WorkforceGPS

Transcript of Webcast

Apprenticeship State Expansion Grantees

Quarterly Performance Reporting Requirements
Marcia Hampton: Thank you for joining us. Please be aware that information contained in the interim reporting handbook is applicable and reporting guidance will continue to evolve over the course of the grant period of performance. This webinar was recorded in part prior to the new guidance contained in the grant officer letter of July 13, 2020, but edits have been made to include that information.

Please be sure to refer to the totality of reporting materials throughout this webinar. They are located at the community of practice at ASE.WorkforceGPS.org.

Andrea Hill: Welcome to today's webcast for apprenticeship state expansion grantees focused on quarterly performance reporting requirements. My name's Andrea Hill and I'm the lead for the ASE grants in the U.S. Department of Labor Employment and Training Administration Office of Apprenticeship. And joining me today is Marcia Hampton, the grant's team lead. And we're going to run you through that performance reporting in a little bit.

Marcia Hampton: Today, we are going to first review ASE reporting requirements and expectations. We will discuss strategies and approaches for successfully meeting these requirements and expectations. We will make this webcast available for you to review at your convenience. If you have any questions that are not answered by the webcast, please email your FPO with a copy to the ASE grantee inbox at apprenticeship.grants@dol.gov.

ASE grantees are required to submit a quarterly performance report along with a quarterly ASE specific narrative report, the ETA9130 financial report on a quarterly basis, as well as an annual report. This webcast will discuss about the quarterly performance report or the QPR. Please be sure to also view the webcast about the narrative report, quarterly and annual.

Financial report training is available on Workforce GPS by searching for smart 3.0 training.

Let's take a closer look at the reporting requirements. The grant agreement requires all ASE recipients to submit quarterly performance reports through the life of the grant. The quarterly performance report, better known as the QPR, is a report that reflects grant program participant activities during the reporting quarter in the aggregate and illustrates the qualitative data report and the quality narrative report, also called the QNR.

Let's take a minute to discuss the value of reporting. First, accurate reporting shows our stakeholders, partners, and funders how a grant is performing. We are required to report on the outcomes of the performance measures originally established. Accountability and transparency are keys to successful grants management.

Reporting also helps us accurately illustrate the return on investment by continuously giving us feedback on how many participants are being enrolled. From reporting, we can tell how much money has been invested from other programs that is directly benefiting our apprentices. It highlights strategic partnerships that our grantees have been successful at acquiring funding or resources they would otherwise not have access to.
Reporting creates a sustainability of the project and the partnership and also gives us quantifiable and qualitative feedback that will be factored in continuous improvement both for the short term and for long term future investments. Reporting is necessary to Congress, the administration, OMB, GAO, etc.

Andrea Hill: So first thing's first. Go to the ASE grant's community and register in order to get automatic notifications when new content is posted here or any other community that you express an interest in. Navigate, though, to the reporting page from the home page on the ASE community or go directly to the link at this slide, then download the most recent handbook to your hard drive.

Open the handbook using a portable document reader, such as Adobe Reader, to see the embedded templates. Note that you'll not be able to see the templates if you open the handbook in your browser. You can see here where the maroon arrows are where the embedded templates are located. Please read and understand the handbook and send any questions to your FPO before you open the documents. The reporting handbook will be updated periodically throughout the period of performance.

Choose the QPR document by right-clicking and clicking save attachment on the QPR Excel sheet in the left frame of the handbook. Browse to the location you'd like to save the document on your hard drive and name the template using the naming convention outlined in the handbook. We'll use the same QPR document throughout the interim reporting period.

You'll name the QPR using the first seven digits of the grant number and the end date of the reporting period. Naming your file is very important. Not only does it distinguish you from the other grantees, allowing for a quick determination of the period you're reporting on, but it simplifies filing for both you and the government.

Marcia Hampton: Getting started. First, we'll give you an overview. The QPR includes data on both new participants enrolled during the quarter and also activity by existing grant participants in the aggregate. As outlined in the TEGL and in the grantee orientation, apprenticeship grants will be transitioning to the reporting system utilized across many ETA grant programs with Workforce Integrated Performance System, or WIPS.

Participant level data will be uploaded electronically into this, and the QPR generated automatically as a result of that data. Until the WIPS system, however, is implemented, we'll be utilizing an interim process. So grantees will submit aggregate QPRs to your FPO and the apprenticeship mailbox.

Then, you should be collecting all the data points on the QPR for each participant every quarter and determining the aggregate totals to report in the QPR during the interim period. Once you receive OMB approval of the recording package, additional data elements will need to be added to your participant data tracking system collected from participants quarterly and tracked for each participant through the period of performance.
The data is the responsibility of the prime grantee to track and report on a participant level basis each quarter. If there are subgrantees, it’s the responsibility of the prime grantee to develop processes and procedures to gather that data, assemble it in time, and report it in time, within the 45 days after the end of the quarter.

If the data does not align, interim reports will be returned for revision. Once this is implemented, the report will not be able to be submitted if there are errors. Revisions must be made and finalized quickly for WIPS will close the ability to revise reports two weeks after the reporting date, by which time if reports are not finalized, it will be counted as unsubmitted. For this reason, you may want to submit your reports early or your FPO may ask you to submit your report early to them for an earlier review.

We provided a suggested QPR template in Excel to use to submit the QPR during the interim reporting period. After we receive approval from OMB, it will be the required template during the quarters between the OMB approval and WIPS implementation. Using save as, again, name the template using the first seven digits of the grant number and the end date of the reporting period.

I can’t emphasize enough how important the naming of your file is. Again, distinguishing you from other grantees, but also making sure that you know which quarter and which file you are entering data into.

For the ASE grants, the interim QPR will be submitted via email to both FPO at the apprenticeshipgrants@dol.gov address.

Andrea Hill: This view shows the XL document view. You can see the tabs for each quarter at the bottom of the image. The current column is the only place you will enter data. The cumulative column will auto-populate across quarters. So it makes it very important that you use save as and name each quarter's Excel document appropriately. We will go through images and explain the QPR; then a little later we'll go through a live demo so you can see how it works across quarters.

The specific data element definitions will not be discussed at length here. There will be more guidance coming as we continue with WIPS implementation.

The Excel document is a form, so information can only be added in certain places. This view shows the document as it looks in Excel and includes columns to the right for edit checks, which do not print out. Please note that the cell colors, which indicate the type or the status of the cell. Gray cells are locked if they have formulas to calculate their values based on the data entered into the dark yellow cells.

The edit check cells to the right of the QPR show green when the data aligns as it should. If an edit check shows yellow or red, it indicates a data error which needs to be rectified. You should not submit a QPR that has red or yellow indicators in the edit check without first discussing it with your FPO or a national office performance team member.
Marcia Hampton: So let's get started with the first section of the QPR, the overview and summary section. In the upper left hand, you'll see a yellow cell where you'll enter the date using format with two digits for the month, two digits for the day, and four digits for the year, using a leading zero for numbers less than 10; i.e., 03082020.

Below that is another yellow box for your grant number. When entering the grant number, you'll enter only the first seven alpha-numeric digits of the grant number using the hyphen, please. And there'll be a master hint for both of these elements when you click in the field to remind you.

Moving to the right is the grantee name. This is where the name of the recipient organization will go. Please note, the only time that the grant number and grantee name have to be filled out is on the quarter one tab. It'll auto-populate across the following quarters.

Moving down in section A summary overview, the only enter you'll need to make is the average wage at entry. All the others are auto-calculated from the data that you'll enter the follow sections.

During the intake process, you should obtain the entry wage for each grant participant at the time of enrollment as a participant. And you'll have to calculate the average wage of those participants entering during the quarter manually during the interim period. Once WIPS is implemented, it will be auto-calculated for you.

Section B is general demographic data that must be collected during the grant intake process in order for someone to be considered a participant, along with all the other identified criteria. The first section is sex and male or female is indicated on the QPR. If someone chooses to not identify, which is a value in the WIPS data element collection, they may do so. But for interim purposes, the data should still be collected and the visible element data reported accurately.

Next section is ethnicity or race. Now, a person may identify with more than one of these categories indicated in this subcategory. That would be auto-calculated in WIPS as more than one race. But because of the complexity of that calculation, we will not be having grantees report more than one race element during the interim period. Only the actual number of picks for each subcategory.

Next is other demographics. There is three age bracket categories will need to be manually calculated for the purposes of the QPR, but for WIPS will be auto-calculated.

Next is employment status. Employment status is the individual status of employment at the time of their participation or immediately prior to their status at the time that they signed their apprenticeship documents. The values, therefore, are self-explanatory, but we'd like to point out a brief difference between employee and incumbent workers.

An incumbent worker is a person who is employed and decides to enroll at an apprenticeship at that same employer. An employed person will be a person who is employed but decides to enroll in an apprenticeship at a different employer.
Let's take the Studebaker car factory. If someone is currently working in windshield installation and enrolls in an apprenticeship at the Studebaker factory at a welding apprenticeship, that would be considered incumbent.

If a person is employed at the local hamburger joint and enrolls in the Studebaker windshield installation apprenticeship, that would be considered employed. If an individual is in school, they would be counted as unemployed for the purposes of the interim QPR.

The edit checks for this entire category should align with the number of new registered apprenticeships and pre-apprentices who are enrolled during the quarter, except for ethnicity and race.

Andrea Hill: Item C, real primary indicators of performance. During the interim period, the only data you will report are those indicated in yellow here. For measurable skills gains, report the cumulative total of measurable skill gains attained by all participants during the reporting quarter. This is obtained through grants management of participants.

Average wage at exit will have to be manually calculated in the same way entry wage was calculated, but those persons exiting during the reporting quarter. Because of the length of the average apprenticeship, the only exiters we should expect during the interim period would be those who end their apprenticeship for any reason prior to completion. These two sections are required by the WIP system, but are generated automatically for those participants with a social security number provided.

If a social security number is not included, the grantee will have to conduct these employment measures manually. The edit check in this section is only triggered for exit wage when there are exiters indicated further on.

Very important reminder. Throughout the report, indicate if there's nothing to report in the category by entering a zero. Do not leave a cell blank or enter text. That will disrupt the calculations in subsequent quarter cumulative columns.

Marcia Hampton: Here, you will report the cumulative total of each type of supportive service participants received. If other is reported in any quarter, details of those other services provided should be recorded in the quarterly narrative report.

For each one of those supportive services reported, the source of funding should also be indicated. Note, it is possible that a supportive service has more than one funding source or one source of indicated funding. If the funding source is not indicated, include those other sources in the quarterly narrative report. Because of the possibility for multiple funding sources, there's no edit check for this reason.

Again, this information needs to be collected through the processes and procedures the prime grantee establishes for themselves and also for their subgrantees, or directly from participants on a quarterly basis.
Section F, apprenticeship participation, has information about both apprentices and pre-apprentices. First, the pre-apprenticeship status.

If you're spending ASE money on pre-apprenticeship programs, you should report associated pre-apprentices, but only for those whom you have gathered the requisite data for. And remember, pre-apprentices don't count towards your performance goal. An enrolled pre-apprentice is an individual who enrolls as a pre-apprentice and is receiving a grant-funded service directly or who enrolls in an ASE funded pre-apprenticeship program.

Andrea Hill: Pre-apprenticeship has four categories of exit. The first one, cancel the withdrawn, are for those individuals who leave their apprenticeship program prior to successful completion.

We have completed and do not matriculate into any apprenticeship program. For those individuals who do complete and with whom we have no further contact. Pre-apprentices who complete and continue into either a registered apprenticeship program or into one of the new apprenticeship categories, an industry recognized apprenticeship program.

Number two, for those pre-apprentices who enroll into an articulated agreement. That would apply to those then who complete and roll into the wrap or the i-wrap.

Marcia Hampton: Further down in section F is apprenticeship status or fully pledge apprentices. Section three, apprenticeship program status, enrolled, cancelled or withdrew, or completed all during the same quarter. Should be the number of individuals who fall into any of those categories.

Number four, type of apprenticeship program enrollment for a registered apprenticeship is the only type of apprenticeship that's allowable for participants in this -- under the terms of this table. The edit check is 3A should equal 4A.

Moving down to line five, type of apprenticeship program, is something that you're all very familiar with already, IM-based, competency based, or hybrid. 5A, 5B, and 5C, when added together, should equal the number in 3A and 4A or be reflective of each one of the individuals who has enrolled during the quarter.

Moving down further in section F are three subsections for OJT and RTI data. These are not for program design, but the actual instances of OJT and RTI delivered throughout the quarter and the RTI funding sources. All of these are tracked through case management process.

There are no edit checks in these three sections so we have no way of anticipating, nor do you, what particular elements will be delivered during any particular quarter.

Andrea Hill: So now, we're going to go through just a kind of live walkthrough and show you how all these little pieces fit together a little bit. It's a little less complicated when it's not just static pictures.
So here you can see is we're looking at the QPR template. Again, this is going to be required template once the OMB approval comes in. And I'm going to scroll down here a little bit. This is on the first quarter of the period of performance and over here at the edit checks. Keep scrolling down and there are all the sections that we just took a look at.

If you can see down here on the bottom is the tab folder and 93019. Click over through different quarters. This way, we've got quarters here we plan to implement. WIP should be implemented well before the end of June of 2021, but we do have that many quarters in here in case something goes horrifically wrong.

So we're moving back here, going back to the first quarter. We'll go up to the top and we'll just go through some of these data elements and fill them out and see what happens. I'm going to start up here at the data report submitted. We can take a look. When I click on that, there's the mouse over that we talked about to remind you the format that it needs to be put in. So I'm just going to use the date that's on there, 01012020, and then I'm going to hit tab. Tab will take me to the next active cell.

And then you'll see that there's the date. It loses, for some reason, the preceding zeroes, but if we don't put those in, it doesn't get very happy. So we've got the grant number here to enter the first seven alpha-numeric digits of the grant number. Grant numbers all start with an AP for apprenticeship and then you need to put the hyphen in. And then the five numbers that follow that hyphen are the numbers that you need to put in. All of them start with a three, I think, but then we'll just -- three, four, five, six, seven. That's not a real grant number, but we'll say that it is for this purpose.

We'll tab over to the grantee name. So let's say that I was a grantee was the Department of Labor Employment and Training Administration Office of Apprenticeship. Whatever you input on the grantee name should reflect what's in the name and the department and division on the 424. Now, the 424, there is a subsection for department. If you are a department within the state government, that's for the department within the -- not to duplicate the Department of Labor, for instances, but to talk about these subdepartment within that organization.

Over here is a little reminder that yellow cells are for input. So if we scroll down a little bit more and get rid of that reminder there, you'll see that when I try and click in these gray cells, I can't click because, again, gray cells are for auto-calculation.

So you can see in this whole section, there's one yellow box. And again, unfortunately, you're going to have to manually calculate this during the interim period. But let's say the average wage on entry is $11.75. So we'll type in $11.75 and we'll tab over, which will take us down to the next segment.

So this only happens in the first quarter where the yellow turns to green here to remind you to put in the average during entry. That's not in any of the other--or that's not an all of the other quarters. But you can see how when we put in 11.75 there, it automatically calculated the cumulative total. Because this is the first quarter data, so there is no cumulative total except for the data from the first quarter.
So let's just change that just so you can see from 11.75 to 13.25. So we've got a green cell. We're good to go.

You can see, then, over here on the side, we've got the edit checks that are all green right now. We've got the ones where we said that there is no interim reporting check -- edit check. And then we've got green cells. Any time there's a green cell, that means that there's an edit check for that particular section.

These all are zeroes right now. So they show as good to go.

We're going to edit just some actual -- some made up data. And so let's say that we had some folks who enrolled this quarter in my office in my little segment of desks. I have four males and three female. So I'll just add in four and three right there.

Now, over in the edit check, you can see where this automatically added up to seven. And four and three is seven, but this edit check is red. The edit check is red right now because we haven't entered any of the other data in the rest of the QPR.

So if we continue moving on down we'll just -- we'll say -- let's fill out -- we've got one from every category here and that's only six. Well, we have seven people, which means that one category is going to have to have multiple sections in it. But you see, we don't have an edit check. Again, why? Because we have no way of knowing if -- who is going to be starting in as a participant.

So let's say that we've got two people here who pick this -- so now, we've got seven. Say you get a couple of people who are -- have multiple ethnic backgrounds and that's okay. So we'll look at that going that way. But again, for the more than one race, we're not having you report that during the interim period.

So moving on down. We have the sections for educational level. Again, the highest educational level achieved at the time of enrollment. So we could have maybe a couple of pre-apprentices who enroll. There's two and three who are actually in school. So you'll have to remember that for me later. There's three pre-apprentices. And then we'll put one -- so we've got four people enrolled in the other categories. So we've got seven and seven but it's still red, again, because we don't have the rest of the categories filled out.

Moving on to age. We've got to have at least three that are used because they're pre-apprentices that were -- that we already indicated that were in school. So we would hope that there's at least three. Let's say we have a couple of people, though, who are a little bit older who still went ahead and they're under the age of 24 who registered in pre-apprenticeship or apprenticeship. So let's say six there. Well, let's say five there. And then we'll have one in each other category. So there's our seven.
Let's say one is a veteran. Now, you'll see here we have no edit checks, again, because we have no way of knowing what your particular participant makeup is going to be for any particular quarter.

Moving on down, we've got the employment status. And so we'll just make up some numbers here as we go. We'll have two that are unemployed. We'll have two that are long-term unemployed. Those are those people who are unemployed for 27 or more consecutive weeks. We'll have one incumbent worker. And again, that's a person who enrolls at an apprenticeship at the place that they are currently employed.

We'll have one who's employed. That's one -- that's somebody who enrolls as a different employer for an apprenticeship. And we also have incarcerated here. There are a number of apprenticeship and pre-apprenticeship programs that are actually starting while people are still within the justice system.

So if someone is still housed within the justice system, they would not be termed unemployed. They would be termed as incarcerated.

So we've got all our demographic data and all the numbers add up to seven because we had seven people. Again, remember. But we're still red. Why are we still red? Because we haven't finished the rest of the segments yet.

So since we're at the first quarter, nobody has attained a measurable skill gain yet and nobody has exited yet.

Moving on down to support services. Hypothetically, let's just say that two persons received tools or equipment and one of those was supported by WIOA Title I and one was supported by a state funding source because they were in different apprenticeships.

Let's say that three people got transportation services and one of those was supplied by grant funds and two of them were supplied by WIOA Title I. Let's say one person got -- well, let's say four people got uniform services. And let's say that was all funded by state funding source. Now, I've got two categories that are here that are more than seven. Is that okay? It is okay because any individual could have received more than one supportive service. And again, as we talked about earlier, the funding sources could be multiple for any of them. And that's, again, why we don't have any edit checks for this section.

Moving down. How many apprentices did we say we were going to have? I think it was three. So we'll say that we had three -- we had three who enrolled in a pre-apprenticeship. We're not going to have any exiting during this quarter. Well, we may have somebody who withdraws during this quarter, but probably not completed even for pre-apprenticeship for three months.

But moving down here, we've got two who enrolled in one with an articulated agreement to roll directly into another -- into a full apprenticeship program. So the green is here and that's fine because the green is less than the number enrolled.
If we try and put five in here, what's going to happen? We're going to get an edit check error there for those that are enrolled within articulated agreement. So we'll leave it at two.

Let's say, hypothetically, that somebody did cancel or withdraw this quarter. Is that okay? We'll put in one and the one is green because that's less than three. We can't have more leads than those that you had enrolled. But if we put in five, then that one's going to turn red.

But we didn't have anybody cancel or withdraw this quarter earlier when we passed it. But because we didn't have somebody cancel or withdraw here, we can see that the average wage or exit has now turned red. And that's because we had, as you can see here, one person in some capacity exited. So then we have to enter some kind of an exit wage.

If we move down and we clear that out so we don't have any exiters from pre-apprenticeship, we'll move back up and you'll see that that's turned clear again. So we'll leave that for now.

Of the seven, we had three that enrolled in pre-apprenticeship and four that enrolled in apprenticeship. But let's say that we did have one here that cancelled or withdrew right away. You can see then how these are turning colors as we continue going down. But we said that line 3A and 4A have to be equal to each other for this program.

So enter four there, which gives us an equal number here. And the cancel to withdrew then is less than four. So that's green. But again, now that we have an exiter, if we go back up, we don't have an average wage at exit.

Let's make it 11.57 or 8 for the average wage at exit, which was the wage of that one person when they leave. And if we enter that in, then we're clear. You'll see that this one, because we can't have -- we don't have a one to one relationship between the exit wage and the individual that the number just turns green instead of the cell itself.

But we'll keep scrolling down then to go back to where we were. We have the four who did enroll and then we have our three types of apprenticeship. We could have all four in one type and it'll turn green. We could have two and two and it'll turn green. We could have three and one, which is four, and then one and a hybrid because you did have one and a hybrid. And oh, something's wrong. And then, you determine what's wrong with your data.

You look back at your data and then you find that, oh, oops, it was really only two people in the time based. And so there's your four.

Keep scrolling down a little bit more. To get funding for the -- to be an apprentice, the OJT -- we've had four people. So one of them had their OJT covered by grant funds and the other one who was getting OJT this quarter had their OJT funded by state funding sources.

But let's say all four of them got RTI during this quarter, too. So we want to know what their funding was. And again, you would get this either from the participants directly, from your subgrantees, or through your state's or through your case management policies and procedures that you set up for reporting your subgrantees and your participants.
So we have RTI funding. We'll have all four of them. Let's say two of them got RTI from joint apprenticeship training committee and one of them is going to a full semester community college. One of them is going to a four year school. Is it possible to have more than four in this category? It absolutely is.

And then, is it possible to have multiple funding sources for this? It absolutely is. So however that shakes out for you in any given quarter, we have no way of knowing ahead of time and neither do you. And so that's why there are no edit checks here during the interim process.

There are, however, edit checks in the WIPS process so that anybody who's indicated with the total of having gotten one will have to have a data value in at least one of the other categories.

So that's what kind of shakes out for one quarter. So then you can see, then, if we scroll over in our tabs here, we can see how all of that information then is transposed into the cumulative total column for quarter two. And all those numbers go into the cumulated edit check column as well over here.

We're not going to go through the whole thing right now, just a couple of the little pieces just so you can see how it kind of continues to work. We'll say that now the average for this quarter for entry is 13.28, which that'll give us an average of 13.27. So we had 13.28 last quarter at 25 last quarter. So the rounding isn't perfect on the dollars, as you can see. But it's close enough for this purpose.

Let's say -- let's reverse it. Last quarter, we had four males and three females. So let's reverse it. So here you can see we've got seven again and 14. Well, that's funny because these are red. Why? Because the stuff isn't filled out all the way down the line.

If we go down and just really quickly, I'm just going to show you. So we had seven here and seven here. They're going to be all that. All registered apprenticeships for this quarter. You can see how these two where the edit checks are aligned with each other, then this one turns green up here.

So these ones are red because, again, we don't have anything in there. This one is yellow. So again, yellow or red, if you have any of these bright yellow or red cells, you don't want to turn in your QPR without having discuss it with your FPO first. And try to go down and figure out where the data is wrong.

But here, for unemployed individuals, we'll just say that they're all employed and you can see how everything turns green.

So that's it for the live presentation. We'll continue on. Marci?

Marcia Hampton: Now, I'm going to give you a quick recap of today's event and additional information pertaining to your QNR. Quality quarterly narrative reports help Department of Labor understand the important work you are doing and supports your efforts. They are part of a
good stewardship of federal funds. The sponsor is step by step process on how to complete the report.

Reports should be submitted to your FPO and apprenticeships.grants@dol.gov. The template for the QPR may be found in the handbook on Workforce GPS at the link given on this screen. The companion webcast on the quarterly narrative report is also on Workforce GPS.

Again, if you have questions about how to complete your QNR, please direct them to your FPO. Additional reporting resources are available on the ASE community, ASE.WorkforceGPS.org or at the specific link given on the screen.

Andrea Hill: Thanks so much for joining us today. And be sure for you, as Marci mentioned, the QNR webcast also available at our community website. The link is here on the slide. Couple of more links here on the slide. If you haven't done it already, check out the customized email alert feature from the WorkforceGPS email preferences at the first link where you can set up customized email alerts for new content on the GPS site.

The second link is a two minute video that will walk you through how to do it in case it seems a little overwhelming. To use these features, you must be a member, though, of the ASE community.

Thanks, again. And remember, if you have any questions please don't hesitate to reach out to your FPO.

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