

QUARTERLY NEWSLETTER

Nursing Expansion – January-March 2025

NEW TECHNICAL ASSISTANCE>>>

SPOTLIGHT ON NEW TOOLS

The recently released [Project Manager's Checklist](#) provides a comprehensive list of tips and resources to support grantee success. It is a great list to hand off to a new team member who needs to catch up on all things Nursing Expansion (NE).

However, it is not just for new staff! The checklist can help you find helpful resources on partnerships, outreach and marketing, participant support, sustainability, and more. This list goes beyond the core NE resources and will expose you to best practices and tools from other similar grant programs. Check it out and expand your toolbox!

Have you found yourself with a performance reporting question and do not know where to start looking for the answer? Check out the new [Performance Question/Resource Crosswalk](#). This tool is designed to direct you to the most useful resource based on common questions. It covers data collection, data management, and data reporting topics.

We hope this resource will empower you to find the answers and solutions to your data questions quickly, without feeling overwhelmed and frustrated. The [NE Community of Practice](#) contains a wealth of information, but with this tool, you can zero in on the information you need when you need it.



UPCOMING EVENTS>>>

JANUARY

- Participant Case File Maintenance, a TA event: January 28 from 3:00 – 4:00 ET
- Performance Reporting Office Hours: January 30 from 2:00 – 3:00 ET

FEBRUARY

- Performance Reporting Office Hours: February 6 from 2:00 – 3:00 ET
- Performance Reporting Office Hours: February 13 from 2:00 – 3:00 ET
- Quarterly reports due in WIPS: February 15
- Preceptorship, a Peer-to-Peer Discussion: February 25, time TBD

MARCH

- Monitoring Visits, a TA event: March 25, time TBD

ANNOUNCEMENTS >>>

PIRL 2024 IS COMING IN 2025

A new version of the PIRL is coming soon! PIRL 2024 is expected to be released in the first half of 2025. Be on the lookout for updates and technical assistance opportunities to learn about the changes and how they will affect your data collection and reporting processes.

HOW TO REQUEST/MODIFY WIPS USER ACCOUNTS

To request a new account and/or modify existing access to the Workforce Integrated Performance System (WIPS), please use the [DSI WIPS Access Form](#).

Visit the [DSI WIPS Access Form page](#) on WorkforceGPS for more information about the process and types of WIPS accounts. Remember, only your Authorizing Official (AO) can request and modify WIPS account access.

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 during the previous quarter. If you missed these resources, visit the [DOL Nursing Expansion Community of Practice](#) to catch up.

OCTOBER 2024

- **October 3** – [Project Manager's Checklist](#) released
- **October 8** – [Q4 Newsletter](#) released
- **October 25** – [Ask the Experts: The ABCs of Grants Management](#) released
- **October 29** – Peer-to-peer on [Managing Partnerships](#) held
- **October 31** – Performance Reporting Office Hours held

NOVEMBER 2024

- **November 7** – Performance Reporting Office Hours held
- **November 14** – Performance Reporting Office Hours held
- **November 15** – Quarterly reports due

DECEMBER 2024

- **December 12** – [Training and Employment Notice \(TEN\) 13-24: Updated Promising Practices in Achieving Nondiscrimination and Equal Opportunity: A Section 188 Disability Reference Guide](#) released
- **December 13** – Peer-to-peer for Track 1 Cohort on policy development held
- **December 16** – [Priorities and Systems for Fiscal Management and Working with Sub-awardees](#) event held
- **December 17** – [Peer-to-peer on Participant Supports](#) held

UPDATES>>>

NATIONAL EVALUATORS TO CONTINUE OUTREACH

The evaluators for the [Sectoral Strategies and Employer Engagement Portfolio \(SSEEP\) Evaluation](#), the national evaluation in which Nursing Expansion grantees are participating, have completed their initial round of clarification calls with all grantees.

In January, they will be reaching out to some grantees to set up a second call for follow-up questions. The purpose of the call is to get more information about what is happening in the grant, particularly around enrollment. This information will help inform the next steps in the evaluation.

The Department of Labor (DOL) appreciates your continued participation in these activities. Your participation is critical to telling the story of your successes in training a new generation of nurses and nurse educators to help address the nation's healthcare crisis.

Email NursingExpansion@dol.gov with any questions.

WORKFORCE SYSTEMS RESULTS

Have you ever wondered what the Department of Labor (DOL) does with the information you submit in your reports?

The [Workforce Systems Results \(WSR\)](#) provides a snapshot of the progress of all Employment and Training Administration (ETA) programs and is one way DOL highlights your programs.



This report is available to the public and serves as a starting point for further inquiry and analysis of program performance. The Nursing Expansion program is one of the impressive programs featured in the WSR and we encourage you to check it out.

IMPORTANT REPORTING REMINDERS

Remember to start early to ensure both your **Quarterly Performance Report (QPR)** and **Quarterly Narrative Report (QNR)** for the quarter ending December 31, 2024 are completed and certified in WIPS by February 15, 2025. Data is reported cumulatively, and your report will include data on all participants served since the start of the grant (June 1, 2023).

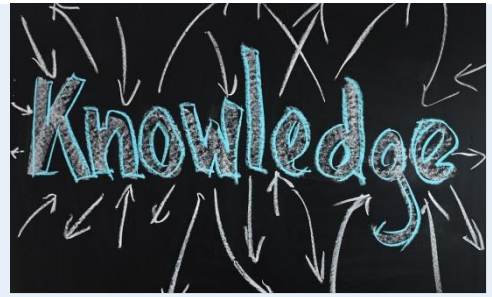
Track 2 grantees **must** report on Outcome #7 (Total Number of Experienced Nursing Professionals Placed into a Preceptor Role) in their QNR in **Section XI.C**.

It's not sufficient to write about where the preceptorship program stands. You may include this information, but you must also include cumulative outcome data and label it with the outcome name.

The suggested format is to include the outcome name, the cumulative-to-date number achieved, and your grant total target.

Please see detailed instructions in the [Performance Reporting & Workforce Integrated Performance System \(WIPS\) Guidance Handbook for Track 2](#) on pages 60-61 (4.3b QNR Special Instructions for Reporting Outcome #7).

IMPORTANT RESOURCES>>>



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

- [Nursing Expansion Policy FAQs](#)
- [Performance Reporting Guidance and Technical Assistance Resources](#)
- [Project Manager's Checklist](#)
- [Performance Question/Resource Checklist](#)
- Performance Reporting and WIPS Guidance Handbook ([Track 1 version](#) and [Track 2 version](#))
- [WIPS Tips](#)
- [Invalid Column Error Instructions](#)
- [H-1B 2021 PIRL v 1.1](#)

NURSING EXPANSION OUTCOME MEASURES – AS OF SEPTEMBER 30, 2024

The performance target thermometer displays the overall percentage of targets achieved for participants served, participants enrolled in training, and participants who completed training.

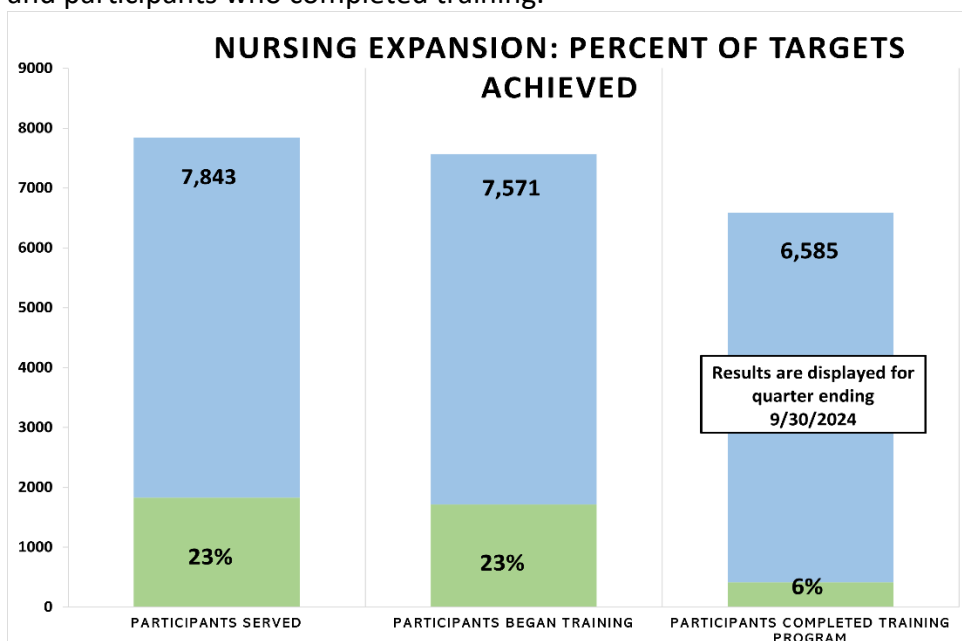


Figure 1 Nursing Expansion Quarter Ending 9/30/2024



DOL NURSING EXPANSION RESOURCE PAGE>>>

HAVE YOU MISSED SOMETHING?

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

ASK DOL>>>

Q: Can you clarify the difference between an incumbent worker and underemployed worker and how we classify program participants into these groups?

A: Both incumbent and underemployed workers are subsets of the EMPLOYED status entered in PIRL 400 and are options for a participant's employment status at program entry. For the purposes of program reporting, you cannot categorize an employed participant as both underemployed and an incumbent worker. To determine which category an employed participant falls, you should use the definitions in the Funding Opportunity Announcement (FOA):

Underemployed worker refers to 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. Examples of underemployed participants include nurses working part-time who want a full-time position; adjunct faculty who are qualified for and want a tenure-track faculty position; a waiter who was trained as an accountant.

Incumbent worker refers to individuals already employed who need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current positions. Examples of incumbent workers include an employed LPN who wants to advance to an RN position, an RN who wants to transition to nurse education, an office assistant who wants to train as a RN. Remember, for the NE grant, an incumbent worker does not need to be employed by an employer partner and does not need to currently work in the healthcare field.

Please note that although a participant's employment status might change while they are a participant in the grant, you should not revise the employment status at entry since it is a documented snapshot of the status at program entry.

Please review the [NE Policy FAQs](#) document and [NE Performance Reporting Orientation 201](#) for more information about these two categories and where the information is captured in the PIRL.



Centers for Medicare & Medicaid Services (CMS) Funding Opportunity

CMS recently launched a [nursing home staffing campaign](#), including a website dedicated to [CNA recruitment and nursing career pathways](#). Part of the campaign includes offering financial incentives to recruit RNs to work in nursing homes. View the [notice of funding opportunity](#) for more details about applying to be a Financial Incentive Administrator (FIA) to administer the incentives to RNs, including verifying work status, distributing funds, and working with nursing homes and state agencies to fill vacancies. RNs will be eligible for up to \$40,000 in tuition reimbursement and/or a \$10,000 stipend for working for three years in a qualifying nursing home or state inspection agency.

Questions about this campaign can be sent to NHSC@cms.hhs.gov.

Need Help?	CONTACT	EMAIL
DOL/grant policy	Your FPO	FPO
Grant modifications	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)
DOL Evaluation	NursingExpansion@dol.gov	(copy your FPO)



[Nursing Expansion Grant](#)
U.S. Department of Labor