

DOL Nursing Expansion Grant Program

Interim Performance Reporting for the Quarters Ending December 31, 2023, and March 31, 2024

U.S. Department of Labor, Employment and Training Administration
Office of Workforce Investment, Division of Strategic Investments

This document provides reporting guidance for **DOL Nursing Expansion** grantees from October 1, 2023 through March 31, 2024.

Quarterly Reporting Overview

As outlined in the Funding Opportunity Announcement (FOA) and grant award, **DOL Nursing Expansion** grantees are required to collect and report participant level data on all individuals served using grant funds and to document the implementation and progress specified in their grant's Statement of Work to comply with the reporting and recordkeeping requirements. Grantees are required to report this information to the United States Department of Labor Employment and Training Administration (USDOL/ETA) in two reports each quarter: a Quarterly Performance Report or QPR and a Quarterly Narrative Report or QNR using DOL's web-based reporting system, *Workforce Integrated Performance System* (WIPS).

Quarterly Reporting Deadlines:

Quarter End Date	Progress Report Due Date	Report Activities Occurring Between
March 31	May 15	January 1 – March 31
June 30	August 15	April 1 – June 30
September 30	November 15	July 1 – September 30
December 31	February 15	October 1 – December 31

Interim Reporting Guidance – Quarters Ending December 31, 2023 and March 31, 2024

For the quarters ending December 31, 2023 and March 31, 2024, DOL Nursing Expansion grantees will be required to follow an interim reporting process as detailed below.

Quarter Ending December 31, 2023

- DOL Nursing Expansion grantees **will** submit a QNR to ETA for the quarter via WIPS, due February 15, 2024.
- This QNR covers activities **from October 1, 2023 through December 31, 2023.**
- DOL Nursing Expansion grantees **will not** report participant-level data or a Quarterly Performance Report (QPR) in WIPS for the quarter ending December 31, 2023.
- If grantees serve participants during this quarter, information on these participants should be reported in aggregate in the QNR.

Quarter Ending March 31, 2024

- DOL Nursing Expansion grantees **will** submit a QNR to ETA for the quarter via WIPS, due May 15, 2024.
- This QNR covers activities **from January 1, 2024 through March 31, 2024.**
- DOL Nursing Expansion grantees **will not** report participant-level data or a Quarterly Performance Report (QPR) in WIPS for the quarter ending March 31, 2024.
- If grantees serve participants during this quarter, information on these participants should be reported in aggregate in the QNR.

Tracking and Collecting Participant Data

Please note that while grantees are not required to submit participant-level data or QPRs for the quarters ending December 31, 2023 and March 31, 2024, grantees must **track and collect** participant-level data for all participants served **as of the start of the grant, June 1, 2023.**

In preparation for reporting participant-level data in WIPS, grantees should establish processes and procedures to track and collect participant-level data as soon as they start to enroll participants. An anticipated [list of data elements](#) that Nursing Expansion grantees are required to collect, track, and report has been distributed and posted to WorkforceGPS.

Note that WIPS is a reporting system only and grantees do not need access to WIPS to track and collect data on participants. Grantees should set up their own case management system for participant tracking and data management.

Performance Outcome Measures Reporting Guidance

In addition to the reporting resources in the performance welcome package, grantees are encouraged to review the following: 1) [Training and Employment Guidance Letter \(TEGL\) 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#) and [Attachment 1](#) which align and streamline performance indicators and requirements across 15 ETA programs (including H-1B grants with a start date of July 1, 2019 or later) to the Workforce Innovation and Opportunity Act (WIOA) performance indicators; and 2) [Training and Employment Guidance Letter \(TEGL\) 23-19: Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs, Change 2](#), which provides information and guidance to use in developing procedures for ensuring the data submitted for performance reporting are valid and reliable.

If you have any questions or concerns, please email NursingExpansion@dol.gov.