



H-1B Grants Performance Reporting & Workforce Integrated Performance System (WIPS) Guidance Handbook

Performance Reporting Guidance for:

Department of Labor (DOL) Nursing Expansion

- Nurse Education Professional Track (Track 1) Grants
- Nursing Career Pathways Track (Track 2) Grants

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1.0	Handbook released	March 2024
1.1	Revisions made to instructions for PIRL 201 Sex	March 2025
2.0	Multiple revisions to Sections II and III to reflect the program transition to the H-1B PIRL 2025 schema: - Separate Track 1 and Track 2 versions combined into the same document, primarily impacting Sections III. and IV. - Attachments 2, 3, and 4 updated to reflect changes to data elements and outcomes, and to include information about both tracks. - Minor formatting revisions and edits for clarity throughout the document.	January 2026

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Introduction

The performance guidance in this Handbook applies only to **DOL Nursing Expansion grants**. Please note that if you have other H-1B grants funded by the Department of Labor (DOL or “The Department”), you should refer to the appropriate performance reporting guidance for those grants.

This handbook contains the following sections related to reporting requirements, grant program performance outcome measures, and tracking and reporting participant-level data:

Section I. Reporting Requirements for DOL Nursing Expansion Grants

This section provides a general overview of required performance reporting. It includes descriptions of the types of reports grantees submit and when each is due.

Section II. Guidance and Instructions for Using the H-1B PIRL 2025

This section provides the instructions for collecting and tracking information from grant participants sufficient to report on all required data elements in the Participant Individual Record Layout (PIRL). Each data element includes an expanded definition that is specific to Nursing Expansion grantees, as well as tips for reporting it accurately.

Section III. Performance Outcome Measures for DOL Nursing Expansion Grants

This section clarifies the difference between the real-time performance outcome measures for DOL Nursing Expansion grants and the Workforce Innovation and Opportunity Act (WIOA) primary indicators of performance. It also explains how all the outcome measures are calculated and used by DOL.

Section IV. Submitting Quarterly Reports to DOL

This section provides information on how grantees gain access to the Workforce Integrated Performance System (WIPS), the web-based system grantees use to report quarterly, and the technical requirements and instructions for submitting data files and quarterly reports to DOL.

Section V. Performance Reporting Policy Applicable to DOL Nursing Expansion Grants

This section provides an overview of applicable DOL and H-1B performance reporting policies specific to the Nursing Expansion grants that dictate compliant performance reporting by Nursing Expansion grantees.

Attachment 1. Glossary of Performance Reporting Terms

This attachment provides the definitions for terms used to describe performance reporting policies or procedures for the DOL Nursing Expansion grants.

Attachment 2. Master List of PIRL Data Elements by Category

This attachment includes a figure that lists all data elements in the H-1B PIRL 2025 that fall into each of the six major data element categories and subcategories. The table aligns with the data element categories and subcategories as presented in **2.2 H-1B PIRL Data Elements Expanded Reporting Instructions**.

Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules

This attachment lists all outcomes on the Quarterly Performance Report (QPR), along with their definitions and the data elements in the PIRL used to calculate them.

Attachment 4. Reporting Participants in Performance Outcome Measures Flow Chart

The flow chart in this attachment provides a visualization of the precipitating events which trigger participants to be counted in each of the real-time performance outcome measures and the sequence in which the performance outcome measures are reported.

Attachment 5. Reporting Policy Guidance and Technical Assistance Resources

This attachment provides a list of the performance reporting policy guidance and technical assistance resources distributed by the DOL Nursing Expansion grant program office, as well as Employment and Training Administration (ETA) reporting-related guidance letters and notices applicable to all grants awarded by ETA.

Section I. Reporting Requirements for DOL Nursing Expansion Grants

As a part of the reporting and record-keeping requirements for H-1B Skills Training Grants, DOL requires Nursing Expansion grantees to certify and submit a Quarterly Performance Report (QPR) and a Quarterly Narrative Report (QNR) on grant and participant activity each quarter. To submit the reports, grantees use the Workforce Integrated Performance System (WIPS), DOL's web-based reporting system for all ETA grant programs.

The QPR provides the status of grant program outcomes for all participants who receive grant-funded services. The QNR contains updates on the implementation of the project specified in the grantee's Statement of Work (SOW). These two reports assist DOL in tracking progress toward grant outcomes, as well as providing a "snapshot" of grant-funded activities for the current quarter and cumulative quarters throughout the grant period of performance.

The Department produces ongoing summaries of H-1B grants' quarterly performance activities using both quantitative data from the QPR and qualitative information from the QNR. This information informs the Secretary and other leaders at DOL, Congress, and the general public about the impact of H-1B grants.

1.1 Quarterly Performance Report (QPR)

The H-1B QPR is a quantitative report that shows the cumulative total number of participants who achieved several outcomes through the H-1B grant program. The QPR report is not submitted by grantees directly. Instead, WIPS generates this report using a file containing data on participants that grantees upload each quarter.

Before a data file can be submitted in WIPS, it must be formatted correctly. This means that the file must have the correct number of columns, based on the appropriate Participant Individual Record Layout (PIRL) schema for your grant program. The correct number and appropriate order of columns for a data file uploaded by Nursing Expansion grantees can be found in the [H-1B PIRL 2025](#) Excel file, also referred to as the H-1B PIRL or the PIRL. More information about the PIRL can be found in this handbook in **Section II. Guidance and Instructions for Using the H-1B PIRL 2025**. More specifically, please see **2.2 H-1B PIRL Data Elements Expanded Reporting Instructions** for a detailed description of the technical requirements for reporting each PIRL data element.

When a participant data file is submitted by grantees in the correct schema format, WIPS runs the file through a series of edit checks, which are described in this handbook. After the data file is accepted by WIPS, the individual-level data are aggregated into the outcomes shown on the QPR. Data on the QPR can be viewed for the current quarter, the grant-to-date, and on a rolling four quarters basis (the four most recent quarters). The Office of Management and Budget (OMB)-approved [H-1B QPR Template](#) is available on the Nursing Expansion Community of Practice.

1.2 Quarterly Narrative Report (QNR)

The QNR is a qualitative summary of grant activities that occurred during the reporting quarter. This summary includes a status update on program activities, grant milestones, and timeline progress, as well as participant information that cannot be reported using quantitative data alone. For example, the QNR can be used to report any additional information that is not captured on the QPR. It is also appropriate to describe any activities, events and/or partnership successes or hurdles that impact your grant during the reporting quarter.

Grantees are required to use the [OMB-approved Joint Quarterly Narrative Report \(QNR\)](#) to complete their QNRs. This template is built into WIPS and grantees are required to type the required information directly into the reporting system each quarter to submit a QNR.

Please see **4.3 Submitting the QNR in WIPS** for information about how to write an effective narrative report and submit it to DOL.

1.3 Final Performance Report

H-1B grantees are also required to submit a Final Performance Report using the QPR and the QNR. These final reports will provide both quarterly and cumulative information that reflect the grantee's activities for the entire grant period of performance.

The final QPR will show the final cumulative participant outcomes achieved for all participants during the period of performance. Since each QPR is already cumulative, grantees do not need to change how they report their data file to generate a final QPR.

This is not the case for the final QNR. Throughout the period of performance, grantees provide information in their QNRs about what happened only in the most recent quarter. However, for the final QNR, grantees must document the activities and results of the grant overall. The Final QNR must include a summary of the project activities, employment outcomes, training approaches, and other deliverables during the entire period of performance.

The Final Performance Report, including both the final QPR and the final QNR, is due no later than 45 days after the end of the quarter in which the grant ends.

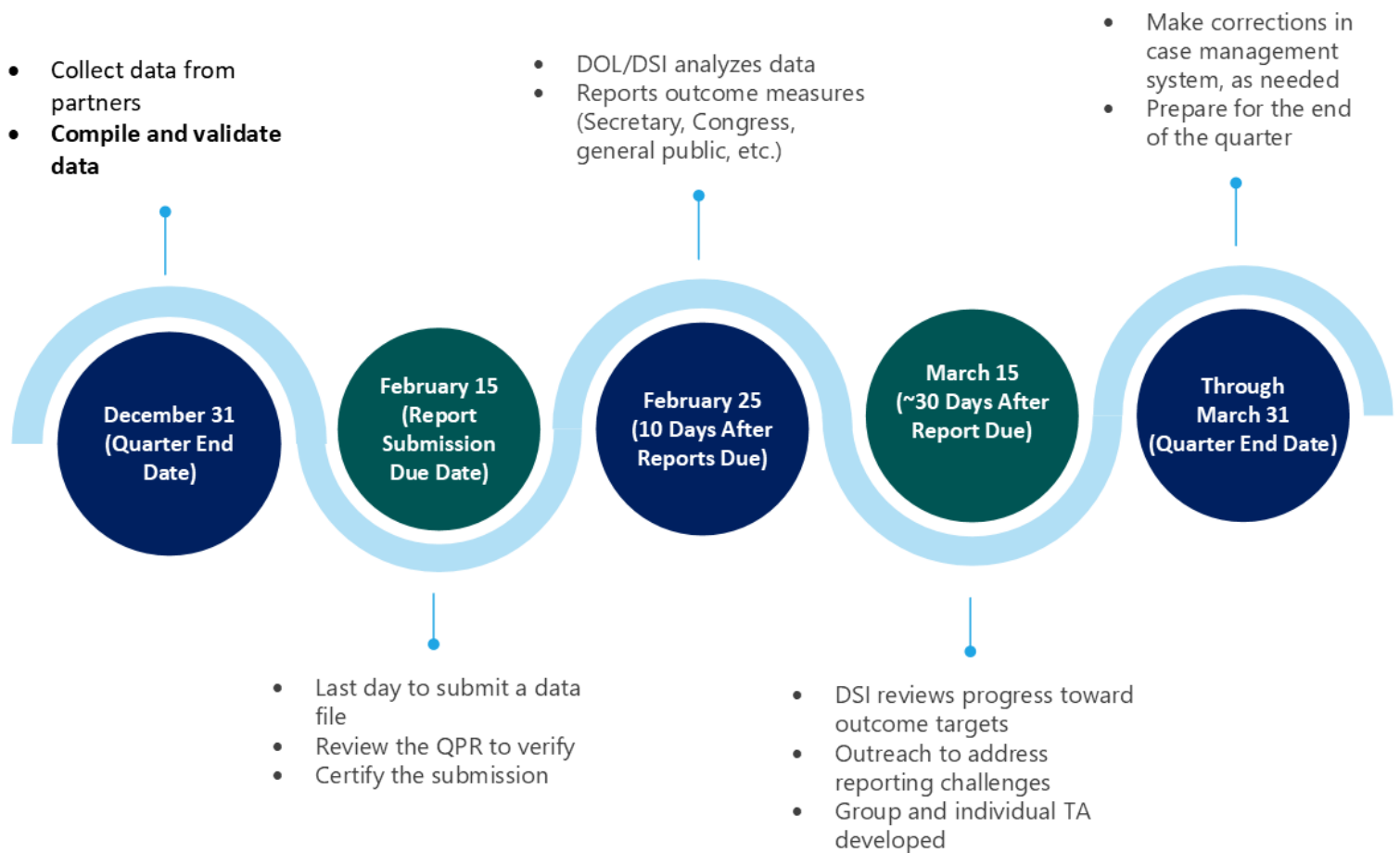
1.4 Reporting Due Dates and Quarterly Reporting Cycle

The QPR and QNR are due to DOL no later than the 15th of the second month that follows the end of each quarter. Table 1 below provides the due dates for each reporting quarter. Reports not submitted by the due date will be considered late and not in compliance with grant requirements.

Table 1: Quarterly Reporting Deadlines

Quarter Start Date	Quarter End Date	Report Submission Due Date
January 1	March 31	May 15
April 1	June 30	August 15
July 1	September 30	November 15
October 1	December 31	February 15

Figure 1: DOL Quarterly Reporting Cycle Flow Chart (Example Dates)



Section II. Guidance and Instructions for Using the H-1B PIRL 2025

To enable WIPS to generate a QPR each quarter, grantees are required to collect, track, and report participant-level data using 70 PIRL data elements identified for H-1B grantees in the H-1B schema tab (Tab 2) of the [H-1B PIRL 2025 Excel file](#). These data elements enable DOL to collect information required to assess the performance of federal investments for various H-1B training and employment programs.

Information about participants is reported using “code values.” The PIRL identifies the applicable code values that can be used to report for each data element. Each quarter, H-1B grantees will upload a single comprehensive data file in WIPS that reflects the appropriate code values for every data element for all participants served to date, starting from the beginning of the grant’s period of performance through the end of the latest reporting quarter. Please review **4.2 Generating and Certifying a QPR** for information on how to submit and certify the data file.

DOL Nursing Expansion grantees are responsible for maintaining their own internal management information system to collect and track participant records in alignment with the 2025 PIRL for H-1B grants.

2.1 Organization of the PIRL

In addition to the H-1B schema of data elements and their associated code values, the [H-1B PIRL 2025](#) Excel file also contains multiple tabs of crucial information about how data elements are reported. The PIRL contains a total of nine tabs:

- **Tab 1a. – Version History:** A record of all changes made to the current version of the H-1B PIRL
- **Tab 2. – H-1B PIRL Schema:** the data elements that H-1B grantees are required to collect
- **Tab 3. – H-1B Data File Columns:** A list of all data elements in the current H-1B schema and their corresponding column number in a data file
- **Tab 3a. – H-1B Sample File Format:** A data file template with sample participant rows, column headers identifying key information, and instructions for formatting the file for upload
- **Tab 4. – Valid Values:** the parameters for acceptable code type and length for each data element
- **Tab 5. – Duplicate Rules:** data file processing rules used by WIPS to ensure that participants are not included in a data file more than one time
- **Tab 6. Logic Rules:** a list of rules WIPS uses to ensure code values have been reported in alignment with program data element definitions
- **Tab 7. – QPR Aggregation Rules:** the calculations WIPS uses to sort participants into each outcome on the QPR based on the code values reported for them

- **Tab 8. – QPR:** the template for the report that is generated from the participant data file submitted by grantees

Tabs 4, 5, 6, and 7 in the H-1B PIRL 2025 contain validation rules, which are the system instructions used by WIPS to conduct the edit check process and verify that the code values contained in the data files submitted by grantees are consistent with one another, reported under accurate conditions, and counted correctly in the QPR. A complete description of each type of validation rule can be found in **4.2 Generating and Certifying a QPR.**

Validation rules are added and changed periodically by DOL to better align with current data collection requirements and priorities. When information in one of these tabs changes, your grant program office team will issue you an updated version of the PIRL and provide you with a description of what changed.

2.2 H-1B PIRL Data Elements Expanded Reporting Instructions

Tab 2 is the core PIRL tab, providing a list of all pieces of information grantees must collect on participants (or data elements, along with descriptions of those data elements and code values for each). Each PIRL data element in Tab 2 includes several components:

- An identifying number
- An identifying name
- The data type/length
- A description of the data element and instructions for reporting applicable code values
- The list of code values
- Additional instructions that are only applicable to H-1B grant programs, as appropriate

The data elements allow grantees to collect and report participant-level information such as: demographics, which includes race and ethnicity, and date of birth (DOB); Social Security Numbers (SSNs); program start and end dates, including training activities and supportive services; and program completion outcomes, such as credential attainment and employment placement outcomes.

The 70 data elements can be categorized into six key categories: Grant Information; Individual Participant Information; Program Participation; Services and Activities; Program Outcomes; and Employment Outcomes:

Table 2: Descriptions of PIRL Data Element Categories

Grant Information
Grantee-identifying information such as grant program and grant number.
Individual Participant Information
Participant-identifying information and demographic characteristics, such as birth date, racial identity and ethnicity, employment status at entry, veteran status, and social security number.
Program Participation
Information about the period of participation, such as the dates of program entry and exit.
Services and Activities
Information about the types of training and services received, the training program, and the dates of enrollment into training, including work-based learning.
Program Outcomes
Information about training and program completion, including credentials received.
Employment Outcomes
Information about post-completion entry into employment (unemployed and underemployed participants only) or advancement into a new position (for incumbent workers only).

Grantees are required to collect the data elements specified in all of these sections for H-1B performance reporting purposes. **Attachment 2. Master List of PIRL Data Elements by Category** includes a figure with the PIRL data elements from the H-1B PIRL 2025 classified into each category and subcategory in alignment with this section of the handbook.

The [H-1B PIRL 2025](#) is a subset of the PIRL schema that is used across all grant programs administered by ETA at DOL. Some data elements and calculations are common to all grant programs and are defined differently from calculations that the H-1B program collects for its own purposes. As a result, some of the data elements may appear to collect similar or duplicative information. In addition, grantees are directed to leave some of the data elements blank. Please follow the instructions for every data element in the schema to ensure that extraneous code values are avoided and all of the necessary data for each WIPS calculation are included.

The expanded reporting instructions in this section of the Handbook are closely aligned with the validation rules in Tabs 4, 5, 6, and 7 of the PIRL. Understanding the validation rules is key to successful reporting; when a data file uploaded by a grantee results in a WIPS edit check error or data does not appear as expected on the QPR, it is generally because something about the data in the file violated one of the validation rules and it must be corrected before the data file will be accepted by WIPS and/or the QPR will be accurate.

To assist grantees with understanding how to correct WIPS validation rule errors, each data element entry in this section contains a description of the reporting conditions that are embedded in these validation rules. Grantees are encouraged to bookmark this section and return to it when an error in WIPS was received to review the entries for the data elements identified in the error.

2.2a Grant Information

PIRL 105 Grant Program

PIRL 105 is a Special Project Identification Code (Special Project ID Code 1) that is included in the H-1B schema to accommodate unique H-1B grant program reporting needs. All H-1B grantees use **PIRL 105** to indicate the specific grant program for which they are reporting.

The code value for Nursing Expansion grant program is **NEG5555**. Nursing Expansion grantees must use **PIRL 105** to report this code value for each participant in their program.

PIRL 938 H-1B Grants

This data element is used for H-1B grantees to record their 13-character H-1B grant number. The grant number should be entered in the following format without dashes: 23A60HGXXXXXX.

2.2b Individual Participant Information

Participant Identifiers

PIRL 100 Unique Individual Identifier

Grantees must create and assign a unique 12-digit alphanumeric identifier to each participant and report it in **PIRL 100**. The identifier cannot contain social security numbers.

PIRL 2700 Social Security Number

A code value is required for all H-1B grant participants that receive grant-funded services.

Grantees should enter the full SSN of participants who choose to disclose their SSNs.

For eligible participants who choose not to disclose their SSNs, grantees should enter a code value of 999999999.

Important: Only a valid SSN or code value 999999999 should be entered for PIRL 2700. Grantees should **never** report a false SSN or partial SSN.

Please see **5.1 Collecting Personally Identifiable Information (PII)** for additional details about this policy requirement and best practices for collecting SSNs from participants.

Demographic Information

PIRL 101 State Code of Residence

Record the 2-letter Federal Information Processing System (FIPS) two-digit alpha code of the state of the primary domicile of the participant. Primary domicile is the 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:

- **88** = Mexico
- **99** = Canada
- **77** = All Other Countries

For persons on active military duty, 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

PIRL 200 Date of Birth

Record the participants date of birth in the format YYYYMMDD.

PIRL 201 Sex

This data element is used to report a participant's sex. It should be self-identified by the participant. A participant does not have to disclose this information in order to receive grant-funded services.

This data element cannot be left blank. Participants who do not respond with their sex should be reported using code value "9."

PIRL 202 Individual with a Disability

This data element is used to report whether the participant indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.

PIRL 210-PIRL 216 [Racial/Ethnic Identity]

These PIRL data elements are used to report a participant's racial and ethnicity demographics using the following categories: Hispanic/Latino; American Indian or Alaska Native; Asian; Black or African American; Middle Eastern or North African; Native Hawaiian or Pacific Islander; and White.

The race/ethnicity of the participant should be self-identified. A participant who identifies with more than one of the race or ethnic group options available should be reported in each racial/ethnic category with which they identify. A participant does not have to disclose this information in order to receive grant-funded services.

These data elements cannot be left blank. Participants who do not respond with their racial/ethnic identity should be reported using code value "9."

PIRL 407 Highest School Grade Completed at Program Entry

Record the highest grade completed at the elementary or secondary school level at the time the individual becomes a participant in the grant program.

PIRL 408 Highest Educational Level Completed at Program Entry

Record the highest educational level completed or credential attained at the time the individual becomes a participant in the grant program.

PIRL 3011 Sexual Orientation

This data element is used to report a participant's sexual orientation.

This data element should be self-identified by the participant. A participant does not have to disclose this information in order to receive grant-funded services.

Participants who do not self-identify their sexual orientation should be reported using code value "9."

Employment Status Information

H-1B grantees report the employment status of participants at the time of enrollment as either unemployed, underemployed, or incumbent workers. A participant cannot fall into more than one category.

The category is assigned one time **at entry**. The employment status reported for the participant when they enter the grant program will not be updated in the data file during the period of participation since, by definition, what their employment status is at the time they enter the program does not change. Employment changes that occur after program entry are reported using other data elements (e.g., **PIRL 2118 Date Entered Employment**, etc.).

Correctly identifying the participant's employment status at entry is crucial for accurately tracking post-completion employment outcomes (see **2.2f Employment Outcomes**). For a visualization of how employment status at entry impacts employment outcomes, see **Figure 2: QPR Employment Outcomes for Participants Who Are Unemployed, Underemployed, and Incumbent Workers**.

PIRL 400 Employment Status at Program Entry

This data element is used by WIPS to determine whether participants are employed or unemployed.

Grantees should report "0" if the participant is unemployed. To be reported as unemployed, an individual must be without a job and available to work. If a participant is employed in any job, grantees should report "1" for employed. Underemployed workers and incumbent workers are subsets of employed workers and are reported separately in data elements **PIRL 2101 Underemployed Worker** and **PIRL 907 Recipient of Incumbent Worker Training**.

Code values “2” and 3” are not valid code values for H-1B grantees.

Tip:

- Participants who are employed but have received a notice of termination or military separation can be reported using **PIRL 904 Dislocated Worker**.

PIRL 907 Recipient of Incumbent Worker Training

This data element is used to capture the participants who are “incumbent workers” at the time of enrollment, which is a subset of employed workers as captured in **PIRL 400 Employment Status at Program Entry**.

More specifically, it is used to capture the participants who are “incumbent workers” at the time of enrollment. Incumbent workers are individuals already employed, either with an employer partner or another employer, at program enrollment, but who need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current positions in H-1B occupations and industries. The training provided to incumbent workers is either 1) developed in collaboration with an employer partner with which the individual is employed, or 2) for individuals who are employed at the time of enrollment by a non-partner employer, but who need additional skill training to improve their opportunities for middle- and high-skilled jobs in H-1B industries or occupations.

In your Nursing Expansion data file, report participants determined eligible as incumbent workers as code value 4 (H-1B) in **PIRL 907 Recipient of Incumbent Worker Training**, even if they are co-enrolled in more than one grant.

Important Notes:

- The data element **PIRL 907 Recipient of Incumbent Worker Training** is not used to report when or if incumbent workers start a training program. Report participants in this data element who meet the definition of an incumbent worker upon first providing them services.
- Participants who are reported as incumbent workers in PIRL 907 Recipient of Incumbent Worker Training must also be reported as employed (code value 1) in PIRL 400 Employment Status at Program Entry.
- An individual cannot be reported as both an incumbent worker and as underemployed in **PIRL 2101 Underemployed Worker**.

PIRL 2101 Underemployed Worker

This data element is used to capture the participants who are “underemployed” at the time of enrollment, which is a subset of employed workers as captured in **PIRL 400 Employment Status at Program Entry**.

More specifically, it is used to capture the participants who are “underemployed” at the time of enrollment. Participants should be reported in **PIRL 2101 Underemployed Worker** if they 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.

Important Notes:

- Participants who are reported as underemployed in **PIRL 2101 Underemployed Worker** must also be reported as employed (code value 1) in **PIRL 400 Employment Status at Program Entry**.
- An individual cannot be reported as both underemployed and as an incumbent worker in **PIRL 907 Recipient of Incumbent Worker Training**. PIRL 904 Dislocated Worker

To be reported as a dislocated worker, participants must receive services under WIOA Section 133(b)(2)(B) and/or WIOA section 133(a) and meet one or more of the following sets of circumstances:

- have been terminated or laid off, or who have received a notice of termination or layoff, from employment; (ii)(I) are eligible for or have exhausted entitlement to unemployment compensation; or (II) have been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but are not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) are unlikely to return to a previous industry or occupation;
- have been terminated or laid off, or have received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) are employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in WIOA Sec 134(c)(3), career services described in WIOA Sec 134(c)(2)(A)(xii), or supportive services, are employed at a facility at which the employer has made a general announcement that such facility will close;
- were self-employed (including employment as a farmer, a rancher, or a fisherman) but are unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters;
- are displaced homemakers; or
- are the spouses of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who have experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) are the spouse of a member of the Armed Forces on

active duty and who meet the criteria described in WIOA Section 3(16)(B).

Note that H-1B grantees do not use code value 4 for reportable individuals.

PIRL 402 Long-Term Unemployed at Program Entry

To be reported in this data element as long-term unemployed, a participant must have been unemployed for at least 27 weeks at the time they become a participant in the grant.

Note that H-1B grantees will only use code values 1 and 0.

Social History Information

PIRL 301 Eligible Veteran or Other Eligible Person

This data element is used for reporting three veteran categories:

- participants who served in the active U.S. military, naval, air, or space service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable;
- participants who (a) served on active duty for a period of more than 180 consecutive days and were discharged or released from such service under conditions other than dishonorable ; or (b) were discharged or released because of a service connected disability; or (c) as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; or (d) were discharged or released from active duty by reason of a sole survivorship discharge (as that term is defined in section 1174(i) or title 10); and
- spouses of any person who died on active duty or of a service connected disability; or spouses of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to section 556 of title 37 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence or (d) a family caregiver of a wounded, ill, or injured member located in a military treatment facility/warrior transition unit or as a family caregiver as defined in 38 U.S.C. 1720G(d)(2) of such wounded, ill, or injured members, or (e) a Transitioning Service Member (TSM) who participated in any part of the Transition Assistance Program (TAP), including self-paced online modules and Individualized Initial Counseling.

PIRL 801 Ex-Offender Status at Program Entry

This data element is used to report individuals who have been justice-impacted.

Include individuals in this data element who, at the time they become a participant, have either been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or who require assistance in overcoming barriers to employment resulting from a record of arrest or conviction.

PIRL 802 Low Income Status at Program Entry

For the purposes of H-1B grants, this data element is used to report participants for whom one or more of the following is true:

- They receive assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.)
- They receive assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.)
- They receive assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381)
- They receive assistance state or local income-based public assistance
- They are in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level
- They receive, or are eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.)
- They are participants with a disability whose own income is at or below the poverty line but who are members of a family whose income does not meet this requirement
- They are a homeless participant

To be included in this data element, individuals must have been impacted by one or more of these activities or events at the time they become participants or the activity or event must have taken place during the six months prior to becoming participants.

PIRL 803 English Language Learner at Program Entry

This data element is used to report individuals who have limited ability in speaking, reading, writing, or understanding the English language at the time they become program participants. At least one of the following must also be true:

- Their native language is a language other than English, or
- They live in a family or community environment where a language other than English is the dominant language.

2.2c Program Participation

Grant Program Entry

PIRL 900 Date of Program Entry

This data element is used to report the date in which, after a determination of eligibility, an individual begins to receive grant-funded services (i.e., assessment services, case management services, or supportive services). Upon receipt of grant-funded services, an individual is considered a participant, and this data element is used to determine how many participants grantees have served.

Tips:

- For H-1B grants, grant-funded services may include but are not limited to receiving assessment and case management services and/or enrollment in the H-1B training program.
- The date of program entry may or may not be the same date that an individual begins training, depending on whether the individual received other grant-funded services prior to beginning training.
- Individuals who receive services funded solely with leveraged resources (i.e., no services are provided with grant funds) are not considered grant participants. Grantees must not include individuals funded solely with leveraged resources in the data file that is uploaded to WIPS.
- A determination of eligibility does not fit the definition of a “service” under this grant program, so individuals who have only received an eligibility determination are not grant participants.

Grant Program Exit

PIRL 901 Date of Program Exit

The date of program exit is defined as the last date on which a participant received any services or training.

Grantees should report H-1B participants as having exited the program when they have not received any services or training funded by the grant for 90 consecutive calendar days and are not scheduled for future services.

Tips:

- The date of exit will always be a retroactive date.
- This data element should not be reported before the required 90 days have elapsed.
- This data element requires a lookback each quarter to identify all participants who have not received any services or training during that time (i.e., in the past 90 days)

and are not scheduled for any future services.

- Do not report an exit date in the future or a date prior to the 90th day since services or training were received.
- When participants who exit the program (i.e., do not receive a service or training for 90 days) later return to resume training, they will be reported as new participants in the data file.
 - **When the break in service is less than 90 days:** If a participant who did not receive any services or training for a period of time that is less than 90 days returns to resume training, since they did not meet the definition of a program exiter, grantees will continue to report data for the participant using the same row in the data file (i.e., they are not treated as a new participant).

PIRL 923 Other Reasons for Exit

This data element is used to report participants whose program participation ends due to extenuating circumstances, including:

- incarceration in a correctional institution or becoming a resident of an institution or facility providing 24-hour support such as a hospital or treatment center;
- medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program;
- death;
- being called to active duty for at least 90 days (for members of the National Guard or other reserve military unit of the armed forces); or
- being a criminal offender in a correctional institution under section 225 of WIOA.

Recording these circumstances where appropriate will ensure that participants whose circumstances may have interfered with their program participation will be excluded from the calculations in the WIOA primary performance indicators. See **3.5 Calculating WIOA Primary Indicators of Performance** for a detailed description of how these indicators are calculated.

Record 00 if none of these conditions apply to a participant.

2.2d Services and Activities

Service Information

PIRL 902 Date of First Case Management and Employment Service

Record the most recent date on which the participant received a case management service. This date should be updated each quarter, as appropriate.

Case management services involve coordinating the appropriate resources and other services for a participant based on his or her needs and include but are not limited to information

gathering, monitoring, and evaluating, and other services pertaining to the facilitation of resources.

NOTE: The dates that participants receive other types of services (i.e., supportive services and assessment services) are recorded in **PIRL 1409 Most Recent Date Received Supportive Services** and **PIRL 2103 Most Recent Date Received Assessment Services** respectively. **These services may overlap, and grantees should review their Statements of Work for the context of when and how services are provided to determine how to record them in WIPS.**

Tip:

- Record or update the method in which case management services were delivered to the participant in **PIRL 3004 Individualized Services Provided Virtual/Online**.

PIRL 1409 Most Recent Date Received Supportive Services

Record the most recent date on which the participant received a supportive service. This date should be updated each quarter, as appropriate.

Supportive services are those that are necessary to enable an individual to participate in training activities, including but not limited to transportation, childcare, dependent care, housing, needs-related payments, and tools or supplies required to complete training.

NOTE: The dates that participants receive other types of services (i.e., case management services and assessment services) are recorded in **PIRL 902 Date of First Case Management and Employment Service** and **PIRL 2103 Most Recent Date Received Assessment Services** respectively. **These services may overlap, and grantees should review their Statements of Work for the context of when and how services are provided to determine how to record them in WIPS.**

Tip:

- Record or update the method in which supportive services were delivered to the participant in **PIRL 3004 Individualized Services Provided Virtual/Online**.

PIRL 2103 Most Recent Date Received Assessment Services

Record the most recent date on which the participant received an assessment service. This date should be updated each quarter, as appropriate.

Assessment services are services that evaluate the skill levels, aptitudes, abilities, competencies, integrated participant services, supportive service, and employment needs. They include, but are not limited to assistance with educational testing, payments and fees for employment and training-related applications, tests, and certifications, and other services related to the suitability and/or placement of a participant in training or employment.

NOTE: The dates that participants receive other types of services (i.e., case management services and supportive services) are recorded in **PIRL 902 Date of First Case Management and Employment Service** and **PIRL 1409 Most Recent Date Received Supportive Services**

respectively. **These services may overlap, and grantees should review their Statements of Work for the context of when and how services are provided to determine how to record them in WIPS.**

Tip:

- Record or update the method in which assessment services were delivered to the participant in PIRL 3004 Individualized Services Provided Virtual/Online.

PIRL 3004 Individualized Services Provided Virtual/Online

This data element is used to report the method in which individualized services, **other than training**, were delivered to the participant at any point during program participation.

Grantees can report whether the services were provided virtually, entirely in-person, or whether a mix of both virtual and in-person services were provided.

Allowable code values are:

- **1** = Virtual/Online
- **2** = Mix of In-Person and Virtual/Online
- **0** = No Virtual/Online, In-person Only

This data element should be left blank if the participant did not receive any individualized services at any point during program participation, other than training. You should also leave it blank if the method of service delivery is not known.

Tips:

- This data element does not apply to training services. This applies to individualized services provided to participants, other than training, and may include case management, supportive, or assessment services. Report the method of training delivery in **PIRL 1328 Training Provided Virtual/Online**.
- Grantees who report 1 or 0 to indicate that the method of service delivery was *either* in-person or virtual should update this data element to code value 2 if the method of delivery changes, which will reflect that both methods have been used to deliver services to the participant.

Training Program Information

PIRL 1332 Participated in Postsecondary Education During Program Participation

This data element is used to report participants whose training program leads to any credential or degree from an accredited postsecondary education institution if and when they complete their program.

As all Nursing Expansion training programs are postsecondary education programs that must lead to a recognized postsecondary credential; all participants should be reported in this data element when they are enrolled in a training program.

Tips:

- Participants will be reported simultaneously in this data element and PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment when they enroll in training.
- This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator.
- Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.

PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

This data element is used to report if a participant was enrolled during program participation in an education or training program that will lead to a recognized postsecondary credential or employment upon program completion.

All participants should be reported in this data element when they are enrolled in a training program. **Note that all Nursing Expansion training programs must lead to a recognized postsecondary credential.**

Tip:

- Participants will be reported simultaneously in this data element and **PIRL 1332 Participated in Postsecondary Education During Program Participation** when they enroll in training.

Training Services and Activity Information

PIRL 1300 Received Training

Record if the participant has received any type of training service or activity.

All participants should be reported in this data element when they start training. **Note that all Nursing Expansion training activities must be part of a program that leads to a recognized postsecondary credential.**

Tip:

- Data elements **PIRL 1332 Participated in Postsecondary Education During Program Participation** and **PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment** will be used to report when a participant is enrolled in a training

program, and this data element (**PIRL 1300**) is used when the training starts.

PIRL 1302 Date Entered Training #1

Once a participant has been reported in **PIRL 1300 Received Training** as starting a training service, record the date on which the participant's first training service began in **PIRL 1302 Date Entered Training #1**.

Every training program must consist of at least one training activity. As a result, PIRL 1302 is a mandatory data element when a participant is reported as starting training in PIRL 1300.

Tip:

- The dates in **PIRL 1332 Participated in Postsecondary Education During Program Participation**; **PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment**; and **PIRL 1302 Date Entered Training #1** may be the same date. If training began after a participant officially enrolled in a program, PIRL 1302 will contain a later date than the other two data elements. PIRL 1302 will never contain an earlier date than either PIRL 1332 or PIRL 1811.

PIRL 1309 Date Entered Training #2 and PIRL 1314 Date Entered Training #3

These data elements are used at a grantee's discretion when participants enter additional training components as part of their planned training program.

If a participant starts a training program, **PIRL 1302 Date Entered Training #1**, must be reported to indicate that they started a training service.

Grantees can **optionally** enter up to two more training services in the program for a participant. The date a participant entered the second training service can be entered in **PIRL 1309 Date Entered Training #2**, and the date a participant entered the third training service can be entered in **PIRL 1314 Date Entered Training #3**.

Grantees can only report three training components. If the participant enters more than three trainings, grantees can document this in their Quarterly Narrative Reports, if desired.

PIRL 1303 Type of Training Service #1, PIRL 1310 Type of Training Service #2, and PIRL 1315 Type of Training Service #3

When a date is reported in any of the three data elements **PIRL 1302 Date Entered Training #1**, **PIRL 1309 Date Entered Training #2**, and **PIRL 1314 Date Entered Training #3**, grantees will also use **PIRL 1303 Type of Training Service #1**, **PIRL 1310 Type of Training Service #2**, and **PIRL 1315 Type of Training Service #3** to report the training type.

H-1B grantees have limited code values to report for types of training (see **Table 3: Reporting Training Outcomes**). The allowable codes for these data elements are as follows:

- **01** = On the Job Training (non-WIOA Youth)
- **02** = Skill Upgrading
- **05** = Customized Training
- **06** = Occupational Skills Training (non-WIOA Youth)
- **09** = Registered Apprenticeship

PIRL 1306 Occupational Skills Training Code #1, PIRL 1311 Occupational Skills Training Code #2 and PIRL 1316 Occupational Skills Training Code #3

These data elements are used to record the 8-digit O*NET occupational code that matches the training participant's employment goal for each of the trainings as reported in **PIRL 1302 Date Entered Training #1**, **PIRL 1309 Date Entered Training #2**, and **PIRL 1314 Date Entered Training #3**.

To report the code, use the most recent version of the Standard Occupational Classification (SOC) taxonomy (currently [SOC 2018](#)). Below are the links to the Occupational Skills Training list and corresponding information:

- 2018 SOC Structure ([PDF](#)) ([XLSX](#))
- 2018 SOC Definitions ([PDF](#)) ([XLSX](#))

If all 8 digits of the occupational skills code are not collected or known, record as many digits as are available.

PIRL 1307 Training Completed #1

This data element is reported if and when the first training activity of a participant's training program (i.e., Training #1, as reported in PIRL 1302, 1303, and 1306) is completed. It is left blank while a participant is still in Training #1.

When a participant successfully completes the training, report code value 1 for "Yes" in PIRL 1307. If the participant withdraws from Training Service #1 without completing it, report "0" for No.

Tip:

- All training programs must consist of at least one training activity; as a result, participants who successfully complete a training program, must always be reported in PIRL 1307 with code value 1 for "Yes." If a participant is not reported as having completed Training #1 in PIRL 1307 (1 = Yes), they will not be counted as having completed the training program in F1 on the QPR.

PIRL 1312 Training Completed #2 and PIRL 1317 Training Completed #3

For participants who are reported as entering additional training activities in **PIRL 1309 Date Entered Training #2** and/or **PIRL 1314 Date Entered Training #3**, these data elements are reported if and when those training services are completed.

When a participant successfully completes one of these two trainings, report code value 1 for “Yes” in PIRL 1312 if the second training was completed and/or code value 1 for “Yes” in PIRL 1317 if the third training was completed.

If the participant withdraws from either or both of Training Service #2 and/or Training Service #3 without completing them, the code value 0 for “No” is reported in PIRL 1312 and/or PIRL 1317.

Tips:

- The three training activities may be completed out of sequence. For example, a participant may complete Training #2 and be reported in PIRL 1312 as completing it before they complete Training #1.
- When a participant is reported as having started Training #2 in PIRL 1309 and/or Training #3 in PIRL 1314, they must complete all their training and be reported as having completed the training activity in PIRL 1312 and/or 1317 to be counted as completing their training program in F1 on the QPR.

PIRL 1308 Date Completed or Withdrew from Training #1, PIRL 1313 Date Completed or Withdrew from Training #2 and PIRL 1318 Date Completed or Withdrew from Training #3

When participants are reported as entering training services in PIRL 1302 Date Entered Training #1, PIRL 1309 Date Entered Training #2, and PIRL 1314 Date Entered Training #3, the dates on which they either completed or withdrew from each training they started should be reported in these data elements.

If a participant withdrew from Training #1, the date of completion for data elements PIRL 1313 and PIRL 1318 should be left blank.

Table 3: Reporting Training Outcomes

Outcomes	Training Activity #1	Training Activity #2	Training Activity #3
Date Entered Training	PIRL 1302 Date Entered Training #1	PIRL 1309 Date Entered Training #2	PIRL 1314 Date Entered Training #3
Types of Training	PIRL 1303 Type of Training Service #1 H-1B grantees are limited to the following code values: 01 = On-the-Job Training 02 = Still Upgrading 05 = Customized Training 06 = Occupational Skills Training 09 = Registered Apprenticeship	PIRL 1310 Type of Training Service #2 H-1B grantees are limited to the following code values: 01 = On-the-Job Training 02 = Still Upgrading 05 = Customized Training 06 = Occupational Skills Training 09 = Registered Apprenticeship	PIRL 1315 Type of Training Service #3 H-1B grantees are limited to the following code values: 01 = On-the-Job Training 02 = Still Upgrading 05 = Customized Training 06 = Occupational Skills Training 09 = Registered Apprenticeship
Completed Training	PIRL 1307 Training Completed #1	PIRL 1312 Training Completed #2	PIRL 1317 Training Completed #3
Date Completed Training	PIRL 1308 Date Completed or Withdrew from Training #1	PIRL 1313 Date Completed or Withdrew from Training #2	PIRL 1318 Date Completed or Withdrew from Training #3

PIRL 1328 Training Provided Virtual/Online

This data element is used to report whether any of the training was delivered virtually during program participation and should be updated throughout the grantee's program participation.

Grantees can report whether all of the training was virtual, none of the training was virtual (i.e., all training was in-person), or whether a mix of both virtual and in-person training was provided.

Allowable code values are:

- **1** = Virtual/Online
- **2** = Mix of In-Person and Virtual/Online
- **0** = No Virtual/Online, In-person Only

This data element should be left blank if the participant only received services and did not receive training at any point during program participation.

Tip:

- Grantees who report 1 or 0 to indicate that the method of training was *either* in-person only or virtual/online only should update this data element to code value 2 if the method of training changes, which will reflect that both methods have been used to deliver services to the participant.

PIRL 1205 Type of Work Experience

If a participant participated in in work-based learning, this data element should be used to report the type of work experience activity that the participant took part in.

Otherwise, this data element should be left blank.

Note that participants who are reported in **PIRL 907 Recipient of Incumbent Worker Training** as incumbent workers (code value 4) cannot participate in paid work-based learning or paid internships and as a result cannot be reported in these data elements.

PIRL 2908 Date Started Registered Apprenticeship Program

For participants who are reported as participating in a Registered Apprenticeship Program (RAP) in PIRL 1303/1310/1315 Type of Training Service #1, 2 or 3 (code value 09), Nursing Expansion grantees must use this data element to report the date the participant started the apprenticeship.

If a participant enters more than one apprenticeship during the grant period, only the date of the first apprenticeship should be reported in PIRL 2908.

Pre-apprenticeship information cannot be reported in this data element.

PIRL 2911 Date Completed Registered Apprenticeship

This data element is **optional** for Nursing Expansion grantees.

For participants in a Registered Apprenticeship Program (RAP) Nursing Expansion grantees may use this data element to report the date the participant completed the apprenticeship.

If a participant enters more than one apprenticeship during the grant period, only the end date of the first apprenticeship should be reported in PIRL 2911.

Pre-apprenticeship information cannot be reported in this data element.

2.2e Program Outcomes

Credentials

PIRL 1800 Type of Recognized Credential, PIRL 1802 Type of Recognized Credential #2, and PIRL 1804 Type of Recognized Credential #3

These data elements are used to record the credential or certificate types that a participant receives as a result of completing their training with H-1B funds.

If a participant earns more than three types of credentials or certificates as a result of the grant-funded training program, grantees are encouraged to replace the information reported in **PIRL 1804 Type of Recognized Credential #3** with information about the highest credential earned.

For example, if a training program includes three interim credentials as part of their training program, the grantee should replace data about the third intermediate credential (date entered training, type of training service, etc.) with data for the highest credential attained (e.g., an associate degree). This ensures that the highest credential received is recorded for each participant.

Credentials resulting from training paid for with grant funds must be recognized postsecondary credentials and only recognized postsecondary credentials can be reported in these data elements.

If a participant is reported in PIRL 1307 as having completed a training activity, PIRL 1800, 1802, and 1804 are mandatory data elements. If no credential was received when the training was completed, report 0 for “No Recognized Credential” in these three data elements. If one credential was received, report the credential type in PIRL 1800, and report 0 in PIRL 1802 and 1804.

Tip:

- Since a training activity may not result in a credential or may result in multiple credentials, the credential numbers associated with PIRL 1800, 1802, and 1804 (i.e., Credential #1, #2, and #3) are not correlated in the data file with training activity numbers in PIRL 1302, 1310 and 1315 (i.e., Training #1, #2, and #3). The first credential received, regardless which of the three training activities with which it is associated, must always be reported in PIRL 1800.

PIRL 1801 Date Attained Recognized Credential, PIRL 1803 Date Attained Recognized Credential #2, and PIRL 1805 Date Attained Recognized Credential #3

If a credential type was reported in **PIRL 1800 Type of Recognized Credential**, **PIRL 1802 Type of Recognized Credential #2**, and **PIRL 1804 Type of Recognized Credential #3**, these data elements should be used to report the date the credentials were achieved.

If a participant earns more than three types of credentials or certificates as a result of the grant-funded training program and replaced the credential information in **PIRL 1804 Type of Recognized Credential #3** with the highest credential received, then replace **PIRL 1805 Date Attained Recognized Credential #3** with the date the highest credential attained was received.

Measurable Skills Gains

PIRL 1809 Date of Most Recent Measurable Skills Gain: Training Milestones

This data element, along with **PIRL 1810 Date of Most Recent Measurable Skills Gain: Skills Progression** is used to calculate the WIOA Primary Indicator of Performance, Measurable Skill Gains (see **3.5 Calculating WIOA Primary Indicators of Performance**).

Record the most recent date on which the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training. Training milestones include, but are not limited to, completion of on-the-job training, completion of one year of a Registered Apprenticeship Program, or other milestones reached during training.

This date should be updated each quarter, as appropriate.

PIRL 1810 Date of Most Recent Measurable Skills Gain: Skills Progression

This data element along with **PIRL 1809 Date of Most Recent Measurable Skills Gain: Training Milestones** is used to calculate the WIOA Primary Indicator of Performance, Measurable Skill Gains (see Section 3.5 Calculating WIOA Primary Indicators of Performance).

Record the most recent date on which the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

This date should be updated each quarter, as appropriate.

Program Completion

PIRL 1813 Date Completed During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

This data element is reported at the conclusion of a participant's participation in a training program and includes successfully completing all planned program components; unsuccessfully fulfilling the requirements to complete the planned program components; and withdrawing from the program.

Grantees use this data element to report the date of the last participation by the participant in education or job training activity funded by the program. When a participant has finished participating in grant-funded training, **whether they did or did not meet all of the requirements to successfully complete the training program**, they are considered to have

“completed” training under the grant and the date of completion is recorded in this data element.

In rare circumstances, a participant may continue to receive certain other services funded by the grant program after they have completed the training (for example, a participant who did not successfully complete the program may receive assessment services in preparation to re-take courses imminently).

When no additional services are provided, the date of program completion in **PIRL 1813** and the date of program exit in **PIRL 901 Date of Program Exit** will be the same date. Note, however, that they cannot be reported simultaneously, since PIRL 901 is retroactive and is not reported until 90 days after the last date of service or training.

Please review **PIRL 901 Date of Program Exit** for a description of when and how to report the date of exit.

The data element should be left blank if the participant is still in their training program.

2.2f Employment Outcomes

PIRL 2118 Date Entered Employment

This data element is used to report employment outcomes for participants who were unemployed at program entry. Individuals can be reported as having entered employment any time after they became program participants.

Important note: PIRL 2118 is only applicable to participants reported as unemployed in PIRL 400 Employment Status at Program Entry. This data element is not used to report employment outcomes for individuals who are employed at program entry, which includes both underemployed participants and incumbent workers.

Post-completion employment outcomes for underemployed and incumbent worker participants are tracked separately in another PIRL data element (see **PIRL 2120 Advanced into a New Position with Current or New Employer after Program Completion**)

Tip:

- For unemployed participants who have exited the program but did not yet enter employment, check in regularly (e.g., once per quarter) to determine if entering employment was achieved. If so, report the date they entered employment in PIRL 2118. Once you have reported an employment outcome, you do not need to continue follow up.

PIRL 2126 Entered Training-Related Employment

This data element is used to report whether unemployed participants entered employment that was training related. It is a subset of participants who have entered employment, so participants reported in **PIRL 2126** must also be reported in **PIRL 2118 Date Entered Employment**.

Report participants in this data element if their employment placement is related to the training provided through the grant.

Important note: PIRL 2126 is only applicable to participants reported as unemployed in **PIRL 400 Employment Status at Program Entry**. This data element is not used to report employment outcomes for individuals who are reported as incumbent workers in **PIRL 907 Recipient of Incumbent Worker Training** or underemployed in **PIRL 2101 Underemployed Worker**. The employment outcome of employed workers is tracked and reported separately in other PIRL data elements (see **PIRL 2120 Advanced into a New Position with Current or New Employer after Program Completion**)

PIRL 2120 Advanced into a New Position with Current or New Employer After Program Completion

This data element is used to report when an employed participant (either an incumbent worker or underemployed worker) has advanced to a new position that requires a higher level of skill, either with their current employer or a new employer. Report a participant as having advanced to a new position if one or more of the following indicators of advancement occur:

- A new job title;
- A new job description;
- Increased wages as a result of training; or
- New job duties that incorporate skills learned during training

Although an employed participant may meet this definition of advancing to a new position at any time after enrollment if one of the above occurs, grantees can only report that they advanced to a new position in PIRL 2120 if the participant completed the training program.

Tips:

- Employed participants can count as achieving an employment outcome if they advance to a new position prior to completing the training. However, it cannot be reported (i.e., a 1 for Yes cannot be reported for PIRL 2120) unless and until a participant completes their training program.
- For employed participants who complete the program and did not yet advance to a new position, check in regularly (e.g., once per quarter) to determine if advancement was achieved. If so, report 1 for “Yes” in PIRL 2120 in the data file. Once you have reported an employment outcome, you do not need to continue follow up.

Important Note: PIRL 2120 is used to capture employment outcomes only for participants reported as employed in **PIRL 400 Employment Status at Program Entry**, including both incumbent workers (indicated in **PIRL 907 Recipient of Incumbent Worker Training**) and underemployed (indicated in **PIRL 2101 Underemployed Worker**).

For participants designated as unemployed in **PIRL 400 Employment Status at Program Entry**, employment outcomes are tracked and reported in **PIRL 2118 Date Entered Employment** and **PIRL 2126 Entered Training-Related Employment**.

2.2g Other Data Elements

PIRL 106 Special Project ID - 2

PIRL 106 is not assigned at this time and must be left blank. Grantees must maintain a column for this data element in the data file to avoid data file errors

PIRL 107 Special Project ID - 3

PIRL 107 is not assigned at this time and must be left blank. Grantees must maintain a column for this data element in the data file to avoid data file errors.

Section III. Performance Outcome Measures for DOL Nursing Expansion Grants

Department of Labor (DOL) Nursing Expansion grantees report on two types of performance outcome measures:

- 1) DOL Nursing Expansion Track 1 or Track 2 real-time performance outcome measures that are grant and track specific; and
- 2) WIOA primary indicators of performance that are common across all grant programs.

Grantees were required to select grant targets for the grant-specific real-time performance outcome measures for their training track. The DOL Nursing Expansion program office uses the QPRs to assess progress toward the targets set by grantees for these measures.

In addition, to align H-1B grant reporting requirements with WIOA, WIOA primary indicators of performance are also calculated for all grantees. The information collected on these measures is used by DOL to assess performance across numerous programs administered by DOL.

Using the [H-1B PIRL 2025](#) data elements, definitions, and code values, DOL Nursing Expansion grantees collect and report on both types of performance outcome measures. See **Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules** for detailed descriptions of the data elements in the PIRL.

3.1 DOL Nursing Expansion **Track 1** Real-Time Performance Outcome Measures

The DOL Nursing Expansion FOA identifies the following performance outcomes measures for the **Nurse Education Professional Track (Track 1)**:

1. Total number of participants served;
2. Total number of participants who began receiving education/job training activities;
3. Total number of participants who began receiving education/job training activities and achieved a measurable skills gain;
4. Total number of participants who completed education/job training program activities;
5. Total number of participants who completed education/job training program activities and obtained a credential; and
6. Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position.

This list of six performance outcome measures comprises the grant-specific real-time outcome measures for DOL Nursing Expansion Track 1 grantees.

3.1a Definitions of the Track 1 Real-Time Performance Outcome Measures

Grantees in Track 1 were required to provide cumulative targets for these outcomes using the following definitions that help specify who counts in each and at what point in their participation in the grant program.

1. Total number of participants served:

- This performance outcome measure is defined as the total number of all unique individuals determined eligible to be served by the program who receive a grant-funded service during the period of performance.
- Individuals who receive only a determination of eligibility to participate in the program but do not begin receiving services are **not** considered participants.
- Individuals recruited as preceptors who do not participate in grant-funded education/job training activities are **not** considered participants.

2. Total number of participants who began receiving education/job training activities:

- This performance outcome measure is defined as the total number of participants that receive allowable training services as part of grant-funded education or training activities.

3. Total number of participants who began receiving education/job training activities and achieved a measurable skills gain:

- This performance outcome measure is defined as the total number of participants who are enrolled in an education or training program that leads to a recognized postsecondary credential or employment and who achieve a measurable skill gain, which is defined as a documented academic, technical, occupational, or other form of progress, towards such a credential or employment.
- This outcome will be calculated using participant data that tracks the date of most recent measurable skill gains via training milestones or skills progression.

4. Total number of participants who completed education/job training program activities:

- This performance outcome measure is defined as the total number of participants who complete, during program participation, an education or training program that leads to a recognized postsecondary credential, or a training program that leads to employment.
- A participant's education/training activities may be one training or a series of courses or activities. Program completion for a participant is when a participant has completed all the intended grant-funded training provided to the individual during the grant period of performance. Grantees must determine when a participant has completed all the intended grant-funded training services established for the individual during the grant period of performance based on the proposed program design.

5. Total number of participants who completed education/job training program activities

and obtained a credential:

- This performance outcome measure is defined as the total number of participants who completed a grant-funded education or training program and earned a recognized postsecondary credential.

6. Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position:

- Participants must complete all the intended grant-funded training provided during the grant period of performance to be included in this target.
- This performance outcome measure includes all employment statuses (unemployed, underemployed, and incumbent workers) as defined in the [Nursing Expansion FOA](#) Section III.C.3. More specifically, it includes unemployed participants who enter unsubsidized employment, and underemployed participants and incumbent workers who advance into a new position of employment.

A flow chart showing the relationship between a participant's employment status at entry and the data elements and employment outcomes corresponding to each is found in Error! Reference source not found..

3.1b Using the QPR to Assess Progress Toward Track 1 Performance Outcome Targets

Grantees are responsible for meeting their approved target goals for real-time performance outcome measures #1-6 as listed above. Four of the six Track 1 performance outcome measures have a corresponding outcome on the QPR that will populate each quarter. Grantees can use the QPR each quarter as a tool to continuously check progress toward these performance outcome targets:

- Total number of participants served (Outcome #1)
- Total number of participants who began receiving education/job training activities (Outcome #2)
- Total number of participants who completed education/job training program activities (Outcome #4)
- Total number of participants who completed education/job training program activities and obtained a credential (Outcome #5)

Since the QPR is populated each quarter by aggregating the code values reported by grantees in the data file, it's important to gain an understanding of how to read the QPR and learn which of the 70 data elements populate the real-time QPR outcomes. **Table 4 Crosswalk of Track 1 Performance Outcome Measures with QPR Outcomes and Data Elements** shows the QPR Outcome names that correspond with these four performance outcome measures, as well as the data elements used to aggregate each one.

In addition, the flow chart in **Attachment 4. Reporting Participants in Performance Outcome Measures Flow Chart** provides a visual representation of which PIRL data elements correspond to each of the real-time outcome measures.

The other two real-time performance outcome measures, “Total number of participants who began receiving education/job training activities and achieved a measurable skills gain” (Track 1 - Outcome #3) and “Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position” (Outcomes #5/6), do not have a 1-1 corresponding outcome on the QPR. However, progress toward the targets that grantees provided for these two performance outcome measures can be assessed in other ways, as described below.

Table 4: Crosswalk of Track 1 Performance Outcome Measures with QPR Outcomes and Data Elements

Performance Outcome Measure Targets	QPR Outcomes Used for Reviewing Target Progress	Data Elements Required for QPR Outcomes
1. Total number of participants served	A2. Total Participants Served	PIRL 900 Date of Program Entry
2. Total number of participants who began receiving education/job training activities	E5a. Started Education/Job Training Program Activities	PIRL 1302 Date Entered Training #1
3. Total number of participants who began receiving education/job training activities and achieved a measurable skills gain	N/A This outcome does not appear on the QPR and progress toward the target will be provided to grantees periodically by DOL.	PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones) or PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)
4. Total number of participants who completed education/job training program activities	F1. Completed Education/Job Training Program	PIRL 1307 Training Completed #1 and (if applicable) PIRL 1312 Training Completed #2 and/or PIRL 1317 Training Completed #3 and PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

Performance Outcome Measure Targets	QPR Outcomes Used for Reviewing Target Progress	Data Elements Required for QPR Outcomes
5. Total number of participants who completed education/job training program activities and obtained a credential	F2. Completed Education/Job Training Program and Received a Credential	PIRL 1800 Type of Recognized Credential, PIRL 1802 Type of Recognized Credential #2, and/or PIRL 1804 Type of Recognized Credential #3, (at least one of PIRL 1800/1802/1804 must have a code value other than 0) and PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
6. Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position	G2. Unemployed Participants Who Completed an Education/Job Training Program and Entered Unsubsidized Employment and G3. Employed Participants Who Advanced into a New Position After Completing an Education/Job Training Program	PIRL 400 Employment Status at Program Entry = 0 and PIRL 1307 Training Completed #1 and (if applicable) 1312 and/or 1317 (Training Completed #2, #3) and PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment and PIRL 2118 Date Entered Employment and PIRL 400 Employment Status at Program Entry = 1 and PIRL 1307 Training Completed #1

Performance Outcome Measure Targets	QPR Outcomes Used for Reviewing Target Progress	Data Elements Required for QPR Outcomes
		and (if applicable) 1312 and/or 1317 (Training Completed #2, #3) and PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment and PIRL 2120 Advanced into a New Position with Current or New Employer after Program Completion

3.1c Assessing Progress Toward Track 1 Outcome #3

To assess progress toward Track 1's Outcome #3, "Total number of participants who began receiving education/job training activities and achieved a measurable skills gain," DOL will use **PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones)** and **PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)**.

The number of participants who are recorded with measurable skills gain(s) in at least one of these two data elements during their training program will be identified by DOL for each grantee using the data files grantees submit.

However, this aggregated count does not appear on the QPR as an outcome. The Department will provide this information to Track 1 grantees using quarterly scorecards to assist them with monitoring their own progress.

3.1d Assessing Progress Toward Track 1 Outcome #6

For the Track 1 Outcome #6, "Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position," DOL will use two outcomes on the QPR:

- 6a. Unemployed Participants Who Complete a Program and Enter Employment is aligned with QPR outcome G2. Unemployed Participants Who Completed An Education/Job Training Program and Entered Unsubsidized Employment
- 6b. Employed Participants Who Complete a Program and Advance into a New Position is aligned with QPR outcome G3. Employed Participants who Advanced into a New Position After Completing an Education/Job Training Program

These QPR outcomes are treated as a combined performance outcome measure for the Nursing Expansion grant program, so the sum of the totals on these two QPR outcomes are used to assess progress toward the target provided for Outcome #6. For convenience, the Department will provide combined QPR outcome data on grantees' scorecards to assist them with tracking their progress toward meeting Outcome #6.

3.2 DOL Nursing Expansion Track 2 Real-Time Performance Outcome Measures

The DOL Nursing Expansion FOA identifies the following performance outcomes measures for the Nursing Career Pathways Track (Track 2):

1. Total number of participants served;
2. Total number of participants who began receiving education/job training activities;
3. Total number of participants who completed education/job training program activities;
4. Total number of participants who completed education/job training program activities and obtained a credential;

5. Total number of unemployed and underemployed participants who completed education/job training program activities and entered unsubsidized employment;
6. Total number of incumbent workers who completed education/job training program activities and advanced into a new position; and
7. Total number of experienced nursing professionals who were placed into a preceptor role.

This list of seven performance outcome measures comprises the grant-specific real-time outcome measures for DOL Nursing Expansion Track 2 grantees.

3.2a Definitions of the Track 2 Real-Time Performance Outcome Measures

Grantees in Track 2 were required to provide cumulative targets for these seven outcomes using the following definitions:

1. Total number of participants served:

- This performance outcome measure is defined as the total number of all unique individuals determined eligible to be served by the program who receive a grant-funded service during the period of performance.
- Individuals who receive only a determination of eligibility to participate in the program but do not begin receiving services are **not** considered participants.
- Individuals recruited as preceptors who do not participate in grant-funded education/job training activities are **not** considered participants.

2. Total number of participants who began receiving education/job training activities:

- This performance outcome measure is defined as the total number of participants that receive allowable training services as part of grant-funded education or training activities.

3. Total number of participants who completed education/job training program activities:

- This performance outcome measure is defined as the total number of participants who complete, during program participation, an education or training program that leads to a recognized postsecondary credential, or a training program that leads to employment.
- A participant's education/training activities may be one training or a series of courses or activities. Program completion for a participant is when a participant has completed all the intended grant-funded training provided to the individual during the grant period of performance. Grantees must determine when a participant has completed all the intended grant-funded training services established for the individual during the grant period of performance based on the proposed program design.

4. Total number of participants who completed education/job training program activities

and obtained a credential:

- This performance outcome measure is defined as the total number of participants who completed a grant-funded education or training program and earned a recognized postsecondary credential.

5. Total number of unemployed and underemployed participants who completed education/job training program activities and entered unsubsidized employment:

- This performance outcome measure refers to participants whose employment status at program entry is either unemployed or underemployed. It includes unemployed participants that are placed into employment and underemployed participants that entered a new position of employment.
- Participants included in this measure must complete all the intended grant-funded training provided during the grant period of performance and enter employment.

6. Total number of incumbent worker participants who completed education/job training program activities and advanced into a new position:

- This performance outcome measure refers to those participants whose employment status at program entry is an incumbent worker and who advance into a new position within three quarters after completion of the training program.
- Participants included in this measure must complete all the intended grant-funded training provided during the grant period of performance and advance to a new position with their current employer or with a new employer.
- Incumbent workers typically have a new job title and description upon advancement into a new position. However, as long as the new competencies are used in the job position after program completion and the change can be documented, the incumbent worker may be counted as having advanced into a new position with the employer or a new employer even if a new title is not conferred on the incumbent worker.

7. Total Number of Experienced Nursing Professionals Who Were Placed into a Preceptor Role:

- This performance outcome measure refers to experienced nursing professionals who take on a preceptor role as a result of the grant and begin actively performing preceptor duties.
- A preceptor provides a one-on-one relationship with the student to help the student develop clinical skills and competencies, gain practical experience working with patients in the work environments, understand the clinical setting and the patient population, and acclimate to the role of a professional nurse.
- Preceptors counted in this outcome are not also counted as grant participants in Outcome #1 (Total Number of Participants Served) unless they enroll in allowable grant-funded training that leads to a recognized postsecondary credential.

- Experienced nursing professionals who enroll in allowable grant-funded training to be preceptors should not be counted in Outcome #7 unless and until they begin actively performing preceptor duties.

Targets for Outcomes #1-6 were provided as part of the grant application process. As part of the compliance review process after award, Nursing Expansion Track 2 grantees were required to provide a target for Outcome #7. Grantees are responsible for meeting their approved target goals for all seven real-time performance outcome measures as listed above.

3.2b Using the QPR to Assess Progress Toward Track 2 Performance Outcome Targets

Track 2 grantees are responsible for meeting their approved target goals for real-time performance outcome measures #1-7 as listed above.

Most of the seven Track 2 performance outcome measures have a corresponding outcome on the QPR that will populate each quarter:

- Total number of participants served (Outcome #1)
- Total number of participants who began receiving education/job training activities (Outcome #2)
- Total number of participants who completed education/job training program activities (Outcome #3)
- Total number of participants who completed education/job training program activities and obtained a credential (Outcome #4)
- Total number of participants who completed education/job training program activities and entered unsubsidized employment (Outcome #5)
- Total number of participants who completed education/job training program activities and advanced into a new position (Outcome #6)

Important Note: Outcomes #5 and #6 from the Nursing Expansion FOA are being assessed by DOL together as a combined employment outcome: *Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position*. This outcome measure includes employment outcomes for all participants, regardless of employment status at entry.

Table 5 Crosswalk of Track 2 Performance Outcome Measures with QPR Outcomes and Data Elements shows the QPR Outcome names that correspond with these six performance outcome measures, as well as the data elements used to aggregate each one. In addition, the flow chart in **Attachment 4. Reporting Participants in Performance Outcome Measures Flow Chart** provides a visual representation of which PIRL data elements correspond to each of the real-time outcome measures.

A flow chart showing the relationship between a participant's employment status at entry and the data elements and employment outcomes corresponding to each is found in Error! Reference source not found.. This flow chart clarifies which of the two employment outcomes a

participant can be reported in (Outcome #5 or #6), depending on if they were unemployed, underemployed, or an incumbent worker at program entry

Below is a description of how these targets are reviewed, along with information about the assessment of **Outcome #7 Total number of experienced nursing professionals who were placed into a preceptor role.**

Table 5: Crosswalk of Track 2 Performance Outcome Measures with QPR Outcomes and Data Elements

Performance Outcome Measure Targets	QPR Outcomes Used for Reviewing Target Progress	Data Elements Required for QPR Outcomes
1. Total number of participants served	A2. Total Participants Served	PIRL 900 Date of Program Entry
2. Total number of participants who began receiving education/job training activities	E5a. Started Education/Job Training Program Activities	PIRL 1302 Date Entered Training #1
3. Total number of participants who completed education/job training program activities	F1. Completed Education/Job Training Program Activities	PIRL 1307 Training Completed #1 and (if applicable) PIRL 1312 Training Completed #2, and/or PIRL 1317 Training Completed #3 and PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
4. Total number of participants who completed education/job training program activities and obtained a credential	F2. Completed Education/Job Training Program Activities and Received a Credential	PIRL 1800 Type of Recognized Credential #1, PIRL 1802 Type of Recognized Credential #2, and/or PIRL 1804 Type of Recognized Credential #3, (at least one of PIRL 1800/1802/1804 must have a code value other than 0) and

Performance Outcome Measure Targets	QPR Outcomes Used for Reviewing Target Progress	Data Elements Required for QPR Outcomes
		PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
5./6. Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position Note: This outcome combines Outcomes #5 and 6 for Track 2 from the FOA	G2. Unemployed Participants Who Completed an Education/Job Training Program and Entered Unsubsidized Employment and G3. Employed Participants Who Advanced into a New Position After Completing an Education/Job Training Program	PIRL 400 Employment Status at Program Entry = 0 PIRL 1307 Training Completed #1 and (if applicable) PIRL 1312 Training Completed #2, and/or PIRL 1317 Training Completed #3 PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment PIRL 2118 Date Entered Employment and PIRL 400 Employment Status at Program Entry = 1 PIRL 1307 Training Completed #1 and (if applicable) PIRL 1312 Training Completed #2, and/or PIRL 1317 Training Completed #3 PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

Performance Outcome Measure Targets	QPR Outcomes Used for Reviewing Target Progress	Data Elements Required for QPR Outcomes
		PIRL 2120 Advanced into a New Position with Current or New Employer after Program Completion
7. Total number of experienced nursing professionals who were placed into a preceptor role	N/A (Reported cumulatively in the Quarterly Narrative Report)	N/A

3.2c Assessing Progress Toward Track 2 Outcomes #5 and #6

Outcomes #5 and #6 are aligned with a participant's employment status at program entry, so reviewing them independently can only show the employment outcome of some of the grant participants. To obtain a more complete picture of the employment impact of the grant, DOL assesses them as one combined employment outcome: "Total number of participants who completed education/job training program activities and either entered unsubsidized employment or advanced into a new position."

Individual targets grantees provided for each of the two outcomes separately have been combined into a singular target that represents overall employment achievement of grant participants. This singular employment outcome is not directly observable on the QPR; to assess progress toward meeting the combined target, DOL is using the sum of the grantee totals for two QPR outcomes:

- G2. Unemployed Participants Who Completed An Education/Job Training Program and Entered Unsubsidized Employment
- G3. Employed Participants who Advanced into a New Position After Completing an Education/Job Training Program

Note that the transition to PIRL 2025 changed the employment outcomes on the QPR in two important ways that impact the FOA outcomes:

- Underemployed participants are no longer aggregated with unemployed participants as entering employment; instead, they are counted with incumbent workers as advancing to a new position. This change in where underemployed participants are aggregated on the QPR has no impact on the assessment of progress toward meeting targets provided for the employment outcomes, since DOL reviews them as a singular employment outcome that includes all employment statuses.
- Incumbent workers are no longer limited to achieving an employment outcome to the first three quarters after completion. Grantees will be able to show progress toward meeting their target if participants complete the training program and enter employment or advance to a new position.

For convenience, the Department will provide combined QPR outcome data on grantees' scorecards to assist them with tracking their progress toward meeting the combined targets set for Outcomes #5 and #6.

3.2d Assessing Progress Toward Track 2 Outcome #7

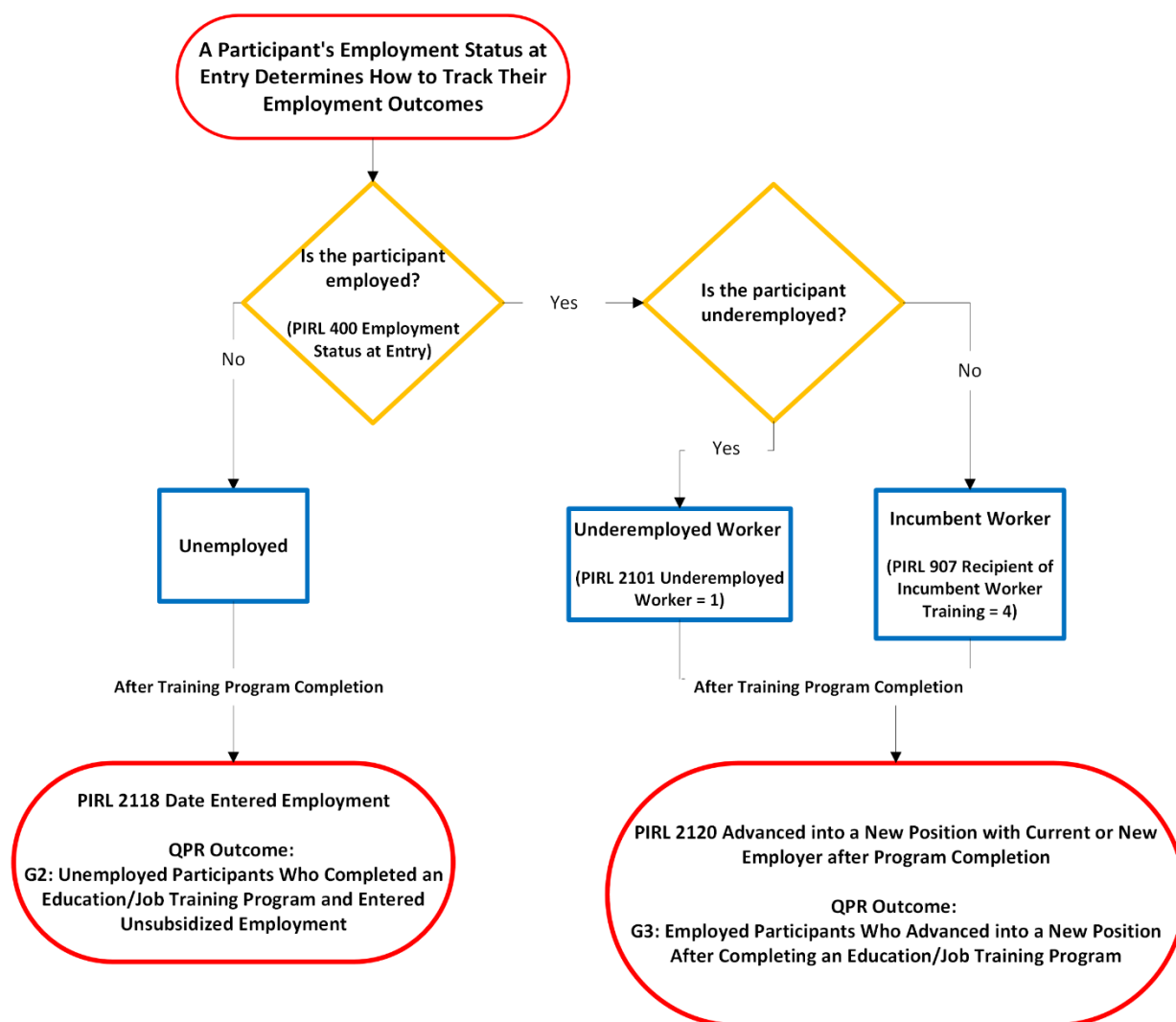
The intent of Outcome #7, as described in the FOA, is "...to support the increased uptake of experienced nursing professionals who will become preceptors to mentor and prepare a new generation of nurses. This track requires applicants to address this issue as part of their workforce development strategy by using partnership agreements with their employer partners to ensure reduced administrative barriers, time carved out of the regular schedule for the preceptor work, and incentives or additional pay for taking on the preceptor role." (FOA p. 6) Activities related to Outcome #7 are best described as capacity building activities. The outcome

requires grant programs to implement activities and strategies and understand what to capture and report numerically.

Outcome #7 is not reported via the PIRL or reflected on the QPR, but is reported, both numerically and qualitatively, in the QNR. Grantees are required to report the cumulative number of experienced nursing professionals placed in a preceptor role in Section XI.C of the QNR every quarter (see Section 4.3b). The QNR is also the grantee's opportunity to provide details about capacity building strategies and challenges related to this outcome.

The Department assesses progress on this performance outcome measure by reviewing both the number and the context provided in the QNR.

Figure 2 QPR Employment Outcomes for Participants Who Unemployed, Underemployed, and Incumbent Workers



3.3 Other QPR Outcomes

In addition, the H-1B QPR includes the following program information to describe the full depth of a grant project's performance:

- Total participants who exit the program
- Participant demographics
- Sex, ethnicity, race
- Education status at participation
- Employment status at participation
- Total number of credentials earned
- Total participants who enter training-related employment

While grantees are not required to provide target goals for these measures, grantees must track and report the data elements that are used to aggregate these outcomes on the QPR.

The [QPR template](#) contains all of the QPR outcomes that will aggregate each quarter in the report. In addition, see **Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules** in this Handbook for a complete list of all QPR outcomes and information about how they correspond to the PIRL data elements.

3.4 WIOA Primary Indicators of Performance

Consistent with 29 USC § 3224(a)(7), DOL requires that H-1B grants with a start date of July 1, 2016 and later align with and report on the six WIOA primary indicators of performance, as set forth in section 116(b)(2) of WIOA.

The following WIOA primary indicators of performance are applicable to all ETA grants, including the DOL Nursing Expansion grants:

- A. Employment Rate – 2nd Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.
- B. Employment Rate – 4th Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.
- C. Median Earnings – 2nd Quarter After Exit:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
- D. Effectiveness in Serving Employers (Retention with the Same Employer in the 2nd and 4th Quarter After Exit):** The percentage of program participants who exit and are employed with the same employer in the second and fourth quarters after exit.
- E. Credential Attainment:** The percentage of those participants enrolled in an education or training program who attain a recognized postsecondary credential or a

secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program. This calculation will exclude those in on-the-job training (OJT) and customized training, consistent with WIOA.

Important Note: H-1B grantees are prohibited from serving individuals enrolled in secondary education (high school).

- F. Measurable Skill Gains:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress towards an outcome, such as a credential or employment.

One of the most important distinctions between the real-time performance outcome measures and the WIOA Primary Indicators of Performance is that the real-time outcome measures in the DOL Nursing Expansion FOA are immediate and allow DOL to monitor progress toward grant targets in real-time to provide targeted and timely technical assistance, which the WIOA Primary Indicators of Performance are longitudinal.

This indicator format serves a different function for DOL than the real-time performance outcome measures. WIOA Primary Indicators of Performance are common across all of the grant programs administered by ETA and the indicator definitions and methods of data collection do not vary by program. This consistency enables DOL to generate uniform, reliable data that includes all ETA programs for distribution to internal and external stakeholders.

The WIOA Primary Indicators of Performance are reflected in grantee QPRs when available, and after the QPR is submitted and certified by grantees. These are auto-populated in Section C of the QPR.

Note that the WIOA Primary Indicators of Performance data are not calculated cumulatively. This QPR data is populated on a rolling four quarters basis only (i.e., for the previous four quarters of the reporting period) and do not include the results for all participants since the start of the grant. Cumulative data on these indicators that show the total rates and numbers for all participants in discretionary grants, including the DOL Nursing Expansion grants, are not available.

3.5 Calculating WIOA Primary Indicators of Performance

Most of the WIOA Primary Indicators of Performance (A-D) are calculated using a combination of data reported by grantees and state Unemployment Insurance (UI) wage records via the process called the Common Reporting Information System (CRIS).

However, two of the indicators (E and F) are calculated using only data reported in particular relevant PIRL data elements by grantees in their data files.

Employment-based Indicators

The four employment focused WIOA Primary Indicators of Performance include:

- A. Employment Rate – 2nd Quarter After Exit
- B. Employment Rate – 4th Quarter After Exit
- C. Median Earnings – 2nd Quarter After Exit
- D. Effectiveness in Serving Employers (Retention with the Same Employer in the 2nd and 4th Quarter After Exit)

As exit-based indicators, the quarter for tracking them is determined by the quarter in which the date of exit occurs. For example, if the date of exit is between January 1st and March 31st, the first quarter after exit would be April 1st through June 30th).

The Department acknowledges that H-1B grantees may not have access to wage records in order to track and report exit-based employment rates and median earnings.

Therefore, DOL matches wage records on behalf of grantees in order to capture these specific employment-based outcomes for participants that have successfully exited the H-1B program. Through a Memorandum of Understanding between the DOL and the Kansas Department of Commerce, the CRIS process provides ETA with access to aggregate employment outcome and wage information through the Wage Record Interchange System and the Federal Employment Data Exchange System. This information is used to calculate the employment-based measures of the WIOA primary indicators of performance by matching personally identifiable information (PII) and UI wage data for the most recent reporting quarter.

Although grantees do not have to collect the employment information necessary for populating these indicators, DOL uses some PIRL data elements reported by participants to collect and calculate the indicators on behalf of grantees.

To support calculation of these DOL-required employment-based primary indicators of performance, H-1B grants are required to track and report the following PIRL data elements:

- **PIRL 900** Date of Program Entry
- **PIRL 901** Date of Program Exit
- **PIRL 923** Other Reasons for Exit (Individuals who are exited for the reasons noted in the definition of PIRL 923 in the schema will be excluded from the calculations for the WIOA primary performance indicators)
- **PIRL 2700** Social Security Number

It is important to note that while H-1B program grantees are required to collect SSNs, participants cannot be denied services if they choose to not disclose an SSN. Section 5.1 of the Handbook provides information on the standards for collecting and storing social security numbers and tips for collecting this data from participants.

Credential Attainment

To calculate credential attainment outcomes, H-1B grantees are required to track and report the information using PIRL DEs that will be reported to DOL directly through the participant-level data file submitted in WIPS.

Please note, WIOA PIRL DEs that are used to report the credential attainment outcomes for the WIOA primary indicators of performance are also used to report real-time credential attainment outcomes for H-1B grants. Real-time credential attainment outcomes for H-1B grants are reported after training completion and will be reported on the H-1B QPR in the quarter in which they were attained.

Reporting credential attainment outcomes for inclusion in both the WIOA primary indicators of performance and real-time measures helps to determine the success of DOL's training programs and inform technical assistance efforts.

Measurable Skills Gains

To calculate measurable skill gains outcomes, H-1B program grantees are required to track and report the information using PIRL DEs that will be reported to DOL directly through the participant-level data file submitted in WIPS.

H-1B grantees can provide activities that support an H-1B participant's attainment of a GED or other high school diploma equivalent for participants who are not enrolled in a secondary education program (high school).

Note: As this measure is shown as a rate for the preceding four quarters only, it is distinct from **Track 1 Outcome #3, Total Number of Participants Who Start Training and Achieve a Measurable Skills Gain**, which is a raw cumulative count of participants who have achieved a measurable skills gain since the start of the grant. As with all WIOA Primary Indicators of Performance, the Measurable Skills Gain indicator is longitudinal and generated cross-program, and cannot be used to meet the definition for Track 1 Outcome #3.

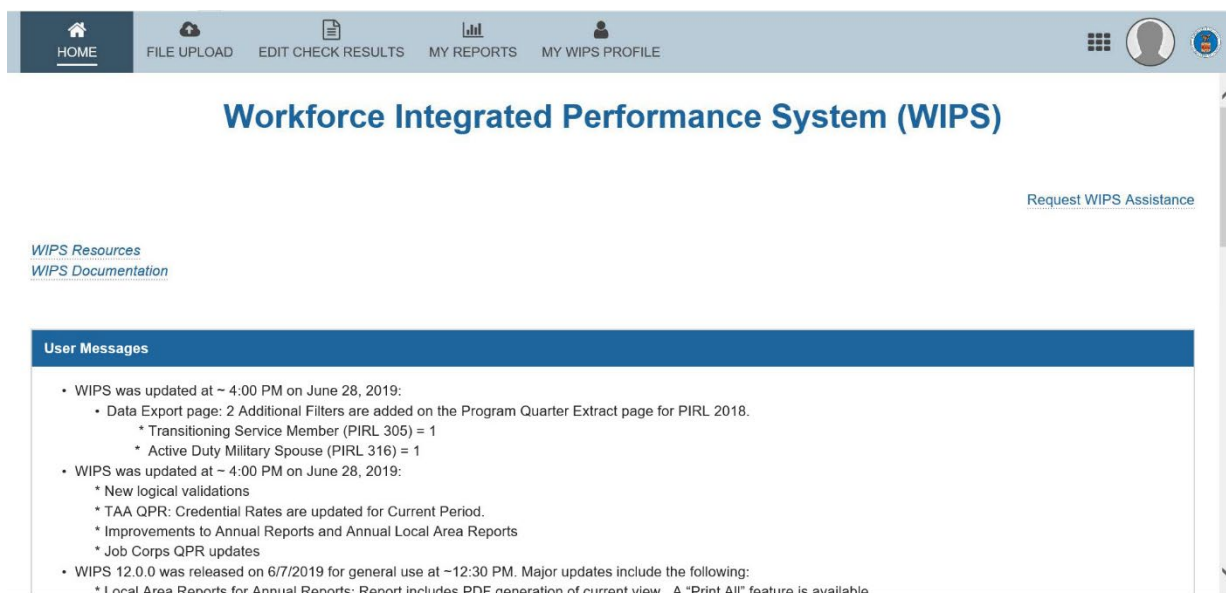
Section IV. Submitting Quarterly Reports to DOL

H-1B grantees are required to use the DOL web-based reporting system, known as WIPS, to submit the QNR and the data file necessary to generate the QPR each quarter.

WIPS is an online, password-protected system that allows grantees to:

- Upload a comma-separated values (.csv) file or a text (.txt) data file that includes participant data;
- Verify that data is correct using a series of logic and validation checks;
- Generate and certify an H-1B QPR using H-1B aggregation rules;
- View and add comments to an H-1B QPR; and
- Generate and certify an H-1B QNR in WIPS.

Figure 3: WIPS Home Page



Only approved users with WIPS accounts may access the system.

A [User Walkthrough Video Series](#) for WIPS users is available and consists of four short videos that are designed to familiarize new WIPS users to its interface, features, and functionality.

4.1 Gaining Access to WIPS

The Department issues a user account and password to access the reporting system to the authorized official of each grant. Grant authorized officials may also request additional WIPS accounts according to the [H-1B WIPS User Role Policy](#).

There are two user access levels in WIPS for which accounts are granted by ETA: a Level 1 Certification Account and a Level 2 Upload Account. Users with a Level 1 Certification account have full access to all reporting functions in WIPS, including the ability to certify and submit reports. This is the account level automatically provided to the Authorized Official .

Level 2 Upload Accounts allow users to perform WIPS functions that support content input for both the QNR and the QPR, including entering information into the reporting system, file upload, reviewing errors, and viewing reports. **Please note that Level 2 Upload Account users cannot certify either the QNR or the QPR report.**

The Authorized Official may optionally request one additional Level 1 Certification Account and one Level 2 Upload Account for a total of two additional accounts. Please review the [H-1B WIPS User Role Policy](#) for more information. To request or modify WIPS access, [find instructions and the DSI WIPS Access Form online](#).

To access the WIPS system, grantee users will also need to establish a Login.gov account. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. This change is part of a government-wide initiative to upgrade all public access to Federal online systems to include multifactor authentication and encryption and improve online security.

The Department has released a [Login.gov User Guide](#), which is available on the [WIPS Technical Assistance](#) on the [Nursing Expansion Community](#). Grantees that currently have a WIPS account and have an established Login.gov account, should use this guide and follow steps 1 through 6. This will link the current WIPS account to Login.gov and ensure grantees can continue to utilize the system.

Grantees that do not have a current WIPS account or a Login.gov account, should follow all of the steps in the User Guide (1 through 17) to gain access.

If grantees need further assistance with their user account, they should contact the WIPS Technical Assistance Support. For issues with their password, grantee users should contact [Login.gov](#).

4.2 Generating and Certifying a QPR

The H-1B QPR uses participant data submitted by grantees to create a snapshot of the grant's progress to date. (See the [QPR Template](#))

Grantees do not submit a QPR directly. Instead, it is generated through participant-level data files that are uploaded into WIPS. Participants included in the data file are aggregated into a set of outcomes and indicators, as described in **Section III. Performance Outcome Measures for DOL Nursing Expansion Grants**.

4.2a Preparing Data Files for Submission to DOL

Data files submitted by grantees are populated with appropriate data on every participant for

each of the 70 data elements in the [H-1B PIRL](#) schema, as described in **2.2 H-1B PIRL Data Elements Expanded Reporting Instructions**. PIRL data elements are the required pieces of information that must be reported for each participant served in your program.

Each data element contains code values that correspond to the information about that data element that can be reported on a participant. The code values are reported in the data file as appropriate to a participant's circumstances and progress.

Authorized Representatives who have one set of access credentials in WIPS, but certify quarterly reports for more than one H-1B grant program should note the following:

A separate .csv or .txt file must be uploaded for each grant program. The grant number entered in **PIRL 938 H-1B** in each data file (H-1B Grant Number) must be the same for all participants in the data file that is submitted for each grant program. WIPS will reject the file with errors if a single .csv or .txt file has multiple grant numbers. The grant number in **PIRL 938 H-1B** is used to verify the grant for which that QPR is generated.

Important File Format Requirements for Data Files

- **Grantees must submit one data file that summarizes participant data from all partners, if applicable.** If grantees are receiving records from multiple partners, they must be generated and uploaded as **one** .csv or .txt for the grant as a whole.
- **Data files must be in either .csv or .txt file format or WIPS will not accept them.** Grantees may use existing resources or develop their own internal Management Information System (MIS), but that system must be able to save or export participant records in .csv and or .txt format.
- Data files must contain a column for each data element and a row for each participant.
- Data element columns must be included in the data file from left to right in the order that the data elements are listed in the PIRL. In other words, **PIRL 100 Unique Individual Identifier** should be the first column and **PIRL 3011 Sexual Orientation** must be the final column.
- **Every data element must have a data field entry.** Note that the data file must include a column for each of the data elements in the schema, even if some columns are left blank. This means that the data file for Nursing Expansion grants will have exactly 70 columns corresponding to the 70 data elements in the H-1B PIRL schema.
- **Only the data itself (i.e., the code values) can be included in the data file.** No identifiers such as participant names or data element headers can be included. WIPS will not be able to read the file.
- Data files cannot contain:
 - Additional blank rows or columns
 - Blank entries when code values are required

- A “space” instead of a blank cell. WIPS reads a space generated by the spacebar as a character.

Follow the instructions in **2.2 H-1B PIRL Data Elements Expanded Reporting Instructions** for information about which code values apply to data elements and whether data elements should be left blank.

Figure 4: Comma Separated Values (CSV) File Format for Rows and Columns

Each **ROW** represents one participant record →

100000000001	MA	SARAP11			1	1	0
100000000002	FL	SAUAP22			2	1	1
100000000003	CA	SAPRE33			9	0	9
100000000004	AZ	SANONE4			2	9	1

↑

COLUMNS represent code values for data elements on each participant

Figure 5: Text Data File Format

Data File - Notepad	
File	Edit Format View Help
47839340494839,GA,19981106,1,1,1,0,0,1,0,0,3,0,1,12,1,0,0,0,20161210,201	
29394846282733,GA,19960420,2,0,0,0,0,0,0,0,0,0,0,10,2,0,1,0,20170111,,20	
38372638272926,GA,19970730,2,0,9,9,9,9,9,9,0,2,0,12,5,9,0,1,20170115,,20	
29202839473829,GA,19900603,2,0,0,1,0,0,0,0,0,0,1,0,12,7,1,0,0,20161114,201	
10293837463837,GA,19920218,1,9,0,0,0,0,0,0,1,2,1,0,12,1,0,1,0,20170323,,20	

The [Sample Case Management and Data File](#) provides examples of each of the two acceptable file formats. Tab 3a of the H-1B PIRL 2025 also contains an H-1B Sample File Format.

4.2b. Successfully Uploading a Data File

Grantees with multiple ETA grants must upload a **separate** data file for each grant. Each program has its own PIRL schema and will only accept a data file that contains the exact same data elements in that schema.

When ready to upload a data file, grantees must select the correct PIRL schema name and version in WIPS for H-1B grants.

Figure 6: Selecting the PIRL Version and Schema Name in WIPS

The screenshot shows the 'Workforce Integrated Performance System (WIPS)' interface. At the top, there's a navigation bar with links: HOME, FILE UPLOAD, EDIT CHECK RESULTS, MY REPORTS, and MY WIPS PROFILE. Below this, the 'Upload Report' section is active. It contains instructions: 'Records must be submitted according to the Participant Individual Record Layout (PIRL) (ETA-9172). OMB No. 1205-0521 Expires 6/30/2021. Select the applicable Schema, Program(s), Quarter and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.' The form has four main fields: '* PIRL Version' (with a red arrow pointing to it), '* Schema Name' (with a dropdown menu showing 'Full PIRL', 'State Integrated Reporting Schema (SIRS)', 'H-1B', 'Indian and Native American Programs (INAP)', 'Job Corps', 'National Farmworkers Job Programs (NFJP)', 'Reentry Employment Opportunities (REO) (Adult)', 'Reentry Employment Opportunities (REO) (Youth)', 'Senior Community Service Employment Program (SCSEP)', and 'YouthBuild)'), '* Quarter End Date' (with a dropdown menu), and '* Choose a File' (with a file upload button). A 'CANCEL' button is at the bottom left. A note at the bottom left states: 'The asterisk (*) indicate'.

The PIRL version and schema name for DOL Nursing Expansion grantees is as follows:

- PIRL Version: 2025
- Schema Name: H-1B

If an incorrect program or schema name or version is provided, WIPS will generate an error during the submission process.

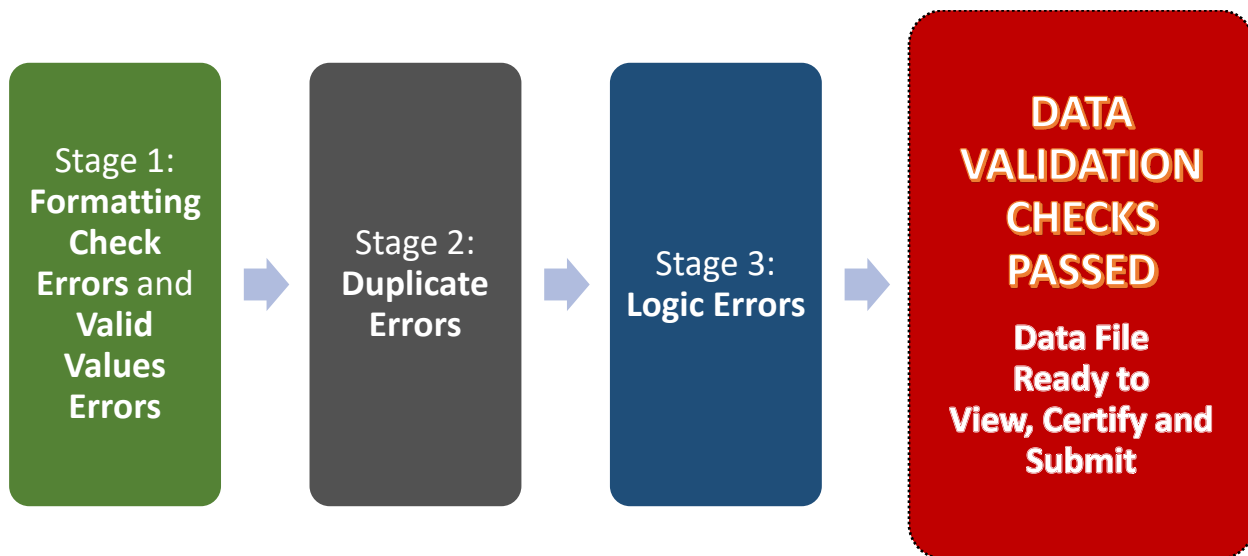
When an acceptable data file format is uploaded into WIPS, a series of data validation checks will be executed on the file to ensure that the participant data in the file has been reported accurately.

4.2c. Passing WIPS Data File Edit Checks

A file must pass a three stage edit check process in order to generate a report that can be certified. Submitted files pass through edit checks in sequence. Each stage must be passed before WIPS can then progress to the next stage.

When all three stages have been passed, grantees can then review the QPR and certify and submit the report.

Figure 7: The Three Stages of WIPS Edit Checks



Edit Check Stage 1

When grantees first submit data files, WIPS executes the first two types of edit checks simultaneously. During Stage 1, a grantee may receive formatting check errors and/or valid values errors. These checks ensure that your data file itself is in the proper format and that the values in the data file are valid.

The formatting check is a review of the submitted file submitted proper formatting. For example, formatting checks ensure the file has the correct number of columns and has been submitted in the correct file type (see Section 4.2a **Preparing Data Files for Submission to DOL**). If a file has formatting check errors, these will appear under the Format Errors hyperlink on the Edit Check Results page.

A common formatting error that occurs during this stage is the “Invalid Column #” error. This can occur when one or more data elements at the end of the H-1B PIRL are left blank and the empty columns may not be recognized when an Excel document is converted to a .csv or .txt file. When this occurs, the .csv or .txt file is then uploaded into WIPS without the required 70 columns, causing WIPS to return the “Invalid Column #” error. You can find instructions for addressing this error on the [WIPS Technical Assistance community page](#).

The valid values check is also a format check to verify that only valid code values have been included in the data file for each data element. For example, social security numbers must have exactly nine characters, or WIPS will return an error. If your file has valid values errors, these will appear under the Total Errors hyperlink on the Edit Check Results page. To review all of the valid values rules that WIPS will check for errors, see Tab 4 in the [H-1B PIRL 2025](#).

Edit Check Stage 2

When a data file passes the formatting and valid values edit checks in Stage 1, WIPS will check for duplicate errors during Stage 2 to ensure that duplicative participant records are not in the data file. In other words, WIPS will review the file to ensure that a participant has not been reported more than once.

If a file has duplicate errors, these will appear under the Duplicate Errors hyperlink on the Edit Check Results page. To review all of the duplicate rules that WIPS will check for errors, see Tab 5 in the [H-1B PIRL 2025](#).

Edit Check Stage 3

Finally, when a data file passes the formatting, valid values, and duplicate errors edit checks in the previous two stages, WIPS will check for logic errors. This edit check is related to the rules assigned to each code value in the PIRL for all data elements to verify internal logic of participant records.

For example, if a participant is reported as an incumbent worker with code value 4 in **PIRL 907 Recipient of Incumbent Worker Training**, the participant must also be reported as employed with a code value of 1 in **PIRL 400 Employment Status at Program Entry**. This is because all incumbent workers are subsets of employed workers. WIPS will check to ensure that participants reported as incumbent workers in **PIRL 907** are also reported as employed in **PIRL 400**. If not, an error will be returned.

If your file has logic errors, these will appear under the Total Errors hyperlink on the Edit Check Results page. To review all of the Logic Rules, see Tab 6 in the [H-1B PIRL 2025](#). **Taking time to read in Section 2.2 of this Handbook about the data elements that are identified in a logic error will help grantees understand how to correct the logic error and pass Stage 3 of the edit checks.**

Refer to the [QPR Data File Submission Instructions](#) for a step-by-step video of how to upload a file in WIPS and check for errors.

4.2d. Viewing, Saving, and Certifying the QPR

After a data file has passed all of the edit checks, WIPS will generate a QPR using the participant data submitted. Tab 7 in the Nursing Expansion H-1B PIRL 2025 provides the aggregation rules for all of the outcomes. In addition, please see **Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules**.

Once a QPR has been generated in WIPS, the results are available in the web browser. The QPR generates the QPR in three time periods: Current Quarter, Rolling Four Quarters, and Cumulative-to-Date. DOL will use the Cumulative-to-Date version of the QPR to report grant

program metrics and assess individual grantees' progress toward their performance outcome measure targets.

To save a PDF copy of the QPR, select "Print" in the upper right-hand corner of the page. The webpage will then generate a "Download" link in the upper right-hand corner of the page.

After verifying the information in the QPR is accurate, grantees indicate that the report is final by selecting the "Certify" button in WIPS. Certifying the report indicates that the grantee's authorized representative certifies that the data submitted is complete, true, and accurate to the best of his or her knowledge.

As a reminder only users with a Level 1 account will be able to certify reports. If the certify button is grayed out or does not seem to be working, it means that the user does not have the appropriate type of account to certify reports.

4.3 Submitting the QNR in WIPS

As part of the quarterly reporting requirements, H-1B grants are required to submit a QNR. A QNR is a written report that reflects grant program activities that complement the quantitative data reported on the QPR. Grantees may also report information that the QPR does not reflect, as well as identify technical assistance needs and/or grant program highlights from the latest reporting quarter.

4.3a Tips for Writing an Effective Narrative Report

Grantees are required to use the OMB-approved [QNR template](#), which has eleven sections:

- I. Contact Information
- II. Summary of Grant Activities
- III. Progress Toward Grant Goals
- IV. Development and Implementation of Effective Practices and Program Model Strategies
- V. Status Update on Match and/or Leveraged Resources (if applicable)
- VI. Status Update on Strategic Partnership Activities (if applicable)
- VII. Status Update on Employer Engagement Strategies
- VIII. Key Issues and Technical Assistance Needs
- IX. Significant Activities, Accomplishments, and Success Stories
- X. Evidence and Evaluation
- XI. Additional Information

Each section has multiple sub-sections for which grant activity can be provided. Note that not all sections or subsections may apply to a grantee every quarter, depending on the grant's program model and the point in time during the period of performance.

In most cases, all Nursing Expansion grantees will report narrative information every quarter in Sections I – IV. Additionally, **Track 2** grantees are required to use XI.C. to report the **cumulative** number of experienced nursing professionals who take on a preceptor role as a result of the grant and begin actively performing preceptor duties (see

4.3b QNR Special Instructions for Reporting Outcome #7).

The other sections in the QNR are available as needed. If there is a substantive update to report in Sections V – VII, grantees should provide details in the appropriate sections (e.g., Match and/or Leveraged Resources, Strategic Partnership Activities, and Employer Engagement Strategies). Sections VIII and IX are available for grantees to include technical assistance needs and describe accomplishments, if applicable during the quarter. Sections X and XI are applicable as specified by their descriptions and may not be applicable to your grant or grant program.

Grantees should consult with the FPOs for more information about the applicability of QNR sections to their grant programs.

Effective QNRs include enough specific information about grant activities without providing too much extraneous information that can detract from the big picture grantees want to share with their FPO and the National Office about how the grant has progressed since the previous quarter. Below are some tips to writing a high-quality QNR:

- Avoid writing the narrative report in first person.
- Avoid listing out all the activities and events that happened during the quarter as a response to a section. Instead, include quality *descriptions* of highly significant activities that may have taken place during the quarter. Grantees who wish to provide a list of all activities can include it as an attachment to the narrative report.
- Avoid including information about activities that occurred in previous quarters unless the context is needed to explain what happened in the current quarter. Keep any of these necessary descriptions brief and relevant to the current quarter’s activities.
- If reporting outcome data anywhere in the QNR, ensure it aligns with what is in the QPR. If there are discrepancies in the QPR outcomes with what the grantee is tracking, be clear about why those differences exist.
- When reporting Sections VIII and IX about technical assistance needs and grant accomplishments, it is better to be specific rather than vague so the program office can fully understand any issues or successes the grantee has.

4.3b QNR Special Instructions for Reporting Outcome #7 for Track 2 Grantees

Nursing Expansion Track 2 grantees will use the QNR to report quarterly progress on the performance outcome measure, “Total Number of Experienced Nursing Professionals Who Were Placed into a Preceptor Role” (Outcome #7).

Each quarter, grantees must report the **cumulative** number of experienced nursing professionals who take on a preceptor role as a result of the grant and begin actively

performing preceptor duties in Section XI.C. of the QNR. This specific section is designed for H-1B grantees to report outcomes that are required but are not reported in the QPR.

Figure 8: QNR Section for Reporting Outcome #7

Section XI. Additional Information *(if applicable).*

The purpose of this section is to provide any additional relevant information that is not included elsewhere in the report.

- A. Report any outcomes in this section that are required by the specific grant award but not otherwise captured in the Quarterly Performance Report. If these grantees do not have any outcomes to report, please specifically state that and explain why.
- B. For SCSEP grantees, this section should include information regarding the:
 - Status of the activities described in their training and supportive services waiver request, if applicable and if not described in Section II.D;
 - Progress on special projects; and
 - Status of any complaints/grievances.
- C. For H-1B funded grantees and Dislocated Worker demonstration grantees, report any outcomes in this section that are required by the specific grant award but not otherwise captured in the Quarterly Performance Report. If these grantees do not have any outcomes to report, please specifically state that and explain why.

To meet the reporting requirement for Outcome #7 grantees must include the outcome name and the cumulative-to-date number achieved.

Example:

Outcome 7. Total Number of Experienced Nursing Professionals Who Were Placed into a Preceptor Role

- Cumulative-to-Date: xx

Grantees must report on the outcome each quarter even if no progress was achieved. For example, if no progress has been achieved since the start of the grant, grantees should include the outcome name in Section XI.C. as required and show “zero” for the cumulative-to-date total.

Grantees should continue to update the number each quarter by adding any new nurses to the total who were placed into a preceptor role. **Each quarter’s new total should never be smaller than the one reported in previous quarters unless a reporting error is made.** If that is the case, grantees should include an explanation for why the number has been reduced.

If grantees do not include this information or use the format identified here to report the information, DOL will reach out to the authorizing official on record to request completion of a supplemental form to provide it for the quarter. To avoid having to take this additional step of submitting supplemental forms, Track 2 grantees should ensure that performance staff who write, review, submit, or certify the QNR are aware of this requirement to report on Outcome #7 and the acceptable format for doing so.

4.3c Completing and Finalizing the QNR Submission

Using their WIPS account, each grant program will complete the QNR directly into WIPS. The online form is identical to the OMB- approved [Joint Quarterly Narrative Performance Report Template \(ETA-9179\)](#). Grantees should complete the form using the fields provided in WIPS.

Submitting a copy of the QNR as an attachment does not take place of submitting in the form in WIPS. Each applicable section of the QNR must be filled out in WIPS. Writing “see attached” in those boxes and uploading a word or pdf copy does not count as submitting and certifying the QNR.

Note that inactive users will be automatically logged out after 30 minutes of inactivity. WIPS does not consider typing within fields to be system activity. To avoid losing data, grantees may wish to type their responses into a Word document first and then cut and paste the final text into the appropriate sections in WIPS.

Once a grantee has completed the QNR and has verified that the information is accurate, they should indicate that the report is final by selecting the “Certify” button on the QNR. Certifying the report indicates that the grantee’s authorized representative certifies that the data submitted is complete, true, and accurate to the best of his or her knowledge.

Grantees may also submit up to five supplemental documents (in Word or pdf format) to support their QNR submission.

Review the [QNR Submission Instructions](#) for a step-by-step description of how to successfully submit a QNR.

4.4 How to Get WIPS Technical Assistance

To request assistance with WIPS access issues, established users should complete a form through the [WIPS Technical Assistance Request portal](#).

For questions about data element file errors, or to request to change or add WIPS accounts (in alignment with the user role policy stated in **4.1 Gaining Access to WIPS**, send an email to the Nursing Expansion mailbox at NursingExpansion@dol.gov.

Never send a copy of the .csv or .txt file you are working with via email. The files uploaded to WIPS contain social security numbers, which are considered Personally Identifiable Information (PII). The WIPS upload environment has protections in place for PII, but email does not. Transmitting PII via email is prohibited.

When sending questions/inquiries to your grant mailbox about your data file always include your file ID number. This will enable our technical staff to pull up the file you submitted in WIPS (where PII is blocked from view) and provide you more information on the error.

Section V. Performance Reporting Policy Applicable to DOL Nursing Expansion Grants

H-1B grants are authorized under the American Competitiveness and Workforce Improvement Act (ACWIA). H-1B grants with start dates of July 1, 2016, and later are required to report in accordance with WIOA performance reporting requirements. Grantee reporting provides an opportunity for DOL to align its performance reporting definitions, processes, and procedures across both the DOL's formula and discretionary grant programs. The Office of Workforce Investment's Division of Strategic Investments (DSI) is the program office for H-1B grants.

Note that the policies included in this section may not be inclusive of all relevant reporting policies and DOL may apply additional reporting policies during the grant period of performance. Grantees should consult with their FPO to ensure reporting follows DOL policies. See **Attachment 5. Reporting Policy Guidance and Technical Assistance Resources** for a list of policy resources available.

5.1 Collecting Personally Identifiable Information (PII)

As part of their grant activities, grantees may have in their possession large quantities of personally identifiable information (PII) relating to their organization and staff, sub-grantee and partner organizations and staff, and/or individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files, and other sources.

Federal agencies are required to take aggressive measures to mitigate the risks associated with the collection, storage, and dissemination of sensitive data, including PII. As the grantor agency, ETA has provided the Training and Employment Guidance Letter (TEGL) NO. [39-11](#) – *Guidance on the Handling and Protection of Personally Identifiable Information* to notify grantees of the specific requirements that must be followed pertaining to the acquisition, handling, and transmission of PII.

Social Security Numbers Collection Requirements

H-1B grantees are required to request participants' complete and accurate Social Security Numbers (SSNs); however, providing SSNs is voluntary and participants cannot be denied services if they choose not to disclose their SSN.

Grantees should also ensure that, when they are collecting this information from participants, they inform the participants of the purpose of requesting SSNs, in accordance with the ACWIA, which directs the Secretary to require grantees to report on the employment outcomes obtained by workers receiving training under this section.

What is the Purpose of Collecting SSNs?

The collection of this information assists DOL and the grantee to track the long-term success of the training program.

The Department, on behalf of the grantees, uses CRIS to match SSNs with employment data available from State UI and other administrative wage records (e.g., Federal and Military employment). This matching procedure is necessary in order for DOL to collect consistent and reliable aggregate outcome information for each grantee by calculating a set of WIOA primary indicators of performance that includes employment rate and median earnings.

Technical Assistance Tips for Collecting SSNs from Program Participants

For grantees encountering issues in collecting SSNs from training participants, DOL grantees who have been successful in collecting this information have recommended the following:

- Make the “ask” at intake or enrollment instead of waiting until later in the process.
- Include statement/disclaimer language directly under the SSN field of an intake or enrollment form identifying why this information is requested, the security of this information, what it is used for, and how it benefits the program to measure program success (see two examples below).
- Ask case managers (or other appropriate staff) to follow-up in person or by phone with any participant who does not disclose their SSN as a part of the enrollment process. Individuals may not provide their SSN because they do not understand the need for this information. Staff familiar with the enrollment process should explain to participants the value this information provides the grantee and DOL with regard to measuring outcomes and how this information is used.

Disclaimer Language Examples:

Grantees are required to inform participants of the purpose for collecting SSNs. Below are two sample disclaimers that provide this information. In addition to meeting the requirement to inform participants about the collection of their SSNs, the transparency can increase the likelihood that participants will provide the information.

- **Sample #1:** This project was funded by a grant awarded under the XXXX Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The collection of this information helps to track the long-term success of this training program. Your personal information is kept confidential and secure and will not be shared with any outside agencies other than those involved with the support or oversight of the XXXX Grant received by Sample Community College and issued by the U.S. Department of Labor. The information collected through your participation in grant supported training activities will never be sold or shared with third party agencies. Please direct any additional questions concerning the use of your personal information

to Jane Green, Program Director at 856-691-XXXX.

- **Sample #2:** The Nursing Education program in which you are enrolled is made possible in part through a grant from the United States Department of Labor, Employment and Training Administration. This grant is a XXXX Grant titled “Nursing Expansion Grant,” a partnership between Any College and Where Community College. As part of the federal grant, we are required to obtain information from project participants and asked to track how well the students who participate in the program succeed in the workforce and other related outcomes. The information gathered will be used to help determine if the training is successful and in what areas we might need to improve.
- In addition to requesting a range of information from project participants, including demographic information, the use of your Social Security Number is also requested in order to access wage and employment information through state databases. Although you cannot be denied service for failure to provide your Social Security Number, we strongly encourage you to provide it in order to enable the project to quantify specific employment-related outcomes. Your personal information will be kept confidential and will never be sold or shared outside of the purposes stated above.

Transmitting PII

Transmitting PII via email is prohibited.

Please do not send a .csv or .txt participant data file to DOL. The files uploaded to WIPS contain SSNs, which are considered PII. The WIPS upload environment has protections in place for PII, but email does not. Data files sent to DOL by grantees cannot be opened and viewed by DOL staff.

If you have a question about one of your .csv or .txt file uploads, provide the File ID number associated with each file upload to the appropriate program mailbox along with a description of the issue you are encountering.

5.2 Data Collection Requirements for Incumbent Workers

Nursing Expansion grantees are responsible for collecting and reporting participant data on all grant participants as required for H-1B-funded grants. If the grantee has agreements with other entities (e.g., sub-awardees or contracted entities, etc.), the grantee remains responsible for reporting all required data to ETA.

In addition, please note that employers are not responsible for establishing and documenting the eligibility of incumbent workers. The grantee or a designated grant partner is required to establish and document eligibility of all participants, including incumbent workers, and maintain the necessary records to support grant monitoring.

5.3 Fifth Year Enrollments

The period of performance for DOL Nursing Expansion grants is 60 months. DOL Nursing Expansion grantees may not enroll any participants after the end of the fourth year of the period of performance.

The final 12 months of the period of performance must be spent ensuring participants who began training during the first 48 months of the grant complete their training programs and capturing program completion outcomes such as credential attainment and employment placements.

5.4 Data Validation and Documentation

Grantees should conduct periodic reviews of their performance outcomes to compare them against expected outcomes, and to ensure reported outcomes are accurately reflected with supporting documentation and timely data entry. DOL recommends that grantees incorporate data validation policies, procedures, and methodology into their data quality assurance process, internal controls, and the 2 CFR 200.328-required monitoring policies and procedures.

To ensure data integrity, grantees must develop a set of data validation procedures that includes:

- Written procedures for conducting data validation reviews that contain a description of the process for identifying and correcting errors or missing data, which may include electronic data checks;
- Regular data validation training for appropriate program staff (DOL recommends at least annually);
- Monitoring protocols, consistent with 2 CFR 200.328, to ensure that program staff are following the written data validation policy and procedures and take appropriate corrective action if those procedures are not being followed;
- Regular data integrity review of program data (DOL recommends quarterly) for errors, missing data, out-of-range variances in values reported, and other anomalies;
- Documentation that missing documentation and erroneous data identified during the review process have been corrected;
- Documentation processes for maintaining records per the Federal records retention policy, which may include copies of worksheets on data elements or records reviewed, frozen quarterly wage records for wage record matching used for reporting outcomes, trends in common data accuracy issues, error rates, and corrective action efforts made after data validation reviews; and
- Regular assessments of the effectiveness of the data validation process (DOL recommends at least annually) and revisions to that policy and process as needed. On a quarterly basis, DOL will provide grant recipients with feedback regarding their performance reports to aid in data integrity efforts and support data accuracy (e.g.,

Quarterly Report Analysis, TAA Data Integrity analysis, etc.). The analysis will include, but is not limited to, a review of the data submitted, anomalies and outliers, and other potential data quality issues, which may indicate reporting inaccuracies. Grant recipients are encouraged to incorporate the DOL-provided analysis into their data validation processes.

The Department also recommends that grantees maintain independence between program or grant staff who collect and report data and those who validate reported data and source documentation.

Additionally, in consultation with their FPO grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the supporting documentation goals of the [TEGL 23-19, Change 3, Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs](#), including Attachment 2 (available in PDF and Excel versions).

These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting.

5.5 Record Retention Requirements

Grantees must follow Federal guidelines on record retention. Grantees are required to maintain all electronic and hard-copy records pertaining to grant activities for at least three years after final award close-out. See the Nursing Expansion FOA and 2 CFR 200.333-.337 for more specific information.

Attachment 1. Glossary of Performance Reporting Terms

The following glossary of performance reporting terms are provided for further guidance on the definitions of terms as it applies to H-1B grants.

Assessment Services

Services that evaluate the skill levels, aptitudes, abilities, competencies, integrated participant services, supportive service, and employment needs. They include, but are not limited to assistance with educational testing, payments and fees for employment and training-related applications, tests, and certifications, and other services related to the suitability and/or placement of a participant in training or employment.

Career Pathway Programs

Programs that offer a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies and integrate academic and occupational skills training.

Case Management Services

Services that involve coordinating the appropriate resources and other services for a participant based on their needs. Case management services include, but are not limited to information gathering, monitoring, and evaluating, and other services pertaining to the facilitation of resources.

Clinical Instructor

A clinical instructor coordinates with clinicians at clinical sites, makes student assignments, instructs students on how to perform duties in the clinical site, and evaluate students' work. The primary role is supervising students during clinical rotations.

Contextualized (or Contextual) Learning Activities

Workforce activities that build meaningful relationships between abstract ideas and practical applications in the context of the real world. Contextual learning occurs when students process information or knowledge in such a way that it makes sense to them in their frame of reference. Such learning is usually a reality-based, outside-of-the-classroom experience that occurs within a specific context, and may include paid internships and paid work experience, among other activities.

Customized Training

H-1B grants have a unique definition of customized training, namely, training that is designed to meet the special requirements of an employer (or group of employers) and is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, the individual upon successful completion of the training.

Data Elements

Unique identifiers that enable DOL to collect information required to assess the performance of Federal investments for various training and employment programs. H-1B PIRL data elements are defined in the [H-1B PIRL 2025](#). Each PIRL data element includes a number, name, field type and length, definition and instruction and code values. These data elements are used to record participant-level data, track participant outcomes used for QPRs, and assess the grantee's internal progress.

Exit

H-1B participants are considered to be in exit status from the program when they have not received any services funded by the program for 90 consecutive calendar days, have no gap in service, and are not scheduled for future services. The date of exit is reported retroactively by the grantee in **PIRL 901 Date of Program Exit** after 90 days (or three months) using the last day on which the individual received a service funded by the grant program.

PIRL 901 is used to collect and report the date of exit. For exit-based performance measures (i.e., Workforce Innovation and Opportunity Act or WIOA Primary Indicators of Performance), the quarter for reporting these measures is determined by the quarter in which the date of exit occurs. For example, if the date of exit is between January 1st and March 31st, the participant's exit date would not be reported until the next reporting quarter ending June 30th.

Note: If a participant returns to training after they have been exited from the program (i.e., after 90 days has passed since their last service or training), this participant is treated as a **new** participant for records and reporting purposes.

Incumbent Workers

This term refers to one of three employment statuses at entry that are reported for every participant. Incumbent workers are individuals who are already employed, either with an employer partner or another employer, at program enrollment, but who need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current positions in H-1B occupations and industries. The training provided to incumbent workers is either 1) developed in collaboration with an employer partner with which the individual is employed, or 2) for individuals who are employed at the time of enrollment by a

non-partner employer, but who need additional skill training to improve their opportunities for middle- and high-skilled jobs in H-1B industries or occupations.

Participants determined eligible as incumbent workers should be reported as code value 4 in **PIRL 907 Recipient of Incumbent Worker Training** if they meet the specific FOA definition.

Note that when a participant is determined to be an incumbent worker upon entry into the program, the employment status at entry does not change during the period of participation. A participant cannot be reported as both an incumbent worker and as underemployed.

Measurable Skills Gain

A measurable skills gain is a documented academic, technical, occupational, or other forms of progress towards an outcome, such as a credential or employment. H-1B grantees can report two types of measurable skills gains in their data file: training milestones (reported in **PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones)**) and skills progressions (reported in **PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)**).

Training milestones include, but are not limited to, completion of on-the-job training, completion of one year of a Registered Apprenticeship Program, or other milestones reached during training. Skills gains are considered to have been reached when participants successfully complete an exam that is required for a particular occupation or show other forms of documented progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.

Nurse Educator

Under the Nursing Expansion FOA, nurse educators are registered nurses (RNs) who have obtained advanced nursing degrees that allow them to teach nursing curriculum at colleges and universities, teaching and helping to train the future nurses of the world. They serve as faculty members in both nursing schools and teaching hospitals, transferring their valuable knowledge, experience, and skill sets to their students who will ultimately serve as the next generation of nurses.

On-the-Job Training (OJT)

Under this Announcement, OJT is available only for unemployed and underemployed individuals. Incumbent workers are not eligible for OJT under the Nursing Expansion FOA and grantees are specifically prohibited from spending grant funds on payment of wages to incumbent workers. OJT is provided under a contract with an employer in the public, private-nonprofit, or private sector. Under the OJT contract, the employer pays wages to the participant, and occupational training is provided for the participant in exchange for the reimbursement to the employer of a percentage of the participant's wage rate to compensate for the employer's extraordinary costs of training the individual (subject to the policy exceptions described in the FOA).

Paid Work Experience and Internships

Work experience and internships are defined as a planned, structured learning experience that takes place in a workplace for a limited period and, for the purposes of H-1B grants, must be paid. Labor standards apply where an employee/employer relationship, as defined by the Fair Labor Standards Act (FLSA), exists. For more information on the FLSA, applicants may visit <http://www.dol.gov/whd/>.

While grantees have flexibility in the design and implementation of work experience and internships but must meet the following parameters:

- i. Provide an individual with monitored or supervised work or service experience in their expected career field where the individual has prescribed learning goals and reflects actively on what they are learning throughout the experience. These learning goals may include: (a) academic learning, career development, and skill development; and (b) the attainment of credentials in the individual's expected career field;
- ii. Are part of structured programs where the grantee established the criteria for determining who will participate in these programs; and
- iii. Are for a set period.

Incumbent workers cannot participate in paid work experience activities using grant funds.

Internships

A type of paid work experience that may be flexible to allow interns to spend limited time in the classroom; support the attainment of credentials in the individual's expected career field (where such credentials exist); relate to training provided through the grant and help participants prepare for employment opportunities on which the grant focuses; and not necessarily carrying an offer of regular employment upon successful completion of the internship.

Paid Work Experience

A planned and structured learning experience that takes place in a workplace for a limited period of time.

Participant

A participant is any individual who receives an H-1B grant-funded service beyond determination of eligibility. Individuals who receive only a determination of eligibility to participate in the program, but do not begin receiving services, are NOT considered participants. Grant-funded services are allowable services and education and training activities applicable to the grantees' SOW and the applicable FOA.

Individuals who receive services funded *solely* with leveraged resources (i.e., no services are provided with grant or match funds) are not considered grant participants. Grantees must not include individuals funded solely with leveraged resources in the data file that is uploaded to

WIPS. However, individuals who receive services either with grant or match funds, or a combination of both, are considered program participants. Grantees should include individuals funded with grant or match funds as a participant using PIRL data element **900 Date of Program Entry** in the data file that is uploaded to WIPS.

Participant Data File

Electronic data files store information for a specific application for later use. Data files are a set of participant-level records with data element code values that describe the activities of each participant. This information is tracked and submitted to DOL in **one data file** for each reporting quarter. Grantees should upload one comprehensive data file of all participant records served grant-to-date. This file is updated each quarter and resubmitted in WIPS for the appropriate reporting quarter.

Participant Records

Each individual that is determined eligible for your program and participates in a grant-funded service will be tracked according to the data elements provided in the [H-1B PIRL 2025](#). Based on information grantees track in a participant's case file, each individual will have a single record detailing their demographics, training activities, and program outcomes in your data file.

Figure 9 Generating a QPR Using a Participant Data File



Period of Participation

The period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant's date of exit from the program.

Pre-Apprenticeship

Pre-apprenticeship services and programs are designed to prepare a diverse pool of individuals to enter and succeed in apprenticeship by providing career-specific training and readiness skills needed on the job. In addition to providing preparatory skills for future apprentices, pre-apprenticeship training can be an effective vehicle to streamline the recruitment process and

help move job-ready apprentices into apprenticeship. For grant projects under the Nursing Expansion FOA, applicants may propose pre- apprenticeship programs to serve as on-ramps to apprenticeship opportunities, as long as the training is on a career pathway that leads to middle- to high-skilled occupations.

Note: Completion of a pre-apprenticeship training activity does not equal training program completion. Pre-apprenticeship in Nursing Expansion grants is proposed as an entry point to an apprenticeship program and is one component of a participant's planned training program.

Preceptor

A preceptor provides a one-on-one relationship with the student to help the student develop clinical skills and competencies, gain practical experience working with patients in the work environments, understand the clinical setting and the patient population, and acclimate to the role of a professional nurse. The preceptor is responsible for the daily teaching and assignment of individuals to be cared for, supervision, participation in the evaluation of the nursing student, and providing the student with an environment that permits observation, active participation, and management of the assigned care. In the context of Advanced Practice Registered Nurses (APRNs), the preceptor is an APRN such as a nurse practitioner or nurse midwife or other health professional responsible for specific aspects of the clinical learning experience. The APRN preceptor provides the student with an environment that permits observation, active participation, and management of primary healthcare.

Real-Time Performance Outcome Measure

Grantees provided outcome targets for these performance indicators in their SOWs, and the targets set for these measures are used to evaluate program outcomes during the period of performance. H-1B grantees are required to track and report these employment and training outcome measures for program participants in the reporting quarter in which the outcome occurred.

Recognized Postsecondary Credential

Credentials awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to gain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by businesses or industry associations. Recognized postsecondary credentials reflect technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

These credentials are an attestation of qualification or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying

organization) with the relevant authority or expertise to issue such a credential. The terms most commonly used for educational credentials include “diploma,” “certificate,” and “degree.” For further guidance on credentials please refer to [TEGL 14-18](#) *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL* and [TEN 25-19](#) *Understanding Postsecondary Credentials in the Public Workforce System*.

Registered Apprenticeship Programs (RAPs)

A proven model of job preparation, validated by the U.S. Department of Labor or a State Apprenticeship Agency (SAA) that combines paid on-the-job training (OJT) with related instruction to progressively increase workers’ skill levels and wages. RAPs are also a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. Registered Apprenticeship allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. RAPs offer job seekers immediate employment opportunities that pay sustainable wages and offer advancement along a career path. Graduates of RAPs receive nationally recognized, portable credentials, and their training may be applied toward further post-secondary education.

Registered Apprenticeship Program sponsors often work directly with community colleges that ultimately provide college credit for Registered Apprenticeship Programs. 21st century apprenticeship approaches are flexible and can be easily customized to meet the needs of the employer and apprentice. Apprentices are hired as employees and earn a wage upon registration, and receive progressive wage increases commensurate with their skill attainment throughout the training program.

Registered Apprenticeship Program training is distinguished from other types of workplace training by several factors: (1) participants who are newly hired (or already employed) earn wages from employers during training; (2) programs must meet national standards for registration with the U.S. Department of Labor (or federally-recognized SAAs); (3) programs provide on-the-job learning and job-related technical instruction; (4) on-the-job learning is conducted in the work setting under the direction of one or more of the employer’s personnel; and 5) training results in an industry-recognized credential, and sometimes college credit.

Supportive Services

Needs-based services that are necessary to enable an individual to participate in training activities, including but not limited to transportation, childcare, dependent care, housing, needs-related payments, and tools or supplies required to complete training.

Training Activity Completion

A program may include up to three training activities associated with a training start date and end date. WIPS is designed to capture three planned training activities and up to three types of training per individual served. As a result, grantees may report up to three training activities and up to three types of training in WIPS for each participant served.

Note: Completion of a training activity does not equal training program completion.

Training Program Completion

A training program completer is a participant who is enrolled in a grant-funded training program and has completed all training activities necessary for successful program completion and exit. Successful completion is determined by the grantee and could include achieving a certain grade or passing a pass/fail program. Some grantees' education/training activities are comprised of a series of courses or activities, and the intent of their education/training activities is for individuals to complete the entire series of courses or activities. In this case, "successful completion" should be defined as finishing the entire series of courses or activities.

Underemployed

This term refers to one of three employment statuses at entry that are reported for every participant. Underemployed workers are 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.

Participants can be reported in **PIRL 2101 Underemployed Worker** only if their employment circumstances meet the definition of underemployment.

Note that when a participant is determined to be an underemployed worker upon entry into the program, the employment status at entry does not change during the period of participation. A participant cannot be reported as both underemployed as an incumbent worker.

Unemployed

This term refers to one of three employment statuses at entry that are reported for every participant and is reflected by data in **PIRL 400 Employment Status at Entry**. Unemployed participants are individuals who are not employed but are seeking employment and are available for work.

Note that when a participant is determined to be unemployed upon entry into the program, the employment status at entry does not change during the period of participation.

Validation Rules

A set of instructions that is coded into WIPS and used by the reporting system to check that data files submitted by grantees conform to the required file format and that the data elements it contains are accurately reported. When a data file is uploaded, each rule is applied in an edit check sequence to confirm that it is a valid submission. There are four types of validation rules: valid values rules, duplicate rules, logic rules, and aggregation rules. Sometimes validation rules are also referred to as “edit checks.”

Valid Values Rules

The parameters for acceptable code type and length for each data element; one of the four types of validation rules.

Duplicate Rules

Validation rules that ensure that participants are not included in a data file more than one time; one of the four types of validation rules.

Logic Rules

One of the four types of validation rules, these rules compare the code values in data elements to one another to ensure that the data reported is logically sound. For example, if employment advancement is reported in **PIRL 2120 Advanced into a New Position with Current or New Employer after Program Completion** (i.e., code value 1), but there is no date reported in **PIRL 1813 Date Completed During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment**, WIPs will reject the file and return an error because participants cannot be reported as advancing in employment until after they have completed their training program.

Aggregation Rules

The calculations WIPS uses to provide a count of participants in each outcome on the QPR.

WIOA Primary Indicators of Performance

Measures that are used to assess performance across numerous programs administered by DOL.

Attachment 2. Master List of PIRL Data Elements by Category

Figure 10 PIRL Data Elements by Major Category and Subcategory

Grant Information	Individual Participant Information	Program Participation	Services and Activities	Program Outcomes	Employment Outcomes
PIRL 105 PIRL 938	Participant Identifiers: PIRL 100, 2700 Demographics: PIRL 101, 200, 201, 202, 210-216, 407, 408, 3011 Employment Status: PIRL 400, 907, 2101, 904, 402 Social History: PIRL 301, 801, 802, 803	Grant Program Entry: PIRL 900 Grant Program Exit: PIRL 901, 923	Service Information: PIRL 902, 1409, 2103, 3004 Training Program: PIRL 1332, 1811 Training Services & Activities: PIRL 1300, 1302, 1309, 1303, 1306, 1307, 1312, 1308, 1328 Work-Based Learning Activities: PIRL 1205, 2908, 2911	Credentials: PIRL 1800, 1803, 1804, 1801, 1803, 1805 Measurable Skill Gains: PIRL 1809, 1810 Program Completion: PIRL 1813	Unemployed Only: PIRL 2118, 2126 Underemployed and Incumbent Workers Only: PIRL 2120

Attachment 3. H-1B QPR Outcome Measure Definitions and Aggregation Rules

The definitions of each of the H-1B QPR outcome measures are provided below. These definitions are from [TEGL 14-18](#) , *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL*, the [H-1B PIRL 2025](#) data elements and aggregation rules, and the individual H-1B grant FOAs. Numbering in the table corresponds to that of the QPR represented in the [QPR Template](#).

Note that all outcome data element aggregations include **PIRL 938 H-1B**. Because each grant program across ETA has its own QPR, the inclusion of this data element in the aggregation signals to WIPS that the aggregation is for H-1B grantees. Because PIRL 938 is not related to any specific outcome on the QPR, it is excluded from the table below.

Important Note: For the WIOA primary indicators of performance highlighted in orange below DOL will calculate these specific employment-based outcomes on behalf of grantees using the SSNs provided for each H-1B participant and populate these fields.

Table 6: QPR Outcome Measure Definitions and Aggregation Rules (see next page)

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
A. Grant Summary Information		
1. Total Exiters	The total number of participants who exited the program during the applicable reporting period. Exit from the program occurs when a participant has not received any services funded by the program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services. The date of exit is applied retroactively to the last day on which the individual received a service funded by the program.	PIRL 901 Date of Program Exit
2. Total Participants Served	The total number of unique participants (new and current) who were participants for at least one day during the relevant reporting period. A participant is any individual who is determined eligible to participate in the grant program and receives a service funded by the grant. Individuals who receive only a determination of eligibility to participate in the program but do not begin receiving services are NOT considered participants.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
3. New Participants Served	The total number of unique participants who, following a determination of eligibility, began receiving their first grant-funded service during the current quarter. Participants should only be included once, even if they enroll in multiple training programs.	PIRL 900 Date of Program Entry
B. Participant Summary Information		
Sex		

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
1a. Male	The total number of participants who self-identify their sex as male.	PIRL 201 Sex PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
1b. Female	The total number of new participants who self-identify their sex as female.	PIRL 201 Sex PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
Ethnicity/Race		
2a. Hispanic/Latino	The total number of participants who self- identify their ethnicity as Hispanic/Latino. The term Hispanic/Latino includes persons of Cuban, Mexican, Puerto Rican, Salvadoran, Dominican, and/or another South or Central American or Spanish culture in origin.	PIRL 210 Ethnicity: Hispanic/Latino PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
2b. American Indian or Alaskan Native	The total number of participants who self- identify as a person with origins in any of the original peoples of North, Central, and South America.	PIRL 211 American Indian PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
2c. Asian	The total number of participants who self- identify their race as Asian. The racial category Asian includes persons with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia.	PIRL 212 Asian PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
2d. Black or African American	The total number of participants who self- identify as a person that is black or African American, having origins in any of the black racial groups of Africa.	PIRL 213 Black/African American PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
2e. Middle Eastern or North African	The total number of participants who self- identify their race as Middle Eastern or North African, having origins in any of the original peoples of the Middle East or North Africa.	PIRL 216 Middle Eastern/North African PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
2f. Native Hawaiian or Pacific Islander	The total number of participants who self- identify their race as Native Hawaiian or Other Pacific Islander. The racial category Hawaiian Native or Other Pacific Islander includes persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or another Pacific Island.	PIRL 214 Native Hawaiian/Pacific Islander PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
2g. White	The total number of participants who self- identify their race as White. The racial category White includes persons having origins in any of the original peoples of Europe.	PIRL 215 White PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
2h. Multiracial and/or Multiethnic	The total number of participants who self-identify more than one of the racial or ethnic categories outlined in Rows B.2a through B.2g above.	PIRL 210 Hispanic/Latino PIRL 211 American Indian/Alaskan Native PIRL 212 Asian PIRL 213 Black/African American PIRL 214 Native Hawaiian/Pacific Islander PIRL 215 White PIRL 216 Middle Eastern/North African PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
Education Status at Participation		
3a. Secondary School Graduate or Equivalent	The total number of participants that attained a secondary school diploma or secondary school equivalency.	PIRL 408 Highest Educational Level Completed at Program Entry PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
3b. Completed 1 or more years of Postsecondary Education	The total number of participants that completed 1 or more years of Postsecondary Education.	PIRL 408 Highest Educational Level Completed at Program Entry (WIOA) PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
3c. Postsecondary Certification, License, or Educational Certificate (non-degree)	The total number of participants that attained a postsecondary technical or vocational certificate (non-degree).	PIRL 408 Highest Educational Level Completed at Program Entry (WIOA) PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
3d. Associate degree	The total number of participants that attained an associate degree.	PIRL 408 Highest Educational Level Completed at Program Entry (WIOA) PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
3e. Bachelor's Degree or Equivalent	The total number of participants that attained a bachelor's degree.	PIRL 408 Highest Educational Level Completed at Program Entry (WIOA) PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
3f. Advanced Degree Beyond Bachelor's Degree	The total number of participants that attained an advanced degree beyond a bachelor's degree.	PIRL 408 Highest Educational Level Completed at Program Entry (WIOA) PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
Other Demographics (as it applies)		

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
4a. Youth and Young Adults, Ages 17 – 29	The total number of participants whose age is between 17 and 29 at program entry.	PIRL 200 Date of Birth PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
4b. Individuals with a Disability	The total number of participants that have a physical or mental impairment that substantially limits one or more of the person's major life activities.	PIRL 202 Individual with a Disability PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
4c. Individuals with Limited English Proficiency (English Language Learners)	The total number of participants at program entry, who have limited ability in speaking, reading, writing or understanding the English language and also meet at least one of the following two conditions: (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.	PIRL 803 English Language Learner at Program Entry PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
4d. Individuals with Criminal Records (Ex-Offenders)	The total number of participants who either have been subject to any stage of the criminal justice process for committing a status offense or delinquent act or require assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	PIRL 801 Ex-Offender Status PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
4e. Eligible Veterans	The total number of participants who are eligible for veterans' priority of service under WIOA. See TEGL No. 10-09 .	PIRL 301 Eligible Veteran or Other Eligible Person PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
4f. Low-income individuals	The total number of participants who meet the definition of low-income individuals under WIOA PIRL 802 Low Income Status at Program Entry.	PIRL 802 Low Income Status at Program Entry PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
4g. Individuals 55 years and Older	The total number of participants whose age is 55 or older at program entry.	PIRL 200 Date of Birth PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
C. WIOA Primary Indicators of Performance		
1a. Employment Rate (Q2) (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.	PIRL 901 Date of Program Exit PIRL 923 Other Reasons for Exit PIRL 1602 Employed 2 nd Quarter after Exit Quarter
2a. Employment Rate (Q4) (Cohort Period: mm/dd/yyyy – mm/dd/yyyy)	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.	PIRL 901 Date of Program Exit PIRL 923 Other Reasons for Exit PIRL 1606 Employed 4 th Quarter after Exit Quarter

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
3a. Median Earnings (Cohort Period: mm/dd/yyyy – mm/dd/yyyy)	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.	PIRL 901 Date of Program Exit PIRL 923 Other Reasons for Exit PIRL 1704 Wages 2 nd Quarter after Exit Quarter
4. Credential Rate (Cohort Period: mm/dd/yyyy – mm/dd/yyyy)	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential during participation in the program or within one year after exit from the program.	PIRL 901 Date of Program Exit PIRL 923 Other Reasons for Exit PIRL 1303 1310 1315 Type of Training #1 # 2 # 3 PIRL 1332 Participated in Postsecondary Education During Program Participation PIRL 1401 Enrolled in Secondary Education Program PIRL 1406 Date Enrolled in Post-Exit Education or Training Program Leading to a Recognized Postsecondary Credential PIRL 1602 1604 1606 1608 Employed 1 st 2 nd 3 rd 4 th Quarter after Exit Quarter PIRL 1800 1802 1804 Type of Recognized Credential #1 #2 #3 PIRL 1801 1803 1805 Date Attained Recognized Credential #1 #2 #3

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
5. Measurable Skill Gains (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 923 Other Reasons for Exit PIRL 1800 1802 1804 Type of Recognized Credential #1 #2 #3 PIRL 1801 1803 1805 Date Attained Recognized Credential #1 #2 #3 PIRL 1806 Date of Most Recent Measurable Skill Gain PIRL 1809 Date of Most Recent Measurable Skill Gains (Training Milestone) PIRL 1810 Date of Most Recent Measurable Skill Gains (Skills Progression) PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
6. Retention with the Same Employer in the 2nd and 4th Quarter After Exit (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	The percentage of program participants who exit and are employed with the same employer in the second and fourth quarters after exit.	PIRL 901 Date of Program Exit PIRL 923 Other Reasons for Exit PIRL 1602 Employed 2nd Quarter After Exit PIRL 1618 Retention with the Same Employer in the 2nd Quarter and the 4th Quarter
D. Employment Status at Participation		
1. Unemployed Individuals	The total number of participants who are without a job, seeking employment, and are available to work.	PIRL 400 Employment Status at Program Entry PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit
2. Underemployed Worker	The total number of participants 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.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 2101 Underemployed Worker
3. Long-term unemployed (27 or more consecutive weeks)	The total number of participants who have been unemployed for 27 consecutive weeks or more at program entry.	PIRL 402 Long-term Unemployed at Program Entry PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
4. Incumbent Workers	The total number of participants who were employed at program entry (but not underemployed) and who need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current positions in H-1B occupations and industries. Incumbent workers can either be referred by an employer partner who assists with training development, or self-referred and need additional skill training to improve their opportunities for middle- and high-skilled jobs in H-1B industries or occupations.	PIRL 400 Employment Status at Program Entry PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 907 Recipient of Incumbent Worker Training
5. Dislocated Workers	The total number of participants who were prior to program entry terminated or laid off or have received a notice of termination or layoff from employment; or were self-employed but are now unemployed.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 904 Dislocated Worker
E. Program Services and Training Activities		
1. Received Case Management Services	The total number of participants that receive case management services	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 902 Date of First Case Management and Employment Service
2. Received Assessment Services	The total number of participants that receive assessment services to determine training and supportive service needs	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 2103 Most Recent Date Received Assessment

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
3. Received Supportive Services	The total number of participants that receive supportive services that are designed to address needs and ensure participant success in completing their training program.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 1409 Most Recent Date Received Supportive Services
4. Participated in Paid Work Experience or Internship	The total number of participants that receive paid work experience or an internship opportunity directly linked to the grant-funded training program, or along a career pathway.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 1205 Type of Work Experience
Training Services		
5a. Started Education/Job Training Program Activities	The total number of participants that receive training services as part of grant-funded education or training activities.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 1302 Date Entered Training #1
5b. Entered On-the-Job Training Activities	The total number of participants that receive grant-funded education or training, where the training includes on-the-job training (see Attachment 1).	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 1302 Date Entered Training #1 PIRL 1303 13101315 Type of Training Service #1 #2 #3
5c. Entered in Incumbent Worker Training Activities	The total number of incumbent worker participants that receive incumbent worker training as part of grant-funded education or training activities.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 907 Receipt of Incumbent Worker Training

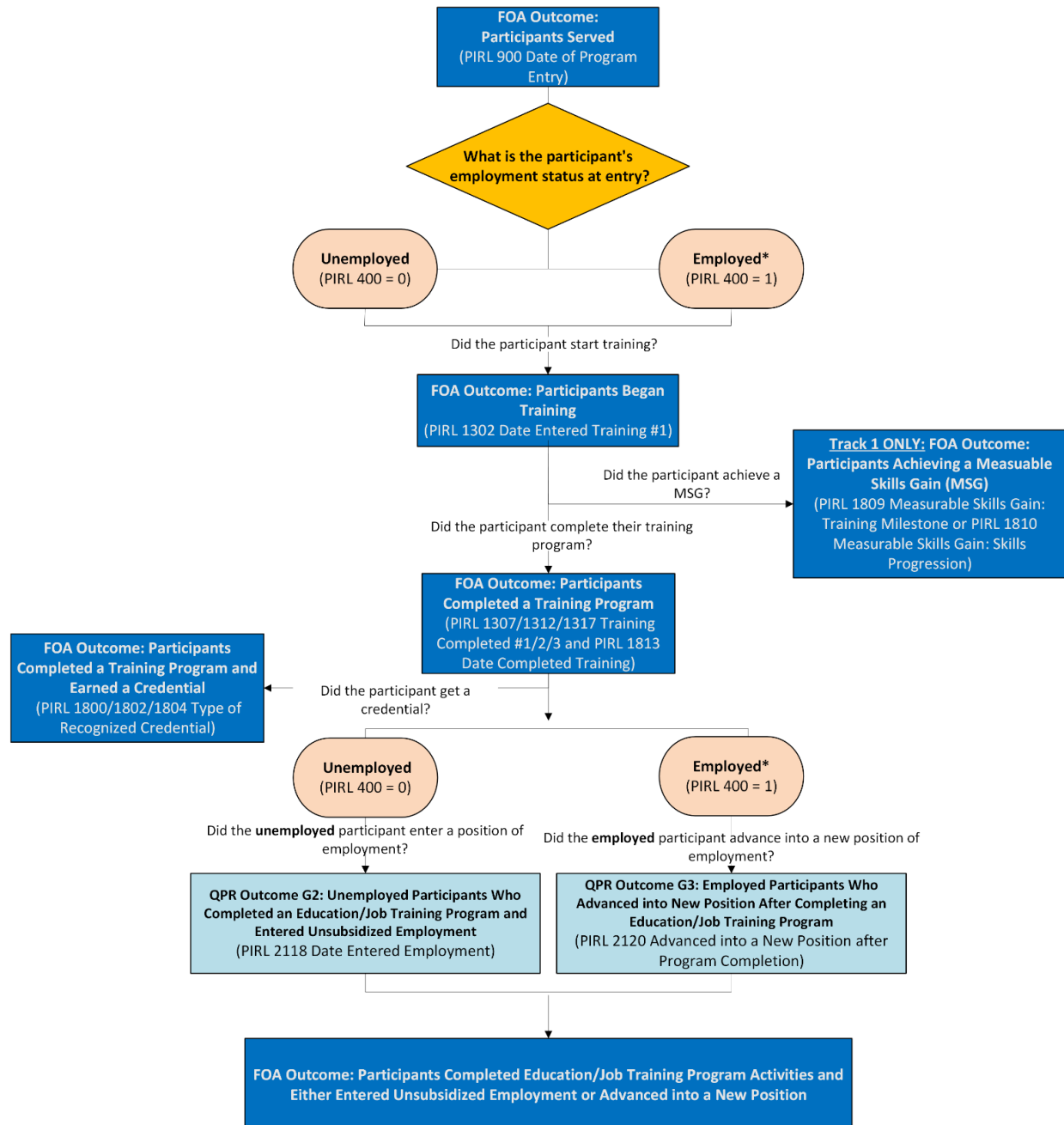
H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
5d. Participated in Registered Apprenticeship Program	The total number of participants that participated in a Registered Apprenticeship Program training program as part of grant- funded education or training activities. Other apprenticeship models will not be reported in this line item of the QPR.	PIRL 900 Date of Program Entry PIRL 901 Date of Program Exit PIRL 2908 Date Started Registered Apprenticeship Program
F. Training Program Outcomes		
1. Completed Education/Job Training Program	The total number of participants that complete, during program participation, an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates.	PIRL 1307/1312/1317 Training Completed #1 #2 and #3 (as applicable) PIRL 1813 Date Completed an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
1a. Completed On-the-Job Training Program Activities	The total number of participants that complete a grant-funded training program during which they received On-the-Job training.	PIRL 901 Date of Program Exit PIRL 130313101315 Type of Training Service #1 #2 #3 PIRL 1307 1312 1317 Training Completed #1 #2 #3
Credential Outcomes		

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
2. Completed Education/Job Training Program and Received a Credential	The total number of participants that earned at least one credential as part of a reported training activity and subsequently completed a grant-funded education or training program leading to a recognized postsecondary credential or employment.	PIRL 1800 Type of Recognized Credential PIRL 1802 Type of Recognized Credential #2 PIRL 1804 Type of Recognized Credential #3 PIRL 1813 Date Completed an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
3. Total Number of Credentials Received	The total number of recognized diplomas, degrees, or credentials consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship Program, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree, attained by participants who received grant-funded education or training services.	PIRL 901 Date of Program Exit PIRL 1800 Type of Recognized Credential (WIOA) PIRL 1802 Type of Recognized Credential #2 (WIOA) PIRL 1804 Type of Recognized Credential #3 (WIOA)
G. Employment Outcomes		
1. Unemployed Participants Who Entered Unsubsidized Employment	The total number of unemployed participants that have entered employment any time after program enrollment.	PIRL 2118 Date Entered Employment

H-1B Outcome Measures	Definition	PIRL Data Elements Aggregation
1a. Unemployed Participants Who Entered Unsubsidized Training-Related Employment	The total number of unemployed participants that enter employment in which they use a substantial portion of the skills taught during their training.	PIRL 2118 Date Entered Employment PIRL 2126 Entered Training- Related Employment
2. Unemployed Participants Who Completed an Education/Job Training Program and Entered Unsubsidized Employment	The total number of unemployed participants that completed their training program and entered employment.	PIRL 1307/1312/1317 Training Completed #1 #2 and #3 (as applicable) PIRL 1813 Date Completed an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment PIRL 2118 Date Entered Employment
3. Employed Participants Who Advanced into New Position After Completing an Education/Job Training Program	The total number of participants that were employed when they entered the training program (including both underemployed and incumbent workers) that have completed their training program and advanced into a new position with their current or new employer.	PIRL 1307/1312/1317 Training Completed #1 #2 and #3 (as applicable) PIRL 1813 Date Completed an Education or Training Program Leading to a Recognized Postsecondary Credential PIRL 2120 Advanced into New Position with Current or New Employer after Program Completion

Attachment 4. Reporting Participants in Performance Outcome Measures Flow Chart

Figure 11 Reporting Participants in Real-Time Outcomes



*Participants employed at program entry include both those that are Underemployed (PIRL 2101 = 1) and Incumbent Workers (PIRL 907 = 4). A participant cannot be both Underemployed and an Incumbent Worker

FOA = Funding Opportunity Announcement

Attachment 5. Reporting Policy Guidance and Technical Assistance Resources

An online community for your H-1B grant, the [DOL Nursing Expansion Community](#), is located on the Employment and Training Administration (ETA) technical assistance website, WorkforceGPS. The site includes [a section on performance reporting](#) with crucial information on grant reporting. Key resources were updated with the transition to PIRL 2025, and those changes are reflected in the documents posted on the [Nursing Expansion PIRL 2025 page](#).

Policy guidance and technical assistance resources that may be especially helpful are linked below. Guidance linked below has been (or is in the process of being) updated to reflect the transition to PIRL 2025.

[Nursing Expansion Performance Reporting Orientation Recordings](#)

The [performance reporting orientation series](#) provides an overview of the key concepts and processes related to quarterly performance reporting specifically for the Nursing Expansion grant. The training series:

- summarizes reporting instructions and policies,
- provides tips and best practices for reporting participant data and writing narrative reports,
- describes the technical process for submitting reports in the reporting system, and
- explains how your participant data is related to your grant outcomes.

The initial webinars in the series (101, 201, 202, 301) include instructions related to an earlier version of the PIRL (H-1B PIRL 2021) and cover data elements that are not included in H-1B PIRL 2025. Nursing Expansion grantees began reporting using H-1B PIRL 2025 for the quarter ending March 30, 2026. However, most of the information, principles, and tips are still applicable.

Performance Reporting Orientation 2026, added in January 2026, covers changes and impacts on reporting following the transition to PIRL 2025.

Performance Reporting Data Collection and Report Template Policy Guidance

[Nursing Expansion H-1B PIRL 2025](#)

This file contains the H-1B PIRL schema, which is the approved list of data elements that DOL Nursing Expansion grantees are required to collect on their participants and their corresponding code values. It also contains the validation rules the WIPS uses to check data files for errors.

[Quarterly Narrative Report Template \(WIOA Joint QNPR ETA-9179\)](#)

To report grant activities that occurred in the previous quarter, Nursing Expansion grantees are required to use the updated Joint Quarterly Narrative Performance Report Template (ETA-9179) to provide this information directly in WIPS. This template shows the narrative sections grantees must report in the QNPR (i.e., the QNR).

[H-1B Quarterly Performance Report \(QPR\) Template](#)

This template shows the format of the QPR that is generated for H-1B grants from participant data files. It includes the outcomes into which participants are aggregated each quarter.

Reporting System Access and Report Submission Tools

[Workforce Integrated Performance System \(WIPS\)](#)

Grantees submit their QPR data file and QNR each quarter in WIPS and must have an account to access it.

<http://login.gov> and [DOL Login dot gov User Guide](#)

To access WIPS, grantees must also have a login.gov account, which can be obtained by following the instructions in the user guide.

[QNR Submission Instructions](#)

This step-by-step instructional guide includes screenshots demonstrating how to submit a QNR in WIPS.

[Sample Case Management and PIRL Data File](#)

This data file provides instructions and specifications for the data file format (.csv or .txt) grantees must use to report participant data in WIPS. A sample data file is included.

[Workforce Integrated Performance System \(WIPS\) User Walkthrough Video Series](#)

This series consists of four short videos that are designed to familiarize new WIPS users to its interface, features, and functionality.

Data Collection and Tracking Technical Assistance Resources

[Data Collection and Tracking Toolkit](#)

This guide is designed to support grantees in their efforts to collect and track participant data throughout the grant life cycle to ensure you can report accurate information about participants in the QPR. It includes best practices for successfully developing effective data collection and tracking processes and incorporating them into your overall grant implementation.

[Case Management and Intake Office Hours Event](#)

This event provided strategies and tips on methods of case management, converting data elements into intake questions, participant intake forms, and aligning your case management procedures with the required DOL reporting format.

[Lessons Learned: Using Excel to Manage Data and Track Participants Peer-to-Peer Event](#)

In this peer-to-peer event, a grantee shared their experiences using Excel for tracking participant data and outcomes, covering best practices and common challenges to maximize effectiveness for uploading .csv files into WIPS. The grantee shared [eight tips for success](#).

Policy Guidance Letters and Notices

Please note that in addition to the reporting policies in **Section V. Performance Reporting Policy Applicable to DOL Nursing Expansion Grants** and in the other resources listed in this attachment, DOL Nursing Expansion grants are also subject to applicable DOL and H-1B reporting policies as specified in the DOL Nursing Expansion FOA and the following Training and Employment Notices (TENs) and Training and Employment Guidance (TEGL) Letters. Visit the [Performance Policy Guidance page](#) for the most up-to-date guidance.

- [TEGL 14-18](#) , Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL and [Attachment 1: H-1B Grants](#)
- [TEGL 23-19, Change 3](#), *Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs*
- [TEGL 39-11](#) – *Guidance on the Handling and Protection of Personally Identifiable Information*
- [TEN 19-22, Change 1](#), *Reporting Training in the DOL Participant Individual Record Layout (PIRL)*
- [TEN 25-19](#), *Understanding Postsecondary Credentials in the Public Workforce System*

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