

QUARTERLY NEWSLETTER

Nursing Expansion-January – March 2024

TECHNICAL ASSISTANCE PROVIDER FOR NURSING EXPANSION GRANTEES COMES ONBOARD

American Institutes for Research (AIR) brings expertise in grant program management, workforce development, and the healthcare industry.

The Department of Labor (DOL) is pleased to announce that the American Institutes for Research (AIR) has been selected to provide programmatic and limited performance reporting technical assistance (TA) for the DOL Nursing Expansion grant program. AIR has experience implementing large TA projects and delivering innovative TA and training to a variety of grants, including past H-1B grants. AIR has a deep bench of subject matter experts who have worked on a wide range of employment and training programs within the healthcare sector, as well as technical experts who are knowledgeable in grant project management, workforce development, and nursing and nurse education training programs.



As part of their TA efforts, each grantee has been assigned a TA coach and will begin receiving TA starting in spring 2024. Some of the TA activities will include an online Community of Practice, resources and tools, webinars, promising practices, peer cohort calls, grantee site visits, and grantee convenings. Grantees' Statements of Work have been shared with AIR to assist with an understanding of grant training designs to help assign coaches and establish more tailored TA plans based on your unique needs.

A TA orientation webinar, DOL Nursing Expansion Technical Assistance Activities, was held on December 12, during which grantees met the TA team and learned who their coach will be. The slides and transcript are available on [the webinar registration page](#).

Each grantee has been assigned a technical assistance (TA) coach and will begin receiving individualized TA starting this quarter.

UPCOMING EVENTS>>>

JANUARY:

- **Case Management and Intake: DOL Performance Reporting Office Hours and Grantee P2P Discussion:** Jan 25 from 3:00–4:30 PM EST

FEBRUARY:

- **Quarterly Reporting Office Hours:** Feb 1 and 8 from 2:00-3:00 PM EST
- **DOL Data Management Using Excel Files** (Date TBD)
- **Grantee Online Meet and Greet** (Date TBD)

MARCH (DATES TBD):

- **Intro to the Grantee Community of Practice Performance Reporting Webinar 201** (Date TBD)

CURRENT TOPICS>>>

INTERIM REPORTING PROCESS FOR THE QUARTER ENDING DECEMBER 31, 2023

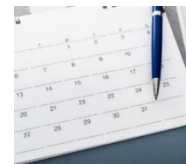
DOL Nursing Expansion grantees are required to follow an interim reporting process for the quarter ending December 31, 2023. Grantees will submit a Quarterly Narrative Report (QNR) **only** for the quarter. The QNR covers activities from October 1, 2023, through December 31, 2023, and is **due February 15, 2024**. Grantees will not submit participant-level data or a Quarterly Performance Report (QPR) in WIPS. Please download and review the [Interim Reporting Guidance](#) for more information.

ANNOUNCING QUARTERLY REPORTING OFFICE HOURS

Starting this quarter, the DOL will hold quarterly reporting office hours at 2:00 pm EST on the two Thursdays prior to the reporting deadline. The first sessions will be held on February 1 and 8, 2024. Invitations will be forthcoming.

PREVIOUS QUARTER HIGHLIGHTS>>>

What You May Have Missed...



In this first issue, we take a look back at activities and resources provided by the Department of Labor National Office during the first seven months of the grant period. If you missed these resources, visit the [DOL Nursing Expansion web page](#) to get caught up.

June	October-November
• June 1 – Grant start date • June 1 – September 30 – Grantees resolved grant Conditions of Award (COAs)	• October 2-27 – Performance target compliance review process completed • October 4 – Track 1 performance call with DOL held • October 4 – Track 2 performance call with DOL held • November 7 – Lessons Learned from the H-1B Rural Healthcare Grant Program webinar held • November 15 – First Quarterly Narrative Report was due for the quarter ending September 30, 2023 • December 12 - DOL Nursing Expansion Technical Assistance Activities webinar held • December 31 – End date of the second quarter of the grant
July-September	
• July 6 – Grantee Orientation webinar held • July 18 – Grant Program Resource Page launched • July 20 –Grantee Orientation Q&A released • August 29 – COA responses due • September 1 – Reporting resources distributed: H-1B PIRL 2024 Data Elements for Nursing Expansion grantees; Data Collection and Tracking Toolkit; Joint QNR template; and more • September 12 – Performance Reporting 101 webinar held.	

FIFTH-YEAR PARTICIPANT ENROLLMENT UNALLOWABLE FOR NURSING EXPANSION GRANTEES

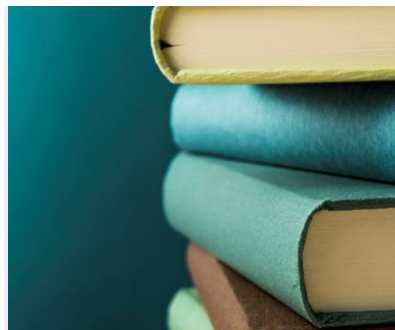
The Period of Performance for Nursing Expansion Grants is Five Years. However, Grantees Cannot Enroll or Serve New Participants in the Fifth Year

As a reminder, 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 ([Funding Opportunity Announcement](#), p. 21).



Grantees should plan or adjust their training timelines to ensure they are able to meet the target numbers you set for the number of participants who will be served and enrolled *before* the fifth year of the grant.

IMPORTANT RESOURCES>>>



- [Grantee Orientation recording and FAQ](#)
- [Grantee Handbook](#)
- [Grants Management SMART 4.0 Training](#)
- [Performance Reporting 101 Webinar recording](#)
- [Quarterly Narrative Report Submission Instructions and Template](#)
- [PIRL Data Elements for Nursing Expansion Grantees](#)

REPORTING UPDATE>>>

PARTICIPANT DATA REPORTING TO START IN SUMMER 2024

The Department of Labor (DOL) National Office has been busy finalizing the list of required data elements for DOL Nursing Expansion grantees and preparing technical assistance resources that will prepare grantees to submit their **first data file on participants for the quarter ending June 30, 2024**. By the end of January, Nursing Expansion grantees will receive the Participant Individual Record Layout (PIRL) that contains the final list of data elements they are required to collect and report. A winter/spring calendar of performance events will soon be distributed, which will include opportunities to attend performance reporting office hours, technical webinars, and peer-to-peer events.

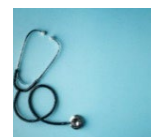


Kick off 2024 by joining DOL and the American Institutes of Research (AIR) on January 25 at 3:00 p.m. ET, 12:00 a.m. PT, for this year's first performance event, **Case Management and Intake: DOL Performance Reporting Office Hours and Grantee P2P Discussion**. In this event, you'll learn tips from DOL about how to use your interaction with participants at intake to collect data. You'll also have the opportunity to hear from one another about the processes, systems, and procedures used to manage, track, and report data to DOL.

ASK DOL>>>

Q: Can I use grant funds to provide scholarships to participants?

A: Unfortunately, no.



Scholarships are not an allowable activity under this grant. However, grantees may use grant funds for tuition reimbursement. Grantees can either provide payments for the cost of tuition directly to students as a reimbursement for out-of-pocket costs or pay the tuition costs directly to the education/training provider through a Memorandum of Understanding (MOU) or other agreement. In other words, grantees can reimburse participants directly for any tuition costs they paid or pay the university directly for the balance owed.

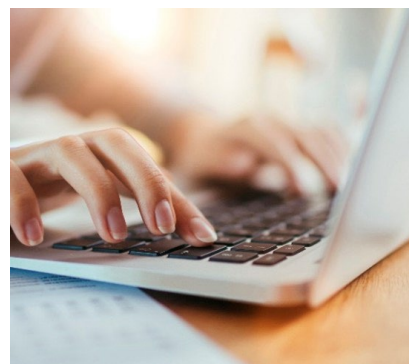
NEED HELP?	CONTACT	EMAIL
DOL/grant policy	Your FPO	FPO
Grant amendments	Your FPO	FPO
Grant management	Your FPO	FPO
Fiscal and budget	Your FPO	FPO
Performance policy	NursingExpansion@dol.gov	(copy your FPO)
Reporting system	NursingExpansion@dol.gov	(copy your FPO)
Implementation challenges*	TA Coach	(copy your FPO)



**Nursing Expansion
Grant Program**

**U.S. Department of
Labor**

*Examples: participation outreach, program retention, employer engagement, etc.



**DOL NURSING EXPANSION
RESOURCE PAGE>>>**

**Have you missed
something?**

Visit the [DOL Nursing Expansion Resource Page](#) to stay up to date on all the latest [policy guidance and grant information](#), [technical assistance](#), and [performance reporting resources](#).