Front-End Functionality

(User Experience)

Dashboard Instructions

for the

DOL Official WA State Legislature Employment Rate

Dashboard

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This ***DOL WA State Legislature Employment Rate Dashboard <u>Front-End Functionality (User Experience) Dashboard Instructions</u>*** document speaks to the front-end functionality of the users' experience, for the WPC ***<u>Official DOL WA State Legislature Employment Rate</u>*** dashboard.

A. Typical Audience/Reason/Need

- Users who want to understand <u>how</u> to functionally use the WPC ***<u>Department of Labor (DOL) reports</u>*** dashboards and <u>how</u> to get to the ***core data*** of which is being held accountable, by DOL, regarding *<u>DOL Performance Measures (PMs)</u>* and/or *<u>Quarterly Reporting Analysis (QRAs)</u>* (aka PIRL Data Integrity (DI) reports).

    - e.g. Federal program/grant managers/supervisors/operators, Federal performance managers/supervisors/ operators, service delivery (data entry) operators, business analysts, and/or technical data analysts.

B. ADA Accessibility

- This document meets the Americans with Disabilities Act (ADA) of 1990 accessible requirements, as defined and applied in Microsoft Office 365 products, so that the ADA accessible tools can use/read this document.

C. Purpose & Background

The purpose of this ***DOL WA State Legislature Employment Rate*** is to measure successful outcomes for the following:

- ***Employment Rate - 2nd and/or 4th Quarter After Exit (Non-Youth):*** The percentage of participants who were in unsubsidized employment during the ***2nd and/or 4th Quarter After Exit***, from the program.

- ***Employment Rate and/or Education Rate - 2nd and/or 4th Quarter After Exit (Youth Only):*** The percentage of participants who were in unsubsidized employment, from the program ***<u>or</u>*** participants who were enrolled in training or education during the ***2nd and/or 4th Quarter After Exit***, from the program.

For this ***DOL WA State Legislature Employment Rate***, the job seeker must have had a PIRL participation episode starting with a participation start date (***<u>FIRST</u>*** Staff Assisted Service (SAS)), and the job seeker must have exited within the reporting period (This Performance Measure (PM) ***<u>only</u>*** measures exiters).

D. *Dashboard Accountable PIRL <u>Federal Grant (Funding Source)</u>*

For this WPC ***<u>Official DOL WA State Legislature Employment Rate</u>*** dashboard, the following *PIRL <u>Federal Grant (Funding Source)</u>* is held accountable, by DOL, for WA state, at a statewide and local level:

- ***Title Ib Adult (AD)***

- ***Title Ib Dislocated Worker (DW) (Including the Rapid Response (RR) Program)***

- ***Title Ib Youth (Y)***

- ***Jobs for Veterans State Grants (JVSG)***

- ***National Dislocated Worker Grants (NDWG)***

- ***Trade Adjustment Assistance (TAA)***

- ***Title III Wagner-Peyser (WP)***

E. *Dashboard Data Sets*

The data set for this dashboard is defined, by the DOL Quarterly Performance Reports (QPRs) (ETA 9173) ***<u>QPRs (ETA-9173) OMB Control Number 1205-0521 (Expiration Date: 03-31-2027)</u>***, and provides the following data sets:

1st)   *<u>DOL WA State Legislature Employment Rate Report</u>*

(Updated quarterly)

- Those who exited within the reporting period, by percentage.

  - Those who exited, within the reporting period, by *<u>Reporting Period Selection</u>*, for a "Single Quarter", or by a "Rolling 4-Quarters".

    - ***Note:*** When selecting the *<u>Clear All Selections</u>*, the *<u>Reporting Period Selection</u>* slicer, will default to "All", which is equal to selecting the "Rolling 4-Quarters", for the *<u>Reporting Period Selection</u>* slicer. If you want another selection, you will have to select it.

  - Those who exited within the reporting period, by *<u>LWDB(s)/WDA(s)</u>*, by *<u>Office(s)</u>*, by *<u>Federal Grant(s)</u>*, and/or by *<u>Designated Cohort(s)</u>* (Veterans and/or MSFWs).

2nd)   *<u>DOL WA State Legislature Employment Rate Count Report</u>*
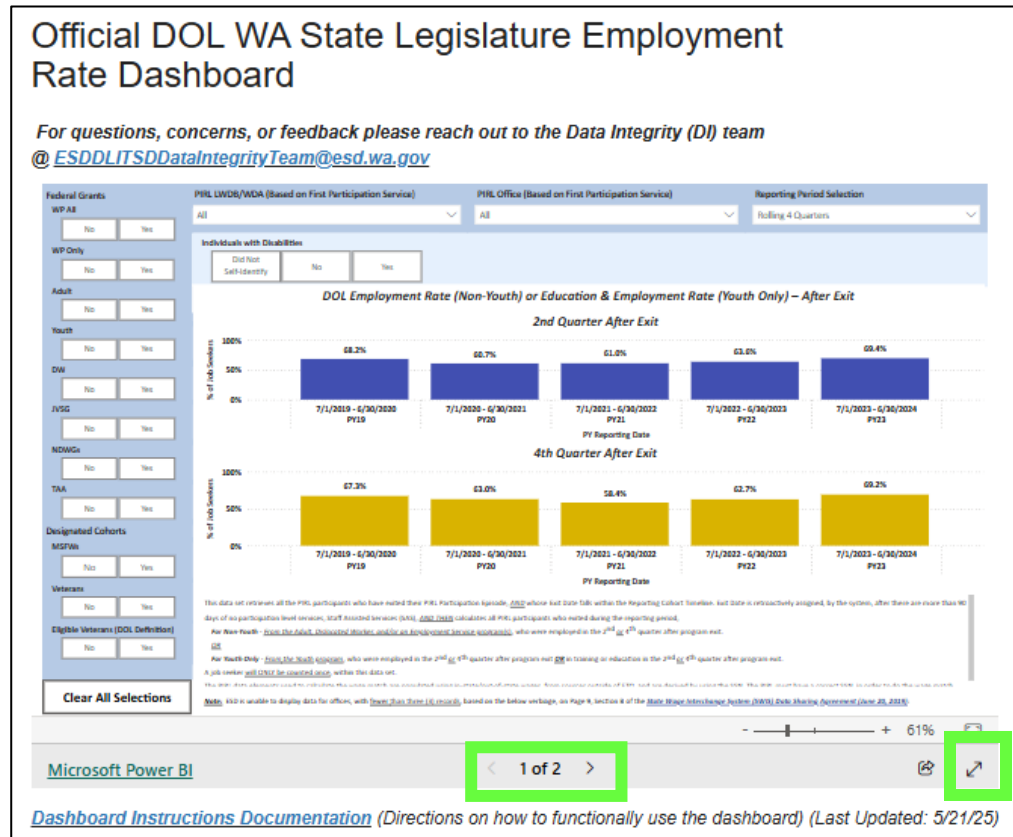
(Updated quarterly)

- Those who exited with the reporting period, by numerator and denominator counts.

  - Those who exited, within the reporting period, by *<u>Reporting Period Selection</u>*, for a "Single Quarter", or by a "Rolling 4-Quarters".

    - ***Note:*** When selecting the *<u>Clear All Selections</u>*, the *<u>Reporting Period Selection</u>* slicer, will default to "All", which is equal to selecting the "Rolling 4-Quarters", for the *<u>Reporting Period Selection</u>* slicer. If you want another selection, you will have to select it.

  - Those who exited within the reporting period, by *<u>LWDB(s)/WDA(s)</u>*, by *<u>Office(s)</u>*, by *<u>Federal Grant(s)</u>*, and/or by *<u>Designated Cohort(s)</u>* (Veterans and/or MSFWs).

F.   *Dashboard Full Screen Functionality*

All of the WPC ***Department of Labor (DOL) reports*** dashboards support this functionality.

a.   In order to adjust the dashboard to *Full Screen*, hit the double arrow feature in the corner of the screen. Otherwise, the arrows may be used to move through the reports ***(See example below)***.

b.   *Full Screen* – A table of contents is now displayed, and there are more ways to move through the reports ***(See example below)***.

G. *Clear All Selections Feature*

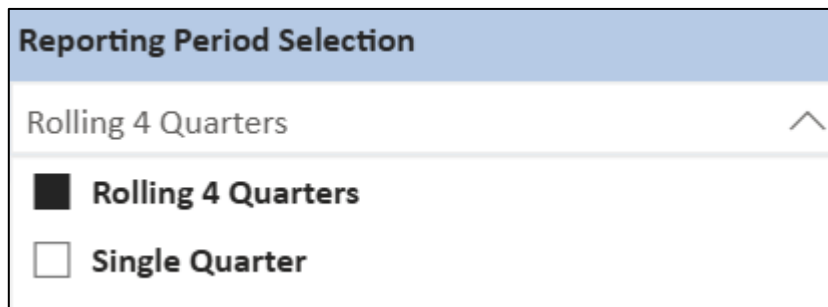All of the WPC *Department of Labor (DOL) reports* dashboards support this functionality.

By selecting the *Clear All Selections* feature, the dashboard's data set is *easily* refreshed/reset.

Note: When selecting this, the *Reporting Period Selection* slicer, will default to "All", which is equal to selecting the "Rolling 4-Quarters", for the *Reporting Period Selection* slicer. If you want another selection, you will have to select it.

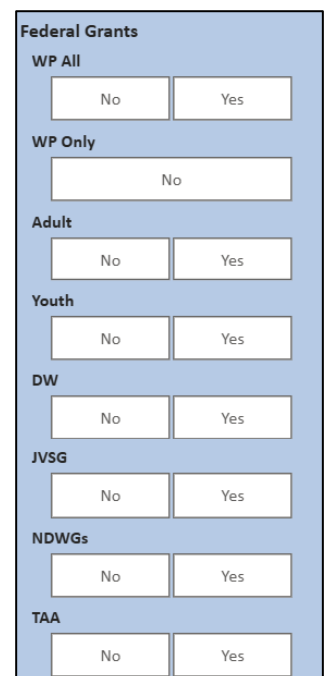**H.** **Dashboard *Reporting Period Selection* Slicer**

The WPC ***Official DOL WA State Legislature Employment Rate*** dashboard may be sliced by either a Single Quarter, or by a Rolling 4-Quarters, worth of data.

I. **Dashboard Permissible PIRL *Federal Grants (Funding Sources)* Slicers**

All of the WPC *Department of Labor (DOL) reports* dashboards support the functionality to pull data sets, by any of the below *PIRL Federal Grants (Funding Sources)*:

- **WP** - *Title III Wagner-Peyser (WP) Act*
    - **WP All**

        *Deciphers PIRL participants who are either only enrolled **or** co-enrolled, in WP.*
    - **WP Only**

        Deciphers PIRL participants who are only enrolled, in WP.
- **Adult** - *Title 1b Adult (AD) Grant*
- **Youth** - *Title 1b Youth (Y) Grant*
- **DW** - *Title 1b Dislocated Worker (DW) Grant (Including the Rapid Response (RR) Program)*
- **JVSG** - *Jobs for Veterans State Grants*
- **NWDGs** - *National Dislocated Worker Grants*
- **TAA** - *Trade Adjustment Assistance Grant*

J.   *Designated Cohorts* Slicers

All of the WPC ***Department of Labor (DOL) reports*** dashboards support the functionality to pull data sets, by MSFWs and/or Veterans, and/or Eligible Veterans (DOL Definition).

a)   *MSFWs' Slicer*

Includes both Migrant and Seasonal Farmworkers (MSFWs).

Includes PIRL Data Element (DE) 413 Code Values = 1, 2.

- ***Seasonal Farmworker*** - Yes, if the participant is a seasonal farmworker, meaning an individual who is employed, or was employed in the past 12 months, in farmwork (as described at 20 CFR 651.10) of a seasonal or other temporary nature and is not required to be absent overnight from their permanent place of residence. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. Workers who move from one seasonal activity to another, while employed in farm work, are employed on a seasonal basis even though they may continue to be employed during a major portion of the year. Workers are employed on other temporary basis where they are employed for a limited time only or their performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary.

  – Includes PIRL Data Element (DE) 413 Code Value = 1.

AND

- ***Migrant*** - Yes, if the participant is a migrant farmworker, meaning a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to their permanent residence within the same day.

  – Includes PIRL Data Element (DE) 413 Code Value = 2.

b) *Veterans' Slicer*

Yes, if a participant is a person who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable.

- Includes PIRL Data Element (DE) 300 Code Value = 1.

c) *Eligible Veterans' (DOL Definition) Slicer*

Includes Veterans who fit into *any of the three categories* of the ***Eligible Veterans (DOL Definition)***, listed below.

Includes PIRL Data Element (DE) 301 Code Values = 1, 2, 3.

- **<=180 days** - Yes, if the participant is a person who served in the active U.S. military, naval, or air service for a period of ***less than or equal to 180 days***, and who was discharged or released from such service under conditions other than dishonorable.

  - Includes PIRL Data Element (DE) 301 Code Value = 1.

AND

- **>180 days** - Yes, if the participant served on active duty for a period of ***more than 180 days*** and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

  - Includes PIRL Data Element (DE) 301 Code Value = 2.

AND

- ***Other Eligible Person*** - Yes, if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

  - Includes PIRL Data Element (DE) 301 Code Value = 3.

K. *Individual with Disability Slicer*

Includes PIRL Data Element (DE) 202 (Yes, No, Individual Did Not Self-Identfy).

Yes, if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.

L. *LWDB/WDA and Office Slicers*

All of the WPC ***Department of Labor (DOL) reports*** dashboards support the functionality to pull data sets, by LWDBs/WDAs and Offices.

a) *LWDB/WDA and Office Functionality*

The LWDB/WDA slicer feature has been incorporated, with a connected Office(s) slicer cascading affect.

Meaning, that when all, one, or multiple LWDB(s)/WDA(s) are selected, there will be the ability to select all, one, or multiple offices, that live *within each of the selected LWDB(s)/WDA(s)*.

PIRL Designation - When these PIRL LWDB/WDA and Office slicers are selected, the data set designates locations as portrayed by the PIRL. Meaning, the location is designated, at the time the job seeker received their **FIRST** *Participation Staff Assisted Service (SAS)*.

b) *Selection of Multiple LWDBs/WDAs and Offices*

- In order to select multiple LWDBs/WDAs and/or multiple Offices, do the following:
    - After selecting the specific drop down list, select the Ctrl key and hold it down, and then select multiple LWDBs/WDAs and/or multiple Offices.

M. Appendix 1: WPC DOL Reports Acronyms

- **DI team** - *Data Integrity team* supports the PIRL and all of our WPC ***Department of Labor (DOL) reports*** dashboards, of which live on the WPC website.

- **DOL** - *Department of Labor*

  – Please see the official ***ETA | U.S. Department of Labor*** webpage, for more information.

- **ESD** - *Employment Security Department*

- **ETO** - *Efforts to Outcomes* (ETO) is the *WorkSource System's Management Information System Information* (WS MIS) data entry application.

- **LWDB** - *Local Workforce Development Boards* are the regions/localities in which DOL **Quarterly Performance Reports** (QPRs) are aggregated (12 LWDBs = 12 Workforce Development Areas (WDAs)).

- **MSFWs** - *Migrant Seasonal Farmworkers*

- **PIRL** - *Participant Individual Record Layout* (PIRL) is designed, defined, and maintained by DOL, within DOL's PIRL Specifications (***ETA- 9172 - OMB control number 1205-0521, expiration date: 03-31-2027***).

  – The PIRL report captures activities and performance within the Workforce (WorkSource) system. It is the tool, of which states use to communicate such activities and outcomes to the Department of Labor (DOL) Employment and Training Administration (DOLETA or ETA for short).

  – The PIRL supports all of the DOL PMs and QRAs, and their accountability, for the entire WorkSource System.

    ▪ And therefore, the PIRL supports the funding, for the entire WorkSource System.

- **PMs** - *Performance Measures* (PMs)

  – The Department of Labor (DOL) describes why it is so important to report performance:

    ▪ *"The public workforce development system provides resources, services, and tools to support individuals and businesses in developing and maintaining a workforce to support a thriving economy throughout the nation. Given the critical importance of this system, its performance at the local, state, and federal levels is vitally important. Consistent, accurate performance reporting allows the workforce system to assess its effectiveness, make data-informed improvements, be accountable to taxpayers, and, ultimately, support vibrant communities, businesses, and families throughout the nation."*

    ▪ Please see the WPC ***DOL PIRL PM dashboards*** webpage, and the WPC ***DOL PIRL PM supporting documentation*** webpage, for more information.

- **PY24Q2** - *Program Year* (PY) *2024* (July 2024 – June 2025), for *Quarter 2* (Q2) (October 1, 2024 – December 31, 2024).

- **QPRs** - *Quarterly Performance Reports* (QPRs) are designed, defined, and maintained by DOL, within DOL's QPR Specifications (***QPRs (ETA- 9173) OMB Control Number 1205-0521 (Expiration Date: 03-31-2027)***).

- **QRA** - *Quarterly Reporting Analysis* (QRAs) (aka, by DOL, as the PIRL Data Integrity (DI) Reports)

  – The DOL QRAs are not currently outlined in DOL official guidance (TEGLs, TENs), and are currently only in a "pilot" stage, by DOL, for some of the states. WA state is not in a "pilot" state, and we are only currently being *monitored*, by DOL, for the QRAs. But the DI team has been verbally told by DOL, in an official DOL national ZOOM call, that DOL is on the horizon for laying out all of the DOL QRAs, in official DOL guidance (TEGLs, TENs).

  – The DI team is not clear on whether the QRAs will only be held accountable, by DOL, at the statewide level, once DOL official guidance (TEGLs, TENs) is published.

  – Please see the WPC ***DOL QRA dashboards*** webpage, and the WPC ***DOL QRA supporting documentation***, for more information.

- **TAADI** - *Trade Adjustment Assistance Data Integrity* (TAADI) reports

  – The DOL ETA's TAA data integrity check tool, the TAA Data Integrity (TAADI) is produced quarterly, providing consistent aggregate views of the state's data, and identifying areas where the state's data does not conform to ETA's TAA expectations.

  – To get more information on the TAADI process, go to ***TAA Participant Reporting Page***.

  – Please see the WPC ***DOL TAADI dashboard*** webpage, and the WPC ***DOL TAADI supporting documentation***, for more information.

- **WA** - Washington state

- **WDA** - *Workforce Development Areas* are the regions/localities in which DOL **Quarterly Performance Reports** (QPRs) are aggregated (12 WDAs = 12 Local Workforce Development Boards (LWDBs)).

- **WPC** - ESD *Workforce Professionals Center* webpage. See WPC ***Department of Labor (DOL) reports***, for the list of the DI team's DOL dashboards.