Instructions for Completing Employer Engagement Program Data Indicator Form

The Employer Engagement 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 (OMB #0970-0406), 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. Recipients should not modify the data form or add additional indicators. Recipients may add additional indicators and/or explanations regarding outcomes within the ACF Performance Progress Report if they choose.

Name of Grantee: Enter the full name of your organization.

Grant No.: Enter the grant number of your Employer Engagement grant.

Reporting Period: Enter the start and end dates of the most recent reporting period (*ex. 9/30/22-3/30/23).*

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; F – female).

No. of new employer partnerships: Enter the number of new formalized partnerships with employers to create and conduct training programs for participants during the reporting period.

English language training hours provided: Enter the total number of English language training hours provided through employer partnerships during the reporting period. Calculate training hours for each participant (example: 20 participants x 30 hours = 600 reportable hours).

Job skill training hours provided: Enter the total number of training hours in job skills provided through employer partnerships during the reporting period. Calculate training hours for each participant (example: 20 participants x 30 hours = 600 reportable hours).

No. of participants who obtained a 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. Do not count participants who have been counted in this category in previous reporting periods.

No. of participants who attained a promotion and/or additional job responsibilities accompanied by an increase in wages: Enter the total number of participants who have reported who have reported attaining a promotion and/or additional job responsibilities

accompanied by an increase in wages during the reporting period. The accomplishment must be reasonably connected to participation in the program (example: a participant who received a scheduled promotion a week after enrolling in the program would not be counted). Do not count participants who have been counted in this category in previous reporting periods.