

H-1B READY to WORK Getting the Ready-to-Work Back to Work

H-1B RTW QUARTERLY PERFORMANCE REPORTING & HUB PHASE 2 WEBINAR JUNE 8, 2015

Moderator: Megan Baird, RTW Policy Lead, DOL Division of Strategic Investments

Presented by: H-1B RTW Performance Reporting TA Team:

Ayreen Calimquim, Performance Excellence Partners; and Kevin Mauro, High Impact Partners

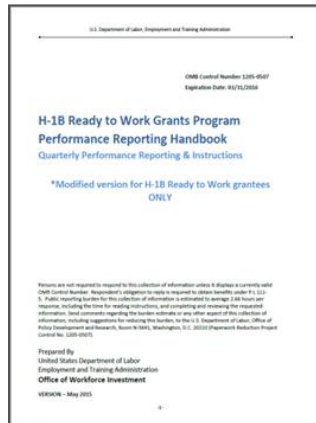
PURPOSE: This webinar provided H-1B Ready to Work grantees with continued guidance on the H-1B RTW quarterly performance reporting requirements, review the participant file upload function (part of HUB phase 2 enhancements) in the HUB Reporting System, and to provide technical assistance on the development of grantee data files to track and report participants served through the RTW grant.

RESOURCE LINK: [H-1B RTW Quarterly Performance Reporting HUB Phase 2 Webinar PPT, Recording, Transcripts](#)

H-1B RTW GRANTS REFRESHER

Eligibility Documentation Guidance: Participants Eligible to Receive Training and Services

DOL will issue additional guidance to grantees on common types of eligibility documentation for participants eligible to be served in the H-1B



H-1B RTW PERFORMANCE REPORTING

- [RTW Performance Reporting Handbook](#)
- [Quarterly Performance Report \(QPR\) Form 9166](#)
- [Quarterly Narrative Report \(QNR\)](#)
- [RTW Data Elements and Edit Checks](#)

RTW Data Elements and Edit Checks & Preparing Your Data Files

What is a Data Element?

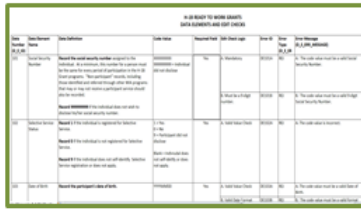
- Data element number and name
- Data definition and instruction
- Code value
- Edit check logic

Not in the Data Elements Document:

- QPR Aggregation Rules

Tips on How to Prepare for Reporting

- Participant Intake:** Ensure all data element code values are collected for each participant
- Participant Tracking:** Align case management systems with H-1B RTW data elements.



Tips for Creating your Data File

- MIS Database or Excel -> csv, txt or dat file
- Establish file naming systems to track a ll data files that is successful submitted to DOL.
- Comprehensive data file of all participants served to date.

RTW Case Management Files to Track Participant Data

H-1B RTW Sample Case Management File

THIS IS NOT A DATA FILE!

For internal grantee tracking purposes only!

Each ROW represents one participant

Available Now!
TA Resource: Sample Case Management Files and Data Files

Data Number	101	102	103	104
Data Element Name	SSN	Selective Service Status	Date of Birth	Gender
Participant 1	xxx-xx-1111	9	19681106	1
Participant 2	xxx-xx-2222	0	19660420	2
Participant 3	xxx-xx-3333	9	19630730	1
Participant 4	xxx-xx-4444	9	19500603	9
Participant 5	xxx-xx-5555	1	19620218	1

COLUMNS represent each data elements code value per participant.

HOT TIP!
Leaving a data element blank is an acceptable code value if the information is not yet available, or if the data element doesn't apply to the individual.

APPENDIX OF PERFORMANCE REPORTING RESOURCES

Webinar PPT, Transcripts and Recording

- This is the webinar invite platform that includes the webinar recording, transcripts, and PPT presentation.

H-1B RTW Performance Reporting Toolkit

- As a supplement to the H-1B RTW Performance Reporting Handbook, this toolkit is designed to support H-1B RTW grantees in preparing and submitting their quarterly progress reports.

H-1B RTW Performance Reporting Pre-Recorded Tutorials

- Need a HUB Refresher? Go back to this landing page to access the H-1B RTW Performance Reporting Pre-Recorded TA Tutorials:
 - Tutorial #1: HUB Preview
 - Tutorial #2 [Preparing Data Files](#) (Available Now!)
 - Tutorial #3 Resolving Data File Errors

RTW HUB Sample Data File and Case Management Files

- This is a technical assistance tool to provide grantees with a sample data file and case management system using an Excel spreadsheet.

RTW Sample Data File (txt format)

- For technical assistance purposes, this is a sample H-1B RTW Data File. The information provided in this data file is for test purposes only and does not represent real participant data.

H-1B TST and RTW Performance Guidance Comparison Resource Brief

- This resource is for grantees with EXISTING H-1B Technical Skills Training (TST) OR Jobs Accelerator Grants (JA).