Performance Reporting System FAQ #7: <u>Common Reporting Errors</u>
For Community-Based Job Training and High Growth Job Training Initiative
Grants
May 5, 2009

The following list of reporting requirements identifies common reporting errors on the ETA-9134 Form and provides guidance to rectify reporting errors. This document should be viewed as a supplement to other technical assistance materials that have been and will be disseminated to High Growth Job Training Initiative (HGJTI) and Community Based Job Training (CBJT) grantees.

Grantees that were active on May 14, 2008 were instructed to submit reports for the quarter ending June 30, 2008 that were cumulative for their grant activities to date at that time, and these grantees should note that the following list of requirements does not contradict that guidance. For grantees that were active on May 14, 2008, the initial performance report submitted should be cumulative.

<u>**Required OMB Reporting Form and Instructions**</u>

All HGJTI and CBJT grantees are required to use the Office of Management and Budget (OMB) approved Reporting Forms and Instructions for quarterly performance reporting and to submit these reports through the Enterprise Business Support System (EBSS) on-line reporting system. Quarterly reports and records must be submitted no later than 45 days after the end of each reporting quarter, unless otherwise specified by ETA.

<u>**Section B. Customer Summary Information**</u>

B.2 Total Participants Served
B.2 Total Participants Served is the <u>total number of participants</u> who receive a grant-funded service during the reporting period. This includes all new participants reported in section *B.3 New Participants Served* <u>and</u> all other participants who received grant-funded services during the quarter. Total Participants = (B.3 New Participants) + ("old" participants reported in previous quarters and who continue to receive grant-funded services in the current quarter). **Note**: In a grantee's initial report, data reported in B.2 Total Participants Served and B.3 New Participants Served should be the same, because total participants = new participants.

For data reported by a grantee for the quarter on which they are reporting:

➤ *B.2 Total Participants Served* must be greater than or equal to *B.3 New Participants Served;*

➤ *B.2 Total Participants Served* must be greater than or equal to *C.1 Number Began Education/Job Training Activities*;

> *B.2 Total Participants Served* must be greater than or equal to *C.2 Number Completed Education/Job Training Activities*.

Section C. Customer Service Activities

C. 2 Number Completed Education/Job Training Activities, *C.2a. Number Received Degree/Certificate*, *C.2b. Number Entered Employment*, *C.2c. Number Entered Training-Related Employment*, and NAICS codes are <u>all</u> reported in the participant quarter of completion only. **Note**: For grantees who were instructed to submit reports for the quarter ending June 30, 2008 that were cumulative for their grant activities to date at that time, these grantees should note that participant data reported in their June 30, 2008 Initial Report is cumulative, not for the participant quarter of completion.

These performance measures are separate from Adult Common Measures. Adult Common Measures are NOT reported on the ETA-9134 Form.

C.1 Number Began Education/Job Training Activities
C.1 Number Began Education/Job Training Activities is the total number of participants who began receiving education/job training activities during the reporting quarter. <u>For data reported by a grantee for the quarter</u> **on which they are reporting,** an individual participant cannot be reported in both sections *C.1 Number Began Education/Job Training Activities* and *C.2 Number Completed Education/Job Training Activities*, unless the participant <u>began and completed</u> education/job training activities during that same reporting quarter. **Note**: For grantees who were instructed to submit reports for the quarter ending June 30, 2008 that were cumulative for their grant activities to date at that time, these grantees should note that participants reported in C.1 Number Began Education/Job Training Activities could be the same participants reported in C.2 Number Completed Education/Job Training Activities in their June 30, 2008 Initial Report, to reflect cumulative data.

For data reported by a grantee for the quarter on which they are reporting:

> *C.1 Number Began Education/Job Training Activities* - participants reported in this category should not be the same participants reported in *C.2 Number Completed Education/Job Training Activities,* unless individual grantee education/job training programs are structured so participants begin and complete education/ job training activities within the same reporting quarter.

C.2 Number Completed Education/Job Training Activities
C.2a. Number Received Degree/Certificate, *C.2b. Number Entered Employment*, and *C.2c. Number Entered Training-Related Employment* are all *<u>sub-sets</u>* of *C.2 Number Completed Education/Job Training Activities* and are all reported in the participant quarter of program completion only. **Note**: For grantees who were instructed to submit reports for the quarter ending June 30, 2008 that were cumulative for their grant activities

to date at that time, these grantees should note that participant data reported in their June 30, 2008 Initial Report is cumulative, not for the participant quarter of completion.

For data reported by a grantee for the quarter on which they are reporting:

➤ *C.2 Number Completed Education Job Training Activities* must be greater than or equal to *C.2a. Number Received Degree/Certificate*;

➤ *C.2 Number Completed Education Job Training Activities* must be greater than or equal to *C.2b. Number Entered Employment*;

➤ *C.2 Number Completed Education Job Training Activities* must be greater than or equal to *C.2c. Number Entered Training-Related Employment*.

C.2b. Number Entered Employment and C.2c. Number Entered-Training Related Employment
C.2c. Number Entered Training-Related Employment is a sub-set of *C.2b. Number Entered Employment*. If a participant is reported in *C.2c. Number Entered Training-Related Employment*, they **must** also be reported in *C.2b. Number Entered Employment* and reported under the appropriate NAICS code. In addition, individuals can only be reported in this section for entered employment and entered training-related employment in the quarter they have completed education/job training activities. Even if individuals obtain employment in future quarters, they cannot be reported in this category. **Note**: For grantees who were instructed to submit reports for the quarter ending June 30, 2008 that were cumulative for their grant activities to date at that time, these grantees should note that participant data reported in their June 30, 2008 Initial Report is cumulative, not for the participant quarter of completion.

For data reported by a grantee for the quarter on which they are reporting:

➤ *C.2b. Number Entered Employment* must be greater than or equal to *C.2c. Number Entered Training-Related Employment*;

➤ *C.2c. Number Entered Training-Related Employment* must be equal to the sum of (1) through (20) NAICS Sector codes. Any participants who enter training-related employment in a field not covered by one of the NAICS codes on the ETA-9134 Form should be reported in *C.2c. (19) NAICS Sector 81 – Other Services*. If participants are placed in *C.2c. (19) NAICS Sector 81 – Other Services* for this reason, grantees should make a note explaining the inclusion in the "Additional Information" section of their quarterly narrative report.

Adult Common Measures

Adult Common Measures are reported as part of the quarterly performance report process for all program exiters. However, Adult Common Measures are not reported on the

ETA-9134 Form. Employment data captured under section C. Customer Summary Activities is reported in the quarter of program completion and is separate from reporting for the Adult Common Measures.

ETA is able to track Adult Common Measures on behalf of the grantee if a grantee collects the following participant information: 1) Social Security Number; 2) Employment Status at Participation; 3) Date of Exit; and 4) Reason for Exit, and submits this information to ETA for all participants who exit from the program. Grantees should report the four required data elements on the Individual Records tab of the on-line reporting system (due to the method of calculating the "date of exit," all participants reported on this tab must have a date of exit in the previous quarter).

If a grantee is unable to collect and report to ETA the four required data elements for a participant, the grantee must use supplemental data, or partner with their state or local workforce agency, to independently track and compute Adult Common Measures for all participants who exit from the program. Grantees should report to ETA Adult Common Measure data for Entered Employment, Employment Retention, and Average Earnings on the Individual Records tab of the on-line reporting system (due to the method of calculating the "date of exit," all participants reported on this tab must have a date of exit in the previous quarter). Please refer to the Fact Sheets on Supplemental Data and Common Measures for additional information.

Performance Reporting Materials

Included below is a summary of all technical assistance materials that have been prepared to support grantees in understanding performance reporting requirements. If you do not have any of the materials listed below, please contact your FPO.

Access to the OMB Approved Reporting Instructions, ETA-9134 Form, and Frequently Asked Questions Documents (1-7)
1. Go to: http://www.doleta.gov/performance/Guidance/wia.cfm
   - Select "High Growth & Community-Based Job Training Grants"
   - Make sure you are looking at the third column labeled "ETA May 14, 2008 High Growth and Community-Based Job Training Grants (OMB 1205-0465)"
   - Select the following links to download materials: **General Reporting Forms and Instructions**; **ETA 9134 Form**; and **FAQ** documents.

2. **Supplement & Glossary** document. Each required reporting element is described and/or defined in accordance with federal policy and/or the OMB-approved report format, with additional information and clarification provided as appropriate. Underlined terms are linked to (CTRL + click) and defined in the glossary.

3. **EBSS On-line User Guide, Version 2.0**. This is a useful tool to support grantees when they have questions about the actual On-line Reporting System.

4. **Fact Sheets** on Common Measures, Supplemental Data, and Gap in Service.