

**Performance Reporting System FAQ #6: Key Policy Decisions**  
**For Community-Based Job Training and High Growth Job Training Initiative**  
**Grants**  
**May 5, 2009**

The following list of performance reporting policies is intended to serve as a compilation of key policy guidance released through previous FAQs and performance reporting materials regarding the Office of Management and Budget (OMB)-approved forms and instructions that High Growth Job Training Initiative (HGJTI) and Community Based Job Training (CBJT) grantees are required to follow for their quarterly performance reports. This document should be viewed as a supplement to other technical assistance materials that have been and will be disseminated to HGJTI and CBJT grantees.

**Required OMB Reporting Form and Instructions**

All HGJTI and CBJT grantees are required to use the 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.

**Definition: Career Awareness & Exploration**

ETA defines career awareness and exploration as activities with the primary goal of raising awareness of, or generating interest in, careers in industries or occupations. These activities include, but are not limited to, attending career fairs, giving informational presentations on high growth occupations or industries to high-school students, and distributing promotional materials to individuals. If you are not sure if an activity qualifies as a career awareness and/or exploration activity, please contact your Federal Project Officer (FPO). Involvement in career awareness or exploration activities alone is not sufficient to trigger participation (for reporting purposes) in a HGJTI or CBJT grant. Grant funds may be used to support career awareness and/or exploration activities if these activities are in the grantee's statement of work, but individuals who are only in these types of activities are not considered participants for reporting purposes. Therefore, individuals who only receive career awareness and/or exploration activities are not included in ANY of the data elements in sections B and C of the ETA-9134 Form or in Adult Common Measures reporting. Instead, these individuals are solely counted as recipients of capacity building activities, and their activities are recorded in section D of the ETA-9134 Form, as appropriate.

### **Definition: Completion**

ETA defines completion as the successful completion of education/job training activities. What constitutes successful completion is determined by each grantee. Some grantees' education/job training activities are comprised of a series of courses or activities, and the intent of their education/job training activities is for individuals to complete the entire series of courses or activities. In this case, "successful completion" should be defined as finishing the entire series of courses or activities.

An individual participant may only be reported as completing education/job training activities in one reporting quarter.

### **Reporting on Participants Younger than 18**

Individuals who receive a determination of eligibility and are 18 or older when they begin to receive grant-funded services are counted as participants. These participants will have their information and outcomes reported in every section of the ETA-9134 Form as appropriate, and reported under Adult Common Measures.

Individuals who receive a determination of eligibility and are under 18 when they begin to receive grant-funded services ARE counted as participants. These participants will have their information and outcomes reported in every section of the ETA-9134 Form as appropriate. However, Adult Common Measures are not reported for participants who are under 18 when they begin to receive grant-funded services.

In the submission of Standardized Individual Records (SIR), grantees should only provide ETA with the four data elements used to compute Adult Common Measures for exiters who were 18 or older at the time their first grant-funded service was received, meaning when they first became a participant. Participants who receive their first grant-funded service when they are younger than 18 will not be included in Adult Common Measures, and therefore are excluded from the collection of the four data elements.

### **Individuals Served with Leveraged Resources**

#### **Individuals Served with ONLY Required Match Funds**

A majority of HGJTI and all CBJT grantees do not have a required match. For those HGJTI grantees that do, individuals who receive services through a HGJTI grant that are funded solely with required matching funds are considered grant participants. Grantees should report on outcomes for these participants in all appropriate sections of the ETA-9134 Form. Grantees should also include the four data elements for these participants in the SIR file that is used to compute Adult Common Measures, or in their own Adult Common Measures computations if they are calculating these measures directly through supplemental data, or in partnership with their state or local workforce agency. Grantees

should also report on matching resources that have been provided to support their grant in both the grant's quarterly performance report and in their quarterly financial report.

#### *Individuals Served with ONLY Non-Match Leveraged Resources*

Individuals who receive services through a HGJTI or CBJT grant funded solely with leveraged resources that do not include any required match, with no services provided with grant funds, are not considered grant participants. Grantees should not report on outcomes for these individuals in sections B or C of the ETA-9134 form. They should also not include the four data elements for these individuals in the SIR file that is used to compute Adult Common measures or in their own Adult Common Measures computations if they are calculating these measures directly through supplemental data, or in partnership with their state or local workforce agency. Grantees should also report on leveraged resources that have been provided to support their grant in both the grant's quarterly performance report and in their quarterly financial report.

#### **Individuals Reported as Participants Served AND Under Capacity Building**

Individuals can be reported as a "Participant Served" in section B and under "Capacity Building" in the ETA-9134 Form. Please note that just because an individual is an eligible participant does not mean that the individual should automatically be reported in the "Capacity Building" section too. To be reported under the Capacity Building categories, an individual would have to meet the "Capacity Building" definition for "student" or "other people." Please refer to the capacity building definitions provided in the Supplement & Glossary Guide.

#### **Common Measures**

All HGJTI and CBJT grantee are required to report Adult Common Measures. To reduce the burden on grantees, 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). ETA will use the information provided to compute Entered Employment, Employment Retention, and Average Earnings and provide these Adult Common Measure outcome results to the grantee. Please Note, ETA is still working to identify the best method to provide these results to grantees.

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 work in partnership 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.

\* **Important Note:** Adult Common Measure outcomes are not included on the ETA-9134 Form.

### **Performance At Work (PAW) Technical Assistance**

PAW is a voluntary Access-based Management Information System, and is available free of charge to all HGJTI and CBJT grantees. After receiving information on participants’ background, activities, and employment, PAW calculates most of the data elements required on the ETA-9134. Only capacity building, leveraged resources, and the narrative sections are not included in PAW. Please note the use of PAW is not required but encouraged for those grantees who may not have a management information system in place.

PAW is an “as is” tool specifically developed to help grantees in tracking participant data for the purpose of reporting on the ETA-9134 Form and is not an all-encompassing grants management tracking system. Therefore, we have limited resources and are only able to support your efforts as it relates to the specific intent and purpose of the system.