

Instructions for Completing RCP Data Indicator Form

The RCP Data Indicator Form must be completed and submitted to ORR in GrantSolutions by the reporting due date following each reporting period along with the Project Performance Form, which should be completed according to the instructions included with that form. Data should reflect outcomes for the most recent reporting period only – do not include cumulative data. Grantees should not modify the data form or add additional indicators. Grantees may add additional indicators and/or explanations regarding outcomes within the Project Performance Report if they choose.

Name of Grantee: Enter the full name of your organization

Grant No.: Enter the grant number of your RCP grant

Reporting Period: Enter the start and end dates of the most recent reporting period

No. of participants enrolled and assisted to create a career development plan: Enter the total number of participants who enrolled in the program and completed the process of developing a career development plan during the reporting period. The plan is considered complete when it includes all elements required by the program FOA and the grantee’s established procedure, even if future modifications are expected. Potential participants who only attend orientation/recruitment events but do not create a career development plan should not be counted.

Average income of enrolled participants: Enter the average (mean) annual income of all participants who developed a career development plan based on their current employment. Include participants who have no current source of income. Do not include benefits not received from employment such as social services in calculations.

No. of participants enrolling in a career development activity (please categorize): Enter the total number of participants who enrolled in a career development activity with the support of the RCP program during the reporting period. In this row, enter only the total number of participants who enrolled in any activity during the reporting period – do not double-count participants who enrolled in multiple types of programs.

In the rows below, categorize the types of activities in which participants enrolled (i.e. apprenticeship, certification program, degree program) and the number who enrolled in each one. Additional categories may be added if needed after consultation with ORR. If using the “Other” row please add to that row of the spreadsheet a description of the type of activity in which participant enrolled. Participants may be included in more than one category if they enrolled in multiple types of programs. Participants should be counted only if they formally enrolled in the program during the reporting period; participants who continued in a program they had enrolled in during a previous reporting period should not be counted.

No. of participants completing a career development activity (please categorize): Enter the total number of participants who completed a career development activity with the support of the RCP program during the reporting period. In this row, enter only the total number of participants who completed any activity during the reporting period – do not double-count participants who completed multiple types of programs.

In the rows below, categorize the types of activities in which participants enrolled (i.e. apprenticeship, certification program, degree program) and the number who completed each one. Additional categories may be added if needed after consultation with ORR. If using the “Other” row please add to that row of the spreadsheet a description of the type of activity which participant completed. Participants may be included in more than one category if they completed multiple types of programs.

Participants are considered to have completed an activity if they achieved the outcome anticipated under the activity (i.e. received a degree or credential), reached the end of an established timeframe for the activity (i.e. completed a one-month on-the-job training program) or the activity has reached its logical end point (i.e. transition from an apprenticeship to full employment). Do not include participants who dropped out of an activity before achieving the planned result.

No. of participants obtaining new professional credential: Enter the total number of participants who obtained a new professional credential during the reporting period. Credentials may include degrees, certifications, licenses, or other documentation that enhances the participant’s ability to gain employment or advancement in their career field. Only include credentials that relate to the participant’s career development plan. Participants who gain recognition of existing credentials should not be included under this item.

No. of participants obtaining recognition of existing credential: Enter the total number of participants who obtained recognition of credentials initially obtained in a non-U.S. country before enrollment in the program. Credentials are considered recognized when a professional or educational institution grants the participant the same privileges it would grant an individual who held a corresponding credential earned in the U.S.

No. of participants obtaining employment in a professional/skilled field: Enter the total number of participants who obtained new employment within the career field corresponding to their career development plan during the reporting period. Include participants who were previously employed in a different profession who changed jobs in order to enter their chosen career field.

Average income of participants who obtained employment: To be included with the final program report only. Enter the average (mean) annual income of all participants who obtained

employment in a professional/skilled field during the course of their participation with the program.