

A Guide for VR Agencies: Reporting Training in the Workplace in the Case Service Report (RSA-911)

Participants in the Vocational Rehabilitation (VR) program who engage in training in the workplace (i.e., Registered Apprenticeship Training, Customized Training, On-the-Job Training, and Work-Based Learning) require specific data collection and reporting. For purposes of the VR program, a participant is a reportable individual who has applied and has been determined eligible for VR services, has an approved and signed Individualized Plan for Employment (IPE), and has begun to receive services under the IPE. Participants are included in the WIOA performance indicators.

Training in the Workplace Positively Impacts the WIOA Performance Indicators

Employment Rates 2nd and 4th Quarter After Exit

- Registered Apprenticeships are ALWAYS in competitive integrated employment, which could lead to employment outcomes and may increase the likelihood of participants being employed in the 2nd and 4th quarters after exiting the VR program.
- Registered Apprenticeships typically lead to long-term employment outcomes.
- Training in the workplace provides direct skills building required by a specific employer and/or field, which leads to long-term success.

Median Earnings 2nd Quarter After Exit

- Apprentices earn competitive wages and skill-based wage increases, which may lead to higher earnings for participants who exit the VR program.
- Training in the workplace can provide pay increases and advancement opportunities.

Credential Attainment & Measurable Skill Gains (MSG)

- Competency and educational-based skill gains and skill-based wage increases are built into all Registered Apprenticeships, which may result in an MSG(s).
- After completing a Registered Apprenticeship Training, the participant earns an industry-recognized, nationally portable credential.
- Training in the workplace provides direct skills building required by a specific employer and/or field, which may result in an MSG(s).

Effectiveness in Serving Employers

- Training in the workplace leads to increased retention with employers.

For more information, including details on how these performance indicators are calculated, see [WIOA Performance Accountability Guidance \(RSA-TAC-17-01\)](#).

RSA-911 Reporting

To ensure accurate reporting for training in the workplace and the WIOA performance indicators, the following must be in place:

- 1. The VR agency needs to have written policies and procedures related to the type of workplace training, which must be provided under a participant's IPE.**
 - ⚙ The VR agency should consider aligning its policies with the WIOA core programs in the State, particularly with Registered Apprenticeships and Customized Training.
 - ⚙ VR agencies should ensure there is a strong methodology for rate-setting when providing funds toward training in the workplace.
- 2. The VR agency needs to have written policies and procedures clearly explaining when training in the workplace can be reported toward the MSG and Credential Attainment Rate performance indicators.** Examples include the following:
 - ⚙ Is an MSG documented after completion of one year in the Registered Apprenticeship Training, or are there designated milestones that can result in an MSG?
 - ⚙ Do agreements with employers and/or training providers document the necessary achievements, skills, and milestones the participant is expected to achieve?
 - ⚙ What source documentation is required from the Registered Apprenticeship Training to report the MSG or Credential? Does this align with the joint policy guidance on data validation ([RSA-TAC-19-01](#))?
 - ⚙ Where is source documentation maintained (e.g., case management system, hard file)?
 - ⚙ Is there sufficient guidance for choosing when an MSG is reported as an MSG: Training Milestone vs. MSG: Skills Progression?
- 3. Reporting on the IPE the type of training in the workplace and any MSGs and Credentials achieved is only a portion of the requirement. To ensure this will be reflected accurately in the RSA-911, a variety of Data Elements (DE) must be reported:**
 - ⚙ **Participant DEs:**
 - DE 7: Date of Application is not blank;
 - DE 38: Date of Eligibility Determination is not blank;
 - DE 398: Date of Initial IPE;
 - DE 127: Start Date of Initial VR Service on or after IPE is not blank; and
 - DE 353: Date of Exit is blank.
 - ⚙ **WIOA Performance Indicators DEs:**
 - DEs included in the Performance Indicators (e.g., enrollment type, enrollment date, MSGs, outcomes).

⚙️ **Registered Apprenticeship Training**

- VR agencies use DEs 164-169 to report Registered Apprenticeship Training, which is a work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. Structured apprenticeship programs provide a recognized credential and generally have minimum requirements for the duration of on-the-job work experience and classroom instruction.
- Because Registered Apprenticeships lead to a Credential, VR agencies will report interim progress (i.e., MSGs) and outcome of the training (e.g., disenrollment, certificate/certification, license). The Registered Apprenticeship must be intended to help the participant reach the employment goal on the IPE.
- Depending upon VR agency policies, Registered Apprenticeships may result in an MSG: Postsecondary Transcript/Report Card, MSG: Training Milestone, and/or MSG: Skills Progression.

⚙️ **Customized Training**

- VR agencies use DEs 205-211 to report Customized Training designed to meet the special requirements of an employer who has entered into an agreement with a service delivery area to hire individuals who are trained to the employer's specifications.
- Depending upon VR agency policies, Customized Training may result in an MSG: Training Milestone or MSG: Skills Progression. The Customized Training must be intended to help the participant reach the employment goal on the IPE.
- Customized Training should not be confused with Customized Employment.

⚙️ **On-the-Job Training (OJT)**

- VR agencies use DEs 157-163 to report OJTs provided to participants to gain specific job skills by a prospective employer. Generally, the participant is paid during this training.
- Depending upon VR agency policies, OJTs may result in an MSG: Training Milestone or MSG: Skills Progression. The OJT must be intended to help the participant reach employment goal on the IPE.

⚙️ **Work-Based Learning Experiences (WBLE)**

- VR agencies use DEs 402-407 to report internships (paid or unpaid) and other WBLEs that are provided to participants.
- Depending upon VR agency policies, these internships and WBLEs may result in an MSG: Training Milestone or MSG: Skills Progression. The internship or WBLE must be intended to help the participant reach the employment goal on the IPE. When a participant is learning basic work skills or experiencing a variety of industries that are not directly related to the IPE goal, this would not be reported as an MSG.
- This training service should not be confused with WBLEs provided as Pre-Employment Transition Services to students with disabilities.