Core User's Guide

January 2009
for PAW Version 2.0

PAW Core User Guide
Version 3.0

Table of Contents

What's New in PAW Version 2.0

This new version of PAW has some important updates that were either in development when Version 1.0 was released or were incorporated based on user feedback. We will continue to improve the system and we appreciate and value all the feedback we receive. Some of the changes relate specifically to how the system operates and thus are not covered in the User Guide. If you are interested in knowing what those are, contact your PAW administrator. Here are the new features for core users to look for in this release.

PAW Help Tool [See pp. 7-8]

A Help tool is now available which should greatly facilitate getting quicker answers to questions as you use the system. This tool is available via the PAW menu bar, directly via the .chm file, and by pressing the F1 function key on the keyboard. The "Help tool" will open to display context-sensitive help for the particular form or report they have open.

Race and Ethnicity [See p. 10]

There are now <u>two</u> headings for 'Race' and 'Ethnicity' in place of the previous heading: 'Race and Ethnicity. In addition, there is now a new selection for 'More Than One Race' so the selections under 'Race' are now mutually exclusive and one selection will be required.

The option 'Hispanic/Latino' now appears under 'Ethnicity' and is an optional selection.

This alters the method for counting New Participants Served as follows:

1. Line item B.3i. More Than One Race - change from counting records with at least 2 Race selections and/or Hispanic Latino to counting records where the new Race choice 'More Than One Race' is selected.

2. Line item B.3j. Hispanic/Latino and More Than One Race - change from counting records with at least 2 Race selections and Hispanic Latino to counting records where both the new Race choice 'More Than One Race' is selected and the Ethnicity choice 'Hispanic/Latino' is selected.

Birth Date [See p. 10]

Birth Date is a required field on the Intake tab, yet grantees do not always know this information. This information may now be captured either:

1. Enter a Birth Date, or
2. Select one of the new options:
   - 'Age at Participation less than 18' radio button, or

- 'Age at Participation 18 or older.'

These three choices are mutually exclusive and one selection is required. If one of the less than/more than options is selected, 'Age at Participation Date' will not be calculated but '<18" or '>=18' will be displayed, respectively. Similarly, if one of the less than/more than options is selected, ‘Current Age’ will remain blank.

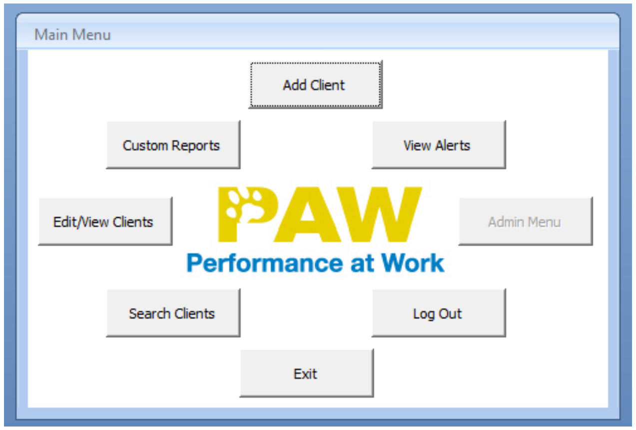
Capstones and Drop Outs [See p. 13]

Previously, there was no way to indicate a client had dropped out of a Capstone course, other than deleting the activity, in which case the grantee would not be credited for that client starting Education/Job Training Activities (line item C.1) on the 9134. Now when a capstone training course activity has been added for a client, you will have the option of checking 'Dropout' on the service selection form. This will reset the End Date to today's date.

This also changes the method for counting line item C.2. Number Completed Education/Job Training Activities, and all sub-items (2a-2c(20)) on the 9134 so clients where 'Dropout' has been selected for capstone courses are not included. Such clients will still be included in counts for C.1. Number Began Education/Job Training Activities.

For dropouts of non-capstone courses, you must simply remember to change the end date.

Getting Started – Logging In

Step
Log in with the username you were given by your administrator and the password 'guest'. You will be prompted to create a new password. Follow the instructions given for creating a suitably secure password. **NOTE:** Passwords must include 3 of the following 4 character types: (1) Upper Case letters, (2) Lower Case letters, (3) Arabic Numerals (0-9) and (4) Special Characters (!@#$%, etc.), and (5) Must be 8-12 characters in length. Example: Grantee*1 After logging in, you will see the Main Menu which provides the majority of the functions needed to use PAW. 

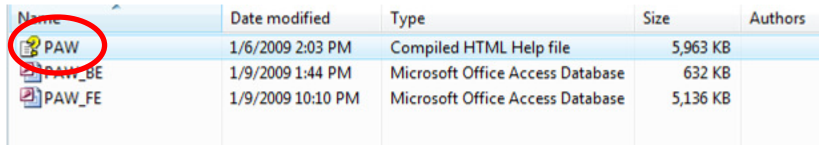
About This Guide
Throughout this guide, text boxes like this one will provide additional context and explain the intent of certain steps.

This guide describes PAW's main features, including how to add, edit, and manage clients, analyze the program, and report all required data elements to DOL/ETA. Information on installing PAW is included in the PAW Administrator's Guide.

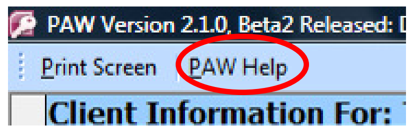
Using the PAW Help Tool

The PAW Help Tool provides guidance on how to use the system as well as definitions of terms used by the system. The tool may be accessed

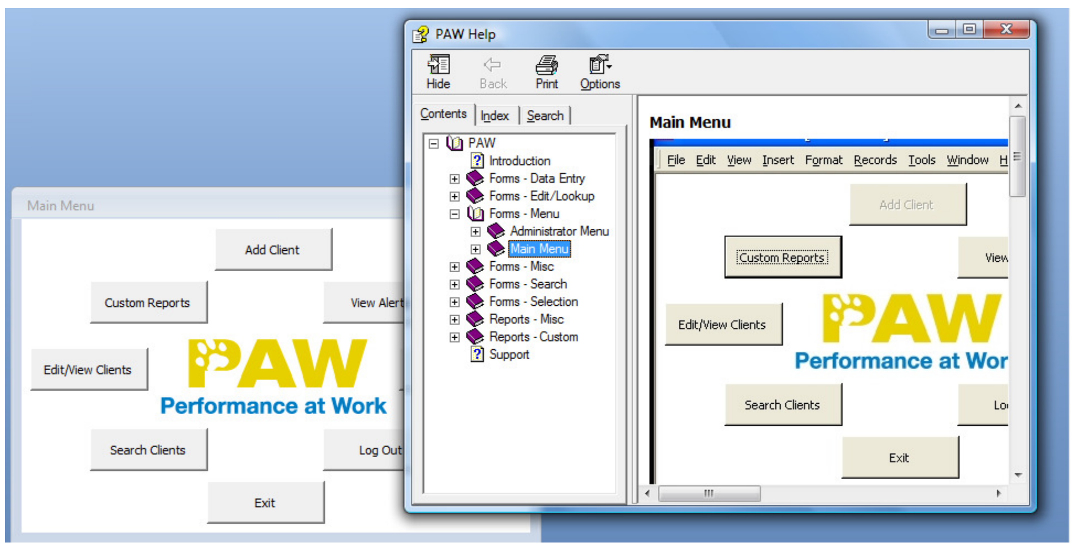
1. Independently by opening the PAW.chm file, also called a Compiled HTML Help File:



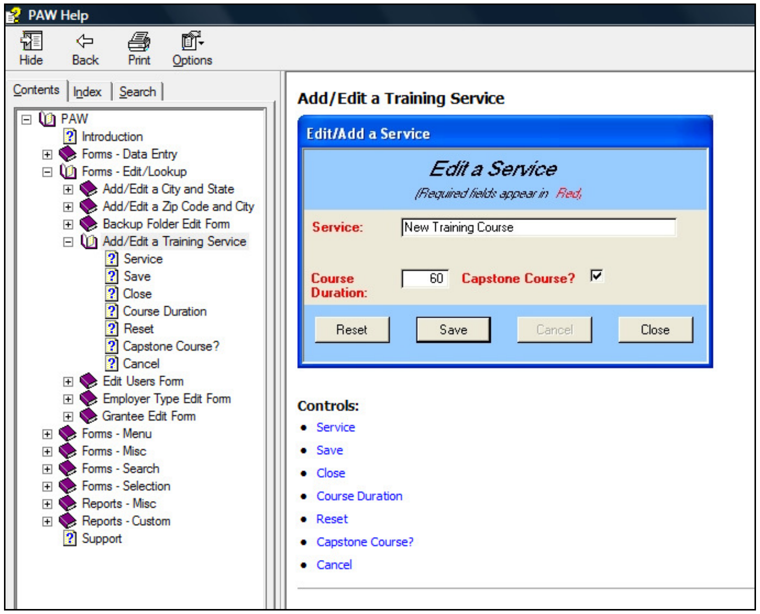
2. Directly in the system via the button available in the upper left hand corner of the application (**Note**: this option is not currently available for Vista users):



3. Or by clicking the F1 key on your keyboard.



The assistance available via the Help Tool covers all of the Forms (e.g. Data Entry, Edit/Lookup, Search, etc.), Reports (e.g. Individual Activity Report, rpt 9134, etc.), and how to manage these different functions. For example, the Help screen for Add/Edit a Training Service looks like the screen below:



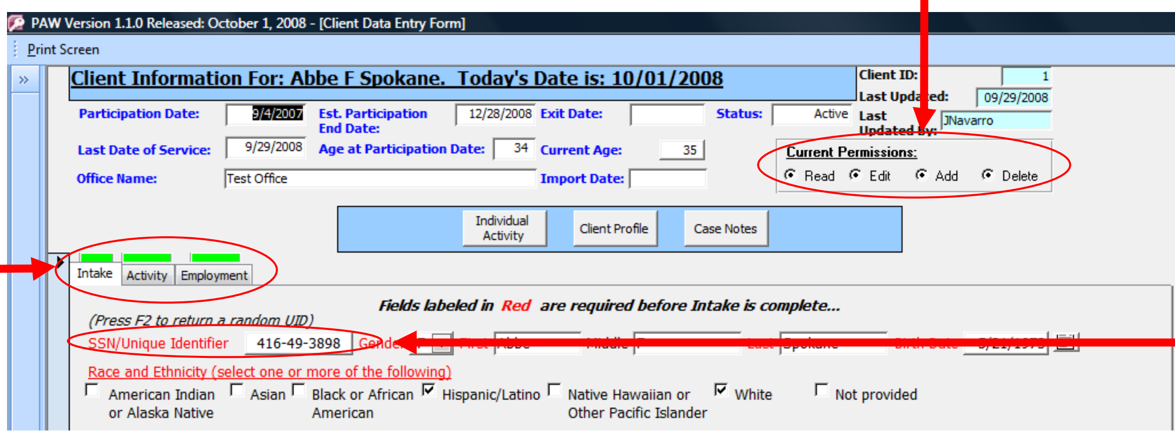
Adding a Client

> ***Grants Management Tip***
> Demographic information must be entered for each participant because it is required on the ETA-9134. A Unique Identifier (UID) can be replaced with a client's SSN until the person has exited. This allows grantees to intake clients even if a SSN is not provided, while still affording the flexibility to add this information if it is available later. ETA strongly encourages grantees to collect and provide SSNs, as it greatly reduces the burden to conduct follow-up with exiters. "Employment Status at Participation" is a required data element because it is used when calculating the Adult Common Measures.

1. Click on the 'Add Client' button. 2. Click the 'OK' button.	A 'Missing Element' message appears notifying the user they must complete UID/SSN before continuing.

The Client Information form appears. The **Participation Date** and similar associated controls in blue at the top are not completed. Fields labeled in blue will be automatically populated as client information is entered and will update automatically whenever changes are made.

Note that the Current Permissions in the upper right portion of the screen indicate what abilities you have been assigned by your administrator. The Case Manager is set to you, the current user.



The colors above the tabs indicate tabs on which data can be entered on (green = can enter data, red = cannot enter data). Initially, only the Intake tab will be green. All fields that are required are indicated by red labels. These must be filled before you can continue. The cursor will start in the SSN/UID field.

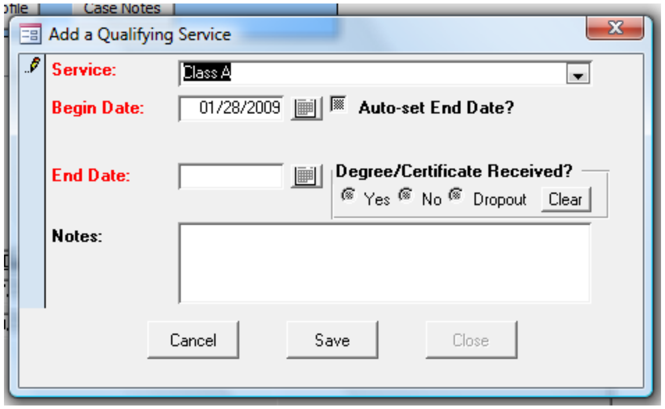
3. Clicking F2 while the cursor is in the SSN/Unique Identifier field will return a random UID (note the accompanying italicized instruction above the field).	A 9 character random UID appears formatted as "A##-##-####.' A Client ID is assigned and appears in the upper right-hand corner. **NOTE:** Random UIDs are used when the client does not provide SSNs. Information on such clients is included in the 9134 and Common Measures calculations; however it is not included in the SIR.
4. Complete all of the required fields and then click the Save button which is located at the bottom of the screen with other options. Note: There are now two headings for 'Race' and 'Ethnicity' instead of the previous: 'Race and Ethnicity' heading that existed in PAW 1.0. In addition, there is now a new selection for 'More Than One Race' so the selections under 'Race' are now mutually exclusive and one selection will be required. The option 'Hispanic/Latino' now appears under 'Ethnicity' and is an optional selection.	The record is saved. The blue (calculated) Office Name and Import Date update accordingly. The Activity tab and the Employment tab will now become green.
Note: Birth Date is a required field on the Intake tab, yet grantees do not always know this information. This information may now be captured either: 1. Enter a Birth Date, or 2. Select one of the new options: • 'Age at Participation less than 18' radio button, or • 'Age at Participation 18 or older.' These three choices are mutually exclusive and one selection is required.	If one of the less than/more than options is selected, 'Age at Participation Date' will not be calculated but '<18" or '>=18' will be displayed, respectively. Similarly, if one of the less than/more than options is selected, 'Current Age' will remain blank.
5. Click the pull-down for the Zip list box (under Phone and Alt Phone) to select the value entered earlier when registering.	The zip code is selected.
6. Double-click on the Zip field to edit the value.	The Add/Edit a Zip Code and City dialog appears. The Zip Code and City fields are enabled.
7. Double-click on the City field.	The Add/Edit a City and State dialog appears.
8. Enter the city value then click Save then Close.	The Add/Edit a Zip Code and City dialog re-appears. The City field has been updated.
9. Enter the Zip Code then click Save then Close.	The Client form re-appears. The zip code, city and state reflect the changes.
10. Click on the County pull-down.	Choices for the currently selected state appear.

11. Select a County then enter an address below Phone. If applicable, check the 'Mailing Address (check if same)' box.	The Mailing Address fields populate with the same information as the (physical) Address. **NOTE:** Mailing Address appears on the Labels report, available from the Search Clients screen on the Main Menu.

Entering Activities

Grants Management Tip
A "**Qualifying Service**" is a grant-funded service provided to an individual beyond Career Awareness or Exploration activities, and triggers participation and extends the date of exit. "**Intake Processing**" is the service automatically added when a client's demographic information has been entered, and is a component of the "Determination of Eligibility Process"—in other words, "Intake Processing" alone is not sufficient to trigger participation. **Non-qualifying services**, such as Capacity Building or Career Awareness and Exploration activities, **are NOT included in this version of PAW**. Adding them as qualifying services will create errors in your reports.

Step	Anticipated Outcome
1. Clicking on the Activity tab will open the screen that contains the Activity log and the functions to add and change client activities. By default, "Intake Processing" will already be listed with the current date in the Begin and End date fields.	

2. Click the Qualifying Service button under Add a Service. **Note:** Previously, there was no way to indicate a client had dropped out of a Capstone course, other than deleting the activity, in which case the grantee would not be credited for that client starting Education/Job Training Activities (line item C.1) on the 9134. Now when a capstone training course activity has been added for a client, you will have the option of checking 'Dropout' on the service selection form. This will reset the End Date to today's date. For dropouts of non-capstone courses, you must simply remember to change the end date.	The Add a Qualifying Service dialog form appears. Today's date appears by default in Begin Date.  **Note:** All of the pop-up menus in the 'Add a Service:' portion of the application will look similar to this. You can always look at the top of the menu for a reminder of what function you are in.

Completing an Individual Employment Plan

1. 'Development of an Individual Employment Plan' is the first option available in the red Service drop down menu.	
2. Select the Individual Employment Plan option.	A grayed out IEP button will appear.
3. Enter the Begin and End Dates of the service and then click Save.	The IEP button enables.
4. Click on the IEP button.	An IEP template appears in Microsoft Word and includes sections for entering Employment Goals, Assets and Barriers, an Interviewers Case Summary and a Plan of Service.
5. Click in each text box to enter text. Close the Word window.	A Save Changes to IEP prompt will appear. Make your selection.
6. Return to the Activity screen as before by clicking Close.	Prompts appear that the Participation Date, Last Date of Service, Est. Participation End Date and Status have been updated.
7. Click OK to all the prompts.	Calculated values for the aforementioned prompts appear in blue in the form header. The Activity Log is updated to reflect the Qualifying Service that was added.

Adding other services follows these same steps but will not include an IEP button.

Entering a Gap in Service

Grants Management Tip
"Gaps in Service" are used when a participant is unable to continue training for one of three reasons—a delay before the start of training, an illness, or military service. "Gaps in Service" must be documented in a participant's case file, and can prevent a participant from exiting for up to 180 days. More detail is included in the "Gap in Service" handout, available for download on ETA's online reporting system.

Step	Anticipated Outcome
1. From the Activity tab, click on Gap in Service under Add a Service. Select the appropriate reason in the service field.	The Add a Gap in Service dialog form appears. Today's date appears by default in Begin Date.
2. Double-click on the Estimated End Date.	The Estimated Participation End Date (Last Date of Service + 90 days) is selected by default when the calendar displays. Simply enter your own date to override the estimated date.
3. Click OK.	The date is returned to the form. The Estimated Participation End Date is updated to Last Date of Service + 180 days, Status is updated to Hold, and the user is notified of these changes. The Activity Log is also updated to reflect the Gap in Service. The Gap in Service button is disabled.

Releasing a Client with a Hold Status

Step	Anticipated Outcome
1. Click on the Activity tab then click Qualifying Service under 'Add a Service'.	A prompt appears asking the user if they wish to release the client from their Hold status.
2. Select 'Yes'.	The Add a Qualifying Service dialog form appears. Today's date appears by default in Begin Date.
3. Click on the Service drop-down list box. Select any Qualified Service and check 'Auto-set End Date?' or enter your own date as appropriate.	The End Date calculates as: Begin Date + Course Duration – (Weekends and Holidays). Course duration is measured in days.
4. Click Save then Close.	The Last Date of Service, Est. Participation End Date, and the Status are updated and the user is notified of each update. The Activity Log is updated to reflect the end of the Gap in Service and the new Training Course.

Adding a Manual Exit

> ***Grants Management Tip***
> Because the "Date of Exit" is not determined until 90 days of no service, users are only able to manually exit a small portion of participants. Specifically, only participants who have retired, died, left to care for an ill family member, been hospitalized or institutionalized, relocated to a mandatory program (youth only), or been called to active duty may be manually exited. Retirees can be exited using the "Voluntary Withdrawal" button, and all other allowable manual exits are accessible through the "Reasons for Exit" button. **All other exiters, including those who successfully complete training and those who drop out, are exited automatically.** PAW users do not need to complete any additional steps to process standard exits. Successful exiters are distinguished from unsuccessful exiters based on the other data provided in the system, such as the information on the "Activity" and "Employment" tabs.

Step	Anticipated Outcome
1. From the Activity Tab select 'Voluntary Withdrawal' under 'Add a Service:'.	The 'Add a Manual Exit' form appears with today's date as the default begin date.
2. Select 'Retirement' from the Service list box. Click Save then Close.	The Est. Participation End Date is updated to the Last Date of Service. The Exit Date is updated to the Last Date of Service. The Status is updated to 'Exited.' The user is notified of each update. The Activity Log is updated to reflect the Retirement activity.

Adding a Reason for an Exit

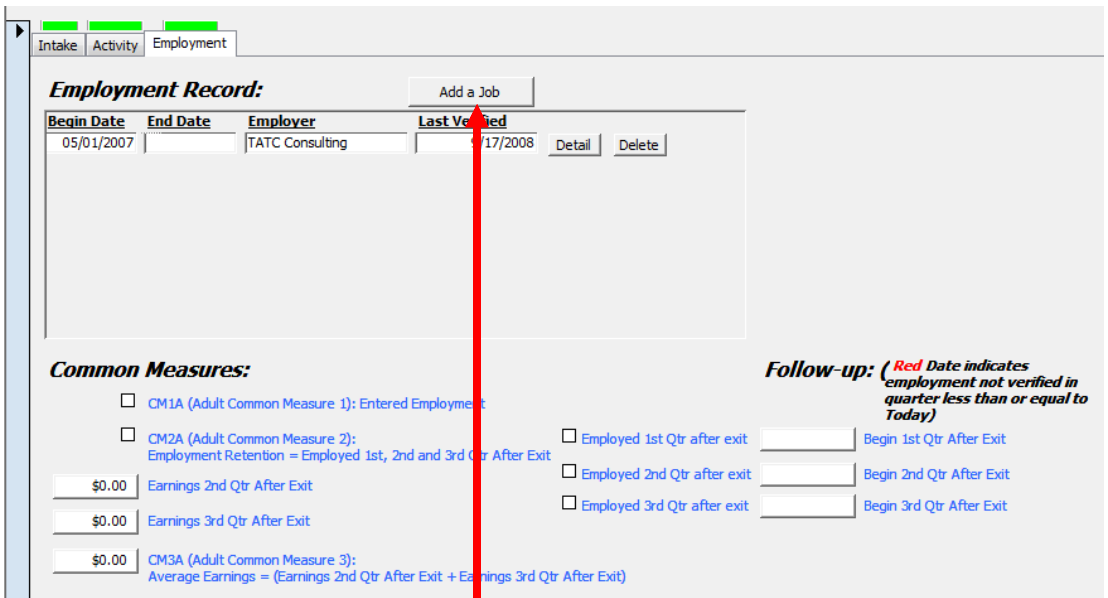
> ***Grants Management Tip***
> As above, only participants who have retired, died, left to care for an ill family member, been hospitalized or institutionalized, relocated to a mandatory program (youth only), or been called to active duty need to have their "Reason for Exit" manually selected. All other exiters will be automatically assigned "Other Reason," which is the correct "Reason for Exit" for all other exiters.

Step	Anticipated Outcome
1. From the Activity Tab click the 'Reason For Exit' button under 'Add a Service:'.	The 'Add a Reason for Exit' form appears with today's date as the default begin date.
2. Select an option from the Service list box. Click Save then Close.	The Est. Participation End Date, Exit Date and Status all update. The Activity Log is updated to reflect the reason for the exit.

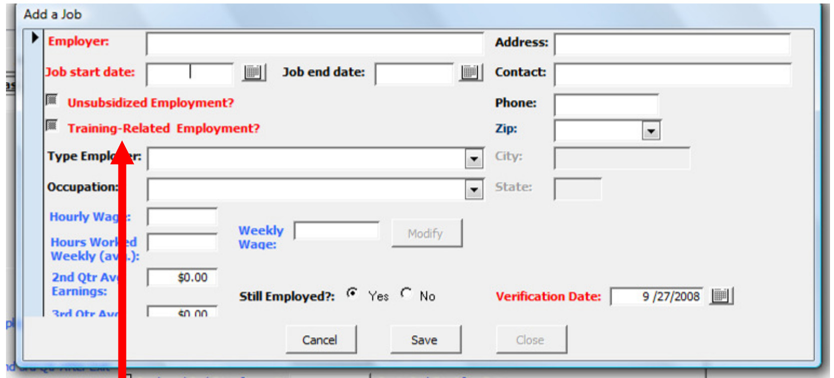
Entering Employment Information

> ***Grants Management Tip***
> Employment information is always used to calculate the "Number Entered Employment" and "Number Entered Training-Related Employment" data elements. When a participant does not provide an SSN, it is also used to calculate the Adult Common Measures.

Step	Anticipated Outcome
1. Click on the Employment tab.	The Employment Record appears at the top of the tab. Common Measures information appears at the bottom of the tab.



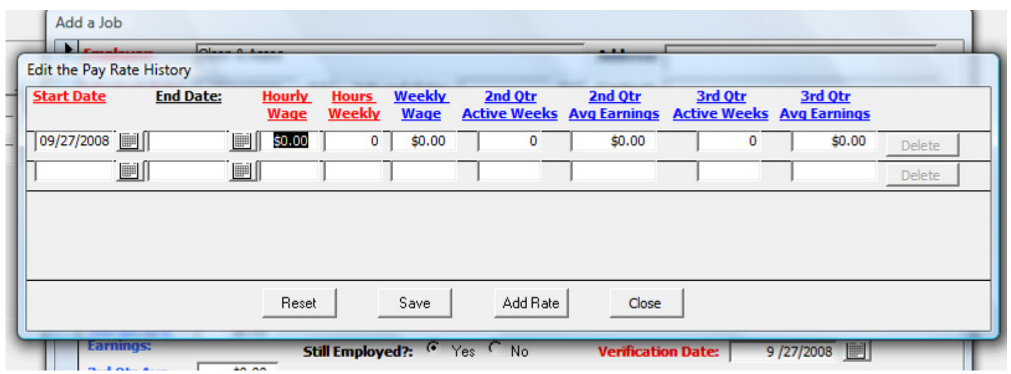
3. Click 'Add a Job' above and to the right of the Employment Record.	The Add a Job screen appears.



4. Enter information in the required Red fields: Employer (name). Job Start date Unsubsidized Employment Training-related employment Verification Date	'Unsubsidized Employment' and 'Training-Related Employment' **<u>require</u>** action. When you click the check box the first time, a check will appear. To indicate that either of these items is **<u>not true</u>**, you must click the check box a **second** time in order to remove the check mark.

5. If you click the 'Training-Related Employment' check box an additional required field, the 'NAICS Sector' drop-down will appear and you will be required to select one.

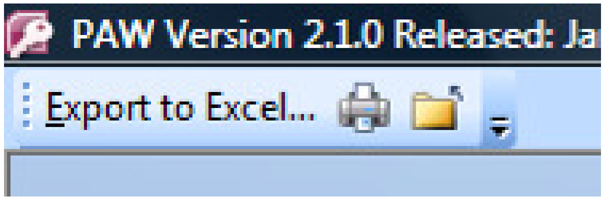
6. Click Save to open the 'Edit the Pay Rate History' menu.	An 'Edit the Pay Rate History' form appears. Pay rates appear on individual record lines. Required (red) fields appear to the left. Calculated (blue) earnings fields appear to the right.



7. Non-paying (zero value) job rates can be entered. Enter a non-zero value for Hourly Wage and Hours Weekly. Tab to the Weekly Wage field when done.	As with all other menus, required fields are indicated in red and calculated fields are in blue. The Weekly Wage updates to: Hours Weekly * Hours Weekly.
8. Click Save then Close.	The ‘Add a Job’ screen re-appears. The calculated (blue) Weekly Wage information is updated.
9. Click Close.	The Employment Record updates to reflect the job just added.

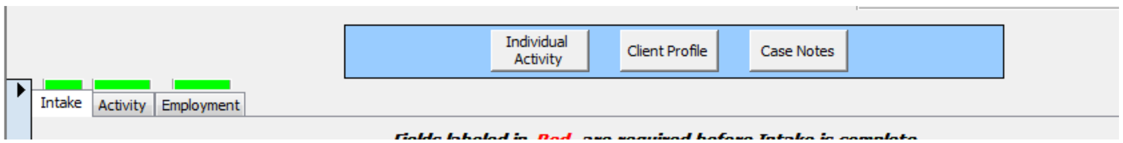
Reports Available via the Client Information Screens

Note: Opening a report will generate a preview document. The navigation in these windows looks as follows:



Please note that the folder with the small arrow is the Close button which will return you to the previous screen.

Between the blue Client Information fields and the Intake, Activity and Employment tabs, there are three report buttons: the Individual Activity, Client Profile and Case Notes.



Individual Activity

Step	Anticipated Outcome
Click on Individual Activity button.	A Chronological listing of services to date for the current user appears.

Client Profile

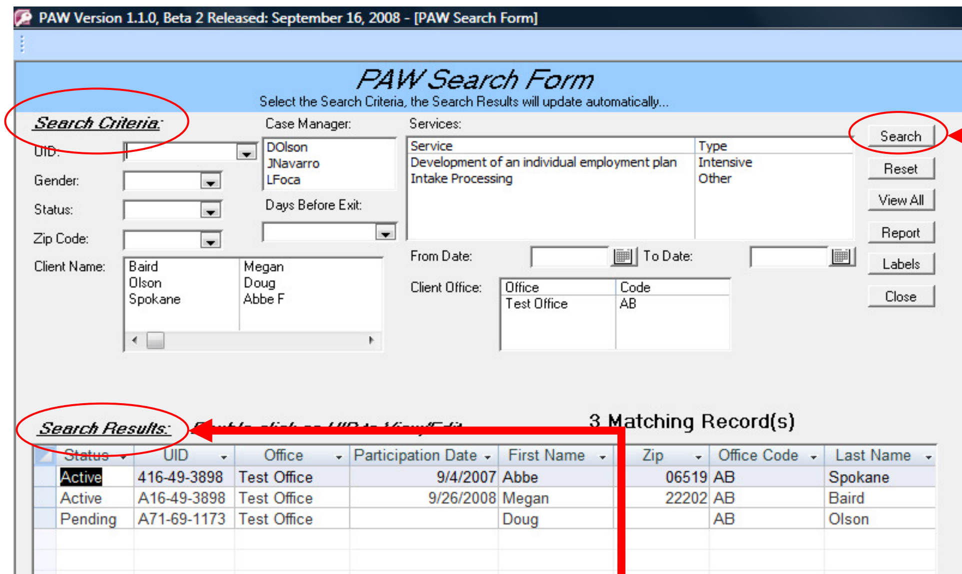
Step	Anticipated Outcome
Click on Client Profile between the Individual Activity and Case Notes buttons.	Demographic and basic client information appear for the chosen client in addition to any available Common Measures and Outcomes related details.

Case Notes

Step	Anticipated Outcome
Click on Case Notes to the far right of the Individual Activity button.	A Chronological listing of services to date for the current user appears along with any case notes entered for each activity.

Using the Search Form

Step	Anticipated Outcome
1. From the Main Menu and click on ‘Search Clients.’	The PAW Search Form appears. Search Criteria controls appear on the top half of the form pre-populated with values that appear in the database. Action buttons appear on the upper right portion of the screen, and Search Results appear pre-populated with all the “available” records in the database. A count of ‘X matching records’ appears immediately above and to the right of the Search Results. **NOTE:** Administrators and Super Users can view all records. Users can view those records that have been assigned to them.



Step	Anticipated Outcome
2. Select the desired search criteria, using more criteria to narrow your results. **Note**: To change any of the criteria, you must click the ‘Reset’ button. Click the ‘Search’ button to view the results.	The results appear in the window below the Search Criteria.
3. To view the Client Information screens for all of the search results, click the ‘View All’ button.	The Client Information screen appears ‘in front’ of the Search window. Simply close that window to return to the Search screen.
The results may be sorted by the various table headers. In addition, double clicking any client’s UID in the Search Results will also open that client’s Client Information screen.	

4. View a printable report of the search results by clicking Report.	A report of the Search Results displays with the search criteria in the report header.
5. View labels of the sorted search results by clicking on the Labels action button.	The ‘Avery 5162 Mailing Labels Report’ appears left-to-right, top-to-bottom in the expected order with ‘First Address’ appearing as the first label.

Managing Alerts

Grants Management Tip
Alerts are a key component of PAW. Alerts tell you when additional information must be collected to meet all reporting requirements, eliminating the need to manually ensure participant records are up to date. This section of the user guide will explain each alert, detailing why it appears and how to handle it.

'Finished without Degree/Certification' Alert

Grants Management Tip
This alert appears when a participant has finished a "Capstone Course" but the "Degree/Certification Received?" box has not been checked or cleared. This information is required to accurately populate the "Number Received Degree/Certification" data element on the 9134. If the participant indicated has received a degree/certification, follow the steps below and check the "Degree/Certification Received?" box to remove the alert. If the participant indicated has NOT received a degree/certification—if the completed "Capstone Course" does not result in a degree, for example—clear the "Degree/Certification Received?" box to remove the alert.

Step	Anticipated Outcome
1. Click Edit next to the 'Finished without Degree/Certification' alert.	The activity screen appears for the course in question.
2. If a degree was awarded, click on the 'Degree/Certification Received?' check box until it is checked. Click Save then Close.	The activity screen disappears and the Main Menu appears.
3. Click on View Alerts. **Note**: If no degree was awarded, there is no way other way to clear this alert.	The 'Finished without Degree/Certification' alert no longer appears for the affected client

'Finished without Employment' Alert

Grants Management Tip
This alert appears when a participant has completed training but does not have employment information in the Employment tab for the quarter of completion. Employment information is required to accurately calculate the "Number Entered Employment" and "Number Entered Training-Related Employment" data elements, and the Adult Common Measures. If the participant has found a job, remove this alert by following the steps below. If the participant has not found the job, ignore this alert. This alert will disappear automatically 45 days into the quarter following the participant's exit quarter; in this version of PAW there is no way to manually remove this alert.

Step	Anticipated Outcome
1. Click on Edit next to the 'Finished without Employment' alert.	The tabbed data entry form appears for the client in question.
2. Click on the Employment tab.	The Employment Record (blank) appears at the top of the tab.
3. Click 'Add a Job' above and to the right of the Employment Record.	The Add a Job screen appears. Complete this form as you would in regularly entering employment information.
4. Click Close upon completion of the employment information.	The Employment Record updates to reflect the job just added.
5. Close the tabbed data entry form then click View Alerts from the Main Menu.	Provided there are no other alerts, the message 'No Pending Alerts' will appear.

'Missing Employment' Alert

> ***Grants Management Tip***
> This alert appears when the "Employment" tab does not fully account for an exiter's employment in the period following exit. Employment verification is needed to calculate the Employment Retention and Average Earnings Adult Common Measures. Because ETA calculates the Adult Common Measures for each participant who provides a SSN, these alerts will only appear for individuals who did not provide a SSN.

Step	Anticipated Outcome
1. A 'Missing Employment Alert' appears. Click OK.	
2. Click Edit next to the client listed in the alert. From the tabbed data entry form, click on the Employment tab then click on Detail next to the listed job. Click 'Still Employed? Yes'.	The Job End Date clears and the Verification Date updates to the current date.
3. Click Save then Close.	The common measures controls will update accordingly.
4. Click Save then Close. Click View Alerts.	Provided there are no other alerts, the message 'No Pending Alerts' will appear.

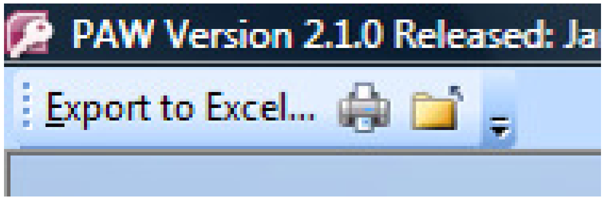
'Missing Employment Verification' Alert

Grants Management Tip
To satisfactorily calculate the Employment Retention and Average Earnings Adult Common Measures, the employment information for exiters who did not provide an SSN must be verified in each of the three quarters after exit. This alert indicates all exiters whose employment must be verified.

Step	Anticipated Outcome
1. An 'Employment Verification Alert' appears	
2. Click Edit next to the listed job to display the job edit form. Click on 'Still Employed? No.'	The Verified Date updates to the current date and the cursor re-positions in the Job End Date field which is required.
3. Click Save and Close. Click View Alerts.	Provided there are no other alerts, the message 'No Pending Alerts' will appear. **NOTE:** Employment must be verified in the 3 quarters after exit for eligible clients to qualify for common measures. The purpose of this alert is to notify the user of breaks in employment which will prevent eligible clients from qualifying for common measures.

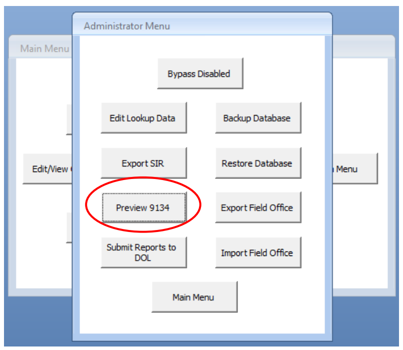
Previewing the 9134 Report

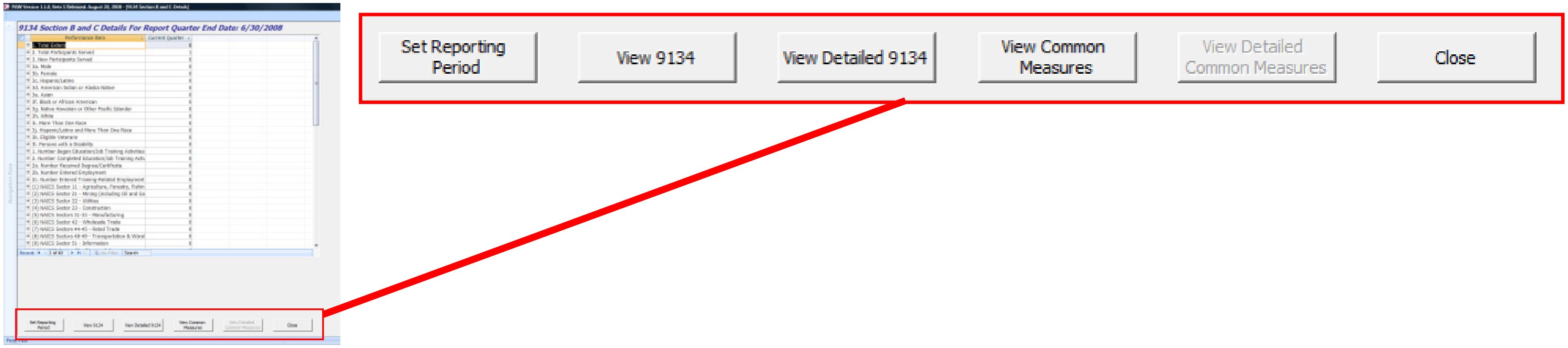
Note: Opening a report will generate a preview document. The navigation in these windows looks as follows:

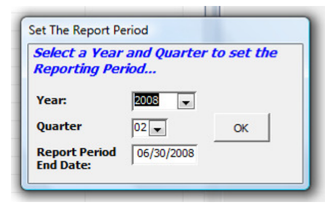


Please note that the folder with the small arrow is the Close button which will return you to the previous screen.

Setting the Reporting Period

Step	Anticipated Outcome
1. From the Admin Menu, select Preview 9134. 	The '9134 Section B and C Details for Report Quarter End Date: x/xx/20xx' listing appears.



2. Click ‘Set Reporting Period’.	The ‘Set the Reporting Period’ form appears. 
3. Select a year and quarter when Intake data was captured and click OK.	Section B of the 9134 Details form updates to reflect Intake data entered previously. Section C1 updates to reflect course data entered previously. Due to the method of calculating the “Date of Exit,” exit quarter counts are staggered behind by 1 quarter. Depending on the data and if current quarter or cumulative results are in the system, the other buttons on this screen may or may not be grayed out and thus be viewable.

Previews (if available)

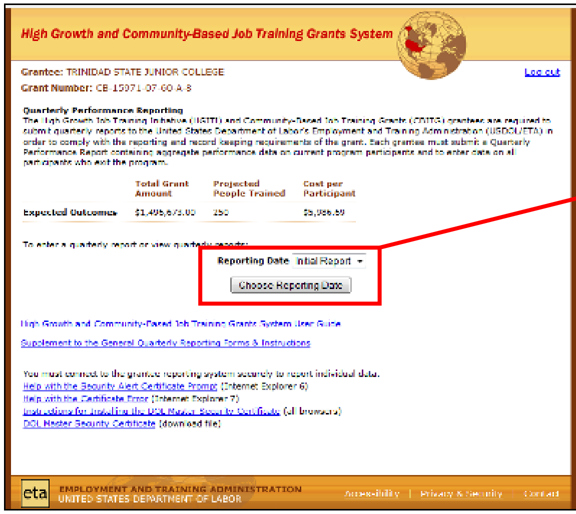
Step	Anticipated Outcome
1. Click the ‘View 9134’ button.	A pre-populated 9134 matching the OMB version appears for the selected Report Quarter End Date.
2. Click the ‘View Detailed 9134’ button.	The detailed report, with all demographic data, services and activities, employment, and NAICS breakdown appears.

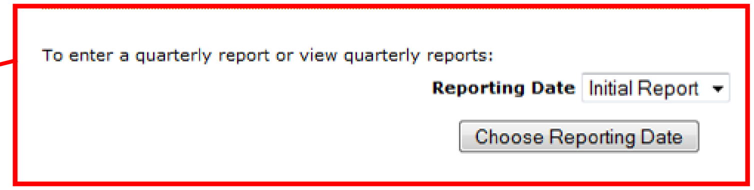
3. Click the 'View Common Measures' button.	The aggregate Common Measures report appears. **Note**: This button will be enabled whether or not there are results for the selected report period.
4. Click the 'View Detailed Common Measures' button.	The detailed Common Measures report appears. **Note**: This button will be disabled if there are results for the selected report period.
NOTE: To print any of these reports, click the Printer icon in the upper left hand side of the screen.	

Reporting to DOL

> ***Grants Management Tip***
> Though PAW was developed in partnership with ETA, PAW users must still submit their quarterly reports using ETA's Online Reporting System. PAW helps facilitate this process by providing 3 materials: 1) a paper version of the 9134; 2) an electronic Standardized Individual Records file (SIR); and 3) a papper Common Measures report. The 9134 provides information required on the "Training Outcomes" tab of the Online Reporting System, the SIR contains information on exiters and can be uploaded on the "Individual Records" tab of the Online Reporting System, and the Common Measures report contains information on any participants whose common measures are calculated using supplemental data and can be reported on the "Individual Records" tab of the Online Reporting System. The steps below describe the reporting process step by step.

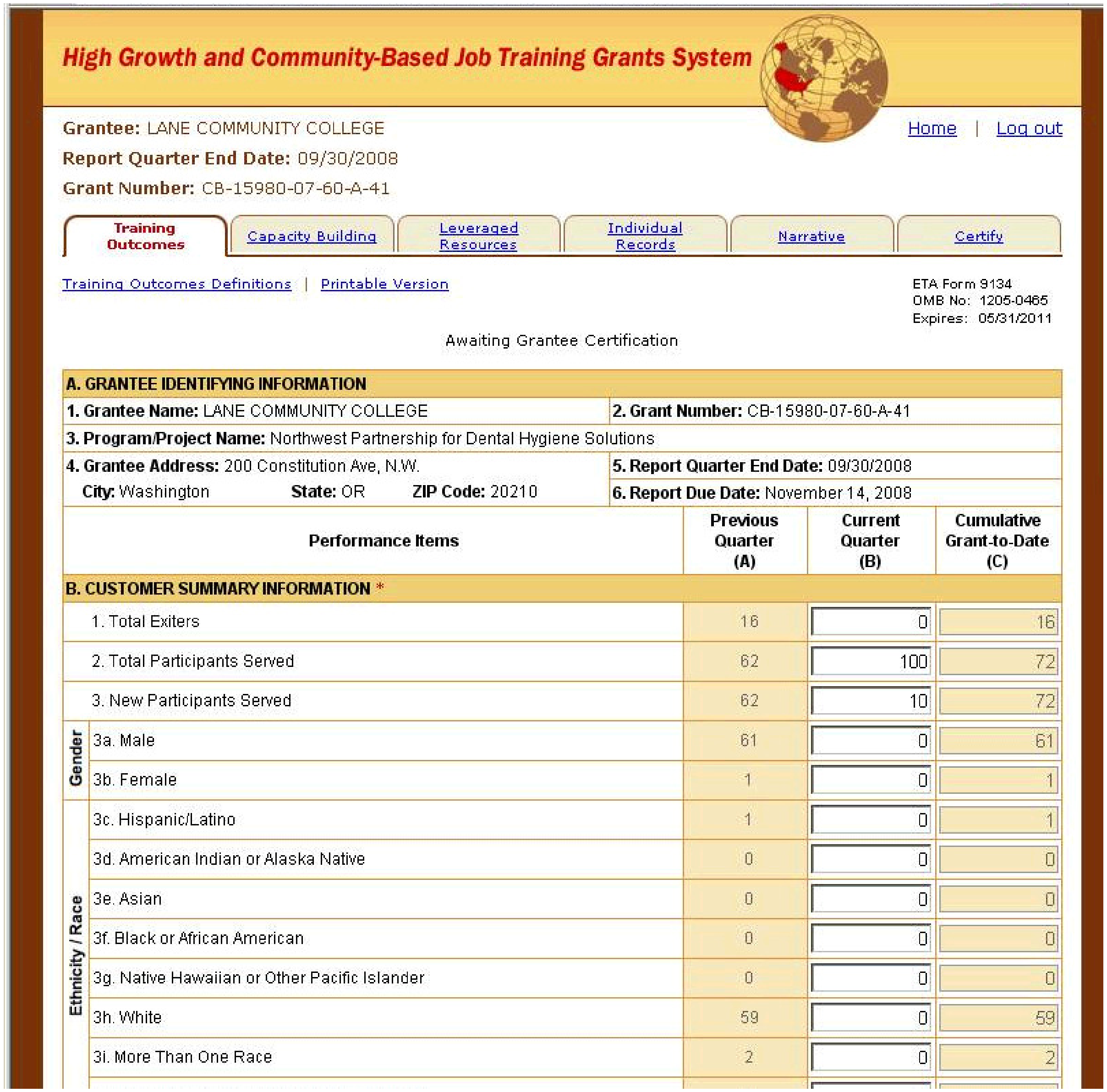
Step	Anticipated Outcome
1. From the Main Menu, click the 'Administrator Menu' button. From the Administrator Menu, hover over the Export SIR button with the mouse.	The popup tooltip "Click to Export to location..."appears. **NOTE: after** the initial export, the popup will indicate the current export location. See below.
2. Click on the 'Export SIR' button.	The Backup Folder Edit Form appears listing as a default the path to the current PAW data file (PAW_BE.mdb).
3. Click the 'Preview 9134' button on the Administrator Menu and then click the 'View 9134' button.	
4. Click the Printer icon to print the 9134 for later and the click the Close icon.	
5. Click the 'View Common Measures' button. Print the Common Measures for later. Click the Close icon.	
6. From the Administrator Menu click the 'Submit Reports to DOL' button.	PAW checks for an Internet connection and then connects to the ETA reports web site (http://etareports.doleta.gov). The login screen appears. 
Coordinate with DOL to obtain an account. Enter the password provided by DOL.	A Reporting Date selection screen appears for the sample grantee.





7. If this is the very first submission then 'Initial Report' will appear as the only option in the dropdown menu. Click the 'Choose Reporting Date' button. **NOTE:** A certificate warning may appear. Click Continue to this website.	The 'Training Outcomes' tab appears. Note the Report Quarter End Date. 

8. Enter the data manually from the 9134 printed from PAW previously.



High Growth and Community-Based Job Training Grants System

Grantee: LANE COMMUNITY COLLEGE

Report Quarter End Date: 09/30/2008

Grant Number: CB-15980-07-60-A-41

Home | Log out

Training Outcomes | Capacity Building | Leveraged Resources | Individual Records | Narrative | Certify

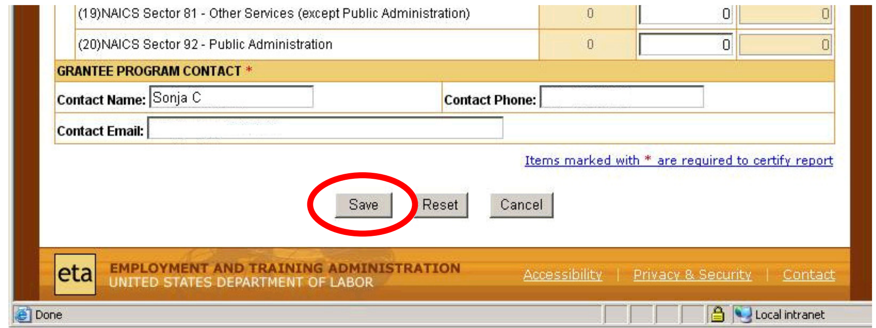
Training Outcomes Definitions | Printable Version

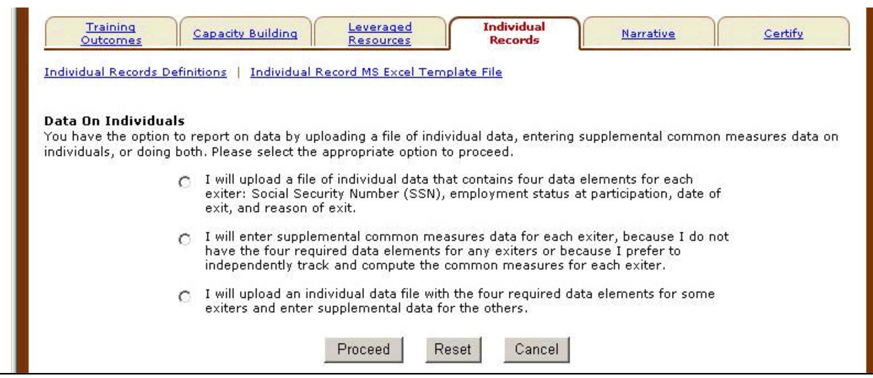
ETA Form 9134
OMB No: 1205-0465
Expires: 05/31/2011

Awaiting Grantee Certification

A. GRANTEE IDENTIFYING INFORMATION	
1. Grantee Name: LANE COMMUNITY COLLEGE	2. Grant Number: CB-15980-07-60-A-41
3. Program/Project Name: Northwest Partnership for Dental Hygiene Solutions	
4. Grantee Address: 200 Constitution Ave, N.W.	5. Report Quarter End Date: 09/30/2008
City: Washington State: OR ZIP Code: 20210	6. Report Due Date: November 14, 2008

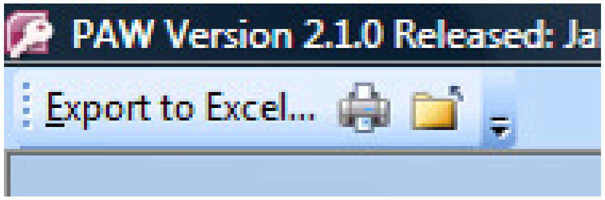
	Performance Items	Previous Quarter (A)	Current Quarter (B)	Cumulative Grant-to-Date (C)
B. CUSTOMER SUMMARY INFORMATION *				
	1. Total Exiters	16	0	16
	2. Total Participants Served	62	100	72
	3. New Participants Served	62	10	72
Gender	3a. Male	61	0	61
Gender	3b. Female	1	0	1
Ethnicity / Race	3c. Hispanic/Latino	1	0	1
Ethnicity / Race	3d. American Indian or Alaska Native	0	0	0
Ethnicity / Race	3e. Asian	0	0	0
Ethnicity / Race	3f. Black or African American	0	0	0
Ethnicity / Race	3g. Native Hawaiian or Other Pacific Islander	0	0	0
Ethnicity / Race	3h. White	59	0	59
Ethnicity / Race	3i. More Than One Race	2	0	2

<table>
<tr><td>Click the ‘Save’ button which is located at the bottom of the screen when done.</td><td>A message that the information has been saved appears.

</td></tr>
<tr><td>9. Click on the ‘Individual Records’ tab.

</td><td>An ‘Individual Data’ section appears where the SIR file is selected and uploaded.

</td></tr>
<tr><td colspan="2">As you can see, you have three options – upload the SIR, enter your supplemental common measure information manually, or a combination of these two options.</td></tr>
<tr><td colspan="2">10. UPLOADING THE SIR: Click Browse. Select the SIR file saved in the previous task. Please note, the SIR file is a .txt file.</td></tr>
<tr><td colspan="2">11. ENTERING INFORMATION ON INDIVIDUAL EXITERS: A ‘Common Measures’ section is below where the user can enter data from the Common Measures report printed from PAW. Enter data from the Common Measures report printed previously.</td></tr>
<tr><td>12. Select Save.</td><td>A message appears that the information has been saved.</td></tr>
</table>

Previewing Custom Reports

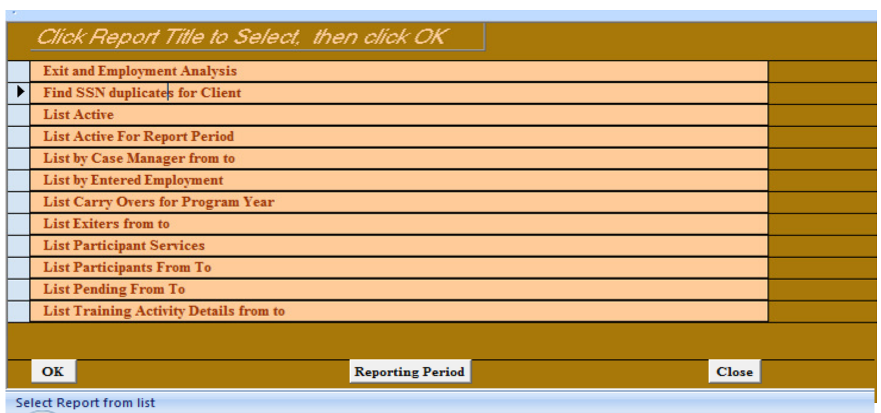
Note: Opening a report will generate a preview document. The navigation in these windows looks as follows:



Please note that the folder with the small arrow is the Close button which will return you to the previous screen.

Grants Management Tip
Several custom reports are included in PAW to help grantees analyze their programs. If you would like to add a custom report, please contact BusinessRelations@dol.gov. If possible, your suggested report will be included in a future version of PAW.

Step	Anticipated Outcome
1. From the Main Menu click on Custom Reports.	The Custom Reports Selection Form appears. Available reports are listed from the top of the form. A description of the report appears as a popup tooltip when you click on the report then hover the mouse over its title. An OK button for running the report, a Reporting Period button for setting the reporting quarter and a Close button appear at the bottom of the screen.



Step	Anticipated Outcome
1. Click on ‘Exit and Employment Analysis’ then click OK.	An ‘Exit and Employment Analysis Selection Form’ appears. Choose the number of days prior to Exit and click Ok. A report listing the quarter in which participants must enter employment in order to count in the Entered Employment Rate (EER) appears.
2. Click on ‘Find SSN Duplicates for Client’ and then click OK.	A report displays showing any client records with the same SSN/UID.
3. Click on ‘List Active’ then click OK.	A report of Active Participants, including their Name, Address, Participation Date and Exit Date appears.
4. Click on ‘List Active for Report Period’ and then click OK.	A report of participants that remain active for the reporting period appears.
5. Click on ‘List by Case Manager from to’ and then ok. Select your From To dates or accept the default and click OK.	 A report of clients whose participation date falls within the selected range appears, grouped by Case Manager with subtotals.
6. Click on ‘List by Entered Employment’ and then click OK.	A report appears for clients that have satisfied Adult Common Measure 1: Entered Employment and have begun their job within the selected date range. Employer and pay rate information is also included.
7. Click on ‘List Carry Overs for Program Year’ and then click OK.	Any participants from the previous program year will appear in the report.
8. Click on ‘List Exiters from to’ and then click OK. Select your From To dates or accept the default and click OK.	 A report of clients whose have exited within the selected date range appears.
9. Click ‘List Participant Services’ and then click OK. Select your From To dates or accept the default and click OK.	 A report of client services that began within the selected date range appears, grouped by service begin date with subtotals.
10. Click on ‘List Participants from to’ and then click OK. Accept the default From To Dates that appear on the select screen and click OK.	 A report of clients whose participation date falls within the selected range appears with a grand total.

11. Click on ‘List Pending to from’ and then click OK. Accept the default From To Dates that appear on the select screen and click OK.	A report appears listing clients in a Pending status that were entered within a selected date range.
12. Click ‘List Training Activity Details from to’ and then click OK. Accept the default From To Dates that appear on the select screen and click OK.	A report of client training services showing activity within a selected range appears with a grand total.
To work with any report in Excel, click the Export to Excel option in the upper left hand portion of the screen. A File Save dialog appears with the current data file (PAW_BE.mdb) directory selected as the default location. The name: <mmddyyyy>_<Report Title>.xls appears in the ‘File Name’ text box.	