TIPSHEET
H-1B Technical Skills Training & Jobs Accelerator Grantee Resource WINTER 2013

QUICK START GUIDE

Everything you need to know to get started with H-1B Performance Reporting!

H-1B Technical Skills Training and Jobs Accelerator Grantees are required to submit Quarterly Progress Performance Reports to the U.S. Department of Labor (DOL), Employment and Training Administration (DOL/ETA) each reporting quarter. This TIP SHEET/Quick Start Guide is designed to walk through some simple steps and provide check lists to help grantees track participant outcomes and submit quarterly reports.

TOP FIVE

PERFORMANCE REPORTING FACTS I MUST KNOW!

1. Your Federal Project Officer (FPO)
2. How to access your Community of Practice (CoP)
3. What data am I collecting for this grant? = Data Elements
4. Where can I locate my Reporting Handbook? HINT – CoP!
5. When are Quarterly Reports DUE?

STEP ONE: Review the Following Documents

A) H-1B Solicitation of Grant Agreement (SGA)

- ☑ Projected Performance Outcomes
- ☑ Reporting Requirements
- ☑ Allowable Activities
- ☑ Participants Eligible to Receive Training

B) Your program's Statement of Work (SOW)

- ☑ Projected Outcomes
- ☑ Targeted Population
- ☑ Training Activities

C) Performance Reporting Handbook v 2.1
https://etagrantees.workforce3one.org/view/2001220744675542997/info

D) Data Elements and Edit Checks Jan 2013
https://etagrantees.workforce3one.org/view/2001220744849365913/info

H-1B Grantees Community of Practice
https://etagrantees.workforce3one.org/

STEP TWO: Review Reporting Tutorials

A) Tutorial #1: Creating Participant Files
https://etagrantees.workforce3one.org/view/3001229143885545652/info

B) Tutorial #2: Online Reporting System Preview
https://etagrantees.workforce3one.org/view/3001229143903098208/info

STEP THREE: Establishing Staff Roles

HUB System – Grantee Access

The Grant Signatory on file will certify and submit the reports.

Action	**Staff Role**	**Issued Pin/Password Yes/No**
Certifying Quarterly Performance Reports	Grant Signatory/Authorizing Representative	Yes
Upload files and Narrative reports into HUB	Grant Signatory/Authorizing Representative	Yes
	Grantee Program Director/Manager	Yes
	Grantee Data Managers	Yes
Collect Participant Data	Onsite Trainers	No
	Employers	No
	Sub contractors/grantees	No

STEP FOUR: Determining Participant Eligibility

Before you commit to collecting participant data, first establish whether an individual is eligible for the program activities you offer. Some sample questions might include:

1. Is the individual eligible based on the SGA/FFO for which our grant applied?
2. Is the individual eligible based on the Statement of Work (SOW) you submitted to DOL?
3. Does the individual qualify to enter the level of training this program offers?
4. Are there any pre-requisite education/skills needed to be eligible for this program?
5. Do you offer training that will help provide a career pathway for this individual?

STEP FIVE: Know what H-1B Data Elements are and what they mean

What is a Data Element?

Data elements are unique identifiers that enable DOL/ETA to establish a set collection of items/information needed to assess Federal investments for various training and employment programs.

Each data element has a:

- Data number and name
- Definition
- Code value
- Edit check logic
- Mandatory or optional field based on error type/message
- Calculation associated with it to inform how these fields will populate a QPR form (aggregate report)

Sample of H-1B data elements document

STEP SIX: Collecting Participant Data

As an individual is determined eligible for your specific program activities you will need an intake process for assessing and collecting information from this individual. An intake process could entail simple processes such as:

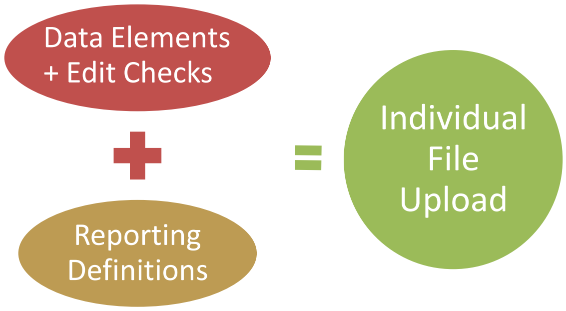
A) Intake forms (the QPR Form is **NOT** an intake form)
B) Interviews
C) Intake plus orientation activities

Each individual that is considered a program participant (as defined in the Reporting Handbook) is to be tracked for measureable outcomes, based on a set of data elements, and submitted to DOL/ETA.

For example: You will determine a participant's employment status and current level of education and collect a participant's gender, race/ethnicity, date of birth, and other demographic information. Training types and outcomes will then be tracked and reported to DOL/ETA using the appropriate documents provided.

Data Collection:

- Ensure all Data Elements are reviewed and definitions are understood before deciding how to answer each "question" on behalf of a grantee.



STEP SEVEN: Establishing an Internal Participant Data Tracking System

All participants that you serve should be entered into your program's internal participant data tracking system. This management information system could be as sophisticated as an Access database, or an Excel spreadsheet.

Some tips for establishing internal systems:

- Ensure the collection method is sophisticated enough to securely store participant information including Personally Identifiable Information (PII).
- Ensure each collecting entity such as sub-grantees; contractors; employers are collecting the same required participant information and appropriate supporting documentation should your program be audited. This information should be based on the Data Elements provided.

STEP EIGHT: Uploading data files into the H-1B Electronic Reporting System - HUB

Any systems that you use should be able to transmit your participant data into a csv, txt or dat format files to upload into the HUB System.

Sample Participant Files

Below are two sample participant files that would be uploaded to HUB. The first sample reflects two participants served for the quarter and the second sample reflects five participants served.
PLEASE NOTE: These are just samples and therefore do not list every data element that will be included in your file. Your files will include data elements **101 – 622** even if the value is blank or equal to zero.

SAMPLE ONE – Sample file upload for two participants

Each **ROW** represents one participant

Data Element Number	101	102	103	104	105	106	107	108	109	110	111	112	113	114	200	201	202	203	204	205	301	302
Code Value for participant A	111111111	1	20090107	2	0	1	0	0	0	0	1		0	16	1	1	0	0	0		20111210	
Code Value for participant B	222222222	1	19820522	2	0	1	0	0	0	0	1		0	16	0	0	0	0	1	20100119	20120622	

COLUMNS represent each data elements code value per participant

Snapshot of what a file would look like submitted to HUB

111111111	1	19681106	1	9	0	0	1	0	0	0		0	17	0	0	0	0	1	20111109	20120521				20120604	15119902	2
222222222	0	19660420	2	9	0	0	0	0	0	1		0	16	1	1	0	0	0		20111210	20120625	0	20120615	20120105	15119902	2
333333333	1	19630730	1	9	0	0	0	0	0	1		1	12	0	0	0	0	0	20111110	20111201	20120628	0	20120616	20120105	51401100	2
444444444	1	19000101	1	0	0	0	0	1	0	0		1	12	0	0	0	0	0	40877	41284				40973	51401100	2
555555555	1	19620218	1	9	0	0	0	0	0	1		1	13	0	0	0	0	0	40907	40949	41141	0	41141	40954	51412106	1

Each column represents a data element code value. If the format or formula is incorrect, HUB will send an error message. Please refer to the Edit Checks and Handbook for definitions to ensure you minimize errors.

Sample Errors:

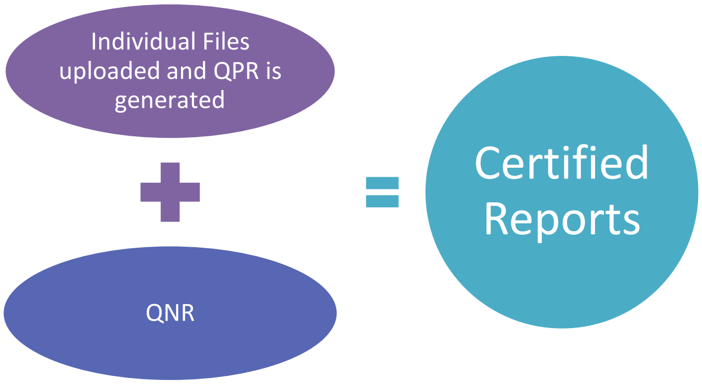
- A field is mandatory and is left blank
- A date format is incorrect *mmddyyyy* instead of *yyyymmdd*

STEP NINE: Submitting Quarterly Progress Reporting Reports

What's a Quarterly Performance Report (QPR)?
A Quarterly Performance Report is often what is referred to as a QPR form. This form calculates aggregate level data, based on the data element fields of information collected, and used as an indicator of grant program activities for the previous and current quarter. This form is the basis for ETA reports to Congress, the Secretary of Labor, and various other stakeholders to indicate progress for Federal investments in training programs.

For H-1B Grants, this form will be calculated for all grantees based on the participant files that are uploaded into the system each quarter and produced by the HUB online system. These files will contain all of the individual record information collected, per each data element, and aggregated. Although not all data elements are reflected on the QPR form, each data element does determine the outcomes produced on the QPR form.

What's a Quarterly Narrative Report (QNR)?
A Quarterly Narrative Report is a written report that reflects grant program activities that complement the hard quantitative data collected through individual files. Narrative reports can also be a place to capture information that is not reflected in the QPR form as well as indicate struggles and/or highlights of your grant for that reporting quarter.



H-1B TST Grantees: Elements to a Quarterly Narrative Report

H-1B TST Grantees will submit a Quarterly Narrative Report by inputting their narratives into designated fields indicating the report's key elements in the HUB system. The key elements to H-1B TST Grantees Narrative Report include:

- Summary of Grant Activities
- Status Update on Leveraged Resources
- Status Update on Strategic Partnership Activities
- Timeline for Grant Activities and Deliverables
- Status of Deliverables

- Key Issues and Technical Assistance Needs
- Best Practices and Success Stories
- Additional Information

H-1B JA Grantees: Quarterly Narrative Report (QNR) = Integrated Work Plan (IWP)

H-1B JA Grantees will simply upload an updated Integrated Work Plan (IWP) into the HUB System.

STEP TEN: CHECKLIST: Do I have all the documents and information I need to collect participant data?

The best way to ensure you have all of the information you need is to first create a check list.

What documents do I need?

- ☑ Data Elements and Edit Checks - Understand the Code Values and Calculations
- ☑ Performance Reporting Handbook
- ☑ Reporting Definitions
- ☑ Tip/Fact Sheets
- ☑ Sample QPR Forms and QNR/IWP Templates
- ☑ Sample Data Files and Participant Records

Where do I go to find more information?

- ☑ Shared resources are posted online via a Resource Page or Community of Practice (CoP)
- ☑ Newsletters
- ☑ Webinars/Tutorials available on Workforce3One or CoP

Who do I contact if I don't have what I need?

- Your first point of contact should always be your **Federal Project Officer (FPO)**
- Each Federal program will have access to an email address associated with their program. For H-1B grantees we have two options.
  - H-1B Technical Skills Training (TST) Grants – dsi@dol.gov
  - H-1B Jobs Accelerator (JA) Grants – jobsaccelerator@dol.gov

Frequently Asked Questions

QUESTION: I'm a new Grant Program Manager and I'm not sure what I need to report and how. Where do I go first?

ANSWER: Your first step is to contact your FPO and make sure you have access to all the appropriate documents.

QUESTION: What does HUB stand for?

ANSWER: Amazingly, HUB is not an acronym for anything! However, it does represent a hub portal for H-1B reporting.

QUESTION: I missed a reporting Webinar, how can I access past recordings?

ANSWER: Most training events are recorded and posted on the H-1B CoP within a week of each event. .
https://etagrantees.workforce3one.org/ws/etagrantees/pages/resources.aspx?pparams=1001209351771989496

QUESTION: I have new Case Managers working on this grant project, what do they need to know?

ANSWER: All staff responsible for tracking program participant information should have a copy of the Performance Handbook, Data Elements and reporting forms/templates relevant to H-1B reporting. Staff also should be familiar with the grant Statement of Work and the H-1B SGA. This way they can ensure of all eligibility and training requirements are being met.

QUESTION: What happens if I am late submitting a quarterly report?

ANSWER: Contact your FPO ASAP.

QUESTION: Are quarterly reports submitted with Financial reports?

ANSWER: No. Financial reports are submitted via another Electronic Grantee Reporting System. Pins and Passwords for the HUB will not work for the financial reporting system.

QUESTION: Who receives a pin and password for access to the HUB?

ANSWER: Grant signatories will be issued both pins and passwords. Nominated Program Management staff will also be issued passwords. Sub Grantees and/or contractors will not be issued access to HUB. All data on training participants should be submitted to the

primary program Grantee for final submission to DOL/ETA.

QUESTION: Who can certify quarterly reports?

ANSWER: Authorizing Representatives/Grant Signatories are the only official Grant representative with the ability to certify quarterly reports.

QUESTION: What happens if the original Authorizing representative is no longer the official representative for the grant?

ANSWER: You will need to contact your FPO ASAP and ensure the new Authorizing Representatives/Grant Signatories are updated in all of the appropriate systems.

QUESTION: What needs to be submitted before the signatory can certify a report?

ANSWER: Both a Quarterly Narrative/IWP AND individual records that generate a QPR will need to be uploaded before Grant Signatories can certify reports.

QUESTION: I'm unclear about a certain data element and definition who do I contact?

ANSWER: First contact your FPO. The FPO may consult with a Performance Specialist at the Division of Strategic Investments (DSI) before giving you a final answer. A Performance Specialist from DSI may contact you for further information if needed.

QUESTION: What is real time data?

ANSWER: Real time data refers to all of the individual participant files that you will upload into HUB that captures activities that occurred during that quarter.

QUESTION: Do I collect Common Measures data?

ANSWER: No. DOL/ETA will collect this information for you. By providing participant social security numbers DOL/ETA will track Common Measures on your behalf.

QUESTION: A colleague just handed me this TIP SHEET. Is there an electronic copy of it somewhere?

ANSWER: Yes. You will find copies of all resources distributed to H-1B grantees on the CoP: https://etagrantees.workforce3one.org/ws/etagrantees/pages/resources.aspx?pparams=1001209351771989496