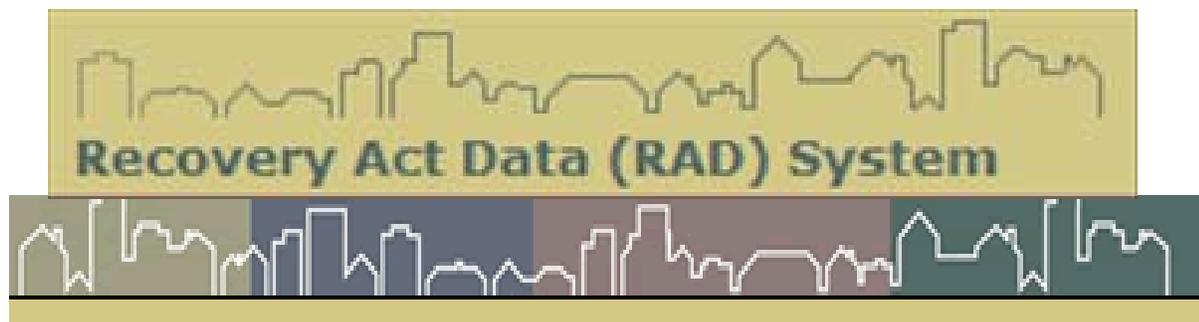


# Recovery Act Data (RAD) System Updated User Guide

December 2010



**U.S. Department of Labor**  
**Employment & Training Administration**

# Table of Contents

Table of Contents .....	2
Introduction.....	4
Frequently Asked Questions .....	5
User Roles .....	8
Login to the RAD System.....	9
Log in to RAD System by Authorized Grantee Representative .....	9
Log in to RAD System by Administrators, Case Managers, and Read-Only Users .....	10
RAD System Home Page and Header.....	12
Header Information.....	13
User Identification .....	13
Help Link .....	13
Glossary Link .....	13
Logout Link.....	13
<b>Grantee Information</b> .....	13
Function Tabs .....	14
Home.....	14
Participants.....	14
Reports .....	14
Admin.....	14
RAD System Features .....	15
Informational Links.....	15
Data Entry Screens .....	15
Required fields .....	15
Administration (ADMIN) .....	16
View All Users in Overview List .....	17
Add New User .....	17
Update User's Record.....	19
Participant Information .....	21
View All Participants in Overview List.....	22
View Participant Summary .....	23
Add New Participant .....	25
Add New Participant .....	25
Update Participant Record .....	27
Add Program Information.....	29
Update Program Information.....	31
Add Education or Job Training .....	32
Update Education or Job Training .....	34
Add Other Grant-Funded Services .....	36
Update Other Grant-Funded Services .....	37
Add/Update Employment and Follow-up Information .....	38
Add/Update Delay Exit (Gap in Service).....	42
Add Manual Exit Information.....	43
Reassign Participants .....	45

Quarterly Progress Report.....	46
Build/Submit the Quarterly Performance Report .....	47
View /Print Submitted Quarterly Progress Report .....	50

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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

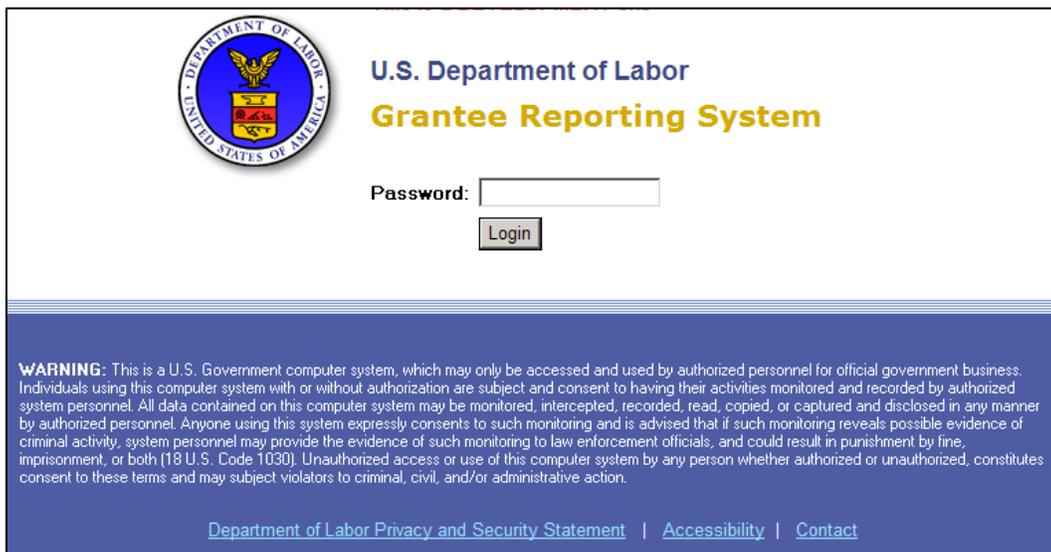
This section provides instructions for Authorized Grantee Representatives and Administrators to log in to the RAD System.

- 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.



 **U.S. Department of Labor**  
**Grantee Reporting System**

Password:

**WARNING:** This is a U.S. Government computer system, which may only be accessed and used by authorized personnel for official government business. Individuals using this computer system with or without authorization are subject and consent to having their activities monitored and recorded by authorized system personnel. All data contained on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed in any manner by authorized personnel. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials, and could result in punishment by fine, imprisonment, or both (18 U.S. Code 1030). Unauthorized access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms and may subject violators to criminal, civil, and/or administrative action.

[Department of Labor Privacy and Security Statement](#) | [Accessibility](#) | [Contact](#)

## 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](mailto: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).

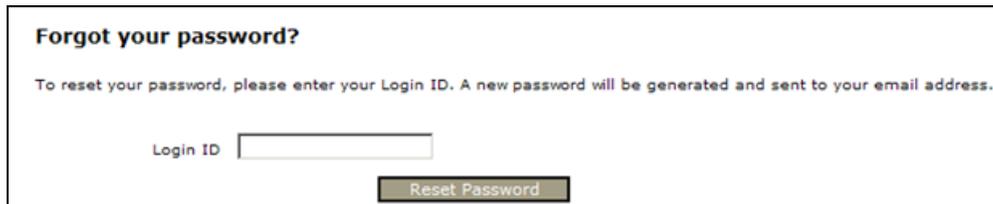


The screenshot shows the login interface for the BRG-Green Recovery Act Data (RAD) System. At the top, there is a header with a city skyline graphic, the text "BRG-Green Recovery Act Data (RAD) System", and links for "Glossary" and "Home". Below the header is a "LOGIN" section. In the center, there is a form with two input fields: "Login ID" and "Password". Below these fields is a "Login" button. Underneath the button is a link for "Forgot Password" and a note: "If you are grantee please click [Here](#) to login". At the bottom of the page, there is a footer with the Department of Labor logo and text, and links for "Accessibility", "Privacy", "Legal", and "Contact".

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.

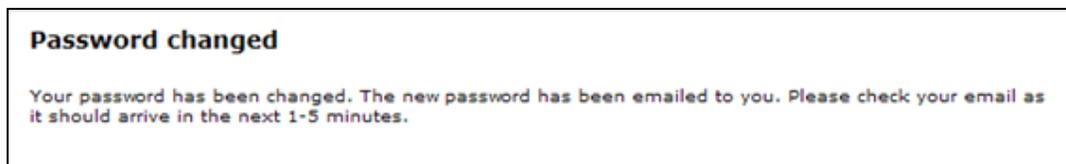


**Forgot your password?**

To reset your password, please enter your Login ID. A new password will be generated and sent to your email address.

Login ID

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



**Password changed**

Your password has been changed. The new password has been emailed to you. Please check your email as it should arrive in the next 1-5 minutes.

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

The screenshot shows the RAD System Home Page. At the top right, it says "Logged in as Rivera, Joe Administrator". Below this are links for "User Guide", "Help", "Glossary", and "Logout". A navigation bar contains tabs for "HOME", "PARTICIPANTS", "REPORTS", and "ADMIN". The main content area features a "HOME" heading and a "Grantee" section with the following information: "Grantee: YOUTHBUILD USA, INC.", "Grant No: GJ-19801-10-60-A-25", "Contact: Katie Cole 348-724-7238", and "Email: [jpice-jones.carol@dol.gov](mailto:jpice-jones.carol@dol.gov)". A notice states: "The website address for the Recovery Act Data (RAD) System has changed. The new website address is [https://devetareports.doleta.gov/cfdocs/grantee\\_prod/reporting/BRG\\_Green\\_RAD/](https://devetareports.doleta.gov/cfdocs/grantee_prod/reporting/BRG_Green_RAD/). Please create a new bookmark and delete your old bookmark." Below this is a "Welcome!" section with a paragraph explaining the system's purpose and requirements for grantees. It includes instructions on how to access modules and return to the home page. At the bottom, it mentions that online help will be added in the future. The footer includes the Department of Labor logo and links for "Accessibility", "Privacy", "Legal", and "Contact".

## 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.

Logged in as Katie Cole  
grantee

### 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

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

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

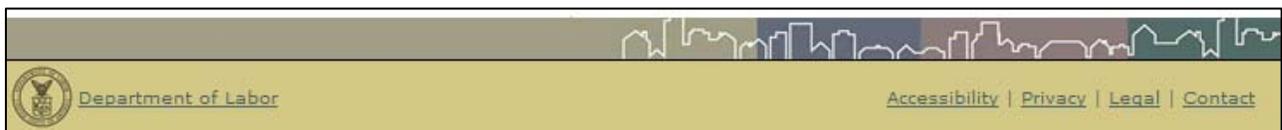
Select the Admin(istration) tab from any location in RAD to access the User Management page. Here, users can perform several admin functions, such as creating users, modifying users, and making a user inactive or active.

# RAD System Features

## Informational Links

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

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



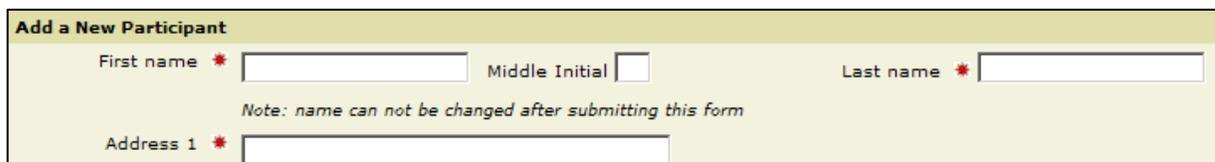
## Data Entry Screens

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

- Click **Save** to enter your information and save it in the RAD System.
- Click **Reset** to clear data from all data entry fields and start over.
- 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 (\*).

A screenshot of a form titled "Add a New Participant". The form has a light green background. It contains four input fields: "First name" with a red asterisk, "Middle Initial", "Last name" with a red asterisk, and "Address 1" with a red asterisk. Below the "Last name" field, there is a note: "Note: name can not be changed after submitting this form".

## 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	Login ID	Role	Status
<a href="#">Basie, Count</a>	CBasie	Read Only	Inactive
<a href="#">Jones, Rhonda</a>	RJones	Case Manager	Active
<a href="#">Rivera, Joe</a>	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.

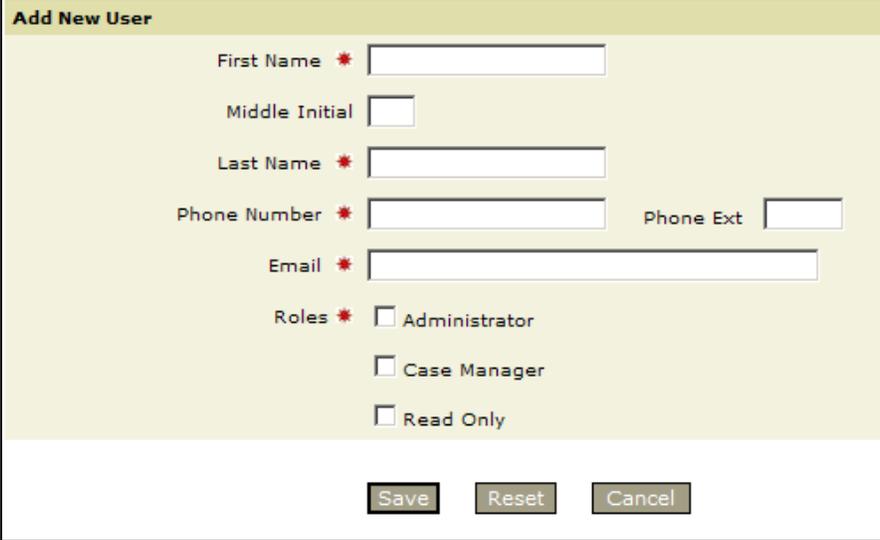
## Add New User

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	Login ID	Role	Status
<a href="#">Basie, Count</a>	CBasie	Read Only	Active
<a href="#">Jones, Rhonda</a>	RJones	Case Manager	Active
<a href="#">Rivera, Joe</a>	JRivera	Administrator	Active

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



**Add New User**

First Name \*

Middle Initial

Last Name \*

Phone Number \*  Phone Ext

Email \*

Roles \*  Administrator  
 Case Manager  
 Read Only

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.



BRG-Green Recovery Act Data (RAD) System [Glossary](#) | [Home](#)

**LOGIN**

Login ID

Password

[Forgot Password](#)

If you are grantee please click: [Here](#) to login

Department of Labor [Accessibility](#) | [Privacy](#) | [Legal](#) | [Contact](#)

## Update User's Record

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



BRG-Green Recovery Act Data (RAD) System

Logged in as Potomac grantee  
[Glossary](#) | [Logout](#)

HOME PARTICIPANTS REPORTS TOOLS **ADMIN**

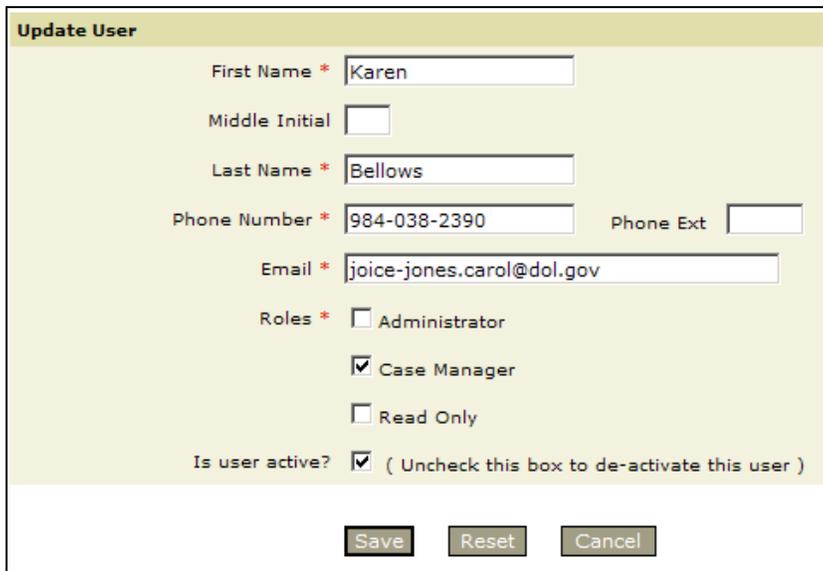
**USER MANAGEMENT**

Grantee: Worksystems, Inc.  
Grant No: GJ-19928-10-60-A-41  
Contact: Potomac (202) 281-3838  
Email: [joice-jones.carol@dol.gov](mailto:joice-jones.carol@dol.gov)

**User Management Overview** [Add New User](#)

User	Role	Status
<a href="#">Casey, Berera</a>	Read Only	Active
<a href="#">James, Jessie</a>	Case Manager	Active
<a href="#">Parker, Jessica</a>	Administrator	Active

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



**Update User**

First Name \*

Middle Initial

Last Name \*

Phone Number \*  Phone Ext

Email \*

Roles \*  Administrator  
 Case Manager  
 Read Only

Is user active?  ( Uncheck this box to de-activate this user )

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.

Recovery Act Data (RAD) System

Logged in as Rivera, Joe Administrator

User Guide | Help | Glossary | Logout

HOME **PARTICIPANTS** REPORTS ADMIN

**PARTICIPANTS OVERVIEW**

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

View All  [Add New Participant](#)

8 records

ID	Participant	Date of Intake	Assigned To	Status
8836	<input type="checkbox"/> <a href="#">Dee, David</a>	11/09/2010	Rivera, Joe	Exited
8840	<input type="checkbox"/> <a href="#">Jones, Edward</a>	11/10/2010	Rivera, Joe	Exited
8834	<input type="checkbox"/> <a href="#">spratt, iack</a>	11/09/2010	Rivera, Joe	Exited
8835	<input type="checkbox"/> <a href="#">Couric, Katie</a>	11/09/2010	Rivera, Joe	Active
8838	<input type="checkbox"/> <a href="#">Bvenow, Bye</a>	11/09/2010	Jones, Rhonda	Active
9431	<input type="checkbox"/> <a href="#">Kravitz, Lani</a>	11/22/2010	Katie Cole	Active
9432	<input type="checkbox"/> <a href="#">Douglas, Rosie</a>	11/22/2010	Katie Cole	Exited
8844	<input type="checkbox"/> <a href="#">Mitchell, Troy</a>	11/12/2010	Katie Cole	Exited

Reassign checked cases to

## 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.

### PARTICIPANT SUMMARY

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

**Mitchell, Troy** (Participant ID:8844)  
*Since this participant has exited, you will not be able to update the data*

- [Add New Participant](#)
- [Edit Program Information](#)
- [Add New Activity](#)
- [Add Other Grant-Funded Service](#)
- [Add Note](#)

**Summary**   Program   Education or Job Training   Other Grant Funded Services   Employment and Follow-up   Notes   Exit

**Summary**   Industry Code: NAICS 11 - Agriculture, Forestry, Fishing & Hunting  
Green Industry Sector: Deconstruction and Materials Use

Date of Intake: 11/12/2010  
Status: Exited  
Date of Exit: 12/22/2010  
Type of Exit: Auto-Exit  
Case Assigned To: n/a

Category	Service	Date Started	Date Ended
<a href="#">Education or Job Training</a>	Apprenticeship Activities	05/10/2010	05/25/2010
<a href="#">Other Grant Funded Services</a>	Basic Skills Training	05/15/2010	05/20/2010

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.



**PARTICIPANTS OVERVIEW**

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

View All  [+ Add New Participant](#)

8 records

ID		Participant 	Date of Intake	Assigned To	Status
8836	<input type="checkbox"/>	<a href="#">Dee, David</a>	11/09/2010	Rivera, Joe	Exited
8840	<input type="checkbox"/>	<a href="#">Jones, Edward</a>	11/10/2010	Rivera, Joe	Exited
8834	<input type="checkbox"/>	<a href="#">spratt, jack</a>	11/09/2010	Rivera, Joe	Exited

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](mailto: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 \*

Zip \*

Phone 1 \*  Phone 2

Phone 3

(nnn-xxx-xxxx)

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 \*

Education \*

### 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.

**PARTICIPANT SUMMARY**

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

**Couric, Katie** (Participant ID:8833) [\(edit\)](#)

- [Add New Participant](#)
- [Edit Program Information](#)
- [Add New Activity](#)
- [Add Other Grant-Funded Service](#)
- [Add Note](#)

Summary   Program   Education or Job Training   Other Grant Funded Services   Employment and Follow-up   Notes   Exit

**Summary**

Industry Code: NAICS 11 - Agriculture, Forestry, Fishing & Hunting  
Green Industry Sector: Energy-Efficient Building, Construction, and Retrofit

Date of Intake: 11/09/2010  
Status: Active  
Date of Exit: n/a  
Type of Exit: n/a  
Case Assigned To: Rivera, Joe

Category	Service	Date Started	Date Ended
<a href="#">Education or Job Training</a>	On-the-Job Training Activities	01/01/2010	02/01/2010
<a href="#">Other Grant Funded Services</a>	Case Management Services	11/08/2010	11/10/2010
	Assessment Services	11/11/2010	

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](mailto:joice-jones.carol@dol.gov)

### Update 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 \*  Zip \*

Phone 1 \*  Phone 2  Phone 3

(nnn-xxx-xxxx)

E-mail

Date of Birth \*  (mm/dd/yyyy)

Social Security Number \*

Gender \*  Male  Female  Not Specified

Ethnicity Hispanic/Latino \*  Yes  No  Not Specified

Race \*

Education \*

### 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

## 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).

**Shamrock, Jarrett** (Participant ID:170) ([edit](#)) [+ Add New Participant](#)

**Summary** **Program** Education or Job Training Other Grant Funded Services Employment and Follow-up Exit

**Program Information**

Date Began Program \*

Industry Code \*

*Select Green Industry Sector only if you have an Energy Training Partnership, Pathways Out of Poverty, or State Energy Sector Partnership grant.*

Green Industry Sector

Has Participant Successfully Completed The Program? \*  Yes  No

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 or 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.

**Program Information**

Date Began Program \* 07/19/2010

Industry Code \* - NAICS 31-33 - Manufacturing

*Select Green Industry Sector only if you have an Energy Training Partnership, Pathways Out of Poverty, or State Energy Sector Partnership grant.*

Green Industry Sector - Manufacturers that produce sustainable products

Has Participant Successfully Completed The Program? \*  Yes  No

Date of Completion \*

**Credential Summary**

Attained Credential? \*  Yes  No

Type of Credential Attained \* Please choose...

Attained Additional Credentials? \*  Yes  No

Save Reset Cancel

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.

**Additional Credentials**

Enter in the input text provided below up to 15 credential date by clicking on the calendar icon next to each box.

Date Obtained


Save Reset Cancel

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 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 receive an activity. The Summary screen for the participant is displayed.

The screenshot shows the 'PARTICIPANT SUMMARY' page for David Dee (Participant ID: 8836). The page includes a header with participant details and a list of activities. The 'Add New Activity' link is circled in red.

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

**Dee, David** (Participant ID:8836) ([edit](#))

- [Add New Participant](#)
- [Edit Program Information](#)
- [Add New Activity](#)
- [Add Other Grant-Funded Service](#)
- [Add Note](#)

Summary | Program | Education or Job Training | Other Grant Funded Services | Employment and Follow-up | Notes | Exit

**Summary**  
Date of Intake: 11/09/2010  
Status: Active  
Date of Exit: n/a  
Type of Exit: n/a  
Case Assigned To: n/a

Industry Code: NAICS 21 - Mining, Quarrying, and Oil and Gas Extraction  
Green Industry Sector: Energy-Efficient Building, Construction, and Retrofit

Category	Service	Date Started	Date Ended
<a href="#">Education or Job Training</a>	Classroom Training Activities	11/09/2010	11/10/2010
	Pre-apprenticeship Activities	11/10/2010	11/10/2010
<a href="#">Other Grant Funded Services</a>	Basic Skills Training	11/10/2010	11/10/2010
	Case Management Services	11/09/2010	

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

The screenshot shows the 'EDUCATION OR JOB TRAINING' page for David Dee (Participant ID: 8836). The 'Add Activity' form is displayed, featuring fields for Date Began, Choose Training Activity, and Date Ended, along with Save, Reset, and Cancel buttons.

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

**Dee, David** (Participant ID:8836) ([edit](#))

- [Add New Participant](#)
- [Add Note](#)

Summary | Program | Education or Job Training | Other Grant Funded Services | Employment and Follow-up | Notes | Exit

**Add Activity**

Date Began \*  (mm/dd/yyyy)

Choose Training Activity \*

Date Ended  (mm/dd/yyyy)

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.

**PARTICIPANT SUMMARY**

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

**Dee, David** (Participant ID:8836) ([edit](#))

- [Add New Participant](#)
- [Edit Program Information](#)
- [Add New Activity](#)
- [Add Other Grant-Funded Service](#)
- [Add Note](#)

Summary Program **Education or Job Training** Other Grant Funded Services Employment and Follow-up Notes Exit

**Summary**

Industry Code: NAICS 21 - Mining, Quarrying, and Oil and Gas Extraction  
Green Industry Sector: Energy-Efficient Building, Construction, and Retrofit

Date of Intake: 11/09/2010  
Status: Active  
Date of Exit: n/a  
Type of Exit: n/a  
Case Assigned To: n/a

Category	Service	Date Started	Date Ended
<a href="#">Education or Job Training</a>	Classroom Training Activities	11/09/2010	11/10/2010
	Pre-apprenticeship Activities	11/10/2010	11/10/2010
<a href="#">Other Grant Funded Services</a>	Basic Skills Training	11/10/2010	11/10/2010
	Case Management Services	11/09/2010	

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

**EDUCATION OR JOB TRAINING**

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

**Dee, David** (Participant ID:8836) ([edit](#))

- [Add New Participant](#)
- [Add New Activity](#)
- [Add Note](#)

Summary Program **Education or Job Training** Other Grant Funded Services Employment and Follow-up Notes Exit

Training Activity	Date Began	Date Ended
<a href="#">Pre-apprenticeship Activities</a>	11/09/2010	11/10/2010
<a href="#">Classroom Training Activities</a>	11/09/2010	11/10/2010
<a href="#">Pre-apprenticeship Activities</a>	11/10/2010	11/10/2010

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



The screenshot shows a form titled "Update Activity" with a light green header. It contains three input fields: "Date Began" with the value "11/09/2010", "Choose Training Activity" with a dropdown menu showing "Pre-apprenticeship Activities", and "Date Ended" with the value "11/10/2010". Each date field has a calendar icon and the format "(mm/dd/yyyy)". At the bottom of the form are three buttons: "Save", "Reset", and "Cancel".

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.

The screenshot shows the 'OTHER GRANT FUNDED SERVICES' interface. At the top right, it displays: Grantee: YOUTHBUILD USA, INC., Grant No: GJ-19801-10-60-A-25, Contact: Katie Cole (348) 724-7238x, and Email: [joice-jones.carol@dol.gov](mailto:joice-jones.carol@dol.gov). Below this, the participant's name 'Dee, David' and ID '(Participant ID:8836) (edit)' are shown. On the right, there are three links: 'Add New Participant', 'Add Other Grant-Funded Service', and 'Add Note'. A navigation bar contains tabs for 'Summary', 'Program', 'Education or Job Training', 'Other Grant Funded Services' (which is highlighted), 'Employment and Follow-up', 'Notes', and 'Exit'. The main content area is titled 'Add Service' and contains a form with three fields: 'Other Grant-Funded Services' with a dropdown menu showing 'Please Select', 'Date Started Service' with a date picker and '(mm/dd/yyyy)' format, and 'Date Completed' with a date picker and '(mm/dd/yyyy)' format. At the bottom of the form are 'Save', 'Reset', and 'Cancel' buttons.

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.

**OTHER GRANT FUNDED SERVICES**

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

**Dee, David** (Participant ID:8836)  
Since this participant has exited, you will not be able to update the data

[Add New Participant](#)  
[Add Other Grant-Funded Service](#)  
[Add Note](#)

Summary Program Education or Job Training **Other Grant Funded Services** Employment and Follow-up Notes Exit

Other Grant-Funded Services	Date Started Service	Date Completed
<a href="#">Basic Skills Training</a>	11/10/2010	11/10/2010
<a href="#">Case Management Services</a>	11/09/2010	

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

**Update Service**

Other Grant-Funded Services \*

Date Started Service \*  (mm/dd/yyyy)

Date Completed  (mm/dd/yyyy)

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**.

**EMPLOYMENT AND FOLLOW-UP**

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

**Mitchell, Troy** (Participant ID:8844) ([edit](#))

[Add New Participant](#)  
[Add Note](#)

Summary Program Education or Job Training Other Grant Funded Services **Employment and Follow-up** Notes Exit

**Status**

- The participant has successfully completed the program
- Employed: No information
- Number of Follow-ups: 0
- 1st Qtr Retention: No information
- 2nd Qtr Retention: No information

0 Follow-up(s)

Contact Date	Successful	Mode of Contact	Contact Reason	Comments
--------------	------------	-----------------	----------------	----------

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

**Mitchell, Troy** (Participant ID:8844) ([edit](#))

[Add New Participant](#)  
[Add Note](#)

Summary Program Education or Job Training Other Grant Funded Services **Employment and Follow-up** Notes Exit

**Status**

- The participant has successfully completed the program
- Employed: No information
- Number of Follow-ups: 0
- 1st Qtr Retention: No information
- 2nd Qtr Retention: No information

[Add Employment Information](#)  
[Add 1st Qtr Retention](#)  
[Add 2nd Qtr Retention](#)

**Add Employment Information**

Successful Contact \*  Yes  No

Contact Date \*  (mm/dd/yyyy)

Mode of Contact \*

Follow-up Comments

400 characters or less

Entered Employment \*  Yes  No

Starting Date \*  (mm/dd/yyyy)

Is Employment Training Related? \*  Yes  No

Industry at Placement \*

*Select Green Industry Sector only if you have an Energy Training Partnership, Pathways Out of Poverty, or State Energy Sector Partnership grant.*

Green Industry Sector

Employer Name

Job Title

Employment Comments

400 characters or less

0 Follow-up(s)

Contact Date	Successful	Mode of Contact	Contact Reason	Comments
--------------	------------	-----------------	----------------	----------

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.

## EMPLOYMENT AND FOLLOW-UP

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

**Mitchell, Troy** (Participant ID:8844) ([edit](#))

[Add New Participant](#)

[Add Note](#)

Summary
Program
Education or Job Training
Other Grant Funded Services
Employment and Follow-up
Notes
Exit

**Status** [Edit Employment Information](#)

- The participant has successfully completed the program
- Employed: Yes
- Number of Follow-ups: 2
- 1st Qtr Retention: No information
- 2nd Qtr Retention: No information

[Add 1st Qtr Retention](#)

[Add 2nd Qtr Retention](#)

			2 Follow-up(s)	
Contact Date	Successful	Mode of Contact	Contact Reason	Comments
1. 05/28/2010	Yes	Phone	Add Employment Information	No comments
2. 05/27/2010	No	Phone	Add Employment Information	No comments

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).

**Mitchell, Troy** (Participant ID:8844) ([edit](#)) [Add New Participant](#) [Add Note](#)

Summary Program Education or Job Training Other Grant Funded Services **Employment and Follow-up** Notes Exit

**Status** [Edit Employment Information](#)

- The participant has successfully completed the program
- Employed: Yes
- Number of Follow-ups: 2
- 1st Qtr Retention: No information
- 2nd Qtr Retention: No information

[Add 1st Qtr Retention](#) [Add 2nd Qtr Retention](#)

**Add 1st Qtr Retention Information**

Successful Contact \*  Yes  No

Contact Date \*  (mm/dd/yyyy)

Mode of Contact \*

Follow-up Comments

400 characters or less

**Employment Starting Date 05/28/2010**

Was the participant still employed between 07/01/2010 and 09/30/2010?  Yes  No

2 Follow-up(s)

Contact Date	Successful	Mode of Contact	Contact Reason	Comments
1. 05/28/2010	Yes	Phone	Add Employment Information	No comments
2. 05/27/2010	No	Phone	Add Employment Information	No comments

- 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.
- When the second quarter following the date participant "Entered Employment" arrives, the link for **Add 2nd Quarter Retention** becomes active. To enter 2<sup>nd</sup> 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.

**EXIT**

Grantee: YOUTHBUILD USA, INC.  
Grant No: GJ-19801-10-60-A-25  
Contact: Kabie Cole (348) 724-7238x  
Email: [loice-lones.carol@dol.gov](mailto:loice-lones.carol@dol.gov)

**Dee, David** (Participant ID:8836) ([edit](#))

[Add New Participant](#)  
[Add Note](#)

Summary Program Education or Job Training Other Grant Funded Services Employment and Follow-up Notes **Exit**

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

**Update Exit Information**

Delay Exit

Gap of Service Exception \*

Date that the Gap of Service Began \*

Projected Date that the Gap of Service Ends \*

Manual Exit

Reason for Exit \*

Exit Date \*

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.

**PARTICIPANTS OVERVIEW**

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

4 records

ID	Participant	Date of Intake	Assigned To	Status
8836	<a href="#">Dee, David</a>	11/09/2010	Katie Cole	Active
8834	<a href="#">spratt, jack</a>	11/09/2010	Katie Cole	Exited
8835	<a href="#">Couric, Katie</a>	11/09/2010	Katie Cole	Active
8838	<a href="#">Byenow, Bye</a>	11/09/2010	Jones, Rhonda	Active

Reassign checked cases to

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

**PARTICIPANT SUMMARY**

Grantee: UNITED INDIAN NATIONS, IN...  
Grant No: GJ-15880-08-60-A-6  
Contact: bahrami (323) 232-3232  
Email: [tirupathi.srivani@dol.gov](mailto:tirupathi.srivani@dol.gov)

**Twinn, Mark** (Participant ID:139) ([edit](#))

**Summary** | Program | Education or Job Training | Other Grant Funded Services | Employment and Follow-up | Notes | **Exit**

**Summary**

Industry Code: NAICS 71 - Arts, Entertainment, and Recreation  
Green Industry Sector: Other Green Industries

Date of Intake: 07/02/2010  
Status: Active  
Date of Exit: n/a  
Type of Exit: n/a  
Case Assigned To: Miller, Alphoso

Category	Service	Date Started	Date Ended
<a href="#">Education or Job Training</a>	Classroom Training Activities	09/14/2010	09/30/2010
<a href="#">Other Grant Funded Services</a>	Basic Skills Training	07/12/2010	09/01/2010

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

**EXIT**

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

**Dee, David** (Participant ID:8836) ([edit](#))

[Add New Participant](#)  
[Add Note](#)

Summary Program Education or Job Training Other Grant Funded Services Employment and Follow-up Notes **Exit**

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

**Update Exit Information**

Delay Exit

Gap of Service Exception

Date that the Gap of Service Began

Projected Date that the Gap of Service Ends

**Manual Exit**

Reason for Exit

Exit Date

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.

The screenshot shows the 'PARTICIPANTS OVERVIEW' screen. At the top right, it displays: Grantee: YOUTHBUILD USA, INC., Grant No: GJ-19801-10-60-A-25, Contact: Katie Cole (348) 724-7238x, Email: joice-jones.carol@dol.gov. Below this is a 'View All' dropdown and a 'GG' button. A green plus icon and 'Add New Participant' link are also present. The main area contains a table with 6 records. The table has columns: ID, Participant, Date of Intake, Assigned To, and Status. Two checkboxes in the 'Participant' column are highlighted with red arrows. Below the table is a 'Check All' button. At the bottom, there is a 'Reassign checked cases to' label, a 'Choose recipient' dropdown menu, and a 'Submit' button, which is circled in red.

ID	Participant	Date of Intake	Assigned To	Status
8836	<input type="checkbox"/> <a href="#">Dee, David</a>	11/09/2010	Katie Cole	Active
8840	<input type="checkbox"/> <a href="#">Jones, Edward</a>	11/10/2010	Katie Cole	Active
8834	<input type="checkbox"/> <a href="#">spratt, jack</a>	11/09/2010	Katie Cole	Exited
8835	<input type="checkbox"/> <a href="#">Couric, Katie</a>	11/09/2010	Rivera, Joe	Active
8838	<input type="checkbox"/> <a href="#">Ryanow, Bye</a>	11/09/2010	Jones, Rhonda	Active
8844	<input type="checkbox"/> <a href="#">Mitchell, Troy</a>	11/12/2010	Katie Cole	Active

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):

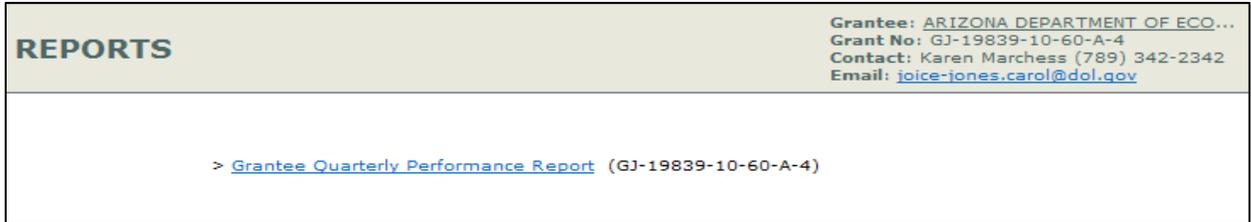
- SGA/DFA PY-08-18 (Energy Training Partnership Grantees)
- SGA/DFA PY-08-19 (Pathways Out of Poverty Grantees)
- SGA/DFA PY-08-20 (State Energy Sector Partnership and Training Grantees)
- SGA/DFA PY-09-01 (Health Care Sector and Other High Growth and Emerging Industries Grantees)

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.

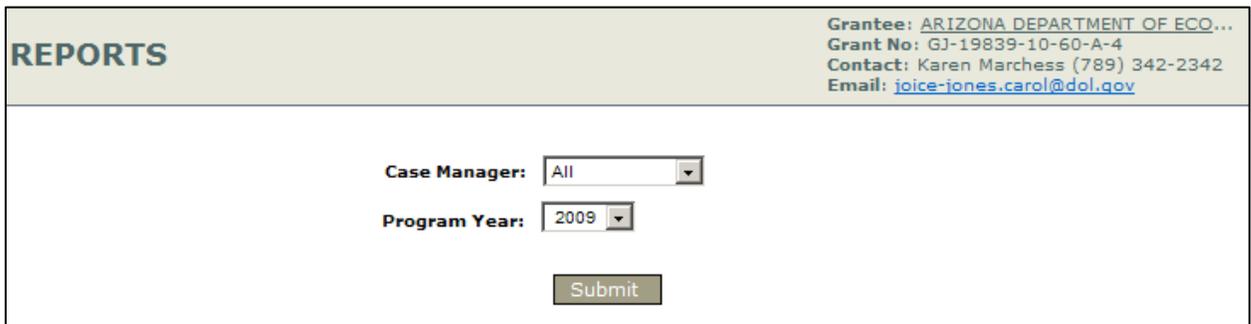


**REPORTS**

Grantee: [ARIZONA DEPARTMENT OF ECO...](#)  
Grant No: GJ-19839-10-60-A-4  
Contact: Karen Marchess (789) 342-2342  
Email: [joyce-jones.carol@dol.gov](mailto:joyce-jones.carol@dol.gov)

> [Grantee Quarterly Performance Report](#) (GJ-19839-10-60-A-4)

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



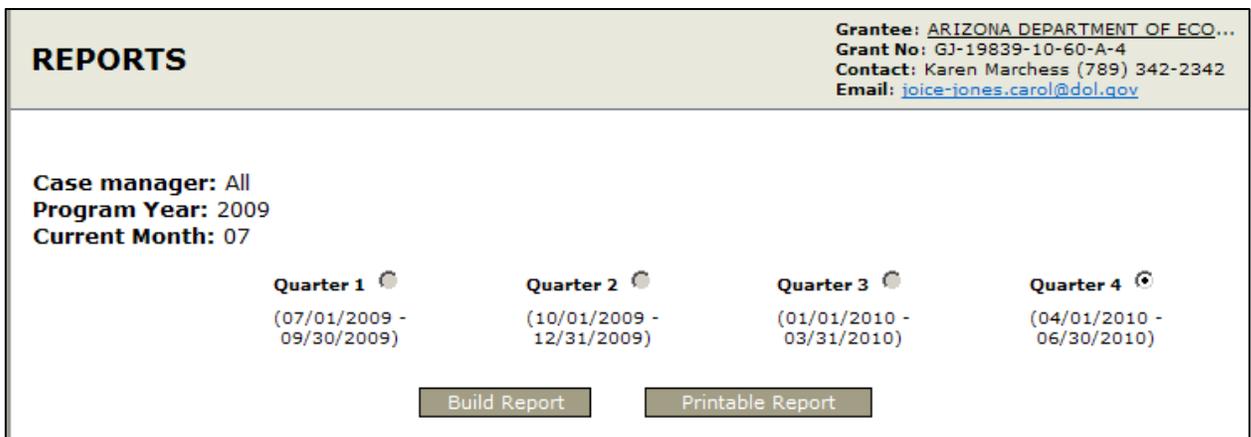
**REPORTS**

Grantee: [ARIZONA DEPARTMENT OF ECO...](#)  
Grant No: GJ-19839-10-60-A-4  
Contact: Karen Marchess (789) 342-2342  
Email: [joyce-jones.carol@dol.gov](mailto:joyce-jones.carol@dol.gov)

Case Manager:

Program Year:

3. Select the case manager 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.*



**REPORTS**

Grantee: [ARIZONA DEPARTMENT OF ECO...](#)  
Grant No: GJ-19839-10-60-A-4  
Contact: Karen Marchess (789) 342-2342  
Email: [joyce-jones.carol@dol.gov](mailto:joyce-jones.carol@dol.gov)

Case manager: All  
Program Year: 2009  
Current Month: 07

<b>Quarter 1</b> ●	<b>Quarter 2</b> ●	<b>Quarter 3</b> ●	<b>Quarter 4</b> ●
(07/01/2009 - 09/30/2009)	(10/01/2009 - 12/31/2009)	(01/01/2010 - 03/31/2010)	(04/01/2010 - 06/30/2010)

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		
<b>Grantee Remarks:</b>		
Name of Grantee Certifying Official: Worksystems, Inc.	Telephone Number: (802) 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.

**Narrative:**  
 One Narrative Report is required and 4 supplement Files are Optional. A narrative must be included in order to submit the final report.

Narrative File: \*  **Browse...**

Supplemental File:  **Browse...** Choose a file type... ▾

**Allowed file types:** doc, docx, dotx, pdf, potx, ppt, pptx, txt, xls, xlsx, xlsx.  
**Max file size:** 2.1MB  
**Delete a file:** Click the **x** icon.

PIN:  **Certify**

- 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.

**Narrative:**  
 One Narrative Report is required and 4 supplement Files are Optional. A narrative must be included in order to submit the final report.

Existing: **x** [QPR Narrative.docx](#) Narrative Report  
 Existing: **x** [QPR Narrative.doc](#) Timeline

Supplemental File:  **Browse...** Choose a file type... ▾

Supplemental File:  **Browse...** Choose a file type... ▾

Supplemental File:  **Browse...** Choose a file type... ▾

**Allowed file types:** doc, docx, dotx, pdf, potx, ppt, pptx, txt, xls, xlsx, xlsx.  
**Max file size:** 2.1MB  
**Delete a file:** Click the **x** icon.

PIN:  **Certify**

## 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.



Program Year	Quarter	Report	Narratives
2010	1	<a href="#">report</a>	<a href="#">1</a> <a href="#">2</a>
2009	4	<a href="#">report</a>	<a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a>

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.