
CASE MANAGEMENT AND INTAKE

DOL OFFICE HOURS AND PEER-TO-PEER DISCUSSION



January 25, 2024

PERFORMANCE REPORTING PROCESS

PIRL



Data Collection

- **PIRL** informs what data is needed
- Procedures developed and implemented to collect data in the **PIRL**



Data Management

- Case management system safely stores and organizes data
- Participant data tracking continues



Data Preparation

- Create **.csv** file formatted with all required participant data



Data Uploading

- Upload **.csv** file into **WIPS**
- Resolve file submission errors, as needed



Report Generation

- **WIPS** processes data using edit checks and aggregation rules
- **WIPS** generates a **QPR**



INTRODUCTIONS

THREE-PART AGENDA



1. Part I. DOL Office Hours

National Office Nursing Expansion team will provide guidance on data collection, data management, and data preparation

2. Part II. Q&A

Ask DOL staff your performance reporting questions

3. Part III. Peer-to-Peer Discussions

DOL staff will log off the event and you will join your peers in discussions about case management systems and data collection strategies. *This portion of the event will not be recorded.*

TODAY, YOU WILL LEARN ABOUT...



Your grant's data collection requirements



How to use your interactions with participants as opportunities to collect data



Considerations for selecting a method of case management



Setting up data collection and management processes to prepare your data for submission to DOL



Strategies and tips from your peers on case management and data collection

SUPPLEMENTAL RESOURCES

- ▶ **New!** Nursing Expansion PIRL 2021
 - File name: NEG_BPG 2021 H-IB PIRL January 2024 FINAL
- ▶ **New!** Nursing Expansion Sample Case Management Database and Data File
 - File name: NE Sample Case Management_Data File
- ▶ **New!** Sample Incumbent Worker Intake Forms
- ▶ **New!** Sample Needs Assessment
- ▶ Nursing Expansion Data Collection and Tracking Toolkit
 - File name: H-IB NE Data Collection and Tracking Toolkit

ANNOUNCEMENT – DATA ELEMENTS

*Use the list of data elements in the **Nursing Expansion PIRL 2021** file to collect data and develop your case management system*

- ▶ The full Excel version of the PIRL has been released:
 - TAB 2 contains your final list of data elements.
- ▶ The preliminary list of data elements DOL provided previously should be disregarded.
 - This list of data elements is out of date.

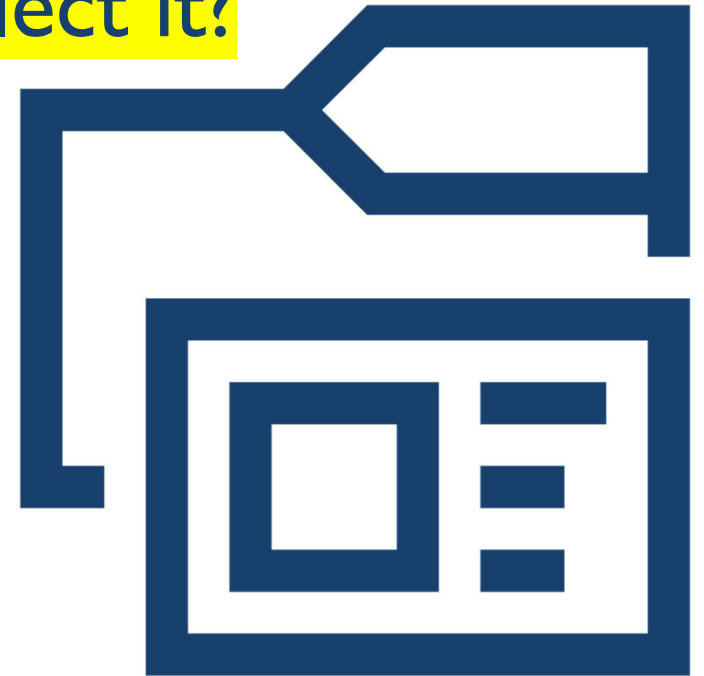


DATA COLLECTION PART I:

UNDERSTANDING WHAT TO COLLECT

DATA COLLECTION

- ▶ ***What*** information do I need to collect?
- ▶ ***From whom*** do I need to collect it?
- ▶ ***How and when*** should I collect this information?
- ▶ ***Who*** at my grant is going to collect it, track it, manage it, and report it?



WHAT IS THE PARTICIPANT INDIVIDUAL RECORD LAYOUT (PIRL)?

- ▶ Contains all the Department of Labor (DOL) required data that should be tracked and reported for all grants awarded by the Employment and Training Administration (ETA)
 - H-1B grants use a subset of all possible data elements available: 90 data elements
- ▶ Provides a key, or road map, for decoding the data elements and their associated code values used to report on participants
- ▶ AKA:
 - “The PIRL”, H-1B PIRL or H-1B PIRL 202, PIRL schema or H-1B PIRL schema

PIRL Data Elements that Apply to H-1B Grantees					
OMB Control Number 1205-0521*					
The PIRL data elements provided below are approved for H-1B grants in the ETA-9172 DOL Amended PIRL. The data elements that are indicated as "(WIOA)" in column B are H-1B PIRL data elements shared with WIOA formula programs.					
DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUES	ADDITIONAL H-1B CODE VALUE INSTRUCTIONS

WHAT'S IN THE PIRL? TABS 1-4

Tab 1

- PIRL file Table of Contents

Tab 2

- H-IB ONLY PIRL 2021 schema
- Data elements used by H-IB grantees only, including Nursing Expansion grantees

Tab 3

- H-IB validation rules used by the Workforce Integrated Performance System (WIPS) to verify the file submission and confirm the code values in it.

Tab 4

- Valid Values: the valid code values that can be used in each data element.

WHAT'S IN THE PIRL? TABS 5-8

Tab 5

- Duplicate Rules: used to keep grantees from entering a participant multiple times
- FYI only – programmed in WIPS

Tab 6

- Logic Rules: help ensure data is entered correctly by rejecting data that isn't logically possible
- For example, rejecting a data of program exit that is earlier than a date of program enrollment

Tab 7

- Aggregation Rules: sum together the participant data in the QPR outcomes

Tab 8

- The current QPR format

H-1B PIRL SCHEMA: TAB 2

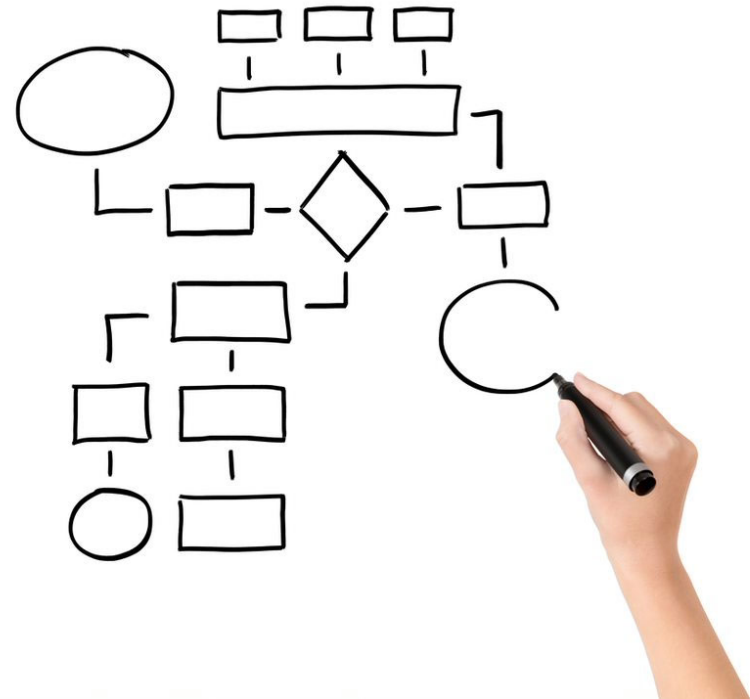
WHAT IS A DATA ELEMENT?

- ▶ An identifying number
- ▶ An identifying name
- ▶ An indicator of data type/size
 - IN = integer
 - AN = alpha/numeric
 - DT = date
- ▶ HINT: Use TAB 4 – Valid Values for more information about data type and length.
- ▶ Code values
 - An example of the data field parameters
- ▶ Additional H-1B Code Value Instructions

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUES	ADDITIONAL H-1B CODE VALUE INSTRUCTIONS
100	Unique Individual Identifier (WIOA)	AN 12	Record the unique identification number assigned to the participant. At a minimum, this identifier for a person must be the same for each program entry and exit (i.e., "period of participation") that an participant has during a program year so that a unique count of participants may be calculated for the program year. NOTE: For Titles I, II, and III, unless specifically directed in program guidance, this field cannot contain a social security number.	XXXXXXXXXXXX	
101	State Code of Residence (WIOA)	AN 2	Record the 2 letter FIPS alpha code of the state of the primary domicile of the participant. For example, the State of Alabama would be represented as "AL." Primary domicile is that location established or claimed as the permanent residence or "home" of the participant. If primary domicile is outside the United States, use the following numeric codes: 77 = All Other Countries 88 = Mexico 99 = Canada For persons on active military duty, states should record the two letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency. AE (ZIPS 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa AP (ZIPS 962xx - 966xx) for Armed Forces Pacific AA (ZIPS 340xx) for Armed Forces (Central and South) Americas	XX	
105	Special Project ID - 1 Grant Program	AN 7	Record SAG1111 if the participant is being served by Scaling Apprenticeship grant funds. Record CSG2222 if the participant is being served by Apprenticeships: Closing the Skills Gap grant funds. Record RHG3333 if the participant is being served by Rural Healthcare grant funds. Record OWG4444 if the participant is being served by One Workforce grant funds. Record NEG5555 if the participant is being served by Nursing Expansion grant funds. Record BPG0001 if the participant is being served by Building Pathways to Infrastructure Jobs grant funds.	SAG1111 = Scaling Apprenticeship Grant CSG2222 = Apprenticeships: Closing the Skills Gap Grant RHG3333 = Rural Healthcare Grant OWG4444 = One Workforce Grant NEG5555 = Nursing Expansion Grant BPG0001 = Building Pathways to Infrastructure Jobs Round 1 Grant	

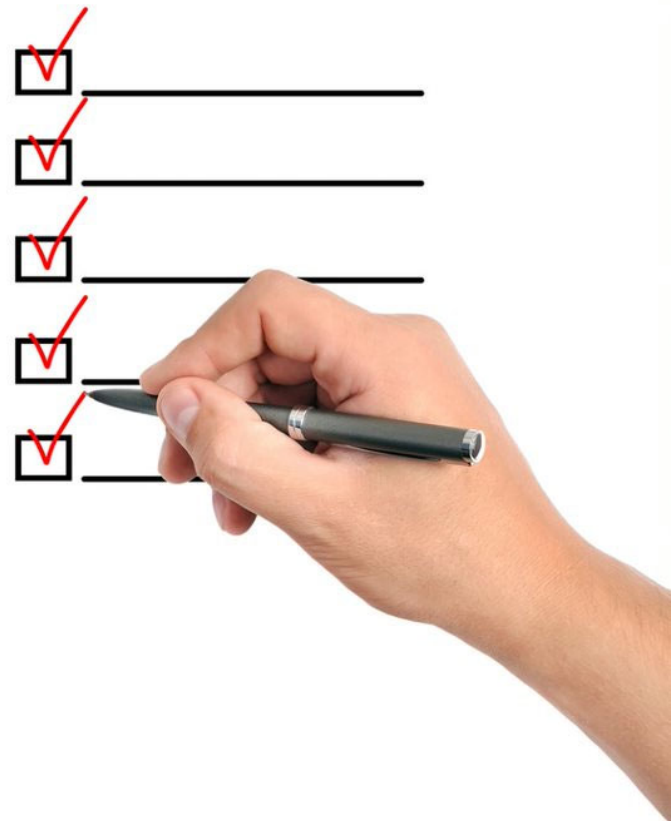
ESTABLISHING YOUR PROCESS FOR REPORTING

- ▶ Reporting should reflect the impact and good work your grant activities are having on the workforce.
- ▶ To accurately and effectively track participants, there are a few things grantees must do:
 - Determine participant eligibility
 - Collect participant data at intake
 - Track participant data through case management processes
 - Update participant data in using participant data tracking procedures as they progress



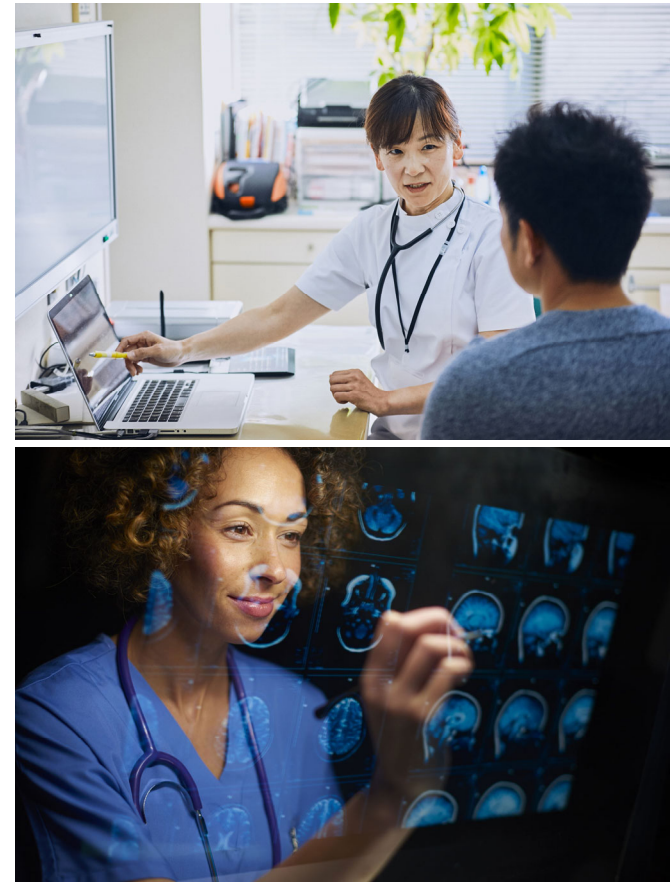
DETERMINING PARTICIPANT ELIGIBILITY

- ▶ Before collecting participant data, establish whether an individual is eligible for your grant program and activities
- ▶ As part of your process to determine participant eligibility, ask the following questions:
 - Is the individual eligible based on your:
 - The Nursing Expansion Funding Opportunity Announcement (FOA)?
 - Current Statement of Work (SOW) as submitted to DOL?



DEFINITION: PARTICIPANT

- ▶ An individual who receives a direct, grant-funded service after being determined eligible for the grant (i.e., training participant)





DATA COLLECTION PART II:

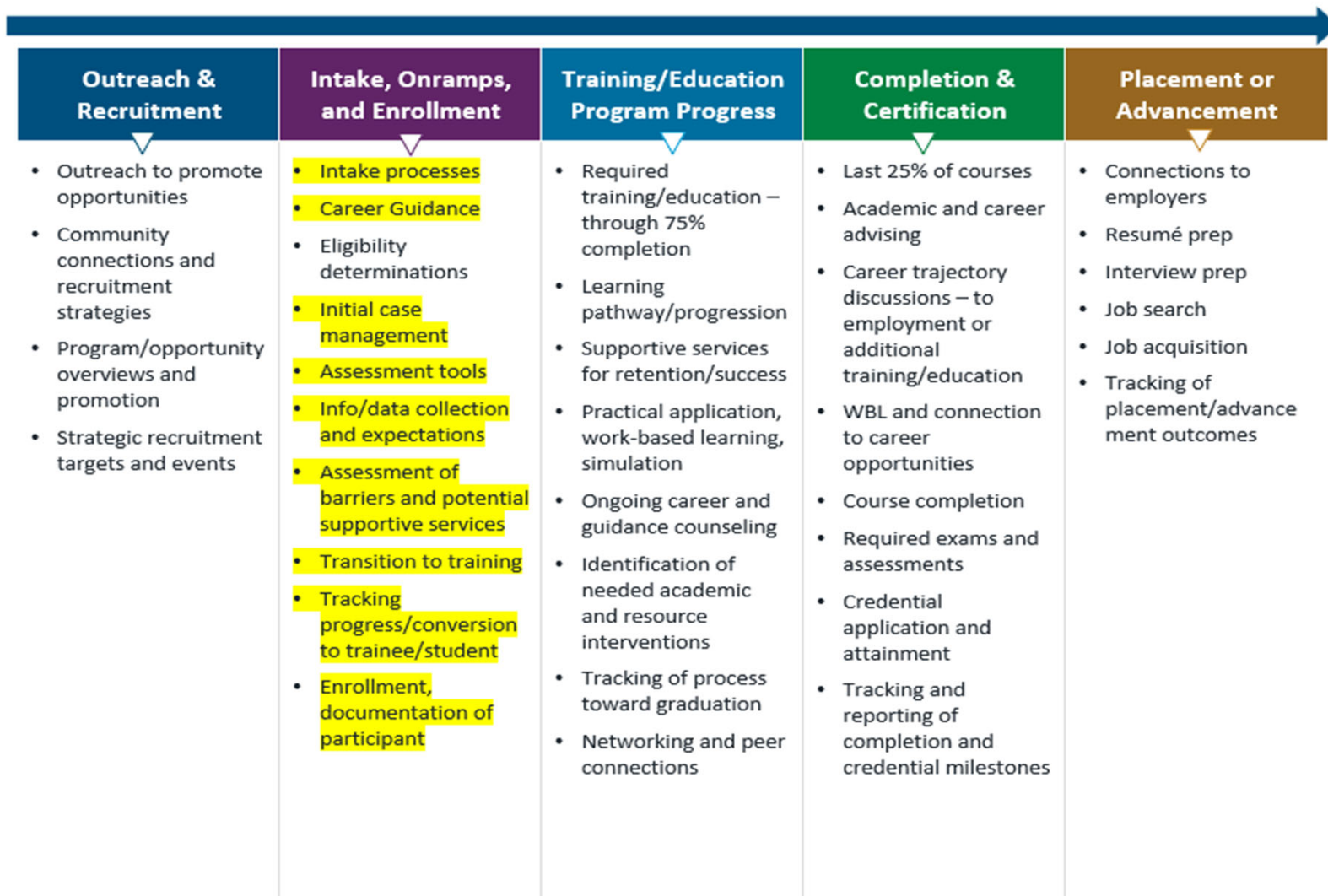
FINDING AND CREATING OPPORTUNITIES TO COLLECT DATA FROM PARTICIPANTS

DATA COLLECTION – QUESTIONS

- ▶ ***What*** information do I need to collect?
- ▶ ***From whom*** do I need to collect it?
- ▶ ***How and when*** should I collect this information?
- ▶ ***Who*** at my grant is going to collect it, track it, manage it, and report it?



INTEGRATING DATA COLLECTION INTO PARTICIPANT INTAKE AND ENROLLMENT PROCEDURES



ESTABLISHING ELIGIBILITY

“

All participants must be at least 17 years of age and not currently enrolled in secondary school within a local educational agency. Training must result in advancement of an individual's skills along a career pathway into middle- and high-skilled nurse education professional and nursing occupations.

”

Nursing Expansion Grant Program Eligibility Requirements
Funding Opportunity Announcement page 29

KNOWLEDGE CHECK I

- ▶ When I determine that a person is eligible to participate in my Nursing Expansion program, I should include them in my records as a participant.
 - True
 - False



KNOWLEDGE CHECK I – ANSWER

- When I determine that a person is eligible to participate in my Nursing Expansion program, I should include them in my records as a participant.

- True
- False



INTAKE FORMS SHOULD MAP TO PIRL DATA ELEMENTS



Applicant Intake Form

		A	B	C	D	E
Date	Agent/Representative Name	200	Date of Birth (WIOA)	DT 8	Record the participant's date of birth.	YYYYMMDD
Applicant Name	Social Security Number	201	Sex (WIOA)	IN 1	Record 1 if the participant indicates that he is male. Record 2 if the participant indicates that she is female. Record 9 if the participant did not self-identify their sex.	1 = Male 2 = Female 9 = Participant did not self-identify
Applicant Information		202	Individual with a Disability (WIOA)	IN 1	Record 1 if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant did not self-identify.	1 = Yes 0 = No 9 = Participant did not self-identify
Home Phone	Cell Phone	210	Ethnicity: Hispanic / Latino (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her ethnicity.	1 = Yes 0 = No 9 = Participant did not self-identify
Address	Email Address	211	American Indian / Alaska Native (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.	1 = Yes 0 = No 9 = Participant did not self-identify
City	State	212	Asian (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.	1 = Yes 0 = No 9 = Participant did not self-identify
ZIP Code	Education Level					
DOB	Gender/Sex					
Race	Education Level					
Veteran Status	Education Level					
Criminal History	Other					

CONVERT THE DATA ELEMENTS INTO INTAKE/ENROLLMENT QUESTIONS

► Options

- Fill-in-the-blank
- Yes/No
- Multiple Choice
- Open-ended
(works best in
interview format
for intake)

DE #	Data Element	Description	Sample Intake Form Question
210	Ethnicity Hispanic/ Latino	Record 1 if the participant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her ethnicity.	Question One: Do you self-identify as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race? YES/NO
211	American Indian or Alaska Native	Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.	Question Two: Do you self-identify as a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition? YES/NO

WHEN THE DATA ELEMENTS DON'T EASILY CONVERT TO QUESTIONS...

- If someone is currently working (i.e., not unemployed), how would you go about establishing whether they are an incumbent worker or an underemployed worker?

907	Recipient of Incumbent Worker Training	IN 1	Record 1 if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i). Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4). Record 3 if the participant received Incumbent Worker training services under both Statewide funds (Governor's Reserve and/or Rapid Response) WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i) and Local Formula funds under WIOA section 134(d)(4). Record 4 if the participant received Incumbent Worker training services under H1B. Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170). Record 6 if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP)(WIOA section 167). Record 7 if the participant received Incumbent Worker training services under an grant funded through apprenticeship appropriated funds. Record 0 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	1 = Statewide 15% and/or Rapid Response 25% only 2 = Local Formula only (20%) 3 = Both Statewide and Local Formula 4 = H-1B funded grant 5 = DWG funded grant 6 = NFJP funded grant 7 = Apprenticeship appropriated funded grant 0 = No
2101	Underemployed Worker	IN 1	Record 1 if a person is 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. Record 0 if the participant does not meet any of the conditions described above.	1 = Yes 0 = No

MORE EXAMPLES

- ▶ Sample Needs Assessment form
- ▶ Sample Incumbent Worker intake form



WHEN THE INFORMATION IS SENSITIVE

► Collecting Personally Identifiable Information (PII)

- PII is information that can be used to distinguish or trace an individual's identity.
- Grantees are required to collect Social Security Numbers (SSNs) for all participants served.
 - Note that a participant cannot be denied services for failing to disclose this information – however, you must ask!
- Grantees must **always protect PII** during collection, storage, transmission, and disposal.



For more information, access **Guidance on the Handling and Protection of PII** at: [Training and Employment Guidance Letter \(TEGL\) No. 39-11](#)

SAMPLE DISCLAIMER LANGUAGE FOR AN INTAKE FORM

*This project was funded by a grant awarded under the H-1B Skills Training Grants by the U.S. Department of Labor's Employment and Training Administration. The collection of this information helps to track the long-term success of this training program. Your personal information is kept confidential and secure and will not be shared with any outside agencies other than those involved with the support or oversight of the H-1B grant received by Sample Community College and issued by the U.S. Department of Labor. Your information will never be sold or shared with third party agencies through your participation in grant supported training activities. Please direct any additional questions concerning the use of your personal information to Jane Green, Program Director at 856-691-XXXX.

In addition to requesting a range of information from project participants, including demographic information, the use of your Social Security Number is also requested in order to access wage and employment information through state databases. Although you cannot be denied service for failure to provide your Social Security Number, we strongly encourage you to do so in order to enable the project to quantify specific employment-related outcomes.

TIPS FOR OVERCOMING CHALLENGES IN COLLECTING DATA



Collect and save information from Day 1 to avoid having to re-ask the same question.



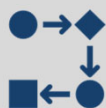
Use a face-to-face intermediary to ask questions and collect information during intake.



Break down complicated data elements into smaller components and create individual questions for each component.



Cross-check pieces of information collected from participants or on documentation received.



Make sure what you ask is *enough* to provide you with the information you need (but don't create an extra burden on yourself).



Tell participants *why* you are asking for information (either on forms or in an interview). Explain how it's being protected and what it will be used for.

CREATE A PLAN – WRITE IT DOWN!

Staff Roles: Case Manager, Program Coordinators, Training Providers, Service Providers, Employers, Program Director, Program Manager, Career Navigator, Other?

PIRL Data Elements	Participant Contact Activity	Anticipated Dates of Contact	Staff Member Responsible for Collecting Data
Example: PIRL 200	*Eligibility Determination	July-August 2024, July-August 29	NAME, Program Coordinator
	Intake Process		
	Academic Assessments		
	Supportive Service Assessments		
	Career Guidance or Educational Counseling		
	Transition to Training		
	Other		

*Eligibility determination is not a grant-funded service, but information obtained during the eligibility process can be used to report required data elements on individuals who become grant participants.



DATA MANAGEMENT

CASE MANAGEMENT AND DATA DOCUMENTATION

DATA MANAGEMENT – QUESTIONS

- ▶ **Where** is participant data being stored and tracked?
- ▶ **What** documentation do I need to verify the data I collect and report?
- ▶ **What** procedures and processes are being used to continue to track participants over time?



INTERNAL CASE MANAGEMENT SYSTEM IS CRUCIAL

Remember! WIPS is exclusively a performance reporting system, not a case management system.



All the data you collect will need to be stored, managed, and tracked in your own case management system.



Decide on the system you will use for case management before you have data to store.



It is imperative to understand the data file requirements so that whatever system you use will export an approved file format.

OPTIONS FOR CASE MANAGEMENT

- ▶ Purchase existing software from a third-party vendor
- ▶ Contract with an Information Technology system developer to build a custom case management system
- ▶ Use your own internal management information system (MIS) or a database system
- ▶ Use an Excel spreadsheet



CAUTION: If you are using State's Title I WIOA reporting system, note that it is not sufficient for reporting an H-IB grant. You will still need to:

1. have another method to track the data elements required in the H-IB PIRL that are not captured by this system; and
2. ensure that it generates the file format for H-IB that is accepted by WIPS

CASE MANAGEMENT OPTIONS – PROS & CONS

Option	Pro	Con
Purchase Existing Software	• Can be convenient to access • Secure • Built-in and updated checks help avoid WIPS errors	• Cost • May not be worthwhile time or cost investment if expected number of participants is small
Build a Custom System	• Developed exactly to the grant program specifications • May have many of the same “pros” as purchasing an existing system (i.e., access, security)	• Cost • Time to develop • When the PIRL is revised, the system will need to be updated
Use your Existing System/Database	• Readily-available • Familiar	• May not have the option to collect all information needed • May not securely store data
Use an Excel Spreadsheet	• Easy to convert to WIPS file submission format • No new cost or new skills to acquire • May be a good option if the number of participants you are serving or planning to serve is very low	• If the file is not backed up, all data is lost. • Prone to manual error and possible longer file submission times • May not securely store data

TIPS FOR COLLECTING AND TRACKING PARTICIPANT DATA FROM PARTNERS

- ▶ These tips will help improve the data collection process between program grantees, employer partners, and education and training providers
 - Develop or procure an electronic case management system that can be securely accessed by appropriate staff **and program partners**.
 - Provide training to all partners to ensure consistency and understanding of data elements.
 - Develop a standardized partner form that all your partners must use so they are all returning the same information in the same format.
 - Establish a timeline for your partners to provide you with the information *each quarter* with enough time left for you to compile it before the deadline.



DOCUMENTING PARTICIPANT DATA

- ▶ Regardless of which method of case management you select, you must document the information you collect and report to DOL.
- ▶ Valid documentation varies according to data element

Attachment II: Source Documentation DOL- only Data Element Validation																					
Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Regional WIOA Youth	WIOA Adult	WIOA Dislocated Worker	WIOA Youth	Dislocated Worker	WIOA Youth	WIOA Youth	WIOA Youth	WIOA Youth	WIOA Youth	WIOA Youth	WIOA Youth	WIOA Youth	WIOA Youth			WIOA Youth	WIOA Youth	WIOA Youth
SECTION A - INDIVIDUAL INFORMATION																					
SECTION A.02 - EQUAL OPPORTUNITY INFORMATION																					
200	Date of Birth (WIOA)	Record the participant's date of birth.																		• Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records • Self-Attestation	For H-1B grantees: Grants that serve incumbent worker participants may use documentation maintained by the employer to document "Date of Birth (WIOA)." For Job Corps: Job Corps also allows the following where the applicant's name and date of birth is identified: i) Department of Homeland Security (DHS) documents including Document I-55 Permanent Resident Card and Form I-94 Arrival/Departure Record ii) Employment records
202	Individual with a Disability	Record 1 if the participant indicates that he/she has a "disability" as defined in Section 102(a)(1) of the																		• School 504 Records Provided for Student	

- ▶ Speak with your FPO about the documentation they would like to see on a monitoring visit.

Training and Employment Guidance Letter (TEGL) 23-19, Change 2: [Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#) and [Attachment II](#)



PREPARATION

UNDERSTANDING THE WIPS DATA FILE FORMAT

DATA PREPARATION

- ▶ ***What*** is the correct format for submitting data in WIPS?
- ▶ ***What*** procedures are used to correct inaccurate data or file rejections?



WHAT IS A DATA FILE?

- ▶ Grantees will upload a data file that includes 90 PIRL data elements.
- ▶ The data file includes code values for each PIRL data element that must be entered for each participant served in your program.
- ▶ The format of the file submitted to DOL must be saved in either .txt or .csv format.

Each **ROW**
represents one
participant



100000000001	MA	RHG3333	SAPRE33		19670131	1	0
100000000002	FL	RHG3333	SAPRE33		19901120	1	1
100000000003	CA	RHG3333	SANON00		20020823	2	9
100000000004	AZ	RHG3333	SAPRE33		19780506	9	0



Each **COLUMN** represents the data
element for each participant

DATA FILE TECHNICAL REQUIREMENTS

- ▶ Files must be submitted in a comma separated “.txt” or “.csv” format.
- ▶ File must include a column for each data element even when instructed to leave the data element blank.
- ▶ File cannot contain:
 - Participant names
 - Data element headers
 - Additional columns and rows
 - Missing code values for mandatory DEs
- ▶ Note that in some cases, leaving the data field blank is an option if the data element does not apply to the participant or the grant program.
- ▶ If you have partners who are providing their own data, it must be compiled into one data file.



QUESTIONS?

WHAT'S NEXT? UPCOMING PERFORMANCE EVENTS AND TOPICS

Discuss data collection and case management systems and strategies with your peers

Today!

Feb 1 and Feb 8

Quarterly Performance Office Hours
2-3 PM EST

P2P Event: Best practices and tips for using Excel files to report

Late Feb

March

Webinar: A drilldown into the data elements

Webinar: Performance outcomes, performance targets, and the Quarterly Performance Report (QPR)

April

Quarterly Performance Office Hours 2-3 PM EST

May 1 and May 8

Webinar: How to submit a data file in WIPS and resolve submission errors

June

QUARTERLY PERFORMANCE OFFICE HOURS



Ongoing performance technical assistance opportunity for grantees to ask performance questions and get help solving reporting issues



Held on Microsoft Teams on the 2-3 Thursdays prior to the reporting deadline at 2-3 PM Eastern



Will become especially important as reporting guidance continues to roll out and we get closer to the first data file submission



If you have complex or detailed questions, send them first to NursingExpansion@dol.gov so we can review your grant's documentation ahead of time and confer with other staff if needed.



First sessions will be held on February 1 and 8 -- watch your inbox for invitations!

THANK YOU!



Thank You from DOL!



Stay on [now](#) to discuss case management with other Nursing Expansion grantees.

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