

U.S. Department of Labor

Employment and Training Administration

Office of Apprenticeship



September 2021

Performance Reporting Technical Assistance Aid

TOPIC: INTERPRETATION/APPLICATION OF REPORTABLE INDIVIDUALS ACROSS APPRENTICESHIP GRANTS

BACKGROUND

While reading this information, please consider that the concept of ‘reportable individual’ is used as described below for the purposes of administering Apprenticeship Grants¹. Readers may be tempted to use the concept of ‘reportable individual’ similarly as it is used with the Workforce Innovation and Opportunity Act’s (WIOA) title I (i.e., Adult, Dislocated Worker, and Youth) and title III (i.e., Wagner-Peyser Employment Services) grants. However, in WIOA programs, reportable individuals are defined as individuals who receive information-only services or activities, or who use self-service resources.

Allowable activities for Apprenticeship Grants include activities that create and develop new registered apprenticeship programs, pre-apprenticeship programs, and other relevant grant-related activities. In many cases, individuals who enroll in those newly-created programs do not receive a direct, grant-funded service, but they do benefit by enrolling in a program created with grant funds. Ultimately, this process expands the total number of new registered apprentices—which accomplishes one of the primary goals of the grant. In conclusion, as you read this Technical Assistance Aid, be mindful that ‘reportable Individuals’ is a concept adopted to solve one problem for WIOA grants, but a slightly different reporting problem for Apprenticeship Grants.

In July 2020, the Employment and Training Administration’s (ETA) Grant Officer transmitted a letter to all Apprenticeship State Expansion (ASE) grantees clarifying terms such as ‘participant’ and introducing the concept of ‘other individuals impacted by the grant’. The letter stated, “Grantees may report as ‘other individuals impacted by the grant’, individuals who enrolled in a registered apprenticeship program developed with grant funds. Grantees may use results reported for both Registered Apprentice participants served by direct funded services reported in the Workforce Integrated Performance System (WIPS) and Registered Apprentice individuals who are reported as ‘other individuals impacted’ to meet minimum participant served goals identified in Training Employment Guidance Letter (TEGL) 17-18.” At that time, ASE grantees (as well as all other Apprenticeship grantees) were not reporting using WIPS. Rather, grantees were reporting ‘other individuals impacted by the grant’ in the ASE Quarterly Narrative Report (QNR) under Section XI, Additional Information.

On November 25, 2020, the Department of Labor (DOL) published a 60-day Notice in the Federal Register seeking public comments on the information collection request (ICR) titled, “Workforce Innovation and Opportunity Act (WIOA) Performance Accountability, Information and Reporting System.” The Apprenticeship data collection was included in this ICR, which received Office of Management and Budget

¹ Apprenticeship Grants, collectively, refers to grants funded and managed by the ETA’s Office of Apprenticeship, where performance reporting is accomplished by utilizing the PIRL and the WIPS. As of the publication date of this TA Aid, these grants include ASE, SAE20, SAEI, and YARG.

(OMB) approval on June 7, 2021. In addition to reducing the number of required data elements from 131 to 101, the reporting package officially clarified the definition of ‘participant’ and introduced the concept of ‘reportable individuals’ for Apprenticeship Grants.

For the purposes of Apprenticeship Grants, a ‘reportable individual’ is an individual who is enrolled in a Registered Apprenticeship Program (RAP) that was developed with grant funds and is, therefore; impacted by the grant, but who does not receive a direct, grant-funded participant-level service. Similar to the introduction of ‘other individuals impacted by the grant’, the concept of reportable individuals was introduced so grantees would not need to report all of the required Apprenticeship PIRL data elements, while still getting credit for individuals that enter into RAPs created using Apprenticeship grant funds, even if those individuals were never directly served with grant funds.

For WIPS reporting, in order to include ‘reportable individuals’ in overall service counts for registered apprentices, Apprenticeship grantees only need to report four data elements in the PIRL versus 101 potential data elements for participants who receive direct, grant-funded services².

The term ‘reportable individual’ does not exactly align with ‘Total Participants served’ or with ‘Total Participants’ who enroll in a Registered Apprenticeship because reportable individuals are not participants. However, we are including reportable individuals in overall service counts (with the exception of YARG³) and Registered Apprenticeship enrollment counts across Apprenticeship Grants in order to enable grantees to include these individuals who are impacted by the grant but not provided a direct, grant-funded service to be included in required performance indicators seeking the total number of individuals served or who are enrolled in RAP.

The table on the next two pages lists the required performance indicators for Apprenticeship Grants in accordance with the respective funding vehicle (i.e., TEGL or Funding Opportunity Announcement (FOA)), the page number where the information is located, and how the concept of ‘reportable individual’ is applied to each of the required indicators. Although the language may differ slightly across Apprenticeship Grants, the table demonstrates that reportable individuals are considered only when calculating overall service counts (with the exception of YARG) or counts for individuals entering/enrolling in a RAP.

² The four required data elements for reportable individuals are PIRL 100 (Unique Individual Identifier), PIRL 1007 (Date of Most Recent Reportable Individual Contact), PIRL 2914 (Apprenticeship Grant Program Status), and PIRL 2920 (Apprenticeship Grant Number).

³ Per FOA-ETA-20-06, ‘Total Participants Served’ for YARG includes all individuals who receive a grant-funded service including both youth who enter a pre-apprenticeship and a Registered Apprenticeship Program (RAP). Therefore, reportable individuals are not included in overall service counts for YARG.

APPLICATION OF REPORTABLE INDIVIDUALS – APPRENTICESHIP GRANTS			
Indicators	Location	Application	QPR Application ⁴
ASE Grants (Apprenticeship State Expansion)			
Total participants served. Total number of all participants served (receiving a grant-funded service and/or grant-funded education/training) in a RAP.	TEGL 17-18, p. 30	Include participants and reportable individuals	A1 + A2
Total participants who are hired by an employer and enrolled in a RAP.		Include participants and reportable individuals	A1 + A2
Total participants who complete an apprenticeship education/training program.		Include participants only	A1
Total participants who complete a RAP and receive a degree or other credential.		Include participants only	A1
Total number of participants identified as unemployed, long term unemployed, dislocated or incarcerated prior to enrollment who complete a RAP and maintain their employment status with a new employer.		Include participants only	A1
YARG (Youth Apprenticeship Readiness Grants)			
Total participants served; this includes all individuals who receive a grant-funded service including both youth who enter pre-apprenticeship and Registered Apprenticeship.	FOA-ETA-20-06, p. 27	Include participants only	A1
Total participants who enroll in a RAP.		Include participants and reportable individuals	A1 + A2
Total participants who complete a RAP.		Include participants only	A1
Total participants who receive a degree or other type of credential during the period of performance.		Include participants only	A1
Total participants in post-exit training-related employment in the 2 nd quarter after exit.		Include participants only	A1
SAE20 Grants (State Apprenticeship Expansion) – applies to Tier 2 grantees only			
Total participants Served (Total number of all participants served (receiving a grant-funded service) in the program. The measure "Increasing Diversity of RAP" is a subset of "Total participants served" collected as a percentage. The QPR does not collect this measure, as a percentage or otherwise. Please provide your data for "Total Participants Served.")	TEGL 15-19, p. 11	Include participants and reportable individuals	A1 + A2
Total participants who enter a RAP.		Include participants and reportable individuals	A1 + A2
Total Registered Apprentices who complete a RAP.		Include participants only	A1

⁴ QPR Application column is included as a *guide* for calculating related fields in the Quarterly Performance Report (QPR). Values (i.e., where A1 is Total Participants and A2 is Total Reportable Individuals) can be the same, but such an outcome is unlikely. Total Participants who enroll in a RAP could be less than Total Participants Served.

APPLICATION OF REPORTABLE INDIVIDUALS – APPRENTICESHIP GRANTS			
Indicators	Location	Application	QPR Application⁴
Total participants who receive a degree or other type of credential during the period of participation (including RA Completion Certificates).		Include participants only	A1
SAEEI Grants (State Apprenticeship Expansion, Equity, and Innovation)			
Total participants served. Eligible participants are persons 16 years of age and older who are not enrolled in a RAP at the time of initial grant service.	FOA-ETA-21-07, p. 32	Include participants and reportable individuals	A1 + A2
Total participants served and who enroll in a RAP. Individuals who Newly Enroll in a RAP as a result of this Grant during the period of performance.		Include participants and reportable individuals	A1 + A2
Total participants who complete a RAP.		Include participants only	A1
Total participants who receive a Certificate of Completion of a RAP.		Include participants only	A1
Median earnings in the 2 nd quarter after exit.		Include participants only	A1
Total participants retaining training-related employment in the 2 nd quarter after exit.		Include participants only	A1
Total participants retaining training-related employment in the 4 th quarter after exit.		Include participants only	A1