DIVISION OF INDIAN AND NATIVE AMERICAN PROGRAMS

Employment and Training Administration

GRANTEE PERFORMANCE MANAGEMENT SYSTEM

QUICK REFERENCE GUIDE

U.S. DEPARTMENT OF LABOR

CONTENTS

INTRODUCTION....1
HOME SCREEN....3
DINAP CASES (CASES OVERVIEW)....5
ADDING A CASE....5
ADDING SERVICES....7
MANAGING OUTCOMES....8
EXITING THE PROGRAM....9
MANAGING FOLLOW-UP....10
QUARTERLY PERFORMANCE REPORTING....11
APPENDIX A....13

Introduction

Welcome to the user guide for the Grants Performance Management System (GPMS), the new web-based system for the Division of Indian and Native American Programs (DINAP). GPMS is designed to facilitate data input, tracking, and reporting for grantees.

DINAP's goal is for grantees to begin using the new system before the end of 2020. Grantees will simultaneously use GPMS to record and manage Program Year (PY) 2020 cases and Bear Tracks to manage exited PY 2019 case records until a final Bear Tracks report is submitted in the Fall of 2020. The GPMS system will be used for the Adult program only; Bear Tracks will continue to be used for the Youth program.

This document is a quick reference guide for accessing GPMS, adding and managing cases, and generating quarterly reports. It will continue to be updated as GPMS features are further developed.

Need Assistance?

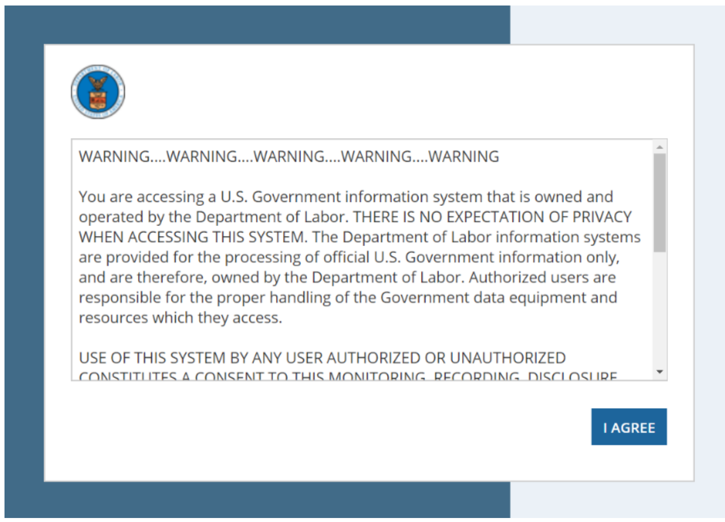
If you encounter any issues accessing or using the system, please contact the **GPMS Help Desk** at **800-674-2605**.

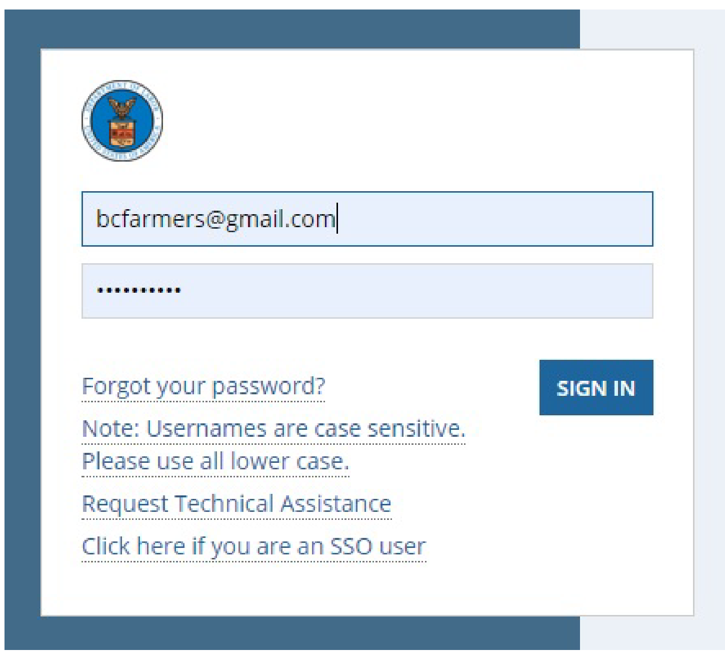
You may also **submit a ticket** via the GPMS Ticket Form or email the Help Desk at DINAP.GPMS.Support@dol.gov.

Visit the **GPMS page** on the Indian and Native American Community of Practice (Workforce GPS) site or the GPMS Help Desk Dashboard for additional resources.

SIGNING IN

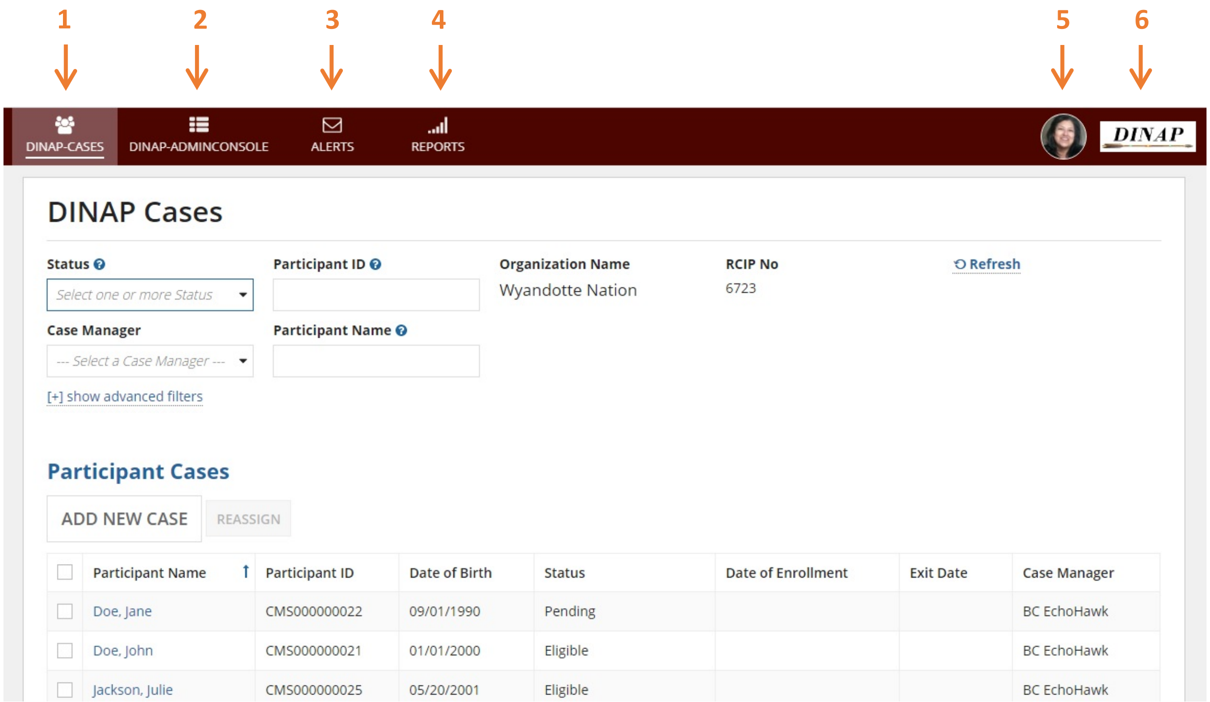
To initiate the program, open GPMS using the following link: GPMS Log In. Read and agree to the opening screen, then sign in using the credentials you received for the GPMS system. The screen shots below show the windows you will see when logging into the system. You can create a bookmark or desktop shortcut to easily access GPMS in the future. See Appendix A on page 13 for instructions on how to create a desktop shortcut and a bookmark in your browser.





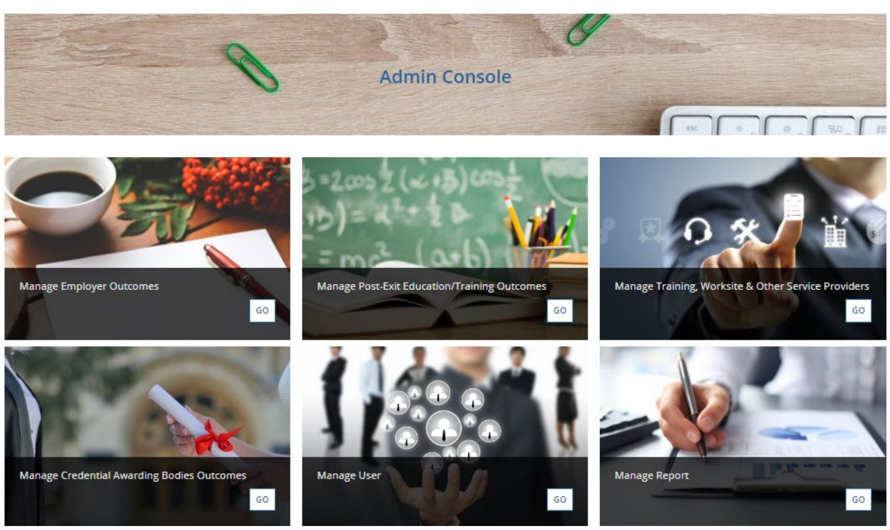
Home Screen

Once you have logged in, you will land on the 'DINAP Cases' screen, which will include the following:

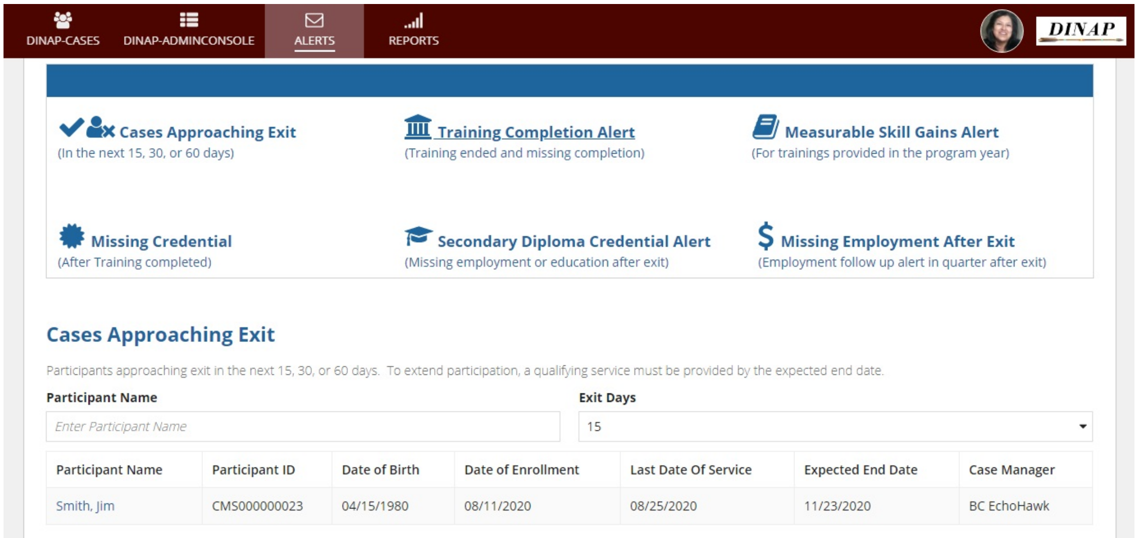


1. DINAP CASES – This option will return you to the DINAP Cases home screen (shown above), which is also the landing page when you log in. This page provides an overview of all your cases. From this page you can create a new case or search for an existing case using a variety of criteria.

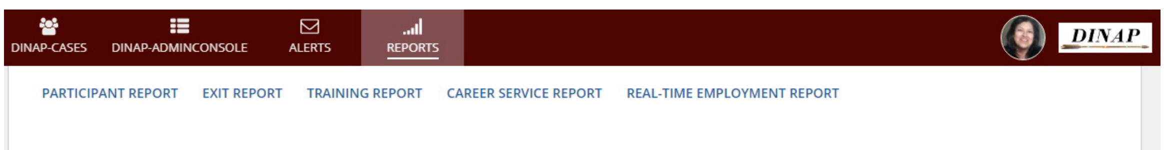
2. DINAP-ADMINCONSOLE – This option takes you to the Administrator's Console. Depending on your role, from here you can manage employers, education/training institutions, service providers, credential awarding bodies, users, and quarterly reports.



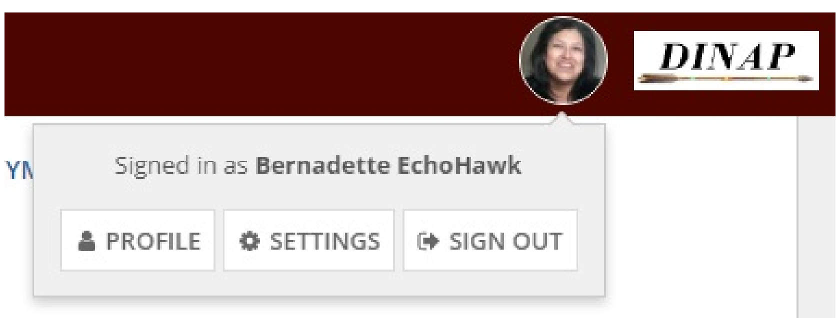
3. **ALERTS** – This option will show you alerts related to your participants.



4. **REPORTS** – This option will allow you to run several reports, including Participant, Exit, Training, Career Service, and Real-Time Employment reports.



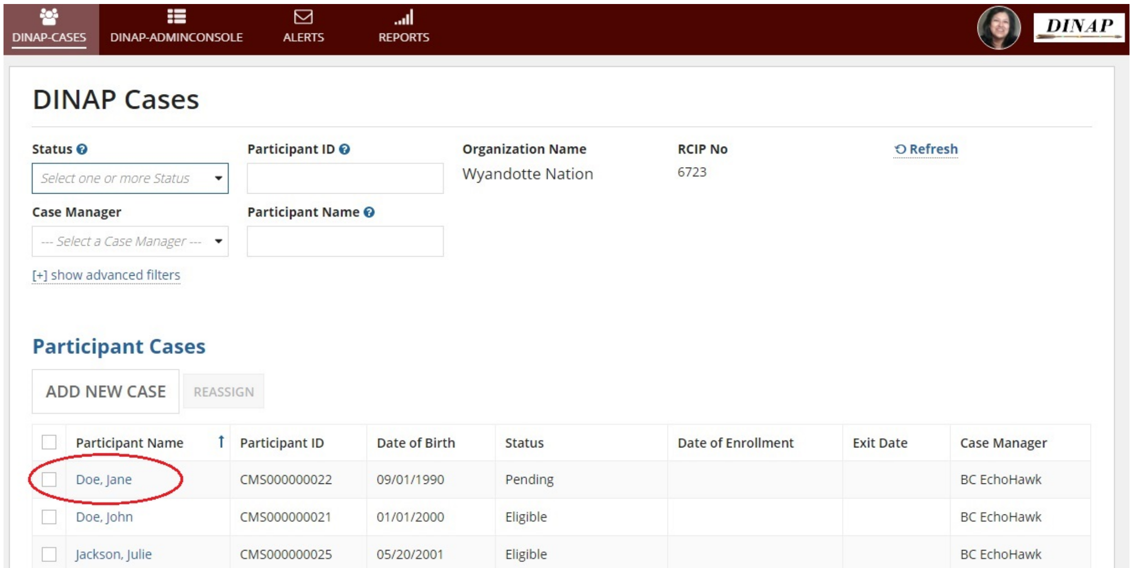
5. This option will navigate to your Profile, allow you to change settings, and sign out.



6. This option will take you back to the DINAP Cases home screen.

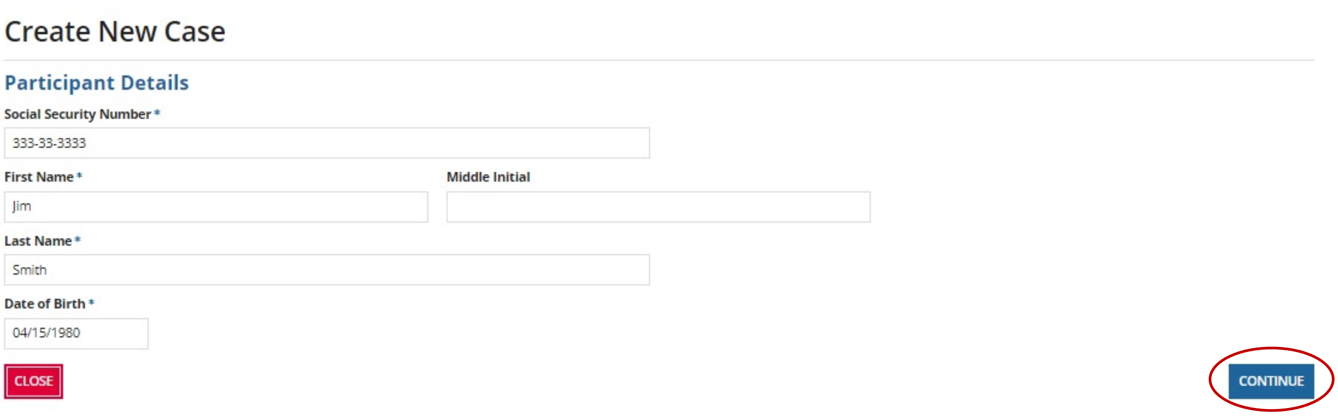
DINAP Cases (Cases Overview)

As noted previously, this is the first page you will see when signing into the GPMS program. Once you have entered cases, you will see them under **Participant Cases**. When you select a case to review, you can edit, add, and track the participant's services and outcomes and enter follow-up information by clicking on the Participant Name (circled below).

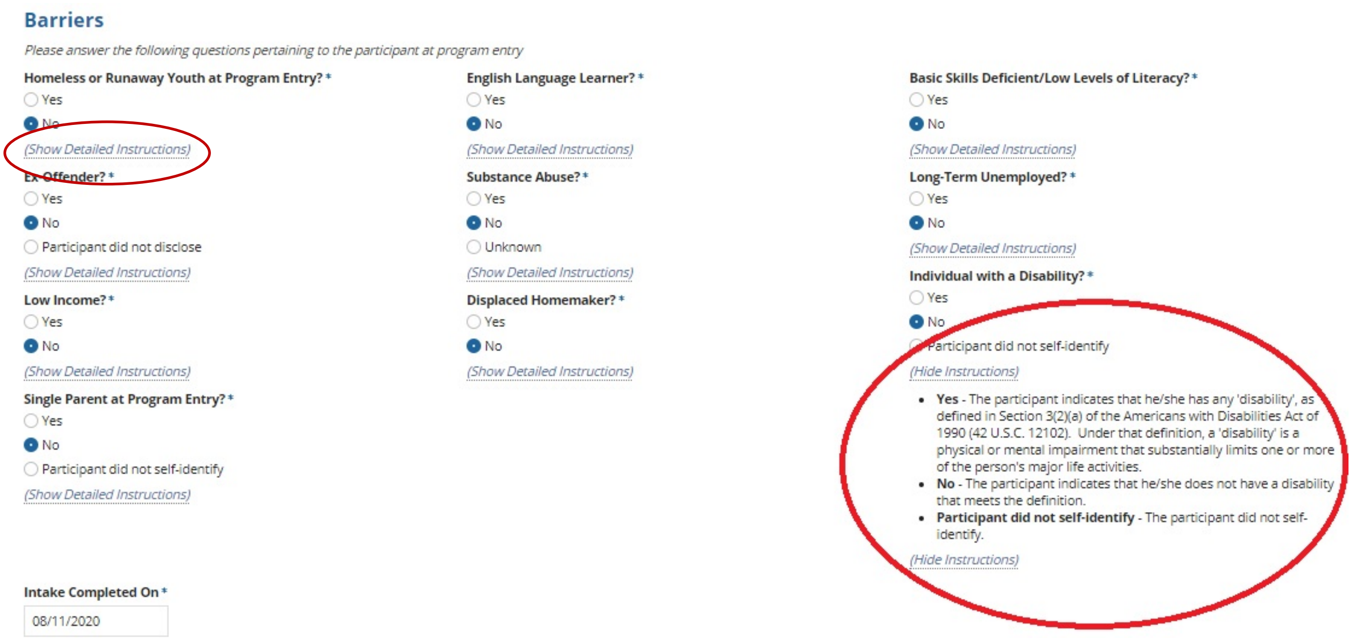


Adding a Case

When creating a new case, you will use the **ADD NEW CASE** tab on the DINAP Cases page (see below). The following 'Create New Case' screen will allow you to begin your intake. Pressing CONTINUE will take you to additional screens to complete contact information, case details, and eligibility verification.



When completing the form, many of the fields have a link with additional instructions that you can expand by clicking *Show Detailed Instructions*. These instructions remain visible until you click the link to *Hide Instructions*. Remember, not all questions will have this link. See the following illustration:


Barriers

Please answer the following questions pertaining to the participant at program entry

Homeless or Runaway Youth at Program Entry? *
Yes
No
(Show Detailed Instructions)

Ex-Offender? *
Yes
No
Participant did not disclose
(Show Detailed Instructions)

Low Income? *
Yes
No
(Show Detailed Instructions)

Single Parent at Program Entry? *
Yes
No
Participant did not self-identify
(Show Detailed Instructions)

English Language Learner? *
Yes
No
(Show Detailed Instructions)

Substance Abuse? *
Yes
No
Unknown
(Show Detailed Instructions)

Displaced Homemaker? *
Yes
No
(Show Detailed Instructions)

Basic Skills Deficient/Low Levels of Literacy? *
Yes
No
(Show Detailed Instructions)

Long-Term Unemployed? *
Yes
No
(Show Detailed Instructions)

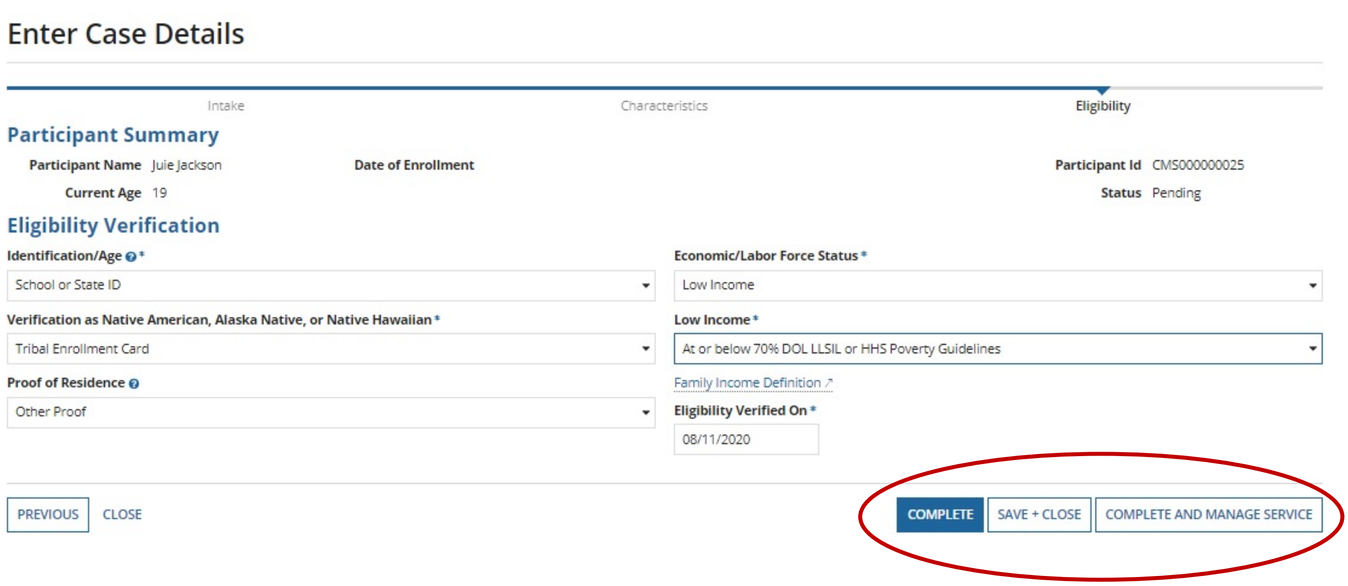
Individual with a Disability? *
Yes
No
Participant did not self-identify
(Hide Instructions)

- **Yes** - The participant indicates that he/she has any 'disability', as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a 'disability' is a physical or mental impairment that substantially limits one or more of the person's major life activities.
- **No** - The participant indicates that he/she does not have a disability that meets the definition.
- **Participant did not self-identify** - The participant did not self-identify.

(Hide Instructions)

Intake Completed On *
08/11/2020

The final screen in adding a case will be verifying eligibility. When finished entering the eligibility information, you can choose the COMPLETE tab, which will confirm the participant's eligibility (see the image on page 7); choose SAVE + CLOSE, which will return you to the Cases Overview page; or choose COMPLETE AND MANAGE SERVICE, which will allow you to add services.


Enter Case Details

Intake | Characteristics | Eligibility

Participant Summary

Participant Name Juie Jackson
Date of Enrollment
Participant Id CMS000000025
Current Age 19
Status Pending

Eligibility Verification

Identification/Age *
School or State ID

Verification as Native American, Alaska Native, or Native Hawaiian *
Tribal Enrollment Card

Proof of Residence
Other Proof

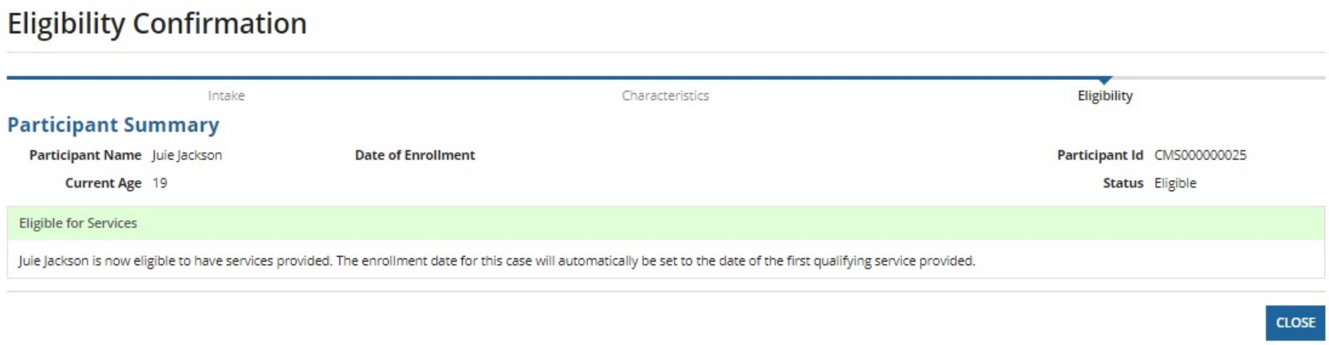
Economic/Labor Force Status *
Low Income

Low Income *
At or below 70% DOL LLSIL or HHS Poverty Guidelines

Family Income Definition

Eligibility Verified On *
08/11/2020

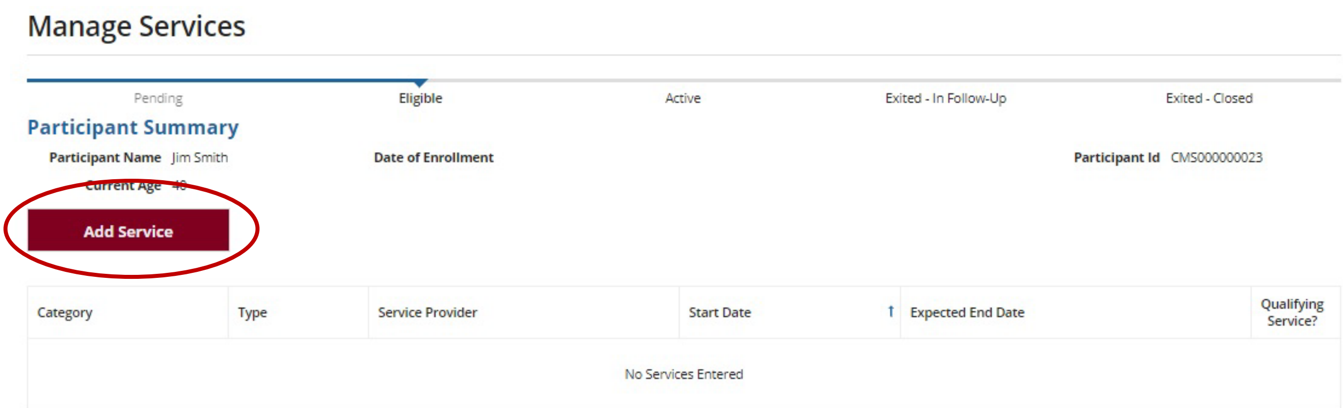
PREVIOUS | CLOSE | COMPLETE | SAVE + CLOSE | COMPLETE AND MANAGE SERVICE



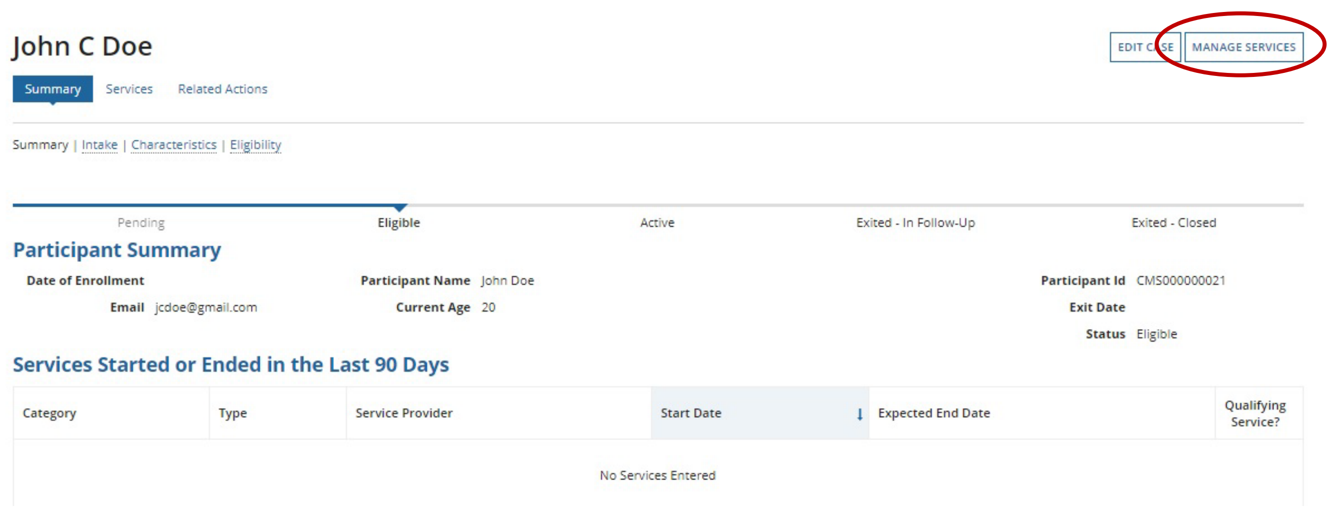
Adding Services

Once you determine that a participant is eligible for the program, services can be provided to the participant and added to their record in multiple ways:

1. After choosing COMPLETE AND MANAGE SERVICE on the 'Eligibility Verification' page, you will be taken to 'Manage Services' where you can select Add Service (see below).

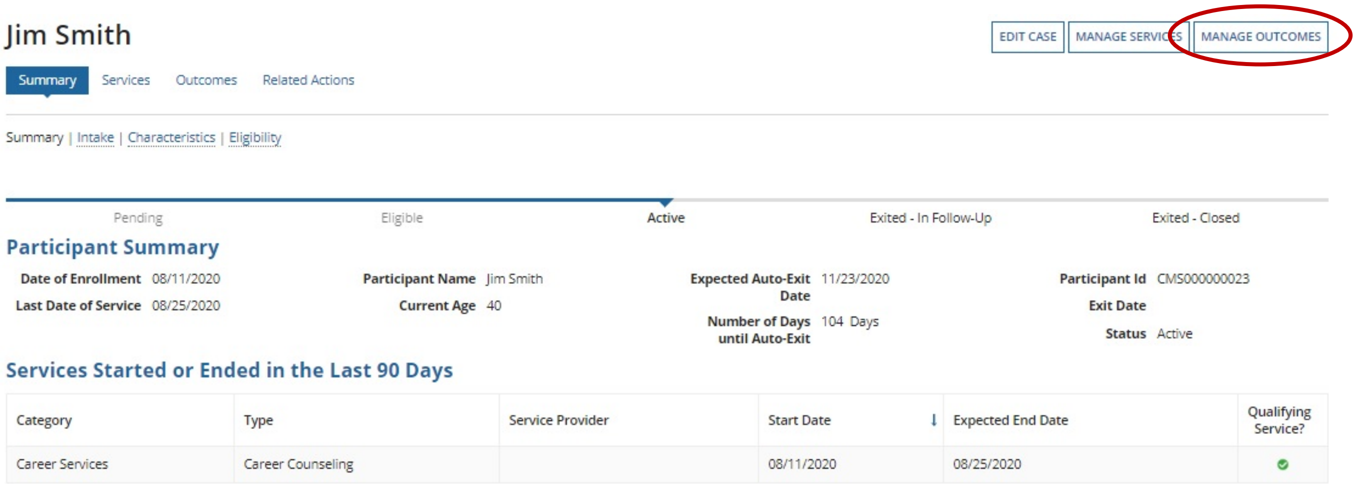


2. Or, you can select the participant from the DINAP Cases home page (as shown on page 5) and click on the MANAGE SERVICES tab in the upper right corner (see below).

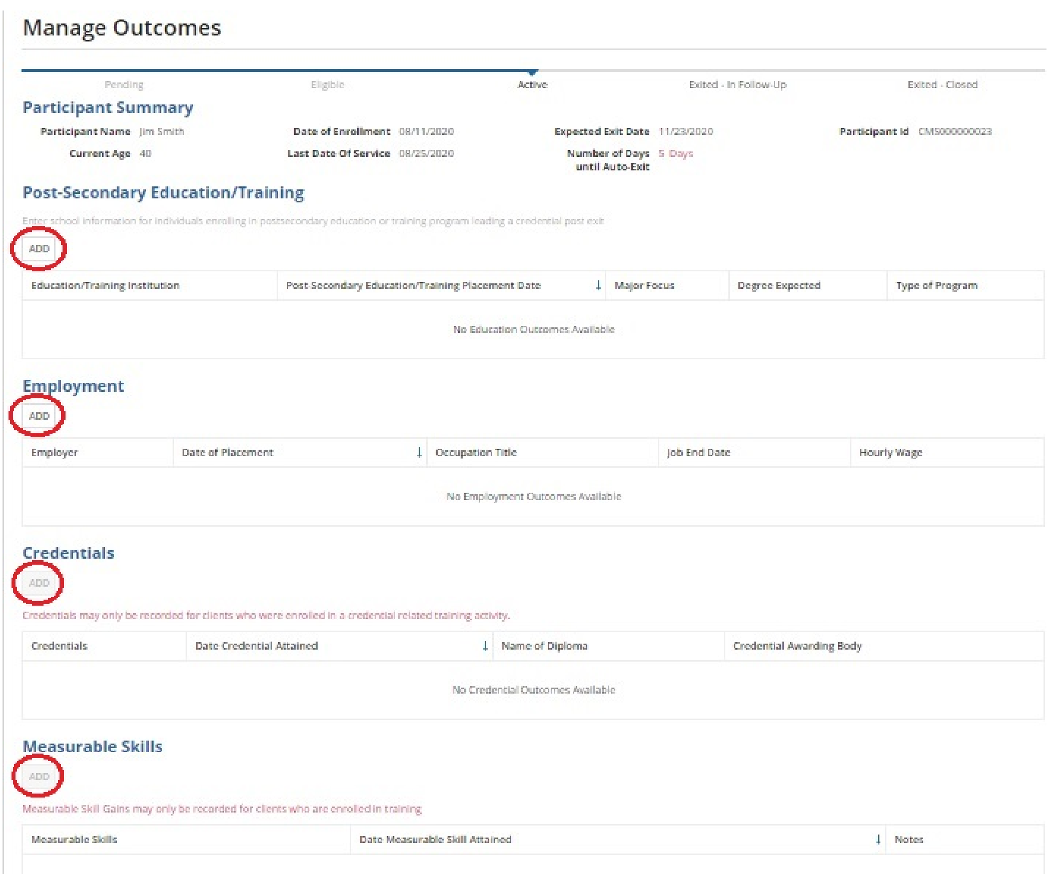


Managing Outcomes

You can add a new outcome or manage the existing services to your participant's file by selecting their name on the DINAP Cases home page (as shown on page 5). This will take you to a summary of information about your client (see below).

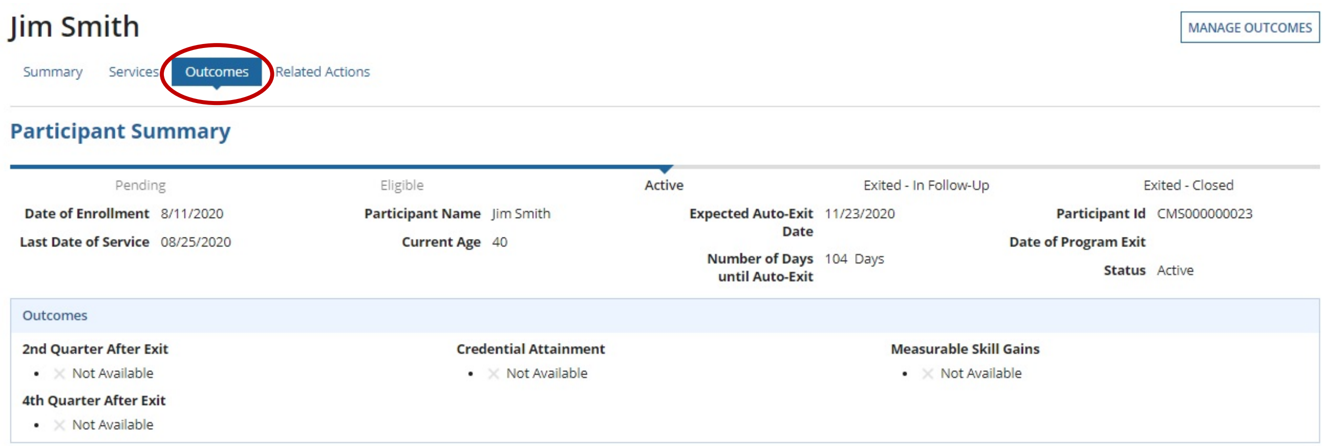


From here, you will choose the MANAGE OUTCOMES tab (circled above) to add a new outcome by clicking ADD under the relevant section.



Performance measures for the participant are displayed at the top of the Outcomes page of the Participant Summary (see below). You will be able to easily determine if the performance measure is missing or was not yet obtained. Remember, there are six common performance measures:

- Employed in the 2nd Quarter After Exit
- Employed in the 4th Quarter After Exit
- Credential Attainment
- Measurable Skill Gains
- Median Earnings in the 2nd Quarter After Exit
- Retention with the Same Employer in the 2nd and 4th Quarter After Exit

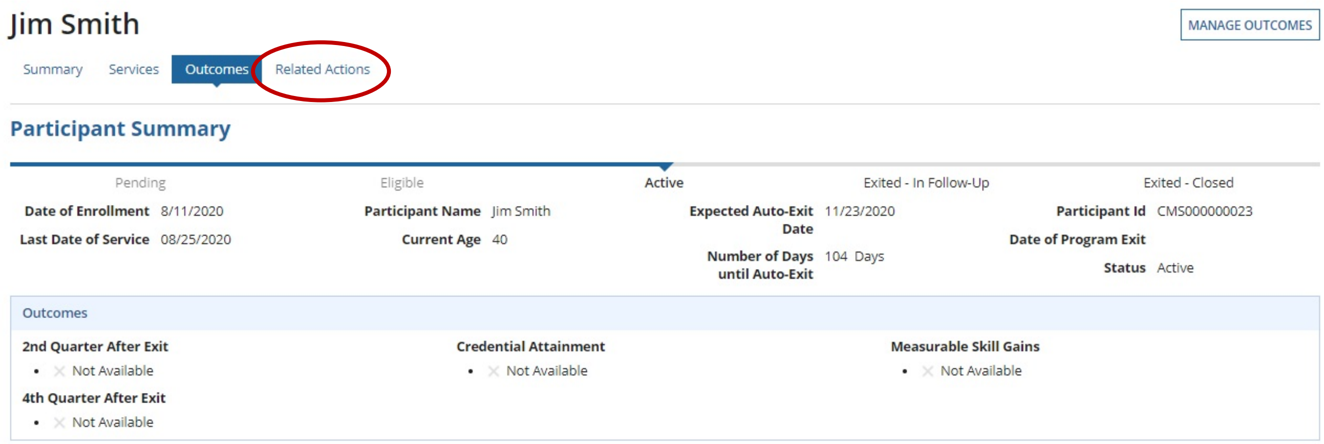


Exiting the Program

Once a participant has received services, he/she may exit the program in one of two ways:

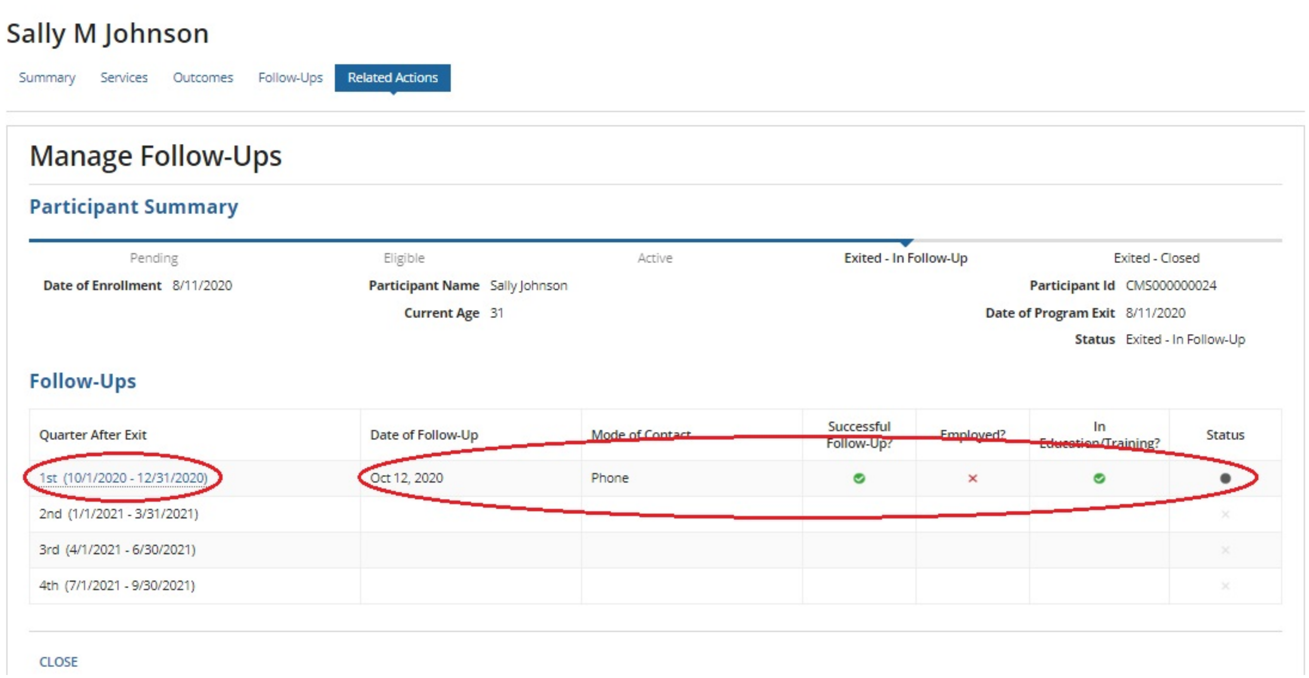
- Auto-Exit
  - A participant may be auto-exited if there have been 90 days since he/she received a qualifying service, and no future services are planned.
  - A participant may also be auto-exited if a user edits or deletes a qualifying service which sets the auto-exit date to a date in the past unless another service is entered.
    - The auto-exit will take place after close of business (overnight, not real-time).
    - The Case Manager will continue to follow up for four quarters to ensure employment and/or training placement is successful.
- Exclusionary (Manual) Exit
  - A Case Manager may manually exit a participant if they are no longer a program participant for one of the following reasons:
    - Institutionalized,
    - Health/Medical,
    - Deceased,
    - Reserve Forces Called to Active Duty, or
    - Relocated Due to Foster Care.

If you determine you have to manually exit a participant, you will use the 'Related Actions' tab (circled below). This will generate a list of actions, including Edit Case, Manage Services, Manage Outcomes, and Add Exclusionary Exit. Depending on your role and the status of the case, the available actions shown may vary.



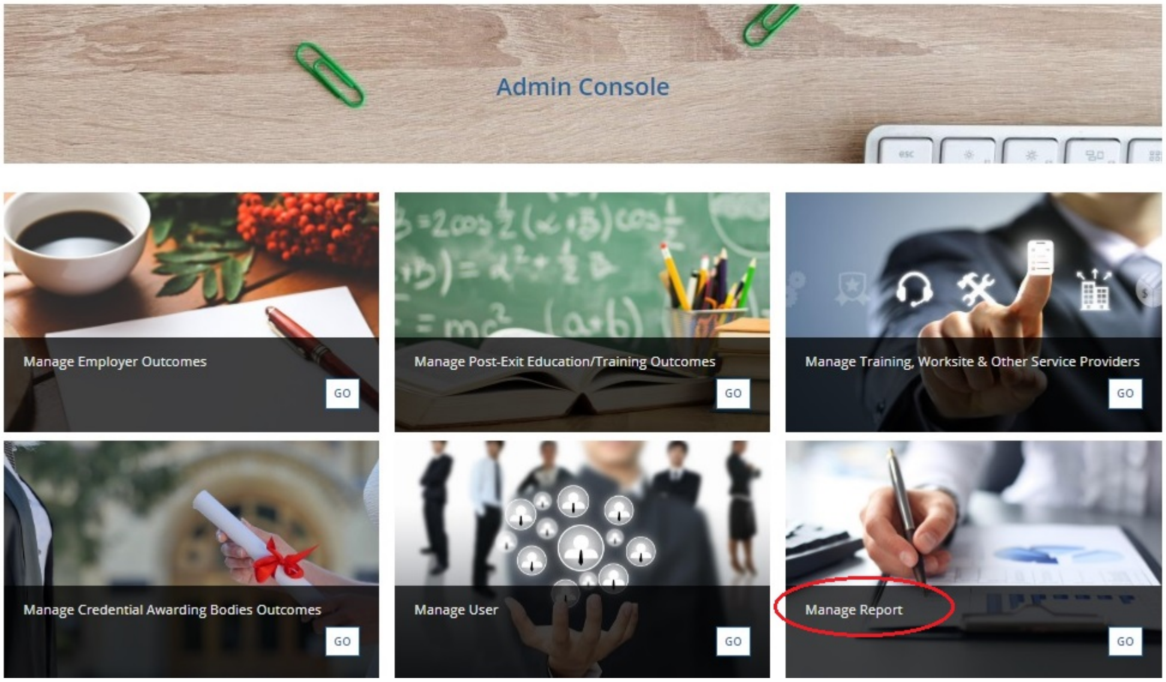
MANAGING FOLLOW-UP

Once a participant has exited, you must follow up for the next four quarters to determine if participation in the program resulted in education and/or employment placement. You will enter the follow-up information by selecting the quarter in which the follow-up falls (see below).

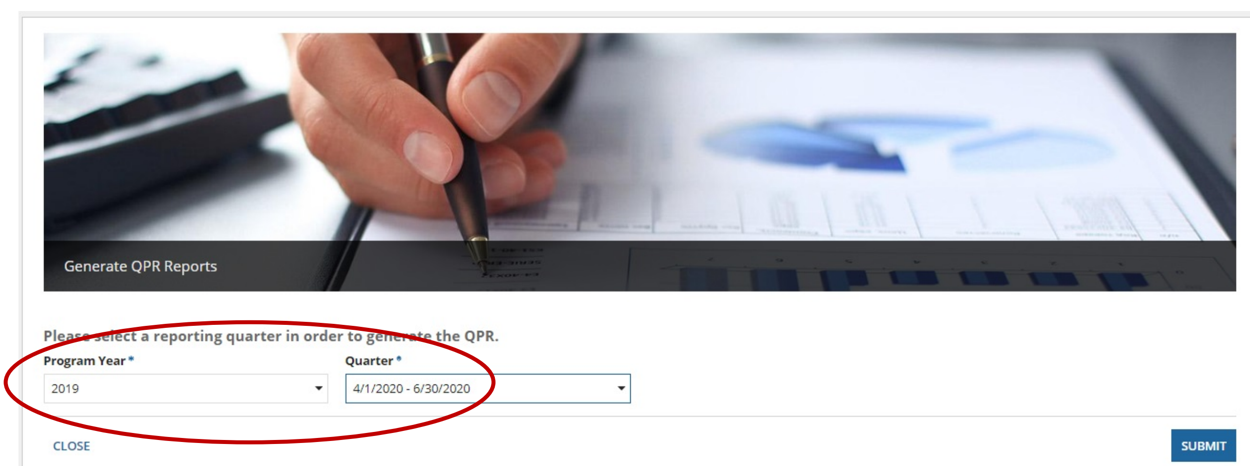


QUARTERLY PERFORMANCE REPORTING

Grant Administrators must submit the data for their Quarterly Performance Report (QPR) each quarter. To generate the QPR, click on the DINAP-ADMINCONSOLE tab at the top of the DINAP Cases home page. From there, find Manage Report and click GO:

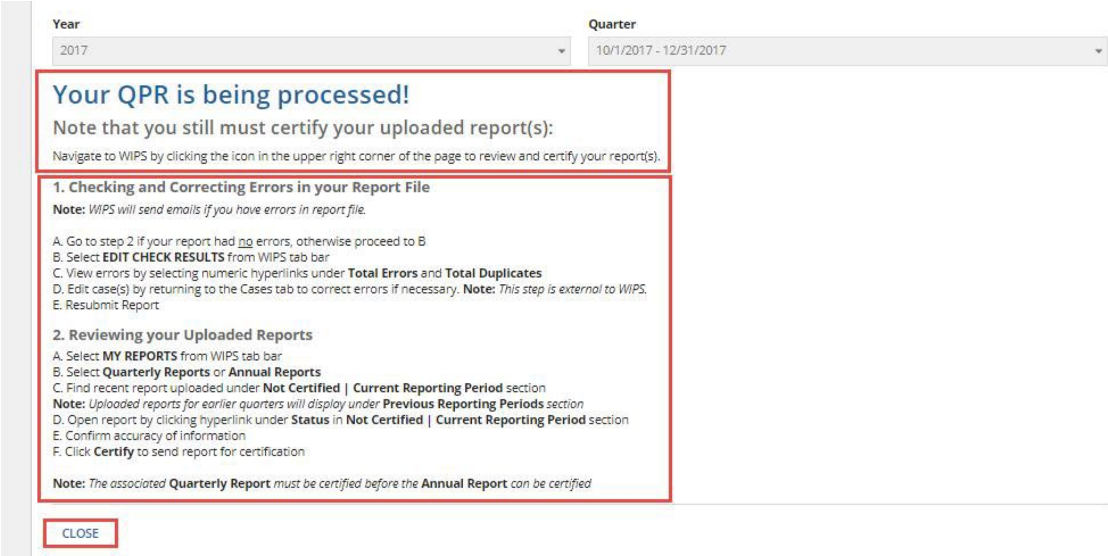


Then you can select from the drop-down menus the program year and quarter for the QPR data you want to generate:



Once you have clicked the SUBMIT button, a message will display letting you know the report is being processed. You can close the window once you have received that message.

It is the responsibility of the organization’s grant administrator to access the WIPS site to review and certify the report.



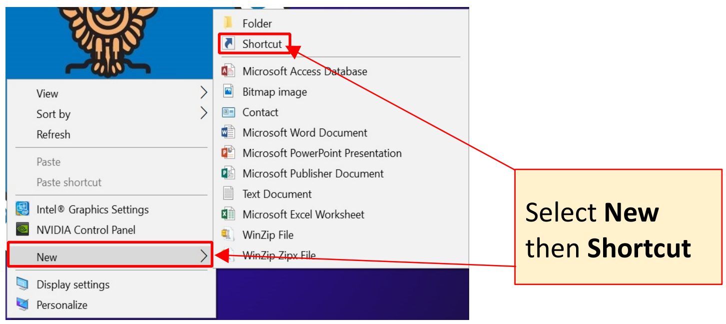
APPENDIX A

Steps for Creating a Web Browser Bookmark

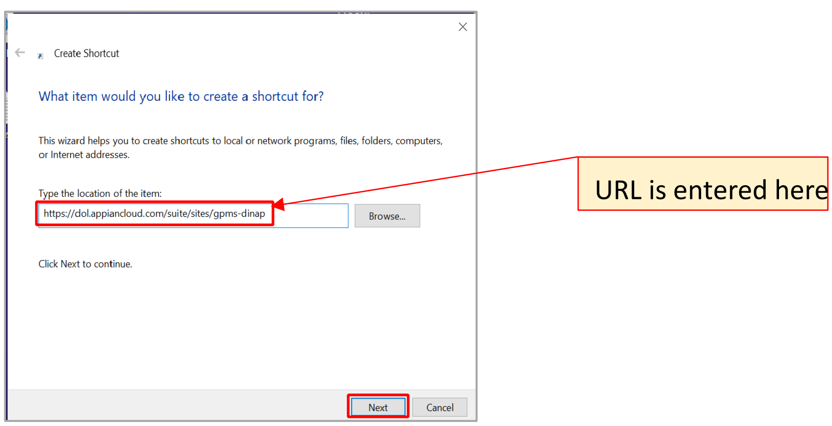
1) Right click the mouse on the desktop
2) Select “New” and then “Shortcut”

Steps for Creating a GPMS Desktop Shortcut

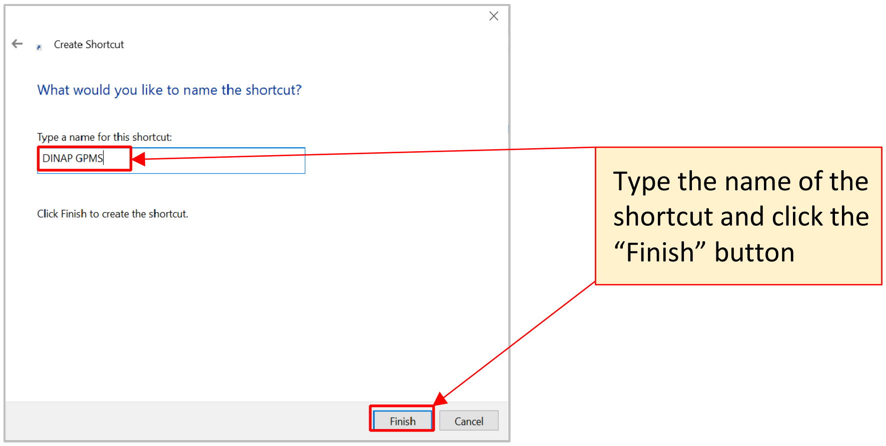
1. Right click the mouse on your desktop and select **New**, then **Shortcut**.



2. Copy and paste the DINAP GPMS URL: https://dol.appiancloud.com/suite/sites/gpms-dinap



3. Click **Next**, then type the name for the shortcut ("DINAP GPMS" or a name appropriate to your program) and click **Finish**.



4. The shortcut will be added to your desktop with the U.S. DOL symbol.