Recovery Act Data (RAD) System
Updated User Guide

December 2010

Recovery Act Data (RAD) System

U.S. Department of Labor
Employment & Training Administration

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Introduction

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, Employment and Training Administration (USDOL/ETA). The Recovery Act Data (RAD) System provides a vehicle that allows grantees to comply with the reporting and record keeping requirements of the grant. ARRA HGEI grantees are required to use the RAD system to collect, track, and report participant information for the purpose of generating and submitting the Quarterly Progress Report, which consists of the Quarterly Performance Report, also known as the ETA-9153 Form (submitted by all grantees except for State Labor Market Information Improvement, Green Capacity Building, Category 1 - Health Care Virtual Platform, Category 2 – Enhancing the Ability of Community- and Faith-Based Organizations to Deliver virtual Career Exploration Services, Including Health Care Careers, and ARRA of 2009 Health Care Pilot grantees) and the Quarterly Narrative Reports (submitted by all grantees).

The RAD System User Guide provides instructions for entering participant data, generating the ETA-9153 Form, uploading the Quarterly Narrative Report and submitting and certifying the entire Quarterly Progress Report to ETA. For technical assistance with the RAD System, grantees may contact the Applications Support Help desk at (202)693-2682 or appsupport.ebss@dol.gov. For program related questions, grantees should contact their respective Federal Project Officer (FPO).

Frequently Asked Questions

1. **How do I request technical assistance?**
   As of November 22, 2010, all email regarding RAD technical assistance questions or RAD action items should be sent to the Applications Support Help Desk at appsupport.ebss@dol.gov. Previously, RAD emails were sent to the Green Jobs mailbox. Please be sure to send all of your RAD questions to the Applications Support Help Desk at the email address listed above, as this will help us ensure questions are received and responded to in a timely manner. Be sure to include your grant number, grant name, and specific details regarding your request. For program related questions, grantees should contact their respective Federal Project Officer (FPO).

2. **How do I edit a participant name or SSN and how do I delete a participant?**
   Due to DOL/ETA security procedures, some information in RAD becomes encrypted after it is saved and cannot be edited. This information includes: participant name and social security number. The only way to change this data is to have the participant's record deleted and re-enter the participant. To have a participant file deleted, send a list of participant ID numbers, identifying the change requested, to the Applications Support Help Desk at appsupport.ebss@dol.gov. Please be sure to include your grant name and number in the request.

3. **How do I delete an activity or change the "Date of Intake?"**
   Currently, grantees do not have the ability to delete a grant-funded service or edit the "Date of Intake". To delete a grant-funded service or change the "Date of Intake," for a participant, send a list of participant ID numbers, identifying the change requested, to the Applications Support Help Desk at appsupport.ebss@dol.gov. Please do not send Social Security Numbers, as they are personally identifiable information.

4. **Why are participants being Auto-Exited?**
   In accordance with the OMB-approved reporting requirements and definitions, an exiter is a participant that has gone 90 consecutive days without receiving a grant-funded service. Therefore, participants are auto-exited in RAD after 90 days have passed from the end date of their latest service, regardless of whether or not they have successful program completion. For example, if a participant has a grant-funded activity with a start date of 6/10/2010 and an end date of 8/15/2010, and no other grant-funded services are added to the participant's file, the participant would be exited automatically by RAD 90 days after 8/15/2010 - which would be 11/13/2010. Once exited, a participant's status changes from "Active" to "Exiter." The RAD Auto-Exit process runs daily at 2:00am – it identifies and exits any participants that qualify as exiters.

5. **How do I prevent an exit in RAD?**
   To prevent a participant from being exited by RAD, users can create one of the following:
   - Add an education/training activity or other grant-funded service to a participant's file before 90 days has elapsed since the participant's latest activity or service.
   - Add a Delay Exit/Gap of Service, which puts a hold for up to 180 days on a participant's status and prevents exit. The participant must intend to return to grant-funded activities once the Gap ends and must meet one of the following criteria: 1) delay before beginning of training (such as a summer break, 2) health/medical reasons or family care, or 3) temporary move from the area.
   - Leave the End Date blank from the participant's latest grant-funded activity or service. RAD cannot auto-exit a participant with an open-ended activity/service.

6. **How do I un-exit a participant?**
   If a participant was incorrectly auto-exited in RAD, due to a grant-funded service or Gap of Service not added in a timely manner to a participant file, the participant status can be temporarily reactivated for updating. To temporarily reactivate a participant, send a list of participant ID numbers, identifying the change requested, to the Applications Support Help Desk at appsupport.ebss@dol.gov. Also include your grant name and number. Please DO NOT send participant Social Security Numbers as they are personally identifiable information!

7. **Can I edit participant grant-funded services?**
   Grantees have the ability to change a start date and end/completion date for active participants and their Education or Job Training Activities, Other Grant-Funded Services and Program Information. Grantees may change an activity start or end date by opening the activity and updating the "Date Began" or "Date Ended" field.

8. **How do I select "Yes" for Program Information field, "Has the participant successfully completed the program?"**
   In accordance with OMB-approved reporting requirements and definitions, a "successful completer" is a participant that has successfully completed an education/training program. The "Yes" option for successful completion will not become available for a participant until an education/training activity has been added to their file and that activity has been completed (this is accomplished by entering an end date for the education/training activity).

   If you are trying to report that a participant has successfully completed and the "Yes" option is not available, verify that an education/training activity has been reported for the participant and that an end date has been entered for that education/training activity. Please Note: after you save a "Yes" in the successfully completed? field, the RAD System does not allow you to change the indicator back to "No" or null.

9. **What if I am having trouble logging in to the RAD System? I have my RAD System ID and password.**
   If you are experiencing issues logging in to RAD with your password, please ensure you are logging in on the correct login page. Grant Signatories have a unique login page specific for their account access type. Please refer to the original email you received with your link to access the RAD System.

10. **What if I lose or forget my RAD System password?**
    ETA is only able to re-issue RAD pins and passwords to the Official Grant Signatory. All other grantee access to RAD accounts is set up by the grantee. ETA does not have access to these accounts. Complete instructions for requesting your RAD System password are provided under this online help section, Getting Started / Log in to RAD System. If, after reading that section, you are still unable to log in, please contact your grants Administrator or Official Grant Signatory.

11. **Who can upload attachments, enter remarks, certify, and submit the Quarterly Progress Report?**
    Only the authorized grantee representative (grant signatory) can perform these tasks. These Quarterly Progress Report functions are only displayed when the grant signatory logs in to the RAD System. The uploaded attachments and remarks are only saved to the Quarterly Progress Report when the signatory enters the PIN and clicks Submit.

User Roles

The RAD system has four types of user roles:

- **Authorized Grantee Representative**

  (aka - Official Grant Recipient or Grant Signatory) This user has the ability to create and modify users, make a user inactive or active, create and modify participants, view all users and participants, upload narrative reports, generate the ETA-9153 Form from data entered in the RAD system, and submit and certify the Quarterly Progress Reports. Authorized Grantee Representatives can also transfer participants to other case managers or administrators.

- **Administrator**

  An **Administrator** has the same rights as an Authorized Grantee Representative except they are not able to upload narrative reports and to submit and certify the Quarterly Progress Reports.

- **Case Manager**

  A **Case Manager** is a user who can create and modify participants. Case Managers will only be able to see and/or modify their own participants. They cannot see other Case Managers' participants. Case Managers can also generate ETA-9153 Forms for their own participants.

- **Read-Only**

  Read-Only users have the ability to view all participants and reports; however these users are not able to modify any information.

Login to the RAD System

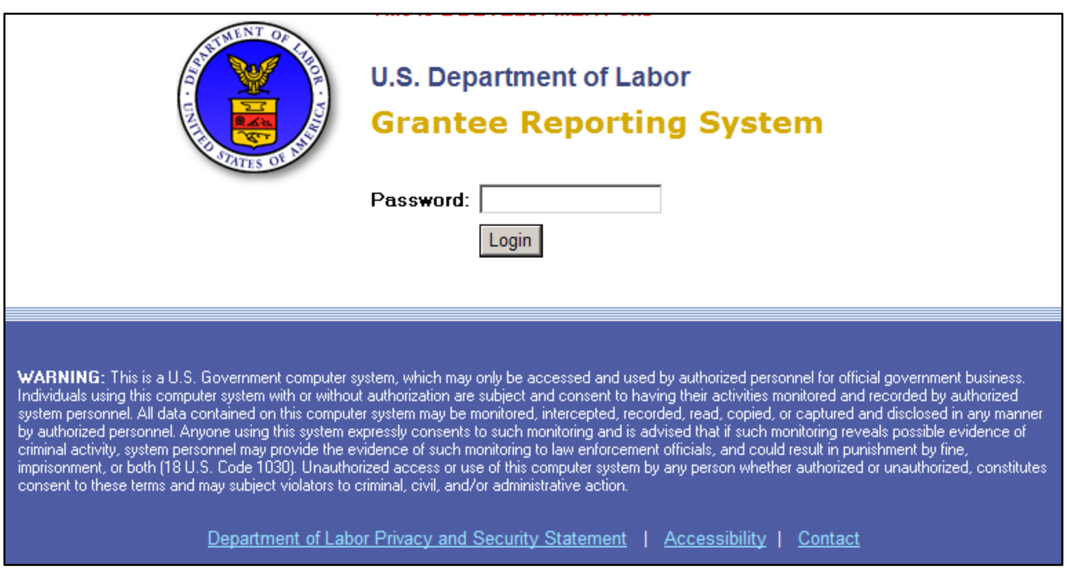
This section provides instructions for Authorized Grantee Representatives and Administrators to log in to the RAD System.

- Login to RAD System by Authorized Grantee Representative
- Forgot Password for Authorized Grantee Representative
- Login to RAD System by Administrator
- Forgot Password for Administrator, Case Manager, and Read-only User

Log in to RAD System by Authorized Grantee Representative

Authorized Grantee Representatives may use these steps to log in to the RAD System.

1. Open the **ETA Program Reporting** e-mail to obtain the RAD System website, Grantee Password and PIN. This email was generated when the DOL/National Office Program Officer created your grantee account in the RAD System.
2. Click the link to the RAD system that is provided in the email. The Grantee Reporting System log-in screen is displayed. Enter your password here.



Forgot Password for Authorized Grantee Representative User

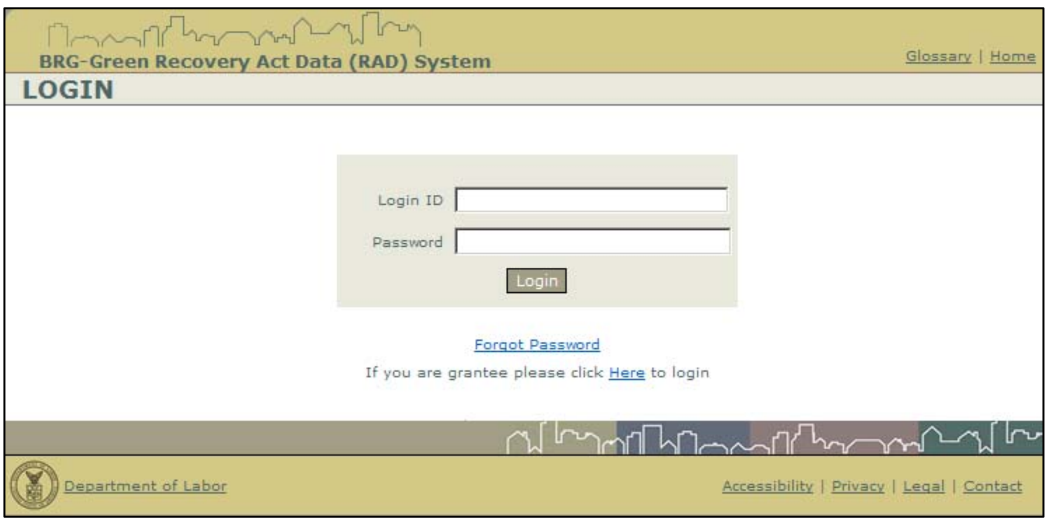
1. If you are a RAD authorized grantee representative and have lost or forgotten your password, you can access the Grantee Reporting System log-in screen and click Contact at the bottom of the screen for the Applications Support Help Desk phone (202-693-2682) and email (appsupport.ebss@dol.gov).

2. When you contact the Application Support Help Desk, they will send you an email with your password.

Log in to RAD System by Administrators, Case Managers, and Read-Only Users

1. Open the email received from etareporting.auto-email@dol.gov that was generated by the Authorized Grantee Representative (or other Administrator) to obtain RAD System website, Login ID and Password.

2. When the link to the RAD System is clicked, the RAD System Login screen is displayed (see below).

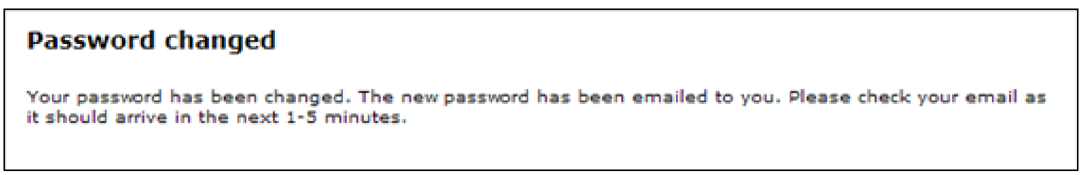


3. Type your Login ID and Password and click Login. The RAD System Home page is displayed.

Forgot Password for Administrator, Case Manager, and Read-Only User

1. If a RAD administrator, case manager or read-only user has lost or forgotten their password, they can access the RAD Login screen and click Forgot Password. The Forgot your Password screen is displayed.

2. Enter your Login ID and click Reset Password. The following message is displayed.

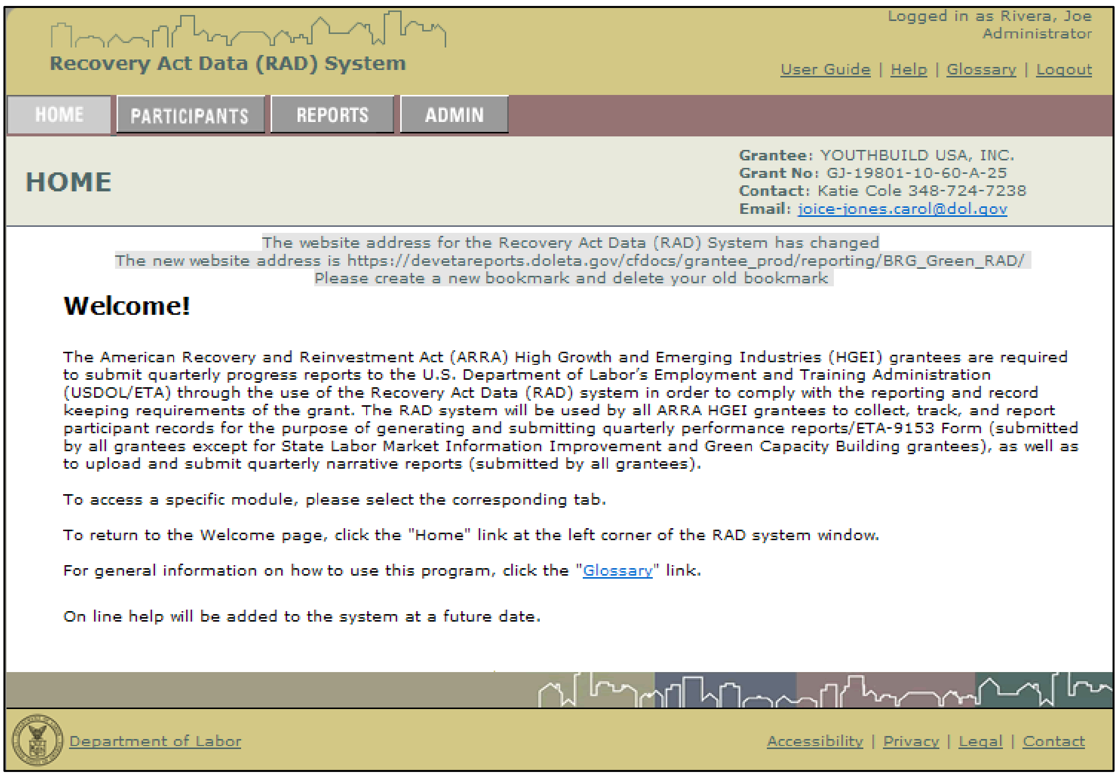


3. An email with your new password is sent to the email address in your user record. Note: Administrators and case managers may access their Admin/user profile and enter a new password (change from the automated password to one they choose). Read-only users may not change their automated password.

RAD System Home Page and Header

The RAD Home page is the first page of the system users will see once they are logged into the system. The Home page contains a brief introduction to the System and the following information:

- Header Information
- Grantee Information
- Function Tabs

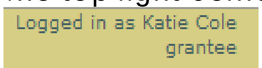


Header Information

The header, located at the top of the page, contains several key pieces of information:

User Identification

The top right corner displays the user's name and title.



Help Link

Below the user's name, you can click the Help link to access this online help tool with a Table of Contents for RAD user instructions. The Help tool also includes Frequently Asked Questions (FAQs) that cover the most commonly asked questions from users.

Glossary Link

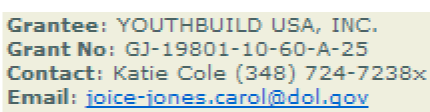
The Glossary Link is next to the Help link. Click it to access the Performance Reporting Glossary and Guide for ARRA HGEI Grantees. This guide provides assistance with terminology used throughout the RAD system, and the performance reporting process step-by-step.

Logout Link

The Logout Link is located next to the Glossary Link. Click the Logout link from any RAD screen to log out of the System

Grantee Information

Grantee Information is located below the top right corner. It consists of the grantee name, grant number, contact name, phone and email address



Check the user identification and grantee information frequently for accuracy. Any changes or discrepancies in this information should be reported to the grantee's Federal Project Officer (FPO).

Function Tabs

Located directly below the Header Information are the four RAD System tabs. These tabs are also located on every page within the RAD System. The tabs direct users to all functions within the RAD System. The tabs include: Home, Participants, Reports, and Admin.

Home

Select the Home tab from any location in RAD to access the Home page.

Participants

Select the Participants tab from any location in RAD to access the Participants Overview page. Here, users are able to create, view, and edit a participant's information.

Reports

Select the Reports tab from any location in RAD to access the Quarterly Progress Report page. Here, users will be able to view or run the Quarterly Progress Report.

Admin

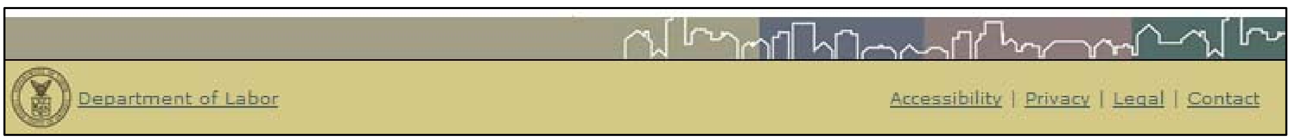
Select the Admin(istration) tab from any location in RAD to access the User Management page. Here, users can perform several admin functions, such as creating users, modifying users, and making a user inactive or active.

RAD System Features

Informational Links

The RAD System footer, located at the bottom of every page, contains useful links:

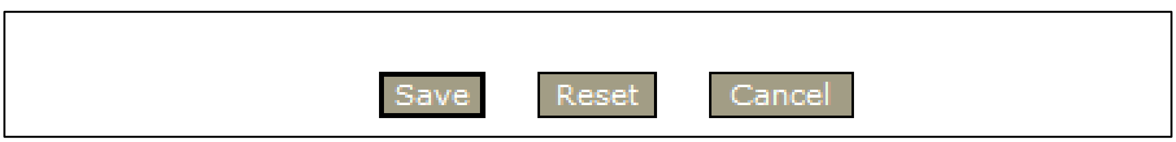
- o **Department of Labor** – link to the DOL Web site
- o **Accessibility** – link to information on obtaining technical support
- o **Privacy** – access to information on the RAD System and DOL/ETA privacy policy
- o **Legal** – access to information regarding the legal ramifications for misuse of the DOL/ETA RAD System Web site.
- o **Contact** – link to information on obtaining technical support for the RAD system.



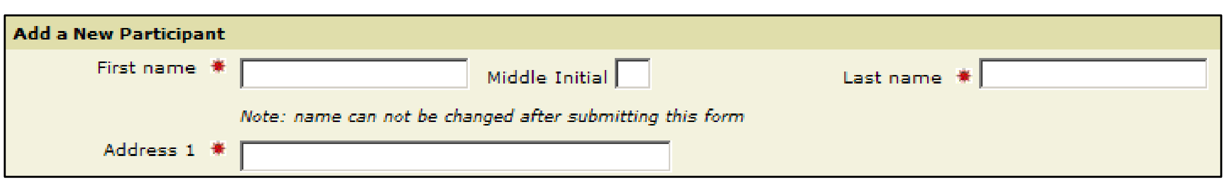
Data Entry Screens

All entry screens provide the options to **Save**, **Reset**, and **Cancel**.

- o Click **Save** to enter your information and save it in the RAD System.
- o Click **Reset** to clear data from all data entry fields and start over.
- o Click **Cancel** to exit the current screen and return to the previous screen without saving any information.



Required fields are indicated by a red asterisk (*****).



Administration (ADMIN)

Authorized Grantee Representatives and **Administrators** may perform the following actions in this module:

- View all grant users (with their role and status) in an overview list
- Create/update accounts for Administrators, Case Managers, and Read-Only users
- Make an Administrator, Case Manager, or Read-Only user's status active or inactive

Case Managers may perform the following actions in this module:

- View their own user profile which includes their name, role and status.
- Change their passwords.
- Update their user account information (except for the active/inactive status.

View All Users in Overview List

RAD System Authorized Grantee Reps and Administrators may use these steps to view a list of all grantee staff users. Case Managers only see a listing for themselves.

1. Click **Admin** on the RAD System menu bar. The **User Management Overview** screen is displayed.

USER MANAGEMENT

Grantee: YOUTHBUILD USA, INC.
Grant No: GJ-19801-10-60-A-25
Contact: Katie Cole (348) 724-7238x
Email: joice-jones.carol@dol.gov

User Management Overview

Add New User

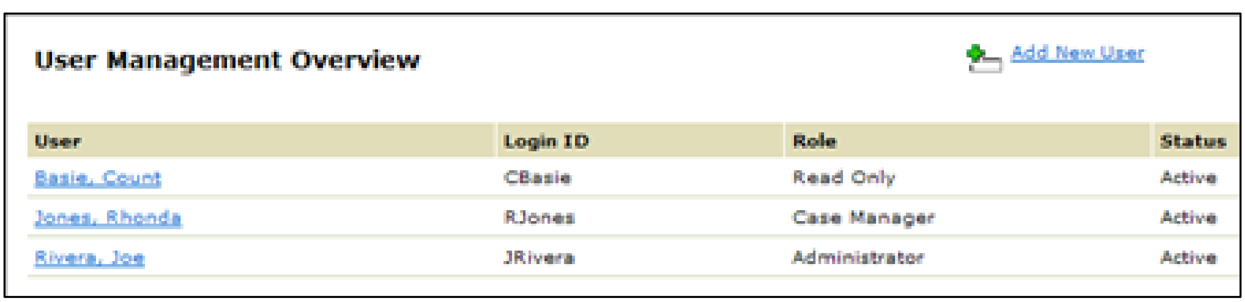
User	Login ID	Role	Status
Basie, Count	CBasie	Read Only	Inactive
Jones, Rhonda	RJones	Case Manager	Active
Rivera, Joe	JRivera	Administrator	Active

2. All grantee staff users that have been added to the RAD System under the grantee's number are displayed with their name, log-in ID, role and status. Note: Case Managers will only see a listing for themselves.

Add New User

The Authorized Grantee Representative and Administrator may use these steps to create a new grantee user in the RAD System. Case Managers do not have access to this function.

1. Click **Admin** on the RAD System menu bar. The **User Management Overview** screen is displayed.

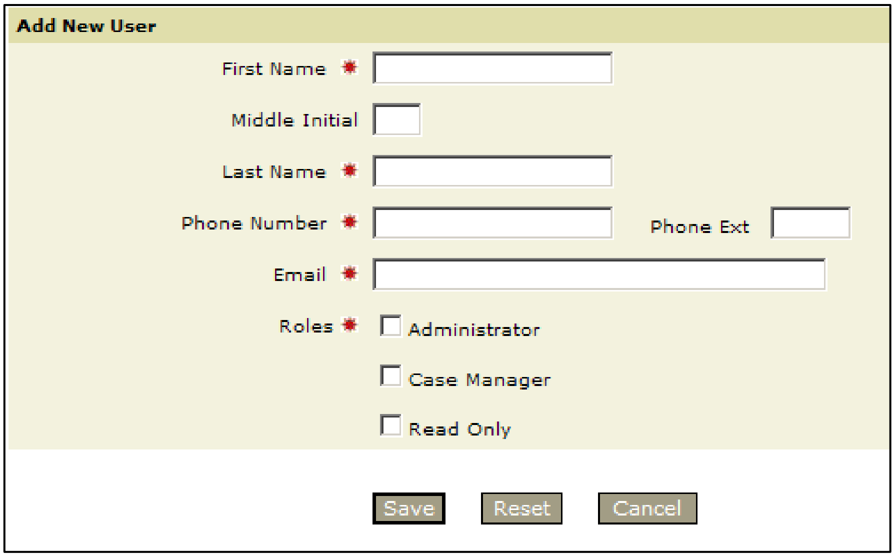


User Management Overview

Add New User

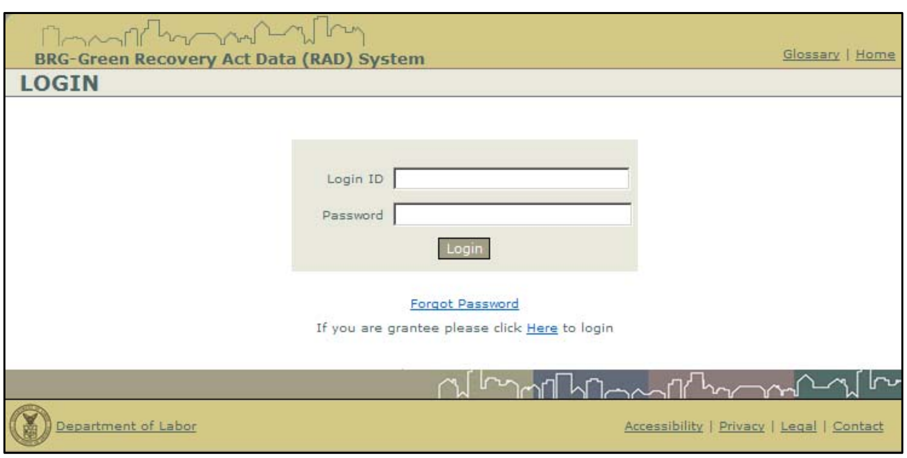
User	Login ID	Role	Status
Basie, Count	CBasie	Read Only	Active
Jones, Rhonda	RJones	Case Manager	Active
Rivera, Joe	JRivera	Administrator	Active

2. Click **Add New User** (mid-right side of screen). The **Add New User** screen is displayed.



3. Fill in the new user's information. Select the user's role (Administrator, Case Manager, or Read-Only). If the user is to be active immediately, make sure the box in the field: **Is User Active?** is checked.

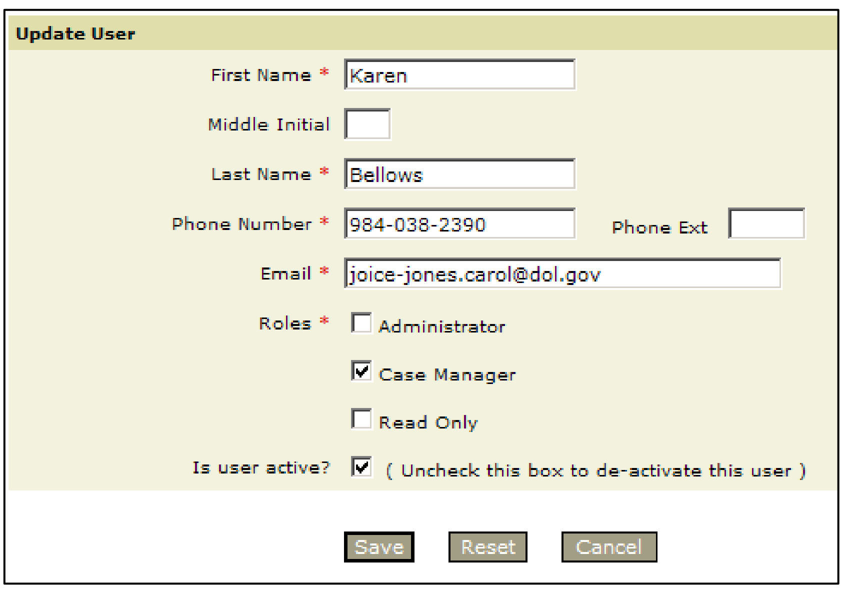
4. Click **Save.** The new user will receive an e-mail with the link to the RAD website along with his/her Login ID and Password. **Note:** If a user loses his password, he may click **Forgot Password** on the **RAD Login** screen. The user will be prompted to enter his Login ID and the System will send his Password to the e-mail address on record.



Update User's Record

1. Click **Admin** on the RAD System menu bar. The **User Management Overview** screen is displayed.

2. Click the user's name in the overview list. The **Update User** screen is displayed.



3. Update the desired fields. The user's active status may now be updated. Uncheck the box next to "Is user active?" to de-activate the user.

4. Note: A user may change his password after the user's record is created. The exception is for the Authorized Grantee Representative (password may only be changed by the National Office) and Read-Only users (password may only be recreated when the user selects "Forgot Password").

5. Click Save to enter the updates.

Participant Information

This module allows RAD System users to perform the following actions. (Read-only users will have limited functionality. Case managers will only have access to participants assigned to them.

Note: This section only applies to the following training SGAs:

- SGA/DFA PY-08-18 (Energy Training Partnership Grantees)
- SGA/DFA PY-08-19 (Pathways Out of Poverty Grantees)
- SGA/DFA PY-08-20 (State Energy Sector Partnership and Training Grantees)
- SGA/DFA PY-09-01 (Health Care Sector and Other High Growth and Emerging Industries Grantees)

In this section you will learn to:

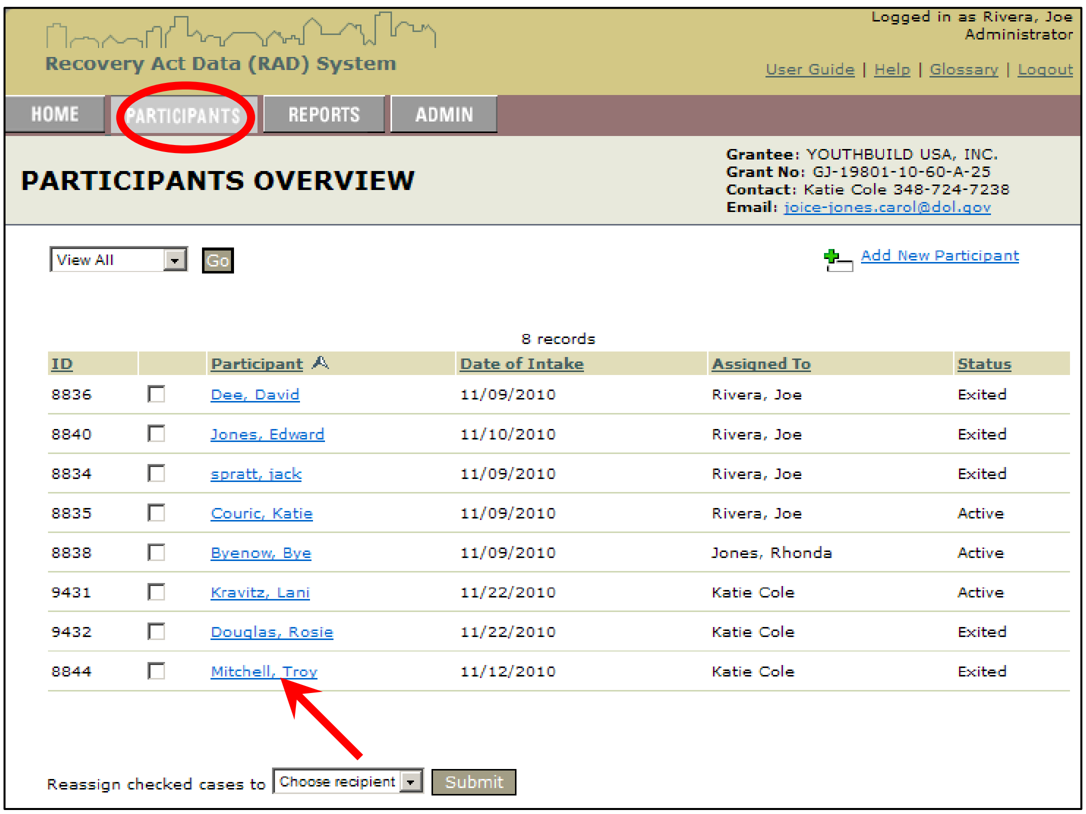
- View participants in an overview list (case managers will see only their participants)
- View participant summary
- Add new participants/update participants
- Add/update Program Information
- Add/update Education or Job Training Activities
- Add/update Other Grant Funded Services
- Add/update Employment and Follow-up Information
- Add/update Manual Exit
- Reassign participants (Authorized Grantees Representatives and Administrators only)

View All Participants in Overview List

Use these steps to view a list of participants with summary data. Authorized Grantee Representatives, Administrators, and Read-only users will be able to view all participants for the grant. Case Managers will only be able to view their own participants.

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. All grant participants that have been added to the RAD System are displayed along with their summary information.

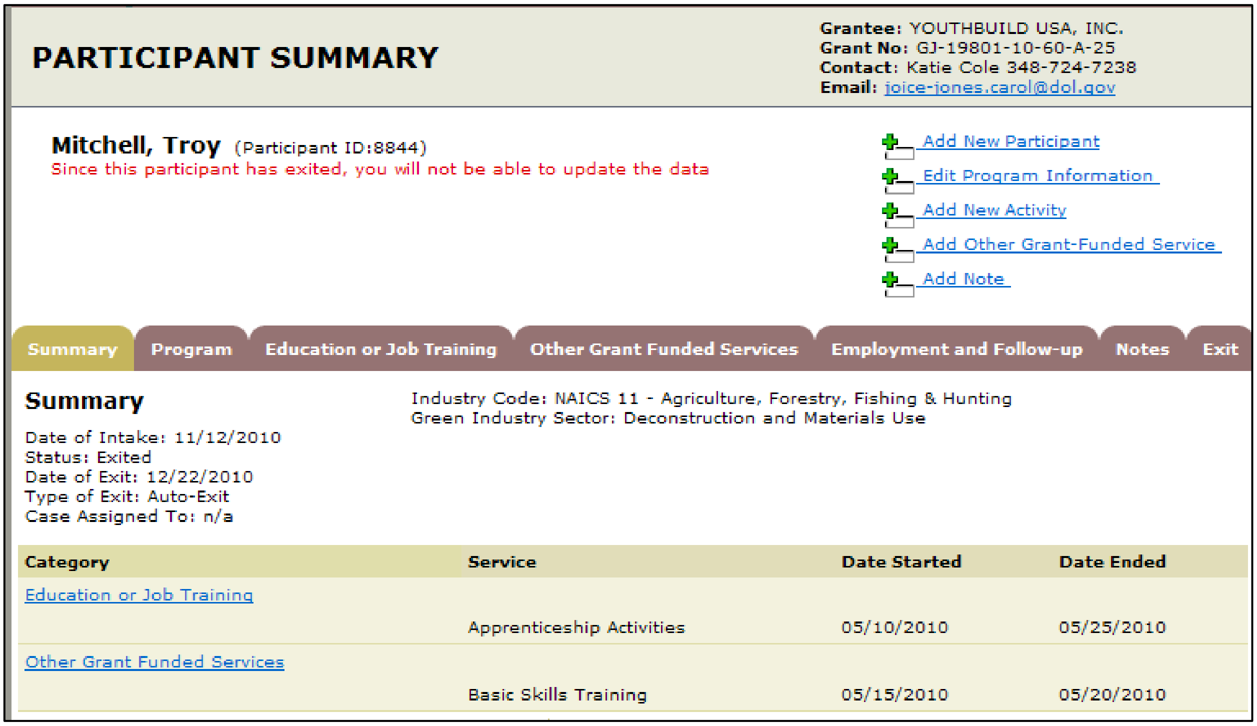


View Participant Summary

Use these steps to access the **Participant Summary** screen.

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. Click the name of the participant to be displayed in summary. The **Summary** screen for the participant is displayed.



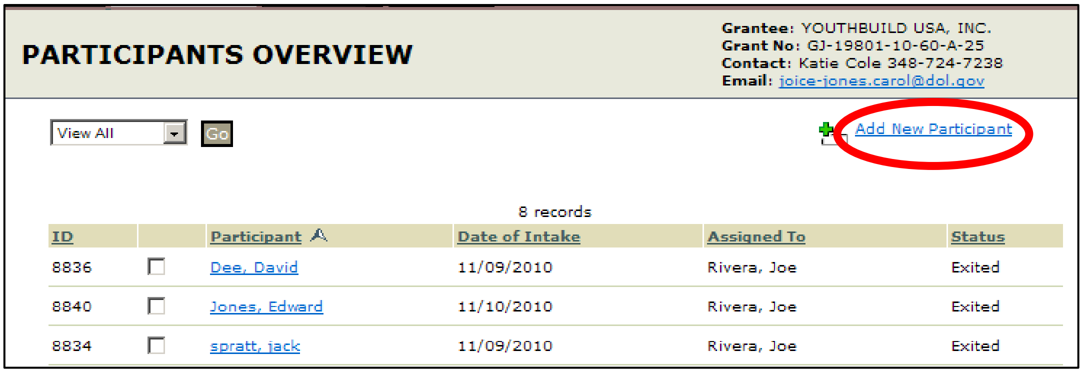
3. From the Participant Summary screen, you can perform the following tasks for the participant:

   a. **Update Participant Information** - Click the Edit link next to the participant's name.
   b. **Add an Education or Job Training activity** - Click the Add New Activity link.
   c. **Update an Education or Job Training activity** - Click the Education or Job Training tab or click the Education or Job training link (under Category in the lower left section of the screen).

d. **Add an Other Grant-Funded Service** - Click the Add Other Grant-Funded Service link.
e. **Update an Other Grant-Funded Service** - Click the Other Grant-Funded Services tab or Other Grant-Funded Services link (under Category in the lower left section of the screen).
f. **Add/Update Program Information** - Click the Edit Program Information link or the Program tab.
g. **Add Employment and Follow-up Information** - Click the Employment and Follow-up tab.
h. **Add/Update Exit Information** - Click the Exit tab to enter a manual exit or gap-in-service (delay exit)
i. **Add Notes on Participant** - Click the Add Note link. Notes on the participant may be added even after the participant exits the System.
j. **Update Notes on Participant** - Click the Notes tab

Add New Participant

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

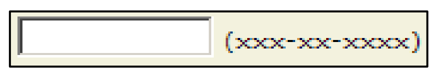


2. Click **Add New Participant**. The **Add New Participant** screen is displayed on the following page.

3. Fill in the participant's information. The red asterisk (*) indicates a **required** field. If a specific format is required for a field, it is displayed next to or below the field.

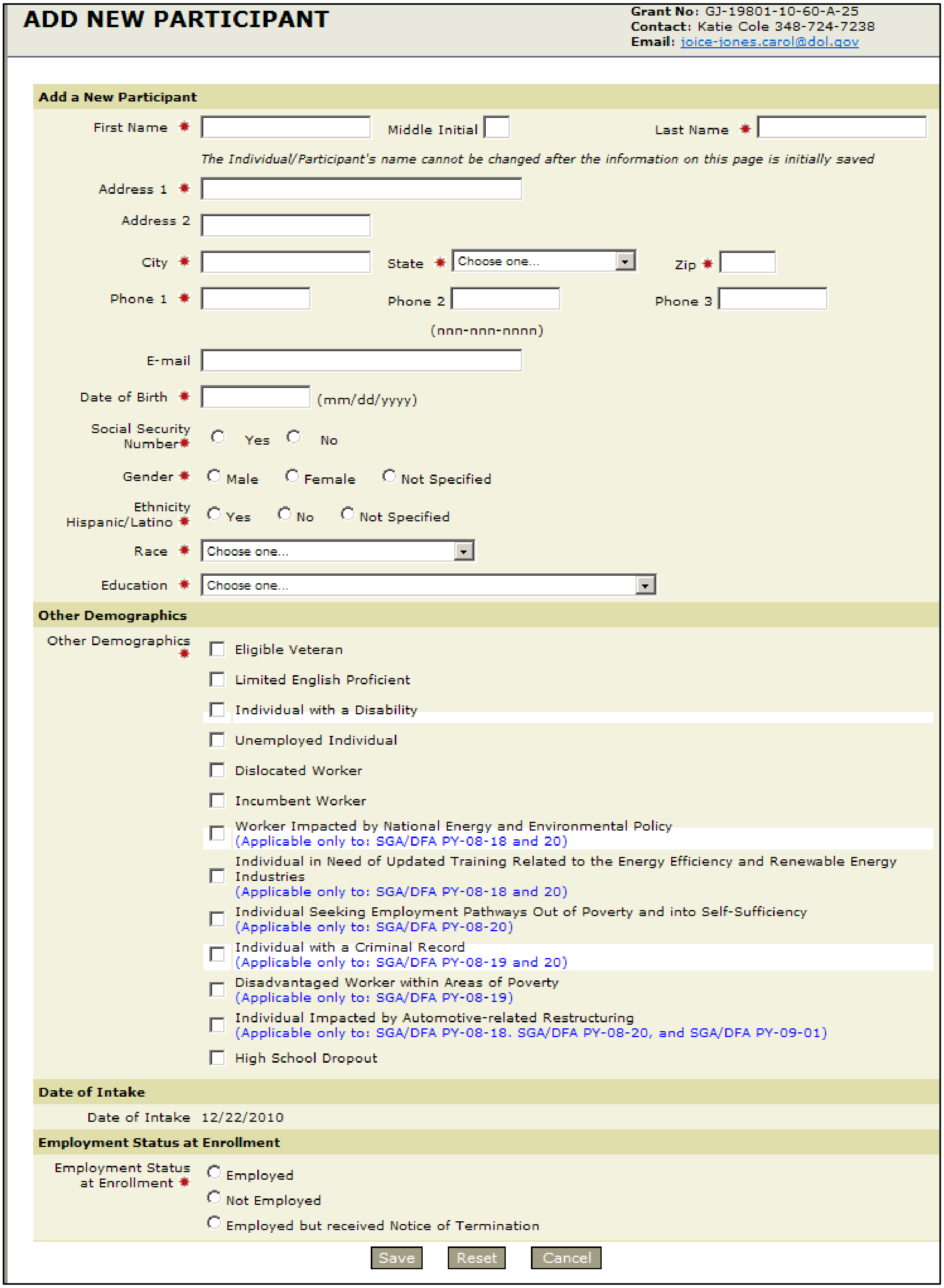
   Note: For details or definitions of a specific field (or data element), click the **Glossary** link at the top right corner of the RAD System window. The **Performance Reporting Glossary and Guide** for ARRA High Growth and Emerging Industries (HGEI) will be displayed.

4. If you select **Yes** in the **Social Security Number** field, an additional field is displayed for entering the participant's social security number. Confirm that the social security number is correct. You will **not** be able to change it after the initial participant information form is saved.



5. **Note:** The Date of Intake is automatically populated by the RAD System. It cannot be updated.

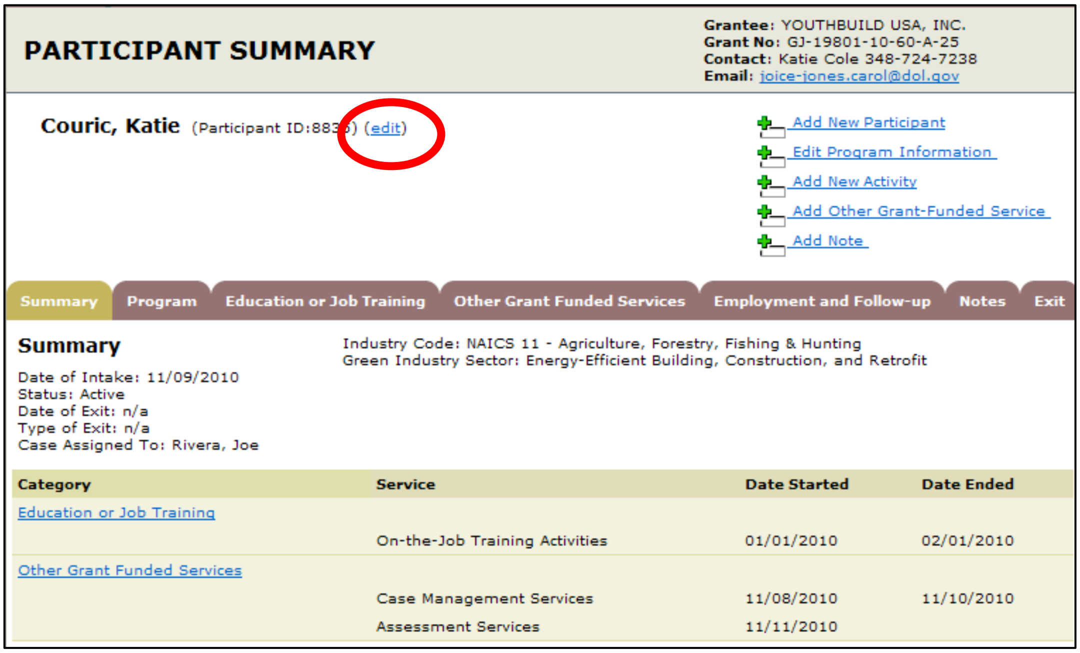
6. Click **Save** to enter the new participant. The **Participant Summary** screen is displayed.


ADD NEW PARTICIPANT
Grant No: GJ-19801-10-60-A-25
Contact: Katie Cole 348-724-7238
Email: joice-jones.carol@dol.gov
Add a New Participant
First Name *
Middle Initial
Last Name *
The Individual/Participant's name cannot be changed after the information on this page is initially saved
Address 1 *
Address 2
City *
State *
Choose one...
Zip *
Phone 1 *
Phone 2
Phone 3
(nnn-nnn-nnnn)
E-mail
Date of Birth *
(mm/dd/yyyy)
Social Security Number*
Yes
No
Gender *
Male
Female
Not Specified
Ethnicity Hispanic/Latino *
Yes
No
Not Specified
Race *
Choose one...
Education *
Choose one...
Other Demographics
Other Demographics *
Eligible Veteran
Limited English Proficient
Individual with a Disability
Unemployed Individual
Dislocated Worker
Incumbent Worker
Worker Impacted by National Energy and Environmental Policy
(Applicable only to: SGA/DFA PY-08-18 and 20)
Individual in Need of Updated Training Related to the Energy Efficiency and Renewable Energy Industries
(Applicable only to: SGA/DFA PY-08-18 and 20)
Individual Seeking Employment Pathways Out of Poverty and into Self-Sufficiency
(Applicable only to: SGA/DFA PY-08-20)
Individual with a Criminal Record
(Applicable only to: SGA/DFA PY-08-19 and 20)
Disadvantaged Worker within Areas of Poverty
(Applicable only to: SGA/DFA PY-08-19)
Individual Impacted by Automotive-related Restructuring
(Applicable only to: SGA/DFA PY-08-18. SGA/DFA PY-08-20, and SGA/DFA PY-09-01)
High School Dropout
Date of Intake
Date of Intake 12/22/2010
Employment Status at Enrollment
Employment Status at Enrollment *
Employed
Not Employed
Employed but received Notice of Termination
Save
Reset
Cancel

Update Participant Record

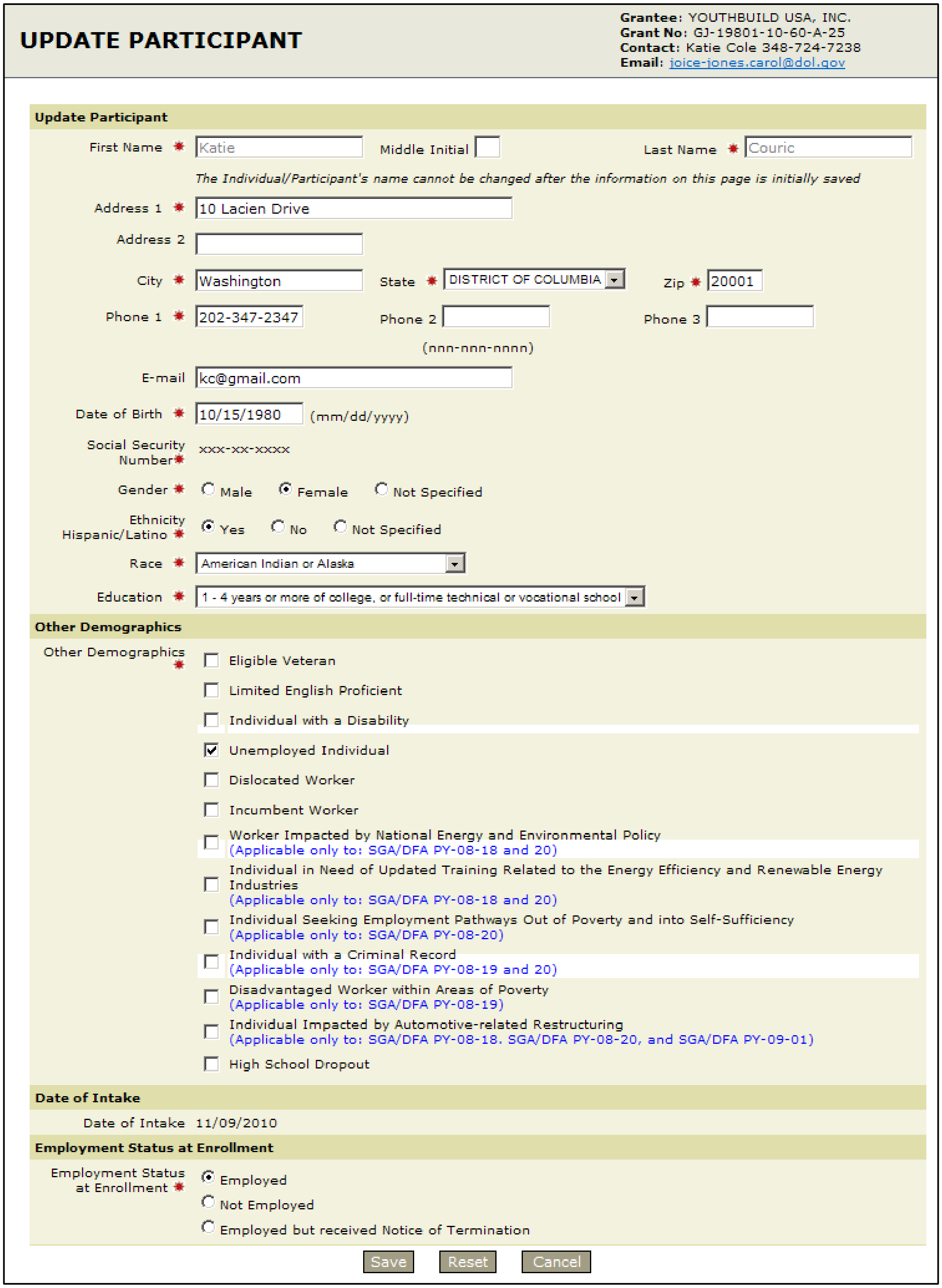
1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. Click the name of the participant you want to update. The **Summary screen** for the participant is displayed.



3. Click **edit** next to the participant's name (top left). The **Update Participant** screen is displayed (see next page).

4. Enter your updates and click Save. **Note:** Participant's name (First Name, Middle Initial, and Last Name), Social Security Number, and Date of Intake cannot be changed or updated**.**



UPDATE PARTICIPANT

Grantee: YOUTHBUILD USA, INC.
Grant No: GJ-19801-10-60-A-25
Contact: Katie Cole 348-724-7238
Email: joice-jones.carol@dol.gov

Update Participant

First Name * Katie Middle Initial Last Name * Couric

The Individual/Participant's name cannot be changed after the information on this page is initially saved

Address 1 * 10 Lacien Drive

Address 2

City * Washington State * DISTRICT OF COLUMBIA Zip * 20001

Phone 1 * 202-347-2347 Phone 2 Phone 3

(nnn-nnn-nnnn)

E-mail kc@gmail.com

Date of Birth * 10/15/1980 (mm/dd/yyyy)

Social Security Number* xxx-xx-xxxx

Gender * Male Female Not Specified

Ethnicity Hispanic/Latino * Yes No Not Specified

Race * American Indian or Alaska

Education * 1 - 4 years or more of college, or full-time technical or vocational school

Other Demographics

Other Demographics *

- Eligible Veteran
- Limited English Proficient
- Individual with a Disability
- Unemployed Individual
- Dislocated Worker
- Incumbent Worker
- Worker Impacted by National Energy and Environmental Policy (Applicable only to: SGA/DFA PY-08-18 and 20)
- Individual in Need of Updated Training Related to the Energy Efficiency and Renewable Energy Industries (Applicable only to: SGA/DFA PY-08-18 and 20)
- Individual Seeking Employment Pathways Out of Poverty and into Self-Sufficiency (Applicable only to: SGA/DFA PY-08-20)
- Individual with a Criminal Record (Applicable only to: SGA/DFA PY-08-19 and 20)
- Disadvantaged Worker within Areas of Poverty (Applicable only to: SGA/DFA PY-08-19)
- Individual Impacted by Automotive-related Restructuring (Applicable only to: SGA/DFA PY-08-18, SGA/DFA PY-08-20, and SGA/DFA PY-09-01)
- High School Dropout

Date of Intake

Date of Intake 11/09/2010

Employment Status at Enrollment

Employment Status at Enrollment *

- Employed
- Not Employed
- Employed but received Notice of Termination

Save Reset Cancel

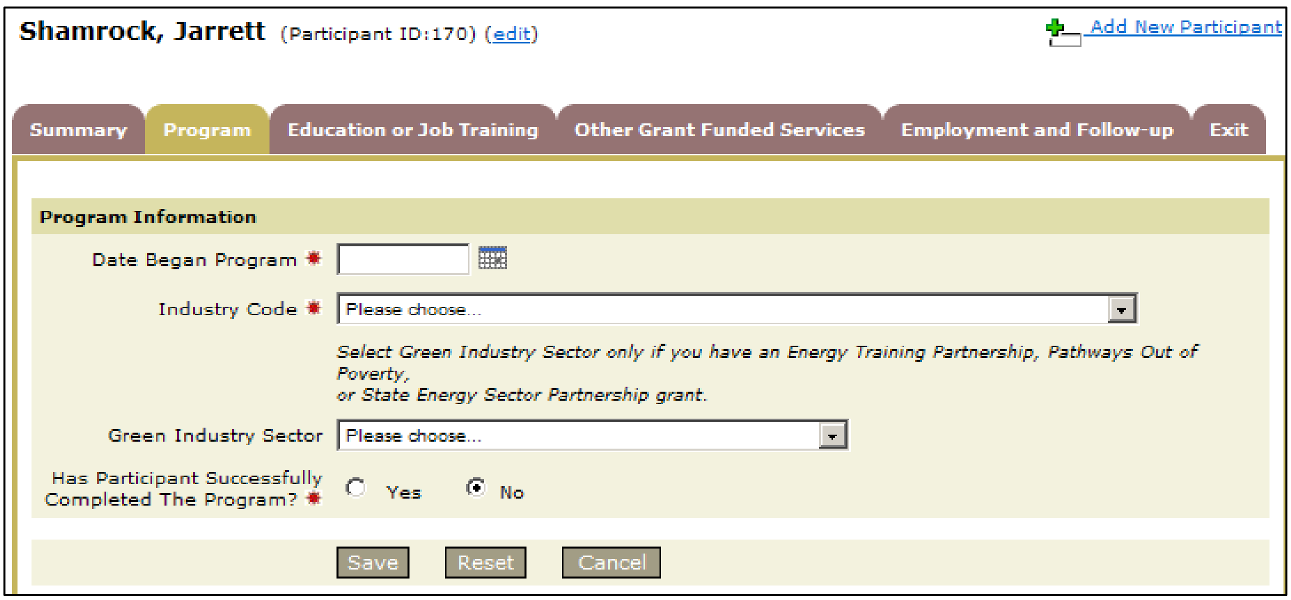
Add Program Information

Note: Users must enter the participant's program information before any Education or Job Training activities may be added for the participant.

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. Click the name of the participant to have program information added to his record. The **Summary** screen for the participant is displayed.

3. Click **Program** tab. The **Program Information** screen is displayed (below).

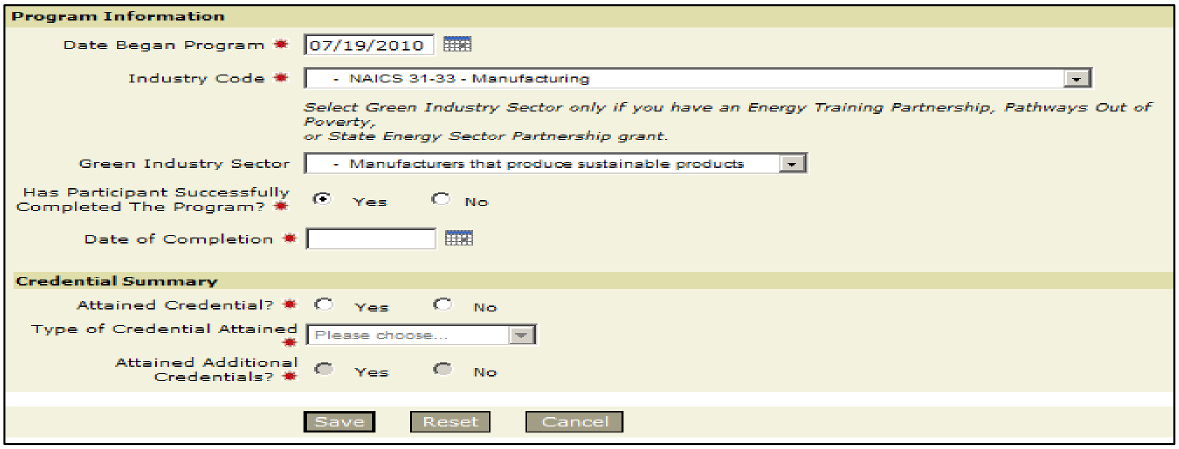


4. Fill in the Program Information. Grantees awarded under the Health Care and Other Emerging Industries SGA do not need to fill in the Green Industry Sector field.

5. The field, "Has Participant Successfully Completed the Program?" will have a default of "No" until all existing Education of Job Training activities have been completed (have an end date in the "Date Ended" field).

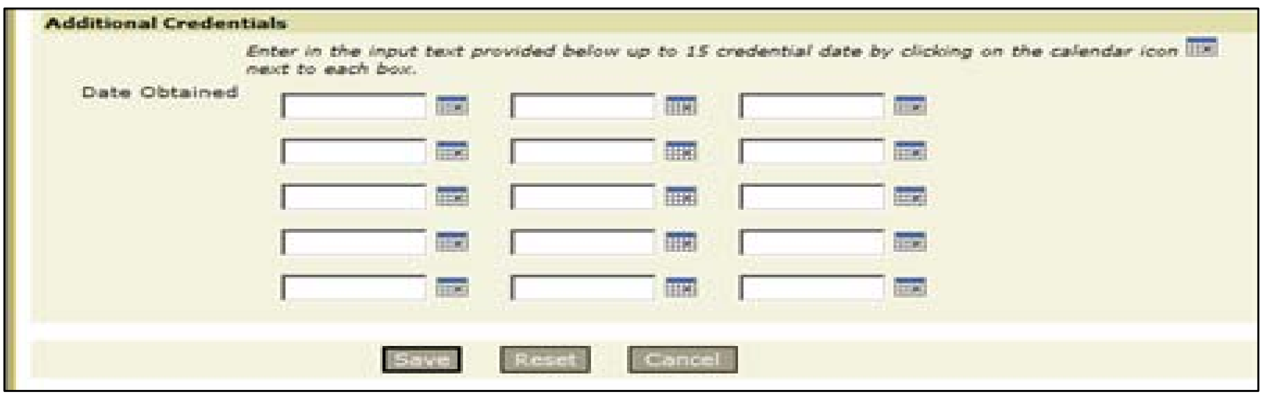
6. Click **Save** to save the participant's program information record.

7. Once a participant has completed their Education and Job Training program, you may click "Yes" in the "**Has Participant Successfully Completed the Program?"** field. Then, additional fields will be displayed as shown below.



8. Enter the "Date of Completion" (date program was successfully completed). Fill in any credential information.

9. If you choose "Yes" to "Attained Additional Credentials?" the following additional fields will be displayed.



10. Fill in the date(s) that any additional credentials were obtained (up to 15 additional credentials).

11. Click Save to enter the participant's Program Information record.

Update Program Information

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. Click the name of the participant to have program information updated. The **Summary** screen for the participant is displayed.

3. Click the **Edit Program Information** link or the **Program** tab. The current **Program Information** screen for the participant is displayed.

4. Fill in your updates to the program information. If the field "…Successfully Completed Program?" was previously saved with a "Yes," then the field cannot be changed to "No." **Note:** Refer to the Add Program Information section for details on entering program information fields.

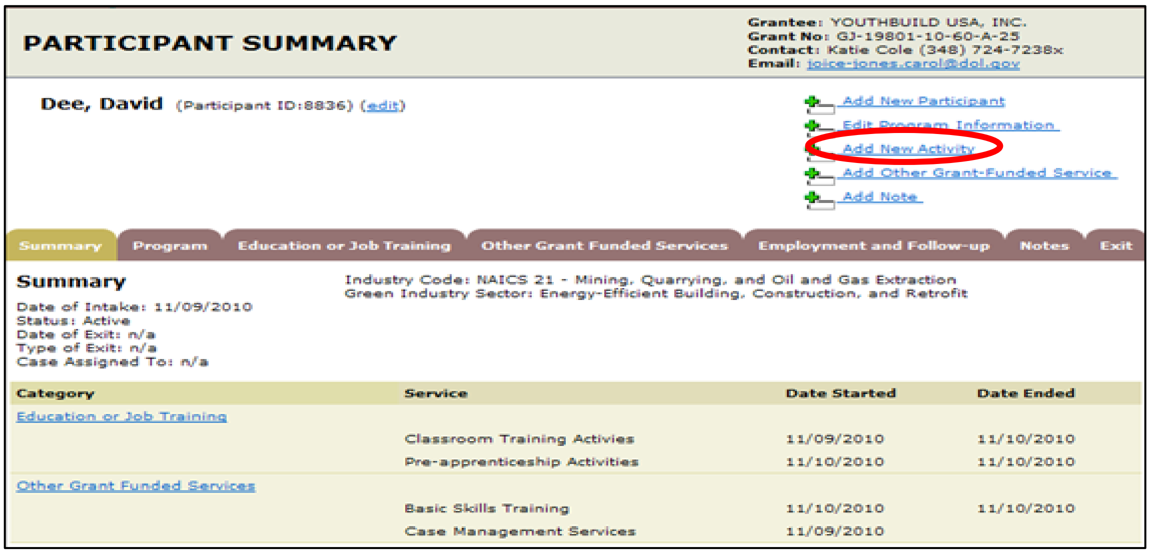
5. Click Save to enter the program information updates.

Add Education or Job Training

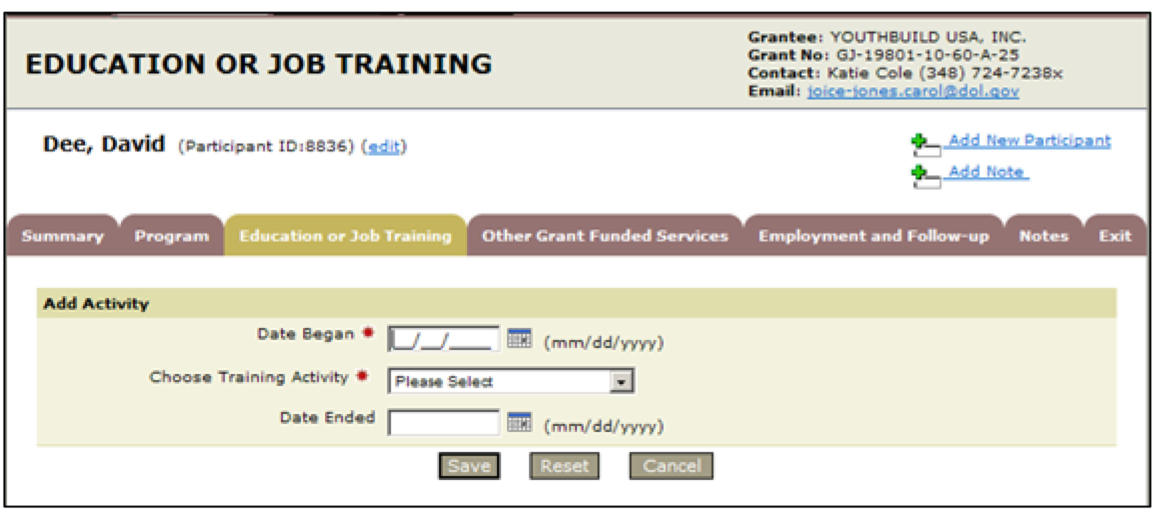
Note: Users must enter the participant's Program Information before any Education of Job Training activities may be added for the participant.

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. Click the name of the participant to receive an activity. The Summary screen for the participant is displayed.



3. Click the Add New Activity link (upper right section). The Add Activity screen is displayed.



4. Fill in the Date Began activity and select the activity type.

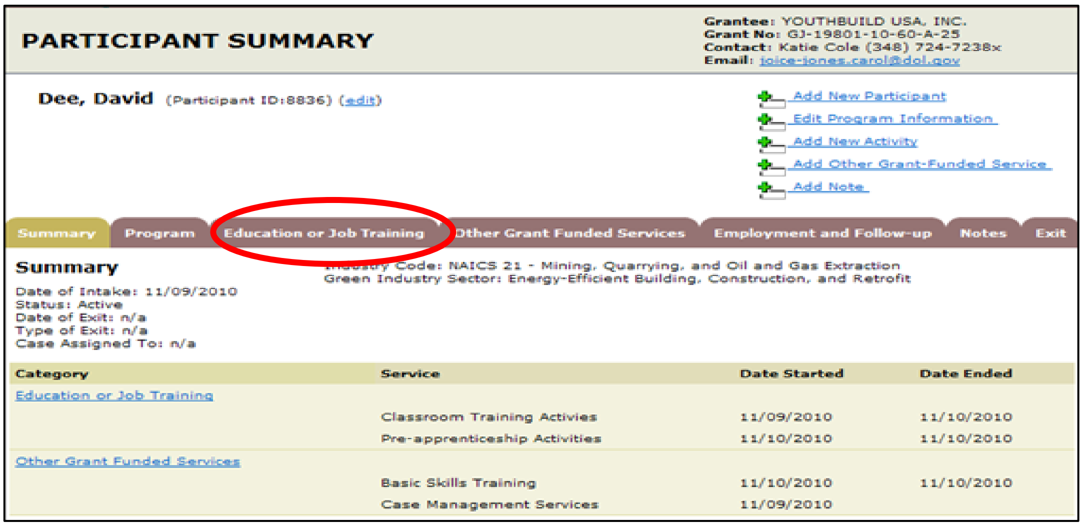
5. Click Save. The activity will display on the participant's **Summary** screen.

6. Once the participant has finished the activity, enter the Date Ended.

Update Education or Job Training

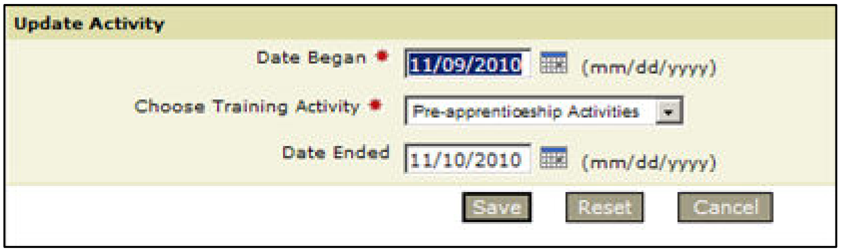
1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. To update a participant's Education or Job Training activity, click on the name of the participant you wish to update. The **Summary** screen for the participant is displayed.



3. Click the **Education or Job Training** tab. The **Education or Job Training** summary screen is displayed.

4. Click the activity to be updated. The selected Education or Job Training activity screen is displayed.



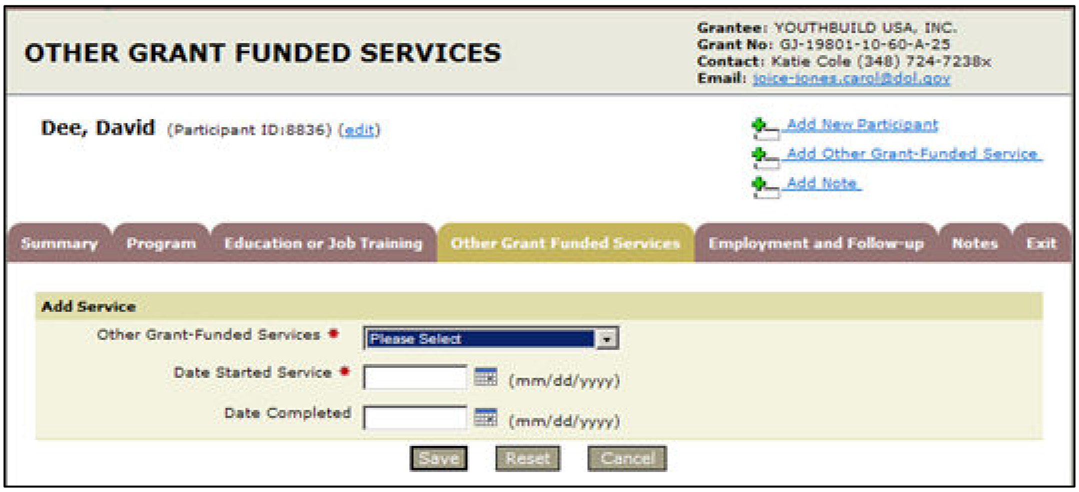
5. Enter your updates and click Save.

Add Other Grant-Funded Services

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. Click the name of the participant to add an Other Grant Funded Service to their record. The **Summary** screen for the participant is displayed.

3. Click **Add Other Grant-Funded Service**. The **Other Grant-Funded Services** screen is displayed.



4. Select the Other Grant Funded Service type and enter the Date Started Service. Click Save. The activity will display on the participant's Summary screen.

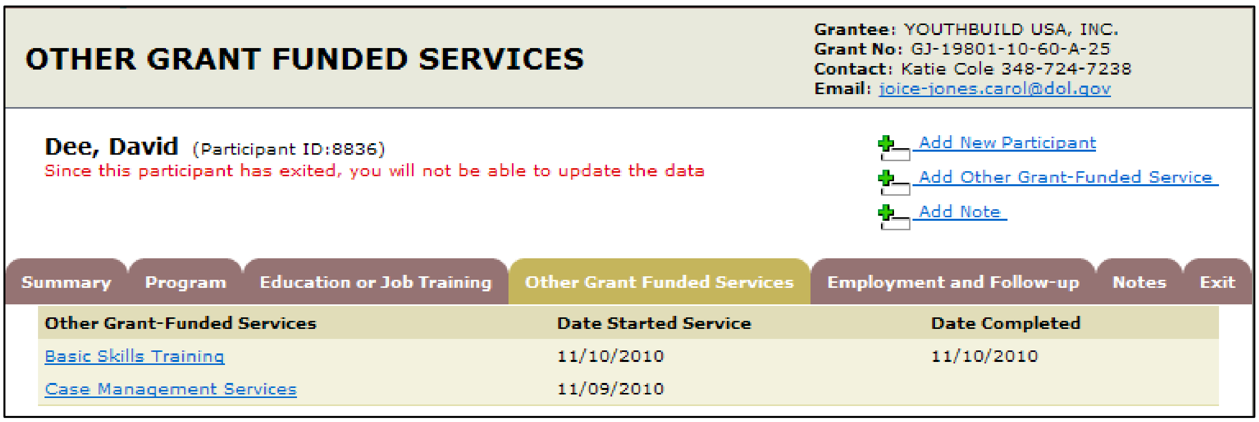
5. Once the participant has completed the service, enter the Date Completed.

Update Other Grant-Funded Services

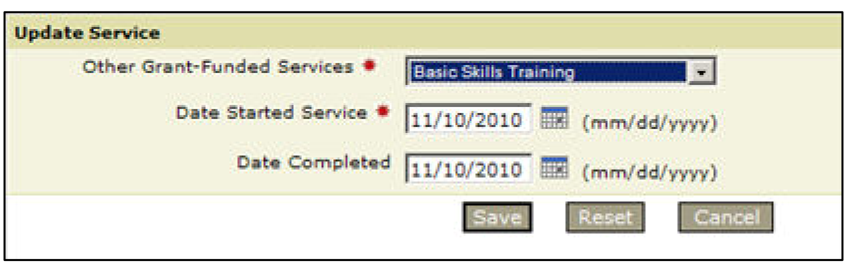
1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. Click on a participant's name to update an Other Grant-Funded service in their record. The **Summary** screen for the participant is displayed.

3. Click the **Add Other Grant-Funded Service** tab. The **Other Grant-Funded Services** summary screen is displayed.



4. Click the service to be updated. The **Update Service** screen for the selected service is displayed.



5. Enter your updates and click **Save**.

Add/Update Employment and Follow-up Information

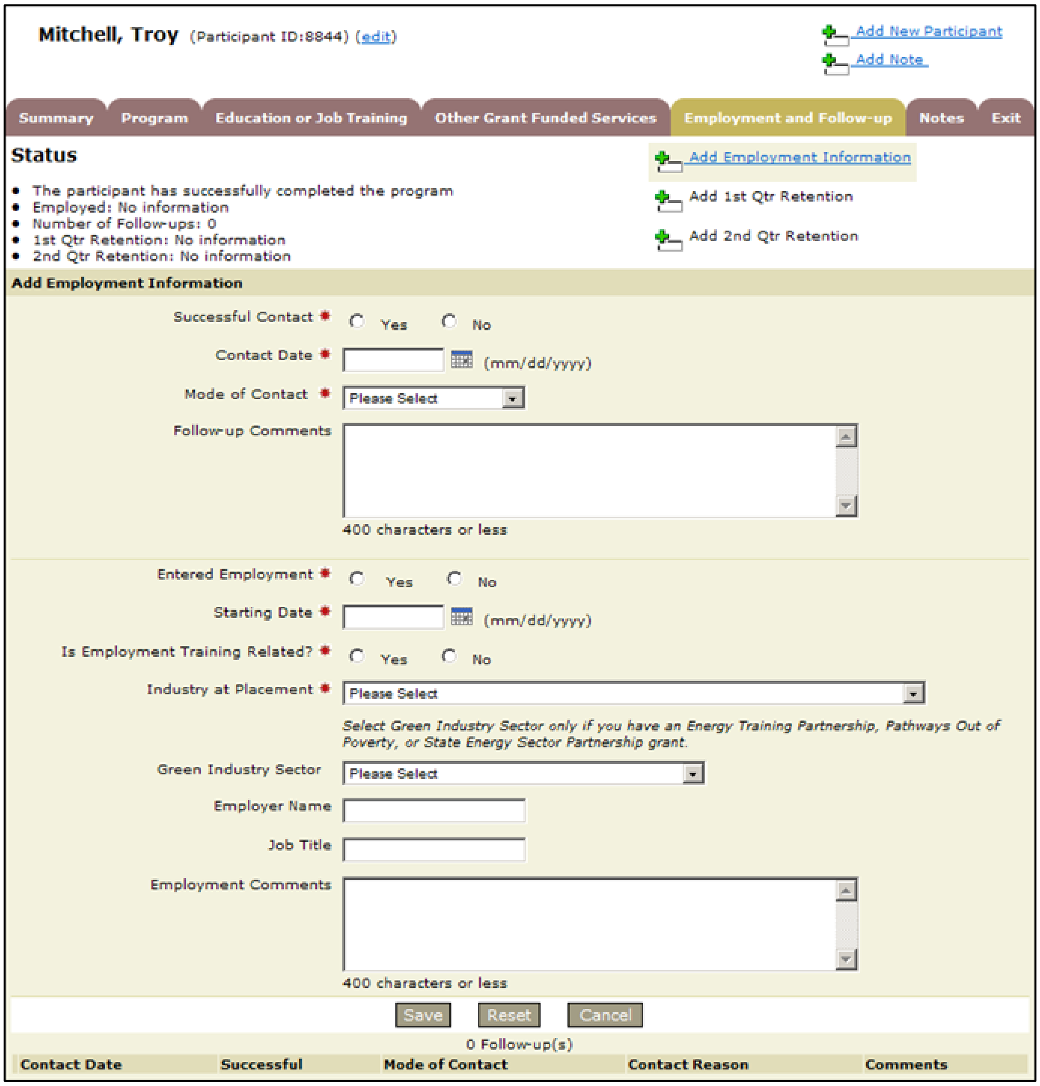
This part of the participant record is to be filled out after the participant has successfully completed the education or job training program. Note: Completion is recognized by the RAD System when the user enters Yes in the field, "Has Participant Successfully Completed the Program?" under the Program tab.

1. Click Participants on the RAD System menu bar. The **Participants Overview** screen is displayed.

2. Click the name of the participant to have employment information added to his record. The **Summary** screen for the participant is displayed.

3. Click the **Employment and Follow-up** tab. The Employment and Follow-up screen is displayed. The participant's status for program completion, employment and follow-up information is displayed under **Status**.

4. To add a follow-up, click **Add Employment Information**. The Add Employment Information screen is displayed. (See next page).



5. Enter the follow-up information section: indicate Yes or No to Successful Contact, the Contact Date, Mode of Contact and any Follow-up Comments (up to 400 characters). If you enter No to Successful Contact, the employment fields become inactive (grayed out).

6. If you answered Yes to Successful Contact, continue by entering the employment information section. Indicate Yes or No to Entered Employment.

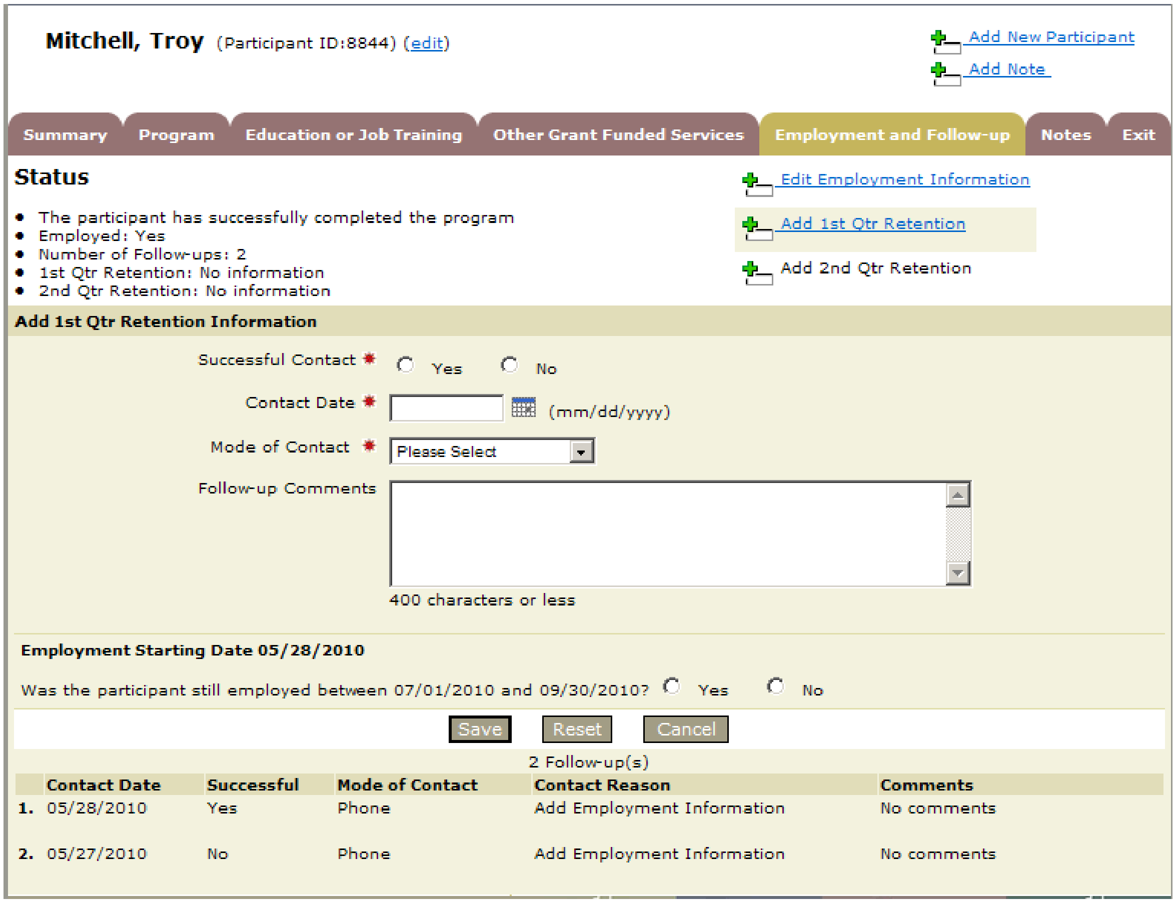
   If you answer No to Entered Employment, the remainder of the fields in the employment section become inactive (grayed out). If you answer Yes to Entered Employment, continue by entering the rest of the employment information.

If you answer No to Is Employment Training Related? The following two fields – Industry at Placement and Green Industry Sector become inactive (grayed out).

7. When you complete the screen, click Save. The Employment and Follow-up screen is redisplayed. **Note:** The follow-up information you just saved is displayed at the bottom of the screen. The follow-up information cannot be updated, but the employment information can be updated as appropriate.

8. When the first quarter following the date participant Entered Employment arrives, the link for Add 1st Quarter Retention becomes active.

9. Click the **Add 1st Quarter Retention** link to enter 1st quarter retention information. The Add 1st Quarter Retention Information screen is displayed (see next page).



10. Indicate Yes or No to Successful Contact, the Contact Date, Mode of Contact and any Follow-up Comments (up to 400 characters). If you enter No to Successful Contact, the field for employment verification ("Was the participant still employed between *beginning quarter date* and *ending quarter date*?) becomes inactive (grayed out). If you answer Yes to Successful Contact, you may answer the employment verification question. When you complete the screen, click Save. The Employment and Follow-up screen is re-displayed. **Note:** the follow-up information cannot be updated, but the employment information can be updated as often as necessary.

11. When the second quarter following the date participant "Entered Employment" arrives, the link for **Add 2nd Quarter Retention** becomes active. To enter 2nd quarter retention information, click this link and repeat the instructions from Step 10 above.

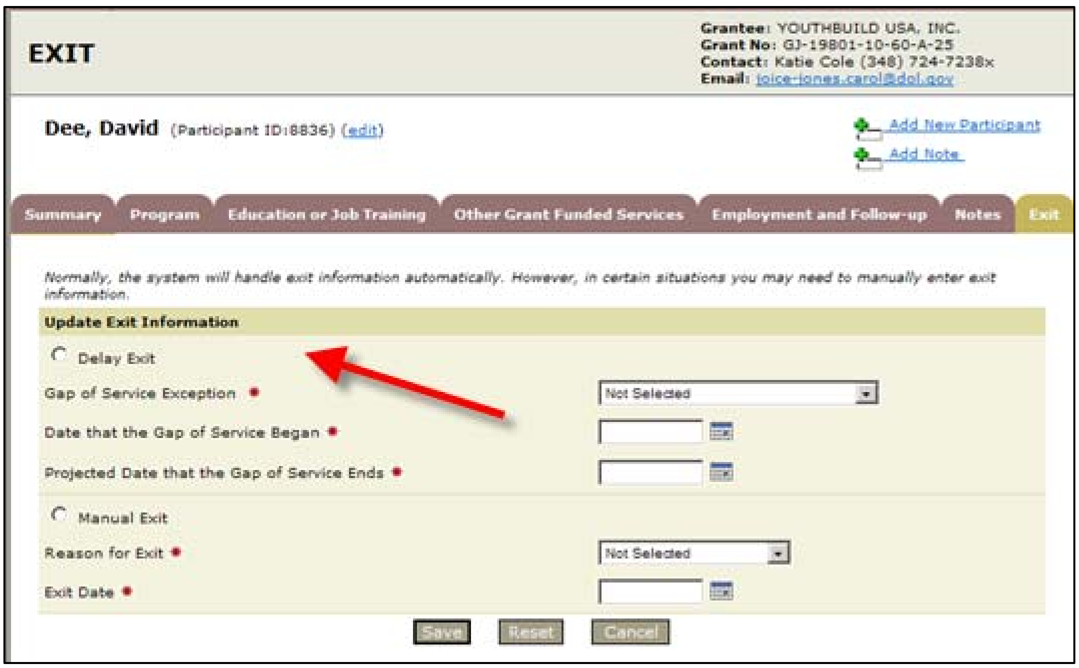
Add/Update Delay Exit (Gap in Service)

Normally, the System will handle exiting participants automatically (90 days from the end date of the latest activity or service). However, in certain situations, you may need to delay a participant's exit by adding a gap-of-service. A gap-of-service has a maximum period of 180 days.

1. Click Participants on the RAD System menu bar. The Participants Overview screen is displayed.

2. Click the name of the participant to receive a gap-of-service. The Summary screen for the participant is displayed.

3. Click the Exit tab. The Exit screen is displayed.



4. Click **Delay Exit** to enter a gap-of-service. Select the reason for the delay. Enter the date the gap-of-service will begin and the projected date that it will end.

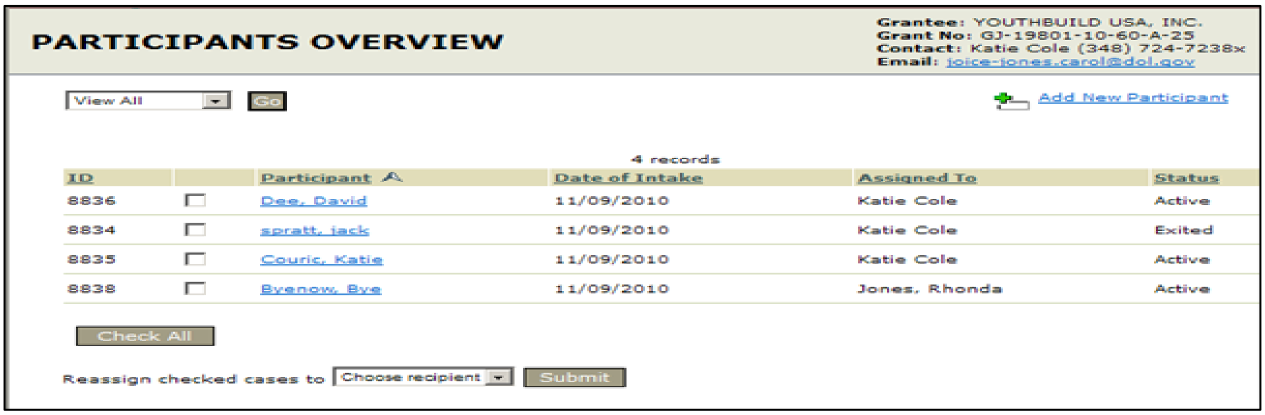
5. Click Save. The gap-of-service exit date will override the System's automatic exit date.

6. **Update Gap-of-Service Information:** Follow the same steps (above) to update the delay exit. All of the delay exit fields may be updated, but the total period may not exceed 180 days. **Note:** you will not be able to update the delay exit fields if the participant has already exited.

Add Manual Exit Information

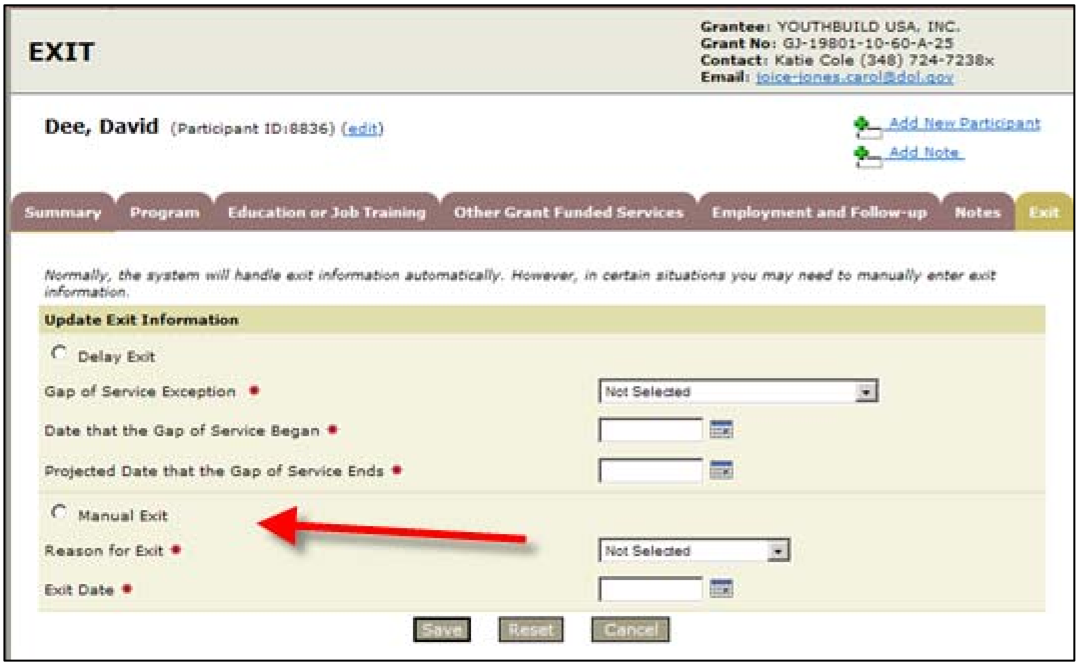
Normally, the system will handle exit information automatically. However, in certain situations you may need to manually enter exit information.

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.



2. Click the name of the participant for which you wish to enter exit information. The **Summary** screen for the participant is displayed.

3. Click the **Exit** tab. The **Update Exit** screen is displayed.



4. Select the **Manual Exit** to enter a manual exit. Select the reason for the exit and enter the exit date.

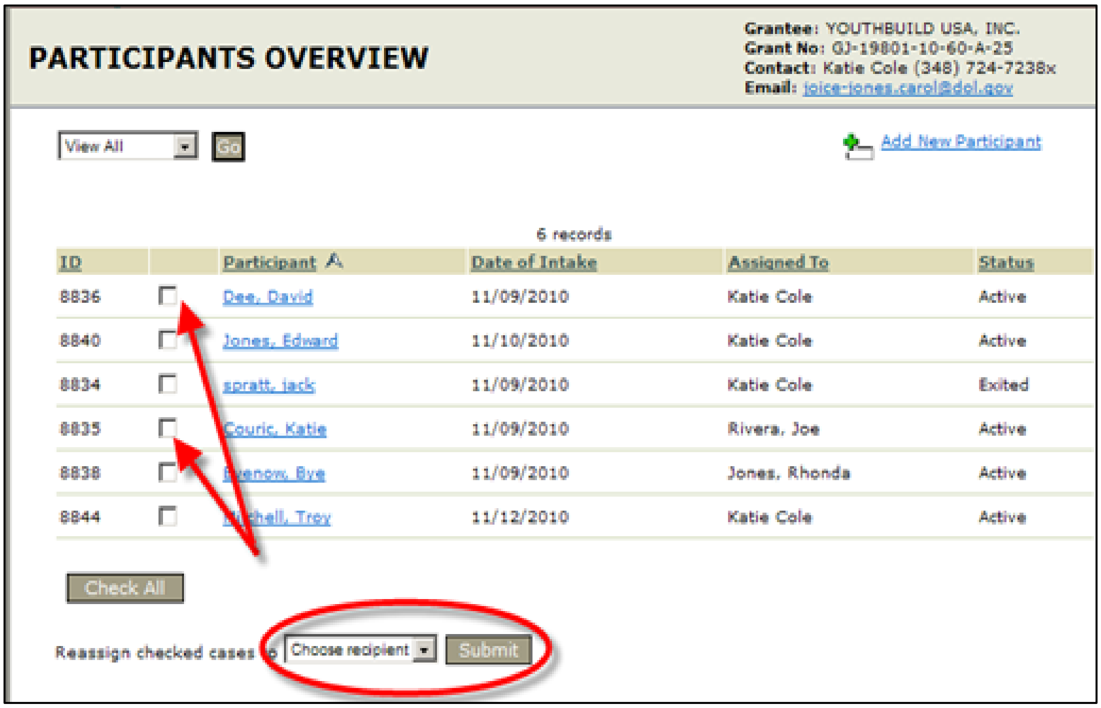
5. Click **Save**. The manual exit date will override the System's automatic exit date.

6. **Update Manual Exit Information:** Follow the same steps (above to update the manual exit. All of the manual exit fields may be updated. **Note: You will not be able to update the exit fields if the participant has already exited.**

Reassign Participants

Use these steps to reassign participants from one case manager to another.

1. Click **Participants** on the RAD System menu bar. The **Participants Overview** screen is displayed.



2. Select the participants you want to reassign. To select all participants displayed, click **Check All**.

3. Select the receiving case manager in the **Reassign Checked Cases to** field.

4. Click **Submit**. Checked participants are reassigned to the selected case manager.

Quarterly Progress Report

Note: The Quarterly Performance Report, also known as the ETA-9153 Form must be submitted by training grantees which include those grantees awarded under the following Solicitations for Grant Applications (SGAs):

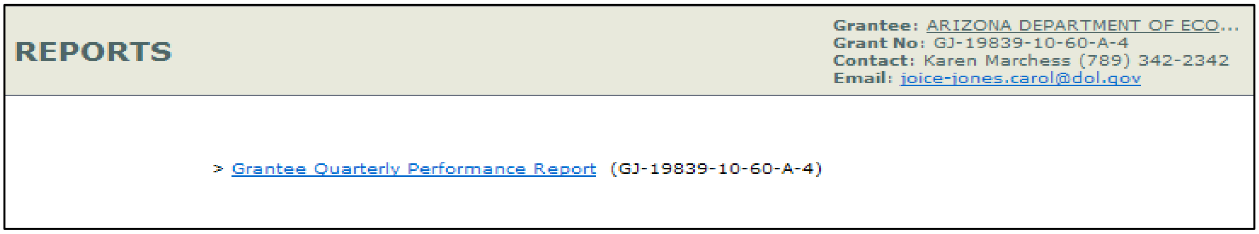
- SGA/DFA PY-08-18 (Energy Training Partnership Grantees)
- SGA/DFA PY-08-19 (Pathways Out of Poverty Grantees)
- SGA/DFA PY-08-20 (State Energy Sector Partnership and Training Grantees)
- SGA/DFA PY-09-01 (Health Care Sector and Other High Growth and Emerging Industries Grantees)

This module allows RAD System Users to perform the following actions:

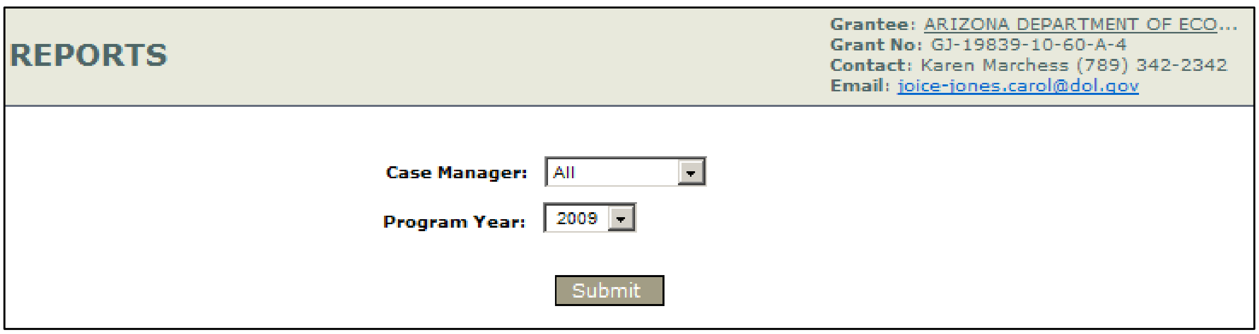
- Build/Submit the Quarterly Performance Report – this method allows for viewing and printing.
- View/Print Submitted Quarterly Performance Reports.

Build/Submit the Quarterly Performance Report

1. Click **Reports** on the RAD menu bar. The **Reports** Screen is displayed.

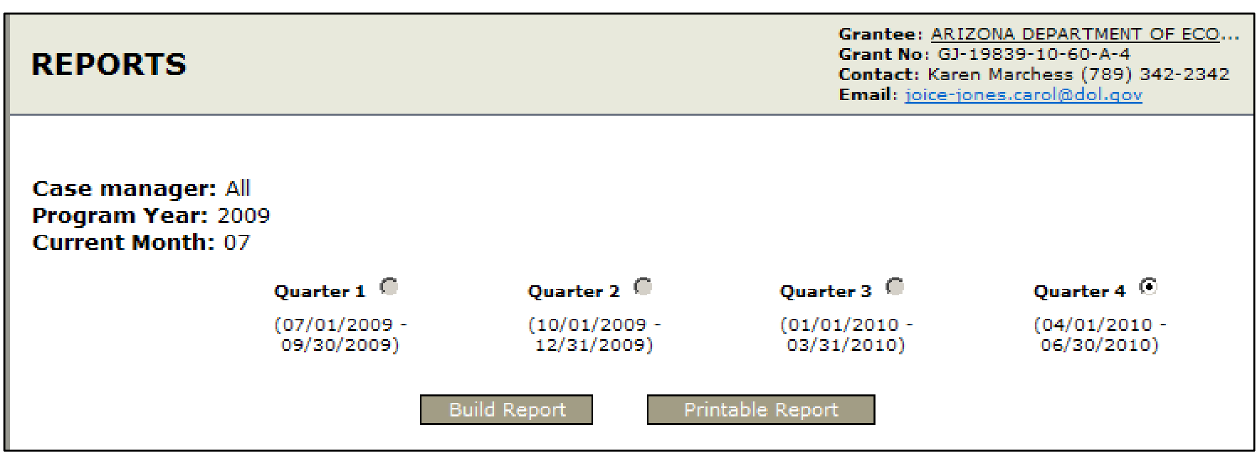


2. Click **Grantee Quarterly Performance Report**. The select **Reports** Screen is displayed.



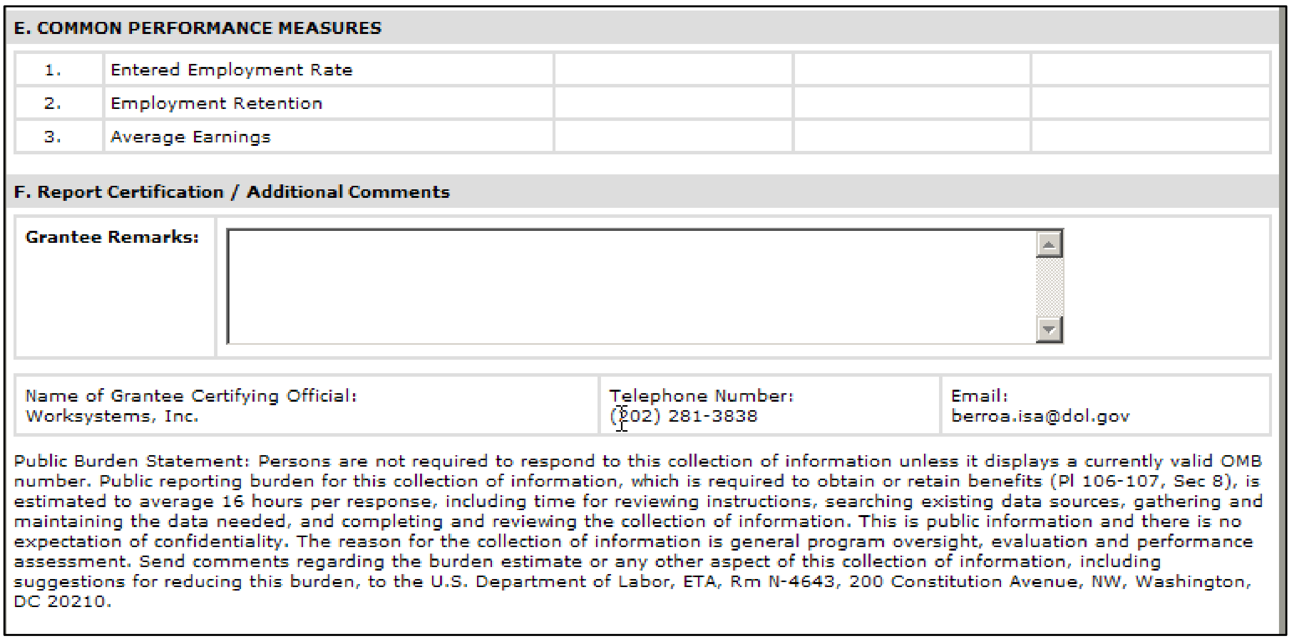
3. Select the case manger or **All** (for all case managers) and the **Program Year**. Click **Submit**.

4. Select the quarter for the quarterly performance report you wish to view. ***Note:*** *You may build a report for a quarter that has not yet ended, but you may* ***not*** *certify/submit for that quarter until it ends. Also, you may* ***not*** *select a quarter that is in the future.*



5. Click Printable Report to display a pdf version of the ETA-9153 Form (5 pages) that can be view and printed. Click Build Report to display the ETA-9153 Form that can be certified and submitted with the Authorized Grantees Representative's PIN.

6. If **Build Report** is clicked, the following actions may be performed by the Authorized Grantee Representative prior to certifying and submitting the Quarterly Progress Report:
   - Enter remarks in Section F – Report Certification/Additional Comments (this is optional).



E. COMMON PERFORMANCE MEASURES

1.	Entered Employment Rate			
2.	Employment Retention			
3.	Average Earnings			

F. Report Certification / Additional Comments

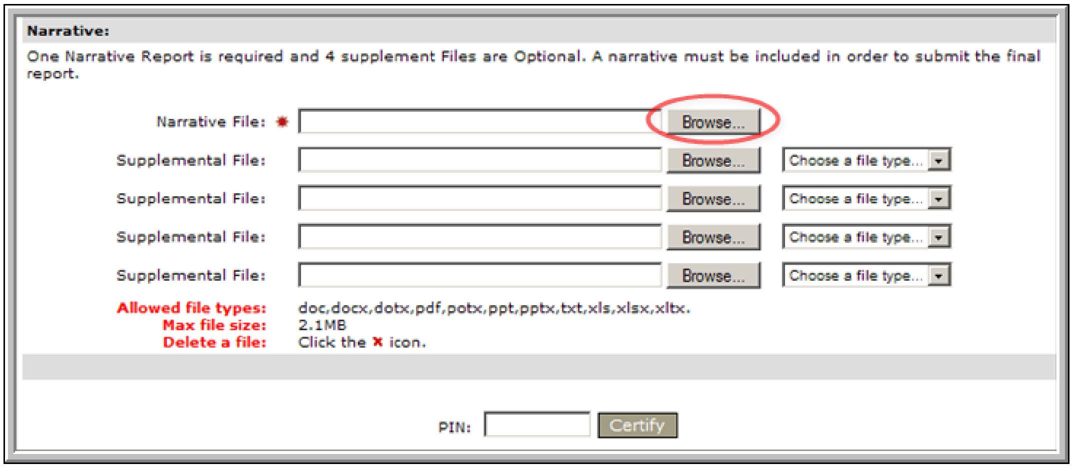
Grantee Remarks:

Name of Grantee Certifying Official: Worksystems, Inc.	Telephone Number: (202) 281-3838	Email: berroa.isa@dol.gov

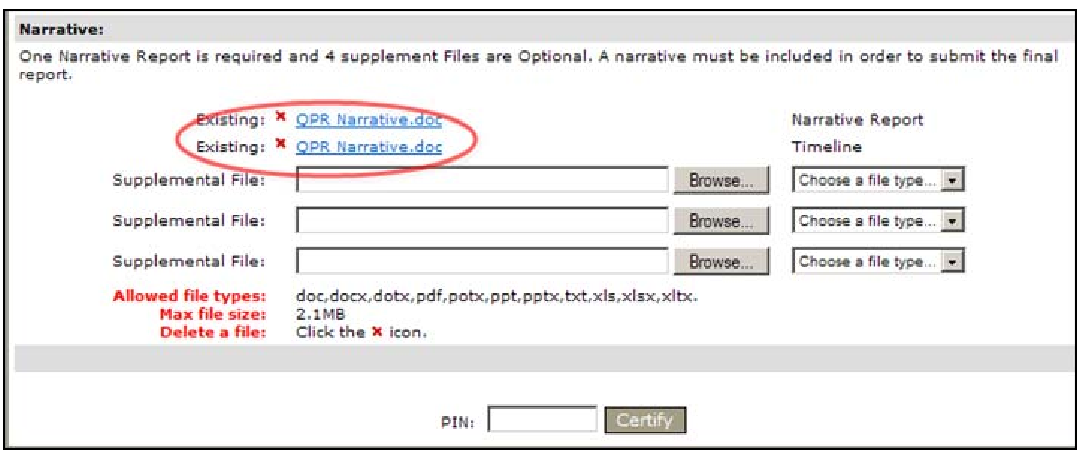
Public Burden Statement: Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information, which is required to obtain or retain benefits (Pl 106-107, Sec 8), is estimated to average 16 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This is public information and there is no expectation of confidentiality. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, ETA, Rm N-4643, 200 Constitution Avenue, NW, Washington, DC 20210.

   - Upload the required Narrative Report - Click Browse to navigate to the desired document you want to upload. You may upload files in the following formats: 1) Microsoft Word, 2) Microsoft Excel or 3) Adobe Acrobat (pdf). The maximum file size is 2.1MB.

   - Upload a maximum of four supplemental files (optional as attachments to the Quarterly Progress Report). Choose a File Type from the drop-down list (choices are Timeline, Success Story, or Other). Then click Browse to navigate to the desired document you want to upload.



- After a Quarterly Progress Report is submitted, it may still be rebuilt and resubmitted by the Authorized Grantee Representative. The uploaded files may be deleted and replacement files may be uploaded. To delete an existing file, click the red “x” next to the beginning of the file name.



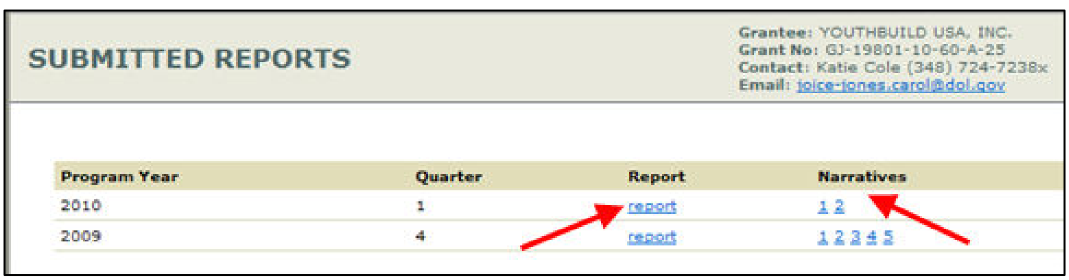
View / Print Submitted Quarterly Progress Report

The Quarterly Progress Report (including the attached Narrative Report file and supplemental files) that have been certified and submitted may be accessed for viewing and printing from the Reports screen.

Note: This method allows report viewing and printing by all grantee staff (except read-only users). No edits can be made to the ETA-9153 Form, the narrative report, or the supplemental file through this viewing method. Only the Authorized Grantee Representative has the access to replace attached files and re-certify the report as outlined in the previous section.

1. Click Reports on the RAD System menu bar. The Reports screen is displayed.

2. Click Submitted QPR. The Submitted Reports screen is displayed. All submitted reports, along with their program years and quarters, are displayed in the list.



3. To view a Quarterly Progress Report - click the report link for the desired report in the Report column. The Quarterly Progress Report will be displayed in pdf format (5 pages) including remarks. Click the print icon on the pdf menu bar to print the report.

4. To view Quarterly Progress Report attachments (including Narrative Report and supplemental reports) - each attachment is represented by a number on the Narratives column. The Narrative is represented by "1" and each supplemental file is represented by the numbers "2" through "5" depending on the number of attached files. Click the desired number

and the appropriate attached file is displayed in its original format. It may be viewed, edited and saved to your directory or printed.