

Health Profession Opportunity Grants (HPOG): Performance Reporting System (PRS) Guide to the Performance Progress Report (PPR) Module



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Overview

The Urban Institute and Abt Associates developed the Performance Reporting System (PRS) under contract with the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services. The PRS is a tool for entering, storing, and analyzing data on program participants served by the 32 Health Profession Opportunity Grants (HPOG) grantees.

Beginning in the second HPOG program year (October 1, 2011 through September 30, 2012), grantees must complete semi-annual Performance Progress Reports (PPR) through the PRS. The PPR is generated using a combination of values calculated by the PRS and information directly entered into the forms by authorized grantee representatives. Values calculated by the PRS are based on data that have been entered into specific fields in the PRS by PRS users recording participant information throughout the period of HPOG program intake, ongoing enrollment service receipt, exit, and follow up.

Category II PRS users or their designees will be able to enter information in the PPR until the end of the designated period. The final reports will be generated and printed by the grantee for submission to ACF.

The remaining semi-annual reporting periods by grant year are included below.

- | | |
|--|-----------------------|
| ❖ Year 2: | ❖ Year 4: |
| ▪ 04/01/12 – 09/29/12 (current period) | ▪ 09/30/13 – 03/29/14 |
| ❖ Year 3: | ▪ 04/01/14 – 09/29/14 |
| ▪ 09/30/12 – 03/29/13 | ❖ Year 5: |
| ▪ 04/01/13 – 09/29/13 | ▪ 09/30/14 – 03/29/15 |
| | ▪ 04/01/15 – 09/29/15 |

Purpose of this Material

This document is a tool to help grantees in three major areas.

- ❖ **Section I** provides tips for data entry to ensure an accurate PPR.
- ❖ **Section II** helps grantees understand how the PPR uses PRS data to calculate values for inclusion in the PPR.
- ❖ **Section III** describes the functionality of the PPR Module.

Section I. Tips for Data Entry to Ensure an Accurate PPR

The PPR module of the PRS provides grantees an interactive platform to identify anticipated and actual program performance information. The PPR module supports grantees by providing automated calculations of specific actual quantities of identified performance indicators directly from participant level data. Based on the interactive nature of the PPR, it is important that grantees understand how to enter data correctly into the PRS to ensure calculations reflect the level of services provided. Some tips to support accuracy of PRS and PPR information are presented below.

Data Entry Tips

- ❖ **The current PPR includes all participants who newly entered or were active in the HPOG program at any time during the entire Year 2 period (09/30/11 through 09/29/12).**

The current PPR reporting period should include all participants that fall into the following categories:

1. Participants who enrolled in HPOG during Year 1 (09/30/2010 through 09/29/2011) and were ACTIVE (receiving one or more support services, training activities, and/or employment development activities) on/or after 09/30/2011. For these participants, grantees must enter ALL required data items on the New Participant Registration Form and ALL services and activities in which the participant is enrolled and/or completes during the **TOTAL** Year 2 period. This includes services that started during Year 1 but extended into Year 2. For this group of participants, all exit and follow up data must be entered when appropriate based on the point at which the participant exits the HPOG program and is no longer receiving any services. **Please review the PRS Manual for a detailed listing of the minimum data items that must be entered into the PRS for Year 1 participants that remained active in Year 2 for one day or more.**

Year 1 participants that exited the HPOG program prior to the start of the Year 2 grant period (9/30/12) do not need to be entered into the PRS unless grantees would like that information included.

2. Participants who enrolled in HPOG during Year 2 (09/30/2011 through 09/29/2012). A response to all data items is required for these participants. This includes all Intake Characteristics, Support Services, Training Activities, and Employment Development Activities received between 09/30/2011 and 09/29/2012.
- ❖ **Service enrollment and completion data should be entered in the correct location in the PRS.**
The PPR indicators that calculate actual quantities are drawn from corresponding service receipt documentation reported in the participant-level data. Services should be entered in the appropriate location in the PRS and entered consistently for all participants in the grant program. It is important to align the specific training activities and support services provided by your HPOG program with the documentation structure of the PRS. Please ensure that all staff entering data in the PRS have reviewed the User's Manual, definitions appendix, and help boxes on the PRS screens. Please contact the PRS Support Team or your OFA Program Specialist to ensure you are categorizing services provided by your program in the appropriate PRS response options and locations.

❖ **When appropriate, use defined service activity categories, not “other.”**

Data entered in the “other” categories of the PRS service receipt fields are not counted in calculations of specific services received in the PPR. For example, if a user entered “books for courses” in the “other support services” narrative field, the participant will not be captured in the count of participants receiving support for books, since this calculation is based on data entered in the “books” support service activity in the PRS. The images below demonstrate this difference in data entry. When a service belongs in an existing support service category the person should be included in that location. The PRS is not able to access information entered in the narrative fields and determine an individual should be counted in an existing category based on the content of the response. If you would like to provide more detail about the service, please do so in the Case Notes section rather than using the narrative fields in the “Other Support Services” category of the Support Services form.

CORRECT location to identify/record service
 → Individual will be included in the PPR count of those who received this service.

Select all Training and Work Related Resources 09/30/10 - 03/29/11

No Training and Work Related Resources:

Books

Exam / exam preparation hours or fees (for certification or licensing)

Licensing and certification fees

Work/Training uniforms, supplies, tools

Computer / technology

If any service in this category was received for the first time in the current period, enter the first date of service

Identify all Other Support Resources received 09/30/10 - 03/29/11

Other Social Supportive Service

Books for prep course

If any service in this category was received for the first time in the current period, enter the first date of service

WRONG location to identify/record service
 → Individual will NOT be included in the PPR count of those who received this service. Item should be listed within “books.”

❖ **Understand that data in the PRS are live and subject to change.**

The calculations in the PPR (identified in the Actual Quantity column) reflect the data in the PRS when the PPR is reviewed. It is very likely that the values will change over time as additional data are entered into the PRS. For example, if you reviewed the PPR at 3pm today you would identify that 40 people are included in the Actual Quantity of participants enrolled in the HPOG program. If you were to return 15 minutes later, you may see that the number of people enrolled is 42 if a staff member has updated two participant records and indicated receipt of a substantive service that triggered an enrollment date during the semi-annual report period.

Based on the live nature of the calculation of Actual Quantity in the PPR, it is important to ensure that your response to the Actual Performance item for each indicator reflects the information at the final point in time when you print and submit the PPR.

❖ **Make sure grant training program data are entered.**

It is important to make sure that data under the Grantee Information Tab of the PRS include an up-to-date listing of the remedial/pre-training and healthcare vocational/occupational activities available to all participants enrolled in the HPOG program. This listing is considered the official approved group of education and training activities available that are included in the performance management agreement with ACF. The activities identified one or more times in the listing will be included in the PPR module where projected and actual performance is reported for each approved remedial/pre-training and healthcare vocational/occupational activity. **If an activity is not included in the Grantee Information Tab listing, the activity will not appear in the PPR module.**

❖ **Differences in reporting performance in the semi-annual period 1 PPR versus the semi-annual period 2 PPR.**

The PPR for the semi-annual period 2 asks you to report **Actual Performance** for each item across the complete annual period. The grantee makes a selection from the corresponding pick list to report if the objective was exceeded, met, missed, or N/A.

In contrast, in the prior PPR period, you were asked to report **Anticipated Performance** for each item for the semi-annual period based on current quantity and assessment of whether the item will be achieved by the end of the annual period.

PPR Table Headings Semi-Annual Period 1

PPR Outputs					
HPOG Program Remedial / Pre-Training Activity Enrollment					
Measure Number	Item/Action	Projected Quantity	Actual Quantity	Anticipated performance	Explanation of Variance (Max. characters: 100)
2	General Educational Degree (GED) classes	<input type="text"/>	1	<input type="text"/>	<input type="text"/>

PPR Table Headings Semi-Annual Period 2 (current period)

HPOG Program Remedial / Pre-Training Activity Enrollment					
Measure Number	Item/Action	Projected Quantity	Actual Quantity	Actual performance	Explanation of Variance (Max. characters: 100)
2	General Educational Degree (GED) classes	<input type="text"/>	5	<input type="text"/>	<input type="text"/>

❖ **Setting projections using the PPR.**

The PPR for the semi-annual period 2 asks you to **REVIEW** the **Projected Quantity** of each activity or service to be provided in the annual period. Each Projected Quantity value was established when developing the first semi-annual PPR for Year 2. The value is based on the projections approved by ACF prior to the start of the current grant program year in the Non-Competing Continuation Application or ACF-approved program changes. The value is compared to the Actual Quantity of the item received by participants over the annual period to date (as calculated by the PRS). The PPR for the semi-annual period 2 includes the projected value entered for each item during the first semi-annual period. The PPR does not allow a user to change these values entered during the first period. Because the projection is for the entire annual period, a user compares the Projected Quantity value to the Actual Quantity value and enters a response in the Actual Performance.

PPR Table Headings Semi-Annual Period 1

Enter projected quantity in semi-annual period 1. Compare to actual quantity and assess if the performance will be met by the end of the annual period.

PPR Outputs					
HPOG Program Remedial / Pre-Training Activity Enrollment					
Measure Number	Item/Action	Projected Quantity	Actual Quantity	Anticipated performance	Explanation of Variance (Max. characters: 100)
2	General Educational Degree (GED) classes	5	12	Miss objective	

PPR Table Headings Semi-Annual Period 2 (current period)

Review projected quantity in semi-annual period 2. Compare to actual quantity and assess if the performance was met by the end of the annual period.

PPR Outputs					
HPOG Program Remedial / Pre-Training Activity Enrollment					
Measure Number	Item/Action	Projected Quantity	Actual Quantity	Actual performance	Explanation of Variance (Max. characters: 100)
2	General Educational Degree (GED) classes	5	12		

❖ **Level of access and PPR completion.**

Level II users have the ability to review and enter information in the PPR module. However, it is important to ensure that only an authorized grantee representative is entering information into the PPR module and submitting the final version of the report.

The authorized grantee representative should also review the Grantee Data Tab listing of approved training activities to ensure that all the training activities are entered and on the PPR form.

❖ **Timing out of the PRS.**

The PRS is sensitive to data security. To protect data the system will time out if a user does not interact with the system for a period of 20 minutes. If the user navigates to a new screen, selects save, or refreshes the form, the PRS period will renew itself to the 20-minute time period. Users can review the time period remaining until the PRS will time out and require reentry if the user does not interact with the system. To do this, review the top bar of the PRS to view the active count down bar.

PPR Submission Tips

❖ **Data entry and submission for the PPR period 09/30/11 through 09/29/12.**

HPOG grantees may enter data in the PRS to complete the PPR until close of business October 31st, 2012. The PPR submitted for the second semi-annual period will include information for participants who were enrolled into HPOG and received services during the period of 09/30/11 through 09/29/12. The calculated values in the PPR will include data from the PRS for the period of 09/30/11 through 09/29/12.

These data are especially important when recording information regarding (1) enrollment in training and education activities, (2) completion of training and education activities, (3) employment, and (4) support services provided within the semi-annual period.

❖ PPR submission details.

The PPR will be submitted to OFA after being completed in the PRS. The PPR will be produced as a PDF format document and printed by the authorized grantee representative. Once the material is signed and dated, the authorized representative may scan the material and upload the PDF directly to GrantSolutions as a grant note using naming convention: "Performance Progress Report 09 2012 Proposed". Any additional materials (e.g., dissemination materials, letters, etc.) can also be uploaded to GrantSolutions at that time. **Please note that completion of the PPR in the PRS DOES NOT indicate that the data have been submitted to ACF.**

❖ Official changes.

All official changes to grantee performance measures, organization contacts, and other grant related activities must be completed directly through GrantSolutions. A modification to data entered into the PRS, including the name of the Authorized Grantee Representative, is not the same as entering the information into GrantSolutions and gaining prior approval from ACF.

Section II.

How the PPR Uses PRS Data to Calculate Values

The PPR is generated using a combination of values calculated by the PRS and information directly entered into the forms by the authorized grantee representative. Values calculated by the PRS are based on data that have been entered into specific fields in the PRS by the grantee PRS users recording participant information throughout the period of HPOG program intake, ongoing enrollment service receipt, exit, and follow up.

This section identifies where key indicators in the PPR that are automatically calculated are drawn from in the PRS. The diagram below demonstrates which forms of the PPR include data generated from other parts of the PRS. We review each of these forms in turn.

The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)							
PPR Period	Data Entry Forms						
Year 2: 09/30/11 - 03/29/12 1	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages	HTML PPPR Projections	PDF PPPR Projections
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages		

PPR Summary Form

The Summary Form in the PPR provides grant organization information that is drawn from the “Grantee Data” tab of the PRS. Grantees may enter and/or update information regarding their grant program on the Grantee Form of the Grantee Data tab. The information is then reflected in the corresponding fields of the PPR Summary Form. In order to see a change in the PPR Summary Form, the grantee must update the corresponding value on the Grantee Data tab. The following items from the Grantee Data tab will automatically populate the PPR Summary Form.

- ❖ DUNS Number
- ❖ First Name of Authorized Certifying Official
- ❖ EIN
- ❖ Email of Authorized Certifying Official
- ❖ Recipient Organization (Name)
- ❖ Phone of Authorized Certifying Official
- ❖ Recipient Organization (Address)
-
- ❖ Last Name of Authorized Certifying Official

A step-by-step guide for how to enter data for these items is included in Section III of this material.

Customizing Grant Level Training Listings to Align with PPR Outputs and Outcomes

The outputs and outcomes forms of the PPR are customized to a grantee’s specific program. Before reviewing how the specific indicators on each form are calculated, it is important to understand how the PRS selects specific values to be included in an individual grantee PPR. The education / training activities and support services are customized in the following manner:

- ❖ **Remedial/pre-training and healthcare vocational/occupational training activities.** The training activities available in the PPR listed by activity report enrollment (outputs) and completion (outcomes) are drawn from the approved program options entered under the Grantee Data tab. One group of items addresses the specific enrollment and completion of Remedial pre-training activities and another group of items addresses specific enrollment and completion of Healthcare Vocational/Occupational trainings by SOC. Level II users have access to enter the training programs by type of activity on the Grantee Data tab. Only those programs entered in this location and relevant to the grantee HPOG program will appear on the PPR form. For example, if Registered Nursing and Emergency Medical Technician were the only two training activity options available to participants, these programs would be entered on the PRS Grantee Information tab. These programs would be the only two SOC values subsequently included in the PPR to demonstrate grantee performance towards meeting the goals set for the respective healthcare training activity type. The figure below demonstrates a view of a Grantee Data Healthcare Vocational / Occupational Program listing. The SOC values included in this group of approved training activity options appear on the individual grantee PPR.

Grantee Information Healthcare Vocational / Occupational Training Activity Listing

welcome	registrants/participants	exited participants	deleted participants	ppr	grantee data	changes	reports
grantee	remedial programs	health programs	vendor				
Grantee: <input type="text" value="The Urban Institute"/>							
Health / Vocational Training Programs							
ID	Vendor	Location	Program	Degree	Hours		
2	University of Maryland, College...	College Park Maryland	29-1140 Registered Nurses	Certificate of Completion	120		
3	Georgetown University	Washington DC	29-2041 Emergency Medical Te...	Certificate of Completion	123		
5	George Washington University	Washington DC	29-2041 Emergency Medical Te...	Certificate of Completion	120.5		
6	University of Maryland, College...	Location	29-1140 Registered Nurses		12		
9	University of Maryland, College...	College Park	29-1140 Registered Nurses		23		
10	George Washington University	DC	29-1140 Registered Nurses	Associates Degree	1234.45		
11	University of Maryland, College...	Location	29-1140 Registered Nurses	Certificate of Completion	99		
13	Georgetown University	location	29-1140 Registered Nurses		9999		

PPR Outputs Table

Program Healthcare Vocational / Occupational Activity Enrollment				
Item/Action	Projected Quantity	Actual Performance / Actual Quantity	Anticipated/projected end of current grant year performance	Explanation of Variance
29-1140 Registered Nurses	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
29-2041 Emergency Medical Technicians	<input type="text"/>	0	<input type="text"/>	<input type="text"/>

Remember it is important that grantee representatives submitting PPRs review the Grantee Information tab training program listings to ensure that all approved training program options for remedial/pre-training and healthcare vocational/occupational training activities are listed. If an activity type is not listed, it will not be included on the PPR form and no projections or actual quantities of enrolled participants will be reported.

- ❖ **Support services referral and provision.** The listing of support services available in the PPR to report on individual support service receipt (outputs) is drawn from the Support Services Form in the PRS. Only those support services with one or more participants receiving the specific support service will appear on the PPR form. This may mean that specific services in a broader service category may not all appear on the PPR form if an individual service type is not provided. For example, if academic advising / counseling is NOT provided to one or more HPOG participants during a semi-annual period in the Support Services form, the item will not be displayed on the PPR Support Services Provided (outputs table). This example is captured in the screen shots below.

The first screen shot captures the participant level Support Services form focusing on Counseling Services. If we assume that across all HPOG participants enrolled in the example program no participants received a type of Counseling Service in the semi-annual period, the Support Services form will include blank check boxes for that service. The absence of this support service at the participant level will result in the absence of academic counseling/advising as a support service listed in the PPR for the semi-annual period.

Participant Level Support Services Form

Select all Counseling Services received	09/30/11 - 03/29/12	03/30/12 - 09/29/12
No Counseling Services received	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mentoring / Peer Support	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Academic Counseling / Advising	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Comprehensive assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tutoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Other Counseling Services	<input type="checkbox"/>	<input type="checkbox"/>

If any service in this category was received for the first time in the current period, enter the first date of service

PPR Outputs Table of Support Services Received

Support Services Provided					
Measure Number	Item/Action	Projected Quantity	Actual Performance / Actual Quantity	Anticipated/projected end of current grant year performance	Explanation of Variance
9	Comprehensive assessment	<input type="text"/>	3	<input type="text"/>	<input type="text"/>
10	Tutoring	<input type="text"/>	2	<input type="text"/>	<input type="text"/>

PPR Outputs Form

The Outputs Form in the PPR allows grantees to establish projected goals and reflect actual performance on key grant performance indicators. The data entered into the PPR Outputs Form include information that is calculated by the PRS from other points of data entry and information that is directly entered by the grantee authorized representative. The outputs form of the PPR will calculate actual quantity of participants enrolled, education and training activities enrolled, and support services received.

This section focuses on how calculations for key output indicators are arrived at in the PPR. A step-by-step guide to information entered directly by the grantee is included in Section III of this material.

Each table in the Outputs Form of the PPR includes the following columns and presentation of information. The **“Actual Quantity”** column is the value calculated by the PRS by summing all of the appropriate data entered in the individual participant data records for services receipt and activities enrollment.

Measure Number	Item/Action	Projected Quantity	Actual Quantity	Actual Performance	Explanation of Variance
1	29-1140 Registered Nurses	1	0	<input type="text" value="0"/>	
2	29-1190 Miscellaneous Health Diagnosing and Treating Practitioners	1	0	<input type="text" value="0"/>	
3	29-1199 Health Diagnosing and Treating Practitioners, All Others	1	0	<input type="text" value="0"/>	
4	29-2041 Emergency Medical Technicians	1	0	<input type="text" value="0"/>	

The table below shows where in the PRS data are drawn from to calculate each PPR output indicator. Appendix A includes a table which provides the detailed definition of how each indicator is calculated. This table is provided to help grantees understand how each indicator is created and ensure that grantees enter information into the PRS in a manner that provides an accurate calculated value.

PPR Output Indicators	Location in the PRS
Total Unduplicated Number of Enrolled Participants	Intake Form: Enrollment Date <i>(This date is now calculated by the PRS based on first substantive service received in HPOG. See definition of enrollment date for additional information on substantive services)</i>
Total Enrollment in Any Education / Training Activity	Ed/Voc. Training Form: Healthcare Vocational/Occupational Training Activity Table AND Ed/Voc. Training Form: Remedial/Pre-Training Activity Table
Number of Participants Enrolled in Each Remedial/Pre-Training Activity	Ed/Voc. Training Form: Remedial/Pre-Training Activity Table
Number of Participants Enrolled in Each Healthcare Vocational/Occupational Training Activity	Ed/Voc. Training Form: Healthcare Vocational/Occupational Training Activity Table
Support Services Provided	Support Services Form

PPR Outcomes Forms

The Outcomes Form of the PPR allows grantees to establish projected goals and reflect performance on key grant performance indicators. The data entered in the PPR Outcomes Form include information calculated by the PRS from other points of data entry and information that is directly entered by the grantee authorized representative. The outcomes form of the PPR will calculate actual quantity of participants completing one or more training activities (for both remedial/pre-training and healthcare vocational/occupational training), employment, and average wage.

This section focuses on how calculations for key outcome indicators are completed in the PPR. A step-by-step guide to information entered directly by the grantee is included in Section III of this material.

Each table in the Outcomes Form of the PPR includes the following columns and presentation of information. The **“Actual Quantity”** column is the value calculated by the PRS by summing all of the appropriate data entered in the individual participant data records for activities completed and employment related information.

Measure Number	Item/Action	Projected Quantity	Actual Quantity	Actual Performance	Explanation of Variance
1	29-1140 Registered Nurses	1	0	<input type="text" value=""/>	<input type="text" value=""/>
2	29-1190 Miscellaneous Health Diagnosing and Treating Practitioners	1	0	<input type="text" value=""/>	<input type="text" value=""/>
3	29-1199 Health Diagnosing and Treating Practitioners, All Others	1	0	<input type="text" value=""/>	<input type="text" value=""/>
4	29-2041 Emergency Medical Technicians	1	0	<input type="text" value=""/>	<input type="text" value=""/>

The table below shows where in the PRS data are drawn from to calculate each PPR outcome indicator. Appendix B includes a table which provides the detailed definition of how each indicator is calculated. This table is provided to help grantees understand how each indicator is created and ensure that grantees enter information into the PRS in a manner that provides an accurate calculated value.

PPR Outcomes Indicators	Location in the PRS
Total Completing Any Education / Training Activity	Ed/Voc. Training Form: Healthcare Vocational/Occupational Training Activity Table AND Ed/Voc. Training Form: Remedial/Pre-Training Activity Table
Total Completing Any Healthcare Vocational / Occupational Activity	Ed/Voc. Training Form: Healthcare Vocational/Occupational Training Activity Table
Total Completing Any Remedial / Pre-Training Activity	Ed/Voc. Training Form: Remedial/Pre-Training Activity Table
Individual Completion by SOC	Ed/Voc. Training Form: Healthcare Vocational/Occupational Training Activity Table
Individual Completion by Remedial / Pre-Training Activity	Ed/Voc. Training Form: Remedial/Pre-Training Activity Table
Number of Clients Employed in Healthcare Sector	Employment Development Form: Job/Paid Employment Activity Exit Form: Employment at Exit Follow Up Form: Employment at Follow Up
Number of Clients Employed in Any Sector	Employment Development Form: Job/Paid Employment Activity Exit Form: Employment at Exit Follow Up Form: Employment at Follow Up
Individual Employment by SOC	Employment Development Form: Job/Paid Employment Activity Exit Form: Employment at Exit Follow Up Form: Employment at Follow Up
Average Wage in Healthcare Sector	Employment Development Form: Job/Paid Employment Activity Exit Form: Employment at Exit Follow Up Form: Employment at Follow Up
Average Wage in Any Sector	Employment Development Form: Job/Paid Employment Activity Exit Form: Employment at Exit Follow Up Form: Employment at Follow Up
Average Wage by Individual SOC	Employment Development Form: Job/Paid Employment Activity Exit Form: Employment at Exit Follow Up Form: Employment at Follow Up

Remember that the PPR values can only reflect the information entered into the PRS. If you believe that the calculated “actual” quantity does not reflect your grant performance, please do the following:

1. Review the management reports and participant level data entered into the PRS to assess whether some information that should be entered has not been entered.
2. Contact the PRS Support Team by email and/or phone to request support.

Review New, First-Time, and Active Definitions BEFORE Starting your PPR

Remember that new items have been integrated into the PPR for each performance indicator. The New, First-Time, and Active items have been included for specific performance indicators based on the focus of the information being reported. **Before beginning your PPR**, please ensure that you review the first-time, new, and active definitions associated with each performance indicator and then record the appropriate response. ***The definition of each term is included below as applies to the Output and Outcome Performance Indicators.***

Definitions Associated with Outputs Performance Indicators

New The number of NEW participants that are enrolled in the specific service or training activity during the semi-annual period (9/30/11 through 9/29/12).

For this count, each HPOG participant will be included only one time in the five-year HPOG grant period based on their date of HPOG enrollment. Please remember that HPOG enrollment date is based on the first date when the participant receives a substantive service.

Please note that NEW relates only to the performance indicator for Total Number Enrolled.

First-Time The number of participants that participated for the FIRST TIME in a training activity or service during this annual grant period (9/30/11 through 9/29/12). **Each HPOG participant will be included only one time in the entire five-year HPOG grant period based on the first begin date of the training activity.**

Active The number of participants that were enrolled in a training activity or received one or more services during the semi-annual period (9/30/11 through 9/29/12). This includes all participants with at least one day of participation during the annual period, regardless of prior period participation. This value includes participants that began one or more training activity or service in the semi-annual period (9/30/11 through 9/29/12) for the first-time **PLUS** active participants who were enrolled in one or more training activity in a prior annual period.

Definitions Associated with Outcomes Performance Indicators

First-Time The number of participants that (1) completed a training activity or (2) gained employment for the **FIRST TIME** during the semi-annual period (9/30/11 through 9/29/12). This value is an unduplicated count of Education and Training Activity completion, employment, and average wage over time.

Each HPOG participant will be included only one time in the entire five-year HPOG grant period based on the first completion date of the training activity or the first begin date of employment.

Active The number of participants that (1) completed a training activity or (2) were employed one day or more during the semi-annual period (9/30/11 through 9/29/12). This value is a count of participants who completed a training activity or were employed, regardless of prior completions or employment in past periods. This value MAY include participants who completed ONE OR MORE training activities or who held a job in a prior annual period.

Understanding What Participants are Included in PPR Actual Quantity Calculated Values (NEW FEATURE)

The PPR provides summary values that are calculated by the system to reflect the total number of participants counted in each defined measure. A new feature has been added to the PPR to enable grantees to easily understand which participants are included in the summary value of Actual Quantity. Each Actual Quantity value in the PPR has been made live so that the user can select the value and a listing of the current participants included in the summary count is generated. This information will help grantees understand which participants are included in specific performance measure counts based on the current data entry.

To use this feature of the PPR to identify the participants included in the specific summary values, complete the following steps.

Step 1: Use your mouse to highlight the performance indicator of interest.

Step 2: Double click the live value and review the screen that generates.

Step 3: Users may copy and paste the listed client information into excel or word to complete further review and analysis of the participant listing.

Step 4: For participants not included in the listing that you believe should be reflected in the summary value, review the individual client records for the appropriate activities to ensure that all participant data have been entered correctly.

Step 5: Contact the PRS Support Team with any questions regarding alignment of the client records.

The Urban Institute
 Federal Grant Number: 08976523 DURS Number: 12345678 EIN Number: 5678 Due Date: 09/29/2012

PPR Outputs: Enrollment
 Outputs: Enrollment

Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity
	Number of Clients Enrolled	New	50	14
		Active	100	21

Outputs: Enrollment in Education / Training

Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity
	Total Enrollment of Clients in Any Education / Training Activity	First-Time	20	11
		Active	35	26
1	Enrollment in Healthcare Vocational / Occupational Training	First-Time	15	12
		Active	22	21
1	Enrollment in Remedial / Pre-Training Activity	First-Time	5	10
		Active	10	22

Outputs: Enrollment in Individual Healthcare Vocational / Occupational Training Activity

Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity
	Unknown	Active	61	1
1	21-1010 Counselors	Active		2
1	21-1094 Community Health Workers	Active		1

HIPOG Performance Reporting System On-Line Help

Included Participants

N	RID	Participant
1	5596	test test
2	5598	Alexander Semin
3	5599	Will Smith
4	5626	Jebediah S Springfield
5	5636	**** R McTester
6	5637	Samantha S Salamander
7	5735	John W Williams
8	5739	Tree O Treesa
9	5753	Tester W Willardly
10	5762	Ansel Adams
11	5766	Sarah A Walker
12	11363	Alberto A Aardvark
13	13548	Sarah A Voss
14	18082	Alice M Thomas

The active participant listings in the system can be used for quality control purposes. The information can be used to make comparisons between specific performance indicators. For example, review the listing of employed participants and compare the listing with the average wage for the associated performance indicator. If any participants included in the employment listing are NOT included in the associated average wage listing → review the participant record to ensure that the specific wage associated with the employment is recorded.

Section III. Functionality of the PPR Module

The PPR is a separate tab in the PRS. PRS users who have Level II access may select the PPR tab to review and / or enter information. It is important to ensure that only authorized grant-reporting representatives complete the PPR and submit the information to ACF. The PPR is grouped by semi-annual reporting period on a summary page (as displayed in Screen shot 1). Each PPR is identified by the reporting period and a group of buttons are displayed to the right for the different PPR components. Data entry can be carried out for current and future reporting periods. It is important to note that once a reporting period has passed, a user may view the respective components of the PPR but the information will be in a read-only format.

Screen Shot 1. Overview of PPR Module Display and Functionality

The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)							
PPR Period	Data Entry Forms						
Year 2: 09/30/11 - 03/29/12 1	summary	narrative	administrative milestones	Outputs: Enrollment	Outputs: Support Services	Outcomes: Completion	Outcomes: Employment & Wages
						HTML PPR	PDF PPR
						HTML PPPR Projections	PDF PPPR Projections
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outputs: Support Services	Outcomes: Completion	Outcomes: Employment & Wages
						HTML PPR	PDF PPR

PPR Summary Form

The PPR Summary Form includes a group of grant description characteristics. The data items included in the paper-based version of the PPR appear in the PRS under the “PPR Summary” button as demonstrated in the screen shot below. Once a user has selected the Summary Form button, the form will appear.

The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)							
PPR Period	Data Entry Forms						
Year 2: 09/30/11 - 03/29/12 1	summary	narrative	administrative milestones	Outputs: Enrollment	Outputs: Support Services	Outcomes: Completion	Outcomes: Employment & Wages
						HTML PPR	PDF PPR
						HTML PPPR Projections	PDF PPPR Projections
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outputs: Support Services	Outcomes: Completion	Outcomes: Employment & Wages
						HTML PPR	PDF PPR

The data presented in the PPR Summary include all elements required in the PPR Cover Page. The data items in the Summary Form display information entered by Grantees on the Grantee Data Tab as described in Section II. To update any read-only fields in the Summary form, navigate to the PRS Grantee Data Tab to update that information.

Step-by-Step Instructions to Complete the PPR Summary Form

Step 1: Use your mouse to select the PPR Summary Button.

Step 2: Review the read-only information captured on the Summary Form that is entered on the Grantee Information Tab of the PRS.

Step 2a: If any changes are needed to the read-only data, navigate to the Grantee Information Tab to update the specific fields.

Session expires in: 00:19:07

welcome	registrants/participants	exited participants	deleted participants	ppr	grantee data	changes	reports
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The Urban Institute

Federal Grant Number:	DUNS Number:	EIN Number:	Due Date:	Current PPR Period:
08976523	12345678	5678	09/29/2012	03/30/12 - 09/29/12

Note: Entering modifications to the Summary information of the PRS is not equivalent to making a formal request to change any grantee information including the Authorized Representative. A formal request to change any grantee information must be completed directly with ACF through Grant Solutions.

SF-PPR Cover Page

Recipient Organization (Address)	HPOG Grant Program 2100 M Street NW 5th Floor Washington DC 20037
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Authorized Certifying Official	Authorized Official
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Step 3: Complete direct data entry for all fields that are specified for each PPR period and entered directly by the grantee representative. These values include:

- ❖ The PPR is the final report: Select No
- ❖ Report frequency: Select Semi-Annual
- ❖ Report is complete: Select Yes or No.

The “Completed” data item should be changed from No to Yes only when a grantee representative has completed the current PPR semi-annual report by entering all data into all components of the PPR. Until that point, data can be entered and saved without modifying this question. Indicating “Yes” will open or make available the PPR forms for the next semi-annual period.

Once a grantee changes this response selection to Yes, the user should only move forward to future PPR periods. The just-completed PPR will be locked (become read-only) and the information cannot be changed. .

The screenshot shows a web form with the following fields and controls:

- Authorized Certifying Official:** A text input field.
- Grant Contact:** A text input field containing the phone number 202-555-1212 and the email address urban@urban.org.
- Final Report:** A dropdown menu.
- Report Frequency:** A dropdown menu.
- Other [specify]:** A text input field.
- Signature of Authorizing Official:** A text input field.
- Date of Signature:** A text input field.
- Completed:** A dropdown menu.
- Buttons:** Two buttons at the bottom left: "Save" and "Back to List".

Step 4: Save all the information you have entered by selecting the **save** button. Select **Back to List**.

PPR Narrative Form

The PPR Narrative includes a group of open narrative fields where the grantee representative will provide targeted information regarding aspects of the grant implementation. The form includes detailed information regarding the key items ACF OFA wishes to be included in the respective sections.

The Narrative Form is identified below. Once the button is selected, the form will open and a group of narrative fields will be presented.

The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)							
PPR Period	Data Entry Forms						
Year 2: 09/30/11 - 03/29/12 1	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages	HTML PPR Projections	PDF PPR Projections
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages		

Data may be entered into the respective narrative fields at any time during the semi-annual period. The data may be updated and modified at any point prior to completing and submitting the PPR to OFA.

Step-by-Step Instructions to Complete the PPR Narrative Form

Step 1: Use your mouse to select the PPR Narrative Button.

Step 2: Enter the narrative into the appropriate field. Please note that the narrative fields allow information to be copy and pasted into and out of each field.

Tips for formatting information entered into narrative fields:

- You can cut and paste information from a word document into the narrative field of interest. This approach help you to avoid timing out and losing information by typing the information to each narrative field directly into the PRS if it is a large amount of information.
- Please note that bullet symbols copied from a word document will not save and appear as formatted in a word document. Spacing between paragraphs is preserved when entered into the narrative field and reviewed in the html and pdf report formats.

Introduction

Use the space provided to address the following items:

- Briefly restate the purpose of your grant and the target population to be served noting the income eligibility threshold. Explain the progress of the project in serving the TANF population (those actively receiving TANF).
- List and explain the quantifiable objectives or goals of the program for the full five year project period, specifically the number enrolled, completed, and employed.
- List the occupations for which participants will be trained/tested/certified for once they complete the program.
- List and briefly describe the relationship with each the three required partners: the TANF agency, the Workforce Investment Board, and the Office of Apprenticeship.

asdf

Step 3: Save all the information you have entered by selecting the **save** button. Select **Back to List**.

Note: *Some modification has been made to the language in the instructions to some of the narrative fields since the last PPR period. Please review all instructions for each narrative field.*

PPR Administrative Milestones Form

The PPR Administrative Milestones Form is where grantees track accomplishments under the HPOG grant for a given grant year. ACF uses the information to account for the annual expenditure of Federal funds, assess the progress of the grant program development and provide feedback to assist grantees in implementing their HPOG grant program. The Administrative Milestones section is a customized set of activities based on the needs and approach of the individual grant program.

Administrative Milestones may include:

- ❖ Hiring of HPOG program staff and leadership team members
- ❖ Developing program resource partners and signing MOUs with partner organizations
- ❖ Developing additional resources for program services and available activities

Note: *Please contact your OFA Program Specialist to provide support in identifying appropriate items to track in the Administrative Milestones component of the PPR.*

Step-by-Step Instructions to Complete the PPR Administrative Milestones Form

Step 1: Use your mouse to select the PPR Administrative Milestones Button.

The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)							
PPR Period	Data Entry Forms						
Year 2: 09/30/11 - 03/29/12 1	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages	HTML PPR Projections	PDF PPR Projections
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages		

Step 2: Use your mouse to enter information into each of the fields for each individual item identified as an Administrative Milestone.

welcome	registrants/participants	exited participants	deleted participants	ppr	grantee data	changes	reports
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The Urban Institute			
Federal Grant Number	DUNS Number	EIN Number	Due Date
<input type="text" value="90FX0000"/>	<input type="text" value="9876"/>	<input type="text" value="87654321"/>	<input type="text" value="09/29/2013"/>

SF-PPR Administrative Milestones	
Indicator: <input type="text" value="Administrative Milestones"/>	Indicator <input type="text"/>
Quantity <input type="text"/>	Due Date <input type="text"/>
<input type="button" value="Add Item"/>	<input type="button" value="back to list"/>

Step 3: Save all the information you have entered for that individual milestone by selecting the **Add Item** button. The information entered into the form will populate into the summary table below the form for data collection.

A. Administrative Milestones						
Indicator	Qty	Due Date	Anticipated	Actual	Explanation of Variance (period 1)	Explanation of Variance (period 2)
Hire Progra...	4	12/12/2011	Achieve objective	Objective exceeded	anticipated	Actual Variance
asdfa	dafs	03/12/2011		Objective exceeded		achieved
number 2	24	07/27/1925		Objective exceeded		Actual
number 3	5	07/27/1925		Miss objective		Actual
Added perio...	3	12/12/2011	Objective exceeded	Objective exceeded	Explanation	Explanation added period 2

Step 4: To Update or modify a specific item entered in the Summary Table, use your mouse to highlight the desired item. Double click on the individual row to open a group of fields where information may be updated or modified. This is where you will be able to update actual performance and provide an explanation of variance as needed. Please provide an explanation for any indicator that was missed or need additional information.

Enter any information into the form that is new or a modification to existing information.

Step 5: Select the **Update Item** button with your mouse. Upon making this selection, you are taken back to the summary form of the Administrative Milestones Form.

Repeat steps 4 and 5 for as many items as needed.

Step 6: Save all the information you have entered by selecting the **Update Item** button. Select **Exit**.

Step 7: If you wish to **remove any existing Administrative Milestones**, double click on the specific item of interest. Upon making this selection, you are taken back to the individual record form where you may use the pick list item indicating “Remove Record” and change the response to Yes. Please note that you should not be deleting previously approved Administrative Milestones. If the milestone was not complete, then you need to reflect “Miss Objective” in the Actual Performance and use the Explanation of Variance column to explain. Save the form by selecting Update Item. You are then taken back to the overall Administrative Milestones form. ***You are able to enter and update any existing Administrative Milestone during the semi-annual reporting period.***

The screenshot shows a web-based form titled "Edit Indicator". The main section is "A. Administrative Milestones". It contains several input fields: "Item:" with the value "JWB MOU", "Quantity:" with the value "1", and "Due Date:" with the value "10/30/2011". Below these are two dropdown menus: "Actual performance of current grant year performance" and "Explanation of variance". At the bottom of the form, there is a dropdown menu labeled "Delete This Record:" which is currently set to "Y" and is circled in red. Below the form are two buttons: "Update Item" and "Exit". On the right side of the page, there is a "log-out" button and a "Current PPR Period:" field showing "03/30/12 - 09/29/12".

PPR Outputs Form

The PPR Outputs Form is the location where accomplishments under the grant for the current grant year are tracked to assess **activities you undertake for the participants served**. ACF uses the information to collect comparative data required to account for the annual expenditure of Federal funds, assess the progress and impact of ACF’s federally funded HPOG programs against ACF’s Strategic Plan goals, and provide feedback to assist grantees.

Outputs reported in the PPR include:

- ❖ Total unduplicated enrollment
- ❖ Total enrollment of clients in Any Training
- ❖ Total enrollment of clients in Healthcare Vocation/ Occupational Training
- ❖ Total enrollment of clients in Remedial/ Pre-Training
- ❖ Enrollment by individual Healthcare Vocational/Occupational Training activity
- ❖ Enrollment by individual Remedial/Pre-Training activity
- ❖ Support Services Provided

Activities listed as outputs are customized to the individual grantee HPOG program services and goals.

For any Output item where more detailed information is needed regarding the Explanation of Variance, please use the “Obstacles” narrative section under the Narrative Form of the PPR. If information is entered in the Obstacles space, please note “see obstacles section” in the explanation of variance field.

If there is a similar reason that explains the variance in multiple Output items in the projected versus the actual quantity, please explain one time for the first of these items, and then state “same as above” for the subsequent rows.

Step-by-Step Instructions to Complete the PPR Outputs Form

Step 1: Use your mouse to select the appropriate PPR Outputs Button. Information for the following performance measures are drawn from the following corresponding PRS forms:

Identified PPR Button Selection	Participants Included in Value	Information Included
Outputs: Enrollment	<p>New: Participants with an enrollment date between 9/30/2011 – 9/29/2012 for the first time ever during enrollment to date.</p> <p>First-Time: Participants with and enrollment date between 9/30/2011 – 9/29/2012 for the first time ever during enrollment to date.</p> <p>Active: participants enrolled in any identified activity for one day or more between 9/30/2011 – 9/29/2012.</p>	<ol style="list-style-type: none"> 1. Entry into any Remedial / Pre-Training Education Activity 2. Entry into any Healthcare Vocational / Occupational Training Activity 3. Receipt of any Soft Skills / Life Skills / Work Readiness Workshops
Outputs: Support Services	<p>Active: participants that receive a service one or more times between 9/30/2011 – 9/29/2012.</p>	<ol style="list-style-type: none"> 1. Receipt of one or more instances of support in any Support Service category during the period

The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)									
PPR Period	Data Entry Forms								
Year 2: 09/30/11 - 03/29/12 1	summary	narrative	administrative milestones	Outputs: Enrollment	Outputs: Support Services	Outcomes: Completion	Outcomes: Employment & Wages	HTML PPR	PDF PPR
								HTML PPR Projections	PDF PPR Projections
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outputs: Support Services	Outcomes: Completion	Outcomes: Employment & Wages	HTML PPR	PDF PPR

Step 2: Proceed through the table and enter the following responses for each enrollment variable: **Number of Clients Enrolled, Total Enrollment of Clients in Any Education/ Training Activity, Enrollment in Healthcare Vocational/ Occupational Training, Enrollment in Remedial/ Pre-Training Activity.**

- ❖ REVIEW the unduplicated projected participant enrollment for the entire Year 2 annual period in **Projected Quantity**. **Note that this value was entered in the PPR for the first semi-annual period of Year 2.**

Please do not make any changes or edits to the recorded value without the ACF Program Specialist’s approval to make the modification.

- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you **compare the Projected versus Actual Quantity**.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select **“save”** periodically as you move through the table to complete data entry.

The Urban Institute						
Federal Grant Number:		DUNS Number:	EIN Number:	Due Date:	Current PPR Period:	
08976523		12345678	5678	09/29/2012	03/30/12 - 09/29/12	
PPR Outputs: Enrollment						
Outputs: Enrollment						
Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual performance	Explanation of Variance (Max. characters: 100)
1	Number of Clients Enrolled	New	50	14	<input type="text"/>	
		Active	100	91	<input type="text"/>	
Outputs: Enrollment in Education / Training						
1	Total Enrollment of Clients in Any Education / Training Activity			11	<input type="text"/>	
2	Enrollment in Healthcare Vocational / Occupational Training			36	<input type="text"/>	
3	Enrollment in Remedial / Pre-Training Activity			19	<input type="text"/>	
				31	<input type="text"/>	
				10	<input type="text"/>	
				22	<input type="text"/>	

Compare the above values to make the correct selection to the Actual Performance pick list field.

Step 3: Proceed through the table to enter the following responses for each **Healthcare Vocational/Occupational Training Activity**.

- ❖ REVIEW the total projected participant enrollment for the entire Year 2 annual period in **Projected Quantity**. Note that this value was entered in the PPR for the first semi-annual period of Year 2.
- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you *compare the Projected versus Actual Quantity*.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select “**save**” periodically as you move through the table to complete data entry.

Outputs: Enrollment in Individual Healthcare Vocational / Occupational Training Activity						
Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual Performance	Explanation of Variance (Max. characters: 100)
1	Unknown	Active	61	1	<input type="text"/>	
2	21-1010 Counselors	Active		2	<input type="text"/>	
3	21-1094 Community Health Workers	Active		1	<input type="text"/>	

Step 4: Proceed through the table to enter the following responses for each **Remedial/Pre-Training Activity**.

- ❖ REVIEW the projected participant enrollment for the entire Year 2 annual period in **Projected Quantity**. **Note that this value was entered in the PPR for the first semi-annual period of Year 2.**
- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you *compare the Projected versus Actual Quantity*.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select “save” periodically as you move through the table to complete data entry.

Outputs: Enrollment in Individual Remedial / Pre-Training Activity						
Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual performance	Explanation of Variance (Max. characters: 100)
1	General Educational Degree (GED) Classes	Active	45654	11	<input type="text"/>	
2	Pre-GED Classes	Active	71	2	<input type="text"/>	
3	English as a Second Language (ESL) Instruction	Active	41	2	<input type="text"/>	
4	Adult Basic Education	Active	689	1	<input type="text"/>	
5	Orientation or Introduction to Healthcare Careers or Occupations	Active	11	5	<input type="text"/>	

Step 5: Save the changes entered and select the Back to List button.

7	Prerequisite Subject Courses Prior to Entering Occupational Program	Active	31	0	<input type="text"/>	
8	Other Remedial or Basic Skills Education Training	Active	41	1	<input type="text"/>	

Remember that all Remedial/Pre-Training and Healthcare Occupational/Vocational activities included in the Outputs table are drawn from the approved programs listing on the Grantee Data Tab under training activities. Please review that tab to ensure that all approved programs are listed and reflected in the PPR Outputs table.

Step 6: Select the **Outputs: Support Services** button from the summary form. Enter the form and proceed through the table to enter the following responses for each **Support Service Provided**.

- ❖ REVIEW the projected participants served for the entire Year 2 annual period in **Projected Quantity**. Please note that for the projections, each service only counts once per participant in

each reporting period, regardless of whether the participant received the service one time or multiple times during the period.

- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you *compare the Projected versus Actual Quantity*.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select **“save”** periodically as you move through the table to complete data entry.

Remember that all Support Services included in the Outputs table are drawn from the participant level Support Services forms. All Support Services will appear in the Outputs table.

PPR Outputs: Support Services						
Outputs: Soft Skills						
Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual Performance	Explanation (Max. c
1	Number of Participants with Employment Development Activities in Soft Skills	Active	48	4	<input type="text" value=""/>	<input type="text" value=""/>
Outputs: Individual Support Services						
Measure Number	Item / Action	Projected Quantity	Participants Included	Actual Quantity	Actual Performance	Explanation (Max. c
Pre-Enrollment / Intake Assessment Services Provided						
1	Pre-employment Screening Services	Active	91	2	<input type="text" value=""/>	<input type="text" value=""/>
2	Initial / Intake Assessment	Active	10	1	<input type="text" value=""/>	<input type="text" value=""/>

Step 7: Save all the information you have entered by selecting the **save** button. Select **back to list**.

40	Work / training Uniforms, Supplies, Tools	Active	11	0	<input type="text" value=""/>	<input type="text" value=""/>
41	Computer / Technology	Active	21	0	<input type="text" value=""/>	<input type="text" value=""/>
Other Support Resources Provided						
42	Other Social Supportive Service	Active	51	0	<input type="text" value=""/>	<input type="text" value=""/>

PPR Outcomes Form

The PPR Outcomes Form is the location where accomplishments under the grant for the current grant year are tracked to assess intermediate and final outcomes, including changes in the behavior, skill, attitude, situation, or knowledge of the participants served. ACF uses the information to collect comparative data required to account for the annual expenditure of Federal funds, assess the progress and impact of ACF's federally-funded HPOG programs against ACF's Strategic Plan goals, and provide feedback to assist grantees.

Outcomes reported in the PPR include:

- ❖ Total completing any Education/ Training Activity
- ❖ Total completing Any Healthcare Vocational/ Occupational Activity
- ❖ Total completing Any Remedial/ Pre-Training Activity
- ❖ Completion by individual Healthcare Vocational/Occupational Training activity
- ❖ Completion by individual Remedial/Pre-Training activity
- ❖ Employment
- ❖ Average wage

Activities listed as outcomes are customized to the individual grantee HPOG program services and goals.

For any Outcome item where more detailed information is needed regarding the Explanation of Variance, please use the "Obstacles" narrative section under the Narrative Form of the PPR. If information is entered in the Obstacles space, please note "see obstacles section" in the explanation of variance field.

If there is a similar reason that explains the variance in multiple Outcome items in the projection versus the actual quantity, please explain one time for the first of these items, and then state "same as above" for the subsequent rows.

Step-by-Step Instructions to Complete the PPR Outcomes Form

Step 1: Use your mouse to select the PPR Outcomes: Completion Button.

The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)							
PPR Period	Data Entry Forms						
Year 2: 09/30/11 - 03/29/12 1	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages	HTML PPR Projections	PDF PPR Projections
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages		

Step 2: Proceed through the table to enter the following responses for each completion variable: **Total Completing Any Education/Training Activity, Total Completing Any Healthcare Vocational/ Occupational Activity, Total Completing Any Remedial/ Pre-Training Activity.**

- ❖ REVIEW the projected participants served for the entire Year 2 annual period in **Projected Quantity**. Please note that for the projections, each activity only counts once per participant in each reporting period, regardless of whether the participant received the service one time or multiple times during the period.
- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you *compare the Projected versus Actual Quantity*.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select **“save”** periodically as you move through the table to complete data entry.

PPR Outcomes: Completion						
Outcomes: Education / Training Completion						
Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual Performance	Explanation of Variance (Max. characters: 100)
1	Total Completing Any Education / Training Activity	First-time	10	12	<input type="text" value=""/>	<input type="text" value=""/>
		Active	20	15	<input type="text" value=""/>	<input type="text" value=""/>
2	Total Completing Any Healthcare Vocational / Occupational Activity	First-time	30	5	<input type="text" value=""/>	<input type="text" value=""/>
		Active	40	7	<input type="text" value=""/>	<input type="text" value=""/>
3	Total Completing Any Remedial / Pre-Training Activity	First-time	50	8	<input type="text" value=""/>	<input type="text" value=""/>
		Active	60	9	<input type="text" value=""/>	<input type="text" value=""/>

Step 3: Proceed through the table to enter the following responses for each **Healthcare Vocational/Occupational Training Activity Completion**.

- ❖ REVIEW the projected participants served for the entire Year 2 annual period in **Projected Quantity**. Please note that for the projections, each activity only counts once per participant in each reporting period, regardless of whether the participant received the activity one time or multiple times during the period.
- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you *compare the Projected versus Actual Quantity*.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select “save” periodically as you move through the table to complete data entry.

Outcomes: Individual Healthcare Vocational / Occupational Training Completion						
Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual Performance	Explanation of Variance (Max. characters: 100)
1	Unknown	Active	11	0	<input type="text"/>	<input type="text"/>
2	21-1010 Counselors	Active		0	Objective exceeded Achieve objective Miss objective N/A	<input type="text"/>
3	21-1094 Community Health Workers	Active	12	0	<input type="text"/>	<input type="text"/>
4	29-1140 Registered Nurses	Active	11	3	<input type="text"/>	<input type="text"/>
5	29-1199 Health Diagnosing and Treating Practitioners, All Others	Active	11	1	<input type="text"/>	<input type="text"/>
6	29-2021 Dental Hygienists	Active		0	<input type="text"/>	<input type="text"/>

Step 4: Proceed through the table to enter the following responses for each **Remedial/Pre-Training Activity Completion**.

- ❖ REVIEW the projected participants served for the entire Year 2 annual period in **Projected Quantity**. Please note that for the projections, each service only counts once per participant in each reporting period, regardless of whether the participant received the service one time or multiple times during the period.
- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you *compare the Projected versus Actual Quantity*.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select “save” periodically as you move through the table to complete data entry.

Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual Performance	Explanation of Variance (Max. characters: 100)
1	General Educational Degree (GED) Classes	Active	88	6	<input type="text"/>	
2	Pre-GED Classes	Active	11	0	Objective exceeded Achieve objective Miss objective N/A	
3	English as a Second Language (ESL) Instruction	Active	11	1	<input type="text"/>	
4	Adult Basic Education	Active	11	0	<input type="text"/>	
5	Orientation or Introduction to Healthcare Careers or Occupations	Active	11	1	<input type="text"/>	

Step 5: Save the changes entered and select the Back to List button.

7	Prerequisite Subject Courses Prior to Entering Occupational Program	Active	31	0	<input type="text"/>	
8	Other Remedial or Basic Skills Education Training	Active	41	1	<input type="text"/>	

Remember that all Remedial/Pre-Training and Healthcare Occupational/Vocational activities included in the Outcomes table are drawn from the approved programs listing on the Grantee Data Tab under training activities. Please review that tab to ensure that all approved programs are listed and reflected in the PPR Outcomes table.

Step 6: Select the **Outcomes: Employment and Wages** button from the summary form. Enter the form and proceed through the table to enter the following responses for each **Employment** performance indicator.

- ❖ REVIEW the projected participants served for the entire Year 2 annual period in **Projected Quantity**. Please note that for the projections, each experience of employment counts one time per participant in each reporting period.
- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you **compare the Projected versus Actual Quantity**.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select **“save”** periodically as you move through the table to complete data entry.

PPR Outcomes: Employment						
Outcomes: Employment						
Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual Performance	Explanation (Max. ch
1	Number of Clients Employed in Healthcare Sector	First-time	10	<u>13</u>	<input type="text"/>	We didn't
		Active	20	<u>16</u>	<input type="text"/>	
2	Number of Clients Employed in Any Sector	First-time	30	<u>14</u>	<input type="text"/>	
		Active	40	<u>17</u>	<input type="text"/>	
Outcomes: Employment in Individual Healthcare Occupations						
1	Unknown	Active	771	0	<input type="text"/>	We enroll
2	11-9121 Clinical Research Coordinator	Active	10	0	<input type="text"/>	
3	21-1010 Counselors	Active		0	<input type="text"/>	
4	21-1011 Substance Abuse and Behavioral Disorder Counselors	Active		<u>1</u>	<input type="text"/>	
5	21-1090 Miscellaneous Community and Social Service Specialists	Active	20	0	<input type="text"/>	

Remember that all Employment items include participants who may be employed (1) after HPOG intake / during enrollment in the HPOG program, (2) at exit from the HPOG program, or (3) at follow-up from exiting the HPOG program. A participant may be employed at one or more points identified above within the semi-annual period. Please see Appendix Table B for more information about the calculation for each Employment entry in the PRS Outcomes table.

Step 7: Proceed through the table to enter the following responses for each **Average Wage** item.

- ❖ REVIEW the projected average wage for the entire Year 2 annual period in **Projected Quantity**.
- ❖ For the PPR completed in semi-annual period 2, select the appropriate response option in the column **Actual Performance** column as you **compare the Projected versus Actual Quantity**.
- ❖ Identify any brief comments in the explanation of variance field.
- ❖ Please remember to select **“save”** periodically as you move through the table to complete data entry.

Measure Number	Item / Action	Participants Included	Projected Quantity	Actual Quantity	Actual Performance	Expl (Max)
1	Average in Healthcare Sector	First-Time	12.00	9.65	<input type="text"/>	<input type="text"/>
		Active	99.00	9.88	<input type="text"/>	<input type="text"/>
2	Average in Any Sector	First-Time	23.00	17.86	<input type="text"/>	<input type="text"/>
		Active	90.00	16.81	<input type="text"/>	<input type="text"/>
Outcomes: Individual Healthcare Occupational Average						
1	Unknown	Active	11.00	0.00	<input type="text"/>	<input type="text"/>
2	11-9121 Clinical Research Coordinator	Active	11.00	0.00	<input type="text"/>	<input type="text"/>
3	21-1010 Counselors	Active		0.00	<input type="text"/>	<input type="text"/>
4	21-1011 Substance Abuse and Behavioral Disorder Counselors	Active		0.00	<input type="text"/>	<input type="text"/>

Remember that all Average Wage items include participants who may be employed (1) after HPOG intake / during enrollment in the HPOG program, (2) at exit from the HPOG program, or (3) at follow-up from exiting the HPOG program. A participant is included in the average wage calculations only when a wage value is recorded at the associated time of employment. The average wage value included is based on the first reported wage of any job/paid employment recorded. Please see Appendix Table B for more information about the calculation for each Average Wage entry in the PRS Outcomes table.

Step 8: Save all the information you have entered by selecting the **save** button. Select the **back to list** button.

Printing a PPR

The PPR content may be produced in a PDF format throughout a period of information entry and upon completion of the report. To produce and print a PPR:

Step 1: Visit the front overview page of the PPR tab. The right most buttons for each PPR period includes a button for report generation. You may select to generate the report in an html format or a PDF format. Select the format desired to review the report.

Step 2: Select the print button.

The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)							
PPR Period	Data Entry Forms						
Year 2: 09/30/11 - 03/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages	HTML PPR Projections	PDF PPR Projections
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	Outputs: Enrollment	Outcomes: Completion	HTML PPR	PDF PPR
				Outputs: Support Services	Outcomes: Employment & Wages		

Step 3: Wait for the document to appear on the screen.

Step 4: Select print or save from your computer File options button.

Remember that you are able to print your PPR throughout the period of developing the information prior to submission. Please ensure that you DO NOT change the completion status on the Summary Form to YES complete before the time when you are ready to print the report for the final time and submit the material to ACF through GrantSolutions as a grant note.

Opening a New PPR Period

The next sequential PPR period report buttons may be activated at any time. Grantees must wait until the PPR for the current period has been completed before opening the new PPR period. To open a new PPR period and confirm that the PPR for the current period has been completed:

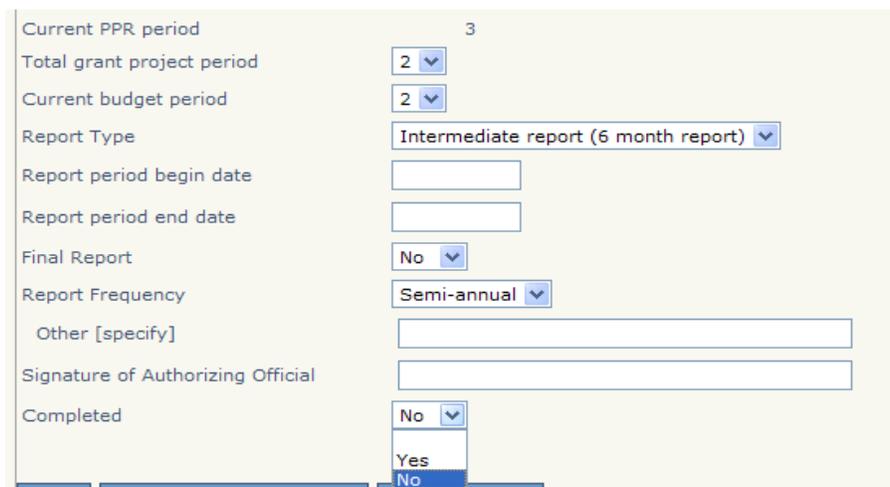
Step 1: Select the Summary Page of the PPR.

Step 2: Move to the bottom of the form to review the field labeled “Completed.”

Step 3: Select the response option of “Yes.”

Step 4: Save all the information you have entered by selecting the **save** button. Select the **back to list** button.

Remember that once the “Completed” data item is changed from No to Yes and the PPR period has ended, the user should only move forward to future PPR periods. New information cannot be entered into the PPR periods that have been completed as the PPR for the prior periods completed will be locked.



The screenshot shows a form with the following fields and values:

Current PPR period	3
Total grant project period	2
Current budget period	2
Report Type	Intermediate report (6 month report)
Report period begin date	
Report period end date	
Final Report	No
Report Frequency	Semi-annual
Other [specify]	
Signature of Authorizing Official	
Completed	No

The 'Completed' dropdown menu is open, showing 'Yes' and 'No' options. The 'Yes' option is highlighted in blue.

Step 5: Upon returning to the overview form, you will see that the PPR period just identified as Completed is now represented by grey buttons. The new period opened and now available for data entry is presented in blue buttons. You may proceed into the new period to enter data.

Please note that you may continue to access the prior PPR periods that are presented in dark grey to review information.

welcome	registrants/participants	exited participants	deleted participants	ppr	grantee data	changes	reports
Grantee: The Urban Institute							
The Urban Institute: Semi-Annual Grantee Program Performance Report (PPR)							
Year 1: 09/30/10 - 03/29/11	summary	narrative	administrative milestones	outputs	outcomes		
Year 1: 03/30/11 - 09/29/11	summary	narrative	administrative milestones	outputs	outcomes		
Year 2: 09/30/11 - 03/29/12	summary	narrative	administrative milestones	outputs	outcomes		
Year 2: 03/30/12 - 09/29/12	summary	narrative	administrative milestones	outputs	outcomes		
Year 3: 09/30/12 - 03/29/13	summary	narrative	administrative milestones	outputs	outcomes		
Year 3: 03/30/13 - 09/29/13	summary	narrative	administrative milestones	outputs	outcomes		
Year 4: 09/30/13 - 03/29/14	summary	narrative	administrative milestones	outputs	outcomes		

New / Current opened PPR period



Future PPR periods not currently opened



Prior / Completed PPR period

Questions about Data Entry into the PPR Module

If you have any questions regarding data entry in the PPR, please contact the PRS Support Team directly at:

PRSSupport@urban.org

1- 866-341-9089 (toll free)

Appendix A. Explanation of PPR Output Indicator Calculations

Indicator	Group Included	Definition of Who is Included
Enrollment		
1. Enrollment	New	The number of NEW participants who enrolled into your HPOG program between 9/30/11 – 9/29/12. This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.
	Active	The number of participants your HPOG program served during the annual period (9/30/11 – 9/29/12). This includes NEW participants PLUS continuing participants. This count includes any participants that enrolled into a training in the period AND includes participants in the First-Time.
2. Enrollment in Any Education /Training Activity	First-Time	The number of participants who enrolled for the FIRST-TIME in ANY HPOG training activity (Remedial/Pre- Training or Healthcare Vocational/Occupational Training) during this annual grant period (9/30/11 – 9/29/12). This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.
	Active	The number of participants enrolled in ANY HPOG training activity (Remedial/Pre-Training or Healthcare Vocational/Occupational Training) during the annual period (9/30/11 – 9/29/12). This includes FIRST-TIME participants PLUS continuing participants. This count includes any participants that enrolled into a training in the period AND includes participants in the First-Time.
3. Enrollment in Healthcare Vocational /Occupational Training	First-Time	The number of participants who enrolled for the FIRST-TIME in a Healthcare Occupational/Vocational HPOG training activity during this annual grant period (9/30/11 – 9/29/12). This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.
	Active	The number of participants enrolled in a Healthcare Occupational/Vocational HPOG training activity during the annual grant period (9/30/11 – 9/29/12). This includes FIRST-TIME participants PLUS continuing participants. This count includes any participants that enrolled into a training in the period AND includes participants in the First-Time.

Indicator	Group Included	Definition of Who is Included
4. Enrollment in Remedial /Pre-Training	First-Time	The number of participants who enrolled for the FIRST-TIME in a Remedial/Pre-Training HPOG training activity during this annual grant period (9/30/11 – 9/29/12). This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.
	Active	The number of participants who were enrolled in a Remedial/Pre-Training HPOG training activity during this annual grant period (9/30/11 – 9/29/12). This includes FIRST-TIME participants PLUS continuing participants. This count includes any participants that enrolled into a training in the period AND includes participants in the First-Time.
5. Enrollment in Individual Healthcare Vocational /Occupational Training Activity	Active	The number of participants who were enrolled in EACH Healthcare Vocational /Occupational Training HPOG training activity during this annual grant period (9/30/11 – 9/29/12). This includes FIRST-TIME participants PLUS continuing participants. This count includes any participants that enrolled into a training in the period AND includes participants in the First-Time.
6. Enrollment in Individual Remedial /Pre-Training Activity	Active	The number of participants who were enrolled in EACH Remedial/Pre-Training HPOG training activity during this annual grant period (9/30/11 – 9/29/12). This includes FIRST-TIME participants PLUS continuing participants. This count includes any participants that enrolled into a training in the period AND includes participants in the First-Time.
Supportive Services		
7. Soft Skills/Life Skills Training (located on Employment Development Form)	Active	The number of participants who were enrolled in ONE OR MORE Soft Skills / Life Skills Training activity during this annual grant period (9/30/11 – 9/29/12). This count includes ALL participants that enrolled into a soft skills / life skills activity one time or more in the period.
8. Individual Support Services	Active	The number of participants who received EACH type of Support Service ONE OR MORE times during this annual grant period (9/30/11 – 9/29/12). NOTE: Each participant only counts once in an annual period, whether a service was provided in the first, second, or both semi-annual periods. This count includes ALL participants that received each form of support one time or more in the period.

Appendix B. Explanation of PPR Outcome Indicator Calculations

Indicator	Group Included	Definition of Who is Included
Education/Training		
1. Completing Any Education /Training Activity	First-Time	<p>The number of participants who completed ANY HPOG training activity (Remedial/Pre-Training or Healthcare Vocational/Occupational Training)for the FIRST TIME during the annual grant period (9/30/11 – 9/29/12). This value DOES NOT include participants who completed ANY type of training activity in a prior annual period.</p> <p>This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.</p>
	Active	<p>The number of participants who completed ANY HPOG training activity (Remedial/Pre-Training or Healthcare Vocational/Occupational Training) during the annual grant period (9/30/11 – 9/29/12). This value MAY include participants who completed ONE OR MORE HPOG training activities (Remedial/Pre-Training or Healthcare Vocational/Occupational Training) in a prior annual period.</p> <p>This count includes any participants that completed a training in the period AND includes participants in the First-Time.</p>
2. Completing Healthcare Vocational /Occupational Training Activity	First-Time	<p>The number of participants who completed a Healthcare Vocational/Occupational HPOG training activity FIRST-TIME during the annual grant period (9/30/11 – 9/29/12). This value DOES NOT include participants who completed ANY Healthcare Vocational/Occupational HPOG training activity in a prior annual period.</p> <p>This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.</p>
	Active	<p>The number of participants who completed a Healthcare Vocational/Occupational HPOG training activity during the annual grant period (9/30/11 – 9/29/12). This value MAY include participants who completed ONE OR MORE Healthcare Vocational/Occupational HPOG training activity in a prior annual period.</p> <p>This count includes any participants that completed a training in the period AND includes participants in the First-Time.</p>

Indicator	Group Included	Definition of Who is Included
3. Completing Remedial/Pre-Training Activity	First-Time	The number of participants who completed a Remedial/Pre-Training HPOG activity for the FIRST-TIME during the annual grant period (9/30/11 – 9/29/12). This value DOES NOT include participants who completed ANY Remedial/Pre-Training HPOG activity in a prior annual period. This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.
	Active	The number of participants who completed a Remedial/Pre-Training HPOG activity during the annual grant period (9/30/11 – 9/29/12). This value MAY include participants who completed ONE OR MORE Remedial/Pre-Training HPOG activities in a prior annual period. This count includes any participants that completed a training in the period AND includes participants in the First-Time.
4. Completing Individual Healthcare Vocational/ Occupational Training	Active	The number of participants who completed EACH Healthcare Vocational/Occupational Training HPOG training activity during the annual grant period (9/30/11 – 9/29/12). This value MAY include participants who completed ONE OR MORE Healthcare Vocational/Occupational HPOG training activity in a prior annual period. This count includes any participants that completed a training in the period AND includes participants in the First-Time.
5. Completing Individual Remedial /Pre-Training Activities	Active	The number of participants who completed EACH Remedial/Pre-Training HPOG activity during the annual grant period (9/30/11 – 9/29/12). This value MAY include participants who completed ONE OR MORE Remedial/Pre-Training HPOG activity in a prior annual period. This count includes any participants that completed a training in the period AND includes participants in the First-Time.

Indicator	Group Included	Definition of Who is Included
Employment		
6. In Healthcare Sector	First-Time	The number of individuals that became employed in the healthcare sector during the period (9/30/11 – 9/29/12), whether active, exiting or at the 6-month follow-up. This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.
	Active	The number of individuals employed in the healthcare sector during the period (9/30/11 – 9/29/12), whether enrolled, exiting, or at the 6-month follow-up. This count includes any participants employed in the period AND includes participants in the First-Time.
7. In Any Sector	First-Time	The number of individuals that became employed in any sector during the period (9/30/11 – 9/29/12), whether active, exiting or at the 6-month follow-up. This value is an unduplicated count with each person counting only one time. A participant can be included in this value only one time.
	Active	The number of individuals employed in any sector during the period (9/30/11 – 9/29/12), whether enrolled, exiting, or at the 6-month follow-up. This count includes any participants employed in the period AND includes participants in the First-Time.
8. Individual Healthcare Occupations	Active	The number of participants employed in EACH healthcare occupation type (identified by SOC) during the annual period (9/30/11 – 9/29/12) whether enrolled, exiting or at the 6-month follow-up. This count includes any participants employed in the period AND includes participants in the First-Time. A participant may be counted one time in each SOC category for a PPR period. Therefore a participant may be counted multiple times and the total SOC categories should NOT be added to identify the total number of employed participants.

Indicator	Group Included	Definition of Who is Included
<p>Average Wage</p> <p>Note that for ALL wage indicators, average wave values are taken for only those participants with a specific wage recorded in association with each recorded employment experience. A value of 0 will not be included in the average value. Averages are taken by including only participants that have a specific wage recorded.</p>		
<p>9. Average in Healthcare Sector</p>	<p>First-Time</p>	<p>The average wage for participants who become employed in the healthcare sector during the period (9/30/11 – 9/29/12). This value is the average wage among participants counted in item FIRST-TIME employment.</p>
	<p>Active</p>	<p>The average wage for participants employed in the healthcare sector during the annual period (9/30/11 – 9/29/12). This value is the average wage among participants counted in item ACTIVE employment.</p>
<p>10. Average in Any Sector</p>	<p>First-Time</p>	<p>The average wage for participants who became employed in any sector during the period (9/30/11 – 9/29/12). This value is the average wage among participants counted in item FIRST- TIME employment.</p>
	<p>Active</p>	<p>The average wage for participants employed in any sector during the annual period (9/30/11 – 9/29/12). This value is the average wage among participants counted in item ACTIVE employment.</p>
<p>11. Individual Healthcare Occupational Averages</p>	<p>Active</p>	<p>The average wage for participants employed in EACH healthcare sector during the annual period (9/30/11 – 9/29/12). This value is the average wage among participants counted in item ACTIVE employment by individual SOC.</p>

