

Employment and Training Administration (ETA)

Reentry Employment Opportunities (REO)

Grantee Performance Management System (GPMS)

Grantee User Guide

Version 6.5

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DOCUMENT HISTORY

Version Number	Date	Responsible Individual	Summary of Change
6.5	5/30/2025	Riaz Shinwari	Restructured and reformatted the entire User Guide. All sections now have a consistent format. Guide includes informative tables with an associated screenshot, if applicable.
7.3	06/25/2025	Sehar Shafqat	Table of Contents, User Assignment Request, GPMS User Management Administration

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1. Introduction

The Reentry Employment Opportunities (REO) program office operates within the Employment & Training Administration's Office of Workforce Investment at the U.S. Department of Labor (DOL). Authorized as research and evaluation under Section 169 of the Workforce Innovation and Opportunities Act of 2014 (WIOA), grant programs funded through REO connect justice-involved youth and adults who are currently or formerly incarcerated with occupational skills training leading to industry recognized credentials, registered apprenticeship, education, case management, mentorship, and employment in industries and occupations that offer competitive wages and opportunities for advancement. REO also administers the Federal Bonding Program, which provides fidelity bonds to employers for the first six months of employment, at no cost to the job applicant or employer.

In addition to career training and planning, REO programs also fund supportive services¹ such as transportation, supplies, housing and childcare, for participants. Employer partners are an important part of REO programs, advising them on in-demand skills and credentials and providing paid work opportunities.

1.1 PURPOSE OF USER GUIDE

This User Guide offers a comprehensive overview of the REO Grantee Performance Management System (GPMS), including its primary functionalities, account(s) set-up, user role(s) establishment, and system navigation. This User Guide aims to provide the following essential information to REO GPMS users:

1. Case Management System Overview
2. Universal Features
3. Start-Up
4. Navigation

This User Guide is intended to be used in conjunction with all relevant Funding Opportunity Announcements (FOAs), the DOL Participant Individual Record Layout (PIRL)², all relevant DOL Guidance³, and the REO GPMS Data Dictionaries⁴. This User Guide is actively updated⁵ as the REO program-scope changes and is to be used only with the most recent REO GPMS release version.

¹ The WIOA Desk Reference and Supportive Services ([WorkforceGPS - Supportive Services and REO](https://www.workforcegps.org/Newsletters/2022/05/27/11/30/~link.aspx?id=29E73168F91C44309A8D72C2B4C8799A&z=z)), TEN No. 12-21: Practitioner's Guide to Supportive Services (<https://www.workforcegps.org/Newsletters/2022/05/27/11/30/~link.aspx?id=29E73168F91C44309A8D72C2B4C8799A&z=z>).

² Reporting Requirements ([Reporting Requirements | U.S. Department of Labor](https://www.dhs.gov/e-verify/requirements)).

³ TEGL 10-16, Change 3 ([Performance Accountability Guidance for Workforce Innovation and Opportunity Act \(WIOA\) Core Programs](https://www.dhs.gov/e-verify/requirements))

⁴ REO GPMS Help Tab, Sub-Tab Resources.

⁵ User Guide and Training Videos ([WorkforceGPS - REO-GPMS - Reporting System](https://www.workforcegps.org/Newsletters/2022/05/27/11/30/~link.aspx?id=29E73168F91C44309A8D72C2B4C8799A&z=z)).

1.2 REENTRY EMPLOYMENT OPPORTUNITIES (REO) MISSION STATEMENT

REO's mission is to inform the public workforce system on how to best serve justice-involved individuals by testing the effectiveness of service delivery models that support reentry into the workforce. REO funds state agencies, national intermediary organizations, local governments, and community-based organizations that provide job placement and training leading to industry-recognized credentials. These efforts are focused on high-poverty, high-crime communities.

1.3 TARGET POPULATIONS

Table 1. Target Population.

Youth and Young Adult Program	Adult Program
Age: 15 to 24 years old.	Age: 18 years old and older.
At risk or has been involved with the juvenile or adult criminal justice system. Certain programs may enroll up to 10% of young adult participants who left high school without graduating and are not involved in the criminal justice system.	Has been involved with the adult criminal justice system.

1.4 REO PARTICIPANT SERVICES

Table 2. Services for REO Participants in Youth and Young Adult Programs and Adult Programs.

REO Services	
Services for REO program participants include but are not limited to:	
Youth and Young Adults	Adults
Apprenticeships	Apprenticeships
Case Management	Case Management
Credit Retrieval	Career Exploration through Work Experience and Internships
Community Violence Interruption	Employer Connections
Diversion	Follow-up Services
Expungement	Individual Development Plan (IDP)
Follow-Up Services	Industry-Recognized Credentials

High School Diploma or Equivalency	Job Placement
Individual Development Plan (IDP)	Legal Assistance
Job Placement	Mentoring
Leadership Development Activities	Occupational Skills Training
Mentoring	Pre- and Post-Release Services
Occupational Skills Training	Pre-Employment Skill-Building Services
Restorative Justice Opportunities	Supportive Services
Supportive Services	Work Experience
Tutoring	
Work Experience	

2. GETTING STARTED WITH GRANTEE MANAGEMENT PERFORMANCE SYSTEM (GPMS)

2.1 REO GPMS OVERVIEW

Table 3. GPMS Overview.

REO GPMS Overview
REO GPMS is the primary web-based, mobile-accessible and role-based application required for REO Grantees to safely collect, store, and track data of participants enrolled in REO initiatives. REO GPMS is one of the Case Management Systems found in the Office of the Chief Information Officer (OCIO)'s Case Management Platform, which supports the case management cycle of the participants and performance reporting of the REO grants⁶. GPMS connects users to other federal systems, including Login.gov and certain users to the Workforce Integrated Performance System (WIPS) for quarterly performance reporting. Generating Quarterly Performance Reports (QPRs) - and transferring those QPRs to WIPS - is a core function of REO GPMS. GPMS supports multiple grants per grantee and multiple subgrantees for intermediary organizations. In addition, GPMS enforces compliance with DOL and REO specific reporting requirements. Due to the differences between REO grants, specific REO initiatives will have different enrollment eligibility data requirements. Please refer to individual grant Funding Opportunity Announcements (FOAs) for more information about enrollment eligibility criteria. Grantees must assign at least one Administrator in REO GPMS. Grantee Admins are the first to access a grant in REO GPMS and may designate: • Two other users, such as Grantee Admins • Sub-Grantees

⁶ [Privacy Impact Assessment - ETA - Reentry Employment Opportunities \(REO\) System | U.S. Department of Labor](#)

• Sites • Employers • Providers Additional information about user roles can be found in Section 2.4.
User roles in GPMS often represent User Groups, including: • Grantee Program Directors • Case Managers • Data Entry Personnel • Lead Workers (Supporting Direct Grantees and Sub-Grantees)
REO GPMS allows users to: • Add Participants (Adult or Youth) • Manage Cases • Manage Users (Direct Grantee or Intermediary including Sub-Grantee organizations) • View, Update, or Delete Participant Data • Add Notes • Upload Relevant Documentation

2.1.1 Main Functions of GPMS

Table 4. GPMS Functional Areas.

Functional Area	Notes
User Management:	Allow users to submit role and grant assignment requests.
Case Management:	Allows users to add, update, and track participant cases in the REO programs.
Services Management:	Allows users to add, update, delete, and track services, including program required services, supportive services, and training provided to participants.
Outcome Management:	Allows users to add, update, delete, and track participant outcomes.
Exit Management:	Allow users to exit participants based on pre-defined requirements.
Follow-Up Management:	Allows users to add, edit, delete and track follow-up services provided to participants.
Admin Module:	Allows users to see the summary of the organization, approve/deny user assignment requests and add/assign/remove sites or subgrantees.
Reporting:	Provides performance and user management reports that support DOL reporting requirements for internal and external users. The internal users include: the REO program staff, Federal Project Officers (FPOs), and REO technical assistance contract

	team members. The external users include grantee program directors, case managers, data entry personnel and lead workers supporting direct grantees and sub-grantees (intermediaries). Users can generate reports based on their role.
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2.2 BUILT-IN FEATURES

2.2.1 Common Features

Table 5. Common Features throughout REO GPMS.

Common Features	
The following common features appear throughout REO GPMS.	
Feature	Notes
Tabs/Subtabs:	Menu options that allow users to navigate to different tabs.
Navigation Buttons:	By clicking these buttons, the user can navigate to different pages.
Dropdown Lists:	Provide a list of allowable values for the field to which it is attached.
Tool Tips:	When the user hovers over this item, additional information is displayed.
Required Fields:	Displayed with an asterisk (*) directly next to a field label. These fields are mandatory and require user input.
Calendar Buttons:	Buttons are used for selecting a date.
Upload Documents:	Button used to upload documents.
Grids:	Displays relevant data.
Validation Messages and Alert Banners:	Displays required or recommended actions.
Header Content/Banner:	Banner displays grantee name, type, number, status, initiative, and total number of enrolled participants.

2.2.2 Navigation Buttons

Table 6. Navigation Buttons throughout REO GPMS.

Navigation Buttons	
Navigation Buttons provide a simple method for the user to move through the various screens. The buttons listed below are found throughout REO GPMS.	
Buttons	Notes

CANCEL:	Closes the page without saving the information and returns the user to the main overview page.
SAVE:	Saves the information on the user interface/screen.
SAVE & CONTINUE:	Saves the information and proceeds to the next page after validating all the required fields are filled in for the current page.
SAVE AS DRAFT:	Saves the information without validating if all the required fields are filled in for the current page.
BACK:	Returns to the previous page after validating all the required fields are filled in and saving the information of the current page.
COMPLETE INTAKE:	Completes the Intake status of the case by validating all the required fields and changes the status of the case to Active.
UPDATE:	Updates the information on the user interface/screen.
SAVE AND ADD ANOTHER:	Saves the information and proceeds to the next page to add another information within the same module.

2.2.3 Dropdowns

Table 7. Dropdowns.

Dropdowns
Dropdowns are used to provide a pre-determined list of <u>acceptable</u> values and to ensure that only those values are selected.

Figure 1. Dropdown Example.

Tool Tips

Any field marked with a **question mark (?)** contains a **tool tip** that is displayed when the user **hovers over the question mark**. At that time, the helpful information will be displayed, indicating specific instructions or data validation limits on the field in question. No action is required on the part of the user.

SUMMARY
INTAKE
IDP
ASSESSMENTS
SERVICES
OUTCOMES
FOLLOW UP
NOTES
DOCUMENTS
HISTORY

OVERVIEW
EDUCATION
WORKFORCE DEVELOPMENT
TRAINING
SUPPORTIVE
FOLLOW UP
PLANNED

⚠ Please enter a Qualifying Service (QS) with the recent date that matches the program entry date - 6/1/2022. Intake, assessments and supportive services are not considered Qualifying Services (QS).

Add Education Service

Service Type *

--Select a value--
 --Select a value--
 S.1-Enrolled in secondary education (QS)
 S.2-High school equivalency classes (QS)
 S.3-Remediation, tutoring, credit retrieval (QS)
 S.4-College bound activities (QS)
 S.5-Guidance and counseling (QS)
 S.6-Enrolled in post-secondary education during program participation

Provider

Select a provider

+ Add Provider

Location

City

Enter a city name

State

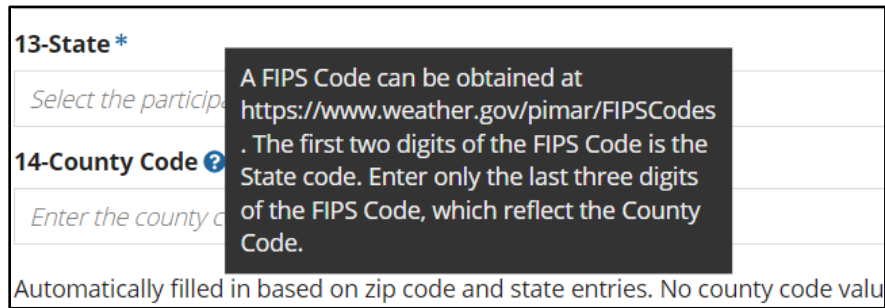
Select a state

CANCEL

SAVE & ADD ANOTHER
SAVE & CLOSE

2.2.4 Tool Tips

Figure 2. Tool Tip Example.



13-State *
Select the participant's state

14-County Code ?
Enter the county code

A FIPS Code can be obtained at <https://www.weather.gov/pimar/FIPSCodes>. The first two digits of the FIPS Code is the State code. Enter only the last three digits of the FIPS Code, which reflect the County Code.

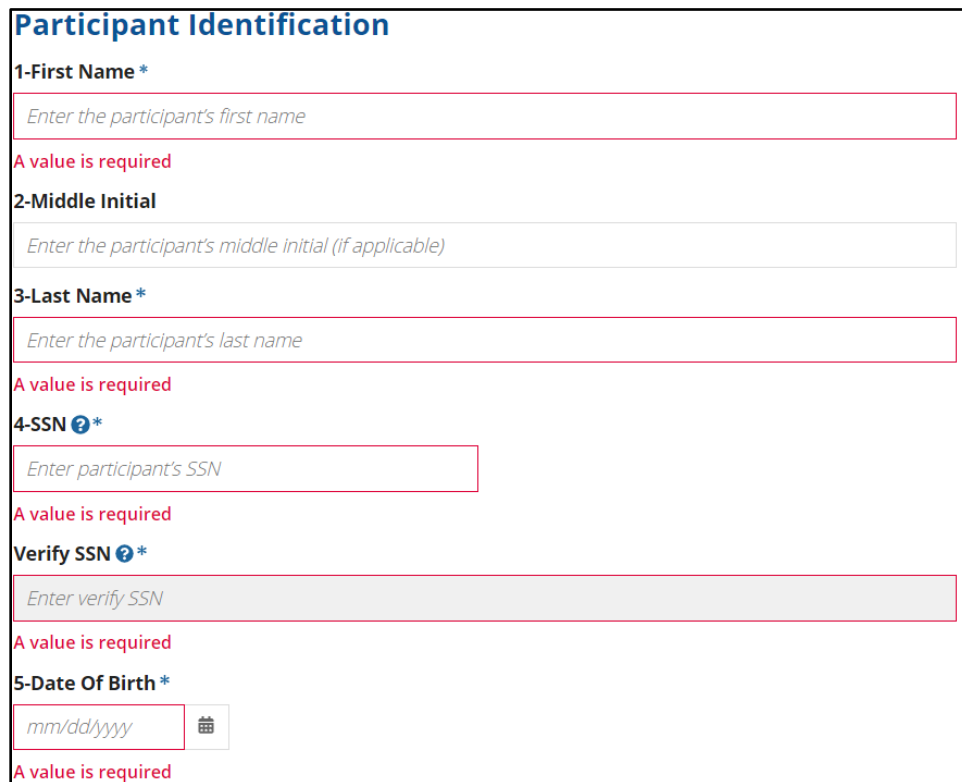
Automatically filled in based on zip code and state entries. No county code value

2.2.5 Required Fields

Table8. Required Fields.

Required Fields (*)
Any field with an asterisk (*) is mandatory and requires user input. If a page contains multiple required fields, all must be filled to Save or Update the information. If a user attempts to save/update without entering all the required fields, an error message is shown, i.e., "A value is required". Additionally, all the fields that are missing user input will be highlighted in red.

Figure 3. Required Fields (*) example.



Participant Identification

1-First Name *
Enter the participant's first name
A value is required

2-Middle Initial
Enter the participant's middle initial (if applicable)

3-Last Name *
Enter the participant's last name
A value is required

4-SSN ? *
Enter participant's SSN
A value is required

Verify SSN ? *
Enter verify SSN
A value is required

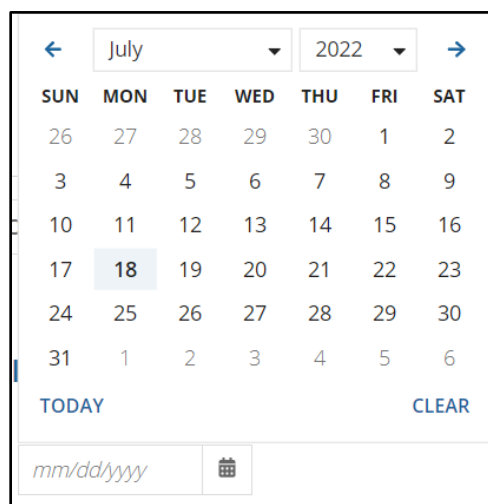
5-Date Of Birth *
mm/dd/yyyy
A value is required

2.2.6 Calendar Buttons

Table9. Calendar Buttons.

Calendar Buttons
When entering dates into REO GPMS, users may either type the date directly into the appropriate field or use the Calendar button to select a date. Dates are displayed in the standard MM/DD/YYYY format. When selecting the Calendar button, the current month is initially displayed. Use the arrows (< and >) to navigate to the correct date before selecting the Enter button.

Figure 4. Calendar Example for Date Selection.



Calendar interface showing July 2022. The date 18 is selected. Navigation arrows are present at the top. Buttons for 'TODAY' and 'CLEAR' are at the bottom. The date format 'mm/dd/yyyy' is displayed at the bottom left.

2.2.7 Upload Documents

Table10. Upload Buttons.

Upload Buttons
When adding any document to the Case, the user will be prompted to select the UPLOAD button. Once the UPLOAD button is selected, the user is prompted to choose one or more files from their local hard drive, using the file browser, before selecting the Open button to execute the upload. That action can be repeated for additional files.
Alternatively, one can simply drag-and-drop a file's icon into the space to the right of the UPLOAD button.

At present, PNG, JPG, CSV, JPEG, PDF, DOCX, XLSX and XLS files are the only formats that can be uploaded to REO GPMS.

Figure 5. Acceptable File Formats for Upload.

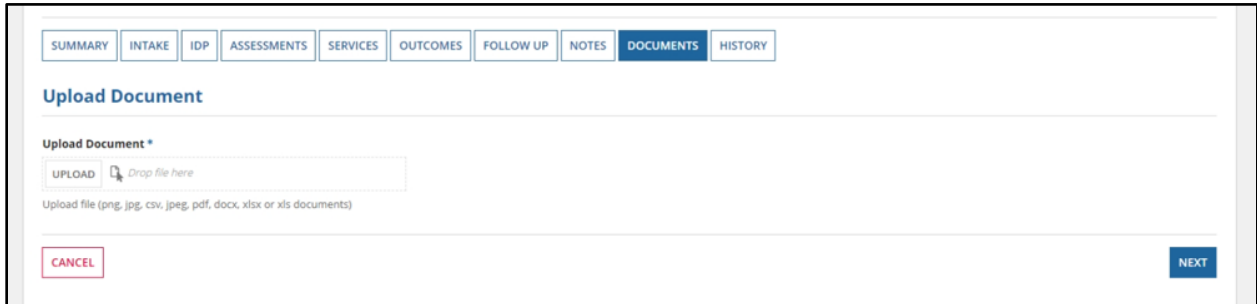


Figure 6. Uploaded PDFs can be viewed/deleted, uploaded .docx can be downloaded/deleted.

SUMMARY	INTAKE	IDP	ASSESSMENTS	SERVICES	OUTCOMES	FOLLOW UP	NOTES	DOCUMENTS
UPLOAD IDP DOCUMENT								
IDP Documents								
Search Document SEARCH								
☐ Case Sensitive ☐ Exact Match Clear Search								
Title	Upload Date						↓	Action
Participant Information	8/24/2022 7:58 PM EDT							View Delete
General Revision	8/24/2022 7:56 PM EDT							Download Delete

2.2.8 Grids

Table 11. Grids/Tables.

Grids/Tables in REO GPMS
Grids are used in REO GPMS to display rows of data in a tabular format. Grids also allow users to select a specific item for further viewing or action. At other times, the user can select a link associated with the data row to move directly to that row's data.
In many cases, the Grid may contain an arrow (pointing up and down) within the header row indicating that data within the grid can be sorted in either ascending or descending order. Simply select the arrow next to the title in the grid's header row to sort the data. Select the arrow next to the title in the grid header again to sort in the reverse order.

When a **Grid** has many rows, the number of rows is displayed in the bottom right corner of the page. To move quickly between the grid's results, select the arrows to move forward (>) or backward (<). To move quickly to the first or last screen of grid results, select the arrows to move forward/end (>>) or back/beginning (<<).

Figure 7. Grid Example.

Grantee	Preferred Name	City	State	Region
Volcano cloud tech	VCT	Ashburn	Alabama	Region 3
American Heart Association	AHA	Falls Church	Virginia	Region 1
Workforce Development	WD	Sparta	Michigan	Region 4
Pro-Youth Foundation	PYF	Chantilly	Virginia	Region 1
Garber Brother Inc	GBI	Dallas	Texas	Region 5

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2.2.9 Action Icons

Table 12. Action Icons.

Action Icons
Action Icons visually represent the actions that can be taken by the user. Each action includes a caption that displays the meaning of the visual. The captions are visible when the user hovers over the action icons in the application. Example icons for export cases, update note, and view document are given below.

Figure8. Action Icon Examples.

Date Created/Updated	Action
 Export Export cases	7/19/2022 1:50 PM EDT  Update note
	  View document

2.2.10 Data Validation Messages and Alert Banners

Table 13. Data Validation Messages and Alert Banners.

Data Validation Messages and Alert Banners
--

The REO GPMS user interface screens perform data validation on data elements/input fields to ensure that the input is meeting the validation criteria defined in the Workforce Integrated Performance System (WIPS) Logic Rules and displays data validation messages when the user is required to take corrective action before moving forward.

Alert Banners are displayed for user awareness and do not require corrective action before moving forward. They appear on the data entry screen while the data is entered.

A green banner is displayed to give confirmation to the user when data is saved/updated successfully. (An example is shown Figure below, in the green box that reads, “Data has been successfully saved.”)

A yellow banner is displayed to inform and remind the user for the next action. (An example is shown in Figure below, in the yellow box that reads,
“Please enter the qualifying service that occurred on the program entry date-6/12/2022. Intake, assessments and supportive services are not considered qualifying services.”)

A red banner is displayed to inform the user of missing fields. (An example is shown in Figure below, in the red box that reads, “Missing values for required fields, please check the complete form for required fields and error messages.”)

Figure 9. Green Validation Banner.

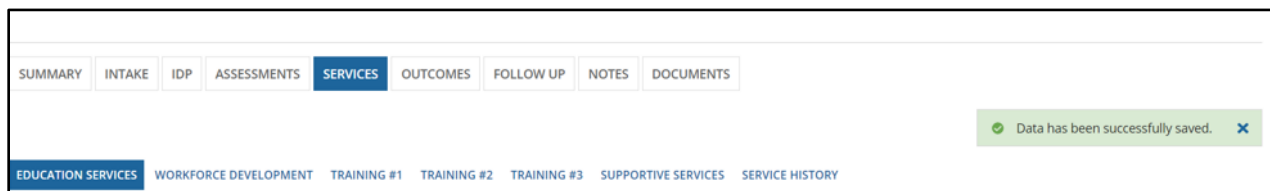


Figure 10. Yellow Information Banner.

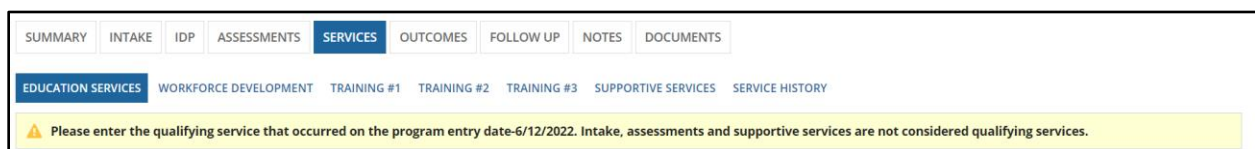
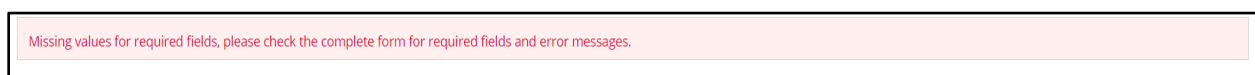


Figure 11. Red Missing Fields Banner.



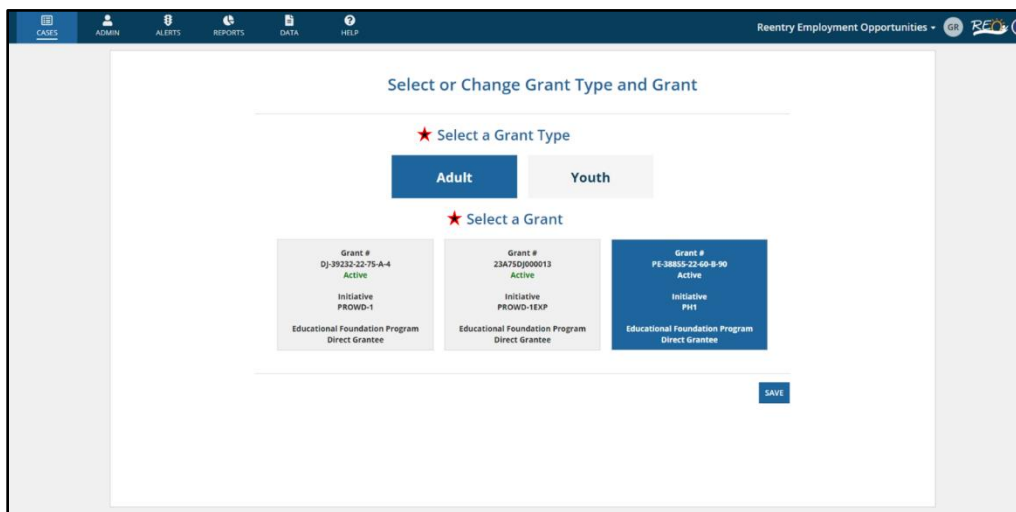
2.3 GRANT INFORMATION

2.3.1 Population and Grant Selection

Table 14. Change Selection

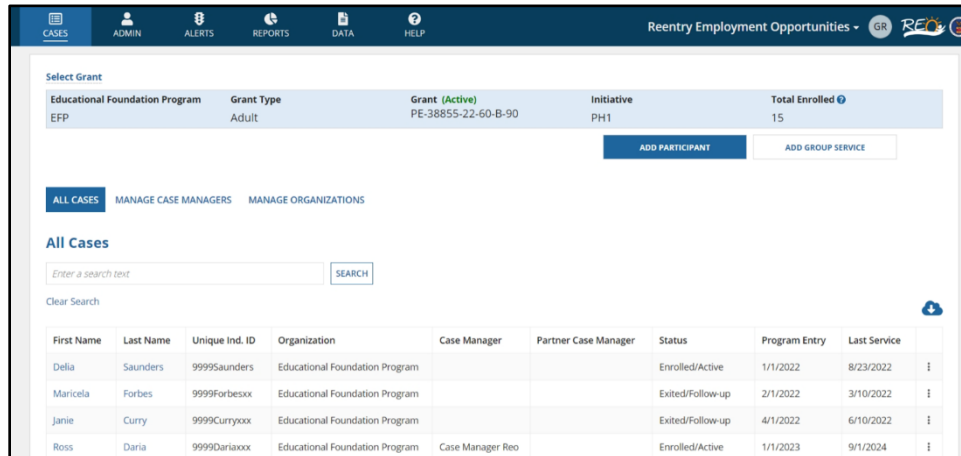
Change Selection		
No.	User Type	Notes
1.	If the user is logging in for the first time, REO GPMS will bring the user to the Grant Selection page. The user can only select one grant at a time. Once this selection is done, the user can see all the Adult or Youth related cases under the Cases tab as determined by their assigned user role.	In the Grant Selection page, select a “Grant Type” and a “Grant”, click SAVE.
2.	If the user is a returning user, REO GPMS will remember the initial grant selection and bring the user to the All-Cases page.	If the user would like to change the grant selection, they may click “Select Grant” while on any of the following tabs: CASES, ADMIN, REPORTS, DATA.

Figure 12. First-time Log-in.



The screenshot shows the REO GPMS interface. At the top, there is a navigation bar with tabs: CASES, ADMIN, ALERTS, REPORTS, DATA, and HELP. The main content area is titled "Select or Change Grant Type and Grant". Below this title, there is a section "★ Select a Grant Type" with two buttons: "Adult" (selected) and "Youth". Below that, there is a section "★ Select a Grant" with three grant cards. Each card displays a Grant #, its status (Active), an Initiative, and the program name. The third card is highlighted in blue. A "SAVE" button is located at the bottom right of the grant selection area.

Figure 13. Returning Users.



2.3.2 Grant Status

Table 1. Grant Status.

Grant Status	
There are four possible statuses for a Grant: Active, No Cost Extension, Closed, or Archived.	
Grant Status can be found on the tiles on the Select Grant page (see Figure 3 below).	
Grant Status can also be found on the blue banner found across REO GPMS (see Figure 4 below).	
Grant Status	Definition
Active	All functionalities are available.
No Cost Extension	All functionalities are available.
Closed	New participants cannot be added.
	IDP documents cannot be uploaded, updated, or deleted.
	Add Group Services is not allowed.
	Management of users and organizations is available.
	WIPS-OFFICIAL QPR is not available.
Archived	Group Services are not allowed.
	Manage Case Managers is disabled.
	Manage Organizations is disabled.
	All Add/Update functionality is disabled.
	Participant Intake details may not be modified.
	Services may not be modified.
	Outcomes may not be modified.
	Follow-up may not be modified.
Archived	Admin functionalities are disabled (Assignment Requests, Add Site, Assign/Remove Sub-Grantees, Change Users' Role, Employers, Providers).
	WIPS-QPR ERROR CHECK is not available.

	WIPS-OFFICIAL QPR is not available.
	New participants cannot be added.
	Intake may not be modified.

2.4 USER ROLES

Table 16. User Roles.

User Roles
In REO GPMS, user roles determine the users' level of access and capability. Users are allowed to request a role change at any time. Direct grantees are allowed to have up to 15 user accounts and intermediaries 30 user accounts. Only three admin accounts are allowed per organization. A high-level overview of the functions and capabilities carried out by users in REO GPMS can be found below.
User Role and Functions
Department of Labor: • Approves admin requests. • Creates sub-grants.
Grantee Admin: • Manages all users, sub-grantees, and sites. • Creates Sites (optional). • Creates new case intake. • Approves users' access requests for supervisor, lead case manager, and case manager. • Generates consolidated reports. • Generates and transfers quarterly data files (QPR) in PIRL format to WIPS to be certified. • Views all reports.
Grantee Admin (Sub-Grantee): • Manages only sub-grant where access was granted. • Creates sites (optional). • Creates new case intake. • Approves sub-grantee supervisors, lead case manager, and case managers access requests. • Updates case information. • Views limited reports. • Generates sub-grantee reports.

Note: REO GPMS infers users are sub-grantee users if users were granted access to a sub-grantee.
Supervisor: - Creates new case intake. - Views/edits all cases. - Views limited reports. Note: Supervisor (Sub-Grantee) can only edit cases within the sub-grant where access was granted.
Lead Case Manager: - Creates new case intake. - Views/edits all cases. - Views limited reports. Note: Lead Case Manager (Sub-Grantee) can only edit cases within the sub-grant where access was granted.
Case Manager: - Creates new case intake. - Views/edits only assigned cases. - Views limited reports.
Partner Case Manager: - Creates new case intake. - Views/edits only assigned cases. - Views limited reports. Note: This is a virtual role and a temporary role assignment. Grantee admins make this temporary assignment. Lead Case Manager and Case Manager can be Partner Case Managers.

2.5 ACCOUNT CREATION

2.5.1 Required Information

Table 17. Prerequisites.

Prerequisites		
For a user to gain access to REO GPMS, the following information is required.		
No.	Required	Notes
1	Database Contact Form	This database contact-information form is required for the administrators designated by the grant authorized

		representative or grantee main point of contact. It must be provided to REO and approved by REO before access to REO GPMS can be granted. The form can be found by visiting "WorkforceGPS - REO Reporting Resources" or by emailing REO-GPMS@dol.gov. Note: Administrators (sub-grantee) and other non-admin users do not need to provide a database contact form.
2	Grant Number	This DOL-generated number can be found in the grant award letter.
3	Organization Name	The organization's name must match the name included in the grant award letter.
4	Role	The type of user role in REO GPMS must be indicated. Please refer to the User Role section of this guide for user role options.
5	Email Address	The email address used for creating a REO GPMS account should be a business email, or the email used to communicate with the REO program staff. Note: If a user has an existing WIPS account, the email address used to create a REO GPMS account <u>MUST</u> be the SAME email address as the one used for WIPS.
6	Preferred Multi-Factor Authentication (MFA) Method	REO GPMS uses Login.gov with MFA. In addition to a password, one other form of authentication (i.e., text message) is required.

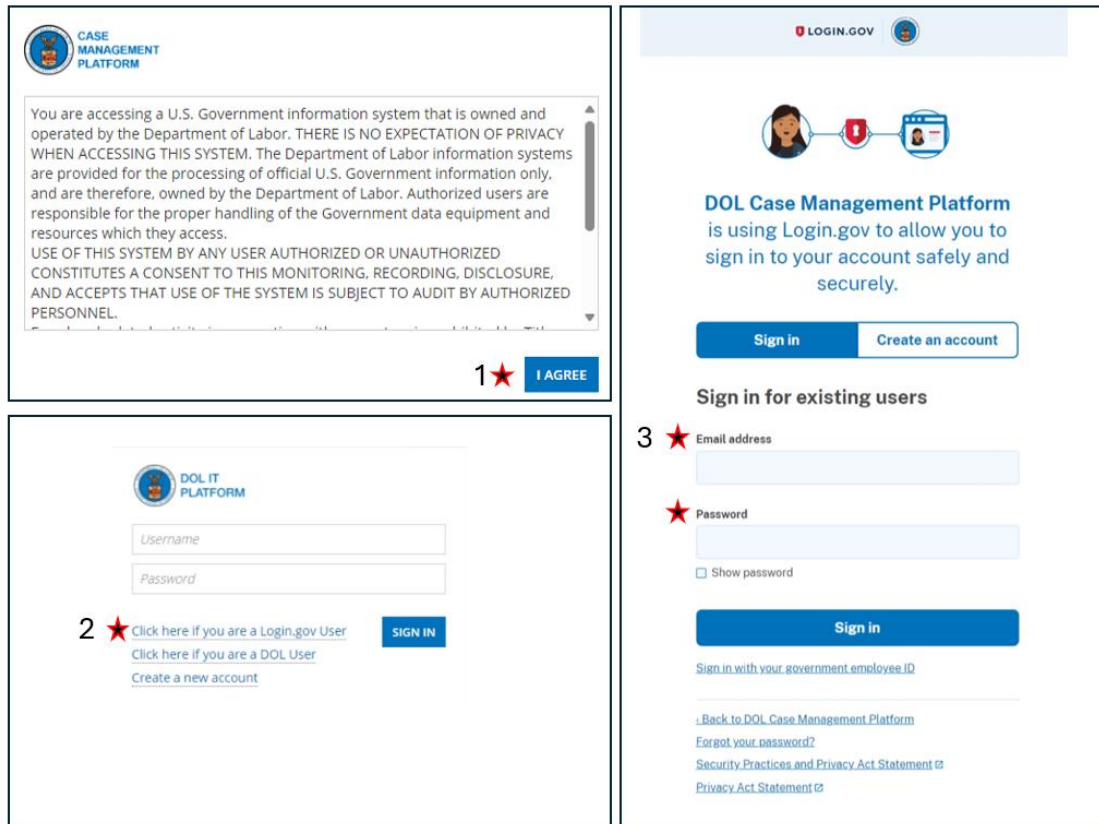
2.5.2 Steps for Users with Login.Gov Accounts

Table 18. Initial Access.

Initial Access		
The steps outlined below apply to users with an existing Login.gov account. If the user does not have a Login.gov account, please refer to the Steps for Users without Login.gov Accounts section of this guide. Please note that if a user has an existing WIPS or Login.gov account, the email address <u>MUST</u> be the same email address for REO GPMS.		
No.	Steps	Notes
1	Access REO GPMS	To access REO GPMS visit " https://cmp.dol.gov/suite/ ".
2	Click on the blue hyperlinked text that reads "Click here if you are a Login.gov User".	Click this link if the user has an existing WIPS or Login.gov account.

3	After the user enters their email and password, click on the blue bar that reads "Sign in".	Users can enter their Login.gov username and password to sign in.
---	---	---

Figure 14. Sign In for Users with Pre-Existing Login.Gov/WIPS Account.



CASE MANAGEMENT PLATFORM

You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. THERE IS NO EXPECTATION OF PRIVACY WHEN ACCESSING THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data equipment and resources which they access.

USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY AUTHORIZED PERSONNEL.

1 ★ I AGREE

DOL IT PLATFORM

Username

Password

2 ★ Click here if you are a Login.gov User
Click here if you are a DOL User
Create a new account

SIGN IN

LOGIN.GOV

DOL Case Management Platform
is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Sign in for existing users

3 ★ Email address

★ Password

☐ Show password

Sign in

Sign in with your government employee ID

[Back to DOL Case Management Platform](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

2.5.3 Steps for Users without Login.gov Accounts

REO GPMS is one of many applications that DOL's Case Management Platform (CMP) supports. Like many Federal Government systems, REO GPMS uses [Login.gov](#) to authenticate public users.

Table 19. Create a Login.gov Account.

Create a Login.gov Account
The first step to create a Login.gov account is to use a business email address with an organization's domain name. A business email address is preferred to create a Login.gov account because all communications from REO GPMS are sent to that email

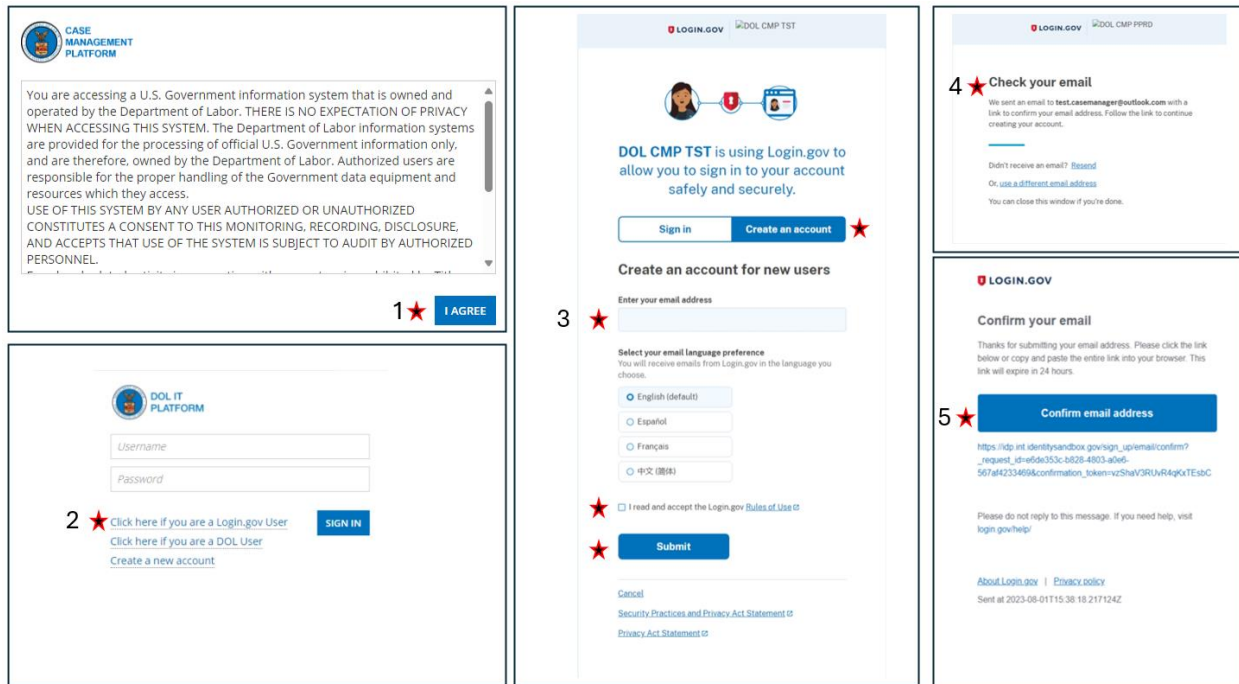
address. However, Login.gov does not restrict users from using personal email addresses for creating accounts.

Once the Login.gov account is created, the user must return to REO GPMS to submit a user assignment request to get approved for user role and to access a grant. Steps to submit an assignment request can be found in the User Assignment Request section of this guide. To request access as a Grantee Admin, user must submit to REO Database Contact Form. All other roles require authorization from the User Assignment Request (see section 2.6).

The following steps provide details about creating a Login.gov account:

No.	Steps	Notes
1	Visit " https://cmp.dol.gov/suite ".	Click "I Agree".
2	Select the "Click here if you are a Login.gov User" hyperlink.	This will take users to the Login.gov page.
3	Click "Create an account".	Start the sign-up process.
4	Check business email.	This step verifies user's email address.
5	Open email from Login.gov & click "Confirm email address".	This step confirms the user's email address.
6	Enter a strong password.	Create a password.
7	Choose an authentication method.	Text or voice message is recommended.
8	Enter Phone number and click on "Send Code".	Receive authentication code.
9	Enter the Authentication code and click Submit.	This step authenticates a user as the correct user.
10	Click "Agree and continue".	Users need to agree to share their information with DOL CMP.
11	Click "Agree and continue".	Account has been created.

Figure 15. Login.gov Account Creation (Steps 6-9).



Step 6: You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. THERE IS NO EXPECTATION OF PRIVACY WHEN ACCESSING THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data equipment and resources which they access. USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY AUTHORIZED PERSONNEL. **1** ☒ **I AGREE**

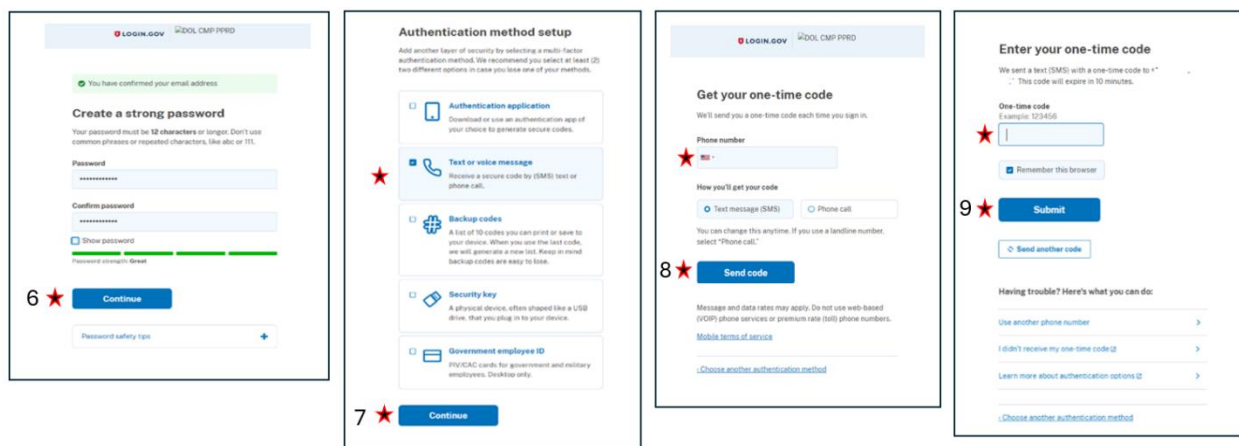
Step 7: **DOL IT PLATFORM**
 Username:
 Password:
2 ☒ **Click here if you are a Login.gov User** **SIGN IN**
[Click here if you are a DOL User](#)
[Create a new account](#)

Step 8: **LOGIN.GOV** **DOL CMP TST**
 DOL CMP TST is using Login.gov to allow you to sign in to your account safely and securely.
3 ☒ **Sign in** **Create an account** ☒
Create an account for new users
 Enter your email address:
 Select your email language preference:
☒ English (default)
☐ Español
☐ Français
☐ 中文 (简体)
☐ I read and accept the Login.gov Rules of Use ☒
Submit
[Cancel](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

Step 9: **4** ☒ **Check your email**
 We sent an email to test.casemanager@outlook.com with a link to confirm your email address. Follow the link to continue creating your account.
 Didn't receive an email? [Resend](#)
 Or, use a different email address.
 You can close this window if you're done.

Step 10: **5** ☒ **Confirm your email**
 Confirm email address
 Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.
https://idp.int.identitysandbox.gov/sign_up/email/confirm?_request_id=ede353c-b028-4803-a065-567af4233469&confirmation_token=vzShvV3RUvR4gKtEs6C
 Please do not reply to this message. If you need help, visit [login.gov/help](#).
[About Login.gov](#) | [Privacy policy](#)
 Sent at 2023-08-01T15:38:18.217124Z

Figure 16. Login.gov Account Creation (Steps 1-5).



Step 1: **LOGIN.GOV** **DOL CMP PRD**
 You have confirmed your email address.
Create a strong password
 Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.
 Password:
 Confirm password:
☒ Show password
6 ☒ **Continue**
 Password safety tips: [+](#)

Step 2: **Authentication method setup**
 Add another layer of security by selecting a multi factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.
☐ **Authentication application**
 Download or use an authentication app of your choice to generate secure codes.
☒ **Text or voice message**
 Receive a secure code by (SMS) text or phone call.
☐ **Backup codes**
 A list of 10 codes you can print or save to your device. When you use the last code, one will generate a new list. Keep in mind backup codes are only to back up.
☐ **Security key**
 A physical device, often shaped like a USB drive, that you plug in to your device.
☐ **Government employee ID**
 FIV/CAC cards for government and military employees. Desktop only.
7 ☒ **Continue**

Step 3: **Get your one-time code**
 We'll send you a one-time code each time you sign in.
8 ☒ **Phone number**
 How you'll get your code:
☒ Text message (SMS) ☐ Phone call
 You can change this anytime. If you use a landline number, select "Phone call."
Send code
 Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.
[Mobile terms of service](#)
[Choose another authentication method](#)

Step 4: **Enter your one-time code**
 We sent a text (SMS) with a one-time code to "+"
 This code will expire in 10 minutes.
 One-time code:
☒ Remember this browser
9 ☒ **Submit**
[Send another code](#)
 Having trouble? Here's what you can do:
[Use another phone number](#)
[I didn't receive my one-time code](#)
[Learn more about authentication options](#)
[Choose another authentication method](#)

Figure 17. Login.gov Account Creation (Steps 10-11).

LOGIN.GOV DOL CMP PPRD



Continue to DOL CMP PPRD

We'll share your information with DOL CMP PPRD to connect your account.

Email address
test.reocasemanager@outlook.com

Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

10 ★ **Agree and continue**

Cancel

Home Department of Labor Home



LOGIN.GOV
Kind of software

As a privileged LOGIN.GOV user, I agree that I will faithfully abide by the following rules:

1. You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data, equipment and resources which they access.
2. USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY AUTHORIZED PERSONNEL.
3. Fraud and related activity in connection with computers is prohibited by Title 18, U.S. Code Section 1030. Furthermore, this law states that intentionally accessing a computer without authorization or exceeding authorized access and thereby obtaining information from any Department or agency of the United States is prohibited and subject to civil and criminal penalties, including but not limited to, punishment by fine and/or imprisonment. Additionally, DOJ may provide law enforcement with any potential evidence of a crime found on aforementioned systems in order for them to investigate such offenses.

11 ★ **Agree & continue**

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CASES ADMIN ALERTS REPORTS DATA HELP Reentry Employment Opportunities GR REO

Select or Change Grant Type and Grant

Select a Grant Type

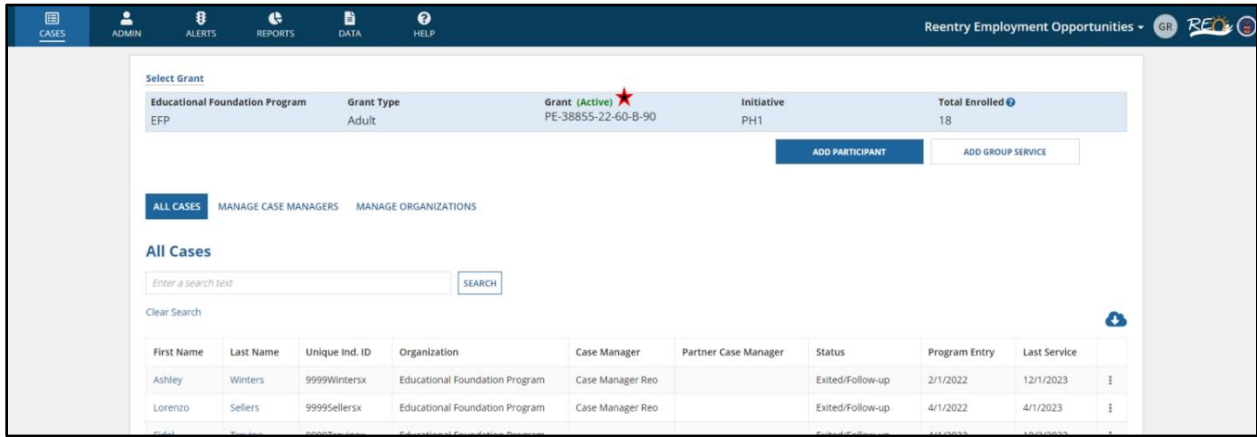
Adult Youth

Select a Grant

Grant # DJ-39232-22-75-A-4 ★ Active Initiative PROWD-1 Educational Foundation Program Direct Grantee	Grant # 23A75DJ000013 ★ Active Initiative PROWD-TEXP Educational Foundation Program Direct Grantee	Grant # PE-38855-22-60-B-90 ★ Active Initiative PH1 Educational Foundation Program Direct Grantee
--	--	---

SAVE

Figure 18. Grant Status on All Cases page.

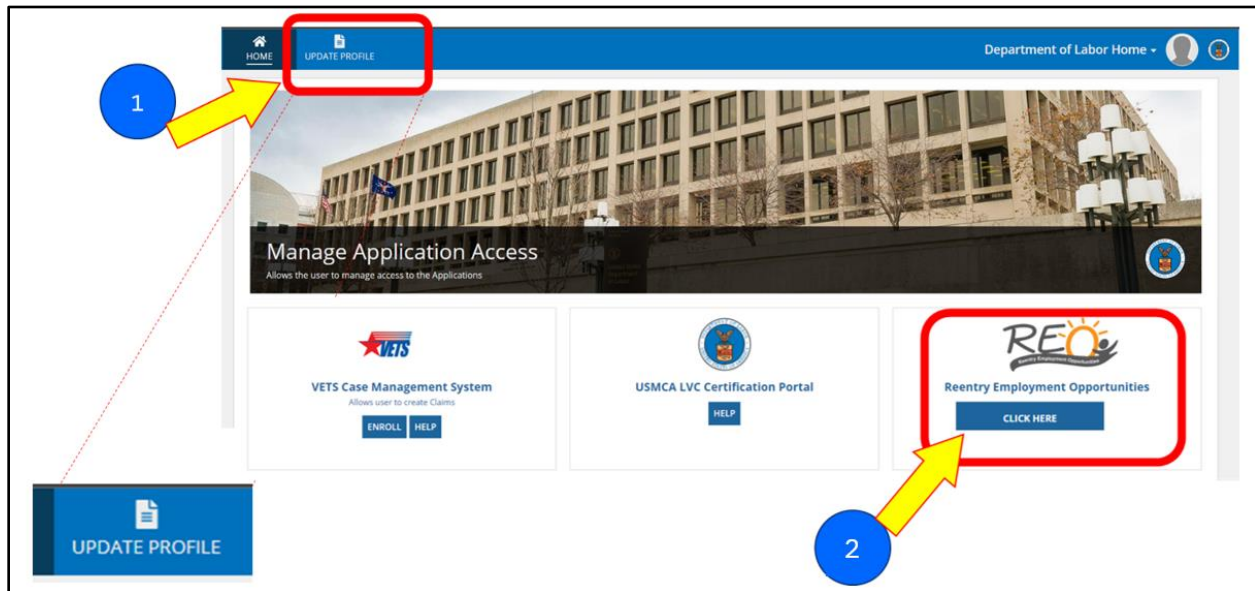


2.5.4 Setting Up GPMS Profile

Table 20. Set Up GPMS Profile

Set Up GPMS Profile		
After creating a GPMS account, follow the steps below to set up a GPMS profile.		
No.	Steps	Notes
1	A Grantee Admin must have assigned a new user a GPMS user role.	User Account roles are assigned to new users by Grantee Admins (see the User Roles section).
2	Visit " https://cmp.dol.gov/suite ".	Set up and access REO GPMS account.
3	Click on the blue hyperlinked text that reads "Click here if you are a Login.gov User".	Users click this link if they have a login.gov account.
4	After entering email and password, click on the blue bar that reads "Sign in".	Enter username and password.
5	Arrive at the DOL Case Management Platform.	
6	Select "Update Profile".	Update user first and last name when coming to this page for the first time.
7	Click "Reentry Employment Opportunities" tile.	User is now in REO GPMS.

Figure 19. Access REO GPMS.



2.5.5 Sections in REO GPMS

There are six major tabs in REO GPMS that users will see displayed, showing all the relevant information for the grant selected.

Table 21. Navigating Tabs in REO GPMS.

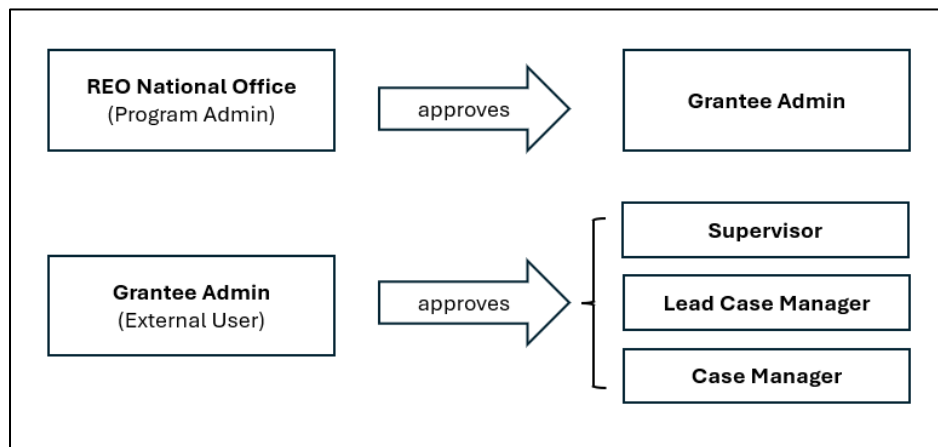
Navigating Tabs in REO GPMS		
No.	REO-GPMS Tabs	Notes
1	Cases	See section 3 for Participant Case Management.
2	Admin	See section 9 for User, Site, Sub-grantee, Role, Employer and Provider Management.
3	Alerts	See section 5 to see Alerts related to Auto-exits, Training Completions, Missing Credentials, Missing MSGs.
4	Reports	See section 6 to generate Performance Management Reports and Quarterly Reports.
5	Data	See section 7 to Download.
6	Help	See section 8 to submit a Help Request, and view Resources related to REO Help, Exit Checklists, Intake Forms, Report Specifications, Other Help, Database Contact Forms, and Homeless Veterans' Reintegration Program (HVRP).

2.6 USER ASSIGNMENT REQUEST

Table 22. Submit User Assignment Request.

Submit User Assignment Request	
The section demonstrates how external users of GPMS REO can make submit a role assignment request, how that request can be approved and by whom it may be approved:	
2.6.1	Grantee Administrator (Grantee Admin)
2.6.2	Supervisor, Lead Case Manager, Case Manager
2.6.3	Partner Case Manager (PCM)
2.6.4	Subgrantee Administrator (Subgrantee Admin)
2.6.5	Subgrantee Supervisor, Lead Case Manager, Case Manager
2.6.6	Subgrantee Partner Case Manager

Figure 20. User Assignment Request Approval Process Overview



2.6.1 Grantee Admin Role

The REO Grantee Admin role is the first to access the GPMS by submitting a user assignment before any other external users can access the application. Prior to any user assignments submissions, an authorized representative of a grantee organization must submit a Database Contact Form listing all the grantee admins for the organization. The Database Contact Form must be emailed to the REO National Program Office for review via email to REO.ETA@dol.gov (cc, REO-GPMS@dol.gov).

After the form has been submitted, grantee admins can login to their newly created Login.gov account and can assist other admins to submit user assignment requests to be reviewed and approved by REO National Office Admins. See step-by-step for Grantee Admin User Assignment submission instructions in the table below.

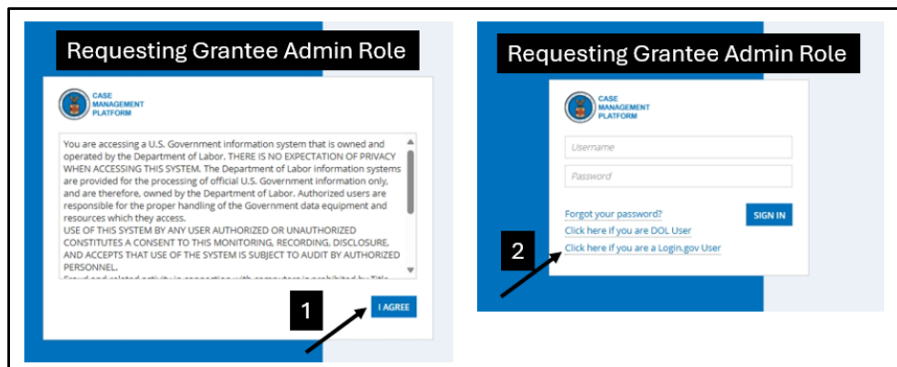
Figure 11. REO National Office approves Grantee Admin Assignment Request



Table 23. Submit User Assignment Request for Grantee Administrator

User Assignment Request for Grantee Administrator		
The following steps should be followed by any new user wanting to request the role of a REO Grantee Admin.		
No.	Steps	Notes
1	Visit https://cmp.dol.gov .	Click 'I Agree' to Access the REO-GPMS account.
2	Click the "Click here if you are a Login.gov user".	This link allows new users that don't have access to the Case Management Platform and would like to request an external user within GPMS REO.
3	"Sign in"	If a user already has an account, they may enter their username and password and then click SUBMIT.
4	Multifactor Authentication	Provide Multifactor Authentication (i.e., Backup code) and click SUBMIT.
5	Manage Application Access	Users will find several different applications on this page. Click 'ENROLL' under REO to access GPMS REO.
6	Assignment Request	User is now on the 'Welcome to REO Grantee Performance Management System (GPMS)' page. To access your organization and grant(s), you'll need to click 'assignment request' hyperlink to get started.
7	Select Grantee & Role	Select Grantee from list of Grantees. Then select role of 'REO Grantee Admin' from Role dropdown.
8	Database Administrator Contact Form	Click 'REO Database Contact Form (GPMS_WIPS)' link and fill out the Database Administrator Contact Form and email it to the REO National Office REO.ETA@DOL.gov and cc: the REO GPMS REO-GPMS@DOL.gov

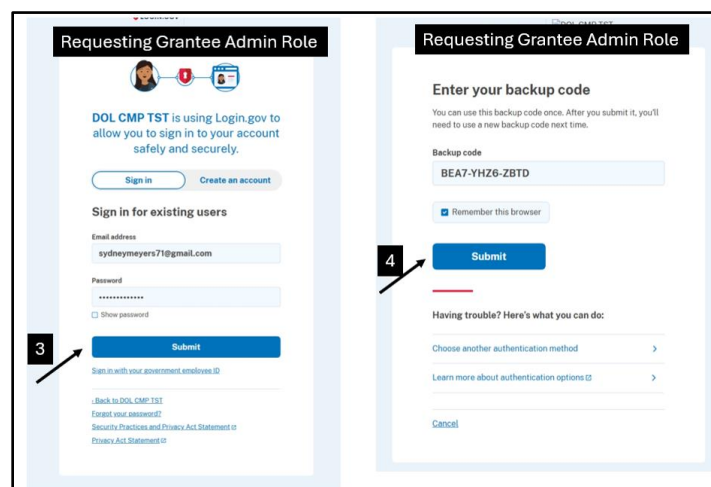
9	Submit Grantee & Role	Click 'SUBMIT' and then click Confirm in the alert box that pops up.
10	Thank you for submitting your request for assignment!	Users must wait until submission has been approved.
11	User Assignment Request Submission Email	Email notification sent to user to confirm submission of User Assignment Request
12	REO National Office - Program Administrator notified of Grantee Administrator Role request via email	REO National Office - Program Admin will have login to the Internal side of GPMS REO, navigate to the Users tab, and click on the name of the requestee within the Assignment Requests grid
13	REO National Office - Program Administrator must APPROVE User Assignment Request	REO National Office - Program Admin will arrive on the 'Approve / Deny Assignment Request' page. A mandatory note field is provided before request can be approved or denied.
14	User Assignment Request Approved Email	Requesting users will receive confirmation email notifying that the User Assignment Request for Grantee Admin Role has been approved.
15	Requesting User will need to sign back in to REO	Grantee Admin will arrive at the 'Select or Change Population Type or Grant' page.



Requesting Grantee Admin Role

Step 1: The user is presented with a privacy notice. A blue arrow labeled '1' points to the 'I AGREE' button at the bottom right of the notice.

Step 2: The user is on the login page. A blue arrow labeled '2' points to the 'SIGN IN' button, which is located next to the 'Forgot your password?' link.



Requesting Grantee Admin Role

Step 3: The user is on the 'Sign in for existing users' page. A blue arrow labeled '3' points to the 'Submit' button at the bottom of the form.

Step 4: The user is on the 'Enter your backup code' page. A blue arrow labeled '4' points to the 'Submit' button at the bottom of the form.

HOME UPDATE PROFILE Department of Labor Home SM app

Requesting Grantee Admin Role

Manage Application Access

Allows the user to manage access to the Applications



VCMS
VETS Case Management System (VCMS)
Register to file a USDRRA, VP, or VEOA claim

REGISTER HELP



USMCA LVC Certification Portal

HELP



Reentry Employment Opportunities

5 ENROLL



Job Corps Regional Office Assessment Application (ROAP)
Monitor and Execute Corrective Action Plans for Findings Identified During Assessment Evaluations

REGISTER



Senior Community Service Employment Program

ENROLL



National Farmworker Jobs Program

ENROLL



VETS Grantee Reporting System (VGRS)
Allows HVRP Grant recipients to create and submit Performance Reports

REGISTER HELP

HOME UPDATE PROFILE Department of Labor Home SM app

Requesting Grantee Admin Role

Welcome to REO Grantee Performance Management System (GPMS)

To access your organization and grant(s), please submit an assignment request.

In the assignment request page:

1. Select your organization; and
2. Select your role for database use; and
3. Submit your request

After the assignment request is submitted, it is reviewed by an Administrator, and an email notification is sent to the registered email account when your request is approved. Once you receive the approval email, please come back and log in again to view the REO GPMS.

6 Click assignment request to get started

HOME UPDATE PROFILE Department of Labor Home SM app

Requesting Grantee Admin Role

User Assignment

REO User Assignment Request SM REO app

Welcome to
Reentry Employment Opportunities (REO)
Grantee Performance Management System (GPMS)
Building better communities together...

Select Grantee

Submit button is enabled once an organization and a role are selected. Click anywhere in the organization details row to select that organization.

Enter a search text SEARCH State Any: Region Any:

Clear Search

Grantee	Preferred Name	City	State	Region
Education Foundation Program	EDP	Painesville	California	Region 6

7

Role
REO Grantee Admin

7

The REO National Office reviews and approves the REO Grantee Admin assignment requests. To ensure timely approval, please complete and send the REO Database Contact form via email. If your organization already has grantee admin users, update the REO Database Contact form with information about all grantee admin users.

8 REO Database Contact Form (GPMS-WIPS)

SUBMIT

Requesting Grantee Admin Role



U.S. Department of Labor Reentry Employment Opportunities (REO)

Database Administrator Contact Form

Please designate a Primary Database Administrator (Admin) for the REO Grantee Performance Management System (REO-GPMS) and a secondary Admin or database contact. All new grantees must complete this form, as well as grantees modifying their current database Admin(s). Please email the completed form to the REO National Office REO.ETA@DOL.gov and cc: the REO-GPMS Help Desk REO-GPMS@DOL.gov.

- ❖ Grantee Admins have the greatest level of access and authority of all grantee database users. Only Admins have GPMS privileges to transfer quarterly performance report (QPR) data to WIPS.
- ❖ Admins must approve new GPMS accounts and user roles for grant staff (including partners and subgrantee Admins, if necessary).
- ❖ Admins must maintain the integrity and security of the database by ensuring that grant data is accurate and only available to authorized individuals.
- ❖ REO grantees and subgrantees may have up to three (3) database Admins each.

Primary Database Administrator – Contact Information	
First and Last Name*	
Email*	
Grantee/Organization Name*	
REO Grant Initiative(s)*	
DOL Grant Number(s)	
Active WIPS account 	☐ Yes, my WIPS account is active. ☐ No, I don't have an account.

Secondary Admin/ Database Contact 2	
First and Last Name*	
Email*	
Grantee/Organization Name*	
REO Grant Initiative(s)	
DOL Grant Number(s)	
Active WIPS account 	☐ Yes, my WIPS account is active. ☐ No, I don't have an account.

Secondary Admin/ Database Contact 3	
First and Last Name	
Email	
Grantee/Organization Name	
REO Grant Initiative(s)	
DOL Grant Number(s)	
Active WIPS account 	☐ Yes, my WIPS account is active. ☐ No, I don't have an account.

Required fields are marked with an asterisk ().*

Last Updated: 7/14/23

User Assignment

REO User Assignment Request

10

Requesting Grantee Admin Role

Thank you for submitting your request for assignment!

You will receive an email notification when your request is approved.

At that time you can return back to Reentry Employment Opportunities (REO) Case Management Application (CMA) to access all case management functions available to you.

Building Better Communities Together...

Request Timeline

Date Submitted	Submitted Email	Approved Date	Approver Name
5/20/2025 1:15 PM EDT	sydneymeyers71@gmail.com		

For questions or concerns on the user assignment requests or status, please contact:

The DOL Reentry Employment Opportunities (REO) program office.

Email : REO-GPMS@dol.gov

11 Requesting Grantee Admin Role



Assignment Request

Hello,

Your assignment request was successfully submitted for review and approval. Please wait for an approval email notification. Once you receive the approval, you can access the REO GPMS.



GRANTS GRANTEES **USERS** ADMIN ALERTS REPORTS HELP Reentry Employment Opportunities - PR

Program Admin

REQUESTS CURRENT USERS FPO USERS MESSAGES

Assignment Requests

Enter a search text

Clear Search

First Name	Last Name	Phone Number	Email	Role	Organization	Submitted Date
Sydney	Meyers		sydneymeyers71@gmail.com	REO Grantee Admin	Education Foundation Program	5/20/2025

Role Change Requests

Enter a search text

Clear Search

New Role	Old Role	Date Submitted	Status	Requester	Approve/Deny/View
No items available					

User Account Requests

Enter a search text

Clear Search

First Name	Last Name	Username	Role	Status	Approved/Denied By	Approved/Denied Date	Approve/Deny/View
No records found							

GRANTS GRANTEES **USERS** ADMIN ALERTS REPORTS HELP Reentry Employment Opportunities - PR

Program Admin

Approve / Deny Assignment Request

Requested User	Role	Phone	Email
Sydney Meyers	Grantee Admin		sydneymeyers71@gmail.com

Education Foundation Program	EDP
Painesville, California	Region 6

Grants

Grant #	Start Date	End Date	Population	Initiative	Type
PE365432160A20	1/10/2020	7/30/2025	Adult	PH1	Direct Grantee
YF365752160A20	1/1/2020	7/31/2025	Youth	GO-1	Direct Grantee
DJ394482275A6	2/10/2020	7/31/2025	Adult	PROWD-1	Direct Grantee
23A750J000014	2/1/2020	9/30/2025	Adult	PROWD-1EXP	Direct Grantee

Note *

Approving Grantee Admin

23/1000

14 Requesting Grantee Admin Role

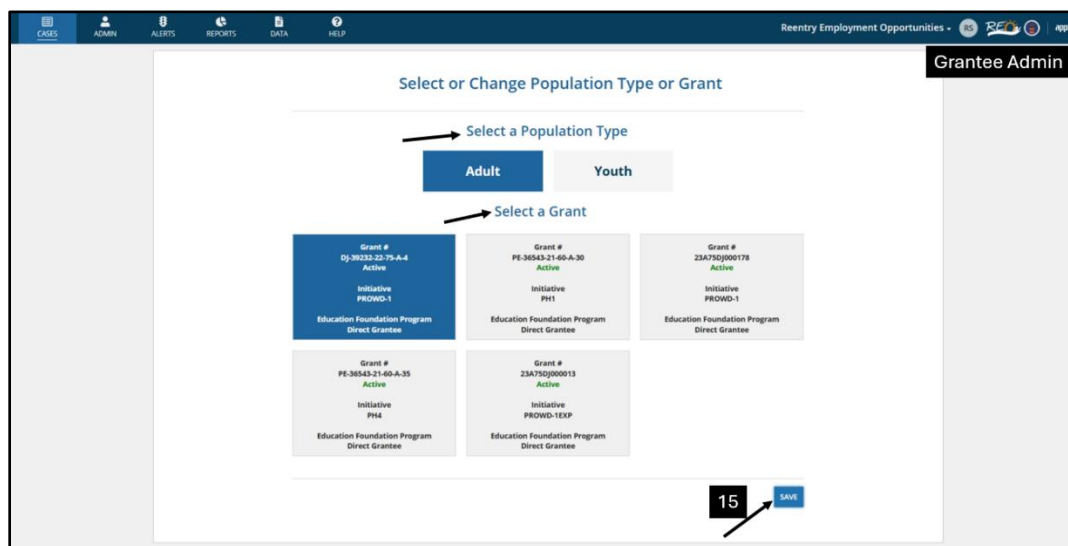


User Assignment Request Status Approved

Hello,

This is to inform you that your user assignment request for Education Foundation Program has been **APPROVED**.

If you have difficulties accessing the REO GPMS, please contact your organization's grantee administrator. If you submitted a request for the grantee admin role, please contact the REO Program Office.

The screenshot shows the 'Grantee Admin' interface in the REO GPMS. The top navigation bar includes 'CASES', 'ADMIN', 'ALERTS', 'REPORTS', 'DATA', and 'HELP'. The main content area is titled 'Select or Change Population Type or Grant'. It features two buttons for 'Adult' and 'Youth' under the heading 'Select a Population Type'. Below this, there is a section 'Select a Grant' with five grant cards. The first card is highlighted in blue. At the bottom right, there is a '15' in a black box and a 'SAVE' button.

Grant #	Status	Initiative	Program	Role
0J-39322-22-75-A-4	Active	PROWD-1	Education Foundation Program	Direct Grantee
PE-36543-21-60-A-30	Active	PH1	Education Foundation Program	Direct Grantee
23A750J000178	Active	PROWD-1	Education Foundation Program	Direct Grantee
PE-36543-21-60-A-35	Active	PH4	Education Foundation Program	Direct Grantee
23A750J000013	Active	PROWD-TEXP	Education Foundation Program	Direct Grantee

2.6.2 Supervisor, Lead Case manager, and Case Manager Role

Figure 22. Grantee Admin approves Supervisor, Lead Case Manager and Case Manager Assignment Requests

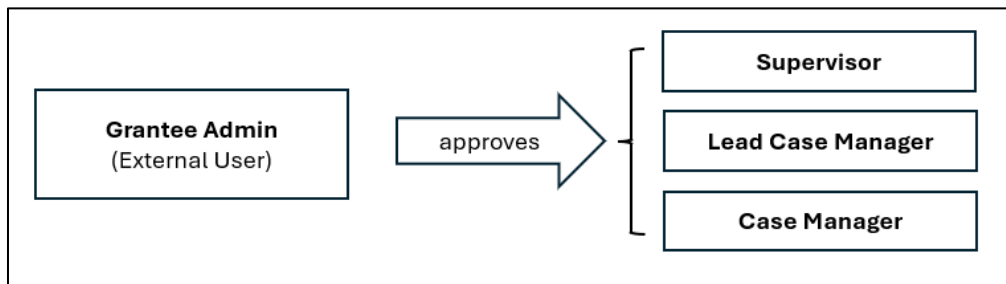


Table 24. Submit User Assignment Request for Grantee Administrator

User Assignment Request for Supervisor, Lead Case Manager or Case Manager		
The following steps must be followed when requesting the role of a Grantee Supervisor, Lead Case Manager, or Case Manager.		
No.	Steps	Notes
1	Visit https://cmp.dol.gov .	Click 'I Agree' to Access the REO-GPMS account
2	Click the "Click here if you are a Login.gov user."	This link allows new users that don't have access to the Case Management Platform and would like to request an external user within GPMS REO
3	"Sign in"	If a user already has an account, they may enter their username and password and then click SUBMIT
4	Multifactor Authentication	Provide Multifactor Authentication (i.e., Backup code) and click SUBMIT
5	Manage Application Access	Several different applications are displayed on this page. Click 'ENROLL' under REO to access GPMS REO
6	Assignment Request	'Welcome to REO Grantee Performance Management System (GPMS)' page is shown. User must click "Assignment Request" to access organization and grant.
7	Select Grantee & Role	Select Grantee from list of Grantees. Then select role of 'REO Supervisor' from Role dropdown
8	Thank you for submitting your request for assignment!	A Grantee Admin of the organization must approve the request before the user can start managing cases for the organization

9	User Assignment Request Submission Email	Users will receive an email notification letting them know that their request has been submitted
10	Grantee Administrator must login to Internal side of REO GPMS to APPROVE the Grantee Supervisor's request	Grantee Admin will navigate to the Users tab and then click on the name of the requestee within the Assignment Requests grid
11	Grantee Administrator must select pending assignment request to be approved (or denied). A reason in the Note field is required.	Click DENY or APPROVE
12	User Assignment Request Approved Email	Requesting user will receive email notifying them that their User Assignment Request for Grantee Supervisor Role has been approved
13	Requesting User will need to sign back in to REO	Use Login.gov credentials to sign in, select REO from the Manage Application Dashboard
14	Users will arrive at the 'Select or Change Population Type or Grant' page.	Users must select Population Type and/or Grant Type to get started with managing organization cases

Requesting Grantee Supervisor Role

 CASE MANAGEMENT PLATFORM

You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. THERE IS NO EXPECTATION OF PRIVACY WHEN ACCESSING THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data equipment and resources which they access.

USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY AUTHORIZED PERSONNEL.

1 

Requesting Grantee Supervisor Role

 CASE MANAGEMENT PLATFORM

Username

Password



[Forgot your password?](#)

[Click here if you are DOL User](#)

[Click here if you are a Login.gov User](#)

2 

Requesting Grantee Supervisor Role



DOL CMP TST is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)
[Create an account](#)

Sign in for existing users

Email address
mittletonabel0@gmail.com

Password

☐ Show password

3 [Submit](#)

[Sign in with your government employee ID](#)
[Back to DOL CMP TST](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement or Privacy Act Statement](#)

Requesting Grantee Supervisor Role

Enter your backup code

You can use this backup code once. After you submit it, you'll need to use a new backup code next time.

Backup code
BEA7-YHZ6-ZBTD

☒ Remember this browser

4 [Submit](#)

Having trouble? Here's what you can do:

[Choose another authentication method](#)
[Learn more about authentication options](#)
[Cancel](#)

[HOME](#)
[UPDATE PROFILE](#)

Department of Labor Home - [SM](#) [app](#)

Requesting Grantee Supervisor Role



Manage Application Access
Allows the user to manage access to the Applications

 VCMS VETS Case Management System (VCMS) Register to file a USERRA, VR, or VEDA claim REGISTER HELP	 USMCA USMCA LVC Certification Portal HELP	 REO Reentry Employment Opportunities 5 ENROLL
 Job Corps Regional Office Assessment Application (ROAP) Monitor and Execute Corrective Action Plans for Findings Identified During Assessment Evaluations REGISTER	 Senior Community Service Senior Community Service Employment Program ENROLL	 NFJP National Farmworker Jobs Program ENROLL
 VGRS VETS Grantee Reporting System (VGRS) Allows HVSP Grant recipients to create and submit Performance Reports REGISTER HELP		

HOME
UPDATE PROFILE

Department of Labor Home
SM
appiar

Requesting Grantee Supervisor Role

Welcome to REO Grantee Performance Management System (GPMS)

To access your organization and grants, please submit an assignment request.

In the assignment request page:

1. Select your organization; and
2. Select your role for database user; and
3. Submit your request

After the assignment request is submitted, it is reviewed by an Administrator, and an email notification is sent to the registered email account when your request is approved. Once you receive the approval email, please come back and log in again to view the REO GPMS.

6

Click assignment request to get started

User Assignment

REO User Assignment Request
AM
REO
appiar

Requesting Grantee Supervisor Role

Welcome to

Reentry Employment Opportunities (REO)

Grantee Performance Management System (GPMS)

Building better communities together...

Select Grantee

Submit button is enabled once an organization and a role is selected. Click anywhere in the organization details row to select that organization.

Enter a search text
SEARCH

State
Any
Region
Any

Clear Search

Grantee	Preferred Name	City	State	Region
Education Foundation Program	EDP	Painesville	California	Region 6

Role
REO Supervisor

7

SUBMIT

User Assignment
REO User Assignment Request
AM
REO
appiar



8 Thank you for submitting your request for assignment!

You will receive an email notification when your request is approved. At that time you can return back to Reentry Employment Opportunities (REO) Case Management Application (CMA) to access all case management functions available to you.

Building Better Communities Together...

Request Timeline

Date Submitted	Submitted Email	Approved Date	Approver Name
5/20/2025 1:31 PM EDT	middletonabel@gmail.com		

For questions or concerns on the user assignment requests or status, please contact:

Name	Email
Sydney Meyers	sydneymeyers71@gmail.com
Grant Admin Reo	reo.grantadmin

Requesting Grantee Supervisor Role



Assignment Request

Hello,

9 Your assignment request was successfully submitted for review and approval. Please wait for an approval email notification. Once you receive the approval, you can access the REO GPMS.



CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
SM
RFP
App

Grantee Admin

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EDP	Adult	PE-36543-21-60-A-20	PH1	0

SUMMARY
USERS
SITES
SUB-GRANTEES
ROLES
EMPLOYERS
PROVIDERS

Assignment Requests

Enter a search text
SEARCH

Clear Search

First Name	Last Name	Phone Number	Email	Role	Organization	Submitted Date
Abel	Middleton		middletobel0@gmail.com	REO Supervisor	Education Foundation Program	5/20/2025

Current Users

Enter a search text
SEARCH

Clear Search

First Name	Last Name	Email	Role	Organization	User Status
Sydney	Meyers	sydneymeyers71@gmail.com	Grantee Admin	Education Foundation Program	Active
Lead	Cm	leadcasecm@outlook.com	Lead Case Manager	Education Foundation Program	Limited Access
Grant Admin	Reo	reo.grantadmin	Grantee Admin	Education Foundation Program	Active
Grantee Supervisor	Reo	reo.granteesupervisor	Supervisor	Education Foundation Program	Limited Access
Case Manager	Reo	reo.casemanager	Case Manager	Education Foundation Program	Limited Access

5 items

User Activities

Enter a search text
SEARCH

Clear Search

First Name	Last Name	Username	Organization Name	Date of Access	Population	Grant Type	Grant Number
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/20/2025 12:17 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20
Sydney	Meyers	sydneymeyers71@gmail.com	Education Foundation Program	5/20/2025 1:21 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20

Reentry Employment Opportunities •  **Grantee Admin**

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled @
EDP	Adult	PE-36543-21-60-A-20	PH1	0

SUMMARY **USERS** SITES SUB-GRANTEES ROLES EMPLOYERS PROVIDERS

Approve / Deny Assignment Request

Education Foundation Program
Palmdale, California

EDP
Region 6

Requested User	Role	Phone	Email
Abel Middleton	Supervisor		middletenabw@gmail.com

Select Grant *

Grant # PE-36543-21-60-A-20 Active Initiative PH1 Education Foundation Program Direct Grantee	Grant # YF-36579-21-60-A-20 Active Initiative GO-1 Education Foundation Program Direct Grantee	Grant # CJ-36448-22-75-A-6 Active Initiative PROWD-1 Education Foundation Program Direct Grantee	Grant # 23476900014 Active Initiative PROWD-1EXP Education Foundation Program Direct Grantee
---	--	--	--

Note *

Approving for role of Grantee Supervisor.

41/1000

GO BACK

11 **DENY** **APPROVE**

Requesting Grantee Supervisor Role



User Assignment Request Status Approved

Hello,

12

This is to inform you that your user assignment request for Education Foundation Program has been APPROVED.

If you have difficulties accessing the REO GPMS, please contact your organization's grantee administrator. If you submitted a request for the grantee admin role, please contact the REO Program Office.



HOME
UPDATE PROFILE

Department of Labor Home - AM

Requesting Grantee Supervisor Role



Manage Application Access
Allows the user to manage access to the Applications



VCMS
VETS Case Management System (VCMS)
Register to file a USERRA, VR, or VEDA claim

REGISTER HELP



USMCA LVC Certification Portal

HELP



Reentry Employment Opportunities

13 ENTER



Job Corps Regional Office Assessment Application (ROAP)
Monitor and Execute Corrective Action Plans for Findings Identified During Assessment Evaluations

REGISTER



Senior Community Service Employment Program

ENROLL



NFJP
National Farmworker Jobs Program

ENROLL



VETS Grantee Reporting System (VGRS)
Allows HVRP Grant recipients to create and submit Performance Reports

REGISTER HELP

CASES
ADMIN
ALERTS
REPORTS
HELP

Reentry Employment Opportunities - AM

Grantee Supervisor

Select or Change Population Type or Grant

Select a Population Type

Adult Youth

Select a Grant

Grant #
PE-36543-21-60-A-20
Active
Initiative
PHI
Education Foundation Program
Direct Grantee

14 SAVE

2.6.3 Partner Case Manager

Figure 23. Grantee Administrator or Grantee Supervisor assigns the Partner Case Manager (PCM) Role

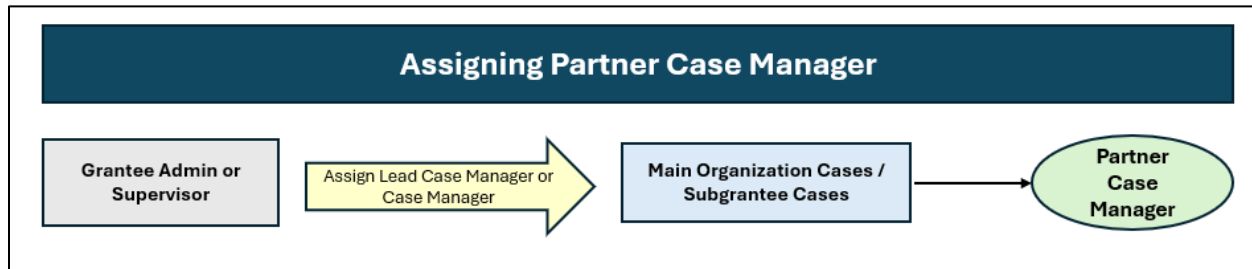
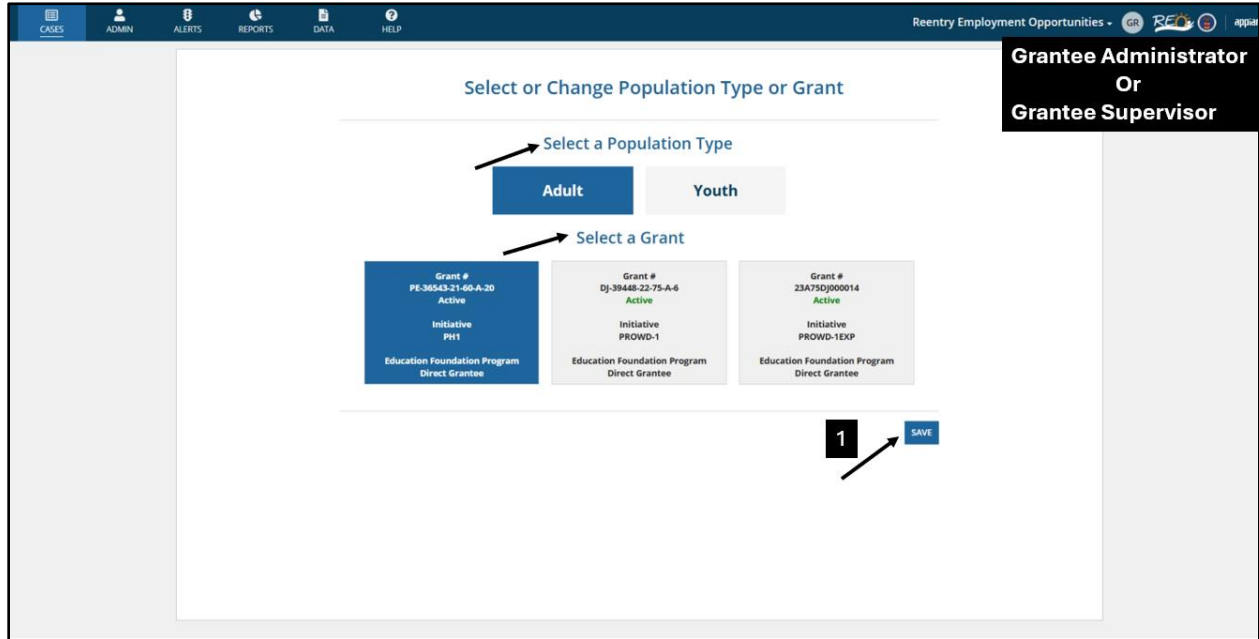


Table 25. Submit User Assignment Request for Supervisor, Lead Case Manager or Case Manager

User Assignment Request for Grantee Supervisor, Lead Case Manager or Case Manager		
The following steps should be followed by any new user wanting to assign the role of a Partner Case Manager to a Case Manager.		
No.	Steps	Notes
1	Grantee Administrator or Supervisor logs into REO.	Select or Change Population Type or Grant
2	Grantee Administrator or Supervisor navigates to MANAGE CASE MANAGERS subtab.	Click on ASSIGN PARTNER CASE MANAGER
3	Grantee Administrator or Supervisor selects a user from the PARTNER CASE MANAGER dropdown and selects a participant to be assigned to that Partner Case Manager	Click NEXT
4	Confirm Partner Case Manager and Participant.	Click SUBMIT
5	Partner Case Manager assignment has been successfully completed.	Click REFRESH
6	ALL CASES tab now shows Partner Case Manager assignment for that participant.	
7	To assign a participant to a Case Manager, Administrator or Supervisor can navigate to the MANAGE CASE MANAGER tab and click on ASSIGN CASE MANAGER. Select a user from the Case Manager dropdown and select a participant for assignment.	Click NEXT

8	Confirm Case Manager and Participant.	Click SUBMIT
9	The Case Manager assignment has been successfully completed.	Click REFRESH
10	ALL CASES tabs now show both Partner Case Manager and Case Manager assignments from the above steps.	



Select or Change Population Type or Grant

Select a Population Type

Adult Youth

Select a Grant

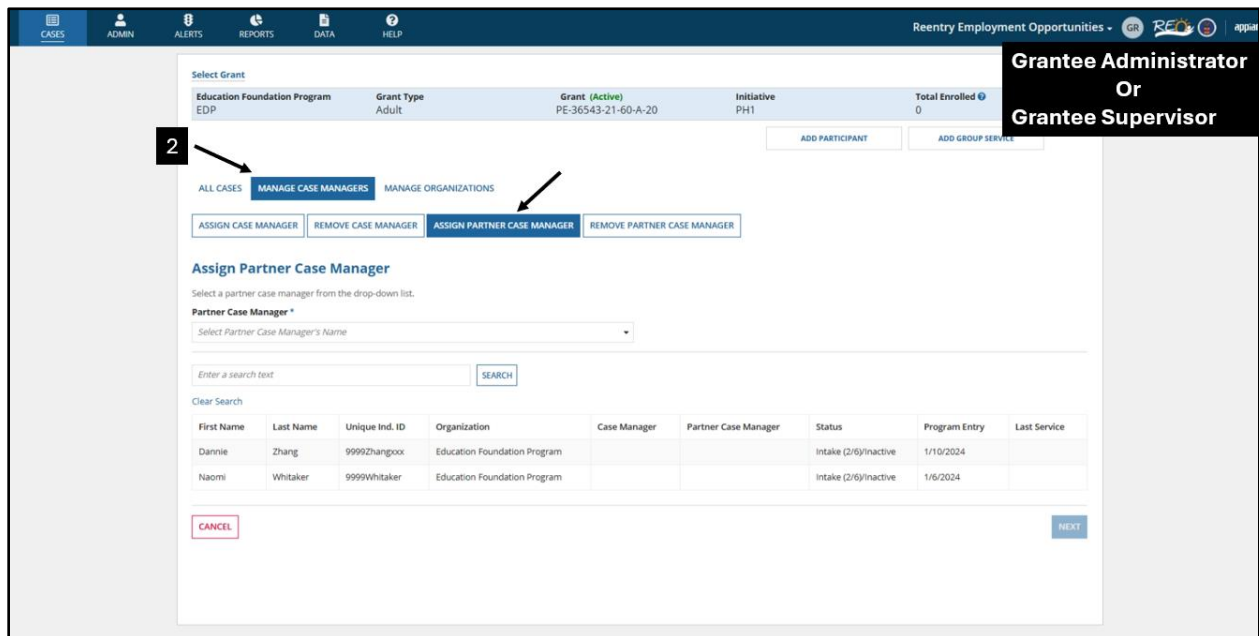
Grant # PE-36543-21-60-A-20
Active
Initiative PH1
Education Foundation Program
Direct Grantee

Grant # DJ-39448-22-75-A-6
Active
Initiative PROWD-1
Education Foundation Program
Direct Grantee

Grant # 23A750J000014
Active
Initiative PROWD-1 EXP
Education Foundation Program
Direct Grantee

1 SAVE

Grantee Administrator Or Grantee Supervisor



Select Grant

Education Foundation Program Grant Type Adult Grant (Active) PE-36543-21-60-A-20 Initiative PH1 Total Enrolled 0

ADD PARTICIPANT ADD GROUP SERVICE

2 MANAGE CASE MANAGERS MANAGE ORGANIZATIONS

ASSIGN CASE MANAGER REMOVE CASE MANAGER 3 ASSIGN PARTNER CASE MANAGER REMOVE PARTNER CASE MANAGER

Assign Partner Case Manager

Select a partner case manager from the drop-down list.

Partner Case Manager *

Select Partner Case Manager's Name

Enter a search text SEARCH

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Dannie	Zhang	9999Zhangxxx	Education Foundation Program			Intake (2/6)/inactive	1/10/2024	
Naomi	Whitaker	9999Whitaker	Education Foundation Program			Intake (2/6)/inactive	1/6/2024	

CANCEL NEXT

Grantee Administrator Or Grantee Supervisor

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
appia

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EDP	Adult	PE-36543-21-60-A-20	PH1	0

ADD PARTICIPANT
ADD GROUP SERVICE

Grantee Administrator
Or
Grantee Supervisor

ALL CASES
MANAGE CASE MANAGERS
MANAGE ORGANIZATIONS

ASSIGN CASE MANAGER
REMOVE CASE MANAGER
ASSIGN PARTNER CASE MANAGER
REMOVE PARTNER CASE MANAGER

Assign Partner Case Manager

Select a partner case manager from the drop-down list.

Partner Case Manager *

Case Manager Reo

Enter a search text
SEARCH

Clear Search

☐	First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
☒	Dannie	Zhang	9999Zhangxxx	Education Foundation Program			Intake (2/6)/inactive	1/10/2024	
☐	Naomi	Whitaker	9999Whitaker	Education Foundation Program			Intake (2/6)/inactive	1/6/2024	

Clear Selection

CANCEL

3
NEXT

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
appia

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EDP	Adult	PE-36543-21-60-A-20	PH1	0

ADD PARTICIPANT
ADD GROUP SERVICE

Grantee Administrator
Or
Grantee Supervisor

ALL CASES
MANAGE CASE MANAGERS
MANAGE ORGANIZATIONS

ASSIGN CASE MANAGER
REMOVE CASE MANAGER
ASSIGN PARTNER CASE MANAGER
REMOVE PARTNER CASE MANAGER

Assign Partner Case Manager

Partner Case Manager: Case Manager Reo

Case(s):

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Dannie	Zhang	9999Zhangxxx	Education Foundation Program			Intake (2/6)/inactive	1/10/2024	

BACK

4
SUBMIT

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
appia

Select Grant

Education Foundation Program	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 0
------------------------------	---------------------	---------------------------------------	-------------------	---------------------

ADD PARTICIPANT
ADD GROUP SERVICE

ALL CASES
MANAGE CASE MANAGERS
MANAGE ORGANIZATIONS

ASSIGN CASE MANAGER
REMOVE CASE MANAGER
ASSIGN PARTNER CASE MANAGER
REMOVE PARTNER CASE MANAGER

Partner case manager assignment has been completed successfully. To view the updated information in the cases list, please click the refresh link below.

5
REFRESH

Grantee Administrator
Or
Grantee Supervisor

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
appia

Select Grant

Education Foundation Program	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 0
------------------------------	---------------------	---------------------------------------	-------------------	---------------------

ADD PARTICIPANT
ADD GROUP SERVICE

ALL CASES
MANAGE CASE MANAGERS
MANAGE ORGANIZATIONS

All Cases

Enter a search text
SEARCH

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Dannie	Zhang	9999Zhangxxx	Education Foundation Program		Case Manager Reo	Intake (2/6)/inactive	1/10/2024	
Naomi	Whitaker	9999Whitaker	Education Foundation Program			Intake (2/6)/inactive	1/5/2024	

6

Grantee Administrator
Or
Grantee Supervisor

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
app

Select Grant

Education Foundation Program	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 0
------------------------------	---------------------	---------------------------------------	-------------------	---------------------

ADD PARTICIPANT
ADD GROUP SERVICE

Grantee Administrator
Or
Grantee Supervisor

ALL CASES
MANAGE CASE MANAGERS
MANAGE ORGANIZATIONS

ASSIGN CASE MANAGER
REMOVE CASE MANAGER
ASSIGN PARTNER CASE MANAGER
REMOVE PARTNER CASE MANAGER

Assign Case Manager

Select a case manager from the drop-down list.

Case Manager*

Case Manager Reo

Enter a search text

SEARCH

Clear Search

☐	First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
☐	Dannie	Zhang	9999Zhangoox	Education Foundation Program		Case Manager Reo	Intake (2/6)/inactive	1/10/2024	
☒	Naomi	Whitaker	9999Whitaker	Education Foundation Program			Intake (2/6)/inactive	1/6/2024	

Clear Selection

CANCEL
NEXT

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
app

Select Grant

Education Foundation Program	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 0
------------------------------	---------------------	---------------------------------------	-------------------	---------------------

ADD PARTICIPANT
ADD GROUP SERVICE

Grantee Administrator
Or
Grantee Supervisor

ALL CASES
MANAGE CASE MANAGERS
MANAGE ORGANIZATIONS

ASSIGN CASE MANAGER
REMOVE CASE MANAGER
ASSIGN PARTNER CASE MANAGER
REMOVE PARTNER CASE MANAGER

Assign Case Manager

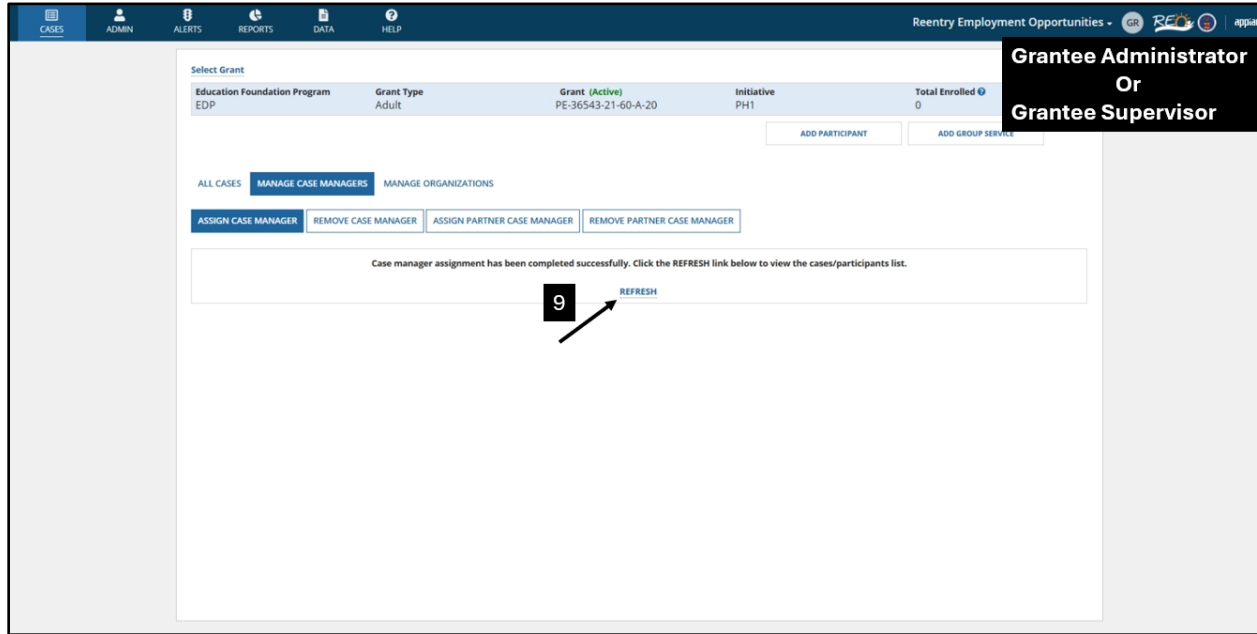
Case Manager: Case Manager Reo

Case(s):

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Naomi	Whitaker	9999Whitaker	Education Foundation Program			Intake (2/6)/inactive	1/6/2024	

BACK

8
SUBMIT



Grantee Administrator Or Grantee Supervisor

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EDP	Adult	PE-36543-21-60-A-20	PH1	0

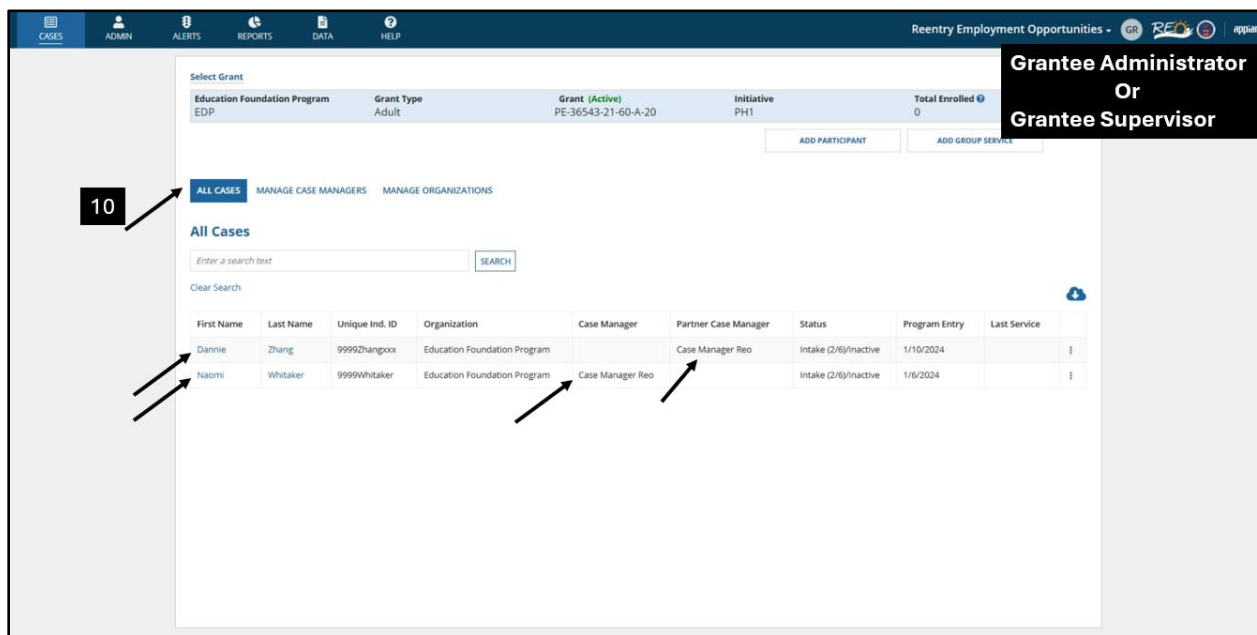
ADD PARTICIPANT ADD GROUP SERVICE

ALL CASES **MANAGE CASE MANAGERS** MANAGE ORGANIZATIONS

ASSIGN CASE MANAGER REMOVE CASE MANAGER ASSIGN PARTNER CASE MANAGER REMOVE PARTNER CASE MANAGER

Case manager assignment has been completed successfully. Click the [REFRESH](#) link below to view the cases/participants list.

9 → [REFRESH](#)



Grantee Administrator Or Grantee Supervisor

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EDP	Adult	PE-36543-21-60-A-20	PH1	0

ADD PARTICIPANT ADD GROUP SERVICE

ALL CASES **MANAGE CASE MANAGERS** MANAGE ORGANIZATIONS

All Cases

Enter a search text SEARCH

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Dannie	Zhang	9999Zhangoox	Education Foundation Program		Case Manager Reo	Intake (2/6)/inactive	1/10/2024	
Naomi	Whitaker	9999Whitaker	Education Foundation Program	Case Manager Reo		Intake (2/6)/inactive	1/6/2024	

10 → ALL CASES

10 → Dannie Zhang

10 → Naomi Whitaker

2.6.4 Subgrantee Administrator

Figure 25. User Assignment Approval for Subgrantee Administrator

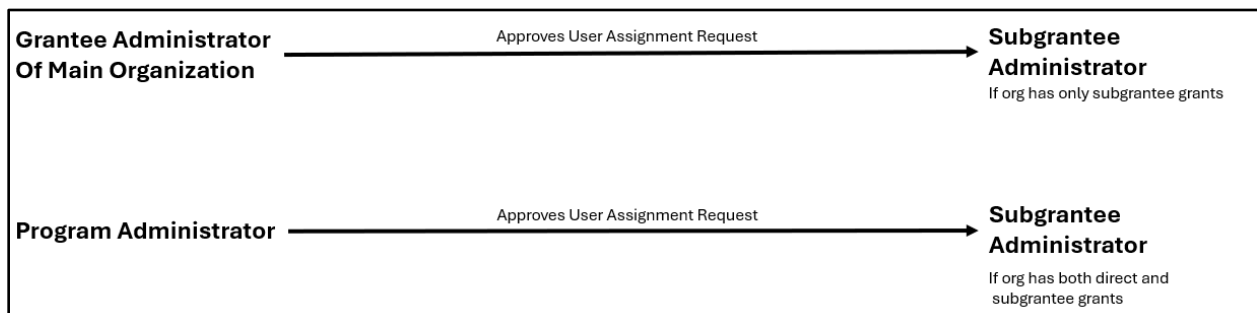


Table 26. Submit User Assignment Request for Subgrantee Administrator

User Assignment Request for Subgrantee Administrator		
The following steps should be followed by any new user wanting to request the role of a Subgrantee Administrator.		
No.	Steps	Notes
1	Visit https://cmp.dol.gov .	Click 'I Agree' to Access the REO-GPMS account.
2	Click the "Click here if you are a Login.gov user".	This link allows new users that don't have access to the Case Management Platform and would like to request an external user within GPMS REO.
3	"Sign in"	If a user already has an account, they may enter their username and password and then click SUBMIT.
4	Multifactor Authentication	Provide Multifactor Authentication (i.e., Backup code) and click SUBMIT.
5	Manage Application Access	Click 'ENROLL' under REO to access GPMS REO.
6	Assignment Request	Click "assignment request" to submit a user assignment request.
7	Select Grantee & Role	Select Grantee from list of Grantees. Then select role of 'REO Grantee Admin' from Role dropdown. This is the REO Subgrantee Admin role.
8	Thank you for submitting your request for assignment!	Assignment request submission completed
9	User Assignment Request Submission Email	Users receive an email confirming assignment request submission
10	Grantee Administrator of Main Organization (If org has only subgrantee grants) or REO National Office (If org has both direct and subgrantee grants) will be notified of Subgrantee Administrator role request via email	Grantee Administrator of Main Organization or REO National Office - Program Admin will have to login to the Internal side of GPMS REO and navigate to the Users tab and then click on the name of the requestee within the Assignment Requests grid
11	Grantee Administrator of Main Organization (If org has only subgrantee grants) or REO National Office (If org has both direct and subgrantee grants) must APPROVE User Assignment Request	Grantee Administrator of Main Organization (If org has only subgrantee grants) or REO National Office (If org has both direct and subgrantee grants) will Approve / Deny Assignment Request. Note field is required before REO National

		Office / Main Grantee Admin can select DENY or APPROVE.
12	Subgrantee Admin User Request has been approved.	
12a	User Assignment Request Approved Email	User receives email notification when Assignment Request has been approved (or denied).
13	REO National Office - Program Administrator (If org has only subgrantee grants) or Grantee Administrator (If org has both direct and subgrantee grants) can see newly approved Subgrantee Admin in the list of Current Users grid in the ADMIN/USERS subtab.	
14	Requesting User will need to sign back in to REO	
15	Users will arrive at the 'Select or Change Population Type or Grant' page.	
16	Note differences between Subgrantee Admin ADMIN/SUMMARY subtab	
17	Note differences between Grantee Admin ADMIN/SUMMARY subtab	
18	Note differences between Grantee Admin ADMIN/USERS subtab	
19	Note differences between Subgrantee Admin ADMIN/USERS subtab	

Subgrantee Admin Role



CASE MANAGEMENT PLATFORM

You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. THERE IS NO EXPECTATION OF PRIVACY WHEN ACCESSING THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data equipment and resources which they access.

USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY AUTHORIZED PERSONNEL.

I AGREE

1

Subgrantee Admin Role



CASE MANAGEMENT PLATFORM

[Forgot your password?](#)
[Click here if you are DOL User](#)
[Click here if you are a Login.gov User](#)

SIGN IN

2

Subgrantee Admin Role



DOL CMP TST is using Login.gov to allow you to sign in to your account safely and securely.

Sign in
Create an account

Sign in for existing users

Email address

Password

☐ Show password

Submit

Sign in with your government employee ID

[Back to DOL CMP TST](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

Subgrantee Admin Role

Enter your backup code

You can use this backup code once. After you submit it, you'll need to use a new backup code next time.

Backup code

☒ Remember this browser

Submit

Having trouble? Here's what you can do:

[Choose another authentication method](#)

[Learn more about authentication options](#)

[Cancel](#)

Home
Department of Labor Home
MM
app

Subgrantee Admin Role

Manage Application Access

Allows the user to manage access to the Applications

VCMS

VETS Case Management System (VCMS)

Register to file a USERRA, VR, or VEDA claim

REGISTER
HELP



USMCA LVC Certification Portal

HELP



Reentry Employment Opportunities

ENROLL



Job Corps Regional Office Assessment Application (ROAP)

Monitor and Execute Corrective Action Plans for Findings Identified During Assessment Evaluations

REGISTER



Senior Community Service Employment Program

ENROLL



National Farmworker Jobs Program

ENROLL



VETS Grantee Reporting System (VGRS)

Allows HVSP Grant recipients to create and submit Performance Reports

REGISTER
HELP

Home

Department of Labor Home

MM

app

Subgrantee Admin Role

Welcome to REO Grantee Performance Management System (GPMS)

To access your organization and grants, please submit an assignment request.

In the assignment request page:

1. Select your organization; and
2. Select your role for database use; and
3. Submit your request

After the assignment request is submitted, it is reviewed by an Administrator, and an email notification is sent to the registered email account when your request is approved. Once you receive the approval email, please come back and log in again to view the REO GPMS.

Click **assignment request** to get started

6

User Assignment

REO User Assignment Request

MD

REO

app

Subgrantee Admin Role

Welcome to

Reentry Employment Opportunities (REO)

Grantee Performance Management System (GPMS)

Building better communities together...

Select Grantee

Submit button is enabled once an organization and a role are selected. Click anywhere in the organization details row to select that organization.

State

Any

Region

Any

Clear Search

Grantee	Preferred Name	City	State	Region
California Center for Adults and Youth	CCAY	Southfield	Missouri	Region 5
Dislocated Worker Association	DWA	Alexandria	Virginia	Region 1
Education Foundation Program	EDP	Painesville	California	Region 6
Equity and Innovation	EAI	Alaska	Alaska	Region 6
New York Foundation for Re-entry	NYFR	Dallas	Texas	Region 4

5 items

Role

REO Grantee Admin

7

SUBMIT

User Assignment

REO User Assignment Request

MD

REO

app

Subgrantee Admin Role



Thank you for submitting your request for assignment!

You will receive an email notification when your request is approved. At that time you can return back to Reentry Employment Opportunities (REO) Case Management Application (CMA) to access all case management functions available to you.

Building Better Communities Together...

Request Timeline

Date Submitted	Submitted Email	Approved Date	Approver Name
5/21/2025 3:59 PM EDT	maxon.drew@outlook.com		

For questions or concerns on the user assignment requests or status, please contact:

Name	Email
Sydney Meyers	sydneymeyers71@gmail.com
Grant Admin Reo	reo.grantadmin

8

9

Requesting Subgrantee Admin Role



Assignment Request

Hello,

Your assignment request was successfully submitted for review and approval. Please wait for an approval email notification. Once you receive the approval, you can access the REO GPMS.



[CASES](#)
[ADMIN](#)
[ALERTS](#)
[REPORTS](#)
[DATA](#)
[HELP](#)

Reentry Employment Opportunities
 

Select Grant
 Education Foundation Program
 EDP

Grant Type
 Adult

Grant (Active)
 PE-36543-21-60-A-20

Initiative
 PH1

[SUMMARY](#)
[USERS](#)
[SITES](#)
[SUB-GRANTEES](#)
[ROLES](#)
[EMPLOYERS](#)
[PROVIDERS](#)

Assignment Requests

[Clear Search](#)

First Name	Last Name	Phone Number	Email	Role		
Maxon	Drew		maxon.drew@outlook.com	REO Grantee Admin	Equity and Innovation	5/21/2025

10

Current Users

[Clear Search](#)

First Name	Last Name	Email	Role	Organization	User Status
Sydney	Meyers	sydnemeyers71@gmail.com	Grantee Admin	Education Foundation Program	Active
Abel	Middleton	middletonabel@gmail.com	Supervisor	Education Foundation Program	Limited Access
Lead	CM	leadcasecm@outlook.com	Lead Case Manager	Education Foundation Program	Limited Access
Grant Admin	Reo	reo.grantadmin	Grantee Admin	Education Foundation Program	Active
Grantee Supervisor	Reo	reo.granteesupervisor	Supervisor	Education Foundation Program	Limited Access
Case Manager	Reo	reo.casemanager	Case Manager	Education Foundation Program	Limited Access

4 items

User Activities

[Clear Search](#)

First Name	Last Name	Username	Organization Name	Date of Access	Population	Grant Type	Grant Number
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/20/2025 12:17 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20
Sydney	Meyers	sydnemeyers71@gmail.com	Education Foundation Program	5/20/2025 1:21 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20
Abel	Middleton	middletonabel@gmail.com	Education Foundation Program	5/20/2025 1:35 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20
Case Manager	Reo	reo.casemanager	Education Foundation Program	5/20/2025 1:51 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20
Grantee Supervisor	Reo	reo.granteesupervisor	Education Foundation Program	5/20/2025 1:56 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/20/2025 2:01 PM EDT	Adult	Direct Grantee	DJ-39448-22-75-A-6
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/20/2025 2:06 PM EDT	Adult	Direct Grantee	23A79Q000014
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/20/2025 2:06 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/21/2025 10:29 AM EDT	Adult	Direct Grantee	DJ-39448-22-75-A-6
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/21/2025 10:29 AM EDT	Adult	Direct Grantee	23A79Q000014
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/21/2025 10:33 AM EDT	Adult	Direct Grantee	DJ-35448-22-75-A-6
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/21/2025 10:33 AM EDT	Youth	Direct Grantee	YF-36575-21-60-A-20
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/21/2025 12:47 PM EDT	Adult	Direct Grantee	DJ-39448-22-75-A-6
Grant Admin	Reo	reo.grantadmin	Education Foundation Program	5/21/2025 1:07 PM EDT	Adult	Direct Grantee	PE-36543-21-60-A-20

14 items

**Grantee Administrator
Of Main Organization**

If org has only subgrantee grants

Program Administrator

If org has both direct and subgrantee grants

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REDO
appiar

Select Grant

Education Foundation Program EDP	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1
-------------------------------------	---------------------	---------------------------------------	-------------------

SUMMARY
USERS
SITES
SUB-GRANTEES
ROLES
EMPLOYERS
PROVIDERS

Approve / Deny Assignment Request

Equity and Innovation

EAI

Alaska, Alaska

Region 6

Requested User	Role	Phone	Email
Maxon Drew	Grantee Admin		maxon.drew@outlook.com

Select Grant *

Grant #

PE-36543-21-60-A-20

Active

Initiative

PH1

Equity and Innovation

Sub-Grantee

Note *

Approving subgrantee administrator.

35/1000

GO BACK

11

DENY
APPROVE

**Grantee Administrator
Of Main Organization**

If org has only subgrantee grants

Program Administrator

If org has both direct and
subgrantee grants

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REDO
appiar

Select Grant

Education Foundation Program EDP	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 6
-------------------------------------	---------------------	---------------------------------------	-------------------	---------------------

SUMMARY
USERS
SITES
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ROLES
EMPLOYERS
PROVIDERS

The User Request has been Approved.

12

BACK

**Grantee Administrator
Of Main Organization**

If org has only subgrantee grants

Program Administrator

If org has both direct and
subgrantee grants

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
app

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EDP	Adult	PE-36543-21-60-A-20	PH1	6

SUMMARY
USERS
SITES
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EMPLOYERS
PROVIDERS

Grantee Administrator Of Main Organization
 If org has only subgrantee grants

Program Administrator
 If org has both direct and subgrantee grants

Assignment Requests
 Enter a search text SEARCH
 Clear Search

First Name	Last Name	Phone Number	Email	Role	Organization	Submitted Date
No records found						

Current Users
 Enter a search text SEARCH
 Clear Search

First Name	Last Name	Email	Role	Organization	User Status
Sydney	Meyers	sydneymeyers71@gmail.com	Grantee Admin	Education Foundation Program	Active
Abel	Middleton	middletonabel@gmail.com	Supervisor	Education Foundation Program	Limited Access
Lead	Cm	leadcasecm@outlook.com	Lead Case Manager	Education Foundation Program	Limited Access
Maxon	Drew	maxon.drew@outlook.com	Grantee Admin	Equity and Innovation	Active
Grant Admin	Reo	reo.grantadmin	Grantee Admin	Education Foundation Program	Active
Grantee Supervisor	Reo	reo.granteesupervisor	Supervisor	Education Foundation Program	Limited Access
Case Manager	Reo	reo.casemanager	Case Manager	Education Foundation Program	Limited Access

7 items

HOME
UPDATE PROFILE

Department of Labor Home
MD
app


Manage Application Access
 Allows the user to manage access to the Applications

VCMS
 VETS Case Management System (VCMS)
 Register to the VCSMS, VET, or VCSM client
 REGISTER HELP


 USMCA LVC Certification Portal
 HELP


 Reentry Employment Opportunities
ENTER


 Job Corps Regional Office Assessment Application (ROAP)
 Monitor and Execute Corrective Action Plans for Findings Identified During Assessment Evaluations.
 REGISTER


 Senior Community Service Employment Program
 ENROLL


 National Farmworker Jobs Program
 ENROLL


 VETS Grantee Reporting System (VGRS)
 Allows HIRP Grant recipients to create and submit Performance Reports.
 REGISTER HELP

Reentry Employment Opportunities • MD  app

Subgrantee Admin Role

Select or Change Population Type or Grant

Select a Population Type

Adult Youth

Select a Grant

Grant #
PE-36543-21-60-A-20
Active
Initiative
PH1
Equity and Innovation
Sub-Grantee

15 

Reentry Employment Opportunities • MD  app

Subgrantee Admin

Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 0		
16     						
PE-36543-21-60-A-20 Adult						
		Initiative PH1	Start Date 1/10/2020	End Date 7/30/2025		
Region Region 4						
Organization	Type	City	State	Contact	Phone	Email
Education Foundation Program	Direct Grantee	Painesville	CA	Gilda Bell	(440) 354-9310	bell@gmail.com
Equity and Innovation	Sub-Grantee	Alaska	AK	Charlene Rojas	(601) 269-3494	rojas@outlook.com

CASES
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ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
app

Grantee Admin

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EDP	Adult	PE-36543-21-60-A-20	PH1	6

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SUMMARY
USERS
SITES
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EMPLOYERS
PROVIDERS

DJ-39448-22-75-A-6	Initiative	Start Date	End Date	Region
Adult	PROWD-1	2/10/2020	7/31/2025	Region 1

Organization	Type	City	State	Contact	Phone	Email
Education Foundation Program	Direct Grantee	Painesville	CA	Gilda Bell	(440) 354-9310	bell@gmail.com

YF-36575-21-60-A-20	Initiative	Start Date	End Date	Region
Youth	GO-1	1/1/2020	7/31/2025	Region 3

Organization	Type	City	State	Contact	Phone	Email
Education Foundation Program	Direct Grantee	Painesville	CA	Gilda Bell	(440) 354-9310	bell@gmail.com

23A75DJ000014	Initiative	Start Date	End Date	Region
Adult	PROWD-1EXP	2/1/2020	9/30/2025	Region 4

Organization	Type	City	State	Contact	Phone	Email
Education Foundation Program	Direct Grantee	Painesville	CA	Gilda Bell	(440) 354-9310	bell@gmail.com

PE-36543-21-60-A-20	Initiative	Start Date	End Date	Region
Adult	PH1	1/10/2020	7/30/2025	Region 4

Organization	Type	City	State	Contact	Phone	Email
Education Foundation Program	Direct Grantee	Painesville	CA	Gilda Bell	(440) 354-9310	bell@gmail.com
Equity and Innovation	Sub-Grantee	Alaska	AK	Charlene Rojas	(601) 269-3494	rojas@outlook.com

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO
app

Grantee Admin

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EDP	Adult	PE-36543-21-60-A-20	PH1	6

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SUMMARY
USERS
SITES
SUB-GRANTEES
ROLES
EMPLOYERS
PROVIDERS

Assignment Requests

Enter a search text

Clear Search

First Name	Last Name	Phone Number	Email	Role	Organization	Submitted Date
No records found						

Current Users

Enter a search text

Clear Search

First Name	Last Name	Email	Role	Organization	User Status
Sydney	Meyers	sydnemeyers21@gmail.com	Grantee Admin	Education Foundation Program	Active
Abel	Middleton	middletonabel@gmail.com	Supervisor	Education Foundation Program	Limited Access
Lead	Cm	leadcasecm@outlook.com	Lead Case Manager	Education Foundation Program	Limited Access
Maxon	Drew	maxon.drew@outlook.com	Grantee Admin	Equity and Innovation	Active
Grant Admin	Reo	reo.grantadmin	Grantee Admin	Education Foundation Program	Active
Grantee Supervisor	Reo	reo.granteesupervisor	Supervisor	Education Foundation Program	Limited Access
Case Manager	Reo	reo.casemanager	Case Manager	Education Foundation Program	Limited Access

7 items

User Activities

Subgrantee Admin

Select Grant

Grant Type	Grant (Active)	Initiative	Total Enrolled
Equity and Innovation	PE-36543-21-60-A-20	PH1	0

19 **USERS** ROLES EMPLOYERS PROVIDERS

Assignment Requests

Enter a search text

Clear Search

First Name	Last Name	Phone Number	Email	Role	Organization	Submitted Date
No records found						

Current Users

Enter a search text

Clear Search

First Name	Last Name	Email	Role	Organization	User Status
Maxon	Drew	maxon.drew@outlook.com	Grantee Admin	Equity and Innovation	Active

User Activities

Enter a search text

Clear Search

First Name	Last Name	Username	Organization Name	Date of Access	Population	Grant Type	Grant Number
Maxon	Drew	maxon.drew@outlook.com	Equity and Innovation	5/21/2025 4:08 PM EDT	Adult	Sub-Grantee	PE-36543-21-60-A-20

2.6.5 Subgrantee Supervisor, Subgrantee Lead Case Manager, Subgrantee Case Manager

Figure 26. Subgrantee User Roles

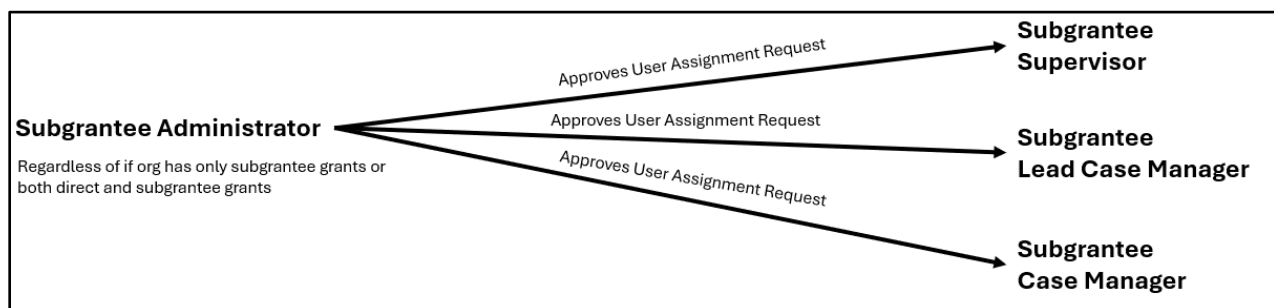


Table 27. Submit User Assignment Request for Subgrantee Supervisor, Subgrantee Lead Case Manager or Subgrantee Case Manager

User Assignment Request for Subgrantee Supervisor, Subgrantee Lead Case Manager or Subgrantee Case Manager		
The following steps should be followed by any new user wanting to request the role of a Subgrantee Supervisor, Subgrantee Lead Case Manager, or Subgrantee Case Manager.		
No.	Steps	Notes
1	Visit https://cmp.dol.gov .	Click 'I Agree' to Access the REO-GPMS account.

2	Click the "Click here if you are a Login.gov user".	This link allows new users that don't have access to the Case Management Platform and would like to request an external user within GPMS REO.
3	"Sign in"	If a user already has an account, they may enter their username and password and then click SUBMIT.
4	Multifactor Authentication	Provide Multifactor Authentication (i.e., Backup code) and click SUBMIT.
5	Manage Application Access	Click 'ENROLL' under REO to access GPMS REO.
6	Assignment Request	Click "assignment request" to submit a user assignment request.
7	Select Grantee & Role	Select Grantee from list of Grantees. Then select role of 'REO Supervisor' from Role dropdown. This is the REO Subgrantee Supervisor role.
8	Thank you for submitting your request for assignment!	Assignment Request submission complete.
9	User Assignment Request Submission Email	Users receive an email notification confirming assignment request submission.
10	Subgrantee Administrator must login to the external side of REO GPMS to APPROVE the Grantee Supervisor's request	Subgrantee Admin will navigate to the Users tab and then click on the name of the requestee within the Assignment Requests grid
11	Subgrantee Administrator must select Grant, and provide a Note *	Click DENY or APPROVE.
12	Subgrantee Administrator can see newly added Subgrantee Supervisor user in the Current Users grid within the ADMIN/USERS tab	
13	User Assignment Request Approved Email	User receives email notification when Assignment Request has been approved (or denied).
14	Requesting User will need to sign back in to REO and 'Select or Change Population Type or Grant' page.	

1 Subgrantee Supervisor Role



You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. THERE IS NO EXPECTATION OF PRIVACY WHEN ACCESSING THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data equipment and resources which they access.

USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY AUTHORIZED PERSONNEL.

I AGREE

2 Subgrantee Supervisor Role



Username

Password

[Forgot your password?](#)

[Click here if you are DOL User](#)

[Click here if you are a Login.gov User](#)

SIGN IN

Subgrantee Supervisor Role



DOL CMP TST is using Login.gov to allow you to sign in to your account safely and securely.

Sign in
Create an account

Sign in for existing users

Email address

grantee11@outlook.com

Password

☐ Show password

3

Submit

[Sign in with your government employee ID](#)

[Back to DOL CMP TST](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

Subgrantee Supervisor Role

Enter your backup code

You can use this backup code once. After you submit it, you'll need to use a new backup code next time.

Backup code

M5DW-9DM6-PBXE

☒ Remember this browser

4

Submit

Having trouble? Here's what you can do:

[Choose another authentication method](#)

[Learn more about authentication options](#)

[Cancel](#)

Home
Department of Labor Home

Subgrantee Supervisor Role

Manage Application Access

Allows the user to manage access to the Applications

 VCMS VETS Case Management System (VCMS) Register to file a USERRA, VR, or VEDA claim REGISTER HELP	 USMCA LVC Certification Portal HELP	 REO Reentry Employment Opportunities 5 ENROLL
 Job Corps Regional Office Assessment Application (ROAP) Monitor and Execute Corrective Action Plans for Findings Identified During Assessment Evaluations REGISTER	 SCSEP Senior Community Service Employment Program ENROLL	 NFJP National Farmworker Jobs Program ENROLL
 VGRS VETS Grantee Reporting System (VGRS) Allows HVSP Grant recipients to create and submit Performance Reports REGISTER HELP		

Home
Department of Labor Home
MM
app

Welcome to REO Grantee Performance Management System (GPMS)

Subgrantee Supervisor Role

To access your organization and grants, please submit an assignment request.

In the assignment request page:

1. Select your organization; and
2. Select your role for database use; and
3. Submit your request

After the assignment request is submitted, it is reviewed by an Administrator, and an email notification is sent to the registered email account when your request is approved. Once you receive the approval email, please come back and log in again to view the REO GPMS.

6 Click assignment request to get started

User Assignment
REO User Assignment Request
GK
REO
app

Subgrantee Supervisor Role

Welcome to
Reentry Employment Opportunities (REO)
Grantee Performance Management System (GPMS)
 Building better communities together...

Select Grantee

Submit button is enabled once an organization and a role are selected. Click anywhere in the organization details row to select that organization.

Enter a search text SEARCH Any Any

Clear Search

Grantee	Preferred Name	City	State	Region
California Center for Adults and Youth	CCAY	Southfield	Missouri	Region 5
Dislocated Worker Association	DWA	Alexandria	Virginia	Region 1
Education Foundation Program	EDP	Painesville	California	Region 6
Equity and Innovation	EAI	Alaska	Alaska	Region 6
New York Foundation for Re-entry	NYFR	Dallas	Texas	Region 4

5 Items

Role
 REO Supervisor

7 SUBMIT

User Assignment
REO User Assignment Request
GK
REO
app

Subgrantee Supervisor Role

Thank you for submitting your request for assignment!

You will receive an email notification when your request is approved.
 At that time you can return back to Reentry Employment Opportunities (REO) Case Management Application (CMA) to access all case management functions available to you.

Request Timeline

Date Submitted	Submitted Email	Approved Date	Approver Name
5/21/2025 4:21 PM EDT	grantee11@outlook.com		

For questions or concerns on the user assignment requests or status, please contact:

Name	Email
Maxon Drew	maxon.drew@outlook.com

9

Subgrantee Supervisor Role



Assignment Request

Hello,

Your assignment request was successfully submitted for review and approval. Please wait for an approval email notification. Once you receive the approval, you can access the REO GPMS.



[CASES](#)
[ADMIN](#)
[ALERTS](#)
[REPORTS](#)
[DATA](#)
[HELP](#)

Reentry Employment Opportunities - MD  appian

Subgrantee Administrator

Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 0
------------------------------	---------------------	---------------------------------------	-------------------	---------------------

SUMMARY

USERS

ROLES

EMPLOYERS

PROVIDERS

Assignment Requests

Clear Search

First Name	Last Name	Phone Number	Email	Role	Organization	Submitted Date
Gabriel	Kim		grantee11@outlook.com	REO Supervisor	Equity and Innovation	5/21/2025

Current Users

Clear Search

First Name	Last Name	Email	Role	Organization	User Status
Maxon	Drew	maxon.drew@outlook.com	Grantee Admin	Equity and Innovation	Active

User Activities

Clear Search

Reentry Employment Opportunities -  **Subgrantee Administrator**

Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 0
------------------------------	---------------------	---------------------------------------	-------------------	---------------------

SUMMARY **USERS** ROLES EMPLOYERS PROVIDERS

Approve / Deny Assignment Request

Equity and Innovation EAI
Alaska, Alaska Region 6

Requested User Gabriel Kim	Role Supervisor	Phone	Email grantee11@outlook.com
-------------------------------	--------------------	-------	--------------------------------

Select Grant *

Grant # PE-36543-21-60-A-20
 Active
 Initiative PH1
 Equity and Innovation Sub-Grantee

Note *

Approving Subgrantee Supervisor

GO BACK 11 DENY **APPROVE**

Reentry Employment Opportunities -  **Subgrantee Administrator**

Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 0
------------------------------	---------------------	---------------------------------------	-------------------	---------------------

SUMMARY **USERS** ROLES EMPLOYERS PROVIDERS

Assignment Requests

Enter a search text SEARCH

Clear Search

First Name	Last Name	Phone Number	Email	Role	Organization	Submitted Date
No records found						

Current Users

Enter a search text SEARCH

Clear Search

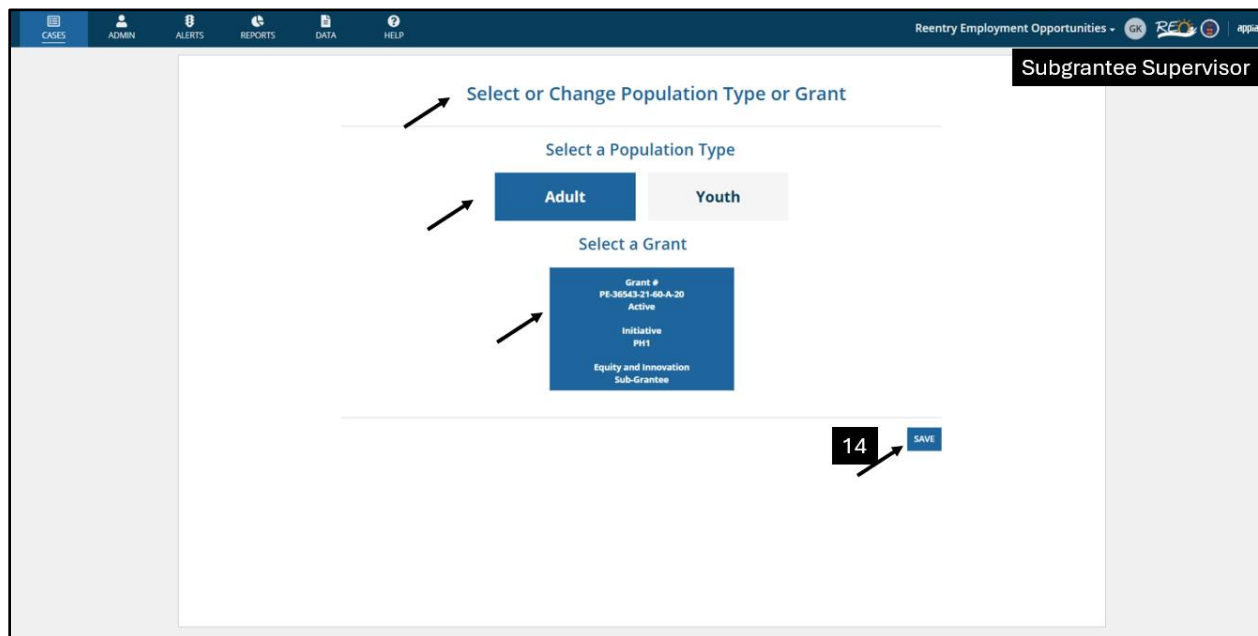
First Name	Last Name	Email	Role	Organization	User Status
Gabriel	Kim	grantee11@outlook.com	Supervisor	Equity and Innovation	Limited Access
Maxon	Drew	maxon.drew@outlook.com	Grantee Admin	Equity and Innovation	Active

User Activities

Enter a search text SEARCH

Clear Search

First Name	Last Name	Username	Organization Name	Date of Access	Population	Grant Type	Grant Number
Maxon	Drew	maxon.drew@outlook.com	Equity and Innovation	5/21/2025 4:08 PM EDT	Adult	Sub-Grantee	PE-36543-21-60-A-20



2.2.6 Subgrantee Partner Case Manager

Figure 26. Assigning a Subgrantee Partner Case Manager

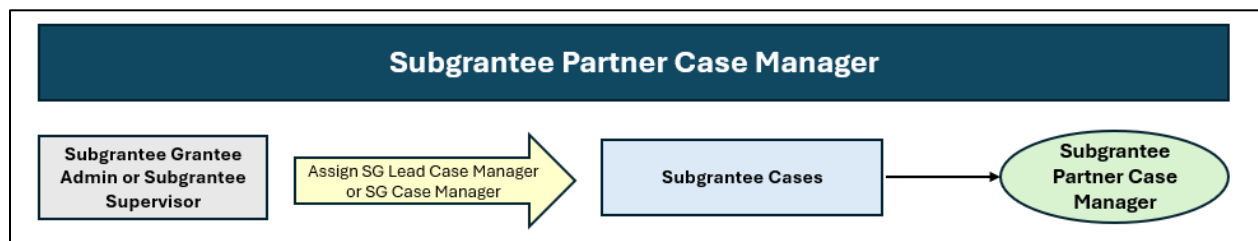
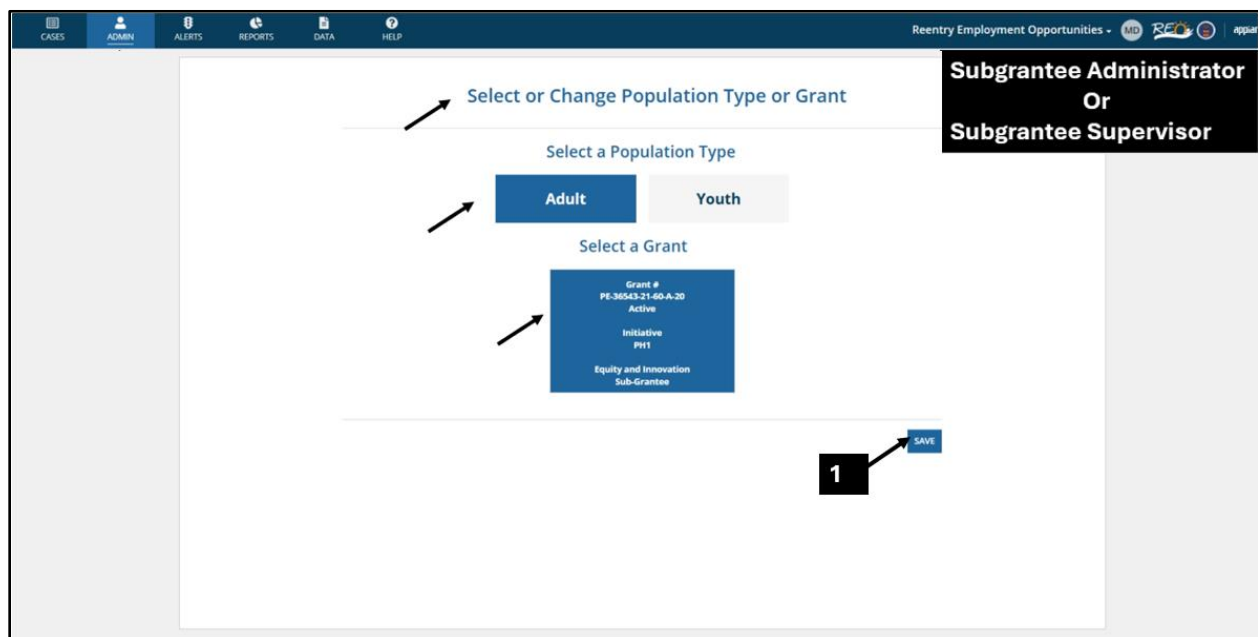


Table 28. Submit User Assignment Request for Subgrantee Partner Case Manager

User Assignment Request for Subgrantee Partner Case Manager		
The following steps should be followed by any new user wanting to assign the role of a Subgrantee Partner Case Manager or Subgrantee Case Manager to a user.		
No.	Steps	Notes
1	Subgrantee Administrator or Subgrantee Supervisor logs into REO.	Select or Change Population Type or Grant
2	Subgrantee Administrator or Subgrantee Supervisor navigates to MANAGE CASE MANAGERS subtab and clicks on ASSIGN PARTNER CASE MANAGER	Select a user from the PARTNER CASE MANAGER dropdown and select a participant to be assigned to that Subgrantee Partner Case Manager and then click NEXT.
3	Confirm Subgrantee Partner Case Manager and Participant.	Click SUBMIT.
4	Subgrantee Partner Case Manager assignment has been successfully completed.	Click REFRESH.
5	ALL CASES tab now shows Partner Case Manager assignment for that participant.	
6	Subgrantee Partner Case Manager can view Subgrantee Partner Case Manager role for a participant under ALL CASES subtab or MY CASES subtab	
7	PARTNER CASES subtab displays assignments for Subgrantee Partner Case Manager.	
8	Alternatively, Subgrantee Administrator or Subgrantee Supervisor can click ADD PARTICIPANT on the CASES tab and assign this participant the Subgrantee Partner Case Manager role within the PROGRAM AND PARTICIPANT form.	
9	Alternatively, Subgrantee Administrator or Subgrantee Supervisor can click the 3 vertical ellipsis and select ADD/EDIT CASE MANAGER.	
10	Subgrantee Administrator or Subgrantee Supervisor can select a Subgrantee Partner Case Manager from the Partner Case Manager dropdown and click SAVE.	
11	Lastly, Subgrantee Administrator or Subgrantee Supervisor can click on any	

	participant's name on the CASES page and then click EDIT within the INTAKE form.	
12	Subgrantee Administrator or Subgrantee Supervisor can select any Subgrantee Partner Case Manager's name and then click SAVE & CONTINUE.	



Select or Change Population Type or Grant

Select a Population Type

Adult Youth

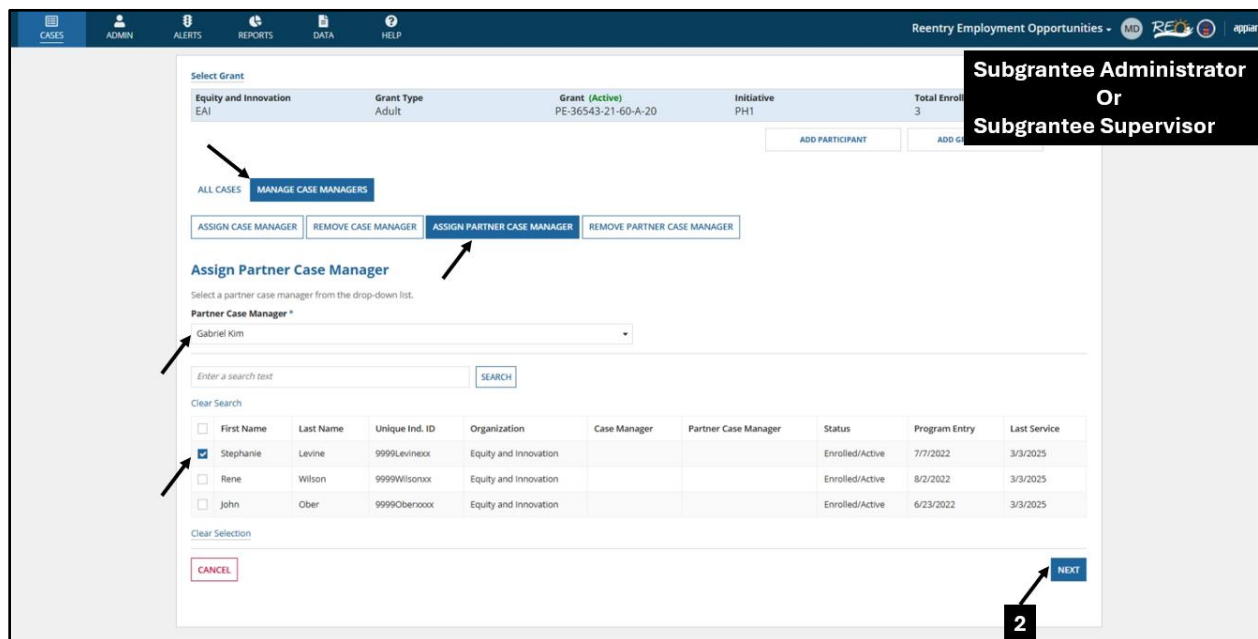
Select a Grant

Grant #
PE-36543-21-60-A-20
Active
Initiative
PH1
Equity and Innovation
Sub-Grantee

SAVE

1

Subgrantee Administrator
Or
Subgrantee Supervisor



Select Grant

Equity and Innovation EAI	Grant Type	Grant (Active)	Initiative	Total Enroll
EAI	Adult	PE-36543-21-60-A-20	PH1	3

ADD PARTICIPANT ADD GRANT

ALL CASES MANAGE CASE MANAGERS

ASSIGN CASE MANAGER REMOVE CASE MANAGER ASSIGN PARTNER CASE MANAGER REMOVE PARTNER CASE MANAGER

Assign Partner Case Manager

Select a partner case manager from the drop-down list.

Partner Case Manager *

Gabriel Kim

Enter a search text SEARCH

Clear Search

☐	First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
☒	Stephanie	Levine	9999Levinexx	Equity and Innovation			Enrolled/Active	7/7/2022	3/3/2025
☐	Rene	Wilson	9999Wilsonxx	Equity and Innovation			Enrolled/Active	8/2/2022	3/3/2025
☐	John	Ober	9999Oberxxxx	Equity and Innovation			Enrolled/Active	6/23/2022	3/3/2025

Clear Selection

CANCEL NEXT

2

Subgrantee Administrator
Or
Subgrantee Supervisor

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities - MD REO app

Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enroll 3
------------------------------	---------------------	---------------------------------------	-------------------	-------------------

ADD PARTICIPANT
ADD G

ALL CASES
MANAGE CASE MANAGERS

ASSIGN CASE MANAGER
REMOVE CASE MANAGER
ASSIGN PARTNER CASE MANAGER
REMOVE PARTNER CASE MANAGER

Assign Partner Case Manager

Partner Case Manager: Gabriel Kim

Case(s):

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Stephanie	Levine	9999Levinexx	Equity and Innovation			Enrolled/Active	7/7/2022	3/3/2025

BACK

3

SUBMIT

**Subgrantee Administrator
Or
Subgrantee Supervisor**

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities - MD REO app

Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enroll 3
------------------------------	---------------------	---------------------------------------	-------------------	-------------------

ADD PARTICIPANT
ADD G

ALL CASES
MANAGE CASE MANAGERS

ASSIGN CASE MANAGER
REMOVE CASE MANAGER
ASSIGN PARTNER CASE MANAGER
REMOVE PARTNER CASE MANAGER

Partner case manager assignment has been completed successfully. To view the updated information in the cases list, please click the refresh link below.

4

REFRESH

**Subgrantee Administrator
Or
Subgrantee Supervisor**

Subgrantee Administrator Or Subgrantee Supervisor

Reentry Employment Opportunities • MD   

CASES ADMIN ALERTS REPORTS DATA HELP

Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enroll 3
ADD PARTICIPANT ADD GROUP SERVICE				

ALL CASES MANAGE CASE MANAGERS

All Cases

Enter a search text

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service	
Stephanie	Levine	9999Levinexx	Equity and Innovation		Gabriel Kim	Enrolled/Active	7/7/2022	3/3/2025	⋮
Rene	Wilson	9999Wilsonxx	Equity and Innovation			Enrolled/Active	8/2/2022	3/3/2025	⋮
John	Ober	9999Oberxxxx	Equity and Innovation			Enrolled/Active	6/23/2022	3/3/2025	⋮

5

Partner Case Manager

Reentry Employment Opportunities • GK   

CASES ADMIN ALERTS REPORTS HELP

Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 3
ADD PARTICIPANT ADD GROUP SERVICE				

MY CASES **ALL CASES** PARTNER CASES

All Cases

Enter a search text

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service	
John	Ober	9999Oberxxxx	Equity and Innovation			Enrolled/Active	6/23/2022	3/3/2025	
Rene	Wilson	9999Wilsonxx	Equity and Innovation			Enrolled/Active	8/2/2022	3/3/2025	
Stephanie	Levine	9999Levinexx	Equity and Innovation		Gabriel Kim	Enrolled/Active	7/7/2022	3/3/2025	⋮

6

Partner Case Manager

Select Grant
 Equity and Innovation Grant Type Adult Grant (Active) PE-36543-21-60-A-20 Initiative PH1 Total Enrolled 3

ADD PARTICIPANT ADD GROUP SERVICE

MY CASES ALL CASES **PARTNER CASES**

Partner Cases

Enter a search text SEARCH

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Stephanie	Levine	9999Levinexx	Equity and Innovation		Gabriel Kim	Enrolled/Active	7/7/2022	3/3/2025

7

Subgrantee Administrator Or Subgrantee Supervisor

8 Add Participant

Equity and Innovation Grant Type Adult Grant (Active) PE-36543-21-60-A-20 Initiative PH1

Name Age Status Date Of Program Entry
 Intake (1/6)/Inactive

PROGRAM AND PARTICIPANT DEMOGRAPHIC EMPLOYMENT-EDUCATION PUBLIC PROGRAM WIOA AND OTHER PROGRAM CRIMINAL JUSTICE

Program Identification

C-OBIS Number * 835120007 Special Project ID 2

D-Special Project ID 1 Special Project ID 3

Site Select Site Name

Case Manager Select Case Manager's Name Partner Case Manager Gabriel Kim

Participant Identification

1-First Name * Enter the participant's first name 11-City Enter the participant's city of current residence

2-Middle Initial Enter the participant's middle initial (if applicable) 12-Zip * Enter the participant's current ZIP code

3-Last Name * Enter the participant's last name 13-State * Select the participant's state of residence from the dropdown list

4-SSN * Enter participant's SSN 14-County Code * Enter the county code number of the participant's residence

Verify SSN * Enter verify SSN Automatically populated based on the zip code and state entries. You are allowed to enter or modify the county code manually. Check the Help tab for additional information.

5-Date Of Birth * mm/dd/yyyy 15-Name Enter the participant's name

6-Phone 1 Enter the participant's phone number 16-Phone

7-Phone 2 Enter an additional phone number (if any) 17-Email/Social Media/Other

8-Email Enter the participant's email address

9-Date Of Program Entry * mm/dd/yyyy

10-Address 1 Enter the participant's physical street address

10a-Address 2 Enter the second line of physical address (if applicable)

18-Name Enter the participant's name

19-Phone Enter the participant's phone number

20-Email/Social Media/Other

CANCEL SAVE & CONTINUE

CASES

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Select Grant

Equity and Innovation EAI	Grant Type Adult	Grant (Active) PE-36543-21-60-A-20	Initiative PH1	Total Enrolled 3
------------------------------	---------------------	---------------------------------------	-------------------	---------------------

ADD PARTICIPANT

ADD GRANT

ALL CASES

MANAGE CASE MANAGERS

All Cases

Enter a search text

SEARCH

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service	
Stephanie	Levine	9999Levinexx	Equity and Innovation		Gabriel Kim	Enrolled/Active	7/7/2022	3/3/2025	⋮
Rene	Wilson	9999Wilsonxx	Equity and Innovation			Enrolled/Active	8/2/2022	3/3/2025	⋮
John	Ober	9999Oberxxxx	Equity and Innovation			Enrolled/Active	6/23/2022	3/3/2025	⋮

Add/Edit Case Manager

Add/Edit Notes

View/Edit Case

9

CASES

ADMIN

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Reentry Employment Opportunities - MD REO appian

Equity and Innovation
EAI

Grant Type
Adult

Grant (Active)
PE-36543-21-60-A-20

Initiative
PH1

Total Enrolled
3

ADD PARTICIPANT

ADD GRANT

Add/Edit Case Manager

Name

Stephanie Levine

Age

41

Status

Enrolled/Active

Date Of Program Entry

7/7/2022

Last Service Date

3/3/2025

Auto Exit Date

6/1/2025

Site

Select Site Name

Case Manager

Select Case Manager's Name

Partner Case Manager

Gabriel Kim

GO BACK

SAVE

10

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Reentry Employment Opportunities

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REO

applet

Equity and Innovation
EAI
 Grant Type
Adult
 Grant (Active)
PE-36543-21-60-A-20
 Initiative
PH1

**Subgrantee Administrator
Or
Subgrantee Supervisor**

View/Edit Case Information

Name	Age	Status	Date Of Program Entry	Last
Stephanie Levine	41	Enrolled/Active	7/7/2022	3/3/2025 6/1/2025

SUMMARY

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PUBLIC PROGRAM

WIOA AND OTHER PROGRAM

CRIMINAL JUSTICE

Program Identification

C-OPS Number *

836480006

D-Special Project ID 1

Special Project ID 2

Special Project ID 3

Site

Select Site Name

Case Manager

Select Case Manager's Name

Partner Case Manager

Gabriel Kim

Participant Identification

1-First Name *

Stephanie

2-Middle Initial

3-Last Name *

Levine

4-SSN *

5-Date Of Birth *

12/1/1983

6-Phone 1

7-Phone 2

8-Email

9-Date Of Program Entry *

7/7/2022

10-Address 1

10a-Address 2

11-City

12-Zip *

80202

13-State *

Colorado

14-County Code *

031

15-Name

16-Phone

17-Email/Social Media/Other

Additional Personal Contact Information

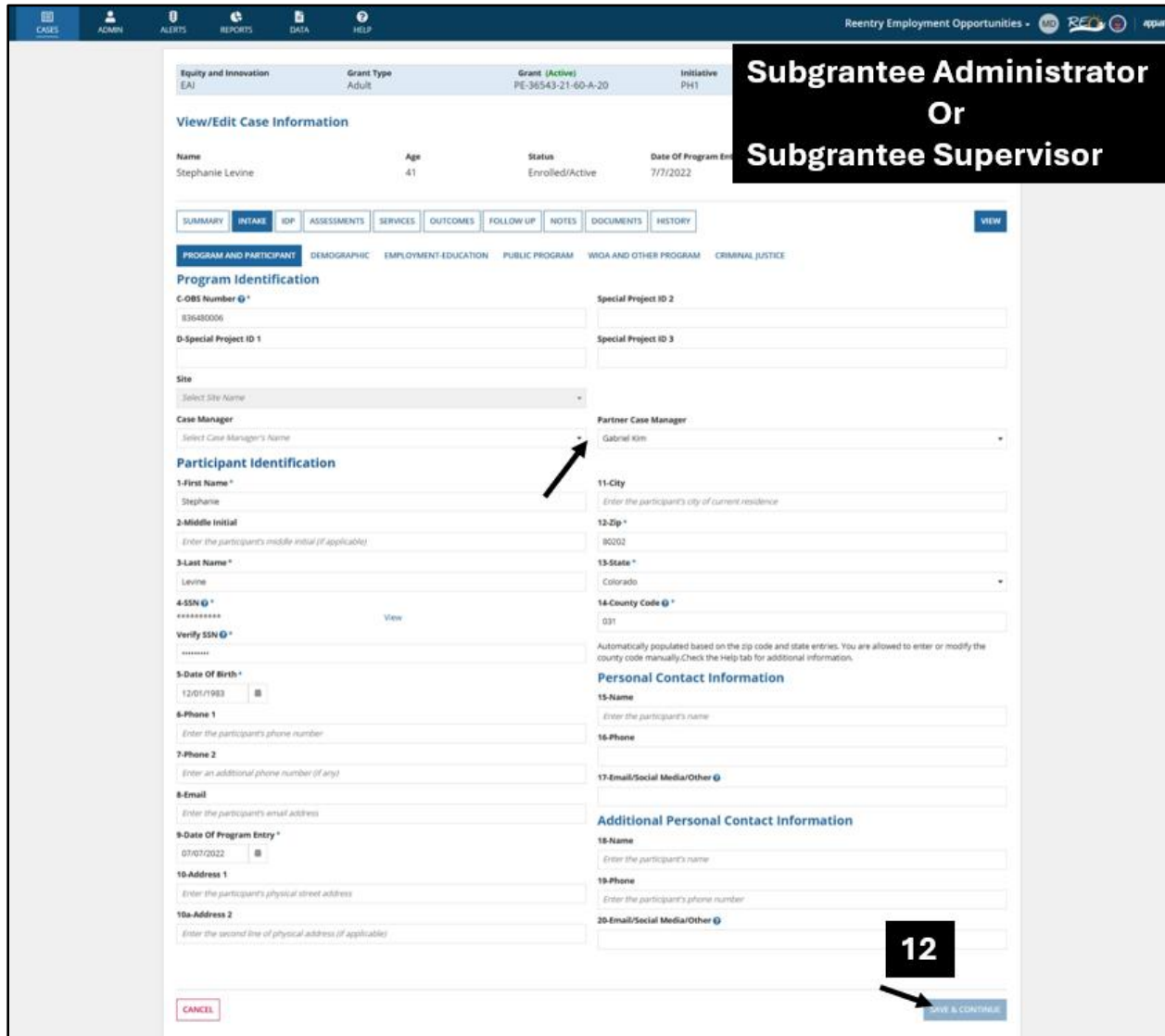
18-Name

19-Phone

20-Email/Social Media/Other

11

EDIT



**Subgrantee Administrator
Or
Subgrantee Supervisor**

View/Edit Case Information

Name: Stephanie Levine | Age: 41 | Status: Enrolled/Active | Date Of Program Entry: 7/7/2022

Participant Identification

1-First Name: Stephanie
 2-Middle Initial: [Empty]
 3-Last Name: Levine
 4-SSN: [Empty] [View]
 5-Date Of Birth: 12/01/1983
 6-Phone 1: [Empty]
 7-Phone 2: [Empty]
 8-Email: [Empty]
 9-Date Of Program Entry: 07/07/2022
 10-Address 1: [Empty]
 10a-Address 2: [Empty]

Partner Case Manager
 Gabriel Kim

Personal Contact Information
 15-Name: [Empty]
 16-Phone: [Empty]
 17-Email/Social Media/Other: [Empty]

Additional Personal Contact Information
 18-Name: [Empty]
 19-Phone: [Empty]
 20-Email/Social Media/Other: [Empty]

12 [Arrow points to SAVE & CONTINUE button]

3. CASE MANAGEMENT AND DATA ENTRY

3.1 OVERVIEW

Table 29. Cases.

Cases		
Cases can be accessed from the CASES tab. This tab shows all the cases for the specified Grant and Population selected on the Grant Selection Page. Note that the logged-in user role determines which cases can be edited.		
No.	Steps	Notes
1	If logged-in as Grantee Admin/Supervisor.	All Cases may be edited on the Cases page.

2	If logged in as a Lead Case Manager.	All Cases except for sub-grantee cases may be edited.
3	If logged-in as Case Manager.	Only Cases assigned to Case Manager may be edited.

3.2 CASE STATUS

Table 30. Case Statuses in REO GPMS.

Case Statuses in REO GPMS		
Participants can have up to eight different Case Statuses within the Intake Form.		
There are six sub-sections within the Intake Form, and completion of each sub-section will update the status of a participant.		
No.	Case Status	Notes
1	Intake (1/6)/Inactive.	Program and Participant sub-section have been filled out.
2	Intake (2/6)/Inactive.	Demographic sub-section has been filled out.
3	Intake (3/6)/Inactive.	The Employment-Education sub-section has been filled out.
4	Intake (4/6)/Inactive.	The Public Program sub-section has been filled out.
5	Intake (5/6)/Inactive.	WIOA and Other Program sub-section have been filled out.
6	Intake (6/6)/Inactive.	The Criminal Justice sub-section has been filled out.
Once the above six Intake sub-sections have been completed, the user will need to add at least one Qualifying Service or IDP to update the status to Enrolled/Active.		
7	Enrolled/Active.	At least one Qualifying Service has been entered or an IDP has been uploaded for the participant under the Services tab.
Once the case is in Active status, the user can see the following tabs: IDP, ASSESSMENTS, SERVICES, OUTCOMES, FOLLOW-UP, NOTES, DOCUMENTS.		
8	Exited/Follow-up.	Participants have been exited (manually or automatically).

Figure 27. Case Statuses on All Cases Page.

Reentry Employment Opportunities - GR 

[CASES](#)
[ADMIN](#)
[ALERTS](#)
[REPORTS](#)
[DATA](#)
[HELP](#)

Select Grant

Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-38855-22-60-B-90	PH1	15

[ADD PARTICIPANT](#)
[ADD GROUP SERVICE](#)

[ALL CASES](#)
[MANAGE CASE MANAGERS](#)
[MANAGE ORGANIZATIONS](#)

All Cases

Enter a search text [SEARCH](#)

Clear Search 

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Delia	Saunders	9999Saunders	Educational Foundation Program			Enrolled/Active	1/1/2022	8/23/2022
Maricela	Forbes	9999Forbesxx	Educational Foundation Program			Exited/Follow-up	2/1/2022	3/10/2022
Janie	Curry	9999Curryxxx	Educational Foundation Program			Exited/Follow-up	4/1/2022	6/10/2022
Ross	Daria	9999Dariaxxx	Educational Foundation Program	Case Manager Reo		Enrolled/Active	1/1/2023	9/1/2024

Figure 28. Case Status: “Intake (1/6)/Inactive” on View/Edit Case Information Page.

Reentry Employment Opportunities - SC 

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[ADMIN](#)
[ALERTS](#)
[REPORTS](#)
[DATA](#)
[HELP](#)

View/Edit Case Information [GO BACK TO CASES](#)

Name	Age	Status	Date Of Program Entry	Last Service Date	Auto Exit Date
John Mitchell	43	Intake (1/6)/Inactive	2/3/2021	-	-

[SUMMARY](#)
[INTAKE](#)
[NOTES](#)
[DOCUMENTS](#)
[HISTORY](#)

[PROGRAM AND PARTICIPANT](#)
[DEMOGRAPHIC](#)
[EMPLOYMENT-EDUCATION](#)
[PUBLIC PROGRAM](#)
[WIOA AND OTHER PROGRAM](#)
[CRIMINAL JUSTICE](#)

Program Identification

C-OBS Number  310050014

D-Special Project ID 1

Special Project ID 2

Special Project ID 3

Site

Case Manager

Partner Case Manager

Participant Identification

1-First Name *

11-City

Figure 29. Case Status: “Intake (2/6)/Inactive” on View/Edit Case Information Page.

Alabama Rehab for Workers Grant Type: Adult Grant (Active): DJ-39231-23-75-A-9 Initiative: PROWD-1 Total Enrolled: 13

View/Edit Case Information [GO BACK TO CASES](#)

Name	Age	Status	Date Of Program Entry	Last Service Date	Auto Exit Date
Donald Zarate	36	Intake (2/6)/Inactive	3/4/2021	-	-

SUMMARY **INTAKE** NOTES DOCUMENTS HISTORY

PROGRAM AND PARTICIPANT DEMOGRAPHIC EMPLOYMENT-EDUCATION PUBLIC PROGRAM WIOA AND OTHER PROGRAM CRIMINAL JUSTICE

Program Identification

C-OBS Number Special Project ID 2

D-Special Project ID 1 Special Project ID 3

Site

Case Manager

Figure 30. Case Status: “Intake (3/6)/Inactive” on View/Edit Case Information Page.

Edna Puglisi Age: 44 Status: Intake (3/6)/Inactive Date Of Program Entry: 3/2/2021 Last Service Date: - Auto Exit Date: -

SUMMARY **INTAKE** NOTES DOCUMENTS HISTORY

PROGRAM AND PARTICIPANT DEMOGRAPHIC EMPLOYMENT-EDUCATION PUBLIC PROGRAM WIOA AND OTHER PROGRAM CRIMINAL JUSTICE

Program Identification

C-OBS Number Special Project ID 2

D-Special Project ID 1 Special Project ID 3

Site

Case Manager Partner Case Manager

Participant Identification

1-First Name 11-City

Figure 31. Case Status: “Intake (4/6)/Inactive” on View/Edit Case Information Page.

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Reentry Employment Opportunities - SC 

Alabama Rehab for Workers ARW	Grant Type Adult	Grant (Active) DJ-39231-23-75-A-9	Initiative PROWD-1	Total Enrolled 13
----------------------------------	---------------------	--------------------------------------	-----------------------	----------------------

View/Edit Case Information

GO BACK TO CASES

Name Bonnie Luong	Age 32	Status Intake (4/6)/Inactive	Date Of Program Entry 4/2/2021	Last Service Date -	Auto Exit Date -
----------------------	-----------	---------------------------------	-----------------------------------	------------------------	---------------------

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DEMOGRAPHIC

EMPLOYMENT-EDUCATION

PUBLIC PROGRAM

WIOA AND OTHER PROGRAM

CRIMINAL JUSTICE

Program Identification

C-OBS Number 	Special Project ID 2
310050017	
D-Special Project ID 1	Special Project ID 3
Site Select Site Name	

Case Manager

Partner Case Manager

Figure 32. Case Status: “Intake (5/6)/Inactive” on View/Edit Case Information Page.

CASES

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HELP

Reentry Employment Opportunities - SC 

Alabama Rehab for Workers ARW	Grant Type Adult	Grant (Active) DJ-39231-23-75-A-9	Initiative PROWD-1	Total Enrolled 13
----------------------------------	---------------------	--------------------------------------	-----------------------	----------------------

View/Edit Case Information

GO BACK TO CASES

Name Maria Arnett	Age 44	Status Intake (5/6)/Inactive	Date Of Program Entry 4/4/2021	Last Service Date -	Auto Exit Date -
----------------------	-----------	---------------------------------	-----------------------------------	------------------------	---------------------

SUMMARY

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PROGRAM AND PARTICIPANT

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PUBLIC PROGRAM

WIOA AND OTHER PROGRAM

CRIMINAL JUSTICE

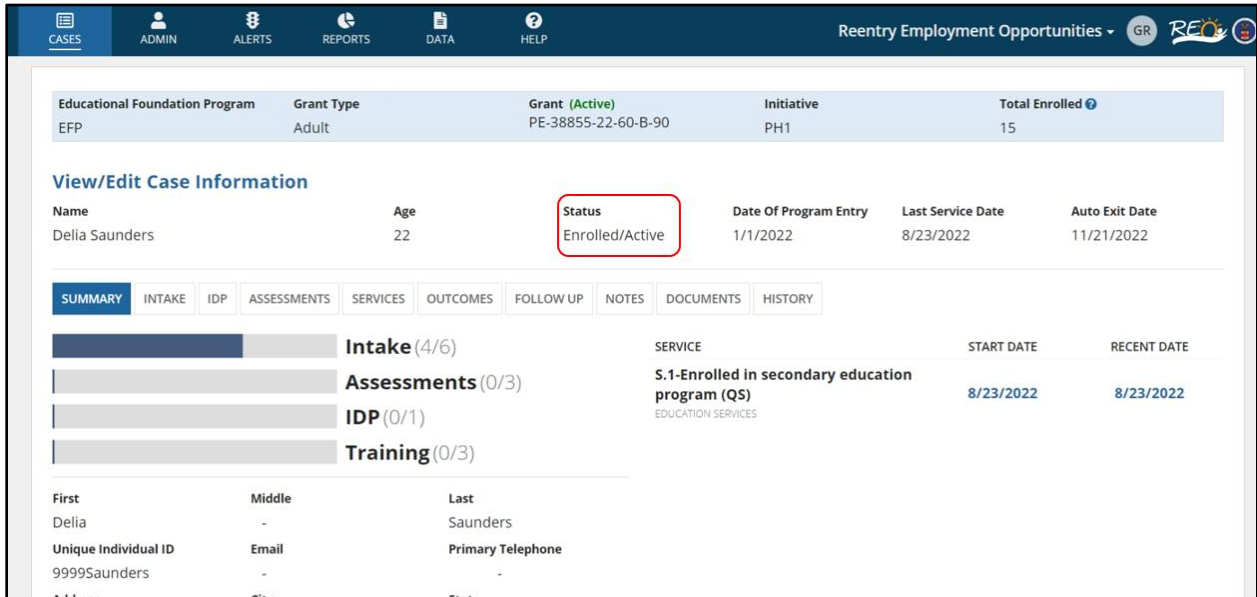
Program Identification

C-OBS Number 	Special Project ID 2
310050018	
D-Special Project ID 1	Special Project ID 3
Site Select Site Name	

Case Manager

Partner Case Manager

Figure 33. Case Status of “Enrolled/Active” on View/Edit Case Information Page.



Case Information Summary:

Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-38855-22-60-B-90	PH1	15

View/Edit Case Information

Name: Delia Saunders | Age: 22 | **Status: Enrolled/Active** | Date Of Program Entry: 1/1/2022 | Last Service Date: 8/23/2022 | Auto Exit Date: 11/21/2022

Intake (4/6) | **Assessments (0/3)** | **IDP (0/1)** | **Training (0/3)**

Service Details:

Service	Start Date	Recent Date
S.1-Enrolled in secondary education program (Q5)	8/23/2022	8/23/2022

Participant Information:

First	Middle	Last
Delia	-	Saunders

Unique Individual ID: 9999Saunders | **Email:** - | **Primary Telephone:** -

3.3 ADD A NEW PARTICIPANT

Figure 34. Add Enrolled/Active Participant.

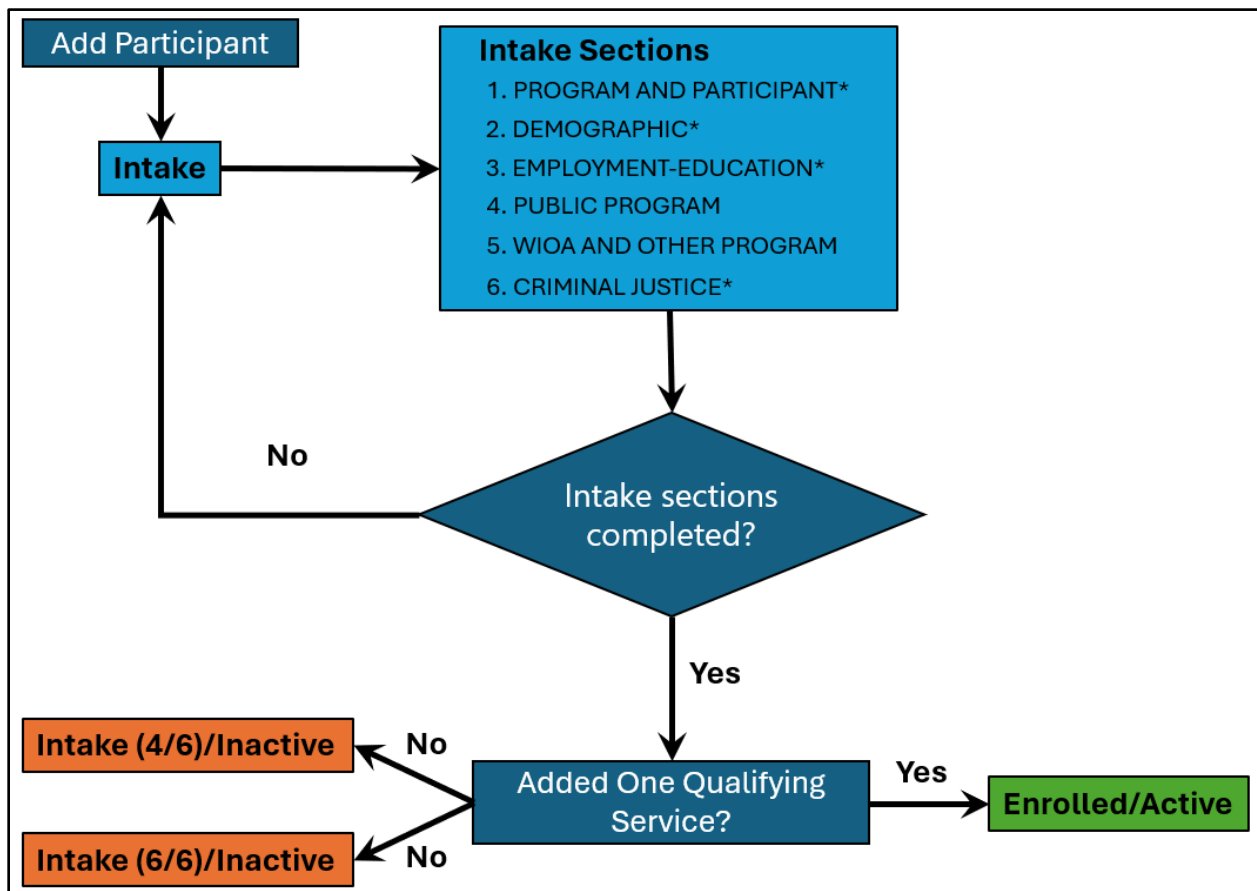
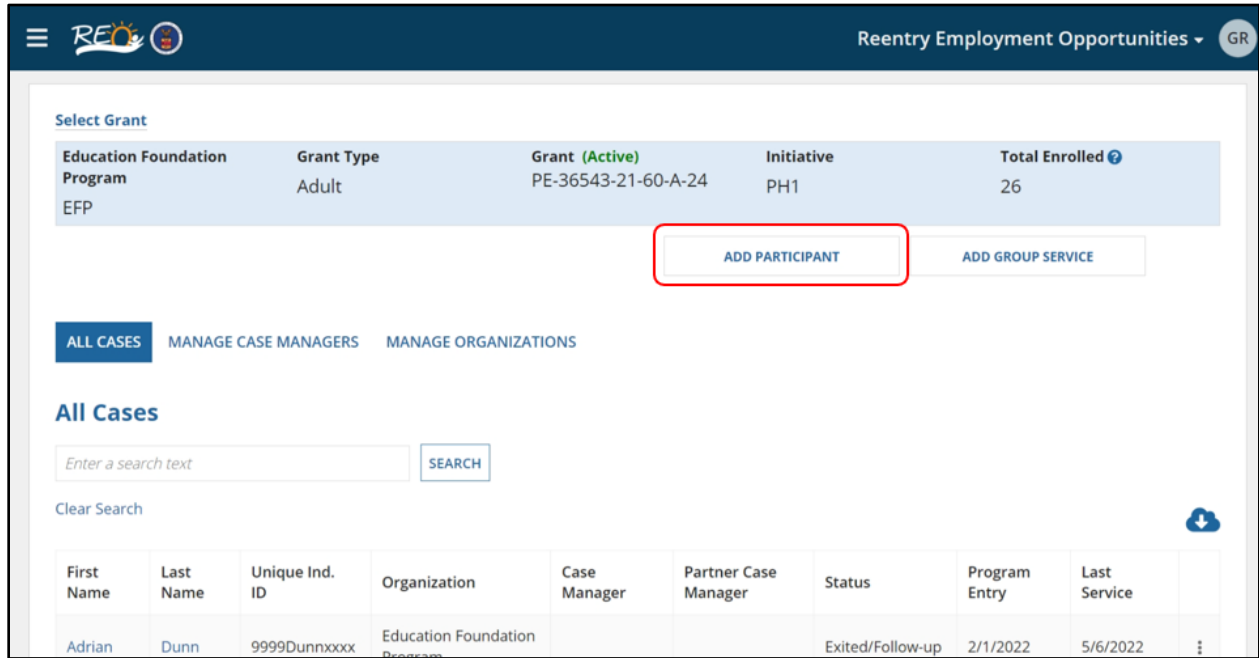


Table 31. Add a New Participant to REO GPMS.

Adding a New Participant to REO GPMS		
Adding a new participant in GPMS starts with the Intake Form. Intake sections collect required information about the participant's background information. Intake forms along with Qualifying Services (QS) are used along applicable FOAs to determine eligibility.		
After the six sections of the Intake form have been completed, the user must enter at least one Qualifying Service (QS) or upload the participant's Individual Development Plan (IDP) to enroll the participant and change the participant's status to active.		
If four or six sections of the Intake are complete but a QS has not been entered, then the participant status will remain in Intake/Inactive. See Figure 34.		
Some Criminal Justice information entered in the Intake forms will be carried over to the Outcome, Recidivism section.		
Please be sure to review DOL tool tips to understand more about entering Social Security Numbers, Selective Service, C-OBS number and more.		
No.	Steps	Notes
1	Click CASES tab.	Ensure the appropriate Grant and Population have been selected on the Grant Selection page.
2	Click the Add Participant button.	Begin entering participant details.
3	Fill all the subtabs within the Intake subtab. These forms may be updated at any time.	Complete the subtabs: 1. Program and Participant 2. Demographic 3. Employment-Education 4. Public Program 5. WIOA and Other Program 6. Criminal Justice
4	Add at least one Qualifying Service or upload an IDP.	Select from the following within the Services subtab: 1. Education 2. Workforce Development 3. Training

Figure 35. Add Participant.



Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled ?
EFP	Adult	PE-36543-21-60-A-24	PH1	26

ADD PARTICIPANT **ADD GROUP SERVICE**

ALL CASES **MANAGE CASE MANAGERS** **MANAGE ORGANIZATIONS**

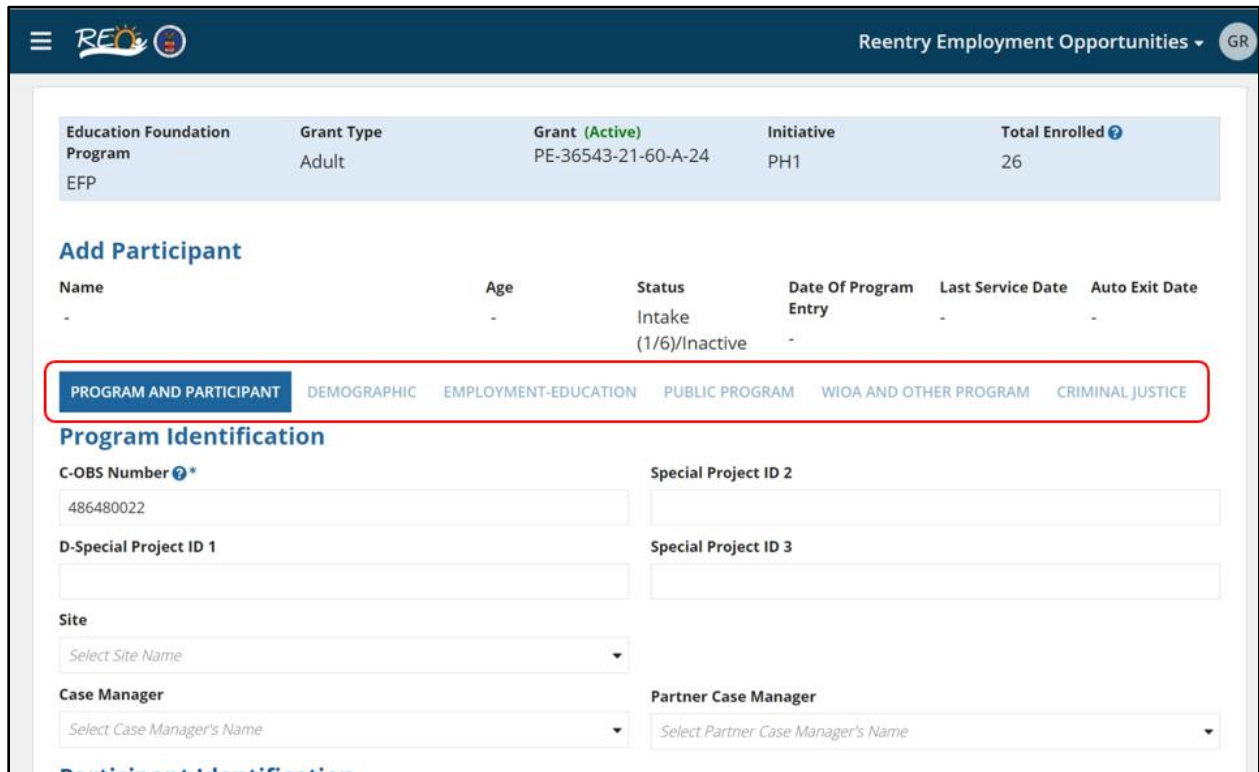
All Cases

Enter a search text **SEARCH**

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service
Adrian	Dunn	9999Dunnxxxx	Education Foundation Program			Exited/Follow-up	2/1/2022	5/6/2022

Figure 36. Intake Forms.



Add Participant

Name	Age	Status	Date Of Program Entry	Last Service Date	Auto Exit Date
-	-	Intake (1/6)/Inactive	-	-	-

PROGRAM AND PARTICIPANT **DEMOGRAPHIC** **EMPLOYMENT-EDUCATION** **PUBLIC PROGRAM** **WIOA AND OTHER PROGRAM** **CRIMINAL JUSTICE**

Program Identification

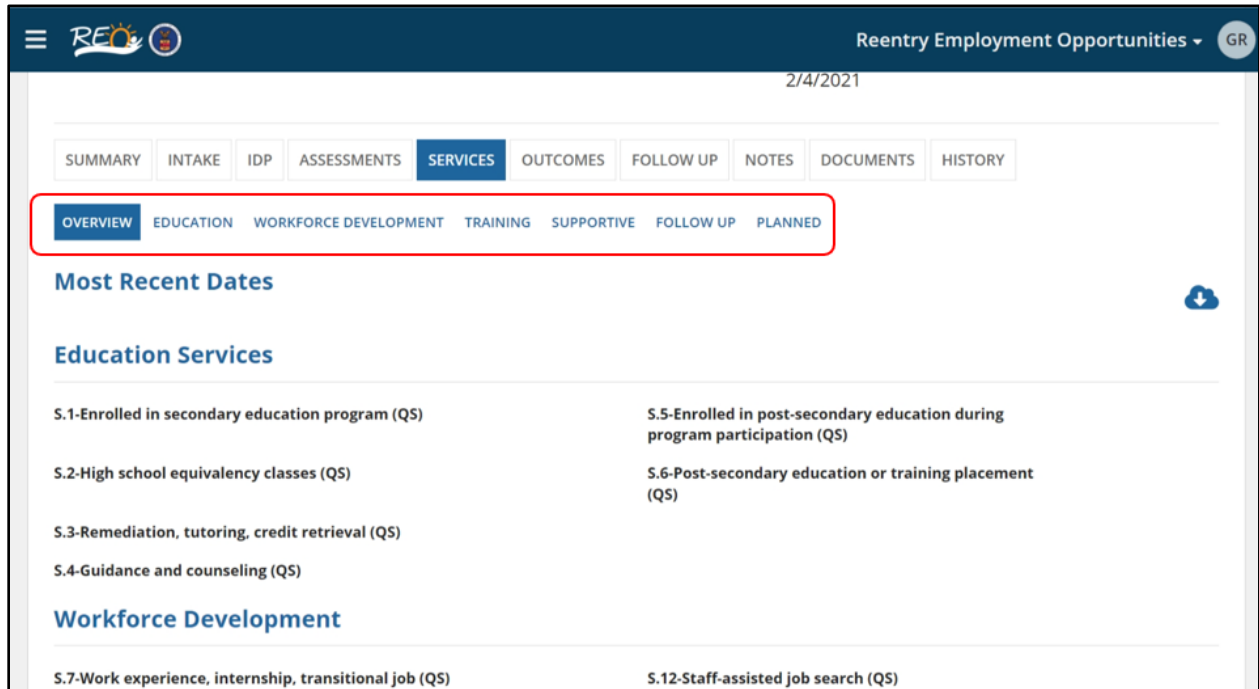
C-OBS Number * 486480022 **Special Project ID 2**

D-Special Project ID 1 **Special Project ID 3**

Site Select Site Name

Case Manager Select Case Manager's Name **Partner Case Manager** Select Partner Case Manager's Name

Figure 37. Add at least one Qualifying Service or upload an IDP.



REO Reentry Employment Opportunities GR

2/4/2021

SUMMARY INTAKE IDP ASSESSMENTS **SERVICES** OUTCOMES FOLLOW UP NOTES DOCUMENTS HISTORY

OVERVIEW EDUCATION WORKFORCE DEVELOPMENT TRAINING SUPPORTIVE FOLLOW UP PLANNED

Most Recent Dates

Education Services

S.1-Enrolled in secondary education program (QS) S.5-Enrolled in post-secondary education during program participation (QS)

S.2-High school equivalency classes (QS) S.6-Post-secondary education or training placement (QS)

S.3-Remediation, tutoring, credit retrieval (QS)

S.4-Guidance and counseling (QS)

Workforce Development

S.7-Work experience, internship, transitional job (QS) S.12-Staff-assisted job search (QS)

3.3.1 Update an Existing Participant in REO GPMS

Table 38. Update an Existing Participant in REO GPMS.

Update Existing Participant in REO GPMS		
No.	Steps	Notes
1	In REO, GPMS, click the CASES tab.	
2	In the "All Cases" subtab, click any participant's First Name or Last Name.	Alternatively, click the Ellipsis icon on the far right of the participant's entry, open the dropdown menu, and click on "View/Edit" Case.

Figure38. CASES tab.

CASES

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REO

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	26

ADD PARTICIPANT

ADD GROUP SERVICE

ALL CASES

MANAGE CASE MANAGERS

MANAGE ORGANIZATIONS

All Cases

SEARCH

Clear Search

First Name	Last Name	Unique Ind. ID	Organization	Case Manager	Partner Case Manager	Status	Program Entry	Last Service	
Adrian	Dunn	9999Dunnxxxx	Education Foundation Program			Exited/Follow-up	2/1/2022	5/6/2022	⋮
Norman	Lane	9999Lanexxxx	Kirkland Education Services			Exited/Follow-up	1/10/2022	8/1/2023	⋮
Mercer	Davis	9999Davisxxx	Education Foundation Program			Exited/Follow-up	2/10/2022	8/1/2023	⋮
Mercer	Reeves	9999Reevesxx	Equity and Innovation			Intake (1/6)/Inactive	2/1/2022		⋮
Fores	Adams	4987Adamsxxx	Education Foundation Program			Enrolled/Active	2/4/2021	10/11/2024	⋮
Ahmad	Lynch	9999Lynchxxx	Thompsonville Site (Site)			Enrolled/Active	5/7/2023	10/11/2024	⋮
Major	Mercer	9999Mercerxx	Thompsonville Site (Site)			Exited/Follow-up	5/10/2022	6/10/2022	⋮

3.3.2 Participant Summary Overview

Table 33. Participant Summary Subtab.

Participant Summary Subtab
When a user clicks a participant's name from the All-Cases page, they will arrive by default onto the Summary subtab of the View/Edit Case Information page.
Users will see a comprehensive, high-level view of the primary details of the participant's profile, including: • Intake • Assessments • Individual Development Plan (IDP) • Training • Services • Demographic Information • Probation or Parole Officer's Contact Information • PROWD status for Co-enrollments & Transfers (Only applicable to PROWD grantees)

Figure 39. Participant Summary Subtab.



Reentry Employment Opportunities ▾
GR

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	26

View/Edit Case Information

Name	Age	Status	Date Of Program Entry	Last Service Date	Auto Exit Date
Fores Adams	34	Enrolled/Active	2/4/2021	10/11/2024	1/9/2025

SUMMARY
INTAKE
IDP
ASSESSMENTS
SERVICES
OUTCOMES
FOLLOW UP
NOTES
DOCUMENTS
HISTORY

	SERVICE	START DATE	RECENT DATE
Intake (4/6)			
Assessments (0/3)			
IDP (1/1)			
Training (0/3)			

S.1-Enrolled in secondary education program (QS)	10/11/2024	10/11/2024
EDUCATION SERVICES		
S.4-Guidance and counseling (QS)	7/20/2024	7/20/2024
EDUCATION SERVICES		

First	Middle	Last
Fores	-	Adams
Unique Individual ID	Email	Primary Telephone
4987Adamsxxx	-	-
Address	City	State
-	-	Virginia
Zip Code	Post-Release Status at Enrollment	
20171	-	

Probation or Parole Officer's Contact Information

Name

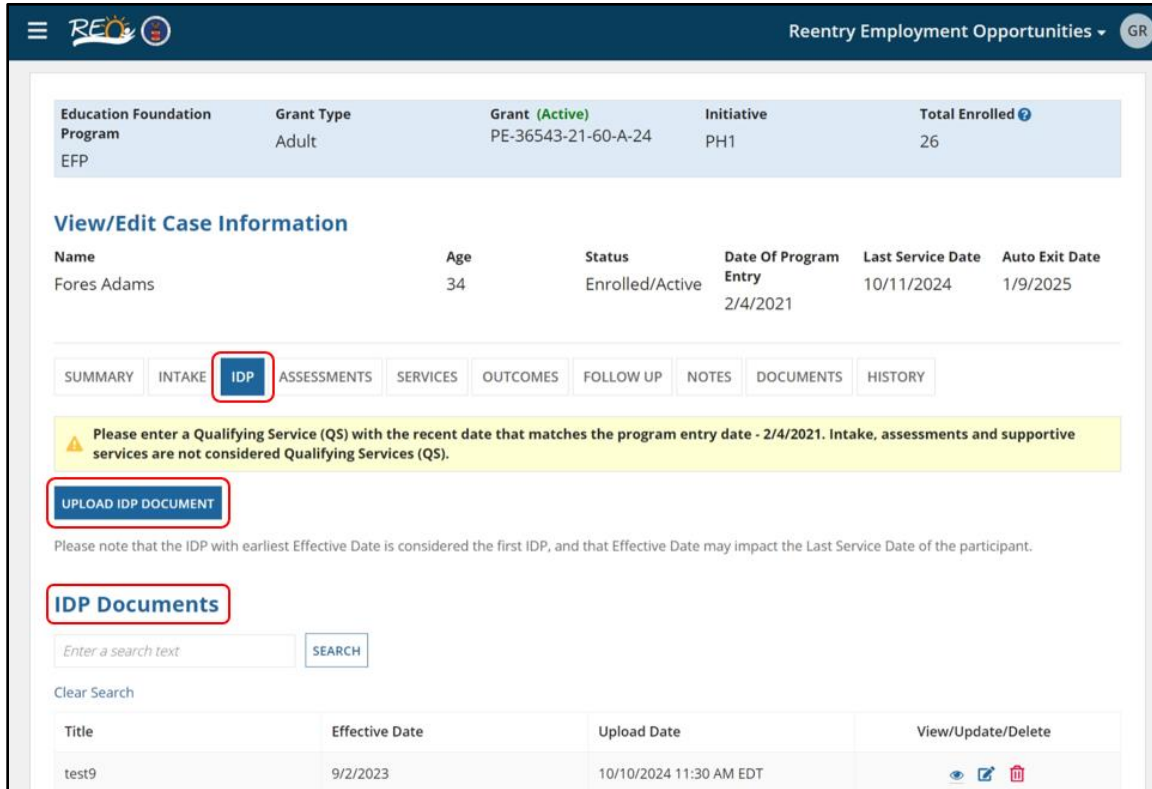
3.3.3 Add/Edit an Individual Development Plan (IDP)

Table 34. Adding an IDP.

Adding an IDP (Individual Development Plan)		
Users may upload a new IDP document for any case that has completed the INTAKE FORM and is in an ENROLLED/ACTIVE case status. Effective Date will determine the Last Service Date. Multiple IDP documents may be uploaded (one at a time).		
No.	Steps	Notes
1	Click Participant.	
2	Click IDP Subtab.	
3	Click UPLOAD IDP DOCUMENT.	Upload document (file format must be pdf or docx).
4	Enter required/optional details.	Required - Effective Date. Optional - Title.

		• Category. • Description.
5	Click Submit.	Document will appear in the IDP Documents grid in the IDP subtab. Users may view, update, or delete the recently uploaded IDP document.

Figure 40. Adding an IDP.



Reentry Employment Opportunities ▾ GR

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled ?
EFP	Adult	PE-36543-21-60-A-24	PH1	26

View/Edit Case Information

Name	Age	Status	Date Of Program Entry	Last Service Date	Auto Exit Date
Fores Adams	34	Enrolled/Active	2/4/2021	10/11/2024	1/9/2025

SUMMARY INTAKE **IDP** ASSESSMENTS SERVICES OUTCOMES FOLLOW UP NOTES DOCUMENTS HISTORY

⚠ Please enter a Qualifying Service (QS) with the recent date that matches the program entry date - 2/4/2021. Intake, assessments and supportive services are not considered Qualifying Services (QS).

UPLOAD IDP DOCUMENT

Please note that the IDP with earliest Effective Date is considered the first IDP, and that Effective Date may impact the Last Service Date of the participant.

IDP Documents

Enter a search text

Clear Search

Title	Effective Date	Upload Date	View/Update/Delete
test9	9/2/2023	10/10/2024 11:30 AM EDT	  

3.4 ADD/EDIT AN ASSESSMENT

Table 35. Assessments.

Assessments		
Users may enter pre- and post- assessment data for three different types of Assessments. Please note that this optional.		
No.	Steps	Notes
1	Literacy	The following data is captured in each Assessment form: • Category of assessment • Date of pre-test score • Pre-test score • Education functional level of pre-test • Date of most recent post-test score • Post-test score
2	Math	
3	ESL	

- Educational functional level of post-test

Figure 41. Assessments.



Reentry Employment Opportunities
GR

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	26

View/Edit Case Information

Name	Age	Status	Date Of Program Entry	Last Service Date	Auto Exit Date
Fores Adams	34	Enrolled/Active	2/4/2021	9/2/2023	12/1/2023

SUMMARY
INTAKE
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ASSESSMENT #1 - LITERACY
ASSESSMENT #2 - MATH
ASSESSMENT #3 - ESL

Assessment #1 - Literacy - English Language Arts (ELA)

67-Category of assessment #1
☐ Adult Basic Education (ABE) - ELA
☐ Not Assessed

68-Date of pre-test score #1
 mm/dd/yyyy

69-Pre-test score #1
 Enter pre-test score #1

70-Educational functional level of pre-test #1
☐ Not Assessed

71-Date of most recent post-test score #1
 mm/dd/yyyy

72-Post-test score #1
 Enter post-test score #1

73-Educational functional level of post-test #1
☐ Not Assessed
☐ ABE Level 1
☐ ABE Level 2
☐ ABE Level 3

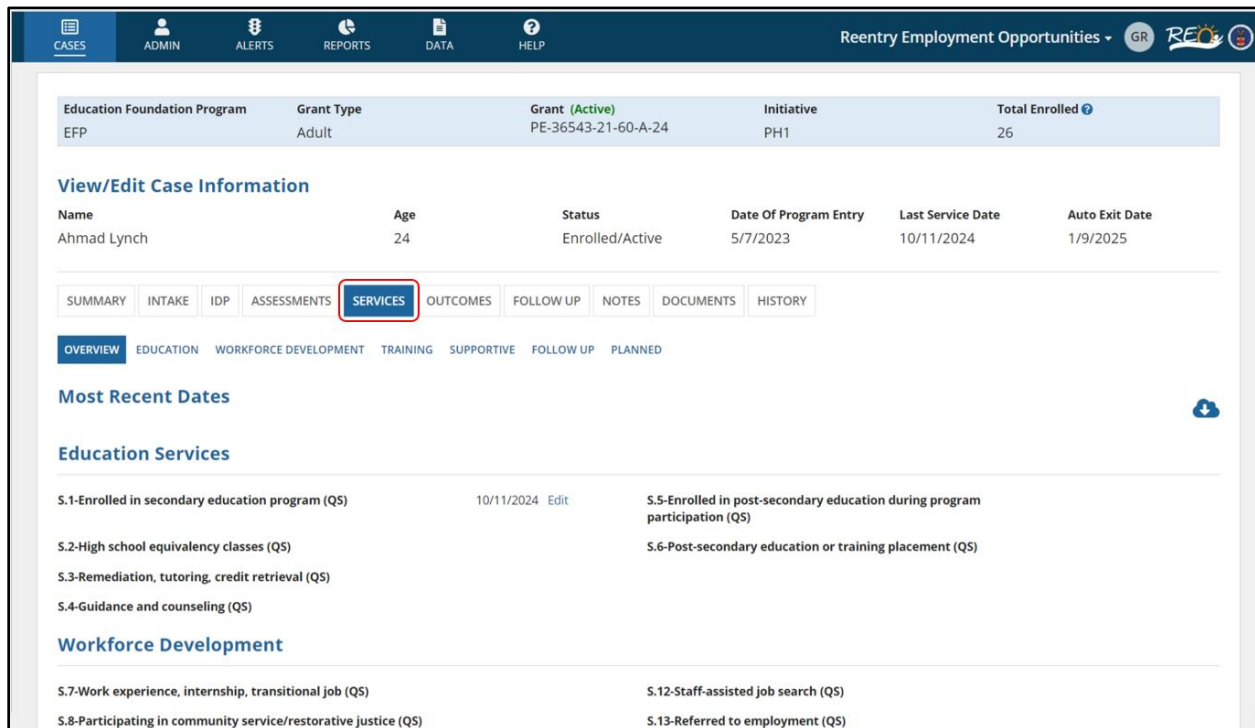
3.5 ADD/EDIT SERVICES

Table 36. Services.

SERVICES		
The Services Tab allows the user to enter or view information about different services provided to the participant, under the following subtabs.		
No.	Services	Notes
1	Overview	High-level overview of services provided to this participant.
2	Education	Users may Add Education services in this section.
3	Workforce Development	User may Add Workforce Development services in this section.
4	Training	User may Add Training services in this section.
5	Supportive	Users may Add Supportive services in this section.

6	Follow Up	User may Add Follow up services in this section. The subtab (Follow Up) and the Tab Follow Up share the same data. The subtab (Follow Up) is offered under Services for convenience.
---	-----------	--

Figure 42. Services.



The screenshot shows the REO GPMs interface. At the top is a navigation bar with tabs: CASES, ADMIN, ALERTS, REPORTS, DATA, and HELP. The right side of the bar shows 'Reentry Employment Opportunities' and a user profile icon. Below the navigation bar is a header section for the 'Education Foundation Program' (EFP) with details: Grant Type: Adult, Grant (Active): PE-36543-21-60-A-24, Initiative: PH1, and Total Enrolled: 26. The main content area is titled 'View/Edit Case Information' and displays details for 'Ahmad Lynch', including Age (24), Status (Enrolled/Active), Date Of Program Entry (5/7/2023), Last Service Date (10/11/2024), and Auto Exit Date (1/9/2025). Below this is a tabbed interface with tabs: SUMMARY, INTAKE, IDP, ASSESSMENTS, SERVICES (highlighted with a red box), OUTCOMES, FOLLOW UP, NOTES, DOCUMENTS, and HISTORY. Under the SERVICES tab, there is an 'OVERVIEW' subtab selected. The 'Most Recent Dates' section shows a download icon. The 'Education Services' section lists items S.1 through S.4, and the 'Workforce Development' section lists items S.7 through S.13. Each item has a date and an 'Edit' link.

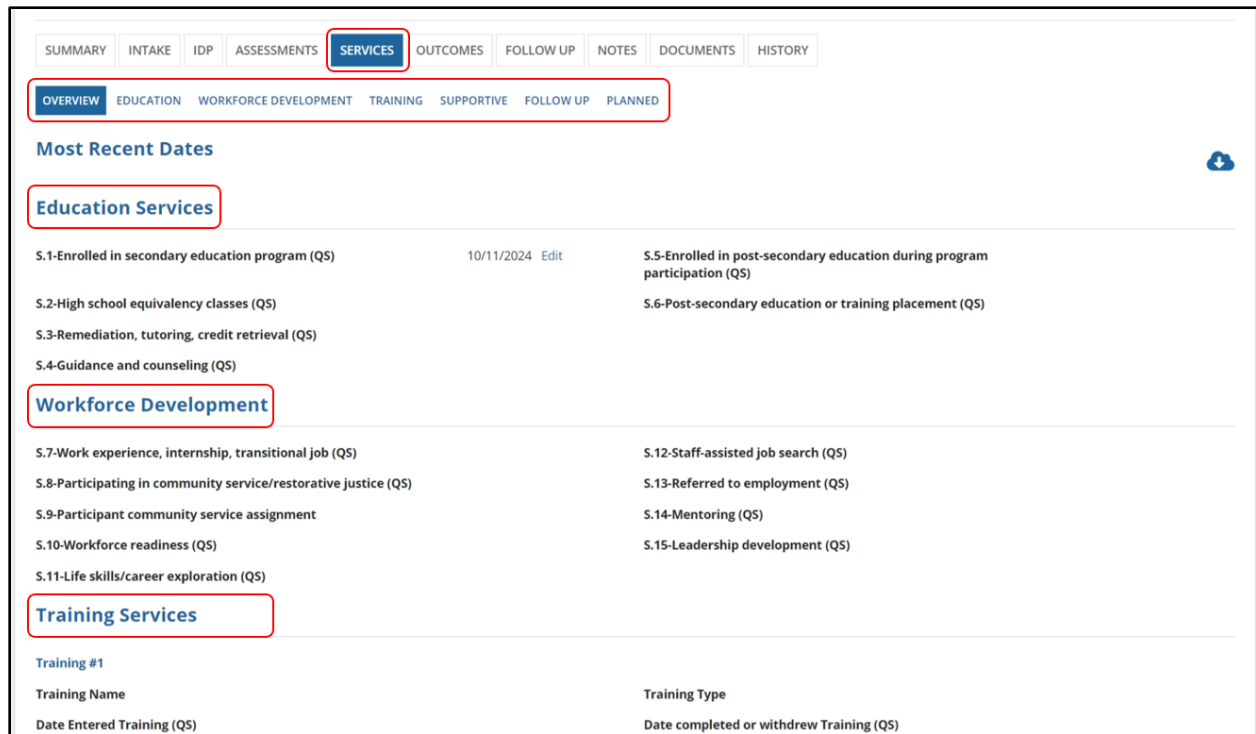
3.5.1 Overview

Table 37. Services - Overview Subtab.

Services – Overview Subtab
The Overview subtab within the Services Tab provides the user with a high-level summary of service types provided to the participant.

Overview Subtab	Notes
Overview subtab provides a high-level summary of the following service types.	1. Education Services. 2. Workforce Development Services. 3. Training Services.

Figure 43. Services - Overview Subtab.



SUMMARY INTAKE IDP ASSESSMENTS **SERVICES** OUTCOMES FOLLOW UP NOTES DOCUMENTS HISTORY

OVERVIEW **EDUCATION** WORKFORCE DEVELOPMENT TRAINING SUPPORTIVE FOLLOW UP PLANNED

Most Recent Dates

Education Services

S.1-Enrolled in secondary education program (QS) 10/11/2024 [Edit](#) S.5-Enrolled in post-secondary education during program participation (QS)

S.2-High school equivalency classes (QS) S.6-Post-secondary education or training placement (QS)

S.3-Remediation, tutoring, credit retrieval (QS)

S.4-Guidance and counseling (QS)

Workforce Development

S.7-Work experience, internship, transitional job (QS) S.12-Staff-assisted job search (QS)

S.8-Participating in community service/restorative justice (QS) S.13-Referred to employment (QS)

S.9-Participant community service assignment S.14-Mentoring (QS)

S.10-Workforce readiness (QS) S.15-Leadership development (QS)

S.11-Life skills/career exploration (QS)

Training Services

Training #1

Training Name Training Type

Date Entered Training (QS) Date completed or withdrew Training (QS)

3.5.2 Education

Table 38. Services - Education Subtab.

Services – Education Subtab
The Services Tab has an Education subtab that allows the user to enter or view information related to Educational Services provided to the participant.

Education Subtab	Notes
Educational services include:	1. S.1 – Enrolled in secondary education program [Adult & Youth] 1. S.2 – High school equivalency classes [Adult & Youth] 2. S.3 – Remediation, tutoring, credit retrieval [Adult & Youth] 3. S.4 – College bound activities [Adult & Youth] 4. S.5 – Guidance and counselling [Adult & Youth] 5. S.6 – Enrolled in post-secondary education during program participation [Adult & Youth] 6. S.7 - Post-secondary education or training placement [Youth only]
The following fields are required:	1. Service Type 2. Start Date

Figure 44. Services - Education Subtab.

Ahmad Lynch 24 Enrolled/Active 5/7/2023 10/11/2024 1/9/2025

SUMMARY INTAKE IDP ASSESSMENTS **SERVICES** OUTCOMES FOLLOW UP NOTES DOCUMENTS HISTORY

OVERVIEW **EDUCATION** WORKFORCE DEVELOPMENT TRAINING SUPPORTIVE FOLLOW UP PLANNED

⚠ Please enter a Qualifying Service (QS) with the recent date that matches the program entry date - 5/7/2023. Intake, assessments and supportive services are not considered Qualifying Services (QS).

ADD EDUCATION SERVICE

Education Service History

Enter a search text SEARCH

Clear Search

Service Type	Start Date	Recent Date	Provider	Location	View/Update/Delete
S.1-Enrolled in secondary education program (QS) EDUCATION SERVICES	10/11/2024	10/11/2024			  
S.1-Enrolled in secondary education program (QS) EDUCATION SERVICES	8/28/2024	8/28/2024			  

Figure 45. Services - Add Education Service.

Ahmad Lynch
 24
 Enrolled/Active
 5/7/2023
 10/11/2024
 1/9/2025

SUMMARY
 INTAKE
 IDP
 ASSESSMENTS
 SERVICES
 OUTCOMES
 FOLLOW UP
 NOTES
 DOCUMENTS
 HISTORY

OVERVIEW
 EDUCATION
 WORKFORCE DEVELOPMENT
 TRAINING
 SUPPORTIVE
 FOLLOW UP
 PLANNED

⚠ Please enter a Qualifying Service (QS) with the recent date that matches the program entry date - 5/7/2023. Intake, assessments and supportive services are not considered Qualifying Services (QS).

Add Education Service

Service Type *
 ---Select a value---

Provider
 Select a provider

Start Date *
 mm/dd/yyyy

Recent Date
 mm/dd/yyyy
Recent date is automatically populated with the start date entered. You are allowed to modify the recent date.

Location
 City
 Enter a city name

State
 Select a state

+ Add Provider

Description
 0/1024

CANCEL
 SAVE & ADD ANOTHER
 SAVE & CLOSE

Education Service History

3.5.3 Workforce Development

Table 39. Services - Workforce Development Subtab.

Services – Workforce Development Subtab

The Services Tab has a Workforce Development Services subtab that allows the user to enter or view information related to Workforce Development Services provided to the participant.

Workforce Development Subtab	Notes
Workforce Development Services include:	1. S.7 – Work experience, internship, transitional job (QS) 2. S.8 – Participating in community service/restorative justice (QS) 3. S.9 – Participant community service assignment 4. S.10 – Workforce readiness (QS) 5. S.11 – Staff-assisted job search (QS) 6. S.12 – Referred to employment (QS) 7. S.13 - Mentoring (QS) 8. S.14 – Leadership development (QS)
The following fields are required:	1. Service Type 2. Start Date

Figure 46. Services - Workforce Development Subtab.

Fores Adams 34 Enrolled/Active Entry 9/2/2023 12/1/2023
2/4/2021

SUMMARY INTAKE IDP ASSESSMENTS **SERVICES** OUTCOMES FOLLOW UP NOTES DOCUMENTS HISTORY

OVERVIEW EDUCATION **WORKFORCE DEVELOPMENT** TRAINING SUPPORTIVE FOLLOW UP PLANNED

Please enter a Qualifying Service (QS) with the recent date that matches the program entry date - 2/4/2021. Intake, assessments and supportive services are not considered Qualifying Services (QS).

ADD WORKFORCE DEVELOPMENT SERVICE

Workforce Development History

Enter a search text

Clear Search

Service Type	Start Date	Recent Date	Provider	Location	View/Update/Delete
No records found					

Figure 47. Services – Add Workforce Development Service.

SUMMARY
INTAKE
IDP
ASSESSMENTS
SERVICES
OUTCOMES
FOLLOW UP
NOTES
DOCUMENTS
HISTORY

OVERVIEW
EDUCATION
WORKFORCE DEVELOPMENT
TRAINING
SUPPORTIVE
FOLLOW UP
PLANNED

Please enter a Qualifying Service (QS) with the recent date that matches the program entry date - 2/4/2021. Intake, assessments and supportive services are not considered Qualifying Services (QS).

Add Workforce Development Service

Service Type *
 ---Select a value--

Provider
 Select a provider

Start Date *
 mm/dd/yyyy

Recent Date
 mm/dd/yyyy
 Recent date is automatically populated with the start date entered. You are allowed to modify the recent date.

Location
 City: Enter a city name
 State: Select a state

Description
 0/1024

CANCEL
SAVE & ADD ANOTHER
SAVE & CLOSE

Workforce Development History

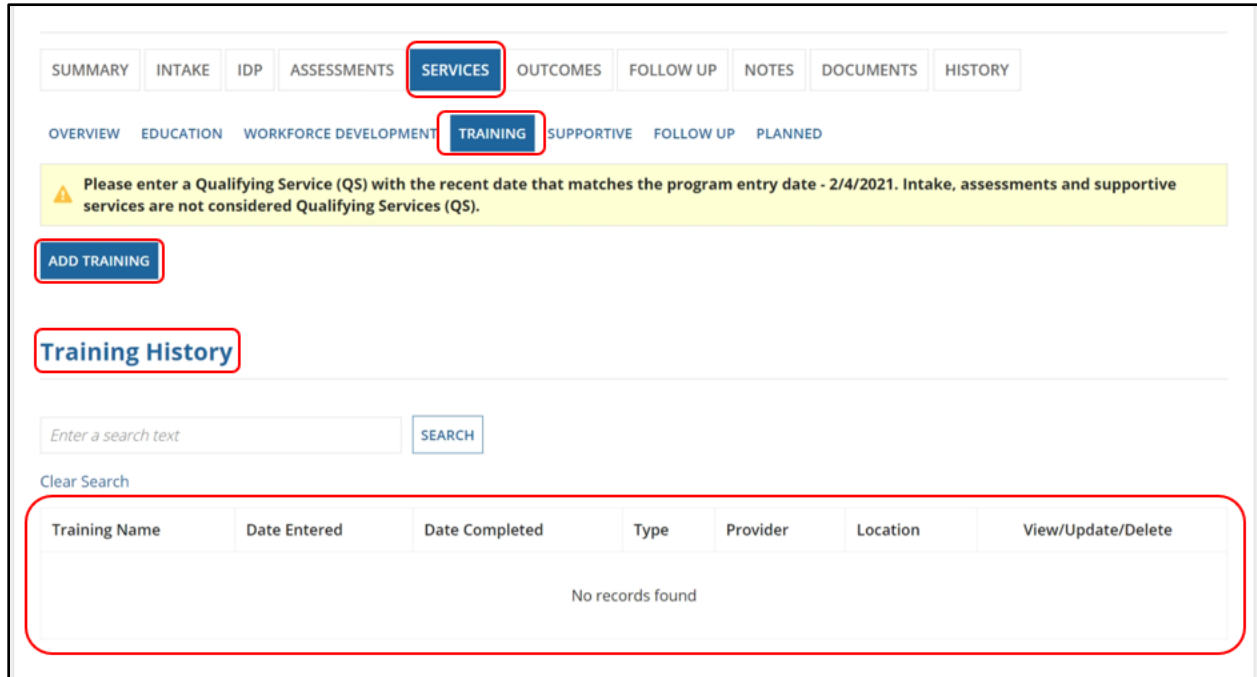
3.5.4 Training

Table 40. Services - Training Subtab.

Services – Training Subtab
The Services Tab has a Training subtab that allows the user to enter or view information related to Training Services provided to the participant.

Training Subtab	Notes
When adding a Training Service, the following fields are required:	1. Date entered training (QS) 2. Training name

Figure 48. Services - Training Subtab.



SUMMARY INTAKE IDP ASSESSMENTS **SERVICES** OUTCOMES FOLLOW UP NOTES DOCUMENTS HISTORY

OVERVIEW EDUCATION WORKFORCE DEVELOPMENT **TRAINING** SUPPORTIVE FOLLOW UP PLANNED

⚠ Please enter a Qualifying Service (QS) with the recent date that matches the program entry date - 2/4/2021. Intake, assessments and supportive services are not considered Qualifying Services (QS).

ADD TRAINING

Training History

Enter a search text **SEARCH**

Clear Search

Training Name	Date Entered	Date Completed	Type	Provider	Location	View/Update/Delete
No records found						

Figure 49. Services – Add Training Service.

SUMMARYINTAKEIDPASSESSMENTSSERVICESOUTCOMESFOLLOW UPNOTESDOCUMENTSHISTORY

OVERVIEWEDUCATIONWORKFORCE DEVELOPMENTTRAININGSUPPORTIVEFOLLOW UPPLANNED

Please enter a Qualifying Service (QS) with the recent date that matches the program entry date - 2/4/2021. Intake, assessments and supportive services are not considered Qualifying Services (QS).

Add Training

S.16-Received training
☒ Yes ☐ No

S.16a-Date entered training (QS) *
 mm/dd/yyyy

S.16b-Training name *
 Enter Training Name

S.17-Training completed
☐ Yes ☐ No (Withdrew)

S.18-Date completed, or withdrew from training (QS)
 mm/dd/yyyy

S.19-Type of training service *
☐ On the Job Training (non-WIOA Youth)
☐ Skill Upgrading
☐ Entrepreneurial Training (non-WIOA Youth)
☐ ABE or ESL (contextualized or other) in conjunction with Training
☐ Customized Training
☐ Occupational Skills Training (non-WIOA Youth)
☐ ABE or ESL (contextualized or other) NOT in conjunction with training (funded by Trade Adjustment Assistance only)
☐ Prerequisite Training
☐ Registered Apprenticeship
☐ Youth Occupational Skills Training
☐ Other Non-Occupational Skills Training
☐ Job Readiness Training in conjunction with other training
☐ No Training Service

S.20-Occupational code of training ?
 Enter a 8 digit occupational code
[Find Occupational Code](#)

S.21-Provider of training
 Select a provider
[+ Add Provider](#)

S.22-Location of training
 CityState
 Enter a city nameSelect a state

S.23-Expected outcome
☐ A program of study leading to an industry-recognized certificate or certification
☐ A program of study leading to a certificate of completion of a registered apprenticeship
☐ A program of study leading to a license recognized by the State involved or the Federal Government
☐ A program of study leading to an associate degree
☐ A program of study leading to a baccalaureate degree
☐ A program of study leading to a community college certificate of completion
☐ A program of study leading to a secondary school diploma or its equivalent
☐ A program of study leading to employment
☐ A program of study leading to a measurable skills gain

CANCEL
 SAVE & ADD ANOTHER
 SAVE & CLOSE

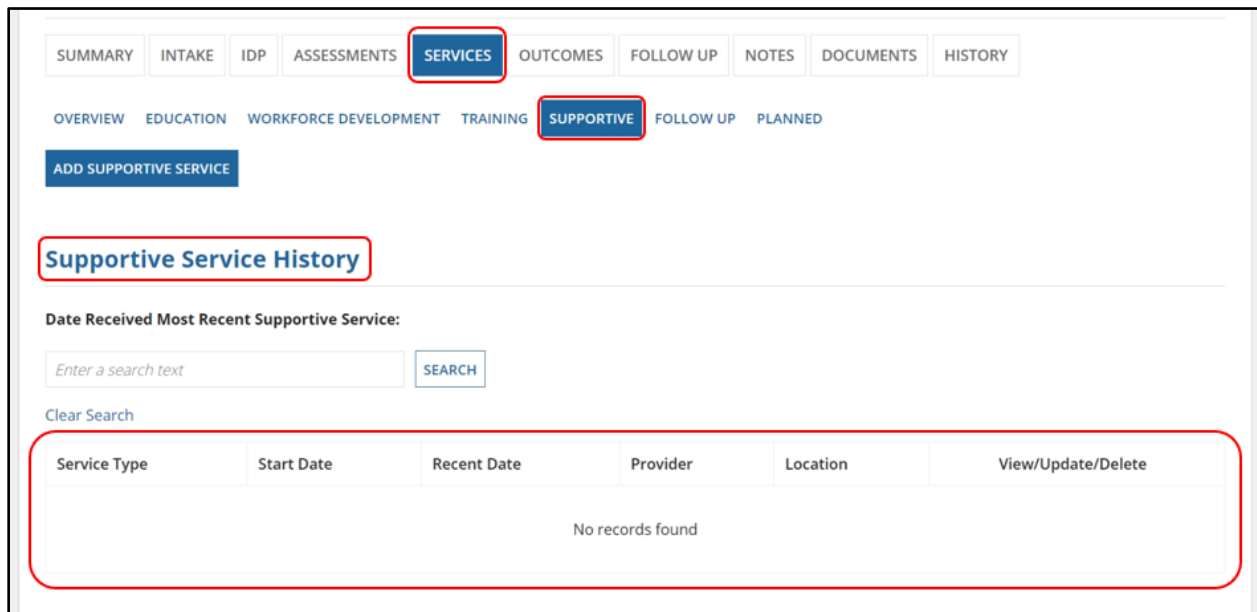
3.5.5 Supportive

Table 41. Services - Supportive Subtab.

Services –Supportive Subtab
The Services Tab has a Supportive subtab that allows the user to enter or view information related to Supportive Services provided to the participant.

Supportive Subtab	Notes
Supportive Services include:	1. S.40 – Legal Services [Adult & Youth] 2. S.41 – Housing Assistance, Substance Abuse Treatment or Mental Health Treatment [Adult & Youth] 3. S.42 – Childcare and Other Family Care Assistance [Adult & Youth] 4. S.43 – Transportation Assistance [Adult & Youth] 5. S.44 – Health Services [Adult & Youth] 6. S.45 – Needs-based Payments [Adult & Youth] 7. S.46 – Work Attire [Youth only] 8. S.47 – Other Supportive Services
The following fields are required:	1. Start Date

Figure 50. Services - Supportive Subtab.



SUMMARY INTAKE IDP ASSESSMENTS **SERVICES** OUTCOMES FOLLOW UP NOTES DOCUMENTS HISTORY

OVERVIEW EDUCATION WORKFORCE DEVELOPMENT TRAINING **SUPPORTIVE** FOLLOW UP PLANNED

ADD SUPPORTIVE SERVICE

Supportive Service History

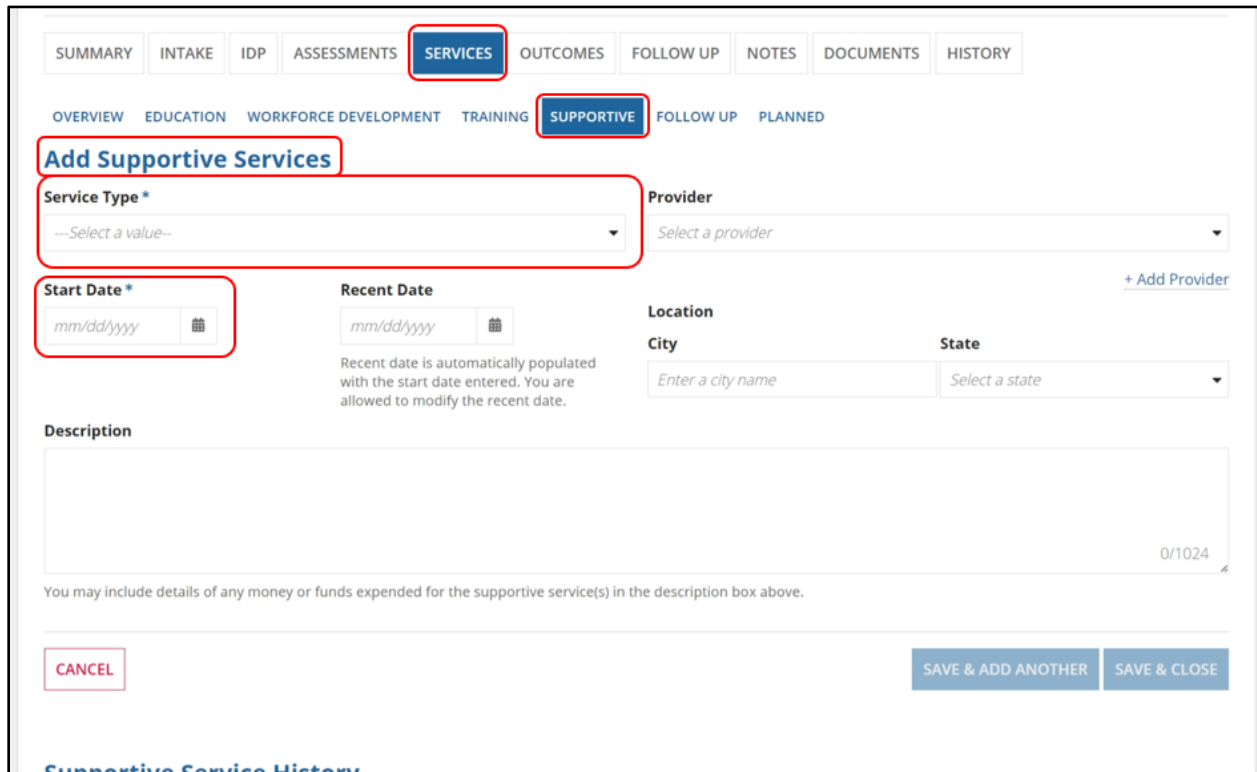
Date Received Most Recent Supportive Service:

Enter a search text SEARCH

Clear Search

Service Type	Start Date	Recent Date	Provider	Location	View/Update/Delete
No records found					

Figure 51. Services – Add Supportive Service.



Add Supportive Services

Service Type *
 ---Select a value--

Provider
 Select a provider

Start Date *
 mm/dd/yyyy

Recent Date
 mm/dd/yyyy

Recent date is automatically populated with the start date entered. You are allowed to modify the recent date.

Location
City
 Enter a city name

State
 Select a state

Description

You may include details of any money or funds expended for the supportive service(s) in the description box above.

CANCEL **SAVE & ADD ANOTHER** **SAVE & CLOSE**

3.5.6 Follow Up

Table 42. Services - Follow Up Subtab.

Services – Follow Up Subtab
The Services Tab has a Follow Up Services subtab that allows the user to enter or view information related to Follow Up Services provided to the participant.

Follow Up Subtab	Notes
When adding a Follow Up Service, the following fields are required:	1. Follow Up Service Details (Select all that Apply) 2. Date of Follow Up

Figure 52. Services - Follow Up Subtab.

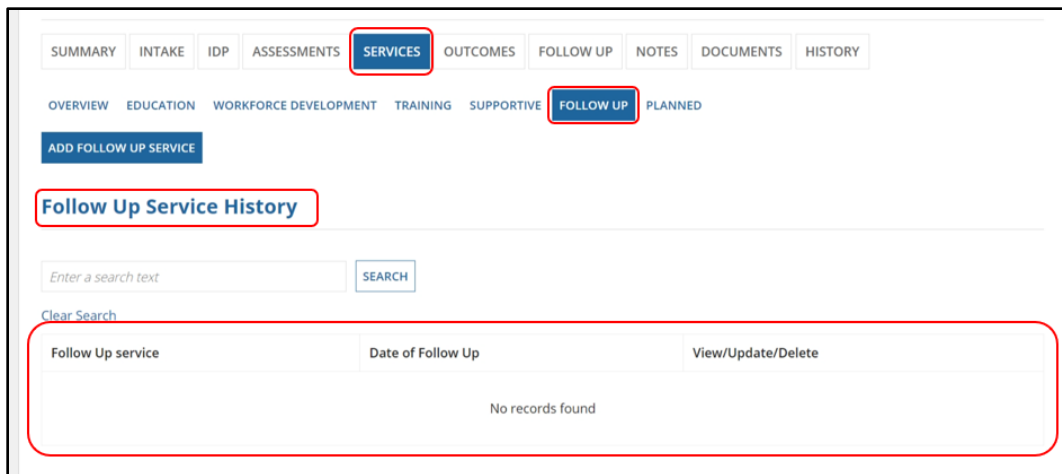
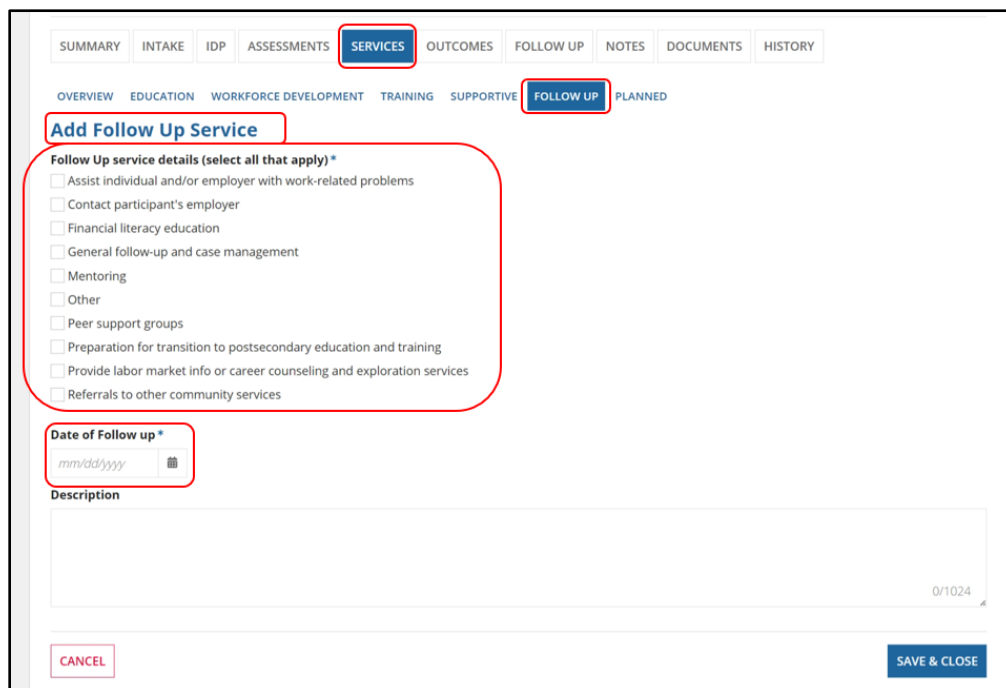


Figure 53. Services – Add Follow Up Service.



3.5.7 Planned

Table 43. Services - Planned Subtab.

Services – Planned Subtab
The Services Tab has a Planned Services subtab that allows the user to enter or view information related to Planned Services provided to the participant. The date entered for Planned Services

allows the users to define future service dates to avoid participants being auto exited before the Planned Service date.

Records of Planned Services will be shown in the Planned Service History grid in the Planned subtab.

Planned Subtab	Notes
When adding a Planned Service, the following fields are required:	- Service Category (dropdown) - Education Services - Workforce Development Services - Training Services - Planned Date

Figure 54. Services - Planned Subtab.

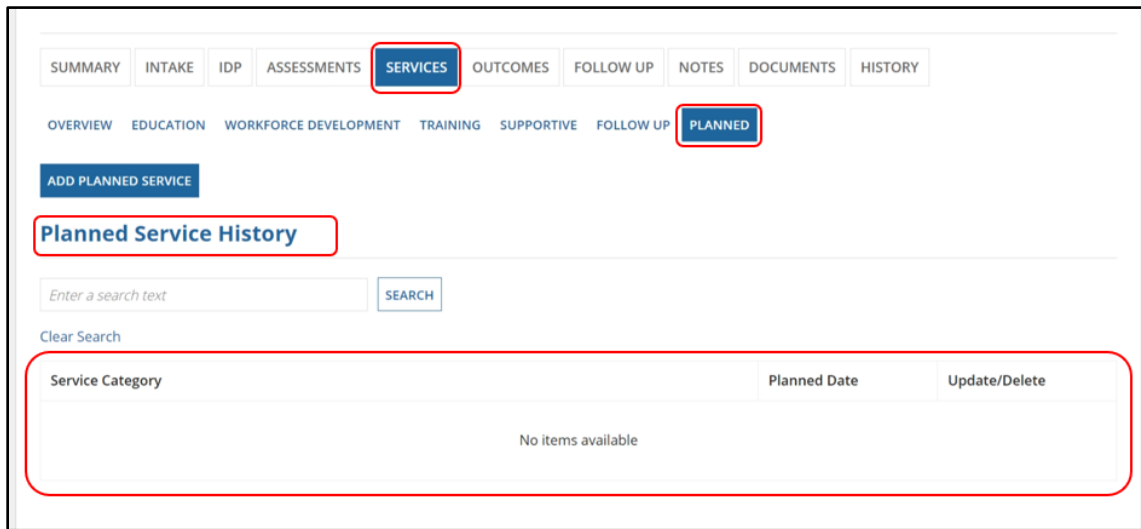
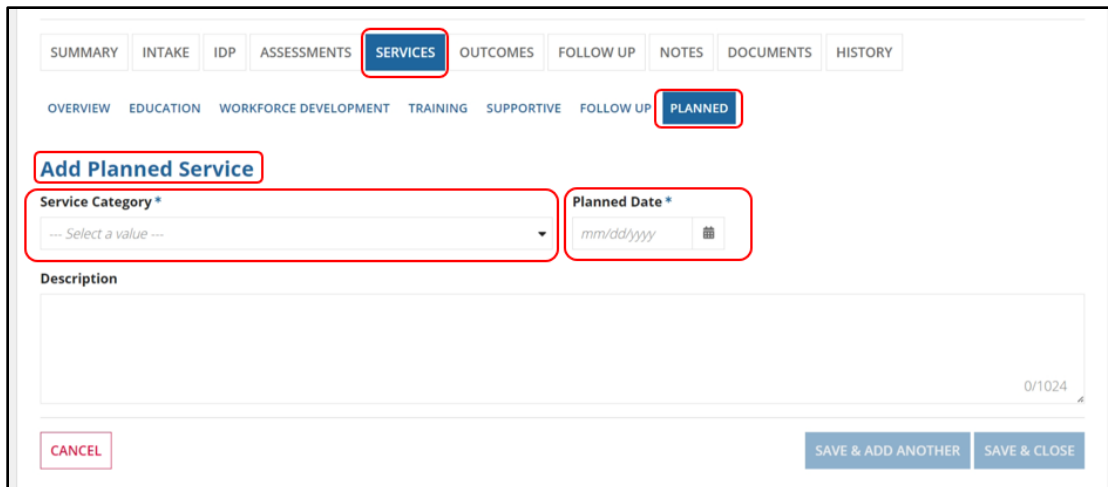


Figure 55. Services – Add Planned Service.



3.4

3.6 ADD/EDIT OUTCOMES

Table 44. Outcomes.

OUTCOMES		
The Outcomes section is used for managing the outcomes/benefits gained by the participants. After Intake is complete, users can enter Outcome data for participants.		
The user can access the Outcomes tab to enter or update information related to:		
No.	Outcomes	Notes
1	Overview	High-level overview of Outcomes
2	Employment	Employment/Apprenticeships outcomes may be added in this section.
3	Education	Education outcomes may be added to this section.
4	Credentials	Credentials outcomes may be added in this section
5	Recidivism	Recidivism outcomes may be added in this section
6	Measurable Skill Gains	Measurable Skill Gains outcomes may be added in this section
7	Exit	Exit outcomes may be added here. Once a participant has been exited, they may be reactivated in this section. Please refer to TEGL 10-16, Change 3 for more guidance and additional considerations about exit and reactivation.

Figure 56. Outcomes.

View/Edit Case Information
[GO BACK TO CASES](#)

Name	Age	Status	Date Of Program Entry	Last Service Date	Auto Exit Date
Sam Frey	24	Enrolled/Active	6/1/2022	9/29/2024	12/28/2024

[SUMMARY](#)
[INTAKE](#)
[IDP](#)
[ASSESSMENTS](#)
[SERVICES](#)
[OUTCOMES](#)
[FOLLOW UP](#)
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[HISTORY](#)

[OVERVIEW](#)
[EMPLOYMENT](#)
[EDUCATION](#)
[CREDENTIALS](#)
[RECIDIVISM](#)
[MEASURABLE SKILL GAINS](#)
[EXIT](#)

Outcomes Summary

3.6.1 Overview

Table 45. Outcomes – Overview Subtab.

Outcomes – Overview Subtab	
The Overview subtab within the Outcomes Tab allows the user to see high-level Outcomes data that has been entered for the participant record.	
Overview Subtab	Notes
The following high-level outcomes data is available to the user on the Overview subtab within Outcomes.	1. Employment 2. Apprenticeship 3. Credentials 4. Measurable Skill Gains 5. Education 6. Exit

Figure 57. Outcomes - Overview Subtab.

View/Edit Case Information

GO BACK TO CASES

Name

Age

Status

Date Of Program Entry

Last Service Date

Auto Exit Date

Sam Frey

24

Enrolled/Active

6/1/2022

9/29/2024

12/28/2024

SUMMARY

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HISTORY

OVERVIEW

EMPLOYMENT

EDUCATION

CREDENTIALS

RECIDIVISM

MEASURABLE SKILL GAINS

EXIT

Outcomes Summary

Employment

Employer Name

Type of Placement

Placement Start Date

Wage at Placement

Hours Per Week

No records found

Apprenticeship

Apprenticeship Program Name

Type

Enrollment Date

Completion Date

No records found

Credentials

Credential Type

Attainment Date

No records found

Measurable Skill Gains

Type

Gained Date

No records found

Education

Education Program Name

Expected Education Outcome

Enrollment Date

Completion Date

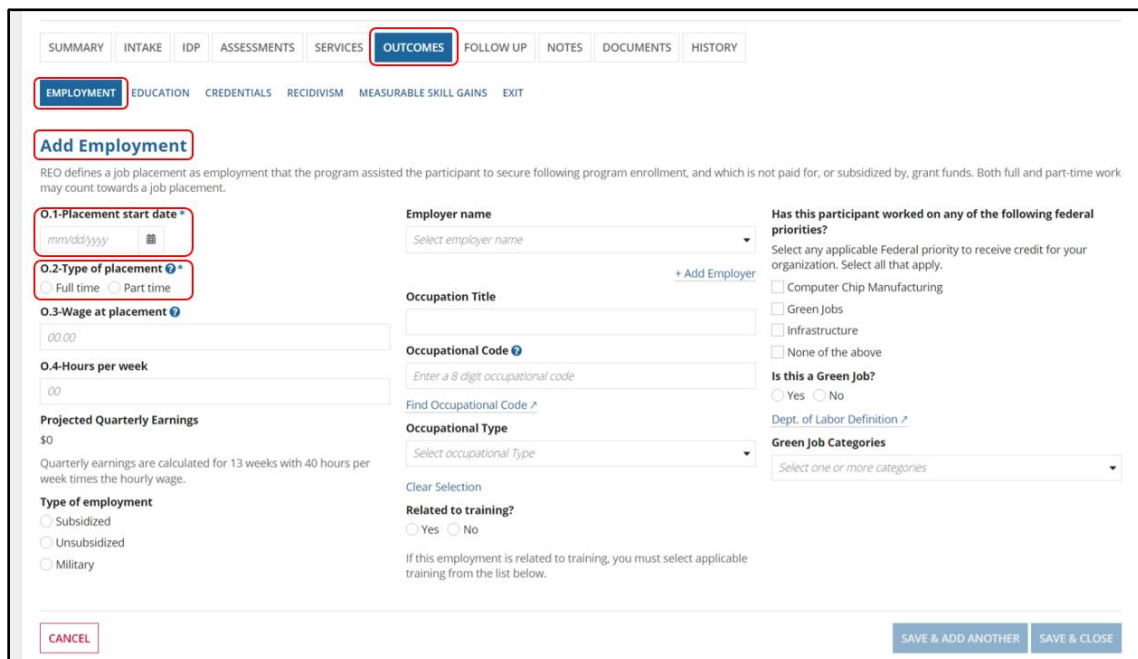
Participated in Post-Secondary Education

3.6.2 Employment and Apprenticeship

Table 46. Employment Subtab.

Outcomes – Employment Subtab	
The Employment subtab within the Outcomes Tab allows the user to Add Employment or Add Apprenticeship information.	
Records of Employment or Apprenticeship outcome will be shown in their respective grids in the Employment subtab.	
Employment Subtab	Notes
When adding an Employment record, the following fields are required:	7. Placement Start Date 8. Type of Placement
When adding an Apprenticeship record, the following fields are required:	1. Pre-Apprenticeship or Registered Apprenticeship Program Start Date

Figure 58. Outcomes - Add Employment.



OUTCOMES

EMPLOYMENT | EDUCATION | CREDENTIALS | RECIDIVISM | MEASURABLE SKILL GAINS | EXIT

Add Employment

REO defines a job placement as employment that the program assisted the participant to secure following program enrollment, and which is not paid for, or subsidized by, grant funds. Both full and part-time work may count towards a job placement.

0.1-Placement start date *
mm/dd/yyyy

0.2-Type of placement *
☐ Full time ☐ Part time

0.3-Wage at placement
00.00

0.4-Hours per week
00

Projected Quarterly Earnings
\$0
Quarterly earnings are calculated for 13 weeks with 40 hours per week times the hourly wage.

Type of employment
☐ Subsidized
☐ Unsubsidized
☐ Military

Employer name
Select employer name

Occupation Title
+ Add Employer

Occupational Code
Enter a 8 digit occupational code
Find Occupational Code

Occupational Type
Select occupational Type
Clear Selection

Related to training?
☐ Yes ☐ No
 If this employment is related to training, you must select applicable training from the list below.

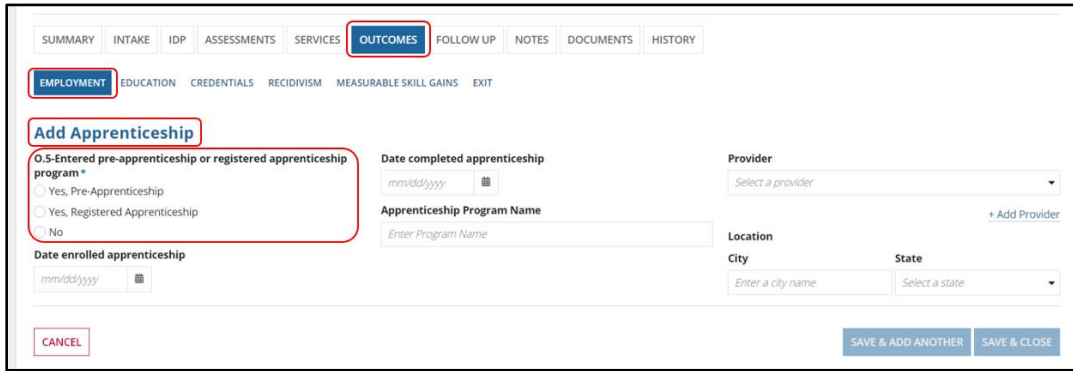
Has this participant worked on any of the following federal priorities?
 Select any applicable Federal priority to receive credit for your organization. Select all that apply.
☐ Computer Chip Manufacturing
☐ Green Jobs
☐ Infrastructure
☐ None of the above

Is this a Green Job?
☐ Yes ☐ No
 Dept. of Labor Definition

Green Job Categories
 Select one or more categories

CANCEL **SAVE & ADD ANOTHER** **SAVE & CLOSE**

Figure 59. Outcomes - Add Apprenticeship.



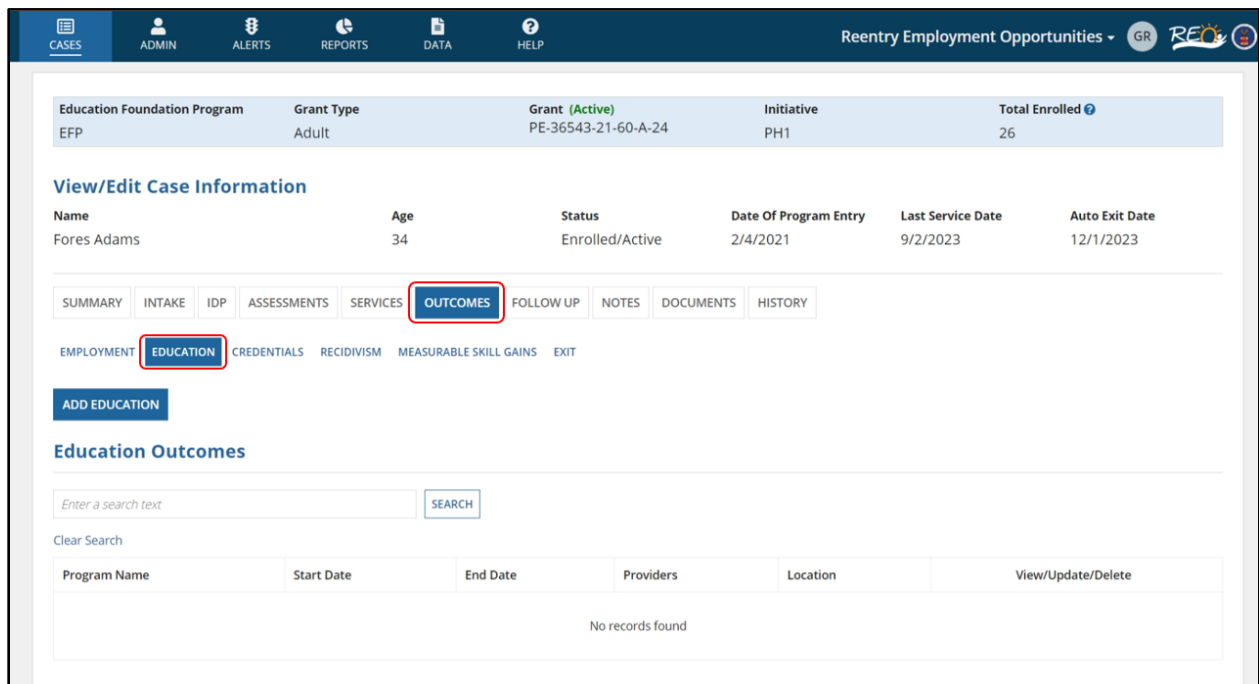
3.6.3 Education

Table 47. Outcomes - Education Subtab.

Outcomes – Education Subtab
The Education subtab within the Outcomes Tab allows the user to Add Education details.
Records of Education outcomes will be shown in a grid in the Education subtab.

Education Subtab	Notes
When adding an education record, the following field(s) are required:	1. O.6-Date enrolled during program participation in an education or training program leading to a recognized postsecondary credential or employment. 2. O.8-Whether or not the participant participated in post-secondary education during program participation that led to a credential or degree from an accredited post-secondary education institution.
Answering "Yes" to O.8 makes O.6 a required field.	

Figure 60. Outcomes - Education Subtab.



Reentry Employment Opportunities - GR

Education Foundation Program Grant Type Grant (Active) Initiative Total Enrolled

EFP Adult PE-36543-21-60-A-24 PH1 26

View/Edit Case Information

Name Age Status Date Of Program Entry Last Service Date Auto Exit Date

Fores Adams 34 Enrolled/Active 2/4/2021 9/2/2023 12/1/2023

SUMMARY INTAKE IDP ASSESSMENTS SERVICES **OUTCOMES** FOLLOW UP NOTES DOCUMENTS HISTORY

EMPLOYMENT **EDUCATION** CREDENTIALS RECIDIVISM MEASURABLE SKILL GAINS EXIT

ADD EDUCATION

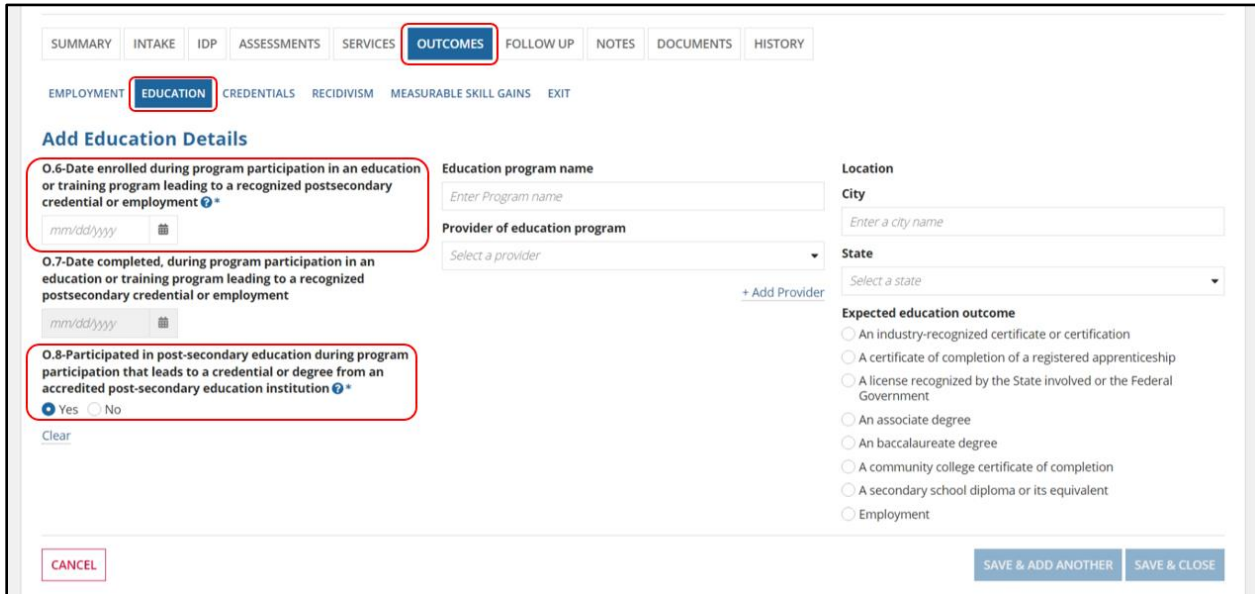
Education Outcomes

Enter a search text SEARCH

Clear Search

Program Name	Start Date	End Date	Providers	Location	View/Update/Delete
No records found					

Figure 61. Outcomes - Add Education.



3.6.4 Credentials

Table 48. Outcomes - Credentials Subtab.

Outcomes – Credentials Subtab	
The Credentials subtab within the Outcomes Tab allows the user to Add Credentials.	
Records of credential outcomes will be shown in the grid in the Credentials subtab.	
Credentials Subtab	Notes
When adding a Credentials record, the following fields are required:	1. Participated in post-secondary education during program participation that leads to a credential or degree from an accredited post-secondary education institution.
If the user has added any education programs in the “Add Education” page, then those education values will be available for the user to select under the “Which education program led to this credential” dropdown menu. See Figure 48.	
Similarly, if the user has added any training records under the Trainings tab in Services section, then those trainings values will be available for the user to select under the “Which training led to this credential” dropdown menu. See Figure 46.	
If a particular education program or training led to a credential and the user selects that education program or training, then additional fields such as O.6 and O.7 will be displayed on the screen.	
O.6-Date Enrolled is a required field and will be auto-populated from the previously entered information. The user can manually edit this information, if needed.	

The user can only link a credential to either an education program or training.

Figure 62. Outcomes - Credentials Subtab.

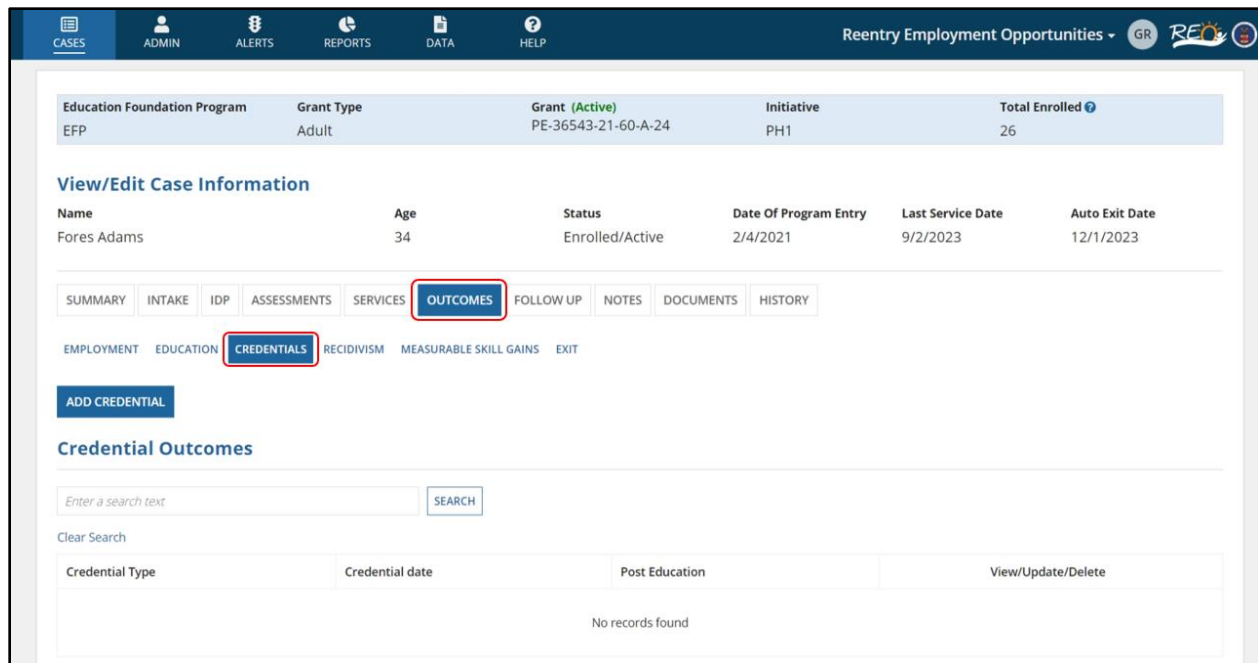
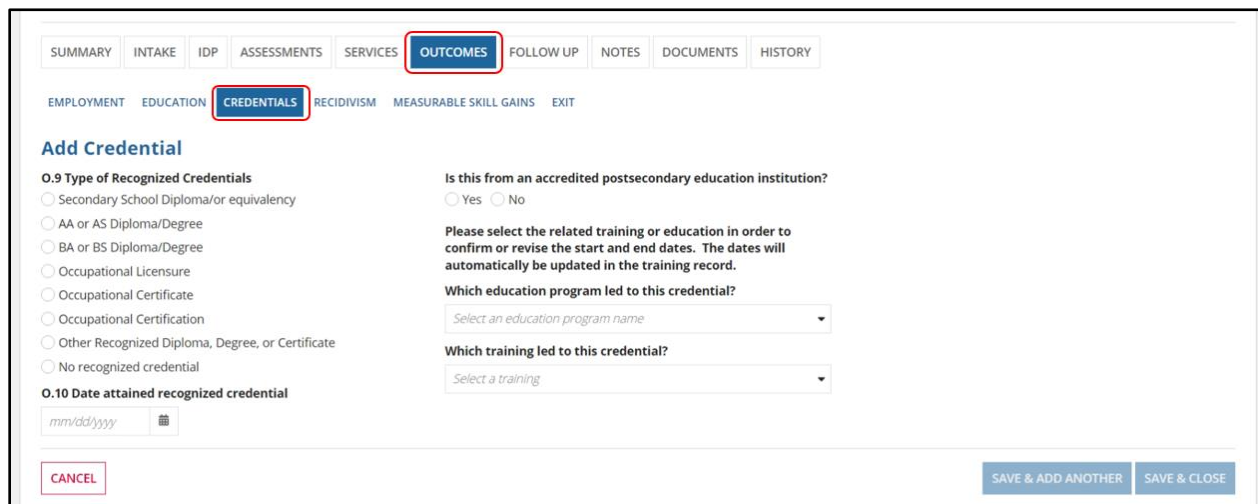


Figure 63. Outcomes - Add Credential.



3.6.5 Recidivism

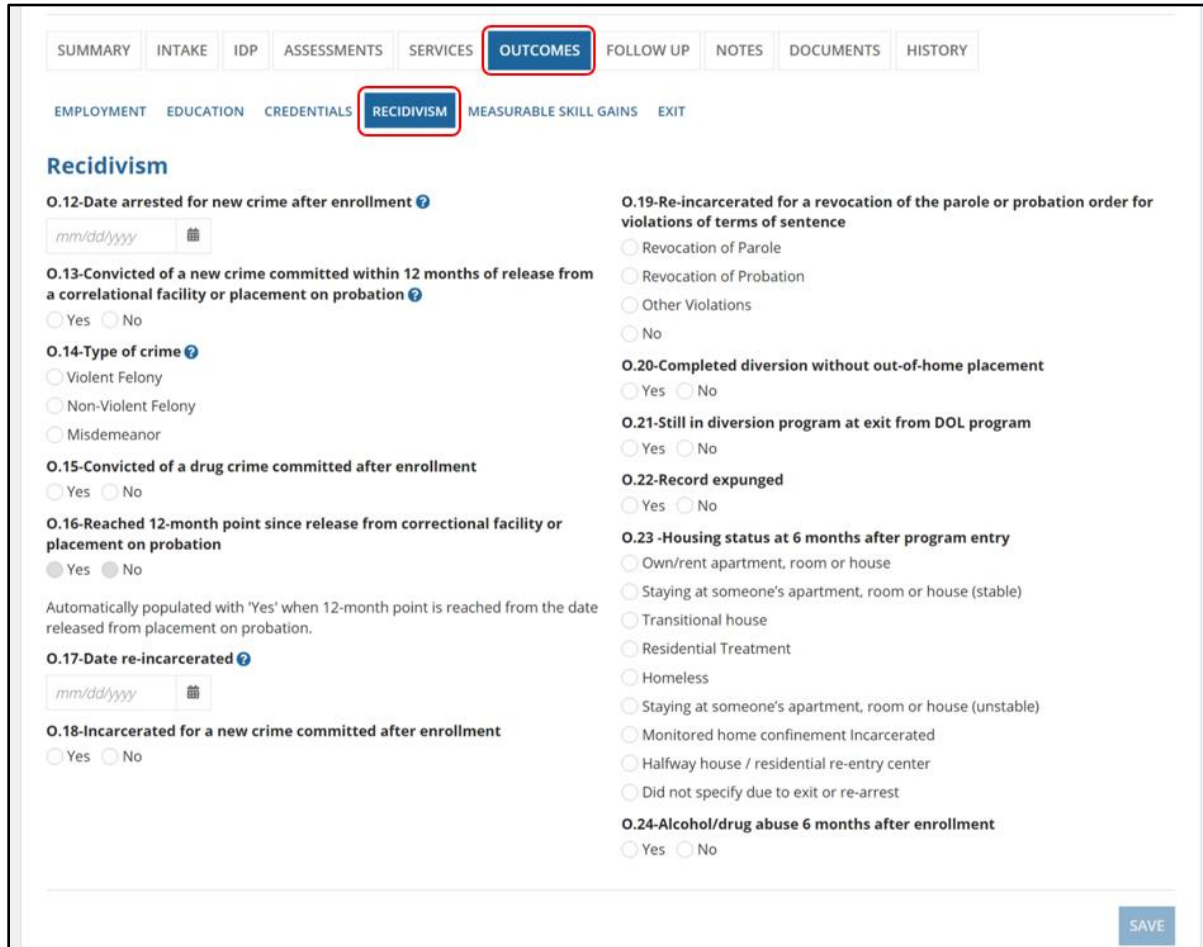
Table 49. Outcomes - Recidivism Subtab.

Outcomes – Recidivism Subtab

The Recidivism subtab within the Outcomes Tab allows the user to add recidivism details.

Recidivism Subtab	Notes
The Recidivism section has no required fields, but users should enter all applicable information.	1. The date fields (O.12 and O.17) in this section cannot be a future date.

Figure 64. Outcomes - Recidivism Subtab.



3.6.6 Measurable Skill Gains

Table 50. Outcomes - Measurable Skill Gains Subtab.

Outcomes – Measurable Skill Gain Subtab
The Measurable Skill Gains subtab within the Outcomes Tab allows the user to Add Measurable Skill Gains for a participant.
Records of Measurable Skill Gains will be shown in the grid in the Measurable Skill Gains subtab.

Measurable Skill Gains Subtab	Notes
Measurable Skill Gains include:	1. O.25 – Educational Functioning Level 2. O.26 – Secondary Transcript/Report Card 3. O.27 – Postsecondary Transcript/Report Card 4. O.28 – Training Milestone 5. O.29 – Skills Progression
The following fields are required:	1. Measurable Skill Type 2. Date Gained

Figure 65. Outcomes - Measurable Skill Gains Subtab.

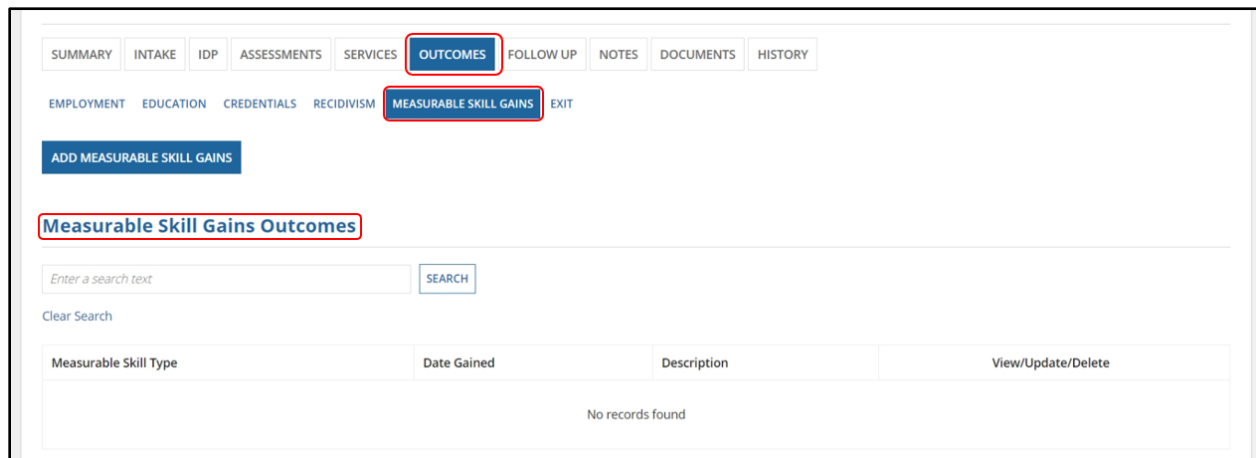
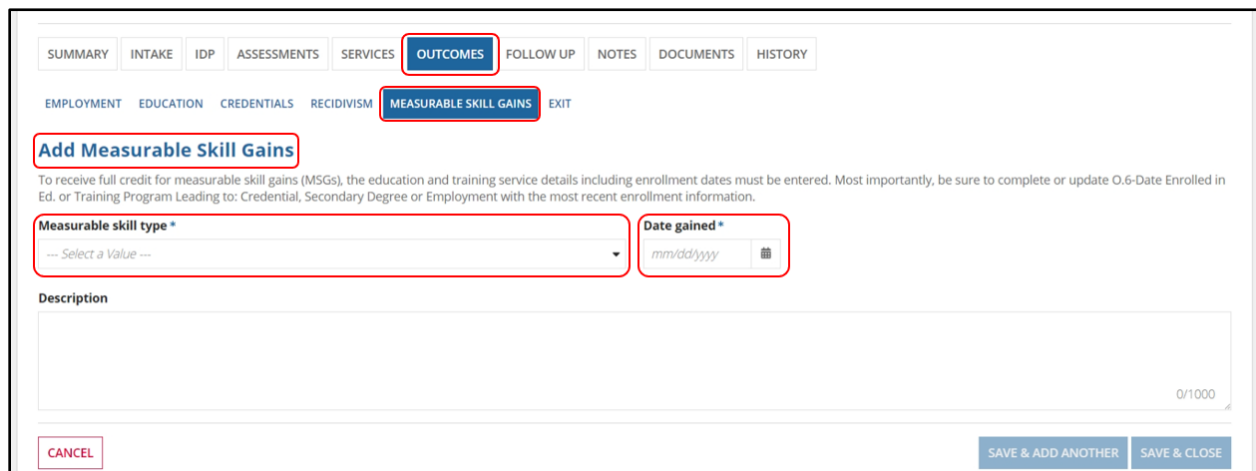


Figure 66. Add Measurable Skill Gains.



3.6.7 Exit and Reactivation

Table 51. Outcomes - Exit Subtab, Exit Participant.

Outcomes – Exit
Exit subtab allows user to enter information about manual exits or reactivation of a participant.

Records of Exit will be shown in the grid in the Exit subtab.	
Auto Exits occur if there is no qualifying service added within 90 days of the last service date.	
Exit Subtab	Notes
Other reasons for exit (WIOA) can be specified as one of the five following values:	• Institutionalized • Health/Medical • Deceased • Reserve Forces called to Active Duty • Foster Care No Longer Eligible for PROWD (only applicable for PROWD).
An O.31-Exit Date must be entered when one of the following reasons are selected for O.30 – Other Reasons for Exit (WIOA):	• Institutionalized • Health/Medical • Reserve Forces called to Active Duty • Foster Care No Longer Eligible for PROWD (only applicable for PROWD).
An O.31-Exit Date and a Deceased Date must be entered when the following is selected for O.30 – Other reasons for exit (WIOA).	• Deceased
Grantee Admins, Lead Case Managers, and Case Managers receive a consolidated email with all the participants due for auto exit within 10 days.	
If a participant has been exited automatically and then they become deceased during follow-up, users can mark that participant as deceased in the Quarterly Subtab within the Follow Up tab.	
If a participant is manually exited, for any reason, the follow up data is not shared with WIPS or included in the QPR. In addition, if a participant is marked as deceased, prior to follow up or during follow up, the follow up data is not shared with WIPS or included in the QPR.	

Figure 67. Outcomes - Exit Subtab, Reactivate Participant.

Reactivating an Exited Participant	Notes
A reactivate link will be available in the Exit/Reactivation Outcomes grid after a participant has been exited. See Figure 50.	Refer to DOL Performance Guidance for more information about reactivation. Reactivation is not available for participants that have been marked as Deceased. A Help Request may be submitted if a person has been marked deceased erroneously.

Figure 68. Outcomes - Exit Subtab – Grid shows a participant that has been exited, then reactivated. Clicking the Reactivate link will show information about reactivation. Users may click Exit Participant to exit participant again.

SUMMARY INTAKE IDP ASSESSMENTS SERVICES **OUTCOMES** FOLLOW UP NOTES DOCUMENTS HISTORY

EMPLOYMENT EDUCATION CREDENTIALS RECIDIVISM MEASURABLE SKILL GAINS **EXIT**

Each participant's "Date of Program Exit" is the last date they received an active core program service and it is auto-populated (filled in) by GPMS, except in rare circumstances. In normal circumstances, the date of exit cannot be determined until 90 days have elapsed since the participant last received any active core services. At that point, the date of exit is applied retroactively by GPMS.

For exceptional circumstances, users may determine the exit date by clicking the "Exit Participant" button below.

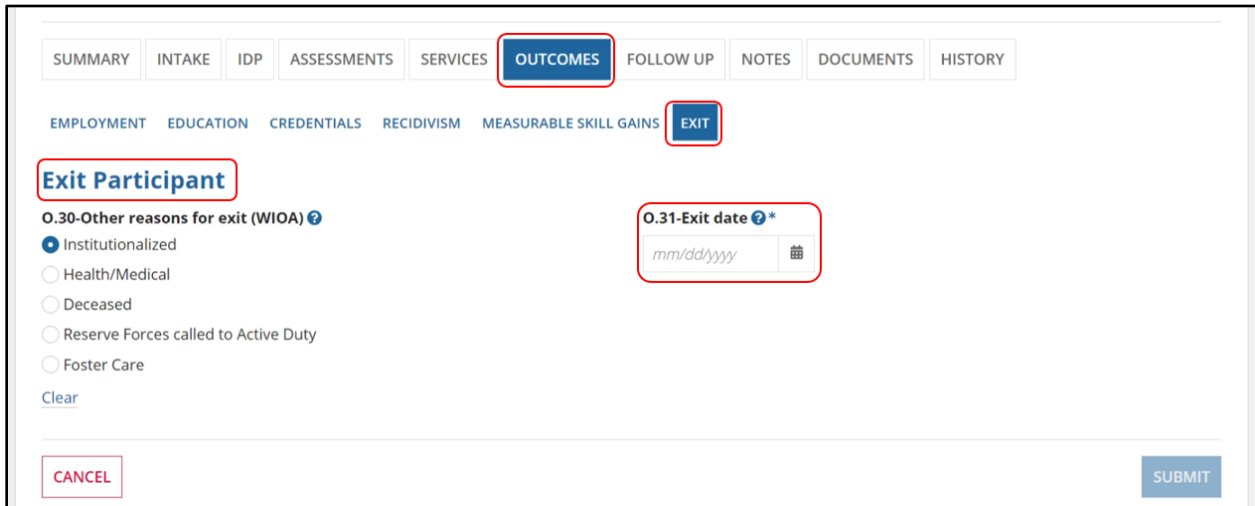
EXIT PARTICIPANT

Supportive services and follow-up services are not active core services and do not affect the date of exit. Follow-up services may begin immediately following the last date of a core service if it is expected that the participant will not receive any future core services.

Exit/Reactivation Outcomes

Exit/Reactivate Event	Reason	Exit/Reactivation Date	Service Type	Submitted By
Reactivate		7/20/2024		Grant Admin Reo

Figure 69. Outcomes – Exiting a Participant requires user to enter an Exit date. If the reason for exit is “Deceased” then Exit date and Deceased date must be entered.



Exit Participant

O.30-Other reasons for exit (WIOA)

- ☒ Institutionalized
- ☐ Health/Medical
- ☐ Deceased
- ☐ Reserve Forces called to Active Duty
- ☐ Foster Care

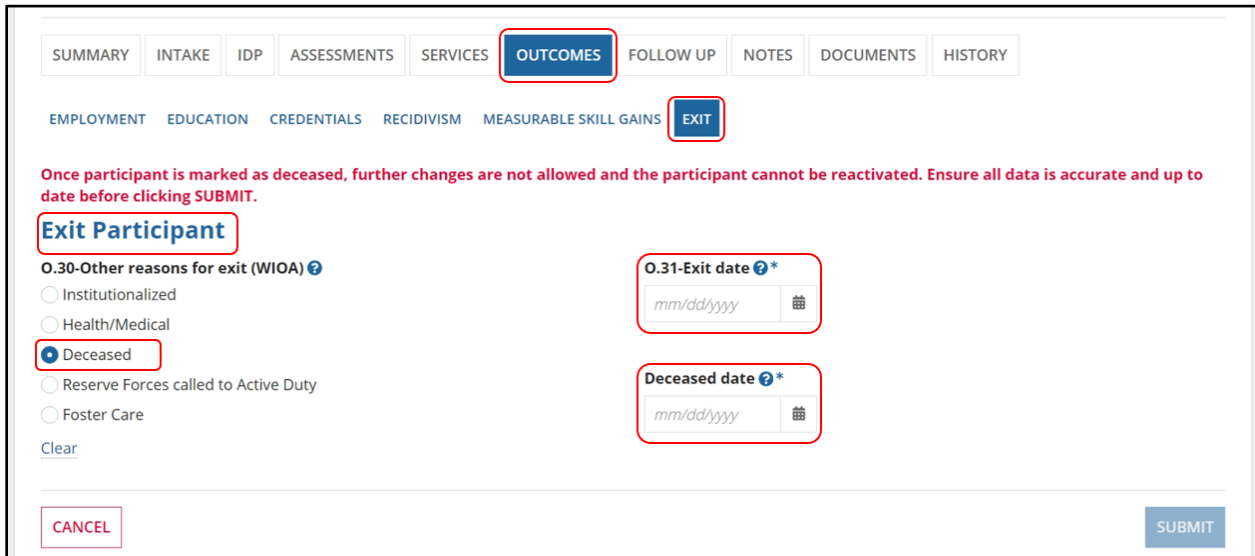
[Clear](#)

O.31-Exit date

mm/dd/yyyy

CANCEL **SUBMIT**

Figure 70. Outcomes - Exit Participant (Deceased).



Exit Participant

O.30-Other reasons for exit (WIOA)

- ☐ Institutionalized
- ☐ Health/Medical
- ☒ Deceased
- ☐ Reserve Forces called to Active Duty
- ☐ Foster Care

[Clear](#)

O.31-Exit date

mm/dd/yyyy

Deceased date

mm/dd/yyyy

CANCEL **SUBMIT**

3.7 FOLLOW-UP

Table 52. Follow Up.

Follow Up		
The Follow-Up section records the status of participants who have exited the program and started follow-up services.		
This section has two sub-tabs: Quarterly and Follow-up services.		
Records of Follow Up Service will be shown in the grid in the Follow Up Services subtab.		
No.	Follow Up Subtabs	Notes
1	Quarterly.	Quarterly collection is categorized into quarters i.e., Q1, Q2, Q3, and Q4.
2	Follow-up services.	Follow up services can be added to each participant by clicking on “ADD FOLLOW UP SERVICE”.

Figure 71. Follow Up - Quarterly Subtab.

SUMMARY
INTAKE
IDP
ASSESSMENTS
SERVICES
OUTCOMES
FOLLOW UP
NOTES
DOCUMENTS
HISTORY

QUARTERLY
FOLLOW UP SERVICES

Summary

Has this participant worked on any of the following federal priorities? ☐ Participant Deceased

Select any applicable Federal priority to receive credit for your organization. Select all that apply.

☐ Computer Chip Manufacturing
☐ Green Jobs
☐ Infrastructure
☐ None of the above

Quarter 1

O.35-Employed in 1st quarter after exit *

☒ Yes
☐ Yes, Registered Apprenticeship
☐ Yes, Military
☐ No
☐ Information not yet available

[Clear](#)

O.35a-Type of employment match first quarter after exit quarter *

☐ UI Wage Data
☒ Federal Employment Records (OPM, USPS)
☐ Military Employment Records (DOD)
☐ Non UI verification
☐ Information not yet available

[Clear](#)

O.35b-Date enrolled in post-exit education or training program leading to a recognized postsecondary credential

O.35c-Wages in 1st quarter after exit *

O.35d-Occupational code that best describes participant's most recent employment

[Find Occupational Code ↗](#)

Occupational Type

Quarter 2

O.36-Employed in 2nd quarter after exit *

☐ Yes
☐ Yes, Registered Apprenticeship
☐ Yes, Military

O.36b-Date enrolled in post-exit education or training program leading to a recognized postsecondary credential

Figure 72. Follow Up - Follow Up Services Subtab.

SUMMARY
INTAKE
IDP
ASSESSMENTS
SERVICES
OUTCOMES
FOLLOW UP
NOTES
DOCUMENTS
HISTORY

QUARTERLY
FOLLOW UP SERVICES

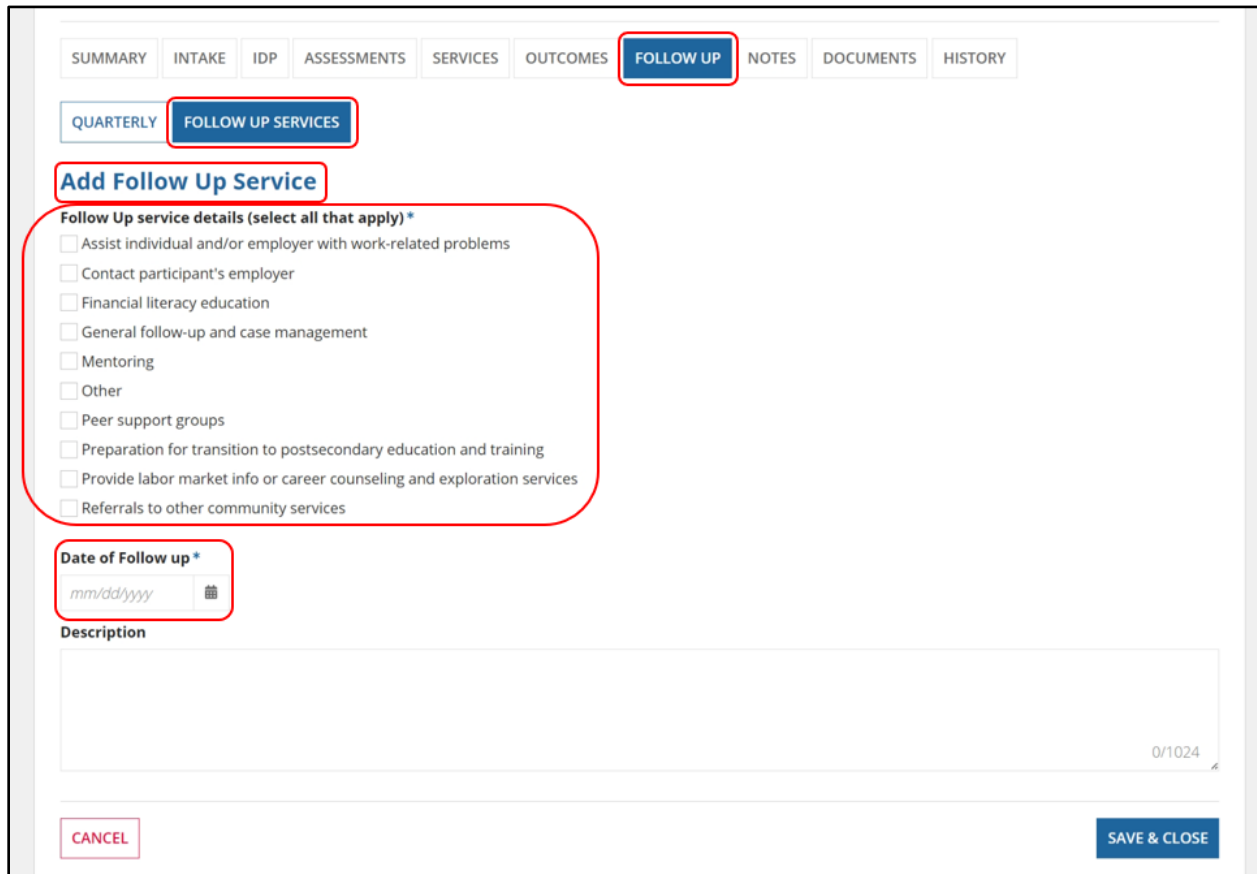
ADD FOLLOW UP SERVICE

Follow Up Service History

[Clear Search](#)

Follow Up service	Date of Follow Up	View/Update/Delete
No records found		

Figure 73. Follow Up - Add Follow Up Services.



4. ADDITIONAL CASE INFORMATION

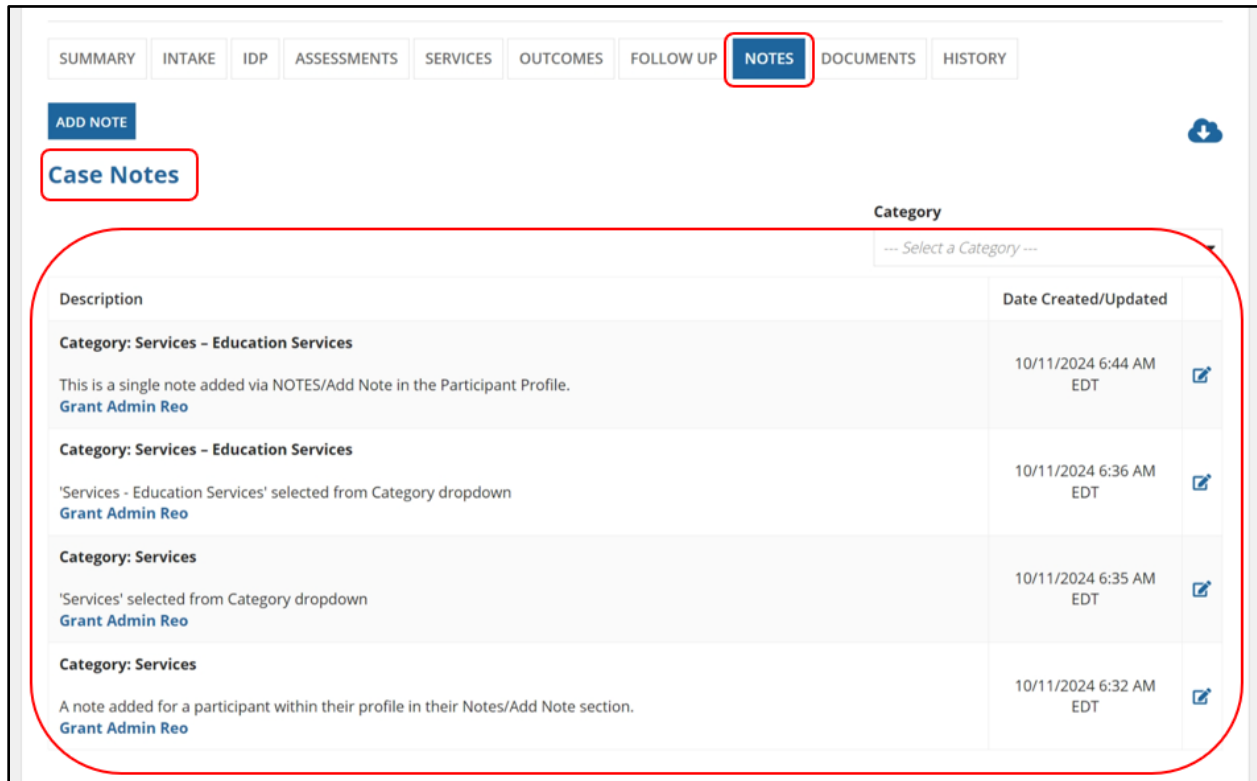
4.1 NOTES

Table 53. Notes.

Notes		
The Notes section allows users to add or update notes to any active case.		
The Notes grid will retain a record of the note that is entered along with the user who entered it and the time it was entered.		
The Notes grid will also retain any notes entered when Adding Group Services.		
No.	Notes	Additional Details
1	The following fields are required when user clicks Add Note.	1. Category 2. Note
Users may select from the following category values when entering a note:		
1. Intake 2. Intake – Program and Participant		

3. Intake – Demographic
4. Intake – Employment-Education
5. Intake – Public Program
6. Intake – WIOA and Other Program
7. Intake – Criminal Justice
8. Assessment #1 – Literacy
9. Assessment #2 – Math
10. Assessment #3 – ESL
11. Services
12. Services – Education Services
13. Services – Workforce Development
14. Services – Training #1
15. Services – Training #2
16. Services – Training #3
17. Services – Supportive Services
18. Outcomes
19. Follow Up
20. IDP
21. Other

Figure 74. Notes.



SUMMARY INTAKE IDP ASSESSMENTS SERVICES OUTCOMES FOLLOW UP **NOTES** DOCUMENTS HISTORY

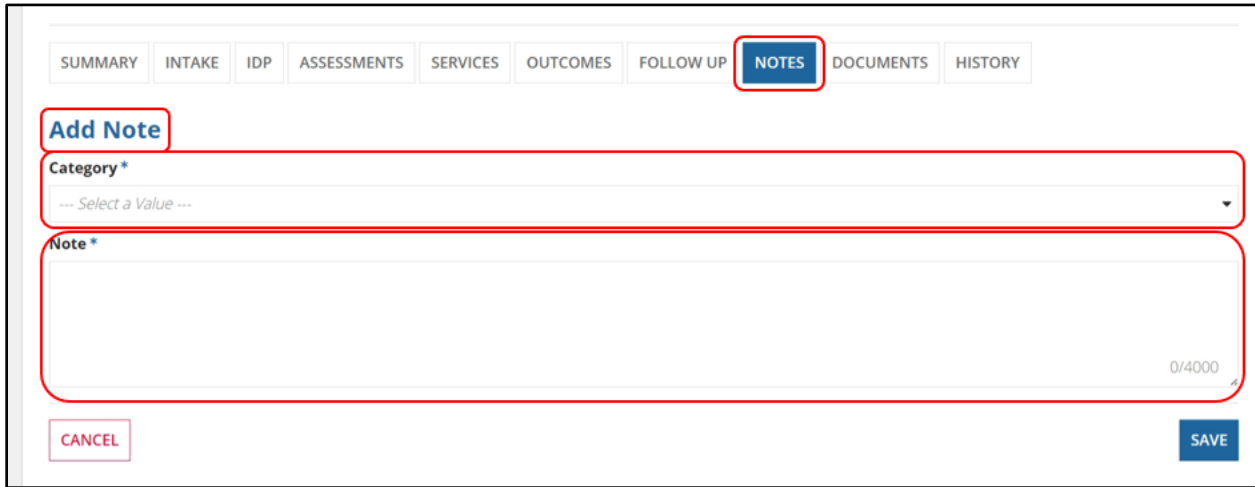
ADD NOTE

Case Notes

Category
--- Select a Category ---

Description	Date Created/Updated
Category: Services - Education Services This is a single note added via NOTES/Add Note in the Participant Profile. Grant Admin Reo	10/11/2024 6:44 AM EDT
Category: Services - Education Services 'Services - Education Services' selected from Category dropdown Grant Admin Reo	10/11/2024 6:36 AM EDT
Category: Services 'Services' selected from Category dropdown Grant Admin Reo	10/11/2024 6:35 AM EDT
Category: Services A note added for a participant within their profile in their Notes/Add Note section. Grant Admin Reo	10/11/2024 6:32 AM EDT

Figure 75. Notes - Add Note.



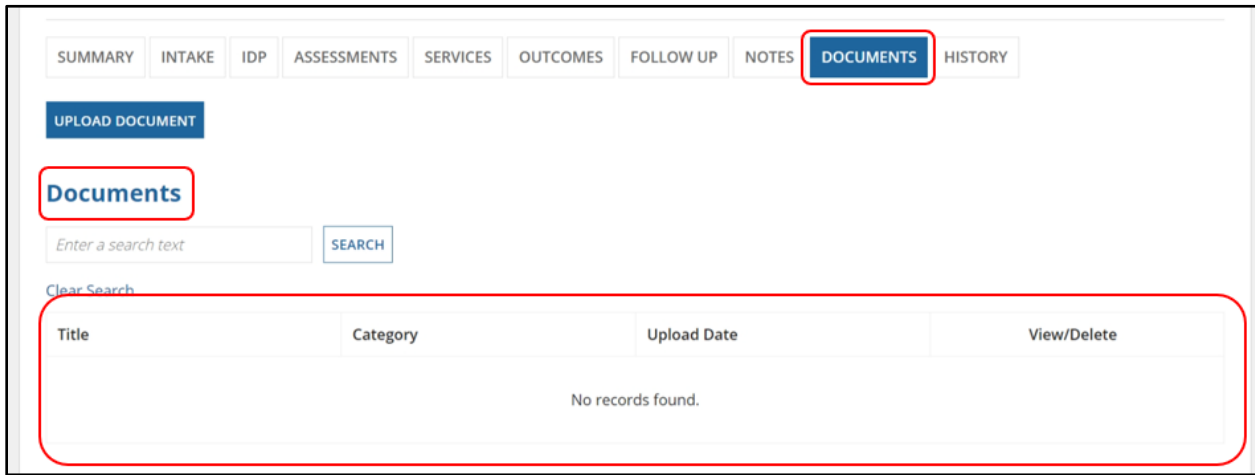
4.2 DOCUMENTS

Table 54. Documents.

Documents Tab		
The Documents section allows the user to upload one document at a time.		
The Documents grid within the Documents section will retain a record of all documents that have been uploaded.		
Additionally, users may view, update, or delete a document in the Documents grid.		
Users can search for a specific document using the search function.		
No.	Documents	Notes
1	The following file types are acceptable when uploading an attachment in the Documents section:	1. PNG 2. JPG 3. CSV 4. JPEG. 5. PDF 6. DOCX 7. XLSX 8. XLS
Once a document has been uploaded, users may click Next to give the document a title, category, and/or description.		

Category values include Intake, Assessments, Services, Training, Education, Employment, Outcomes, and Follow Up.

Figure 76. Documents.



SUMMARY INTAKE IDP ASSESSMENTS SERVICES OUTCOMES FOLLOW UP NOTES **DOCUMENTS** HISTORY

UPLOAD DOCUMENT

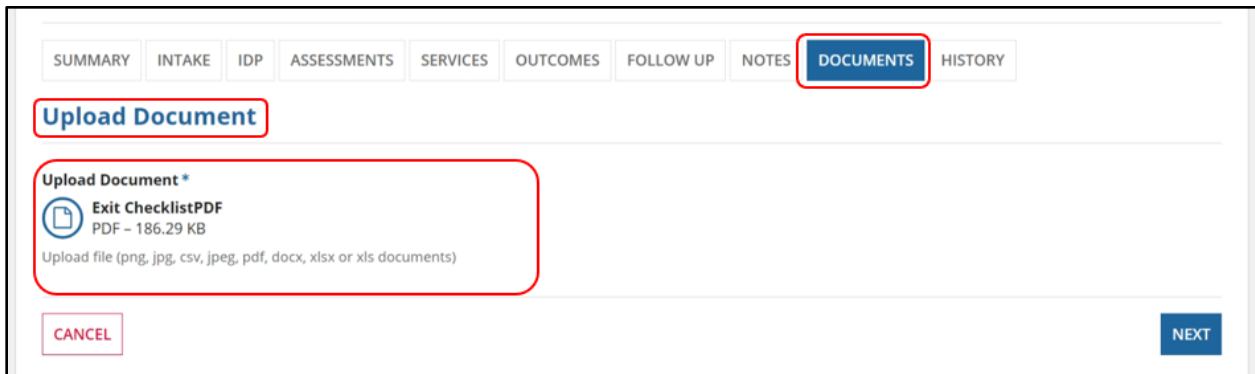
Documents

Enter a search text

[Clear Search](#)

Title	Category	Upload Date	View/Delete
No records found.			

Figure 77. Documents - Upload Document.



SUMMARY INTAKE IDP ASSESSMENTS SERVICES OUTCOMES FOLLOW UP NOTES **DOCUMENTS** HISTORY

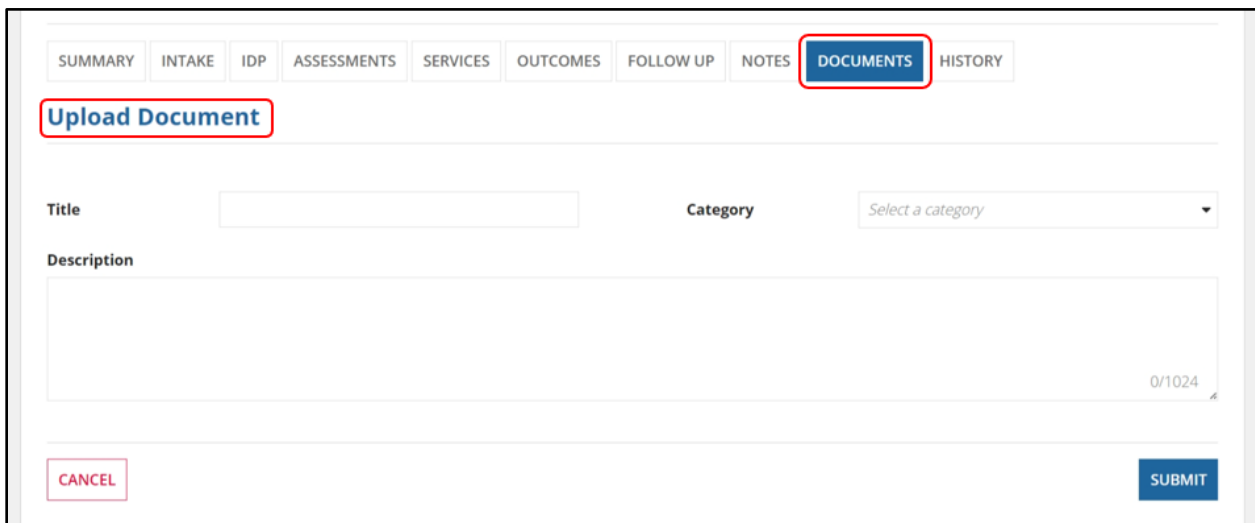
Upload Document

Upload Document *

 **Exit ChecklistPDF**
PDF - 186.29 KB

Upload file (png, jpg, csv, jpeg, pdf, docx, xlsx or xls documents)

Figure 78. Documents - Upload Document, Add Title, Category, Description.



SUMMARY INTAKE IDP ASSESSMENTS SERVICES OUTCOMES FOLLOW UP NOTES **DOCUMENTS** HISTORY

Upload Document

Title

Category

Description

0/1024

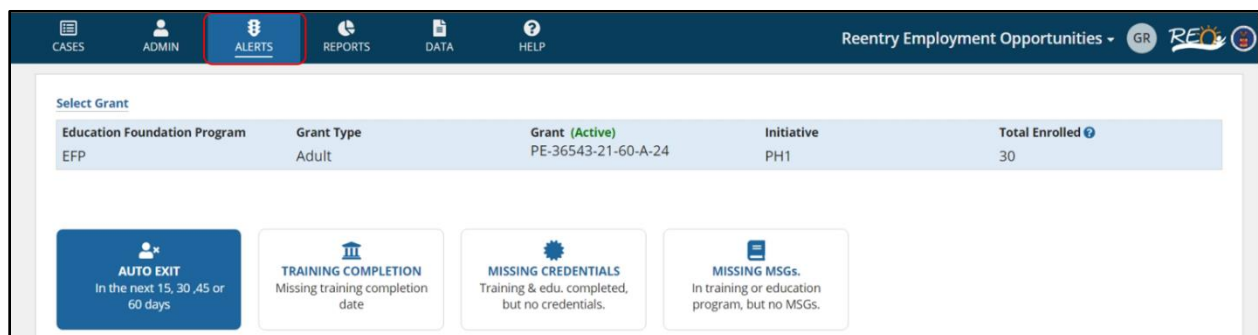
5. ALERTS

5.1 OVERVIEW

Table 55. Alerts Tab.

Alerts Tab		
No.	Tiles	Notes
1	Auto Exit	Users may generate a report that shows participants scheduled for Auto Exit in the next 15, 30, 45, or 60 days.
2	Training Completion	Users may generate a report that shows participants with a training start date but a missing completion date.
2	Missing Credentials	Users may generate a report that shows training & education completed by participants but have no credentials.
3	Missing Measurable Skill Gains	Users may generate a report that shows participants with training or education programs but no MSGs.

Figure 79. Alerts.



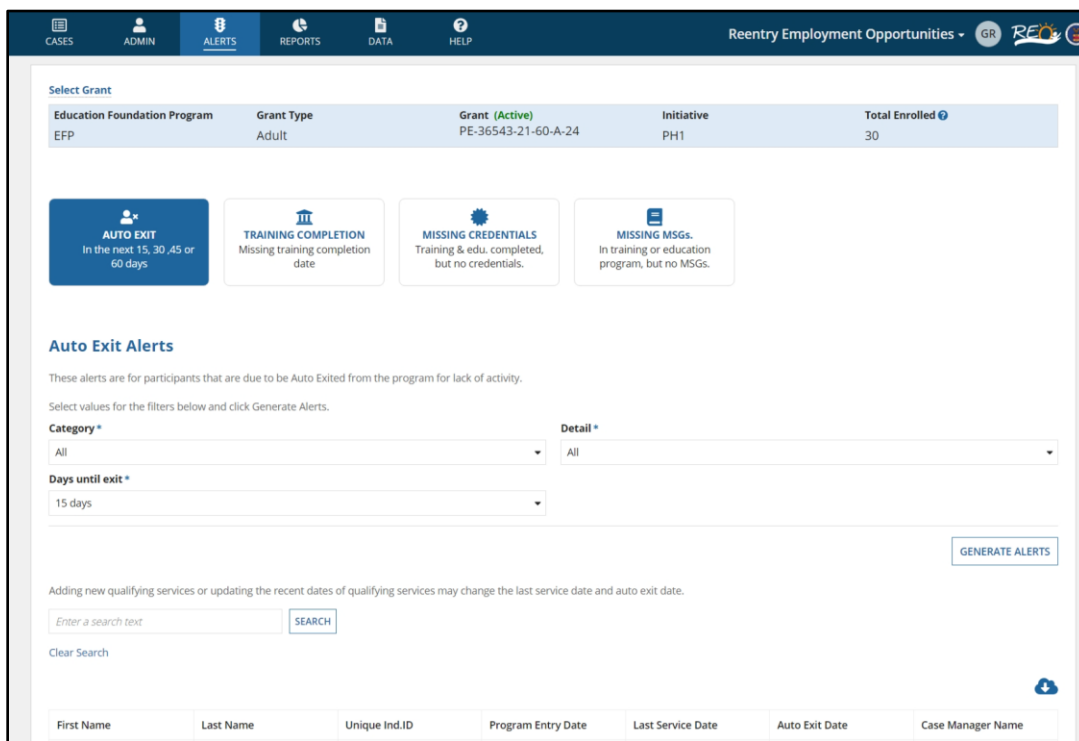
5.2 GENERATE AUTO EXIT ALERT

Table 56. Auto Exit Tile.

Auto Exit Tile		
These alerts are for participants due to be Auto Exited because of missing or not having any qualifying services.		
No.	Auto Exit	Data
1	Participants that are due to be auto exited from the program for lack of activity.	In the next 15, 30, 45, or 60 days.
2	Criteria selection	- Category - Days until Exit - Details (according to their privileges)

3	Generated Alerts will show the following information:	• First Name • Last Name • Unique Ind. ID. • Program Entry Date • Last Service Date • Auto Exit Date • Case Manager Name
4	To remove or avoid an Auto Exit for a participant.	Click on First/Last Name to add qualifying services which will remove them from the Auto Exit alert.

Figure 80. Alerts - Auto Exit.



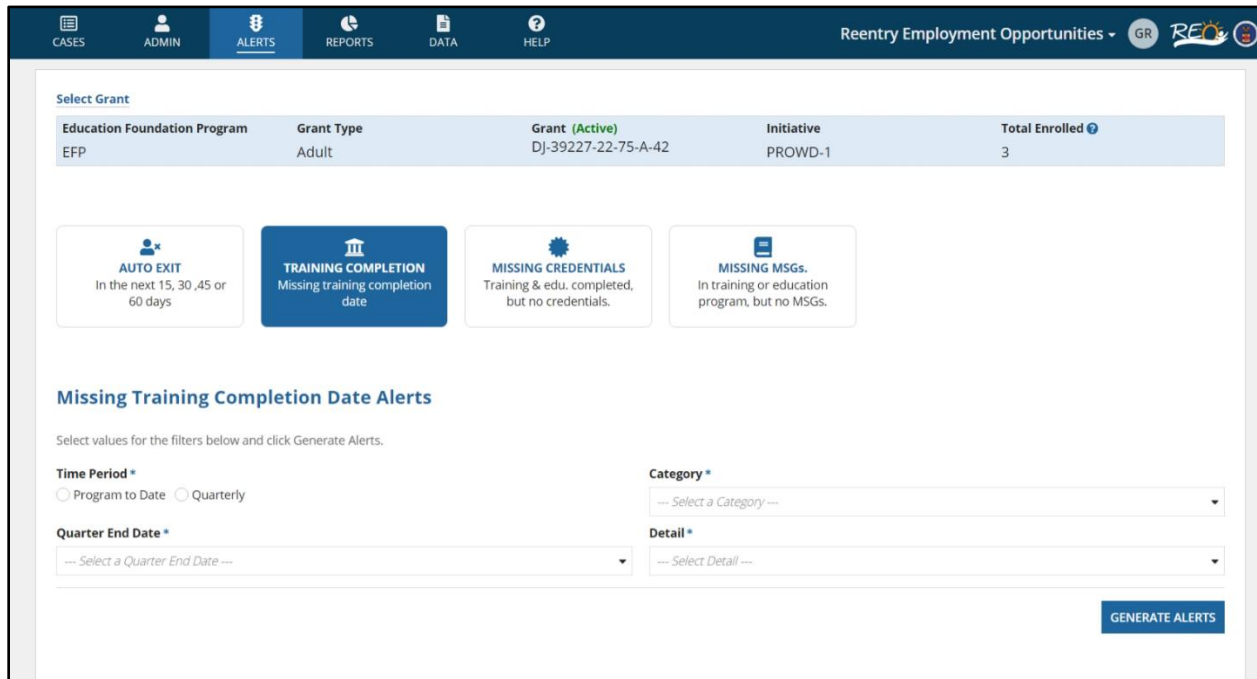
The screenshot shows the 'Alerts' section of the REO system. At the top, there's a navigation bar with tabs for CASES, ADMIN, ALERTS (selected), REPORTS, DATA, and HELP. The main header area displays 'Reentry Employment Opportunities' and a 'GR' dropdown. Below this, a 'Select Grant' section shows a table with columns: Education Foundation Program (EFP), Grant Type (Adult), Grant (Active) (PE-36543-21-60-A-24), Initiative (PH1), and Total Enrolled (30). Below the table are four status boxes: 'AUTO EXIT' (In the next 15, 30, 45 or 60 days), 'TRAINING COMPLETION' (Missing training completion date), 'MISSING CREDENTIALS' (Training & edu. completed, but no credentials), and 'MISSING MSGs.' (In training or education program, but no MSGs.). The 'Auto Exit Alerts' section follows, with a note: 'These alerts are for participants that are due to be Auto Exited from the program for lack of activity. Select values for the filters below and click Generate Alerts.' There are three filters: 'Category' (set to All), 'Detail' (set to All), and 'Days until exit' (set to 15 days). A 'GENERATE ALERTS' button is located to the right of the filters. Below the filters, there's a search bar with the text 'Enter a search text' and a 'SEARCH' button. At the bottom, there's a table header with columns: First Name, Last Name, Unique Ind.ID, Program Entry Date, Last Service Date, Auto Exit Date, and Case Manager Name.

5.3 GENERATE TRAINING COMPLETION ALERT

Table 57. Alerts Tab - Training Completion.

Training Completion Tile		
The Training Completion tile alerts users about participants with a training start date but have a missing completion date.		
User may click the participant's first or last name to view the training records.		
No.	Auto Exit	Data
1	Participants that are due to be auto exited from the program for lack of activity.	In the next 15, 30, 45, or 60 days.
2	Criteria selection:	• Category • Days until exit • Details (according to their privileges)
3	Generated Alerts will show the following information:	• First Name • Last Name • Unique Ind. ID. • Program Entry Date • Last Service Date • Auto Exit Date • Case Manager Name
4	To remove or avoid an Auto Exit for a participant.	Click on First/Last name to add qualifying services which will remove them from the Auto Exit alert.

Figure 81. Alerts - Training Completion.



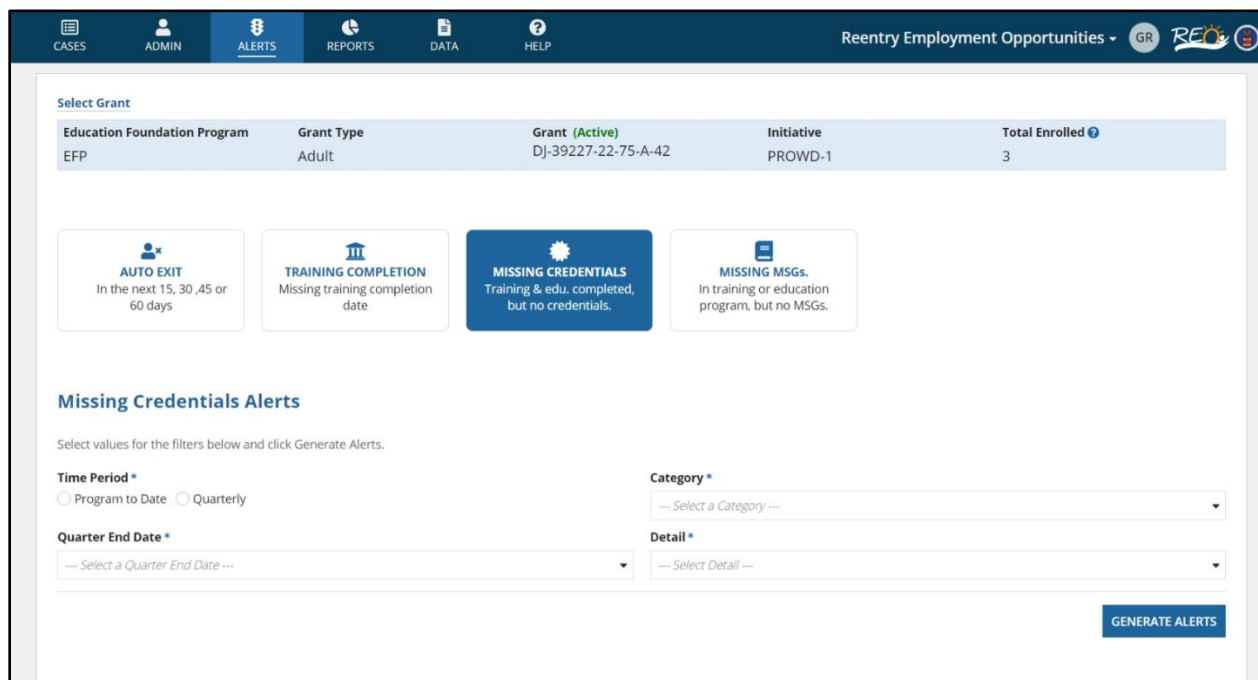
5.4 GENERATE MISSING CREDENTIALS ALERT

Table 58. Missing Credentials Tile.

Missing Credentials Tile		
No.	Missing Credentials	Data
1	These alerts are for participants who have training or education data entered in REO GPMS but are missing the accompanying credential data. For instance, participants with training records (except on-the-job or customized training) but no credential records added in the system would generate this alert. Similarly, those who participated in secondary education (SE) or postsecondary education (PSE) programs during program participation or those who have not completed any educational level at the time of program entry (Edu. Level) and are also missing credential record(s) would generate this alert.	• Training records exclude on-the-job or customized training. • SE can be found in the Services, Education subtab. • PSE can be found in the Outcomes, Education subsection. • Edu. Level can be found in the Intake, Employment Education subtab. •
2	Criteria selection:	• Time period • Category • Quarter End Date • Details (according to their privileges)

3	Generated Alerts will show the following information:	• First Name • Last Name • Training Name • Training Start/End Date • Post Secondary Education • Highest Education Level • Case Manager
4	To remove or avoid missing credentials for a participant:	Click on First/Last name to add credentials. This action will remove participant from the missing credentials alert.

Figure 82. Alerts - Missing Credentials.



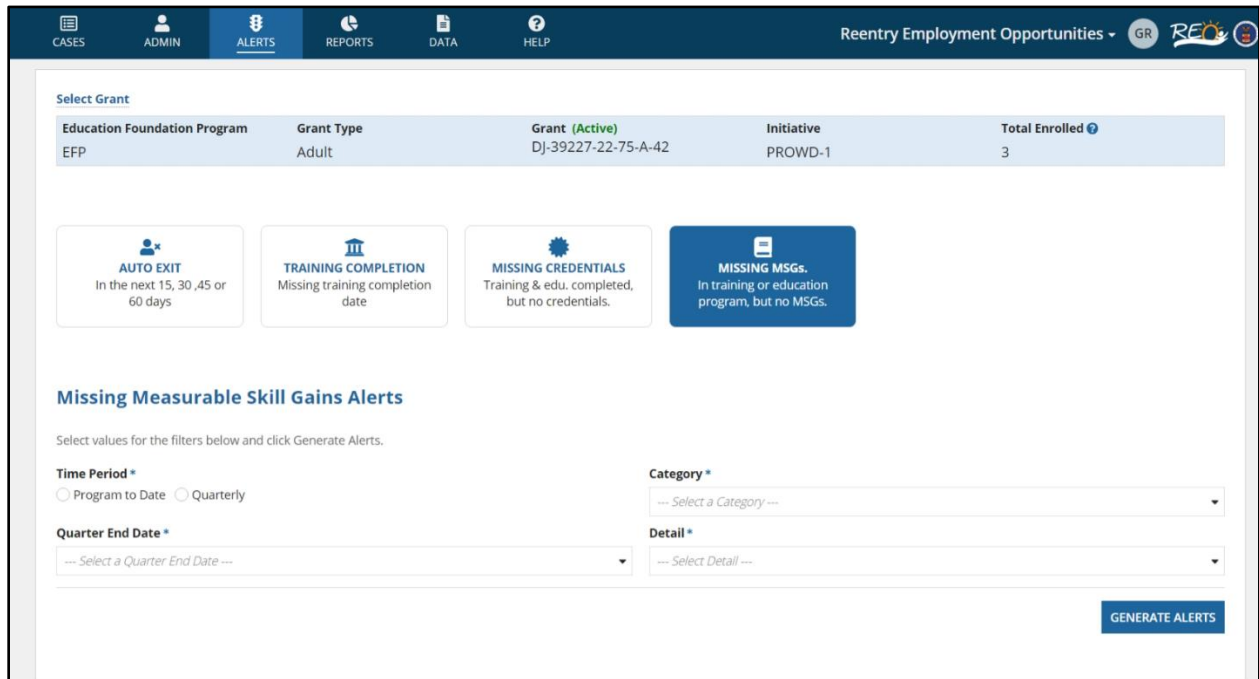
5.6 GENERATE MISSING MSGs ALERT

Table 59. Missing MSGs Tile.

Missing MSGs Tile		
No.	Missing MSGs	Data

1	These alerts are for participants that did not gain measurable skill during a program year, even though they were enrolled in an educational or training program leading to a recognized postsecondary credential or employment (Outcomes->Education).	Outcomes/Education • O.6-Date enrolled in an educational or training program that leads to a recognized postsecondary credential or employment • O.7-Date completed an educational or training program leading to a recognized postsecondary credential or employment.
2	Criteria selection:	• Time Period • Category • Quarter End Date • Details (according to their privileges)
3	Generated Alerts will show the following information.	• First Name • Last Name • Training Name • Training Start/End Date • Post Secondary Education • Highest Education Level • Case Manager
4	To remove or avoid Missing MSGs Alerts for a participant:	Click on First/Last name to add Measurable Skill Gains to remove them from the Missing MSGs alerts.

Figure 83. Alerts - Missing MSGs.



Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	DJ-39227-22-75-A-42	PROWD-1	3

AUTO EXIT
 In the next 15, 30, 45 or 60 days

TRAINING COMPLETION
 Missing training completion date

MISSING CREDENTIALS
 Training & edu. completed, but no credentials.

MISSING MSGs.
 In training or education program, but no MSGs.

Missing Measurable Skill Gains Alerts

Select values for the filters below and click Generate Alerts.

Time Period *
☐ Program to Date ☐ Quarterly

Category *

Quarter End Date *

Detail *

GENERATE ALERTS

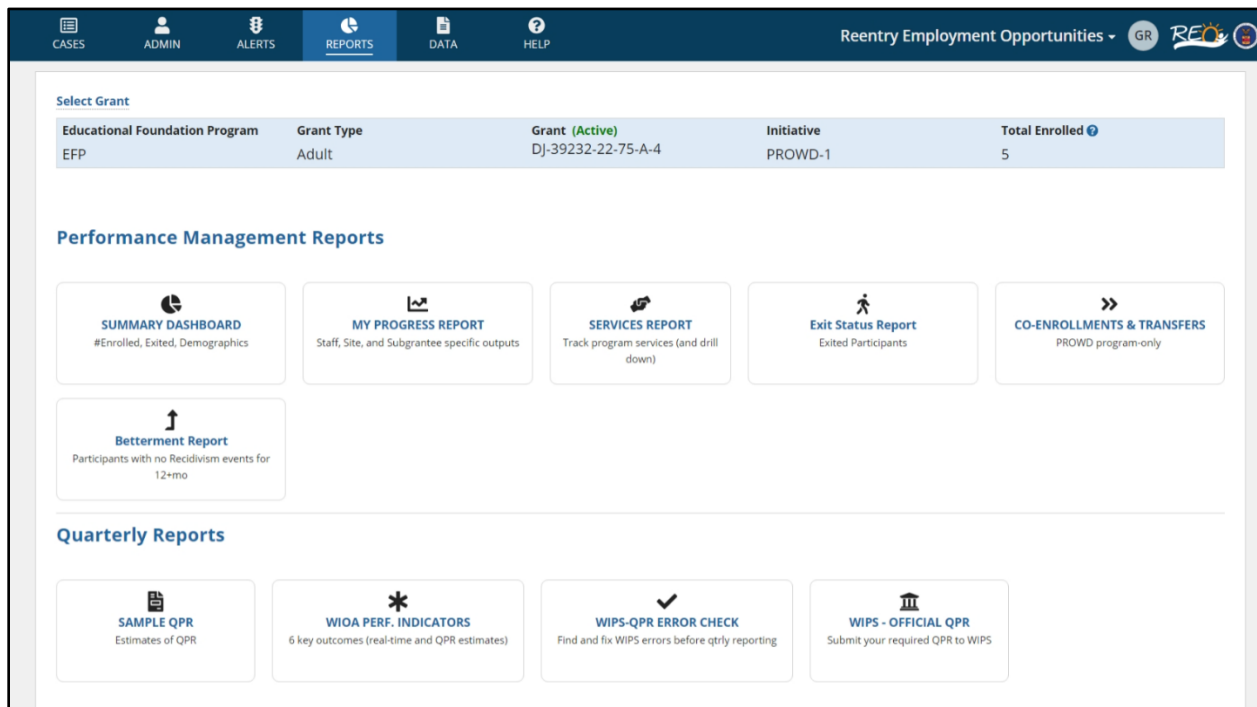
6. REPORTS

6.1 OVERVIEW

Table 60. Reports Tab (Grantee Admin).

Reports Tab		
The REO GPMS Reports tab has two types of available reports to assist users: Performance Management Reports and Quarterly Reports. Each report has its own tile and a brief description. Users may click the tile associated with the report they are interested in, which will take them to the Report page. Some reports require users to enter criteria to generate the report.		
These reports are available to the following user types: Grantee Admin, Grantee Supervisor, Lead Case Manager, and Case Manager.		
	Performance Management Reports	Quarterly Reports
1	Summary Dashboard	Sample QPR
2	My Progress Report	WIOA Performance Indicators Report
3	Services Report	WIPS-QPR Error Check
4	Exit Status Report	WIPS – Official Report
5	Co-Enrollments & Transfers Report	
6	Betterment Report	

Figure 84. Reports Tab (Grantee Admin).



6.2 PERFORMANCE MANAGEMENT REPORTS

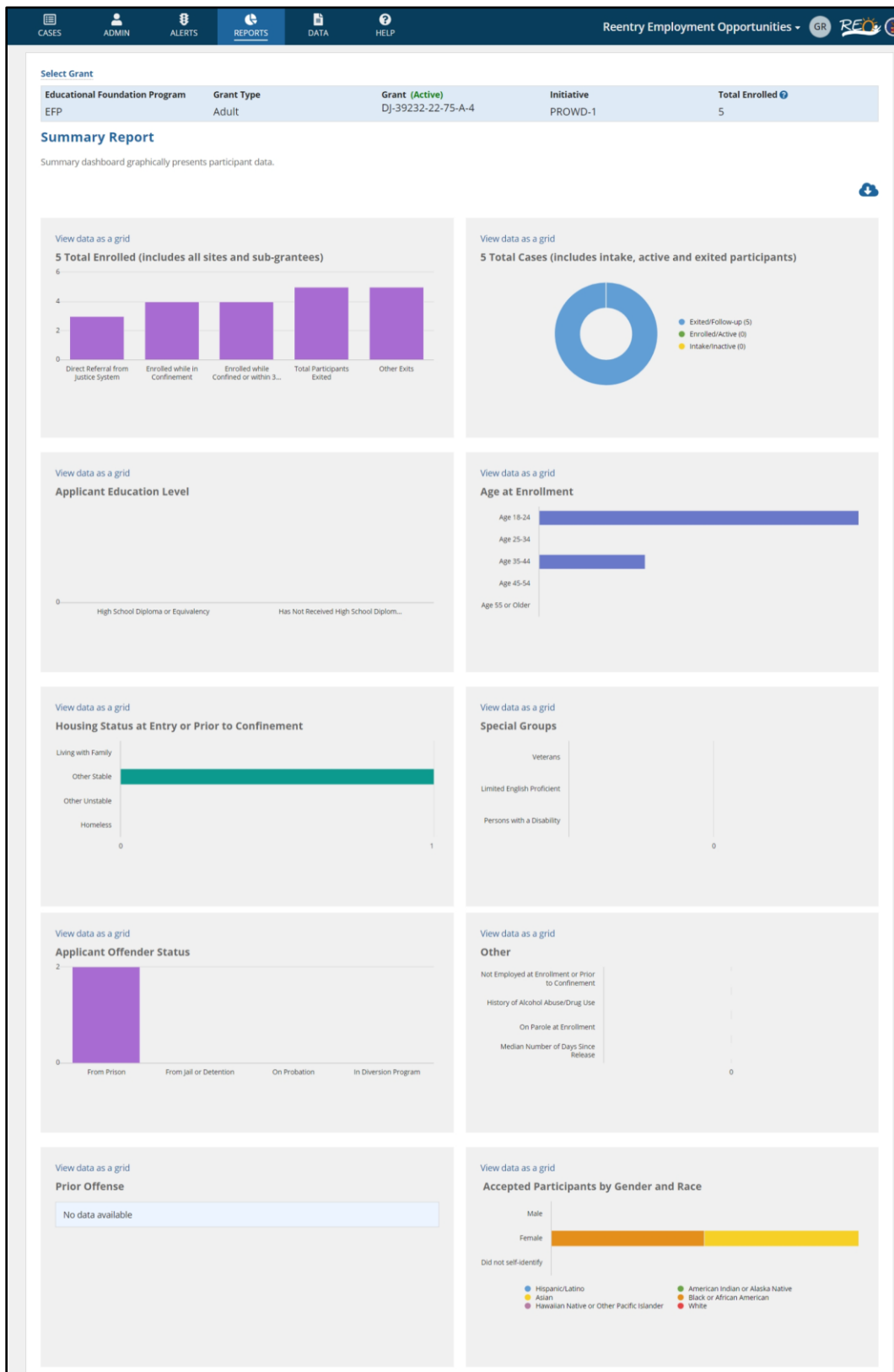
6.2.1 View Summary Dashboard

Table 61. Summary Dashboard.

Summary Dashboard		
This report graphically presents available participant data for Sections A and B of the QPR. This table and the associated Figure 72 are specific to the Adult population.		
	Data	Info
1	Participants	Total number of participants and the number of participants across each type of enrollment status
2	Status	Total number of participants in intake, active, and exited/follow up status
3	Participants by Gender and Race	- Male, Female, Did Not Self-Identify - Hispanic/Latino - Asian - Hawaiian Native or Other Pacific Islander - American Indian or Alaska Native - Black or African American - White
4	Applicant Education Level	- High School Diploma or Equivalency - Has Not Received High School Diploma or Equivalency

5	Age at Enrollment	• Age 18-24 • Age 25-34 • Age 35-44 • Age 45-54 • Age 55 or Older
6	Housing Status at Entry or Prior to Confinement	• Living with Family • Other Stable • Other Unstable • Homeless
7	Special Groups	• Veterans • Limited English Proficiency • People with a Disability
8	Applicant Offender Status	• From Prison • From Jail or Detention • On Probation • In Diversion Program
9	Other	• Not Employed at Enrollment or Prior to Confinement • History of Alcohol Abuse/Drug Use • On Parole at Enrollment • Median Number of Days Since Release
10	Prior Offense	
11	Exit Status	• Institutionalized • Health/Medical • Deceased • Reserve Forces called to Active Duty • Foster Care • No Longer Eligible for PROWD • Auto-Exit

Figure 85. Summary Dashboard.

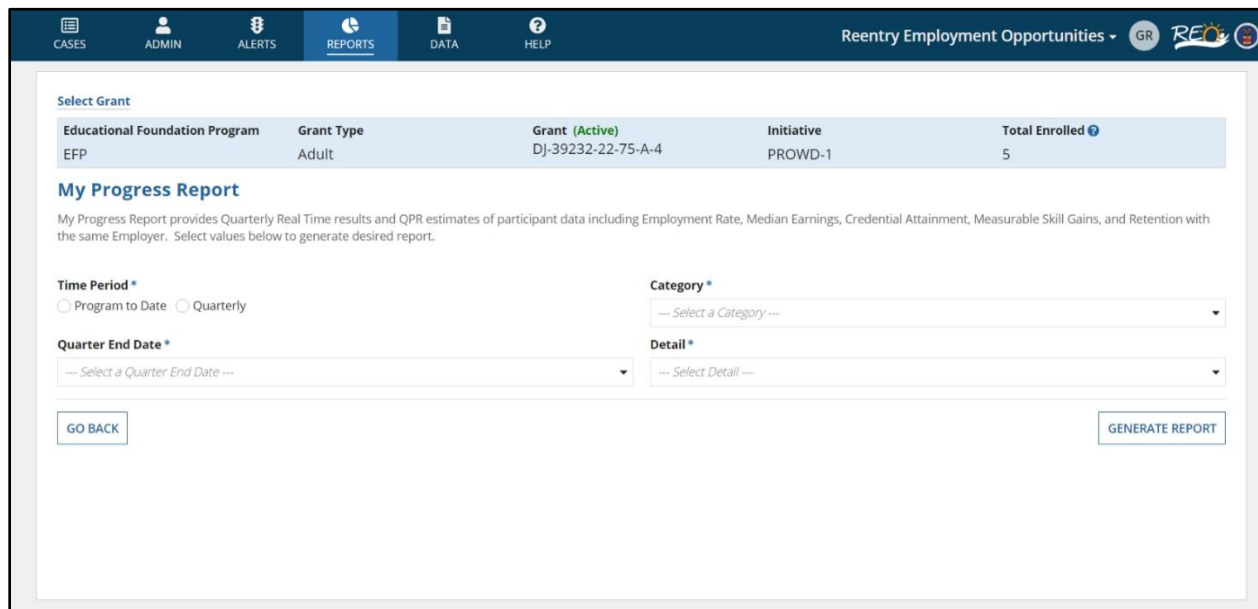


6.2.2 Generate My Progress Report

Table 62. My Progress Report.

My Progress Report		
My Progress Report provides real-time quarterly results and QPR estimates of participant data including Employment Rate, Median Earnings, Credential Attainment, Measurable Skill Gains, and Retention with the same Employer.		
No.	My Progress Report	Data
1	The My Progress Report generates the following categories of information:	1. Total Participants 2. Outcomes 3. Total Exits 4. Criminal Justice Outcomes
2	Required Criteria Selection:	1. Time Period 2. Category 3. Quarter End Date 4. Details (list values are dependent on the category selection)

Figure 86. My Progress Report.



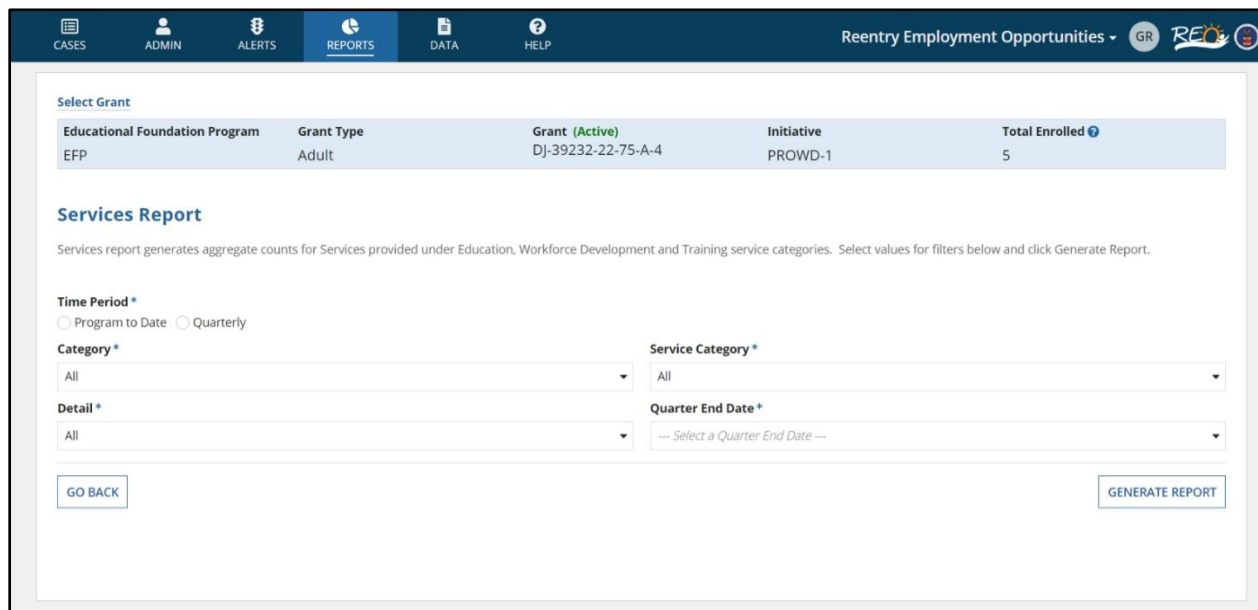
The screenshot shows the 'My Progress Report' interface within a web application. At the top is a navigation bar with icons for CASES, ADMIN, ALERTS, REPORTS (active), DATA, and HELP. The main header area displays 'Reentry Employment Opportunities' with a 'GR' status and a 'REO' logo. Below this, a 'Select Grant' section shows a table with columns: Educational Foundation Program (EFP), Grant Type (Adult), Grant (Active) (DJ-39232-22-75-A-4), Initiative (PROWD-1), and Total Enrolled (5). The 'My Progress Report' section follows, with a description: 'My Progress Report provides Quarterly Real Time results and QPR estimates of participant data including Employment Rate, Median Earnings, Credential Attainment, Measurable Skill Gains, and Retention with the same Employer. Select values below to generate desired report.' Below the description are four selection fields: 'Time Period *' with radio buttons for 'Program to Date' and 'Quarterly'; 'Quarter End Date *' with a dropdown menu; 'Category *' with a dropdown menu showing '--- Select a Category ---'; and 'Detail *' with a dropdown menu showing '--- Select Detail ---'. At the bottom left is a 'GO BACK' button, and at the bottom right is a 'GENERATE REPORT' button.

6.2.3 Generate Services Report

Table 63. Services Report.

Services Report		
The Services Report generates aggregate counts for services provided under the Education, Workforce Development and Training service categories.		
No.	Services Report	Data
1	The My Progress Report generates the following information:	- Participant Count % of Total Enrolled - Education Services - Workforce Development Services - Training Services
2	Required Criteria Selection:	- Time Period - Category - Quarter End Date - Details (list values are dependent on the category selection) - Detail

Figure 87. Services Report.



The screenshot shows the 'Services Report' interface within the REO system. At the top, there is a navigation bar with tabs for CASES, ADMIN, ALERTS, REPORTS (selected), DATA, and HELP. To the right of the navigation bar, it says 'Reentry Employment Opportunities' with a 'GR' button and a 'REO' logo.

Below the navigation bar, there is a 'Select Grant' section with a table showing the selected grant details:

Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	DJ-39232-22-75-A-4	PROWD-1	5

Below the table, the 'Services Report' section is displayed. It includes a description: 'Services report generates aggregate counts for Services provided under Education, Workforce Development and Training service categories. Select values for filters below and click Generate Report.'

The filters section includes:

- Time Period ***: Radio buttons for 'Program to Date' (selected) and 'Quarterly'.
- Category ***: A dropdown menu with 'All' selected.
- Service Category ***: A dropdown menu with 'All' selected.
- Detail ***: A dropdown menu with 'All' selected.
- Quarter End Date ***: A dropdown menu with '--- Select a Quarter End Date ---' selected.

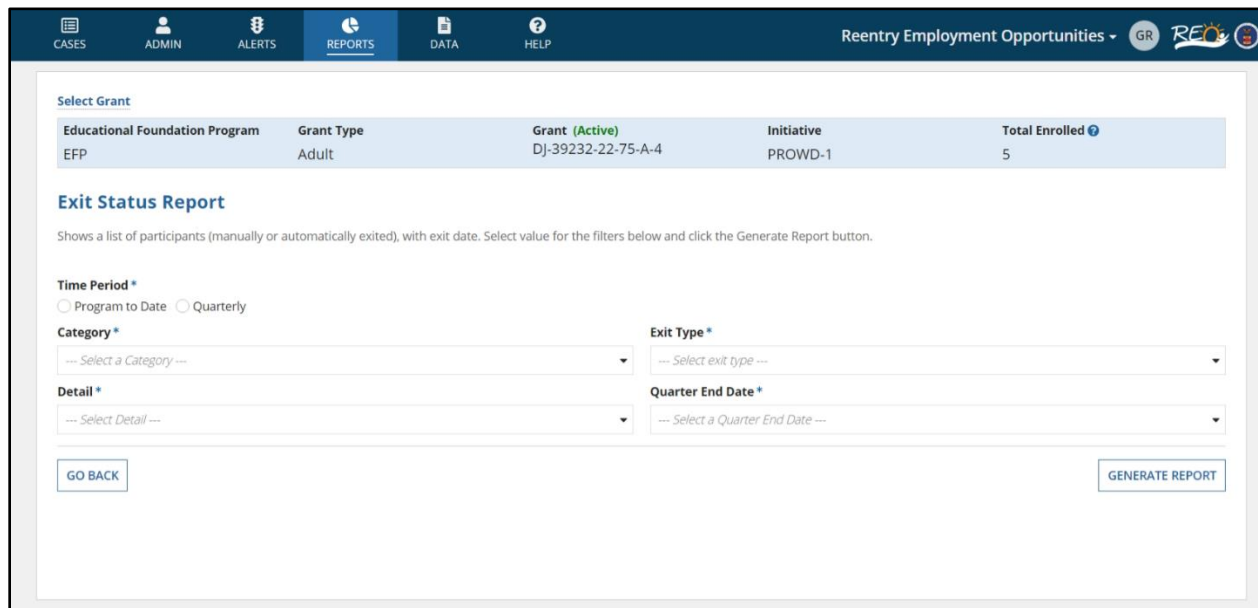
At the bottom of the form, there are two buttons: 'GO BACK' and 'GENERATE REPORT'.

6.2.4 Generate Exit Status Report

Table 64. Exit Status Report.

Exit Status Report		
The Exit Status Report shows a list of participants (manually or automatically exited), along with their exit dates.		
No.	Exit Status Report	Data
1	The Exit Status Report generates the following information:	- First Name - Last Name - Unique Ind. ID. - Exit Type - Exit Date - Reason for Exit
2	Required Criteria Selection:	- Time Period - Category - Quarter End Date - Details (list values are dependent on the Category selection) - Exit Type

Figure 88. Exit Status Report.



The screenshot shows the 'Exit Status Report' interface within the REO system. At the top, there is a navigation bar with icons for CASES, ADMIN, ALERTS, REPORTS (active), DATA, and HELP. The main header reads 'Reentry Employment Opportunities' with a 'GR' button and the REO logo. Below the header, a 'Select Grant' section displays a table with the following data:

Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	DJ-39232-22-75-A-4	PROWD-1	5

Below the table, the 'Exit Status Report' section is titled. It includes a description: 'Shows a list of participants (manually or automatically exited), with exit date. Select value for the filters below and click the Generate Report button.' The filters are as follows:

- Time Period ***: Radio buttons for 'Program to Date' (selected) and 'Quarterly'.
- Category ***: A dropdown menu with the placeholder text '--- Select a Category ---'.
- Exit Type ***: A dropdown menu with the placeholder text '--- Select exit type ---'.
- Detail ***: A dropdown menu with the placeholder text '--- Select Detail ---'.
- Quarter End Date ***: A dropdown menu with the placeholder text '--- Select a Quarter End Date ---'.

At the bottom of the form, there are two buttons: 'GO BACK' on the left and 'GENERATE REPORT' on the right.

6.2.5 View Accepted/Rejected Co-Enrollments and Transfers

Table 65. Co-Enrollment and Transfer Report.

Co-enrollment and Transfer Report		
The Co-enrollment and Transfer report, only visible to PROWD Grantees, provides participant co-enrollment and transfer history and identifies key Originating Grant/Grantee and Receiving Grant/Grantee information.		
There are two tabs available in this report. - Accepted (selected by default) - Rejected		
The accepted tab will show all the accepted co-enrollments and transfers.		
The rejected tab will show all the rejected co-enrollments and transfers.		
No.	Co-enrollment and Transfer Report	Data
1	Accepted Participants:	- Name - Unique Ind. ID. - Type - Grantee (O) - Grant (O) - Date of Program Entry (O) - Grantee (R) - Grant (R) - Date of Program Entry (R)
2	Rejected Participants:	- Name - Unique Ind. ID. - Type - Grantee (O) - Grant (O) - Date of Program Entry (O) - Grantee (R) - Grant (R) - Date of Program Entry (R)

Figure 89. Co-Enrollment and Transfer Report.

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO

EFP
Adult
DJ-39232-22-75-A-4
PROWD-1
5

Co-enrollment and Transfer Report

Co-enrollment and Transfer report, only visible to PROWD Grantees, provides participant co-enrollment and transfer history and identifies key Originating Grant/Grantee and Receiving Grant/Grantee information.

ACCEPTED
REJECTED

Clear Search

Originating (O)

Receiving (R)

Name	Unique Ind.Id	Type	Grantee (O)	Grant (O)	Date of Program Entry (O)	Grantee (R)	Grant (R)	Date of Program Entry (R)
Florencio Archer	9999Archerxx		Educational Foundation Program	DJ392322275A4 PROWD-1	2/9/2022 7:00 PM EST	Educational Foundation Program	23A75DJ000013 PROWD-1EXP	7/19/2022 8:00 PM EDT

6.2.6 Generate Betterment Report

Table 66. Betterment Report.

Betterment Report		
This report highlights participants that have not recidivated. Specifically, it shows the list of participants that have reached 12-months since being released from a correctional facility or placed on probation.		
	Betterment Report	Data
1	The Betterment Report generates the following information:	- First Name - Last Name - Unique Ind. ID. - Date of Program Entry - Date Released From Incarceration - Date Released From a Correctional Facility - Days Since Release w/o Recidivism
2	Required Criteria Selection:	- Time Period - Category - Quarter End Date - Details (according to their privileges)

Figure 90. Betterment Report.

CASES

ADMIN

ALERTS

REPORTS

DATA

HELP

Reentry Employment Opportunities
 GR


Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	DJ-39227-22-75-A-42	PROWD-1	1

Betterment Report

Report showing the list of participants that have reached 12-months since released from a correctional facility or placed on probation.

Time Period *

☐ Program to Date ☒ Quarterly

Category *

All

Quarter End Date *

12/31/2024

Detail *

All

GO BACK

GENERATE REPORT

Enter a search text

SEARCH

Clear Search

First Name	Last Name	Unique Ind ID.	Date of Program Entry	Date Released From Incarceration	Date Released From a Correctional Facility	Days Since Release w/o Recidivism
No Records Found						

6.3 QUARTERLY REPORTS

6.3.1 Generate Sample Quarterly Performance Report (QPR)

Table 67. Sample QPR Report.

Sample QPR Report		
This report summarizes the current progress for all participants whose status is active/enrolled or exited/follow up.		
Not an official QPR.		
	Sample QPR Report	Data
1	The Sample QPR Report generates the following information:	- Summary Information - Participant Summary Information - WIOA Primary Indicators of Performance - Effectiveness in Service Employers - Program Services, Activities, and Other Related Assistance - Reentry Indicators of Performance - Recidivism Outcomes

		Note: Please note that WIOA Primary Indicators of Performance and Effectiveness in Serving Employers are linked to the WIOA performance Indicators Report.
2	Required Criteria Selection:	• Time Period • Category • Quarter End Date • Details (according to their privileges)

Figure 91. Sample QPR Report.

CASES

ADMIN

ALERTS

REPORTS

DATA

HELP

Reentry Employment Opportunities
 GR


Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

Sample QPR

Not an official QPR. This report summarizes the current progress for all Active/Enrolled or Exited/Follow-up participants. Select values below to generate desired report.

Quarter End Date *

12/31/2024

GO BACK GENERATE REPORT

PY 2020 12/31/2024 Performance Report for REO Adult

Reporting Period: 1/10/2020 - 12/31/2024

A. SUMMARY INFORMATION (Cohort Period: 1/10/2020 - 12/31/2024)

Performance Items	Current Period
1. Total Participants Enrolled	24
2. Direct Referral from Justice System	12
3. Enrolled While Confined	19
4. Enrolled while Confined or Within 3 Months of Release or Placement on Probation	19
5. Total Participants Exited	18
6. Other Exits	8
7. New Enrollments	24

B. PARTICIPANT SUMMARY INFORMATION (Cohort Period: 1/10/2020 - 12/31/2024) [+ Expand](#)

C. WIOA PRIMARY INDICATORS OF PERFORMANCE

Please refer to Performance Indicators Report

D. EFFECTIVENESS IN SERVING EMPLOYERS

Please refer to Performance Indicators Report

E. PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE [+ Expand](#)

F. REENTRY INDICATORS OF PERFORMANCE [+ Expand](#)

G. RECIDIVISM OUTCOMES [+ Expand](#)

6.3.2 Generate WIOA Performance Indicators Report

Table 68. WIOA Performance Indicators Report.

WIOA Performance Indicators Report	
The WIOA Performance Indicators Report provides Real-Time and QPR Estimates to allow users to see progress being made on cases in the selected grant.	
WIOA Performance Indicators Report	Data

1	The WIOA Performance Indicators Report generates the following information:	Real-Time Results and QPR Estimates- Exit Based Performance Indicators: • Employment Rate 2nd Quarter after Exit • Employment Rate 4th Quarter after Exit • Median Earnings 2nd Quarter after Exit • Credential Attainment Rate 4th Quarter after Exit • Retention with Same Employer in the 2nd and 4th Quarter after Exit Program Year Performance Indicators: • Measurable Skill Gains Rate
2	Required Criteria Selection:	• Quarter End Date

Figure 92. WIOA Performance Indicators Report.

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR
REO

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

Performance Indicators Report

WIOA Performance Indicators Report provides Real-Time and QPR Estimates to allow you to see the progress being made on cases in selected Grant. Select values below to generate desired report.

Quarter End Date *

12/31/2024

GO BACK GENERATE REPORT

WIOA Primary Indicators of Performance

The "Real-Time" results below include all participant outcomes reported program-to-date (through the selected quarter) and rely exclusively on data provided by grantees.

[More...](#)

	Real-Time Results (program-to-date)				QPR Estimates (program-to-date, 2-quarter lag)			
	Value	Numerator	Denominator	Cohort	Value	Numerator	Denominator	Cohort
Exit Based Performance Indicators								
1. Employment Rate 2nd quarter after exit	20%	2	10	01/10/20 - 12/31/24	20%	2	10	01/10/20 - 12/31/23
2. Employment Rate 4th quarter after exit	0%	0	10	01/10/20 - 12/31/24	0%	0	8	01/10/20 - 06/30/23
3. Median Earnings 2nd quarter after exit	\$22222	N/A	N/A	01/10/20 - 12/31/24	\$22222	N/A	N/A	01/10/20 - 12/31/23
4. Credential Attainment Rate 4th quarter after exit	40%	2	5	01/10/20 - 12/31/24	40%	2	5	01/10/20 - 06/30/23
5. Retention with Same Employer in the 2nd and 4th quarter after exit	0%	0	10	01/10/20 - 12/31/24	0%	0	8	01/10/20 - 06/30/23
Short-Term Performance Indicators								
6. Measurable Skill Gains Rate	50%	2	4	01/10/20 - 12/31/24	50%	2	4	01/10/20 - 12/31/24

6.3.3 Run WIPS-QPR Error Check

Table 69. WIPS-QPR Error Check Report.

WIPS-QPR Error Check Report		
The WIPS-QPR Error Check tool helps users find and fix errors in data entry before submitting the official QPR report to WIPS.		
If there are errors found, users will see a clickable link, “Errors Detected (#)” which will take them to the next page. See Figure 80.		
On the next page, a table lists all the errors with a description and steps to resolve the error. See Figure 81.		
No.	WIPS-QPR Error Check Report	Data
1	The WIPS-QPR Error Check Report generates the following information:	• Quarter End Date • Report Generated Date • Report Generated By • Status
2	Required Criteria Selection:	• Quarter End Date

Figure 93. WIPS-QPR Error Check Report.

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

WIPS - QPR Error Check

WIPS-Error Check tool helps you find and fix errors in your data entry before you submit the Official QPR report. Simply select the Quarter End Date and click Run Error Check.

Quarter End Date *

--- Select a Quarter End Date ---

GO BACK RUN ERROR CHECK

WIPS - QPR Error Check - History

Quarter End Date	Generated Date	Generated By	Status
12/31/2024	10/10/2024 4:39 PM EDT	Grant Admin Reo	Errors Detected (4)
12/31/2024	10/10/2024 4:31 PM EDT	Grant Admin Reo	Errors Detected (4)
12/31/2024	10/10/2024 4:10 PM EDT	Lead CM	Errors Detected (3)
12/31/2024	10/10/2024 4:08 PM EDT	Lead CM	Errors Detected (3)
12/31/2024	10/10/2024 3:31 PM EDT	Lead CM	Errors Detected (3)

1 - 5 of 21

Figure 94. WIPS-QPR Error Check - List of Errors.

CASES
ADMIN
ALERTS
REPORTS
DATA
HELP

Reentry Employment Opportunities
GR

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

WIPS - QPR Error Check

Enter a search text SEARCH

Clear Search

The following errors must be resolved before submitting to WIPS.

Unique ID	Name	PIRL #	GPMS Page	GPMS Label	Error
7865Ewinxxxx	FNU Ewin	1800	Outcomes - Credentials	O.9-Type of recognized credential	You must enter a record with "No recognized credential" if the training did not result in a credential. Please enter a record with "No recognized credential" if the training did not result in a credential.
7865Myerxxxx	FNU Myer	1800	Outcomes - Credentials	O.9-Type of recognized credential	You must enter at least 1 credential (O.9-Type of recognized credential) if the participant S.16-Received Training and exited the program 4 quarters ago. Please enter a record with "No recognized credential" if the training did not result in a credential.
9999Davidxxx	Ernie David	1800	Outcomes - Credentials	O.9-Type of recognized credential	You must enter at least 1 credential (O.9-Type of recognized credential) if the participant S.16-Received Training and exited the program 4 quarters ago. Please enter a record with "No recognized credential" if the training did not result in a credential.
9999Mercerxx	Major Mercer	1800	Outcomes - Credentials	O.9-Type of recognized credential	You must enter at least 1 credential (O.9-Type of recognized credential) if the participant S.16-Received Training and exited the program 4 quarters ago. Please enter a record with "No recognized credential" if the training did not result in a credential.

GO BACK

A) IF Date of Program Exit (WIOA) (PIRL 901) + 4 Quarters is <= Reporting Quarter End Date AND Received Training (WIOA) (PIRL 1300) = 1, THEN Type of Recognized Credential (WIOA) (PIRL 1800) must = 0 - 7

6.3.4 Submit WIPS – Official QPR

Table 70. WIPS - Official QPR.

WIPS – Official QPR Report		
This tool is used to create a data file of all participant information for submission to the Workforce Integrated Performance System (WIPS) in the form of a Quarterly Performance Report (QPR).		
Only Grantee Admins may submit the WIPS Official QPR Report. Please note that submitting a QPR report is not the final reporting step. The QPR needs to be certified in WIPS.		
	WIPS – Official QPR Report	Notes
1	To submit the WIPS – Official QPR Report, select Quarter End Date and click SUBMIT.	- If the upload is successful, the following message will be shown to the user: "Successfully generated PIRL File." - If the upload is unsuccessful, the following message will be shown to the user: "Error uploading to WIPS."
2	Required Criteria Selection:	Quarter End Date
3	Possible Error Codes for File Submission:	"User does not exist in WIPS" "User does not have requisite role, group, and function" "Grant is not under user's WIPS Profile" "Quarter is not available for upload" "Reporting period locked based on Program" "WIPS is in maintenance mode and unable to accept the file at this time" "Recipient is not valid" "Recipient is not under user's WIPS Profile"
4	Users may click the "Go To WIPS" button to be directed to the WIPS login page.	Users may click "Go To WIPS" to see the submitted file.

Figure 95. WIPS - Official QPR.

CASES

ADMIN

ALERTS

REPORTS

DATA

HELP

Reentry Employment Opportunities

GR

REO

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

WIPS - Official QPR

Go to WIPS

This tool is used to officially submit the QPR to WIPS for the entire Grant. Select the Quarter End Date and click Submit.

Quarter End Date *

--- Select a Quarter End Date ---

GO BACK

SUBMIT

WIPS - Official QPR - History

Quarter End Date	Generated Date	Generated By	Status
12/31/2024	10/17/2024 3:43 PM EDT	Grant Admin Reo	Upload Failed
9/30/2024	10/15/2024 2:38 PM EDT	Grant Admin Reo	Upload Failed

Figure 96. WIPS - Official QPR - Successful PIRL File Generation.

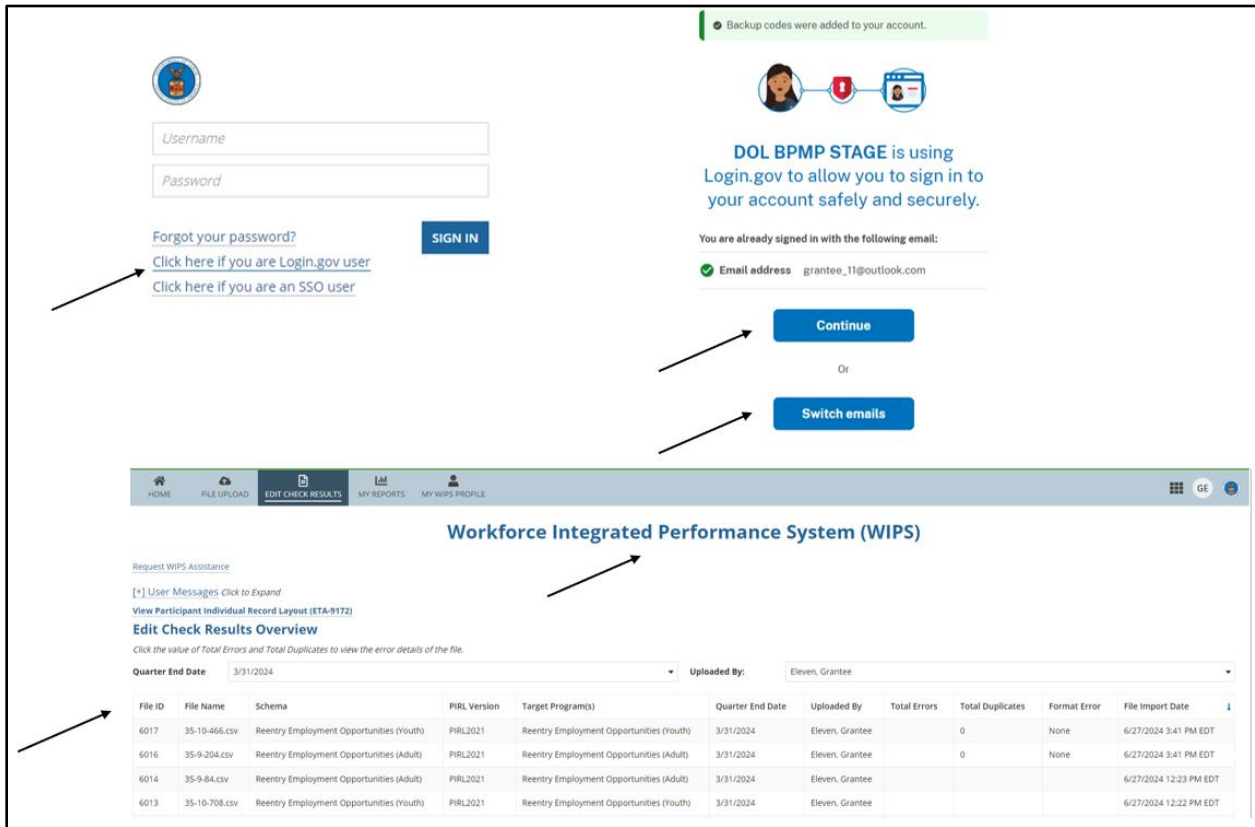
Generate PIRL File

Successfully generated PIRL File.

Please go to WIPS to review and certify your QPR. Your QPR is not official until the file has been certified in WIPS.

GO TO WIPS

Figure 97. Users can click the “Go To WIPS” link, sign in with their Login.gov account, continue onto WIPS, see the upload, and resolve any identified errors.



Backup codes were added to your account.

Username
Password

Forgot your password?
[Click here if you are Login.gov user](#)
[Click here if you are an SSO user](#)

SIGN IN

DOL BPMP STAGE is using Login.gov to allow you to sign in to your account safely and securely.

You are already signed in with the following email:

✓ Email address grantee_11@outlook.com

Continue

Or

Switch emails

Workforce Integrated Performance System (WIPS)

Request WIPS Assistance

[+] User Messages Click to Expand
View Participant Individual Record Layout (ETA-9172)

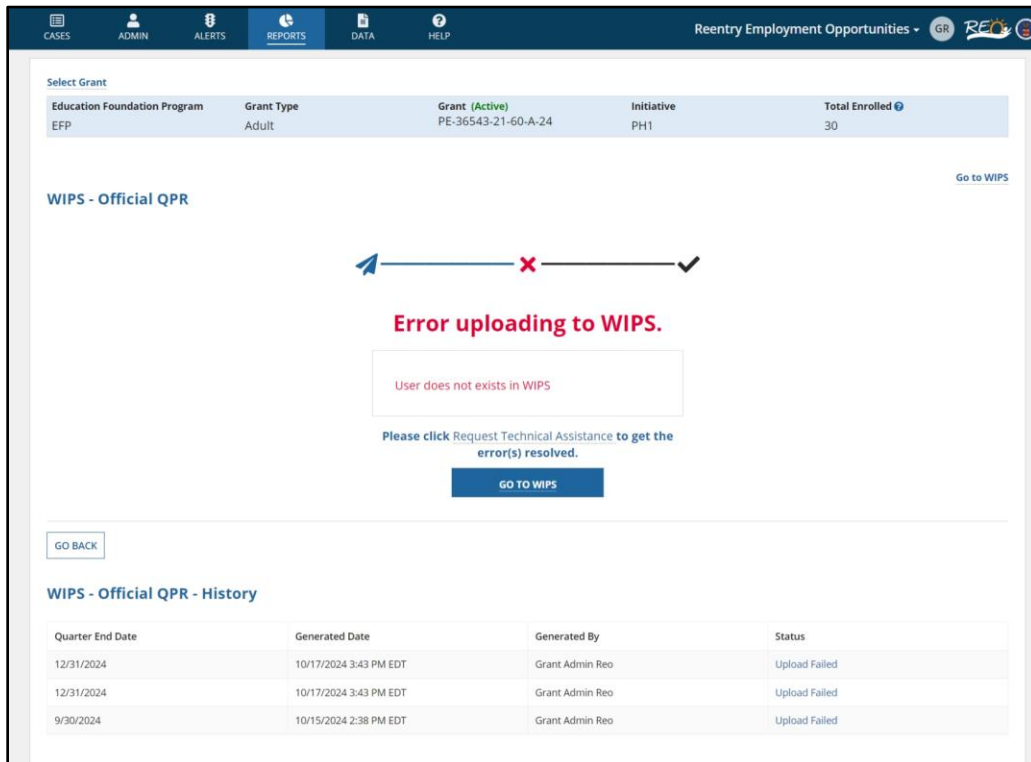
Edit Check Results Overview

Click the value of Total Errors and Total Duplicates to view the error details of the file.

Quarter End Date: 3/31/2024
Uploaded By: Eleven, Grantee

File ID	File Name	Schema	PIRL Version	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	Format Error	File Import Date
6017	35-10-466.csv	Reentry Employment Opportunities (Youth)	PIRL2021	Reentry Employment Opportunities (Youth)	3/31/2024	Eleven, Grantee	0	0	None	6/27/2024 3:41 PM EDT
6016	35-9-204.csv	Reentry Employment Opportunities (Adult)	PIRL2021	Reentry Employment Opportunities (Adult)	3/31/2024	Eleven, Grantee	0	0	None	6/27/2024 3:41 PM EDT
6014	35-9-84.csv	Reentry Employment Opportunities (Adult)	PIRL2021	Reentry Employment Opportunities (Adult)	3/31/2024	Eleven, Grantee	0	0	None	6/27/2024 12:23 PM EDT
6013	35-10-708.csv	Reentry Employment Opportunities (Youth)	PIRL2021	Reentry Employment Opportunities (Youth)	3/31/2024	Eleven, Grantee	0	0	None	6/27/2024 12:22 PM EDT

Figure 98. WIPS - Official QPR - Failed Submission.



Reentry Employment Opportunities - GR

Select Grant

Grant Type	Grant (Active)	Initiative	Total Enrolled
Adult	PE-36543-21-60-A-24	PH1	30

WIPS - Official QPR

Error uploading to WIPS.

User does not exist in WIPS

Please click Request Technical Assistance to get the error(s) resolved.

GO TO WIPS

GO BACK

WIPS - Official QPR - History

Quarter End Date	Generated Date	Generated By	Status
12/31/2024	10/17/2024 3:43 PM EDT	Grant Admin Reo	Upload Failed
12/31/2024	10/17/2024 3:43 PM EDT	Grant Admin Reo	Upload Failed
9/30/2024	10/15/2024 2:38 PM EDT	Grant Admin Reo	Upload Failed

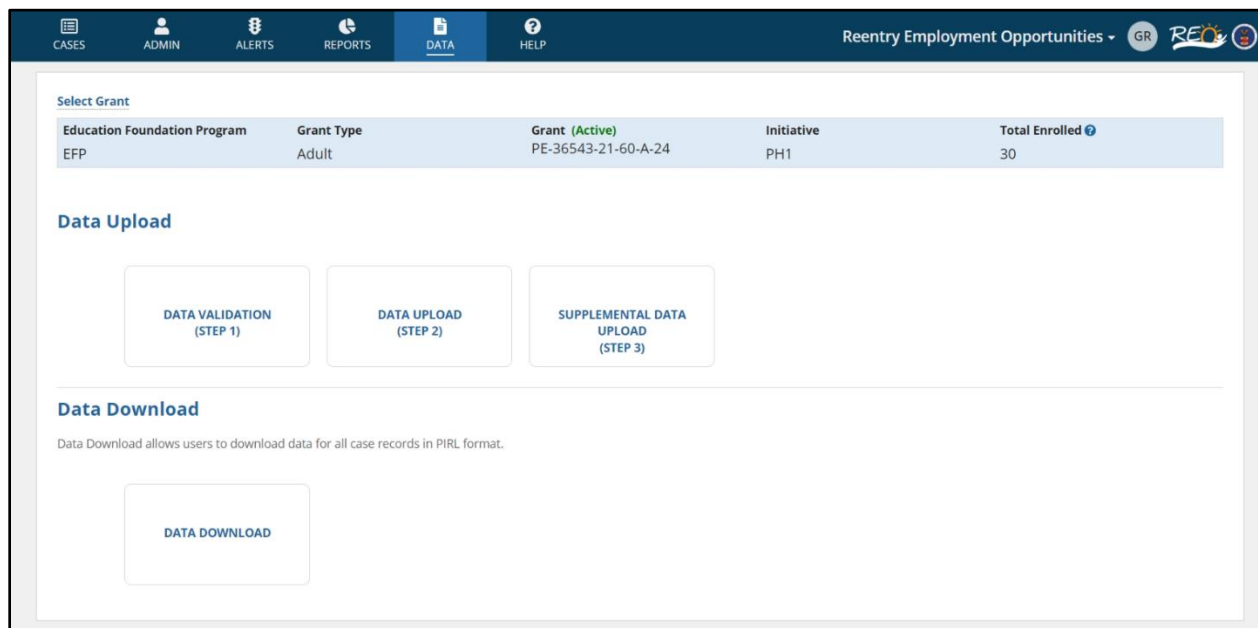
7. DATA

7.1 OVERVIEW

Table 71. Data Tab.

Data Tab		
The Data tab is accessible to Grantee Admin users and allows them to access the Data Download and Data Upload features. Data Upload Features are only available for PH1, PH2, YARP 1 & 2.		
The features listed below help the Grantee Admin users manage and validate the participant records in REO GPMS.		
No.	Tiles	Notes
1	Data Validation (Step 1)	These features allow Grantee Admins to upload participant data for each grant in PIRL format into REO GPMS. These features can be used for loading multiple participants' records (case files) from other case management systems or legacy REO grants management system(s). Data Upload is only available for the following grants: PH1 & PH2, YARP 1 & YARP 2.
2	Data Upload (Step 2)	
3	Supplemental Data Upload (Step 3)	
4	Data Download	This feature allows all users to download the participant data for different quarter end dates in PIRL format into a Microsoft Excel file.

Figure 99. Data Tab.



The screenshot shows the 'Data' tab selected in the top navigation bar. The interface includes a 'Select Grant' section with a table showing the selected grant: Education Foundation Program (EFP), Grant Type: Adult, Grant (Active): PE-36543-21-60-A-24, Initiative: PH1, and Total Enrolled: 30. Below this, the 'Data Upload' section contains three buttons: 'DATA VALIDATION (STEP 1)', 'DATA UPLOAD (STEP 2)', and 'SUPPLEMENTAL DATA UPLOAD (STEP 3)'. The 'Data Download' section includes a button labeled 'DATA DOWNLOAD' and a brief description: 'Data Download allows users to download data for all case records in PIRL format.'

7.2 DOWNLOAD

Table 72. Data Tab - Data Download.

Data Download		
This feature allows the user to download participant data for different quarter end dates in PIRL format into a Microsoft Excel file.		
All participants with a date of program entry prior to the selected Quarter End Date are included in the downloaded file.		
The top two rows of the downloaded file contain: 1st row: Label for the data element. In most cases this label matches the data element name defined in the PIRL file or the REO GPMS Data Dictionary. 2nd row: PIRL #. The PIRL number of the data element.		
No.	Steps	Notes
1	When the data file is generated, the record is shown under the Data Download History section.	Users may click the “Download” icon to enable downloading and save the file to their local machines.
2	Required Criteria Selection:	Quarter End Date

Figure 100. Data Tab - Data Download.

CASES

ADMIN

ALERTS

REPORTS

DATA

HELP

Reentry Employment Opportunities

GR

REO

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

Data Download

Select a quarter end date and click submit.

Quarter End Date*

--- Select a Quarter End Date ---

GO BACK

SUBMIT

Data Download History

File Name	Quarter End Date	Generated Date	Generated By	Download
PE-36543-21-60-A-24-REO-347	12/31/2024	10/17/2024 3:47 PM EDT	Grant Admin Reo	Download

Figure 101. Data Tab - Data Download - Sample Downloaded Excel file.

A1					
	A	B	C	D	E
1	OBS Number	UID	State	County Code	Zip
2	0	100	101	102	103
3	106480002	4321Curryxxx	AR	141	72153
4	106480002	4321Curryxxx	AR	141	72153
5	106480002	4321Curryxxx	AR	141	72153
6					

8. HELP

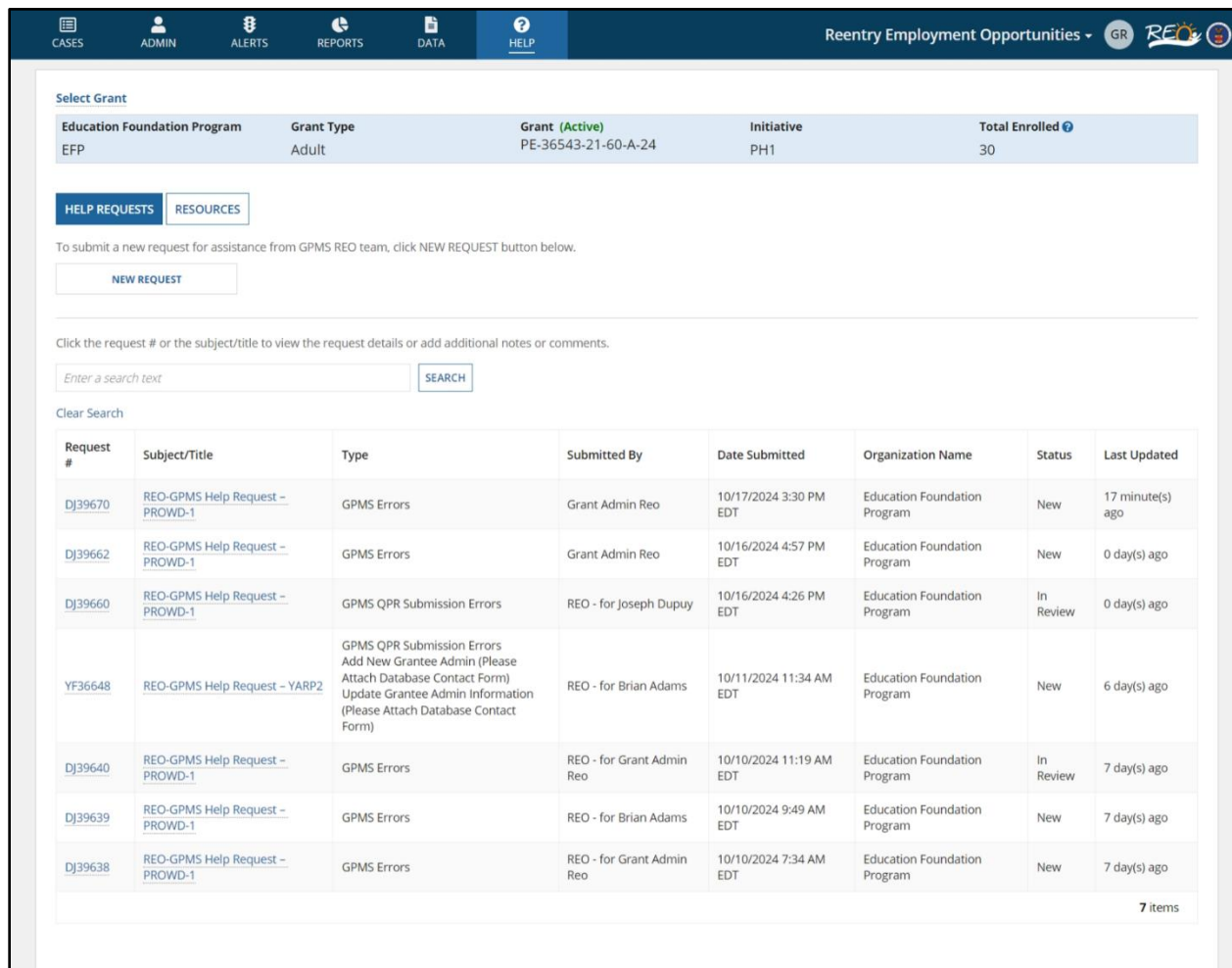
8.1 OVERVIEW

Table 73. Help Tab.

Help Tab		
The Help tab is accessible to all users and allows users to access Help Requests and Resources.		
No.	Tabs	Notes
1	Help Requests	The Help Request tab displays all the Help tickets that the user has submitted along with other related details.

2	Resources	The Resources tab provides links that can be helpful to users of REO GPMS.
---	-----------	--

Figure 102. Help Tab.



Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

HELP REQUESTS **RESOURCES**

To submit a new request for assistance from GPMS REO team, click NEW REQUEST button below.

NEW REQUEST

Click the request # or the subject/title to view the request details or add additional notes or comments.

Enter a search text **SEARCH**

Clear Search

Request #	Subject/Title	Type	Submitted By	Date Submitted	Organization Name	Status	Last Updated
DJ39670	REO-GPMS Help Request - PROWD-1	GPMS Errors	Grant Admin Reo	10/17/2024 3:30 PM EDT	Education Foundation Program	New	17 minute(s) ago
DJ39662	REO-GPMS Help Request - PROWD-1	GPMS Errors	Grant Admin Reo	10/16/2024 4:57 PM EDT	Education Foundation Program	New	0 day(s) ago
DJ39660	REO-GPMS Help Request - PROWD-1	GPMS QPR Submission Errors	REO - for Joseph Dupuy	10/16/2024 4:26 PM EDT	Education Foundation Program	In Review	0 day(s) ago
YF36648	REO-GPMS Help Request - YARP2	GPMS QPR Submission Errors Add New Grantee Admin (Please Attach Database Contact Form) Update Grantee Admin Information (Please Attach Database Contact Form)	REO - for Brian Adams	10/11/2024 11:34 AM EDT	Education Foundation Program	New	6 day(s) ago
DJ39640	REO-GPMS Help Request - PROWD-1	GPMS Errors	REO - for Grant Admin Reo	10/10/2024 11:19 AM EDT	Education Foundation Program	In Review	7 day(s) ago
DJ39639	REO-GPMS Help Request - PROWD-1	GPMS Errors	REO - for Brian Adams	10/10/2024 9:49 AM EDT	Education Foundation Program	New	7 day(s) ago
DJ39638	REO-GPMS Help Request - PROWD-1	GPMS Errors	REO - for Grant Admin Reo	10/10/2024 7:34 AM EDT	Education Foundation Program	New	7 day(s) ago

7 items

8.2 ADD/VIEW REQUESTS

Table 74. Help Tab - Help Requests Subtab.

Help Requests Subtab		
Users can submit Help Requests in the REO GPMS system by following the steps below. After request submission, an email notification is sent out for confirmation. Grantee users can add comments/screenshots, verify the resolution, and move the request to closed or in-progress. Once a request has been submitted, a record of the request will appear in the Help Request grid.		
No.	Steps	Notes
1	Click NEW REQUEST.	Users can submit new request by clicking New Request.

2	Required Fields	• Type • Comments
3	Users must select at least one of the checkboxes for the Type of Help that is needed. (Users may select all that apply).	1. GPMS Errors 2. UI Expression Error 3. WIPS Errors (Downloaded Error from WIPS) 4. GPMS QPR Submission Errors 5. Add New Grantee Admin (Please Attach Database Contact Form) 6. Update Grantee Admin Information (Please Attach Database Contact Form) 7. User Role(s) 8. User Removal 9. Intake 10. Services 11. Outcomes 12. Follow Up 13. Data Upload 14. Data Download 15. Exited Participant(s) 16. Remove Duplicate Participant 17. Other (Please Provide Details in Comments Section and Upload Any Related Documentation)
4	Users may upload a screenshot of the errors, issues, and problems.	A maximum of five screenshots may be uploaded, per request.

Figure 103. Help Tab - Help Requests Subtab.

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Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

Help Request

To REO-GPMS@dol.gov; sidiqui.olkar@dol.gov

Cc

Bcc

Subject REO-GPMS Help Request – PH1

29/128

Request Details

Please upload a screenshot of the errors, issues, and problems. Refer to <https://www.take-a-screenshot.org/> for how to take a screenshot.

Type *

Help needed for the following (select all that apply):

☐ GPMS Errors
 ☐ UI Expression Error
 ☐ WIPS Errors (Downloaded Error from WIPS)
 ☐ GPMS QPR Submission Errors
 ☐ Add New Grantee Admin (Please Attach Database Contact Form)
 ☐ Update Grantee Admin Information (Please Attach Database Contact Form)
 ☐ User Role(s)
 ☐ User Removal
 ☐ Intake

☐ Services
 ☐ Outcomes
 ☐ Follow-Up
 ☐ Data Upload
 ☐ Data Download
 ☐ Exited Participant(s)
 ☐ Remove Duplicate Participant
 ☐ Other (Please Provide Details in Comments Section and Upload Any Related Documentation.)

Upload file (png, jpg, csv, jpeg, pdf, docx, xlsx or xls documents)

UPLOAD

Drop file here

Comments *

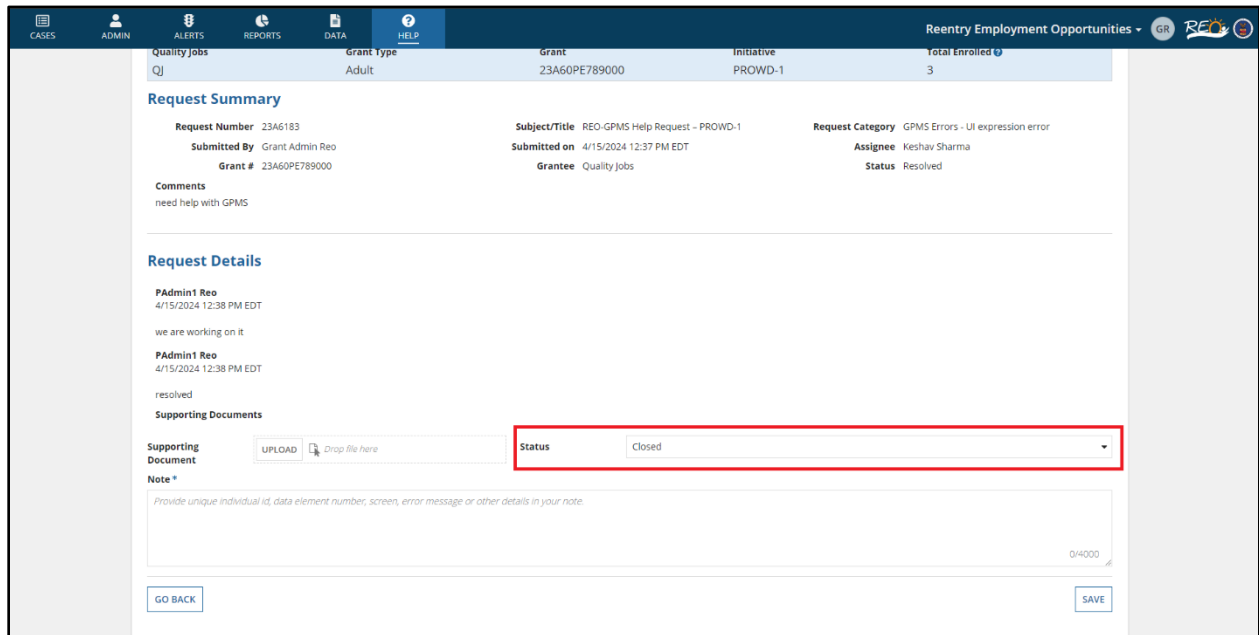
0/4000

CANCEL

RESET

SEND

Figure 104. Help Tab - Request Summary.



Request Summary

Request Number: 23A6183
 Submitted By: Grant Admin Reo
 Grant #: 23A60PE789000

Subject/Title: REO-GPMS Help Request - PROWD-1
 Submitted on: 4/15/2024 12:37 PM EDT
 Grantee: Quality Jobs

Request Category: GPMS Errors - UI expression error
 Assignee: Keshav Sharma
 Status: Resolved

Comments: need help with GPMS

Request Details

PAdmin1 Reo
 4/15/2024 12:38 PM EDT
 we are working on it

PAdmin1 Reo
 4/15/2024 12:38 PM EDT
 resolved

Supporting Documents

Supporting Document:

Note *

Provide unique individual id, data element number, screen, error message or other details in your note.

GO BACK SAVE

8.3 VIEW RESOURCES

Table 75. Help Tab - Resources Subtab.

Resources Subtab		
Users can access various resources in the resources page by clicking the various links listed below.		
No.	Info	Notes
1	REO Help:	- GPMS REO Training (WorkforceGPS) - Occupational Code - Selective Service Registration - Federal Information Processing Standards (FIPS) Code - WIPS - Lower Living Standard Income Level (LLSIL)
2	Exit Checklist:	- Exit Checklist (Adult) - Exit Checklist (Youth)
3	Intake Forms:	- Program and Participant (Adult/Youth) - Demographic (Adult/Youth) - Employment-Education (Adult/Youth) - Public Program (Adult/Youth) - WIOA and Other Program (Adult/Youth) - Criminal Justice (Adult/Youth) - All Forms (Adult/Youth)

4	Report Specifications:	• REO Data Specification (Adult/Youth) • REO Supplemental Data Specification (Adult/Youth) • REO My Progress Report (MPR) Specification (Adult/Youth) • REO Data Elements to PIRL Mappings (Adult/Youth) • REO Sample Quarterly Performance Report (QPR) Specification (Adult/Youth)
5	Other Help:	• REO List of Qualified Services (Adult/Youth)
6	Database Contact Form:	• REO Database Contact Form (GPMS+WIPS)
7	Homeless Veterans' Reintegration Program (HVRP)	• Homeless Veterans Reintegration Program Grants Service Areas

Figure 105. Help Tab - Resources Subtab.

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Reentry Employment Opportunities
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Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-24	PH1	30

HELP REQUESTS
RESOURCES

REO Help

Description	Link
GPMS REO Training (WorkforceGPS)	https://reo.workforcegps.org/resources/2023/08/08/16/15/REO-GPMS-Reporting-System
Occupational Code	https://www.onetonline.org/
Selective Service Registration	https://www.sss.gov/verify/
FIPS Code	https://www.weather.gov/pimar/FIPSCodes
WIPS	https://entbpmptst.dol.gov/
Lower Living Standard Income Level (LLSIL)	https://www.dol.gov/agencies/eta/llsil

6 items

Exit Checklist

Click the form name to download.

Adult	Youth
Exit Checklist (Adult)	Exit Checklist (Youth)

Intake Forms

Click the form name to download.

Adult	Youth
Program and Participant (Adult)	Program and Participant (Youth)
Demographic (Adult)	Demographic (Youth)
Employment-Education (Adult)	Employment-Education (Youth)
Public Program (Adult)	Public Program (Youth)
WIOA and Other Program (Adult)	WIOA and Other Program (Youth)
Criminal Justice (Adult)	Criminal Justice (Youth)
All Forms (Adult)	All Forms (Youth)

7 items

Report Specifications

Click the form name to download.

Name	Adult	Youth
REO Data Specification	REO Data Specification (Adult)	REO Data Specification (Youth)
REO Supplemental Data Specification	REO Supplemental Data Specification (Adult)	REO Supplemental Data Specification (Youth)
REO My Progress Report (MPR) Specification	REO My Progress Report (MPR) Specification (Adult)	REO My Progress Report (MPR) Specification (Youth)
REO Data Elements to PIRL Mappings	REO Data Elements to PIRL Mappings (Adult)	REO Data Elements to PIRL Mappings (Youth)
REO Sample Quarterly Performance Report (QPR) Specification	REO Sample Quarterly Performance Report (QPR) Specification (Adult)	REO Sample Quarterly Performance Report (QPR) Specification (Youth)

5 items

Other Help

Click the form name to download.

Name	Adult	Youth
REO List of Qualified Services	REO Qualified Services (Adult)	REO Qualified Services (Youth)

Database Contact Form

The REO Database Contact Form must be submitted for adding or updating the grantee administrator user accounts and WIPS accounts. (GPMS + WIPS).Click the link below to download the form, then follow the instructions in the form to submit it to the REO GPMS Team.

REO Database Contact Form (GPMS+WIPS)

Homeless Veterans' Reintegration Program (HVRP)

Click the link below to download the HVRP grants.

Homeless Veterans Reintegration Program Grants Service Areas

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9. GPMS USER MANAGEMENT ADMINISTRATION

9.1 Overview

The Admin tab in the GPMS centralizes key components of grant operations allowing Grantee Admins, Supervisors, Lead Case Managers, and Case Managers to efficiently oversee grantee organization data. The access for these key components differs based on the user role.

9.2 View Summary

The following table displays the access level for each grantee user role. Grantee Admins have the highest level of access to the subtabs in this section. Supervisors, Lead Case Managers, & Case Managers are provided a limited number of subtabs.

Table 76. Admin Tab by Role.

Admin Tab by Role		
The Admin tab has seven possible subtabs that are available to users depending on their assigned roles.		
No.	Role	Available Subtabs
1	Grantee Admin	- Summary - Users - Sites - Sub-Grantees - Roles - Employers - Providers
2	Case Manager	- Roles - Employers - Providers
3	Lead Case Manager	
4	Supervisor	

Figure 106. Admin Tab (Grantee Admin View).

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Reentry Employment Opportunities
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Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-25	PH1	312

SUMMARY
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PROVIDERS

PE-36543-21-60-A-25		Initiative	Start Date	End Date	Region
Adult		PH1	5/1/2015	10/10/2025	Region 2

Organization	Type	City	State	Contact	Phone	Email
Ashburn	Site	Ashburn	VA	Bernie Caldwell	1 (435) 600 9813	caldwell@outlook.com
Education Foundation Program	Direct Grantee	Neodesha	DC	Riley Navarro	1 (425) 202 7732	navarro@outlook.com
Equity and Innovation	Sub-Grantee	Owatonna	MN	Dale Lewis	1 (894) 556 2178	lewis@outlook.com

23A75DJ000001		Initiative	Start Date	End Date	Region
Adult		PROWD-1EXP	4/1/2020	11/7/2025	Region 1

Organization	Type	City	State	Contact	Phone	Email
Education Foundation Program	Direct Grantee	Neodesha	DC	Riley Navarro	1 (425) 202 7732	navarro@outlook.com
Ashburn	Site	Ashburn	VA	Bernie Caldwell	1 (435) 600 9813	caldwell@outlook.com

YF-36543-21-60-A-25		Initiative	Start Date	End Date	Region
---------------------	--	------------	------------	----------	--------

Figure 107. Admin Tab (Supervisor, Lead Case Manager, Case Manager View).

CASES
ADMIN
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Reentry Employment Opportunities
CR
REO

Select Grant

Education Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-25	PH1	312

ROLES
EMPLOYERS
PROVIDERS

REQUEST ROLE CHANGE

User Profile

User Name	Case Manager Reo	Email	reo.casemanager
Role	REO Case Manager	Phone	
Organization	Education Foundation Program	Grantee Type	Direct Grantee

Role Change Requests

Enter a search text
SEARCH

Clear Search

New Role	Old Role	Date Submitted	Status	Approver	Approve/Deny/View
No items available					

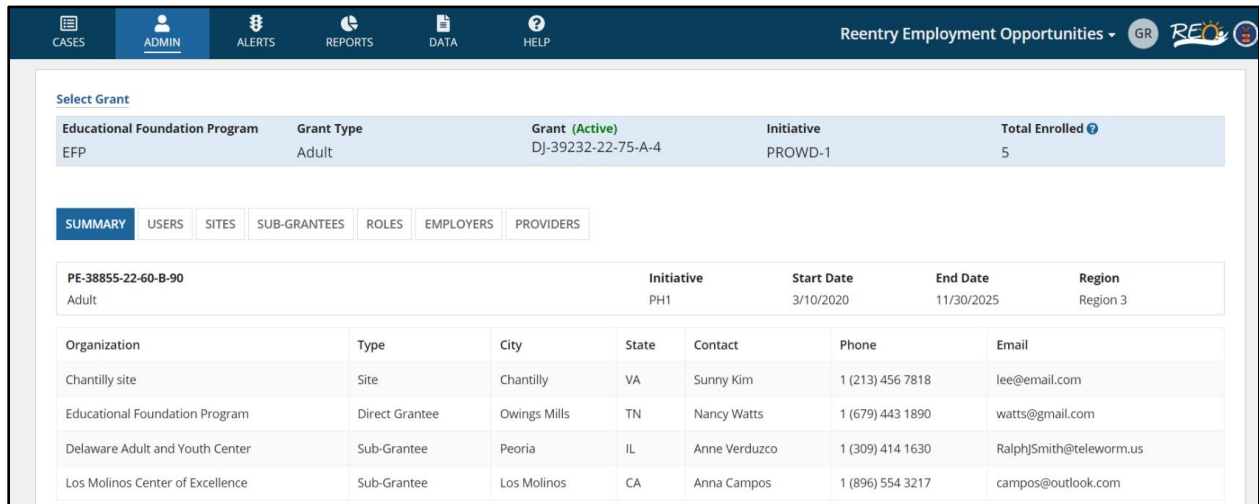
9.3 Search Users, User Activities, and Assignment Requests

Table 77. Admin Tab & Subtabs.

Admin Tab & Subtabs			
The subtabs within the Admin tab are available to users depending on their assigned roles.			
No.	Subtabs	User Role Access	Functionality
1	Summary, Users, Sites, Sub-grantees, Roles, Employers, and Providers	Grantee Admin.	Provides overview of grantee organization; Lists & provides action icons for Users, Sites, Subgrantees, Roles, Employers & Providers
2	Users	Grantee Admin	View, Approve or Deny Assignment Requests
3	Sites	Grantee Admin	View, Add, Edit, and Delete Sites for organization
4	Sub-grantees	Grantee Admin	Assign or Remove Sub-grantee from selected grant
6	Roles	All users may view the Roles subtab. Grantee Admins may change the role of a user under their organization. Other users may use the Roles subtab to submit a role change request (that will be approved by the Grantee Admin). For a role change from Supervisor to Grantee Admin, the REO Performance Lead will approve or deny the role change request.	All Users can view Roles Grantee Admins—Change the role of a user for organization Other Users can submit Role change request REO Performance Lead approves or denies
7	Employers	Grantee Admin, Supervisor, Lead Case Manager, Case Manager	Used for recording employment outcomes Allow users to add, edit or delete employers and providers of employment

			training and other services provided.
8	Providers	Grantee Admin, Supervisor, Lead Case Manager, Case Manager	Used in Services and Outcomes Allows users to add, edit or delete Providers of employment training and other services provided.

Figure 108. Admin Tab (Grantee Admin).

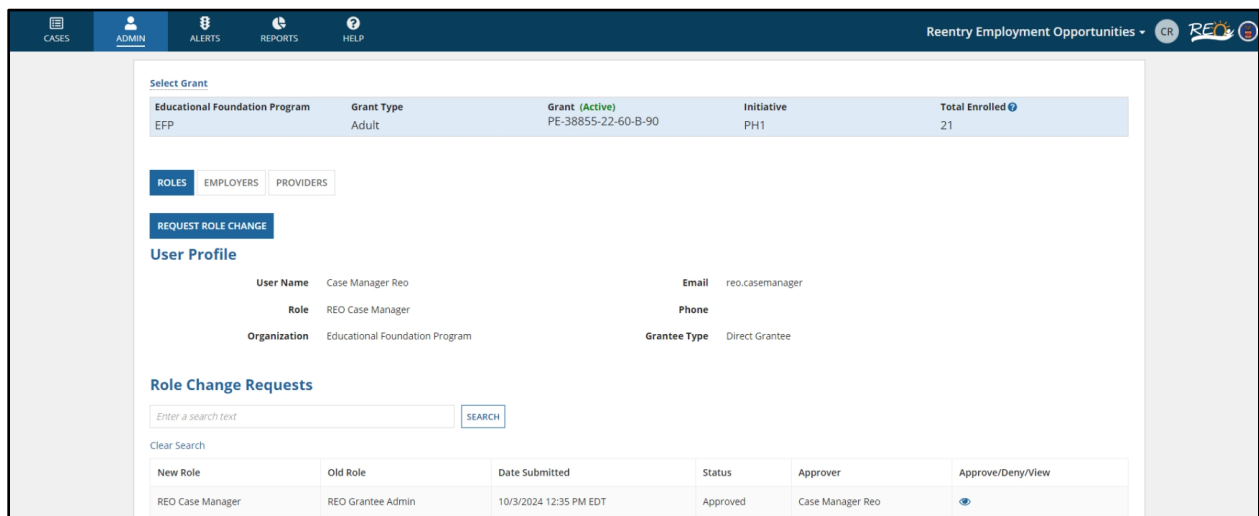


Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	DJ-39232-22-75-A-4	PROWD-1	5

PE-38855-22-60-B-90	Initiative	Start Date	End Date	Region
Adult	PH1	3/10/2020	11/30/2025	Region 3

Organization	Type	City	State	Contact	Phone	Email
Chantilly site	Site	Chantilly	VA	Sunny Kim	1 (213) 456 7818	lee@email.com
Educational Foundation Program	Direct Grantee	Owings Mills	TN	Nancy Watts	1 (679) 443 1890	watts@gmail.com
Delaware Adult and Youth Center	Sub-Grantee	Peoria	IL	Anne Verduzco	1 (309) 414 1630	RalphSmith@teleworm.us
Los Molinos Center of Excellence	Sub-Grantee	Los Molinos	CA	Anna Campos	1 (896) 554 3217	campos@outlook.com

Figure 109. Admin Tab (Supervisor, Lead Case Manager, Case Manager)



Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-38855-22-60-B-90	PH1	21

REQUEST ROLE CHANGE

User Profile

User Name	Case Manager Reo	Email	reo.casemanager
Role	REO Case Manager	Phone	
Organization	Educational Foundation Program	Grantee Type	Direct Grantee

Role Change Requests

Enter a search text

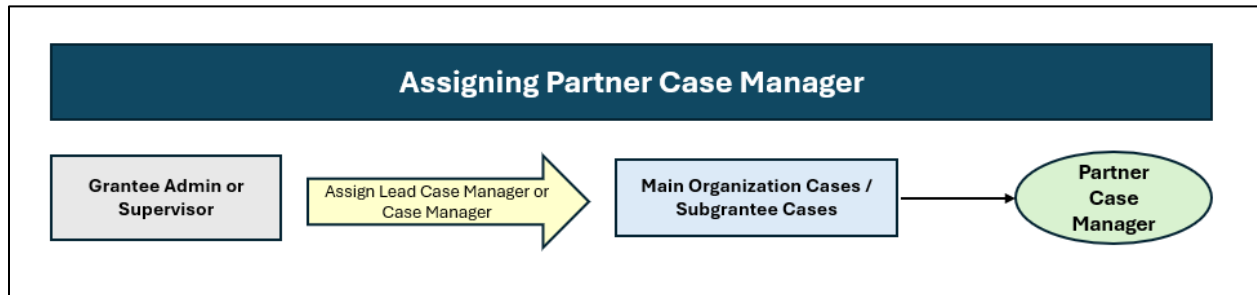
Clear Search

New Role	Old Role	Date Submitted	Status	Approver	Approve/Deny/View
REO Case Manager	REO Grantee Admin	10/3/2024 12:35 PM EDT	Approved	Case Manager Reo	View

When necessary, both Grantee Admins and Supervisors are responsible for assigning Partner Case Managers to cases primarily assigned to another case manager. This functionality enables case managers to have backups in scenarios where a case manager is out of office. Grantee Admins and Supervisors can assign a Lead Case Manager or a Case Manager of a Main

organization (or a subgrantee organization) as a Partner Case Manager for cases within the same organization (main or subgrantee organization).

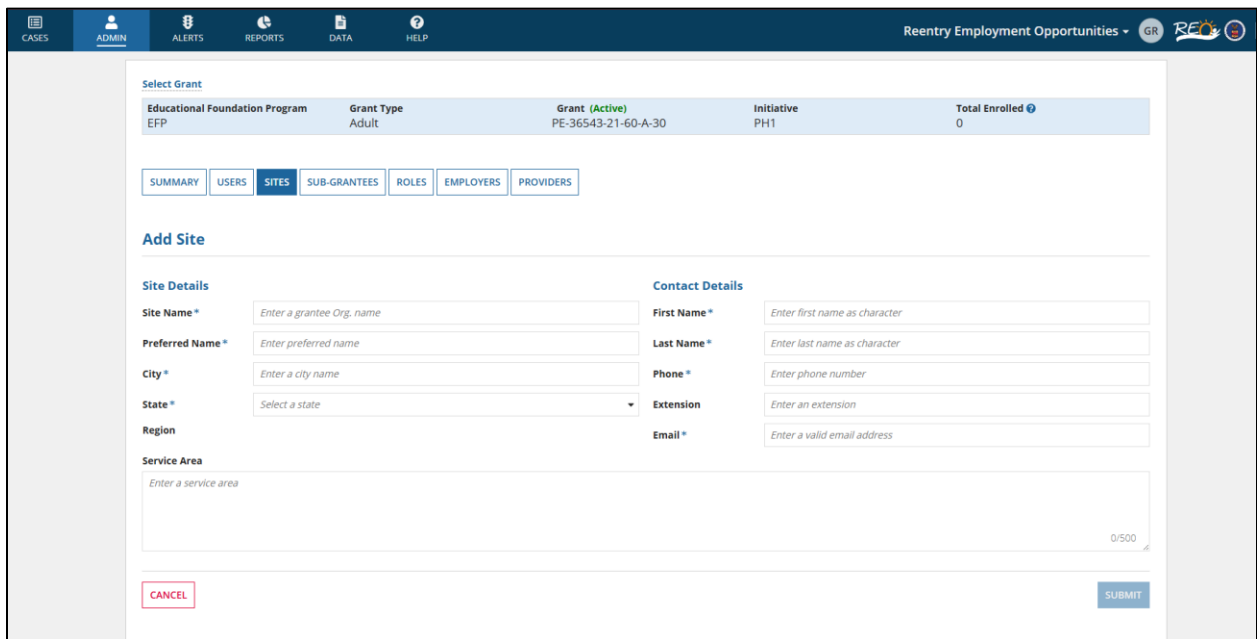
Figure 110. Assign Partner Case Manager



9.4 Add/Edit/Deactivate Sites –Grantee Admins

Using the Admin Tab, Grantee Admins can add, update, and deactivate sites.

Figure 111. Add Site



Select Grant

Grant	Grant Type	Grant (Active)	Initiative	Total Enrolled
Educational Foundation Program EFP	Adult	PE-36543-21-60-A-30	PH1	0

ADD SITE

Site Details

Site Name *

Preferred Name *

City *

State *

Region

Service Area

Contact Details

First Name *

Last Name *

Phone *

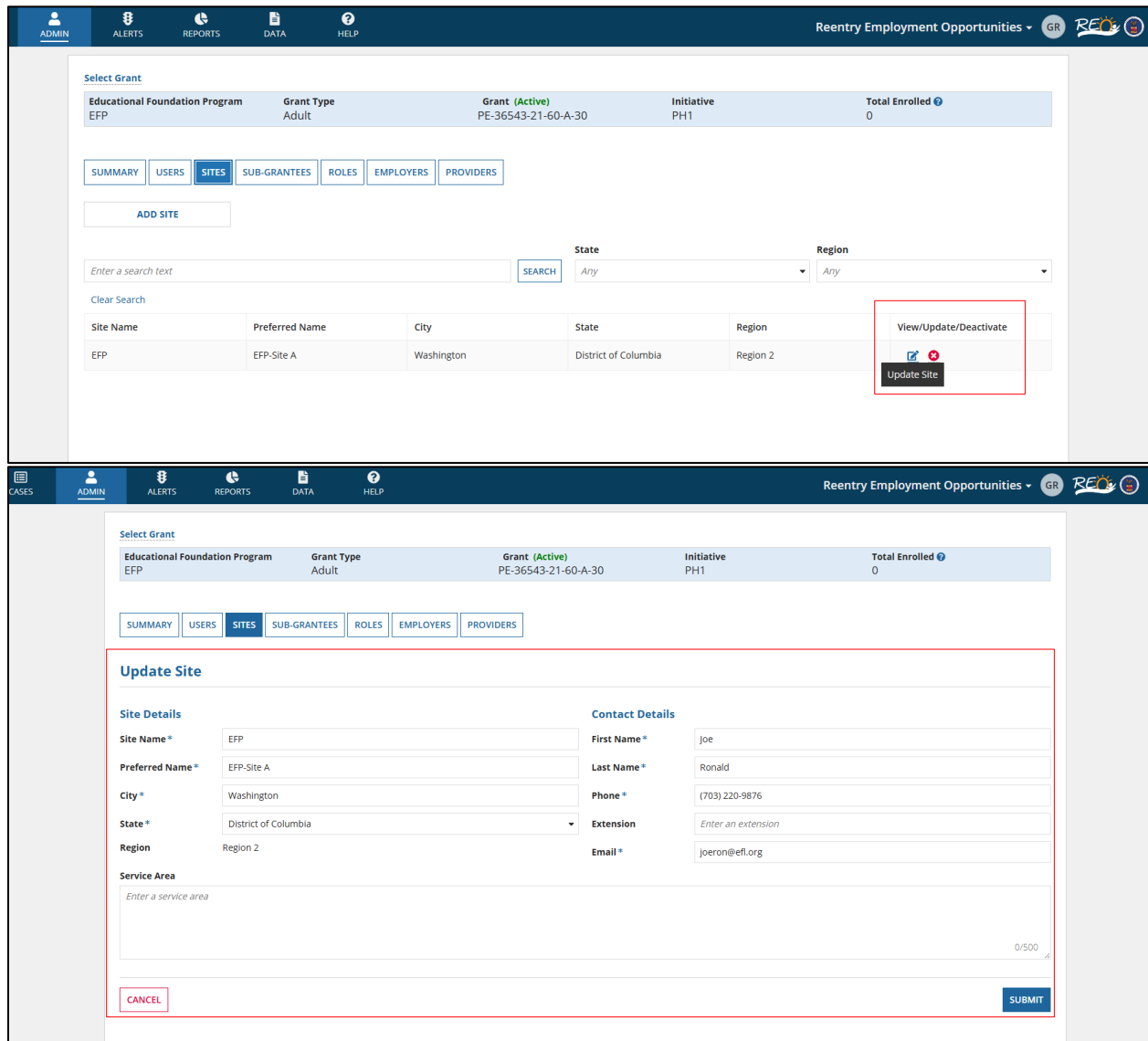
Extension

Email *

CANCEL **SUBMIT**

Added sites can be updated or deactivated by Grantee Admins when required. Clicking on Update Site opens the site record in update mode as shown below.

Figure 112. Update Site Action Icon & Edit View



Reentry Employment Opportunities

Select Grant

Grant	Grant Type	Grant (Active)	Initiative	Total Enrolled
Educational Foundation Program EFP	Adult	PE-36543-21-60-A-30	PH1	0

SITES | SUMMARY | USERS | SUB-GRANTEES | ROLES | EMPLOYERS | PROVIDERS

ADD SITE

Enter a search text **SEARCH** State: Any Region: Any

Clear Search

Site Name	Preferred Name	City	State	Region	
EFP	EFP-Site A	Washington	District of Columbia	Region 2	View/Update/Deactivate Update Site

Update Site

Site Details

Site Name*

Preferred Name*

City*

State*

Region

Service Area

Contact Details

First Name*

Last Name*

Phone*

Extension

Email*

CANCEL **SUBMIT**

When a site is no longer active, it can be deactivated using the deactivate feature. Once “Deactivate” is clicked, a pop-up message is displayed to confirm deactivation. Clicking Yes deactivates the selected site and can be viewed in Read-Only mode once deactivated.

Figure 113. Deactivate Site Process

Reentry Employment Opportunities - GR 

Select Grant

Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-30	PH1	0

SUMMARY USERS **SITES** SUB-GRANTEES ROLES EMPLOYERS PROVIDERS

ADD SITE

Enter a search text

State: Any Region: Any

Clear Search

Site Name	Preferred Name	City	State	Region	View/Update/Deactivate
EFP	EFP-Site A	Washington	District of Columbia	Region 2	View/Update/Deactivate Deactivate Site

Once you deactivate a site, it will not be available for assignment/association with the participants. Do you want to proceed with disabling the site?

Reentry Employment Opportunities - GR 

Select Grant

Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-30	PH1	0

SUMMARY USERS **SITES** SUB-GRANTEES ROLES EMPLOYERS PROVIDERS

ADD SITE

Enter a search text

State: Any Region: Any

Clear Search

Site Name	Preferred Name	City	State	Region	View/Update/Deactivate
EFP	EFP-Site A	Washington	District of Columbia	Region 2	View/Update/Deactivate

SUMMARY
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View Site (Inactive)

Site Details

Site Name	EFP
Preferred Name	EFP-Site A
City	Washington
State	District of Columbia
Region	Region 2
Service Area	Enter a service area

Contact Details

First Name	Joe
Last Name	Ronald
Phone	(703) 220-9876
Extension	Enter an extension
Email	joeron@efl.org

9.5 Assign/Remove Sub-grantees –Grantee Admins

The Subgrantees subtab under Admin allows Grantee Admins to Assign and Remove Subgrantees. Grantee Admins can assign a subgrantee using the “Assign Sub-grantee” button. Once selected, subgrantees added in the system (by Program Admins) are displayed in the “Select a Sub-Grantee” grid. The subgrantee that must be assigned to the Main organization can be selected and submitted using the Submit button. After submission the subgrantee has been assigned to the main organization and is displayed in the subgrantee grid. To add a new sub-grantee in GPMS, please contact REO-GPMS@dol.gov and provide:

- EIN
- Organization Name
- City
- State
- Contact First Name
- Contact Last Name
- Contact Phone
- Contact Email
- Authorize representative First Name
- Authorized representative Last Name
- Authorized representative Phone
- Authorized representative Email

Figure 114. Assign Subgrantee

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GR
REO

Select Grant

Educational Foundation Program EFP	Grant Type Adult	Grant (Active) 23A75DJ000014	Initiative PROWD-1EXP	Total Enrolled 0
---------------------------------------	---------------------	---------------------------------	--------------------------	---------------------

SUMMARY
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ASSIGN SUB-GRANTEE
REMOVE SUB-GRANTEE

Assign Sub-Grantee

Select a Sub-Grantee *

Enter a search text
SEARCH

State
Any

Region
Any

Clear Search

Grantee	Preferred Name	City	State	Region
Dislocated Worker Association	DWA	Wauchula	Florida	Region 3
Equity and Innovation	EAI	Warminster	Pennsylvania	Region 2
REO North Dakota		Washington	District of Columbia	Region 2

CANCEL
SUBMIT

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REO

Select Grant

Educational Foundation Program EFP	Grant Type Adult	Grant (Active) 23A75DJ000014	Initiative PROWD-1EXP	Total Enrolled 0
---------------------------------------	---------------------	---------------------------------	--------------------------	---------------------

SUMMARY
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ASSIGN SUB-GRANTEE
REMOVE SUB-GRANTEE

Enter a search text
SEARCH

State
Any

Region
Any

Clear Search

Sub-Grantee	Preferred Name	EIN	State	Contact	Phone	Email	Region
REO North Dakota		12-3456789	District of Columbia	Joe Ronald	(703) 220-9876	joeron@efl.org	Region 2

A subgrantee can be removed from the organization using “Remove Sub-Grantee” button. The subgrantee to be removed can be selected from the grid and the note required must be entered before submission. After a subgrantee has been removed, the subgrantee is no longer visible in the grid however it is still available in the Assign Sub-grantee section. For a subgrantee to no longer be visible in the Assign Sub-grantee section, a REO National Office Program Admin will need to remove it from the internal site.

Figure 115. Remove Subgrantee

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Select Grant

Educational Foundation Program EFP	Grant Type Adult	Grant (Active) 23A75DJ000014	Initiative PROWD-1EXP	Total Enrolled 0
---------------------------------------	---------------------	---------------------------------	--------------------------	---------------------

SUMMARY
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ASSIGN SUB-GRANTEE
REMOVE SUB-GRANTEE

Remove Sub-Grantee

Select a Sub-Grantee *

Grantee	Preferred Name	City	State	Region
REO North Dakota		Washington	District of Columbia	Region 2

Notes *

Remove Subgrantee

17/1000

CANCEL
SUBMIT

CASES
ADMIN
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HELP

Reentry Employment Opportunities
GR


Select Grant

Educational Foundation Program EFP	Grant Type Adult	Grant (Active) 23A75DJ000014	Initiative PROWD-1EXP	Total Enrolled 0
---------------------------------------	---------------------	---------------------------------	--------------------------	---------------------

SUMMARY
USERS
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ASSIGN SUB-GRANTEE
REMOVE SUB-GRANTEE

Enter a search text
SEARCH
State
Any
Region
Any

Clear Search

Sub-Grantee	Preferred Name	EIN	State	Contact	Phone	Email	Region
No records found							

9.6 Approve/Change User's Role Requests –Grantee Admins

The Admin tab also allows grantee admins to approve or change user role requests. Navigating to the Roles subtab displays the Grantee User's profile (Grantee Admin) and Role Change Requests section below it. Supervisors, Lead Case Managers, and Case Managers can submit a Role Change Request using the Admin Tab. When submitted, the role request change will be visible to Grantee Admin for review and approval.

Figure 116. Roles

ADMIN
ALERTS
REPORTS
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Select Grant

Educational Foundation Program EFP	Grant Type Adult	Grant (Active) PE-36543-21-60-A-30	Initiative PH1
--	----------------------------	--	--------------------------

SUMMARY
USERS
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CHANGE USER'S ROLE

User Profile

User Name	Grant Admin Reo	Email	reo.grantadmin
Role	REO Grantee Admin	Phone	
Organization	Educational Foundation Program	Grantee Type	Direct Grantee

Role Change Requests

Enter a search text

SEARCH

CASES
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Reentry Employment Opportunities GR

Select Grant

Educational Foundation Program EFP	Grant Type Adult	Grant (Active) PE-36543-21-60-A-30	Initiative PH1	Total Enrolled 0
--	----------------------------	--	--------------------------	----------------------------

SUMMARY
USERS
SITES
SUB-GRANTEES
ROLES
EMPLOYERS
PROVIDERS

CHANGE USER'S ROLE

User Profile

User Name	Grant Admin Reo	Email	reo.grantadmin
Role	REO Grantee Admin	Phone	
Organization	Educational Foundation Program	Grantee Type	Direct Grantee

Role Change Requests

Enter a search text

SEARCH

Clear Search

New Role	Old Role	Date Submitted	Status	Requester	Approve/Deny/View
REO Grantee Admin	REO Supervisor	6/24/2025 11:07 AM EDT	Denied	Grantee Supervisor Reo	
REO Supervisor	REO Case Manager	6/24/2025 10:53 AM EDT	Pending	Case Manager Reo	

Figure 117. Supervisor, Lead Case Manager, Case Manager Role Request Submission

CASES
ADMIN
ALERTS
REPORTS
HELP

Reentry Employment Opportunities GR

Select Grant

Educational Foundation Program EFP	Grant Type Adult	Grant (Active) PE-36543-21-60-A-30	Initiative PH1	Total Enrolled ? 0
---------------------------------------	---------------------	---------------------------------------	-------------------	-----------------------

ROLES
EMPLOYERS
PROVIDERS

Role Change Request

Name : Grantee Supervisor Reo Email : reo.granteesupervisor

Old Role
REO Supervisor

New Role *
REO Grantee Admin

Reason for the role change request *

Grantee Admin Role Change

25/1000

GO BACK
SUBMIT

CASES
ADMIN
ALERTS
REPORTS
HELP

Reentry Employment Opportunities GR

Select Grant

Educational Foundation Program EFP	Grant Type Adult			Total Enrolled ? 0
---------------------------------------	---------------------	--	--	-----------------------

ROLES
EMPLOYERS
PROVIDERS

Role Change Request

Name : Grantee Supervisor Reo Email : reo.granteesupervisor

Old Role
REO Supervisor

New Role *
REO Grantee Admin

Reason for the role change request *

Grantee Admin Role Change

Please note that when the role of Grantee Admin is chosen, the User Request must be approved by the Department of Labor

CANCEL
CONFIRM

CASES
ADMIN
ALERTS
REPORTS
HELP

Reentry Employment Opportunities GR

Select Grant

Educational Foundation Program EFP	Grant Type Adult	Grant (Active) PE-36543-21-60-A-30	Initiative PH1	Total Enrolled ? 0
---------------------------------------	---------------------	---------------------------------------	-------------------	-----------------------

ROLES
EMPLOYERS
PROVIDERS

User Profile

User Name
Grantee Supervisor Reo

Email
reo.granteesupervisor

Role
REO Supervisor

Phone

Organization
Educational Foundation Program

Grantee Type
Direct Grantee

Role Change Requests

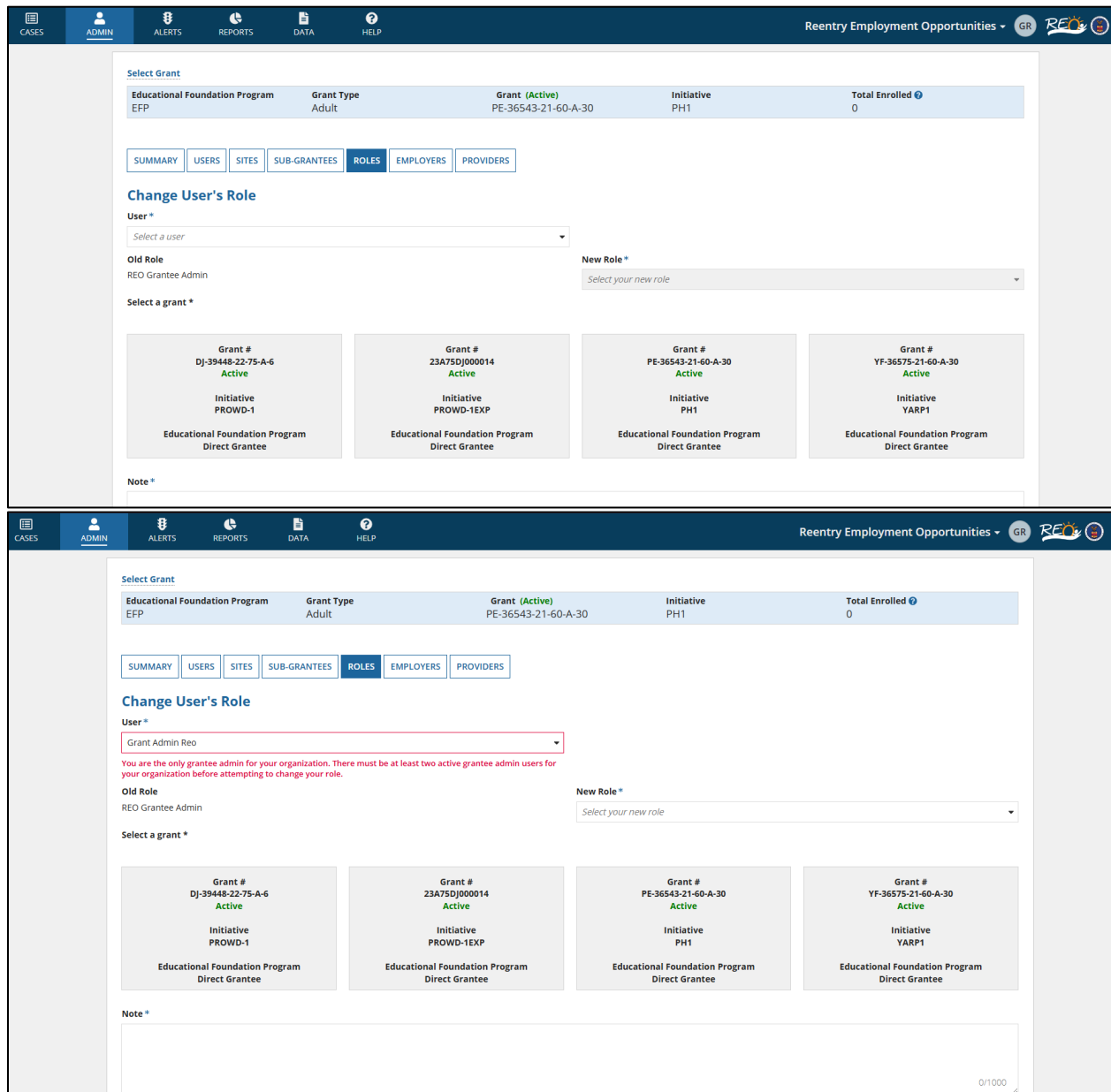
Enter a search text SEARCH

Clear Search

New Role	Old Role	Date Submitted	Status	Approver	Approve/Deny/View
REO Grantee Admin	REO Supervisor	6/24/2025 11:07 AM EDT	Pending		

Grantee Admins can also change their user role using the “Change User’s Role”, if necessary. Clicking on the Change User’s Role button will display the following view [Fig 116]. Two or more grantee admins must be assigned in an organization to change a grantee admin’s user role. If an organization has only one grantee admin assigned, the following validation message will be displayed: **You are the only grantee admin for your organization. There must be at least two active grantee admin users for your organization before attempting to change your role.**

Figure 116. Role Change (Grantee Admin)



Change User's Role

User *

Select a user

Old Role

REO Grantee Admin

New Role *

Select your new role

Select a grant *

Grant # DJ-39448-22-75-A-6
Active
Initiative PROWD-1
Educational Foundation Program Direct Grantee

Grant # 23A75DJ000014
Active
Initiative PROWD-1EXP
Educational Foundation Program Direct Grantee

Grant # PE-36543-21-60-A-30
Active
Initiative PH1
Educational Foundation Program Direct Grantee

Grant # YF-36575-21-60-A-30
Active
Initiative YARP1
Educational Foundation Program Direct Grantee

Note *

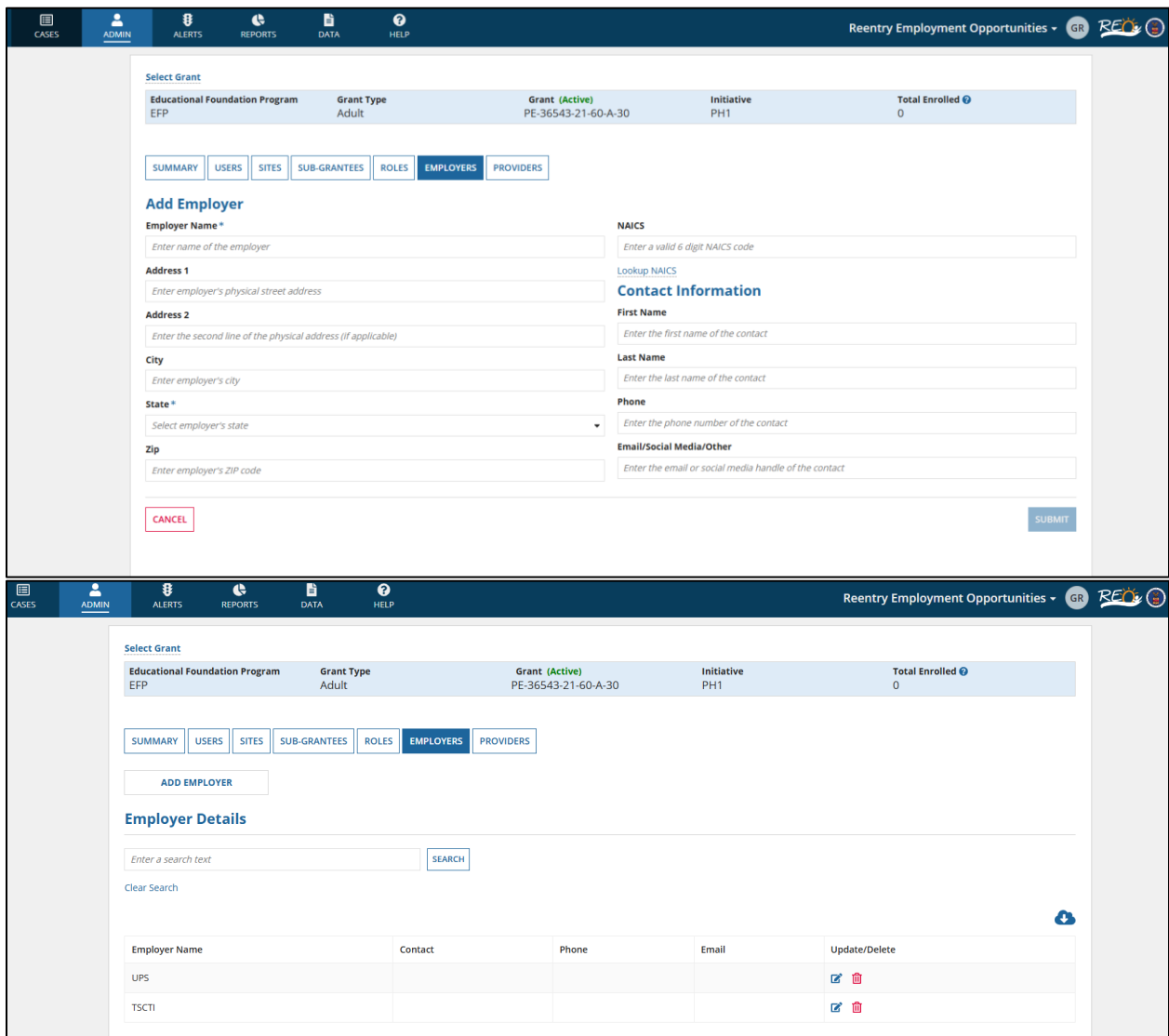
You are the only grantee admin for your organization. There must be at least two active grantee admin users for your organization before attempting to change your role.

0/1000

9.7 Add/Edit/Delete Employers –All Users

The Employers feature is available to all grantee user roles. All grantee staff can Add, Edit, and Delete Employers in the GPMS. Employers added by any grantee user will be displayed in the Employers section for all grantee users (Supervisor, Lead Case Manager, and Case Manager). Any updates or deletions will also be reflected for all grantee users in the Employers tab.

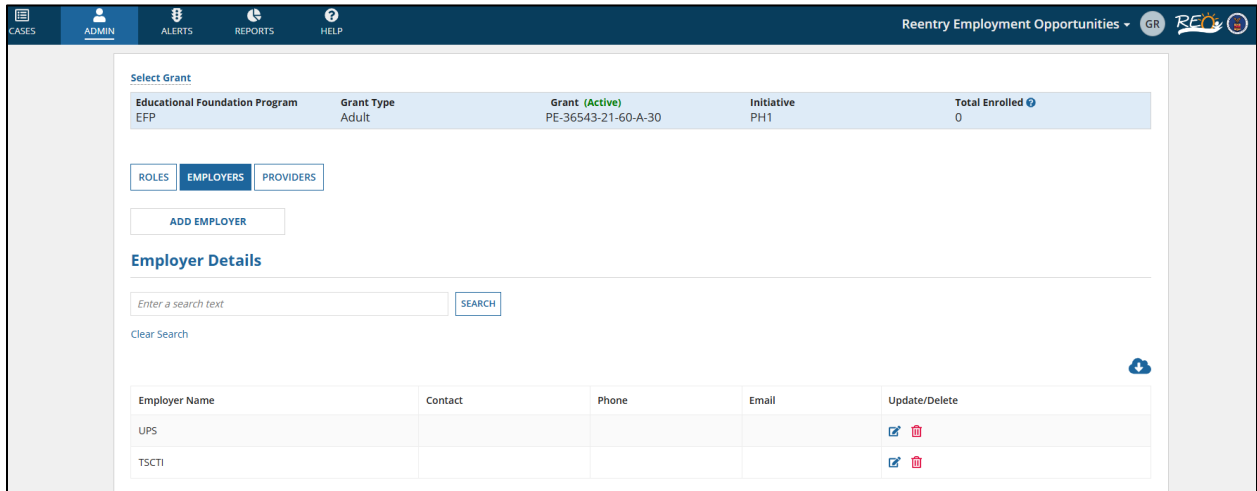
Figure 118. Grantee Admin View



The screenshot displays the 'Grantee Admin View' interface. The top navigation bar includes 'CASES', 'ADMIN', 'ALERTS', 'REPORTS', 'DATA', and 'HELP'. The 'ADMIN' tab is active. The main content area shows a 'Select Grant' section with a table listing grants. The selected grant is 'Educational Foundation Program EFP' with a 'Grant Type' of 'Adult', 'Grant (Active)' ID 'PE-36543-21-60-A-30', 'Initiative' 'PH1', and 'Total Enrolled' '0'. Below this, there are tabs for 'SUMMARY', 'USERS', 'SITES', 'SUB-GRANTEES', 'ROLES', 'EMPLOYERS', and 'PROVIDERS'. The 'EMPLOYERS' tab is active, showing the 'Add Employer' form. The form includes fields for 'Employer Name*', 'Address 1', 'Address 2', 'City', 'State*', 'Zip', 'NAICS', 'Contact Information' (First Name, Last Name, Phone, Email/Social Media/Other), and a 'SUBMIT' button. Below the form, there is a 'CANCEL' button. The bottom section of the screenshot shows the 'Employer Details' table with columns for 'Employer Name', 'Contact', 'Phone', 'Email', and 'Update/Delete'. The table lists two employers: 'UPS' and 'TSCTI', each with a corresponding 'Update/Delete' link.

Employer Name	Contact	Phone	Email	Update/Delete
UPS				Edit Delete
TSCTI				Edit Delete

Figure 119. Supervisor, Lead Case Manager, Case Manager View



The screenshot displays the REO system interface. At the top, a navigation bar includes 'CASES', 'ADMIN', 'ALERTS', 'REPORTS', and 'HELP'. The 'ADMIN' tab is active. On the right, there's a dropdown for 'Reentry Employment Opportunities' and a 'GR' button. The main content area is titled 'Select Grant' and shows a table with one row: 'Educational Foundation Program' (Grant Type: Adult, Grant: PE-36543-21-60-A-30, Initiative: PH1, Total Enrolled: 0). Below this, there are three tabs: 'ROLES', 'EMPLOYERS' (selected), and 'PROVIDERS'. An 'ADD EMPLOYER' button is present. Under 'Employer Details', there's a search bar with the placeholder 'Enter a search text' and a 'SEARCH' button. Below the search bar is a 'Clear Search' link. A table lists employers with columns: 'Employer Name', 'Contact', 'Phone', 'Email', and 'Update/Delete'. The table contains two entries: 'UPS' and 'TSCTI', each with edit and delete icons in the 'Update/Delete' column.

Employer Name	Contact	Phone	Email	Update/Delete
UPS				Edit Delete
TSCTI				Edit Delete

9.8 Add/Edit/Delete Providers--All Users

Providers tab is available in the Admin view for all grantee users. Grantee Admins, Supervisors, Lead Case Managers, and Case Managers can add providers for education and training services. Similarly to employers, adding, updating, or deleting providers will be reflected for all user role views in the Admin section.

Figure 120. Add Providers (Grantee Admin)

Reentry Employment Opportunities - GR 

CASES ADMIN ALERTS REPORTS DATA HELP

Select Grant

Grant	Grant Type	Grant (Active)	Initiative	Total Enrolled
Educational Foundation Program EFP	Adult	PE-36543-21-60-A-30	PH1	0

SUMMARY USERS SITES SUB-GRANTEES ROLES EMPLOYERS PROVIDERS

ADD PROVIDER

Provider Details

Enter a search text

Clear Search

Provider	Contact	Phone	Email	Update/Delete
No records found				

Reentry Employment Opportunities - GR 

CASES ADMIN ALERTS REPORTS DATA HELP

Select Grant

Grant	Grant Type	Grant (Active)	Initiative	Total Enrolled
Educational Foundation Program EFP	Adult	PE-36543-21-60-A-30	PH1	0

SUMMARY USERS SITES SUB-GRANTEES ROLES EMPLOYERS PROVIDERS

ADD PROVIDER

Add Provider

This page is used for adding details of providers, including service providers, training providers and education providers.

Provider Information

Provider name *

Address 1

Address 2

City

State *

Zip

Contact Information

First Name

Last Name

Phone

Email/Social Media/Other

Reentry Employment Opportunities - GR 

CASES ADMIN ALERTS REPORTS DATA HELP

Select Grant

Grant	Grant Type	Grant (Active)	Initiative	Total Enrolled
Educational Foundation Program EFP	Adult	PE-36543-21-60-A-30	PH1	0

SUMMARY USERS SITES SUB-GRANTEES ROLES EMPLOYERS PROVIDERS

ADD PROVIDER

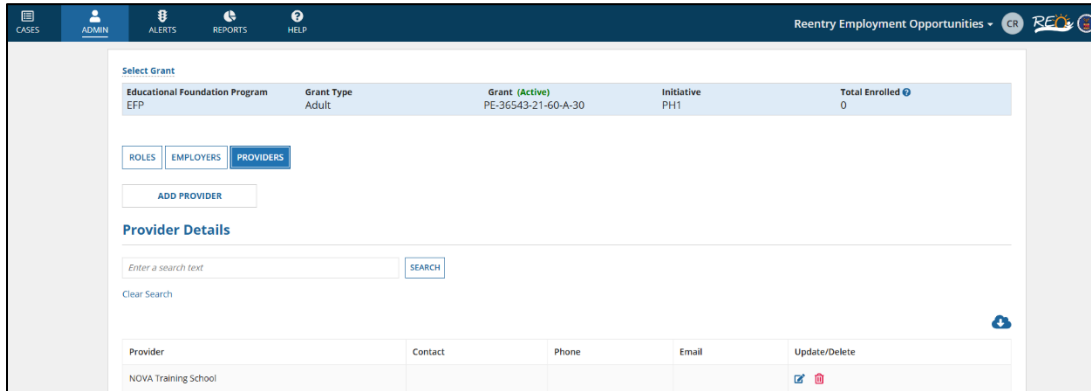
Provider Details

Enter a search text

Clear Search

Provider	Contact	Phone	Email	Update/Delete
NOVA Training School				 

Figure 121. Add Providers (Supervisor, Lead Case Manager, Case Manager)



Reentry Employment Opportunities

Select Grant

Educational Foundation Program	Grant Type	Grant (Active)	Initiative	Total Enrolled
EFP	Adult	PE-36543-21-60-A-30	PH1	0

ROLES **EMPLOYERS** **PROVIDERS**

ADD PROVIDER

Provider Details

Enter a search text **SEARCH**

Clear Search

Provider	Contact	Phone	Email	Update/Delete
NOVA Training School				 

10. SANDBOX

10.1 SANDBOX ACCOUNT CREATION

Table 78. Creation of a Sandbox Account.

Creating a Sandbox Account
All users outside the DOL (users with email-address domains other than dol.gov) are considered external users to REO GPMS. Most of these users (referred as grantee users) are working for REO grant recipients and support managing the grant participants. External users have the option to create a sandbox account, which allows them to test out REO GPMS without using real data. To get started with a REO GPMS Sandbox, the grantee user must collect the following information:
1. Grant Number - that the user is supporting. 2. Organization Name - grantee organization name as it appears in the grant award. 3. Role - user role in REO GPMS for supporting the grant. 4. Email address - to be used for creating an account. 5. Preferred multi-factor authentication method - REO GPMS uses Login.gov with multi-factor authentication. In addition to a password, one other form of authentication (like text message to phone, use of authentication app) is required.
Follow the steps below to create a Login.gov account, submit a user assignment request, and access the REO GPMS Sandbox. 1. Access the REO GPMS Sandbox URL - https://cmppreprod.dol.gov/suite/sites/dol 2. Click the link to access the Sandbox homepage. 3. The REO Sandbox environment connects to the Login.gov test environment. It must show the "TEST SITE" banner. If not, the user is connected to the wrong site. 4. If the user already has an account in Login.gov, skip to step 12. Otherwise, click the "Create a new account" button (shown in Figure below) to create a new account. Enter a user email address to create a Login.gov account and click Submit. 5. The user will be asked to check their email. See Figure below.

6. Access the user email and click the “Confirm email address” button.
7. Create a password for the Login.gov account. Enter the password and click Continue.
8. Select an authentication method setup. Text or voice message is preferred. The user is free to select any other authentication method. Click Continue button.
9. Enter the user’s phone number and click “Send Code”.
10. After receiving the code, enter it on the screen, and click “Submit” button.
11. After the code is verified, the Login.gov page will show the following screen. Click “Agree and Continue” button. Go to step 13.
12. If the user already has a Login.gov account, log in using that username and password.
13. After the user has successfully logged in, DOL’s Case Management Platform page is shown. At the first login, the system will ask the user to agree to rules of behaviour. Click “Agree & Continue” to proceed.
14. Update Profile – for DOL Case Management Platform (CMP) (required only once).
15. DOL CMP tiles are shown. Click “REO Enroll”.
16. REO Pages are shown, and the user will be required to register their account and submit an assignment request.
17. On the User Assignment Request page, select organization, select user role, and click Submit. The user will receive a confirmation email. Now, the user must wait for the user assignment request to be approved.
18. When the user assignment request is approved, the user will receive an email notification. Come back to: <https://cmppreprod.dol.gov/suite/>
19. Click the link for Login.gov user. Enter user email address and password to sign in. Login.gov will send another security code and ask user to enter that code before allowing the user to log in.
20. When the user logs in, they will arrive at the DOL CMP dashboard. Click “REO Click Here” to access the REO GPMS Sandbox.
21. The user will see the Homepage of the REO GPMS Sandbox. The user can select the Grant Type and Grant to proceed.

User Assignment Request Approval (Applicable Only to Grantee Admin Users):

Follow the steps below to approve the case manager or supervisor request for assignment. See Figure 115.

1. Log in to REO GPMS Sandbox as a Login.gov user and access the application.
2. Go to Admin tab.
3. Under the User Assignment Request section, the user will see outstanding requests from case managers or supervisors for the user’s organization. Select the request to approve/deny.

Figure 122. Creation of a Sandbox Account (Steps 2-7).

2



Username

Password

[Click here if you are a Login.gov User](#)

[Click here if you are a DOL User](#)

[Create a new account](#)

SIGN IN

3

TEST SITE - Do not use real personal information (demo purposes only) - TEST SITE

A USMC website of the United States government

LOGIN.GOV

DOL CMP PPRD

DOL CMP PPRD is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Sign in

[Create an account](#)

4

Create your account

Enter your email address

chezhiyansva22@gmail.com

Select your email language preference

English (default)

Spanish

French

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

5

Check your email

We sent an email to chezhiyansva22@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

6

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://login.gov/identity/sandbox/genlogin_upemailconfirm?_agent_id=1508627-7646-4ac7-87ab-9ea74b6a2a6d&confirmation_token=CUJ3Yf-y6dKv9d33z7c

Please do not reply to this message. If you need help, visit www.login.gov/help

7

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Continue

[Password safety tips](#)

[Cancel account creation](#)

Figure 123. Creation of a Sandbox Account (Steps 8-14).

8

Authentication method setup

Add another layer of security by using one of the multi-factor authentication methods below.

☒ **Security key**

A physical device, often shaped like a USB drive, that connects to your device.

☐ **Government Employee ID**

WICAC cards for government and military employees. Download only.

☐ **Authentication Application**

Download or use an authentication app of your choice to generate secure codes.

☐ **Text or Voice Message**

Receive a secure code by SMS text or phone call to your device. Do not use web-based (VOIP) phone services or premium rate toll phone numbers.

☐ **Backup Codes**

A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind, backup codes are easy to lose.

Continue

9

Send your security code via text message (SMS) or phone call

We'll send you a security code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate toll phone numbers.

Phone number

Example: (201) 555-0123

How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

☒ Text message (SMS)

☐ Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

10

Enter your security code

We sent a security code to (***) ***-7427. This code will expire in 10 minutes.

One-time code

☒ Remember this browser

Submit

[Get another code](#)

Can't use your phone?

[Choose another authentication method](#)

[Cancel](#)

11

You've created an account with Login.gov

We'll share this information with DOL CMP PPRD.

☒ Email address

chezhiyansva22@gmail.com

DOL CMP PPRD will only use this information to connect to your account.

Agree and continue

13

Department of Labor Home

LOGIN.GOV

As a privileged LOGIN.GOV user, I agree that I will faithfully abide by the following rules:

- This site is an internal U.S. Government information system that is owned and operated by the Department of Labor. There is NO RIGHT TO PRIVACY IN THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data equipment and information which they access.
- USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY AUTHORIZED PERSONNEL.
- Prohibit and related activity in connection with computers is prohibited by Title 18, U.S. Code Section 1030. Furthermore, this law states that intentionally accessing a computer without authorization or exceeding authorized access and thereby obtaining information from any department or agency of the United States is prohibited and subject to civil and criminal penalties, including but not limited to, punishment by the judicial system. Additionally, DOL may provide law enforcement with any pertinent evidence of a crime found on aforementioned systems in order for them to investigate such activities.

AGREE & CONTINUE

14

Update Profile

When you sign in, update this, last name and middle name.

View Name Detail

chezhiyansva22@gmail.com

First Name *

chezhiyan

Middle Name

chezhiyan

Last Name *

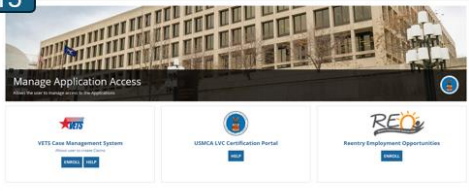
ansva22

Cancel

Submit

Figure 124. Creation of a Sandbox Account (Steps 15-18).

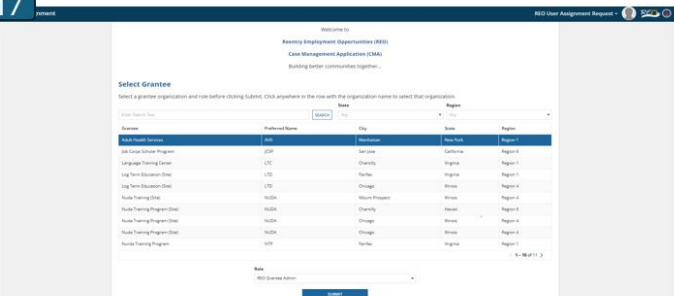
15



16

You have successfully enrolled to REO Case Management Application. Click [here](#) to navigate to REO User Registration.

17

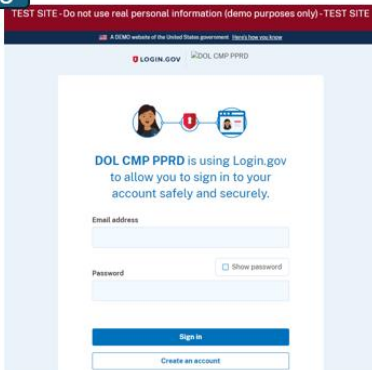


18

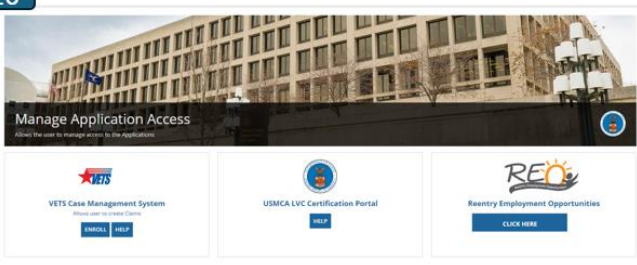


Figure 125. Creation of a Sandbox Account (Steps 19-21).

19



20



21

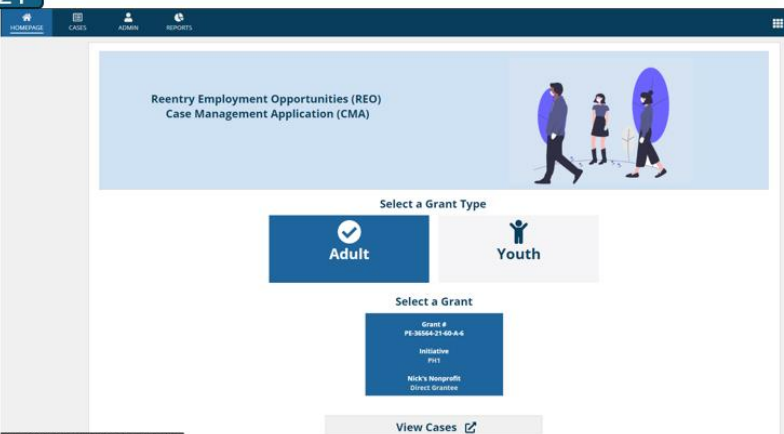


Figure 126. User Assignment Request Approval or Denial (for Grantee Admin Users).

2

HOME PAGE

CASES

ADMIN

REPORTS

Reentry Employment Opportunities (REO)
Case Management Application (CMA)

Select a Grant Type

Adult

Youth

Select a Grant

Grant #
PE-36564-21-60-A-6

Initiative
PH11

Nick's Nonprofit
Direct Grantee

3

CASES

ADMIN

REPORTS

Nick's Nonprofit

Grant Type
Adult

Grant
PE-36564-21-60-A-6

Initiative
PH11

Total Participants
8

USERS

SITES

SUB-GRANTEES

Assignment Requests

Search User Assignment Requests

SEARCH

First Name	Last Name	Phone Number	E-Mail	Role	Organization	Submitted Date
No records found						

Current Users

Search Current Users

SEARCH

First Name	Last Name	Role	Organization	Grant Type
Phil	Krawiec	Case Manager	Nick's Nonprofit	Direct Grantee
Davidlah151@gmail.com	Davidlah151@gmail.com	Case Manager	Nick's Nonprofit	Direct Grantee
Chnager	Grant3	Case Manager	Nick's Nonprofit	Direct Grantee
Change	Grant1	Case Manager	Nick's Nonprofit	Direct Grantee
Cheshlyan	Slva	Grantee Admin	Nick's Nonprofit	Direct Grantee

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