



WorkSource Information Notice (WIN)

Employment System Administration and Policy

Number: WIN 0134

Policy-related | Fiscal | Performance | Q&A | Other Date: December 29, 2022
Expiration Date: N/A

TO: Washington WorkSource System

FROM: Gary Kamimura, Policy Manager

SUBJECT: Efforts to Outcomes (ETO) Procedures to Support Postsecondary Credential Data Collection (Participant Individual Record Layout (PIRL) elements 1332 and 1406)

Purpose:

To communicate a standard process to record existing training services indicating participation in a postsecondary education or training program that leads to recognized postsecondary credentials.

Action Required:

Local Workforce Development Boards and their contractors must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

The U.S. Department of Labor's Participant Individual Record Layout (PIRL) provides a framework for fulfilling federal reporting requirements and informs the performance accountability system established in Section 116 of the Workforce Innovation and Opportunity Act of 2014. In turn, accurate and complete data collection informs PIRL content.

Staff must follow the process outlined in [Attachment A](#) to support PIRL element updates for postsecondary education training. The process, which is effective the date of this WIN, pertains to the following PIRL elements:

- Element 1332 - Participated in Postsecondary Education During Program Participation
- Element 1406 - Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential

References:

- [Public Law 113-128](#), Workforce Innovation and Opportunity Act (WIOA) of 2014, Section 116(i)(2)

- [Training and Employment Guidance Letter \(TEGL\) 10-16, Change 2](#), Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs
- [Department of Labor Participant Individual Record Layout \(PIRL\)](#) OMB Control Number 1205-0526

Website:

<https://wpc.wa.gov/policy/state/win-state-guidance>

Direct Policy Inquiries To:

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Attachments:

Attachment A - PIRL Element Updates for Postsecondary Education Training

Attachment A

PIRL Element Updates for Postsecondary Education training

The following changes are being made in ETO to the Individualized and Supportive Services (ITSS) TouchPoint and the Follow-up TouchPoint to align with PIRL elements 1332 and 1406.

ITSS TouchPoint

A new question is added to the ITSS TouchPoint. It is required when one of these twelve (12) existing services is selected:

- Alternative Secondary School Services or Dropout Recovery Services (Youth Only)
- Apprenticeship Training
- Customized Training (2.0)
- Entrepreneurial Training (2.0)
- Increased Capacity Training
- Incumbent Worker Training
- Occupational Skills Training (2.0)
- Occupational Skills Training (Youth Only)
- On-the-Job Training (2.0)
- TAA Approved Training
- Tutoring, Study Skills Training, Instruction, and Dropout Prevention (Youth Only)
- Workplace Training with Related Instruction

The process starts as follows:

1. Select one of the 12 existing services.
2. Answer the Yes/No question – Does this training lead to a credential or degree from an accredited Postsecondary Education institute?

The screenshot shows a web form titled "Individualized, Training, and Supportive Services" for "Test Melville". The form includes a "Comments" field, "Activity Start Date" (8/24/2022), "Activity End Date" (mm/dd/yyyy), "Projected activity start date" (mm/dd/yyyy), and "Projected activity end date" (mm/dd/yyyy). A red box labeled "1" highlights the "Service Provided" dropdown menu, which is currently set to "TAA Approved Training". Below this, another red box labeled "2" highlights the question "Does this training lead to a credential or degree from an accredited Postsecondary Education institute?" with radio button options for "Yes" and "No".

3. An error message displays if the required question is not answered when one of the 12 services is selected.

Test Melville

Individualized Training and Supportive Services for Melville, Test on 8/24/2022

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Important Message.
There is a problem with one or more questions.

Individualized, Training, and Supportive Services

Select Active Program Enrollment, Other Program, or Local Contract if applicable.

Comments

Activity Start Date * 8/24/2022 Activity End Date mm/dd/yyyy

Projected activity start date mm/dd/yyyy Projected activity end date mm/dd/yyyy

Service Provided *
TAA Approved Training

Does this training lead to a credential or degree from an accredited Postsecondary Education institute? *

Yes
 No

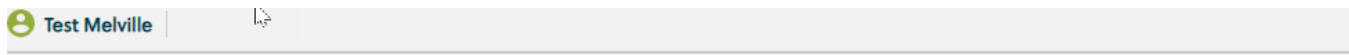
Does this training lead to a credential or degree from an accredited Postsecondary Education institute?: This question requires an answer.

Follow-up TouchPoint

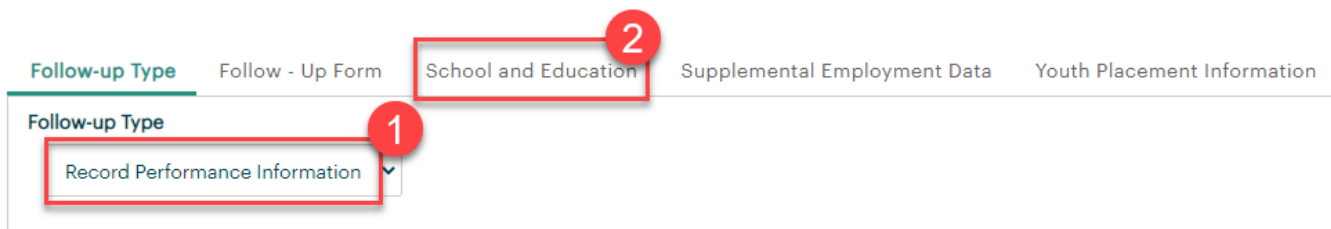
A new question and date field are added to the Follow-up TouchPoint when Record Performance Information or Record Both is selected as a 'Follow-up Type'. The new fields display on the 'School and Education' tab.

The process starts as follows:

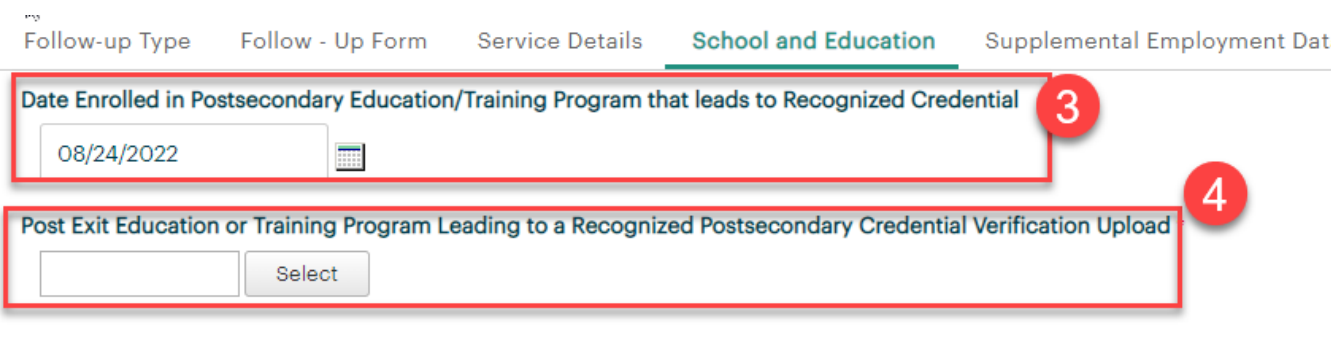
1. Select either 'Record Performance Information' or 'Record Both' from the Follow-up Type dropdown.
2. Go to the 'School and Education' tab.



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3. The 'Date Enrolled in Postsecondary Education/Training Program that leads to Recognized Credential' date field displays.
4. The 'Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential Verification Upload' field displays ***only if*** a date is entered in the date field; it is a non-required field.



5. An error message displays if a future date is entered in the Date Enrolled field.

Follow-up Type Follow - Up Form **School and Education** Supplemental Employment Data Youth Plac


Date Enrolled in Postsecondary Education/Training Program that leads to Recognized Credential

9/10/2022  **5**

The date entered must be less than 8/24/2022

Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential Verification Upload


6. When 'Credential Attained in Quarter' is Yes, the 'Type of Recognized Credential' and 'Credential Attained Verification' display and are required fields. The 'Credential Attained Verification Upload' is modified to a non-required field.

Follow-up for Melville, Test on 11/7/2022 

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Follow-up Type Follow - Up Form Service Details **School and Education** S

Date Enrolled in Postsecondary Education/Training Program that leads to Recognized Credential



Credential Attained in Quarter

Yes
 No

Type of Recognized Credential: *

Credential Attained Verification *

Credential Attained Verification Upload **6**