



LESSONS LEARNED:

USING EXCEL TO MANAGE DATA AND TRACK PARTICIPANTS

February 22, 2024

AGENDA



Review of the performance reporting process



Considerations for selecting a method of case management



Setting up data collection and management processes to prepare your data for submission to DOL



Learn from a current H-IB grantee using Excel to track participants



INTRODUCTIONS

Kristen Milstead

Program Lead

Nursing Expansion Grants

Dani Abdullah

Program Support

Nursing Expansion Grants

Gregory Scheib

Program Lead

Building Pathways Grants

Hannah Jenuwine

Program Support

Building Pathways Grants

Darryl Grayson

Clark State Community College

One Workforce Grants

PERFORMANCE REPORTING PROCESS

PIRL



Data Collection

- **PIRL** informs what data is needed
- Procedures developed and implemented to collect data in the **PIRL**



Data Management

- Case management system safely stores and organizes data
- Participant data tracking continues



Data Preparation

- Create **.csv** file formatted with all required participant data

WIPS



Data Uploading

- Upload **.csv** file into **WIPS**
- Resolve file submission errors, as needed

QPR



Report Generation

- **WIPS** processes data using edit checks and aggregation rules
- **WIPS** generates a **QPR**

OPTIONS FOR CASE MANAGEMENT

- ▶ Purchase existing software from a third-party vendor
- ▶ Contract with an Information Technology system developer to build a custom case management system
- ▶ Use your own internal management information system (MIS) or a database system
- ▶ Use an Excel spreadsheet



CAUTION: If you are using State's Title I WIOA reporting system, note that it is not sufficient for reporting an H-IB grant. You will still need to:

1. have another method to track the data elements required in the H-IB PIRL that are not captured by this system; and
2. ensure that it generates the file format for H-IB that is accepted by WVIPS

CASE MANAGEMENT OPTIONS – PROS & CONS

Option	Pro	Con
Purchase Existing Software	• Can be convenient to access • Secure • Built-in and updated checks help avoid WIPS errors	• Cost • May not be worthwhile time or cost investment if expected number of participants is small
Build a Custom System	• Developed exactly to the grant program specifications • May have many of the same “pros” as purchasing an existing system (i.e., access, security)	• Cost • Time to develop • When the PIRL is revised, the system will need to be updated
Use your Existing System/Database	• Readily-available • Familiar	• May not have the option to collect all information needed • May not securely store data
Use an Excel Spreadsheet	• Easy to convert to WIPS file submission format • No new cost or new skills to acquire • May be a good option if the number of participants you are serving or planning to serve is very low	• If the file is not backed up, all data is lost. • Prone to manual error and possible longer file submission times • May not securely store data

WHAT IS THE PARTICIPANT INDIVIDUAL RECORD LAYOUT (PIRL)?

- ▶ Contains all the Department of Labor (DOL) required data that should be tracked and reported for all grants awarded by the Employment and Training Administration (ETA)
 - H-1B grants use a subset of all possible data elements available: 90 data elements
- ▶ Provides a key, or road map, for decoding the data elements and their associated code values used to report on participants
- ▶ AKA:
 - “The PIRL”, H-1B PIRL or H-1B 2021 PIRL, PIRL schema or H-1B PIRL schema

PIRL Data Elements that Apply to H-1B Grantees

OMB Control Number 1205-0521*

The PIRL data elements provided below are approved for H-1B grants in the ETA-9172 DOL Amended PIRL. The data elements that are indicated as “(WIOA)” in column B are H-1B PIRL data elements shared with WIOA formula programs.

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUES	ADDITIONAL H-1B CODE VALUE INSTRUCTIONS
------------------	-------------------	-------------------------	---------------------------------------	-------------	---

H-IB PIRL SCHEMA: TAB 2

WHAT IS A DATA ELEMENT?

- ▶ An identifying number
- ▶ An identifying name
- ▶ An indicator of data type/size
 - IN = integer
 - AN = alpha/numeric
 - DT = date
- ▶ HINT: Use TAB 4 – Valid Values for more information about data type and length.
- ▶ Code values
 - An example of the data field parameters
- ▶ Additional H-IB Code Value Instructions

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUES	ADDITIONAL H-IB CODE VALUE INSTRUCTIONS
100	Unique Individual Identifier (WIOA)	AN 12	Record the unique identification number assigned to the participant. At a minimum, this identifier for a person must be the same for each program entry and exit (i.e., "period of participation") that an participant has during a program year so that a unique count of participants may be calculated for the program year. NOTE: For Titles I, II, and III, unless specifically directed in program guidance, this field cannot contain a social security number.	XXXXXXXXXXXX	
101	State Code of Residence (WIOA)	AN 2	Record the 2 letter FIPS alpha code of the state of the primary domicile of the participant. For example, the State of Alabama would be represented as "AL." Primary domicile is that location established or claimed as the permanent residence or "home" of the participant. If primary domicile is outside the United States, use the following numeric codes: 77 = All Other Countries 88 = Mexico 99 = Canada For persons on active military duty, states should record the two letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency. AE (ZIPs 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa AP (ZIPs 962xx - 966xx) for Armed Forces Pacific AA (ZIPs 340xx) for Armed Forces (Central and South) Americas	XX	
105	Special Project ID - 1 Grant Program	AN 7	Record SAG1111 if the participant is being served by Scaling Apprenticeship grant funds. Record C5G2222 if the participant is being served by Apprenticeship: Closing the Skills Gap grant funds. Record RWG3333 if the participant is being served by Rural Healthcare grant funds. Record OWG4444 if the participant is being served by One Workforce grant funds. Record NEG5555 if the participant is being served by Nursing Expansion grant funds. Record BPG0001 if the participant is being served by Building Pathways to Infrastructure Jobs grant funds.	SAG1111 = Scaling Apprenticeship Grant C5G2222 = Apprenticeship: Closing the Skills Gap Grant RWG3333 = Rural Healthcare Grant OWG4444 = One Workforce Grant NEG5555 = Nursing Expansion Grant BPG0001 = Building Pathways to Infrastructure Jobs Round 1 Grant	

WHAT IS A DATA FILE?

- ▶ Grantees will upload a data file that includes 90 PIRL data elements.
- ▶ The data file includes code values for each PIRL data element that must be entered for each participant served in your program.
- ▶ The format of the file submitted to DOL must be saved in either .txt or .csv format.

Each **ROW**
represents one
participant



100000000001	MA	RHG3333	SAPRE33		19670131	1	0
100000000002	FL	RHG3333	SAPRE33		19901120	1	1
100000000003	CA	RHG3333	SANON00		20020823	2	9
100000000004	AZ	RHG3333	SAPRE33		19780506	9	0



Each **COLUMN** represents the data
element for each participant

DATA FILE TECHNICAL REQUIREMENTS

- ▶ Files must be submitted in a comma separated “.txt” or “.csv” format.
- ▶ File must include a column for each data element even when instructed to leave the data element blank.
- ▶ File cannot contain:
 - Participant names
 - Data element headers
 - Additional columns and rows
 - Missing code values for mandatory DEs
- ▶ Note that in some cases, leaving the data field blank is an option if the data element does not apply to the participant or the grant program.
- ▶ If you have partners who are providing their own data, it must be compiled into one data file.

QUESTION:

- ▶ Why did you choose to manage PIRL data and track participants using an Excel system?

QUESTION:

- ▶ How did you set up your system and what is your process for updating it each quarter?

QUESTION:

- ▶ What were the challenges in setting up an Excel-based tracking system and how did you address them?

QUESTION:

- ▶ What were your lessons learned about using Excel?

QUESTION:

- ▶ What are some of the best practices you can share with others considering using Excel to track their participants and report outcomes to DOL?

QUESTION:

- ▶ Knowing what you know now, would you use this system again on an H-1B grant?



QUESTIONS?