From: McKnight, Elise (ESD)
Sent: Tuesday, February 18, 2025
Subject: WPC DOL Reports' Webpage Announcement – Enhanced DOL MSG and DOL Credential Dashboards

Hello all,

This general announcement starts out with a _Table of Contents_, so that the reader starts out with a high-level overview of the contents, and so that the reader can easily move to a specific section. We hope this helps you digest the information.

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

Thank you for all of your time and efforts! The DI team knows you all work very hard, in serving the best service delivery you can to our job seekers! We are here to help!

If you have any questions, concerns, or feedback please reach out to me, or reach out to our DI team's distribution list (_ESDDLLMIRDataIntegrityTeam@esd.wa.gov_)!

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A.   New Enhancements

There were two enhancement requests, of which came out of our recent ***ETO Data Entry TA Support Sessions***, for the WPC ***DOL MSG Completion Rate PM Dashboard*** and WPC ***DOL Credential Attainment Rate PM Dashboard*** data sets:

1)   Request to build out the export case management reports, to include "Cohort Triggering Service" information, for all cohort triggering services.

2)   Request to add exiter counts,

   a)   For the performance measures data sets, *and*

Request to add exiter information,

   b)   For the record level Case Management reports, for both the ***online report*** and the ***export list***.

Important Note: All of the WPC ***Department of Labor (DOL) reports*** dashboards will be enhanced with #2 above, but it will be done in stages, starting with the WPC ***DOL MSG Completion Rate PM Dashboard*** and WPC ***DOL Credential Attainment Rate PM Dashboard*** data sets.

B.   New Requirements Outline for the WPC DOL MSG Completion Rate PM Dashboard

The data set for this dashboard is defined, by the DOL Quarterly Performance Reports (QPRs) (ETA 9173) ***QPRs (ETA-9173) OMB Control Number 1205-0521 (Expiration Date: 03-31-2027)***.

1st)   DOL Measurable Skill Gains (MSG) Completion Rate Report

(Updated quarterly)

- Participants, including those who exited within the reporting period, by percentage.

  – Participants, including those who exited within the reporting period, by *Reporting Period Selection*, for a "Single Quarter", or by a "Rolling 4-Quarters".

    ▪ The only change to this report is that there is a formatting change, which supports how the *Reporting Period Selection* slicer is functionally selected. No meaning of the data has been changed.

    ▪ ***Note:*** When selecting the *Clear All Selections*, 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.

  – Participants, including 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).

  – ***FEATURE:*** When selecting slicers for the ***DOL Measurable Skill Gains (MSG) Completion Rate Report*** or the ***DOL Measurable Skill Gains (MSG) Completion Rate Count Report***, those selected slicers flow over to each other. Those two reports are connected. The last report, the ***List of PIRL Participants Expected to Receive an MSG***, is not connected to the other two. It cannot technically be done, because that report has a different data set, than the other two reports.

2nd)   <u>*DOL Measurable Skill Gains (MSG) Completion Rate Count Report*</u>

(Updated quarterly)

- Participants, including those who exited within the reporting period, by numerator and denominator counts.

    - This is a new report.

    - Participants, including 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.

    - Participants, including 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).

    - ***FEATURE:*** When selecting slicers for the <u>***DOL Measurable Skill Gains (MSG) Completion Rate Report***</u> or the <u>***DOL Measurable Skill Gains (MSG) Completion Rate Count Report***</u>, those selected slicers flow over to each other. Those two reports are connected. The last report, the <u>***List of PIRL Participants Expected to Receive an MSG***</u>, is not connected to the other two. It cannot technically be done, because that report has a different data set, than the other two reports.

3rd)   <u>***Online List of PIRL Participants Expected to Receive an MSG***</u>

<u>***Online report***</u> (Record level data - Case Management report) - (Updated weekly, by COB, on Tuesdays)

- Includes current certified PIRL Participants.

  - Current certified PIRL Participants 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).

  - Includes current certified PIRL Participants who exited, within the reporting period, meaning that those exiters are no longer removed, on the Tuesday weekly refresh.

    - This report was not modified, except for this requirement.

  - All column requirements definitions remain the same as they were, in that the "Last Service" information is still pulled and displayed. <u>This report is still an unduplicated count of job seekers</u>.

- This data set retrieves all the PIRL participants, <u>*on the most recent* certified PIRL,</u>

  <u>*AND THEN*</u>

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

  <u>***Important Note:***</u> When we pull a weekly refresh, we are not updating PIRL data. New participants, and how the PIRL counts them are <u>***not***</u> being added. We do not have the ability to do that.

  - <u>***Business Process:***</u> 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 participants and how the PIRL counts them are only being added, once a quarter.

4th)   *Export List of PIRL Participants Expected to Receive an MSG*

Export List (Record level data - Case Management report) - (Updated weekly, by COB, on Tuesdays)

- Includes current certified PIRL Participants.

  – Includes current certified PIRL Participants who exited, within the reporting period, meaning that those exiters are no longer removed, on the Tuesday weekly refresh.

- The following columns have been added:

  – For *every* "Cohort Triggering Service" the following columns will be added (FYI - This means the export will no longer be an unduplicated count of job seekers. The export is now a services count, not an unduplicated job seeker count):

    ▪ Cohort Triggering Service Name

    ▪ Cohort Triggering Service Start Date

    ▪ Cohort Triggering Service End Date (If applicable)

    ▪ Cohort Triggering Program Affiliation

    ▪ Cohort Triggering Office Name

    ▪ Cohort Triggering Staff Name

  – Exit Date (if applicable)

- No current columns have been removed.

- This data set retrieves all the PIRL participants, *on the most recent certified PIRL,*

  AND THEN

  Accesses the ETO database, in order to pull the *last service* and **cohort *triggering service(s)*** 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 participants, 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 participants 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.

C. *New Requirements Outline for the WPC DOL Credential Attainment Rate PM Dashboard*

The data set for this dashboard is defined, by the DOL Quarterly Performance Reports (QPRs) (ETA 9173) *QPRs (ETA-9173) OMB Control Number 1205-0521 (Expiration Date: 03-31-2027)*.

1st)   *DOL Credential Attainment Rate Report*

(Updated quarterly)

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

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

        ▪ The only change to this report is that there is a formatting change, which supports how the *Reporting Period Selection* slicer is functionally selected. No meaning of the data has been changed.

        ▪ ***Note:*** When selecting the *Clear All Selections*, 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.

    – 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).

    – ***FEATURE:*** When selecting slicers for the ***DOL Credential Attainment Rate Report*** or the ***DOL Credential Attainment Rate Count Report***, those selected slicers flow over to each other. Those two reports are connected. The last report, the ***List of PIRL Participants Expected to Receive a Credential***, is not connected to the other two. It cannot technically be done, because that report has a different data set, than the other two reports.

    2nd)   <u>*DOL Credential Attainment Rate Count Report*</u>

(Updated quarterly)

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

    - This is a new report.

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

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3rd) <u>*Online List of PIRL Participants Expected to Receive a Credential*</u>

<u>*Online report*</u> (Record level data - Case Management report) - (Updated weekly, by COB, on Tuesdays)

- Includes current certified PIRL Participants.

    – Current certified PIRL Participants by LWDB(s), 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).

    – Includes current certified PIRL Participants who exited, within the reporting period, meaning that those exiters are no longer removed, on the Tuesday weekly refresh.

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

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        ▪ Because of how that business process works, new participants and how the PIRL counts them are only being added, once a quarter.

4th)   ***Export List of PIRL Participants Expected to Receive a Credential***

Export List (Record level data - Case Management report) - (Updated weekly, by COB, on Tuesdays)

- Includes current certified PIRL Participants.

  – Includes current certified PIRL Participants who exited, within the reporting period, meaning that those exiters are no longer removed, on the Tuesday weekly refresh.

- The following columns have been added:

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    ▪ Because of how that business process works, new participants 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.

D. Updated Dashboard Supporting Documentation

All of the below sets of ***Dashboard Supporting Documentation***, for both the WPC ***[DOL MSG Completion Rate PM Dashboard](#)*** and WPC ***[DOL Credential Attainment Rate PM Dashboard](#)*** data sets, have been updated and *all are completely up to date*, in order to reflect some outcomes, of which came out of our recent ***ETO Data Entry TA Support Sessions***, and to reflect these new enhancement requirements:

- ***Dashboard Instructions Documentation*** *(Directions on how to functionally use the dashboard) (Last Updated: 2/18/25)*

    – There is a new format and new content and functionality have been added, for this document, including the content and functionality, for these new enhancements.

- ***Business Requirements Documentation*** *(DOL business definitions (DOL laws, regulations, and guidance), for the dashboard) (Last Updated: 2/18/25)*

    – New information has been added, per the discussions and their outcomes, of which occurred and came out, during the recent ***ETO Data Entry TA Support Sessions***.

- ***Functional Requirements Documentation*** *(Step by step, on how to enter the data into ETO, for the dashboard) (Last Updated: 2/18/25)*

    – New information has been added, per the discussions and their outcomes, of which occurred and came out, during the recent ***ETO Data Entry TA Support Sessions***.

- ***ETO Data Entry Technical Assistance (TA) Session Recording*** *(On 1/7/25 @ 9:00 – 11:00)*

- ***ETO Data Entry Technical Assistance (TA) Session FAQs*** *(On 1/7/25 @ 9:00 – 11:00) (Last Updated: 1/21/25)*

- ***Reporting Cohorts Requirements Documentation*** *(DOL Performance Reporting Cohorts definitions, for the dashboard)* (*Last Updated: 7/16/24*)

- ***Technical Requirements Documentation*** *(Technical definitions (Pseudo Code/PIRL Data Elements (DEs)), for the dashboard) (Last Updated: 2/20/24)*

- ***Known Incidents Documentation*** *(Known incidents for ETO & the PIRL script, and their governance stage, for the dashboard) (Last Updated: 2/18/25)*

    – New information has been added, per the discussions and their outcomes, of which occurred and came out, during the recent ***ETO Data Entry TA Support Sessions***.

E. Appendix: WPC DOL Reports Acronyms

- **DI team** - <u>Data Integrity team</u> supports the PIRL and all of our WPC ***[Department of Labor (DOL) reports](#)*** dashboards, of which live on the WPC website.

- **DOL** - <u>Department of Labor</u>

  – Please see the official ***[ETA | U.S. Department of Labor](#)*** webpage, for more information.

- **ESD** - <u>Employment Security Department</u>

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

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

- **MSFWs** - <u>Migrant Seasonal Farmworkers</u>

- **PIRL** - <u>Participant Individual Record Layout</u> (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** - <u>Performance Measures</u> (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.