

A Guide for VR Agencies: Reporting Registered Apprenticeship Training on the Case Service Report (RSA-911)

Participants in the Vocational Rehabilitation (VR) program who engage in a Registered Apprenticeship Training 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.

Registered Apprenticeship Training Can Positively Impact All Six 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 produce long-term employment outcomes.

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.

MSG and Credential Attainment

- Competency and educational-based skill gains are built into all Registered Apprenticeships, which may result in an MSG: Training Milestone or MSG: Skills Progression for the participant.
- Apprentices earn skill-based wage increases as they progress, which may result in an MSG: Training Milestone depending on your agencies policies and procedures.
- After completing a Registered Apprenticeship Training, the participant earns an industry-recognized, nationally portable credential.

Effectiveness in Serving Employers

- Employers are the foundation of the Registered Apprenticeship program. Services to employers could be documented for this indicator, depending on the approaches the State has chosen to measure.






Like all VR services, VR agencies must report Registered Apprenticeship Training, on the RSA-911 in the quarter(s) in which it is provided to the participant. Registered Apprenticeship Training can be provided through VR agency purchase or as a comparable benefit. In both cases, the VR agency must report the VR service on the RSA-911. Registered Apprenticeship Training can also be reported as a ...

- Measurable Skill Gains (MSG): Training Milestone or Skills Progression; and
- Recognized credential for the Credential Attainment performance indicator.



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

In order to ensure accurate reporting for Registered Apprenticeship Training and the performance indicators, the following must be in place:

1. The VR agency needs to have written policies and procedures related to Registered Apprenticeship 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.
2. The VR agency needs to have written policies and procedures clearly explaining when a Registered Apprenticeship Training can be reported toward the MSG and Credential Attainment performance indicators. Examples include the following:
 -  Is an MSG documented after completion of 1 year in the Registered Apprenticeship Training, or are there designated milestones during the program that can result in an MSG?
 -  What source documentation is required from the Registered Apprenticeship Training in order to report the MSG or Credential? Does this align with the joint policy guidance on data validation ([RSA-TAC-19-01](#))?
 -  Where is this documentation maintained in the case management system and/or service record?
 -  Is there sufficient guidance for when an MSG is reported as an MSG: Training Milestone or MSG: Skills Progression?
3. Reporting the Registered Apprenticeship Training, MSG, and Credential is only a portion of the requirement. In order to ensure this will be reflected accurately in the RSA-911, a variety of Data Elements (DE) must be reported:


 **Participant Data Elements:**

- DE 7: Date of Application is not blank;
- DE 38: Date of Eligibility Determination is not blank;
- DE 48: Date of Most Recent IPE or Amendment is not blank (*Deleted*); OR
 - RSA-PD-16-04 (through June 30, 2020)
- DE 398: Date of Initial IPE (*New Element*);
 - RSA-PD-19-03 (beginning July 1, 2020)
- DE 127: Start Date of Initial VR Service on or after IPE is not blank; and
- DE 353: Date of Exit is blank.

 [RSA-TAC-17-01](#) **Attachment 10 outlines the performance indicator calculations:**

- Figure 6: Calculation: Credential Rate Indicator
- Figure 7: Calculation: Measurable Skill Gains Indicator



 **Registered Apprenticeship Training Data Elements in [RSA-PD-16-04](#) (reporting through June 30, 2020):**

- DE 164: Registered Apprenticeship Training, Service Provided Through VR Agency Purchase
- DE 165: Registered Apprenticeship Training, Purchased Service Provider Type
- DE 166: Registered Apprenticeship Training, Amount of VR Funds Expended for Service (Title I)
- DE 167: Registered Apprenticeship Training, Amount of SE Funds Expended for Service (Title VI)
- DE 168: Registered Apprenticeship Training, Service Provided by Comparable Services and Benefits Providers
- DE 169: Registered Apprenticeship Training, Comparable Services and Benefits Provider Type

 **Registered Apprenticeship Training Data Elements in [RSA-PD-19-03](#) (reporting beginning July 1, 2020):**

- DE 164: Registered Apprenticeship Training, Service Provided Through VR Agency Purchase
- DE 165: Registered Apprenticeship Training, Purchased Service Provider Type
- DE 166: Registered Apprenticeship Training, Amount of VR Funds Expended for Service (Title I)
- *DE 167: Deleted*
- DE 168: Registered Apprenticeship Training, Service Provided by Comparable Services and Benefits Providers
- DE 169: Registered Apprenticeship Training, Comparable Services and Benefits Provider Type

Other Work-Based Learning and Training Experiences

Beginning in Program Year 2020, the RSA-911 outlined in RSA-PD-19-03, will permit VR agencies to report information related to those apprenticeship training programs that are **not** Registered Apprenticeship Training programs (e.g., “industry-recognized apprenticeship programs”) with the following Data Elements:

- DE 402: Work-Based Learning Experience, Service Provided by VR Agency Staff (in-house)
- DE 403: Work-Based Learning Experience, Service Provided through VR Agency Purchase
- DE 404: Work-Based Learning Experience, Purchased Service Provider Type



- DE 405: Work-Based Learning Experience, Amount of VR Funds Expended for Service (Title I)
- DE 406: Work-Based Learning Experience, Service Provided by Comparable Services and Benefits Providers
- DE 407: Work-Based Learning Experience, Comparable Services and Benefits Provider Type

VR agencies may also use the above Data Elements to report internships (paid or unpaid) and other Work-Based Learning Experiences (WBLE) that are provided to VR program participants. Dependent upon VR agency policies and following RSA-TAC-17-01, these internships and WBLEs may result in an MSG: Training Milestone. The internship or WBLE must be intended to help the participant reach his or her IPE goal, similar to an On-the-Job-Training. If a participant learns basic work skills or experiences a variety of employment settings that are not directly related to the IPE goal, then this would not count toward an MSG.

