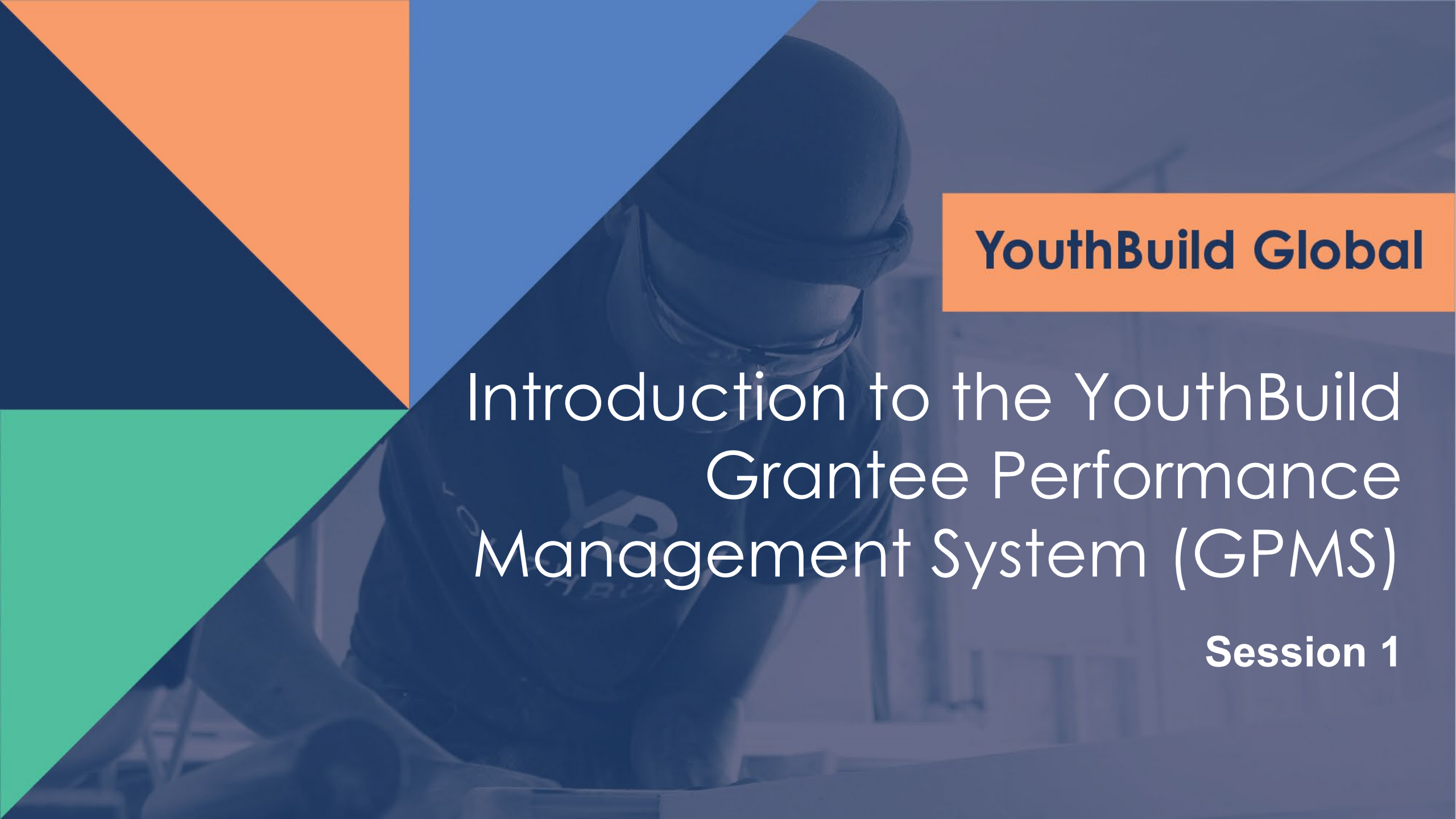




YouthBuild Global

Introduction to the YouthBuild Grantee Performance Management System (GPMS)

Session 1

GPMS Support Services



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Questions?

- We may not have time to get to all questions today.
- GPMS support will follow up with you after the training to address any unanswered questions.
- Email GPMSsupport@youthbuild.org for help or to schedule additional training.



Approach for Today

- **THE WHAT:** The basics for participant data entry and report submission and certification.
- **THE HOW:** Find a good balance between different learning styles.
- **THE SUPPORT:** We are here to provide the help you need



Overview: Session One

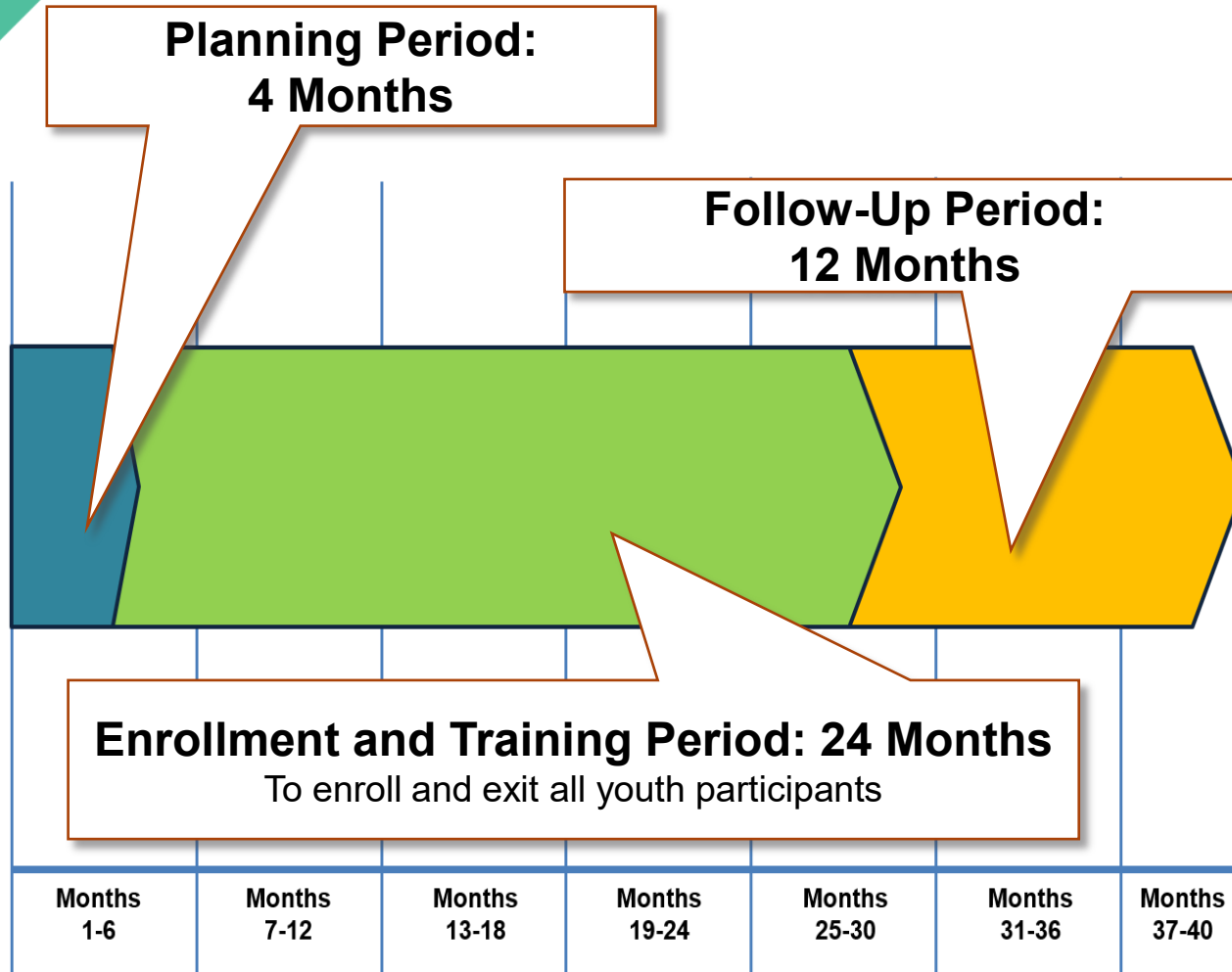
- **Grant Basics**
 - Timing and data responsibilities
- **Your Participants**
 - Eligibility
- **GPMS Fundamentals (Data Entry)**
 - Enrolling new students
 - Services
 - Outcomes
 - Exits
 - Follow-up

What we will NOT cover...

- Non-required data entry steps
- Data entry easily found in the manual or training videos
- Workforce Innovation and Opportunity Act (WIOA) grant guidance



DOL YouthBuild Grant and GPMS Basics



• 40-Month Grant Timeline

- Up to four months of implementation
 - Two years of programming (enrollment through exit)
 - One year of follow-up
- ## • Reports due:
- November 15
 - February 15
 - May 15
 - August 15
- Participant performance data is reported in the GPMS
 - Each DOL YouthBuild grantee has one grant administrator GPMS user

Develop Program Strategies

- Recruitment/Mental Toughness
- Enrollment
- Basic Skills Testing
- Exit Policy
- Exit Plan

Create/Gather Data

Collection Forms for:

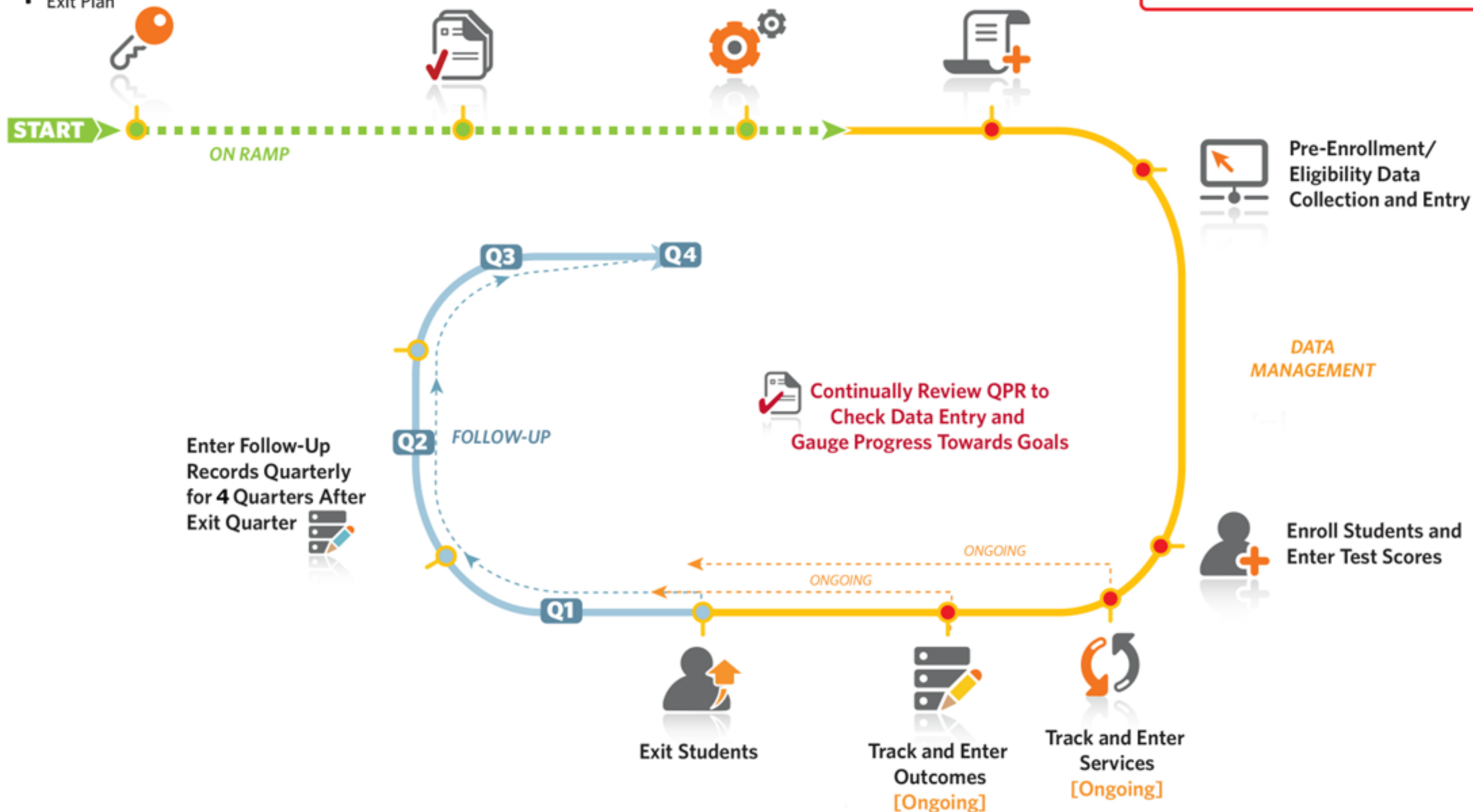
- Recruitment
- Enrollment
- Basic Skills Testing
- Services
- Exiting
- Follow-Up

Define Staff Roles

Set Goals for the Cycle

GOALS:

1. All necessary data is collected.
2. Data is accurately entered on deadline.
3. Data is verified and used for program improvement.



YouthBuild Participant Eligibility



100%

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



YouthBuild Participant Eligibility (2)

No less than 75% of participants must have left high school without a diploma OR left high school and subsequently reenrolled

AND be one or more of the following:

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

Definitions for these categories are available at [20 CFR 688.120](#).



YouthBuild Participant Eligibility (3)

No more than 25% of participants may be:

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

NOTE: Both exceptions are included in the 25% exemption.



Additional Eligibility for Federal Programs

If a participant is male and at least 18 years old, he must document that he is already registered for Selective Service.

- Please visit the [Selective Service System Frequently Asked Questions](#) page for further guidance.



Services

A **service** is an activity a youth participates in or receives as an enrolled YouthBuild participant. These are activities your program provides or facilitates through partnerships.

- The **earliest** qualifying service date establishes the **enrollment date** for your participant.
- The **last** qualifying service date establishes the **exit date** for your participant.



Services (2)

Services must be entered every 90 days.

- There are no set definitions for each service category.
 - Select the category that best represents the activity you are trying to enter.
 - Be consistent in how you categorize activities.
- Services can be entered individually, per participant, or assigned to groups of participants.

QUALIFYING SERVICES

- Leadership Development
- Education Services
- Training
- Workforce Preparation
- Work Experience

OTHER SERVICE TYPES

- Mentoring
- Supportive Services
- Follow-Up Services
- Health Services

GPMS Data Entry Walk-Through (2)

During the walk-through, pay attention to:



- The steps
- How the system works
- Required data points

We will also discuss:

- Logging in and Login.gov
- Creating Users
- Full enrollment or “Active” status
 - At entry demographics
 - Eligibility information
 - Basic skills
 - Services



Participant Outcomes

- **Employment Placements**
- **Educational Placements**
- **Certificates and Degrees**
- **Measurable Skill Gains**



Data Entry Guidance

- Outcomes will be entered while participants are active and during the follow-up.
- Outcomes may be backdated in the GPMS.



Auto-Exits

Participants who have gone without qualifying services for 90 DAYS will be auto-exited from the GPMS.

- After auto-exit, the GPMS will assign a program exit date that is equal to the date of the last qualifying service.

- Users cannot enter exits in real-time.
- The GPMS will perform the auto-exit based on the most recent qualifying service dates.



Manual Exits

Manual exits can be used if your participant can no longer continue active programming because of one of the reasons listed below.

- Manual exited participants do not have follow-up and are not counted in program performance indicator outcomes.
- Manual exits will have extra documentation requirements.

- Institutionalized (including incarceration)
- Health/medical
- Deceased
- Reserve forces called to active duty
- Relocated due to foster care



Auto-Exits (2)

- There are **no** successful or unsuccessful exit designations.
- All auto-exited participants are required to have follow-up reports entered/documentated, demonstrating at least one attempt to obtain follow-up information per quarter (for four quarters of follow-up).



Re-Enrollment

- **Exited participants may be re-enrolled in the GPMS.**
 - **Re-enrolled participants must be entered as a new case record.**
-
- When considering re-enrollment, please remember that if the participant is anticipated to return less than 90 days after exit, the case should NOT be exited or re-entered as a new participant in the GPMS.
 - If already exited, the grantee should submit an exit modification request to return the participant to active status.



Re-Enrollment (2)

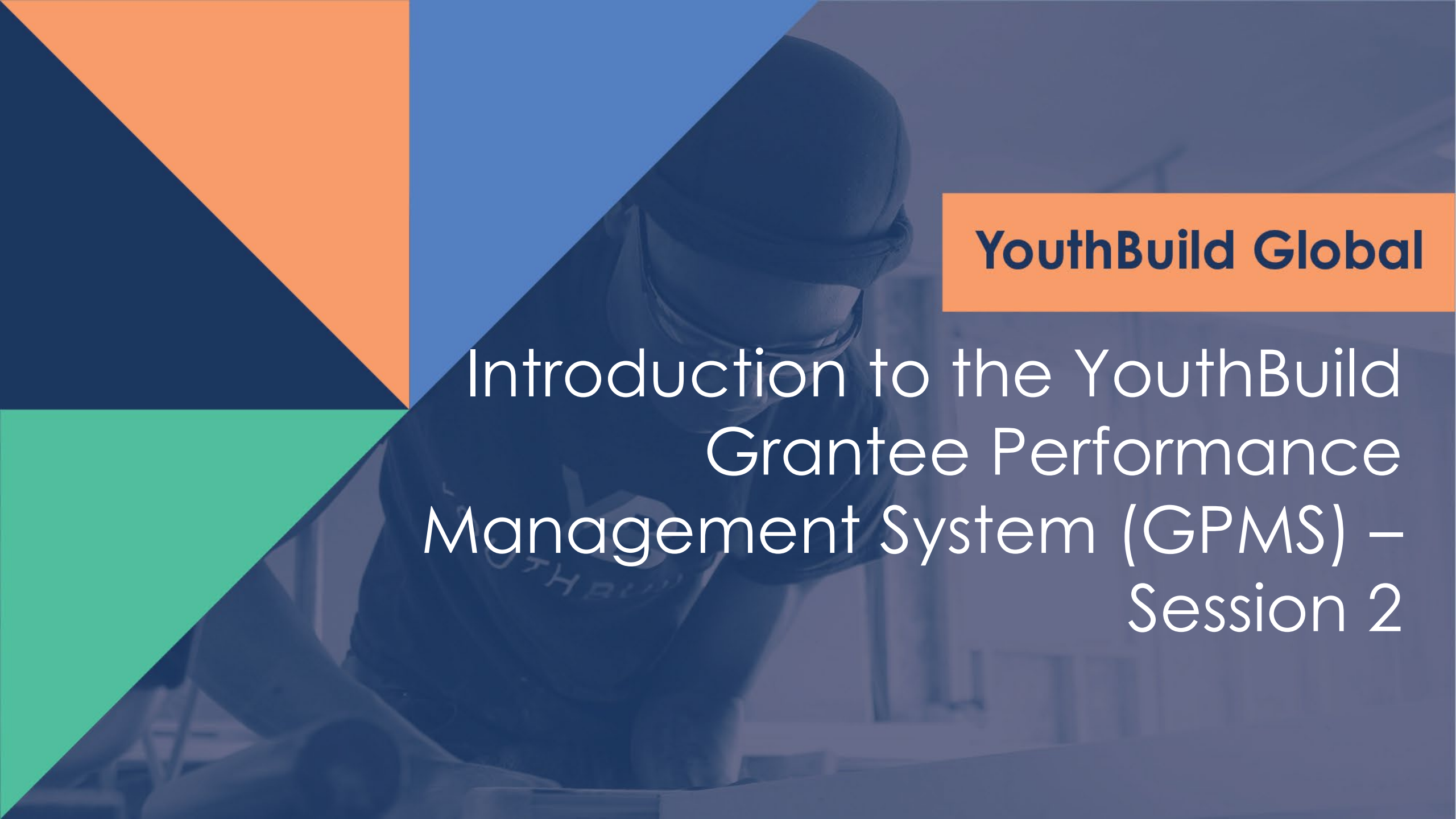
- Although grantees can re-enroll participants, DOL grantees may not serve any one participant for longer than 24 months in total and may not serve participants with commingled grant funding (from multiple grant cycles).
- See [Training and Employment Guidance Letter 02-10, Change 1](#) for further information on the separate grant cycle funding requirements.

GPMS Data Entry Walk-Through (3)

REMINDER: Pay attention to the following during the walk-through:

- The steps
- How the system works
- Required data points
- Outcomes
- Exits
 - Auto-exits
 - Manual exits
- Follow-ups





YouthBuild Global

Introduction to the YouthBuild Grantee Performance Management System (GPMS) – Session 2

Overview: Session Two

- **Understanding WIOA Performance Indicators**
 - Defining the indicators
 - Program cycle visualization
- **GPMS Reporting Fundamentals**
 - Submitting and certifying the Quarterly Performance Report (QPR) and the Quarterly Narrative Report (QNR)
 - The Workforce Integrated Performance System (WIPS)

What we will NOT cover...

- In-depth report format and timeframes
- Report points easily found in the GPMS user manual or training videos
- WIOA grant guidance



Reporting Basics: Grant Administrator Users

- Each grantee has **one** grant administrator user.
- This grant administrator is the only user with the privileges to submit and certify the quarterly reports.
- This user account is established by the U.S. DOL National Office and cannot be changed or deactivated by grantee-level users – this must be done in partnership with DOL.
- You need a Login.gov account to access the GPMS.

**The next report of your grant is due
by [August 15, 2025](#).**

OTHER GPMS USER ROLES

- Grant supervisor
- Case manager
- Read-only



WIOA Performance Indicators

- Education and Employment Rate – Second Quarter After Exit
- Education and Employment Rate – Fourth Quarter After Exit
- Credential Attainment
- Median Earnings – Second Quarter After Exit
- Measurable Skill Gains
- Effectiveness in Serving Employers

Each measure counts an outcome made in a specific timeframe.



Education and Employment Rate in the Second Quarter After Exit

DEFINITION:

The percentage of participants who are placed in employment, postsecondary education, military, or long-term occupational training in the second quarter after exit

CONSIDERATIONS:

- Subsidized employment and internships do not count as placements, (they are entered as program services).
- Performance goal is established in your grant Statement of Work.



Education and Employment Rate in the Fourth Quarter After Exit

DEFINITION:

The percentage of participants who are placed in employment, postsecondary education, military, or long-term occupational training in the fourth quarter after exit

CONSIDERATIONS:

- Subsidized employment and internships do not count as placements, (they are entered as program services).
- Performance goal is established in your grant Statement of Work.



Credential Attainment

DEFINITION:

The 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 exiting from the program

SECONDARY SCHOOL DIPLOMA AND EQUIVALENCIES:

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 exiting from the program.



Credential Attainment: Definition of a Certificate

- Awarded in recognition of an **individual's** attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation
- Technical/occupational skills are based on standards developed/endorsed by employers
- Certificates awarded by workforce development boards and work readiness certificates are NOT included

CONSIDERATIONS

- Performance goal is established in your grant Statement of Work.
- Provides more guidance.

Median Earnings – Second Quarter After Exit

DEFINITION:

The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program

CALCULATION:

The “median” is the middle value in a series of numbers that are arranged from smallest to largest. If there are two middle values, the median is the average of the two.

\$2,000

\$2,300

\$4,100

\$5,000

\$6,300



Measurable Skill Gains

DEFINITION:

The percentage of program participants who, during a program year, 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

CALCULATION:

This indicator counts participants who are active in a given program year and that make one of the five measurable skill gains types in that same program year.



Measurable Skill Gains: Skill Gain Types

- **Educational Functioning Level:** Educational functioning level gain
- **High School Diploma or Equivalent:** HSE/HSD attainment
- **Transcript Credit Hours:** A sufficient number of credit hours that show a participant meets the state unit's academic standards
- **Training Milestone:** Satisfactory or better progress report towards established milestones, such as completion of on-the-job training, completion of one year of an apprenticeship program, or similar milestones from an employer or training provider that is providing training
- **Occupational Exams:** Successful passage of an exam is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams



Measurable Skill Gains: Program Year

- This indicator counts participants who achieve one of the five measurable skill gains during a program year.
- Participants need to be active for at least one day in the program year (July 1 through June 30) to be counted in this indicator.

DOL Program Year

Q1

Jul 1 – Sep 30

Q2

Oct 1 – Dec 31

Q3

Jan 1 – Mar 31

Q4

Apr 1 – Jun 30



Effectiveness in Serving Employers

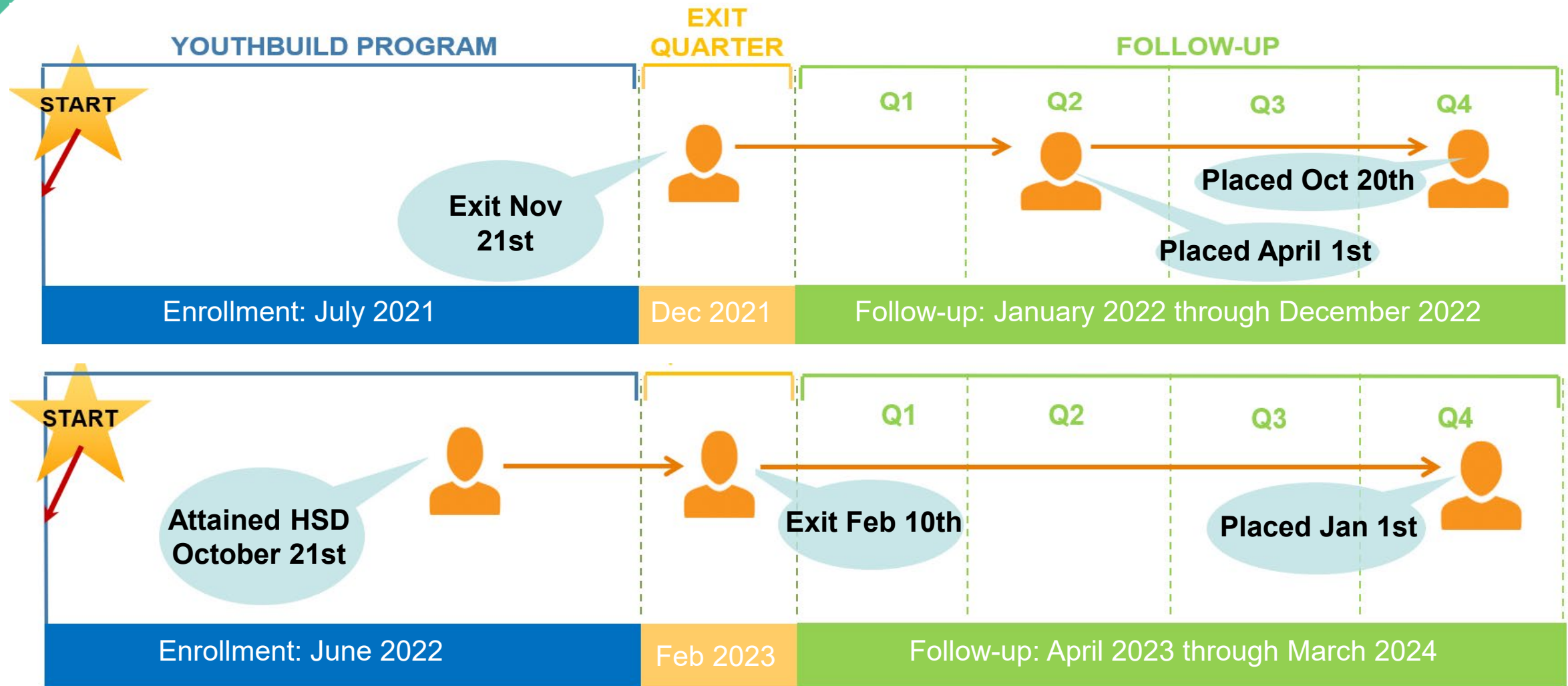
DEFINITION:

- The percentage of participants who are exited and **employed with the same employer** in the **second and fourth quarter** after exit (it does not need to be the same position)
- Grantees must use wage records or supplemental wage information to identify whether a participant's employer wage record indicates a match of the same establishment identifier, like a Federal Employer Identification Number (FEIN) or State Tax ID, in the second and fourth quarters.

CONSIDERATIONS:

- Subsidized employment and internships do not count as placements.
- Performance goal is established in your grant Statement of Work.

Visualizing Outcome Timing



Grantee Reporting Requirements

DOL GPMS Reporting Application

Grantees are required to submit and certify two performance reports and one financial report each quarter, covering these areas:

PERFORMANCE
(Quantitative)

NARRATIVE
(Qualitative)

ETA-9130
(Financial)

- **Quarterly Performance Report (ETA-9173):**
Certification is done in the WIPS
- **Joint Quarterly Narrative Performance Report (ETA-9179):** Certification is done in the WIPS
- **ETA-9130:** Submitted separately through the ETA reporting system

Quarterly Reports Due

- Q1: November 15
- Q2: February 15
- Q3: May 15
- Q4: August 15

[GPMS Login](#)



Reporting Workflow Basics: WIPS

- Performance data is entered and stored in the GPMS.
- QPR data is generated within the GPMS and exported to WIPS for processing.
- The QNR is a report that is completed within WIPS.
- Grantees review and certify the QPR and the QNR in WIPS.
- WIPS access is established for grant administrator users of the GPMS.

THE NEXT REPORT FOR YOUR GRANT IS DUE BY
August 15, 2025.

GPMS and WIPS Walk-Through

- REMINDER, pay attention to:
 - The steps
 - How the system works
 - Required data points
- Generating the QPR
- Completing the QNR



GPMS Support Services



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GPMS Support Services

- **EMAIL AND TELEPHONE SUPPORT**
 - Monday – Friday, 9 a.m. – 5 p.m. ET
- **WEEKLY SYSTEM TRAININGS**
 - Cover required data entry and report submission process
 - Tuesdays at 2 p.m. ET
 - Thursdays at 11 a.m. ET
- **DATA REVIEWS**
 - Cover data entry, reporting, and data management issues
 - Scheduled independently





Resources

- [TEGL 10-16, Change 3](#), Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs
- [TEGL 26-16](#), Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act
- [TEGL 14-18](#), Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor
- [YouthBuild GPMS Data Entry Video Series](#), This series provides an introduction to data entry steps for DOL YouthBuild reporting in the Grantee Performance Management System (GPMS)
- [The Grantee Performance Management System \(GPMS\) User Guide V3](#), 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.

Thank You!