Front-End Functionality (User Experience) Dashboard Instructions for the DOL Veterans' Priority of Service Quarterly Reporting Analysis (QRA) Dashboard

Prepared By: Data Integrity (DI) Team

Elise McKnight, Carri Callaghan, Haley Hildebrant, Ryan Scott

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This ***DOL Veterans' Priority of Service QRA Dashboard Front-End Functionality (User Experience) Dashboard Instructions*** document speaks to the front-end functionality of the users' experience, for the WPC ***DOL Veterans' Priority of Service QRA Dashboard***.

A. Typical Audience/Reason/Need

- Users who want to understand *how* to functionally use the WPC ***Department of Labor (DOL) reports*** dashboards and *how* to get to the ***core data*** of which is being held accountable, by DOL, regarding *DOL Performance Measures (PMs)* and/or *Quarterly Reporting Analysis (QRAs)* (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 Veterans' Priority of Service Quality Reporting Analysis (QRA)*** is to ensure that Veterans receive an adequate level of service which ensures they are being served as a priority population.

- This ***DOL Veterans' Priority of Service Quality Reporting Analysis (QRA)*** is defined as the percentage of "DOL Eligible Veteran (DOL Definition)" participants, who exited within the time frame of the report *AND* who received an *Individualized Career* service or a *Training* service.
- The *Title III Wagner-Peyser (WP)* program is the *only program being monitored*, by DOL, for this QRA (There is no DOL official guidance yet), *BUT* by law it is required that all Veterans receive ***Veteran Priority of Service***.

For this ***DOL Veterans' Priority of Service Quality Reporting Analysis (QRA)***, the job seeker must have had a PIRL participation episode starting with a participation start date (***FIRST*** Staff Assisted Service (SAS)), and the job seeker must have exited within the reporting period (This Quality Reporting Analysis (QRA) ***only*** measures exiters).

D. Dashboard Accountable PIRL Federal Grant (Funding Source)

For this WPC ***DOL Veterans' Priority of Service QRA Dashboard***, the following *PIRL Federal Grant (Funding Source)* is held accountable, by DOL, for WA state, at a statewide level:

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

  - Per State policy, the *Title III Wagner-Peyser (WP)* program participants are *NOT* physically enrolled, into a program, in ETO.

    PIRL *Title III Wagner-Peyser (WP)* program participants are defined, at the PIRL Script level, as the below:

    - PIRL participants that ***only*** receive *Training* or *Support* services are *NOT* reported on the PIRL, as a *Title III Wagner-Peyser (WP)* program participants.

    - All other PIRL participants are therefore defined as *Title III Wagner-Peyser (WP)* program participants, unless the job seeker *only receives* Self-Service or Information Only services, then they are reported as Self-Service participants (Reportable Individuals).

E. Dashboard Data Sets

The data set for this dashboard is defined by documents that reside, on our WPC ***DOL QRA supporting documentation*** webpage, of which is defined and provided to WA state, by DOL, and provides the following data sets:

FEATURE: When selecting slicers for the ***2nd – and 3rd reports*** (below), the selected slicers flow over to each other. Those reports are connected. Meaning, that when slicers are selected, for one of the reports, those selected slicers flow over to the other. The last report, the ***List of All Veteran Participation Episodes***, is not connected to the other reports. The connection cannot technically be done, because that report has a different data set, than the other reports.

1st) ***Veterans' Priority of Service QRA, at a National Level***

(Updated quarterly)

- For this QRA, those who exited within the reporting period, *by percentage*.

  - Those who exited, within the reporting period, for a "Rolling 4-Quarters" worth of data, for the most recent quarter.

2nd) ***Veterans' Priority of Service QRA***

(Updated quarterly)

- For this QRA, those who exited within the reporting period, *by percentage*.

  - Those who exited, within the reporting period, for a "Rolling 4-Quarters" worth of data, by exit quarter.

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

3rd) Veterans' Priority of Service QRA Counts

(Updated quarterly)

- For this QRA, those who exited within the reporting period, *by numerator and denominator counts*.
  - Those who exited, within the reporting period, for a "Rolling 4-Quarters" worth of data, by exit quarter.
  - Those who exited within the reporting period, by *LWDB(s)/WDA(s)*, by *Office(s)*, by *Federal Grant(s)*, and/or by *Designated Cohort(s)* (Veterans and/or MSFWs).

4th) Percent of Veteran PIRL Participants vs. All PIRL Participants

(Updated quarterly)

- ALL PIRL Participants vs. Veteran PIRL Participants within the reporting period, *by percentage*.
  - For a "Rolling 4-Quarters" worth of data, by exit quarter.
  - By *LWDB(s)/WDA(s)*, by *Office(s)*, by *Federal Grant(s)*, and/or by *Designated Cohort(s)* (Veterans and/or MSFWs).

5th) ***Online List of All Veteran Participation Episodes*** (*record level data* - Case Management report)

Online report - (Updated weekly, by COB, on Tuesdays)

- All Participation Episodes, for Veterans, for the most current certified PIRL.
  - Participation Episodes, for Veterans, for the most current certified PIRL, by *LWDB(s)/WDA(s)*, by *Office(s)*, by *Federal Grant(s)*, and/or by *Designated Cohort(s)* (Veterans and/or MSFWs).

- This data set allows for data cleanup of services, in ETO, which may need to be closed, by investigating the job seekers on the list, of whom have a really old *Last Service Date*. As long as a job seeker has *any* open durational services (No End Date), within their service delivery period, the job seeker will remain on the PIRL, until all durational services, for all programs, are closed. This means, the entire service delivery period needs to be investigated. This data cleanup will help data migration of the data, into WaWorks.

- This data set retrieves all Participation Episodes, for Veterans, *on the most recent certified PIRL,*

  AND THEN

  Accesses the ETO database, in order to pull the *last service* information of the job seeker, out of the ETO database.

  Important Note: When we pull a weekly refresh, we are not updating PIRL data. New Participation Episodes, for Veterans, and how the PIRL counts them are ***not*** being added. We do not have the ability to do that.

  - ***Business Process:*** Once a quarter, the vendor pulls data for the PIRL, sends it to us (the DI team), and we then submit and certify it. We then, connect our dashboards to that most recent certified PIRL.
    - Because of how that business process works, new Participation Episodes for Veterans, and how the PIRL counts them are only being added, once a quarter.

6th) ***Export List of All Veteran Participation Episodes*** (*record level data* - Case Management report)

Export report - (Updated weekly, by COB, on Tuesdays)

- All Participation Episodes for Veterans, for the most current certified PIRL.
  - Participation Episodes for Veterans, for the most current certified PIRL, by *LWDB(s)/WDA(s)*, by *Office(s)*, by *Federal Grant(s)*, and/or by *Designated Cohort(s)* (Veterans and/or MSFWs).

- This data set allows for data cleanup of services, in ETO, which may need to be closed, by investigating the job seekers on the list, of whom have a really old *Last Service Date*. As long as a job seeker has *any* open durational services (No End Date), within their service delivery period, the job seeker will remain on the PIRL, until all durational services, for all programs, are closed. This means, the entire service delivery period needs to be investigated. This data cleanup will help data migration of the data, into WaWorks.

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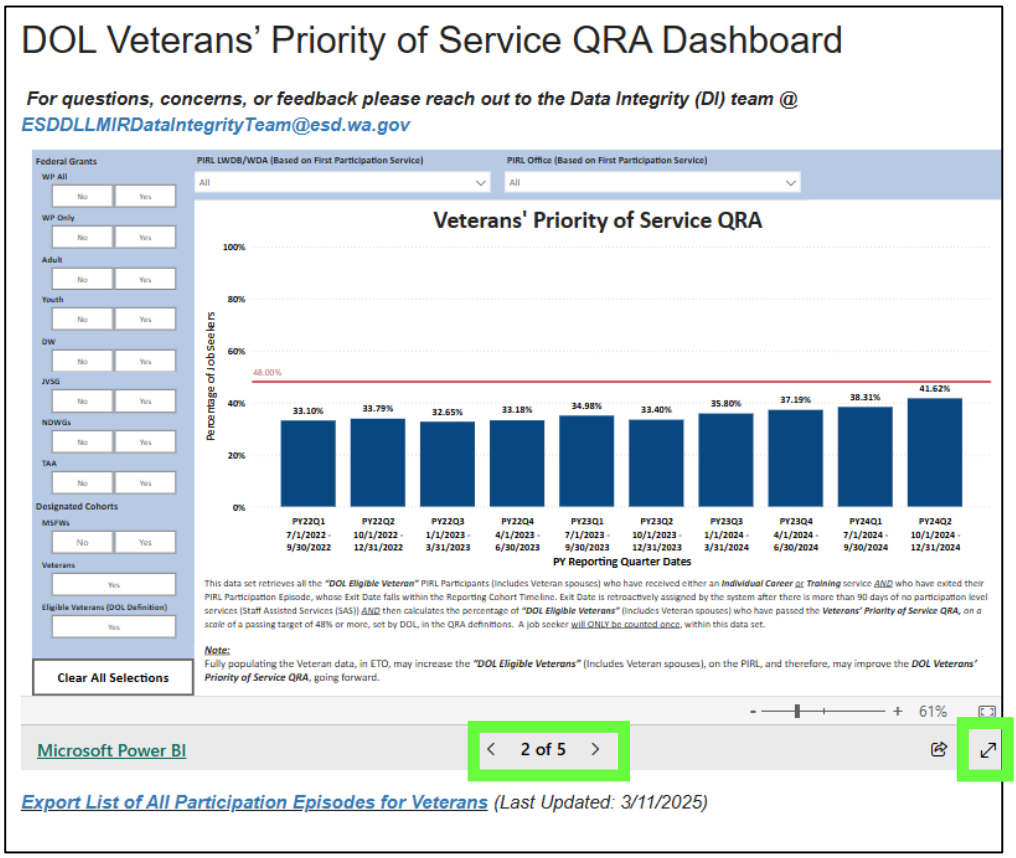
  - Because of how that business process works, new Participation Episodes for Veterans, and how the PIRL counts them are only being added, once a quarter.

    Note: The *Exit Date (if applicable)* is also pulled out of ETO, so you will also see that be updated, weekly.

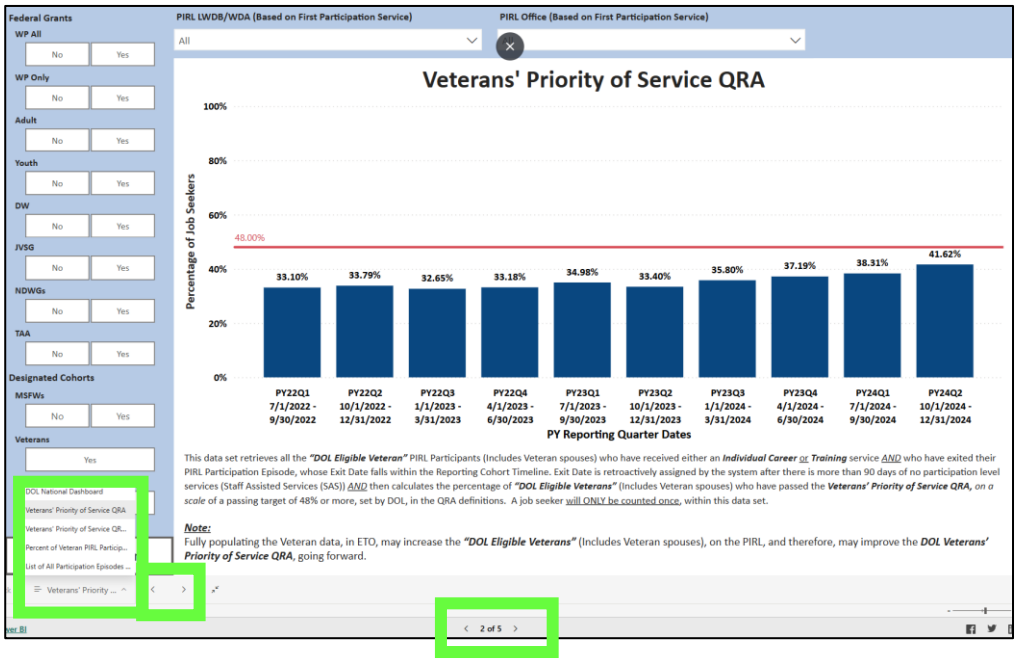
F. Dashboard Full Screen Functionality

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.

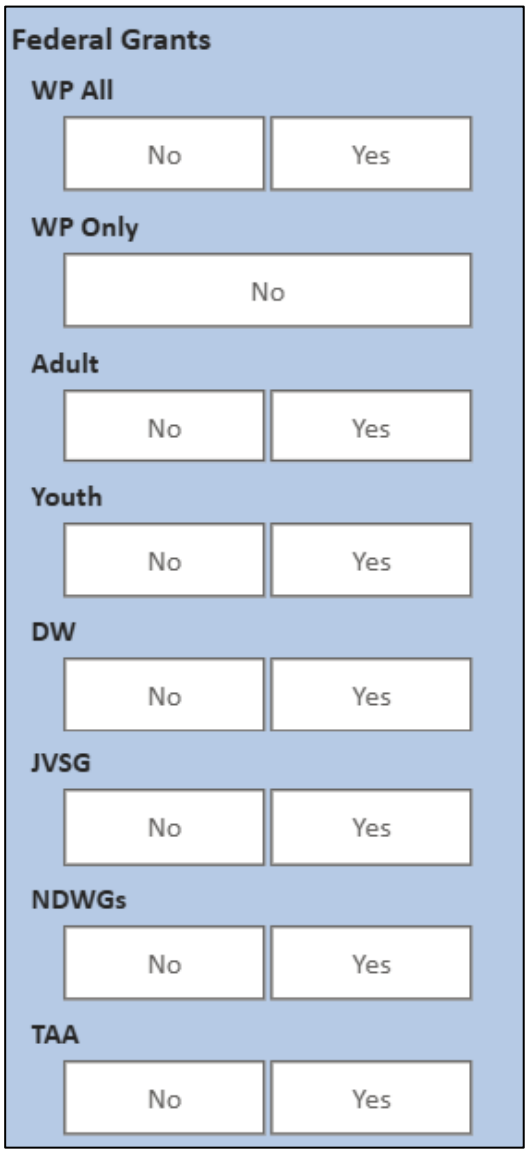
H. Dashboard Permissible PIRL Federal Grants (Funding Sources) Slicers

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*



I. 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

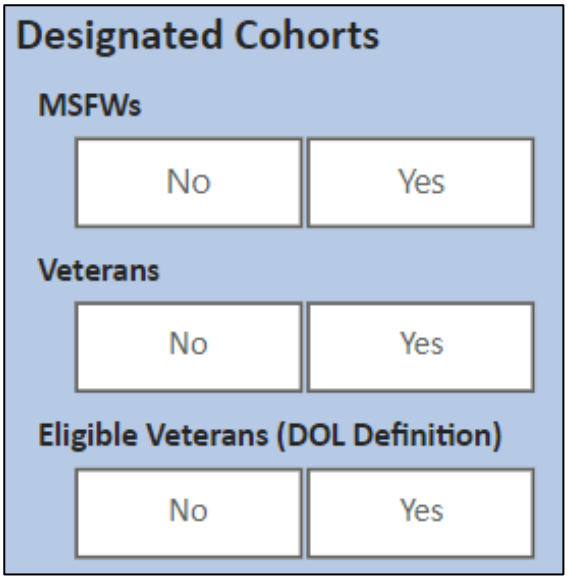
Includes both Migrant and Seasonal Farmworkers (MSFWs).

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

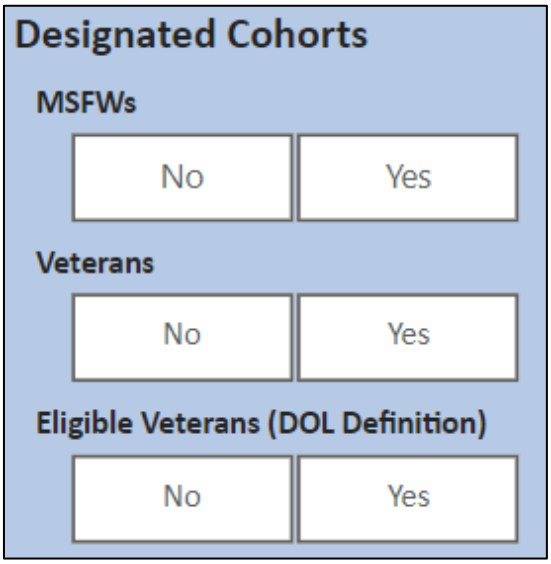
- ***Migrant*** - Yes, if the participant is a migrant farmworker, meaning a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to their permanent residence within the same day.
  - Includes PIRL Data Element (DE) 413 Code Value = 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.

J. 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)*.

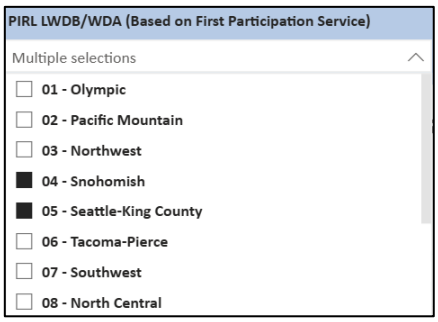
PIRL Designation - When these PIRL LWDB/WDA and Office slicers are selected, the data set designates locations as portrayed by the PIRL. Meaning, the location is designated, at the time the job seeker received their ***FIRST*** *Participation Staff Assisted Service (SAS)*.

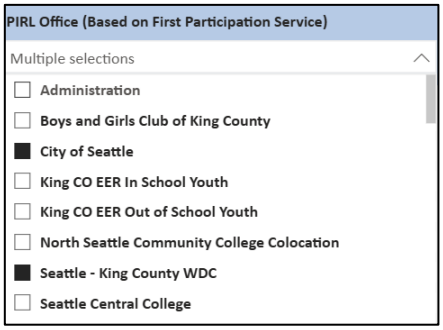
OR

ETO Designation - When these ETO LWDB/WDA and Office slicers are selected, the data set designates locations as portrayed in ETO. Meaning, the location is designated, at the time the job seeker received their ***LAST*** service.

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.



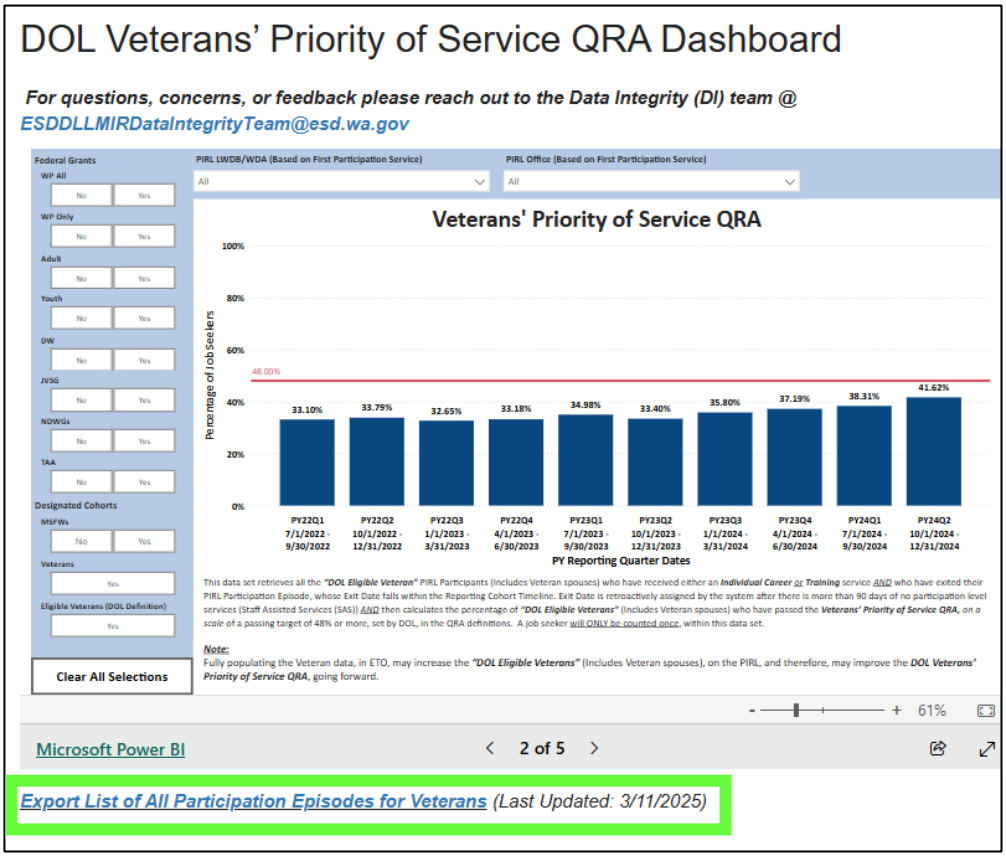


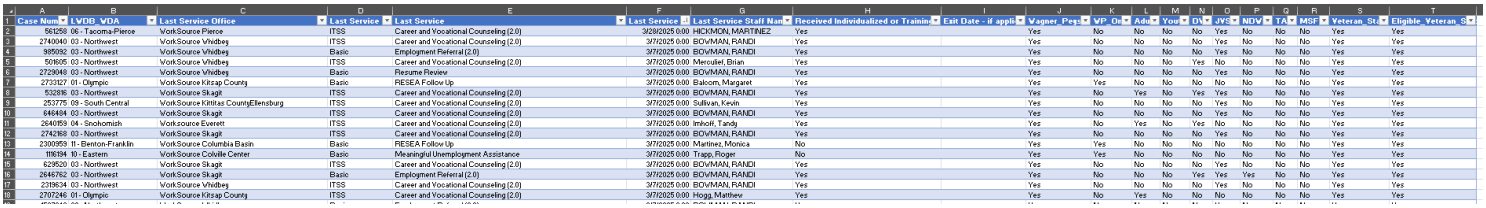
K. Functionality of Export List of All Veteran Participation Episodes (Case Management Report)

- The ability to export the ***List of All Veteran Participation Episodes*** report is found at the bottom of the dashboard, ***before*** the screen is adjusted to *Full Screen*.

- When the ***List of All Veteran Participation Episodes*** report is exported, all of the *Federal Grants (Funding Sources)* are added to the export, so as to have the ability to identify the *Federal Grants (Funding Sources)* attached to the job seeker. This means, co-enrollments may be deciphered. The export list will also include all of the other slicer information, included in this dashboard.

- ***CAVEAT*****:** *The export list pulls **ALL** Veteran Participation Episodes within the data set cohort*, so in order to work a list for your specific LWDB/WDA/office/area, the export list will need to be sorted, and the records/rows, of which are *NOT* specific for your area, will need to be removed ***or*** you can use the filter option to select specific records. But, if you want to get rid of all unneeded rows, you will need to remove the records/rows, of which you do not want to address.





L. 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.