**WIOA - ETP Performance Report (FAQ)**

PY18 Annual Reporting

Contents

[Commonly Used Terms: 1](#_Toc12876812)

[General Reporting Requirements: 3](#_Toc12876813)

[Reporting Scope/Program Year: 5](#_Toc12876814)

[Student Focus: 7](#_Toc12876815)

[Supportive Documents: 8](#_Toc12876816)

[Non-Texas Issues: 9](#_Toc12876817)

[Provider Details Tab: 10](#_Toc12876818)

[Campus Details Tab: 10](#_Toc12876819)

[Program Details Tab: 10](#_Toc12876820)

[Student Details Tab: 10](#_Toc12876821)

## Commonly Used Terms:

**Eligible Training Provider (ETP):**

A provider of a training program(s), as defined by WIOA §122(a)(2), that has one or more programs determined eligible to be included on the State ETPL.

**Eligible Training Provider List (ETPL):**

A list of eligible training providers and programs made publicly available online to ensure consumer choice for individuals that are eligible for training. An eligible training provider (ETP) that is on the State ETPL may receive funding for training services through an individual training account (ITA).

**Eligible Program:**

A program of training services, as defined by WIOA §134(c)(3)(D), that is approved and eligible, as required by WIOA §122, to be included on the State ETPL.

**Annual ETP performance report:**

A report compiled by the training provider that provides data on all students participating in training programs included on the State list of eligible training providers and programs. The Texas Workforce Commission (TWC) will give providers a spreadsheet with campus and program details. Providers will add all data required by the US Department of Labor (DOL) for all of their students, including student outcome information, and submit the completed, password-protected spreadsheet to TWC. This report must be submitted annually in order to maintain eligibility as a training provider and to remain on the State Eligible Training Provider List (ETPL).

**Individual Training Account (ITA):**

Training services for eligible individuals are typically provided by eligible training providers who receive payment for their services through an ITA. The ITA is a payment agreement, established on behalf of a participant, with a training provider. Using an ITA, customers that are eligible for enrollment in WIOA title I adult, dislocated workers, or youth programs and determined eligible for training services may purchase training services from providers on the State ETPL in consultation with a career planner, which includes a discussion of program quality and performance information on available training programs listed on the State ETPL. Local Workforce Development Boards (Boards) may fund training services for eligible participants with ITAs if the program offers quality training that helps participants meet individual objectives and employment goals. Boards have discretion to determine which training programs will be funded based on whether the program meets local criteria for quality programs of training and whether it meets the training needs of individual participants. Boards will determine how ITAs will be paid, including a cap on the amount of ITAs, and may establish a limit on the duration of the training program. ITAs may **not** be used to fund programs that are not on the State ETPL.

**ETP reporting requirements:**

For purposes of meeting DOL’s reporting requirements and deadlines, with respect to ETP programs, training providers must provide all student data for all eligible training programs (programs included on the State ETPL) annually. For each annual report, a minimum of two years of data representing all students served by each eligible training program must be submitted to TWC. The parameters for these required annual reports have been broken out by program year below. For example, a report submitted in program year 18 (PY18), must include all data on all students who attended a provider’s training programs (programs listed on the State ETPL) between July 1, 2017 and June 30, 2019. This data must include currently enrolled students as well as students who completed training during this time-period. PY18 annual reports from providers that include all student data for the below time periods will be due to TWC no later than July 21, 2019. For PY19, a similar deadline will be in effect in 2020.

|  |  |  |
| --- | --- | --- |
| **Program Year** | **Reporting Period** | **Deadline to submit reports to TWC** |
| PY 18 | July 1, 2017 to June 30, 2019 | July 21, 2019 |
| PY 19 | July 1, 2018 to June 30, 2020 | July 21, 2020 |

**Recognized Postsecondary Credential:**

Is defined by WIOA §3(52) as a credential consisting of:

* an industry-recognized certificate or certification,
* a certificate of completion of an apprenticeship,
* a license recognized by the State involved or Federal Government, or
* an associate or baccalaureate degree.

## General Reporting Requirements:

**Does the ETP Annual Performance report replace the existing performance report submitted at recertification?**

Yes. All new providers/programs must submit performance information as applicable to be considered for initial eligibility for the Statewide ETP list. Following this initial consideration, every year in July, all providers/programs must submit an annual ETP performance report to be considered for continued eligibility for the Statewide ETP list. TWC will no longer require ETPs to track program expiration in the ETP system. At the end of a programs first year, or initial eligibility period, the most recent annual report data will be used to determine continued eligibility. Providers/programs that submit annual reports will remain on the Statewide ETP list another year. Continued eligibility determinations are made every second year using the most recent submitted performance report.

**Will our institution's Board be provided with the report or will guidance be provided with the report that help us identify our "board"? If multiple boards approve a course/program, how is this listed for the course/program?**

The performance report identifies your campus’ local Board by physical address for technical assistance. Your primary Board should be the Board connected to your main campus location.

**Adult Basic English (ABE) is only to be reported if combined with a certificate outcome. Will we need to report ABE /High school equivalency? Would one-week seminar courses funded by WIOA also need to be reported? Is this report required for one-day seminars?**

All programs that are listed on the Statewide ETP list must provide full annual performance reporting each year to maintain eligibility.

**Will the final performance reports be made public? In a conference call couple of months ago, there was discussion that boards would have to review the info. Is this still the plan?**

The final performance data will be aggregated for a new Statewide ETP list. Boards and providers will be afforded an opportunity to review and respond to TWC on aggregated performance information. Following distribution to local Boards and providers, TWC will make this information available to the public through the TWC website.

**If you have English and Spanish classes can you combine the reports or two separate reports?**

If these are two distinct program options, then they should be reported as separate programs. If a single course in a program allows students to select between English or Spanish options for that course only, you may list the program as a single program.

**How do you report on a program that has had no activity?**

All programs that are listed on the statewide ETP List are considered active and available. If a program is to remain on the statewide ETP List, it must have performance information reported on an annual basis. If a program does not have any WIOA students in a program year, but otherwise is open and linked to other students in general, those other student data must be reported. If a program serves no students for a full program year, the program should contact TWC and/or their local Board to determine appropriate next steps.

**If the program is no longer offered what information are we required to report to TWC?**

If the program is no longer offered, and should be removed from the ETPL, do not update/report any data for that program. This includes student information as well.

**If a program is listed multiple times on the report, do we report students on all application IDs?**

A program may be listed multiple times on the reporting tool. This may happen during recertification or when a program is attached to multiple boards in the ETPS. The highest, or most recent, application ID for a unique program should be reported on. All other application IDs should be left blank. Do not report student data on multiple instances of the same program.

**Is a Certificate Level I from a community college considered a credential or only industry specific credentials are to be listed?**

Recognized Credentials may include: industry-recognized certificates or certifications, certificates of completion for an apprenticeship, licenses recognized by the State involved or Federal Government, associate or baccalaureate degrees, or a secondary school diploma or its equivalent.

## Reporting Scope/Program Year:

**My campus has been an eligible WIOA program provider for some programs. Is the new step/process for new programs being submitted or all existing approved programs already approved?**

The annual ETP performance report is required for all providers and programs currently on the Statewide list.

The process for submission of new programs will now involve submission of data directly to your local Board. Following review of statewide criteria, the Board will submit the program information to TWC.  
Following review of the pending program(s), TWC will generate and submit a student data report which the provider is required to complete and submit directly to TWC for program approval.

Following the Initial report, providers are required to submit ETP Student Data Reports on all programs to remain eligible for the statewide ETP.

**If our program did not become eligible until 2018, are we only to report from that point on and not prior?**

For the Annual Performance Report, a new program will only be required to report student information beginning from when that program was initially approved for the Statewide list.

**Do I need to report this information? We send this information to TWC annually. Why is this new reporting necessary when TWC has this? CSC…**

WIOA regulations require that TWC collect specific information related to ETP performance and eligibility. This information is similar to existing reporting requirements from TWC Career Schools & Colleges and THECB, but not exactly the same. The scope and focus of those reports do not allow TWC to gather and verify the necessary elements in order to meet our reporting requirements to DOL for the ETP program.

**Do the report periods overlap?**

The program year for annual ETP reporting includes the last 12-months of the previous program year. This overlap allows TWC to receive final data as required while minimizing the overall burden to providers.

**Will the overlap period be pre-populated in the next report?**

No. Individual student data will not be provided by TWC on the ETP performance report. All student performance data made public by TWC will be aggregate-level information only.

Programs should plan to keep previous year’s reports to reduce their reporting burden over time. Student outcomes must be updated, as applicable, and accurately reported.

**Will we receive the requested report via email?**

TWC will annually distribute ETP reporting templates to providers in the month prior to the reporting deadline. These reports will be emailed to providers via TWC’s ETP Help Desk.

**Can we submit preliminary report in July and then update later?**

All performance information required for a program year must be submitted to TWC on or prior to the reporting deadline. If a provider believes that there are circumstances that will prevent their report from being completed and submitted prior to this deadline, they must inform TWC and their local Board no later than 30-days prior to that deadline. Failure to submit your ETP performance report on-time may result in removal from the Statewide ETP list for no fewer than 24-months.

**What years are included on the Report for this Performance Year?**

Each year the annual performance report, due in July, requires eligible providers/programs to report on all students connected to programs for the previous 24-months. For example, if the annual report is due in July 2019, then the report must include data on all students connected to a program, or programs, from July 2017 to June 2019.

**What if a program was on the List but was discontinued prior to reporting time? Should we report for only those programs that are currently on ETP list?**

Only providers/programs which are active or want to remain active on the Statewide ETP list must submit annual performance information. If a program was discontinued, and the provider wants it to be placed back on the Statewide ETP list, that program will need to submit performance information to TWC, as applicable.

**If there are programs that we are not going to resubmit to the ETPS and therefore will not be providing reporting data on them what should we do?**

If you do not wish to have a program continue on the ETPL, please:

1.Do not enter any student data connected to that program; and

2.Please make a note regarding any program(s) you wish to discontinue in the Notes tab of the reporting tool.

## Student Focus:

**Please clarify what is meant by report data on all students who were served in an eligible program during the timeframe. Do we report on students who exited during that timeframe (like on past reporting) or students who were enrolled or started during that timeframe? Which students are to be reported on this form? All Students related to eligible programs? When you say students, are you talking about my Department of Labor students or just any students that came through TWC?**

All students served by an eligible program during the program year must be reported on the annual ETP performance report. Providers/programs must report all students without regard to payment method. The annual report must not be limited to local Board-funded students, instead all students attending an eligible program are to be reported. “Students served” includes those who attended an eligible program at any point during the program year. Those students who exited during or will exit after a program year must be included. Students who attend any days of a program but withdraw must be included.

**If TWC support services helped a student in a program that is not on the ETP list, does that need to be reported?**

Only students served directly by programs listed on the Statewide list of eligible providers of training programs (Statewide ETP list) must be reported as part of the annual ETP performance reporting process.

**If the previous person did not keep accurate files and there is missing student information what do you recommend? What are the consequences to the ETP program if students decline to provide SSN's for us to include in the report? Or what if we are unable to reach students to request that info from them?**

WIOA requires that States collect ETP performance information including information on all students served by all eligible programs in that state. For that reason, and to minimize some of the burden which providers would otherwise be fully responsible for, TWC requires that providers submit student information including SSN, credential outcomes, and related dates for all students served by eligible programs. Student SSN data will be used by TWC to match wage and employment records. If a provider submits partial information on students, such as missing SSNs or credential outcomes, those students will be counted in the total for a program, but related outcomes will be negatively affected. For example, if a program with 100 students includes SSNs on 50 of those students, the wage and employment outcomes for that program could not have more than a 50% performance rating.

**Is TWC providing us with the list of students within the reporting tool you provide us to complete? In other words, we will not need to cross reference the list of programs with our list of students to determine who we include in our report to TWC?**

TWC will provide program information in the reporting tool and submit it to you to populate the student data. Providers must provide the student data

## Supportive Documents:

**Will there be a training manual, or will all guidance be available within the reporting tool/provided through the Board/helpdesk?**

TWC is working to develop a comprehensive training guide for the ETP system, as well as connected reporting requirements.

**What is the official website that we have to go to for the reporting?**

The Performance Reporting Tool will be partially filled in and delivered directly to the Administrator contact for each provider with active programs. TWC will use email contact information provided as part of the Initial Eligibility Performance Reporting process.

**How can I make sure that I am the administrative contact?**

To review or change your institution’s Administrator contact, you will need to work with your local Board and TWC’s ETP Unit to update information for all systems.

## Non-Texas Issues:

**For out-of-state programs, can you tell us if our Border states are collecting data in a similar manner?**

WIOA requires all states to collect specific information on training programs and providers both for eligibility consideration and performance reporting. Some flexibility is given to states related to how that information is collected from providers and what information is factored into eligibility determinations. Critical information related to program/provider quality, as well as positive student outcomes, is collected by all states. TWC recognizes the authority granted all states by WIOA in determining the quality of programs in their state. As such, TWC plans to allow local Boards to work with providers from outside Texas, as long as they remain on their respective states’ ETP list, and other local requirements are met, as applicable.

**We serve Arkansas and Texas students. As we are reporting, are all students required or only Texas students?**

All students connected to an eligible program on Texas’ Statewide ETP List must be reported annually using this report, regardless of which state the student resides in.

## Provider Details Tab:

*All information on this tab is for review only. Changes must be requested by local Board. Board approved updates will be submitted to TWC using a separate report.*

## Campus Details Tab:

*All information on this tab is for review only. Changes must be requested by local Board. Board approved updates will be submitted to TWC using a separate report.*

## Program Details Tab:

*All information on this tab is for review only. Changes must be requested by local Board. Board approved updates will be submitted to TWC using a separate report.*

## Student Details Tab:

**What if a student is enrolled in a program but does not attend any classes attached to that program during the reporting period?**

If a student is not attending any part of a program during the program year, they should not be included in the reporting tool. The reporting period is defined as two program years prior to the reporting deadline month. A student who does not attend a program for two-years should be considered unattached to that program for purposes of the reporting requirement.

**What are the criteria to determine whether a student goes on the report or not? Do we only report on all declared major students?**

If a student is served by an eligible program, they must be reported on the annual performance reporting tool. If a student is not formally connected to the program (for example, student attends a class which is a part of the program, but is not formally enrolled in the program), providers should not report them on the tool.

**Is this report specific to WIOA-funded students or all students enrolled in the program? If so, how do we distinguish between a student in the workforce program and a student who is not in the workforce program?**

All students served by an eligible program must be reported on an annual basis for the program to maintain eligibility for the ETPL. Students in general, WIOA students, and all others attending a program at any time during the reporting period must be included.

Providers need not distinguish non-WIOA-funded students from WIOA-funded students.

**Does this tool account for multiple enrollments in different programs or the same program?**

If a student attends multiple programs during a program year, they should be reported for each program on the reporting tool.

**Regarding the first attendance date, is this when the student first attended the program or school?**

The First Attendance Date is the date of first attendance in a course(s) as part of a training program. A student may be connected to your school and not reported on this reporting tool, until they are served by an eligible program on the statewide ETP List.

**Do we have to manually key information for all students?**

Columns E-M will allow copy/paste overwriting to allow faster data entry for programs’ student information. Column E (ETP Code/ID) and Column K (Exit Type) have drop-down data entry options, but will allow copy/paste overwriting, provided the formatted data is exactly as that available in the drop-down

**On the student details tab, the report requests a password to allow us to enter the provider ID, application ID, and program name. How can we correct this error?**

Enter or select appropriate ETP Code/ID (column E). Provider ID, application ID, and program name (columns B-D) on the Student Details tab of the report will be populated based on previous data entered on Campus/Program Details tabs.

**What happens if the SSN starts with a zero? If we provide the SSN does that mean, we don't have to chase students down for employment info? What options are available if we do not collect the students' social security number?**

TWC will determine employment outcomes and wage information for purposes of reporting ETP performance to DOL. We will do this using student SSNs.

If an SSN is not provided, TWC will not be able to factor in the performance data for those students.

If an SSN is unavailable for a student, or group of students, the Student’s Social Security Number should be populated with 999999999.

These students will be counted in the denominator for performance reporting but will not be counted in the numerator.

**When we copy SSN into the Student Details tab, how can we protect leading zeroes, such as 009999999?**

When copy/pasting data into the Student Details tab from an external data source, first format the SSN data column on the external source as TEXT, to protect leading zeroes on the SSNs during migration to the reporting tool.

**Are supplemental data allowed for students whose SSNs are not known?**

No supplemental data are allowed for providers with students who do not have, or provide, valid SSN.

**For student exit date, do we report the last date the student was in attendance in a program or their listed graduation date? Graduation may take place several months after the last day of attendance.**

The student exit date must be the final date of attendance in a program.

**Does this report data need to include students that withdraw prior to census and don't complete the term?**

Yes. These students will be reported as Withdraw.

**If a student is still enrolled, you leave the program exit date and exit type blank, or you just don't include them?**

If a student is currently attending, or otherwise has not exited a program, include them on the report, but leave the exit date and exit type empty.

**What options are available for Exit type?**

1-Complete: student successfully completed program.

2-Discontinue: should be used where a student has dropped out or otherwise did not complete a program where withdraw and transfer are not applicable.

3-Transfer: student transferred from program to another program prior to completion.

4-Withdrew: student withdrew from program and received “W” if academic course, or early enough that student is eligible for full or partial refund of tuition.

**How would the student be coded if they completed the required number of school hours but did not receive a certificate? They must pass a test to receive a certificate. If they pass the test, they will receive a certificate of completion but not their CDL.**

In this example, the student(s) should be reported as 1-Complete on Exit Type, but no Credential information should be listed.

**Exit Type - any chance that a choice could be added for "in progress"?**

In progress would indicate that a student has not exited a program. Available options describe a student(s) exit from the program. If a student has not exited the program, leave exit date and exit type fields blank on the reporting tool.

**How do we report a student who had a break in enrollment?**

If a student has a break in coursework but returned to continue their coursework within the same program year, then that student should be reported once for that program.

**If a student did not complete their program of study, would their exit type be Discontinue?**

Yes

**What do we do for students that have started within the program year but have not completed a program(s)?**

All students served during the program year must be included on the report. If a student is still attending a program(s) leave their exit type and date blank. If they have already received a credential related to their program of training that information may be entered prior to exit.

**Is the credential date and the exit date the same?**

No, the credential date and exit date are not always going to be the same dates.

**If we report an exit date and an SSN, but the student is NOT a WIOA participant, do we have to report their credentials or will TWC do that for those students as well?**

Eligible programs must report on all students served by a program in that program year on an annual basis. Student data must include required dates and outcomes listed on the reporting tool, as applicable. Credential outcomes, where available, must be included for all students.

**Students are not required to report to a training provider if they pass a credential. How will the provider know who receives a credential?**

Eligible providers/programs are responsible for reporting all program performance data to TWC, as determined necessary by DOL. Programs that do not collect the required information from students during or following exit should develop local strategies to gather and report that information.

**What if the date the credential is issued is longer than 1 year from program exit date?**

All student data available should be reported. TWC will review dates and adjust outcomes based on reporting periods as required by WIOA regulations.

**In the Student details tab, for Credential Name, do we enter data in this field if they passed a state certification test or just our program?**

Recognized Credentials may include: industry-recognized certificates or certifications, certificates of completion of an apprenticeship, licenses recognized by the State involved or Federal Government, associate or baccalaureate degrees, or a secondary school diploma or its equivalent.

**May we use a variety of upper and lower-case letters (ref: Student first name column)?**

Student names may be listed in upper, lower, or proper-case formats.

**Are exit date, exit type, credential received, and date credential issued columns optional?**

Exit Date and Exit Type are required once the participant completes the training. Credential Received and Date Credential Issued should be entered if applicable either during program attendance, or up to 15 months following exit from a program.

**Is there any order in which the students must be listed?**

Students may be listed in any order by a provider/program. TWC requires only that all students served by an eligible program in the program year be included in the report.

**Does student information need to be in the order of the programs as they are on the Program Details page or can they be reported in any order?**

Students may be reported in any order on the reporting tool, if they are connected to the correct program(s) through the ETP Code/ID.