

VETS-701 Technical Performance Report Field Definitions and Technical Specifications

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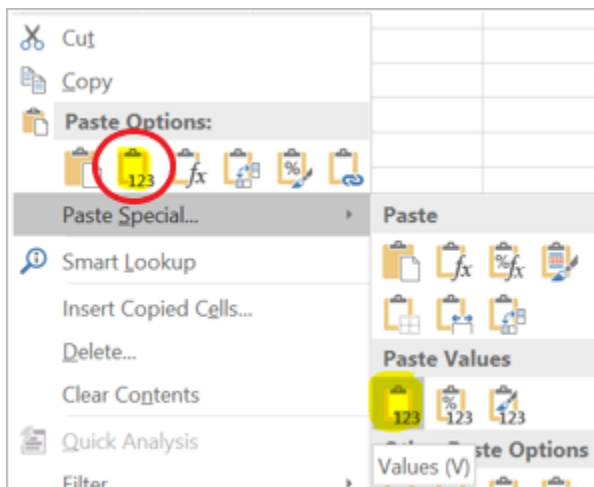
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How to Copy/Paste Within the TPR Workbook

Grantees are encouraged to avoid copying and pasting data into the Technical Performance Report (TPR), as doing so may corrupt formatting and formulas. However, as new or updated versions of the TPR are released, we recognize that it may be necessary for grantees to migrate data from an “old” version of the TPR into the current TPR (e.g., carrying participants into a new Program Year (PY)).

To avoid impacting formats and formulas, grantees should only use paste “special values” when migrating data into the current TPR.

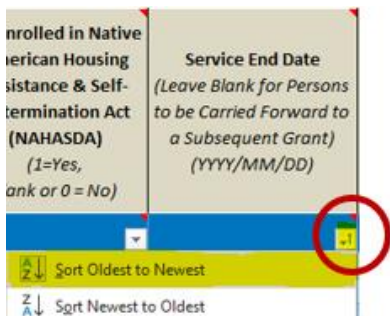
Do not use the keyboard shortcut Ctrl+V to paste. Instead, right click in the destination cell or range of cells and select Paste Special>Values (V) (Tip: look for the clipboard icon with “123”).



Pasting In Carryover Participants

At the end of the PY, grantees may use the column sort feature in the VETS-701B Participant Info tab to identify participants with no service end dates. Participant records that meet the definition of a [Carryover Participant](#) may be copied and pasted into the following PY's TPR using the steps below:

1. Click the down arrow under Service End Date (column M) to access the sort menu and select "Sort Oldest to Newest"



2. Participant records with a blank Service End Date should now appear at the bottom of the table
3. Highlight the participant records with blank Service End Dates, starting in column A (Participant ID) through column BS (Hourly Wage in the 4th Quarter After Exit)

Participant ID (DO NOT USE SSN)	Participant Name (Do not use Actual Full Names)	Service Start Date (YYYY/MM/DD)	Date First Registered in American Job Center (AJC) (YYYY/MM/DD)	Co-Enrolled in American Job Center (AJC) (1=Yes, Blank or 0 = No)	Co-Enrolled in VA's Grant and Per Diem (GPS) (1=Yes, Blank or 0 = No)	Co-Enrolled in Veterans Affairs Supportive Housing (VAOH) (1=Yes, Blank or 0 = No)	Co-Enrolled in Supportive Services for Veteran Families (SSVF) (1=Yes, Blank or 0 = No)	Co-Enrolled in SSVF - Shutter Subsidy (1=Yes, Blank or 0 = No)	Co-Enrolled in FEMA (1=Yes, Blank or 0 = No)	Co-Enrolled in Native American Housing Assistance & Self- Determination Act (NAHASDA) (1=Yes, Blank or 0 = No)	Service End Date (Leave Blank for Persons to be Carried Forward to a Subsequent Grant) (YYYY/MM/DD)
49855 vegahc		2021/11/25	2021/11/25	1	0	0	1	0	0	0	2022/06/10
09630 tsvst		2022/04/14	2022/04/14	1	0	1	0	0	0	0	2022/06/10
86760 chbhd		2022/01/03	2022/01/03	1	0	0	0	0	0	0	2022/06/10
45140 kgoba		2022/04/21	2022/04/21	1	0	0	0	1	0	0	2022/06/10
81973 yosekt		2022/05/07	2022/05/07	1	1	0	0	1	0	0	2022/06/26
12806 wsdko		2021/07/07	2021/07/07	0	0	0	0	0	0	0	
11758 tsvst		2021/08/01	2021/08/01	1	0	0	0	0	0	0	
43078 brjyo		2021/11/04	2021/11/04	1	0	0	0	0	0	0	
14132 oqfkg		2021/11/04	2021/11/04	1	0	0	0	0	0	0	
01556 bthvlt		2021/11/05	2021/11/05	1	0	0	0	0	0	0	
12044 dmsvlt		2021/11/18	2021/11/18	1	0	0	0	0	0	0	
79058 tsvst		2021/11/19	2021/11/19	1	0	0	0	0	0	0	

Blank Service End Dates

4. Follow the [instructions above](#) to copy and paste special values into cell A6 of the VETS-701B Participant Info tab of the following PY's TPR

Field Definitions

VETS-700 Planned Goals

VETS-700 Element Name	Definition
Geographic Coverage Area(s):	<p>Please use the FIPS Finder tool above to enter/clear coverage area codes.</p> <p>United States Department of Labor Veterans' Employment & Training Service</p> <p>Summary of Proposed Goals by Quarter & Overall for the Project</p> <p>HVRP Site Lock FIPS Finder</p> <p>OMB Approval 1293-00 Press Spacebar to open FIPS Finder.</p>
Program Year:	Select the applicable Program Year for this report. (example: 7/1/2021-6/30/2022 = PY2021)
Funding Amount:	Total amount of federal funds requested if this is an application for funding. If a grantee, then enter the amount of the actual grant award.

VETS-700 Element Name	Definition
Applicant Name:	Enter the name of your agency or organization just as it appears on your application.
Name of Project:	Please enter a title for the name of your project. This title should match the one used on the application for funding.
Lock Status	This form MUST BE LOCKED once the user has entered the planned values and verified the accuracy of these figures. Contact your GOTR to modify locked values.
Planned Measures	
# of Participants Enrolled	<p>A participant should be recorded as having been enrolled when an intake form has been completed and services, referral, and/or employment has been received through the program. This will be an unduplicated count over the performance period, i.e., each participant is recorded only once, regardless of the number of times she or he receives assistance.</p> <p>The exception to this rule is reenrollment, which occurs when a participant exits, then returns more than 90 days after exit and the grantee chooses to reenroll the participant (assuming HVRP eligibility criteria is met).</p>
# Placed in Transitional or Permanent Housing	The number of participants that were placed into transitional or permanent housing either on-site or off-site.
# Placed into Employment	Participants who were placed into employment or otherwise obtained employment as a result of grantee services used or received. The participant must be exited in order to obtain credit for a placement.
Average Hourly Wage at Placement	The average starting wage (dollars/hour) of all placements made in the quarter.
Placement Rate Overall (rate = employed/exited)	Participants who were placed into employment or otherwise obtained employment as a result of grantee services used or received (Row 24 above) divided by the number of exiters (row 27 below).
# Exited	For the purposes of competitive grants, a participant who is placed or dropped during a quarter and is not scheduled to receive future homeless veterans program services for the next 90 or more days is considered an exiter. A participant not receiving a service for 90 consecutive days must be exited. The following services do not count as "future services": Additional career planning; Contacting the employer; Assisting with work-related problems; Peer support groups; Informational mailings; Co-enrolled partner services extending beyond the end of the active period of performance for the competitive grant award; Follow-up tracking services; and Provision of post-exit supportive services for job retention.
# Earned Wages in the 2nd Full Quarter After Exit	The number of exiters for the reporting period who were employed (showed wages) in the 2nd quarter after exit. For example, a participant who exited the program on August 15, 2020 (the 1st quarter of the grant period of performance) and who showed any earnings during the January - March 2021 period (the 3rd quarter of the grant period of performance) would be considered employed in the 2nd quarter after the quarter of exit.
Employment Rate in the 2nd Quarter After Exit	Computed by dividing the total number employed in the 2nd quarter after exit by the total number of exiters for the reporting period.

VETS-700 Element Name	Definition
Median Quarterly Earnings in the 2nd Qtr. After Exit	<p>The planned median quarter earnings for those participants employed in the 2nd quarter after exit. In simple terms, it may be thought of as the “middle” value of a data set. For example, in the data set...\$1750, \$3175, \$3765, \$4120, \$5005, \$6110, \$6975, the median is \$4120, the fourth number in the sample. For the 2nd quarter of PY20, the median quarterly earnings for those employed at the time of exit was \$4,120.</p> <p>**Do not enter the same values as Average Hourly Wage at Placement. The entries should reflect one quarter’s worth of projected earnings for participants (1 quarter is approx. 13 weeks).**</p>
# Earned Wages in the 4th Full Quarter After Exit	The number of exiters for the reporting period who were employed (showed wages) in the 4th quarter after exit. For example, a participant who exited the program on August 15, 2020 (the 1st quarter of the grant period of performance) and who showed any earnings during the July - September 2021 period, would be considered employed in the 4th quarter after the quarter of exit.
Employment Rate in the 4th Quarter After Exit	Computed by dividing the total number employed in the 4th quarter after exit by the total number of exiters for the reporting period.
Episodic Homeless - # Enrolled	“Episodic Homeless” is defined as a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
Episodic Homeless - # Exited	“Episodic Homeless” is defined as a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
Episodic Homeless - # Placed into Employment	“Episodic Homeless” is defined as a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
Placement Rate - Episodic Homeless	
Participant Services	Programmatic costs including outreach, supportive services, training, placement services, and social rehabilitation services, which will assist in stabilizing the participants. This category should reflect all costs other than administrative costs.
Indirect Costs	<p>Must have an agreement or claim de minimis to claim indirect costs. De minimis is only for grantees who have never had a negotiated indirect cost rate agreement.</p> <p>2 CFR 200.414, Indirect (F&A) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.</p>

VETS-700 Element Name	Definition
Direct Costs	All direct costs associated with the supervision and management of the program. Examples include: compensation of employees, cost of materials consumed or expended, travel, other allowable activities, and items of expense incurred as allowable under 2 CFR Part 200.403.
Administrative Costs - Total	Admin. Costs consist of all direct and indirect costs associated with the supervision and management of the program. All indirect costs are considered administrative costs for HVRP/VWIP purposes.
Total Expenditures	

VETS-701 Tech Perf Report

VETS-701 Element Name	Definition
Grant Number:	Enter your grant number exactly as it appears on your grant award.
Funding Amount:	
Reporting Period:	Select the quarter covered by this report.
Option Year:	If this TPR is for the initial period covered by your grant award (i.e., a new award), please select "First Year." If this TPR is for the 1st option year funding for your award, please select "Second Year." If this TPR is for the 2nd option year funding for your award, please select "Third Year."
Actual Measures	
TPN Action:	For each measure flagged with a red "X" indicator meaning performance is failing to meet minimum expectations. Those with a yellow "!" indicator are considered to be meeting minimum performance expectations. For more information on TPN Actions and CAPs, refer to the VETS-702 Technical Performance Narrative (TPN).
# of Eligibility Assessments	A process for screening individual applicants for program eligibility making the level of need determinations; making an initial determination what services or programs can best benefit the applicants; providing information about services, program eligibility, and the availability of those services; and the routing or selecting individual applicants for particular service delivery or program participation.
# of Participants Enrolled	<p>A participant should be recorded as having been enrolled when an intake form has been completed, and services, referral, and/or employment has been received through the program. This will be an unduplicated count over the performance period, i.e., each participant is recorded only once, regardless of the number of times she or he receives assistance.</p> <p>The exception to this rule is reenrollment, which occurs when a participant exits, then returns more than 90 days after exit and the grantee chooses to reenroll the participant (assuming HVRP eligibility criteria is met).</p>

VETS-701 Element Name	Definition
# of Carryover Participants from Prior PY	An HVRP participant who was in the grantee's program during one program year whose participation continued into the following program year. Any individual who is showing as not exiting the grantee's program by the last day of the program year must continue to receive services to be (1) carried over to the next program year should the grantee receive continuation funding; or (2) exited from the grantee's program. Carryover participants retain the same participant identification number and name in the Technical Performance Report as assigned in the earlier year.
# of Participants Co-Enrolled in AJC Services	Enrollment in American Job Center (AJC) services, for the purposes of competitive grants reporting, occurs when the homeless veterans program participant receives a Wagner-Peyser Act-funded Employment Service (ES), a Jobs for Veterans State Grant (JVSG)-funded Disabled Veterans Outreach Program service or another WIOA title I-funded service, such as WIOA title I services for adults or dislocated workers. Please note that homeless veterans program grantees must enroll their participants into ES, JVSG or WIOA title I-funded services according to the service strategy and timeline outlined in each individual service plan. Enrollment of the homeless veterans program participant into an ES, JVSG or WIOA service must occur during the active period of performance outlined in the VETS' competitive grant award.
# Placed in Transitional or Permanent Housing	The number of participants that were placed into transitional or permanent housing either on-site or off-site.
# Placed into Employment (cannot be greater than # exits)	Participants who were placed into employment or otherwise obtained employment as a result of grantee services used or received. The participant must be exited in order to obtain credit for a placement.
Average Hourly Wage at Placement	The average starting wage (\$/hour) of all placements made in the quarter.
Placement Rate (Exited)	Participants who were placed into employment or otherwise obtained employment as a result of grantee services used or received divided by the number of exiters.
Placement Rate (Enrolled)	
# Exited	For the purposes of competitive grants, a participant who is placed or dropped during a quarter and is not scheduled to receive future homeless veterans program services for the next 90 or more days is considered an exiter. A participant not receiving a service for 90 consecutive days must be exited. The following services do not count as "future services": Additional career planning; Contacting the employer; Assisting with work-related problems; Peer support groups; Informational mailings; Co-enrolled partner services extending beyond the end of the active period of performance for the competitive grant award; Follow-up tracking services; and Provision of post-exit supportive services for job retention.
# of At-Risk – Enrolled	An individual is at risk for homelessness when the individual lacks the resources and support networks needed to obtain housing. The risk must be real and imminent (within 60 days). In some sense, anyone living below the poverty level may be at risk of homelessness. An individual may be either at risk for homelessness or homeless, but not both at once.

VETS-701 Element Name	Definition
% of At-Risk – Enrolled	<p>The number of enrollments that can come from the “at-risk” of homelessness category is limited to no more than 10 percent of planned enrollments unless approved by the Grant Officer's Technical Representative (GOTR), post-award. This limitation is to ensure the program’s integrity and will be reviewed on an annual basis. If a grantee is unsure of participant eligibility, they must contact their respective GOTR after a grant has been awarded. IVTP grantees are excluded from the 10 percent limitation on “at-risk” planned enrollments and may exceed this without pre-approval.</p> <p>A yellow cell with red dashed border indicates the cumulative percentage of At-Risk enrolled exceeds 10 percent of total enrollments. Grantees should contact their GOTR for approval to enroll more than 10 percent from the At-Risk category.</p>
Episodic Homeless - # Enrolled	“Episodic Homeless” is defined as a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
Episodic Homeless - # Exited	“Episodic Homeless” is defined as a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
Episodic Homeless - # Placed into Employment	“Episodic Homeless” is defined as a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
Episodic Homeless - Placement Rate	“Episodic Homeless” is defined as a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
Female Homeless Veteran - # Enrolled	
Female Homeless Veteran - # Exited	
Female Homeless Veteran - # Placed into Employment	
Female Homeless Veteran - Placement Rate	
Homeless Veteran with Family - # Enrolled	Veterans defined as homeless and have care of one or more minor dependents.
Homeless Veteran with Family - # Exited	Veterans defined as homeless and have care of one or more minor dependents.
Homeless Veteran with Family - # Placed into Employment	Veterans defined as homeless and have care of one or more minor dependents.
Homeless Veteran with Family - Placement Rate	Veterans defined as homeless and have care of one or more minor dependents.
IVTP Eligible - # Enrolled	Veteran who is a resident of a penal institution, or an institution that provides long-term care for mental illness, and is at risk for homelessness absent referral and counseling services provided under the program.

VETS-701 Element Name	Definition
IVTP Eligible - # Exited	Veteran who is a resident of a penal institution, or an institution that provides long-term care for mental illness, and is at risk for homelessness absent referral and counseling services provided under the program.
IVTP Eligible - # Placed into Employment	Veteran who is a resident of a penal institution, or an institution that provides long-term care for mental illness, and is at risk for homelessness absent referral and counseling services provided under the program.
IVTP Eligible - Placement Rate	Veteran who is a resident of a penal institution, or an institution that provides long-term care for mental illness, and is at risk for homelessness absent referral and counseling services provided under the program.
# Earned Wages in the 2nd Full Quarter After Exit	The number of exiters for the reporting period who were employed (showed wages) in the 2nd quarter after exit.
Employment Rate in the 2nd Quarter After Exit	The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program. The rate is computed by dividing the number employed in the 2nd quarter after exit divided by number of exiters.
Median Quarterly Earnings in the 2nd Qtr. After Exit	The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program. The median of a finite list of earnings can be found by arranging all of the earnings in the 2nd quarter from lowest value to highest value and picking the middle one. The rate is computed by dividing the number employed in the 2nd quarter after exit divided by number of exiters.
# Earned Wages in the 4th Full Quarter After Exit	The number of exiters for the reporting period who were employed (showed wages) in the 4th quarter after exit.
Employment Rate in the 4th Quarter After Exit	The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program. The rate is computed by dividing the number employed in the 4th quarter after exit divided by number of exiters.
Unduplicated Count of Enrollments Trained by Quarter First Received Training	An unduplicated count of the number of enrollments who received training. Each enrollment may take more than one type of training.
% Participants Trained - Enrolled (cumulative)	Percentage of enrollments who received some type of training service whether provided directly by the grantee or referred to and provided by another training provider. The minimum percentage of enrollments who received some type of training service is 80 percent.
Count of Participants Trained by Quarter Last Received Training	These counts are dynamic and may change throughout the program year as the Date Last Provided Training fields in the VETS-701B Participant Info tab are updated.
Technical & Entrepreneurial Training	Includes: Career Technical Training; and Entrepreneurial Training
Experiential Training (OJT & readiness/transitional jobs)	Includes: OJT (apprenticeship + non-apprenticeship); and Readiness Training + Transitional Job
All Other Training	Includes: Customized Training; and Other Training
Training & Work Assistance (supplies, fees, and search)	Includes: Educational Supplies & Fees; Work Attire, Tools & Equip.; and Job Search Assistance
Critical Supportive Services (basic needs)	Includes: Temporary Shelter; Transportation; Child/Dependent Care; and Accommodations for persons w/ Disabilities
Additional Supportive Services	Includes: Health Care; Legal Aid Services; Drug & Alcohol Counseling; Financial Counseling; and Other Supportive Services

VETS-701 Element Name	Definition
Expenditures	
Participant Services	Programmatic costs including outreach, supportive services, training, placement services, and social rehabilitation services, which will assist in stabilizing the participants. This category should reflect all costs other than administrative costs.
Indirect Costs	<p>Must have an agreement or claim de minimis to claim indirect costs. De minimis is only for grantees who have never had a negotiated indirect cost rate agreement.</p> <p>2 CFR 200.414, Indirect (F&A) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.</p>
Direct Costs	All direct costs associated with the supervision and management of the program. Examples include: compensation of employees, cost of materials consumed or expended, travel, other allowable activities and items of expense incurred as allowable under 2 CFR Part 200.403.
Administrative Costs - Total	Admin. Costs consist of all direct and indirect costs associated with the supervision and management of the program. All indirect costs are considered administrative costs for HVRP/VWIP purposes.
Total Expenditures	

VETS-701A Demographics Summary

No comments or user input on this form. All cells populate from the table on VETS-701B Participant Info (sum, count, or average formulas applied to "tblParticipants" data).

VETS-701B Participant Info

VETS-701B Element Name	Definition
Participant ID (DO NOT USE SSN)	<p>Enter a unique ID for the participant. Please do not use SSNs.</p> <p>If the participant is a reenrollment (i.e., exited and returned more than 90 days after exit) the participant must reenroll under the same ID number.</p>
Participant Name (Do not use Actual Full Names)	You may use the first four letters of Last Name, followed by First/Middle Initials (e.g., Robert B. Johnson = JOHNRB) or you may assign another label that is not the actual full name of the participant that will assist you in tracking the progress of the participant.
Service Start Date (YYYY/MM/DD)	Enter the date the participant first received qualified (i.e., not self-service, informational, or follow-up) grant-funded services or benefits. If this is an option year award and the first service occurred in a prior program year, enter that original date.

VETS-701B Element Name	Definition
Date First Registered in American Job Center (AJC) (YYYY/MM/DD)	The date the participant was enrolled in Wagner-Peyser Act, Jobs for Veterans State Grant, and/or Workforce Innovation and Opportunity Act services via an American Job Center (AJC).
Co-Enrolled in American Job Center (AJC) (1=Yes, Blank or 0 = No)	The participant is co-enrolled in Wagner-Peyser Act, Jobs for Veterans State Grant, and/or Workforce Innovation and Opportunity Act services via an American Job Center (AJC).
Co-Enrolled in VA's Grant and Per Diem (GPD) (1=Yes, Blank or 0 = No)	Grant and per Diem (VA Transitional Housing).
Co-Enrolled in Veterans Affairs Supportive Housing (VASH) (1=Yes, Blank or 0 = No)	Received a VA supported housing voucher through Veterans Affairs Supportive Housing (VASH) program.
Co-Enrolled in Supportive Services for Veteran Families (SSVF) (1=Yes, Blank or 0 = No)	Supportive Services for Veteran Families (SSVF).
Co-Enrolled in SSVF-Shallow Subsidy (1=Yes, Blank or 0 = No)	Receiving rental assistance from a SSVF provider.
Co-Enrolled in FEMA (1=Yes, Blank or 0 = No)	Federal Emergency Management Agency (FEMA).
Co-Enrolled in Native American Housing Assistance and Self-Determination Act (NAHASDA) (1=Yes, Blank or 0 = No)	Native American Housing Assistance and Self-Determination Act.
Service End Date (Leave Blank for Persons to be Carried Forward to a Subsequent Grant) (YYYY/MM/DD)	Record the final date the participant received funded services that are not self-service, information-only, or follow-up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow-up services, planned from the program within the next 90 days.
Placed in Employment (1=Yes, Blank or 0 = No)	Please indicate whether the participant was employed when they exited the program.
Hourly Wage at Placement	If the participant is reported as employed, then please provide the Hourly Wage paid to the individual.
Gender (1=Male, 2=Female)	Please indicate the Gender of the participant.
Ethnicity (1=Hispanic or Latino, 0=Not Hispanic or Latino)	Please indicate if the participant is of Hispanic or Latino origin.
American Indian or Alaska Native (1=Yes, Blank or 0 = No)	Enter Yes for a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian (1=Yes, Blank or 0 = No)	Enter Yes for a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

VETS-701B Element Name	Definition
Black or African American (1=Yes, Blank or 0 = No)	Enter Yes for a person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander (1=Yes, Blank or 0 = No)	Enter Yes for a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White (1=Yes, Blank or 0 = No)	Enter Yes for a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Age (at First Service)	Please indicate the age of the participant at the time the first program-funded service was rendered. (First Service Date – DOB = Age)
Date Entered Military Service	The date the veteran entered military service as indicated in the DD214. Supplemental instruction not shown in validation message: Double-check participant Age and Enlist Date. If both fields are accurate, make a note in the VETS-702 Technical Performance Narrative (TPN) Section 7. Grant Related Activities: enter “TPR Warnings” as a header, below the header, record the participant(s) ID, the enlistment age as too low/too high, and state that this information was reviewed and confirmed as accurate.
Date of Military Discharge	The date the veteran was discharged from military service as indicated in the DD214.
Last Branch of Military Service	Enter the Last Branch of Military Service.
Highest Education Level (at First Service)	Enter the Highest Education Level at the time the first service was rendered: 1 = Attained secondary school diploma; 2 = Attained a secondary school equivalency; 3 = The participant with a disability received a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP); 4 = Completed one of more years of postsecondary education; 5 = Attained a postsecondary technical or vocational certificate (non-degree); 6 = Attained an Associate's degree; 7 = Attained a Bachelor's degree; 8 = Attained a degree beyond a Bachelor's degree; 0 = No Educational Level Completed
At Risk of Homelessness (1=Yes, Blank or 0 = No)	An individual is at risk for homelessness when the individual lacks the resources and support networks needed to obtain housing. The risk must be real and imminent (within 60 days). In some sense, anyone living below the poverty level may be at risk of homelessness. An individual may be either at risk for homelessness or homeless, but not both at once.

VETS-701B Element Name	Definition
Homeless (1=Yes, Blank or 0 = No)	Is a veteran who is homeless, meaning: 1. A person who lacks a fixed, regular, and adequate nighttime residence; 2. A person living in a supervised public or privately operated shelter designed to provide temporary living arrangements; 3. A person who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided; 4. A person with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; 5. An individual who will imminently lose his or her housing, has no subsequent residence identified, and who lacks the resources or support network needed to obtain other permanent housing; 6. Unaccompanied youth and homeless families with children and youth defined as homeless under other federal statutes who have experienced a long period without permanent housing; have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment; or 7. An individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support network to obtain other permanent housing.
Episodic Homelessness (1=Yes, Blank or 0 = No)	"Episodic Homeless" is defined as a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
Homeless With Family (1=Yes, Blank or 0 = No)	Please select Yes if the veteran is defined as homeless and has care of one or more minor dependents.
IVTP Eligible (1=Yes, Blank or 0 = No)	Veteran who is a resident of a penal institution, or an institution that provides long-term care for mental illness, and is at risk for homelessness absent referral and counseling services provided under the program.
Disabled (1=Yes, Blank or 0 = No)	Select Yes if the veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration; or a person who was discharged or released from active duty because of a service-connected disability.
Special Disabled (1=Yes, Blank or 0 = No)	Please select Yes if the participant is: A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability: (A) Rated at 30 percent or more, or (B) Rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment handicap; or A person who was discharged or released from active duty because of a service-connected disability.

VETS-701B Element Name	Definition
Date First Provided On-the-Job Training	Enter the date the individual first participated in on-the-job training (OJT). OJT is provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for the participant by the employer in exchange for the reimbursement, typically up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training.
Date Last Provided On-the-Job Training	Enter the date the individual last participated in on-the-job training (OJT). OJT is provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for the participant by the employer in exchange for the reimbursement, typically up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training.
On-the-Job Training Type (1=Apprenticeship; 2=Not an Apprenticeship)	
Date First Provided Career Technical Training	Career Technical Training is any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills through courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English as a second language training.
Date Last Provided Career Technical Training	Career Technical Training is any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills through courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English as a second language training.
Date First Provided Entrepreneurial Training	Enter the date the participant first received training that provides an individual with the knowledge and skills to start and grow a business.
Date Last Provided Entrepreneurial Training	Enter the date the participant last received training that provides an individual with the knowledge and skills to start and grow a business.
Date First Provided Other Training	Other Training refers to any type of relevant training NOT listed in this document.
Date Last Provided Other Training	Supplemental instruction not shown in data validation message: If the participant completed training this quarter, enter last OJT Date (or Career Technical Training Date; or Entrepreneurial Training Date; or Customized Training Date; or Other Training Date). If the participant started training but is not scheduled for completion until the following quarter, ignore this error.

VETS-701B Element Name	Definition
Date First Provided Customized Training	Enter the date the individual first participated in customized training. This type of training is designed to meet the specific requirements of an employer (including a group of employers); is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a significant portion of the cost of training.
Date Last Provided Customized Training	Enter the date the individual last participated in customized training. This type of training is designed to meet the specific requirements of an employer (including a group of employers); is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a significant portion of the cost of training.
Quarter First Placed in Transitional or Permanent Housing	Transitional Housing means housing, the purpose of which is to facilitate the movement of individuals and families experiencing homelessness to permanent housing. [note: 42 USC 11360(29)] Permanent housing means community-based housing without a designated length of stay where an individual or family has a lease in accord with state and Federal law that is renewable and terminable only for cause, and includes home ownership.
Quarter Last Provided Employment Adjustment Services	Services designed to help a newly employed veteran adjust to his or her new job and are considered part of the veteran employment plan. These services are typically provided during the first month or so of employment by a career counselor or job coach. He or she offers guidance on any issues the newly employed individual encounters, including areas like: Counseling to help the newly hired veteran adjust to new routines, schedules, and work environments; Building relationships with co-workers; Enhancing customer service skills; Understanding and adapting to the company's culture; and Counseling to help the newly employed veteran work through the job situations that she or he finds most troublesome.
Quarter Last Provided Job Search Assistance	Enter the last quarter the participant received a staff-facilitated job search service that focuses on building practical skills, identifying and initiating employer contacts, and conducting successful interviews with employers. Various approaches may include job club participation, identifying personal strengths and goals, résumé application preparation, interviewing techniques, and receiving labor market information.
Quarter Last Provided Job Readiness Training	Job Readiness Training prepares participants to seek or obtain employment, and to keep a job once hired. Training/instruction could be: Preparing a resume or job application; Preparing a cover or thank you letter; Work-focused career exploration; Training in interviewing skills; Training in effective job seeking; or Instruction in soft skills and workplace expectations, such as: Behavior on the job; Getting along with co-workers/boss; Being reliable and on-time; Filling out paperwork (for example, timesheets); Appropriate attire

VETS-701B Element Name	Definition
Quarter Last Provided Transitional Job	Transitional Jobs: (A) are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history; (B) are combined with comprehensive employment and supportive services; and (C) are designed to assist individuals establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.
Quarter Last Provided Transportation	
Quarter Last Provided Child/Dependent Care	
Quarter Last Provided Educational Supplies & Fees	
Quarter Last Provided Accommodations for Persons w/ Disabilities	
Quarter Last Provided Health Care Service	
Quarter Last Provided Work Attire / Tools / Equipment	
Quarter Last Provided Legal Aid Services	
Quarter Last Provided Drug & Alcohol Counseling	
Quarter Last Provided Temporary Shelter	A person living in a supervised public or privately operated shelter designed to provide temporary living arrangements.
Quarter Last Provided Financial Counseling	Financial literacy activities that may include: (i) supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions; (ii) supporting the ability to manage spending, credit, and debt, including credit card debt, effectively; (iii) increasing awareness of the availability, usage and significance of credit reports and scores in obtaining credit, and their effect on credit terms; (iv) supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and (v) supporting activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.
Quarter Last Provided Other Support Service	Other Support Service refers to any type of relevant service NOT listed in this document.
Earned Wages in 1st Quarter After Exit (1=Yes, Blank or 0 = No)	
Earned Wages in 2nd Quarter After Exit (1=Yes, Blank or 0 = No)	

VETS-701B Element Name	Definition
Hours Per Week in 2nd Quarter After Exit	
Average Wage in 2nd Quarter After Exit	
Earned Wages in 3rd Quarter After Exit (1=Yes, Blank or 0 = No)	
Hours Per Week in 3rd Quarter After Exit	
Hourly Wage in 3rd Quarter After Exit	
Earned Wages in 4th Quarter After Exit (1=Yes, Blank or 0 = No)	
Hours Worked Per Week in 4th Quarter After Exit	
Hourly Wage in 4th Quarter After Exit	
Enrollment Quarter	
Carry Over (1=Yes, Blank or 0 = No)	Individuals actively enrolled on the last day of the period of performance for the prior grant AND whose enrollment was carried forward to the current grant. The same ID & Name from the prior grant should be reused.
Exit Quarter (Use filter button to show Exited Participants by Quarter)	
Quarter Employed	
Multiracial (1=Yes, Blank or 0 = No)	
Last Military Service (# Years Ago)	
Date Provided First Training Service	
Date Provided Last Training Service (unduplicated count)	
Earnings in 2nd Quarter After Exit (assumes 13 weeks/qtr)	
Earnings for 3rd Quarter After Exit (assumes 13 weeks/qtr)	
Employed First Three Quarters After Exit (1=Yes, Blank or 0 = No)	

VETS-701B Element Name	Definition
2nd & 3rd Quarter Earnings for those Employed First Three Quarters After Exit	