Federal Performance Reporting Guidance

Federal Reporting Period: 07/01/2023 - 07/31/2023
Federal Reporting Program Year: 07/01/2022 - 06/30/2023

INTrainingDWD.org

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❖ Federal Reporting Topics:

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❖ Accessing the Portal and Reporting Resources

1. Navigate to **INTrainingDWD.org** , and select the "***Training Providers***" tab.

INTraining: Training Providers

INTraining Home   **Training Providers**   Training Seekers   Regional Staff

2. Scroll toward the bottom to access the **portal** to login, as well as the '**Data**' section to retrieve reporting tools and information.

Resources

Guidance:

- INTraining and ETP List Policy
- INTraining and ETP List Procedural Guidance
- Training Provider Quick Reference Guide
- New Training Provider Orientation
- INTraining FAQ

Portal:

- INTraining Portal
- Training Provider Portal User Guide

Data:

- Student Data Submission Template
- Student Data Submission Template Instructions
- 2022-2023 Federal Reporting Walk-Through – coming June 2023
- 2022-2023 Federal Reporting Guidance – coming June 2023

Helpful Links:

- INDemand Jobs
- Indiana's Promoted Industry Certifications
- Office for Career and Technical Schools
- WorkOne Locations

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❖ Federal Reporting Requirements and Reminders

"States must report performance information about ETPs to the DOL Employment and Training Administration (ETA) in accordance with WIOA section 116 and regulations at 20 CFR 677.230 and 20 CFR 680.490.

WIOA mandates the collection of specific information for each program of study for each eligible provider of training services under title I Adult and Dislocated Worker programs.

These reports, which include some of the data needed by states and Local Workforce Development Boards (WDBs) to determine ETP eligibility based on the requirements in WIOA section 122, ***must be submitted annually for each approved program of study on the ETP list***. ***These reports also must contain the performance information for all individuals served by that program of study, in addition to the performance information on the WIOA participants being served by the program of study."***

TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO. 3-18 OPERATING GUIDANCE for the WORKFORCE INNOVATION AND OPPORTUNITY ACT (referred to as WIOA or the Opportunity Act)

❖ Federal Reporting Requirements and Reminders

Dates to Know:
- The program year for student data reporting begins July 1, 2022 and ends June 30, 2023.
- Student data must be submitted during the reporting period beginning July 1, 2023, and ending July 31, 2023.

What Needs Reporting:
- All programs on INTraining requiring federal reporting (as indicated within the portal) must have a submitted report to be eligible for continued program approval and ETPL placement.
- If a program on INTraining requires federal reporting, but the program did not serve any students during the previous program year, the provider must still report this outcome.
- Student data is to be reported on any student, regardless of funding source, who enrolls in a training program during the program year.

Failure to Report:
- If a provider fails to submit a report on any INTraining program that requires federal reporting by the July 31, 2023 deadline, the program location(s) affected will be placed in a *Pending Data* status and will be removed from INTraining/ETPL placement for a minimum of six (6) months.

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❖ **Federal Reporting Requirements and Reminders**

Federal reporting <u>notifications</u>, <u>banners</u>, <u>reports</u>, and <u>submission</u> will be activated and available on INTraining for use during the month of July (the reporting period).

❖ **Reporting Terminology to Know**

Provider Location: This is the approved location where training takes place or is administered (e.g. online only). Providers may have multiple training locations.

❖ Reporting Terminology to Know

Main Program: This is the occupational training program offered by the provider. A main program may be offered at multiple provider locations.

❖ Reporting Terminology to Know

Program Location: This is the system-generated output of an approved provider location combined with an approved main program. **These are the program information pages that require student performance data for submission of federal reporting.**

Program Location Pages: An additional way to access specific program location pages is to first select the '**Programs**' tab, then clicking on the **title of the training**.

After accessing a main program, the provider can select the '**Program Locations**' tab to view and enter all program locations, some of which may need federal reporting.

1. **After accessing the 'Programs" tab, providers will see a "Federal Reporting Due" notification in red next to each main program that has program locations in need of federal reporting.**

Be sure to review both the 'Active Programs' list, along with the 'Inactive Programs' list. Federal reporting is required for all programs that were active __at any time__ during the prior program year.

2. Program locations are highlighted in red, along with a "Federal Reporting Due" notification.

Under the "Programs" tab, a provider can click one of the program titles navigating the user to the details of the selected main program. From this page, a provider can access the 'Program Locations' tab to view which program locations need reporting.

Program: Surgical Technology Test 109

ENABLE EDITING

Program Locations highlighted below require federal reporting of student data.

Main Program ID: 10001150

	Provider
	Summary
	Cost
	Program Locations
	Credentials
	Admissions
	Supporting Files

Program Locations

Location ID	Status	Program Location	Address	City	Zip	Federal Reporting
10000724	Staff Approved	Surgical Technology Test 109 Sample Provider 4	125 2nd Street	Indianapolis	46214	❗ Federal Reporting Due
10000725	Terminated	Surgical Technology Test Sample Provider 4	254 Main Street	Indianapolis	46202	
10000726	Staff Approved	Surgical Technology Test 109 Sample Provider 5	1234 Park Street	Las Vegas	12546	❗ Federal Reporting Due
10000727	Terminated	Surgical Technology Test 109 Test Account	123 Main Street	Carmel	45612	
10001049	Staff Approved	Surgical Technology Test 109 Sample Provider 12	258 Main Street	Indianapolis	25477	❗ Federal Reporting Due

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❖ Three Ways to Identify Which Programs Need Reporting

3. Providers can export a 'Federal Reporting' list of all programs in need of reporting, along with each individual program location where you will be uploading student data.

Providers can export this report and to use as a 'checklist' to ensure each program location's reporting is addressed. Once reporting is complete for a particular program location, it will be removed from future exports of this report.

❖ Three Reporting Methods

Method 1: Reporting No Students Served

*After the provider has accessed the specific program location page where no students were served, the provider will select the "**Federal Reporting**" tab. From this tab, the provider will review and check the box certifying that the report is true and accurate, and then click "Submit Federal Reporting".*

❖ Three Reporting Methods

Method 2: Individual Student Record Entry

*After the provider has accessed the specific program location page where a student record needs entering, the provider will select the "**Student Data**" tab. From this tab, the provider will then click on the "**+ Add Student**" option to begin entering all required information for an individual participant.*

Method 2: Individual Student Record Entry

After the provider has entered in the student record, the provider will then access the Assessment link to report the credential attainment result for each program participant. (Note: Depending on the size of your screen, this column can be hidden, so be sure to use the scroll bar to the right to view the assessment option)

❖ Three Reporting Methods

Method 2: Individual Student Record Entry

*After the provider has entered in the student record, including the Assessment results for each participant, the provider can navigate to the "**Federal Reporting**" tab, to conduct a final review of all submitted records. At the bottom of the tab, the provider will review and check the box certifying that the report is true and accurate, and then click "Submit Federal Reporting".*

Federal Reporting

+ Add Student

Show [All ▾] entries

First Name ⇅	Last Name	DOB	Entry Year	Entry Date	Exit Date	Enrollment Status	Complete	Assessment	Assessment Info	Student Info	Delete
Adam	Sadler	05/29/1983	2022	8/16/2021	2/24/2022	Completed program	YES		Assessment	Edit	🗑
Adrian	Hildebrand	04/26/1994	2021	8/10/2020	11/29/2020	Dropped (Assumed)	NO		Assessment	Edit	🗑
Ahmad	Moore	06/12/1978	2022	8/16/2021	9/21/2021	Dropped	NO		Assessment	Edit	🗑
Alexander	Jones	09/15/2000	2021	5/24/2021	11/18/2021	Completed program	YES		Assessment	Edit	🗑
Alexander	Jones	09/15/2000	2021	5/24/2021	11/18/2021	Completed program	YES		Assessment	Edit	🗑

Provider

Summary

Credentials

Related Occupations

Performance

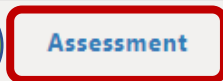Funding

Student Data

Federal Reporting

Supporting Files

Comments

Scroll to the bottom to certify and submit the report.

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❖ Three Reporting Methods

Method 3: Student File Upload

This method allows for a training provider to retrieve and complete a student data Excel file and upload it within the provider location page for reporting.

In order to successfully utilize this method, the provider must first navigate to the [DWD Training Provider site](#)*,* **download** *the Student Data Submission Template file linked under the* **Data** *section, and access the student data submission instructions. Please CAREFULLY review the instructions and adhere to the included guidelines* **exactly as written** *in order to reduce the risk of the uploaded file not being accepted into the INTraining student data portal.*

Data:

- Student Data Submission Template
- Student Data Submission Template Instructions
- 2022-2023 Federal Reporting Walk-Through – coming June 2023
- 2022-2023 Federal Reporting Guidance – coming June 2023

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❖ **Three Reporting Methods**

Method 3: Student File Upload

*Once the provider has completed the first step in this method, the provider will access the specific program location page where the student record file will be uploaded. The provider will first select the "**Student Data**" tab. From this tab, the provider will then click the "**Choose File**" option to upload their completed file.*

❖ Three Reporting Methods

Method 3: Student File Upload

After the provider successfully uploads the student data file, the provider can confirm the file was accepted by locating it within the 'Student Data Files' table.

*Providers are encouraged to select '**View Results**' under the 'Action' column to review/confirm all data fields were accurately completed.*

Related Occupations

Performance

Funding

Student Data

Federal Reporting

Supporting Files

Comments

First Name	Last Name	DOB	SSN	Address	Entry Date	Exit Date	Enrollment Status	Gender	Race	Incarcerated	Deceased	Assessment
Adam	Sadler	May 29 1983 12:00AM	1600	12700 Amber Star Dr	Aug 16 2021 12:00AM	Feb 24 2022 12:00AM	Completed program	Male	[W]	No	No	Assessm
Adrian	Hildebrand	Apr 26 1994 12:00AM	3322	2008 5th Street	Aug 10 2020 12:00AM		Dropped	Female	[W]	No	No	Assessm
Ahmad	Moore	Jun 12 1978 12:00AM	2577	3602 N. Pennsylvania St.	Aug 16 2021 12:00AM	Sep 21 2021 12:00AM	Dropped	Male		No	No	Assessm
Alexander	Jones	Sep 15 2000 12:00AM		930 West Sycamore Street	May 24 2021 12:00AM	Nov 18 2021 12:00AM	Completed program	Male	[W]	No	No	Assessm
Alexander	Jones	Sep 15 2000 12:00AM	1809	930 West Sycamore Street	May 24 2021 12:00AM	Nov 18 2021 12:00AM	Completed program	Male	[W]	No	No	Assessm

Showing 1 to 5 of 176 entries

Previous 1 2 3 4 5 ... 36 Next

Student Data Files		
Files	**Created Date**	**Action**
INTrainingStudentDatatest2.csv	6/20/2023 11:08:22 PM	View Results

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❖ Three Reporting Methods

Method 3: Student File Upload

*After the provider has successfully uploaded the student data file, the provider can navigate to the "**Federal Reporting**" tab, to conduct a final review of all submitted records. At the bottom of the tab, the provider will review and check the box certifying that the report is true and accurate, and then click "Submit Federal Reporting".*

Provider											
Summary											
Credentials											
Related Occupations											
Performance											
Funding											
Student Data											
Federal Reporting											
Supporting Files											
Comments											

Federal Reporting   + Add Student

Show [All] entries

First Name	Last Name	DOB	Entry Year	Entry Date	Exit Date	Enrollment Status	Complete	Assessment	Assessment Info	Student Info	Delete
Adam	Sadler	05/29/1983	2022	8/16/2021	2/24/2022	Completed program	YES		Assessment	Edit	🗑
Adrian	Hildebrand	04/26/1994	2021	8/10/2020	11/29/2020	Dropped (Assumed)	NO		Assessment	Edit	🗑
Ahmad	Moore	06/12/1978	2022	8/16/2021	9/21/2021	Dropped	NO		Assessment	Edit	🗑
Alexander	Jones	09/15/2000	2021	5/24/2021	11/18/2021	Completed program	YES		Assessment	Edit	🗑
Alexander	Jones	09/15/2000	2021	5/24/2021	11/18/2021	Completed program	YES		Assessment	Edit	🗑

Scroll to the bottom to certify and submit the report.

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If the provider is utilizing the student data file upload option, ensure all information is added to the file with careful adherence to the guidance of the included instruction sheet.

Common errors occur when the provider has not included the correct **program location ID**, or the **credential name** does not match. Also, ensure there are no **extra characters or spaces** entered within any data cell of the workbook.

Program Location ID: 10000724 STAFF APPROVED

Program Name: Surgical Technology Test 109

Provider Location: Sample Provider 4

| Provider |
| Summary |
| **Credentials** |
| Related Occupations |
| Performance |
| Funding |
| Student Data |

Credentials

Accredited Post - Secondary Program of Study

Masters:

NO   A certification or licensure is not required to work in this field.

NO   A test is not required to earn the certification/licensure.

NO   The credential is not obtained as part of this training program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	FirstName	LastName	SSN	Address	City	State	Zip	Birthdate	EntryDate	ExitDate	EnrollmentStatus	NameOfCredential	CredentialResults	ProgramLocationNumber	Gender
2	Heather	Walker	213234543	456 Sesame Street	Marion	IN	46220	1/22/1999	2/2/2022	2/12/2022	E	Masters	P	10000724	F
3	Jack	Ryan	345765498	9765 Park Place	Indianapolis	IN	43660	7/1/1988	2/2/2022	2/12/2022	C	Masters	P	10000724	M
4	Ruth	Baker	498761256	4562 Sunset Lane	Fishers	IN	45022	12/25/2001	2/2/2022	2/12/2022	F	Masters	P	10000724	N
5	Sara	Wright	000003454	9822 Kihei Road	Plainfield	IN	41330	12/7/1941	2/2/2022	2/12/2022	D	Masters	P	10000724	F
6	Kevin	McCallister	456089287	98711 Broadway Blvd	Lafayette	IN	49765	4/3/2016	2/2/2022	2/12/2022	C	Masters	F	10000724	M

❖ Troubleshooting Data Entry Errors

If the provider is utilizing the student data file upload option (pg. 17), and if the program location includes **two or more credentials**, the provider must **add an additional row for each student** to account for the additional credentials (column L), along with the credential attainment results (column M).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FirstName	LastName	SSN	Address	City	State	Zip	Birthdate	EntryDate	ExitDate	EnrollmentStatus	NameOfCredential	CredentialResults
2	Heather	Walker	213234543	456 Sesame Street	Marion	IN	46220	1/22/1999	2/2/2023	2/30/2023	E	Introduction Gas Metal Arc Welding (GMAW)	P
3	Heather	Walker	213234543	456 Sesame Street	Marion	IN	46220	1/22/1999	2/2/2023	2/30/2023	E	Introduction Shielded Metal Arc Welding (SMAW)	P
4	Jack	Ryan	345765498	9765 Park Place	Indianapolis	IN	43660	7/1/1988	2/2/2023	2/30/2023	C	Introduction Gas Metal Arc Welding (GMAW)	P
5	Jack	Ryan	345765498	9765 Park Place	Indianapolis	IN	43660	7/1/1988	2/2/2023	2/30/2023	C	Introduction Shielded Metal Arc Welding (SMAW)	P

Same student – multiple credentials attained within this program.

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❖ Troubleshooting Data Entry Errors

If one or more student records need updating, the record will be highlighted in red, within the Federal Reporting tab.

From this page, the provider may **edit the student record** to make enrollment stratus adjustments, or **edit the assessment**, to update the credential attainment result of the student record.

When all records no longer need attention, the provider will scroll to the bottom of the federal reporting tab to certify and submit the report.

Questions? We're here to help.

If you have *any* federal reporting questions or concerns, our INTraining staff is eager to assist you.

Email us at **INTraining@dwd.in.gov**

or

Schedule a call or meeting by accessing the link below.

www.Calendly.com/dwdintraining/chat