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Introduction to the Grantee Performance Management System (GPMS)

For DOL 2020 YouthBuild Grantees

Session 1

October 2021
Questions

• We will most likely not have time to get to all questions today.

• **Please enter questions into your chat window.**

• GPMS support will follow up with you after the training to address any unanswered questions.

E-mail the GPMS support team for help or to schedule additional training **GPMSupport@youthbuild.org**.
Approach for Today

• GPMS performance reporting and data entry perspective
• Different learning styles—aiming for the middle
• Know that you have ongoing support after this training
Considerations for Previously Funded Grantees: DOL YouthBuild 2019 and Earlier Grantees

- Previously funded grantees will continue to use the legacy MIS system for the entire period of performance for those earlier grants.
- Although terms and system functions may have the same name as the legacy MIS, the GPMS will have different processes and guidance.
Overview: Session One

• Grant Basics
  • Timing and Data Responsibilities

• Your Participants
  • Eligibility

• GPMS Fundamentals (data entry)
  • Enrolling New Students
  • Services
  • Outcomes
  • Exits
  • Follow-up

What we will not cover

• Non-required data entry steps
  Data entry easily found in the manual
  WIOA grant guidance
DOL YouthBuild Grant and GPMS Basics

• **40-Month Grant Timeline**
  - Up to 4 months of implementation
  - 2 years of programming (enrollment through exit)
  - 1 year of follow-up

• **Reports are due:** November 15, February 15, May 15, August 15

• **Participant performance data is reported in the GPMS**

• Each DOL YouthBuild grantee has one Grant Administrator GPMS User
DOL YouthBuild Grant and GPMS Basics

- Develop Program Strategies
  - Recruitment/Mental Toughness
  - Enrollment
  - Basic Skills Testing
  - Exit Policy
  - Exit Plan

- Create/Gather Data Collection Forms for:
  - Recruitment
  - Enrollment
  - Basic Skills Testing
  - Services
  - Exiting
  - Follow-Up

- Define Staff Roles
- Set Goals for the Cycle

**GOALS:**
1. All necessary data is collected.
2. Data is accurately entered on deadline.
3. Data is verified and used for program improvement.

**DATA MANAGEMENT**
- Continuously Review QPR to Check Data Entry and Gauge Progress Towards Goals
- Pre-Enrollment/Eligibility Data Collection and Entry
- Basic Skills Pre-Testing
- Enroll Students and Enter Test Scores

**CONTINUOUS IMPROVEMENT**
- Track and Enter Services [Ongoing]
- Exit Students
- Track and Enter Outcomes [Ongoing]
- Enter Follow-Up Records Quarterly for 4 Quarters After Exit Quarter

**QUARTERS**
- Q1
- Q2
- Q3
- Q4

**ON RAMP**
YouthBuild Participant Eligibility

To be eligible for YouthBuild, a student MUST BE . . .

- Between 16 and 24 on the enrollment date
- High School Dropout or an individual who was a high school dropout and subsequently re-enrolled

And one of the following participant types:

- Youth in foster care (including youth aging out of foster care)
- Offender
- Youth who is an individual with a disability
- Migrant youth
- Child of an incarcerated parent
- Member of a low-income family
YouthBuild Participant Eligibility

Eligibility Exception: up to 25% of enrollees can be . . .

- Youth with high school diploma/equivalency degree, but test basic skills deficient (below ninth grade level in literacy or numeracy)

- Youth referred by a high school guidance counselor or other school official—only if the YouthBuild program to which they are referred is a high school diploma-granting program

- Note: Both exceptions share the 25% exemption
YouthBuild Participant Eligibility: WIOA

Re-enrollment

• WIOA expanded eligibility from the Workforce Investment Act to include not just a school dropout, but also, any individual who was a school dropout and subsequently re-enrolled.

Guidance

• In effect, youth recruited after re-enrollment will be those in alternative education/ABE programs.

• Youth cannot be “co-enrolled” in secondary school and YouthBuild, so youth must be a high school dropout to enroll or be referred to the program by a school official and officially transfer out of the secondary school.
Additional Eligibility for Federal Programs

• If a participant is male and at least 18, they must document that they are already registered for Selective Service (if not already registered, assist them with registration).

• Selective Service registration is required for males to be served under Title I of WIOA, regardless of whether they are citizens or not.
Eligibility: Assessment

• At least one basic skills test is required for enrollment. Until you enter the assessment, the GPMS will not allow you to enter services, outcomes, etc., for that participant.
Services

• A service is an activity in which a youth participates or that a youth receives as an enrolled YouthBuild participant.
  • These are activities your program provides or facilitates through partnerships.

• The earliest qualifying service date establishes the enrollment date for your participant.

• The last qualifying service date establishes the exit date for your participant.
Services

- There are no set definitions for each service category but choose the one that best represents the activity you are trying to enter and try to remain as consistent as possible.

<table>
<thead>
<tr>
<th>Qualifying Services</th>
<th>Other Service Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Development</td>
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</tr>
<tr>
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<td>Training</td>
<td>Follow-Up Services</td>
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<tr>
<td>Workforce Preparation</td>
<td>Health Services</td>
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Services

Services can be entered individually, per participant, or assigned to groups of participants.

**Services must be entered every 90 days.**

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GPMS Data Entry Walk-Through

- **Logging in and Login.gov**
- **Full enrollment or “Active” status**
  - At Entry Demographics
  - Eligibility Information
  - Basic Skills
  - Services
- *Emphasis on how the system works*
- *Emphasis on steps and some required data points*
Participant Outcomes

- Employment Placements
- Educational Placements
- Certificates and Degrees
- Measurable Skill Gains

Data Entry Guidance

- Outcomes will be entered while participants are active and while in Follow-up.
- Outcomes may be backdated in the GPMS.
Auto-Exits

• Participants that have gone without qualifying services for 90 days will be auto-exited from the GPMS.

• After auto-exit, the GPMS will assign a program exit date that is equal to the date of the last qualifying service.

• Exits cannot be entered in real time by users.

• The GPMS will perform the auto-exit based on the most recent qualifying service dates.
Auto-Exits

- There are **no** successful or unsuccessful exit designations.
- All auto-exited participants are required to have Follow-up reports entered/documentated, demonstrating at least one attempt to obtain Follow-up information per quarter (for four quarters of Follow-up).
Manual Exits

• Manual exits can be used if your participant can no longer continue active programming because of one of the reasons listed below.
  • Manual exited participants do not have Follow-up and are not counted in program performance indicator outcomes.
  • Manual exits will have extra documentation requirements.

• Institutionalized (including incarceration)
• Health/Medical
• Deceased
• Reserve Forces called to Active Duty
• Relocated Due to Foster Care
Re-enrollment

• Exited participants may be re-enrolled in the GPMS. Re-enrolled participants must be entered as a new case and have a number 2 added to the end of their last name to designate the second enrollment of that participant (Example: Erin Smith2).

• When considering re-enrollment, please remember that if the participant is anticipated to return less than 90 days after exit, the case should not be exited or re-entered as a new participant in the GPMS (and if already exited, the grantee should submit an exit modification request to return the participant to active status).
Re-enrollment

• Although grantees are able to re-enroll participants, DOL grantees may not serve any one participant for longer than 24 months in total and may not serve participants with commingled grant funding (from multiple grant cycles). See Training and Employment Guidance Letter 02-10, Change 1 for further information on the separate grant cycle funding requirements.
GPMS Data Entry Walk-Through

• **Outcomes**

• **Exits**
  - Auto-exits
  - Manual exits

• **Follow-Ups**
  - *Emphasis on how the system works*
  - *Emphasis on steps and some required data points*
15 Minute Break!
Introduction to the Grantee Performance Management System (GPMS)

For DOL 2020 YouthBuild Grantees

Session 2

October 2021
Overview: Session Two

Understanding WIOA Performance Indicators
- Defining the Indicators
- Program cycle visualization

GPMS Reporting Fundamentals
- Submitting and Certifying the Quarterly Performance Report (QPR) and the Quarterly Narrative Report (QNR)
- The Workforce Integrated Performance System

What we will not cover
- In-depth report format and timeframes
- Report points easily found in the manual
- WIOA grant guidance
Reporting Basics: Grant Administrator Users

• Each grantee has **one** Grant Administrator user.

• This is the only user with the user privileges to submit and certify the quarterly reports.

• This user account is established by the DOL National Office and cannot be changed or deactivated by grantee level users, as this must be done in partnership with DOL.

• Grant Administrator user access will be sent out from DOL soon.

The first report your grant is due by **November 15, 2021.**

Other GPMS User Roles

• Grant Supervisor
• Case manager
• Read-only
WIOA Performance Indicators

- Education and Employment Rate – Second Quarter After Exit
- Education and Employment Rate – Fourth Quarter After Exit
- Credential Attainment
- Median Earnings – Second Quarter After Exit
- Measurable Skill Gains
- Effectiveness in Serving Employers

Each measure counts an **outcome** made in a specific **timeframe**.
Education and Employment Rate in the Second Quarter After Exit

**Definition**

- The percentage of participants who are placed in employment, postsecondary education, military, or long-term occupational training in the second quarter after exit.

**Considerations**

- Subsidized employments and internships do not count as placements, but rather would be entered as program services.
- Performance goal is established in your grant Statement of Work.
Education and Employment Rate in the Fourth Quarter After Exit

Definition

- The percentage of participants who are placed in employment, postsecondary education, military, or long-term occupational training in the fourth quarter after exit.

Considerations

- Subsidized employments and internships do not count as placements, but rather would be entered as program services.
- Performance goal is established in your grant Statement of Work.
Credential Attainment

Definition

• The percentage of program participants 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.

Secondary School Diploma and Equivalencies

• Program participants who attain a secondary school diploma or its recognized equivalent shall be included in the percentage (numerator) only if such participants, in addition, are placed while active or within one year after exit from the program.
Credential Attainment: Definition of a Certificate

- Awarded in recognition of an individual’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation.
- Technical/occupational skills are based on standards developed/endorsed by employers.
- Certificates awarded by Workforce Development Boards and Work Readiness Certificates are not included.

Considerations

- Performance goal is established in your grant Statement of Work.
- TEGL 15-10 and TEGL 10-16, Change 1 provides more guidance.
Median Earnings - Second Quarter After Exit

**Definition**
• The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.

**Calculation**
• The “Median” is the middle value in a series of numbers that are arranged from smallest to largest. If there are two middle values, the median is the average of the two.

$2,000
$2,300
$4,100
$5,000
$6,300
Measurable Skill Gains

Definition

• 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 toward such a credential or employment.

Calculation

• This indicator is counting participants that are active in a given program year and that make one of the five measurable skill gains types in that same program year.
Measurable Skill Gains: Skill Gain Types

- Literacy and Numeracy Gains (one educational functioning level gain)
- HSE/HSD Attainment
- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit’s academic standards
- Satisfactory or better progress report towards established milestones, such as completion of on-the-job training or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams
Measurable Skill Gains: Program Year

- This indicator counts participants who, during a program year, achieve one of the five measurable skill gains.
- Participants need to be active for at least one day in the Program Year (July 1 through June 30) to be counted in this indicator.

DOL Program Year

- **Q1**: July 1 – Sept 30
- **Q2**: Oct 1 – Dec 31
- **Q3**: Jan 1 – Mar 31
- **Q4**: Apr 1 – June 30
Effectiveness in Serving Employers

Definition

- The percentage of participants who are exited and employed with the same employer in the second and fourth quarter after exit; it does not need to be the same position.

- Grantees must use wage records or supplemental wage information to identify whether a participant’s employer wage record indicates a match of the same establishment identifier (such as a Federal Employer Identification Number (FEIN) or State Tax ID) in the second and fourth quarters.

Considerations

- Subsidized employments and internships do not count as placements.

- Performance goal is established in your grant Statement of Work.
Visualizing Outcome Timing

YOUTHBUILD PROGRAM

Exit Nov 21st

Enrollment: July 2021

Dec 2021

Follow-up: January 2022 through December 2022

Follow-up: April 2023 through March 2024

START

Exit Feb 10th

Placed Jan 1st

Placed Apr 1st

Placed Oct 20th

FOLLOW-UP

Q1

Q2

Q3

Q4

EXIT QUARTER

START

Attained HSD

October 21st

Enrollment: June 2022

Feb 2023

Follow-up: April 2023 through March 2024
Grantees are required to submit and certify two performance reports and one financial report each quarter, covering these areas:

<table>
<thead>
<tr>
<th>Performance (Quantitative)</th>
<th>Narrative (Qualitative)</th>
<th>ETA-9130 (Financial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Quarterly Performance Report (ETA-9173)</td>
<td></td>
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</tr>
<tr>
<td>• Joint Quarterly Narrative Performance Report (ETA-9179)</td>
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</tr>
<tr>
<td>• Certification is done in the Workforce Integrated Performance System (WIPS)</td>
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<tr>
<td>• *ETA-9130 (submitted separately through ETA reporting system)</td>
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</tbody>
</table>

Quarterly Reports Due

• Q1: November 15
• Q2: February 15
• Q3: May 15
• Q4: August 15
Reporting Workflow Basics:
Workforce Integrated Performance System (WIPS)

- Performance data is entered and stored in the GPMS.
- QPR is data is generated within the GPMS and exported to WIPS for processing.
- The QNR is a report that is completed within WIPS.
- Grantees review and certify the QPR along with the QNR in WIPS.
  - WIPS access is established for Grant Administrator users of the GPMS.

The first report for your grant is due by

November 15, 2021.
GPMS and WIPS Walk-Through

• Generating the QPR
• Reviewing the QPR in WIPS
• Completing the QNR
• Certifying Reports in WIPS
  • Emphasis on how the system works
  • Emphasis on steps and some required data points
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**GPMS Support Services**

- **Email and Telephone support**
  - Monday – Friday 9 a.m. – 5 p.m. ET

- **Weekly System Trainings**: Covering required data entry and report submission process.
  - Tuesdays at 2 p.m. ET
  - Thursdays at 11 a.m. ET

- **Data Reviews**: Covering data entry, reporting and data management issues.
  - Scheduled independently
Resources

TEGL 10-16, Change 1, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs:

TEGL 26-16, Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act:

TEGL 14-18, Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL):
Upcoming Events

OSHA 510 Occupational Safety and Health Standards for the Construction Industry  
October 25-29, 2021

Grantee Performance Management System (GPMS) Reporting Training  
November 3, 2021

Grantee Performance Management System (GPMS) Reporting Training  
October 27, 2021

NCCER Instructor Certification Training Program (ICTP)  
November 12-22, 2021

OSHA 500 Trainer Course in OSHA Standards for Construction  
November 1-4, 2021
Thank You!