

H-1B Performance Tip Sheet

Reporting Incumbent Workers

Rural Healthcare (RH) and One Workforce (OW)

QUARTERLY PROGRESS REPORTING OVERVIEW

Per the Funding Opportunity Announcement (FOA) and the grant award, RH/OW grantees are required to collect participant-level data on all individuals served using grant funds. RH/OW grantees must also submit quarterly performance progress reports to the United States Department of Labor's Employment and Training Administration (USDOL/ETA) to comply with the reporting and record-keeping requirements of the grant.

Quarterly progress reports are submitted each quarter through the end of the grant period of performance. Each submission consists of two Office of Management and Budget (OMB) approved documents:

- 1) a Quarterly Performance Report (QPR) generated through a cumulative data file upload of all participants served by the grant; and
- 2) a Quarterly Narrative Report (QNR) containing updates on the implementation and progress specified in each grantee's Statement of Work (SOW).

RH AND OW GRANT PROGRAM INCUMBENT WORKER DEFINITION

Incumbent workers are individuals who:

- are employed but need training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current occupations in H-1B occupations and industries.
- are workers for whom attaining new skills and competencies can help advance them into middle- and high-skilled jobs with their current employer.

Incumbent worker training is developed in collaboration with the employers with which the incumbent workers are employed when they are determined to be eligible to participate in the training program (i.e., grant employer partners).

REPORTING ON INCUMBENT WORKERS FOR RH/OW GRANT PROGRAMS

****Participants must meet the definition of incumbent worker as defined in the FOA to be reported as incumbent workers. Grantees must have an agreement with the employer to provide training to its existing workforce.**

PIRL 400 Employment Status at Program Entry (QPR Section D4)

- To be counted as incumbent workers in the QPR, participants must be reported as employed in **PIRL 400** - code value "1"

PIRL 907 Recipient of Incumbent Worker Training

- Enter code value "4" in **PIRL 907** for participants enrolled in incumbent worker training.
- These participants must also have a code value of "1" in **PIRL 400**.

PIRL 2119 Incumbent Workers Retained Current Position in the 1st Quarter After Completion (QPR Section G2)

The total number of incumbent worker participants who have retained their position after completion of the training program.

- Record code value “1” in **PIRL 2119** if the participant retained their current position in the first quarter after program completion. Record code value “0” if the participant did not retain their current position in the first quarter after program completion. Record code value “9” if the information is not yet available.
- **PIRL 907** and **PIRL 1813 Date Completed a Program** will also be used in conjunction with **PIRL 2119** for reporting.
- **PIRL 2121** and **PIRL 2123** Incumbent Workers Retained Current Position in the 2nd and 3rd Quarter After Program Completion are not used for H-1B grantees and **should be left blank**.

PIRL 2120, 2122 and 2124: Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st, 2nd or 3rd Quarter After Program Completion (QPR Section G3)

The total number of participants that were incumbent workers when they entered the training program and have advanced into a new position with their current or new employer within one year of completion of the training program.

- Record code value “1” in **PIRL 2120** if the participant is an incumbent worker and advanced into a new position in the first quarter after training program completion. Record code value “0” if the participant did not advance in the first quarter after training program completion. Record code value “9” if the information is not yet available.
- If an incumbent worker advances in the 1st or 2nd quarter after completion, grantees do not need to track advancement for that participant in future quarters.
- An incumbent worker may have up to three quarters after program completion to advance in their position, and grantees may report these outcomes at any time during the three quarters after program completion.
 - A participant cannot be counted in both **PIRL 2119** and **PIRL 2120, 2122, or 2124**. If a participant is reported in PIRL 2119 in the 1st Quarter and advances in the 2nd or 3rd quarter after completion, the grantee should update PIRL 2119 to “0” and report the appropriate data element corresponding to the quarter in which the participant advanced (PIRL 2122 or PIRL 2124). This ensures that there is no duplication between the two separate performance metrics.