

QUARTERLY NEWSLETTER

Nursing Expansion – April- June 2024

NEW TECHNICAL ASSISTANCE>>>

DOL LAUNCHES NURSING EXPANSION COMMUNITY OF PRACTICE

The [DOL Nursing Expansion Community of Practice](#) (CoP) has been launched as a central location to access program technical assistance and policy guidance, and a place to interact with grant peers.

This community will be updated periodically as new information, guidance, and resources become available. To subscribe, check the box for “Nursing Expansion Grant” on your My Memberships and select My Email Preferences to ensure the Community Email Updates box is checked and save for updates about posts, resources, and training on the Community. You can choose to be notified instantly, daily, or weekly.

All new technical assistance resources will now be housed on the [Nursing Expansion Community of Practice](#).

WIPS IS MOVING TO A NEW INTERNET ADDRESS

During the weekend of April 13-14, the Workforce Integrated Performance System (WIPS) is scheduled to migrate to a new internet address (or URL).

The new URL will be

<https://entbpmp.dol.gov/suite/sites/wips>.

Until the new URL is active it will return a 404 – Page not found error. Grantees who are interested in working on their Quarterly Narrative Reports (QNRs) for the quarter ending March 31, 2024 prior to the migration should continue to use the current URL to log into WIPS.

Note that once the WIPS migration occurs, the link on the Login.gov Your Connected Accounts web page will not update automatically. After browsing to the new WIPS URL, it will show up as a new system and you will need to reconnect your Login.gov account.



UPCOMING EVENTS>>>

APRIL

- Performance Reporting Orientation 202 (Track 1): April 2 from 2:00 – 3:00 pm EST
- Performance Reporting Orientation 202 (Track 2): April 4 from 2:00 – 3:00 pm EST
- **Program Evaluation Overview:** April 11 from 12:00-1:00 PM EST
- Participant Lifecycle: Outreach and Recruitment TA Event: April 24 from 3:00 – 4:00 PM EST

MAY

- **Quarterly Reporting Office Hours:** May 2 and 9 from 2:00-3:00 PM EST
- **Preceptorship Programs TA Event** May 28 from 4:00 – 5:00 PM EST

JUNE

- Performance Reporting Orientation 301: June 13 from 3:00 – 4:30 pm EST
- Participant Lifecycle: Training and Education TA Event: June 26 from 3:00 – 4:00 PM EST

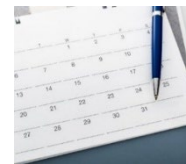
CURRENT TOPICS>>>

QUARTER ENDING MARCH 31, 2024: FINAL QUARTER FOLLOWING AN INTERIM REPORTING PROCESS

DOL Nursing Expansion grantees are required to follow an interim reporting process for the quarter ending March 31, 2024. Grantees will submit a Quarterly Narrative Report for the quarter. The QNR covers activities from January 1, 2024 through March 31, 2024, and is due May 15, 2024. Grantees will not submit participant-level data or a Quarterly Performance Report (QPR) in WIPS but should continue collecting data on participants that are being served in preparation for reporting the first data file next quarter on all participants served since the start of the grant (June 1, 2023).

PREVIOUS QUARTER HIGHLIGHTS>>>

What You May Have Missed...



In this issue, we take a look back at activities and resources provided by the Department of Labor Program Office between January and March. If you missed these resources, visit the [DOL Nursing Expansion Community of Practice](#) to get caught up.

JANUARY

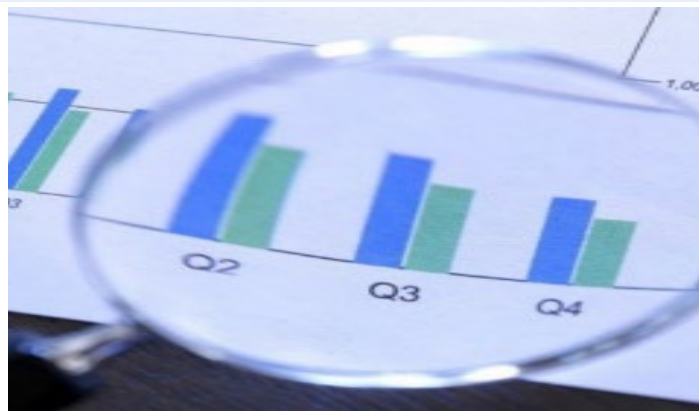
- **January 22** – H-1B PIRL 2021 for Nursing Expansion and Sample Case Management and Data File resources released
- **January 25** – Case Management and Intake TA event held
- **January 31** – Nursing Expansion Policy FAQ released

FEBRUARY

- **February 1 and 8** – Performance Reporting Office Hours held
- **February 15** – Quarterly Narrative Report due for the quarter ending December 31, 2023
- **February 22** – Using Excel to Manage Data and Track Participants TA event held
- **February 27** – Introduction to Peer Products P2P Event held

MARCH

- **March 19** – Performance Reporting Orientation 201 webinar held
- **March 19** – Performance Reporting and WIPS March Guidance Handbook released
- **March 26** – Leveraging Resources and Effective Partnerships event was held



REMINDERS>>>

TRACK 2 GRANTEES USE QNR TO REPORT OUTCOME #7

Nursing Expansion Track 2 grantees will use the QNR to report quarterly progress on the real-time performance outcome measure, “Total Number of Experienced Nursing Professionals Who Were Placed into a Preceptor Role” (Outcome #7).

Each quarter, grantees must report the **cumulative** number of experienced nursing professionals who take on a preceptor role as a result of the grant and begin actively performing preceptor duties in Section XI.B. of the QNR. This specific section is designed for H-1B grantees to report outcomes that are required but are not reported in the QPR.

The suggested format for reporting on Outcome #7 is to include the outcome name, the cumulative-to-date number achieved, and the target established during the compliance review process, with both numbers clearly labeled.

Grantees should report on the outcome each quarter even if no progress was achieved. For example, if no progress has been achieved since the start of the grant, grantees should include the outcome name in Section XI.B. as required and show “zero” for the cumulative-to-date total.

Grantees should continue to update the number each quarter by adding any new nurses to the total who were placed into a preceptor role.

Each quarter’s new total should never be smaller than the one reported in previous quarters unless a reporting error was made. If that is the case, grantees should include an explanation for why the number has been reduced.

For more information, Track 2 grantees should refer to Section 4.3 of the *Performance Reporting and WIPS March Guidance Handbook* for complete instructions.

HRSA SEEKS NOMINATIONS TO SERVE ON NATIONAL ADVISORY COUNCIL

The Department of Health and Human Services Health Resources and Services Administration (HRSA) is seeking nominations of qualified candidates to fill up to 11 open positions on the **National Advisory Council on Nurse Education and Practice (NACNEP)**.

The National Advisory Council on Nurse Education and Practice (NACNEP) advises the Secretary of the U.S. Department of Health and Human Services, and the U.S. Congress, on policy issues related to Title VIII programs.

These nominations will be accepted on a continuous basis. For more information on the opportunity, see the [HRSA Federal Committee Advisory site](#) for this opportunity. For more information on how to submit nomination packages, please review the solicitation in [the January 25 Federal Register](#).

IMPORTANT RESOURCES>>>

UPCOMING TECHNICAL ASSISTANCE >>>

PARTICIPANT LIFECYCLE AND PRECEPTORSHIP

Through your discussions with coaches and your comments in the Peer-to-Peer (P2P) events, the Technical Assistance (TA) team has recognized the benefit of sessions related to understanding key junctures in the participant lifecycle within programs, as well as preceptorship requirements.

The American Institutes of Research (AIR) TA team and coaches will present an overview of the full participant lifecycle, and then move into details of the first two steps in the cycle: outreach and recruitment; and intake, onramps, and enrollment. In May, the P2P session will focus on information related to preceptorship requirements, and coaches will be joined by a subject matter expert (SME) to share their experience as a grantee with preceptorship design, to be followed by Q&A. And in June, the team will present the next steps in the participant lifecycle: coaching and support for participants, which will include breakout discussions with coaches regarding questions, concerns, and challenges your team may be currently facing.



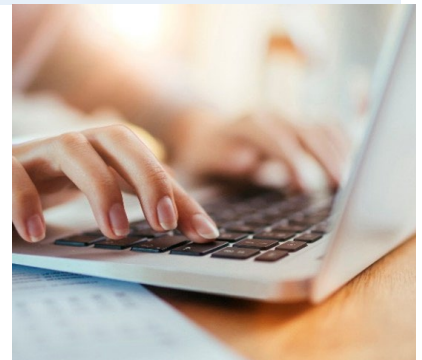
In all sessions, you will learn tips from coaches about how to strengthen the administration of your program. You'll also have the opportunity to hear directly from SME's and share your best processes, systems, and procedures.



KEY RESOURCES

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

- [Grantee Orientation recording and Orientation FAQ](#)
- [Nursing Expansion Policy FAQ](#)
- [Grantee Handbook](#)
- [Grants Management SMART 4.0 Training](#)
- [Performance Reporting Orientation series](#)
- Performance Reporting and WIPS Guidance Handbook ([Track 1 version](#) and [Track 2 version](#))
- [H-1B 2021 PIRL for Nursing Expansion Grantees](#)



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: I am a new project manager. What should I do to become informed about what I should know right now?

A: Congratulations! We know you'll have a lot of onboarding to do at your institution. There are several things you can do right away to start getting up to speed on this grant. *Note: This answer also works if you have hired a new project manager and want to get that person up to speed.*

First, contact your Federal Project Officer (FPO) and Technical Assistance coach to let them know you joined your institution's Nursing Expansion team. Reach out to the Department of Labor (DOL) National Office at NursingExpansion@dol.gov to get on the e-mail list to receive announcements and invitations to events. Read the [DOL Nursing Expansion Funding Opportunity Announcement](#) and the [Nursing Expansion Policy Frequently Asked Questions](#) to become familiar with grant program policy. If you haven't already, read your grant's Statement of Work (SOW) and the grant amendments for your program that have been processed to become familiar with your grant's approved program design. Check out the [Nursing Expansion Community of Practice](#) online to review policy guidance and resources that are currently available to help you implement your grant. Don't forget to bookmark the website! Become familiar with the grant reporting requirements by reviewing the [H-1B 2021 PIRL](#) and watching the [Nursing Expansion Performance Reporting Orientation series](#). Finally, watch your inbox and sign up to attend upcoming events in the next quarter and beyond to meet your peers during TA events and catch up with them in the remaining performance reporting orientations.. Finally, watch your inbox and sign up to attend upcoming events in the next quarter and beyond to meet your peers during TA events and catch up with them in the remaining performance reporting orientations.



If you have any questions about your grant, reach out to your FPO, who is your primary point of contact.

Evaluation Team to Kick Off Nursing Expansion Implementation Study

All Nursing Expansion grantees will be included in an implementation study led by Abt Global in partnership with MDRC, Social Policy Research Associates, and Trewon Technologies. We invite you to join DOL and the Abt research team for a webinar to learn more about the evaluation and your role in it. The webinar will be held **Thursday, April 11, 2024 from 12:00 to 1:00pm ET**. Please [register to attend](#) prior to the event. This study will build evidence on how sectoral strategies can engage employers, promote job quality, and diversify and support the workforce, especially individuals from populations that have historically been excluded from high quality jobs. The Department encourages you to attend the webinar "live" and ask questions of the research team. It will also be recorded and available on the Nursing Expansion Community of Practice.

Need Help?REPORTING	CONTACT	EMAIL
DOL/grant policy	Your FPO	FPO
Grant modifications	Your FPO	FPO
Grant management	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 (e.g., participation outreach, program retention, employer engagement, etc.)	TA Coach	(copy your FPO)
DOL Evaluation	NursingExpansion@dol.gov	FPO



**Nursing Expansion
Grant Program**
**U.S. Department of
Labor**