

H-1B Technical Skills Training, Jobs Accelerator and Make it in America Performance Reporting Technical Assistance

FAQ: H-1B GRANTS PERFORMANCE REPORTING REFRESHER

Did you know that your H-1B performance reporting question may be more common than you thought? Here are some recent questions that H-1B grantees have submitted to our grant mailboxes:

REPORTING TRAINING OUTCOMES

Q: We realize that our 10-week, 400-hour training program is not long enough for engineering participants that need to acquire the skills needed for employment. I would like to discuss some reenrollment program strategies.

A: Please contact your FPO to discuss any changes to your program design, as it may require a modification to your Statement of Work. A participant can be re-enrolled in the training program once they are considered a program exiter, and it is determined that the individual requires additional training in order to maintain their current position/job, or to advance to a new position. These participants will be counted as a new participant; therefore, it is important to work closely with your FPO to determine how these changes in your training design may impact your performance outcomes.

Q: What happens when a participant starts their training in the middle of the quarter, but does not complete their training until the following quarter? When does HUB consider an individual as a “participant”? Is the participant counted when they start the training or when they complete the training?

A: A participant’s training program may begin in one quarter and conclude in a future reporting quarter. The HUB system will report these outcomes in the reporting quarter in which the activity occurred using the dates provided in the data files.

An individual is considered a program participant when there is a Date of Program Participation entered in Data Element (DE) 301. A Date of Program Completion is entered in DE 304 when a participant completes the program. HUB Aggregation Rules will ensure that these outcomes are reported on the QPR form, in the reporting quarter in which these activities occur.

HUB Aggregation Rules

To learn more about how HUB is populating your QPR form, please refer to the H-1B TST and JA Performance Reporting Handbook, Section V 5.5 Attachment 4: HUB Data Aggregation Rules.

TRACKING EMPLOYMENT AFTER PROGRAM COMPLETION

Q: When we track employment data, which quarters are supposed to be captured?

A: Grantees should track and report employment outcomes for unemployed participants in the first, second, and third consecutive quarters after program completion. This information is reported in DE 501, DE 511 and DE 521 for Unemployed Workers. For participants who enter employment in the first quarter after program completion, employment retention is reported using DE 511 and DE 521 and will be reported in the QPR form Section E. 3b Retained Employment. Even if participants don't enter employment in the first quarter after completion, you must enter a code value in your data file as a part of your data reporting.

Employed participants that *Retain their Current Position* are tracked and captured in the first, second, and third consecutive quarters after program completion. This information is reported in DE 504, 515 and 524 for Employed Workers. This information will not be reported in the QPR form Section E. 4a Total Number of Employed that Retained Employment until the third quarter after program completion; and only if the individual retained their information for all consecutive quarters.

Employed participants that *Advance to a New Position* are tracked and captured in the reporting quarter that the participant's advancement occurred, which could be in the first, second or third quarter after program completion. These outcomes are reported in DE 505, DE 515 and DE 525, depending on the quarter on when the individual advanced to new employment. Please refer to pages 26 - 30 of your Performance Reporting Handbook for more details.

Q. We have a client who is unemployed at program participation and remained unemployed in the first quarter after completion of the training program. However, the individual secured a job in the 2nd quarter. How do we report this employment outcome and why is it not showing up on our QPR form?

A. Entered employment outcomes for unemployed participants are reported on the QPR form if the individual entered employment in the first quarter after program completion. The aggregation rule for Section E. 3 Number Entered Unsubsidized Employment in your QPR form takes into consideration the following data elements, and either a date or code value must be entered in each data element field:

- DE 304 Date of Program Completion
- DE 200 Employment Status at Participation
- DE 501 Employed in the 1st Quarter after Program Completion

Entered employment outcomes for participants that enter employment in the second or third quarter may be reported in DE 511, Employed in the 2nd Quarter After Program Completion or DE 521, Employed in the 3rd Quarter After Program Completion. For entered employment outcomes that occur in the second or third quarter, we ask grantees to report these outcomes in the Quarterly Narrative Reports (QNR).

Q: When do you enter a code value in Data Element 502 to report the 8-digit Occupational Code to describe the individual's entered employment? We are confused by the "additional notes" section that indicates it is only for those who entered employment in the 1st quarter after program completion. We have a participant who was unemployed in quarter one, but received a job in the 2nd quarter after program completion. Can we report DE 502 Occupational Code to describe the type employment attained in the 2nd or 3rd quarter after program completion?

A: The "Additional Notes" section in the DE 502 indicates that this information is based on any job held after completion and applies to those that enter employment in the quarter after the completion quarter. However, there are no edit check rules to ensure that the occupational code entered in DE 502 is a reflection of the employment that occurs in DE 501, Employed in the 1st quarter after program completion. To align with the reporting definition of this data element, grantees should enter a code value in DE 502 for any employment outcomes that occur in the 1st quarter.

REPORTING PROGRAM COMPLETION

Q: When should a program completion date be entered? After the first training activity or after a participant has completed all training available and are still receiving services?

A: Typically, a training participant is considered a program completer when they have earned all of the formal award units needed towards attaining the degree, certificate, or certification the program is providing and meets the goal of their program enrollment. If multiple trainings are offered as a part of program activities, then it is anticipated that all program activities are completed prior to program completion. An individual can still be considered a program completer and continue to receive grant-funded services that is non-training related.

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

Q: Which data elements are used to determine the outcome for QPR Section D. 4 Number Completed Education/Job Training Activities and Section D. 5 Number Completed On-the-Job Training Activities?

A: The outcomes displayed in these sections of the QPR form are determined by the Date of Program Completion (DE 304) and the training activity types entered in DE 402 - 426. A date must be entered in DE 304 in order for program completion outcomes are reported in your QPR form.

An individual that participates in a variety of training activity types that is NOT OJT will have training activity type code values entered in DE 402 – 426 and a date of program participation in DE 304. These outcomes will be reported in Section D. 4 Number Completed Education/Job Training Activities.

An individual that participates in OJT, as noted using the code value 1 = On the Job Training, in DEs 402 through DE 426 will be reported in Section D. 5 Number Completed On-the-Job Training Activities.

REPORTING DATE OF EXIT

Q: Does HUB retroactively exit a participant who has not been active for more than 90 days? When exiting participants, is the date entered supposed to be the date of their last service or the date we exited them from the program?

A: The HUB system does not automatically exit participants after 90 days without grant-funded services. Grantees will enter the date of the last grant-funded service that was provided to the participant in order to indicate that the participant has exited from their program and for the information to appear on the QPR form.

A participant who completed their program of study may continue to receive certain services funded by the grant program as described in the Statement of Work. If a participant is no longer receiving grant-funded services for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the grant.

DE 302 is used to record the date on which the participant received the last grant-funded service. Grantees should not record the date on the day that the individual is exited from your program.

REPORTING OUTCOMES THROUGHOUT MULTIPLE QUARTERS

Q: Can we make updates to a participant record such as their training activities, date of completion and date of exit? If so, what is the process?

A: Grantees may update their data file in the most current reporting quarter to reflect changes or updates to a participant record that may have occurred during a previous quarter. Grantees should upload one comprehensive data file of all participant served to date. The new data file should include all new participants served in the current reporting quarter, including all participants served in previous quarters of your grant program.

If you are using an Excel spreadsheet, updates to a participant record will be made to the data elements in the columns across your data spreadsheet. New participants served will be added as a new participant record and entered as a new row of your data spreadsheet. For more details, see page 42 of the Performance Reporting Handbook and the sample participant records and data files available at <https://etagrantees.workforce3one.org/page/resources/1001302857160846161>.

REPORTING OUTCOMES FOR INCUMBENT WORKERS

Q: How do we verify and track if a participant advanced to a new position?

A: Grantees are asked to have systems and processes in place to work with their training providers and employer partners to track and verify employment outcomes for each training participant for three quarters after program completion. An incumbent worker who received grant-funded training and a promotion at any time during the three quarters after program completion can be recorded as advanced to a new position.

Q: How do we record an employment outcome if an underemployed individual works in retail at the start of the program, continues to work in retail in the 1st quarter after program completion, and secures a job in the 2nd quarter using the grant-funded training skills?

A: If an individual was employed at the start of the program (DE 200 = 1, Yes) and retained the current position in the first quarter after program completion, then DE 504 Retained Current Position = 1, Yes.

If the individual secures a job in the second quarter after program completion that is a direct result of the grant-funded training, this individual may fit the definition of advancement. Therefore, DE 515 Advanced to a New Position in the 2nd Quarter after Program Completion = 1, Yes.

H-1B PERFORMANCE REPORTING AFTER GRANT ENDS

Q: Our grant will end with the September 30, 2015 quarter. Will the HUB system begin accepting the ending quarterly prior to September 30?

A: Grantees may access future reporting quarters in the HUB system to test data files and resolve data file errors. However, the HUB system will not allow grantees to submit and certify a report until it is the most current reporting quarter. Grantees will have a 45-day period to submit and certify their reports.

Grantees should follow the usual quarterly reporting schedule for the final performance report. Your last Quarterly Performance and Narrative Reports will also serve as your Final Performance Report, as noted in the H-1B Performance Reporting Handbook, located on the H-1B Community of Practice:

<https://etagrantees.workforce3one.org/view/2001220744675542997/info>

Q: We have a participant who exited from our program in September 2013. We have now learned that this participant entered employment on April 6, 2015. Can we report this individual's entered employment outcome on the QPR form?

A: The participant's employment outcome is not in alignment to the H-1B Reporting definitions of entered employment because several quarters have passed since the individual completed the training program and entered employment. However, the grantee may report this outcome in the Quarterly Narrative Report. In addition, this employment outcome will be included in the grantee's entered employment rates in Common Measures.