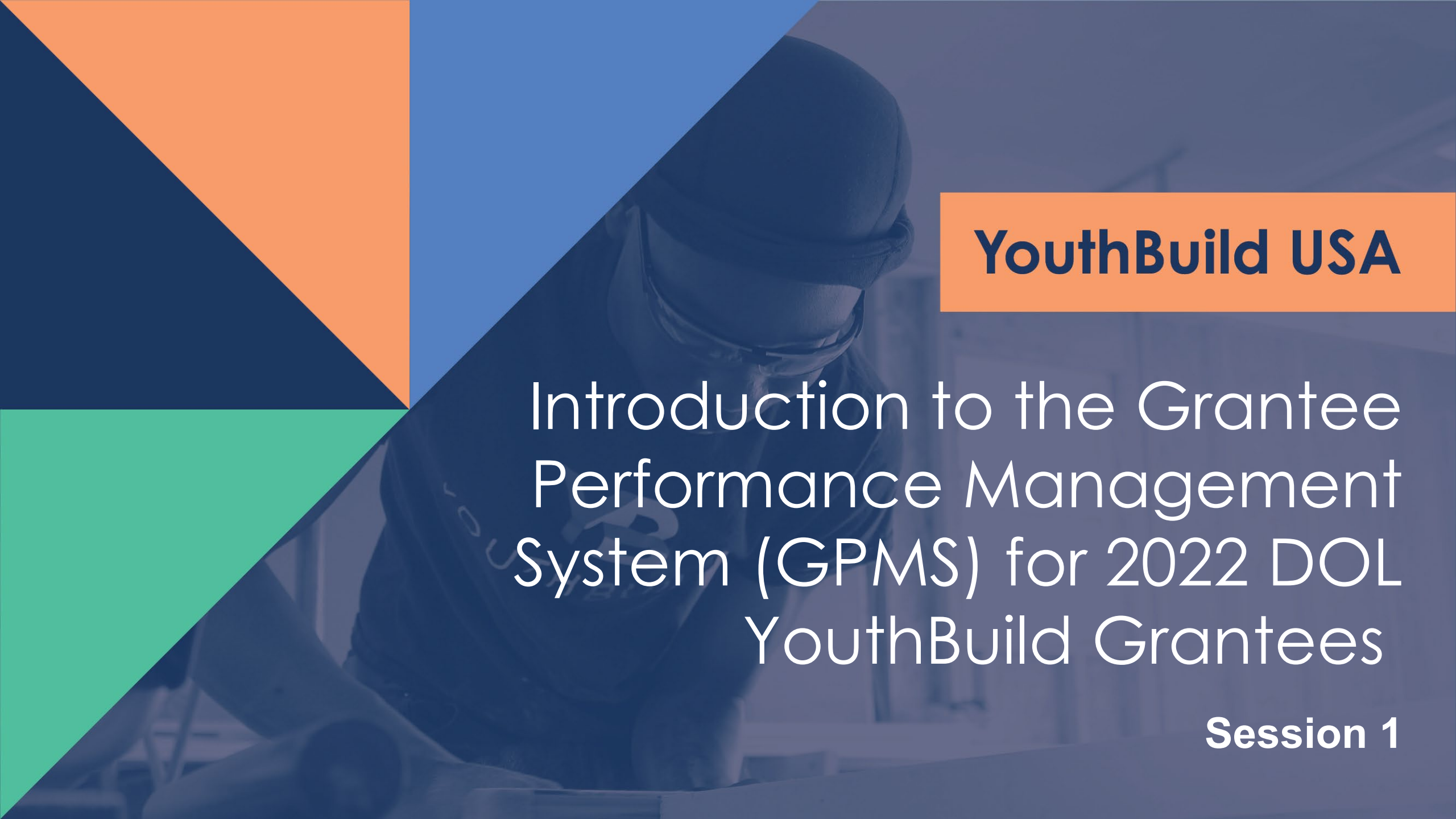


YouthBuild USA

# Introduction to the Grantee Performance Management System (GPMS) for 2022 DOL YouthBuild Grantees

**Session 1**

# GPMS Support Services



**Jim Strickland**
GPMS Help Desk
YouthBuild USA



**Jeff Charron**
GPMS Help Desk
YouthBuild USA



**Kurt von Stetten**
GPMS Help Desk
YouthBuild USA

**GPMSsupport@youthbuild.org or 866-680-0855**

# Questions?

- We may not have time to get to all questions today.
- GPMS support will follow up with you after the training to address any unanswered questions.
- Email GPMSsupport@youthbuild.org for help or to schedule additional training.



# Approach for Today

- THE WHAT: The basics for report submission and certification.
- THE HOW: Hope to find a good balance between different learning styles.
- HELP ME: You have ongoing support!



# Considerations for Previously Funded Grantees: DOL YouthBuild 2019 and Earlier Grantees

- Previously funded grantees will continue to use the legacy Management Information System (MIS) for the entire period of performance for earlier grants.
- Although terms and system functions may have the same name as the legacy MIS, the GPMS will have different processes and guidance.

# Overview: Session One

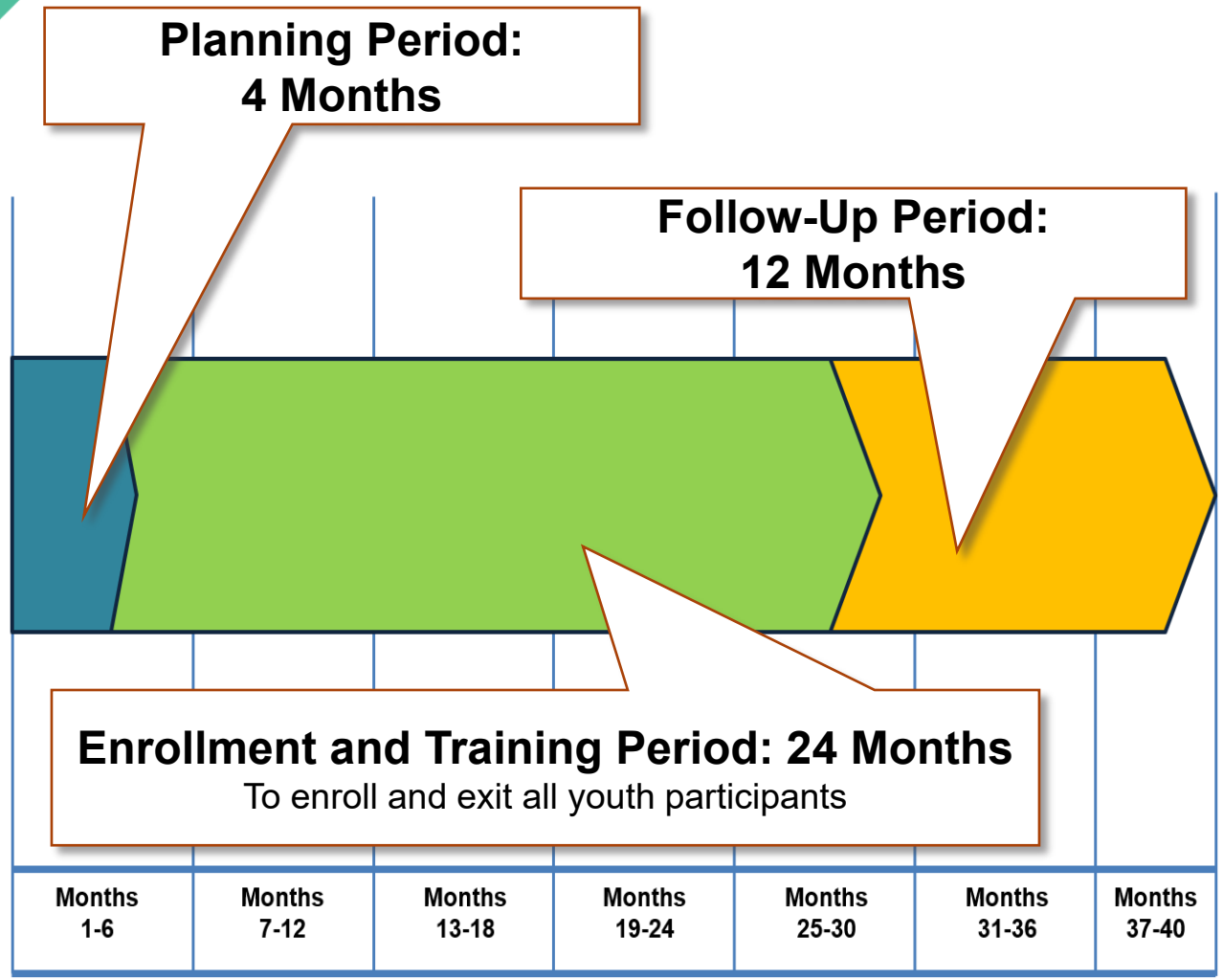
- **Grant Basics**
  - Timing and data responsibilities
- **Your Participants**
  - Eligibility
- **GPMS Fundamentals (Data Entry)**
  - Enrolling new students
  - Services
  - Outcomes
  - Exits
  - Follow-up

**What we will *not* cover…**

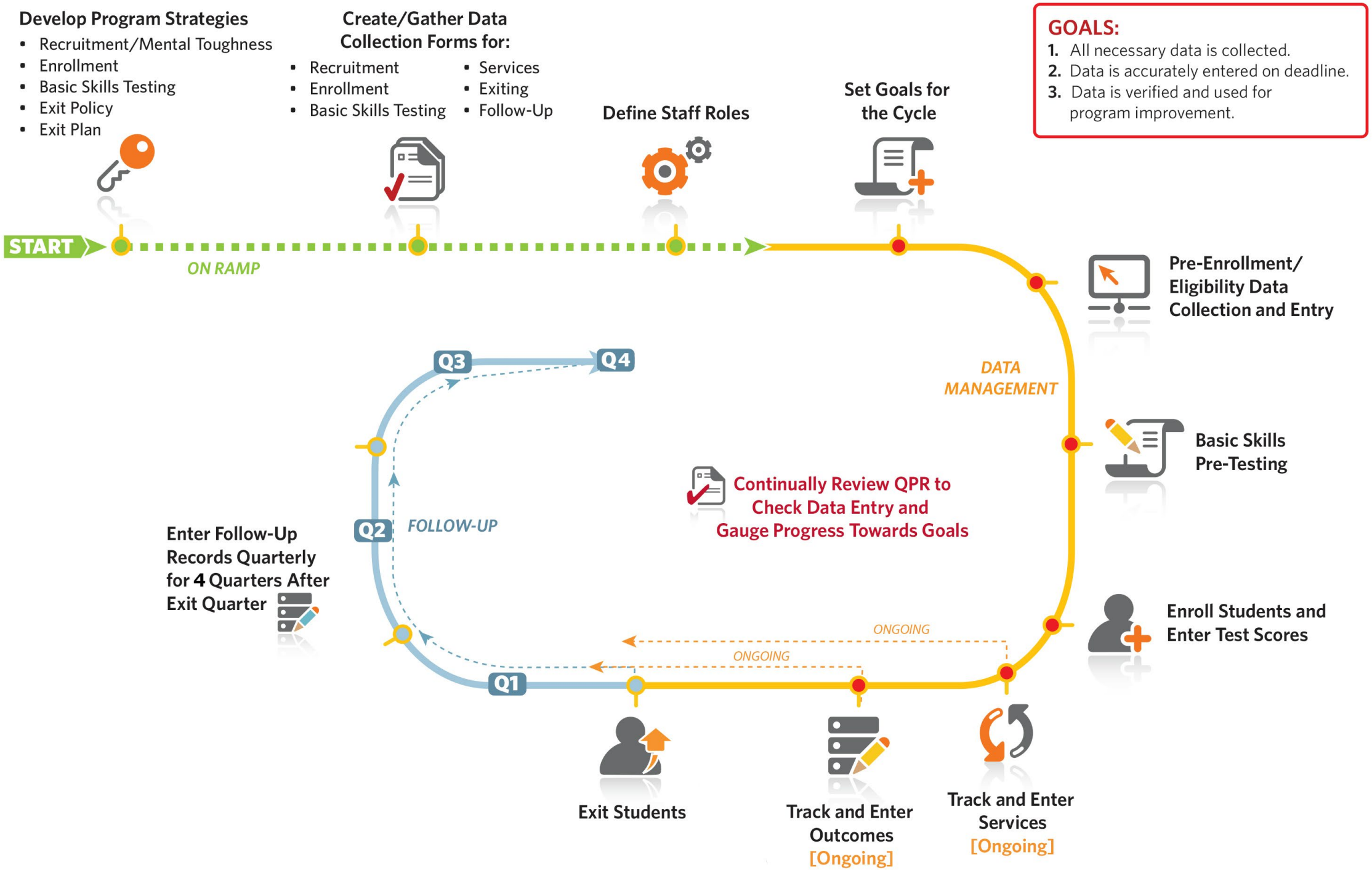
- Non-required data entry steps
- Data entry easily found in the manual
- Workforce Innovation and Opportunity Act (WIOA) grant guidance



# DOL YouthBuild Grant and GPMS Basics




- **40-month grant timeline**
  - Up to four months of implementation
  - Two years of programming (enrollment through exit)
  - One year of follow-up
- **Reports due:** November 15, February 15, May 15, August 15
- Participant performance data is reported in the GPMS
- Each DOL YouthBuild grantee has one grant administrator GPMS user


Develop Program Strategies
Recruitment/Mental Toughness
Enrollment
Basic Skills Testing
Exit Policy
Exit Plan
Create/Gather Data Collection Forms for:
Recruitment
Enrollment
Basic Skills Testing
Services
Exiting
Follow-Up
Define Staff Roles
Set Goals for the Cycle
GOALS:
1. All necessary data is collected.
2. Data is accurately entered on deadline.
3. Data is verified and used for program improvement.
START
ON RAMP
Pre-Enrollment/ Eligibility Data Collection and Entry
DATA MANAGEMENT
Basic Skills Pre-Testing
Q3
Q4
Q2
FOLLOW-UP
Q1
Continually Review QPR to Check Data Entry and Gauge Progress Towards Goals
Enter Follow-Up Records Quarterly for 4 Quarters After Exit Quarter
ONGOING
ONGOING
Enroll Students and Enter Test Scores
Exit Students
Track and Enter Outcomes [Ongoing]
Track and Enter Services [Ongoing]

# YouthBuild Participant Eligibility

**To be eligible for YouthBuild, a participant MUST BE . . .**

- **Between the ages of 16 and 24 on the enrollment date**
- **A high school dropout or an individual who dropped out of high school and subsequently re-enrolled**

**AND one of the following:**

- **Youth in foster care (including youth aging out of foster care)**
- **Offender**
- **Youth who is an individual with a disability**
- **Migrant youth**
- **Child of an incarcerated parent**
- **Member of a low-income family**

# YouthBuild Participant Eligibility Exceptions

## Up to 25% of Enrollees Can Be . . .

- Youth with a high school diploma/equivalency degree but test basic skills deficient (below ninth grade level in literacy or numeracy)
- Youth referred by a high school guidance counselor or another school official, IF the YouthBuild program they are referred to is a high school diploma-granting program

**Note: Both exceptions are included in the 25% exemption.**

# YouthBuild Participant Eligibility: WIOA

## Re-Enrollment

**WIOA expanded eligibility from the Workforce Investment Act to include any individual who dropped out of school and subsequently re-enrolled (instead of only youth who dropped out of school).**

## Guidance

- **Youth recruited after re-enrollment will be those in alternative education/ABE programs.**
- **Youth cannot be "co-enrolled" in secondary school and YouthBuild, so youth must have dropped out of high school to enroll or be referred to the program by a school official and officially transfer out of the secondary school.**

# Additional Eligibility for Federal Programs

- **If a participant is male and at least 18, they must document that they are already registered for Selective Service.**
  - **Selective Service registration is required for males to be served under Title I of WIOA, regardless of whether they are citizens or not.**
  - **If they are not already registered, assist them with registration.**
- **At least one basic skills test is required for enrollment.**
  - **The assessment is entered on the eligibility page in the GPMS.**

# Services

- A service is an activity that a youth participates in or that a youth receives as an enrolled YouthBuild participant. (These are activities your program provides or facilitates through partnerships.)
- The **earliest** qualifying service date establishes the **enrollment** date for your participant.
- The **last** qualifying service date establishes the **exit** date for your participant.

# Services

- **Services must be entered every 90 days.**
- There are no set definitions for each service category.
  - Choose the one that best represents the activity you are trying to enter.
  - Try to remain as consistent as possible.
- Services can be entered individually, per participant, or assigned to groups of participants.

**QUALIFYING SERVICES**

**Leadership Development**
**Education Services**
**Training**
**Workforce Preparation**
**Work Experience**

**OTHER SERVICE TYPES**

**Mentoring**
**Supportive Services**
**Follow-Up Services**
**Health Services**

# GPMS Data Entry Walk-Through

- During the walk-through, pay attention to:
  - The steps
  - How the system works
  - Required data points
- Logging in and Login.gov
- Creating Users
- Full enrollment or “Active” status
  - At entry demographics
  - Eligibility information
  - Basic skills
  - Services

# Participant Outcomes

- **Employment Placements**
- **Educational Placements**
- **Certificates and Degrees**
- **Measurable Skill Gains**



## Data Entry Guidance

- Outcomes will be entered while participants are active and in follow-up.
- Outcomes may be backdated in the GPMS.

# Auto-Exits

- **Participants who have gone without qualifying services for 90 DAYS will be auto-exited from the GPMS.**
- **After auto-exit, the GPMS will assign a program exit date that is equal to the date of the last qualifying service.**

- Exits cannot be entered in real-time by users.
- The GPMS will perform the auto-exit based on the most recent qualifying service dates.

# Manual Exits

- **Manual exits can be used if your participant can no longer continue active programming because of one of the reasons listed below.**
- **Manual exited participants do not have follow-up and are not counted in program performance indicator outcomes.**
- **Manual exits will have extra documentation requirements.**

- **Institutionalized (including incarceration)**
- **Health/medical**
- **Deceased**
- **Reserve forces called to active duty**
- **Relocated due to foster care**

# Auto-Exits

- There are **no** successful or unsuccessful exit designations.
- All auto-exited participants are required to have follow-up reports entered/documented, demonstrating at least one attempt to obtain follow-up information per quarter (for four quarters of follow-up).

# Re-Enrollment

- **Exited participants may be re-enrolled in the GPMS.**
- **Re-enrolled participants must be entered as a new case record.**

- When considering re-enrollment, please remember that if the participant is anticipated to return less than 90 days after exit, the case should NOT be exited or re-entered as a new participant in the GPMS.
- If already exited, the grantee should submit an exit modification request to return the participant to active status.

# Re-Enrollment

- Although grantees can re-enroll participants, DOL grantees may not serve any one participant for longer than 24 months in total and may not serve participants with commingled grant funding (from multiple grant cycles).
- See Training and Employment Guidance Letter 02-10, Change 1 for further information on the separate grant cycle funding requirements.

# GPMS Data Entry Walk-Through

- *REMINDER,* pay attention to:
  - The steps
  - How the system works
  - Required data points
- Outcomes
- Exits
  - Auto-exits
  - Manual exits
- Follow-ups



YouthBuild USA

# Introduction to the Grantee Performance Management System (GPMS) for 2022 DOL YouthBuild Grantees

Session 2

# Overview: Session Two

- **Understanding WIOA Performance Indicators**
  - Defining the indicators
  - Program cycle visualization
- **GPMS Reporting Fundamentals**
  - Submitting and certifying the Quarterly Performance Report (QPR) and the Quarterly Narrative Report (QNR)
  - The Workforce Integrated Performance System (WIPS)

**What we will *not* cover…**

- In-depth report format and timeframes
- Report points easily found in the GPMS user manual
- WIOA grant guidance



# Reporting Basics: Grant Administrator Users

- Each grantee has **one** grant administrator user.
- This grant administrator is the only user with the privileges to submit and certify the quarterly reports.
- This user account is established by the U.S. DOL National Office and cannot be changed or deactivated by grantee-level users – this must be done in partnership with DOL.
- You need a Login.gov account to access the GPMS.

**The next report of your grant is due by <u>August 15, 2023.</u>**

**OTHER GPMS USER ROLES**

- Grant supervisor
- Case manager
- Read-only

# WIOA Performance Indicators

- Education and Employment Rate – Second Quarter After Exit
- Education and Employment Rate – Fourth Quarter After Exit
- Credential Attainment
- Median Earnings – Second Quarter After Exit
- Measurable Skill Gains
- Effectiveness in Serving Employers

**Each measure counts an outcome made in a specific timeframe.**

# Education and Employment Rate in the Second Quarter After Exit

## DEFINITION.

The percentage of participants who are placed in employment, postsecondary education, military, or long-term occupational training in the second quarter after exit

## CONSIDERATIONS.

- Subsidized employment and internships do not count as placements, (they are entered as program services).
- Performance goal is established in your grant Statement of Work.

# Education and Employment Rate in the Fourth Quarter After Exit

## DEFINITION.

The percentage of participants who are placed in employment, postsecondary education, military, or long-term occupational training in the fourth quarter after exit

## CONSIDERATIONS.

- Subsidized employment and internships do not count as placements but should be entered as program services.
- Performance goal is established in your grant Statement of Work.

# Credential Attainment

**DEFINITION.**

The percentage of program participants who attain a recognized postsecondary credential or a secondary school diploma (or its recognized equivalent) during participation in or within one year after exiting from the program

**SECONDARY SCHOOL DIPLOMA AND EQUIVALENCIES.**

Program participants who attain a secondary school diploma or its recognized equivalent shall be included in the percentage (numerator) only if such participants are also placed within one year after exiting from the program.

# Credential Attainment: Definition of a Certificate

- Awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation
- Technical/occupational skills are based on standards developed/endorsed by employers
- Certificates awarded by workforce development boards and work readiness certificates are NOT included

**CONSIDERATIONS**

- Performance goal is established in your grant Statement of Work.
- TEGL 10-16, Change 2 provides more guidance.

# Median Earnings – Second Quarter After Exit

**DEFINITION.**

The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program

**CALCULATION.**

The “median” is the middle value in a series of numbers that are arranged from smallest to largest. If there are two middle values, the median is the average of the two.

$2,000
$2,300
$4,100
$5,000
$6,300

# Measurable Skill Gains

## DEFINITION.

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 toward such a credential or employment

## CALCULATION.

This indicator counts participants who are active in a given program year and that make one of the five measurable skill gains types in that same program year.

# Measurable Skill Gains: Skill Gain Types

- **Educational Functioning Level**: Educational functioning level gain
- **Secondary Transcript/Report Card**: HSE/HSD attainment and the passing of subject tests towards the attainment of an HSE
- **Postsecondary Transcript/Report Card**: A sufficient number of credit hours that shows a participant is meeting the state unit's academic standards
- **Training Milestone**: Satisfactory or better progress report towards established milestones, such as completion of on-the-job training, completion of one year of an apprenticeship program, or similar milestones from an employer or training provider that is providing training
- **Occupational Exams**: Successful passage of an exam 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

# Measurable Skill Gains: Program Year

- This indicator counts participants who achieve one of the five measurable skill gains during a program year.
- Participants need to be active for at least one day in the program year (July 1 through June 30) to be counted in this indicator.

## DOL Program Year

| Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|
| Jul 1 – Sep 30 | Oct 1 – Dec 31 | Jan 1 – Mar 31 | Apr 1 – Jun 30 |

# Effectiveness in Serving Employers

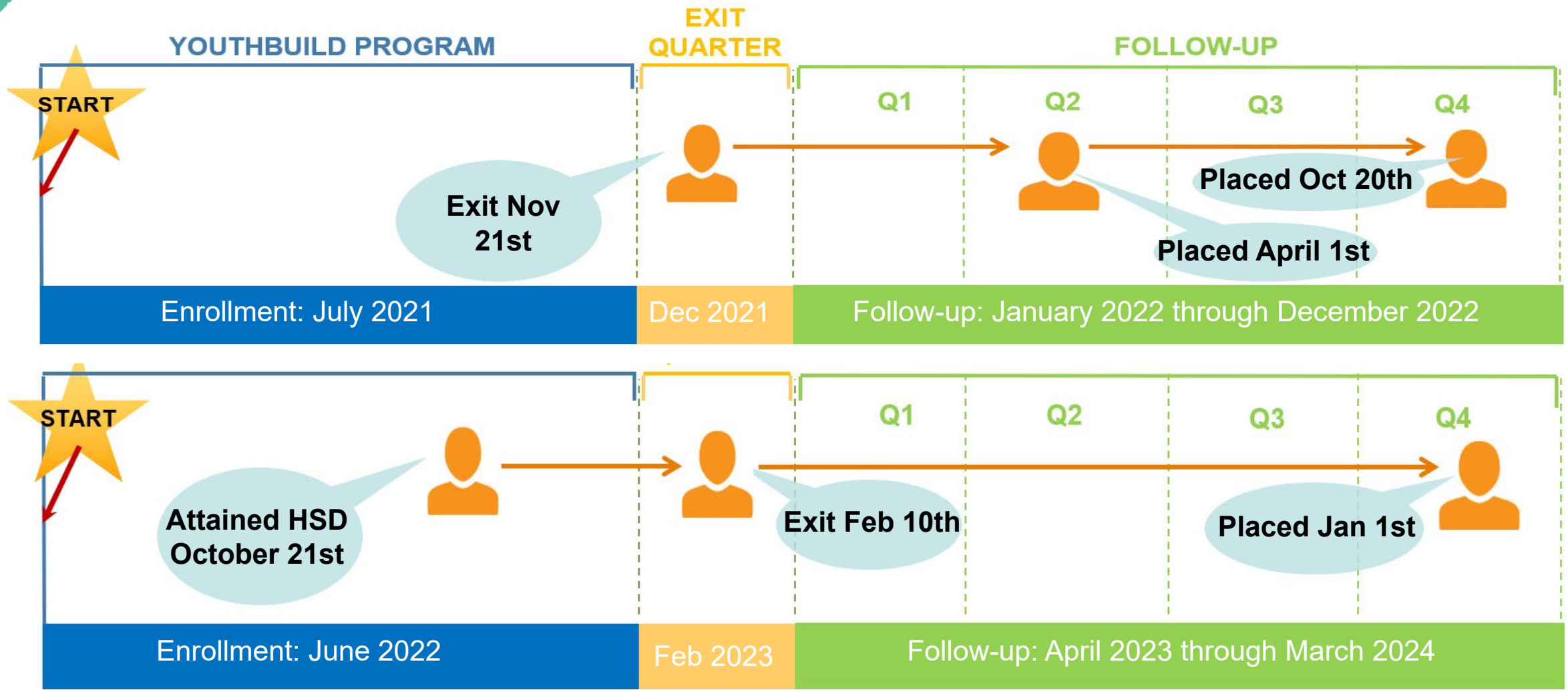
## DEFINITION.

- The percentage of participants who are exited and **employed with the same employer** in the **second and fourth quarter** after exit (it does not need to be the same position)
- Grantees must use wage records or supplemental wage information to identify whether a participant's employer wage record indicates a match of the same establishment identifier, like a Federal Employer Identification Number (FEIN) or State Tax ID, in the second and fourth quarters.

## CONSIDERATIONS.

- Subsidized employment and internships do not count as placements.
- Performance goal is established in your grant Statement of Work.

# Visualizing Outcome Timing



# 2022 Grantee Reporting Requirements
# DOL GPMS Reporting Application

**Grantees are required to submit and certify two performance reports and one financial report each quarter, covering these areas:**

| PERFORMANCE *(Quantitative)* | NARRATIVE *(Qualitative)* | ETA-9130 *(Financial)* |
|---|---|---|

- **Quarterly Performance Report (ETA-9173):** Certification is done in the WIPS
- **Joint Quarterly Narrative Performance Report (ETA-9179):** Certification is done in the WIPS
- **ETA-9130:** Submitted separately through the ETA reporting system

**Quarterly Reports Due**

- Q1: November 15
- Q2: February 15
- Q3: May 15
- Q4: August 15

https://dol.appiancloud.com/suite/

# Reporting Workflow Basics: WIPS

- Performance data is entered and stored in the GPMS.
- QPR data is generated within the GPMS and exported to WIPS for processing.
- The QNR is a report that is completed within WIPS.
- Grantees review and certify the QPR and the QNR in WIPS.
- WIPS access is established for grant administrator users of the GPMS.

**THE NEXT REPORT FOR YOUR GRANT IS DUE BY**

**August 15, 2023.**

# GPMS and WIPS Walk-Through

- *REMINDER*, pay attention to:
  - The steps
  - How the system works
  - Required data points
- Generating the QPR
- Completing the QNR





# GPMS Support Services



**Jim Strickland**
**GPMS Help Desk**
**YouthBuild USA**



**Jeff Charron**
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**YouthBuild USA**



**Kurt von Stetten**
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**YouthBuild USA**

**GPMSsupport@youthbuild.org or 866-680-0855**

# GPMS Support Services

- **EMAIL AND TELEPHONE SUPPORT**
  - Monday – Friday, 9 a.m. – 5 p.m. ET
- **WEEKLY SYSTEM TRAININGS**
  - Cover required data entry and report submission process
  - Tuesdays at 2 p.m. ET
  - Thursdays at 11 a.m. ET
- **DATA REVIEWS**
  - Cover data entry, reporting, and data management issues
  - Scheduled independently



# Resources

- TEGL 10-16, Change 2, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-2
- TEGL 26-16, Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act https://wdr.doleta.gov/directives/attach/TEGL/TEGL_26-16.pdf
- TEGL 14-18, Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7611

# Thank You!