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**Transcript of Webinar**

**H-1B Performance Reporting Orientation**

**For H-1B TechHire Partnership**

**Strengthening Working Families Initiative**

**America's Promise Grantees**

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JEN JACOBS: All right. Welcome, everyone to today's "H-1B Performance Reporting Webinar Orientation." My name is Jen Jacobs and I'm here for you, anything technically speaking. Hopefully you won't need to hear too much from me, but if you do have any technical questions, please let me know in that chat window on the left-hand side of your screen. The chat window is also where we'd like you to introduce yourself now. I see many of you already have, but if you haven't, please go ahead and type into that chat your name, the name of your organization, where you're located in the country and how many are joining today if you're joining in a group.

The chat window is also where we're going to invite you to type in your questions and comments at any point throughout today's webinar and we'll answer as many of them as we can. You'll also notice we have a copy of today's PowerPoint as well as some other resources uploaded into the file share window. So you can download those at any time throughout today's presentation. Also, a copy of today's PowerPoint as well as a transcript and recording of today's presentation will be made available on WorkforceGPS in about two business days.

So again, we want to welcome you to today's webinar and if you haven't already done so, please introduce yourself in that chat window. Now I'd like to turn things over to our moderator today, Megan Baird. She's a program manager for H-1B grants at the U.S. Department of Labor, Employment and Training Administration. Megan?

MEGAN BAIRD: Thank you, and hi, everyone and thank you for joining us today. We have a full house and we are excited for what is our first of many performance reporting trainings we'll be conducting over the next several months to help support your efforts in implementing the H-1B performance reporting requirements.

Again, this is the first in a series of trainings of our presentations and it's intended to give you a high-level overview of the H1-B quarterly performance reporting requirements, including helping you preparing for submitting participant level data to the department and providing you an overview of performance guidance that will be released to you in the very near future via a performance reporting handbook and a training and employment guidance letter also known as a TEGL.

So we'll not be walking through every data element today, but you will be tracking and reporting, but we will be identifying key elements for H1-B grants, identifying what data elements have changed from previous guidance and insuring that you have access to the full list of data elements currently posted for office of management and budget approval.

So before we tell you who's in the room on our end, we're going to take a look at who is joining us today. If you've not done so already, please answer the polling question so we know who's on the call. Again, this call is for three types of H-1B grants, the America's Promise grant, Strengthening Working Families Initiative or we call it SWFI and the TechHire Partnership grants as well.

So it looks like we have a good portion of America's Promise grantees, SWFI and the TechHire grantees are here in full force, it looks like and a few other folks who are joining us who might be supporting these grant efforts. And let's see who's joining us on the call today, what your role is. We've got some authorized representatives, lots of program managers, that is great to see, we've got some IT and performance staff, also great to see and some training and service partners who also may be supporting data collection and some others.

So it looks like we've got the right group joining us today for this event. So I'd like to take a moment to introduce our performance team in the program office. You'll be hearing from all of us not only today, but over the life of your grant in our efforts to support your project's performance reporting. So to make it a little bit fun, we're going to introduce ourselves and we're going to tell you our favorite PIRL element and you get bonus points if you know what that PIRL element is.

My name is Megan Baird, I am the program manager for all of our H-1B grants and my favorite PIRL element is 2700. So you don't have to look it up, it is the PIRL element for Social Security numbers. And I will turn it over to Ayreen.

AYREEN CADWALLADER: Hi, everyone. Good morning or good – actually, good afternoon to everyone on the call today. We're very, very excited to have all of our H-1B TechHire, Strengthening Working Families Initiative grantees and America's Promise grantees on the call today. Performance reporting is one of my most favorite topics for grants management and it really is one of the most important things that you will have to do for your grant program. I support the TechHire grants and also the go-to for performance.

My favorite PIRL data element is date-entered employment, which that PIRL data element is 2118.

TIM DUDLEY: OK. And here I'm Timmy Dudley. I'm one of the newest members to the team. I'll be providing performance reporting support for SWFI, AP and TechHire. So I'd like to say my favorite PIRL data element is maybe state code of residence, seeing where everyone's from all over the country. That's a pretty good one, I'd say.

GREG SCHEIB: And I'm Greg Scheib. I'm the lead on the America's Promise grant and I'm also on the performance team. I have a couple of things to share with you. My favorite data element is 1401 and the reason I like that, it's being enrolled in secondary education program, because there's only one right answer for H-1B grantees, which is zero, do not use it.

My other little factoid is that I am not just a program lead here in DSI, I was once a grantee back in New Mexico under these grants. And so I've decided to join the team and see how it works from the other side and advocate on behalf of grantees. So here I am.

MS. CADWALLADER: Thanks. So this is the team you're going to hear from today and in the future. And instead of telling us your least favorite performance element, we'd love to hear your favorites. You're welcome to borrow one of ours. And before we continue with the rest of our content, we will use the chat function to gather all your comments and questions throughout this webinar presentation. We do have various polling questions embedded throughout this webinar to gather your feedback and more participation, but certainly, this chat function is our main mode of communication for today's webinar.

MS. BAIRD: Thanks, Ayreen. And to cover today's objectives, we would like to provide, again, as I mentioned earlier, an overview of performance reporting requirements for the H-1B grantees to familiarize you with important policy guidance for H-1B grants, to provide an opportunity for you to ask questions about the performance reporting process and really to help you inform us to drive content for future performance trainings and guidance. As Ayreen mentioned, we really want you to be as interactive as possible in the chat function, share your questions with us. We're going to try our best to answer them today.

We're going to defer on any questions that aren't related to policy. So if you have a – or sorry, performance. If you have a policy question, if you have questions about anything that's outside of kind of the scope of today, we're going to ask that you send those to your FPO and you're welcome to copy your program office mailbox. Also, you guys ask really great questions. So we may not have the answer, but we're committing to following up on any questions that we can't answer today. So really answer any questions that you think are appropriate for performance and we're going to really strive to make sure that we address them here as well as in future trainings.

So for today's agenda, to meet these goals, we're going to do an H-1B performance reporting overview. We're going to talk about the WIOA or the WIOA indicators of performance as well as H-1B real-time performance outcomes and you're going to – if you didn't know, there's a difference between the two and you're going to learn about that today. We are going to go over the DOL-only PIRL, which is Participant Individual Record Layout, which has recently been amended and was reposted in late May. These are proposed changes to the version that was approved last year.

And we're also going to talk about performance reporting TA. We're going to give you some tips today on tracking performance participant level data, how to prepare data files and we're going to give you a hint of what's coming in the near future for performance reporting as well. So I'll turn things back over to Timmy. We have another polling question.

MR. DUDLEY: OK. And first polling question, which performance reporting topic are you most interested in learning about today? And your options are what are the changes to the amended H-1B PIRL data element that I should be aware of, what should I be doing to prepare for performance reporting, how and when do we start using the WIPS supporting system and then no vote is also an option.

MS. BAIRD: So it looks like the current runner is what I should be doing to prepare. That is an excellent selection. That makes us happy. Coming in second, how and when do we start using WIPS and last, but not least what are the changes to the amended PIRL. Some folks voting for all three. Ashley, you are in luck, we are covering all three today. These are some of the main topics on today's event.

OK. To get things started, we're going to kick off first with covering H-1B quarterly performance reporting and interim reporting guidance. We are going to stop after each section for questions and answers and we're going to try to answer questions that respond to that specific section, because we may be covering your question later on. And then at the end of the presentation, we have held a lot of time to answer any questions we didn't get to or that you may still have.

So as a reminder, I'm sure you're all aware of this, as part of your grant agreement, you are required to submit quarterly progress reports to the department and these reports must be submitted on time each period in order to comply with the reporting and record requirements of your grant and these reports are due no later than 45 days after the end of a quarter.

And this consists of two types of quarterly reports, a quarterly performance report, or we call it a QPR, and a quarterly narrative report or QNR. And I should mention this is separate from in addition to any financial quarterly reports. We're only focusing on performance for today. The quarterly performance report form provides aggregate level data on the participants that are served through your grant and it's an indicator of grant program activities for the previous and current quarters and is also cumulative grant-to-date. This will be based on the participant information data elements that you collect and report to the department in the WIPS system.

And the WIPS system will generate the QPR form for grantees based on your participant level data. And just as a reminder that the WIPS system, we'll talk about it a little bit more, but it's not active for your quarter ending June 30th. You'll still be submitting your QNR for the quarter ending June 30th. That second part of your quarterly report is a quarterly narrative report. It provides a narrative style account of performance activities that occurred during the reporting quarter and currently, quarterly narrative reports are submitted via emails to your federal project officer with a CC to the appropriate H-1B program office mailbox.

We also want to note we are currently seeking office of management and budget approval of a standard quarterly narrative report format. That has been posted publicly and in the interim, we have been providing you with what we call a suggested format, which mirrors the exact same format we are currently seeking approval on. That's been posted on the CoP since the start of the grant and I believe most grantees have been using that suggested narrative report template.

And since the H-1B performance reporting requirements include collecting and reporting Social Security numbers or SSNs and other personally identifiable information, or PII, information to the department, we wanted to make sure that as you get ready to collect and report data, that you are insuring you are following proper PII protocol.

This is because you will conduct large quantities of PII for program participants and we want to make sure that you are maintaining information and collecting, storing and disposing of it as appropriate. And we're going to talk more about the requirement for collecting Social Security numbers later in this presentation, but we do want to make sure that you are aware that the training and employment guidance letter linked to on the page is a great document about proper PII protocol on how you can insure that you're adhering to that and we also wanted to make a disclaimer, and we'll say this several times, grantees are required to collect Social Security Numbers, but participants cannot be denied services if they choose to not disclose their SSN.

And now I'm going to turn things over to Ayreen who's going to talk about the QPR form a little bit more.

MS. CADWALLADER: Great. Thank you so much for that, Megan. And I see that there's a question coming in about the QPR being a subset of the state PIRL report, great question. We have our own H-1B QPR form. It is different from the WIOA QPR form and that – we'll explain why a little bit later. It's because of our real-time measures. That will be produced when you upload your H-1B CSV file into the WIPS system. It will produce an H-1B specific QPR form. And I wanted Megan to just go ahead and answer that, but this slide I'm going to go ahead and talk about how a Quarterly Performance Report, or a QPR, form is generated in WIPS.

And as a recap, WIPS stands for the Workforce Integrated Performance System, which is DOL ETA's reporting system for all grants that are serving participants. The WIPS system will generate a QPR form from a data file upload that grantees submit into WIPS. A data file is a Comma Separated Values or a CSV file with participant-level information using the data elements from the ETA-9172 DOL PIRL. This is what you should be using to track individual – (inaudible) – throughout the grant. And then when the WIPS system becomes available, grantees are required to upload a data file that includes information on all participants that have been served since the start of your grant program.

This includes participant demographics, services and training activities provided and any credential retainment and employment outcomes that may have occurred during the last reporting quarter. We will go into much more detail later in today's presentation about the DOL PIRL data elements. So please standby. Next slide we talk about the access to the WIPS system. At this time, the WIPS system is still currently in development for H-1B grants. The reason for this is we wanted to make sure that the reporting – (inaudible) – for WIPS is fully functional before we roll it out to grantees.

And so this includes making sure that the H-1B WIPS reporting platform includes the amended PIRL data elements, which we will go over today and that the system also includes the data validation process and the QPR aggregation process so that it is fully functional when you upload your data. In the meanwhile, for the upcoming reporting quarter ending June 30th, grantees will continue with our interim reporting process for submitting your quarterly narrative reports and I will go over that again in just a few – the next slide.

But just to remember using this little timeline arrow here, between the month of June and September reporting quarters we do encourage grantees to begin preparing your participant data files, if you haven't already started that process. Certainly, no worries if you don't know where to begin. That's our role here in providing technical assistance in the next couple of months with support on how to prepare data files and how to access WIPS and coming soon. And grantees can expect to access WIPS in the reporting quarter in the fall, 2017.

So the next slide here, just another friendly reminder on when your quarterly progress reports are due. We've updated this table to reflect upcoming reporting quarters and when they are due to DOL. Please remember the quarterly progress report is due no later than 45 days from the end of the reporting quarter. Everyone from your grant program should know these key reporting dates from your grant leadership in management staff to case management personnel and including your service and training providers. And if these dates are not already in your planning calendar or your work plan, we definitely encourage you to drop them in after this webinar.

The next slide we want to talk about the interim reporting guidance for the quarter ending June 30, 2017. For all H-1B TechHire, SWFI and America's Promise grantees. We have been issuing this interim reporting guidance, which includes that performance – the quarterly performance report, or the QPR, form. Since WIPS is not yet fully available to H-1B grantees, you will not be submitting participant-level data. However, we do still encourage you to collect this participant-level information, which is demographic information, services and training, services received, including credential outcomes and employment outcomes.

This includes participant's Social Security numbers, which will be used by ETA to track and report long-term or exit-based employment outcome measures, which we will talk about later today. We continue to encourage you to follow your PII protocol and to please remember that you will be reporting cumulative data for all participants served as soon as WIPS is available. For your Quarterly Narrative Report, grantees will continue to submit your QNR to ETA via email to your grant-specific mailboxes, first to your FPO, CC'ing your grant-specific mailboxes.

We encourage you to use the suggested QNR report templates to submit your narrative report. We've provided the Microsoft Word version of this template on the H-1B performance resources page on WorkforceGPS. The link here is provided on the slide. As a friendly reminder, the QNR should report on key activities that have occurred with your grant program during the latest reporting quarter and this includes any updates to your work plan, any partnership engagement activities that created a positive impact to your grant and in addition, since grantees are not reporting participant data via the data file upload in WIPS, we do encourage grantees to report any participant outcomes, such as the number of individuals that have started to receive services and beginning training in your narrative report.

In addition, we also would love to hear if grant participants have started to find – (inaudible) – employment as a result of your training programs. So please report any best practices as well in your narrative report. As a friendly reminder, QNRs should be emailed to FPO with a CC to your grant-specific mailbox. For the quarter ending June 30th, the reporting deadline is August 15, 2017. And before – yeah. Let's go ahead and turn it over to Timmy for a knowledge check.

MR. DUDLEY: OK. For the performance reporting quarter ending June 30th, our H-1B grant program will submit a data file upload in WIPS, quarterly narrative report to my FPO with a CC to my grant mailbox, quarterly performance report form in WIPS or a request for technical assistance, we're not sure. And this was mentioned a few times. So I expect everyone to get this one right.

MS. CADWALLADER: High expectations, absolutely. Appreciate that. And it looks like we've got 100 percent with that. For the quarter ending June 30th, we will be submitting a narrative report to your FPO with a CC to the grant mailbox. And to clarify, because the WIPS system is not yet available, you will not be uploading a data file in WIPS. So I'm assuming that was a typo. Thank you so much for participating in that. And we'll move into questions.

MS. BAIRD: And some really great questions coming in and we're going to address on that, cover the topic we just discussed. A really good question, what information do you enter for a participant who refuses to disclose their SSN? Great question. We are going to provide detailed guidance on this on the performance reporting handbook, which you'll find out soon is coming out by this Friday. You have to fill out that PIRL data element and you, I believe, will be filling it in with all nine. That will be written in the guidance given out to grantees.

We also do provide a lot of technical assistance in that handbook around how you ask grantees for their Social Security numbers to minimize that choose to not disclose it so that they really understand the purpose of what it's being used for. So great question and that will be in guidance.

MS. CADWALLADER: For question number two, I'm going to go ahead and respond to that, "Will we be able to do a test run to verify the report generated so our data upload is accurate?" That is correct. Once the WIPS system has the validation logic rules in place as well as the aggregation rules in place, you are able to upload a data file as many times as you need to in order to make sure that the data in your internal files is accurately recorded in the QPR form.

So the WIPS system, you don't have to immediately submit the QPR – you don't have to immediately certify the QPR that is generated in WIPS, you can make any changes to your data file as needed in order to insure that the QPR accurately reflects your outcomes to-date.

MS. BAIRD: Great. Another question that we're going – there's a question around eligibility and SSNs. We're going to ask you to refer that to your federal project officer around how you're documenting eligibility to work in the U.S. as part of a requirement of the grant. So great question for your FPO. There's another policy question on here, which we are going to answer, because we do know the answer. "Is Selective Service from – (inaudible) – a requirement?" The answer is no for H-1B-funded grants. H-1B-funded grants are not authorized under WIOA. It is not a requirement, but is something that we typically release in a FAQ.

So if you would like to receive written confirmation on that response prior to an FAQ being published, you should send that policy question to your FPO. There are some questions in here, clarification around who is considered a participant. So as a reminder, they can be not authorized under WIOA. So we are not following WIOA definitions, however, we are aligning with WIOA.

So in the PIRL that we mentioned previously, there are definitions for data elements where we identify which ones apply to H-1B, which ones don't and which ones are H-1B specific, but you should refer to your FOA as well as the guidance coming out around specific definitions around participants.

It is different from WIOA. And anyone that is considered a participant under H-1B you must collect and report all of the required data elements. So it looks like there's a couple more questions that are being typed in. We'll give it just one more minute to see if anything comes on this section.

And again, you can continue to type as we go forward and we'll have plenty of time throughout to answer additional questions coming in. And I see a great question coming in about exit-based employment outcomes. We're covering that in today's presentation later on. So great question and we'll have an answer for you in our upcoming slides.

And to confirm, Tori (ph), Selective Service is not a requirement at all for H-1B-funded grants. It means you do not have to verify that they registered for the selective service in order to be eligible. And some great questions about the data elements and the data file, I think we're going to get into that a little bit later in the presentation.

So we're going to hold that great question about what needs to be in the data file. And some great questions around using the same number for SSNs for those actually who do not disclose. We have thought of that. We do have a workaround on that and rest assured, whatever guidance we give you on how you code that individual in will work.

So please keep on typing in your questions. We're going to keep on moving to the next section. These are really, really great questions. And it's me again. So we are now going to move into the section that actually addresses quite a few of the questions coming in around WIOA primary indicators of performance versus H-1B real-time performance outcome measures.

And those of you that have had previous H-1B grants, this may not be new for you. You probably have realized that we have different sets of measures from the formula grants versus H-1B grants. So in an attempt to streamline and simplify efforts, the department is aligning the performance reporting requirements across ETA grant programs, not just WIA grant programs, but several others, including H-1B have decided to align.

That means that H-1B grants report on two types of performance outcome measures. One type is the WIOA primary indicators of performance, which we're going to go into in a little bit and the second type is H-1B-specific real-time outcome measures.

Real-time, meaning you report them in the quarter that they happen, not after they've exited a program. H-1B grantees will use the DOL-only WIOA PIRL data elements, definitions and code values identified specifically for H-1B grants to collect and report on both types of these performance outcome measures. Now, why is it important to point that out?

If you have looked at the entire PIRL that is posted, it includes merely 500 data elements. H-1B grantees only report on 86 of those data elements. So you want to make sure that you are only tracking information for your H-1B grant for those specific elements that have a check under the H-1B required field.

Grantees will use these 86 PIRL data elements to collect and report participant-level information, which includes demographics, including Social Security numbers and date of birth, program start and end date, training activities and support services, program completion outcomes, such as credential attainment and employment placement outcomes.

And now I'm going to turn things over to Greg who's going to walk you through an introduction to the WIOA primary indicators of performance.

MR. SCHEIB: Thanks, Megan. So I'm just going to introduce you to the WIOA primary indicators of performance, you see them there on your screen. For any of you that have worked with us before under WIA, they may look somewhat similar. We used to often call these groups the common measures, but do just bear in mind that these are different and they are not the same as the common measures.

So H-1B grantees are going to use the DOL-only WIOA PIRL data elements, definitions and the code values identified specifically for H-1B grants to collect and report on these indicators of performance, but DOL will be tracking some, but not all of these measures on your behalf.

So next, we're going to do is – if you can go to the next slide, we're going to talk about which measures we're going to be tracking on your behalf. So here you see the three exit-based employment measures that are part of the WIOA primary indicators of performance. These three outcome measures we are going to be tracking on your behalf using the Social Security numbers provided as part of your quarterly participant-level data submissions to the WIPS system.

MS. BAIRD: So why do we collect Social Security numbers? For the employment-based WIOA primary indicators of performance, we acknowledge that most of our H-1B program grantees may not have access to wage records in order to track and report these exit-based employment rates and median earnings. Additionally, the reporting timelines for the exit-based employment WIOA primary indicators of performance generally fall after the conclusion of your grant's period of performance. Therefore, we will match wage records on behalf of grantees in order to capture these three specific exit-based employment outcome measures for participants that have exited the program by time it ends.

So we're tracking them specifically, as was mentioned, the employment rate measures for the second quarter and fourth quarter and the median earnings. And we will be tracking these and providing results based on the SSNs that you have provided through the WIPS system and we'll also be providing results when they are available back to grantees if they're received while your grant is still active.

MR. SCHEIB: The next two measures are credential attainment and measurable skills gained. Unlike the three we just talked about, the following two indicators of performance are not exit-based and are going to be reported by you, the grantees, in real time in the quarter in which they occur using the PIRL data elements that are part of the H-1B schema. Once the performance results are returned to the WIPS system, they're going to be provided back to each of you and calculated on your behalf, but the data itself is going to be coming in from you. Finally, the last WIOA indicator is effectiveness in serving employers.

And ETA at this time is still seeking to determine the appropriateness and feasibility for non-formula programs to collect against this measure. So we will be providing additional guidance and information on tracking your reporting of this in the future. In the meantime, we're certainly interested in hearing about the effectiveness of serving employers and you can certainly always put any of that information – in fact, we'd encourage it putting it into your quarterly narrative reports so that we can get a good picture of what you're doing out there in the field.

So finally, in summary, we're going to just go over – DOL is going to have the capacity to track the exit-based employment placement and median earnings on your behalf. For the credential attainment and measurable skills measures, you will be reporting those directly into the WIPS system using their data elements that you'll be tracking. And finally, in terms of effectiveness in serving employers, basically, there's nothing for you to do at this time, but we'll be giving you additional information as we get it in the future. That's – and so I think we're at a breaking point. I'm sure you may have some questions at this point.

MS. BAIRD: So we're going to mute real quickly to review all the questions that have come through. There's some really great ones. We want to focus specifically the questions related to this first topic of WIOA primary indicators of performance and – yeah. And there were some questions on SSNs that was also really helpful that we can address here. So let's go ahead and break for two seconds.

MS. JACOBS: And I just wanted to remind everyone, in case anyone missed any of the presentation, that a recording and transcript of today's webinar will be available on WorkforceGPS in about two business days.

MS. BAIRD: There's a great question in here about using the same SSN. So the SSN is specifically used for the common performance indicator exit-based employment measures.

So if you've got more than one participant that does not disclose and you're using the filler that we tell you to, that does not impact the real-time measures you are tracking and reporting in the H-1B QPR, but will impact the results returned for the common performance indicators, but it does not impact the other measures you're reporting against. There's a question in there that we're not going to address, we're not sure what it is.

It's about OJT and how that fits within employment. That's a great question to send some background with exactly what you're asking there. "Can we provide wage data without an SSN?" I'm assuming that can – that's a question to us. We cannot. That is why we require Social Security numbers is so we can track that information.

Some great questions on effectiveness of serving employers. I think Greg just covered that on the two slides, that right now there are not data elements that you're reporting, we're entertaining the most appropriate method to track that for these grants, but there is a section in the quarterly narrative report suggested template should you like to talk about your effectiveness in serving employer's efforts.

So there's some great questions coming in here on data elements and we want to make sure that you look at the complete list. So where applicable we have selected to follow some WIOA data elements, but in some instances, those WIOA data elements do not capture the full breadth of the H-1B grants and in those instances, we've added additional H-1B elements.

So a great question in here is around reporting underemployment in data element 400. Data element 400 does not track underemployment, but there is an additional H-1B data element that does track underemployment, which is 2101, should you have your spreadsheet there for you.

We'll be laying a lot of this out in a handbook coming out on Friday, but if you are trying to figure out how to report a specific element and you find that one of the WIOA ones selected does not really meet that, keep on looking down the list, because there's probably an H-1B-only element that captures some of the things for our program that are missing from the WIOA data element. And we wanted to be crystal clear, programs do have to collect employment verification for real-time measures. That means they are reported when the person got the job and we're going to cover those in the next section.

What we are tracking is the exit-based employment measures, which are part of the WIOA common – sorry, performance – primary performance indicators. So you still have to track employment, but it is different from the exit-based employment and we're going to go into great detail on that in some upcoming slides. There are some questions about – that relate to the TAACCCT program. So this is very, very, very different from the TAACCCT program and I would recommend that you send that in writing to make sure we get your full question and that we can fully explain how you're reporting certain measures for H-1B.

And a great question on, will DOL provide employment data to grantees? The answer is yes. For those exit-based employment measures that we are tracking on your behalf, we will be returning those results to grantees. I believe we are only able to return those results to you in aggregate for your individual grant program. So we're going to – please keep on typing in your questions. We're going to continue to the next section while we also do some research on some of the questions that have come in. And Greg, it's back to you.

MR. SCHEIB: Oh, great. So in addition to the WIOA indicators of performance that we just talked about, now we're going to talk a little bit about the real-time performance outcome measures.

So again, in addition to the ones we've already talked about, H-1B has specific real-time employment and training outcomes for program participants in the reporting quarter from which they occurred. These measures are separate from in addition to the primary indicators of performance that we've just talked about and will also be tracked and reported using the DOL PIRL data elements.

Just a reminder, these are the outcome measures in which grantees submitted target projections as part of your grant statement of work as required in the FOA that you responded to. These outcome measures are what DOL and ETA will use to track quarterly performance data against your target projections and will also be helping to identify technical assistance opportunities moving forward through the grant.

We're going to – I'm going to pass it over to Timmy who I think is going to do another little knowledge check for us.

MR. DUDLEY: OK. Can you guess what the H-1B real-time performance measures are?

MS. CADWALLADER: And just we encourage you to use – respond through the chat window. We really want to do a knowledge check for those of you on the call to determine if you know what those performance measures are that we are asking you to report again. Cody said that, "This is data that is reported in the quarter that they happen, not after exit."

That is correct. Credential attainment, we did collect credential attainment. Training related employment is also an outcome measure that is reported in real time. Employment retention outcomes. And then we're going through some exit-based, which is not real-time measures, but we do have participants enrolled in training, completed training credentials and employment advancements and retention.

So that's certainly correct. We can move onto the next slide where we can show you the full list of real-time outcome measures.

MR. SCHEIB: So here's where you're going to go, dah, I knew that one, that was on my contract, my grant award. So anyway, as we mentioned earlier, what you're seeing now are the H-1B-specific outcome measures and again, these are the measures that you set outcomes for in your initial grant applications.

I'm just going to go quickly through them, their total participants served, total participants enrolled in education and training activities, total participants completing education training activities, total participants who completed education training activities and receive a degree or other credential, the total number of unemployed participants who obtain employment, the total number incumbent worker participants that advance into a new position and median earnings.

MS. BAIRD: And so just to note, the median earnings is not a required outcome measure that we'll be tracking on your behalf with the SSNs. Sorry, just to clarify that, for median earnings you gave a goal for, but you don't have to report against it, it's one of those three exit-based measures we'll be tracking on your behalf.

Also, I think someone mentioned in the chat and they're absolutely correct, measurable skills gained is a real-time measure. It's not on the chart, because you didn't have to give a goal for it. It's one of the WIOA primary indicators of performance, but that is reported in real time, but it's something that you don't – it's something you don't have a goal that will measure you against it.

MS. CADWALLADER: And to clarify, you will get to see a draft or a version of the QPR form, which will include these first six outcome measures here, but the QPR form will also include the participant demographic information as well as some other outcome measures that we'd like to see in order to get a full knowledge of your grant and what you've been doing thus far. So – but these are the top six that we really closely look at for your performance.

MS. BAIRD: And just to – I mean, some of you may have been involved in some back and forth with us and your FPO as part of your condition of award and really making sure that these measures made sense and added up correctly and that is, to Ayreen's point, these are the measures we use to see how you are doing, one, in achieving your goals, but how your program is, are you enrolling people, are they staying in the program, are they being successful? So these measures, not only do you report them to us just because it's required that they – we use to drive our technical assistance efforts and to look at your grant's performance.

MS. CADWALLADER: So the next slide is a pop quiz. Timmy.

MR. DUDLEY: All right. What are the H-1B real-time performance measures?

MS. CADWALLADER: The first selection is that they're outcome measures that we provided target outcome numbers in a statement of work. The second is they're outcome measures that ETA will use to track my grant's quarterly performance and identify TA opportunities. Three, these are exit-based outcomes our four, options one and two above. And ding, ding, ding, ding, it looks like everyone selected – a good number of people selected options one and two above.

That is correct. Just wanted to make sure we were checking on your knowledge during these slides. So let's continue to the next section and I know there's been several questions that have come through since and we will have a chance to break for questions soon, but these next slides I'll turn it over to Megan.

MS. BAIRD: Great. And this slide actually covers some of the questions that came in about what PIRL elements are applicable for H-1B. So on May 23rd, the department released an Information Collection Request notice, or also known as an ICR, proposing changes to the OMB approved DOL-only performance reporting requirements. And a key part of this amended PIRL that is available for public review incumbent right now includes an amendment that were made based on feedback received from the first version, collections being made, things being tweaked.

Please know that we do anticipate – since this PIRL is currently open for public comment, we do anticipate that there may be some changes to the PIRL data elements once comments are received. There's a 60-day comment period and a 30-day comment period. So we ask that you continue to remain flexible in developing your internal database systems for reporting. Some of you may know that you flagged some errors or things for us that you saw in the original version and we've reflected those in this updated version as well.

In an effort to help H-1B grantees align with the H-1B reporting requirements, we have highlighted the changes that impact you all, specifically what has been removed, what's been added or what's been modified in this document, which is on the CoP, and the link is going to be on the next slide, identifies what these specific changes are and which applies to H-1B grantees.

So you can see what's called the full PIRL, which is every 480-something data elements that apply to WIOA and then there's a separate tab, which pulls out only the 86 data elements that apply to H-1B. It also identifies in red text what's been revised from a previous version, what's been redefined.

We did make tweaks to our definition for underemployed and long-term unemployed workers. Thanks to feedback from you all, we've added some new data elements to help track program completion and training related employment and we've removed some data elements that were selected for H-1B previously, but really are applicable to these programs.

And so now I'm going to turn it over to Ayreen to talk about an overview of the PIRL data elements.

MS. CADWALLADER: Great. And so let's continue our earlier conversations on the process that WIPS uses to process a QPR form. We mentioned before that WIPS will read the participant-level data reported in your data files, but what does that mean – what does participant-level data really mean? And in the amended ETA-9172 DOL PIRL that Megan mentioned released in April, we have identified very specific data elements that all ETA grants, both formula and discretionary grants will use to track and report participant-level activities.

We've provided that link in this slide here and what we did was we created an Excel spreadsheet, because that has two tabs. The first tab is the full amended ETA DOL PIRL. This includes all 478 PIRL data elements that various ETA programs will use and then the second tab is the H-1B PIRL data elements in which grantees will report on 86 out of the 478 PIRL data elements. So these are the data elements that you should be using to collect your participant-level information and report against through your data file upload.

And so you ask, what exactly is a data element? Data elements have assigned names and numbers, including specific ETA definitions and code values that you should be using to report against all participants in your data file. Like I said before, WIPS will have the function to validate the data that you submit through a series of validation logic rules that is applied to each data element.

In addition, WIPS will aggregate your outcomes using H-1B-specific aggregation rules in order to aggregate your QPR form. These validation logic rules and aggregation rules are forthcoming so that grantees are aware of how WIPS is processing your data and we'll for sure let grantees know when that becomes available.

MS. BAIRD: And before Ayreen moves into walking through some of the data elements, I did want to remind you again that the purpose of today's event we're not going to walk through every single H-1B PIRL data element. While that would be fun, it would take a very long time. We want to use this as an opportunity to highlight things for you that you are going to see in guidance.

So we're going to now the PIRL changes. We've already given you the link to where you can see those data elements and you can read all of them in detail. We're also referencing things that will be released in the performance reporting handbook and other guidance and this is really just to give you that overview to let you know that very detailed information in writing has already been released or will be released within the next week or two.

MS. CADWALLADER: So on this slide, we listed out several PIRL data elements that are new to H-1B. Some of these PIRL data elements listed here were not included in the attachment that listed H-1B PIRL data elements in the interim reporting guidance. So we wanted to make sure that these were included and then however the two new PIRL data elements that we mentioned earlier, that's really important for H-1B grants are those to report program completion outcomes. So data element 1813 and then any employment outcomes that are related to your H-1B training program.

So data element 2126 is used to record employment outcomes that are – that is related to your training program. And so we do encourage you to go through the Excel spreadsheet, if you haven't already, to read through the specific definitions of each data element and again, we'll continue to provide ongoing guidance. The next couple slides are data elements that will no longer be required for H-1B grantees. Again, you're no longer required to collect it. This slide here are PIRL data elements related to demographic information. Next slide are PIRL data elements required related to categories of disabilities and veteran status.

And the third slide here are data elements related to services that your – that's not required as well as employment outcomes after exit. And so with that, we'll poll some of the questions that we've gotten since we started this section and if you give us a minute or two to read through what's – (inaudible).

MS. BAIRD: I did want to say there's quite a few good questions coming in here about definitions. So we've got one about how exit is defined. We've got some that came in about the definition of an H-1B participant. All of that – all of the definitions for our – for H-1B, including the definitions for the outcome categories will be included in the performance reporting handbook, which you're going to see in a slide coming up soon what the release date is. It's difficult to walk through definitions on the webinar. So we wanted to refer you to read it in writing when that comes out at the end of this week.

There are some questions in here around documenting performance reporting, what's appropriate documentation for some of the things you would be reporting. We encourage you to reach out to your federal project officer if you have questions around documentation, a proof of outcome measures that you are reporting.

There are some great questions in here from our previous H-1B grantees that use a different system and I would like to say, yes, we have fully taken into account the issues that that system that you have let us know and we do not anticipate you running into those same issues with the WIPS system.

There are some great questions around data you need to collect for your grant eligibility versus data reported to the department. You may be collecting information that is more than the information you need to submit to the department and if that is the case, I think a specific example here is zip code, you should be tracking in accordance with what you identified in your statement of work in regards to eligibility. It just may be that some of the information does not need to be submitted to the department.

So there is a great question on data element 802, which is a low-income status and I want to assume that Brian – that you have an America's Promise grant. Yes, you do. Excellent. So the America's Promise grants identify that within the eligible populations, you should also – or could also serve low-income status.

This is not necessarily the definition from WIOA. This is a great question to email in if you have questions around how to report if someone is low income. If you said you had served low-income individuals, it does not mean they need to meet the definition of the PIRL element 802, but this is a good one that we could put in writing if you want to send that into your FPO with a CC to the program office mailbox.

MS. CADWALLADER: This is Ayreen. There was a question about data element 1811, which is date enrolled during program participation in an education or training program leading for recognized post-secondary credential or employment. It seems like this information is already being tracked from other data elements. And that is – there is instances, when you look through the data elements, and it looks like it's related information, but for example, this – I could see how this might be related.

Someone can assume this could be data program – (inaudible) – three, data element 902, but there are – sorry, data element 900, but there are very specific nuances to each data element and we have very specific reasons for including things that may seem related.

Some of these data elements relate to the WIOA primary indicators of performance and that – we need that date to track that primary indicators of performance. So we just really want to encourage you to really read through the nuances and really understand the differences between the data elements to get a better sense of why you're collecting them.

MS. BAIRD: So if you see a data element title that looks similar to another, you should definitely read the definition, because that's where you'll see that there's a nuance there and if you do have any specific questions, that's exactly what we're here for is to help you identify which one or possibly both you should be reporting against and again, just a reminder that in some instances, the WIOA data element may only be capturing some activities under H-1B and we've had to add additional and supplemental data elements to make sure that you are able to report against the full activities that you're doing under your H-1B grant.

MS. CADWALLADER: And so this response applies to the question that was posed for data elements in the 1303 series, which is a type of training services under WIOA and then we have a specific H-1B data element to track the types of training.

Again, this was an instance where H-1B has very specific training types and training activities that we want you to report against and the WIOA type of training services. There's only a limited number of code values that apply to H-1B grants. And so we really did want to have you – to provide you with the options of the full types of training activities that's allowable under H-1B.

MS. BAIRD: OK. I think if you could keep on typing your questions, these are really great. We're going to continue on and we absolutely will make sure that we have time at the end of the training today to answer some more questions.

MS. CADWALLADER: We're going to continue to the next slide to talk about some of our performance reporting technical assistance moving forward and here I'd like to turn it over to Timmy who will be our performance technical assistance lead supporting the H-1B grants on performance. And with that, Timmy.

MR. DUDLEY: OK. Here on this slide, I'm going to provide some tips to help to improve the data collection process to you, the grantee, your employer partners and your training providers. Now, remember in a few slides, we're going to show a case management and data file. So consider some of these when you see that as well some questions you may think of. You want to develop an electronic case management system that can be transferrable between your training providers and the grantee in order to better assist the development and submission of their quarterly reports to DOL.

Insure that the intake in enrollment process for training participants is as seamless as possible. Insure all data elements are reviewed and the definitions are understood before deciding how to answer the data element code values on behalf of a grantee. Insure grantees, training providers and training participants understand why certain information is being collected, where it is sent and for what purpose. For example, often training participants are handed a paper form and to fill out basic details, which are handed back to the training provider with minimal face to face interactions.

Unless there's an intermediary, like a case manager, the purpose of collecting this information is often not fully explained. You may want to add a disclaimer language and guidance during the enrollment process and add relevant dates to the enrollment form, which may help as well.

MS. CADWALLADER: Next slide.

MR. DUDLEY: OK. And –

MS. CADWALLADER: This is an upcoming poll and a feedback loop. We want to hear back from you on what types of systems that you're using to track and report your participant-level data. The options are existing MIS systems that you have internally and was able to tweak for H-1B, two could be – certainly be a third-party vendor, three, something as simple as an Excel spreadsheet, which is perfectly acceptable. The fifth option is an access database or the last is other and for those that are – have selected other, please feel free to share that in the chat window to let us know what you're using.

MS. BAIRD: Some of you may be partnering with your state. I think the important thing here is you should use whatever is appropriate for your grant. We will not endorse any particular product or type of tracking, we just ask that whatever you choose to use that it is – it will help you report the required data elements to the department and that it has some flexibility if there are changes based on the amended PIRL currently posted.

MS. CADWALLADER: All right. Thank you for that. It sounds like there's a few grantees sharing some reporting systems that they're currently using.

MS. BAIRD: And you should feel free to share that. Again, we're not going to intervene in that conversation, but you are welcome to converse with each other on that.

MS. CADWALLADER: Moving into the next slide, more tips and tricks. Timmy.

MR. DUDLEY: Yeah. As was reiterated on the last slide, you may use existing resources to develop your own internal management system, just always keep that in mind. The system must be able to save or export records as one CSV data file and we'll give you an example of that in the upcoming slides. And make sure your system includes every data element as a data entry field for each participant record.

A participant record should have a corresponding code value that's inputted for each data element and make sure that your data file does not include participant name, data element headers, additional roles, blank entries when code values are – where code values are required or no value instead of a blank space and we'll give you – and we'll show you an example of data file as well coming up.

And in some cases, keep this in mind, because this may not have been possible with past grants or of collecting data as you had done before, in some cases, leaving the data field blank is an option if the data element does not apply to the participant. Spaces can be counted as a code value.

MS. CADWALLADER: Great. Thank you so much for that, Timmy. And these are tips and tricks that we will continue to be expanding as part of our technical assistance.

We understand – you know, I've been doing performance reporting for quite some time now, but things don't become an issue until you're there and having to deal with it, which is why we're – we'll have some grant technical assistance moving forward, but for today's webinar, we do have a sample case management file and a sample CSV file that we could show you here for those of you that are just getting started.

We're going to share our screen in two seconds. From the very top, we go – this tab sort of walks you through how to save your Excel spreadsheet into a comma separated values or data file. Timmy, do you want to elaborate?

MR. DUDLEY: Sure. And what you'll see at the top, this is what we saw in yellow on the previous tab and this is the data file that you'll be – that you'll need to create to use to turn into a CSV file to be able to upload into WIPS. So this is the same file you saw on the past tab.

Now, below what I'm going to do is just give you a little walkthrough of how you could turn that into a CSV file, which is what is needed to upload into WIPS. If you're using an Excel spreadsheet to create the data file, simply save – when you're saving the data file, what you'll want to do is go to save as type and you'll save that as .csv file format, which will – in Excel, that'll save it as the type of file that is needed to upload into WIPS.

And if you want to be able to look at – well, the CSV also stands for Comma Separated Values. And if you want to be able to look at that and insure that your file is separated by commas, what you can do is open that in Notepad. It will – (inaudible).

MS. CADWALLADER: So Jen, do you mind scrolling this screen down? I see the bottom half and there's instructions here on how to open it and to view as Notepad. And Timmy.

MR. DUDLEY: OK. And so before, you want to make sure that your data file is saved as a .csv file from the previous instructions. You want to move your cursor over your data file and right-click your mouse to view what your options are.

Then you're going to select – you're going to – when you right-click, you're going to select with the Notepad your first – you see it in the first image below. In your Notepad, this should appear. You will open it as in Notepad. Now, if you'll slide down, what you see is the Notepad that's been opened with all of what was inputted above, but now it's in our Notepad with commas separating each data element and that's to make sure that the file is set up in a kind of – a setup that can be uploaded into the WIPS system.

MS. CADWALLADER: All right. So thank you so much for doing that, Timmy. Again, please, grantees, be on the lookout for the upcoming technical assistance. Let's go ahead and continue with our PowerPoint slides. Jen, do you mind pulling that up? So let's do just some quick reminders here, upcoming performance resources that we have for you. The first one is very important. The H-1B grants performance reporting handbook and WIPS reporting guidance, this is actually your performance bible that you should keep on hand. We should be able to release this to grantees at the end of this week, by June 30th.

A performance reporting toolkit is another TA resource that will be available soon as well as some upcoming pre-recorded tutorials, which will walk you through preparing a data file and accessing WIPS. And then again, we have our performance reporting office hours that we will continue to do on a quarterly basis targeting each specific grant program with a full understanding that you guys are at different phases of reporting to answer your questions.

This hyperlink here is the H-1B performance reporting resources page on the WorkforceGPS community of practice. This includes a link to the interim reporting guidance that we provided this far, including the Word version of the quarterly narrative report, including the ETA DOL PIRL data elements for H-1B grantees and the link to this webinar is also included there.

The recording of this webinar will be available in a couple of days so that you and team members that were not available to join on this call can view it at a later date.

MS. BAIRD: And also, a plug, we have our upcoming TechHire grantee convening. If you are a TechHire grant, we hope you are planning to attend July 25th and 26th. There will be some performance sessions during this convening. There will be a WIPS help desk. So certainly, know that that's another performance resource that will be available to you at that convening. If you have questions about attending that convening, please email the program mailbox. It is restricted to two individuals per grant.

MS. CADWALLADER: With that, we have about 15 minutes left of this planned webinar. So we're going to go through the questions that have come through as well and if you can give us a second to read through those.

MS. BAIRD: Yeah. There are some questions that came in around what do you choose if someone does not identify their sex male or female. You would choose nine, participant did not self-identify. And thank you, Dave, for answering this. There is – for all of the data elements that are self-identified by an individual, there is an option to choose that they did not self-identify. Please know that you cannot self-identify for a participant for any of the gender, race, ethnicity fields. Those are for the participant to choose to identify or not identify.

We have one that is quite a doozy of a question, but it is a really great one and I'm going to preface this by saying it's also explained in the performance reporting handbook that we have mentioned 50 times and is really a great resource, but the question is, could you please clarify the distinction between first, second and third training activities, which I believe are called first, second and tertiary.

MS. CADWALLADER: So we'll backtrack a little bit. So in your data file, you are allowed to report up to three training activities and the dates that occurred for a start, end date and a training start date and training end date for up to three training activities. However, with the H-1B data elements, grantees do have the ability to record different training types in which that individual participated in training. So there are primary, secondary and tertiary types of training that can be tied to the – to training activity number one.

But to reiterate, you have training activity number one that has a start date and end date and within training activity number one, you can record up to three types of training, which could be classroom-based and distanced learning or OJT. So any of those three training types would be recorded under training activity number one. Because there are three training activities that you can report and up to 3 types of trainings, H-1B grantees can essentially record up to 9 training types in your H-1B data file.

So this, we could certainly continue to provide technical assistance on to continue – so that you can continue to wrap your head around training – around reporting your training activities in the WIPS system.

MS. BAIRD: Looks like some folks are typing in some more questions. There's a couple of questions in here around eligibility in comparison to WIOA. As a reminder, you should be following the definitions in your FOA. The TEGL that will be released soon will actually walk through which WIOA terms and definitions apply to H-1B and which ones do not, but certainly, if you have a question around – if you're used to WIOA and you have a question about the H-1B-specific definition, please send that to your FPO and CC to the program office mailbox and we will make sure to get you a response in writing so that it is clear. I think a few more folks are typing.

MS. CADWALLADER: There's a follow-up question to reporting training activities. That is correct, individuals do have the flexibility to take multiple trainings at the same time. So I think this is going to really require you to look at your training program design and really look at the types of training activities or courses that you are providing and really being able to group them so that they fit within those three dates that you are allowed to report for your training activities.

MS. BAIRD: We're going to give just another minute or two for folks to type in some questions.

MS. CADWALLADER: And we were able to respond to most of the questions that came through. So we're at – I think we're at a good place from our end here. So we're certainly just available to you to answer any more questions. So it sounds like there's a lot of internal chatting that's happening with grantees now, which we definitely welcome and give you this opportunity to do so.

Well, let's go back to our last slide, Jen, to get our last feedback loop, the polling question on how grantees are feeling about your ability to submit your performance data. The first selection is geronimo, we're ready to start our performance reporting. The second option is performance, what, we still have a few more questions and three, a little overwhelmed, but excited.

And also, I want to encourage grantees to share their next steps in performance reporting in the chat window. It sounds like there's a lot of follow-up happening in developing your reporting systems, which is great and wonderful. I'm really excited that this is happening.

Sounds like everyone is a little overwhelmed, but super excited, which is exactly how you should feel, absolutely. This is where we are in this process. It's a bear. Like I said, performance reporting is a huge effort that you'll have to partake in as part of your H-1B grant and again, things don't become an issue until they're an issue. So we are here for you moving forward.

MS. BAIRD: And so please know, we talked about specific planned performance technical assistance events, like our office hours that we hold quarterly and the materials, that know that you can always send an email with performance questions to your program-specific mailbox as they arise. You shouldn't wait until you're trying to submit your quarterly report to ask that question. You can send those questions in at any time to the program office mailbox. For performance questions, you can send them to the mailbox. Please make sure to copy your FPO.

One quick more question came in, how do you define program exit? That will be in the handbook release on Friday. It's consistent with what it's been in the past, 90 days without receiving a grant-funded service and that full definition is in writing in the performance handbook that we keep on plugging, but you have not yet seen.

MS. CADWALLADER: All right. And with that, we're going to go ahead and wrap up five minutes early in this really long hour and a half webinar. I'm really excited for all of you on the call today. This chat window will be available for another few minutes and so will we if there's anything specific that you need to ask.

And with that, thank you so much for your time and really excited to work with you moving forward with your H-1B grants. Thanks so much, everyone.

MS. BAIRD: Thank you.

MR. DUDLEY: Thank you.

(END)