**Workforce 3One**

**Transcript of Webinar**

**H-1B Ready to Work
H-1B Quarterly Performance Reporting & HUB Aggregation Rules Webinar**

**Thursday, November 5, 2015**

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MR. KEATING: What I'd like to do now is some of you may have noticed that we started off, even before we began today, with a polling question. We're going to bring that back so that you can go ahead and vote on that if you didn't get a chance to vote earlier. So you'll notice that we want to know who is on your H-1B RTW performance reporting TA team. So using this poll, select the role that you play in your H-1B grant program.

So for the grant initiative, you might be the authorized representative, the program director or manager, the IT developer, the database manager, the case manager, the training partner, the employer partner or you may be none of those things.

And if not, go ahead and let us know what your role is in that welcome chat when you introduce yourself. I see there's people voting now. So thanks for that. And again, you're just clicking the radio button on your screen. So if you haven't already voted, go ahead nad made sure you select one of those options now.

And we're going to leave that up for a moment, but I do want to go ahead and introduce our moderator today and that would be Megan Baird. Megan is from the Department of Labor, Division of Strategic Investments.

And I think Megan is going to comment on what we've seen so far on the roles of everybody. So Megan, why don't you kick things off?

MEGAN BAIRD: Sure. Thanks, Brian. And hi, everyone. Again, this is Megan Baird and I am joined today by my colleagues that you all know well from our recent conference, Ayreen Cadwallader – formerly known as Ayreen Calimquim – and Kevin Mauro with the H-1B performance reporting assistance team.

And looking at our poll, it looks like we have a lot of the right people on this webinar. This is a deep dive webinar today into data elements and aggregation. So it's great to see program directors, IT developers, database managers, we've gotten case managers, the folks that are really going to be involved in looking at interpreting the definitions in data. So we're excited to see you all join us today.

Today's webinar is a follow up presentation from the very brief session we gave at the conference on the HUB aggregation rules for H1-B Ready to Work for your first quarterly performance report that is going to include data.

And again, today, we'll be covering in-depth HUB data you load into HUB will be aggregated onto your QPR form, which is called the ETA 9166 form. That's the actual name of the data form. Again, also known as the QPR. And hopefully many of you have had a chance to upload your data files into HUB and – (inaudible) – errors or you have questions based on errors or maybe you've even produced your QPR and have questions on your QPR. So we'll definitely have lots of time today for questions and answers related to performance reporting.

So let's go ahead and get started. And as a reminder, that Ready to Work performance reporting handbook provides detailed information and all of the data elements that grantees are required to collect and includes an explanation of all of the fields on the 9166 QPR form, including definitions. And we will be releasing revised version of the data elements and edit checks document that reflects some new edit check rules from the previous version of the data elements, very minor changes.

And we've also developed a Ready to Work HUB aggregation rules document, which I believe is available during today's presentation. I think there's a file share window you can download. It's also posted on the community of practice and we'll include it in our follow up email with the recorded and archived event today. A lot of information for you, and again, we know that this is a heavy webinar, it's a lot to take in. So you certainly may want to reference it after today's event as well as use these resources we've provided.

That should hopefully really help you with performance reporting. And please make sure that this event and the materials are shared with others involved in your grant in performance reporting. And one item we wanted to point out, we got a lot of questions at the conference on understanding a specific individual's case and if they follow from the definition of long-term unemployed. And we probably referred half of the grantees to the FAQ and just wanted to point out, again, that this FAQ is available in the communities of practice, the link is on the slide.

This is a really great resource for you to use yourself and to give to other grant staff if you are trying to identify if an individual falls within the definition of long-term unemployed. And this policy document lays it out very clearly so you can look at it and make the case if someone is eligible to be served as long-term unemployed. I did want to say that the purpose of today's event is performance reporting. We're not going to answer any policy questions or things that are really outside of that scope just to make sure we're on track and we get to everything.

Again, if you have policy questions, please make sure you're sharing those with your FPO and if appropriate, the Ready to Work email address. And any we get today we'll probably hold on and just send as a follow up. So today's focus is on performance reporting. So let's do a quick refresher. Hopefully you have all seen this before. This is what the QPR form, ETA form number 9166 looks like. Again, it's generated by HUB. So you are not actually filling out the form. It's populated with the data that you uploaded into the reporting system.

We're going to talk a lot about what the data looks like and how the data is aggregated onto these forms based on what you provided to HUB. And we've mentioned this many times, this data is extremely important to us as well as the narrative report. It not only helps us measure where you are in comparison to outcome goals, but we also pull from it to report to Congress, the secretary of Labor and other stakeholders. So it's imperative that the data that you are reporting and certifying is as accurate as possible.

And now I'm going to turn things over to Ayreen who is going to get us started on the aggregation rules.

AYREEN CADWALLADER: Great. Thank you so much, Megan. And happy to hear from you all again after last month's conference. Before we get into the nitty-gritty, let's go ahead and pull the second polling questions that we have. Here we want to know where exactly you guys might be in the process of submitting your quarterly performance report. So we have several options here. The first item we're working on are participant database to align with the data elements and edit checks and we hope to have a working data file soon.

The next option is we have uploaded our data file in HUB and are resolving our data file errors. The third option is that a QPR has been generated from our data file, but I'm not quite sure what it means. So today is the day, certainly to learn more about that. Those of you that have voted, it looks like the majority of you have been uploading your data files in HUB. We do – the number – 11 or so folks here equals to the folks that we've seen internally from our end in the HUB system. Certainly, resolving data file errors is something that's going to take some time, but we would be happy to help you resolve those errors.

And we wanted to point out that this isn't something you should be saving for the reporting deadline. This is really your first time uploading data files. And so it does take some getting used to if you've not done this before and we've got office hours set up to take advantage of the technical assistance available and try to start uploading data files as early as possible.

So if there is an issue or you need assistance, we're able to still help you and make sure that you're on time in submitting your report, because many of you probably have multiple Department of Labor grants and you know that the reporting system platform is shared across the departments, and things that happen on the reporting deadline usually take much longer for the system to process than they do in advance of that deadline date.

So just some suggestions and tips to help make sure you aren't pulling your hair out on the reporting deadline. And this slide here just covered the second portion. Again, for those of you on the line that have access to participant data, please remember to protect PII. When you are resolving your data file errors, please make changes to your master database and not the specific data file that you are working on. A good way to do that is to establish a file naming system in a process to archive or delete past data files that did not pass the edit checking process.

You do want to keep the data files that did pass in HUB in a separate folder so that you can access them at a future time and wanting to encourage you to establish a formal process that takes these filing and archiving processes into consideration to help you in the continuity of your performance reporting for future reporting quarters. And having this system in place will also help you when you have new staff that needs to get onboard rather quickly.

And again, just a reminder, new participant records should be added to your master database as soon as they are enrolled in your program and you should also continue to update participant records as they progress along your program design. So let's quickly talk about how the HUB system is calculating your QPR form using your HUB aggregation rules. Remember again, that the HUB is a database reporting system that identifies each unique participant by using a combination of a participant's SSN – Social Security number – their date of birth and the date of program participation.

HUB relies heavily on these dates that you enter for all of your participant record. The aggregation rules will have a rule for each outcome measure that's listed on the QPR form. These are outcomes related to participant demographics, employment status at participation, service and training outcomes and employment outcomes. These aggregation rules depend on the code values that you enter for each data element and the HUB system will read these code values to report out your participant data.

HUB is calculating your form using the comprehensive data file of all your participants served to date, not just those served within the reporting quarter. Again, this is why it's important for you to upload a data file that has all your participants served. Since HUB is date-based, the key dates that you enter for each activity will inform calculations for the previous quarter, current quarter and cumulative grant-to-date outcomes.

Let's turn it over now to our colleague, Kevin to talk more about some commonly asked questions on generating a QPR.

KEVIN MAURO: Thanks, Ayreen, and hello, everyone. I'm happy to take this opportunity to briefly walk you through what you'll need to do to generate a QPR form in the HUB system. Hopefully by now you're familiar with the participant tracking system that your grant is using. In many cases, this will be something as simple as a spreadsheet. So how do you go from your master file to something that the HUB system can process to generate a QPR form?

First, you'll have to save your data as a .csv, .tst or .dat file. After you log into HUB using your password, you'll be able to upload that data file into the HUB system. HUB will go into a two-step error checking process. If you have any formatting errors, such as the wrong number of columns in your data or dates with slashes in them or anything like that, HUB will immediately reject your file and give you an error report.

If you're lucky enough to pass the first set of formatting checks, you'll see a message that says, error checking is in progress. HUB will then check your file for any logic errors according to HUB's rules. This check does take a few hours. Do not be alarmed if your file is rejected. HUB will give you a list of all of your errors and how to remedy those errors. You may even have your file rejected several times before it is accepted by HUB, but when it is, you will have generated your QPR.

At this point, you should compare your internal tracking data to what is reflected in your HUB generated QPR. Once those numbers align, you can certify your QPR report. If you have questions about how the various totals are calculated in your QPR, they're calculated using specific aggregation rules. The Ready to Work performance reporting handbook, Section 3, includes more detailed information about how your QPR is generated and can help you as you go through your data.

MS. CADWALLADER: So let's go into the details of your QPR form. Today we will go over each reporting measure on the QPR form and how that data is aggregated. The QPR provides data for the previous quarter, current quarter and cumulative grant-to-date.

Remember that HUB is date-based and it will pull the dates entered for each participant record to inform your previous quarter and cumulative grant-to-date outcome. Note, Column A, which is the previous quarter and Column B, the current quarter will never equal to Column C, cumulative grant-to-date.

Column C is an aggregation of all the outcomes reported from the previous quarters, which may not necessarily be the previous and current quarter that's noted here on the QPR form. The next slide will focus on total exiters, total participants served and new participants served and how they are aggregated into your QPR form. Remember, the performance measures here are populated based on the dates you entered for the specific data elements, i.e., HUB will aggregate each quarters' outcomes when outcomes are reported within a specific timeframe. I'll turn it over now to Megan who will talk about exiters.

MS. BAIRD: So this is a very confusing topic, rightfully so. So we're hopeful that we can clearly explain how you report them and how it appears on your form. So an exiter is a person that has not received a grant-funded service for 90 consecutive days and that date of exit is reported in Data Element 302 and it's used to aggregate data in the previous quarter, the current quarter and the cumulative grant-to-date. And as a quick reminder, data is reported retroactively. So you must wait 90 days to confirm that that individual went without a service for 90 days.

And that means that you should not be reporting an exiter with a date in a quarter that you're submitting a report for. So always declare retroactively. So if a participant stopped receiving grant-funded services on March 1, 2015, you would need to wait 90 days to confirm that they did not return for services and on that 91st day, you'd confirm that they were an exiter and then you'd report this to ETA.

So this means that in your June 30, 2015 quarterly progress report, you could report that that participant's date of exit was March 1, 2015. So when you're reporting exiters, the actual date that they exited is always in the quarter prior to when you're actually reporting them. And these exiters would appear in the current quarter field of the report that you reported them in. So they're not in the current quarter field to the actual date, because remember, it's retroactively reported, but they would appear in the current quarter field of the quarter when you're reporting them.

So another example, again, is someone's exit date was March 1, 2015 and you had to wait 90 days and that June 30th report, you're reporting that you had an exiter with a date of March 1st. That person would show up as a count under the current quarter in your June 30th report. It'd also show up in the cumulative grant-to-date. Most of you are not going to have exiters yet, because it's so early on in the grant and you're going to see zeros there for a while, which is okay, but probably about halfway through the grant, you'll start to see that you have some exiters.

And this rule required us to make an important distinction and we get this question a lot. It's, "What is the difference between day of exit and exit date?" And I realize how ridiculous this looks to have those two phases on this slide, but there is actually a difference between the two. The date of exit is the 91st day when you determine an individual was an exiter. So the date of exit is the date that you decided someone is actually an exiter, they stopped receiving grant-funded services.

The exit date is the actual last date of a service for a participant. So in our last scenario, the date of exit would've been the 91st day, which I believe is June 1, 2015 that I decided that the person has gone 90 days. So the exit date that I'm applying retroactively was March 1, 2013. And it's the exit dates that you report to the department and the data elements, not the date of exit. We want the real last date of services, not the date that you actually decided 90 days had passed. And a hopefully very helpful diagram just to show you the flow of what it looks like when a person is being served and when they exit.

So if you go left to right, someone's enrolled in your program, they have the date of last service, which also is their date of exit, but as you see, you have to wait for 90 days to pass when you can say, yes, this person actually did not come back for a service in those 90 days, now I can report that they have exited the program. And a great question that applies to this, even if they have been terminated from the program, you still must wait 90 days. Note in your file that for whatever reason they've been terminated, this includes also if they meet one of the exit reason exceptions, that maybe they passed away, they retired, they're in the military, that would be their actual date of exit.

You just cannot report it to us until 90 days past even though you know they're not coming back, because the system needs to wait a quarter to pick up on it to make sure that we have accurate information, which is then used for common measures. So great question, I think that was Lisa. And now I'm going to turn it back over to Ayreen. And here, we're going to go over how total participants served and how new participants served are reported in your QPR form.

And so just to repeat the definitions, total participants served is defined as those individuals that were determined illegible and received the grant-funded service and new participants served is defined as those that begin their first grant-funded service during that reporting quarter.

And so to capture outcomes for these measures, HUB will pull the total count of all participant records that have an SSN, a date of birth and the date entered for Data Elements 301, date of program participation and the current quarter outcomes for total participants served will capture all participants that were provided a service in that reporting quarter.

And so the difference here is that in the current quarter column for new participants served, HUB will only report those individuals that were received a service in that reporting quarter. And cumulative grant-to-date outcomes for both measures will capture all the participants that have a date of program participation before the end of the most current reporting quarter. And so there's a couple of other slides to help you understand that a little bit more here.

On the next slide here, total participants served captures all new participants that are served in the current reporting quarter, plus participants continuing from previous reporting quarters. And the current quarter of total participants served will always be equal to or greater than the new participants served. And cumulative grant-to-date total participants served will always equal to the new participants that are served throughout the grant lifecycle.

So it's important to note that a participant is only counted once as a new participant regardless of how many current quarters that were reported as continuing to receive grant-funded services. So the next slide here there is a QPR graphic that shows actual numbers. So you'll see that in this reporting quarter, there was 30 new participants that were served, however, the total participants served in that same quarter is 99, because it does take into consideration those that are continuing to receive services to rule out this most current reporting quarter.

And the cumulative grant-to-date outcomes of total participants served and total new participants served is 187 participants. And here is another graphic that Megan will walk through to help us understand this in a little bit more detail.

MS. BAIRD: So to Ayreen's summary, some of them will show up in the total participants served current quarter category for every quarter that they receive a service, but they are not counted more than once in the cumulative field. And we're going to walk through how it would show up if you were reporting total participants and new participants served. So in this very first quarter here, this is our friend Tom. Tom was provided a service. So Tom shows up as a one under total participants served and then Tom will also show up as a one under new participants served.

And then for this next quarter, Kevin, who you all know, enrolled in training. Tom also continued services. So that means, for this quarter, under total participants served, you are going to have two people, and this is the current quarter column, and under new participants served, you are going to have just one, because only Kevin is new this quarter. And then the third quarter comes along, I am now being provided a service, that's me.

I've enrolled in training. Kevin continues in training and Tom continues services and is enrolled in training. So in this quarter, three of us are continuing to receive services. So three of us will show up in that current quarter total participants served, however, I am the only new person. So you're only going to have a one here for the current quarter new participants served. And then the first quarter, Ayreen joins us. Ayreen is now enrolled in our program as well, I continue on receiving services, Kevin continues training services and Tom also is continuing receiving training services.

So here in the current quarter, four total participants are being served, but we only have one new one. This is probably what they'll look like for a lot of you. Most of you aren't providing services to individuals for only a quarter. People are probably going to carry on for multiple quarters. And just to point out that in the cumulative field, the cumulative field for total served and new participants served will always match and be identical. That's because those are unique counts.

So they're always going to be the same and they're not going to count people multiple times in the cumulative even though they're served in several quarters.

So now we wanted to take a quick stop before we move forward to answer some questions. There's some really good ones that came in on exit. I did want to point out, there's a great question on HUB office hours. Kevin's going to cover it later on in the presentation. We have a slide on when those are. I think it was also sent in an email.

Let's see. Question 3, "How are exiters who are not eligible wait 90 days?" I'm not sure what that means.

MS. CADWALLADER: I'm guessing that this question is asking about those participants who are not illegible to be enrolled in either receiving services or receiving training, should these participants be included in the data files and then exited after not receiving services.

MS. BAIRD: If someone is not considered a participant, you would never track them at all. So you wouldn't enroll them and you wouldn't exit them. If that's not – if we didn't interpret your question correctly, please let us know in the chat.

There's a question about the performance reporting handbook, "Defines exit day as the day on which the last service funded by the program is received by the participant. Why was the – (inaudible) – or partner program removed?"

I think this is a question we'd want to follow up via email. In general, if you are serving someone – and this is addressed in FAQ Number 1 – when we see partner program, if they're a partner with your grant and they're being served by grant funds, they're still a participant. Or if you're serving them with a partner you're leveraging resources from, they're still a participant as long as they, at some point, have both grant-funded and leverage resources.

So I'm not sure that anything actually changed and I think Lee sent this in. Certainly, this is a great follow up question that we'd want to have over email with you to make sure that we're interpreting any concerns we have about when someone stops being a participant or not based on how their training or services are being funded. Anymore questions on what we've covered so far, please feel free to type them in.

We will continue to stop throughout at certain sections to take questions as we proceed as well as at the very end.

MR. MAURO: And now it's time for a knowledge check. Let's test your knowledge on the date of exit, which some of you have just asked about.

Megan is no longer receiving services and has completed her training program in OJT. Great news, she was hired as full-time employment with the employer that sponsored her OJT program. Megan started her new job on 4/1/2015 and last date of service was 3/1/2015. After 90 days of an activity, Megan's date of exit is 3/1/15.

In which QPR reporting period would you report the exit date for Megan's last date of service and/or date of exit, 3/31, 6/30 or 9/30?

MR. KEATING: All right. Great. And thanks to those folks voting now. Again, just click the radio button next to your choice. We see those results coming in. We'll share them in a moment. I'll give you a few more seconds to vote if you haven't already done so. It looks like a lot of people have. Go ahead and click a button now. And to discuss what we're seeing, I'll turn things back over to you, Kevin.

MR. MAURO: It looks like most of you got the answer right. The answer is B, the 6/30/15 reporting quarter.

MS. BAIRD: And a good check to have for yourself, because this is very confusing, is when you're submitting a report for a specific quarter, ask yourself if that date of exit falls within the previous quarter period. That's a really good check to remind yourself of, does this go here? Is it in the current quarter I'm reporting, is it too soon, is it in the future, I'm reporting too early. If it's in the previous quarter, that's great.

If it's earlier than the previous quarter, you can still report that. That just means you missed reporting them when you were supposed to.

MR. MAURO: The aggregation rules for Section C, participants summary, is dependent on the count of all participant records that have a date entered in Data Element 301, the date of program participation, plus the code value conditions for each gender. These fields are self-disclosed by participants. So sometimes the sum of these data elements may not add up to the total participants served if you have participants that choose to not disclose and/or did not self-identify with the available gender categories.

This section is calculated the same way. These lines are dependent on the count of all participant records that have a date entered in Data Element 301, date of program participation, plus the code value conditions for each ethnicity and race. Remember, ethnicity is captured separately from in addition to race. Again, since ethnicity and race are self-disclosed by the participants, the sum of these data elements may not add up to the total participants served if you have participants that choose not to disclose and/or did not self-identify with the ethnicity and/or racial categories.

MS. BAIRD: And for those of you that are serving participants that choose to not self-disclose a gender or ethnicity or race, you cannot select this for them. We have had some grantees that got concerned that they didn't have complete data and chose to select one of these for the participants. You should not be doing that. You should have it in their files that they didn't disclose it.

And if you're noticing a lot of participants doing that, I would definitely flag it in the narrative so we don't think that you are just not reporting it, but it's something that if someone chooses, on any of the self-disclosure fields, to not identify that, that is acceptable in that you should not be identifying a category for them for these two data elements.

MR. MAURO: And there is a code for did not disclose. The last part of this section, as you might expect, final lines of Section C are calculated in exactly the same way. These totals are dependent on the count of all participant records that have a date entered in Data Element 301, the date of program participation, plus the code value conditions for eligible veterans and individuals with a disability.

MS. CADWALLADER: So let's go over how an individual's employment status at participation is recorded in your QPR form. Very similar to how demographics were reported prior, these outcomes are dependent on all those participant records that have a date entered in Data Element 301, date of program participation. However, when you report incumbent unemployed individuals and long-term unemployed individuals, it's important to make sure that you are aware of the edit check rules associated with those data elements in order to report these performance measures.

And so general tips to remember for these outcomes for participant employment status, these types of participant that you are serving will impact how your employment outcomes are reported. Also, these measures are used to track your current quarter's performance against the targeted populations that you had indicated serving in your statement of work. So the participant data and the types of workers that you are serving is very important in making sure that you are reporting them in the most accurate way possible.

And so the next slide here will go into detail how incumbent workers, unemployed individuals and long-term unemployed individuals are being aggregated. A key thing to note here is that HB-1 Ready to Work grantees are not reporting employee worker outcomes. Employed individuals who are not underemployed or incumbent workers are not illegible to receive trainings through projects funded through the H1-B Ready to Work grant.

Therefore, the QPR form does not have a line item to report participants who are employed. And again, those who are underemployed or an incumbent worker are not applied here. So those who are employed workers are not an allowable target population to receive training. So in reporting incumbent worker participants, we want to go over the definition again. For the purposes of this SGA, we do define incumbent workers as an employed worker that is in need of skills upgrade to obtain a new job or retain a current job that is requiring new or different skills in an H1-B industry or occupation.

And this is training that is developed with an employer partner or employer association to upgrade skills for that incumbent worker's experience. And so HUB will aggregate incumbent workers that have the Code Value 1, yes, entered in Data Element 201 for incumbent workers. In reporting unemployed participants, again, we want to repeat the definition of what an unemployed individual is.

An unemployed individual is a count of the number of participants who are considered unemployed as defined at the time of participation and are not reported in Section 3CG, long-term unemployed on the QPR form. And so an unemployed individual is an individual who is without a job for fewer than 27 consecutive weeks and are not considered long-term unemployed and is not underemployed and this is an individual who wants and is available to work.

In order to meet the definition of an unemployed individual is being employed for less than 27 weeks. The aggregation rule for line 3E, unemployed individuals, will exclude those individuals that were reported as long-term unemployed and/or underemployed.

MS. BAIRD: And you want to make sure that you are following these definitions, because this section right here aligns with the SGA on who you can serve and that percentage for long-term unemployed and we want to make sure that you are not misreporting or underreporting who you're serving. So again, the long-term unemployed line item, that will aggregate anyone that is underemployed and anyone that is long-term unemployed. So they're both in that category.

The unemployed category is anyone that is unemployed less than 27 weeks, they are not long-term unemployed. And again, the incumbent workers are only going to be reported if you identified them as the separate group in addition to the 85 percent, but this is what you could really look at and make sure that you have tagged participants appropriately, because I can guaranty you, your FPO is going to be looking at these three fields and we will be as well just to make sure you're serving the right people.

MR. MAURO: Now, these lines on your QPR will track the highest level of education that your participants have coming into the program. Each line is aggregated by adding in the participants who have a date in the Data Element 301, which is the date of program participation and have each of the values that you see here in Data Element 114. It is your responsibility to select the code that is most appropriate for the participant's highest level of education.

I won't go through this whole list, because it's already written out here and it's delineated in the Ready to Work performance reporting handbook, but I did want to speak briefly about Line 4BI, post-secondary education. For Data Element 114, you would report a participant as 92, which would place them on this line if a participant has received a certificate or a non-degree diploma, but was not yet received a degree at the time of participation. If the participant has a degree, that would take precedence over the Code 92.

MS. BAIRD: Great. And we're going to take another break for questions. If you want to go ahead and type those in, I did see one from Roger, which I think I'm interpreting as something that Ayreen talked about earlier about reporting data cumulatively.

You have a participant enrolled in the quarter ending June. "Will the QPR separate them out or add them to the current quarter being reported?"

So I'm wondering if you're asking about if you're uploading a file that has people being served past the end of the quarter date? I'm not clear, Roger. If you can clarify what that comment is.

MS. CADWALLADER: So it sounds like – so we're submitting a quarterly report for the quarter ending September 30th. And so in this case, it sounds like there were participants that were enrolled in June. And so HUB will pull all the participants that have been served in your grant program from all previous reporting quarters and report them in this most current reporting quarter.

MS. BAIRD: So what you're uploading is a cumulative file. You would continue to add to it every single quarter. So anyone served from the start of the grant through this quarter end date should be on that file and you would just continue to add to their line as they continued to receive services and HUB will accept the most recent information you uploaded. So it's a continually growing file that includes everything from the start to the current reporting deadline and then HUB aggregates it in the appropriate fields on the QPR form.

And that's why Kevin had mentioned earlier the dates are so important that you are collecting them and have accurate dates where appropriate. And it looks like folks are typing in a few questions. So we'll give it another minute.

MR. KEATING: Absolutely. Thanks to everyone who has already asked questions and made comments and we'll be queuing those up as needed and keep them coming. Like we said, we should be able to have time to address them. So definitely let us know what they are.

MS. BAIRD: And thank you, Roger for clarifying. Yes. And as a reminder, this report is through the period ending September 30th. So anyone served from the first day of their grant through September 30th should be on your file that you upload and HUB will populate their previous quarter, the current quarter and the cumulative appropriately based on the end date of the quarter you are submitting it for. So thank you, Roger. That's a great question.

MS. CADWALLADER: And just to add to that, it sounds like participants were served in June in the previous reporting quarter. So the 9/30 QPR previous quarter column will report those outcomes of participants that were served in the quarter ending June 30th. So if that helps to add dates, let us know if that clarifies your question. And we're going to look at a few other questions now that are coming in.

MR. KEATING: All right. Thanks for the feedback, Roger. By the way, as we look at what questions come in, just be aware that we are recording and that'll be available with the transcript in about two business days. So again, the slides and the handout are available now, but we'll have a recording of this in a few days. So be on the lookout for that and visit us again so you can review this information after the fact as well.

MS. BAIRD: Great. And we have a question from Debra (sp). "As you explained in Data Element 200, are you saying that underemployed who may have lost their job and are only working part-time, they're not to be served?" No. That is not correct.

I think if you look at the SGA, we define populations very specifically. So there's the incumbent worker definition, which means an incumbent worker is an employed individual that is connected to an employer that's referred them and they have a training plan.

So although they're employed, we call them incumbent and they may be eligible if you're targeting them. For underemployed workers, yes, they may be employed part-time, but we don't consider them employed, we consider them underemployed or long-term unemployed. So if you have an underemployed worker who is either – within that 27-week period, they may be consistently underemployed in a job or they may have a combination of employment or underemployment, we don't consider them employed in a sense of an employed worker definition.

You can certainly serve them; they are eligible. What you would do is you would report them as employed, but then you also need to check off the box that says they're underemployed and long-term unemployed. That's so we know that you're serving underemployed workers. Who you cannot serve are employed workers that – I don't want to say that they're highly skilled or high paying, but a full-time employed worker, that would not be considered underemployed and would come into you of their own accord, they're not referred by an employer.

We consider those just employed workers. They wouldn't be eligible, but obviously, if they were underemployed, they could be eligible. I wanted to make sure that was very clear. If anyone is confused on that, please feel free to let us know and we can go through it again.

MS. CADWALLADER: And again, I think just to clarify, there are differences in the aggregation rules and the data elements and edit check rules. The purpose of those rules is to align with the reporting definitions that is outlined for the Ready to Work grant. So it's important to know that we tried as much as we can to align the performance reporting outcomes as it was aligned in the reporting definitions.

And so there might be instances where you may confuse a specific rule of an actual reporting guidance. So you really have to clarify those questions for us so that we can help walk you through it.

MS. BAIRD: And Caleb (sp) has another great question here about reporting an internship. "Can you report it as an outcome?" It looks like if it's not paid for with grant funds. And Kaleb, I would ask you to follow up with your FPO. It depends, and this is a draft in the FAQ, if someone is being served with a combination of leverage.

So I don't know if you're leveraging this internship or grant funds. You can count outcomes achieved through leverage resources of outcomes, but if it's not leveraged or someone only is receiving leverage, you can't account for those outcomes.

FAQ Number 1 lays this out much better than I just explained. So definitely look at that. And this is a great question to send to your FPO to make sure that – it's a question to ask about outcomes that aren't covered with grant funds, can you account for them. So a good question to follow up on. And we're going to move on to next session, but there's a few related questions coming in that we're going to hold on and answer a little bit later. We want to make sure that what we say back to you is clear and consistent.

So those last two questions that came in, we will get back to you on that shortly. We want to make sure we give you a concise answer.

MR. MAURO: And now is a good time for another knowledge check. Let's test your knowledge of reporting long-term unemployed workers. Ayreen is an underemployed worker that meets the definition of being underemployed for 27 weeks or more. What data elements will inform how she is reported on the QPR form Line 3G, long-term unemployed? You can mark A for 204: 1, yes, B, 204: 2, yes, underemployed for 27 consecutive weeks or more or DE:202, Number 1, yes, underemployed worker and Data Element 204: 2, yes, underemployed for 27 consecutive weeks or more.

MR. KEATING: All right. Just like last time, go ahead and choose a radio button next to your answer. We'll review the results in a moment, but for now, make sure you go ahead and choose one of these three options by clicking the radio button. We'll give you another few seconds to do that. So please make sure you go ahead and choose one of these three options now. And then I'll turn it back to Kevin once we give you a few more seconds to do that to see what we think about what you're saying now.

MR. MAURO: And it looks like most of you have got it. The answer is C. It is both 204: 2, yes and 202: yes as well.

MS. BAIRD: And some of you may have noticed, there is not a line item on the QPR form for underemployed. There's a line item for incumbent worker, unemployed and LTU and that was intentional, because we consider underemployed workers to be part of that LTU. That means that underemployed workers account for that 85 percent LTU that you have to target. And the reason that we ask you to select two data elements on the back end is because we needed to do that to make sure it aggregated in the LTU definition, not just because we like to add extra data elements.

But just so you know, it does appear in that LTU category. So that LTU figure will be the sum of unemployed for 27 consecutive weeks, underemployed for 27 consecutive weeks. So combined in one line item.

MR. MAURO: OK. Well, now we've made it to the section of the QPR that tallies the services that your grants will be providing. By this point, you've probably realized that the total through all these lines are from participants who have a date of program participation in Data Element 301. For these lines, participants who have a date in Data Element 301 as well as dates in the current quarter in Data Elements 310, 320, 330, 340 and/or 350 would all be tallied.

HUB will aggregate the type of service that is provided to a participant only once regardless if the participant received the same service more than one time. These services are all aggregated into the QPR the first time that they occur for each participant, but grantees should continue to report services provided as they occur during each quarter to keep their status active, but they will only count once in the previous, current or cumulative fields.

If the participant does not receive a service in the most current reporting quarter, the last date of service may be left in the data element field. In order for HUB to aggregate services that were provided in the previous quarter column, grantees are asked to enter the Code Value 1 as in yes if the participant received a service for the previous quarter using the data elements previous quarter received, fill in the blank for each service. Grantees that are asked closely review the HUB edit check rules to determine how to enter the correct code values for these data element fields.

MS. BAIRD: And now we're going to open it up again quickly for questions if you want to go ahead and type them in the chat function and we'll go ahead and get started and answer some of them. And we're going to go ahead and answer the two questions, Eric and Lee, you had asked earlier about reporting underemployed. So an underemployed individual could be working or not working. So you should have the option, under Data Element 200, to select either 1, which means they're employed and then subsequently, you would have to say that they were underemployed or 2, which is unemployed.

Zero is unemployed, sorry, 2 received notice of termination. You should be able to check either one, two or zero for underemployed. We did identify what we think is a glitch from Jeannette (sp) with NOVA, that if you select employees or getting an error message to say that the person must be incumbent, which is not correct. So we're looking into that. We would recommend, for underemployed workers, that you select zero, not employed in Data Element 200 and then you won't get any added checks telling you to select incumbent.

It'll allow you to report Data Element 202 and 204 to say that that individual is underemployed. So for right now, underemployed in Data Element 200, you should be selecting 0, not employed and we are certainly working on what appears to be an issue if you are trying to report underemployed as 1, employed there, but we'll keep you in the loop. So again, underemployed should be 0 in Data Element 200.

MS. CADWALLADER: And this is for this reporting quarter only, once we know a little bit more as to how the HUB system is actually doing that edit check, we'll have to let you know if changes are made.

MS. BAIRD: And again, we recognize that underemployed workers at enrollment could be unemployed or employed. And so we're going to make sure that that is accurately reflected in that data check. There is a policy question that came in on the very specific scenario for underemployed. I think we need to know a little bit more information. I can't read the name where that came from.

MR. KEATING: I think that might be Lee.

MS. BAIRD: Grany (ph), maybe.

MS. CADWALLADER: Grany.

MS. BAIRD: I'm sorry if I just butchered that. I have poor eyesight today from where I'm sitting from the screen. But I think that's something you want to send to your FPO in the Ready to Work mailboxes. This is a very specific case within the underemployed definition that we may have to get back on information and fully understand what the situation is. So please feel free to follow up with us on that.

MS. CADWALLADER: Angela does have a question on, "All their candidates receive continuous services, such as job leads; should we report this activity under 340 each quarterly report?" So yes, you would just simply update your data file with the most recent date in which those services were provided. And again, based on the HUB aggregation rules, that service provided will only be counted once even though the participant received multiple services in the same – throughout your grant program.

MS. BAIRD: Great. And we're going to move forward. Please keep on typing your questions in and we will make sure to get to them as we go along.

MR. MAURO: Fantastic. Let's take this opportunity to test your knowledge, once again, this time on services provided. Tom was provided specialized participant services throughout several quarters from January 1st through September 1, 2015. True or false; HUB will aggregate the total number of all the services that Tom received into the cumulative grant-to-date column? And I'll give you a moment to pick your answer.

MR. KEATING: All right. For this one, obviously, you're just choosing true or false. Go ahead and click one of those radio buttons now as many of you are already doing. I'll give you another few moments, but please choose one or the other now and then we'll reveal the right answer and discuss it in a moment.

MR. MAURO: Well, it looks like the votes are in. And again, you guys are right on, the answer is false. HUB will aggregate the services that Tom received only once using the most recent date that was provided in the data file. Grantees should continue to report services provided as it occurs during each quarter to keep the status active, but they will not count more than once in the previous, current or cumulative fields.

MS. BAIRD: So now we're going to talk about enrolling people in education job training activities. And as a reminder, you may be serving people that are never going to enroll in education job training activities. It depends on what you said you would do and what's in your statement of work and who you're serving. But for those of you that do enroll individuals in education in training activities, this section is very important. HUB will aggregate the total number of participants that begin receiving education job training activities by calculating all participants that have a day of training in Data Element 400.

So if you have individuals that are not in training and don't have a date in this data element, they will not appear in this aggregation. So this number will not match your numbers served if not everyone is going through a training program. And the QPR form has a separate line item to report the types of training individuals may be in. One of them is on-the-job training. This is something you would have to report in addition to someone being enrolled in training if they were in OJT.

So make sure if they're in OJT you've reported it under the training activities. And there's also line items for the different types of training that participants can enroll in through the grant. They're listed on the screen. We're interested in knowing the types of training people are in for a variety of reasons, not only just to see if you're in alignment of your statement of work, but it's helpful for us to get a sense of the most effective types of training provided to long-term unemployed workers.

And so these are aggregated, again, on the QPR form. And if you have questions of definitions for any of these outcome trainings or activities, you can review those in the reporting handbook. And again, to measure the success of your training program, the QPR will report the number of participants that completed training. So you cannot complete training unless you enrolled in training. So that's a simple, but very important factor, because the completion of training links to another employment outcome that's very important.

So make sure if someone is in a training program, you're reporting them as a completer if they did in fact complete. And you can report three types of training for each participant for types of training activities and if you are reporting separate training activities, you must complete them in any of those that you report in order for them to then also be reported as a program completer.

MS. CADWALLADER: And we do know that since we are in the beginning of the grant lifecycle, you may not have training program completers just yet. So that is perfectly okay at this time.

MS. BAIRD: And then separate from training program completion, there is also an OJT completion. This is because we know for some participants, they may just be in an OJT training program only, not a larger training program or it may be combined and this is just going to help us get some figuring on the types of activities participants are in. So if they are in an OJT and they complete it, make sure you complete the OJT training activity.

So why is training program completion important to report? It's because it's tied to two other data elements, one of them being credential outcomes. So you can report program completers and credential outcomes only for those individuals enrolled in a training and not completed a training. So you can't report credentials for people that are not in a training program. And their credentials can be reported if you report types of training activities. You can report credentials for those, but credentials will not appear on the form until you've completed someone in a training program.

And so at the point of completion or afterwards, the credential that they got at time of award will appear and then there's a separate field for total credentials and that will account for other ones that you reported that they had received. So credentials can only be reported for training program completers.

And here is the slide for the number of total credentials. So for some programs, people may be getting multiple credentials as they go or even after completion and that's where it would appear, but again, they only appear after someone has been reported as completing the entire program.

MS. CADWALLADER: And here we'll take some time for some questions.

MS. BAIRD: Angela, this is a great comment. "How many wrong answers are allowed before funding is cut off?" The answer is zero; we won't even fine you. I think the purpose of today's webinar and upcoming HUB calls is to answer questions. So if you are not getting wrong answers or you're not asking questions, then you may be doing something wrong, because you don't know it, but that's what we are here for.

We are not keeping a tally of people with wrong answers. I don't even think we can see the wrong answers, but I want to say that there is no wrong answer. I mean, there is, but we appreciate any questions coming in related to performance reporting. We know it's difficult and confusing and we assume if people aren't asking questions, they're not doing it right, because they're not reading things to know that there are questions.

Marsha, I'm not sure about people getting credentials without entering a training program. Credentials have to be in alignment with our definition, which is a very specific TEGL. If you are giving credentials and they're not in a training program that still can't go on the form, maybe that's something you put in your narrative, but we're happy to talk to you separately about how people are getting credentials that aren't in a training program.

But again, on the form only, training related credentials can be reported. And some more questions on the specific scenarios for policy questions, the reason we don't answer eligibility policy questions in a large group is because unless they're very generic, because a lot of times, they're very specific to an individual and we actually have to ask pointed questions on their individual situation and we don't want people to confuse it with a different situation.

If we get a lot of the same types of questions in, we'll add it to an FAQ. A good example is, are college students considered long-term unemployed? And our answer is if you look at the FAQ Number 1, the one type of LTU is just that they were unemployed for 27 consecutive weeks. It doesn't say anything about prior to those 27 consecutive weeks. So that's one we could answer in a group, but when we start to get to the really nitty gritty one-offs, we try to only answer those on a case by case basis.

Please refer to the FAQ and again, if it does not answer your question, contact your FPO in the Ready to Work mailbox and we are happy to walk through real scenarios. Please no hypotheticals. We spend a lot of time answering scenarios that never happen. So if you are in a real situation and we can actually get information on it, we're happy to help address those on a case by case basis.

And Marsha, the answer is if an individual has not been unemployed for 27 consecutive weeks, whether they were in school or whatever else they were doing, they could fall within that first type of LTU that's outlined in the SGA and in the FAQ. So definitely look at that FAQ and it's really easy to walk through and check off the box to see if someone meets that. Let's move forward. Again, please keep on typing your questions.

These are great questions. We're very happy to see what you guys have thought of a lot of these scenarios at this stage of the grant.

MR. MAURO: All right. It's about time for one more knowledge check and this is not funding-dependent way either. Let's see how much you know about training activities as reflected on your QPR. Mirabel enrolled in education and job training activities and completed her entire training program. Mirabel may now have up to how many discrete types of training reflected in her QPR; three, six or nine?

MR. KEATING: All right. Like you've been doing, just click your radio button. I'll give you a few seconds to answer and then we'll go ahead and reveal the right answer, talk about what you said. Again, it's okay to guess. That's part of the reason we're having the webinar, but feel free to choose your answer and then we'll discuss it in just a few seconds. Again, giving you a few more seconds to vote. And while we're waiting for that to come through, I'll turn it back to you, Kevin to comment on what you're seeing.

MR. MAURO: Well, it looks like about half of you got it right this time. The answer is nine. The QPR can reflect up to three types of training for each of three different training activities. So while there are only eight different training type codes, some codes may be entered multiple times if those training types are conducted in subsequent training activities. Of course, if Mirabel were to engage in more than three training activities or if she had more than three training types during a single training activity, that information could and should be reflected in your narrative report.

MS. CADWALLADER: OK. So let's go over how the HUB system will calculate employment outcomes for the types of workers that you are serving. And so in the QPR Section E3, the number that entered unsubsidized employment, this applies to those who are unemployed, underemployed and long-term unemployed workers. HUB will enter these employment outcomes at any point after the individual begins receiving their first grant-funded service.

Employment can be reported at any point, which includes individuals that are not enrolled in training, but enter employment after receiving services, individuals that enter employment while enrolled in a training program or individuals that found employment after completing a training program. So the entered employment outcomes are aggregated using the date provided in Data Element 501, date entered employment.

I would advise you to really check the edit check rules associated with Data Element 501 as the edit check rules will indicate the types of participants that could be entered in this data element, again, which are those who are unemployed, underemployed and long-term unemployed workers. The edit check rule, again, for 501 will prevent incumbent workers from being reported in this data element. So again, really important to know those edit check rules for Data Element 501, the date that entered employment.

And there is a separate employment measure to capture training-related employment. So this applies to those that complete training and enter employment that is related to their program. So let's move on to the next slide for that. And so those participants that enter training and are reported in Section E3, those that complete their training program will be able to be reported into Section E3A if the employment that they entered is related to their training outcome.

And so this data element is a sub-field of E3 for those that were only enrolled in a training program and those that were not enrolled in a training program, but were reported as entered employment in E3 will not be included in this line item of the QPR form.

MS. BAIRD: So an important thing to point out is on line Item 3 number entered in subsidized employment, we are capturing this field different than we ever have. For H1-B, I think for most of our departmental grants, you can report someone a number entered in subsidized employment regardless of whether or not they enrolled in a training program and regardless if they've completed training or a service.

So if any participants start your program for any reason, they're in training or they're getting a service and they get a job at any point after you've given them something that's set up by the grant, you can capture an employment outcome in this field. This is to account for the fact that you are serving people that may not even go into training, that people get a job during the training program, whatever the reason is, if they get a job.

And for underemployed workers, if they get a job – meaning they get a full-time job or they get a higher-paying job – if they move up from what they started with, if they were underemployed and working, it can be reported in this field at any point after they have received their grant-funded service by your program.

Separately, what Ayreen just referenced, 3A is a sub of this, but training related employment is only for those individuals that are enrolled in a training program and completed, because we want to be able to separate out how many people got jobs because of the specific training program. So separate but related, and if you have any questions on this – this is the biggest number that we put out. It has the most spotlight on it. It is the reason we are funded to do the training program is related to employment.

So if you have any questions in how to report these outcomes, particularly for unemployed, long-term unemployed and underemployed workers, please do not hesitate to contact us. We want to make sure that this is a fully accounted for figure for your grant program.

MS. CADWALLADER: And so the next slide will talk about employment outcomes for incumbent workers. There are two outcomes that we measure for employment outcomes for incumbents; those that retained their position, or those that advanced to a new position with their current or new employer.

Employment retention outcomes for incumbent workers that were employed at participation and retained their current position will be aggregated in Section E4A and that will use the code values from Data Elements 514 and 524.

These outcomes are reported in the third quarter after program completion in order to insure that the training provided to these incumbent workers was effective to help them keep their job. And so an exception to that is an individual can retain employment in the first quarter, but advanced to a new employment in the second or third quarter. And so this outcome will not be considered an employment retention. This outcome is an employment advancement, which we will go over in the next slide on how incumbent workers that advance to a new positon will be aggregated into the QPR form.

And so this measure on the QPR form is using Data Elements 505, 515 and 525, those that were indicated as one, yes, advancing to a new position. A few things to note is that an individual cannot retain an advance in the same reporting quarter. That will come back as an edit check error in your data file. And in addition, an individual cannot advance to a new position in one quarter and then in the second quarter retain that advanced position.

So we have no data elements to capture retention for those that advance to a new position. You would just indicate that in whatever quarter that the individual advanced, that one, yes, they advanced into that new position. Remember that incumbent worker employment outcomes are separate from the employment outcomes that we discussed for unemployed workers, underemployed workers and LTU participants.

MS. BAIRD: And if you are not serving incumbent workers, meaning it was not identified as that additional category in your statement of work, you should always have zeros or blank fields in these incumbent worker employment outcomes. And so now I wanted to talk about common measures. I'm sure most of you have heard about them before. We are tracking them on behalf of you all. That's why we ask you for a Social Security number.

We also ask – this is why it's important to give us the exit date, because we use that as well. We will be tracking them on your behalf. Obviously, you probably don't have exiters yet. Some of you may have had short-term training, but you probably won't see results for another year or so. These are tracked for nine months before results are returned, but we will track them for you based on the Social Security numbers you provided.

We'll match them to wage records collected by the department. They're collected across all of the states. So if someone got a job anywhere in the U.S. or in the Postal Service, I believe we do access that system. We will pull the information and we will be giving it back to you. You will see it back in the HUB system when they're available. Again, it will be a while, because they do have a nine-month lag from when you have an exiter.

So we'll do something once we start to see results come in for grantees. It's usually not until the three-year mark for most. We can do another event talking about that, but these are the current standard common measure definitions. Again, they're going to change under WIOA to something different that will not impact this grant. That's something I should've said earlier. Someone asked at the conference. Future H1-B grants will be following WIOA definitions and data elements. Ready to Work will not change.

You will begin and end your grant with the current reporting definitions, system instructions, data elements, which includes the current common measures. Those are the three that are on the slide. So again, we'll track them for you. We will give you the results just so you have them. Lots of grantees use them and they're marketing to talk to stakeholders, because it does mean something to a lot of people that do understand the common measure definitions. So stay tuned, we'll have more information as they become available in how you can access them in HUB.

MS. CADWALLADER: And so we're going to answer a few questions. One came up that asked, "In the quarter after advancement, do we report the advancement again until we've seen this or do we leave it blank?" This is if an individual advances in the first quarter and Data Element 505, future reporting quarters, is going to ask you in 515 and 525. I believe the HUB system, the edit check rules will ask for a code value there.

So you could say yes, they advanced, but the HUB system will only aggregate that if they only submit once.

MS. BAIRD: There's a question about someone completing an OJT. "Do you use the last date of the OJT as the exit date?" It depends. If the OJT was the last day they received their grant-funded service, after 90 days, you could report that as their exit day. It just depends. Whatever the last grant-funded service activity was is when you would identify what their exit date was. Another question on the FAQ, "If someone completed school and they were unemployed for 27 weeks, but never lost a job."

There are three types of LTU categories that are in the FAQ. Definitely look at that and it lists the simple definition for each one to say if someone meets this. And the very first one says, "A long-term unemployed individual can be an individual that was unemployed for 27 consecutive weeks." That is all it says. I will say the underemployment one does say that they had to have lost the job.

So look at that FAQ, it will help you answer those questions. "If a participant doesn't disclose their SSN, will their wages never be calculated as part of the average wages?" That is correct. If they chose – you have to ask for SSNs, that is a requirement. Individuals can choose to not disclose their SSN, they are able to do that. What would happen is that we just won't include them in the common measure tracker. They will not be a numerator or a denominator.

So it won't hurt you, it won't help you. They're just not factored in at all into the common measures. Great question. Let's move to the last portion and then we'll have a question and answer session again if you guys are thinking about anything else.

MR. MAURO: OK. One more knowledge check for everyone and I promise, this is the last one. Which of the following statements are true for QPR section training at program outcomes Line 3, number entered unsubsidized employment? One, it only applies to those who are unemployed, underemployed and long-term unemployed, two, the outcome is reported as soon as an individual gets a job at any time during and/or after program participation, three, an individual can enter employment and still continue receiving supportive services and/or training services or four, or D, all of the above.

MR. KEATING: All right. For this one, you can actually choose more than one. So please feel free to choose more than one and/or all the above, if that's relevant. So I see several of you have voted. We'll give you another couple of seconds to vote. So click those boxes. Again, you can choose more than one for this one, choose all that apply. And then we will be reconvening in just a few seconds to comment on your answers. And I'll leave it back to you, Kevin whenever you're ready to talk about what you're seeing so far.

MR. MAURO: OK. Well, in this case, again, you guys did great, the answer is four, all of the above. All of those are characteristics or true statements about the number entered unsubsidized employment on the QPR.

MS. BAIRD: And remember, just because someone got a job does not mean you have to stop giving them services. So if they're still in the training program, even though they get a job, they can still finish the training program. They can still finish the service. Most likely it's a lag in their service, because they probably were using a service to get a job, but we do see people that are in a training program and get offered a job and it still is contingent upon getting a completion or credential.

So just because you report it as an employment doesn't mean that they have to stop giving them services or grant funds.

MS. CADWALLADER: OK. And just as a reminder, grantees are required to submit a quarterly progress report. That includes your QPR Form 9166 and your quarterly narrative report using the HUB system in order to successfully submit your reports to DOL. And so again, you use the HUB reporting system to report those and for this reporting quarter ending September 30, 2015, you will submit data files to generate a QPR that will reflect participant data of all your participants served to date.

And hopefully these are outcomes that we can really tell the impact and the success of your grants within the first year of your grant lifecycle.

MR. MAURO: So after all of this, don't forget, your performance reporting deadline is next Friday, November 13th. We've gone ahead and scheduled office hours on Tuesday, November 10th as well as Friday, November 13th. The call-in number is provided here and you should've already received an invitation through Outlook. Please note, you're able to RSVP for office hours at RTW@dol.gov.

Please specify which day and time you prefer and we'll do our best to accommodate your requests. Of course, performance questions can always be submitted through the RTW mailbox, but the office hours will give us a chance to speak directly and office hours are there if you have a quick question as you're working on your performance data files. There are also a number of resources available to you to assist with your performance data reporting.

We have included links to our resource brief, which is a high level summary of the performance reporting webinar, which itself has an appendix of reference TA resources, including the H1-B Ready to Work performance reporting toolkit, some sample data and case management files and a text file that you can also use as a sample data file. You may also remember my voice from a series of pre-recorded tutorials that we've posted to help guide you through the performance reporting process.

Links to all of these resources will be provided to you. In fact, all of the documents we've referenced on this webinar today are available online at the ETA grantee community resource page. Here's a snapshot of what the H1-B Ready to Work folder looks like and where you can find all of the mentioned documents and more. You can and should be in close contact with your FPO throughout the life of your grant.

And of course, as I said previously, you can contact us at RTW@dol.gov. And for your HUB system technical questions, you can email EBSS.Help@dol.gov.

MS. BAIRD: And we wanted to thank you. Please feel free to continue typing questions in and we have a few minutes left to answer them, but we realize this is confusing and difficult and stressful. So keep calm and stay positive. That's our mantra in this office around performance reporting deadlines.

We're here to help you and to understand that we are a small team. And so if you are calling us at 7:00 o'clock and reporting deadlines, there are a lot of people we're working with, so please be cognizant that there's a lot of grantees to help with that system, but we are here to help and to utilize the help office hours, to utilize preparing your report in advance.

It really helps make sure that we're able to dedicate time to help make sure that you meet the reporting deadline as well. We did want to answer some questions in here, once again, date of exit. We did want to clarify and make it very clear, because this is the most confusing thing to grantees and ourselves that day of exit is the last day a participant received a grant-funded service and you must wait 90 days to confirm that that date of exit is still accurate, that they did not come back.

And after that 90 days, you can then report the date of exit. So I hope, Angela, that helped clarify your question is you always have to wait, even if you know they're not coming back, even if something happened that there's a reason they're not coming back, you can write down that exit date, but you cannot report it in the HUB system until 90 days have passed. I believe you'll get an error to say that the date is too early to be reported. If not, you should.

But it won't show up properly on your QPR. So you may notice it then too. And one last question or feedback, "The HUB system is taking much longer than the two hours to provide the edit error report. Do you anticipate the time to be reduced soon?" We heard that there were some earlier issues with the delay in getting error reports produced.

MS. CADWALLADER: Right. But it's also important to note that not just Ready to Work grantees are uploading data files in HUB. You know, the reporting systems are – it's a system that all Department of Labor grantees are using. So during reporting deadlines, we can expect technical issues to come up as well as the process to generate edit check reports and QPR forms to take significantly longer.

So our IT folks are aware that there were some delays. We have been informed that it has since been resolved, but if you continue to not see a QPR or an error report being generated from their data files, please let us know as you are our first indicators that something might be wrong with the system.

MS. BAIRD: We don't know that there are delays in uploading files until someone tells us and sometimes it's just one individual and you may take – (inaudible) – and actually, something may be wrong with your connection. So feel free, if it has been a while, to contact Ready to Work and let us know and we will follow up with the IT department and figure out if we need to get a message out or not. But we have heard that that issue is no longer occurring. Please let us know if not.

MS. CADWALLADER: Laura asked, "When will the slides from this presentation be available?" The PowerPoint slides are now available here on this web platform for you to download. In addition, the HUB aggregations rules PA document is also another resource for you to download. The recording and transcripts from this PowerPoint presentation will be released later next week and we'll certainly let grantees know when these resources are available.

MS. BAIRD: And one last question, Lee, great comment. "If a participant is employed through a grant-funded OJT, is that when they are reported as employed or after?" The definition of employment is unsubsidized. If someone is in the OJT, you report it as an OJT, you do not report it as entered employment. If they get employed at the end of the OJT, that is wonderful and that is the point that you would report them as an employed individual.

So great webinar today. Thank you to you all for being so engaged and asking really great questions. You really make this webinar as useful as possible. So we appreciate it. Stay calm and stay positive. Again, we're going to send this out in the next few days. Please make note of the HUB office hours.

And I think we have one polling question or two as you are signing off. Thank you so much, everyone.

(END)