



DIVISION OF INDIAN AND NATIVE AMERICAN PROGRAMS

Employment and Training Administration

GRANTEE PERFORMANCE MANAGEMENT SYSTEM

QUICK REFERENCE GUIDE



U.S. DEPARTMENT OF LABOR



DIVISION OF INDIAN AND NATIVE AMERICAN PROGRAMS

Employment and Training Administration

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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?

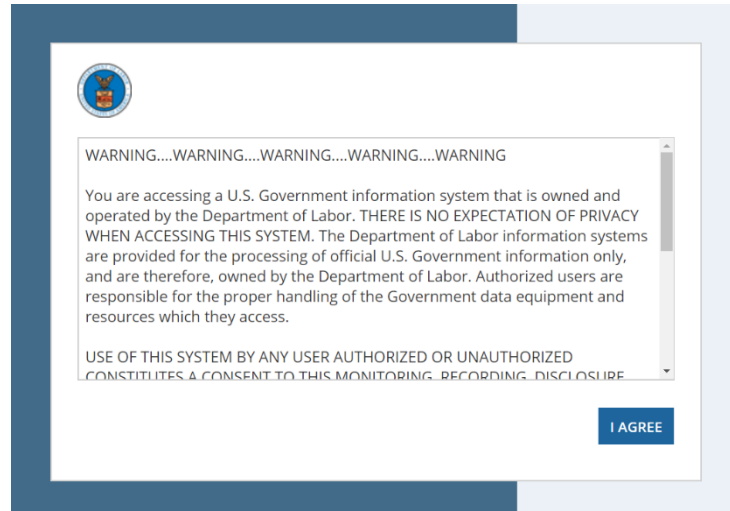
If you encounter any issues accessing or using the system, please contact the **GPMS Help Desk** at **800-674-2605**.

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

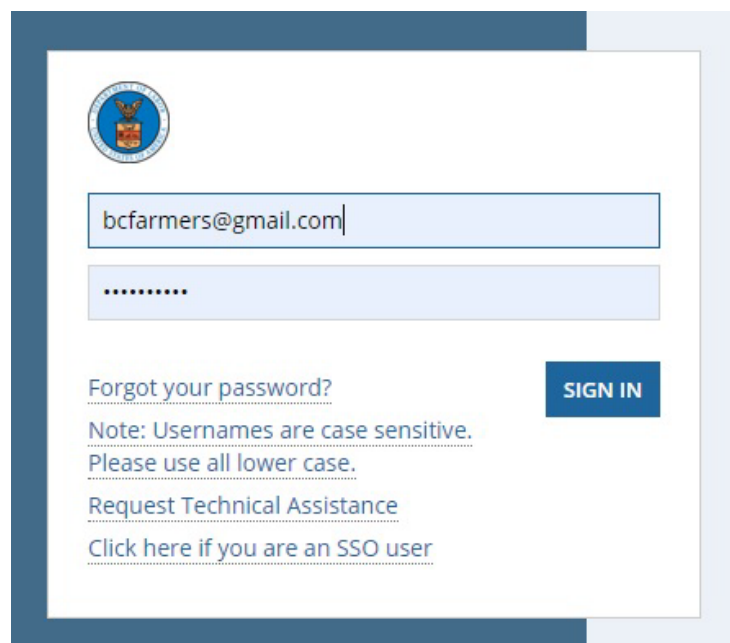
Visit the **GPMS page** on the Indian and Native American Community of Practice (Workforce GPS) site or the [GPMS Help Desk Dashboard](#) for additional resources.

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.



The first screenshot shows a warning screen. At the top left is the U.S. Department of Labor seal. Below it is a scrollable text box containing the following text: "WARNING....WARNING....WARNING....WARNING....WARNING", "You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. THERE IS NO EXPECTATION OF PRIVACY WHEN ACCESSING THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data equipment and resources which they access.", and "USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE". At the bottom right of the scroll box is a blue button labeled "I AGREE".



The second screenshot shows the login screen. At the top left is the U.S. Department of Labor seal. Below it are two input fields: the first contains the email address "bcfarmers@gmail.com" and the second contains masked characters ".....". To the right of the input fields is a blue button labeled "SIGN IN". Below the input fields are four links: "Forgot your password?", "Note: Usernames are case sensitive. Please use all lower case.", "Request Technical Assistance", and "Click here if you are an SSO user".

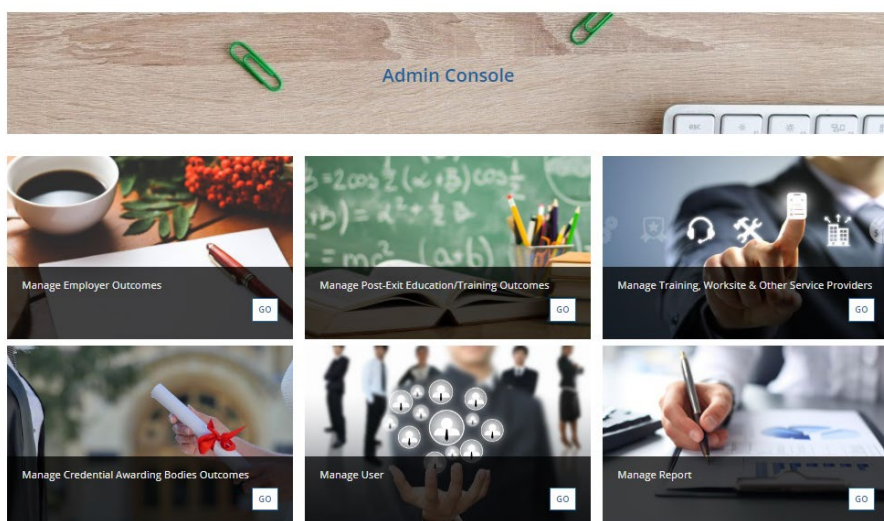
HOME SCREEN

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

The screenshot shows the 'DINAP Cases' interface. At the top is a dark red navigation bar with icons and labels: 'DINAP-CASES' (arrow 1), 'DINAP-ADMINCONSOLE' (arrow 2), 'ALERTS' (arrow 3), 'REPORTS' (arrow 4), a user profile picture (arrow 5), and the 'DINAP' logo (arrow 6). Below the navigation bar is the 'DINAP Cases' section, which includes filter fields for Status, Participant ID, Organization Name, RCIP No, Case Manager, and Participant Name. A 'Refresh' button is also present. Below the filters is a 'Participant Cases' section with 'ADD NEW CASE' and 'REASSIGN' buttons. A table lists participant cases with columns for checkboxes, names, IDs, birth dates, status, enrollment dates, exit dates, and case managers.

<input type="checkbox"/>	Participant Name	Participant ID	Date of Birth	Status	Date of Enrollment	Exit Date	Case Manager
<input type="checkbox"/>	Doe, Jane	CMS000000022	09/01/1990	Pending			BC EchoHawk
<input type="checkbox"/>	Doe, John	CMS000000021	01/01/2000	Eligible			BC EchoHawk
<input type="checkbox"/>	Jackson, Julie	CMS000000025	05/20/2001	Eligible			BC EchoHawk

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.

Participant Name	Participant ID	Date of Birth	Date of Enrollment	Last Date Of Service	Expected End Date	Case Manager
Smith, Jim	CMS000000023	04/15/1980	08/11/2020	08/25/2020	11/23/2020	BC EchoHawk

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).

<input type="checkbox"/>	Participant Name	Participant ID	Date of Birth	Status	Date of Enrollment	Exit Date	Case Manager
<input type="checkbox"/>	Doe, Jane	CMS000000022	09/01/1990	Pending			BC EchoHawk
<input type="checkbox"/>	Doe, John	CMS000000021	01/01/2000	Eligible			BC EchoHawk
<input type="checkbox"/>	Jackson, Julie	CMS000000025	05/20/2001	Eligible			BC EchoHawk

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.

Participant Cases

ADD NEW CASE REASSIGN

Create New Case

Participant Details

Social Security Number *

333-33-3333

First Name *

Jim

Middle Initial

Last Name *

Smith

Date of Birth *

04/15/1980

CLOSE

CONTINUE

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 Julie Jackson	Date of Enrollment	Participant Id CMS000000025
Current Age 19		Status Pending
Eligibility Verification		
Identification/Age * School or State ID	Economic/Labor Force Status * Low Income	
Verification as Native American, Alaska Native, or Native Hawaiian * Tribal Enrollment Card	Low Income * At or below 70% DOL LLSIL or HHS Poverty Guidelines	
Proof of Residence * Other Proof	Family Income Definition * Eligibility Verified On * 08/11/2020	
<div> PREVIOUS CLOSE COMPLETE SAVE + CLOSE COMPLETE AND MANAGE SERVICE </div>		

Eligibility Confirmation

Intake

Characteristics

Eligibility

Participant Summary

Participant Name

 Julie Jackson

Current Age

 19

Date of Enrollment

Participant Id

 CMS000000025

Status

 Eligible

Eligible for Services

Julie Jackson is now eligible to have services provided. The enrollment date for this case will automatically be set to the date of the first qualifying service provided.

CLOSE

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).

Manage Services

Pending

Eligible

Active

Exited - In Follow-Up

Exited - Closed

Participant Summary

Participant Name

 Jim Smith

Current Age

 46

Date of Enrollment

Participant Id

 CMS000000023

Add Service

Category	Type	Service Provider	Start Date	Expected End Date	Qualifying Service?
No Services Entered					

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).

John C Doe

Summary Services Related Actions

Summary | Intake | Characteristics | Eligibility

Pending

Eligible

Active

Exited - In Follow-Up

Exited - Closed

Participant Summary

Date of Enrollment

Participant Name

 John Doe

Participant Id

 CMS000000021

Email

 jcdoe@gmail.com

Current Age

 20

Exit Date

Status

 Eligible

Services Started or Ended in the Last 90 Days

Category	Type	Service Provider	Start Date	Expected End Date	Qualifying Service?
No Services Entered					

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).

Jim Smith

[EDIT CASE](#) [MANAGE SERVICES](#) [MANAGE OUTCOMES](#)

[Summary](#) [Services](#) [Outcomes](#) [Related Actions](#)

[Summary](#) | [Intake](#) | [Characteristics](#) | [Eligibility](#)

Pending	Eligible	Active	Exited - In Follow-Up	Exited - Closed	
Participant Summary					
Date of Enrollment 08/11/2020		Participant Name Jim Smith		Expected Auto-Exit Date 11/23/2020	
Last Date of Service 08/25/2020		Current Age 40		Participant Id CMS000000023	
		Number of Days until Auto-Exit 104 Days		Exit Date	
				Status Active	
Services Started or Ended in the Last 90 Days					
Category	Type	Service Provider	Start Date	Expected End Date	Qualifying Service?
Career Services	Career Counseling		08/11/2020	08/25/2020	🟢

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

Manage Outcomes

Pending	Eligible	Active	Exited - In Follow-Up	Exited - Closed
Participant Summary				
Participant Name Jim Smith		Date of Enrollment 08/11/2020		Expected Exit Date 11/23/2020
Current Age 40		Last Date Of Service 08/25/2020		Participant Id CMS000000023
		Number of Days until Auto-Exit 5 Days		
Post-Secondary Education/Training				
Enter school information for individuals enrolling in postsecondary education or training program leading a credential post exit				
ADD				
Education/Training Institution	Post-Secondary Education/Training Placement Date	Major Focus	Degree Expected	Type of Program
No Education Outcomes Available				
Employment				
ADD				
Employer	Date of Placement	Occupation Title	Job End Date	Hourly Wage
No Employment Outcomes Available				
Credentials				
ADD				
Credentials may only be recorded for clients who were enrolled in a credential related training activity.				
Credentials	Date Credential Attained	Name of Diploma	Credential Awarding Body	
No Credential Outcomes Available				
Measurable Skills				
ADD				
Measurable Skill Gains may only be recorded for clients who are enrolled in training				
Measurable Skills	Date Measurable Skill Attained	Notes		

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

Jim Smith

MANAGE OUTCOMES

Summary Services **Outcomes** Related Actions

Participant Summary

Pending	Eligible	Active	Exited - In Follow-Up	Exited - Closed
Date of Enrollment 8/11/2020	Participant Name Jim Smith	Expected Auto-Exit Date 11/23/2020	Participant Id CMS000000023	
Last Date of Service 08/25/2020	Current Age 40	Number of Days until Auto-Exit 104 Days	Date of Program Exit	Status Active
Outcomes				
2nd Quarter After Exit	Credential Attainment	Measurable Skill Gains		
• ✕ Not Available	• ✕ Not Available	• ✕ Not Available		
4th Quarter After Exit				
• ✕ Not Available				

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.

Jim Smith

MANAGE OUTCOMES

Summary Services Outcomes **Related Actions**

Participant Summary

Pending	Eligible	Active	Exited - In Follow-Up	Exited - Closed
Date of Enrollment 8/11/2020	Participant Name Jim Smith	Expected Auto-Exit Date 11/23/2020	Participant Id CMS000000023	
Last Date of Service 08/25/2020	Current Age 40	Number of Days until Auto-Exit 104 Days	Date of Program Exit	Status Active

Outcomes		
2nd Quarter After Exit	Credential Attainment	Measurable Skill Gains
• ✕ Not Available	• ✕ Not Available	• ✕ Not Available
4th Quarter After Exit		
• ✕ Not Available		

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).

Sally M Johnson

Summary Services Outcomes Follow-Ups **Related Actions**

Manage Follow-Ups

Participant Summary

Pending	Eligible	Active	Exited - In Follow-Up	Exited - Closed
Date of Enrollment 8/11/2020	Participant Name Sally Johnson			Participant Id CMS000000024
	Current Age 31			Date of Program Exit 8/11/2020
				Status Exited - In Follow-Up

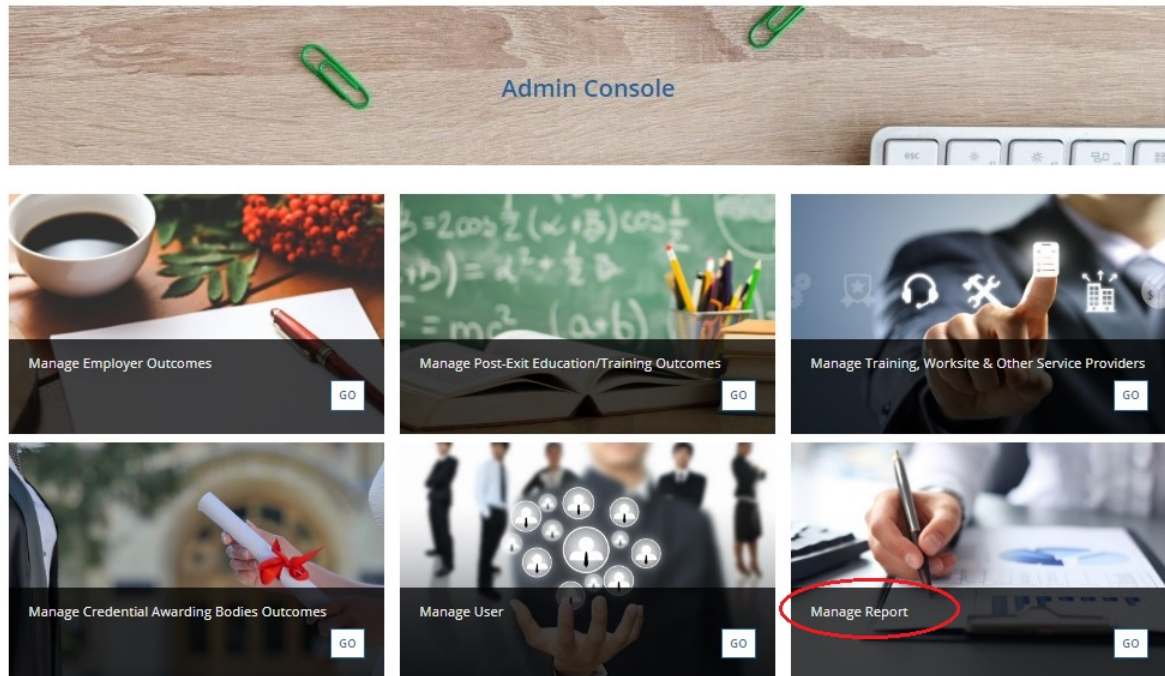
Follow-Ups

Quarter After Exit	Date of Follow-Up	Mode of Contact	Successful Follow-Up?	Employed?	In Education/Training?	Status
1st (10/1/2020 - 12/31/2020)	Oct 12, 2020	Phone	✓	✕	✓	●
2nd (1/1/2021 - 3/31/2021)						✕
3rd (4/1/2021 - 6/30/2021)						✕
4th (7/1/2021 - 9/30/2021)						✕

CLOSE

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:

A screenshot of the 'Generate QPR Reports' form. The title 'Generate QPR Reports' is at the top. Below it, a message says 'Please select a reporting quarter in order to generate the QPR.' There are two dropdown menus: 'Program Year *' with '2019' selected, and 'Quarter *' with '4/1/2020 - 6/30/2020' selected. Both dropdown menus are circled in red. At the bottom left is a 'CLOSE' link, and at the bottom right is a blue 'SUBMIT' button.

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.

Year

2017

Quarter

10/1/2017 - 12/31/2017

Your QPR is being processed!

Note that you still must certify your uploaded report(s):

Navigate to WIPS by clicking the icon in the upper right corner of the page to review and certify your report(s).

1. Checking and Correcting Errors in your Report File

Note: WIPS will send emails if you have errors in report file.

A. Go to step 2 if your report had no errors, otherwise proceed to B

B. Select **EDIT CHECK RESULTS** from WIPS tab bar

C. View errors by selecting numeric hyperlinks under **Total Errors** and **Total Duplicates**

D. Edit case(s) by returning to the Cases tab to correct errors if necessary. **Note:** This step is external to WIPS.

E. Resubmit Report

2. Reviewing your Uploaded Reports

A. Select **MY REPORTS** from WIPS tab bar

B. Select **Quarterly Reports** or **Annual Reports**

C. Find recent report uploaded under **Not Certified | Current Reporting Period** section

Note: Uploaded reports for earlier quarters will display under **Previous Reporting Periods** section

D. Open report by clicking hyperlink under **Status** in **Not Certified | Current Reporting Period** section

E. Confirm accuracy of information

F. Click **Certify** to send report for certification

Note: The associated **Quarterly Report** must be certified before the **Annual Report** can be certified

CLOSE

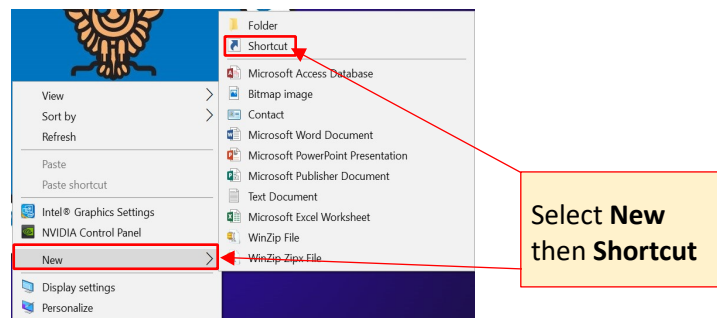
APPENDIX A

Steps for Creating a Web Browser Bookmark

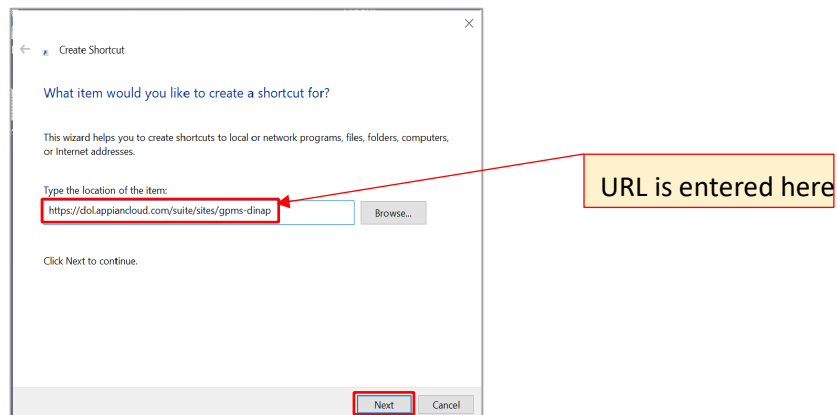
- 1) Right click the mouse on the desktop
- 2) Select “New” and then “Shortcut”

Steps for Creating a GPMS Desktop Shortcut

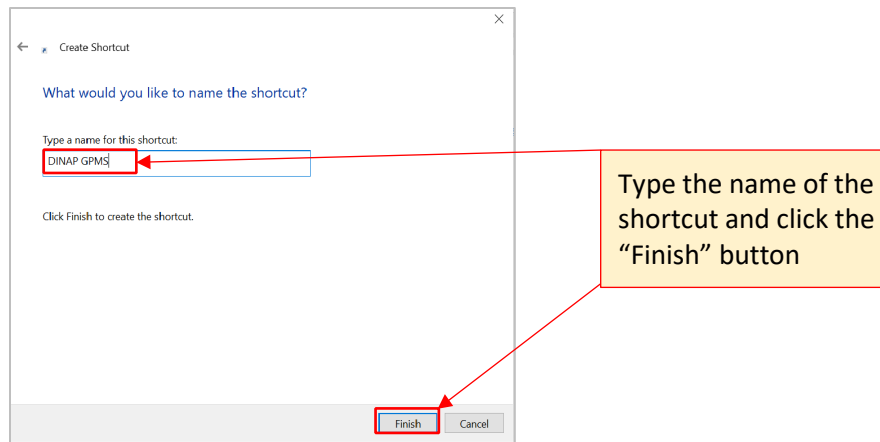
1. Right click the mouse on your desktop and select **New**, then **Shortcut**.



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.

