Performance Checklist During Grant Planning Period

Reentry Employment Opportunities Grantee Performance Management System (REO-GPMS)

Task #	Task	Task Components	Completed
1	REO Database Contact Form	• Identify main GPMS Grantee Administrators. • Obtain approval from Grant Authorized Representative or Main Grant Point of Contact. • Email completed REO Database Contact Form with approval to REO-GPMS@dol.gov. • An updated REO Database Contact Form needs to be provided every time there is a change with GPMS administrators.	☐
2	Getting Access to REO-Sandbox	1. Access the REO Sandbox using the REO-Sandbox Home Page 2. Create a Login.gov account or use an existing account. 3. In the REO-Sandbox accept rules of behavior. 4. In the REO-Sandbox update profile. 5. In the REO-Sandbox enroll in REO. 6. Submit an assignment request for desired Sandbox user role and organization. 7. REO performance staff will approve main administrator access. 8. After REO main grantee administrator is approved, administrator can approve other users (E.g. supervisors, case managers). 9. Set-up REO Sandbox sites or sub-grants. 10. Practice using "fake" participant data.	☐
3	Watch REO-GPMS Training Videos in WorkforceGPS	• REO-GPMS-Introductory-Training-Account-Setup-and-User-Onboarding • REO-GPMS-Training-Participant-Enrollment-and-Recording-Services-Delivered • REO-GPMS-Training-Part-3-Outcomes-and-Performance-Management • REO-GPMS-Training-Part-4-Reports-and-Data-Management	☐
4	Read REO-GPMS User Guide	• WorkforceGPS - REO-GPMS - Reporting System	☐

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5	Get Access to REO-GPMS	1. Access the REO-GPMS Home Page 2. Create a Login.gov account or use an existing account. 3. In the REO-GPMS accept rules of behavior. 4. In the REO-GPMS update profile. 5. In the REO-GPMS enroll in REO. 6. Submit an assignment request for desired REO-GPMS user role and organization. 7. REO performance staff will approve main administrator access. 8. After REO main grantee administrator is approved, administrator can approve other users (E.g. supervisors, case managers). 9. Set-up REO GPMS sites or sub-grants.	☐
6	Get Access to WIPS	1. After a REO-GPMS administrator assignment request has been approved by REO performance staff, GPMS will automatically submit an access request to WIPS. 2. The administrator WIPS access request will be accepted by REO performance leads and WIPS leads. 3. Another option to get access to WIPS is by submitting a WIPS Technical Assistance Request at WIPS Technical Assistance Request | U.S. Department of Labor (dol.gov). REO and WIPS leads will review and approve request. Please make sure to select REO Youth or REO Adult to avoid delays.	☐
7	Watch WIPS User Walkthrough Videos	• WIPS User Walkthrough | U.S. Department of Labor (dol.gov)	☐
8	Review QNR and QPR	• OMB approved Quarterly Narrative Report Template 1205-0448_WIOA Joint QNR_ETA9179_FINAL.pdf (dol.gov) • REO Adult QPR PY20+.pdf (dol.gov) • REO Youth QPR PY21+.pdf (dol.gov)	☐
9	REO QNR and QPR Procedure for submission	• WorkforceGPS - REO Reporting Resources	☐
10	Review REO Reporting Resources	• WorkforceGPS - REO Reporting Resources	☐