

H-1B Ready to Work Grants Performance Reporting Handbook Supplement (November 2015)

HUB Data Aggregation Rules

The HUB Data Aggregation Rules document is a technical assistance tool designed to assist H-1B RTW Grantees by explaining the HUB aggregation rules used to calculate the H-1B Quarterly Performance Report (QPR) ETA form No. 9166 based on data files submitted by grantees via HUB. Each aggregation rule correlates with various data elements and code values, as well as key dates entered for each participant. This tool walks through the QPR ETA form No. 9166 and describes how each section is calculated for the previous, current quarter, or cumulative-to-date columns of the QPR form.

HUB TIP: Grantees should ensure that data files are a comprehensive and cumulative count of all participants served to-date. If using an Excel spreadsheet as your master data file, updates to a participant record will be entered in the data element columns across the data spreadsheet. Any new participants served will be added as a new participant record, entered as a new row of the data spreadsheet.

About this document

The tables in this document are organized by each section of the QPR ETA form No. 9166. Tips are provided within the sections to assist grantees with HUB's unique reporting nuances. Each column describes data elements (DE) used to calculate an outcome for the described performance item. Each column of the QPR is defined below:

Performance Items: This column describes the performance outcome that is reported on the QPR ETA form No. 9166.

Previous Quarter (Column A): This column represents outcomes using data submitted the previous quarter only. Each data element (DE) that is aggregated from the previous quarter's data will be described in this column.

Current Quarter (Column B): This column represents the most recent quarter of outcomes for participants served during the current quarter only. Each data element (DE) that is aggregated for the current quarter will be described in this column.

Cumulative Grant-to-Date (Column C): This column represents the cumulative total of performance outcomes to-date through the current quarter. Each data element (DE) that is aggregated cumulatively for the quarter will be described in this column.

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SECTION B: GRANT SUMMARY INFORMATION

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
1.	Total Exiters	COUNT the number of records WHERE DE 302: Date of Exit is in the quarter before the previous Quarter	COUNT the number of records WHERE DE 302: Date of Exit is in the previous Quarter	COUNT the number of records WHERE DE 302: Date of Exit is before the end of the Previous Quarter
2.	Total Participants Served	COUNT the number of records WHERE DE 301: Date of Program Participation is before the end of the previous Quarter AND DE 302: Date of Exit (if there is one) is after the start of the previous Quarter	COUNT the number of records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 302: Date of Exit (if there is one) is after the start of the current quarter	COUNT the number of records WHERE DE 301: Date of Program Participation is on or after the Grant Begin Date and before the end of the current Quarter
3.	New Participants Served	COUNT the number of records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter	COUNT the number of records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter	COUNT the number of records WHERE DE 301: Date of Program Participation is before the end of the current quarter

HUB Tips:

Identifying Unique Participants

- Individuals reported in your data file will be uniquely identified in HUB using a combination of a participant’s Social Security Number (SSN), Date of Birth, and Date of Participation/Date of First Service.

Exiting Participants

- The HUB system does not automatically exit participants after 90 days without services. The grantee will enter the date of the last grant-funded service that is provided to the participant.
- A participant who completed their program of study may continue to receive certain services funded by the grant program as described in the Statement of Work.
- If a participant is no longer receiving grant-funded services for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the grant.

- In the Previous Quarter (A) column, HUB will aggregate the number of participants who have a date of exit in the quarter that is two quarters before the current quarter being reported.
- In the Current Quarter (B) column, HUB will aggregate the participants who have a date of exit in the quarter prior to the current quarter being reported – these are the participants that have a “date of exit date” in the previous quarter; however, their “exit date” is reported in the current reporting quarter.
 - ✓ **HINT:** Because of the 90 day requirement, participants that are exited in the current quarter must have a “date of exit” in the previous quarter.
 - ✓ For example: A participant receives his or her last grant-funded service on March 1, 2015. You must wait 90 days to confirm they did not receive any services after this date, before you can report the “date of exit” as March 1, 2015 in your data files.
 - ✓ Therefore, for a participant with a “date of exit” of March 1, 2015, the “exit date” would not be reported in the QPR ETA form No. 9166 until the next reporting quarter ending June 30, 2015.
- The total number of participants that exit the program will be reflected in Column C, Cumulative Grant-to-Date.
 - ✓ **HINT:** If a participant returns to your training program after they have exited the program, you would enroll this participant as a new participant.

Additional Training After Exit

- After program exit, if it is determined that an individual requires additional training in order to maintain their current position/job, or to advance to a new position or project, this individual can be re-enrolled in the training program.
- Individuals with the same credentials (SSN and DOB) with a second date of program participation that is greater than 90 days after the first date of program participation will be counted as a new participant in HUB if they are re-enrolled in your grant program.

Please Note: As part of your program design, please consider how this will impact your targeted outcomes and discuss program strategies with your FPO. Provide any detailed notation of re-enrollment strategies in your narrative report.

Gap in Service

A Gap in Service refers to reasons a participant may be enrolled in grant activities but delayed 90 days or more from participating. Reasons for inactivity 90 days or more would include one of the following scenarios:

1. Delay before beginning of training (Acceptable reasons for the delay should be related to the grantee’s training program, not for personal reasons of the participant.)
2. Health/medical reason or family care
3. Temporary move from the area

After 90 days of inactivity, a participant would be **considered as exited from the program** unless an allowable gap in service had been documented. In some cases, an individual may leave your program without completing the training courses. If an individual returns after exiting your program, this individual will be enrolled as a new participant.

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SECTION C: PARTICIPANT SUMMARY

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
1a.	Male	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 104: Gender = 1, Male	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 104: Gender = 1, Male	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 104: Gender = 1, Male
1b.	Female	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 104: Gender = 2, Female	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 104: Gender = 2, Female	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 104: Gender = 2, Female
2a.	Hispanic/Latino	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 106: Ethnicity Hispanic/Latino = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 106: Ethnicity Hispanic/Latino = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 106: Ethnicity Hispanic/Latino = 1, Yes

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	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
2b.	American Indian or Alaskan Native	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 107: American Indian or Alaska Native = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 107: American Indian or Alaska Native = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 107: American Indian or Alaska Native = 1, Yes
2c.	Asian	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 108: Asian = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 108: Asian = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current Quarter AND DE 108: Asian = 1, Yes
2d.	Black or African American	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 109: Black or African American = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 109: Black or African American = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 109: Black or African American = 1, Yes
2e.	Native Hawaiian or Other Pacific Islander	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 110: Native Hawaiian or other Pacific Islander = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 110: Native Hawaiian or other Pacific Islander = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 110: Native Hawaiian or other Pacific Islander = 1, Yes

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	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
2f.	White	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 111: White = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 111: White = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 111: White = 1, Yes
2g.	More Than One Race	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 107 - DE 111: Two or more of these Data Elements = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 107 - DE 111: Two or more of these Data Elements = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 107 - DE 111: Two or more of these Data Elements = 1, Yes
3a.	Eligible Veterans	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 113: Eligible Veteran Status = 1, Yes <= 180 days OR 2, Yes Eligible Veteran OR 3, Yes Other Eligible Person	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 113: Eligible Veteran Status = 1, Yes <= 180 days OR 2, Yes Eligible Veteran OR 3, Yes Other Eligible Person	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 113: Eligible Veteran Status = 1, Yes <= 180 days OR 2, Yes Eligible Veteran OR 3, Yes Other Eligible Person

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	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
3b.	Individuals with a Disability	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 105: Individual with a Disability = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 105: Individual with a Disability = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 105: Individual with a Disability = 1, Yes
3d.	Incumbent Workers	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 201: Incumbent Worker = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 201: Incumbent Worker = 1, Yes	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 201: Incumbent Worker = 1, Yes

HUB Tips:

Reporting Employed Participants

- Employed individuals that are not underemployed or incumbent workers are not eligible to receive training through projects funded through the H-1B RTW Grant.
- The QPR ETA form No. 9166 does not have a line item to report participants who are employed (and not underemployed or an incumbent worker) as they are not an allowable target population to receive training.

Reporting Incumbent Worker Participants

- (Definition) For the purposes of this SGA, we define “incumbent workers” as an employed worker in need of skills upgrade to obtain a new job or retain a current job that is requiring new or different skills in an H-1B Industry/occupation, and where training is developed with an employer or employer association to upgrade skills training.
- HUB will aggregate incumbent workers that have the code value 1 = Yes entered in Data Element 201.

3e.	Unemployed Individuals	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND</p> <p>DE 200: Employment Status at Participation = 0, Not Employed</p> <p>OR 2, Employed, but Received Notice of Termination of Employment or Military Separation</p> <p>AND</p> <p>DE 204: Long-term Unemployed = 0, No, Not Long-term Unemployed OR blank</p>	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND</p> <p>DE 200: Employment Status at Participation = 0, Not Employed</p> <p>OR 2, Employed, but Received Notice of Termination of Employment or Military Separation</p> <p>AND</p> <p>DE 204: Long-term Unemployed = 0, No, Not Long-term Unemployed OR blank</p>	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is before the end of the current quarter AND</p> <p>DE 200: Employment Status at Participation = 0, Not Employed</p> <p>OR 2, Employed, but Received Notice of Termination of Employment or Military Separation</p> <p>AND</p> <p>DE 204: Long-term Unemployed = 0, No, Not Long-term Unemployed OR blank</p>
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HUB Tips:

Reporting Unemployed Participants

- **(Definition) C. 3e Unemployed Individuals:** The count of the total number of new participants who are considered unemployed, as defined, at the time of participation, and are not reported in C.3g Long-Term Unemployed. An unemployed individual is an individual who is without a job for fewer than 27 consecutive weeks (not long-term unemployed), is not underemployed, and who wants and is available to work. Dislocated workers that received services financially assisted under WIA section 133(b)(2)(A) may be included in this definition, if they meet the criteria for unemployed.
- HUB will aggregate unemployed individuals that are not considered underemployed and long-term unemployed, in order to align with the reporting definition of an unemployed individual.
- Individuals who are reported as underemployed and long-term unemployed will be excluded from the total number of Unemployed Individuals on the QPR ETA form No. 9166.

3g.	Long-term Unemployed	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter</p> <p>AND</p> <p>DE 204: Long-term Unemployed = 1, Yes; Without a job for 27 consecutive weeks or more</p> <p>OR</p> <p>DE 204: Long-term Unemployed = 2, Yes; Underemployed for 27 consecutive weeks or more</p>	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter</p> <p>AND</p> <p>DE 204: Long-term Unemployed = 1, Yes; Without a job for 27 consecutive weeks or more</p> <p>OR</p> <p>DE 204: Long-term Unemployed = 2, Yes; Underemployed for 27 consecutive weeks or more,</p>	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is before the end of the current quarter</p> <p>AND</p> <p>DE 204: Long-term Unemployed = 1, Yes; Without a job for 27 consecutive weeks or more</p> <p>OR</p> <p>DE 204: Long-term Unemployed = 2, Yes; Underemployed for 27 consecutive weeks or more</p>
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HUB Tips:

Reporting Underemployed Participants that are also considered Long-term Unemployed

- HUB will capture underemployed participants in this section if they are considered **both** underemployed and long-term unemployed.
- A participant must meet both requirements of being underemployed and long-term unemployed and should be recorded as follows in your data file:
 - Data Element 202, Underemployed = 1, Yes
 - Data Element 204, Long-term Unemployed = 2, Yes; Underemployed for 27 consecutive weeks or more

CONTINUED SECTION C: PARTICIPANT SUMMARY EDUCATION LEVEL

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
4a.	High School Graduate or Equivalent	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND</p> <p>DE 114: Highest School Grade Completed = 87,</p>	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND</p> <p>DE 114: Highest School Grade Completed = 87, Attained High School</p>	<p>Count the Number of Records WHERE</p> <p>DE 301: Date of Program Participation is before the end of the current quarter AND</p> <p>DE 114: Highest School Grade Completed = 87, Attained High School Diploma OR 88, Attained GED or Equivalent</p>

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	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
		Attained High School Diploma OR 88, Attained GED or Equivalent	Diploma OR 88, Attained GED or Equivalent	
4b.	1 - 4 Years or More of College, or Full-time Technical or Vocational School	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 114: Highest School Grade Completed = 13, 14 OR 15, Number of college, or full-time technical or vocational school years completed	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 114: Highest School Grade Completed = 13, 14 OR 15, Number of college, or full-time technical or vocational school years completed	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 114: Highest School Grade Completed = 13, 14 OR 15, Number of college, or full-time technical or vocational school years completed
4bi.	Postsecondary Education Certificate or Diploma (non-degree)	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 114: Highest School Grade Completed = 92, Attained postsecondary education, certificate or diploma (non-degree).	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 114: Highest School Grade Completed = 92, Attained postsecondary education, certificate or diploma (non-degree).	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 114: Highest School Grade Completed = 92, Attained postsecondary education, certificate or diploma (non-degree).
4c.	Associates Diploma or Degree	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 114: Highest School Grade Completed = 91, Attained Associates	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 114: Highest School Grade Completed = 91, Attained Associates Diploma or Degree	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current Quarter AND DE 114: Highest School Grade Completed = 91, Attained Associates Diploma or Degree

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	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
		Diploma or Degree		
4d.	Bachelor's Degree or Equivalent	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 114: Highest School Grade Completed = 16, Bachelor's degree or equivalent	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 114: Highest School Grade Completed = 16, Bachelor's degree or equivalent	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current quarter AND DE 114: Highest School Grade Completed = 16, Bachelor's degree or equivalent
4e.	Advanced Degree Beyond Bachelor's	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the previous quarter AND before the end of the previous quarter AND DE 114: Highest School Grade Completed = 90, Attained Other Post-Secondary Degree or Certification	Count the Number of Records WHERE DE 301: Date of Program Participation is after the start of the current quarter AND before the end of the current quarter AND DE 114: Highest School Grade Completed = 90, Attained Other Post-Secondary Degree or Certification	Count the Number of Records WHERE DE 301: Date of Program Participation is before the end of the current Quarter AND DE 114: Highest School Grade Completed = 90, Attained Other Post-Secondary Degree or Certification
5a.	Received Case Management Services	Count the Number of Records WHERE DE 311: Previous Quarter Received Case Management Service = 1, Yes	Count the Number of Records WHERE Quarter DE 310: Most Recent Date Received Case Management Service = Report Quarter	Count the Number of Records WHERE DE 310: Most Recent Date Received Case Management Service is not null
5b.	Received Assessment Services	Count the Number of Records WHERE DE 321: Previous Quarter Received Assessment Services = 1, Yes	Count the Number of Records WHERE Quarter DE 320: Most Recent Date Received Assessment Services = Report Quarter	Count the Number of Records WHERE DE 320: Most Recent Date Received Assessment Services is not null
5c.	Received Supportive Services	Count the Number of Records WHERE DE 331: Previous Quarter	Count the Number of Records WHERE Quarter DE 330: Most Recent	Count the Number of Records WHERE DE 330: Most Recent Date

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
		Received Supportive Services = 1, Yes	Date Received Supportive Services = Report Quarter	Received Supportive Services is not null
5d.	Received Specialized Participant Services	Count the Number of Records WHERE DE 341: Previous Quarter Received Specialized Services = 1, Yes	Count the Number of Records WHERE Quarter DE 340: Most Recent Date Received Specialized Participant Services = Report Quarter	Count the Number of Records WHERE DE 340: Most Recent Date Received Specialized Participant Services is not null
5e.	Participated in Work Experience	Count the Number of Records WHERE DE 351: Previous Quarter Participated in Work Experience = 1, Yes	Count the Number of Records WHERE Quarter DE 350: Most Recent Date Participated in Work Experience = Report Quarter	Count the Number of Records WHERE DE 350: Most Recent Date Participated in Work Experience is not null

HUB Tips:

Reporting Received Services

- HUB will aggregate the type of service that is provided to a participant only once, regardless if the participant received the same service more than one time.
- In order to capture this outcome, grantees are asked to enter the most recent date in which a participant receives these services.
- If the participant does not receive a service in the most current reporting quarter, the last date of service may be left in the data element field.

A Note about Previous Quarter Received Services

- In order for HUB to aggregate services that were provided in the previous quarter column, grantees are asked to enter the code value 1 = Yes if the participant received a service for the previous quarter using the data elements “Previous Quarter Received ...”.
- Grantees are asked to closely review the HUB Edit Check Rules to determine how to enter the correct code values for these data element fields.

Paid Work Experience

- Per the H-1B Ready to Work SGA, incumbent worker training does not qualify for Paid Work Experience; therefore incumbent workers are not allowed to participate in Paid Work Experience.

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SECTION D: PROGRAM SERVICES

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
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	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
1.	Number Began Receiving Education/Job Training Activities	Count the Number of Records WHERE DE 400: Date Entered/Began Receiving Education/Job Training Activities #1 is in the previous quarter	Count the Number of Records WHERE DE 400: Date Entered/Began Receiving Education/Job Training Activities #1 is in the current quarter	Count the Number of Records WHERE DE 400: Date Entered/Began Receiving Education/Job Training Activities #1 is before the end of the current quarter
2.	Number Participated On-the-Job Training Activities	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the previous quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 1, On-the-Job Training (OJT)	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 1, On-the-Job Training	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is before the end of the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 1, On-the-Job Training
3a.	Number Participated in Classroom Occupational Training Activities	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420 Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the previous quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 2, Classroom Occupational Training	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 2, Classroom Occupational Training	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is before the end of the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 2, Classroom Occupational Training
3b.	Number Participated in Contextualized	Count the Number of Records WHERE The Earliest Training Start	Count the Number of Records WHERE The Earliest Training Start	Count the Number of Records WHERE The Earliest Training Start

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	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
	Training Activities	Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the previous quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 3, Contextualized Learning	Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 3, Contextualized Learning	Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is before the end of the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 3, Contextualized Learning
3c.	Number Participated in Distance Learning Activities	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the previous quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 4, Distance Learning	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 4, Distance Learning	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is before the end of the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 4, Distance Learning
3d.	Number Participated in Customized Training Activities	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the previous quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 5, Customized Learning	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 5, Customized Learning	Count the Number of Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is before the end of the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 5, Customized Learning
3di.	Number	Count the Number of	Count the Number of	Count the Number of

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
	Participated in Incumbent Worker Training Activities	Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the previous quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 6, Incumbent Worker Training	Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is in the current quarter AND Type of Training for DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 6, Incumbent Worker Training	Records WHERE The Earliest Training Start Date for DE 400, 410, and/or 420: Date Entered/Began Receiving Education/Job Training Activities #1 - #3 is before the end of the current quarter AND Type of Training for DE 402, 403, 404, DE 412, 413, 414, 422, 423, and/or 424 = 6, Incumbent Worker Training
3de.	Number Participated in Registered Apprenticeship	Count the Number of Records WHERE Excluding Training Periods Where OJT was provided The Earliest Training Start Date for DE 400, 410, and/or 420 that is associated with a training Type DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 8, Registered Apprenticeship Is in the previous Quarter	Count the Number of Records WHERE Excluding Training Periods Where OJT was provided The Earliest Training Start Date for DE 400, 410, and/or 420 that is associated with a training Type DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 8, Registered Apprenticeship Is in the current Quarter	Count the Number of Records WHERE Excluding Training Periods Where OJT was provided The Earliest Training Start Date for DE 400, 410, and/or 420 that is associated with a training Type DE 402, 403, 404, 412, 413, 414, 422, 423, and/or 424 = 8, Registered Apprenticeship Is before the end of the current Quarter

HUB Tips:

Reporting Training Activities

- HUB is designed to capture three planned training activities and up to three **types** of training services per individual served in the H-1B RTW grant program. Up to nine training **types** within three training activities can be recorded in HUB. HUB will aggregate all the training activity types that took place for each individual.
 - ✓ For example, Training Activity #1 (Data Element 400) took place from March 1 – June 1, 2015. Training Activity #2 (Data Element 410) is planned to take place July 15 – August 15, 2015 and Training Activity #3 (Data Element 420) will occur November 9 – January 23, 2016.

- Training Activity #1 includes a primary type of training course which is incumbent worker training (<70% of the training plan is this type of training) and will be recorded using code value 6, Incumbent Worker Training.
 - Additional training courses were also planned including distance learning and a classroom based training. One will be recorded as a secondary type of training using code value 4 distance learning, and the other will be recorded as a tertiary training using code value 2 classroom based service.
 - If more than three types of training occur within Training #1, these can be recorded using the narrative report.
 - Once the participant completes all three training types (or courses) within their planned training activity for Training Activity #1, the date for Training for Activity #2 (Data Element 410) can be recorded.
 - Once Training Activity #2 is complete, the date for Training Activity #3 (Data Element 420) can be recorded as above.
 - In total, up to nine training types can be recorded within three Training Activity dates.
 - All additional training activities provided using grant funds, beyond what can be reported in HUB, can be included in the Quarterly Narrative Report.
- **Please note:** *Do not exit a program participant and then re-enroll them just to capture additional training outcomes. Doing this will impact your reporting outcomes. Use the narrative report to highlight training that can't be captured in the QPR ETA form No. 9166.*

CONTINUED SECTION D: PROGRAM SERVICES

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
4.	Number Completed Education/Job Training Activities	Count the Number of Records WHERE DE 304: Date of Program Completion is in the previous quarter AND DE 406: Training Completed #1 = 1, Yes OR DE 416: Training Completed #2 = 1, Yes OR DE 426: Training Completed #3 = 1, Yes	Count the Number of Records WHERE DE 304: Date of Program Completion is in the current quarter AND DE 406: Training Completed #1 = 1, Yes OR DE 416: Training Completed #2 = 1, Yes OR DE 426: Training Completed #3 = 1, Yes	Count the Number of Records WHERE DE 304: Date of Program Completion is before the end of the current quarter AND DE 406: Training Completed #1 = 1, Yes OR DE 416: Training Completed #2 = 1, Yes OR DE 426: Training Completed #3 = 1, Yes
5.	Number Completed On-the-Job	Count the Number of Records WHERE DE 304: Date of Program	Count the Number of Records WHERE DE 304: Date of Program	Count the Number of Records WHERE DE 304: Date of Program

Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
Training Activities	Completion is in the previous quarter AND DE 406: Training Completed #1 = 1, Yes AND DE 402, 403 or 404: Type of Training Service #1 = 1, On-the-Job Training OR DE 416: Training Completed #2 = 1, Yes AND DE 412, 413, or 414: Type of Training Service #2 = 1, On-the-Job Training OR DE 426: Training Completed #3 = 1, Yes AND DE 422, 423, or 424: Type of Training Service #3 = 1, On-the-Job Training	Completion is in the current quarter AND DE 406: Training Completed #1 = 1, Yes AND DE 402, 403 or 404: Type of Training Service #1 = 1, On-the-Job Training OR DE 416: Training Completed #2 = 1, Yes AND DE 412, 413, or 414: Type of Training Service #2 = 1, On-the-Job Training OR DE 426: Training Completed #3 = 1, Yes AND DE 422, 423, or 424: Type of Training Service #3 = 1, On-the-Job Training	Completion is before the end of the current quarter AND DE 406: Training Completed #1 = 1, Yes AND DE 402, DE 403 or DE 404: Type of Training Service #1 = 1, On-the-Job Training OR DE 416: Training Completed #2 = Yes AND DE 412, 413, or 414: Type of Training Service #2 = 1, On-the-Job Training OR DE 426: Training Completed #3 = Yes AND DE 422, 423, or 424: Type of Training Service #3 = 1, On-the-Job Training

HUB Tips:

Reporting Section D.4 Completed Education/Job Training Activities

- Once all grant-funded training is complete and recorded, and a date of program completion is provided, HUB will aggregate Section D.4 with the total number of participants that completed education/job training activities for the quarter.
- If a participant requires additional training, beyond the three trainings (nine types), and a program date of completion is not entered, this participant will not be included in this count. Although you may record these trainings in your narrative report, *until a date of program completion is entered, a participant will not be counted in Section D.4 of the QPR ETA form No. 9166.*

Performance Reporting Handbook Definition Refresher

(Definition) TRAINING PROGRAM COMPLETION: A training program completer is a participant who is enrolled in a grant-funded training program and has completed all training activities necessary towards successful program completion and exit. Successful completion is determined by the grantee and could constitute as a certain grade or passing a pass/fail program. Some grantees education/training activities are comprised of a series of courses or activities and the intent of their education/training activities is for individuals to complete the entire series of courses or activities. In this case, “successful completion” should be defined as finishing the entire series of courses or activities.

QPR ETA Form No. 9166

SECTION E: PROGRAM OUTCOMES PERFORMANCE INDICATORS (Education Outcomes)

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
1.	Number Completed Program Activities and Obtained a Credential	Count the Number of Records WHERE DE 601, 611, OR 621: Type of Recognized Credential #1 - #3 is greater than zero (> 0) AND DE 304: Date of Program Completion is in the previous quarter	Count the Number of Records WHERE DE 601, 611, OR 621: Type of Recognized Credential #1 - #3 is greater than zero (> 0) AND DE 304: Date of Program Completion is in the current quarter	Count the Number of Records WHERE DE 601, 611, OR 621: Type of Recognized Credential #1 - #3 is greater than zero (> 0) AND DE 304: Date of Program Completion is before the end of the current quarter
2.	Total Number of Credentials Received	The Sum of DE 601, 611, and 621: Type of Recognized Credential #1 - #3 is greater than zero (> 0) WHERE DE 304: Date of Program Completion is in the previous quarter	The Sum of DE 601, 611, and 621: Type of Recognized Credential #1 - #3 is greater than zero (> 0) WHERE DE 304: Date of Program Completion is in the current quarter	The Sum of DE 601, 611, and 621: Type of Recognized Credential #1 - #3 is greater than zero (> 0) WHERE DE 304: Date of Program Completion is before the end of the current quarter

HUB Tips:

Reporting Credential Outcomes

- Credential outcomes are correlated with the three training activities reported in HUB.
 - Grantees can record up to three credential outcomes for each training activity.
 - For example, if a participant’s training plan includes Training #1, Training #2 and Training #3, and a credential is awarded for each training activity, then each credential can be recorded in HUB using Data Elements 601, 611, and 621.
 - If additional certificates are awarded for each training type within e.g. Training #1, they will need to be recorded in your narrative report. Only one credential per training can be recorded in HUB.
 - A date of training completion for each training # 1, training #2, and/or training #3 recorded (DE 405, 415 or 424) must be entered in order to record that a credential was earned for each training activity.
 - Please also refer [TEGL No. 15-10](#) for more information on credentials.

- Credential outcomes will only be aggregated and recorded on the QPR ETA form No. 9166 after education/training program completion.

[TEGL No. 15-10 Increasing Credential, Degree and Certificate Attainment by Participants of the Public Workforce System](#)

- A date of program education/training program completion must be entered (DE 304) before HUB can aggregate credential outcomes.
- Credentials can be recorded for a participant up to three quarters after program exit.
- Additional credentials earned beyond what is recorded in the QPR ETA form No. 9166 may be reported in the Quarterly Narrative Report.

CONTINUED SECTION E: PROGRAM OUTCOMES PERFORMANCE INDICATORS

	Performance Items	Previous Quarter (Column A)	Current Quarter (Column B)	Cumulative Grant-to-Date (Column C)
3.	Number Entered Unsubsidized Employment	Count the Number of Records WHERE DE 501: Date Entered Employment is provided (YYYYMMDD) AND is in the Previous Quarter	Count the Number of Records WHERE DE 501: Date Entered Employment is provided (YYYYMMDD) AND Is in the Current Quarter	Count the Number of Records WHERE DE 501: Date Entered Employment is provided (YYYYMMDD) AND Is before the end of the current Quarter
3a.	Number Entered Unsubsidized Training-related Employment	Count the Number of Records WHERE DE 501: Date Entered Employment is provided (YYYYMMDD) And Is in Previous Quarter AND DE 503: Entered Training-Related Employment = 1, Yes	Count the Number of Records WHERE DE 501: Date Entered Employment is provided (YYYYMMDD) AND Is in the Current Quarter AND DE 503: Entered Training-Related Employment = 1, Yes	Count the Number of Records WHERE DE 501: Date Entered Employment is provided (YYYYMMDD) AND Is before the end of the Current Quarter AND DE 503: Entered Training-Related Employment = 1, Yes

HUB Tips:

Reporting Employment Outcomes for unemployed, underemployed and long-term unemployed workers

- **(Definition) Section E.3 Total Number Entered Unsubsidized Employment:** Of the total number of participants who were **not employed, underemployed or long-term unemployed** at the time of participation, the total number of participants who entered unsubsidized employment. Underemployed individuals (as defined under Long-term Unemployed) may be reported in this data element, if they are employed in a new position.
 - This data element captures employment outcomes for unemployed and long-term unemployed individuals that found employment, and underemployed individuals that entered a new position of employment.

- Employment can be reported for these participants at any point after they receive their first grant-funded service. This includes: individuals that are not enrolled in training, but enter employment after receiving services; individuals that enter employment while enrolled in a training program; or individuals that found employment after completing a training program.
- **(Definition) Section E.3a Total Number Entered Unsubsidized Training-Related Employment:** Of the total number of participants who were **not employed, underemployed or long-term unemployed** at the time of participation, the total number of participants who entered unsubsidized employment after completion of the training program and whose employment is related to the industry, occupation, or skills of the training program completed.
 - Employment is considered training-related if the position is for the same occupation or within the same industry as the training provided or if the employer recognizes the credential received by the participant as a result of the grant.
 - Underemployed individuals may be reported in this data element, if they complete a training program and are employed in a new position, of which is training-related.
- This data element is a sub-field of E.3 Number Entered Unsubsidized Employment for those participants that were enrolled in a training program. Participants considered for this count must be recorded in the same reporting quarter as E.3 to be counted in this reporting measure.
- Participants that are not enrolled in a training program, but are reported in E.3 as entering employment after receiving a service will not be aggregated in this line item of the QPR ETA form No. 9166.

4a.	Total Number of Incumbent Workers Retained Current Position	Count the Number of Records WHERE DE 304: Date of Program Completion Is in the quarter that is three quarters before the Previous Quarter AND DE 201: Incumbent Worker Status at Participation = 1, Yes AND DE 514: Retained Current Position in the 2nd Quarter after Program Completion = 1, Yes AND DE 524: Retained Current Position in the 3rd Quarter After Program Completion = 1, Yes	Count the Number of Records WHERE DE 304: Date of Program Completion Is in the quarter that is three quarters before the Current Quarter AND DE 201: Incumbent Worker Status at Participation = 1, Yes AND DE 514: Retained Current Position in the 2nd Quarter after Program Completion = 1, Yes AND DE 524: Retained Current Position in the 3rd Quarter After Program Completion = 1, Yes	Count the Number of Records WHERE DE 304: Date of Program Completion Is before the end of the quarter that is three quarters before the Current Quarter AND DE 201: Incumbent Worker Status at Participation = 1, Yes AND DE 514: Retained Current Position in the 2nd Quarter after Program Completion = 1, Yes) AND DE 524: Retained Current Position in the 3rd Quarter After Program Completion = 1, Yes
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4b.	Total Number of Incumbent Workers that Advanced into New Position	Count the Number of Records WHERE Date of Program Completion(304) is previous quarter AND DE 201: Incumbent Worker Status at Participation = 1, Yes AND Advanced in First Quarter = YES, OR Advanced in Second Quarter = Yes, OR Advanced in Third Quarter = Yes	Count the Number of Records WHERE Date of Program Completion(304) is current quarter AND DE 201: Incumbent Worker Status at Participation = 1, Yes AND Advanced in First Quarter = YES, OR Advanced in Second Quarter = Yes, OR Advanced in Third Quarter = Yes	Count the Number of Records WHERE Date of Program Completion(304) is less than or equal to the current quarter AND DE 201: Incumbent Worker Status at Participation = 1, Yes AND Advanced in First Quarter = YES, OR Advanced in Second Quarter = Yes, OR Advanced in Third Quarter = Yes
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HUB Tips:

- [Reporting Employment Outcomes for Incumbent Workers](#)

(Definition) Section E.4a Total Number of Incumbent Workers Retained Current Position: Of the total participants who were incumbent workers at the time of participation, the total number of training completers who retained their current position for at least one day in the second and third quarter after completing program activities.

- **(Definition) Section E.4b Total Number of Incumbent Workers that Advanced into New Position:** Of the total participants who were incumbent workers at the time of participation, the total number of training completers who entered a new position (requiring a higher level of skills) with their current or a new employer in the first, second, or third quarter after training completion.
 - Employment outcomes for an individual considered an incumbent worker at the time of enrollment is recorded as either retaining their current position or advancing to a new position with their current employer or a new employer.
 - Employment retention outcomes for incumbent workers that were employed at participation and retained their current position will be aggregated in Section E. 4a using code values from Data Elements 514 and 524 and will be reported three quarters after program completion.
 - Data Element 504 will not be aggregated in this section to allow for the opportunity for the individual to advance to a new position in the 2nd or 3rd quarter (Data Elements 515 or 525).
 - Employment outcomes for incumbent workers that advance to new employment will be aggregated in Section E. 4b using code values from Data Elements 505, 515 and 525.

These outcomes will be reported in the quarter after program completion so they are reported in real time.

- An individual cannot retain and advance in the same quarter. Do not enter the code value “1 = Yes” for both retained position and advanced position in the same quarter.
- An individual also cannot advance to a new position and then retain their advanced position. There are no data elements to capture retention outcomes for individuals that advance to a new position.

Reporting Common Measures

- Employment outcomes for individuals that do not complete the H-1B training program will be captured in ETA’s Common Measures.
- Individuals with a valid SSN will be counted in Common Measures.
- Individuals with an exit reason 0 = Other (completed or withdrawn) will be included in Common Measures.
- Individuals with an exit reason 1 - 6 will not be included in Common Measures.

HUB TIP: It is the responsibility of each grantee to track employment outcomes for each training participant per the data element collections required. Grantee reported employment outcomes on the QPR ETA Form No. 9166 are different than those employment outcomes tracked and reported through Common Measures.

Resolving discrepancies in HUB performance reporting

- To resolve any discrepancies, closely review the edit check rules and aggregation rules to determine how your data files are informing your QPR ETA form No. 9166.
- Check the data elements that require a year/month/day code value entered in your data file for each participant record.
- Check the code values entered for each data element.
- A few questions to consider are:
 - ✓ Is there a date of program participation, date of program completion and a date of exit?
 - ✓ Is the date entered in your data file for the correct reporting quarter in which you are submitting the data file?
 - ✓ Is the information being reported for the quarter after program completion?
 - ✓ What is the employment status of this individual?
 - ✓ Is there an incorrect code value that was entered in one of the data elements?