

QUARTERLY NEWSLETTER

Nursing Expansion – October-December 2024

NEW TECHNICAL ASSISTANCE>>>

NURSING EXPANSION INSTITUTE: FAST TRACKING SUCCESS

Thank you to all attendees and presenters for participating in the **2024 Nursing Expansion Institute: Fast Tracking Success** event in Washington, D.C. on September 4-6. Over 70 attendees and presenters joined us for two and a half days of panels, presentations, and planning sessions. We heard from national experts **Katie Boston-Leary, PhD, American Nurses Association**, **Qiana R. Parker, MSN, Health Resources and Services Administration**, and **Deborah Stamps, EdD, AARP**. We also heard from **Thomas Kodiak, Administrator of the Office of Grants Management**, **Jenn Smith, Division Chief of the Division of Strategic Investments, Federal Project Officers**, and **José Javier Rodríguez, Assistant Secretary, Employment and Training Administration, Department of Labor**.

We would like to thank the DSI team, the TA team and coaches from AIR, SPRA, and Mathematica, and the peer grantees that were willing to share their efforts, successes, questions, and expertise throughout the event. In the coming year, our ongoing TA and grant support efforts will expand upon much of what we learned from you during the Institute, and we hope that the content will help inform the continuous improvement of your project efforts as well. Presentations, materials, and additional resources are available on the [Nursing Expansion Community of Practice](#).



Figure 1 Grantees attend the NE Institute in the Frances Perkins Building

UPCOMING EVENTS>>>

OCTOBER

- Partnerships, a Peer-to-Peer Discussion: October 29 from 3:00 – 4:00 pm ET
- Performance Reporting Office Hours: October 31 from 2:00 – 3:00 pm ET

NOVEMBER

- Performance Reporting Office Hours: November 7 from 2:00 – 3:00 pm ET
- Performance Reporting Office Hours: November 14 from 2:00 – 3:00 pm ET
- Quarterly reports due in WIPS: November 15
- Track 1 Cohort, a Peer-to-Peer Discussion: Date TBD

DECEMBER

- Participant Support, a Peer-to-Peer Discussion: December 10 from 3:00 – 4:00 pm ET

ANNOUNCEMENT >>>

HOW TO REQUEST/MODIFY WIPS USER ACCOUNTS

To request a new account to the Workforce Integrated Performance System (WIPS) and/or modify existing access, grantees should fill out the new [DSI WIPS Access Form](#) and send it to the [Nursing Expansion inbox](#).

Please note that only the Authorizing Official (AO) can request and modify WIPS account access, so the AO must sign the access form before it is submitted.

Visit the [DSI WIPS Access Form page](#) on WorkforceGPS for more information about the process and types of WIPS accounts.

PREVIOUS QUARTER HIGHLIGHTS>>>

What You May Have Missed...



In this section, we look back at activities and resources provided by the Department of Labor Program Office and the AIR technical assistance team during the previous quarter. If you missed these events or resources, visit the [DOL Nursing Expansion Community of Practice](#) to catch up.

JULY

- **July 25** – Performance Reporting Office Hours held
- **July 30** – Peer to Peer Open Forum held
- **July 31** – [H-1B Performance Reporting Instructional Sheet: Invalid Column Error Caused by Blank Final Columns](#) released

AUGUST

- **August 1** – Performance Reporting Office Hours held
- **August 8** – Performance Reporting Office Hours held
- **August 13** – Revised Policy FAQs version 2.0 released (note that this version is superseded by version 2.1)
- **August 21** – National Apprenticeship Week resources shared.
- **August 27** – Peer to Peer Open Forum held

SEPTEMBER

- **September 4-6** – Nursing Expansion Institute: Fast Tracking Success in-person event held
- **September 18** – Updated [Quarterly Narrative Report \(QNR\) template](#) released
- **September 19** – [Training and Education Notice \(TEN\) 08-24](#) on Sector Strategies shared
- **September 24** – [Nursing Expansion Institute](#) slide decks and resources shared
- **September 25** – [Revised Policy FAQs version 2.1](#) released
- **September 25** – Quarterly Performance Scorecards and Data Validation letters distributed

ANNOUNCEMENT>>>

REVISED POLICY FREQUENTLY ASKED QUESTIONS

In August, DOL released a major revision to [the Nursing Expansion Policy FAQ](#) document (version 2.0). To make guidance on specific policy topics easier to find, the sections have been reorganized alphabetically with a new Table of Contents.

Additionally, the revised policy FAQ clarifies several important policy issues included in the original FAQ. It also includes new policy clarification on topics such as preceptor activities paid for with grant funds, re-enrolling participants, stipends, social security numbers, and many more. Please note that this revised policy FAQ does not change existing policies or their operation or impact.

In September, DOL released version 2.1 with a minor revision to the *Incentive Payments* section to better



Figure 2: A Panel Discussion at the NE Institute

align with the Nursing Expansion Funding Opportunity Announcement (FOA). Version 2.1 is the most current version available and supersedes all previous versions. The new Document Revision History on p. 2 can assist you with finding the policy guidance additions and revisions.

The FAQ can be found on the [Nursing Expansion Community of Practice](#). Please contact your Federal Project Officer (FPO) with questions related to this document.

IMPORTANT REPORTING REMINDERS

The Quarterly Narrative Report (QNR) is reviewed every three years by the Office of Management and Budget (OMB) and was recently renewed through July 31, 2027 with minor updates.

Starting with the report for the quarter ending September 30, 2024 (due November 15, 2024), grantees will submit the updated QNR. Please use the [updated template](#) as you prepare your responses to QNR sections to ensure what you submit in WIPS reflect the changes.

- **Remember to start early!**
- **Reports must be certified in WIPS by November 15, 2024.**
- **Both a QPR and a QNR are due. If you have not yet served participants, only a QNR is due.**
- **Data are reported cumulatively. Your report will include data on all participants served since the start of the grant (June 1, 2023).**

NURSING EXPANSION THERMOMETER (JUNE 30, 2024)

The performance target thermometer (Figure 3) displays the overall percentage of targets achieved for all grants for three outcomes: participants served, participants who began training, and participants who completed training. It will appear each quarter in the newsletter with the most current data available.

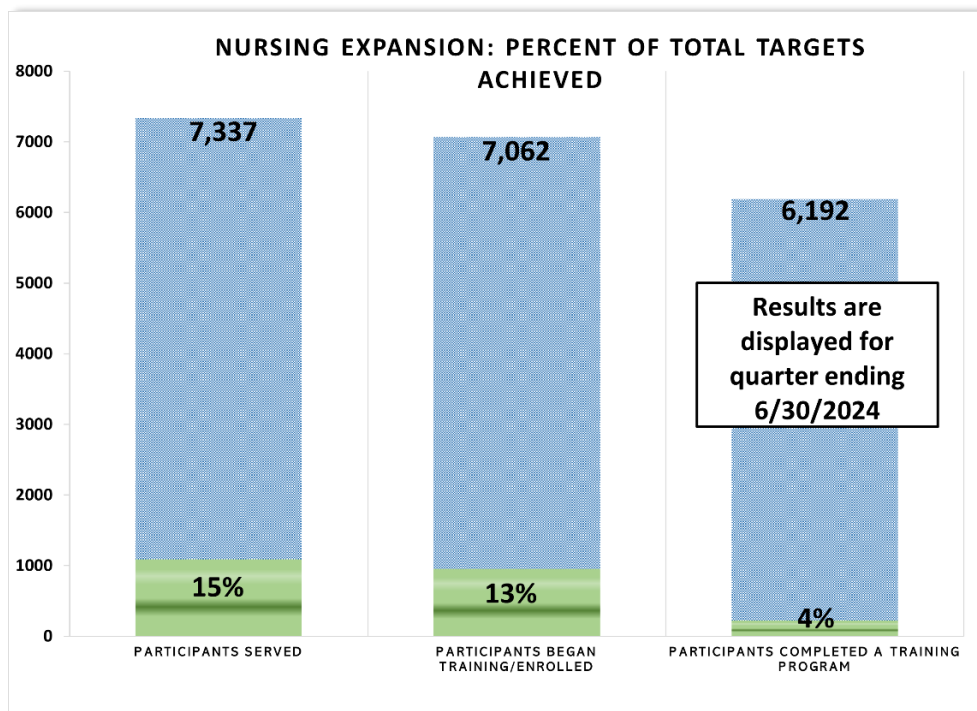
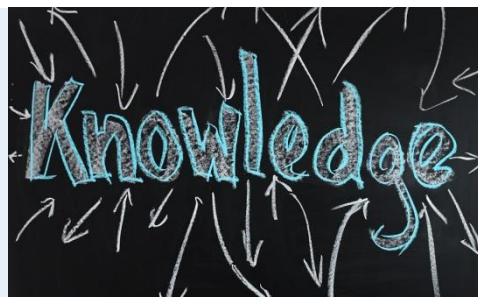


Figure 3 Nursing Expansion Quarter Ending 6/30/2024

IMPORTANT RESOURCES>>>



Note: Clicking some links below will download the resources automatically.

- [Nursing Expansion Policy FAQ](#)
- [Grantee Handbook](#)
- [Performance Reporting Guidance and Technical Assistance](#)
- Performance Reporting and WIPS Guidance Handbook ([Track 1](#) and [Track 2](#))
- [WIPS Tips](#)
- [Invalid Column Error Instructions](#)
- [H-1B 2021 PIRL v 1.1](#)



DOL NURSING EXPANSION RESOURCE PAGE>>>

HAVE YOU MISSED SOMETHING?

- Visit the [DOL Nursing Expansion Community of Practice](#) to stay up to date on:
 - [policy guidance and grant information](#)
 - [technical assistance](#)
 - [performance reporting resources](#)

ASK DOL>>>

Q: As a Nursing Expansion grantee, what type of feedback should I expect on my quarterly reports?

A: Each quarter, you will receive a Quarterly Performance Scorecard. Additionally, if there are data validation issues, you will receive a letter to inform you of the issues and provide direction on how to resolve them.

The Quarterly Performance Scorecard provides you with a snapshot of several pieces of information including the grant time elapsed, the grant target, the number achieved for each outcome measure, the percent of target achieved, and the percentage of outcomes achieved at some stages in the Participant Support Lifecycle.

Scorecards will be updated and shared each quarter after you submit new data. The information in the scorecard is designed to help you gauge where you are in the grant timeline and how close you are to reaching performance goals. A Quarterly Performance Scorecard User Guide is available that walks through how to interpret and analyze the information on the scorecard to determine whether your program is achieving the intended results and how to course correct when needed. The User Guide can be found on the [Programmatic Technical Assistance Resources page](#) of the Nursing Expansion Community of Practice.

In addition to the Scorecard, you may receive a separate data validation letter. When reviewing your reports each quarter, if we identify areas in your QPR or QNR that require your attention to ensure you are reporting correctly, we will provide a description of the issues in your letter along with guidance on how to address the concerns.



Employment Performance Outcomes Combined for Track 2 Grantees

After receiving your first Track 2 Quarterly Performance Scorecard, you may have noticed there is only one employment outcome listed, but you provided targets for two employment outcomes, one that captures employment of unemployed and underemployed participants and one that tracks the career advancement of incumbent workers. Due to a variety of factors, DOL will be using a combined outcome to review progress toward achieving employment targets. The combined total will be calculated by using the numbers in your QPR you reported separately for these two outcomes. This combined total will be included on your scorecard each quarter for the scorecard outcome, “Participants who **completed** education/training activities and either **entered** employment or **advanced** into a new position.” This does not affect the way you report participant data.

Need Help?	CONTACT	EMAIL
DOL/grant policy	Your FPO	FPO
Grant modifications	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 (e.g., participation outreach, program retention, employer engagement, etc.)	TA Coach	(copy your FPO)
DOL Evaluation	NursingExpansion@dol.gov	(copy your FPO)



**Nursing Expansion
Grant Program**

**U.S. Department of
Labor**