**Workforce 3One**

**Transcript of Webinar**

**H1-B Performance Reporting Webinar:**

**HUB Updates & Preparing For Final Reporting**

**Thursday, October 8, 2015**

*Transcript by*

*Noble Transcription Services*

*Murrieta, CA*

BRIAN KEATING: And without any further ado, I'm going to turn things over to our moderator today, Kevin Mauro from High Impact Partners who is working with the Department of Labor Division of Strategic Investments. Kevin?

KEVIN MAURO: Thank you, Brian. Hello, everyone. Welcome to today's webinar on performance reporting for H-1B, TST and, and JA grantees. Today we'll be covering a number of topics including an update to the aggregation rules and the HUB system. As Brian said, I'm Kevin Mauro from High Impact Partners.

I'm joined today by my colleagues, Megan Baird, Ayreen Calimquim, and maybe later we will also be joined by Waqar Ahmad from the H-1B performance reporting assistance team. So let's get started.

Today we will be covering three topics that will aid you as you prepare your next quarterly performance data report. First, we will go over some important updates to HUB aggregation rules that will affect the way a number of data elements are tallied.

Next, we will give you some technical assistance that will aid you in preparing your final data file, including some basic information about the end of your grant cycle and ensure that participants are being completed as well as the importance of post-participation follow-up and tracking.

Finally, we will talk about maintaining what we like to call data momentum. We will show you how to use data-driven decision making and performance analysis tools that capture performance data and can help you promote a program after the grant ends.

So the first thing we'd like to talk about are some updates to the aggregation rules in HUB. This will not affect the way you submit your data at all, but it may change some of the aggregated values listed in your generated QPR form. To talk a little bit more about this is our colleague Megan Baird.

MEGAN BAIRD: Thanks, Kevin. So before we move into the presentation we did want to make a note of why we are changing the aggregation rules just for these three elements on the screen. And for these three elements the aggregation wasn't fully accounting for all the data that you uploaded into the HUB system, and it was aggregating the data incorrectly by one quarter. So the data still got reported, but it was a one quarter delay when it should have appeared.

And what that means is that you should have had an exiter appear in the quarter ending March 31st, instead of appearing in that quarter, it wouldn't appear until the June 30th report. So we have fixed that, and the new rules shift the aggregation time period to the correct quarter. And what you are going to go ahead and do is when you submit your September 30th quarterly progress report, these new aggregation rules will correct these fields.

Grantees do not need to do anything outside of their normal uploading data into HUB and submitting your quarterly progress report. We're just fixing the aggregation rules to make sure that there is not that one quarter delay for these three data elements and when your data appears.

So the data that you've been submitting is still there. Your QPRs are still there. You don't need to do anything different other than what you do every single quarter, and letting you know that the 9/30 report will have the correct aggregation rules. We will also be sending out written communication detailing what I just talked about, and if you have any questions, not only you could enter them into the chat function or you can always follow up to the information that we send out.

But we really do want to make sure that you knew going into the webinar today that there's nothing special that you have to do. It's to continue to submit your reports as you've been doing every single quarter.

MR. MAURO: Thank you, Megan. So changes to the aggregation rules in the HUB system will only change how the following elements of your QPR ETA Form 1205-0507 are populated: B1, total exiters, E3, number entered unsubsidized employment, and E3a, the number entering unsubsidized training-related employment.

So let's walk through exactly what this means. This slide shows the first of the rule changes. This update affects the totals reported in QPR Section B, Line 1, the total exiters for your grant, and it updates the columns for previous quarter, the current quarter, and cumulative grant to date. A complete list of all the aggregation rules can be found in the community of practice.

As you can see, the rule on the previous quarter was changed from counting the number of records where date of exit, which is data element 302, is in the previous quarter to counting the number of records where date of exit is in the quarter before the previous quarter.

Similarly, the rule in the column for current quarter changes from counting the number of records where the date of exit is in the current quarter, which makes sense, to counting the records where date of exit is in the previous quarter. The last column for cumulative grant to date similarly changes the count from all records where date of exit is before the end of the current quarter to before the end of the previous quarter.

Because of the way the HUB system interprets these aggregation rules, it was necessary to clarify the rule language so the system would aggregate the number of exiters in the correct time frame. As a result you will most likely see an increase in your numbers across each of these three columns, but let me explain why this rule language was changed.

This rule update requires us to make an important distinction. To understand these changes, you must remember the difference between the date of exit and the exit date. The date of exit is expressed when you update the date that the participant exited his or her program within the participant records in your data file.

After a participant stops receiving grant-funded services, you must wait 90 days to confirm a participant is no longer receiving grant-funded services and has exited the program. For example, a participant receives his or her last grant-funded service on March 1st, 2015. You must leave 90 days to confirm that they did not receive any services after this date before you can report this date of exit as March 1st, 2015. Therefore, a participant with a date of exit of March 1st, 2015, the date of exit would not be reported until the quarter ending September 30th, 2015. Here is the important part.

Participants are exited 90 days after the last date of service, and the old HUB aggregation rules the date of exit is usually a date that occurred in a previous reporting quarter. As a result HUB never reported participants that exited in the current quarter. The date of exit that grantees record in their data files is now reported in the most recent quarter because HUB is aggregating exits that occurred in the previous quarter, which is the most recent reporting period.

The exit date is the date that HUB reports the exit on the QPR form. This new aggregation rule ensures that HUB will accurately report exiters in the current reporting quarter by capturing those participants that were exited in the previous reporting quarter. This brings us to a frequently asked question about reporting the date of exit.

Does HUB retroactively exit a participant who has not been active for more than 90 days? When exiting participants, is the date entered supposed to be the date of their last service or the date the grantee exited them from the program? The HUB system does not automatically exit participants after 90 days without grant-funded services.

Grantees will enter the date of the last grant-funded service that was provided to participants in order to indicate the participant has exited from their program and for the information to appear on the QPR form. A participant who completed their program of study may continue to receive certain services funded by the grant program as described in the statement of work.

If a participant is no longer receiving grant-funded services for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the grant. Data element 302 is used to record the date on which the participant receives the last grant-funded service.

So to reference, here is where this information appears on your QPR. The first thing to note is that this QPR was generated in a test environment and does not depict actual grantee data. This is for purely illustrative purposes only. That being said, the changes to Section B, Line 1, which affects total exiters, will be seen here. Please note the updated rule change does not change who is counted as an exiter, but rather it merely changes the time frame in which HUB is counting those participants.

This slide demonstrates the other related rule changes. This update affects the totals reported in QPR Section E, Line 3 and 3a, which count the number of participants who have entered unsubsidized employment and the number who have entered unsubsidized training-related employment.

These rule changes also update the same columns for the previous quarter, the current quarter, and the cumulative grant to date, but the language changing the time frame that is being aggregated is the opposite of the rule change I went over previously.

Because these employment elements do not have the 90-day requirements of the date of exit, this language is simplified and now reflects the previous quarter, current quarter, and cumulative grant to date accurately. Before HUB was reporting employment outcomes up to the previous quarter. Now, HUB will report employment outcomes in the quarter in which it occurred.

Again, this QPR was generated in a test environment and does not depict actual grantee data, but as you can see this is where those changes will be reflected in your QPR form. Again, the updated rule does not change the definitions of who is counted as entering employment in either category, but rather it fixes the time frame in which HUB counts those participants.

So to recap, the effects of these rule changes aggregate an additional quarter of your reporting data into these data element totals for each time period compared to the total under the previous aggregation rules. It does so by changing the time period in which it aggregates each column based on the rules of that data element, and this will ensure that your QPR will now accurately reflect your outcome total, which is probably making you ask yourself what does this mean?

Well, a few things. It means that HUB is changing the time period in which it aggregates each column, but the columns on your QPR that count the previous quarter and the current quarter, these will now each reflect correct totals for those time periods. This update will allow the QPR data that you submit to be even more up to date, which will make the cumulative grant data a better reflection of your progress.

But most importantly it means that you do not need to do anything differently. You will continue to upload your participant data just as you always have. Additionally, you do not need to retroactively upload any of the data from your previous quarters. These changes only apply to your data moving forward from this current reporting quarter.

Of course, as always, please review your data and reports for any inaccuracies, and let us know if you encounter any technical issues or errors. It is also important to remember because these new aggregation rules will not be updated in the HUB database until around October 30th, to ensure that your data is aggregating according to the new rules, you will want to upload your data file – you will not want to upload your data files until around then.

At this point please enter any questions you may have into the Q&A area of the chat room. We'll try to answer as many questions as we can throughout the course of the webinar.

AYREEN CALIMQUIM: Hi, everyone. This is Ayreen, also with High Impact Partners supporting the Department of Labor. We're quickly just going through the questions here that are posed to us. For the person that asked, "Please define column C again," if you could please let us know if that is in reference to the date of exit or total exiters or if it's – if your question applies to number entered employment. And we should get back to you in a few seconds to respond to your questions. Great. Thank you so much for that, Brian. So the first question posed was, "What happens if a participant exits and returns 180 days later?" And this is certainly a question that has been posed to us previously before. This is an individual that has completed your program and no longer receives grant-funded services. You completed them. They were exited.

However, if they do return after exit, that individual is certainly someone that you would have to first assess whether or not they are right for your program and also you would have to enroll them as a new participant.

So this is something that we ask you to talk with your FPO in more detail to really ensure that this participant can be served and certainly knowing that for some of those that are closing out your grants, really need to make sure that this individual that returns for training can continue to be served and completed the training in order for you to capture that person's employment or program completion outcome. So it looks like questions two and three are pretty much the same in talking about defining column C for cumulative grant to date. And essentially here the cumulative grant to date columns in your QPR form will always capture all those participants served up to this most recent reporting data. If there is a follow-up clarifying question to that for employment outcomes, let us know. But for total exiters the cumulative grant to date aggregation rule is referring that back to Kevin.

MR. MAURO: Sure. The new rule change just says that it will capture everything. It used to say – and if you're talking about Section C, Line 3 and 3a specifically, the way the language was worded before, it had said that it was going to go in the quarter before the current quarter, which is incorrect. We just wanted to collect all the information up to the end of the current quarter, which should bring you – your totals up to date.

MS. CALIMQUIM: And the next question here, "Please repeat again on when data files should be uploaded." So the changes to the HUB aggregation rule will be active after October 30th. And so if you do have – at this point you can access HUB to check your data files and resolve data file errors.

However, any QPR that is generated from any data file uploads that you conduct up until October 30th, please wait until November 1st to re-upload that data file that passed to generate a new QPR form that will then have these aggregation rules implemented in the HUB system. So to repeat, you can still upload your data files and resolve data file errors. However, any QPRs generated before October 30th, those QPRs should not be submitted and certified. You should wait to generate a QPR after October 30th, and the QPR generated after that date will reflect the new changes in the HUB system.

MR. MAURO: All right. Thanks.

MS. CALIMQUIM: There is some more. "What if you've already uploaded the data file for 9/30?" Yes. You're correct. You don't need to update this data, or you don't need to re-upload this data file until 10/30 so that you can get the QPR generated that has the correct outcomes reported in your QPR form.

The next question is a great question. "Can you please provide us with an example of a QPR form that was generated under the old aggregation rules using the same data in your examples that we can compare it to?" That's a great question. At this point it's something that if you want to see a comparison of QPRs that have been generated using this old system and new system, it might be helpful if you did that using your own data and making sure that, if you do generate a QPR form now using your data files, when you upload a data file after October 30th, you should be able to see the changes in the way your outcomes are being reported.

MR. MAURO: There's a question on here that says, "Will we be notified when new HUB rules are updated, and is it okay to upload data files?" It's certainly okay to upload data files if you want to do some data checks and to make sure your formatting is all right. We ask that you don't certify your data until the new rules take effect, which should be sometime around October 30th. We will have some written guidance coming out in the next week to specifically give you some more information and some more detail about some of these more logistical issues.

MS. CALIMQUIM: Great. And the next question is to talk about the common performance measures in the QPR in Section F. You are correct. The last two reports common measure outcomes have not yet been populated into the HUB system. We will – there's a few things that we're doing from our back end to ensure that common measure outcomes will be reported in your reports as of now. We're still resolving that and won't be able to produce common measure outcomes until the next reporting quarter.

MR. MAURO: Someone has asked if there will be any error files. "There were no error files last quarter. Will there be error files this quarter?" And the answer is no.

MS. CALIMQUIM: So to elaborate, we did not make any edit check rule to the data elements. So any – if you have a data file that's produced no errors in the last reporting quarter, there should be no errors in this reporting quarter, if you did not make any updates to your participant data.

MR. MAURO: Someone has asked, "Is column A just the previous quarter or the cumulative of the previous quarters?" The answer is that is just the previous quarter, and the reason that column is there is to give it – you a chance to compare those numbers against the current quarter and give you a really brief snapshot of how you're doing recently.

MS. CALIMQUIM: Correct. The column A will never be a compilation of all previous quarters' outcomes, and if you were to add up column A and B, it would never add up to column C of your cumulative grant to date outcomes. That was a great question.

MR. MAURO: The last question is, "Just to be clear, if we've uploaded the file already and a QPR has been generated, do we need to upload the data file again after October 30th, or will a new QPR automatically be generated?" You will need to upload your data file after October 30th.

The reason is because if you've uploaded a data file in the last week, the upload was checking and generating according to the old rule which have been in place all along, and we would like for the new rules to be reflected in your QPR starting with the next report that you generate. So there will not be an automatic generation of a report. You do have to go ahead and upload that file again, but again, you are able to check for errors in the meantime.

So if you can get a report back with no errors, you should expect the same result after the rule changes have taken effect.

MS. CALIMQUIM: Great. Why don't we go ahead and move to the next portion of our presentation? Please continue to drop in your questions in the chat window, and later towards the end of our presentation we'll be sure to address your questions once again. Kevin?

MR. MAURO: Well, some people sometimes say the end is really only the beginning. In this section we hope to give you a basic understanding of what to expect as your grant cycle reaches its conclusion. We will also talk about the importance of completing your participants, which is sometimes overlooked by grantees when submitting their data into the HUB system. Finally, we will give you some resources for participant tracking and follow up and talk about why they're important for the health of your performance reporting.

All grants must eventually come to an end. For some of you this may be sooner than others, but it never hurts to start thinking about what that process is going to look like and to start planning for the life of your program after the period of the grant closes. So broadly speaking, what can you expect in this process?

Well, prior to the end of the period of performance, you must ensure that adequate staffing is available to complete performance reporting even after your grant's close date, and this includes a continuity plan. You should make sure right now that your organization has a continuity plan in place. If there is any staff change-over during this closing time, you must ensure that new staff is not just available but is trained on how to submit performance reporting data to HUB.

This includes making sure new staff is aware of where the performance data files exist, where your previous data files that have been uploaded to HUB are, how to access them, how to update them, and how to upload them. And this should go without saying, but make sure someone has access to your PIN and password. Maintaining a continuity plan may be the most important thing you can do as your period of performance winds down.

There are a couple more general things to know about the end of your grant. The closeout period takes place during the 90 days following the expiration of the grant period. During that time a grantee must pay bills incurred during the award period. For example, you would pay staff salaries accrued during the period of performance – (inaudible) – for which payday falls after the end of the grant.

But no additional costs may be incurred after the expiration of your grant. But remember, if the signatory authorized representative has since changed from the inception of the grant to the closeout, please reach out to your FPO to update that information as soon as possible.

For additional specific information on this process, please visit ETA's grant closeout page at this link where you can find resources such as the grant closeout system link, a grant closeout system and user manual, the grant closeout FAQ, and a closeout handbook. And also keep in mind that it's your FPO who officially closes your grant. Please work with him or her as you wind down the final days, weeks, and months of your grant. The national office will be available to support grantees and offer performance TA as you create your final report.

As you are coming to the end of your grant period, ensure that you've entered training and program completion dates for your participants. The program outcomes and performance indicators are dependent on dates being provided for data elements 302 and 304, date of exit and date of program completion respectively. We received many grantee inquiries about discrepancies between program outcome totals on the QPR compared to internal tracking numbers.

And the most common solution to the discrepancy is that many participants have not been marked as completed. So as a reminder, HUB does not automatically complete your participants. You must go into every participant's records and complete their training yourself by entering the date of the last grant-funded service provided to the participant.

And just to refresh your memory, these are the definitions of program completion and program exit as taken from the H-1B's Reporting Handbook Version 3.3. I won't read you the entire definitions right now, but it's critical that you're familiar with all of these technical details of these two data elements. Of course these definitions are not only found in the reporting handbook, but this webinar will be available in its entirety as well.

That brings us to another frequently asked question. When should a program completion date be entered? After the first training activity or after a participant has completed all training available and is still receiving services? Typically a training participant is considered a program completer when they have earned all the formal award units needed toward attaining the degree, certificate, or certification that the program is providing and meets the goal of their program enrollment.

If multiple trainings are offered as a part of program activities, then it is anticipated that all program activities are completed prior to program completion. An individual can still be considered a program completer and continue to receive grant-funded services that are non-training related.

The date of program completion is entered when a participant has completed all of their training requirements, the 400 series data elements. Data element 304 is used to record the date on which the last education or job training activity funded by the program or partner program is received by the participant which completed his or her program.

We have a document posted to the community of practice with answers to a number of performance-related FAQs, but we will include a link to those FAQs on the resources slide. You may have already downloaded it when you were waiting in the lobby. Let's took a look at one of those questions here. Will the HUB system begin accepting the end quarterly reports prior to the end of that quarter?

While grantees may access future reporting quarters in the HUB system to test data files and resolve data file errors, however the HUB system will not allow grantees to submit and certify a report until it is the most current reporting quarter. Grantees will have a 45-day period to submit and certify their report. Grantees should follow the usual quarterly reporting schedule for the final performance report.

Your last quarterly performance and narrative report will also serve as your final performance report as noted in the H-1B Performance Reporting Handbook located on the H-1B community of practice. Remember, for the coming reporting period only, you will want to wait to upload and certify your data until the end of the month once all the upgrades have been completed in the HUB system.

As you're preparing your data, please do not forget to track and verify employment outcomes for your unemployed participants. Grantees are asked to have systems and processes in place to work with their training providers and employer partners to track and verify employment outcomes for each training participant for three quarters after program completion. With these systems in place, participant follow-up should be relatively smooth.

Again, just to refresh, entered employment outcomes for unemployed participants are reported on the QPR form if the individual entered employment in the first quarter after program completion. The aggregation rule for entered unsubsidized employment in your QPR form requires the following data elements have either a date or a code value entered in each data element field, data element 304, date of program completion, data element 200, employment status and participation, and data element 501, employed in the first quarter after program completion.

For participants who enter employment in the first quarter after program completion, employment retention is reported using data element 511 and data element 521 and will be reported in the QPR form Section 3e, 3b, retained employment. You may notice that this is one of the outcomes that has one of the new aggregation rules that we talked about earlier.

Even if participants don't enter employment in the first quarter after completion, you must enter a code value in your data file as part of your data reporting. Employment outcomes for participants that enter employment in the second or third quarter may be reported in data element 511 or 521 respectively, and you should report these outcomes in your QNR.

Of course don't forget incumbent workers. You need to ensure that all training and completion dates for incumbent workers are entered into HUB before submitting your last report. Employed participants that retain their current position are tracked and captured at the first, second, and third consecutive quarters after program completion.

This information is reported in data elements 504, 515, and 524 for employed workers. This information will not be reported in the QPR form until the third quarter after program completion and only if the individual retains their information for all three quarters. Employed participants that advance to a new position are tracked and captured in the reporting quarter that the participant's advancement occurs, which could be in the first, second, or third quarters after program completion.

These outcomes are reported in data elements 505, 515, and 525 depending on the quarter on which the individual advanced to new employment. The systems used to track and verify employment outcomes should be used for all of your completed and exited participants.

Of course completing and exiting your participants is not the end of their records within your data system. It's equally important to maintain a relationship with your participants and record their employment outcomes after they leave your program. At this point most of you have seen several webinars and presentations at least about participant tracking and follow-up.

So you know how important it is to your current and continued success of the grantee. So we'll not go over those tips and tricks for follow-up again here, but I will show you some of the resources that are available if you wanted a quick refresher.

To that end, there's a resource brief on the community of practice link here as well as a PowerPoint presentation and a webinar recording that have extensive tips and tactics to aid you in your participant tracking and follow-up activity. It's worth noting at its core effective participant tracking and follow-up after program completion requires addressing participant needs at every stage of your grant from program design through evaluation. Participant tracking and follow-up does take effort. There is no better reflection of your program's effectiveness and accurate employment outcome reporting.

MS. CALIMQUIM: And before we continue to the next section, why don't we go ahead and take this time to respond to some of the questions that have come in? If you do have questions, please go ahead and continue to drop them into the chat window.

The first question that was provided is, "Will you provide a webinar on closing out a grant and covering reporting?" This is the webinar on supporting you for performance reporting as your grant comes to a close. The specific closeout – if you have specific closeout questions, please refer those to your FPO. We will be providing follow-up technical assistance to those grantees that do require a little bit more one-on-one support to support you in your closeout for performance reporting. So please also be on the lookout for those TA activities.

The next question is, "What if participants are not completed with their training when the grant ends? Do we still put program – (inaudible) – even though they have not technically completed?" And the answer to that is no. When you are reporting participants that have started your training, we do want to capture the period of performance in which your grant was awarded.

So if you have a participant that started training, however when your grant ended you do not have a program completion date for that person, you will not be able to count for their program completion in addition to any training outcomes related to that training, any employment outcomes or credential attainment. And this essentially is a training design issue that you should have worked closely with your FPO to really ensure that any participants that are enrolled in your training can be provided the full amount of services up until your grant closes.

The next question is, "How can you expect continued performance reporting without funding? What happens when staff are funded only from the grant and then terminated when the grant ends?" And this is certainly something that we would really hope that you have the – are starting the continuity plan in place to ensure that the staff that you do have remaining to work on the grant to help close it out is really aware of all the nuances to submit your final data report.

So the next question is, "If a participant completes the courses in the grant-funded program but not the entire program, are they still viewed as a completer?" So this is something where you should really talk to your FPO about to determine how you define a program completer within your program. So you have the training portion of your grant, and if the individual completed all the courses required for that training, they may be considered a completer.

But please run that through with your FPO. If they are still receiving other grant-funded services but training is completed, you can complete them and still continue to provide services such as job search support and resume building and networking support. You can count them as a completer and begin to report your employment outcomes and any credential attainment outcomes.

The next question is, "What happens when training numbers exceed the amount of training we have available in the HUB system?" Sounds like you have a student that has training activities number four, and you are correct. They will not be reported using the current HUB reporting system.

At this point the way the HUB system was designed, you can record three training activities and within each training activity you can list up to three types of training that occurred for that activity. If there is a way that you can group your training to fall under one of those three allowed training activities, you'd be able to count the type of training that is reported in your data file.

MR. MAURO: And always, if you can't group it in any type of other way that would make sense, you're able to report that in your narrative report.

MS. CALIMQUIM: The next question is, "For incumbent workers, are they considered retained if they worked even just one day in the first quarter after completion?" As we went over earlier, our definitions for incumbent workers – our reporting definition for retention employment – for retained employment for incumbent workers is that they must have retained three quarters – they must have retained their position three quarters after program completion.

So the HUB system, if you do report that the individual retained their position in the first quarter, they will not be reported in the QPR form until after three quarters in which you were able to track that they retained their employment for that amount of time.

The next question is, "If the grant ends and the participant has completed their training but does not have a job, how do you report it?" That question here you don't – you are not able to – since you did not capture an employment outcome for that individual, you are not going to be able to report that in the HUB system. Certainly in your QPR we'll see the number of completers that have finished your program and then can certainly compare that to number of employment – participants that received employment.

"What happens if the participant completes but haven't exited?" The participant that completed their program will account towards your program completion outcome. Your exit – if you do not have the window available to capture program exiters, those participants that have completed the program will be captured in common measure outcomes.

We're just reviewing a couple of the other questions that have come in, if you could just hold on for another quick minute.

There's a question here about a grantee providing OJT training. I think this question is certainly something that we would have to work directly with your FPO, and really it's just – there's numerous factors that I'm not quite aware of right now to respond to your question. So we should certainly talk through this with your FPO.

The next question is, "Can part-time or temporary employment be counted as an employment outcome?" This is also something that you're going to have to circle back with your FPO to ensure that this is something that you can count as employment. Usually the purpose of our H-1B discretionary grants is to support those participants that have been unemployed and are needing to go back into a full-time job that is commensurate with their previous experience and the previous wages that they received.

So in this case part-time or temporary employment – temporary employment placement may not necessarily meet the requirements of how we designed the H-1B grant program.

And we're still reviewing your questions, if you can just give us another minute.

MS. BAIRD: So this is Megan again. These are some really great questions that you all submitted. So we're just going to go through – start at the ones that just come in, and if you submitted a comment and I've – question and I've misinterpreted what you're asking, please feel free to clarify in the comment field.

"In terms of the grant closeout, how are the three quarters of follow-up impacted when the grant is officially closed out? Are we still responsible for doing follow-up past the final reports?" The answer is you are only – we're only able to ask you to report outcomes achieved within the grant period of performance. So anything that occurred after your grant end date, an outcome will not be reported to the department in HUB on the – and you would not upload data for outcomes that occurred after September 30th.

What you could do, if you want – it is not required – if you happen to collect outcomes while you're preparing your final report, so in that 45-day window if someone gets a job, you still can't put it in HUB because that is tied to your grant period of performance. You're welcome to note it in your narrative report, but again, grantees are not required to report on any outcomes that occur after your grant period of performance.

"How are participants that are exited as global exclusions reflected in the total served for the aggregation rules?" I think this means those individuals that had a reason for exit that was one of the exclusions like they may have passed away, had a health issue, they were recalled to the military. If that's what the question is not, please feel free to type that in there. That code is purely used on our end for common measures that we track, social security numbers to see if someone got a job and kept the job after exit.

The reason we track those codes is because if someone is unemployable, which is basically what all those exclusions mean, if you are in the military, if you have health issues, there's a couple of options there. But you're basically stating that that person that exited is not employable and should not be included in the calculations for common measures. It has no impact on the number of exiters you report on your form. It's purely to let us know at the department that we should not be tracking common measure results for that specific individual.

"If an applicant can't be tracked by our state database, can the participant self-attest to employment?" Self-attestation may be an allowable and appropriate way to track an employment outcome measure. We do ask that you really talk with your FPO if you have questions on how you're documenting an outcome measure. Typically self-attestation is the last resort, really meaning that there wasn't really another way to verify their employment.

We do see this a lot with self-employed individuals, especially in their first year. They don't have tax returns or anything. So typically self-employed individuals do self-attest that they're employed. So again, it may be allowable. It may be appropriate. Definitely check with your FPO if you have any concerns about how you're documenting an outcome.

Another great question on exit. "Will we be exiting all participants at grant end date, even if it has not been 90 days since the last grant-funded service ended?" The answer is no. Just because your grant ends does not mean that you should go through and exit every individual, you continue to track and report the data and that they – as you've been doing all along. So for people that did not exit by the time the grant ended, you would not put an exit date in for them.

"Is the final reporting period the same 45 days, or will it be 90 days?" Check the back of your grant agreement. It should say 45 days. I know it used to be 90 days, used to be the standard, and I believe a few years ago it was changed across the board. But it is in the very back of your grant agreement package where it talks about quarterly and fiscal reporting requirements.

There is a line in there that should say something along the line of your last quarterly report is the same thing as your last final report, although you'll include cumulative summary information in the narrative, and it should say it's due 45 days after your grant period of performance has ended.

And with that we are going to take the last question here. "If we have a period of performance extension, do we still report it in HUB the periods that occur after September 30th?" If you have a period of performance extension, you continue to submit quarterly reports through that extension period.

So it basically has changed your end date from what it used to be to a new end date, and you continue to do everything that you've been doing until your new end date appears. And you should still be able to access the HUB system because you have a period of performance extension. So you would continue to report as you have 45 days after the last reporting period.

So we are very close to the top of our one-hour webinar, and we had some really great questions that we didn't get to. So we'll certainly follow up with an FAQ that captures all your questions and the responses that we provided here. We do have a session on creating data momentum to create sustainability.

Understand that our TA providers have provided several technical assistance webinars and round table calls to talk about program sustainability. Really wanted to certainly be able to circle back on this at a later date but really encourage those of you to use your performance data, to use your performance outcomes in a way in which you could promote your grant, promote your program to your stakeholders, to your leadership, through your community.

And certainly something – when you do apply for new grant solicitations, we really look at the performance outcomes that were achieved. So really want to focus that your data is not just important for the quarterly reporting period but certainly very important for your life of your program and your organization.

MR. MAURO: So one final reminder. Data for the quarter ending September 30th must be uploaded into HUB by November 13th. And as I said before, we would ask that you would wait until the end of October to make sure that all of the upgrades that we talked about today have been included.

We will also be having some HUB office hours over the next month – month or two, and we will be getting you into small groups, if you're interested, to talk a little more about your specific questions.

So here's a list of resources that you might find useful. The list will of course be provided with access to the rest of this webinar for your future review, and that brings us to the end of our hour.

Thank you so much for attending this webinar. If you have any further questions at all, you can direct them to the e-mail address for your grant. That is of course businessrelations@dol.gov for TST grants and jobsaccelerator@dol.gov for JA and Make It In America grants.

Once again, thank you and please have a pleasant good day.

(END)