

**National Veterans' Technical Assistance Center (NVTAC)
Homeless Veterans' Reintegration Program (HVRP) Community of Practice (CoP)
Technical Performance Report (TPR)/Technical Performance Narrative (TPN) Refresher
Thursday, September 28, 2023, 3 – 4 p.m. ET**

NVTAC Staff

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Guest Presenter

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Key Points

- **Introduction**
 - This session provided an in-depth overview of the TPR and TPN from Kate McCord, Data Analytics Lead, DOL-VETS – Office of National Programs, Grants & Training.
- **TPR Updates**
 - A new version of the [program year \(PY\) 2023 TPR](#) has been released and is available on the DOL-VETS website. Grantees should download the new VETS-701 PY23 TPR v.1.1 workbook from the [DOL-VETS website](#) and enter their planned goals, planned budget, and participant and enrollment entries for PY23, quarter (Q) 1. For guidance on copying data from version v.1.0, grantees should reference the [TPR/TPN Desk Guide](#) or [TPR Video Walkthrough](#).
 - [Key changes in the PY23 TPR v.1.1 include:](#)
 - Lock Status & Warning
 - Number Earned Wages in the 2nd and 4th Quarter after Exit
 - Episodically Homeless Exited, Placed, and Placement Rate
 - Direct Costs, Indirect Costs, Total Costs
 - Count of Participants/Enrollments Trained
 - Percent of Participants/Enrollments Trained
 - Number of Participants Trained
 - Number of Participants Exited
 - Housing Status at Enrollment
 - Era Served/Period of Military Service
 - Occupational Skills Training
 - Other Training
 - Service: Child/Dependent Care
 - Service: Temporary Shelter
 - Eligibility: At Risk/Homeless
 - Service End Date (Exit)
 - Participant ID (Col A) Sort Order

- Follow-up “services” are different from follow-up “activities.” Activities refer to tracking participant outcomes such as employment status, occupation, wages, etc. Examples of services include:
 - Additional career planning
 - Contacting the employer
 - Assisting with work-related problems
 - Peer support groups
 - Informational mailings
 - Co-enrolled partner services for job retention
 - Follow-up tracking services
 - Provision of post-exit support services for job retention (i.e. referrals for supportive services, incentives, work clothing, transportation assistance, etc.)
- In PY23 v.1.2., the cumulative planned goals formula calculation error for “Enrollments,” “Placements,” “Average Hourly Wage,” and “Exits” in the “Goals vs. Actuals” tab will be resolved. After TPRs are submitted to the National Office (NO), the HVRP performance team will update every grant recipient’s PY23, Q1 TPR.
- **Carryover TPR Guidance**
 - A “carryover participant” is an un-exited participant who was enrolled in the previous PY. If their start date is before July 1 of the current PY, they are considered a carryover on the TPR.
 - Carryover participants will be recorded in the PY23 TPR in the fields on the “New Enrollments” tab or “Participant Info” tab. They cannot be copied and pasted as was done previously due to the new fields.
 - Grant recipients with a grant that ended on June 30, 2023, who received a new award that began on July 1, 2023, must first ensure all participants enrolled under the previous grant still meet HVRP eligibility requirements as of July 1, 2023. If the participant is eligible, they should be entered into the new grant’s PY23 TPR as a new enrollment.
- **TPN Response for Failed Performance**
 - For each performance indicator with a red “x,” you must provide the following information:
 - Name the indicator
 - Describe the underlying causes that you believe contributed to the failure
 - Provide your proposed actions to improve performance and the expected timeline for the goal to be met
 - If the same indicator had a red “x” in the previous quarter, explain what you have already done to try to improve performance
- **TPN Response for Minimal Performance**
 - For each performance indicator with a yellow “!,” you must provide the following information:

- Name the indicator
 - Describe the underlying causes for underperformance
 - Actions you are currently taking to improve performance
 - If the same indicator had a yellow “!” in the previous quarter, explain what actions you have already done to try to improve performance
- **Discussion Questions**
 - **Question:** If we received a new grant and have carryovers from a previous grant, will they be counted in our overall number for the new year?
 - **Response:** Yes, as long as they are still eligible for HVRP services as of July 1 of the new award year. They would not be “carryover participants”, they are new enrollments under the new grant number, Source: pg. 9 of the [HVRP TPR TPN Desk Guide \(dol.gov\)](#).
 - **Question:** Are there any limitations on the number of carryovers that can be reported?
 - **Response:** The number of reported carryovers should equal the total number of un-exited participants shown in the prior PY’s Q4 TPR.
- **Resources**
 - [HVRP Glossary of Terms](#)
 - [HVRP Participant Tracking Sheet](#)
 - [TPR/TPN Desk Guide](#)
 - [PY23 TPR v.1.1](#)
 - [TPR Summary of Changes](#)
 - [TPR Field Definitions Reference Guide](#)
 - [TPR Video Walkthrough](#)

Conclusion

Helpful TPR/TPN resources and guidance are available for HVRP grant recipients on the [DOL-VETS HVRP](#) and [NVTAC](#) websites. For additional questions, grant recipients should contact their Grant Officer Technical Representative (GOTR) for guidance.

You can review the presentation slides through the following link: [NVTAC September 2023 CoP](#)