

U.S. Department of Labor Employment & Training Administration

Quarterly Performance Reporting: Reporting on the Participant Lifecycle, Reviewing the ETA-9153 Form, and RAD

Wednesday, June 16

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Business Relations Group
Office of Workforce Investment



Agenda

- **Data Elements**
- **Reviewing the ETA-9153 Form**
- **RAD Update**

Data Elements

Data Elements

- **Becoming a Participant:**
 - Grantee determines eligibility
 - In alignment with the funding SGA, and
 - In alignment with Statement of Work

 - Grantee collects all required demographic information

 - Individual becomes a participant on the date they first receive a grant-funded service



Data Elements

■ Collecting SSNs

- Required to collect SSNs for all participants served with grant funds
- Collection of SSN will be used to help ETA track and report Common Performance Measures to report the impact of Recovery Act funds
- SSNs are securely stored and transmitted through ETA's network. DOL/ETA will not have access to SSNs.

Tips for Collecting SSNs

- *Include SSNs fields on your Intake Form (* as required)*
- *Follow-up with participants who do not disclose an SSN*
- *Address any privacy concerns*
- *Provide information on why SSNs are collected*
- *Describe how SSNs support performance outcomes for the Recovery Act and your grant program.*

Participant Self-Identifies	Grantee Identifies
✓ Gender	
✓ Ethnicity	✓ Education Level
✓ Race	✓ Age
✓ Limited English Proficiency	✓ Eligible Veterans Status
✓ Person with Disability	<ul style="list-style-type: none"> ✓ Other Demographics <ul style="list-style-type: none"> ✓ Unemployed Individuals ✓ Dislocate Workers ✓ Incumbent Workers ✓ Workers Impacted by National Energy and Environmental Policy ✓ Individuals in Need of Updated Training Related to Energy Efficiency and Renewable Energy Industries ✓ Individuals Seeking Employment Pathways Out of Poverty and into Self-Sufficiency ✓ Individuals with a Criminal record ✓ High School Dropouts ✓ Disadvantaged Workers within Areas of High Poverty ✓ Individuals Impacted by Automotive-related Restructuring

Data Elements

Demographic Data Element	Applicable SGA
Eligible Veterans	ALL
Limited English Proficiency	ALL
Person with Disability	ALL
Unemployed Individuals	ALL
Incumbent Workers	ALL
Workers Impacted by National Energy and Environmental Policy	ETP & SESP
Individuals in Need of Updated Training Related to Energy Efficiency and Renewable Energy Industries	ETP & SESP
Individuals Seeking Employment Pathways Out of Poverty and into Self-Sufficiency	SESP
Individuals with a Criminal record	Pathways & SESP
High School Dropouts	ALL
Disadvantaged Workers within Areas of High Poverty	Pathways
Individuals Impacted by Automotive-related Restructuring	ETP, SESP & Health Care and Other

SUM OF:

■ Gender
■ Race

\geq

New Participants Served

■ Education Level
■ Age

$=$

New Participants Served

■ Other
Demographics

\geq

New Participants Served

Data Elements

■ NAICS Sectors

– Reported by ALL grantees for:

- Participants who begin receiving education/job training activities
- Participants who complete education/job training activities and enter training-related employment

Data Elements

■ Green Industry Sectors

– Reported in addition to NAICS Sector by Pathways , SESP, and ETP grantees only for:

- Participants who begin receiving education/job training activities
- Participants who complete education/job training activities and enter training-related employment

Data Elements

- **Types of Education/Job Training Activities**
 - Reported for participants who began receiving education/job training services in the current quarter or a previous quarter
 - Each Type of education/job training activity can be reported one time, the first time
 - Participants can be reported in more than one type of education/job training activity, as appropriate

Data Elements

- **Number Completing Education/Job Training Activities**
 - Grantee determines “successful completion”
 - Completion triggers:
 - Degree/Certificate Received
 - Type of Degree Certificate
 - Total Degree/Certificates Received
 - Entered Employment
 - Entered Training Related Employment
 - Employment Retention
 - Retention and Follow-up services * can also be triggered by exit



Data Elements

Degree/Certificate Received

- Reported only for participants who complete education/job training activities
- Can only be reported one time
- Report the type of certificate degree/received
 - The sum of types reported must = the sum of Degree/Certificate Received

Total Degree Certificate Received

- Reported only for participants who complete education/job training activities
- Includes “completion” degree/certificate received, as well as any additional post-completion degree certificate received
- Participants can have their degree/certificates reported for this data element multiple times, if appropriate (i.e. stackable credentials, etc)

Data Elements

■ Entered Employment

- At any point after completion, did the participant enter employment?

 Serving Incumbent Workers who do not meet ETA's definition of "Entered Employment?" Include these outcomes in your QNR

■ Entered Training-Related Employment

- At any point after completion, did the participant enter employment and was that employment training related?
 - Report NAICS Sector
 - Report Green Industry Sector (if applicable)

■ Employment Retention

- For participants who completed and entered employment, did they retain employment in the 1st and 2nd quarters after initial placement?

 RAD system will help you track employment retention

Data Elements

■ Common Performance Measures

- **Calculated by ETA on behalf of the grantee for all participants who provide SSNs**
- **ETA will return Common Measure results to grantee**
- Entered Employment Rate: Of those individuals who were not employed at the time of program participation, the percentage who were employed in the 1st quarter after they exit.
- Employment Retention Rate: Of those who were employed in their first quarter after exit, the percentage employed in *both* the 2nd and 3rd quarters after exit.
- Average Earnings: Of those who were employed in their 1st, 2nd, and 3rd quarters after exit, the average gross earnings from the 2nd and 3rd quarters after exit.

Data Elements

■ **Exiter**

- A participant who has not received grant-funded services for 90 consecutive calendar days
- **“Gap in Service”** maybe used to place a hold on a participant, preventing exit
 - Can last up to 180 days
 - Allowable uses for Gap in Service:
 1. Delay in Training,
 2. Temporary Move from the Area, or
 3. Health/Medical Reason or Family Care

Questions?

Reviewing the ETA-9153 Form

SECTION A. GRANTEE IDENTIFYING INFORMATION

STANDARDIZED QUARTERLY PERFORMANCE REPORT ARRA HIGH GROWTH AND EMERGING INDUSTRIES GRANTS	
OMB No. 1205-0478 Expires: 10/31/2010	
A. GRANTEE IDENTIFYING INFORMATION	
1. Grantee Name:	2. Grant Number:
3. Program/Project Name:	4. Industry:
	5. Other Industry:
6. Grantee Address _____ City _____ State _____ Zip Code _____	7. Report Quarter End Date:

A. Grantee Identifying Information

- Information will automatically be populated by RAD
- Grantees cannot edit this information

SECTION B. PARTICIPANT SUMMARY INFORMATION

B2. Total Participants Served

- *B.2 Total Participants Served* is the total number of participants who receive a grant-funded service during the reporting period.
 - **Note:** In your 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.
 - *B.2 Total Participants Served must always be \geq B.3 New Participants Served*

 If you have reported participants served in B2. and B3., then data should appear in specific categories in section B – Gender, Ethnicity/race, Education Level, Age, and Other Demographics.

SECTION B. PARTICIPANT SUMMARY INFORMATION

B.3a.i-3d.vi Gender, Ethnicity/Race, Education Level, Age

B3e. – B3q Other Demographics

- “Other Demographic” fields apply to all SGAs (as appropriate) except for the following:
 - **B3k.** – Only applies to ETP & SESP
 - **B3l.** – Only applies to ETA & SESP
 - **B3m.** – Only applies to SESP
 - **B3n.** – Pathways & SESP
 - **B3p.** – Only applies to Pathways
 - **B3q.** – Only applies to ETP, SESP & Health Care and Other

SUM OF:

■ Gender
■ Race

\geq

New Participants Served

■ Education Level
■ Age

$=$

New Participants Served

■ Other
Demographics

\geq

New Participants Served

Other Demographics	3e. Eligible Veterans			
	3f. Limited English Proficient			
	3g. Persons with a Disability			
	3h. Unemployed Individuals			
	3i. Dislocated Workers			
	3j. Incumbent Workers			
	3k. Workers Impacted by National Energy and Environmental Policy	ETP/SESP		
	3l. Individuals in Need of Updated Training Related to the Energy Efficiency and Renewable Energy Industries	ETP/SESP		
	3m. Individuals Seeking Employment Pathways Out of Poverty and into Self-Sufficiency	SESP		
	3n. Individuals with a Criminal Record	Pathways/SESP		
	3o. High School Dropouts			
	3p. Disadvantaged Workers within Areas of High Poverty	Pathways		
	3q. Individuals Impacted by Automotive-related Restructuring	ETP/SESP/HC		

C. PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE

1. Began Receiving Education/Job Training Activities			
1.a(1) NAICS Sector 11 - Agriculture, Forestry, Fishing & Hunting			
(2) NAICS Sector 21 - Mining, Quarrying, and Oil and Gas			

SECTION C. PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE

C1.a NAICS Sectors

- This field is a subset of *C1. Began Receiving Education/Job Training*. If data is reported in *C. Began Receiving Education/Job Training Activities*, data should also be report for corresponding NAICS Sector codes (1-20)
- ETP, Pathways, and SESP must report a NAICS Sector **and** Green Industry Sector (1-8)

C1.b Green Industry Sectors

- Only applies to Energy Training Partnerships, Pathways Out of Poverty, and State Energy Sector Partnership. Health Care and Other grantees should not report a Green Industry Sector code.

Sum of NAICS Industry Sectors

=

Sum Green Industry Sectors

C. PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE				
56		1. Began Receiving Education/Job Training Activities		
57				
58	Industry Code	1.a(1) NAICS Sector 11 - Agriculture, Forestry, Fishing & Hunting		
59				
66		(15) NAICS Sector 61 - Educational Services		
67				
68		(16) NAICS Sector 62 - Health Care & Social Assistance		
69				
70		(17) NAICS Sector 71 - Arts, Entertainment, and Recreation		
71				
72		(18) NAICS Sector 72 - Accommodation and Food Services		
76		(20) NAICS Sector 92 - Public Administration		
77				
78	Green Industry Sector	1.b(1) Energy-Efficient Building, Construction, and Retrofit	ETP, SESP, Pathways ONLY. Also must be reported in C.1a. NAICS	
79				
80		(2) Renewable Electric Power		
81				
82		(3) Energy Efficient and Advanced Drive Train Vehicle		
83				
84		(4) Biofuels		
85				
86	(5) Deconstruction and Materials Use			
87				
88	(6) Energy Efficiency Assessment (serving residential, commercial, or industrial sectors)			
89				
90	(7) Manufacturers that produce sustainable products (using environmentally sustainable processes and materials)			
91				
92	(8) Other Green Industries			
93				
94		1c. Participated in On-the-job Training Activities		
95				
96		1d. Participated in Apprenticeship Activities		
97				
98		1e. Participated in Pre-apprenticeship Activities		
99				

SECTION C. PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE

C5. Retention and Follow-up Services

- Retention and Follow-up Services are provided after a participant's completion and/or exit designed to ensure successful outcomes and reinforce and stabilize job placement.
 - Please refer to the Reporting Glossary and Guide for the complete definition
- To report in data in *C.5 Retention and Follow-up Services*, participants must have been reported in *D.1 Number Completed Education/Job Training* or *B.1 Total Exiters*

SECTION D. INDICATORS OF PERFORMANCE

D.1a Number Received a Degree/Certificate

- This field is a subset of *D.1 Number Completed Education/Job Training*.
 - Participants **must** have been reported as a completer in *D.1 Number Completed Education/Job Training* to be reported in *D.1a Number Received a Degree/Certificate*.
- Must be less than or equal to *D.1 Number Completed Education/Job Training* **cumulative**
- Sum of *D.1a (1)-(4)* should equal *D.1a Number Received a Degree or Certificate*
- *This number can not be > D.1b Total Degree/Certificates Received* **cumulative**

SECTION D. INDICATORS OF PERFORMANCE

D.1c Number Entered Employment

- This field is a subset of *D.1 Number Completed Education/Job Training*.
 - Participants **must** have been reported as a completer in *D.1 Number Completed Education/Job Training* to be reported in *D.1c Number Entered Employment*.
- Must be less than or equal to *D.1 Number Completed Education/Job Training* **cumulative**

D.1c.ii Employment Retention

- This data element is a subset of Number Entered Employment

D.1c.i Number Entered Training-Related Employment

- This field is a subset of *D.1 Number Completed Education/Job Training* and *D.1c Number Entered Employment*.
 - Participants **must** have been reported as a completer in *D.1 Number Completed Education/Job Training* and as obtaining employment in *D.1c Number Entered Employment* to be reported in *D.1c.i Number Entered Training-Related Employment*.
- Must be less than or equal to *D.1c Number Entered Employment*

SECTION D. INDICATORS OF PERFORMANCE

D.1c.ia NAICS Sectors

- This field is a subset of *D.1c.i Number Entered Training-Related Employment*.
 - If data is reported in *D.1c.i Number Entered Training-Related Employment*, data must also be report for corresponding NAICS Sector codes (1-20)
- ETP, Pathways, and SESP must report a NAICS Sector **and** Green Industry Sector (1-8)

D.1c ib Green Industry Sectors

- This field is a subset of *D.1c.i Number Entered Training-Related Employment* and only applies to ETP, Pathways, and SESP. Health Care and Other grantees should not report a Green Industry Sector code.

Sum of NAICS Industry Sectors

=

Sum Green Industry Sectors

Questions?

Recovery Act Data (RAD) Collection System

RAD

- Status Update: RAD
 - Phase 1 is currently in beta testing phase
- RAD: Phase 1 will be launch in early July 2010
 - Required use for the submission of 6.30.10 and all subsequent Quarterly Progress Reports
 - Training will be provided with launch
- Additional phases of RAD will be rolled out over next year

RAD

- **How will the RAD system be used?**
 - Track required participant data in RAD
 - Primary grantee function
 - Sub-grantee/other data collection function
 - Generate the ETA-9153 Form Quarterly
 - Review the ETA-9153 Form for Accuracy
 - Uploading Narrative Report
 - Submit and Certify records and QPR
 - Once submitted and certified, ETA is able to access QPR and participant data in aggregate, and QNR

RAD

■ Who will be able to access RAD?

- Primary grantee will have Administrator Function access to RAD
 - Input participant data
 - Designate and set-up RAD access to other appropriate staff
 - Sub-grantees or other appropriate data collection persons will have “limited” functions in RAD
 - Upload QNR
 - Review, certify, and submit QPR to ETA
 - **ETA WILL NOT have access to any data input into RAD until the primary grantee has certified and submitted a quarterly report**

BRG-Green Recovery Act Data (RAD) System

HOME

ADMIN

Home

Welcome to the BRG-Green RAD System's internal reporting component. Please choose a section to begin:

- * [Admin](#)
- * [National Quarterly Performance Reports \(QPR\)](#)
- * Grantee Management **..coming soon**



HOME

PARTICIPANTS

REPORTS

TOOLS

ADMIN

HOME

Grantee: [Alternative Opportunities...](#)

Grant No: GJ-19869-10-60-A-27

Contact: ira bakh (301) 897-6543

Email: bakhtiar.iraj@dol.gov

This is a TEST server and should only be used for training purposes as data is periodically erased.

Welcome!

The American Recovery and Reinvestment Act (ARRA) High Growth and Emerging Industries (HGEI) grantees are required to submit quarterly progress reports to the U.S. Department of Labor's Employment and Training Administration (USDOL/ETA) through the use of the Recovery Act Data (RAD) system in order to comply with the reporting and record keeping requirements of the grant. The RAD system will be used by all ARRA HGEI grantees to collect, track, and report participant records for the purpose of generating and submitting quarterly performance reports/ETA-9153 Form (submitted by all grantees except for State Labor Market Information Improvement and Green Capacity Building grantees), as well as to upload and submit quarterly narrative reports (submitted by all grantees).

To access a specific module, please select the corresponding tab.

To return to the Welcome page, click the "Home" link at the left corner of the RAD system window.

For general information on how to use this program, click the "Help" link.





HOME

PARTICIPANTS

REPORTS

TOOLS

ADMIN

EDUCATION OR JOB TRAINING

Grantee: [Alternative Opportunities...](#)

Grant No: GJ-19869-10-60-A-27

Contact: ira bakh (301) 897-6543

Email: bakhtiar.iraj@dol.gov

bakh, ira ([edit](#))

 [Add New Participant](#)

Summary

Program

Education or Job Training

Other Grant Funded Services

Employment and Follow-up

Exit

Update Activity

Date Began*  (mm/dd/yyyy)

Choose Training Activity* 

Date Ended  (mm/dd/yyyy)

Save

Reset

Cancel



Follow-Up:Date of Follow-Up*  (mm/dd/yyyy)Mode of Contact Successful Follow-Up Yes No

If Successful Follow-up is Yes, then the data elements marked by * are required.
Note: Grayed out fields indicate a current placement does not exist.

Employed* Yes NoStarting Date*  (mm/dd/yyyy)Is Employment Training Related? Yes NoIndustry at Placement* Green Industry Sector Still Employed after 1 Quarter? Yes NoDate of Follow-Up for 1Q *  (mm/dd/yyyy)Still Employed after 2 Quarter? Yes NoDate of Follow-Up for 2Q *  (mm/dd/yyyy)Follow-Up Notes

Save

Reset

Cancel

RAD

- Upcoming RAD Training
 - Be on the look out for a RAD training date coming soon (anticipated early July)!

Questions?

Contact Information

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