

HPOG PRS Data Reporting: the Cheat-sheet for Sustainability Reporting

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THE PPR: The Program Performance Report (PPR) is the “official” performance measurement tool of the PRS. While it is the best way to track the performance progress and achievements of your organization, it is also an underrated tool for gathering general program data. These are the data features of the PPR that are most popular among grantees:

Feature	Useful for?	Image
Employment by SOC	Employment tracking, sustainability, employer outreach, overall success, program design, sectoral performance. This is the only place in the PRS where employment is available by individual SOC.	
Grant period reporting	Periodic performance in all areas. The PPR is broken up into 6-month and 1-year periods, which allows for the collection of performance snapshots to highlight more recent grantee performance trends.	
Participant listing by metric	Managerial activities, quality control, case management, participant contact. Each metric included in the PPR is a link which when clicked on provides a list of participants by ID and name.	

The Query Tool: The PRS query tool is a powerful and flexible reporting application that can be used to generate a vast variety of user-customized HPOG reports. Many of these are extremely useful for sustainability and employer outreach – some of the most valuable queries are listed below:

Tip: How do you access the query tool?	
<p>Select it upon PRS login:</p>	<p>Or click the link in the upper right corner at any time:</p>

Query	Filters and Features	Useful for?
Crosstab: (Employed at intake) X (Employed at any time after intake) OR (Employed in HC at any time after intake)	Can add filter of <i>Ever Enrolled</i> or specify a range of <i>Enrollment Dates</i> . Also can add filter of <i>TANF at intake</i> to see TANF participants who transitioned into work. All queries can be run by Location .	Enables the tracking of transitions from unemployment to employment, or from non-HC employment to HC sector employment.
Crosstab: (Began training, by SOC) X (Completed training, by SOC)	Can add filter of <i>Employment status at intake</i> to look at only employed, or unemployed, participants. Also adding the <i>TANF at intake</i> filter allows seeing success rates by the TANF population.	Enables the tracking of success rates by individual SOC program. Combining with filters also allows looking at the success rate by a variety of groups.
Crosstab: (Ever received support services or support service category) X (Completed HPOG)	Can add any of the filters mentioned above to look at results by a narrower population.	Ever wondered if a support service is particularly associated with participant success? Crosstab ever receiving that support with HPOG program success (or individual SOC success) to find out.
List: select check boxes for: Employment status at intake Emp. Dev. Activities – Paid job Employment status at exit Employment status at followup	Add any number of the filters mentioned above (<i>TANF, GA, Enrollment, etc.</i>). Any of these can also be restricted by HC only, or the HC employment variables can be added.	Export this list to Excel and it will provide a complete picture of each employment step for all participants.

PRS Management Reports: The PRS management reports are semi-customizable sources for PRS summary and participant-level data. While there are thirteen such management reports (numbered PRS001 – PRS012), some of them have been found to be more directly useful for sustainability and performance reporting. These reports and their features are included below:

Report	Important Data Items	Useful for?
PRS011 – Program Outcomes	Items 1 – 5: 1. Participant enrollment 2. Participant training enrollment 3. Participant training completion 4. Participant employment (any sector) 4a Participant employment (HC sector only) 5. Average wage in HC sector	Employment tracking, sustainability, employer outreach. This report uses the same logic as the PPR but is calculated over the entire HPOG grant. Items 1 through 5 provide an excellent overview of participant flow – from enrollment, to training, to completion, to employment.
PRS009 – Vocational/Occupational Summary	Period / cumulative training completion and degree receipt, by training SOC	Training tracking, program design, training vendor outreach. This report shows not just training completion (by period and cumulatively) but also degree receipt, all by SOC code. It is a good overview of participant activity and success in each training.
PRS006 – Exited Follow Up	HPOG program completion, reason for early exit (if not completed), and employment status at exit	Participant tracking, exit outcomes, overall program outcomes. While this report is useful to track the exit and follow up status of participants, it also lists overall outcomes – program completion and employment at exit.