

H-1B Performance Tip Sheet:

Reporting on Entered Employment

Rural Healthcare (RH) and One Workforce (OW)

QUARTERLY PROGRESS REPORTING OVERVIEW

Per the Funding Opportunity Announcement (FOA) and the grant award, RH/OW grantees are required to collect participant-level data on all individuals served using grant funds. RH/OW grantees must also submit quarterly performance progress reports to the United States Department of Labor's Employment and Training Administration (USDOL/ETA) to comply with the reporting and record-keeping requirements of the grant.

Quarterly progress reports are submitted each quarter through the end of the grant period of performance. Each submission consists of two Office of Management and Budget (OMB) approved documents:

- 1) a Quarterly Performance Report (QPR) generated through data file upload of all participants served by the grant to date; and
- 2) a Quarterly Narrative Report (QNR) containing updates on the implementation and progress specified in each grantee's Statement of Work (SOW).

WHAT IS ENTERED EMPLOYMENT?

Entered Employment, known as Entered Unsubsidized Employment on the QPR, is the performance metric used to calculate the total number of participants that have entered employment after program completion.

Entered employment is based on participants' status at program entry and includes:

- **Unemployed** participants who found employment.
- **Underemployed** participants who entered new employment.
- Low-skilled, **employed** participants who gain employment with a **new** employer.

Grantees are required to report cumulative to-date progress on this performance metric every quarter in their QPRs.

REPORTING ENTERED EMPLOYMENT IN RH/OW GRANT PROGRAMS

G1. Entered Unsubsidized Employment

- Calculated using **PIRL 2118 Date Entered Employment**.
- **PIRL 2118** is a subset of **PIRL 1813 Date Completed During Program Participation an Education or Training Program Leading to a Recognized Credential or Employment**.
- Participants reported in **PIRL 2118 Date Entered Employment** must also be reported in **PIRL 1813**.
 - Upon program completion, report the date of program completion in **PIRL 1813**.
 - If the participant also obtained employment, report the date they entered employment in **PIRL 2118**.

- **Do NOT** include participants whose employment status at program entry is incumbent worker. Leave **PIRL 2118** blank if the participant is an incumbent worker.

D. Employment Status at Program Entry

- **UNEMPLOYED:** Not employed but are seeking employment and are available for work.
- **EMPLOYED:** Individuals who are appropriately skilled for the level at which they are working, such as lower-skilled workers in low-skilled employment.
- **UNDEREMPLOYED:** A sub-set of employed individuals who are not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously or who have obtained only episodic, short-term, or part-time employment.
- **INCUMBENT WORKER:** A sub-set of employed individuals who are employed with a grantee's employer partner but need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current occupations in H-1B occupations and industries.