**WorkforceGPS**

**Transcript of Webinar**

**OMB Approved DOL-Only Performance ICR Updates, Apprenticeship Grants Revised Reporting Requirements**

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JON VEHLOW: Welcome to "OMB Approved DOL-Only Performance ICR Updates, Apprenticeship Grants Revised Reporting Requirements." So without further ado, I would like to kick things off to our moderator today, Marcia Hampton, Office of Apprenticeship. Marcy, take it away.

MARCIA HAMPTON: Thank you, Jon. Good morning, everybody. I am Marcy Hampton, the grant team lead in the Office of Apprenticeship. I want to welcome you to our special session ETA Grant Performance in Reporting Update for the Department of Labor's Office of Apprenticeship.

Specifically, we would like to welcome our grantees from the ACE Grants, SAE20 Grant, Beyond Grants, and our newest grantees the SCEEI. It seems like our acronyms keep longer and longer each year. For those of you that are brand new to us, the ones that just started on July 1st, you are going to have your own sessions in addition to this one. So please do not panic if you feel very lost or completely lost when you are going through this presentation. We will certainly have an in-depth performance webinar for you in the next month or so.

For this one, the changes that were recently published as part of the Information Collection Request, we want to go over with you. As most of you know, we have been talking about this ICR for quite a few months, probably six, seven months now. And now that that process is complete, we are able to implement the changes into our apprenticeship schema for all of our grantees.

So today’s presenters are Shelia Lewis and Evan Rosenberg. Shelia Lewis is in our grants team on the Office of Apprenticeship. She is our performance team lead. And then Evan Rosenberg is the Workforce Development Specialist that works with us on the JAR Grant. He is with the Division of Youth Services. Evan is one of our co-managers with Shelia and Leisha. You are free to enter questions in the chat room at any time as we go through.

We are going to break midway today for questions and then we will have another question session at the end. So if you do not get an answer right away, we are actually going to get.

So today, four key objectives. First, we want to give you a better understanding of the changes to the – (inaudible) – and how they impact apprenticeship grants reporting. Then we want to talk about the quarterly narrative report and how it is going to be reported into WIPS in the future. And then we want to introduce you to or review the important concepts that you need to know regarding the ICR changes and the update.

So I am going to move to a poll, and I want you to check in on the answer on your question here. And then we are going to talk about this for a second. OK. So it looks like most of you have not had a lot of time to review the changes. That is totally understandable. There was a lot to read, and it gets pretty confusing. So this session will be really helpful, I think, for all of you.

And if you did read it, you may have actually even more questions, because sometimes it once published it is hard to understand. So that is what we are going to do in the meat of this discussion. Like I said, you put your questions in the chat or wait for the session where we are going to actually ask questions live. We are going to be addressing them at the halfway point and then at the end.

So to get us started, I am going to turn it over to Shelia Lewis, who is going to get us started on this discussion. So.

SHELIA LEWIS: Thank you, Marcy. And welcome, everyone. So again, as Marcy mentioned, we have a new set of grantees joining us today from the State Apprenticeship Expansion Equity and Innovation Grant. And as we affectionately call it here in ETA: SAEEI. So if you are new to ETA grants or you are familiar not to worry, we will be planning a special performance, accountability and reporting event for you within the next few weeks. So stay tuned and be on the lookout for more information on that event.

So to move forward, I am going to talk about the changes. The recent changes that we need to the the data collection for apprenticeship grants. And as Marcy said, we will be specifically talking about apprenticeship grants that are using the PIRL to report into the WIPS system to generate their QPR; their Quarterly Performance Report. So that will be ACE Grant, SAE20, YARG, and that will be our next grant to come, SAEEI.

So I would like to take a few minutes to talk about the comments that we – the public comments that we received about this data collection; that they fell into two basic categories, those categories included of: let us eliminate the PIRL as a means of reporting for apprenticeship grants.

So that was not an option because of the collection of this level of data, that is participant level data, it helps to hold the department and grantees accountable for the success of the program. Performance measures, help to gauge whether or not the program is meeting targets, it helps to identify populations being served or not, and it helps to identify opportunities for improvement.

So in addition, the implementation of an integrated data layout such as the PIRL, the Participant Individual Record Layout, helps the department to continue its initiative to consolidate ETA workforce programs into one performance reporting system. So Apprenticeship Grants is about the last program that has moved or integrated into the PIRL, reporting using the PIRL.

So as you know, the data collection began with a total of 131 data elements that in most cases need to be collected on each individual participant. So we received comments from grantees and stakeholders, like you, that the data collection was too burdensome or in some cases some of the data elements simply were not applicable for apprenticeship grants.

There was at least one comment that was data – one commenter who actually looked at the data element for us to consider removing from this collection. And I would like to say that comment, because that actually made our work a little easier as we went through the data elements to consider which ones to no longer require for apprenticeship grants.

So that has brought our data collection down from 101 required data elements to 100 and – I am sorry, 131 required data elements to 101 required data elements. So this newly revised version of the PIRL; now, when I say the PIRL, I mean this is of the entire information collection request of the ICR. It is called, it is the PIRL Version 2021. The current version that apprenticeship grantees are reporting on is PIRL Version 2020.

So if you take a look at the Excel spreadsheet found in your files-share window, you will see

the red line version of the full PIRL and the apprenticeship schema, or you will see the list of required data element for apprenticeship grants. On the first tab, you see the full PIRL. And it has the data elements that are unchecked for the apprenticeship grants. But you see those in the apprenticeship column. So those eight elements are the ones that are no longer required for this collection.

So I uploaded the red line version so you could see the specific changes. But if you want to download that and sort of follow along, or you can look at it after today's event, it is up to you, but it is there for you to see.

So specifically, what do all these changes mean for grantees? Well, first, and obviously, of course, it reduces the burden of having to collect as much individual level data. This data collection, it makes it easier, and it is more streamlined to do your reporting. And it also allows you more time to serve our apprentices.

Secondly, the admission of these data elements, it impacts the size of the apprenticeship data collection or the schema. It also impacts the quarterly performance report template and for instance, the template we had to remove formulas that included the data elements that are no longer required. We also added a funding stream flag. And I will talk about that in a little a little more in depth in a little, a little bit later.

So that means that each specification, or formula, or aggregation rule has also changed. It has been revised. So as you move forward to revise your MIS system, just know that you do not need to pick and choose which formulas to revise. All of them need to be revised. So and moving on, you will see tabs for the logic rules and the (Valot ?) values, which have also changed.

Another change, another thing to happen is the department also took cues from grantees by clarifying the definition of a participant and exit they relate specifically to apprenticeship grants. So a little later, Evan will be talking to you more about those in detail.

In addition, another change, we also used this as an opportunity to actually more accurately reflect the work being done to expand registered apprenticeship by applying the term, a term that is already used by our larger grant, but that is relatively new to apprenticeship grants. That term is Reportable Individual. Evan will also discuss that term and more of that a little later.

So another change, what does this mean for grantees – the other change is that it will enhance –

we decided to further enhance the reporting by the addition of a youth specific quarterly performance report template and specification.

So that template applies to YAR grantees only. There is nothing different that you have to do when you upload your data into WIPS. The system will automatically know from your grant number which QPR template to to generate.

We are moving on. I mentioned before that there was one specific data element that we retained slightly in this data element number 2914 14 or PIRL 2914. PIRL 2914 used to be, the name used to be Support Service Funding. We repurposed that data element and renamed it Apprenticeship Grant Program Status. We need it – we discovered that we needed a specific apprenticeship grant program flag.

And what we mean by that is it is a flag, if you will, that we use in all of these specifications, all the formulas for the generation of the QPR. We previously did not have that flag. The code value for that data element are one equal participant, or two equals for reportable individual. And again, Evan, we will talk more about those in a few minutes. So I am moving on.

And I mentioned before that we now have two PIRL versions from which you can report. The first version is the current version that you will be using to report on last quarter's data that is due by August 16th, 2021, is the PIRL 2020 version. You will continue using that version until our current reporting period, which is July 1st through September 30th – that QPR will be due November 15, 2020.

So when you go into WIPS those of you who are supporters – who are permitted certifiers in WIPS, you will – I do not think you even have the option right now to select the PIRL 2020 version – I am sorry, the PIRL 2021 version. So you will have you will continue to select those PIRL 2020 version. However, next quarter, the next reporting period, you will see an option. You need to select the PIRL 2021 version.

So with that, I will segue into Evan and Evan will give you more information about some of our – clarify more about terms and some of the things that we revised. So Evan.

EVAN ROSENBERG: Thanks, Shelia. Hi, everybody. So as Shelia mentioned earlier, one of the biggest comments we received in the ICR process related to apprenticeship grants was that for some of the apprenticeship grant models, the idea of reporting 130 plus data elements for individuals who the grant was not directly serving was unrealistic and burdensome, problematic, et cetera. And we really heard you on that one.

And so, this is where the concept of reportable individual came in and was introduced as a part of this new ICR directly related to those comments we receive. So we absolutely heard you on that. And so, I will talk about what a reportable individual is, who it relates to and how it will impact your grant.

So the idea here was that we recognize that different apprenticeship grants have different program models. And, you know, we have funded a lot of different types of apprenticeship grants, and so to have kind of the same exact definition for individuals, for all of the different models was problematic.

And so, we have looked closer at how we could solve this particular issue. And we realized that for some of the apprenticeship grant program models, you are not so much enrolling participants and providing direct services, as you are creating and expanding registered apprenticeship opportunities for individuals. But you may never actually enroll in case management and directly serve those individuals who may be more doing, at least for a portion of your grant, capacity building where you are helping the system, so to speak, create registered apprenticeship opportunities.

And so, you are working with employers, and training providers, sponsors, et cetera, to create those registered apprenticeship opportunities. But you may never actually serve the individuals who become registered apprentices, but you still need to get credit, so to speak, for the individuals who enter the registered apprenticeship that you helped create.

So that is where this concept of reportable individual comes in. And a reportable individual is a concept we borrowed from the WIOA world, for those of you who work on WIOA, where it is an individual in the WIOA world who does not receive direct staff assistance services from our WIOA system but receives more of the self-service type services from our WIOA world. And it works pretty well for this purpose, too, for apprenticeship.

So a reportable individual is an individual who is enrolled in a registered apprenticeship program and is impacted by the grant, meaning that registered apprenticeship opportunity the individual ended up in with an opportunity created or developed by the grant, but that this individual does not receive a direct grant funded participant level service from your grant.

So those are the individuals that are going to fall into this reportable individual bucket as someone who goes into a registered apprenticeship, but you are not directly serving them, providing them grant funded services. And for some of you, you may not have any reportable individuals because that is just not how your program model is set up.

For others, you may have lots and lots of reportable individuals because your model works that way. So we are trying to keep this flexible enough where it will apply, you know, based on the grant program model that you have. But so, the good news is for these people who fall into the reportable individual bucket, there is not a lot of reporting that you have to do for them.

So you saw earlier, Shelia was showing the program elements. And I am just going to go back to that slide really quickly, so I can show you the numbers. So originally it was 131, and now you are still reporting on 101 program elements or data elements, I should say, but that is only for participants.

So the reportable individuals I am describing, you are not reporting against 101 individual data elements. Instead, you are actually only reporting on four data elements. So this is by far the biggest change for apprenticeship grants in the new ICR, is for someone who falls into this reportable individual bucket I just described, you are only going to report four data elements in the PIRL form, instead of the 101.

And the four data elements – sorry, we do not have a slide in here, but we will make sure you get them – the four elements are PIRL 100, which is just the unique individual identifier; PIRL 1007, which is the date of most recent reportable individual contact. So this just shows that they were a reportable individual. The PIRL 2914, which was the data element Shelia was speaking about earlier, which is the funding stream identifier; and then PIRL 2920, which is just your apprenticeship grant number.

So you are really not giving us any information about those individuals other than just telling us that they are reportable individual is all you need to do for those individuals. So very straightforward, not burdensome at all. And then that will, you know, allow you to tell us who these individuals are who end up in registered apprenticeships, but do not actually receive direct services by the grant.

Now, the other category of individuals are participants. Those are the individuals who are both eligible for the program and they receive a direct grant funded service. So that is someone that, you know, you directly interact with in your grant, and you roll them into the program. They are receiving grant funded services. And those are the individuals you are reporting these 101 data elements for.

And so, for some of the grant models out there, that will be everybody or others, it might be very few or might be a subset. And it really just depends on your grant model. But that is the difference between a participant and a reportable individual. And a couple of minutes will stop for some questions, because I know this is a new concept for many of you. So we can stop and talk about any participant and reportable individual questions.

All right. So then, moving on to the next term, which is a really important term as well, is Exit. This hopefully is not a new term for you all. For all EPA grants we use this concept of Exit and have done so for a long time. But Exit occurs when a participant has not received any services for 90 days and no future services are scheduled. And at that point, the exit date is applied retroactively for the last date of service.

So basically, exit happens either when they have successfully completed the program and they are not receiving future services, or they dropped out or left the program and they are not receiving any services. But you do not know somebody has exited until 90 days goes by and they do not have any services and there is nothing scheduled, like they are not waiting for a train to start or something like that.

So that is the definition of exit. And I want to spend a little bit more time on it, because this definition of exit, particularly for state grantees who might work on both the WIOA and apprenticeship grants, I wanted to clarify how someone in a registered apprenticeship might – the concept of exit might apply a little bit differently for an apprenticeship grant versus a WIOA formula funded participant.

So in the apprenticeship world, if you are an apprenticeship grantee, the goal obviously is to get someone in a registered apprenticeship and get them to complete the registered apprenticeship. And so, the services they are receiving relate to the registered apprenticeship, the on the job learning and the related instruction. Whereas in the WIOA world, often a registered apprenticeship might be the outcome.

You enroll someone or providing services or trying to get them employed and you get them into a registered apprenticeship and, you know, you have gotten them into a successful outcome in the WIOA world. So you know, the point of the slide is to distinguish – if a participant is in WIOA, a registered apprenticeship might be the outcome, whereas if a participant is in an apprenticeship grants, the registered apprenticeship is actually the service, not the outcome. And the outcomes do not occur until they actually complete the registered apprenticeship program.

And the reason this is important is because we have gotten a lot of questions of, you know, as I am sure you are all very familiar with, some registered apprenticeships take years to complete, anywhere from one to sometimes even three or four years. And so, some of our grants will be completed and the period of performance for the entire grant will be over before an individual completes their registered apprenticeship. And so, some of the individual participants you are serving may still be in the program and never exit before the completion, upon the completion of your grant.

And so, the biggest thing I want to clarify here is that that is okay. It is okay that an individual is still in a registered apprenticeship, receiving services, and an active participant when your grant ends. And an exit should only occur once they complete the program, meaning complete the registered apprenticeship, or they drop out for apprenticeship grants.

And so if your grant ends while someone still in the registered apprenticeship, actively participating in that registered apprenticeship, they are still participating in services and the grant. And so, they will not have exited yet when the grant ends. And that is okay.

So now we are going to pause for a moment, because I know I covered a lot of information as it relates to reportable individual participant and exit, and see if we have any questions. I know a lot of questions have been coming in as I have been talking. So why do not we pause for a moment and just look at the questions we have that came in and see which apply to the concept that I just covered. And then we can take some of the questions.

All right, so, Shelia, if it is okay with you, I am just going to scan these questions and I will enter or answer some of the ones now that relate to what I just covered. So any reportable individual participant, exit questions.

MS. LEWIS: Sure.

MR. ROSENBERG: So I see one question that says, "So for reportable individuals, how exactly are we supposed to be identifying these customers?" This is quite a broad definition. It is a broad definition. The way to – so, any customer that your quote unquote serving is going to fall into one of two categories: a participant or a reportable individual.

The participants would be very easy to identify because you would have done an eligibility determination for them, and they would be receiving direct grant funded services. But you will absolutely know who those participants are. The reportable individuals, the way you will be identifying them as working with your employers, apprenticeship sponsors, and finding out how many people are going into registered apprenticeships as a result of your grant.

And so you may not be directly in contact with those individuals at all. So the way you would identify them is through your grant partners, the employers or the sponsors, because as you know, every – no matter what type of apprenticeship grant we are talking about, they had a goal of creating a certain number of registered apprenticeships or having a certain number of individuals go into a registered apprenticeship.

So you have to be able to track, you know, how many people are going into a registered apprenticeship as a result of your grant. So the same way you would identify if an individual went into a registered apprenticeship as a result of your grant, that is the same way you would be identifying who these individuals are who are reportable individuals. So it is really about partner relationships and working with your employers, or sponsors, and finding out what individuals went into a registered apprenticeship as a result of the grant.

All right. So I see a question that was just simply: developed or expanded. The question – that is not quite enough information for me to know what you are asking. So I would ask whoever asked that question to clarify, and ask the full question of what you mean by developed or expanded.

Another question, "How would you define the date of most recent contact for PIRL Element 1007?" There should be a definition in PIRL Element 1007. I do not want to make up the definition of the spot, but you should be able to refer to the new PIRL and the ICR and it should have a definition for that.

Another question, "Is a reportable individual someone who is in the Youth Apprenticeship Readiness Grant, for example, but is over the age of 25. They are enrolled in the program, but not impacted by the grant." So that is a good question. So I am answering this specific to the Youth Apprenticeship Readiness Grants. You know, as hopefully the grantees in those youth grants know, the age eligibility for the grant is 16 to 24.

So that is correct, that you cannot be a participant if you are over the age of 24, but no, I would not say that you would enter as a reportable individual, someone who is over 24, because the point of the Youth Apprenticeship Readiness Grant are to get young people into apprenticeships.

So we would not be capturing someone outside of the ages of 16 to 24 for reportable individual or participant.

So a lot of youth apprenticeship programs may not have any reportable individuals. This concept is more for the state grant program models, but it would be someone who, like, let us say you developed with an employer a new registered apprenticeship program and something. And so that employer enrolled a bunch of youth in those registered apprenticeships and some of those youth you are providing direct services to, but others of the youth you have no contact with, and they just happened to, on their own, without your help or program service, found and went into that registered apprenticeship and you never enrolled them in your program.

You are never providing them service. But that young person ended up in the apprenticeship anyway. That would be an example of an individual you could count as a reportable individual.

Just scanning to see what other questions we might have that I could answer now. So we have a question that says if an individual is eligible for the program, received a grant funded service, and become enrolled as an apprentice, are they a reportable individual, or are participants the only people who work with but who do not become an apprentice?

So the scenario you described in this question, an individual who is eligible for the program receives a grant funded service and becomes enrolled as an apprentice, that is definitely a participant because the key there is they received a grant funded service. That is a participant. The reportable individual would be someone who just became enrolled as an apprentice. And the apprenticeship, the registered apprenticeship they went into, was created as a result of a grant. But the individual was never served by you. They never received the grants funded service. That is the reportable individual.

But if they are receiving grant-funded services, they are participants, participants. And just to go to the second part of the question, or are participants only people who we work with but who do not become an apprentice? No, not at all. Participants, hopefully all your participants, will become registered apprentices. So think of the reportable individuals as just, you were not directly working with the individual, and they became a registered apprentice.

And the participants are the ones you are working directly with. And hopefully they do become a registered apprentice. You could have a participant who you are working with, providing grant funded services to, and never becomes a registered apprentice, but the hope is that all those participants will move into a registered apprenticeship.

Let us see. Other questions. So there is a question that says, "Is a reportable individual counted towards the total participants who enter a registered apprenticeship outcome?" So keep in mind, different grant programs have different metrics. And I do not have all of the different metrics in front of me, based on the type of grant you are, but I believe all grant programs have a goal for individuals who go into a registered apprenticeship. And that is where you can count reportable individual in registered apprenticeship count.

This might be a little bit different for YARG grantees because the language is a little bit different, but for the state grantees, their goal for numbers and registered apprenticeship do not necessarily have to be participants. And reportable individuals are included in that count, I believe.

Another question. "How do we count people who we work with or who were brought forward to an employer as an apprentice candidate who was not placed in an apprenticeship?" So I can tell you that that individual would not be a reportable individual because as you saw earlier, a reportable individual is someone who has to go into a registered apprenticeship.

That individual might or might not be a participant depending on if they receive the grant funded service. If they have received a grant funded service, they are a participant. If that individual never received a grant funded service, they were just told about the apprentice, registered apprenticeship program, kind of showed up but did not go into it, then you are just not reporting that individual anywhere.

Scanning to see if there is anything else I should answer before I keep moving, and I do not want to take up all the time right now with this discussion. So I think at this point, we do have some more questions, but I am going to keep moving just to make sure we cover all the information.

And, you know, if we – we could potentially schedule future TA on the concept of reportable individual versus participant if it seems like there is still lots of questions about that. But I am going to keep moving. And then at the very end of the presentation, we can go back to some of the questions.

So I just want to make sure that you all know we have some brand-new technical assistance aids that we posted on Workforce GPS, and one is applying the concept of exit to apprenticeship grants. That is what I talked about on slide 12, and then the other TA aid, which hopefully will be really helpful, particularly since there seems to be a lot of questions about this concept of registered apprenticeship or concept of reportable individual versus participate, is we have a technical system to aid on types of individuals in apprenticeship grants, and this goes into the distinction between a reportable individuals and participants.

So hopefully that TA document will help you distinguish between how you would categorize someone as a participant versus a reportable individual. And we have both the link up there on the slide. And I believe you can also download those TA aids from the file share in this webinar.

So with that, I am going to move to slide 15 and I will turn it back to Shelia. And then if we have time at the end, we can answer some more questions about some of the information I covered. So Shelia, thanks again.

MS. LEWIS: Thanks, Evan. That was a lot of information and obviously a lot of interest was generated just by the questions that we have. I am actually going to take a step back and go back to the question inside. I feel like I need to clarify some questions about the reporting piece before I move forward.

So one question that I need clarification on is, "Do the elements aligned with the WIOA requirement or Wagner-Peyser elements now?" Whoever asked that question, if you could clarify that, I am not sure I understand that question.

There is another question. "If we use PIRL 2020 format, when do we move to the 2021 format?" You move to the 2021 format with the reporting period that began July 1st and ends September 30th.

So with your UPR, that is due November 15th. So the currently the reporting period that just ended June 30th, you should use the PIRL 2020 for beginning with the next reporting period. You should use the PIRL 21format. And actually, that is on this slide, so slide number nine.

All right. So moving forward, there was another one that I needed clarification on before I can answer it. Oh, participants and reportable individuals will be reporting in the same WIPS file. Yes. There is not a distinction there. As Evan stated, there are four data elements that you would use to report on reportable individuals. I was trying to type those into the file, into your chat room, but we will get those uploaded for you so you can see those. I think Jon may have to do that for me and I have to type them.

Let us see, there is one more I had a question about. Oh, yes, the question is, "When can I go to RAPIDS and download a PIRL-formatted report?" You cannot. PIRL – I mean that WIPS, which is the Workforce Integrated Performance System, and RAPIDS are two different and distinct systems. You upload a PIRL file in one of two formats into the WIPS system. RAPIDS and WIPS, or RAPIDS and the PIRL do not intersect. There is no crossover there.

And I am just thinking, maybe if I am just misinterpreting the question, please ask me a different follow up question. There is another question which is pretty easy. The question is, "Are Social Security numbers a required field?" Yes, that is a specific data element, let us see if I can find it very quickly. That is why we collect Security numbers. I do not know it by memory, sorry. I will get that in a few minutes, I do not know it by memory, but yes.

The answer to that question is yes, there is a data element where apprenticeship grants are required to collect Social Security numbers. However, if a person does not disclose their Social Security number, we still need to provide that person with services. So with that. I will move on. So let us move on to the rest of the information.

So with respect to PIRL schemas, or to file formatting. So again, for those of you who are familiar with uploading your data into WIPS using a polymer file format, the format has now changed from 130 to 101. And again, if you are using the apprenticeship schema, which is the specific data elements that are required by the apprenticeship grant, you would click that option there when you go into WIPS.

However, if you are a state grantee, and you are using the full PIRL schema, or you are using the SERVE, which is a state integrated reporting schema, you would continue to select one of those. I realize that some of you may not be familiar with that terminology. If not, those who are familiar with it, they will know exactly what I am talking about. If you do not report into WIPS, it is not information that you would probably be familiar with.

So moving on, I am including some data elements here that we either received questions about, or that we felt like we needed to provide additional information specific to apprenticeship grantees. So the data on you see their data elements of, 105, 106 and 107; you do not need to report those data elements. You can leave those blank. Those data elements are simply used as a placeholder for future use. So at this point, there is no need for you to use those elements. We do need to keep them in as part of the reporting requirement. But you can leave those blank.

Moving on. Data element 409: School Status at Program Entry. That data element is only for youth programs, so only YARG grantees would report using that data element. All other apprenticeship grants, including ACE and SAE20, may leave this data element blank.

Data elements 907, recipients of incumbent worker training, and 931 – I am sorry, I am going to address that one first. So you would you code value seven for participants who are employed at program entry and and they move into an apprenticeship program within the same company in which they are employed. That is essentially what an incumbent worker there. So you would select code value seven.

So moving on to the data element 931 apprenticeship program. The apprenticeship programs may only use code value one for apprenticeships, like for a registered apprenticeship program. That applies to all of our apprenticeship grants: ACE, SAE20, SAEEI, and YARG.

The data elements 1303 and 1310, Type of Training Service One and Type of Training Service Two, for on-the-job learning, you would enter code value one. And for related instruction, you would enter code value nine.

I just wanted to make a note about the initial RI. RI is often referred to as related training instructions, but it is actually RI based on the code of federal regulations under apprenticeship regulations. We often use the term interchangeably, but I am just letting you know that the correct way of saying it is actually RI, even though we say related training instruction. So you may see it written both ways, just know that it means the same thing.

OK. So data element 1315. It is not likely that apprenticeship grants will have a third type of training, so you can leave this data element blank. We are, we have basically had to leave this data element as part of the collection in order to complete the specification of the aggregation. So it is just there to complete the formula. You can leave it blank.

Data elements of 1802 and 1804, Type of Recognized Credentials Two and Three, you would use code value five, which is occupational certificates for registered apprenticeships. Other types of potential should be entered as the appropriate category in your code values.

Data elements 1900 and 1901, Youth Second Quarter Placement and Youth Fourth Quarter Placement; for 1900, YARG grantees should report this data element. All other apprenticeship grants, including ACE and SAE20 20 grants, may leave this data elements blank. Same thing for data element 1901.

Data element 2900, the RAPIDS number. If you are in a SAA state and you currently do not use RAPIDS, you have not adopted a RAPIDS number yet. You need to use the number – you need to create, basically create a number with the data type in the field length. I do not think I was able to include that in the actual slide. There was not a space. But make sure you are using the same field length. You are basically making up a number; it starts with an alpha, with an alphabetical first two numbers, I mean letters, followed by numerical characters.

Data element 2912, Type of RTI Provider. If you are selecting the number five, which is other – if other is selected, please provide those details in your quarterly narrative report. Which leads me to discussion about our Quarterly Narrative Report.

So as you may or may not know, your Narrative Report that you are accustomed to submitting via email, your grant mailbox; it is now available, or it will be available with the next reporting period, again well, our current period, July 1st through September 30th, and the report will be due by November 15th. It is now available for uploading into WIPS.

Basically, prepare your report as you as you normally would, and then you would go into WIPS and you are copying and pasting your information into the specific areas of the report. This is a report template that has been approved for use by ETA grants, and it is a standardized template now.

So for the last reporting period that ended June 30th, you would still continue to submit your report through email, copying your FTO. With this current reporting period, when it is, you are going to use the electronic method of submission. So what that means in terms of WIPS access: if you do not have anyone in your organization who has access to WIPS, that means that they are either a Submitter Certifier in WIPS, that means that you need to submit a new designation letter naming the person to have full access into WIPS.

The QNR, or Quarterly Narrative Report, it also needs to be certified just as what the QPR does. So I am not going to go through all of these sections, they are pretty self-explanatory, but these are the various sections of the report, you probably already familiar with those. But I did want to make one comment regarding the last section on additional information. I think it is Section 11 in the report.

For our YARG guarantees, you have there is a – there is a table that we requested for you to complete, that is where you would upload your table, copy and paste it basically, for the additional information on the indicators that we are asking for. You would use that section.

Moving on, so these are screenshots, and I realize that these are not very easy to see. I am not able to actually go into the system because it is not available yet for apprenticeship grantees. But this is just using an H-1B grant. So this shows you basically how to go into WIPS and what you would do. I will just give you a brief overview.

We will actually provide this information to you in writing a little later. We are close to time, so I am not going to go through all of this, but I do want you to see the screens where you would upload your Quarterly Narrative Report. And we will have the instructions in writing for you, but it is pretty self-explanatory. So this is the next screen where you would submit your data or your narrative data. Then there is one more I want to show you.

This is a screen where you would actually certify your report. So upon certifying your report, you need to make sure that, of course, your information is accurate, and you attest to that when you certify your report.

So in order to verify that your narrative report has been successfully submitted, you need to check your, where it says My Reports Tab, and it will tell you – this in WIPS, in the My Report Tab, and it will tell you whether or not it is still in progress. If it says it is still in progress, that means it is not certified, of course. And if it says it is certified, that indicates that you successfully submitted your report.

And with that, I want to hand it back to Marcy, who will go over a specific review, some of the highlights of information that Evan and I provided earlier. Marcy?

MS. HAMPTON: Thank you, Shelia. So as you can see from this list, the ICR revisions led to a revised adult QPR template with different specifications. We also added a Youth QPR and its associated specs. The change allows us to separate out youth indicators for the YARG grants, which was a significant improvement.

We have removed 30 data elements and then obviously we had to update the logic rules and the valid values. These new changes are going to become effective for the next quarter, ending 9/30. And Shelia mentioned those reports will be due November 15th. We understand it is a lot of change, but the reduction in the number of data elements and the efforts to pull the data from the RAPIDS portal that we are also working on are going to make the data collection a lot easier for you at some point.

We know there is going to be challenges and we absolutely expect to work with you the whole time. Do not be afraid to contact us and all the different ways available. You can email through your grant mailbox. You can email us directly, work with your FPO, like we are not going to abandon you. It is a very it is a very complex system that we are working through right now and a lot of change.

But we do not want you to give up. We do not want you to get frustrated. No one expects this process to go easily. And we know it is going to take a couple of quarters to really get it working smoothly. And, you know, now with the new ICR changes, now, you have to go back in and do some reprograming. So we are completely understanding of all the things that have to take place.

So just be patient, keep on pushing through it. We are going to help you every step of the way. We really appreciate that you took the time out to be on this presentation with us again today. And so, we are going to move now to another set of questions to see if there is any final things that we can answer. If not, we will be able to get some of these questions to you in writing. So we are going to – how do you want to handle this, Shelia? Do you want to do the chat ones or have people asked them?

MR. ROSENBERG: So hey, Marcy. I have been – so Shelia and Marcia, I have been scanning the questions and seeing a couple of themes so I could quickly answer a few questions based on common themes I have seen, and then we can figure out a way to, you know, have a part two of the webinar, at a later date, or somehow answer these questions that are really great questions that you all have entered into the chat. We want to make sure we get to them all. We obviously do not have time today, but we will make sure we get to them one way or another and soon in the future.

MS. HAMPTON: OK, yes.

MR. ROSENBERG: OK. So a couple themes. One is a lot of people have asked about how the term reportable individual relates to the term other individual, others impacted by the grant, or other individuals impacted, which is something that many apprenticeship grants have to report on.

And so, we have gotten the question a few times. Did reportable individuals replace others impacted? And I would not say so much replace, as this is the way to get to others impacted through the PIRL. So keep in mind that before apprenticeship grants were reporting in WIPS, they just reported to us directly and told us about others impacted.

Now the idea is to do reporting through WIPS and those reportable individuals, yes, they are that concept of others impacted by the grant. So you can think of those two terms as synonymous. And the way we get the information through will be the reportable individuals concept, but essentially is others impacted by the grant.

And then we had a number of questions on PIRL Element 1007, which I quickly looked up, and I see why there is some confusion there. So I think the thing I would want to clarify here is that PIRL 1007, which is Data Most Recent Reportable Individual Contact, I would say keep in mind that we are taking the PIRL, which applies to all of our ETA programs, and using this reportable individual concept, which is also used for WIOA through data element 1007, we are kind of retrofitting our reportable individual concept for apprenticeship to an already existing data element.

And so that definition you see in 1007 is going to seem a little confusing to you, because I see the language of says, including provision of identifying information or enrollment. That language more relates to a WIOA reportable individual. So I think what we can do for you is sometime in the near future, kind of clarify what we really mean by PIRL 1007 and what reportable individual contact is and help you with that.

So you do not need identifying information for a reportable individual. I want to make sure that is clear. So do not be confused by the language in the definition of 1007, and we will clarify it at a later date when the reportable individual contact is, what that means and how you report it. I am saying that there is probably a little bit more guidance that is needed around that. And so, I just want to reassure you that we will make sure and provide that guidance.

And there is lots of other questions I can clarify. I do not know if we want to keep going for a couple of minutes, Shelia and Jon, or we should just stop here and agree that we will schedule something in the future to address a lot of the remaining questions.

MS. LEWIS: I am fine with going a few minutes. I need to check with Jon on the schedule. Jon, can we go another five minutes or so?

MR. ROSENBERG: Yes. Jon says we have a few minutes.

MS. LEWIS: OK. So –

MR. ROSENBERG: So I am going to I am going to go for five more minutes and see if I can clarify a few more things if that works for you, Shelia.

MS. LEWIS: It does. I had one, it is a theme I am seeing, if I could answer that before you move, move back into report individual and exit issues.

MR. ROSENBERG: Sure. Sounds good.

MS. LEWIS: I am seeing a few questions about the the Quarterly Narrative Report template and the Quarterly Performance Report template. You do not have to worry about those templates. They are already programed into the WIPS system for you. So we have provided those templates, I believe is the issue in our template is in the file share room for you to see it.

But you are not responsible for using that template. You will upload, basically copy and paste your information. So we suggest that you complete your narrative report in Word, and just copy and paste it into WIPS. Now with respect to the QPR, that template is already there for you as well. You are just uploading the Raw Data file. And then the system produces the QPR template. OK, Evan?

MR. ROSENBERG: All right, so we are looking at a few more questions. Someone asked, "Can you only count individuals in new developed programs are also expanding existing programs?" So as long as your apprenticeship grant type included both new and expansion registered apprenticeships, then you can count both and you could count a reportable individual in either one. I believe most, if not all grant types include both newly developed and expanding programs. So as long as your grant type includes both, then yes, you can count individuals that fall in either of those, you know, new or expanding buckets.

We had another question, that I believe you mentioned that the exit for active registered apprenticeship participants can occur after the grant is over, since the participants will not be receiving any grant funded services after the end of the grant. "Are not they auto exited at the end of the period of performance?"

The answer is no. They are not auto exited. And I want to spend a minute talking about this because it sounds a little weird, but I want to make sure folks understand it. So exit is the trigger for a lot of WIOA performance indicators, and we do not want someone exiting before they have completed their registered apprenticeship, and before they have completed the program. So there is no there is no auto exit at the end of the period of performance.

It is okay for an individual to still be in process receiving services when your grant ends. And for purposes of performance, you would just report non-exit based indicators for that individual. But there is no auto exit at the end of the period of performance of the grant. So think of it as you will have two types of individuals, one who did exit the program, they completed or dropped out, and then all the applicable measures apply.

And then the other cohort of participants are, when your grant and there are individuals still in process, because if you think about it when you are operating your grants, it is not just in year one of the grant that people are entering registered apprenticeships. They will be entering registered apprenticeships throughout your grant period of performance.

And so obviously, someone who entered a registered apprenticeship like with six-months left in your grant, they are not going to have completed very much. So we do not want to hold you accountable in the exit-based measures when there is still a long way from exit. So you will always have participants who have not yet exited when your grant ends, and they should not get auto exited at the end of the grant. You should not, you know, put in exit for them or anything like that. It is okay for them to have not exited when the grant ends.

Then there is another question. "Will support to pre-apprenticeship qualify for reportable individuals?" The answer to that is no. Again, just to clarify, this whole concept of reportable individual only applies to registered apprentices. It does not apply to pre-apprentice.

Pre-apprenticeship, as long as that is an allowable service in the grant and again, this is hard because there are different grant types that are on this webinar, and I do not know exactly what the rules are for every apprenticeship grant. But if you are grant type allows pre-apprenticeship and you are serving someone and providing grant funded services to a pre-apprenticeship, that is a participant. You are providing participant services, grant funded services. So you would report them as a participant. But reportable individuals are only those who do not receive grant funded services that go into a registered apprenticeship.

We had a question about age. "If the participant was enrolled at age 24, six months of serving they turn age 25. How does that impact things?" So it is always age at time of enrollment in the program. And so, this is specific to the Youth Apprenticeship Readiness Grant, because they are the only ones with an age-based eligibility.

As long as they start the program before they are age 25, then you can continue to serve them and report them, you know, forever. So the key is when you do eligibility determination and enroll them in the program, they need to be at least 16 and less than 25. So if they turn 25 the day after you enroll them, that is fine. You can keep serving them. You keep reporting them. It is only age at time of enrollment.

I am scanning to see if I can – here is another good question if an incumbent employee who was in the youth age group who enters apprenticeship at their current employer's business, this is a Youth Apprenticeship Readiness Grant, and the Youth Apprentice Readiness Grant pays for their RTI training, do we report as participant? Yeah. If you are providing a grant funded service which is paying for their RTI, then they are a participant.

Another question, if an individual is assessed but is not determined eligible to enter a registered apprenticeship, is he or she considered a participant, since she has received a grant funded service, meaning assessment? I would say assessment is the one exception to the grant funded service piece, because you have to assess someone to determine eligibility. And so, you obviously are spending money on assessment.

You can spend money to determine if an individual is appropriate for the program or eligible for the program. And that, just the assessment does not trigger them being a participant, because if you assess them and figure out they are not right for the program, or they are not interested, etc., they are not eligible, you would not enter them as a participant. It would be assessment. Plus receiving some other grant funded service beyond assessment.

So the next question is a registered apprentice who is not receiving grant funded services but came into apprenticeship through a new registered apprenticeship that was developed using grant funds considered a participant or a reportable individual?

That is definitely a reportable individual. And the description of that is exactly why we came up with the concept of reportable individual. So it is a registered apprentice who is not receiving direct grant funded services, but who came into the apprenticeship that was developed using grant funds. This question you described perfectly what a reportable individual is. So that is definitely a reportable individual.

Still scanning to see if there are other questions. If anyone else has a question – Shelia, do you see a question you want to jump in and answer? Go for it.

MS. LEWIS: I do. Yeah, I do. Thanks Evan. I think that the question, "Will FPOs be able to access the reports in WIPS," and yes, they are. Let us see, there was another one about reports. Oh, yes, the repurposed data elements of PIRL 2914. The new description of that data element will become effective with the current reporting period. So with your report that is due November 15th. For the reporting period that just ended June 30th, you will continue to use the existing data element, name, and description.

Another question is, "Is the RAPIDS number mandatory?" Yes, it is. Again, if you are a state that does not report into RAPIDS, does not use RAPIDS, you need to – you would have to create basically a field number, or dummy number, using the same file – I am sorry, the same data file type and field length as the RAPIDS number. Let us see the template that I put in the slide that. Marcy, do you have any questions?

MR. ROSENBERG: Shall I say three more? I am going to answer quickly.

MS. LEWIS: OK, go on.

MR. ROSENBERG: So three more and then I think, oh, go ahead, Marcy.

MS. HAMPTON: No, you are fine. Go ahead.

MR. ROSENBERG: OK. So one question. "If you find a (prayer ?) and they go into registered apprenticeship, do you have to give them another service to count them as a participant?" The answer is no. If you are already providing direct grant funded services for pre-apprenticeship, which you definitely would be doing, they are already a participant.

So you do not have to go into a registered apprenticeship to be a participant. If they are funding pre-apprenticeship, if your grant model allows the funding of pre-apprenticeship, then you are already, they are already a participant as a pre apprentice and they do not have to go into a registered apprenticeship to become a participant.

Another question. "Can YARG grantees count pre-apprentices who are ultimately hired – who are ultimately not hired into apprenticeships as reportable individuals?" This question, I think you are kind of confusing reportable individual and participant. Think of participant is like a step above reportable individual.

So if someone is in a pre-apprenticeship within a YARG program, they are already a participant. They have already gone above and beyond that reportable individual line. Think of a reportable individual as someone you never serve. You never have direct contact with.

It is not – you are not trying to get someone into the reportable individual category, like the participant category is already above and beyond the reportable individual category. Reportable individual is just so that you can get credit for registered apprentices you never actually provide direct services to. But once someone is a participant, you do not ever have to worry about the reportable individual concept. Reportable individual is kind of less than a participant. That is a good way of thinking about it.

All right, then the last question I will take, it says, "For clarification for a YARG grantee, if we have a person that has received the service under the grant, do they need to be entered into our WIPS reporting even if they never get into an apprenticeship?"

And the answer is yes. Again, any participant that you provide direct services to, even if they never go into a registered apprenticeship, once they are a participant, you have to enter them into WIPS. So that would be a pre-apprentice or anyone else you are providing direct grant funded services to, even if they do not go into a registered apprenticeship. So I think we have to cut it off here. These were great.

MS. LEWIS: Yes, we do. But, Evan, I have one last question I think it is really important for me to to to address we are at a time and thank you everyone for indulging us for 15 minutes over. But the question is, "If a data element does not say WIOA, does that mean that both WIOA and grants report this data element; therefore, grant recipients do not need to report the data points that say WIOA?"

Basically, for apprenticeship grants, ignore that. Ignore that word. You do need to report on those data elements. That was – those data elements just signify the data elements that are shared between the Department of Education and Department of Labor. They have no significance for apprenticeship grants. We only keep that as a format in order to keep the formatting of the PIRL the same or consistent.

So any data element that has WIOA beneath it, ignore that reference to the legislation. If it is a check for apprenticeship, the apprenticeship schema, yes, you do need to report it. Do not read anything else into it. It is just simply to keep the formatting of the complete PIRL data layout consistent. And with that, thank you, everyone, for indulging us.

There are a few more slides, but they are all informational of information of this move through right now. We have some events that are upcoming. You can take a look at those when you down download the slide deck. Also, you will see that we have information, as you know, published on WorkforceGPS, both programmatic and performance-related, and there is links to the and information there.

That is how to contact us about your specific grant, and then I will hand it over to Jon again. Thank you all for participating and indulging us for going over by 15 minutes. Jon?

(END)