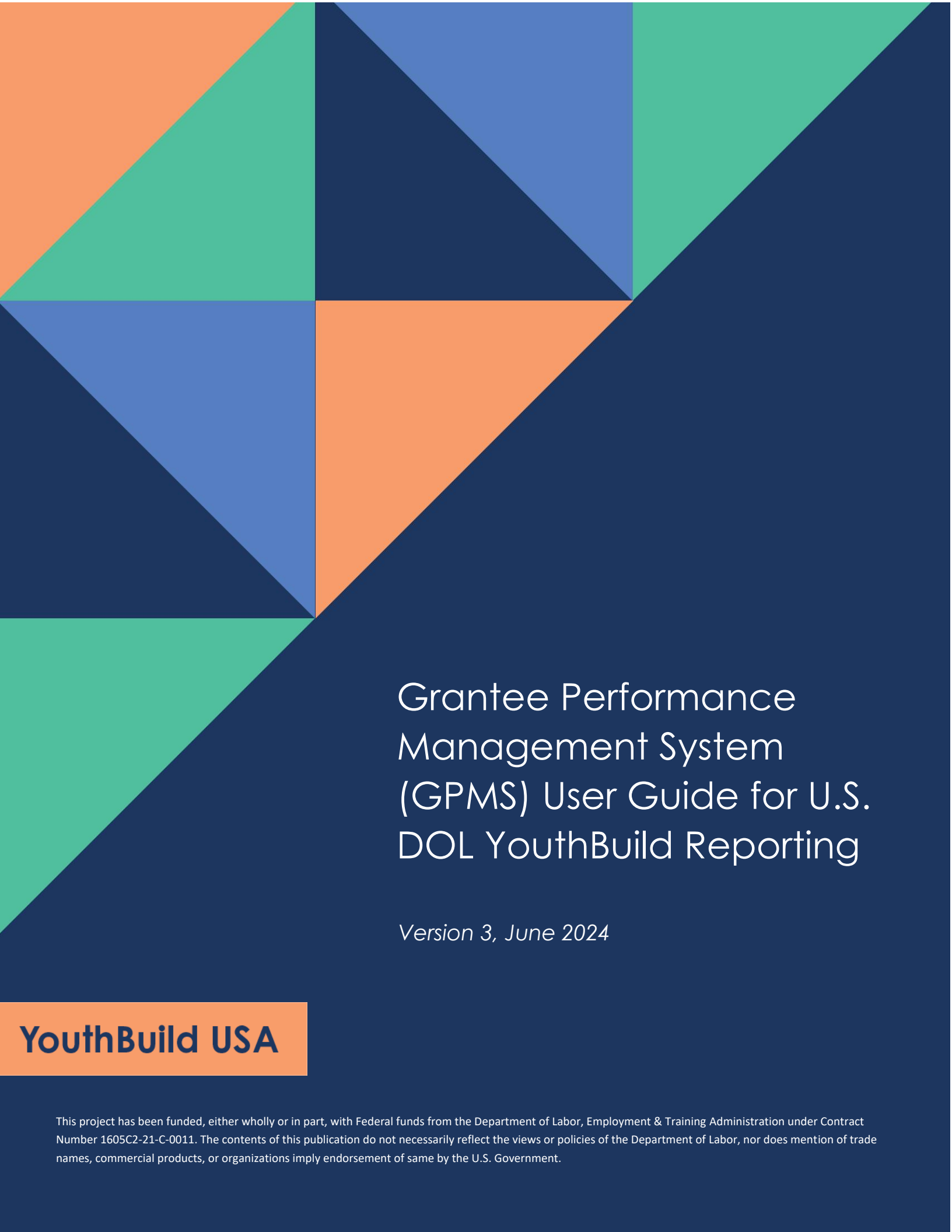




Grantee Performance Management System (GPMS) User Guide for U.S. DOL YouthBuild Reporting

Version 3, June 2024

YouthBuild USA

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Table of Contents

Systems and Reporting Overview, Support, and Resources	Page
• About This User Guide	3
• Description of the GPMS	3
• Description of Workforce Integrated Performance System (WIPS)	3
• Reporting Requirements Overview	3
• Policies and Resources (including related TEGL 10-16, Change 2, TEGL 8-16, TEGL 14-18, TEGL 23-19, and TEGL 26-16)	4
• Contacts and GPMS Support	6
 GPMS Basics: Users, System Rules, Reporting Deadlines, and Workflows	 Page
• Grant Administrator User Accounts and Login Page	7
• GPMS System Rules	7
• Creating GPMS User Accounts	8
• Creating and Enrolling Participants	11
• Eligibility	11
• Enrollment and Entering Cases	12
• Entering Services	14
• Entering Outcomes	17
• Placements	17
• Credentials	18
• Skill Gains	18
• Basic Skills Tests (Measurable Skills Gain)	19
• Exiting Participants	21
• Entering Follow-up Reports	23
• Data Corrections, Edits, and Additions After Enrollment	25
• User Reports	30
• Submitting Required Reports (including WIPS report processing and certification)	32
• WIPS: Generating and Submitting Reports	33
 The Quarterly Performance Report	 Page
• Report Information	36
• Section A	36
• Section D and Performance Indicator Definitions	37
 Required Participant Data Entry Questions	 Page
• Participant Contact, Demographic, and Eligibility Questions	39

Systems and Reporting

Overview, Support, and Resources

About This User Guide

This user guide serves as the online user manual for the Grantee Performance Management System (GPMS). This manual covers basic workflows and processes for entering required participant data and completing report submission.

GPMS: Login Page: <https://entbpmp.dol.gov/suite/>

The GPMS is the participant data entry system that **DOL YouthBuild grantees** will use to report performance outcomes to the Department of Labor (DOL) ETA.

WIPS

The Workforce Integrated Performance System (WIPS) is the online application that processes and logs the submitted data for the DOL YouthBuild Quarterly Performance Reports (QPR) and Program Narrative. **DOL YouthBuild grantees use the GPMS to submit their quarterly report data to the WIPS system for processing and certification.** See page 26 for the report submission steps related to WIPS.

DOL YouthBuild Reporting Requirements Overview

Every DOL YouthBuild grantee is required to submit the Quarterly Performance Report (ETA-9173), Narrative (ETA-9179), and financial reports. The GPMS Help Desk does not support DOL YouthBuild ETA-9130 financial reporting. Please reach out to your Federal Project Officer with questions about your ETA-9130 financial reports. Grantees have roughly 45 days after the end of the quarter to submit and certify reports and will report for the entire period of performance (POP) for the grant. See the DOL program year quarter and reporting deadlines in the table below.

Quarter	Quarter Begin Date	Quarter End Date	Reports Due No Later Than
1	July 1	September 30	November 15
2	October 1	December 31	February 15
3	January 1	March 31	May 15
4	April 1	June 30	August 15

Important Policies and Resources

[TEGL 23-19](#) – Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor Workforce Programs

- Provides guidelines for grant recipients to use in developing procedures for ensuring the data submitted for performance reporting are valid and reliable.

[TEGL 14-18](#) – Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor

- Augments TEGL 10-16, Change 2, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs, by providing additional DOL-specific guidance on performance accountability for DOL programs that are not included in the core programs, referred to in this guidance as “non-core programs,” as well as additional DOL-specific guidance on the DOL-administered core programs. Aligns and streamlines performance indicators and requirements for the WIOA performance indicators, while also rescinding and eliminating outdated performance guidance for these programs, in addition to clarifying existing ETA performance accountability policies that changed due to WIOA.
- Attachment 11 describes the program-specific details of the performance accountability guidance for YouthBuild and highlights areas where YouthBuild differs from the shared DOL performance guidance described in the main body and appendices of the TEGL.

[TEGL 10-16](#), Change 2 – Performance Accountability Guidance for WIOA Title I, Title II, Title III, and Title IV Core Programs

- Provides information regarding the six primary indicators of performance for core programs, including methodology for calculating and definitions of terms.
- Provides guidance related to participant enrollment and exit.

[TEN 08-16](#) – Implementation of an Integrated Performance Reporting System for Multiple Employment and Training Administration (ETA) and Veterans' Employment and Training Service (VETS) Administered Programs

- Provides information related to YouthBuild and other DOL-funded programs as it relates to the new WIOA common performance indicators.
- Clarifies that YouthBuild will use WIOA transition authority to phase in the collection and reporting of WIOA common performance measures.

[TEGL 26-16](#) – Guidance on the Use of Supplemental Wage Information to Implement the Performance Accountability Requirements under WIOA

- Provides guidance on WIOA requirements regarding the use of supplemental wage information, when appropriate.
- Defines which sources of supplemental wage data are allowable for documentation purposes.
- Reviews primary indicators of performance under WIOA.

DOL YouthBuild Community of Practice: <https://youthbuild.workforcegps.org/>

The YouthBuild Community of Practice is a shared electronic space where grantees can share and review documents, exchange ideas, read and comment on blogs, and much more! This environment fosters continued collaboration and problem-solving before and after trainings, conferences, and webinars. In a collaborative environment, grantees can support each other in implementing successful programs, sharing tools, and fostering partnerships.

Contacts and Support

GPMS Grant Administrator User Accounts: These primary accounts are established by the DOL National Office and are distributed to primary contacts for grantee organizations after grants are awarded. The Grant Administrator users are the only GPMS users that can certify the quarterly performance reports. Reach out to the GPMS Help Desk if you need help with this user account.

GPMS Login Page: <https://entbpmp.dol.gov/suite/>

GPMS Support Services

The **GPMS Help Desk** supports GPMS users Monday through Friday from 9 a.m. – 5 p.m. ET by phone and email.

- GPMSsupport@youthbuild.org or 866-680-0855

GPMS Training Schedule

- Data Entry Trainings: Tuesdays at 2 p.m. ET and Thursdays at 11 a.m. ET
- Report Trainings: Offered twice quarterly, reach out to the Help Desk to register
- Quarterly Trainings: TBD

Email GPMSsupport@youthbuild.org to register for training.

DOL National Office Contacts

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GPMS Basics

Users, System Rules, Reporting Deadlines, and Workflows

This section outlines some core basics for users getting started in the GPMS.

Grant Administrator User Accounts

GPMS Grant Administrator User Accounts: These primary accounts are established by the DOL National Office and are distributed to primary grant contacts, along with **WIPS** credentials, for grantee organizations after grants are awarded. The Grant Administrator users are the only GPMS users that can certify the quarterly performance reports. Reach out to the GPMS Help Desk if you need help creating or deactivating and replacing this user account.

GPMS Login Page: <https://entbpmp.dol.gov/suite/>

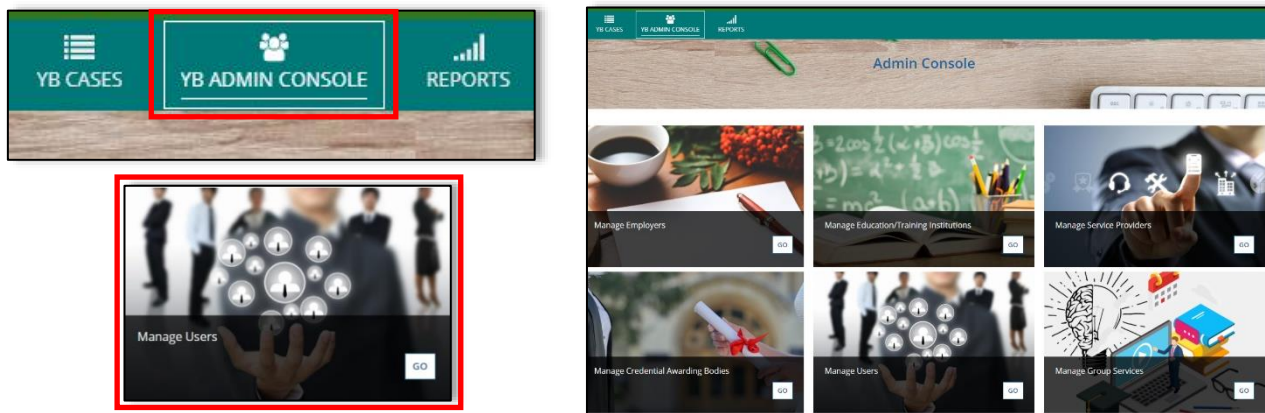
GPMS System Rules

Like any online application, the GPMS has certain rules that govern data entry and navigation. As you begin using the GPMS be aware of these points:

- The GPMS stores **Personally Identifiable Information (PII)**. Please have your staff follow data policies and procedures that protect the data contained within the system.
- The GPMS will log users out after **five minutes** of inactivity.
- The GPMS requires all users to **update passwords every 60 days**.
- Fields marked with a **blue asterisk** must be completed to save a form or page.
- Most content areas have an **overview page** for reviewing information and a **management page** that allows users to edit and save data.
- The process for entering certain pieces of data can be different depending on the **status of the participant case** file you are working on. For example, entering basic skills tests is different for **Pending** participants than **Active** participants.
- Submitting reports requires access to both the **GPMS** and **WIPS** systems.

Many of the case file editing functions, like **deleting a case or updating an exit**, are located on the **Related Actions** tab.

Creating Users



Creating GPMS User Accounts

User accounts and access to the GPMS works in conjunction with the Department of Labor's universal login platform Login.gov. This section of the user guide will review creating a user account in the GPMS and then creating the required Login.gov account.

1. Click on the "YB ADMIN CONSOLE" button at the top of any page within the GPMS and then click on the "GO" button within the Manage Users box (see images above).

This will bring you into the **Manage Users** page. The Manage Users page displays all users that have been created by the Grant Administrator or a Grant Supervisor. This page allows you to check who has been granted user privileges at a glance, what User Roles they've been given, and if they are active or not.

Here you can search for a user, edit an existing user, and create a new user. ***Only the Grant Administrator and Grant Supervisors can create and edit other user roles.**

2. To add a user, click the "ADD" button.

Username	First Name	Last Name	Work Phone	User Role	Active
kvonstetten@youthbuild.org	Kurt	von Stetten	(617) 741-1270	Grant Supervisor	✓

- This will bring you to the **Add User** page, where you will enter the user's email, and then click on the "SEARCH/ADD USER" button. The GPMS will only allow a unique email address to be associated with one user account. If there is an email already associated with an account, you will not be allowed to create a new account. You can retrieve the existing account credentials using the "forgot password" link on the login page.

Search for Existing User and Adding of New User

Email *

[Reset](#)
[Search/Add User](#)

This will bring you to the **Add User detail** page where you will enter the Basic Information of the user. Here you will also select their User Role (click on the dropdown arrow to see a list of options as shown).

Basic Info

First Name *

Last Name *

Work Phone *

Fax Number

Enter First Name

Enter Last Name

Enter Work Phone Number

Enter Fax Number

Address Line 1 *

Enter Address Line 1

Address Line 2

Enter Address Line 2

City

State

Zip

Enter City

--- Select a State ---

Enter Zip

User Roles

Program	User Role
YouthBuild	No Access

User Role

No Access

No Access

Read Only

Case Manager

Grant Supervisor

User Roles

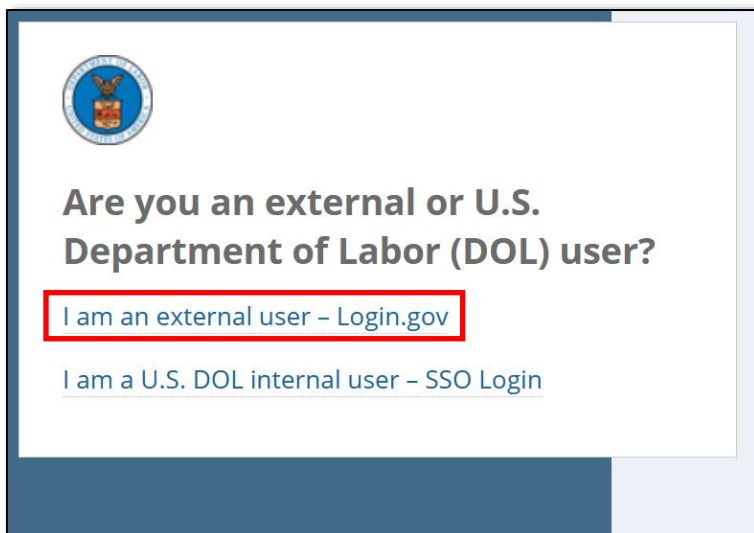
Grant Administrator	- This user account must be created by the DOL National Office. Please reach out to GPMS Support if you need this user account created or updated. - This user role is the only user that can access WIPS and submit and certify the GPMS performance reports. - This user role can also: - Create and edit other user accounts, including account deactivation - Assign or re-assign cases to other users - View and edit all case files and GPMS participant data
Grant Supervisor	- This user role can: - Create and edit other user accounts, including account deactivation - Assign or reassign cases to other users - View and edit all case files and GPMS participant data
Case Manager	- This user role can: - Create cases and view or edit all information for the case files that they have created or that have been assigned to them.
Read Only	Read Only users can view limited case data and reports and cannot add or edit data.

4. Once finished filling in the screen, click the "SUBMIT" button in the lower right-hand corner.
5. After clicking submit, confirmation information and information about Login.gov will be emailed to the user's email address within five minutes. *Please check your spam or junk folders if you have not received the confirmation.

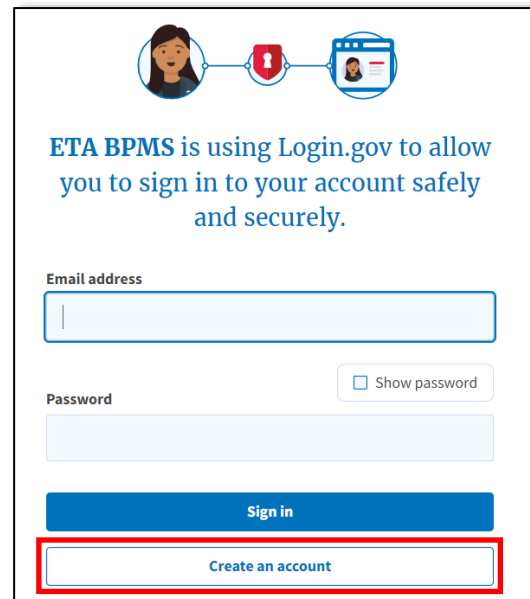
Creating your Login.gov account

After your GPMS user account has been created, users will have to create a Login.gov account (if the user does not already have one).

1. Go to the GPMS login page: <https://entbpmp.dol.gov/suite/>
2. Use the "I am an external user - Login.gov" link to navigate to Login.gov and use the options on that page to create your account.
 - a. **Your Login.gov account will need to use the same email address as your GPMS account to sync properly.**
3. After Login.gov account creation, users will access the GPMS using the "click here if you are a Login.gov user" link and their Login.gov email address and password.
 - a. For Login.gov help please use the support links at the bottom of the page.



The screenshot shows a login page with the DOL seal at the top left. The main heading is "Are you an external or U.S. Department of Labor (DOL) user?". Below this, there are two links: "I am an external user - Login.gov" (highlighted with a red box) and "I am a U.S. DOL internal user - SSO Login".



The screenshot shows the Login.gov account creation page. At the top, there is a diagram showing a user icon, a shield with an exclamation mark, and a computer icon. Below this, the text reads: "ETA BPMS is using Login.gov to allow you to sign in to your account safely and securely." There are two input fields: "Email address" and "Password". The "Email address" field is highlighted with a red box. Below the "Password" field, there is a "Show password" checkbox. At the bottom, there are two buttons: "Sign in" and "Create an account" (highlighted with a red box).

Deactivating GPMS User Accounts

Grant Administrator and Grant Supervisors have the user privileges to deactivate user accounts in the GPMS. However, the Grant Administrator account must be deactivated and replaced with another user by the DOL National Office. Please reach out to the GPMS Help Desk for help with this.

1. To deactivate a user, click on the "YB ADMIN CONSOLE" and then on the "manage users" page.
2. Open up the user account by clicking on the user's name or and then on the "edit" button.
3. At the very bottom of the edit page there is a "deactivate" button. Click on deactivate to remove GPMS access for this user. *Please note that this does not remove Login.gov access.

Creating and Enrolling Participants

The screenshot displays the 'YouthBuild Cases' interface. At the top, there are tabs for 'YB CASES', 'YB ADMIN CONSOLE', and 'REPORTS'. Below the tabs, there are filter sections for 'Status' (with a dropdown menu), 'Participant ID' (with a text input), 'Case Manager' (with a dropdown menu), and 'Participant Name' (with a text input). A 'Grant Number' is also displayed as 'YB-31047-1'. A red box highlights the 'Participant Cases' section, which contains 'ADD NEW CASE' and 'REASSIGN' buttons. A callout box titled 'Participant Cases' also shows these two buttons. Below the filters, there is a table with columns: Participant Name, Participant ID, Date of Birth, Status, Date of Enrollment, Exit Date, Case Manager, and Case Note. The table contains two rows of data. Below the table, there are tabs for 'Pending', 'Eligible', 'Active', 'Exited - In Follow-Up', and 'Exited - Closed'. The 'Eligible' tab is currently selected.

Participant Name	Participant ID	Date of Birth	Status	Date of Enrollment	Exit Date	Case Manager	Case Note
April, Two	CM5000000205	01/01/2001	Eligible			grant admin	×
April, One	CM5000000204	01/01/2000	Exited - In Follow-Up	01/01/2018	01/01/2018	grant admin	×

After signing into the GPMS, you will be brought to the main landing page, which is the **YouthBuild Cases** page. This page displays the participants who have been added for your grant in the GPMS. Users will see the individual's name, date of birth, status, date participant was enrolled, exit date, and the user the case is currently assigned to (case manager) displayed in sortable columns. Review the eligibility requirements below to determine if your participant is eligible for the DOL YouthBuild program.

DOL YouthBuild Eligibility Requirements:

100% of participants must be between 16 and 24 years old on the date of enrollment.

No less than 75% of participants must have left high school without a diploma OR left high school and subsequently reenrolled AND one or more of these participant types:

- Youth in foster care (including youth aging out of foster care)
- Offender
- Youth who is an individual with a disability
- Migrant farmworker youth
- Child of an incarcerated parent
- Member of a low-income family

If your participant does not meet the above requirements, up to 25% of your enrollments may be enrolled if they are within the age limit at enrollment and:

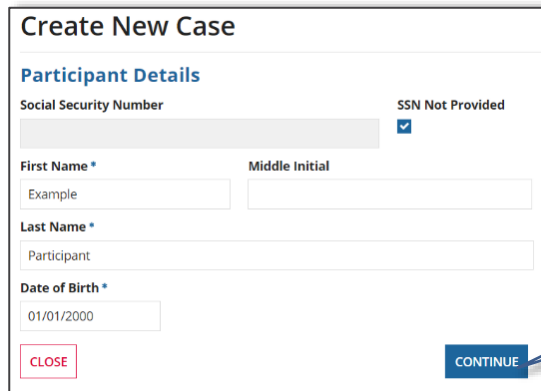
- Basic skills deficient, as defined in § [688.120](#);

OR:

- Have a referral from a local high school to a YouthBuild program offering a high school diploma

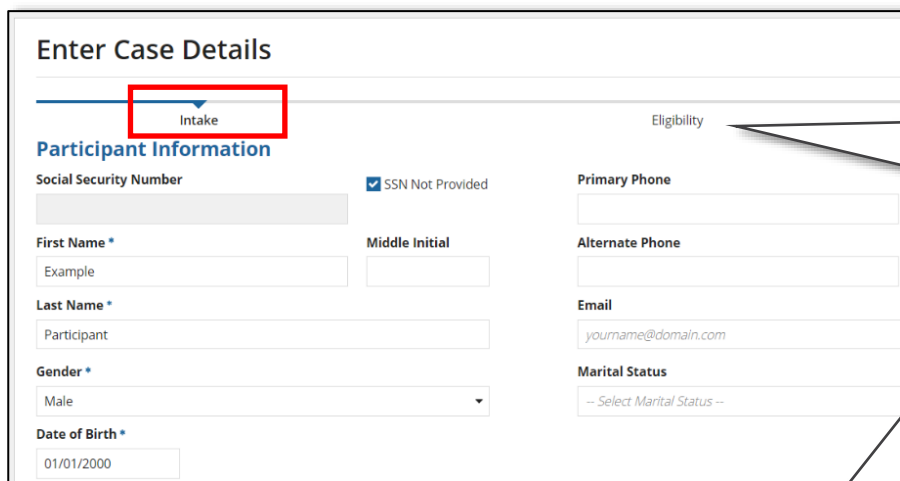
To create a new case

1. Click on the “ADD NEW CASE” button in the left corner on the YouthBuild Cases overview page. This will bring you to the **Create New Case** page, where you will begin to enter details about your participant.



When done entering all the required information on this page, click on the “CONTINUE” button.

2. You will now be brought to the **Intake** screen where you will continue to enter the Case/Participant Intake information.
 - When finished with the data entry, you may save and continue or save and close. After you choose, a message will be displayed asking you to confirm that you want to create a new case. Select “YES” to proceed with creating this case or select “NO” if you want to cancel out of this case.
 - Saving this screen, in the image below, will save your case file in **pending** status.

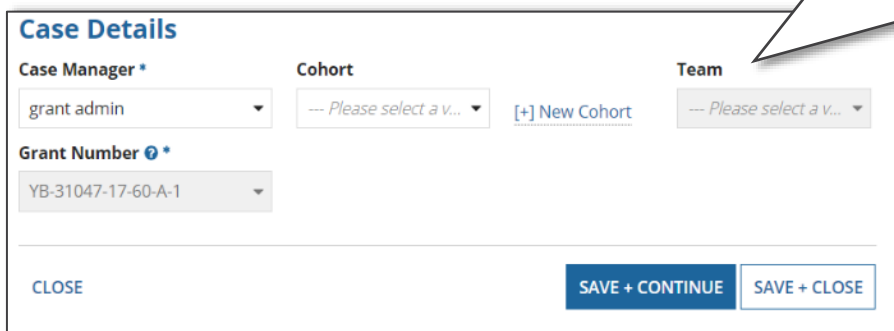


Note: There is a milestone status bar at the top of each page that displays where the case is in the process. In this screen you can see that this case is at the “Intake” stage.

Note: Some of the fields on these screens are **not** mandatory but may be helpful for data management purposes.

A **Cohort** is a way of grouping participants together by a common date. Depending on how your program is organized this may correspond to either a Program Cycle or a Program Year. The Cohort name is the Calendar Year and Month.

Teams are optional groupings within your cohorts. You may choose to use them for your own organizational purposes. The dropdown displays the teams that have been created in the system for the cohort selected.



3. After you confirm that you want to create the case, you will be brought into the **Eligibility** screen. Here you will notice the Participant Summary information at the top of the page is read only.

Enter Case Details

Intake

Eligibility

Employment and Assistance Status

Participant Summary

Participant Name	Example Participant	Current Age	18	Expected Auto-Exit Date	09/23/2022
Status	Pending	Date of Enrollment	12/01/2021	Number of Days until Auto-Exit	17 Days
Grant Number/Grant Class	YB-	Participant ID	CMS000001053		

- On this page, you will be entering important eligibility information about your participant, along with initial Basic Skills assessments, Individual Development Plans, Additional Participant information, and Equal Opportunity information, by filling in the fields that are required (those with an "*").
 - When done with the page, click on the "SAVE + CONTINUE" button. If there is information that is missing or a field has incorrect information, a pop-up notice will show at this time giving you information on what needs to be corrected.
4. You will now be brought to the **Employment and Assistance Status** page. Here you will enter employment and assistance status information about your participant. Once filling in all the required fields, press the "SAVE + CONTINUE" button.

Enter Case Details

Intake

Eligibility

Employment and Assistance Status

Participant Summary

Participant Name	Example Participant	Current Age	18	Expected Auto-Exit Date	09/23/2022
Status	Pending	Date of Enrollment	12/01/2021	Number of Days until Auto-Exit	17 Days
Grant Number/Grant Class	YB-	Participant ID	CMS000001053		

5. Once you have completed all the required information, if your participant meets eligibility requirements you will get an on-screen banner that reads "**Qualified for Enrollment.**" The status will be listed as **Eligible** once you click "COMPLETE AND MANAGE SERVICE" to add services to this participant. Adding at least one qualifying service will change the status of your participant to **Active**.

Entering Services

Entering **qualifying services** establishes the enrollment date for your participant and will make them “active.” Enter services to represent all the different types of activities your participants are engaged in. Please note that this is not an attendance tracker, but rather a way to record the types of activities your participants are engaged in within a given time period.

Services Quick Facts

- Services are how you record the activities you provide for your participants or facilitate through partnerships.
- The earliest **qualifying service** entered establishes the enrollment date for a participant and the latest establishes the exit date.
 - **Education, Training, Leadership Development, Work Experience, and Workforce Preparation service types** are qualifying services.
- Service dates will need to be updated every quarter, either by editing the expected end dates or through re-entry.
- There are no absolute definitions for service types, choose the service category and type that best describes the activity you are entering.
- **Service providers** can be entered in the service record or on the Admin Console. Once created, the service provider will be added in the system and can be used for other services.

1. Click on the “ADD SERVICE” button to create a service.
2. Select the category of Service and Type.
3. Enter the Start Date and Expected End Date.
4. Select the Service Provider.
5. Answer other required questions and save the record.

The image displays two screenshots of a web application interface for managing services. The top screenshot shows the 'Manage Services' page with a 'Participant Summary' section. A red box highlights the 'Add Service' button. Another red box highlights the 'Category' dropdown menu, which is currently set to 'Education Services'. A third red box highlights the 'Type' dropdown menu, which is currently set to 'HSED Preparation'. The bottom screenshot shows the 'Service Details' form. Red boxes highlight the 'Start Date' field (set to 10/01/2017), the 'Expected End Date' field (set to 12/30/2017), and the 'Service Provider' field (set to 'HSE Education Service'). A fourth red box highlights the '[+] New Service Provider' button.

Manage Services

Pending
Participant Summary
Participant Name Example Participant
Grant Number YB-31047-17-60-A-1

Add Service

Category *
Education Services
- Please select a value -
Education Services
Training
Workforce Preparation

Type *
HSED Preparation
--- Please select a value ---
English Language Instruction (ESOL)
HSED Preparation
High School Diploma Preparation
Math / Reading Remediation
Other Education Services
Post-Secondary Exploration and Planning Activities
School Dropout Prevention / Recovery Activities

Service Details

Category *
Education Services

Type *
HSED Preparation

Start Date *
10/01/2017

Expected End Date
12/30/2017

Service Provider *
HSE Education Service x

Service Provider *
Service Provider
Begin typing to search for a provider, or add new if
[+] New Service Provider

Entering Group Services

Services can also be entered for groups of participants at a time using the Group Services options.

1. Click on the Admin Console.
2. Click on the "GO" button in the Group Services section.
3. Click on Add New Group Service to the right of the page.
4. Complete the Service Details and then click "ADD PARTICIPANTS."



Service Details

Category *
--- Please select a value ---

Type *
--- Please select a value ---

Description

Start Date *
mm/dd/yyyy

Expected End Date
mm/dd/yyyy

Service Provider *

Service Provider

Begin typing to search for a provider, or add new if the desired provider does not exist.

[\[+\] New Service Provider](#)

How was Service provided? *

☐ Virtual/Online

☐ No Virtual/Online, In-person only

☐ Mix of In-person and Virtual/Online

CANCEL

ADD PARTICIPANTS

5. Select the participants you would like to add to this group service and click "SAVE."

Select Participant Cases

Participant Cases

☒	Participant Name	↑	Participant ID	Date of Birth	Status	Date of Enrollment	Exit Date	Case Manager	Alert
☒	DualGrantOne, Test		CMS000000673	01/01/2000	Active	01/10/2018		Case Manager	×
☒	Testing, Services		CMS000000679	01/01/2000	Active	09/22/2021		grant youthover	×

CANCEL

SAVE

6. Your group service will be visible from the Group Service Management overview page and on individual participant records. (Continued on next page.)

After saving your first qualifying service your participant will be listed as **Active**.

Example Participant

Summary Services Case Notes **Related Actions**

Manage Services

Pending

Eligible

Active

Exited - In Follow-Up

Exited - Closed

Participant Summary

Participant Name Example Participant

Current Age 21

Expected Auto-Exit Date 3/30/2018

Grant Number

Date of Enrollment 10/01/2017

Number of Days

Participant ID CMS000000208

until Auto-Exit

The expected end date for the service establishes the auto-exit dates (90 days from last qualifying service date).

After your participant is listed as active, **services should be reentered or have their end dates edited every quarter**. See the example services overview page below to see how each service represents different amounts of time and how the end dates have been saved over multiple quarters to represent the total time the participant was receiving those services.

Category	Type	Service Provider	Start Date ↑	Expected End Date	Qualifying Service?
Education Services	High School Diploma Preparation	Cape Cod Community College	09/01/2017	09/01/2018	✓
Community Involvement	Leadership Engagement	Cape Cod Community College	09/01/2017	09/01/2018	✗
Training	Occupational Skills Training	Cape Cod Community College	09/01/2017	01/01/2018	✓

The latest qualifying service establishes the Exit date for the participant.

Entering Outcomes

Example Participant

[EDIT CASE](#)[MANAGE SERVICES](#)[MANAGE OUTCOMES](#)

[Summary](#)[Services](#)[Outcomes](#)[Case Notes](#)[Related Actions](#)

[Summary](#) | [Intake](#) | [Eligibility](#) | [Employment and Assistance Status](#)

Pending

Eligible

Active

Exited - In Follow-Up

Exited - Closed

Users can enter participant outcomes using the **Manage Outcomes** page while participants are active or exited and in follow-up.

1. Click on the “MANAGE OUTCOMES” button from the summary page or related actions page of any participant.
2. Click on the “ADD” button next to the outcome you wish to record.
 - Be careful to enter dates correctly.
 - Add Employers or Educational/Training Institutions to the GPMS dropdown menus by using the links within the outcome record.
 - Answer all required fields to save the outcome.

Post-Secondary Education/Training Details

Date of Placement *
01/01/2018

End Date
mm/dd/yyyy

Major Focus
Example Repair Technician

Education/Training Institution *
Acme Training ✕
Begin typing to search for a provider, or add new if the desired provider does not exist.
[+] New Education/Training Institution

Degree Expected
Certification

Hourly Training Wage
Please Enter Hourly Training Wage Details Here

Type of Program *
Proprietary Training School

Employment Details

Date of Placement *
02/01/2018

Employer *
Employer
Begin typing to search for a provider, or add new if the desired provider does not exist.
[\[+\] New Employer](#)

Employment Type *
☒ Unsubsidized
☐ Registered Apprenticeship
☐ Military

Self Employed? *
☐ Yes
☒ No

Entered Non-Traditional Employment? *
☐ Yes
☒ No
☐ Unknown

Industry Code
Please enter 4 to 6-digit industry code
[NAICS industry code drilldown options](#)

Occupation Title *
Sales

Occupational Code *
12-3456.00
[Search for an O*Net occupation code](#)

Related to training? *
☐ Yes
☒ No

Hourly Wage *
\$15.00

Hours Worked Weekly *
30

Job End Date
mm/dd/yyyy

Reason for Leaving Placement in Unsubsidized Employment

The Program Entry Date is the date that the participant started training or working towards this credential (it could be the same as the enrollment date).

Credential Details

Program Entry Date
10/01/2017

Date Credential Attained *
03/01/2018

Type of Recognized Credential *
--- Please select a value ---
--- Please select a value ---
Secondary School Diploma/or equivalency
AA or AS Diploma/Degree
BA or BS Diploma/Degree
Occupational Licensure
Occupational Certificate
Occupational Certification
Other Recognized Diploma, Degree, or Certificate

Credential Awarding Body *
Certification ✕
Begin typing to search for a provider, or add new if the desired provider does not exist.
[\[+\] New Credential Awarding Body](#)

CANCEL

When entering an HSE or HSD credential attainment the GPMS will automatically save a Measurable Skill Gain (MSG) for the same participant (the gain will be recorded as a secondary transcript/report card MSG).

- Enter any of the five Measurable Skill Gains types by clicking on the Add button and selecting it from the dropdown menu. Then enter the remaining required fields and click save.

Measurable Skills Gain Details

Date Measurable Skill Attained *
mm/dd/yyyy

Type of Skills Gain *
--- Please select a value ---
--- Please select a value ---
Educational Functioning Level
Secondary Transcript/Report Card
Post-Secondary Transcript/Report Card
Training Milestone
Occupational Exam

Notes

Measurable Skills Gain Detail
Please Select Measurable Skills Gain Detail

Measurable Skills Awarding Body *
Measurable Skills Awarding Body
Begin typing to search for a provider
[\[+\] New Employer](#)
[\[+\] New Education/Training Institution](#)

[\[+\] New Credential Awarding Body](#)
[\[+\] New Service Provider](#)

Benchmark or module tests for NCCER, HBI PACT, MC3, and the OSHA 30 certificates can be counted as Occupational Exam gains.

Measurable Skills Gain Details

Date Measurable Skill Attained -- Select Date --	Type of Skills Gain * Educational Functioning Level	Notes
Measurable Skills Gain Detail Please Select Measurable Skills Gain Detail		
Measurable Skills Awarding Body * Measurable Skills Awarding Body		

Category of Assessment * -- Select Category of Assessment --	Skill Area * -- Select Skill Area --		
Type of Assessment Test * -- Select type of assessment --			
Test	Date Administered *	Score *	Educational Functioning Level *
Pre-Test	mm/dd/yyyy		-- Select Educational Functioning Level --
Post-Test	mm/dd/yyyy		-- Select Educational Functioning Level --

-- Select Category of Assessment --

- ABE
- ESL

-- Select type of assessment --

- TABE
- CASAS
- MAPT
- GAIN
- BEST

-- Select Skill Area --

- Reading
- Writing
- Language
- Mathematics
- Speaking
- Oral
- Literacy Skill Area
- Numberacy Skill Area

-- Select Educational Functioning Level --

- Beginning ABE Literacy – Level 1 ABE
- Beginning Basic Education – Level 2 ABE
- Low Intermediate Basic Education – Level 3 ABE
- Middle Intermediate Basic Education – Level 4 ABE Math
- High Intermediate Basic Education – Level 4 ABE ELA
- High Intermediate Basic Education – Level 5 ABE Math
- Low Adult Secondary Education – Level 5
- Adult Secondary Education – Level 6 ABE Math
- High Adult Secondary Education – Level 6 ABE ELA

4. **Basic skills assessments** are also entered as Measurable Skill Gains in the GPMS.
- Click on the Add button to load the form for entering a new Measurable Skill Gain.
 - After Selecting Educational Functioning Level (EFL) from the pulldown menu, the form will load other questions related to basic skills assessments.
 - First, enter information for the pre-test by selecting the type and category of assessment, the skill area, the Measurable Skills Awarding Body, and date the assessment was administered.
 - The awarding body is often the test provider (e.g., TABE).
 - See the dropdown menu details above.
 - Use the NRS benchmark crosswalk, linked at the bottom of form, to determine which EFL is correct based on your test results.
 - Enter post-tests within the same record of the pre-test by entering it at the same time as the pre-test, or editing an already saved pre-test. This can be done by clicking on the Measurable Skill Gains record from the Manage Outcomes page and then clicking the "edit" button.

- When entering Basic Skills Assessments it is important to note that the “date measurable skill attained” field will display a **red minus sign** and have no date until there is a post-test entered that demonstrates an EFL gain.
5. When viewing the **Outcomes overview** page you will see a dashboard of WIOA long-term performance indicators outcomes for the participant at the top. As you enter outcomes and your participant moves from **Active** to **Exited - In Follow-up** these outcomes will populate.

Example Participant

MANAGE OUTCOMES

[Summary](#)
[Services](#)
[Outcomes](#)
[Follow-Ups](#)
[Case Notes](#)
[Related Actions](#)

Outcomes

2nd Quarter After Exit ✖ Not in Employment or Education/Training - Median Earnings:	Effectiveness in Serving Employers ✖ Not Available Credential Attainment ✖ Did not attain a Credential Outcome	Measurable Skill Gains ✔ 7/1/2017 - 6/30/2018
4th Quarter After Exit ✖ Not in Employment or Education/Training		

Exiting Participants

Auto-Exits

Participants are auto-exited from the GPMS after 90 days from their last qualifying service.

- The majority of your participants will **auto-exit** from the GPMS after they are no longer receiving core services. (Manual exits will be covered later in this section.)
- The **last qualifying service dates** dictate when the participant will be auto-exited from the GPMS.
 - After **90 days** have elapsed from the last qualifying service the participant will be auto-exited.
 - After auto-exit, the GPMS will assign a **Program Exit date** that is equal to the date of the last qualifying service.
 - **Auto-exits require no extra data entry** – the system will perform the auto-exit based on the most recent qualifying service dates.

Participant Summary

Participant Name Example Participant

Grant Number

Current Age 21

Date of Enrollment 10/01/2017

Participant ID CMS000000208

Date of Program Exit 12/30/2017

Auto Exited

Add Service

Category	Type	Service Provider	Start Date	Expected End Date	Qualifying Service?
Education Services	HSED Preparation	HSE Education Service	10/01/2017	12/30/2017	

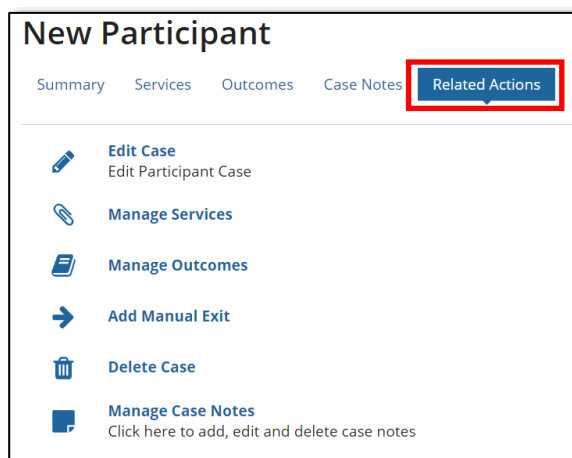
- In the example participant record above, we see the auto-exit principles displayed.
 - This participant was auto-exited on 3/30/2018, **90 days** after the last core service.
 - When the participant was auto-exited, the GPMS assigned a **program exit date of 12/30/2017**.

MANUAL EXITS

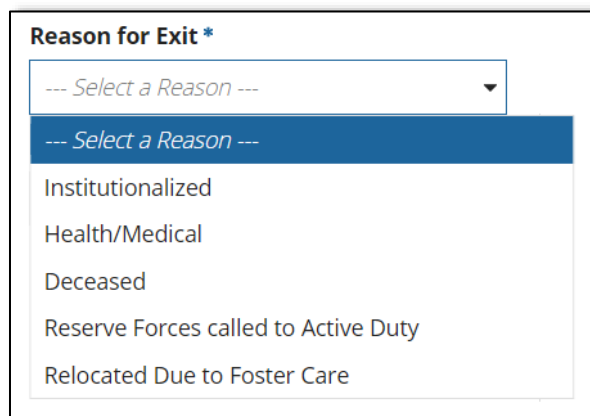
If a participant leaves your program for non-performance related reasons (see reasons below), you may choose to enter a **Manual Exit**. Participants who qualify for a Manual Exit will **not** have follow-up nor be counted in the performance indicator calculations in the quarterly performance report.

*Please note there are extra documentation requirements for participants who are **Manual Exits**.

1. To add a Manual Exit, select the case, and then click on "RELATED ACTIONS."
2. On the Related Actions screen, click on the **Manual Exit** link.

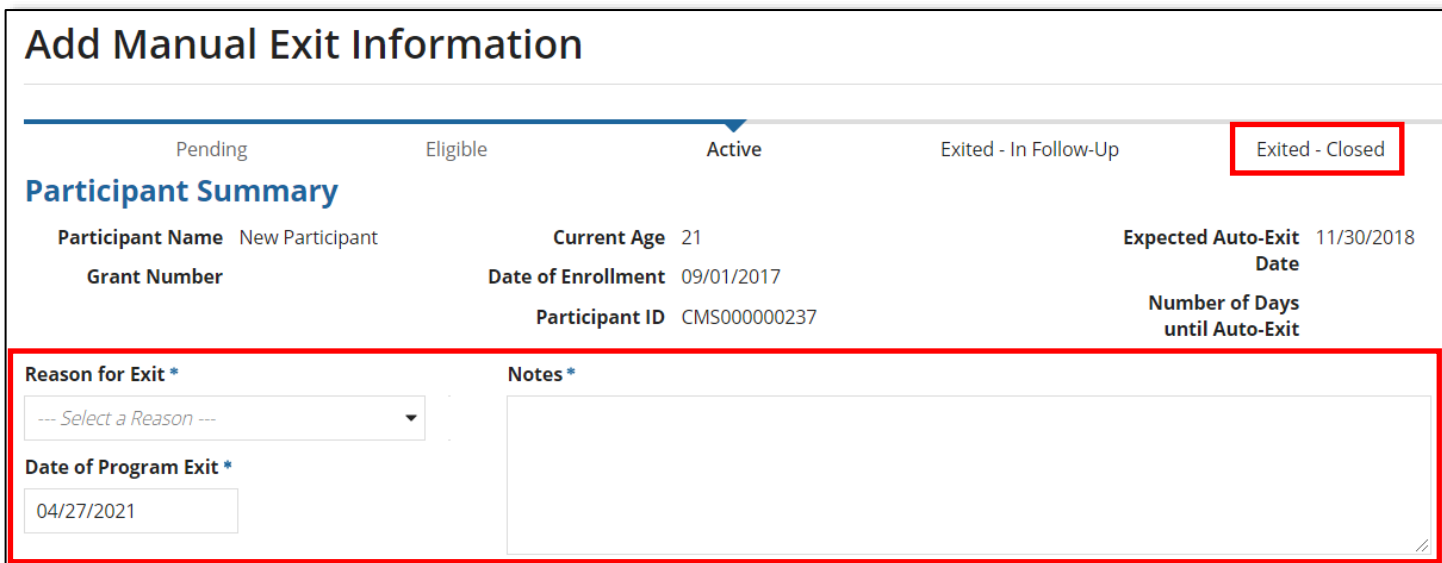


The screenshot shows the 'New Participant' interface. At the top, there are tabs: Summary, Services, Outcomes, Case Notes, and Related Actions. The 'Related Actions' tab is highlighted with a red box. Below the tabs, there is a list of actions: Edit Case (Edit Participant Case), Manage Services, Manage Outcomes, Add Manual Exit (indicated by a blue arrow), Delete Case, and Manage Case Notes (Click here to add, edit and delete case notes).



The screenshot shows the 'Reason for Exit *' dropdown menu. The dropdown is open, showing the following options: --- Select a Reason ---, Institutionalized, Health/Medical, Deceased, Reserve Forces called to Active Duty, and Relocated Due to Foster Care.

3. Enter all the required fields, paying careful attention to the Exit Date field, and then click "SUBMIT." After Manual Exit, the status of the participant will move directly to **Exited – Closed**. (Manual exits do not have follow-up).



The screenshot shows the 'Add Manual Exit Information' screen. At the top, there is a progress bar with five stages: Pending, Eligible, Active, Exited - In Follow-Up, and Exited - Closed. The 'Exited - Closed' stage is highlighted with a red box. Below the progress bar, there is a 'Participant Summary' section. It includes fields for Participant Name (New Participant), Current Age (21), Expected Auto-Exit Date (11/30/2018), Grant Number, Date of Enrollment (09/01/2017), Participant ID (CMS000000237), and Number of Days until Auto-Exit. Below the summary, there is a 'Reason for Exit *' dropdown menu (highlighted with a red box) and a 'Date of Program Exit *' field (04/27/2021). There is also a 'Notes *' text area.

Entering Follow-up Reports

After auto-exit, participants have four quarters of **follow-up**. Follow-up reports capture data about employment and educational placements and other demographic questions. At least one follow-up report should be entered per quarter for each participant.

1. After auto exit, the FOLLOW-UPS and MANAGE FOLLOW-UPS pages will appear within the participant record. Click on the “MANAGE FOLLOW-UPS” button from the summary page of a participant.

Example Participant

MANAGE FOLLOW-UPS

SummaryServicesOutcomesFollow-UpsCase NotesRelated Actions

Pending

Eligible

Active

Exited - In Follow-Up

Exited - Closed

2. Click on the follow-up quarter you would like to add a record to and then click “ADD NEW FOLLOW-UP.”

Follow-Ups

Quarter After Exit	Status
1st (1/1/2018 - 3/31/2018)	☐
2nd (4/1/2018 - 6/30/2018)	☐
3rd (7/1/2018 - 9/30/2018)	☐
4th (10/1/2018 - 12/31/2018)	☐

Add New Follow-Up

3. After the follow-up form loads, fill out all required information for the first section.
 - A successful follow-up is defined as being able to connect and gather information about the participant's performance post-exit. Successful does not indicate that the participant is placed.
 - Be sure to record unsuccessful follow-ups as well, as they are a record that you tried to follow up with the participant.

Quarter After Exit: 2nd (4/1/2018 - 6/30/2018)

Successful Follow-Up? *

☒ Yes

☐ No

Mode of Contact *

In Person

Date of Follow-Up *

mm/dd/yyyy

Housing Status at Follow-Up

☒ Stable

☐ Temporary

☐ Homeless

Next Steps

Please verify the employment and education/training outcomes for this quarter.

4. After the required questions from the first section are answered, the second section will load.
- In this section, you are confirming placement information.
 - If your placement information is not correct, you should enter missing placements through this form or through the **Manage Outcomes** page.
 - After reviewing the information click "SAVE."

The GPMS will import previously entered placement (employment and education) information from the outcomes section into the follow-up report.

Next Steps

Please verify the employment and education/training outcomes for this quarter.

Post-Secondary Education/Training

ADD

Education/Training Institution	Post-Secondary Education/Training Placement Date	Major Focus	Degree Expected	Type of Program	Hourly Training Wage	In Quarter?
No items available						

Employment

ADD

Employer	Date of Placement	Occupation Title	Job End Date	Hourly Wage	In Quarter?
No items available					

Total Earnings for Quarter Two

CANCEL

SAVE

If your participant has an employment placement you must enter a total earnings dollar amount for every follow-up quarter.

Data Corrections, Additions, and Edits After Enrollment

After initial creation of the case file, additional data entry, corrections, or edits in the GPMS are done through different **management** pages in the GPMS.

1. To edit any participant data related to the **intake, eligibility, and employment and assistance status** pages, click on the “EDIT CASE” button from the summary page of a participant and navigate to the area you wish to edit:

Example Participant

[EDIT CASE](#) [MANAGE SERVICES](#) [MANAGE OUTCOMES](#)

[Summary](#) [Services](#) [Outcomes](#) [Case Notes](#) [Related Actions](#)

[Summary](#) | [Intake](#) | [Eligibility](#) | [Employment and Assistance Status](#)

Pending Eligible **Active** Exited - In Follow-Up Exited - Closed

- After you click on “EDIT,” you can click on the intake, eligibility, and employment and assistance status pages to edit or add information.

Example Participant

[Summary](#) [Services](#) [Outcomes](#) [Case Notes](#) [Related Actions](#)

Enter Case Details

[Intake](#) [Eligibility](#) [Employment and Assistance Status](#)

2. To view or edit existing **Services**, click on “Manage Services” from the summary page of a participant or the “Manage Group Services” page located on the Admin Console. See pages 15-17 for details about entering individual and group services.

Manage Services

Pending Eligible Active **Exited - In Follow-Up** Exited - Closed

Participant Summary

Participant Name Example Participant **Current Age** 21 **Date of Program Exit** 12/30/2017

Grant Number **Date of Enrollment** 10/01/2017 **Auto Exited**

Participant ID CMS000000208

[Add Service](#)

Category	Type	Service Provider	Start Date	Expected End Date	Qualifying Service?
Education Services	HSED Preparation	HSE Education Service	10/01/2017	12/30/2017	

- To edit or extend the End Date for an existing service, click on the Service category to open the Service record, make edits, and save.

- To edit or extend the End Date for an existing group service, click on the Service category to open the Service record from the Group Services Management Overview page, make edits, and save.



YB CASES **YB ADMIN CONSOLE** REPORTS ACTION

Manage Group Services

[←View Other Grants](#)

Search

Service Name [?](#)

Group Services Management Overview

Service Overview

Service Name	Type	Service Provider	Created Date ↓	Start Date	Expected End D
Education Services	English Language Instruction (ESOL)	Education Service Provider	10/1/2021	7/1/2021	10/31/2021

- To view, add, or edit **Outcomes**, click on the “MANAGE OUTCOMES” button from the summary page of a participant.

Example Participant [EDIT CASE](#) [MANAGE SERVICES](#) **[MANAGE OUTCOMES](#)** [...](#)

Summary Services Outcomes Follow-Ups Case Notes Related Actions

- To add any Employment or Educational Placements, Credential Attainments, or Measurable Skill Gains, click on the “ADD” button next to each of the Outcome types.
- To edit any Outcome, click on the previously entered Outcome listed to open up the original record.

Post-Secondary Education/Training

ADD

Education/Training Institution	Post-Secondary Education/Training Placement Date ↓	Major Focus	Degree Expected	Type of Program	Hourly Training Wage
Acme Training	08/01/2018			4 Year College OR University	

- To view, edit, or add **Basic Skills tests**, click on the Add button or existing record from the Measurable Skills section of the manage outcomes page.

Measurable Skills

ADD

Measurable Skills	Date Measurable Skill Attained	Measurable Skills Awarding Body	Notes
Educational Functioning Level	8/28/2022	TABE	Basic Skills Assessment

- To add **Basic Skills post-tests**, click on the existing record from the manage outcomes page and then on the Edit button at the bottom. Click on the “Add Multiple Post Test” link and then add the post-test information. Multiple post-tests may be entered. See page 20 for details on how to enter basic skills tests.

Category of Assessment *		Skill Area *	
ABE		Reading	
Type of Assessment Test *			
TABE			
Test	Date Administered *	Score *	Educational Functioning Level *
Pre-Test	03/01/2022	300	Beginning ABE Literacy – Level 1 ABE
Post-Test	mm/dd/yyyy		-- Select Educational Functioning Level --

[Click here to Add Multiple Post-Test](#)

- To edit or change **Exit information**, click on the Related Actions page from the summary page of a participant.

- Click on “MODIFY EXIT” to edit or delete an exit.

Example Participant

[Summary](#)
[Services](#)
[Outcomes](#)
[Follow-Ups](#)
[Case Notes](#)
[Related Actions](#)

[Summary](#) | [Intake](#) | [Demographics/Participant Status](#) | [Eligibility](#) | [Basic Skills](#)

[Edit Case](#)
Edit Participant Case
 [Manage Services](#)
[Manage Outcomes](#)
[Manage Follow-Ups](#)
[Modify Exit](#)
[Delete Case](#)

[EDIT](#)
[DELETE](#)

Click “MODIFY EXIT” and then on “EDIT” to change the Exit information. Auto-exited participants can have their Exit edited to be a Manual Exit, and Manually Exited participants can have their Exit information changed using this option.

- Change the incorrect data and then provide a reason for the exit change in the **Notes** box.
- Click “SUBMIT” to send the request for review to the Department of Labor National Office. After submission, the GPMS user that is assigned as the case manager on the cases overview page will receive an email response of either an approval or denial of the request (typically within five business days).

Reason for Exit *	Notes *
-- Select a Reason --	
Date of Program Exit *	
12/30/2017	
CANCEL	SUBMIT

Click “MODIFY EXIT” and then “DELETE” to remove the Exit information and return the participant to Active status. Auto-exited and Manually Exited participants can have their Exit deleted.

- Provide a reason for the Exit deletion. If you are returning the participant to Active status, please mention that the participant is still receiving services and should be Active.
- Click "SUBMIT" to send the request for review to the Department of Labor National Office. After submission, the GPMS user that is assigned as the case manager on the cases overview page will receive an email response of either an approval or denial of the request (typically within five business days). While the request is under review, the following message will appear in the exit summary section of the participant summary page: "NOTE: An Exit Modification Review is in progress."

Reason for Modification

Pending Eligible Active Exited - In Follow-Up Exited - Closed

Participant Summary

Participant Name Example Participant Current Age 21
 Grant Number Date of Enrollment 10/01/2017 Participant ID CMS000000208

Exit Summary

Type of Exit Auto Exit Date of Program Exit 12/30/2017

Reason for Modification *

PREVIOUS DELETE

- To remove or delete a participant case file from the GPMS, Grant Administrator users can submit a **Case Deletion** request.
 - From a participant's **Related Actions Tab**, click on "DELETE CASE."
 - Then, on the next screen, click "DELETE" and enter a reason for the deletion.
 - Confirm the deletion by again clicking on "DELETE." **This sends the request to DOL.**
 - The DOL National Office will respond to your request within five business days. If the request is **approved**, the participant's **entire case file will be deleted.**

Example Participant

Summary Services Outcomes Follow-Ups Case Notes Related Actions

Edit Case Edit Participant Case
 Manage Services
 Manage Outcomes
 Manage Follow-Ups
 Modify Exit
Delete Case
 Manage Case Notes Click here to add, edit and delete case notes

Case Summary

Pending Eligible Active Exited - In Follow-Up Exited - Closed

Participant Summary

Participant Name Example Participant Current Age 21 Date of Program Exit
 Grant Number Date of Enrollment 10/01/2017 Auto Exited ✓
 Participant ID CMS000000208

Reason for Deletion *

You have 2000 characters left

CANCEL DELETE

7. Grant Admin or Grant Supervisor users can **reassign cases** in the GPMS from the cases overview page.
 - Click the checkmark box next to each case you wish to reassign.
 - Then click on the “REASSIGN” button.

Participant Cases

ADD NEW CASE REASSIGN

☐	Participant Name	Participant ID	Date of Birth
☒	Participant, Example	CMS000000208	01/01/2000

- Select which user you would like to assign the cases to from the pulldown menu.
- The user that is selected will now be able to view, edit, add data to, and receive alerts for the case file.

Reassign Cases

Selected Cases

Participant Name	Participant ID	Date of Birth	Status
Participant, Example	CMS000000208	01/01/2000	Exited - Closed

Case Manager *

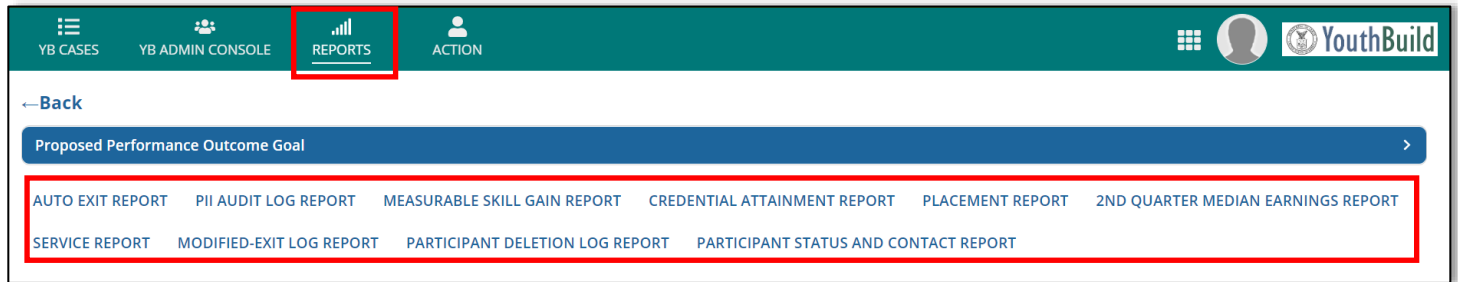
--- Select a Case Manager ---

--- Select a Case Manager ---

grant case manager

grant supervisor

User Reports



To access user reports, click on the “reports” link at the top of each page. Each report link allows users to run reports and export data based on participant performance metrics or user information. The report results are based on your GPMS data entry and allow users to identify errors and review participant data by navigating from report results. These reports and the report builder share some similar characteristics:

Step 1: Filter options (Program Year: 2020, Quarter: 4/1/2021 - 6/30/2021)

Step 2: DOWNLOAD button

Step 3: Report results table: **Placement Types in 2nd and 4th Quarter after Exit**

Participant Name	Participant ID	Enrollment Date	Exit Date	Case Manager	Employed 2?	Employed 4?	In Education/ Training 2?	In Education/ Training 4?	Placed in Quarter 2 ↑	Placed in Quarter 4
Test Four	CMS000000856	1/12/2018	1/12/2018		✓	✓	✗	✗	✓	✓

In the example above:

1. Most reports have filter options that start with choosing a program year and quarter. In most reports this filter will provide you results from the beginning of the grant through the selected program year and quarter dates. For example: if Quarter 4 of program year 2020 was selected for the placement report, the report results would list participants who were placed in Q2 or Q4 of their follow-up period at any point through June of 2021. However, the report would not list a participant who was placed in Q2 of their follow-up period in July of 2021. **The Measurable Skill Gains report follows different logic- see report descriptions below.*
 2. Each report allows users to download results as a Microsoft Excel file. After clicking on the download link, a secondary confirmation screen will appear with a link to download the results in XLSX format.
 3. After a user makes filter selections the report results will be listed on screen and often data points are hyperlinked. In this example, clicking on the participant's name will open the Manage Follow-up page for the participant listed.
- Keep in mind that these user reports will differ from your certified WIPS reports as the user reports have no data delays and can be run through the current quarter.
 - Running reports will not change or damage your GPMS data, explore these reports and ask the GPMS Help Desk for help in understanding results!

Report Descriptions:

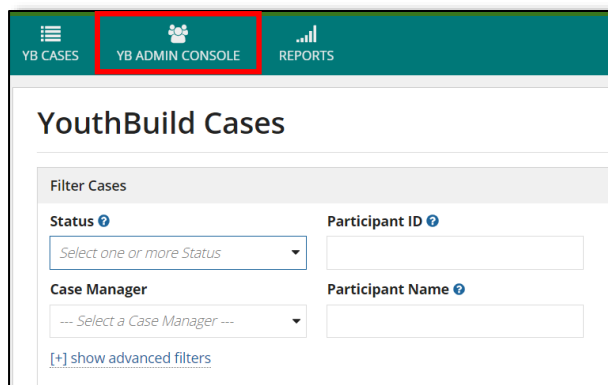
- The Auto-Exit report will provide users with lists of participants who will auto-exit within 60 or 90 days from the date the report was generated.
- The PII Audit Log report provides a list, viewable only by the Grant Administrator user, of users that have accessed the social security information for any participant at your grantee organization.
- The Measurable Skill Gains report provides a list of participants that have made a skill gain within a program year that they are also active.
 - i. Selecting a program year and quarter will give you results from the beginning of the program year through the end of the quarter selected.
 - ii. If a participant makes a gain, but it is not made in a program year that they are also active, the gain will be listed in the “number of gains” column but will not be listed positively in the “MSG Attained” column.
- The Credential Attainment report will provide a list of participants who have attained a credential from the start of the grant through the end of the program year and quarter selected.
- The Placement report provides a list of participants who are placed in education or employment.
 - i. This report allows you to view results for Quarter 2 of follow-up, Quarter 4 of follow-up, or Quarter 2 and 4 combined.
- The 2nd Quarter Median Earnings report provides a list of all participants who had employment placement and their total earnings during Quarter 2 of the follow-up period as well as the median earnings for the listed participants.
- The Service report provides a list of services and the number of participants who were assigned within the time frames entered when generating the report.
- The Modified Exit report provides a list of exit modification requests made by users at your grantee organization.
- The Participant Deletion Request report provides a list, viewable by Main Grantee and Program Supervisor users, of participant deletion requests made by users at your grantee organization.
- The Participant Status and Contact report provides a filterable list of all participants, status information, and basic contact information.

Submitting Reports

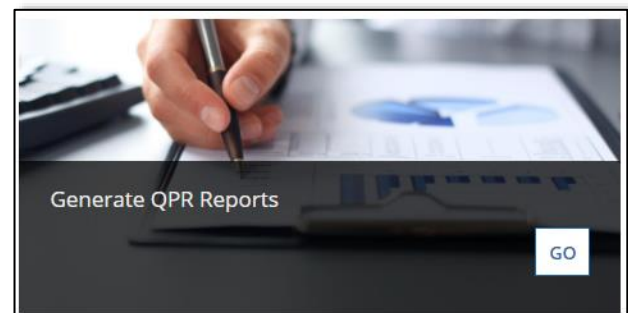
Reports must be submitted every quarter for the entire period of performance for your YouthBuild grant. **We strongly encourage grantees to certify early to avoid system issues and other delays!**

- Grantees must submit and certify the **Quarterly Performance Report (QPR)** and the **Program Narrative** every quarter through the GPMS and WIPS.
- Only **Grant Admin** users of the GPMS are able to certify the reports and access WIPS. **Grant Admin accounts are managed by the Department of Labor National Office. Reach out to the GPMS Help Desk if your organization needs to update this important user role.*
- The deadlines for reports are:
 - Q1: Nov 15
 - Q2: Feb 15
 - Q3: May 15
 - Q4: August 15

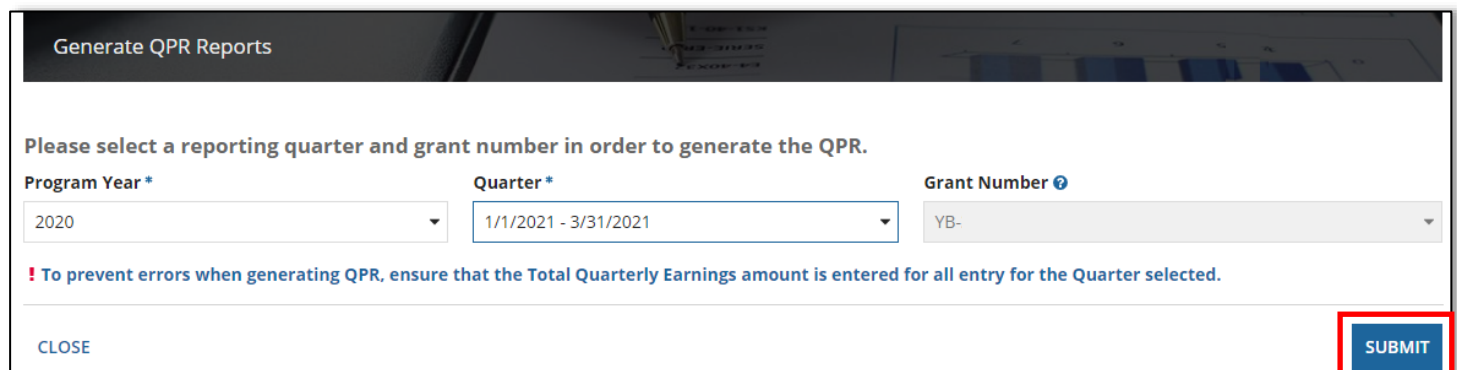
1. To submit your **QPR**, the Grant Admin user will click on the **Admin Console** from the GPMS Cases page.



The screenshot shows the 'YouthBuild Cases' page. At the top, there are three tabs: 'YB CASES', 'YB ADMIN CONSOLE' (highlighted with a red box), and 'REPORTS'. Below the tabs, the page title 'YouthBuild Cases' is displayed. Underneath, there is a 'Filter Cases' section with four filters: 'Status' (a dropdown menu with 'Select one or more Status'), 'Case Manager' (a dropdown menu with '--- Select a Case Manager ---'), 'Participant ID' (a text input field), and 'Participant Name' (a text input field). A link '[+] show advanced filters' is located at the bottom left of the filter section.

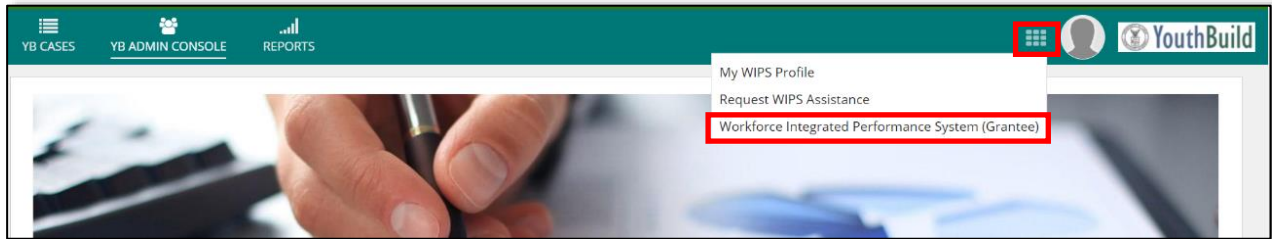


2. Select the **DOL program year** and **quarter** you are submitting for and then click "SUBMIT."
 - After you click "SUBMIT" you will receive a confirmation page stating that "**Your QPR is being processed.**"
 - Your QPR is now being processed by the WIPS system.

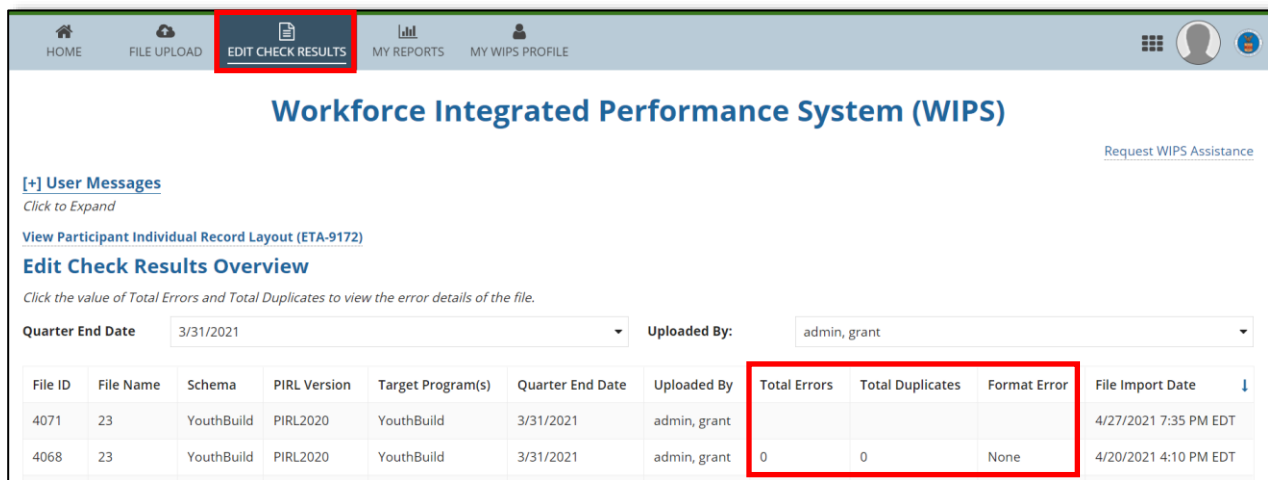


The screenshot shows the 'Generate QPR Reports' form. At the top, there is a header 'Generate QPR Reports'. Below the header, there is a message: 'Please select a reporting quarter and grant number in order to generate the QPR.' Underneath, there are three dropdown menus: 'Program Year *' (with '2020' selected), 'Quarter *' (with '1/1/2021 - 3/31/2021' selected), and 'Grant Number ?' (with 'YB-' selected). Below the dropdowns, there is a red exclamation mark icon and a message: '! To prevent errors when generating QPR, ensure that the Total Quarterly Earnings amount is entered for all entry for the Quarter selected.' At the bottom left, there is a 'CLOSE' button. At the bottom right, there is a 'SUBMIT' button, which is highlighted with a red box.

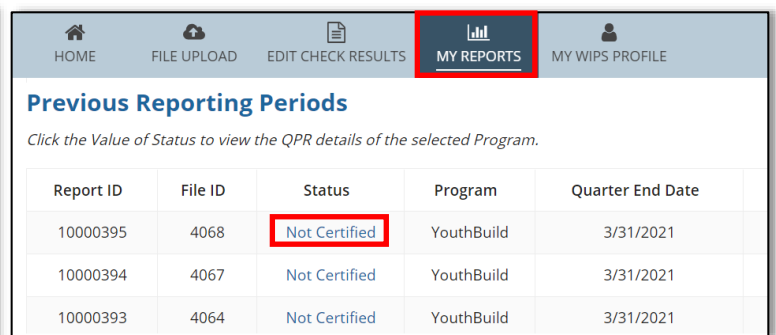
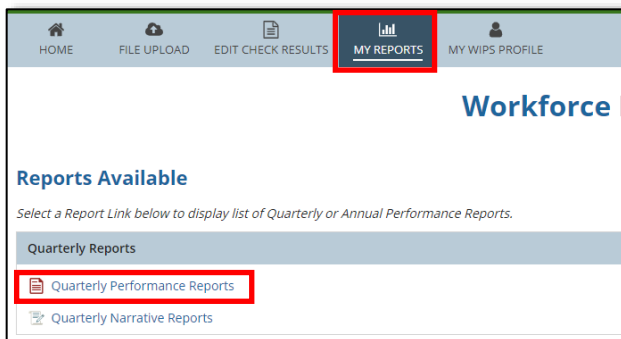
- To view your processed QPR, **GPMS users must navigate to WIPS**. WIPS is a different system that you can navigate to by using the **grid icon** in the upper right of your screen.



- After the WIPS website loads in another window of your web browser, click on the **Edit Check Results** page.
 - Check your uploaded QPR to make sure there are no errors or duplicates. Files submitted through the GPMS should contain no errors or duplicates.
 - *Your QPR may take up to 30 minutes to fully process.



- After confirming there are no errors in your submitted file, click on the **My Reports** page.
 - Click on Quarterly Performance Reports.
 - Select the quarter end date for the report you wish to view and then YouthBuild from the dropdown menus at the top of the page.
 - Scroll down the page to view your uncertified report. Note the **Date Created column** to the right of the page to determine which report was last submitted.
 - Click on "not certified" to open and review the report.



6. After reviewing you can certify your report at the very bottom by clicking “CERTIFY.”
 - *If this report is not correct, you can submit another QPR and certify the correct one. You may upload more than one report per reporting quarter if you need to.
 - For detailed information about the QPR and report metrics, please see pages 37 - 38.

Quarterly Performance Reports

Back to My Reports

OMB Control Number : 1205-0521
Expiration Date : 06-30-2021
Date of Report : 4/20/2021 4:23 PM EDT

ETA-9173

PY 2020 Qtr 3/31/2021 Performance Report for YouthBuild

REQUEST MEASURES

* Time Period ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date

Reporting Period : 1/1/2021-3/31/2021
Covered

Recipient :

Grant Number :

SAVE CERTIFY

View All Sections View By Section

A. SUMMARY INFORMATION (Cohort Period:1/1/2021-3/31/2021)

Performance Items	Total Current Period	Total Previous Period

7. In addition to certifying your QPR, grantees will need to complete and submit the **Quarterly Narrative Report**.
 - To access the Program Narrative, click on the **My Reports** tab and then on the **Quarterly Narrative Report** link.

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WIPS PROFILE

Workforce Integrated Performance System (WIPS)

Request WIPS Assistance

Reports Available

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

Quarterly Reports

Quarterly Performance Reports

Quarterly Narrative Reports

- Then click on the “ADD NEW” button to create a new narrative for the reporting quarter you are working on.

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WIPS PROFILE

Workforce Integrated Performance System (WIPS)

Request WIPS Assistance

Joint Quarterly Narrative Performance Report

* Report Due Date: Forty-five (45) days after the end of each quarter

ADD NEW

Report ID	Status	Status Date	Grant Type	Grant ID	Grant Number	Grantee Name	Region	Quarter End Date	Grant Program Name	Created By	Last Modified By
13	Certified	9/3/2020 10:20 AM EDT	Youthbuild		YB-		3	6/30/2020	YouthBuild	admin, grant	admin, grant

- Complete the report, answering the narrative questions, and click “CERTIFY” at the bottom of the report.

Workforce Integrated Performance System (WIPS)

Back to Quarterly Narrative Report

Joint Quarterly Narrative Performance Report

* Report Due Date: Forty-five (45) days after the end of each quarter

DOL Grant Program Name : YouthBuild

* Quarter End Date: 3/31/2021

* Grant Program: YouthBuild

Grant Number: Select Grant Number
Please Select Grant Number

CERTIFY

*By selecting **CERTIFY** the grantee's authorized representative is indicating that, to the best of his/her knowledge, the data submitted is complete, true, and accurate.*

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of grantees in meeting expected milestones, performance indicators, and program outcomes. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program outcomes as it relates to WIOA implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance, program evaluation, program assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline.

- After successful certification of the QPR or Narrative the reports will be listed with a status of **Certified** on the report overview pages under the My Reports tab in WIPS.
 - Note that the QPR (in the first screenshot below) and the Quarterly Narrative have different file IDs.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created
10000395	4068	Certified	YouthBuild	3/31/2021	admin, grant	admin, grant	23	4/20/2021 4:10 PM EDT

Report ID	Status	Status Date	Grant Type	Grant ID	Grant Number	Grantee Name	Region	Quarter End Date ↓	Grant Program Name	Created By	Last Modified By
13	Certified	9/3/2020 10:20 AM EDT	Youthbuild	6434			3	6/30/2020	YouthBuild	admin, grant	admin, grant

The Quarterly Performance Report: Section A



Quarterly Performance Reports

[Back to My Reports](#)

OMB Control Number : 1205-0521

Expiration Date : 06-30-2021

Date of Report : 5/4/2021 4:39 PM EDT

ETA-9173

PY 2020 Qtr 3/31/2021 Performance Report for YouthBuild

[REQUEST MEASURES](#)

* Time Period ☐ Quarterly ☐ Rolling 4 Quarters ☒ Program to Date

Reporting Period : 1/1/2021-3/31/2021
Covered

Recipient :

Grant Number : YB

[View All Sections](#)

[View By Section](#)

[Print](#)

A. SUMMARY INFORMATION (Cohort Period:7/1/2016-3/31/2021)

Performance Items

1. Total Enrolled
2. Total Participants Served
3. Total Exiters

Total Current Period

10
10
9

Total Previous Period

10
10
9

1. This section identifies which **Reporting Quarter** the report was built for.
2. The **Program to Date (PTD)** includes participant data from the beginning of the grant through the end of the reporting period. In this example, all participants who were enrolled before 3/31/2021 will be included in Section A of the report.
3. The **Cohort Period** indicates (per section or line) which data will be included. The data that will be included is either determined by the Enrollment Date (for some sections) or Exit Date (in Section D).
4. The **Current Period Column**, when in the PTD view, will give your total program performance from the beginning of the grant through the report quarter end date.
5. Section A Performance Items (using the Current Period column data in the PTD view)
 - Line 1, the total Enrolled, counts the number of participants who were fully enrolled within the listed cohort period.
 - Line 2, the total Participants Served, counts the number of participants who have qualifying services entered within the listed cohort period.
 - Line 3, the total Exiters, counts the number of participants who have exited within the listed cohort period.

The Quarterly Performance Report: Section D

The WIOA Primary Indicators of Performance

D. WIOA PRIMARY INDICATORS OF PERFORMANCE			
	Combined	Supplemental	Combined Supplemental
1. Employment Rate (Q2) (Cohort Period:7/1/2016-3/31/2020)		37.5% 3/8	42.9% 3/7
		UI Match	UI Match
	Combined	Supplemental	Combined Supplemental
2. Employment Rate (Q4) (Cohort Period:7/1/2016-9/30/2019)		14.3% 1/7	0.0% 0/5
		UI Match	UI Match
	Combined	Supplemental	Combined Supplemental
3. Median Earnings (Cohort Period:7/1/2016-3/31/2020)		\$4,500	\$4,500
		UI Match	UI Match
	Total Current Period		Total Previous Period
4. Credential Rate (Cohort Period:7/1/2016-9/30/2019)		14.3% 1/7	0.0% 0/5
5. Measurable Skill Gains (Cohort Period:7/1/2016-3/31/2021)		44.4% 4/9	44.4% 4/9

(Cohort Period:7/1/2016-3/31/2020)

- Click on the **Numerator Denominator** button to show the fractions for your performance indicators.
- Use the **Total Current Period** column to view total performance since the beginning of the grant through the cohort period end date.
- Performance Items and Definitions**
 - Placement in Education and Employment in Q2:** The percentage of participants who are placed in employment, postsecondary education, military, or long-term occupational training in the second quarter after exit.

- **Placement in Education and Employment in Q4:** The percentage of participants who are placed in employment, postsecondary education, military, or long-term occupational training in the fourth quarter after exit.
 - **Credential Attainment:** Percentage of program participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within one year after exit from the program.
 - *Program participants who attain a secondary school diploma or its recognized equivalent shall be included in the percentage (numerator) only if such participants are also placed within one year after exit from the program.
 - **Median Earnings:** The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
 - **Measurable Skill Gains:** The percentage of program participants during a program year who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
4. The **Cohort Period** indicates which data will be included. In Section D participants must exit within the cohort period listed in each line to be included in the performance fractions. *Note that these are lagging cohort periods and that participant performance data will not be included in some cases until after one year from exit.
 5. Section D of the QPR integrates **State Wage Interchange System (SWIS) data** for metrics that count employment placements. If SWIS wage data is matched to GPMS participant records, the SWIS wage data will take precedence over the data entered into the GPMS for purposes of the QPR performance calculations. If no SWIS wage data is matched, the data entered into the GPMS will be used for QPR performance calculations. One exception to this is that the effectiveness in serving employers indicator will only use WIS wage data and will not use data entered into the GPMS.

Participant Data Entry Questions

Required Participant Contact, Demographic, and Eligibility Questions

Case Details

1. SSN (if not provided click SSN Not Provided)
2. First Name
3. Last Name
4. Date of Birth

Intake

5. Gender
6. Address
7. City
8. State
9. Zip
10. Case Manager (this field is pre-populated, but the information is required if it is going to be changed)

Eligibility Criteria

11. High School Dropout
 - a. Yes/No
12. Re-Enrolled Dropout
 - a. Yes/No
13. Highest School Grade Completed (select from dropdown)
 - a. First Grade Completed (1 year)
 - b. Second Grade Completed (2 years)
 - c. Third Grade Completed (3 years)
 - d. Fourth Grade Completed (4 years)
 - e. Fifth Grade Completed (5 years)
 - f. Sixth Grade Completed (6 years)
 - g. Seventh Grade Completed (7 years)
 - h. Eighth Grade Completed (8 years)
 - i. Ninth Grade Completed (9 years)
 - j. Tenth Grade Completed (10 years)
 - k. Eleventh Grade Completed (11 years)
 - l. Twelfth Grade Completed (12 years)
14. Highest Education Level Completed (select from dropdown)
 - a. Attained a secondary school equivalency
 - b. The participant with a disability receives a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP)
 - c. Completed one or more years of post secondary education
 - d. Attained a post secondary technical or vocational certificated (non-degree)
 - e. No Education Level Completed
15. Eligibility Verified On
16. Date Selective Service Registration Was Verified (if male over age 18)

17. Foster Care Youth Status at Program Entry
 - a. The participant is currently in foster care
 - b. The participant has aged out of the foster care system
 - c. The participant does not meet any of the conditions described above
18. Child of Incarcerated Parent of Legal Guardian
 - a. Yes/No
19. Migrant Youth
 - a. Yes/No
20. Low Income
 - a. Yes/No
21. Ex-Offender
 - a. Yes/No/Participant did not disclose
22. If Yes
 - a. Offender Type
 - b. Juvenile
 - c. Adult
23. Basic Skill Deficient/Low Levels of Literacy/Numeracy?
 - a. Yes/No
24. Type of Assessment Test
 - a. TABE
 - b. CASAS
 - c. MAPT
 - d. GAIN
 - e. BEST
 - f. Other
25. Completed Mental Toughness
 - a. Yes/No/Not Applicable
26. Individual with a Disability?
 - a. Yes/No/Participant did not self-identify
 - b. If yes, select the category of disability
 - i. Physical/Chronic Health Condition
 - ii. Physical/Mobility Impairment
 - iii. Mental or Psychiatric Disability
 - iv. Vision-related disability
 - v. Hearing-related disability
 - vi. Learning Disability
 - vii. Cognitive/Intellectual disability
27. Individual With a Disability Individualized Education Program Participant (IEP)?
 - a. Current IEP
 - b. Previous IEP
 - c. Neither Condition Applies
28. Has the individual received services funded by the State Development Disabilities Agency (SDDA)? Yes/No

Additional Participant Information

- 29. Pregnant or Parenting Youth
 - a. Yes/No
- 30. Single Parent at Program Entry
 - a. Yes/No/Did not identify
- 31. Registered Voter
 - a. Yes/No
- 32. Licensed Driver
 - a. Yes/No
- 33. Eligible Veteran Status
 - a. Served less than 180 days
 - b. Eligible veteran
 - c. Spouse of veteran
 - d. Not Eligible
- 34. Homeless or Runaway Youth at Program Entry
 - a. Yes/No
- 35. Housing Status at enrollment
 - a. Own/rent apartment, room, or house
 - b. Staying at someone's apartment, room, or house (Stable)
 - c. Halfway House/Transitional house
 - d. Residential Treatment
 - e. Homeless
 - f. Staying at someone's apartment, room, or house (Unstable)
 - g. Group Home
 - h. Unknown/unavailable
- 36. Number of Children Living with Participant
- 37. Number of Other Dependents Living with Participant
- 38. Did the participant serve on active duty in the armed forces and was discharged or released from such service under conditions other than dishonorable?
 - a. Yes/No/Status Unknown

Equal Opportunity Information

- 37. Did Participant Identify Race?
 - a. Yes/No
 - b If Yes, select respective races(s)
 - i. American Indian or Alaskan Native
 - ii. Native Hawaiian or Other Pacific Islander
 - iii. Hispanic/Latino
 - iv. Asian
 - v. Black/African American
 - vi. White

39. Health Issues
- a. Yes, significant health issues
 - b. No significant health issues
 - c. Participant did not self-identify
40. Received Mental Health Treatment
- a. Yes/No/Unknown
41. Has the individual received services funded by a local or state mental health agency?
- a. Yes/No
42. Has the individual received services funded via a state Medicaid home and community-based services waiver?
- a. Yes/No
43. If the individual is employed, please identify the type of work setting (select from dropdown).
- i. Competitive Integrated Employment
 - ii. Individual Supported Employment
 - iii. Group Supported Employment
 - iv. Sheltered Workshop
 - v. Combination of Two or More Settings
 - vi. Not Employed
45. If the participant received Customized Employment Services (CES) to attain most recent employment (or) current employment, identify the type of CES (select from dropdown).
- i. Discovery assessment services
 - ii. Developed a customized employment search plan
 - iii. Employer negotiation services
 - iv. Secured employment as a result of receiving customized employment services and received extended support services
 - v. No CES services
46. If the individual has received Financial Capability services, identify the type (select from dropdown).
- i. Benefit planning services
 - ii. Financial capability/asset development services
 - iii. Benefit planning services and financial capability/asset development services
 - iv. No

Employment

47. Employment at Enrollment (select from dropdown)
- a. Employed
 - b. Employed but received notice of termination or military separation is pending
 - c. Unemployed
48. If Employed
- a. Enter the occupation at employment
 - i. Management

- ii. Business and Financial Operations
- iii. Computer and Mathematical
- iv. Architecture and Engineering
- v. Life, Physical, and Social Science
- vi. Community and Social Services
- vii. Legal
- viii. Education, Training, and Library
- ix. Arts, Design, Entertainment, Sports, and Media
- x. Healthcare Support
- xi. Protective Services
- xii. Food Preparation and Serving Related
- xiii. Building and Grounds Cleaning and Maintenance
- xiv. Personal Care and Service
- xv. Sales and Related
- xvi. Office and Administrative Support
- xvii. Farming, Fishing, and Forestry
- xviii. Construction and Extraction
- xix. Installation, Maintenance, and Repair
- xx. Production
- xxi. Transportation and Material Moving
- xxii. Military Service
- xxiii. Not Employed at Enrollment
- b. Occupation title
- c. Hours worked at enrollment (per week)
- d. Hourly wage at enrollment

49. Start date for job at enrollment

50. If Unemployed, long-term unemployed
- a. Yes/No

Assistance Status

51. Other Public Assistance Recipient?

Please note that this should be updated after enrollment if the status changes.

- a. Yes/No/Neither

GPMS User Guide V3.0 June 2024

Please reach out to GPMS support with any questions 866-680-0855 or GPMSsupport@youthbuild.org.