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

Performance Reporting Guidance for:

- H-1B America's Promise Grants
- Strengthening Working Families Initiative (SWFI) Grants
- TechHire Partnerships (TechHire) Grants

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SECTION I – PERFORMANCE REPORTING POLICY GUIDANCE

1.1 GENERAL OVERVIEW

The H-1B America's Promise, Strengthening Working Families Initiative (SWFI), and TechHire Partnerships (TechHire) grants are required to submit quarterly program progress reports to the United States Department of Labor (DOL or the Department), Employment and Training Administration (ETA) to comply with the reporting and record keeping requirements of H-1B-funded grants. [1]

H-1B grants are authorized under the American Competiveness and Workforce Improvement Act (ACWIA); and, as part of DOL's quarterly reporting process, H-1B grants with start dates of July 1, 2016 and later are required to report in accordance with Workforce Innovation and Opportunity Act (WIOA) performance reporting requirements. This 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.

1.2 DOL PERFORMANCE POLICY GUIDANCE DOCUMENTS AND TECHNICAL ASSISTANCE

The **Training and Employment Guidance Letter (TEGL) No. 14-18**: *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)* provides policy guidance to align and streamline performance indicators and requirements across 15 DOL Employment and Training Administration (ETA) programs with the Workforce Innovation and Opportunity Act (WIOA) performance indicators.

The TEGL formalizes policy guidance on both the WIOA primary indicators of performance and the real-time employment and training outcome measures unique to H-1B grants. This guidance is applicable to H-1B funded grants with a start date after July 1, 2016 including the America's Promise, TechHire, and Strengthening Working Families Initiative (SWFI) grants, and all future H-1B grants.

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1 For the purposes of this handbook, the statement "H-1B grants" refers to H-1B America's Promise, Strengthening Working Families Initiative (SWFI), and TechHire Partnerships (TechHire) grants. Other H-1B-funded grants may have different performance reporting requirements which are described in the handbooks for those grants.

We ask that you review the TEGL and Attachment 1: H-1B Grants and share with your staff and grant partners as appropriate.

The **H-1B Performance Reporting Resources** page on WorkforceGPS provides performance reporting guidance and instructions for the following H-1B grants with start dates after July 1, 2016:

- America's Promise
- Strengthening Working Families Initiative
- TechHire Partnership

This handbook contains the following sections related to tracking and reporting participant-level outcomes:

Section II: WIOA and H-1B Grants Performance Outcome Measures
This section clarifies the difference between WIOA primary indicators of performance and the H-1B Grants real-time performance outcome measures. It includes information on how wage records are used to capture WIOA performance outcomes on behalf of H-1B grantees.

Section III: Guidance for Collecting and Reporting Participant-level Data Using the Amended ETA-9172 DOL-only PIRL for H-1B Grants
This section provides instructions and tips for collecting and tracking participant-level data. Each Data Element (DE) includes a number, name, definitions and instructions, code values, and field type and length, edit check logic rules, and details on error types.

Section IV: Guidance for Generating the Quarterly Performance Report
This section provide information on the H-1B QPR. The QPR is an aggregate summary of grantee participant-level data records and provides an overview on how the data is aggregated each quarter. This form will be generated by the web-based Workforce Integrated Performance System (WIPS) using data files submitted quarterly to DOL by each grantee.

Section V: Guidance for Submitting the QPR and QNR to DOL
This section provides an overview on how H-1B grantees will submit their Quarterly Progress Reports in the WIPS.

Section VI: Performance Reporting Technical Assistance
The **H-1B Grants Performance Reporting Resource** page on Workforce GPS is the go-to site for all things related to performance reporting for H-1B grants. A key resource here is the

H-1B Performance Reporting Toolkit, a supplementary resource to this handbook. Also available on this website are links to key policy guidance documents and technical assistance resources such as webinars, tutorials, sample files and FAQs.

1.3 QUARTERLY PROGRESS REPORTS

Quarterly Progress Reports

H-1B grantees are required to submit a Quarterly Progress Report containing updates on the implementation and progress specified in the grant's Statement of Work (SOW), and the status of grant program outcomes for all participants that receive grant-funded services. A Quarterly Progress Report contains both a **Quarterly Performance Report (QPR)** and **Quarterly Narrative Report (QNR)**:

- ***Quarterly Performance Report (QPR) –*** The H-1B QPR is a quantitative report of all participants served through the H-1B grant program. The H-1B QPR is a quarterly aggregate of the individual participant records that the grantee has collected and uploaded as a data file into the Workforce Integrated Performance System (WIPS) system. The H-1B QPR is used to communicate outcomes of program activities for the previous and current quarters, and cumulatively grant-to-date.

- ***Quarterly Narrative Report (QNR) –*** The QNR is a qualitative summary of grant activities that occurred during the reporting quarter, which include a status update on program activities, 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 follow the Office of Management and Budget (OMB)-approved QNR template.

Quarterly Progress 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 will produce a summary of H-1B grants' quarterly performance activities using both quantitative data from the QPR and qualitative information from the QNR that grantees submit to DOL. This information will be used to inform the Secretary and other leaders at the Department of Labor, Congress, and the general public on the progress of performance outcomes for H-1B grants.

Final Performance Report

H-1B grantees are also required to submit a Final Performance Report that incorporates final cumulative grant-to-date QPR and a final QNR, due no later than 45 days after the end of their grant period of performance.

- **Final Performance Report –** The Quarterly Progress Report submitted for the last reporting quarter at the end of the grant will serve as the grant's Final Performance Report. The final performance report will provide both quarterly and cumulative information that reflect the grantee's activities for the entire grant period of performance. The final performance report 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.

1.4 REPORTING DUE DATES and QUARTERLY REPORTING CYCLE

Quarterly Progress Reports are due to DOL **no later than 45 days** after the end of each reporting quarter. The table 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.

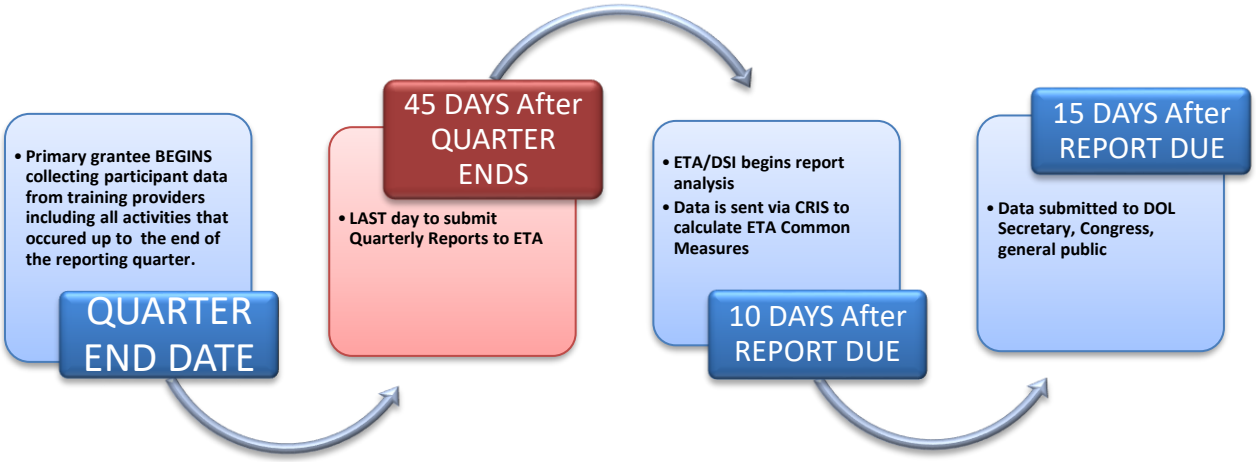
Table 1: Quarterly Progress Report Deadlines

Quarter Start Date	Quarter End Date	Report Submission Due Date*
January 1	March 31	**May 15**
April 1	June 30	**August 14**
July 1	September 30	**November 14**
October 1	December 31	**February 14**

** Should the due date of the report fall on a Saturday, Sunday, or holiday, grantees are encouraged to submit their report on the previous business day of the reporting deadline.*

DOL Quarterly Reporting Cycle Flow Chart

FIGURE 1: Reporting Cycle Flow Chart



SECTION II – WIOA and H-1B PERFORMANCE OUTCOME MEASURES

For the purposes of aligning H-1B grant reporting requirements with WIOA, H-1B grants report on two types of performance outcome measures: 1) the WIOA primary indicators of performance; and 2) H-1B specific real-time outcome measures. Some of these outcomes are reported directly by grantees using participant-level data files in WIPS, and some are calculated using a combination of data reported by grantees and state Unemployment Insurance (UI) wage records via the process called CRIS, as explained in Section 2.3.

H-1B grantees will utilize the ETA-9172 DOL-only PIRL Data Elements (DE), definitions, and code values identified specifically for H-1B grants to collect and report on both types of performance outcome measures.

2.1 WIOA PRIMARY INDICATORS OF PERFORMANCE

DOL requires, consistent with 29 USC § 3224(a)(7), 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, and as further specified below.

It is important to note that grantees are not required to provide outcome targets for these indicators of performance in their grant Statement of Work (SOW). The information collected on these measures is used by DOL to assess performance across numerous programs administered by DOL.

The following WIOA primary indicators of performance are *applicable* to H-1B 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.

   Please note: H-1B grantees provided median earnings as part of the target outcomes identified in their SOW, however grantees are not required to track median earnings as DOL obtains this information via CRIS.

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). 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 file uploaded in WIPS and must always be coded as "0 = No." 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 that are not enrolled in a secondary education program (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 such a credential or employment.

Wage Records for Employment-Based Primary Indicators of Performance

For the employment-based WIOA primary indicators of performance, 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 will match wage records on behalf of grantees using CRIS (see Section 2.3) in order to capture these specific employment-based

outcomes for participants that have successfully exited the H-1B program. The CRIS process matches data to determine the following indicators only:

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 2nd and 4th Quarter After Exit

DOL will calculate these specific employment-based outcomes on behalf of grantees using Social Security Numbers (SSNs) provided for each H-1B participant as part of the information included in each grantee's WIPS quarterly participant-level data file submission. 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.

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

- PIRL 900: Date of Program Entry
- PIRL 901: Date of Program Exit
- PIRL 923: Other Reasons for Exit*
  **Individuals that are exited for the reasons noted in PIRL 923 will not be calculated in the WIOA primary performance indicators.*
- PIRL 2700: Social Security Number

WIOA Primary Indicators of Performance: Credential Attainment and Measurable Skills Gains

E. 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 assistant efforts.

F. Measurable Skill 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.

2.2 H-1B GRANTS "REAL-TIME" PERFORMANCE OUTCOME MEASURES

In addition to the WIOA primary indicators of performance, grantees are required to track and report "real-time" employment and training outcome measures for program participants in the reporting quarter in which the outcome occurred. 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 real-time performance measures are reported in the H-1B QPR and include the following outcome measures:

1. Total participants served;
2. Total participants enrolled in education/training activities;
3. Total participants completing education/training activities;
4. Total participants who complete education/training activities that receive a degree, or other type of credential;
    a. *It is important to note that this credential measure is separate from and in addition to the WIOA primary indicators of performance "Credential Attainment."*
5. Total number of unemployed and underemployed participants who complete education/training activities and obtain employment;
    a. *It is important to note that this entered employment measure is separate from and in addition to the WIOA primary indicators of performance "Employment Rate."*
6. Total number of incumbent worker participants who complete training activities and advance into a new position

These real-time performance measures are separate from, and in addition to, the WIOA primary indicators of performance reported in the PIRL. H-1B grantees provided both yearly

and cumulative target outcomes for these performance measures in their grant SOW. Target outcomes identified for these measures are used to evaluate quarterly program outcomes during the period of performance. DOL will use these measures to track quarterly performance data against your projections and to identify best practices and technical assistance opportunities to support grantees during the grant lifecycle.

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

- Total participants that exit the program
- Participant demographics
    - Gender, ethnicity, race
    - Education status at participation
    - Employment status at participation
- Total participants that enter training-related employment

Real-Time Performance Measure Guidance Unique to Strengthening Working Families Initiative Grantees

The SWFI Funding Opportunity Announcement (FOA), FOA-ETA-16-05, included instructions that required applicants to provide a numerical outcome projection for "Total Number of Those Participants Employed at Enrollment Who Received a Wage Increase After Training Completion," listed as Performance Outcome #7 (FOA, Section IV.B.3, page 26 and Appendix C).

To better align with the goals of the H-1B grant program, DOL/ETA has amended the requirement in the FOA for SWFI grantees to report on Outcome #7, "Total Number of Those Participants Employed at Enrollment Who Received a Wage Increase After Training Completion." Outcome #7 will <u>not</u> be used to assess SWFI grantees' overall performance.

SWFI grantees are not precluded from reporting this information to DOL/ETA if desired, and may use the *Additional Comments* section of the Quarterly Performance Report (QPR) or their Quarterly Narrative Report (QNR) to provide this data. However, as stated above, DOL/ETA will not use this outcome measure to assess grantee progress.

2.3 Common Reporting Information System (CRIS)

Through a Memorandum of Understanding between the Department and the Kansas Department of Commerce, ETA's national program has access to aggregate employment outcome and wage information through the Wage Record Interchange System and the Federal Employment Data Exchange System. This information will be used to calculate the WIOA exit-based measures by

matching personally identifiable information (PII) and UI wage data for the most recent reporting quarter. The WIOA performance outcomes will be reflected in grantee QPRs a few weeks after the QPR is submitted and certified by grantees.

SECTION III: GUIDANCE FOR COLLECTING AND REPORTING PARTICIPANT-LEVEL DATA USING THE AMENDED ETA-9172 DOL-only PIRL for H-1B GRANTS

3.1 DOL DATA COLLECTION: PARTICIPANT INFORMATION RECORD LAYOUT (PIRL)

Grantees are required to collect and report on participant-level data for all participants that receive grant-funded services beyond a determination of eligibility. Grantees are also required to report on program-completion training outcomes for all participants, as well as any performance follow-up and tracking activities during the period of performance.

Amended ETA 9172 DOL-only PIRL (OMB Control No. 1205-0521)
In order to align H-1B's performance accountability measures with WIOA, H-1B grants will be reporting against the Amended WIOA ETA-9172 DOL-only Participant Individual Record Layout (PIRL) approved by the Office of Management and Budget (OMB) in 2018. The Amended ETA 9172 DOL-only PIRL for H-1B Grants document offers guidelines for grantees to follow when tracking participant outcomes and establishing the foundation of the grant's quarterly performance data files. This document contains all of the individual data elements (DEs) and code values required to be tracked for H-1B program participants. These data records will be compiled into one comma separated values (csv) data file, and uploaded to WIPS.

H-1B Grants should develop their own internal management information system to collect and track participant records in alignment with the Amended ETA 9172 DOL-only PIRL for H-1B Grants document. Each DE has code values that grantees will use to describe each participant served through the H-1B grant. Grantees will collect and report participant-level data using 89 PIRL DEs identified for H-1B grants in the Amended ETA 9172 DOL-only PIRL for H-1B Grants. This allows H-1B grants 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.

Each quarter, H-1B grants will upload a single comprehensive data file in WIPS that reflects all participants served to date, starting from the beginning of the grant's period of performance through the end of latest reporting quarter.

3.2 AMENDED ETA 9172 DOL-only PIRL

H-1B grantees use the Amended ETA-9172- DOL-only Participant Individual Records Layout (PIRL).

H-1B PIRL describes data elements (DEs) that enable DOL to collect information required to assess the performance of Federal investments for various training and employment programs. Each PIRL data elements 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 Quarterly Progress Reports, and to assess the grantee's internal progress.

The ETA-9172- DOL-only Participant Individual Records Layout (PIRL) includes five key sections: *Individual Information*, *Program Participation Information*, *Services and Activities*, *Program Outcomes Information*, and *H-1B*. Grantees are required to collect the data elements specified in these sections for H-1B Grants performance reporting purposes.

3.3 H-1B PIRL DATA ELEMENTS KEY SECTIONS

PIRL Section I – Individual Information (Data Elements 100 –803)

Data Elements 100 - 803 track participant demographics, including employment status at program participation, which can be used during your participant screening, intake, and/or on-boarding process.

PIRL Section II – Program Participation Information (Data Elements 900 – 938)

These data elements capture program participation data, which includes the date of program entry, dates of first receiving services, and program exit. The employment status of individuals at program participation (examples include unemployed, underemployed, or incumbent workers) are also recognized and accounted for in this section.

PIRL Section III – Services and Activities (Data Elements 1203 – 1409)

These data elements focus on the date and type of training services participants received during the H-1B program. Grantees can record up to three training activities that have specific training start and end dates. Work experience opportunities and supportive services are also recorded in this section.

PIRL Section IV – Program Outcomes Information (Data Elements 1800 – 1813)

These data elements focus on the type of and date of recognized credentials received. (Up to 3 recognized credentials may be recorded per participant)

PIRL Section V – H-1B (Data Elements 2101 – 2700)

These data elements are specific to H-1B grants. They are not shared with WIOA or other discretionary grant programs.

3.4 KEY PIRL DATA ELEMENTS TO REPORT PARTICIPANT-LEVEL INFORMATION

There are several key PIRL data elements that are used to report a specific participant-level outcomes in grantee data files. The tips below are included to provide further guidance on how these PIRL data elements are used for the purposes of reporting. Please note: The list here does not include all PIRL data elements that H-1B grantees are required to include in their data file upload in WIPS.

PIRL SECTION I – INDIVIDUAL INFORMATION (DATA ELEMENTS 100 – 803)

Special Project Identification Codes

PIRL 105, PIRL 106, and PIRL 107 – Special Project ID: These data elements have been added to the H-1B schema for potential use on future H-1B grant programs. These data elements should be left blank for H-1B AP, SWFI and TH grantees.

Reporting a Unique Participant

PIRL 200 Date of Birth: A code value is required for all H-1B grant participants that receive grant-funded services.

Reporting Participant Demographics

PIRL 210, 211, 212, 213, 214, 215 Ethnicity and Race: These PIRL data elements are used to report a participant's Ethnicity and Race demographics.

Tips:

- An individual with more than one race should be reported in each racial category in which they belong.
- A participant does not have to disclose this information in order to receive grant-funded services.

PIRL 802 Low-income Individual: H-1B grants have unique definitions of low-income individuals, and should apply the definition provided in the specific FOA to determine participant eligibility (if applicable) and then report PIRL 802 if the participant also meets

the definition of this element.

Tips:

- For reporting purposes, participants should be reported in PIRL 802 (Low Income Status at Program Entry (WIOA)) only if the individual meets the specific PIRL definition for low-income at program entry.

Reporting Participant Employment Status

PIRL 400 Employment Status at Program Entry (WIOA): This PIRL data element is used to report a participant's employment status at the time of program enrollment. H-1B grants can serve participants who are underemployed, long-term unemployed, or incumbent workers. SWFI grantees may also serve employed individuals (i.e., individuals who are not underemployed, long-term unemployed, or incumbent workers) per the SWFI FOA.

PIRL SECTION II – PROGRAM PARTICIPATION INFORMATION (DATA ELEMENTS 900 – 938)

PIRL 900 Date of Program Entry (WIOA): A date is required in this PIRL data element to ensure that a unique participant record is created for each H-1B grant participant that begins to receive grant funded services. This PIRL data element is used to report the date in which, upon determination of eligibility, an individual begins to receive grant funded services.

Tips:

- This date may or may not be the same date that an individual begins training, depending on if an individual receives other grant funded services prior to beginning training.

PIRL 907 RECIPIENT OF INCUMBENT WORKER TRAINING: When determining participant eligibility, H-1B grants should apply the definition of incumbent workers as indicated in their grant FOA. For reporting purposes, participants determined eligible as incumbent workers and enrolled in incumbent worker training should be reported as code value 4 in PIRL 907 (Recipient of Incumbent Worker Training) if they are determined eligible based on the specific FOA definition.

PIRL SECTION III – SERVICES AND ACTIVITIES (DATA ELEMENTS 1203 – 1409)

Reporting Training Outcomes: WIOA vs. H-1B PIRL Data Elements to Report Training

H-1B grantees have several PIRL data elements to report training activities. H-1B grants share WIOA PIRL data elements to report dates for Training #1, #2, #3.

OUTCOMES	TRAINING ACTIVITY #1	TRAINING ACTIVITY #2	TRAINING ACTIVITY #3
DATE ENTERED TRAINING	PIRL 1302 Date Entered Training #1 (WIOA)	PIRL 1309 Date Entered Training #2 (WIOA)	PIRL 1314 Date Entered Training #3 (WIOA)
TYPES OF TRAINING	PIRL 1303 Type of Training Service #1 (WIOA)	PIRL 1310 Type of Training Service #2 (WIOA)	PIRL 1315 Type of Training Service #3 (WIOA)
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

Tips:

- Grantees are encouraged to review their training design and to align their training program with the allowable WIOA PIRL data elements to report Training #1, #2, and #3.
- The code values for the WIOA PIRL data elements to report types of training is limited for H-1B grantees; please review the allowable code values for PIRL 1303, 1310 and 1315.
- PIRL data elements 1303, 1310 and 1315 (Type of Training Service #1 - #3) are required to calculate WIOA primary indicators of performance, of which H-1B grants are also reporting against. These PIRL data elements are necessary in order to aggregate outcome measures for the WIOA primary indicators of performance.
- To report additional types of training, please see the H-1B PIRL data elements to report other types of training.
- Please see Illustration #1 for a graphic visualization on how these PIRL data elements are used to report training outcomes.

H-1B PIRL Data Elements to Report Training Types

These PIRL data elements are unique to H-1B grants to report training activity types for the three training activities allowable in WIOA:

OUTCOMES	TRAINING ACTIVITY #1 (PIRL 1302)	TRAINING ACTIVITY #2 (PIRL 1309)	TRAINING ACTIVITY #3 (PIRL 1314)
PRIMARY TYPE OF TRAINING	PIRL 2109 Primary Type of Training Service	PIRL 2112 Primary, Type of Training Service	PIRL 2115 Primary Type of Training Service
SECONDARY TYPE OF TRAINING	PIRL 2110 Secondary Type of Training Service	PIRL 2113 Secondary Type of Training Service	PIRL 2116 Secondary Type of Training Service
TERTIARY TYPE OF TRAINING	PIRL 2111 Tertiary Type of Training Service	PIRL 2114 Tertiary Type of Training Service	PIRL 2117 Tertiary Type of Training Service

Tips:

- The code values for the WIOA PIRL data elements to report Types of Training is limited for H-1B grantees; therefore, grantees are encouraged to use the H-1B PIRL Data Elements to report additional types of training.
- PIRL data elements 2109 - 2117 (Primary, Secondary and Tertiary Type of Training Service for Training Activity #1 - #3) are distinct from, but related to PIRL data elements 1303, 1310 and 1315 (Type of Training Activity (WIOA) #1, #2, and #3).
- Grantees may report up to three types of training services (PIRL 1303, 1310, 1315) and for each of these data elements may also record up to three training types for each participant (PIRL 2109-2117).
- In total, up to nine training types maybe recorded under PIRL 1303, 1310 and 1315. This approach provides flexibility to grantees that are providing multiple types of training to individual participants.

Reporting Specific Training Outcomes

PIRL 1332 Participated in Postsecondary Education During Program Participation (WIOA)

This PIRL data element is used to report if a participant was enrolled in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation.

Tips:

- In most cases, all H-1B grant programs are postsecondary education programs
- This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.

PIRL 1401 PARTICIPATION IN SECONDARY EDUCATION:

This PIRL data element is required to generate a credential attainment rate in WIPS; however, secondary education training is prohibited in H-1B-funded grants and this DE must always have a code value of "0".

PIRL Section IV – Program Outcomes Information (Data Elements 1800 – 1813)

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

This PIRL data element is used to report if a participant was enrolled during program participation in 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, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)

This PIRL data element is used to report program completion outcomes for all participants that complete all the required training program components and is no longer receiving grant-funded services.

Reporting Credential Outcomes

PIRL 1800, 1802, 1804: Type of Recognized Credential #1, #2, and #3 (WIOA)
PIRL 1801, 1803, 1805: Date Attained Recognized Credential #1, #2, and #3 (WIOA)

These PIRL data elements are used to record the credential or certificate attainment outcomes that a participant receives as a result of completing the training program of an H-1B grant. This includes the type of recognized credential and the date in which the credential was attained.

Note: If a participant earns more than three types credential or certificate for a participant as a result of the grant-funded training, grantees are encouraged to replace data for Training #3 with data for the highest credential received grant-to-date. For example, if a training program includes three intermediate credentials leading to an associate's degree, when a participant achieves the associate's degree, the grantee should replace data about the third intermediate credential (date entered training, type of training service, etc.) with data for the associate's degree. This ensures that the highest credential received is recorded for each participant.

Tips:

- Grantees may report up to three credentials that result from at least one training activity.
- If multiple credentials are awarded, grantees should report the highest level certificate and/or credential earned as it aligns to the grantee's training design, including the H-1B industries and occupations identified in the grantee's SOW.

For further guidance on credentials please refer to: Training and Employment Guidance Letter (TEGL) 15-10: Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System

PIRL Section V – H-1B (Data Elements 2101 – 2700)

PIRL 2101 UNDEREMPLOYED: In regards to performance reporting, participants should be reported in PIRL 2101 (Underemployed Worker) only if the individual meets the eligibility criteria of the specific FOA and the PIRL definition for underemployed. TechHire and SWFI grantees should note that the FOA definitions of underemployed have been amended, as identified in a Grant Officer letter (see TechHire FAQ and SWFI FAQ).

Reporting Employment Placement Outcomes

There are two categories to report employment placement outcomes: 1) Entered Employment for Unemployed, Underemployed, and Long-term Unemployed Program Participants and 2) Employment Retention or Employment Advancements for Incumbent Workers.

1. Entered Employment for Unemployed, Underemployed, and Long-term Unemployed Program Participants

PIRL 2118 Date Entered Employment (Discretionary Grants): This PIRL data element is used to report employment outcomes for unemployed, underemployed, and long-term

unemployed participants that gets a job.

Tips:

- Grantees may report any employment placement outcomes that occurs before program completion or after they complete the program.
- Grantees can report these employment placement outcomes in real-time, or in the reporting quarter in which the employment occurred, even if the participant has exited the program.

PIRL 2126 Entered Training-Related Employment: This employment placement outcome is used to report if employment placement is related to the training provided through the grant. This is a subset of PIRL 2118 Date Entered Training and PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA), so participants reported in 2126 must also be reported in 2118 and 1813.

- This PIRL data element will be required for all participants that have not exited the program prior to the quarter ending 9/30/2018. This PIRL element is not required for participants with exit dates that are prior to the start of 9/30/2018, (i.e. Before July 1, 2018).

2. Employment Retention or Employment Advancement for Incumbent Workers

Incumbent Workers Retained Current Position

PIRL 2119, 2121, 2123 Incumbent Workers Retained Current Position in the 1st, 2nd and 3rd Quarter after Program Completion

Tips:

- These PIRL data elements are used to report if an incumbent worker retained their current position.
- It will not be reported in the H-1B QPR until the 3rd Quarter after program completion and only if the individual has retained their employment for three consecutive quarters.
- For example, if an individual completes the program in the quarter ending 9/30 and retains their employment for the quarters ending 12/31, 3/31 and 6/30, this outcome will be reported in the quarter ending 6/30.

Incumbent Workers Advanced to New Position

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

Tips:

- These PIRL data elements are used to report if an incumbent worker has advanced to a new position that require a higher level of skill, either with their current employer or new employer.
- An incumbent worker may have up to three quarters to advance in their position, and grantees may report these outcomes at any time three quarters after program completion.
- This employment outcome is reported in the actual reporting quarter in which the job advancement occurred.
- For example, if an individual completed training in the quarter ending 9/30 and advanced in the 1st quarter after program completion, this outcome would be reported in the quarter ending 12/31.

PIRL 2700 Social Security Number: A code value is required for all H-1B grant participants that receive grant-funded services.

Tips:

- An individual does not have to disclose their SSNs in order to receive grant-funded services.
- Grantees should enter a code value of 999999999 for PIRL 2700 when reporting eligible participants who choose not to disclose their SSNs.

Section IV: GUIDANCE FOR GENERATING THE QUARTERLY PERFORMANCE REPORT

An H-1B QPR is an aggregated report of quarterly performance outcomes. The H-1B QPR aggregates real-time performance measures and the WIOA primary indicators of performance. The H-1B QPR is generated through participant-level data files that are uploaded in WIPS and creates a snapshot of the grant's progress to date.

Please see Attachment 1: H-1B QUARTERLY PERFORMANCE REPORT (QPR) and Attachment 6: H-1B QPR OUTCOME MEASURE DEFINITIONS for further guidance on generating the quarterly performance report.

Important Note: Should changes in definitions resulting from new policy or legislation occur, appropriate revisions will be issued to reflect these changes.

SECTION V: GUIDANCE FOR SUBMITTING THE QUARTERLY PROGRESS REPORT

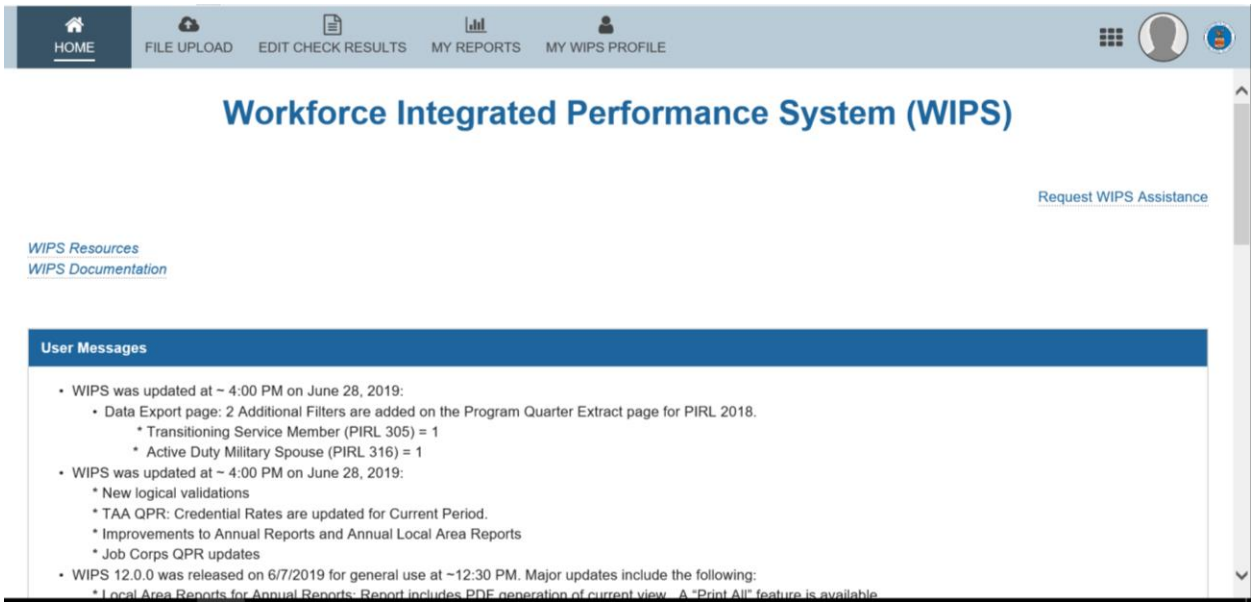
5.1. DOL PERFORMANCE REPORTING SYSTEM - WORKFORCE INTEGRATED PERFORMANCE SYSTEM (WIPS)

DOL uses the web-based reporting system WIPS for H-1B grantees to submit the Quarterly Performance Report (QPR) and the Quarterly Narrative Report (QNR).

ACCESS TO THE WORKFORCE INTEGRATED PERFORMANCE SYSTEM (WIPS)

DOL will issue grantees a user account and password to access the reporting system. If grantees need further assistance with their password or user account, they should contact the WIPS Help Desk at WIOA.Feedback@dol.gov. WIPS is an online, password-protected system that allows grantees to:

1. Upload a csv data file;
2. Verify that data is correct using a series of logic and validation checks;
3. Generate and certify an H-1B QPR using H-1B aggregation rules;
4. View and add comments to an H-1B QPR.
5. Generate and certify an H-1B QNR in WIPS.



GENERATING AND CERTIFYING A QPR IN WIPS

Grantees will submit a csv data file of participant level information in WIPS to generate the H-1B QPR. The participant-level data file includes information on all participants served from the start of the grant through the most current reporting quarter. After a grantee successfully uploads the participant-level data file into WIPS, the system will generate an H-1B QPR that can be viewed, downloaded and formally submitted to DOL.

Once a grantee has uploaded participant-level data and has verified that the information is accurate, they should 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.

SUBMITTING THE QNR IN WIPS

As part of Quarterly Progress Report 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 can also report information that is not reflected on the QPR, as well as identify technical assistance needs and/or grant program highlights from the latest reporting quarter. Grantees are required to use the OMB-approved QNR template.

The *Joint Quarterly Narrative Performance Report* (ETA-9179) is provided as Attachment 3 at the end of this document.

Using their WIPS account each grant program will submit their QNR directly into the 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. 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.

SECTION VI – DOL DATA STANDARDS

6.1 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 to grantees to notify them of the specific requirements grantees must follow pertaining to the acquisition, handling, and transmission of PII.

H-1B grantees are required to request participants' Social Security Numbers (SSNs); however, 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 reason for requesting SSNs, in accordance with the American Competitiveness and Workforce Improvement Act (ACWIA):

> *The American Competitiveness and Workforce Improvement Act of 1998, Title IV, Section 414 (c), as amended by the Consolidated Appropriations Act of 2005, Division J, Title IV, Subtitle B, Section 428 and WIA Section 171(a), direct the Secretary to require grantees to report on the employment outcomes obtained by workers receiving training under this subsection using indicators of performance that are consistent with other indicators used for employment and training programs administered by the Secretary, such as entry into employment, retention in employment, and increases in earnings. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing this information is voluntary. The information that is collected on this form will be retained in the program files of the grantee and*

may be released to other Department officials in the performance of their official duties.

What is the Purpose of Collecting SSNs?

All H-1B grants are required to collect SSNs for all participants served with grant funds and to report outcomes to DOL. The Department, on behalf of the grantees, will work through 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. The collection of this information assists DOL and the grantee to track the long-term success of the training program.

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:

1. Make the "ask" at intake or enrollment instead of waiting until later in the process
2. Include statement/disclaimer language directly under the SSN field of an intake or enrollment form identifying: why this information is requested, security of this information, what it is used for, and how it benefits the program to measure program success (see two examples below).
3. 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 don't 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 measuring outcomes and how this information is used.

Disclaimer Language Examples:

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. Your 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 data bases. 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.

Important note: If an eligible participant chooses to not disclose an SSN they cannot be denied services. When reporting eligible participants who choose not to disclose their SSNs, a code value of 999999999 should be entered for PIRL 2700 (Social Security Number).

Grantees must secure PII such as SSNs, and should ensure that when they are collecting this information from participants that they are informed of why they are being asked to provide their SSNs, in accordance with ACWIA.

6.2 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 at least three years after final award close-out. See the applicable grant Funding Opportunity Announcement (FOA) and 2 CFR 200.333-.337 for more specific information.

For further guidance on handling the protection of Personally Identifiable Information (PII) please refer to:

Training and Employment Guidance Letter (TEGL) NO. 39-11 – Guidance on the Handling and Protection of Personally Identifiable Information

ATTACHMENT 1: H-1B QUARTERLY PERFORMANCE REPORT (QPR)

PY 2017 Qtr 4 **H-1B Grants Quarterly Performance Report**				**Generated via WIPS:**	Date Time
Time Period: (choose only one)	☐ Previous Quarter	☐ Current Quarter	☐ Grant to Date		
REPORTING PERIOD COVERED:			mm/dd/yyyy - mm/dd/yyyy		
Grant Number	**Grant Name**		-		-

H-1B Performance Outcome Measures	**Total**
A. GRANT SUMMARY INFORMATION	
1. Total Exiters (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
2. Total Participants Served (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
3. New Participants Served (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
B. PARTICIPANT SUMMARY INFORMATION (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
Gender	
1a. Male	
1b. Female	
Ethnicity/Race	
2a. Hispanic/Latino	
2b. American Indian or Alaskan Native	
2c. Asian	
2d. Black or African American	
2e. Native Hawaiian or Other Pacific Islander	
2f. White	
2g. More Than One Race	
Education Status at Participation	
3a. Secondary School Graduate or Equivalent	
3b. Completed 1 or more years of Postsecondary Education	
3c. Postsecondary Certification, License, or Educational Certificate (non-degree)	
3d. Associate's Degree	
3e. Bachelor's Degree or Equivalent	
3f. Advanced Degree Beyond Bachelor's Degree	

Other Demographics (as it applies)	
4a. Youth and Young Adults, Ages 17 – 29	
4b. Individuals with a Disability	
4c. Individuals with Limited English Proficiency (English Language Learners)	
4d. Individuals with Criminal Records (Ex-Offenders)	
4e. Eligible Veterans	
4f. Low-income individuals	
4g. Individuals 55 years and Older	
C. EMPLOYMENT STATUS AT PARTICIPATION	
1. Unemployed Individuals	
2 Underemployed Worker	
3. Long-term unemployed (27 or more consecutive weeks)	
4. Incumbent Workers	
5. Dislocated Workers	
D. PROGRAM SERVICES AND TRAINING ACTIVITIES	
Participant Services	
1. Received Case Management Services	
2. Received Assessment Services	
3. Received Supportive Services	
4. Received Specialized Participant Services	
5. Participated in Paid Work Experience or Internship	
Training Services	
6. Began Receiving Education/Job Training Activities	
6a. Entered On-the-Job Training Activities	
6b. Entered in Incumbent Worker Training Activities	
6c. Participated in Registered Apprenticeship	
E. TRAINING PROGRAM OUTCOMES	
1. Number Completed Education/Job Training Program Activities	
1a. Number Completed On-the-Job Training Program Activities	
Credential Outcomes	
2. Completed Training Program Activities and Obtained a Credential	
3. Total Number of Credentials Received	
F. EMPLOYMENT OUTCOMES	
1. Total Participants Entered Unsubsidized Employment	
1a. Entered Unsubsidized Training-Related Employment	

2. Incumbent Workers that Retained Current Position	
3. Incumbent Workers that Advanced into New Position	
G. WIOA PRIMARY INDICATORS OF PERFORMANCE	
1. Employment Rate (Q2) (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
2. Employment Rate (Q4) (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
3. Median Earnings (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
4. Credential Rate (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
5. Measurable Skill Gains (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
6. Effectiveness in Serving Employers (Retention with the Same Employer 2nd and 4th Quarter After Exit) (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	

Important Note: For the WIOA primary indicators of performance highlighted in orange above 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.

ATTACHMENT 2: H-1B PERFORMANCE REPORTING DEFINITIONS & GLOSSARY

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

APPRENTICESHIP: Registered Apprenticeship programs combine job-related technical instruction with structured on-the-job learning experiences. Registered Apprenticeships are innovative work-based learning and post-secondary "earn-and-learn" models that meet national standards for registration with the U.S. Department of Labor or federally recognized State Apprenticeship Agencies (SAAs). Most Registered Apprenticeship opportunities include on-the-job training and classroom instruction that is provided through apprenticeship training centers, technical schools, community colleges, and even distance learning.

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

Registered Apprenticeship 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/or college credit.

In particular, PIRL #931 indicates whether a program participant either entered into an apprenticeship program during program participation or was a registered apprentice at the time of program entry. In addition to PIRL #931, there are other PIRL data elements that are used for accurate reporting of apprenticeship and pre-apprenticeship participation.

CLASSROOM OCCUPATIONAL TRAINING: Training conducted in an institutional setting or worksite setting and designed to provide or upgrade individuals with technical skills and information required to perform a specific job. Participants should be able to achieve employment for a specific occupation upon completion.

CONTEXTUALIZED (OR CONTEXTUAL) LEARNING ACTIVITIES: Workforce activities that build meaningful relationships between abstract ideas and practical applications in the context of the real world, and occurs when students process information or knowledge in such a way that

it makes sense to them in their frame of reference. Contextual learning is usually a reality-based, outside of the classroom experience, within a specific context and may include paid internships, paid work experience, among others.

CUSTOMIZED TRAINING: H-1B grants have a unique definition of customized training, which is defined as 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 on successful completion of the training.

PIRL DATA ELEMENTS: Also refered to as PIRL Data Elements, they are 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 Amended ETA-9172- DOL-only Participant Individual Records Layout (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 Quarterly Progress Reports, and to assess the grantee's internal progress**.**

EXIT: H-1B participants are exited from the program when they have not received any services funded by the program for 90 consecutive calendar days and have no gap in service and are 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 Program Exit) is used to collect and report the date of exit. For exit-based performance measures (WIOA Primary Indicators of Performance), the quarter for tracking 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 first quarter after exit would be April 1st through June 30th.

Note: *If a participant returns to your training program after they have exited the program, you would enroll and treat this participant as a new participant.*

INCUMBENT WORKER: When determining participant eligibility, H-1B grants should apply the definition of incumbent workers as indicated in their grant Funding Opportunity Announcement (FOA). In regards to performance reporting, 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.

LOW-INCOME INDIVIDUAL: H-1B grants have unique definitions of low-income individuals, and should apply the definition provided in the specific FOA when determine participant eligibility. In regards to performance reporting, participants should be reported in PIRL 802 (Low Income

Status at Program Entry (WIOA) only if the individual meets the specific PIRL definition for low-income at program entry.

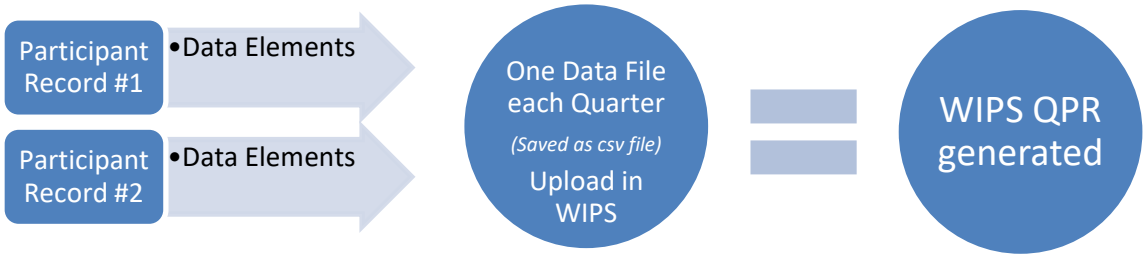
ON-THE-JOB (OJT) TRAINING: OJT is distinguished from other types of workplace training, including customized training, in several ways: (1) participants are hired and earn wages from employers during training; (2) it is based on an individualized training plan that reflects the results of an individual skills assessment and analysis of job requirements; (3) training is conducted in the workplace under the direction of one or more of the employer's supervisory personnel; and (4) the grantee pays the employer a reimbursement to cover the extraordinary costs of the training.

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 FOA applicable.

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.

PARTICIPANT DATA FILE: A set of individual participant records with DEs that describe the activities of each participant that will be tracked and submitted to DOL in **one data file** each reporting quarter. Data files are files that store data pertaining to a specific application, for later use. Grantees should upload one comprehensive data file of all participant records served to-date. This file can be updated each quarter and resubmitted to 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 DEs and edit checks provided. Based on information tracked 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.



PERIOD OF PARTICIPATION: 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.

REAL-TIME PERFORMANCE MEASURE: Grantees provided outcome targets for these performance indicators in their grant statement of work, 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.

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. WIPS will aggregate all the training activity types that took place for each individual.

Please 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 towards 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: Refer to the definition of underemployed in the specific FOA when determine participant eligibility. TechHire and SWFI grantees should follow to definition of underemployed as amended in the Grant Officer Letter when determining eligibility. In regards to performance reporting, participants should be reported in PIRL 2101 (Underemployed Worker) only if the individual meet the specific PIRL definition for underemployed.

UNEMPLOYED: Individuals who are not employed but are seeking employment, makes specific effort to find a job, and is available for work.

WIOA PRIMARY INDICATORS of PERFORMANCE: The WIOA primary indicators of performance are information collected on these measures is used to assess performance across numerous programs administered by the Department of Labor.

It is important to note that grantees were not required to provide outcome targets for these indicators of performance in their grant Statement of Work (SOW).

WORK-BASED LEARNING: A broader term that encompasses work-based training activities, such as apprenticeships, on-the-job training, incumbent worker training, and customized training. For more information, please review the WIOA Desk Reference:

Work Based Learning (Desk Reference)

This desk reference provides an overview of the different types of Work-Based Learning opportunities available with the Adult, Dislocated Worker, and Youth programs under WIOA. Information provided includes general descriptions of each type of Work-Based Learning as well as the target populations for each. While this desk reference applies to WIOA, the H-1B grants generally align the definitions of work based learning to the terms identified here.

ATTACHMENT 3: JOINT QUARTERLY NARRATIVE PERFORMANCE TEMPLATE

OMB Control Number: 1205-0448
ETA-9179
Expiration Date: 05/31/2021

Joint Quarterly Narrative Performance Report Template
* Report Due Date: Forty-five (45) days after the end of each quarter

DOL GRANT PROGRAM NAME: _____

Program Year: _____
Quarter End Date: _____
Date Report Submitted: _____

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to WIOA implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

(1) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

(2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Section I. Contact Information.

DOL Grant FOA *(optional)*:	
Grant Number:	
Grant Recipient Name:	
Grant Project Name:	
Grant Project Address:	
Grant Period of Performance:	
Point of Contact (Name, Phone Number, and Email):	

Section II. Summary of Grant Progress.

A. This section is an executive summary of grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in your grant Statement of Work (SOW) and ETA approved work plan/timeline. For the current quarter, please include a description of all:

- services supported by the grant;
- key activities completed, including partnership development and coordination;
- performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
- additional activities performed by both the grantee and any sub-grantees, if applicable.

B. This update may include additional information about service and training activities and outcomes to supplement the data submitted on the Quarterly Performance Report.

C. In accordance with the funding opportunity under which the grant was awarded, grantees that are providing supportive services and specialized participant services, should include:

- a description of the type(s) of services offered in the quarter,
- how they were delivered, and
- how they contributed to a participant's ability to fully participate in grant-funded activities.

D. Those grantees who have no changes to report on the above items relative to previous reports should indicate so, in addition to indicating the reason for their lack of changes.

E. Additionally, for Senior Community Service Employment Program (SCSEP) grantees, please provide information on the current quarter regarding:

- additional training activities outside of community service assignments; and
- types of host agencies that are being recruited.

Section III. Progress of Grant Timeline.

A. Provide any updates for the progress of the ETA approved grant timeline/work plan, including program activities, key deliverables and products available this quarter and in future quarters for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via ETA-hosted web sites and other communication vehicles.

B. Utilize the timeline in the grant's SOW to identify all major program activities and training for the reporting quarter. The timeline will paint a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. It is important that the timeline be updated each quarter noting the actual date of each activity's completion as accomplished.

C. The following items will be assessed during the progress of the grant: project goals, benchmarks, milestones, special events, important deadlines, and deliverables.

D. Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project intends to resolve them.

E. Describe the next steps or key areas of emphases planned for the project in the next quarter.

F. Also use this section to collect additional information that details the status of capacity building activities and/or the development of deliverables occurring under the grant (if applicable), highlighting those that have been completed, and assessing how well the capacity building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures. Grantees who have nothing to report should indicate so.

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

A. Describe how your program model is working towards/has realized the program's intended purpose as well as the goals/objectives and activities outlined in your grant application and work plan. Examples may include developing and implementing an outreach campaign, designing education and training programs, identifying industry sectors and engaging employers, aligning policies and programs, measuring systems change and performance, developing new or enhancing existing curriculum or industry training, and creating new career assistance tools and resources.

B. Grantees may also describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.

C. Those grantees who have no progress to report on the above items should indicate so.

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

Please use this section of the narrative to provide an update on the status of all match and/or leveraged resources.

A. Identify any funding needs and sources, and report the cumulative amount of any match and/or leveraged resources provided by the grantee and partners each quarter. Match resources are required resources, from non-Federal funds, that support the allowable grant activities. Only grants with a match requirement should report on match. Leveraged resources are those additional resources the grantee and its partners may be providing to support the implementation of the grants. Leveraged resources may take the form of cash or in-kind donations. Please indicate any new leveraged resources that may be used to sustain the project after the life of the grant, if applicable.

B. The update may include:

- organizations that contributed the resources;
- ways in which the resources were used during the current quarter;
- cumulative amount of match and/or leveraged resources; and
- type of match and/or leveraged resources contributed to the project.

C. Grantees should indicate if they have no required match or additional leveraged resources on which to report. Please note that both match and leveraged resources must also be reported on the Financial Status Report (ETA-9130) quarterly, if applicable.

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

The purpose of this section is to describe how the partnership is working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

A. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.

B. This section may:

- discuss how partners have been engaged during the current phase of the project;
- outline specific roles and contributions of each partner during this quarter;
- identify any challenges encountered/resolved in the development and management of the partnership; and

- report new partners that may have been brought into the project or identify any previous partners that may have left the project. Grantees who have nothing to report should indicate so.

Section VII. Status Update on Employer Engagement Strategies.

A key element of the Workforce Innovation and Opportunity Act and affiliated workforce programs is to strengthen employer engagement in the workforce system and to ensure employers have an active role in workforce system activities. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

A. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:
   - increased employer involvement including employers serving as mentors,
   - program staff and employers identifying ways to encourage continuous improvement to hire program participants;
   - new employer partnerships (e.g., increased number of employers); and
   - positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

Section VIII. Key Issues and Technical Assistance Needs.

A. Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues,

B. Describe questions you have for ETA, as well any technical assistance needs.

C. Additionally, for SCSEP grantees, this section should include information on recruitment of eligible applicants, meeting the most in need goal, and over/under enrollment challenges.

D. Grantees who have nothing to report should indicate so.

Section IX. Significant Activities, Accomplishments, and Success Stories.

This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned.

A. Report on any other significant activities and accomplishments.

B. Describe in detail promising approaches, innovative processes, lessons learned, and grant- and participant-level success stories in this section each quarter, as appropriate.

C. Additionally, if appropriate, please highlight one or two grant- or participant-level "success stories" from the grant per quarter, with the participant's express permission (if

providing a participant success story).

- In documenting success stories, please describe:
  - background, problem, issue, or concern prior to project involvement;
  - response or intervention provided by the project;
  - results and outcomes, including who benefited and what changed or improved; and
  - evidence of the success, including how the data was obtained and the methods used to measure success.

D. Grantees can also include promising practices and success stories as additional documents for upload.

E. Grantees who have nothing to report should indicate so.

Section X. Evidence and Evaluation.

This section is intended to provide information to DOL on how evidence and evaluations are being developed and applied. This information may help DOL to plan for future evaluation needs.

A. Describe how the grantee is using or planning to use data, evidence, and evaluation findings to make improvements to programs and strategies? In this explanation, please include a discussion on accomplishments, strategies being implemented, and any barriers to success.

B. Please provide an update on participation and status of any evaluations required as part of the funding announcement or award. Please include any requests for technical assistance related to these requirements.

C. Please include information if the grantee is participating in any studies or evaluations not required as part of the grant award, including any internal evaluations? Please describe the study, any data sources, and whether a third party is managing this project.

D. As part of the evaluations described above, or as a separate stand-alone data analysis project, is the grant using, or does it have plans or a desire to use, administrative data to better understand the grant program or the population it serves? If so, what data sources has the grant been able to use or planned/desired to use? If so, what research or management questions do/can these data help the grant answer?

Section XI. Additional Information *(if applicable)***.**

A. Provide other grant-specific information considered to be important yet not captured in other sections of the quarterly narrative report. For example, the specific outcomes included in the SOW that are not reflected in the quarterly performance report.

B. Additionally, for SCSEP grantees, this section should include information on the:
   - status of the activities described in their training and supportive services waiver request,
   - progression on special projects, and
   - status of any complaints/grievances.

C. H-1B grantees are asked to report any outcomes in this section that may or may not be reflective of outcomes that are reflected in the Quarterly Performance Report form.

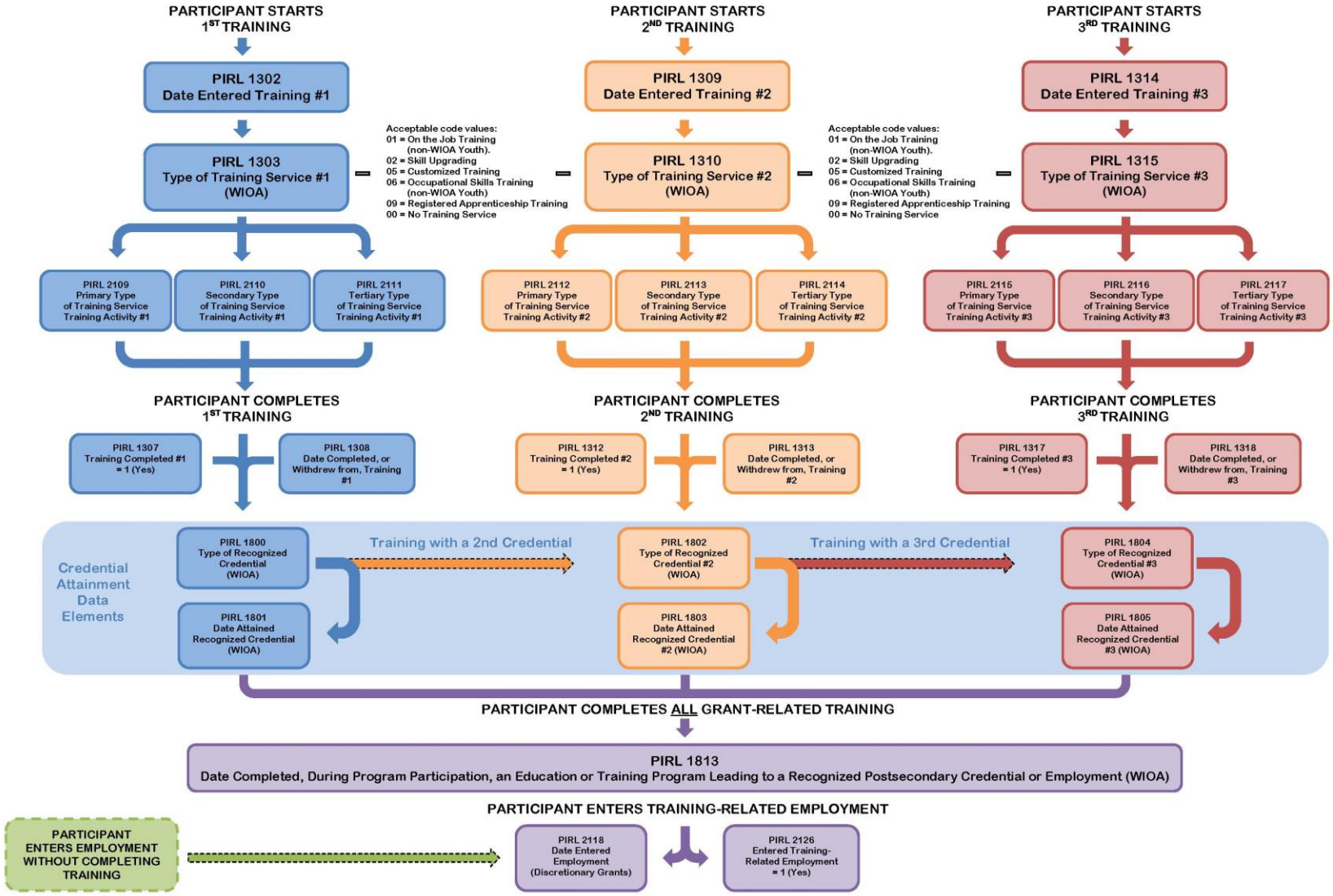
Paperwork Reduction Act Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The control number for this collection is 1205-0448. Public reporting burden for this collection of information, which is required to obtain or retain benefits, is estimated to average 10 hours per quarterly response, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the Quarterly Narrative Report. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Jenn Smith, Office of Workforce Investment, Room N-4508, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210.
Note: Please do not return the completed ETA-9179 to this address.

ATTACHMENT 4: H-1B PERFORMANCE REPORTING WORKFORCEGPS RESOURCE PAGE

The **H-1B Grants Performance Reporting Resource Page** on WorkforceGPS is the online repository for H-1B performance reporting guidance, including additional instructions and sample templates. On this resource page, grantees can find a list of resources that act as either policy guidance or TA. You can find the link to those resources on the left side of the page in the "Related Content Section."

ATTACHMENT 5: REPORTING TRAINING ACTIVITIES FOR TECHHIRE, SWFI, AND AMERICA'S PROMISE USING PIRL DATA ELEMENTS



ATTACHMENT 6: H-1B QPR OUTCOME MEASURE DEFINITIONS

The definitions of each of the H-1B QPR outcome measures are provided below. These definitions are from TEGL 14-18, the Amended H-1B PIRL data elements and aggregation rules, and the H-1B grant Funding Opportunity Announcements. Numbering in the table corresponds to that of the QPR represented in Attachment 1.

*Please keep in mind PIRL 938 (H-1B) is present in many of the "PIRL DATA ELEMENTS REQUIRED FOR QPR AGGREGATION" columns, but is excluded for the purposes of this attachment.

H-1B OUTCOME MEASURES	DEFINITION	PIRL DATA ELEMENTS REQUIRED FOR QPR 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 900 Date of Program Entry 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		
Gender		
1a. Male	The total number of participants who self-identify their gender 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 gender 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	PIRL 212, Asian

	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 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 210, Hispanic Latino 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's Degree	The total number of participants that attained an Associate's 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 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, whom 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. 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 need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current occupations in H-1B occupations and industries. Incumbent workers are workers who typically are employed in lower-skilled, lower-wage, front-line, and/or entry-level positions, and where attaining new skills and competencies could help advance them into middle- and high-skilled jobs with their current employer. This outcome includes newly hired workers and workers whose hours have been reduced and/or earnings have declined. The training provided to incumbent workers is developed with an employer or employer association.	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
D. PROGRAM SERVICES AND TRAINING ACTIVITIES		
Participant Services - Following determination of eligibility, participants may receive any of the grant-funded services listed below. The outcome measures report a unique count of the total number of participants that received a specific service(s), not the total number of services that an individual receives.		

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 902, Date of First Case Management and Employment Service 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	The total number of participants that receive specialized services which include, but are not limited to, financial counseling, behavioral health counseling, mentoring, assistance with re-location, job coaching, networking, and job search assistance.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 2106, Most Recent Date Received Specialized Participant Services

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 900, Date of Program Entry PIRL 901, Date of Exit PIRL 1302, Date Entered Training #1
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. On-the-job training is training by an employer that is provided to a participant that is engaging in productive work in a job that: • Provides knowledge or skills essential to the full and adequate performance of the job; • Provides reimbursement to the employer for the costs of providing the training; and • Limited in duration as appropriate to the occupation for which the participant is being trained.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 1302, Date Entered Training #1 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 1302, Date Entered Training #1 PIRL 2109 - PIRL 2117, Primary, Secondary, and Tertiary Type of Training Service for Training #1, #2, #3
6c. Participated in Registered Apprenticeship	The total number of participants that participated in a Registered Apprenticeship training program as part of grant-funded education or training activities.	PIRL 900, Date of Program Entry PIRL 901, Date of Exit PIRL 1302, Date Entered Training #1 PIRL 2109 - PIRL 2117, Primary, Secondary, and Tertiary Type of Training Service for Training #1, #2, #3
E. 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 1307, Training Completed #1 PIRL 1312, Training Completed #2 PIRL 1317, Training Completed #3 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 1307, Training Completed #1 PIRL 1308, Date Completed or Withdrew from Training PIRL 1312, Training Completed #2 PIRL 1317, Training Completed #3 PIRL 2109 - PIRL 2117, Primary, Secondary, and Tertiary Type of Training Service for Training #1, #2, #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, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree,	PIRL 901, Date of Program Exit PIRL 1800 Type of Recognized Credential (WIOA)

	attained by participants who received grant-funded education or training services.	PIRL 1802 Type of Recognized Credential #2 (WIOA) PIRL 1804 Type of Recognized Credential #3 (WIOA)
F. EMPLOYMENT OUTCOMES		
1. Total Participants Entered Unsubsidized Employment	The total number of participants that have entered employment, including unemployed participants that found employment, and underemployed participants that entered a new position of employment. This includes employment placement outcomes that occurs before program completion or after participants complete the program.	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 one year after completion of the training program.	PIRL 907, Recipient of Incumbent Worker Training PIRL 1813, Date Completed an Education an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment PIRL 2119, Incumbent Workers Retained Current Position PIRL 2121, Incumbent Workers Retained Current

		Position in 2nd Quarter After Program Completion PIRL 2123, Incumbent Workers Retained Current Position in 3rd Quarter After Program Completion
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 an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment PIRL 2120, Incumbent Workers Advanced into New Position with Current Employer or New Employer PIRL 2122, Incumbent Workers Advanced into New Position with Current Employer or New Employer in the 2nd Quarter after Program Completion PIRL 2124, Incumbent Workers Advanced into New Position with Current Employer or New Employer in the 3rd Quarter after Program Completion

G. 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, 3,rd, 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
6. Effectiveness in Serving Employers (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 (WIOA) PIRL 1618, Retention with the Same Employer in the 2nd Quarter and the 4th Quarter (WIOA)