



Grantee Performance Management System (GPMS)

Instructions for submitting the Comprehensive Service Program (CSP) Report

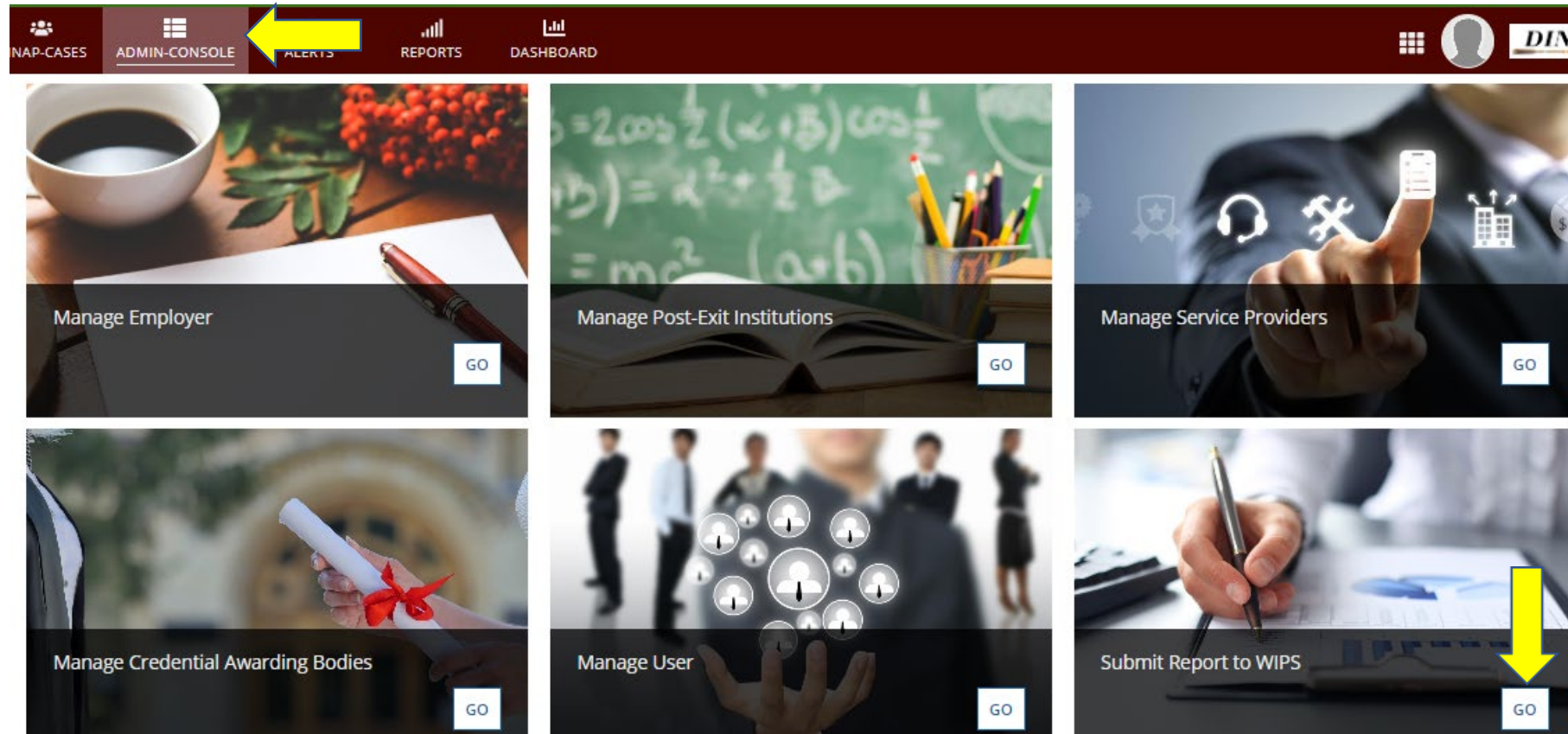


U.S. Department of Labor
Employment Training Administration

Presented by:
Jennifer Whitmore and Terrence Clark

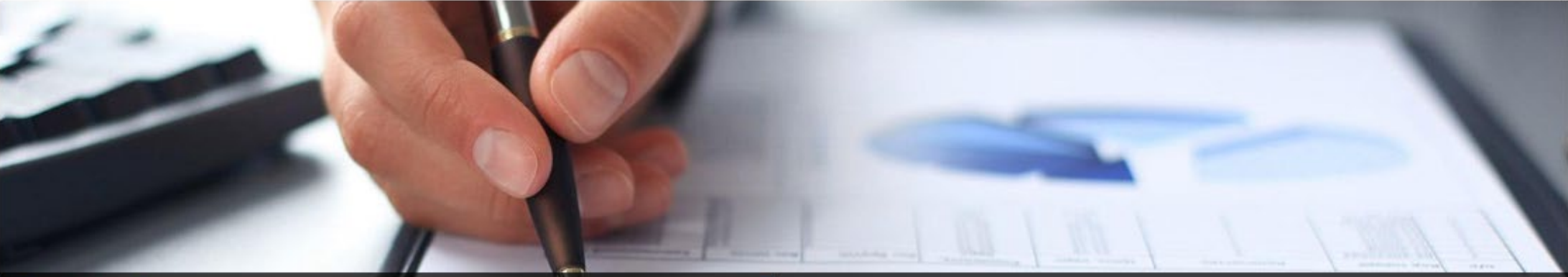
GPMS Reporting

Submitting Report – Click in the ADMIN-CONSOLE button at the top of the menu bar. Then click on the “GO” Button on the “Submit Report to WIPS”



GPMS Reporting

Submitting Report – Select the quarter you wish to report and then click the “SUBMIT” button to submit the report.



– Please Select a Quarter

10/1/2023 - 12/31/2023

7/1/2023 - 9/30/2023

4/1/2023 - 6/30/2023

1/1/2023 - 3/31/2023

– Please Select a Quarter

CLOSE

SUBMIT

GPMS Reporting

Submitting Report – After the report has been submitted the Confirmation screen appears with instruction on how to certify and resolve errors to submit the report.

Your report file is being processed by WIPS! The process will take 15-30 minutes to complete.

How to View and Certify a QPR in WIPS:

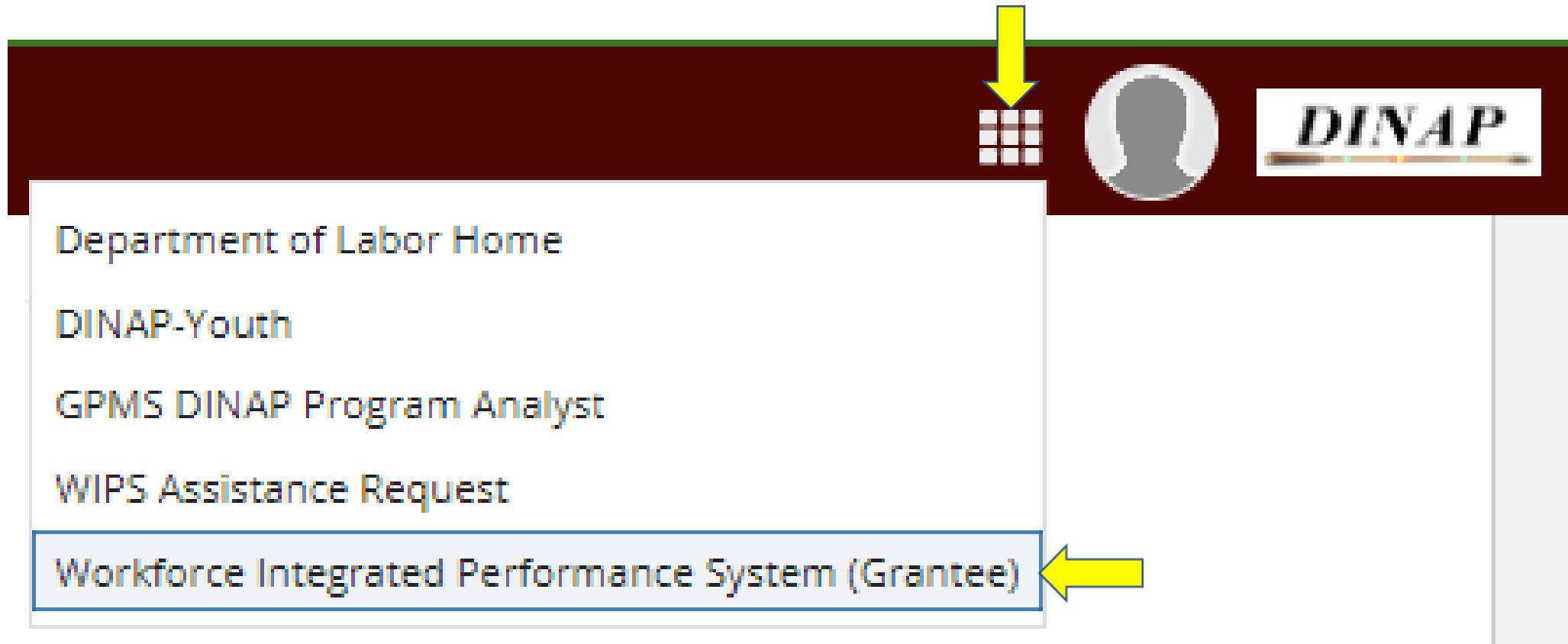
1. Navigate to WIPS by clicking the icon in the upper right corner of the page.
2. Select **MY REPORTS** from the WIPS tab bar.
3. Select **Quarterly Performance Reports**.
4. Find recent report uploads under **Not Certified | Current Reporting Period** section.
5. Open report by clicking the hyperlink under **Status** in **Not Certified | Current Reporting Period** section.
6. Confirm accuracy of information.
7. Click **Certify** in the lower corner of the QPR for report certification.

How to Resolve an Error Message:

1. In WIPS, select **EDIT CHECK RESULTS** from the WIPS tab bar.
 2. Select the # number of errors, in blue font, from the most recent report file submission.
 3. Select the Error, in blue font, under the Edit Check Error Summary to view which participant cases have an error.
 4. Note the Participant ID and navigate to GPMS.
 5. Search for the case by the Participant ID and make necessary corrections to the case.
 6. Resubmit the report to WIPS.
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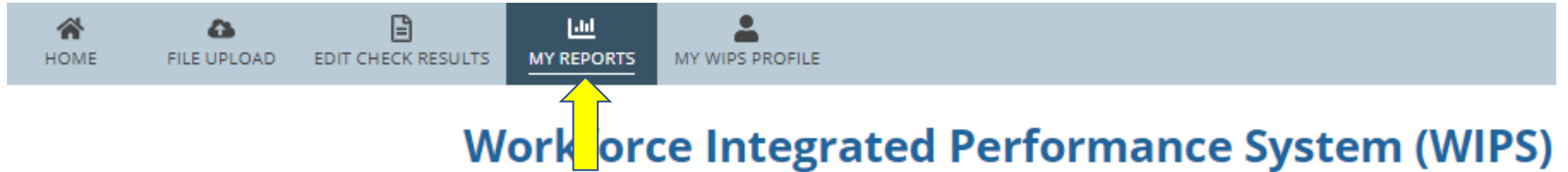
GPMS Reporting

Submitting Report – Click the Navigation button that looks like a tic-tac toe or a waffle pattern to go to the WIPS program.



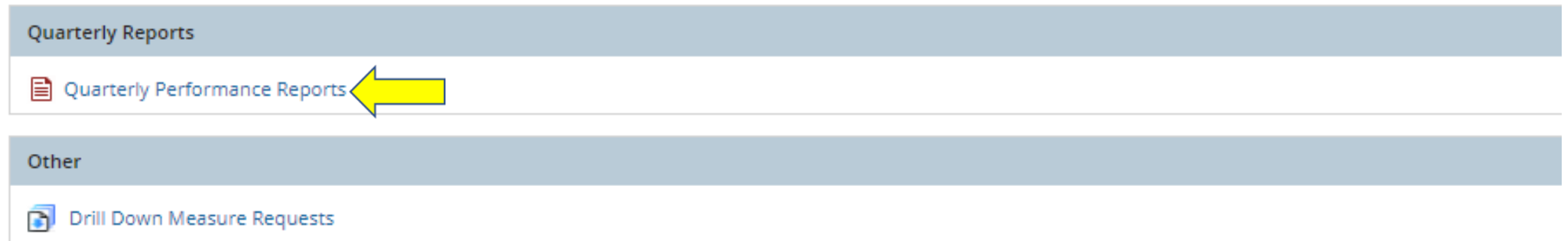
GPMS Reporting

Submitting Report – In WIPS system click the “MY REPORTS” button and then click on “Quarterly Performance Reports” text.



Reports Available

Select a Report Link below to display list of Quarterly or Annual Performance Reports.



Submitting Report – Then select the “Quarter End Date” and the Select Program “Indian and Native American Programs” Adult or “Indian and Native American Programs (Youth)”

[Request WIPS Assistance](#)

You must select Quarter End Date and Program to see the generated reports. The list of Programs is associated with your WIPS user account. Contact WIOA.Feedback@dol.gov to update this list.

12/31/2023

The asterisk (*) indicates a required field.

Select Program *

- Select a Program (Required) -

- Select a Program (Required) -

Indian and Native American Programs

Indian and Native American Programs (Youth)

Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created	
No items available									

GPMS Reporting

[Open Report](#) – Look for the program report in the Not Certified | Current Reporting Period and click on the words “Not Certified” in the Status column. You may have to scroll down the page to find this section.



Quarterly Performance Reports

Select Program *

Indian and Native American Programs

You must select a Program to see the generated reports. The list of Programs is associated with your WIPS user account. Contact WIOA.Feedback@dol.gov to update this list.

Certified | Current Reporting Period

Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created	↓
No items available									

Not Certified | Current Reporting Period

Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created	↓
10008929	107554	Not Certified	Indian and Native American Programs	12/31/2023	Clark, Terry		34-16-6841.csv	1/8/2024 3:59 PM EST	
10008908	107368	Not Certified	Indian and Native American Programs	12/31/2023	Clark, Terry		34-16-6829.csv	1/2/2024 4:55 PM EST	

GPMS Reporting

Review Report – You can switch from Quarterly or Rolling 4 Quarters and Print the report. Quarterly will show you your totals for the current quarter and Rolling 4 Quarters displays the last for quarters.

PY 2023 Qtr 12/31/2023 Performance Report for Indian and Native American Program

[REQUEST MEASURES](#)

Time Period: ☒ Quarterly ☐ Rolling 4 Quarters



Recipient: United Sioux Tribes of South Dakota Development Corporation

Reporting Period Covered:

Current Period: 10/01/2023 - 12/31/2023

Program Year to Date: 7/1/2023-12/31/2023



 Print

[View All Sections](#)[View By Section](#)

A. SUMMARY INFORMATION

Performance Items	Total Previous Period	Total Current Period	Total Program Year to Date
1. Total Exiters (Cohort Period: 7/1/2023-9/30/2023)	21	4	25
2. Total Participants Served (Cohort Period: 10/1/2023-12/31/2023)	13	10	14
3. New Participants Served (Cohort Period: 10/1/2023-12/31/2023)	2	1	3
4. Total Reportable Individuals (i.e., self-service customers) (Cohort Period: 10/1/2023-12/31/2023)	0	0	0

GPMS Reporting

Review Report –Sections A & B are Participant Summary Information. Notice the different cohort dates. Total Current Period (TCP) Total Program Year to Date (PYTD)

A. SUMMARY INFORMATION

Performance Items	Total Previous Period	Total Current Period	Total Program Year to Date
1. Total Exiters (Cohort Period: 7/1/2023-9/30/2023)	21	4	25
2. Total Participants Served (Cohort Period: 10/1/2023-12/31/2023)	13	10	14
3. New Participants Served (Cohort Period: 10/1/2023-12/31/2023)	2	1	3
4. Total Reportable Individuals (i.e., self-service customers) (Cohort Period: 10/1/2023-12/31/2023)	0	0	0

B. PARTICIPANT SUMMARY INFORMATION Cohort Period: (TCP 10/1/2023-12/31/2023) and (PYTD 7/1/2023-12/31/2023)

Performance Items - Sex	Total Previous Period	Total Current Period	Total Program Year to Date
1a. Male	7	6	8
1b. Female	6	4	6
1c. Did not Specify	0	0	0

B. PARTICIPANT SUMMARY INFORMATION Cohort Period: (TCP 10/1/2023-12/31/2023) and (PYTD 7/1/2023-12/31/2023)

Performance Items - Ethnicity/Race	Total Previous Period	Total Current Period	Total Program Year to Date
2a. American Indian or Alaskan Native	11	8	12
2b. Native Hawaiian	2	2	2

GPMS Reporting

Review Report – Section C list the different employment barriers you have list in the GPMS system. Total Current Period (TCP) Total Program Year to Date (PYTD)

C. EMPLOYMENT BARRIERS Cohort Period: (TCP 10/1/2023-12/31/2023) and (PYTD 7/1/2023-12/31/2023)

Performance Items	Total Previous Period	Total Current Period	Total Program Year to Date
1. Individuals with a Disability	1	0	1
2. Low-Income Individuals	5	4	6
3. Ex-Offenders	2	0	2
4. Public Assistance Recipients	6	5	6
5. Homeless Individuals or Runaway Youth	0	0	0
6. Single Parents (Including Single Pregnant Women)	0	0	0
7. Long-term Unemployed (27 or More Consecutive Weeks)	5	2	5
8. Basic Skills Deficient	0	0	0

GPMS Reporting

Review Report – Section D lists the WIOA Primary Performance Indicators. Clicking the “Show Numerator/Denominator” button will show the numerator and denominator for each percentage in red.

HIDE NUMERATOR/DENOMINATOR

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

Performance Items	Total Previous Period Combined	Total Previous Period Supplemental	Total Previous Period UI Match	Total Current Period Combined	Total Current Period Supplemental	Total Current Period UI Match	Total Program Year to Date Combined	Total Program Year to Date Supplemental	Total Program Year to Date UI Match
1. Employment Rate (Q2) (Cohort Period: 10/1/2022-12/31/2022)		22.2% 2/9			20.0% 1/5			21.4% 3/14	
2. Employment Rate (Q4) (Cohort Period: 4/1/2022-6/30/2022)		0.0% 0/2			0.0% 0/5			0.0% 0/7	
3. Median Earnings (Cohort Period: 10/1/2022-12/31/2022)		\$11,440			\$4,000			\$10,400	

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

Performance Items	Total Previous Period	Total Current Period	Total Program Year to Date
4. Credential Rate (Cohort Period: 4/1/2022-6/30/2022)	0.0% 0/2	50.0% 2/4	33.3% 2/6
5. Measurable Skill Gains (Cohort Period: 10/1/2023-12/31/2023)	0.0% 0/9	0.0% 0/5	0.0% 0/9

GPMS Reporting

Review Report – Section E list the Effectiveness in Serving Employers & Section F lists the Additional Indicators.

E. EFFECTIVENESS IN SERVING EMPLOYERS

Performance Items	Total Previous Period Combined	Total Previous Period Supplemental	Total Previous Period UI Match	Total Current Period Combined	Total Current Period Supplemental	Total Current Period UI Match	Total Program Year to Date Combined	Total Program Year to Date Supplemental	Total Program Year to Date UI Match
1. Retention with the Same Employer in the 2nd and 4th Quarter After Exit (Cohort Period: 4/1/2022-6/30/2022)		0.0% 0/0			0.0% 0/0			0.0% 0/0	

F. ADDITIONAL INDICATORS

Performance Items	Total Previous Period	Total Current Period	Total Program Year to Date
1. Percent in Training (Cohort Period: 10/1/2023-12/31/2023)	92.3% 12/13	80.0% 8/10	85.7% 12/14
2. Employability Skills Enhancement (Cohort Period: 7/1/2023-9/30/2023)	33.3% 7/21	50.0% 2/4	36.0% 9/25

GPMS Reporting

Review Report – Section G lists the Participant Services and Activities entered into the GPMS system.

G. PARTICIPANT SERVICES AND ACTIVITIES Cohort Period: (TCP 10/1/2023-12/31/2023) and (PYTD 7/1/2023-12/31/2023)

Performance Items	Total Previous Period	Total Current Period	Total Program Year to Date
1. Basic Career Services	1	0	1
2. Individual Career Services	2	2	4
2.a Work Experience	0	1	1
3. Training Services	12	8	12
3.a Adult Basic Education or GED Preparation	0	1	1
3.b Occupational Skills Training	12	8	12
3.c On-the-Job Training	0	0	0
3.d Registered Apprenticeship	0	0	0
3.e Entrepreneurial Skills Training	1	1	1
4. Supportive Service	1	2	3

GPMS Reporting

Review Report – There is no need to enter anything into the Common Exit Programs. Additional Comments section is for adding comments to reports.

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H-1B	SCSEP
Common Exit?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

ADDITIONAL COMMENTS

Report Comments

(*) The result for this cell is too small to protect Personally Identifiable Information (PII) and has been suppressed.

GPMS Reporting

Certifying Report – After the report is reviewed, scroll down to the bottom of the report. Then click the “CERTIFY” button to certify the report to U.S. DOL.

ADDITIONAL COMMENTS 

Report Comments

(*) The result for this cell is too small to protect Personally Identifiable Information (PII) and has been suppressed.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the Office of Policy Development and Research • U.S. Department of Labor • Room N-5641 • 200 Constitution Avenue, NW, • Washington, DC • 20210.

Do NOT send the completed application to this address.

CANCEL

SAVE

CERTIFY



Help Desk Contact Information

Resource Pages

GPMS [Dashboard](#) –

- User Manual, Ticket Support, Contact Information

Workforce GPS

[DINAP GPMS Resource Page](#)

- Training Guides and video tutorials

[DINAP-Youth Resource Page](#)

- Youth Services Descriptions & Guides

Helpline and Email Support

Phone Line: (800) 674-2605 -

- Standard Help Desk hours are Monday-Friday, 9:00 am – 5:00 pm EST

Email:

DINAP.GPMS.Support@dol.gov

- Shared Email address by DINAP staff



Thanks for reviewing the Submitting Adult Program Report procedures

GPMS Support Team

Email: DINAP.GPMS.Support@dol.gov

Phone Line: (800) 674-2605

Workforce GPS - [INA GPMS Resource Page](#)



U.S. DEPARTMENT OF LABOR