasons for Exit** **PIRL 1602, Employed 2nd Quarter After Exit** **PIRL 1618, Retention with the Same Employer in the 2nd Quarter and the 4th Quarter**

* H-1B GRANT TRAINING MODELS – VARIOUS modes are H-1B grants in which various or multiple training design types are allowable as per the FOA and are specified by and implemented according to each grantee's individual SOW (e.g., One Workforce, Rural Healthcare, Nursing Expansion, Building Pathways to Infrastructure, etc.). They are not limited or restricted to any particular training type (e.g., apprenticeships, etc.). H-1B GRANT TRAINING MODELS – APPRENTICESHIPS are H-1B grants in which training design types are limited to apprenticeships as per the FOA (i.e., Scaling Apprenticeship and Apprenticeships: Closing the Skills Gap). As per the aggregation rule in the PIRL, a different data element is used to aggregate QPR Outcome E6, **"Began Receiving Education/Job Training Activities"** for each of the two types.

Attachment 4. Reporting Participants in Performance Outcome Measures Flow Chart

Figure 10 Reporting Participants in the Six Real-Time Outcomes (Track 1 DOL Nursing Expansion Grants only)
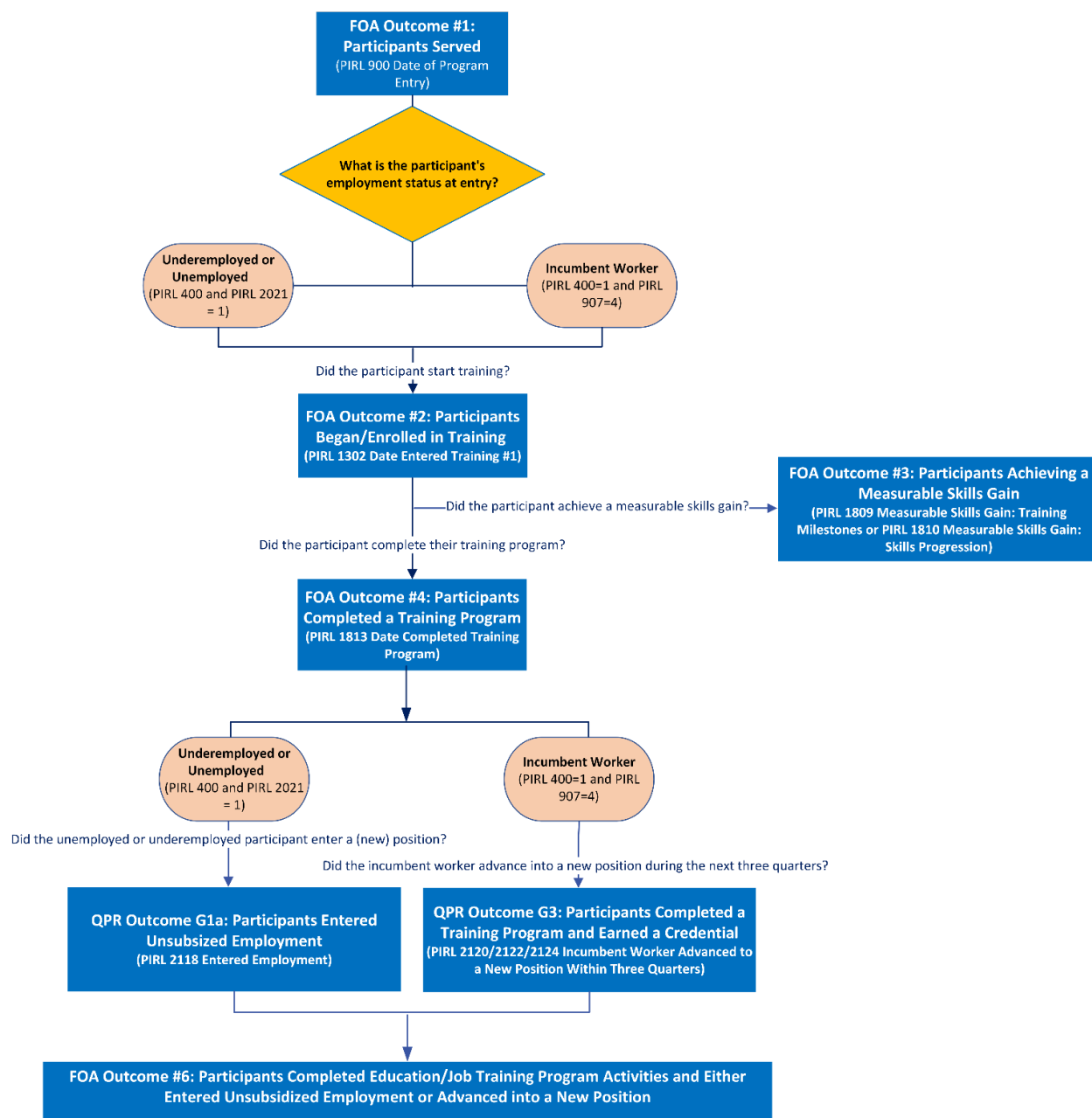
Attachment 5. Reporting Policy Guidance and Technical Assistance Resources

An online community for your H-1B grant, the [DOL Nursing Expansion Community of Practice (COP)](#), is located on the Employment and Training Administration (ETA) technical assistance website, WorkforceGPS. The site includes [a section on performance reporting](#) with crucial information on grant reporting. Policy guidance and technical assistance resources that may be especially helpful are linked below.

Performance Reporting Orientation Recordings

[Nursing Expansion Performance Reporting Orientation 101](#)
This webinar recording provides an overview of grant reporting. Included is information on how to access WIPS and submit a QNR, as well as tips for collecting data from participants.

Performance Reporting Orientation 201
This webinar recording provides a deep dive into the PIRL data elements, showing how they follow a participant's journey throughout their period of participation and highlighting key data elements that serve as gatekeepers to reporting other data elements. Included is a demonstration of the format in which data elements are submitted to DOL. **Coming soon!**

Performance Reporting Orientation 202 (Nursing Expansion Track 1 version)
This event recording includes a description of how the data elements align with outcomes on the QPR through the aggregation rules, with a focus on the performance outcome measures in the Nursing Expansion FOA. **Coming soon!**

Performance Reporting Orientation 301
This webinar recording provides a comprehensive walkthrough of how to submit a data file in WIPS, including how to pass the validation checks and review your file for errors. Important tips for new grantees that help resolve common errors are discussed. The webinar also discusses the elements of high quality QNRs and invites grantees to carefully consider what narrative information is included. **Coming soon!**

Performance Reporting Data Collection and Report Template Policy Guidance

[Nursing Expansion H-1B 2021 PIRL](#)
This file contains the H-1B PIRL schema, which is the approved list of data elements that DOL Nursing Expansion grantees are required to collect on their participants and their corresponding code values. It also contains the validation rules the WIPS uses to check data files for errors.

[Quarterly Narrative Report Template (WIOA Joint QNPR ETA-9179)](#)
To report grant activities that occurred in the previous quarter, Nursing Expansion grantees are required to use the updated Joint Quarterly Narrative Performance Report Template (ETA-9179) to provide this information directly in WIPS. This template shows the narrative sections grantees must report in the QNPR (i.e., the QNR).

[H-1B Quarterly Performance Report (QPR) Template](#)
This template shows the format of the QPR that is generated for H-1B grants from participant data files. It includes the outcomes into which participants are aggregated each quarter.

Reporting System Access and Report Submission Tools

[Workforce Integrated Performance System (WIPS)](#)
Grantees submit their QPR data file and QNR each quarter in WIPS and must have an account to access it.

http://login.gov and [DOL Login dot gov User Guide](#)
To access WIPS, grantees must also have a login.gov account, which can be obtained by following the instructions in the user guide.

[QNR Submission Instructions](#)
This step-by step instructional guide includes screenshots demonstrating how to submit a QNR in WIPS.

[Sample Case Management and PIRL Data File](#)
This data file provides instructions and specifications for the data file format (.csv or .txt) grantees must use to report participant data in WIPS. A sample data file is included.

[Workforce Integrated Performance System (WIPS) User Walkthrough Video Series](#)
This series consists of four short videos that are designed to familiarize new WIPS users to its interface, features, and functionality.

Data Collection and Tracking Technical Assistance Resources

[Data Collection and Tracking Toolkit](#)
This guide is designed to support grantees in their efforts to collect and track participant data throughout the grant life cycle to ensure you can report accurate information about participants in the QPR. It includes best practices for successfully developing effective data collection and tracking processes and incorporating them into your overall grant implementation.

Case Management and Intake Office Hours Event

Slide deck Recording

This event provided strategies and tips on methods of case management, converting data elements into intake questions, participant intake forms, and aligning your case management procedures with the required DOL reporting format.

Lessons Learned: Using Excel to Manage Data and Track Participants Peer-to-Peer Event

Slide deck Recording Tip Sheet

In this peer-to-peer event, a grantee shared their experiences using Excel for tracking participant data and outcomes, covering best practices and common challenges to maximize effectiveness for uploading .csv files into WIPS. The grantee shared eight tips for success.

Policy Guidance Letters and Notices

Please note that in addition to the reporting policies in **Section V. Performance Reporting Policy Applicable to DOL Nursing Expansion Grants** and in the other resources listed in this attachment, DOL Nursing Expansion grants are also subject to applicable DOL and H-1B reporting policies as specified in the DOL Nursing Expansion FOA and the following Training and Employment Notices (TENs) and Training and Employment Guidance (TEGL) Letters:

- TEGL 14-18 , *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL* and Attachment 1: H-1B Grants

- TEGL 23-19, Change 1, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs*

- TEGL 23-19, Change 2, *Revisions to TEGL 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs,* Attachment 1*, and* Attachment 2

- TEGL 39-11 – *Guidance on the Handling and Protection of Personally Identifiable Information*

- TEN 19-22, *Reporting Training in the DOL Participant Individual Record Layout (PIRL)*

- TEN 25-19, *Understanding Postsecondary Credentials in the Public Workforce System*

Index of PIRL Data Elements