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WIOA BULLETIN NO. 38-20

DATE: August 13, 2020

TO: Local Workforce Development Boards and WIOA Partners

SUBJECT: Submission of Student Data by Eligible Training Providers for Program Years 2018 and 2019

I.   **Purpose**

This bulletin provides the process for Eligible Training Providers (ETPs) to submit data for all individuals who participated in their training programs in Program Years (PY) 2018 and 2019 to the Workforce Development Council (WDC). The WDC will contact ETPs and inform them of the data collection process.

II.   **Background**

In accordance with WIOA section 116, 20 CFR 677.230, and 20 CFR 680.490, the WDC is required to submit ETP performance information to the U.S. Department of Labor Employment and Training Administration (ETA). Reporting of this performance information is dependent on collecting data of all individuals who participated in a training program served by an ETP. This bulletin provides details on submitting participant data to the WDC.

III.   **Personally Identifiable Information**

The WDC has taken measures to ensure that the collection, transmission, and storage of Personally Identifiable Information (PII) is handled and protected, according to requirements described in Training and Employment Guidance Letter (TEGL) 39-11. The attached ETP Reporting Tool User's Guide provides details on how the WDC handles PII data associated with training participant data.

IV.   **Handling of Data**

Authorized WDC staff will work with the designated ETP contact person to collect and transmit training participant data. The WDC has established a direct line of communication between the WDC and the ETP to ensure confidentiality and integrity of training participant data.

V.   Provision of Data Collection Tool

The ETP contact person will be given a unique Microsoft Excel workbook file (the ETP Reporting Tool) that will be used to enter training participant data. Only data that belong to the ETP can be viewed by that ETP. For confidentiality and security reasons, an ETP cannot view data of another ETP. This ensures that an unauthorized person cannot access and view the training records of a particular ETP. The ETP Reporting Tool is designed to hold training participant data for a single ETP.

VI.   Data Submission

Enter training participant data in the ETP Reporting Tool as described in the User's Guide (Attachment 1). The ETP Reporting Tool will contain *all individuals* who participated in the ETP's training programs, which were approved in the Eligible Training Provider List. All individuals include those who were WIOA participants and those who were not WIOA participants in PY 2018 and PY 2019. In addition to participant data, the ETP will review and make any needed changes to its training provider and program data. The ETP contact person will send the ETP Reporting Tool via a secured file transfer service. Authorized WDC staff will retrieve the submitted ETP Reporting Tool from the secured file transfer service and confirm that the electronic file has been received. The ETP Reporting Tool will be reviewed, and the ETP contact person will be contacted with any questions or issues.

Both the authorized WDC staff and the designated ETP contact person will be provided user accounts that identify them and give them access to the secured file transfer service. A person cannot access the secured file transfer service without a user account.

VII.   Deadline of Data Submission

Training participant data must be submitted by Friday, **September 18, 2020**. The data should be submitted earlier if possible. To help in meeting the deadline, the WDC will provide technical support in collecting and submitting the data. The ETP is encouraged to work with authorized WDC staff.

VIII.   User's Guide

The Eligible Training Provider (ETP) Reporting Tool User's Guide provides the complete instructions on collecting and submitting the required data. The User's Guide describes what is collected and defines the data fields, according to requirements described in TEGL 3-18.

IX.   Inquiries

Inquiries regarding this bulletin may be directed to Edward Uechi by e-mail at edward.y.uechi@hawaii.gov.

X.   References

- Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128

- Training and Employment Guidance Letter (TEGL) No. 3-18, *Eligible Training Provider (ETP) Reporting Guidance under the Workforce Innovation and Opportunity Act (WIOA)*, August 31, 2018

- Training and Employment Guidance Letter (TEGL) No. 39-11, *Guidance on the Handling and Protection of Personally Identifiable Information (PII)*, June 28, 2012

XI.   <u>Attachments</u>

Attachment 1: Eligible Training Provider Reporting Tool User's Guide, Version 1.2.2

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Executive Director