

WIOA | Eligible Training Provider

Performance Reporting
Requirements

(rev. 10/2021)

PRESENTATION PURPOSE AND OBJECTIVES

1. Background
2. Review of Reporting Requirements
3. Demonstration of How to Report Student Information
4. Corrective Actions and Sanctions
5. Questions and Answers

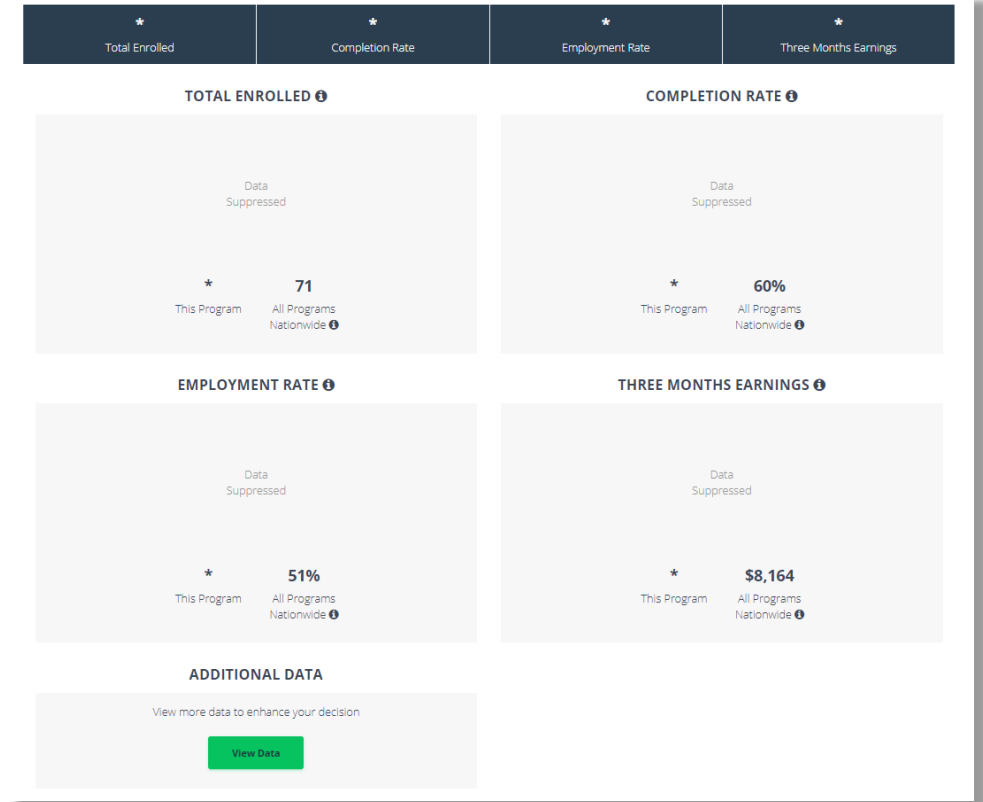
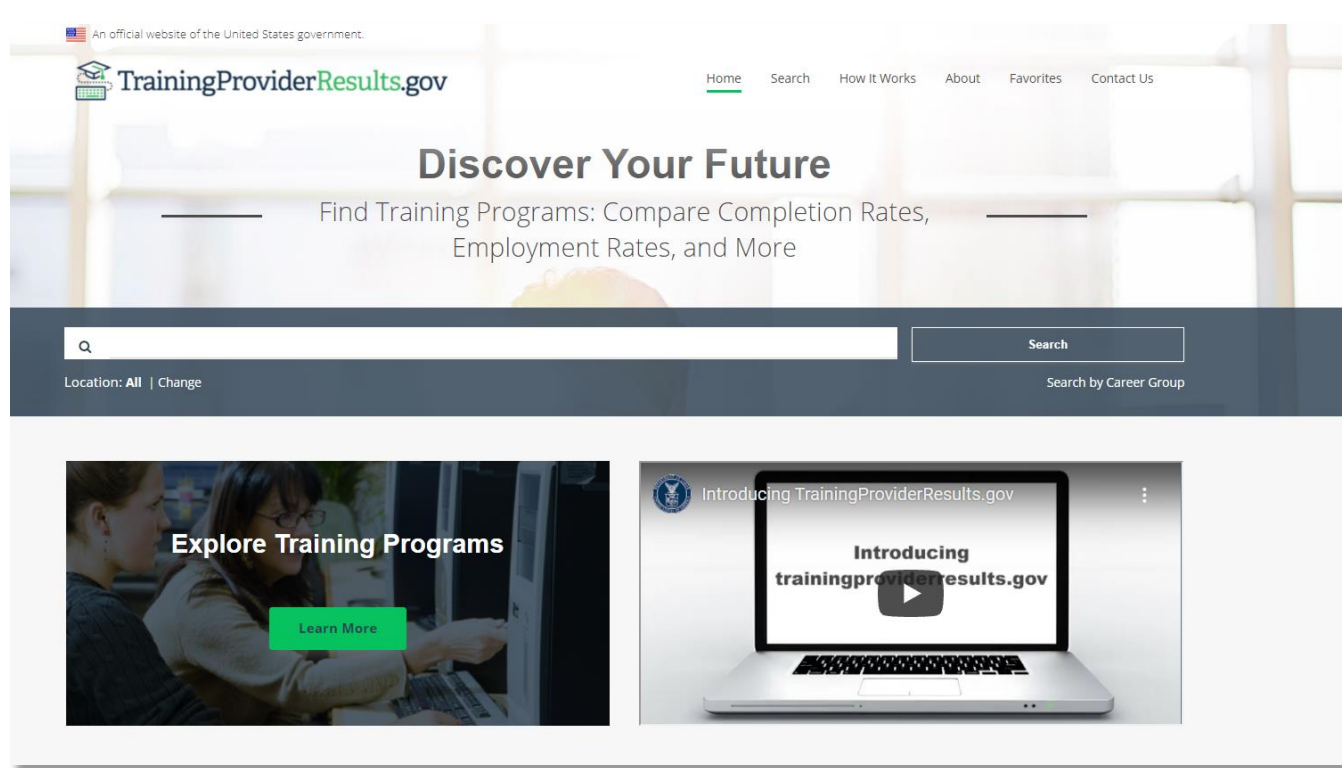


Background

Background

- WIOA requires that states submit performance and outcome data for ALL individuals receiving training in an Eligible Training Provider (ETP) program of study, not just for WIOA participants.
- Recognizing the difficulties these reporting requirements imposed upon many ETPs, Rhode Island (and many other states) requested a waiver of these reporting requirements from DOL-ETA, and received one for the initial reporting years.
- On January 2, 2020, DOL-ETA issued TEGL 08-19, which rescinded TEGL 41-14, and informed all states that they would be discontinuing state use of this waiver, effective June 30, 2021.
- In June of 2021, Rhode Island once again sought a waiver of these reporting requirements, but was informed on August 13, 2021, that the waiver request had been denied.
- The State has been informed that it must report all student performance information in our Program Year 2021 Report, which is due to DOL-ETA on October 1, 2022.

Background



All Student Reporting Requirements

All Student Reporting (WIOA and NON-WIOA)

- ETP performance reports include information on everyone served by the program of study
- All students served (even those that are not WIOA participants) must be included
- Information must be reported even if no WIOA participants were enrolled/served during the reporting timeframe
- Reporting is for the program of study only
- There are different requirements and breakouts for students that are WIOA participants.

All Student Reporting (WIOA and NON-WIOA)

	<h2>All Students</h2>	<ul style="list-style-type: none">• SSN/ITIN (123456789)• Entry Date (MM/DD/YYYY)• Exit Date (MM/DD/YY)• Program Outcome (Completion, Withdrawal, Credential, Termination, In Progress)
	<h2>WIOA Participants</h2>	<ul style="list-style-type: none">• Demographics• WIOA Program Population• Total Training Cost

Reporting Requirements - Notes

- Performance page appears to allow *aggregate* reporting, but that is not the case as doing so would require access to the USDOL's State Wage Interchange System (SWIS) for verification
- For similar reason, *self-attestation* of participant outcomes is not sufficient to meet this requirement

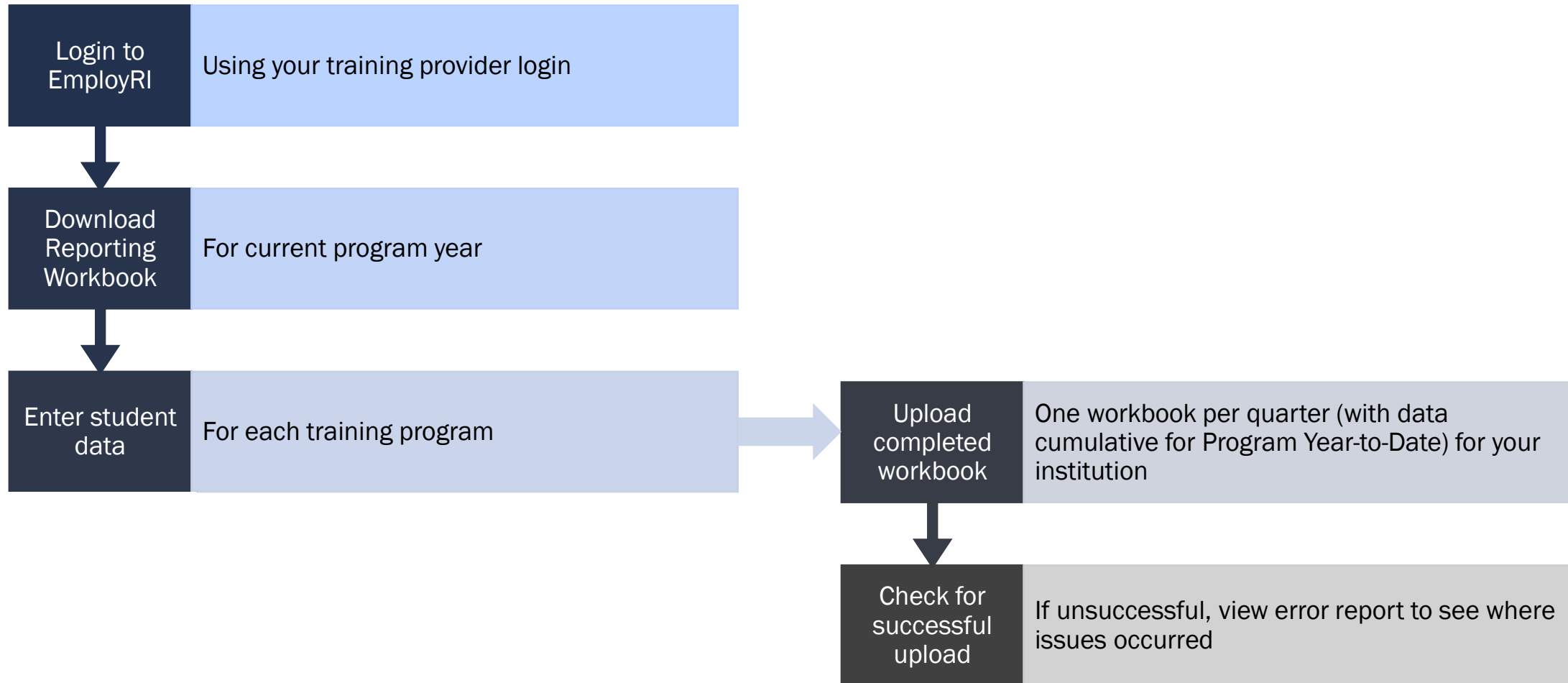
Reporting Requirements - Notes

- The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects students' right to privacy of their educational records and information. Under FERPA, an eligible student, or his or her parent, must provide written consent before the educational agency or institution can disclose personally identifiable information (PII), unless a listed exception applies. Joint guidance, issued in 2016 by the US Departments of Labor and Education, clarifies FERPA's audit and evaluation exception as it relates to WIOA's ETPs and programs. DLT is using its audit and evaluation authority to collect information on students, so that program performance information is provided to the public, in aggregate form—as required by WIOA—on the statewide ETPL.
 - See: Training and Employment Guidance Letter (TEGL) 07-16, issued on August 23, 2016, by the US Department of Labor Employment and Training Administration (DOLETA)

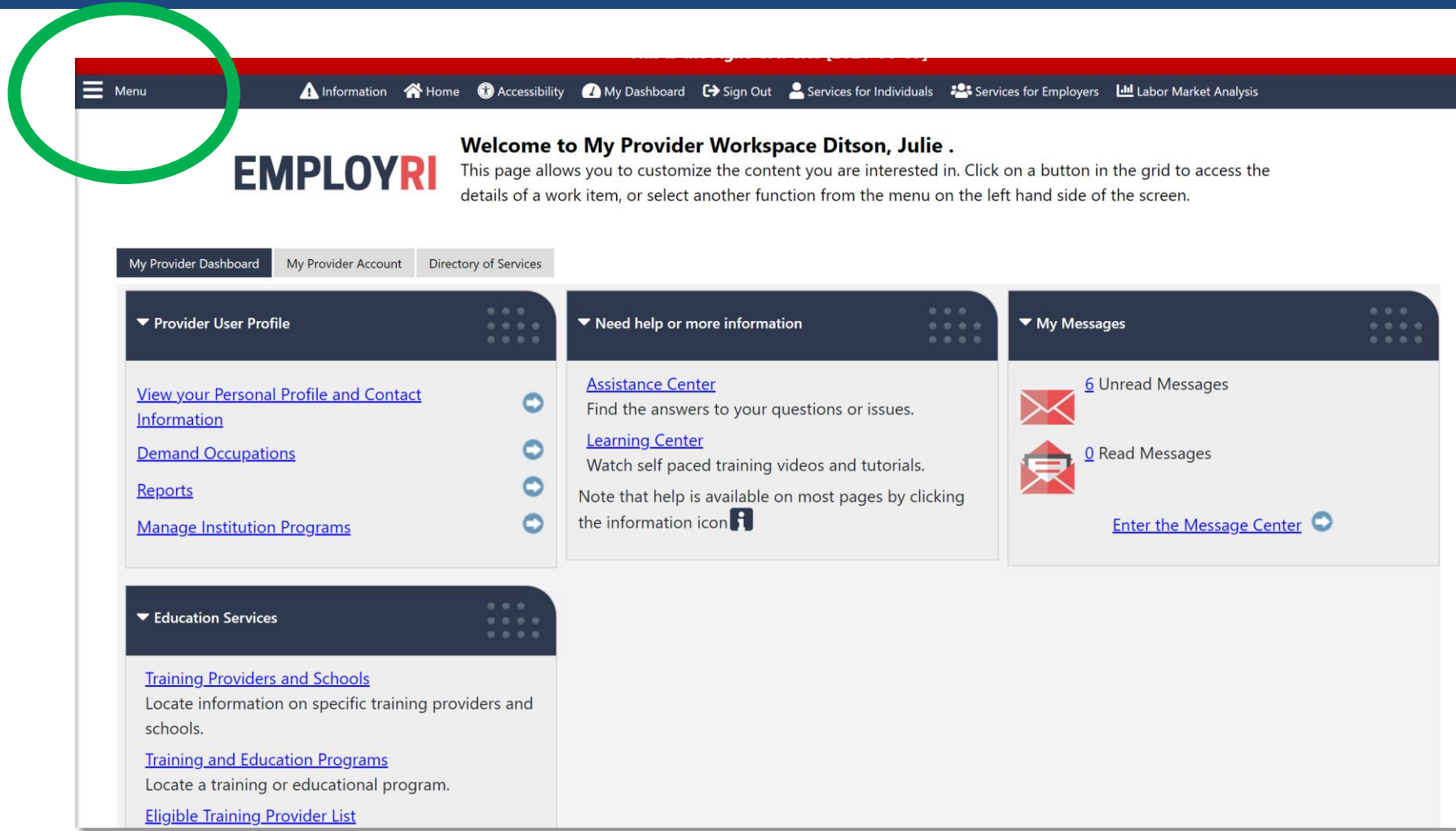


How to Report Student Information

Reporting Process



Reporting Process – Step 1



The screenshot shows the EMPLOYRI website dashboard. At the top, there is a dark blue navigation bar with a red background on the left side. A green circle highlights the 'Menu' icon (three horizontal lines) in the top left corner. The navigation bar also contains links for Information, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis.

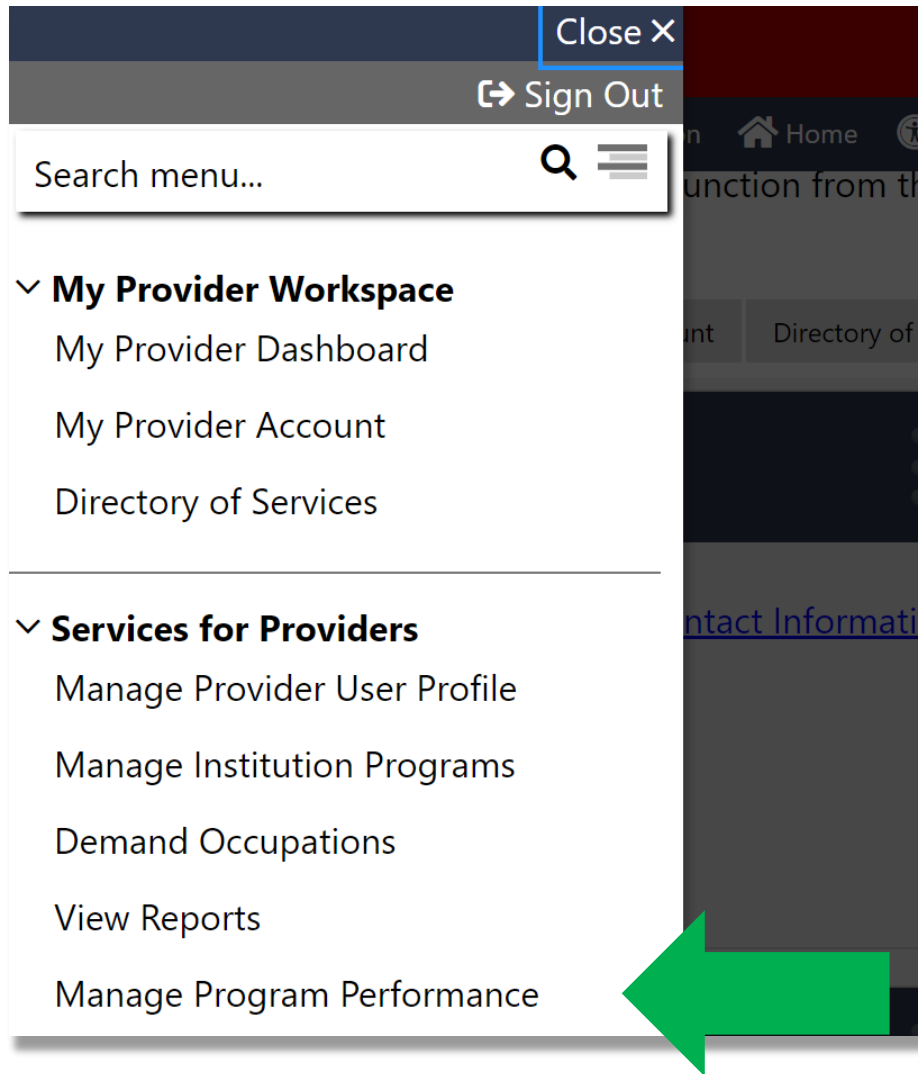
Below the navigation bar, the main content area features a welcome message: "Welcome to My Provider Workspace Ditson, Julie . This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen."

The dashboard is organized into several sections:

- My Provider Dashboard** (selected), My Provider Account, and Directory of Services.
- Provider User Profile**: Includes links for [View your Personal Profile and Contact Information](#), [Demand Occupations](#), [Reports](#), and [Manage Institution Programs](#).
- Need help or more information**: Includes links for [Assistance Center](#) and [Learning Center](#), along with a note about help availability and an information icon.
- My Messages**: Shows [6 Unread Messages](#) and [0 Read Messages](#), with a link to [Enter the Message Center](#).
- Education Services**: Includes links for [Training Providers and Schools](#), [Training and Education Programs](#), and [Eligible Training Provider List](#).

1. Once logged into EmployRI, click **MENU**

Reporting Process – Step 2



2. Access “**Manage Program Performance**” from Menu (Under Services for Providers section)

Reporting Process – Step 3

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

ID	Date	Program Year	File Name	Status	Uploaded By	Records	Action
6	10/26/2021 11:25 AM	2021	2021_IndividualProgramPerformance.xlsx	Successful	Hayes, Timothy	7	View
5	10/26/2021 11:23 AM	2021	2021_IndividualProgramPerformance.xlsx	Unsuccessful	Hayes, Timothy	0	View Delete
4	10/26/2021 10:52 AM	2021	2021_IndividualProgramPerformance.xlsx	Unsuccessful	Hayes, Timothy	0	View Delete
3	10/21/2021 12:00 PM	2021	2021_IndividualProgramPerformance_(1).xlsx	Successful	Dawson, Maria	3	View
2	10/21/2021 11:57 AM	2021	2021_IndividualProgramPerformance_(1).xlsx	Successful	Dawson, Maria	2	View

Download Performance Workbook

Program Year: [\[Download Workbook\]](#)

Upload Performance Workbook

File to Upload:

[\[Upload Workbook\]](#)

3. Click on “**Download Workbook**” from Menu (on the Manage Program Performance page)

- Workbook is *autogenerated* based on the ETP’s program(s) of study

Reporting Process – Step 4

EMPLOYRI

Upload Performance Data Instructions

About

Use this template to complete Excel worksheets for Program Performance information to be imported into the VOS database. This sheet includes a list of all of your institution's Education and Training Programs with the sheet numbers for all listed programs. The following sheets are the performance detail sheet for all programs. Please complete all relevant columns for each person enrolled in the programs. **Eight Hundred** formatted rows are provided on each program's detail sheets. Please copy as many rows as necessary to accommodate the number of enrollees.

How to save the workbook after filling it out

1. Click the File tab.
2. Click Save As.
3. **IMPORTANT:** In the Save As dialog box, in the Save as type list, select Excel Workbook (*.xlsx). **THIS IS THE ONLY FORMAT SUPPORTED BY THE UPLOAD PROCESS.**
4. In the File name box, enter a name for your workbook. Example: ProgramPerformance_20181114.xlsx
5. Click Save to finish.

Entering Performance Information

SSN

Enter the nine-digit (all-numeric) SSN for ALL students who were enrolled or exited during the program year. A missing SSN entry will result in an error message and upload failure. If the SSN is not available, please enter a pseudo-SSN (e.g Student ID). * Please note - Invalid SSNs will affect employment performance outcomes.

Start Date

Enter Start Date for ALL students who were enrolled or exited during the program year. The Start Date must be in MM/DD/YYYY format and cannot be a future date. A missing or invalid Start Date entry will result in an error message and upload failure.

Status

Select Status from the drop-down list for ALL students (Selection options: Enrolled, Completed, Withdrew or Transferred). A missing or invalid Status entry will result in an error message and upload failure.

Exit Date

An Exit Date is required for ALL students who were enrolled and have exited during the program year (Selection options: Completed, Withdrew, or Transferred). The Exit Date must be in MM/DD/YYYY format and cannot be a future date or earlier than the Start Date. A missing or invalid Exit Date entry will result in an error message and upload failure.

Credential

Select Credential from the drop-down list (Selection options: Yes, No and Unknown) if the student attained the credential displayed at the top of the worksheet. Credential is

ETPL Reporting Timeframes				
Performance Measures	PY2018	PY2019	PY2020	PY2021
Total Enrolled	7/01/18 to 6/30/19	7/01/19 to 6/30/20	7/01/20 to 6/30/21	7/01/21 to 6/30/22
Total Exiters	4/01/18 to 3/30/19	4/01/19 to 3/30/20	4/01/20 to 3/30/21	4/01/21 to 3/30/22
Total Completers	4/01/18 to 3/30/19	4/01/19 to 3/30/20	4/01/20 to 3/30/21	4/01/21 to 3/30/22
Attained Credential	Not Required	1/01/18 to 12/31/18	1/01/19 to 12/31/19	1/01/20 to 12/31/20
Total 2nd Quarter Exiters	Not Required	Not Required	7/01/19 to 6/30/20	7/01/20 to 6/30/21
Total Employed 2nd Quarter After Exit	Not Required	7/01/18 to 6/30/19	7/01/19 to 6/30/20	7/01/20 to 6/30/21
Median Earnings 2nd Quarter After Exit	Not Required	7/01/18 to 6/30/19	7/01/19 to 6/30/20	7/01/20 to 6/30/21
Average Earnings 2nd Quarter After Exit	Not Required	7/01/18 to 6/30/19	7/01/19 to 6/30/20	7/01/20 to 6/30/21
Total 4th Quarter Exiters	Not Required	Not Required	1/01/19 to 12/31/19	1/01/20 to 12/31/20
Total Employed 4th Quarter After Exit	Not Required	1/01/18 to 12/31/18	1/01/19 to 12/31/19	1/01/20 to 12/31/20
Median Earnings 4th Quarter After Exit	Not Required	7/01/18 to 6/30/19	7/01/19 to 6/30/20	7/01/20 to 6/30/21
Average Earnings 4th Quarter After Exit	Not Required	1/01/18 to 12/31/18	1/01/19 to 12/31/19	1/01/20 to 12/31/20

4. Review “**Instructions**” Tab in the Workbook, including definitions for each field and data element

Reporting Process – Step 5

EMPLOYRI

Program Year: 2021
Provider: Sample Training USA, Job Development Center (111)

Program ID	Program Name	Worksheet
16771	Cybersecurity Professional Foundation Program	Sheet 1

Instructions | **Summary** | 1 | (+)

5. Review “**Summary**” Tab in the Workbook to see a list of all Programs of Study associated with the ETP

Reporting Process – Step 6

1	Program:	16671	Cybersecurity Professional Foundation Program		
2	CIP Code:	430116	Cyber/Computer Forensics and Counterterrorism		
3	Credential:				
4					
5	SSN	Start Date	Status	Exit Date	Credential
6	000-55-0000	08/01/2021	Completed	10/01/2021	Yes
7					
8					
9					
10					
11					
12					
13					
14					
15					
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6. Review **All Numerical Tabs** in the Workbook and enter student information accordingly

- Once all student information is entered, save Workbook to a secure location on your computer

Reporting Process – Step 7

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

ID	Date	Program Year	File Name	Status	Uploaded By	Records	Action
6	10/26/2021 11:25 AM	2021	2021_IndividualProgramPerformance.xlsx	Successful	Hayes, Timothy	7	View
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Program Year: [\[Download Workbook\]](#)

Upload Performance Workbook

File to Upload:

[\[Upload Workbook\]](#)

7. Click on **“Select File”** from Menu (on the Manage Program Performance page)

- Locate the previously saved workbook on your computer and select it
- Click **“Upload Workbook”**
- Wait for Confirmation of Successful Upload
- If unsuccessful, view error report to see where issues occurred. Correct and resubmit

Reporting Process – Error Reports

The screenshot shows a web application interface with a dark navigation bar at the top containing links for Menu, Information, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, and Services. Below the navigation bar is a section titled "Error Details" which contains a table with the following data:

Worksheet	Row	Error Message
1	7	Invalid Exit Date: Cannot be later than the current date.
1	9	Invalid SSN: Must be 9 digits.

Below the table are two blue links: [\[Download Errors \]](#) and [\[Return to Upload List \]](#). A dark blue button labeled "Return to Dashboard" is positioned below the links. At the bottom of the page is a footer with links for About, Settings, Services, and Legal.

- Error reports will tell you on which page of your workbook and in which row an error occurred
- Error message will tell you what the actual error with the data was
- Error reports may be downloaded (useful for fixing large numbers of errors, as EmployRI will time out)

Reporting Process – Data Security

- All student data is stored and analyzed on a secure server and all personal data is encrypted. All Department computers are password protected.
- Access to individual data is limited to staff who have a business need to access such data (i.e. preparing ETP reports) and have signed Confidentiality Agreements in which they agree to follow strict data security procedures.
- Individual data reported to the Department is not considered public information and is exempt from public disclosure law.

Reporting Process - Notes

- Technical assistance will be made available on an ongoing basis to ETPs to help comply with this requirement
- Reports must be submitted **quarterly**
- Quarterly reports are cumulative program year-to-date. Example:
 - Q1: Bob – Started
 - Q2: Bob – Ended | Jeff – Started
 - Q3: Bob – Ended | Jeff – Ended | Sue – Started
 - Q4: Bob – Ended | Jeff – Ended | Sue – Ended



Corrective Actions and Sanctions

Corrective Actions and Sanctions

- ETP Performance Reporting and the integrity of participant information is subject to monitoring
- DLT is here to help, and Technical Assistance is available
- Requirement became effective July 1, 2021 and is already in place [Time Sensitive Request]
 - **Q1 [QE 9/30]** - Data would have been due **NOW**, but DLT is not mandating it as technical assistance was not yet provided
 - **Q2 [QE 12/31]** – DLT will work closely with ETPs and provide moderate flexibility to work out the kinks
 - **Q3 [QE 3/30]** – DLT will work closely with ETPs and provide minor flexibility to resolve any continuing issues
 - **Q4 [QE 6/30]** – DLT expects that ETPs regularly meet the performance reporting requirement
- Initial Failure to meet this requirement will result in Corrective Action
- Continued Failure to meet this requirement will result in **removal** from the Eligible Training Provider List

Next Steps

CURRENT PROGRAM YEAR 2021-2022

Quarter	Reporting Due Date	Notes
Q1 (7/1/2021 - 9/30/2021)	12/15/21	'Catch Up' submission
Q2 (9/1/2021 - 12/31/2021)	1/20/22	
Q3 (1/1/2022 - 3/31/2022)	4/20/22	
Q4 (4/1/2022 - 6/30/2022)	8/15/22	End of Program Year Reporting

FUTURE PROGRAM YEARS

Quarter	Reporting Due Date	Notes
Q1 (7/1 - 9/30)	20 Days After End of Quarter	
Q2 (9/1 - 12/31)	20 Days After End of Quarter	
Q3 (1/1 - 3/31)	20 Days After End of Quarter	
Q4 (4/1 - 6/30)	45 Days After End of Quarter	End of Program Year Reporting

Questions?

Stevens Amendment Disclosure

For program funding details in compliance with the Stevens Amendment, please visit <https://dlt.ri.gov/wds/program-funding/>

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