



Apprenticeship**USA**

AMERICAN APPRENTICESHIP INITIATIVE **Introduction to Performance Reporting for Grantees**

JANUARY 14, 2015

**US Department of Labor | Employment and Training Administration |
Office of Apprenticeship**

Today's Presenters

- Mike Qualter, Office of Apprenticeship, ETA
- Sasha Cooper-Morrison, Office of Apprenticeship, ETA
- Nick Hannon, Office of Information Systems and Technology, ETA
- Alex Jordan, Office of Apprenticeship, ETA

Agenda

- Why report?
- What are the reporting expectations?
 - Reporting Expectations
 - Quarterly Performance Report: Data elements and Definitions
 - Grantee Common Metrics
 - Quarterly Narrative Report Elements
 - Short- and Long-Term Success Defined
 - Managing performance challenges
- Reporting Procedures
 - Interim Reporting Requirements and Procedures
 - Final Reporting Procedures
 - QPR Submission Dates
- How are we reporting: System Demo
- Next Steps
- Communication Protocol
- Questions

Why report?



President Obama Announces American Apprenticeship Initiative

Learn more at <http://doleta.gov/oa/aag.cfm>

\$175 million
46 grantees
34,000+ apprentices

- Launch apprenticeship in new, high growth fields
- Scale models that work
- Align apprenticeships to pathways for further learning & career advancement

Why report?

- **Requirement of FOA:** In applying for the AAI grants, grantees agreed to submit participant-level data and aggregate reports on apprentices and on participants in pre-apprenticeship programs and other outcomes related to the Funding Opportunity Announcement (FOA) to DOL on a quarterly basis. ***Please refer to p.21 of the FOA for more information.***
- **Agency requirements:** DOL must collect data from AAI grantees for tracking grant progress and program performance oversight.
- **Allows us to tell the AAI Grant story**

Why report – Monitor & Evaluate Progress (example)

Participant Outcomes

- 90% enter employment for completers
- 91% retention for completers
- Increased wage for completers

Mixed Results in EEO

- Minorities were ~ 35% of total
- Women were ~ 9% of total
- Women in construction less than 5%

Challenges in area of Completion Rates

- Historically at 50%
- FY 2015 Rate was 45%

Need to Increase

- ~450,000 apprentices in FY 2015
- FY 2016 target = 500,000
 - FY 2017 target = 600,000
 - FY 2018 target = 750,000

5

Core Components of Registered Apprenticeship



Employer Involvement Is Integral

Employer is the foundation for the RA program and must be directly involved and provider of OJT.



Structured On-the-Job Training (OJT) with Mentoring

Minimum of 2,000 hours
Structured and Supervised



Job Related Education

144 hours recommended per year
Parallel | Front-loaded | Segmented Options



Rewards for Skill Gains

Increases in skills brings about increases in earnings.



National Occupational Credential

Nationally recognized credential showing job proficiency. Sponsor certifies individual is fully competent for career.

What are the reporting expectations?

- Grantees will submit the following:
 1. **Participant-level data on a quarterly basis** using an online PTS data file upload/entry system that will produce a Quarterly Performance Report (QPR). This approach will address the Agency's goal of minimizing grantee burden.
 2. **Quarterly narrative reports** that will provide a detailed account of program activities, accomplishments, and progress toward performance outcomes during the quarter.
- **Grantees will still be required to register apprentices in the applicable OA federal case management system or SAA case management system.** This information will need to be re-entered into the ETA AAI Reporting system.
- Grantees should consult with their FPO and Apprenticeship Consultant on developing internal tracking systems to ensure that data can be easily transferred into Registered Apprenticeship as well as ETA AAI reporting systems.

What are we expected to report – Quarterly Performance Report Data Elements

- Grantees will be responsible for capturing the following:
 - Social Security Numbers (*Enables ETA to collect and track wage records and calculate Common Measurers including average earnings*)
 - Participant Demographics
 - Pre-Apprenticeship Participant Training Activities/Services
 - Registered Apprenticeship Participant Training Activities/Services
 - Program Outcomes – Program Indicators
 - Performance Targets and Metrics
 - All definitions can be found in the AAI Data Handbook

What are we expected to report - Definitions

- Participants (Pre-Apprentices and Registered Apprentices):
 - ***Pre-Apprentices:*** Participants enrolled in a program or set of strategies designed to prepare them to enter and succeed in a Registered Apprenticeship program. A pre-apprenticeship program has a documented partnership with at least one, if not more, Registered Apprenticeship program(s)
 - ***Registered Apprentices:*** Participants enrolled in a Registered Apprenticeship program
 - ***Incumbent workers:*** Members of the employer’s existing workforce that will be receiving upskilling training to move into higher-wage positions

What are we expected to report – Definitions (cont'd)

- Participants (cont'd)
 - ***Underemployed:*** Individual has lost their job during or after the recent recession and have obtained only episodic, short-term, or part-time employment but have not reconnected with a full-time job commensurate with the individual's loss of permanent employment. Dislocated workers may be included in this data element, if they meet the above criteria.
 - ***Long-term unemployed:*** Individual has been unemployed for more 27 consecutive weeks or more
 - ***Data collected:*** PII and previous occupation info; demographics; and occupation and credits

What are we expected to report – Definitions (cont'd)

- **Sponsors:** The owner and operator of the registered apprenticeship program, usually the employer
 - **Data collected:** Contact and address; Industry and labor relations info; Occupations
- **Employers:** Provide the jobs for registered apprentices and provide the on-the-job learning; is often the Sponsor
 - **Data collected:** Contact and address; Industry info
- **Education Providers:** Provide the Related Technical Instruction (RTI) for the RA program, also known as classroom
 - **Data collected:** Contact and address; Industry info; Supportive Services

What are we expected to report – Grantee Common Metrics

- In addition to the required metrics outlined in the FOA, grantees will report on metrics including:
 - Capacity Building & Employer Metrics: Total # of existing RA programs to be expanded; Number of employers reporting satisfaction with reduced time recruiting workers and reduced turnover
 - Employment & Training Metrics: Participants with disabilities including women & minorities; entered employment/continuing education rate
 - Additional Measures: Number/type of improved workplace processes; total number of incumbent workers served; Number of individuals that attained credential
 - All information is available in AAI QPR Reporting Handbook

What are the Quarterly Narrative Report Elements?

- The narrative report will report on activities including initiatives to:
 - Promote apprenticeship to employers, workers, and other key stakeholders
 - Increase apprenticeship opportunities for all Americans
 - Promote career pathways and aligning apprenticeships with Institutions of Higher Education (IHEs) and Workforce Investment Systems
 - Sector focus and employer commitments
 - Innovate public policies and public-private partnership models
 - Plan for a sustainable expansion
 - Occupational training outlines and curriculum development
 - Technical Assistance Needs

Short and Long Term Success Defined

Grantees should demonstrate progress in meeting stated performance targets/timelines outlined in Performance Plan. Below are examples of outcomes that will help grantees evaluate the success of programs:

Short-term outcomes for success	Long-term outcomes for success
<ul style="list-style-type: none">• Number of program sponsors and pre-apprenticeship providers participating under the grant• Number of registered apprenticeship and pre-apprenticeship participants that are provided services, including• Number of new program sponsors, pre-apprenticeship providers, apprentices, and pre-apprentices served during the quarter• Participant gender, ethnicity, race and other demographics characteristics• Number of registered apprenticeship and pre-apprenticeship participants that completed the program during the quarter	<ul style="list-style-type: none">• Entered Employment – Employment status in the first quarter after program completion• Employment Retention – Employment status in the second quarter after program completion• Average Earnings – hourly wage paid to participants in the first and second quarters after program completion• Credential Attainment Rate – the percentage of participants who attain an industry-recognized credential; and• Placement Rate

How to manage challenges meeting performance targets?

- Immediately report any implementation challenges to your FPO: They will work with Apprenticeship Consultants and NGA Liaison on plan to address issues
- Work with your team to implement corrective action plan
- Be sure to accurately report progress in your Quarter Performance and Narrative Reports!
- Success for AAGI: 34,000 registered apprentices!

Interim performance reporting requirements

- In the interim, grantees will submit a *Quarterly Performance Report* (QPR) and *Quarterly Narrative Report* (QNR) using the “suggested” reporting formats provided for submission.
- These reports will capture program activities that occurred between the reporting quarters, for example October 1, 2015 through December 31, 2015, and are due no later than 45 days after the quarter ends.
- Grantees will be responsible for maintaining and tracking individual records that contain participant-level data which will be uploaded into the new ETA web-based reporting system.

Interim reporting procedures

- The following documents will help grantees accurately submit all quarterly reports to ETA**:
 1. AAI Grantee Reporting Guidance
 2. AAI Quarterly Performance Reporting User Manual and Data Handbook
 3. Individual Record Form
 4. AAI ETA Standardized Quarterly Performance Report Form - Suggested Template
 5. AAI Quarterly Narrative Report – Suggested Template
 6. AAI Reporting Schedule
 7. AAI Common Metrics Requirements

****All available at**

<https://21stcenturyapprenticeship.workforce3one.org/view/2001601237992291430/info>

Interim reporting procedures (cont'd)

- AAI grantees will submit QPR and QNR via email to Apprenticeship.Grants@dol.gov with Subject Heading: **ATT: AAI Reporting Submission**. Electronically submitted reports must include in the email the following information:
 - FOA Type (i.e. American Apprenticeship Initiative);
 - Grantee Name;
 - Grant Number;
 - Report Quarter End Date;
 - Program Contact Information;
 - Attached Standard Quarterly Performance Report Form; and
 - Attached Narrative Report

Final reporting procedures

- Once OMB has approved the AAI data collection measures, once is available, grantees will no longer provide reports to ETA via email.
- Instead, individual records and Quarterly Narrative Reports will be submitted electronically via a the AAI Online Reporting System that will aggregate participant-level data and produce Quarterly Performance Reports (<https://dol.appiancloud.com/suite/>).
- The AAI Program Team will alert all grant teams and grantees once the new procedure becomes effective.

Quarterly Performance Reporting System Demonstration

How will we report? - Apprentices and Pre-Apprentices

ApprenticeshipUSA

Apprentice Information

[View All Sections](#) [View By Section](#)

Please select the Employer associated with this Apprentice

Current Status

Apprentice Information

First Name <input type="text"/>	Social Security Number <input type="text"/>
Middle Name <input type="text"/>	*Date of Birth <input type="text" value="M/d/yyyy"/>
Last Name <input type="text"/>	Gender <input type="text" value="--Select--"/>
Suffix <input type="text" value="--Select--"/>	Disability <input type="text" value="--Select--"/>

Demographics

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino
- Not Provided

Race

- American Indian or Alaska native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Not Provided

(multiple selections are allowed)

How will we report? - Employers and Sponsors

ApprenticeshipUSA

[View All Sections](#) [View By Section](#)

Employer Information

NAICS Code	<input type="text"/>	Employer EIN (Optional)	<input type="text"/>
Employer Sponsor Products/Services	<input type="text"/>		
Employer Sponsor Name	<input type="text"/>	Street Address	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>		

Contact Information

Title	<input type="text"/>	Telephone	<input type="text"/>
Name	<input type="text"/>	Extension	<input type="text"/>
Street Address	<input type="text"/>	Fax	<input type="text"/>
City	<input type="text"/>	Email	<input type="text"/>
State	--Select--		
Zip	<input type="text"/>		

How will we report? - Narrative

Report Comments/ Narrative

Attach a separate document that provides a discussion of the grant narrative items outlined in the reporting instructions found in the accompanying DOL H1B Quarterly Performance Handbook.

Upload Narrative Document  Narrative Document.doc (35.5 KB) [Remove](#)

[Link to Example](#)

Previous

Next

DOL, ETA Internal Use Only

Additional
Comments

Regional Federal
Project Officer

National Program
Office

Previous

Next

How will we report? - The secret weapon!

- ***Currently in process:*** All of the previous screens and fields will be automatically filled out when the grantee edits and uploads a pre-formatted **Excel Spreadsheet**.
- We will update grantees once this feature is available!

What will the final report look like? – Overview

Participant Summary Information

Participant Summary Information	Previous Quarter	Current Quarter	Cumulative Grant-to-Date
Male	996	996	996
Female	997	997	997
Hispanic/ Latino	98	98	98
American Indian or Alaskan Native	9	9	9
Asian	9	9	9
Black or African American	28	28	28
Native Hawaiian or Other Pacific Islander	77	77	77
White	86	86	86
More Than One Race	675	675	675
Eligible Veterans	4	4	4
Individual with a Disability	3	3	3
Employed Individuals	82	82	82
Unemployed Individuals	41	41	41
LongTerm Unemployed	552	552	552
High School Graduate or Equivalent	33	33	33
1 - 4 Years or More of College, or Fulltime Technical or Vocational School	31	31	31
Associates Diploma or Degree	12	12	12
Bachelor's Degree or Equivalent	53	53	53
Advanced Degree Beyond Bachelor's	74	74	74

Previous

Next

What will the final report look like? – Services

Program Services Information

Program Services Information	Previous Quarter	Current Quarter	Cumulative Grant-to-Date
Number Began Receiving Education/ Job Training Activities	75	75	75
Number Participated OntheJob Training Activites	75	75	75
Number Participated in Classroom Occupational Training Activities	75	75	75
Number Participated in Contextualized Training Activities	48	48	48
Number Participated in Distance Learning Activities	19	19	19
Number Participated in Customized Training Activities	91	91	91
Number Participated in Incumbent Worker Training Activities	91	91	91
Number Completed Education/ Job Training Programs Activities	13	13	13
Number Completed On-the-job Programs	13	13	13

Previous

Next

What will the final report look like? – Outcomes and Measures

Common Performance Measures

Common Performance Measures	Previous Quarter	Current Quarter	Cumulative Grant-to-Date
Entered Employment Rate	32	32	32
Employment Retention	13	13	13
Average Earnings	24	24	24

Previous

Next

Program Outcomes Performance Indicators

Program Outcomes Performance Indicators	Previous Quarter	Current Quarter	Cumulative Grant-to-Date
Number Completed Program Activities an Obtained a Credential	15	15	15
Total Number of Credentials	15	15	15
Number Entered Unsubsidized Employment	15	15	15
Number Entered Unsubsidized Training-Related	15	15	15
Number Retained Employment	32	32	32
Total Number of Employed Retained With Current Position	83	83	83

Previous

Next

QPR submission dates

Quarter End Dates	QPR Due Date	Report Activities Occurring Between
December 31, 2015	February 14, 2016	October 1 – December 31, 2015
March 31, 2016	May 15, 2016	January – March 31, 2016
June 30, 2016	August 14, 2016	April 1 – June 30, 2016
September 30, 2016	November 14, 2016	July 1 – September 30, 2016
December 31, 2016	February 14, 2017	October 1 – December 31, 2016

Next Steps and Upcoming Dates

- Performance Reporting forms and resources are available at:
<https://21stcenturyapprenticeship.workforce3one.org/view/2001601237992291430/info>
- Authorized Representatives will receive email instructions for setting up reporting system accounts:
 - Please contact your FPO if you need to update your Authorized Rep and POC.
 - Authorized system users will be able to setup accounts for grantees partners according to level of access required

Next Steps and Upcoming Dates

- Consult with your FPO and Apprenticeship Consultant on best practices for setting up your internal data collection systems
- Please send all performance reporting questions to the AAI Program Team at apprenticeship.grants@dol.gov with copy to your FPO and subject line “AAI Reporting: Name of Grantee”

AAI Grantee Communication Protocol

If you...	Contact:
Are the grant lead	Federal Project Officer
Need help registering your apprenticeship program	Apprenticeship consultant with a copy to your FPO
Are a partner in grant project	The lead for your grant
Have questions or difficulty accessing the <u>performance</u> reporting system	Apprenticeship.grants@dol.gov with a copy to your FPO, with subject heading "AAI Reporting: (Insert grantee name)"
Have questions or difficulty accessing the <u>financial</u> reporting system	EBSS.help@dov.gov with a copy to your FPO
Have questions about evaluation	Apprenticeship.grants@dol.gov with a copy to your FPO
Have questions about technical assistance	NGA liaison with copy to your FPO

QUESTIONS?



© Can Stock Photo - csp8618292

Day-to-day NO Points of Contact

Primary POC:

Sasha Cooper-Morrison

CooperMorrison.S@dol.gov

Secondary POCs:

Torrey Cunningham

cunningham.torrey@dol.gov

Diane Walton

walton.diane@dol.gov

Michael Qualter

qualter.michael@dol.gov

Grant General Email Inbox:

apprenticeship.grants@dol.gov

THANK YOU!



Apprenticeship**USA**