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 ACF Performance Progress Report, 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 (*ex. 9/31/21-3/30/22)*

No. of participants newly enrolled: Enter the total number of participants who enrolled in the program during the reporting period. A participant is considered enrolled upon verification of eligibility and signing a participant service agreement. Potential participants who only attend orientation/recruitment events but do not formally enroll should not be counted.

No. of participants newly enrolled by sex: In each box, enter the number of newly enrolled participants by sex (M – male or F – female).

No. of participants currently enrolled in the program: Enter the total number of participants currently receiving services under the program regardless of year of enrollment.

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. Only include income from employment - do not include benefits such as social services in calculations.

No. of participants developing personalized career development plans: Enter the total number of participants your organization assisted to initiate creation of a career development plan during the reporting period. Do not count participants who have been counted in this category in previous reporting periods.

No. of participants enrolling in degree and/or certification programs: Enter the total number of participants who enrolled in a program to earn a post-secondary degree such as a Bachelor's or Associate Degree that corresponds to the participant's career development plan and/or who enrolled in a program to earn a professional certification that corresponds to the participant's career development plan. Do not count participants who have been counted in this category in previous reporting periods.

No. of participants enrolling in an apprenticeship or on-the-job training programs: Enter the total number of participants who enrolled in a program that gives them an opportunity to gain experience in a profession corresponding to their career development plan by performing job duties in a training environment. Do not count participants who have been counted in this category in previous reporting periods.

No. of participants earning college credits: Enter the total number of participants who completed a course resulting in earning credits or credit hours from an accredited institution of higher learning during the reporting period. The credits need not be earned in pursuit of a degree or certificate. Do not count participants who enroll in a course they have not completed by the end of the reporting period. Do not count participants who have been counted in this category in previous reporting periods.

No. of participants who obtained a new professional credential or recognition of an existing credential: Enter the total number of participants who obtained a new professional credential during the reporting period or 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 or similar privileges it would grant an individual who held a corresponding credential earned in the U.S. 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. Do not count participants who have been counted in this category in previous reporting periods.

No. of participants who obtained a new professional credential or recognition of an existing credential by sex: In each box, enter the number of participants obtaining a new credential or recognition of an existing credential by sex (M – male or F – female).

No. of participants who obtained 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 and who changed jobs in order to enter their chosen career field. Do not count participants who have been counted in this category in previous reporting periods.

No. of participants who obtained employment in a professional/skilled field by sex: In each box, enter the number of participants who obtained professional/skilled employment by sex (M – male or F – female).

No. of training hours the program provided to participants in English language programs related to preparation for a particular vocation or job-related training program: Enter the

total number of ESL training hours provided under the RCP program focused on preparing participants for career readiness or advancement. Do not include ESL training hours provided to participants through non-RCP programming.

No. of training hours the program provided to participants in developing job readiness skills such as resume writing, interviewing, and expectations for the professional workplace: Enter the total number of training hours provided under the RCP program focused on skills associated with acquiring and maintaining a professional job in the U.S.

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.