

One Workforce and Rural Healthcare Grants
Peer-to-Peer Session: Performance Reporting and Data Management
Tips and Best Practices
May 24, 2022

Case Management Systems

Tips for Aligning Systems with WIPS Requirements

- Don't be shy about utilizing the contact information for your proprietary system and getting help from the support desk as often as it takes.
- Take the time to understand the difference between H-1B data element definitions and definitions used by other grants in which a participant may be co-enrolled.
- Ensure your system stays updated with all the most recent H-1B data element and validation rule revisions.

Obtaining Data on Participants

Tips for Streamlining Data Submission from Partners

- Ensure all partners are using the same performance/data element definitions before they submit their data.
- Create codebooks appropriate to each partner type to assist them with coding their participants accurately.

Tips for Obtaining Data about Incumbent Workers

- Provide a spreadsheet to employers to get required information for assessing eligibility of incumbent workers and gathering the data needed for the performance report.
- Working directly with the participants to get necessary information is best.
 - To facilitate connecting with the participants, use Business Services representatives to maintain connections to employer partners and to connect your institution to incumbent workers directly.

Participant Follow-Up Tracking

Tips for Obtaining Information on Employment from Participants Who Have Completed and/or Exited

- Developing relationships with participants from the very start is important.
 - Set up expectations with participants when they enroll (i.e., conversations that include language letting them know the information is expected and that they will be contacted: "Here's what we're offering... here's what we need from you... and at some point in the future, we'll be coming back around to get feedback on your progress/employment.")
 - Stay connected to the participants throughout to build and maintain the relationship and facilitate a better chance of getting the information down the road.
 - Using job developers/career counselors/educational training specialists is key to developing participant relationships.
- Prioritize working toward the long-term goal of developing a relationship with the state in which your institution is located to use their reporting system to track H-1B participants.
 - A successful partnership can reduce need for participants to provide the same enrollment/eligibility information to multiple parties and facilitate co-enrollment with WIOA.
 - Using data already provided increases accuracy and efficiency of this data collection.

