September MIS Newsletter

In this month’s MIS Newsletter, we encourage grantees to register for the upcoming in-person MIS training in Atlanta and review how to build and use an important Ad-Hoc report: the Participant Follow-Up Placement History report. We also offer reminders about the data entry that YouthBuild programs need to complete to satisfy the DOL requirements.

Register for the MIS training in Atlanta, GA, September 13th - 14th

Registration is still open for the next in-person MIS training in Atlanta on September 13th - 14th. Over the two days, attendees will gain hands-on data entry and reporting experience in the MIS, with plenty of time for questions. We are also opening registration to allow for more than one staff member from each program to attend (please note that our hotel room block rate has expired).

Register here

- When: September 13-14th, 2017
- Where: Atlanta, GA
- PLEASE NOTE: computers will be provided for this training

Training agenda will include:

- Creating site staff MIS user accounts
- Determining participant eligibility
- Enrolling participants
- Entering job/education placements and other outcomes
- Generating, submitting, and understanding the WIOA Supplemental and QPR reports
- Understanding DOL performance measures
- Running ad-hoc reports

Additional regional in-person MIS trainings are scheduled for later in the year. Next up will be a training in December – registration to be opened in November!

Ad-Hoc Report: Participant Follow-Up Placement History
MIS Reports can be a real asset in understanding the WIOA placement indicators and designing a successful graduate engagement strategy. Understanding which participants have made it to a follow-up quarter and whether or not they are placed is crucial, and this report can be a useful way to help grantee staff stay on top of these timeframes and outcomes. This report allows you to see which follow-up quarters participants have made it to and if they have any placements in those quarters.

**Building the Report**

To build the report, click the “Reports” tab in the MIS and select “Ad-hoc Reports.” Under “Create New Report,” click “Customized.”

1. Choose the data set “Participant Follow-Up Placement History Report.”

2. Move columns you want to show up in the report from the left pane to the right. Be sure to choose first/last name, quarter, employed weekly hours, employed hourly wage, post-secondary education weekly hours, vocational weekly hours, vocational hourly wage, as well as any other information you think would be helpful.
3. & 4. Steps three and four cannot be edited; just click “Next” through these steps.

5. Select the cohort. In almost all cases, you should choose “All.” Verify that the displayed grant number is correct, and that you are running a report for the correct grant year!

6. Name the report, and choose to generate as an Excel document. To save time later, click “Save” to have the report template show up in the drop-down list on the Ad-Hoc Reports page. Otherwise, click “Generate Report.” Note that saving the report doesn’t save the report data, but rather the MIS saves the report structure so that you can re-run the report at any point and have it include new data.

**Using the Report**

1. In the Excel worksheet highlight all of the column headings and data and then click on the “insert” tab from the Excel menu and select “Table”. Then check off the box labeled “my table has headers”. Your data should now have filters at the top of the column headings.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Quarter</th>
<th>Employed weekly Hours</th>
<th>Employed Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Abe</td>
<td>2</td>
<td>10</td>
<td>$15.00</td>
</tr>
<tr>
<td>Student</td>
<td>Abe</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Abe</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollee</td>
<td>Bob</td>
<td>1</td>
<td>22</td>
<td>$12.00</td>
</tr>
<tr>
<td>Enrollee</td>
<td>Bob</td>
<td>2</td>
<td>40</td>
<td>$11.25</td>
</tr>
<tr>
<td>Enrollee</td>
<td>Bob</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollee</td>
<td>Bob</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Now filter the report by clicking on the “quarter” column and selecting 2 and 4 to make this report display only 2nd and 4th quarter follow-up quarters.
4. After you filter the report you can now clearly see which students have placement information for quarter two and four of the follow-up period. In this example Abe Student has placements that would count positively in both of the WIOA quarter 2 and 4 placement indicators.

If you have any trouble understanding, generating, or saving these reports please reach out the MIS Help Desk.

**MIS Data Entry for all YouthBuild Programs**

1. **Data for all NEW enrollees**
   - The Case Overview form must be completed.
   - The Assessment at Entry form must be completed, including the Employment Status section.
   - One Basic Skills pre-test must be entered for new participants to be fully enrolled in the MIS.
   - Participants are not fully enrolled until the Case Overview page, Assessment at Entry (including the Employment Status question), and at least one Basic Skills pre-test are entered. Students will not be included in your reports until they are fully enrolled.

2. **Data for ACTIVE participants**
   - All of the Services that you provide your participants should be entered into the MIS. All recurring Services must be re-saved in every quarter that they are active. All Services that are ongoing but not recurring must be closed out and re-entered every quarter. Reminder: Any participant with no services for 90 days (based
on Service Start and End dates) will be auto-exited.

- All Basic Skills post-tests must be entered.
- All active (and exited) participants must have their Placements/Attainments entered into the Outcomes tab.

3. Data for EXITED participants

- All exited participants must have their Follow-Up Reports entered.
- *The Outcomes tab must be updated with any additional outcomes before reconfirming placements in Follow-Up Reports.

**Weekly MIS Training Webinars**

Data Entry Training: The MIS Help Desk offers weekly webinar (web and phone) trainings which cover all required data entry aspects of the MIS. These trainings typically take up to 2 hours, and are scheduled* for:

**Tuesdays 2PM ET**
**Fridays 10AM ET**

WIOA Supplemental and QPR Report Training: The MIS Help Desk will provide training on the new WIOA performance measures and how to run and submit this new supplemental report. The MIS WIOA report training schedule* is:

**Wednesdays 3PM ET**

Data Reviews: The MIS Help Desk also offers comprehensive data reviews for individual programs. During these webinars, we will examine your program's Quarterly Performance Report and investigate errors or problem areas. Data reviews could also address any other concerns you have about MIS data entry.

PLEASE CONTACT THE MIS HELP DESK TO SCHEDULE TRAINING OR A DATA REVIEW
**CALL 1-866-680-0855**
**OR EMAIL MISSUPPORT@YOUTHBUILD.ORG**

*In order to be available for the maximum number of help desk calls, data entry and report trainings are not conducted during the week before the QPR submission deadline.