The following questions, or some version of these questions, were posed during our performance calls with grantees during the month of November. The questions are grouped by topics including:

- Date of Participation
- Capturing Training Outcomes
- Capturing Employment Outcomes
- Gap In Service
- HUB System
- Data Elements

Please let us know if you have additional questions by sending an email to dsi@dol.gov or jobs.accelerator@dol.gov with a CC: to your FPO. Thank you!

**DATE OF PARTICIPATION**

**QUESTION:** What is the best way to determine the date of participation for eligible H-1B participants?

**ANSWER:** The date of participation for H-1B TST and JA programs will be determined by the date an individual is considered eligible and receives their first grant-funded service. Determining eligibility is not considered a grant-funded service for reporting purposes.

Grant-funded services for H-1B TST and JA programs are typically training services. However, some types of comprehensive assessment services may be considered grant-funded prior to training commencement. The following scenarios would **not** be considered an H-1B TST or JA grant-funded service and therefore the sample dates would not be considered the *Date of Program Participation*.

- **September 1:** Susie contacts the grantee’s Career Coach to discuss her qualifications for eligibility
- **September 5:** Susie supplies all required documentation for the Career Coach to consider eligibility
- **September 10:** Career Coach determines that Susie meets the eligibility for participation in grant funded activities
- **September 15:** Career Coach submits application for training funds to grantees
- **September 20:** Grantee approves Susie’s application for training funds

**QUESTION:** What is the difference between a participant served and a participant enrolled?

**ANSWER:** There may not be a difference between a participant served and a participant enrolled for H-1B TST and JA Training grants. An individual is considered a participant once they receive their first grant-funded service.
CAPTURING TRAINING OUTCOMES

**QUESTION:** How do I record a participant’s training program that includes enrollment in three types of H-1B grant-funded training activities?

**ANSWER:** Each training activity will be recorded by the start date and completion date. Up to three types of training activities can be recorded at one time – A primary, secondary, and tertiary. A series of training activities can be captured using Training #1, #2 and/or Training #3.

Training is recorded for a participant based on the date they begin grant-funded training activities. If a participant began training on June 7th, 2012 they will be recorded in Data Element (DE) 400 and DE 402 as began training June 7th, 2012.

A secondary or tertiary training activity will only be recorded if: 1) this is an activity funded by the grant; 2) is a part of the combined training strategy for that participant based on the Grantee’s Statement Of Work (SOW); and 3) completion of all three trainings are considered program completion and will allow a participant to move along a career pathway and gain unsubsidized training-related employment or a job promotion as a result. Each training activity is recorded as the date they began training activities. Aggregate counts of training activities are reflected on a QPR form based on when activities are recorded.

Each Grantee will assess and determine when a participant is considered a program completer and could constitute as a certain grade or passing a pass/fail program.

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**Sample One:** If a participant’s training program is comprised of the following training activities, you would record it in the following way:

- 40 hours classroom occupational training – Record as Primary Training on the date training began
- 20 hours online/distance learning training – Record as Secondary Training on the date training began
- 2 hours customized training – Record as Tertiary Training on the date training began

*This combination can be repeated up to three times and recorded as Training Strategy #1, #2, #3.

**Sample Two:**

If a participant’s training program is comprised of the following elements, record in the following way:

- On-the-Job Training (OJT) that consists of 40 hours classroom occupational training – Record as Primary Training on the date training began
- Additional training for OJT participants can be recorded in the Quarterly Narrative Report (QNR)

If a participant’s training program is comprised of the following elements, a Grantee will determine the best fit for describing the training activity that also aligns with the definitions provided, and is consistently recorded for all participants with a similar training design.

- 40 hours classroom occupational training – that is also considered a customized training. Grantee determines Occupational Training is the best description and records accordingly.

If there are subsequent trainings that are offered by the grantee that exceed primary, secondary, tertiary, then these can be recorded in the Quarterly Narrative Report.
**FAQ**

**H-1B Technical Skills Training & Jobs Accelerator Grants**

**November 2012**

**QUESTION:** Slide 46 of Tutorial #1 indicates that the participant Harry completed training on June 16\textsuperscript{th} and wasn’t exited from the program until the Quarter Ending 12/31/2012. Is this correct?

**ANSWER:** Yes. Harry completed the program June 16\textsuperscript{th} but continued utilizing grant-funded services until July 1\textsuperscript{st} which carries over into the next reporting quarter. Harry then entered employment on July 10\textsuperscript{th}. Therefore, Harry is considered a “training completer” on June 16\textsuperscript{th} but isn’t considered an exiter until the Quarter Ending 12/31/2012. The chart on slide 46 indicates when each milestone is reported for each quarter.

**QUESTION:** If a participant is enrolled in an H-1B Funded training in Quarter 1, and receives subsequent training activities that are not H-1B grant funded activities prior to exiting the H-1B Program, are we (the grantee) required to report those subsequent trainings if the participant has not yet exited the program?

**ANSWER:** Training outcomes are only recorded for participants served using ETA H-1B Grant funds; therefore, activities provided outside of a Grantee Statement of Work (SOW) are not recorded. However, a Grantee may detail complementary services provided by another service provider in the Quarterly Narrative Report. A participant is considered an “exiter” from your grant program 90 consecutive days after the last grant-funded service. Please refer to the H-1B Reporting Handbook, p. 26; 32, for detailed definitions.

**CAPTURING EMPLOYMENT OUTCOMES**

**QUESTION:** How do we record a participant that was unemployed when they began the training program, but then enters employment while they are still in the training program?

**ANSWER:** Grantees are required to report employment outcomes in the quarter AFTER a participant completes training. Therefore, if a participant completes training on Sept. 1, you would record this participant as completing training in the quarter ending Sept. 30. Following this training completion date, if the participant enters employment any period after September 30\textsuperscript{th}, this outcome would be tracked in each subsequent quarter. For example if they entered employment October 3\textsuperscript{rd}, they will be recorded as entering employment for the quarter October 1\textsuperscript{st} – December 31\textsuperscript{st}. Any employment outcomes that are attained while a participant is still enrolled in a Grant-funded training can be recorded in the Quarterly Narrative Report.

**QUESTION:** How do you capture employment outcomes for participants enrolled in On-the-Job Training (OJT)?

**ANSWER:** How you report employment outcomes depends on whether a participant is considered incumbent, employed, or unemployed at the time of enrollment.

- If a participant is considered employed at the time of enrollment, employment is captured either as “retained current position” or “advanced into a new position.”
- If a participant is considered unemployed at the time of enrollment, their employment outcomes are captured as “entered employment” and/or “entered training-related employment.” Both options are tracked after training completion only. Therefore, entered employment is only counted once a participant has completed training and retained or entered a job the quarter after training completion.
GAP IN SERVICE

QUESTION: We have participants currently enrolled in our program that may have the potential to be deployed by the military. How do we track their participation in our program if they are deployed?

ANSWER: Eligible participants enrolled in your program can be “excused” from program activities for up to 90 days without re-enrollment. For reporting purposes, a participant will be recorded as having a gap in service. However, after 90 days of gap in service, a participant will be considered a NEW participant. You can indicate that your participant has a gap in service for up to 90 days. Once they exit the program after 90 days, you can re-enroll the participant when the participant returns from their military service.

HUB SYSTEM

QUESTION: We will receive pins and passwords to access the HUB System?

ANSWER: Pins and passwords to HUB will be issued to the Authorizing Representative of your H-1B grant.

QUESTION: Will sub-grantees or sub-contractors be able to submit participant files via HUB?

ANSWER: No. Only Grantee staff with permission from the Official Grant Authorizing Representative will be permitted to upload files into HUB.

QUESTION: In the new reporting system, can you still make corrections after a report has been submitted and certified?

ANSWER: Corrections can be made after files have been uploaded. However, if you have already certified a report, you will have to contact DOL (dsi@dol.gov or jobsaccelerator@dol.gov) to de-certify the report that has been submitted before re-uploading. There is approximately a 2 week grace-period (before ETA publishes outcomes) to make changes to your submitted reports that will have minimal impact on your published outcomes.

QUESTION: Will HUB have any reporting capabilities other than generating the Quarterly Performance Report (QPR)?

ANSWER: HUB will provide grantees the ability to upload participant files that will generate a Quarterly Performance Report (QPR) form. Grantees will also have the ability to upload narrative reports.

QUESTION: We are working with Microsoft Excel to track our participant files. The excel workbook has multiple worksheets to track participant data for each of the sections of the required H-1B Data Elements. Can we upload the excel workbook with multiple worksheets/tabs into the HUB System?

ANSWER: The HUB system will not accept multiple tab files when uploaded into the system. Each file will need to be a “flat data file” in the required txt, dat, csv format. When utilizing an Excel worksheet for tracking and reporting, only one worksheet per reporting quarter for all participants and their outcomes will be accepted. There are samples of what an excel file upload might look like available in our Skills Accelerator Newsletter and Reporting Tutorials. However, please note that due to the extended list of data elements, these samples do not display every data element that would be recorded. Even if a data element is intentionally blank or currently not applicable, the data element will still be represented in sequential order.
DATA ELEMENTS

QUESTION: How do I enter a participant that completed the 10th grade and obtained a GED?

ANSWER: For this participant you would enter Data Element 114 RECORD 88.

Data Element 114 – Entering the highest level of education for an individual at the time of enrollment. Enter only what is considered the highest level of education and credential attainment for the individual at the time of enrollment. Below are some examples and how each scenario is recorded.

- If an individual earned a GED record 88
- If an individual completed 12th grade and earned a high school diploma record 87
- If a participant did not complete 12th grade or obtain a GED (which is considered not applicable for applicants considered eligible for H-1B grant-funded services) then indicate blank since this individual will not be considered a participant.
- If an individual completed 12th grade, either by obtaining a GED or high school diploma, AND attended college for one year, then record 13 – 15 (14)
- If an individual completed 12th grade, either by obtaining a GED or high school diploma, AND attained a Bachelors degree, then record 16