

## Periods of Participation Report Description

The report universe is the unduplicated list of individuals (by Participation ID (Column B)) that have at least one of the following qualifying services within the report date range (The report Start Date and the End Date are selected by the user.) AND for the selected sub-fund/activity codes, if applicable:

- Assessment (excluding HSE tests)
- Direct contact hours > 0
- Proxy contact hours > 0
- Training contact hours > 0
  - *Note: Training hours must be provided in the context of an IET, as outlined in AEL 02-16. Training hours, in isolation, will continue a period of participation for up to 60 calendar days as outlined in AEL 01-18.*
- Career service excluding Outreach, intake, or orientation information

Each individual will have a row for each period of participation that occurs within the report date range. If the individual has more than one career service for a particular period of participation, the additional career services will be listed on subsequent rows of the report.

Column Name	Column Letter	Description
Participant ID	Column A	The unique, system-generated number used to identify any individual that was saved on the "Participant" page.
Participation ID	Column B	The unique, system-generated number used to identify the period of participation (POP) or reportable individual period (RIP).
Name	Column C	The individual's last name, first name, and middle name.
SSN	Column D	The last four digits of the individual's SSN, if provided. <i>Note: The SSN will only display if the Report Options &gt; Include SSN radio button is selected.</i>
Document Number	Column E	The individual's document number, if provided.
Document Type	Column F	The individual's document type, if provided.
Date of Birth	Column G	The individual's birth date.
Age at Participation	Column H	The individual's age as of their Participation Start Date (Column M). <i>Note: If the individual is not a Participant, and does not have a Participation Start Date, age is calculated as of their First Direct Contact Hour Date (Column L).</i>

Participant Flag	Column I	If "Yes", the individual is a Participant within the report date range. <i>Note: If the user has selected only some of the sub-fund/activity codes, and an individual has the balance of direct contact hours that make them a Participant in other sub-fund/activity codes, they won't appear as a Participant on this report.</i>
Reportable Individual Flag	Column J	If yes, the individual has a First Direct Contact Hours Start Date (Column L) and is considered a Reportable Individual for the purposes of WIOA reporting.
Exiter Flag	Column K	If yes, the individual is a Participant and has a Participant Start Date (Column M) AND the Ninety Days Past Last Service Date (Column Q) is greater than or equal of today's date. <i>Note: Even if a Participant has left the program, this flag will not appear until 90 days have elapsed since their last qualifying service.</i>
First Direct Contact Hour Date	Column L	The date of the individual's first direct contact hour. <i>Note: If the individual has more than one period of participation within the report date range, they will have more than one Participation ID and First Direct Contact Hour Date. Each period of participation will have its own row.</i>
Participation Start Date	Column M	The date of the Participant's twelfth direct contact hour. <i>Note: If the individual has more than one period of participation within the report date range, they will have more than one Participation ID and Participation Start Date. Each period of participation will have its own row.</i>
Participation Date Program Year	Column N	The program year associated with the Participant Start Date (Column M). <i>The AEL program year runs from July 1 – June 30.</i>
Last Service Date	Column O	<ul style="list-style-type: none"> <li>• This is the last date of participatory service for an individual, to include any of the following: <ul style="list-style-type: none"> <li>• Assessment (excluding HSE tests)</li> <li>• Direct contact hour</li> <li>• Proxy contact hour</li> <li>• Career service excluding Outreach, intake, or orientation information</li> <li>• Training contact hour that continues the period of participation. <ul style="list-style-type: none"> <li>○ <i>Note: Per AEL 01-18, training contact hours may continue in isolation after direct contact hours or proxy contact hours have ended. The last day of</i></li> </ul> </li> </ul> </li> </ul>

		<i>training contact hours within the 60-day period is the last training contact hour date.</i>
Number of Days Since Last Service Date	Column P	The number of days that have elapsed between the Last Service Date (Column O) and today's date.
Ninety Days Past Last Service Date	Column Q	The Last Service Date (Column O) + 90 days. <i>Note: Once the individual reaches 90 days since their last service, they will have exited their period of participation.</i>
Total Basic Education Hours (D + P)	Column R	The total amount of direct contact hours + proxy contact hours that the individual has received since their First Direct Contact Hour Date (Column L).
Total Hours All Sources (D + P + T)	Column S	The total amount of direct contact hours + proxy contact hours + training contact hours that the individual has received since their First Direct Contact Hour Date (Column L).
Last Contact Hours Date	Column T	The last date that the individual received direct contact hours, proxy contact hours, or training contact hours. <i>Note: For training contact hours to be included here they must be within 60 days of the last direct contact hour or proxy contact hour as outlined in AEL 01-18.</i>
Total Direct Hours	Column U	The total amount of direct contact hours that the individual received since their First Direct Contact Hour Date (Column L).
Last Direct Hour Date	Column V	The date that the individual received their last direct contact hour.
Last Direct Hour Class	Column W	The class number and name that the individual received their last direct contact hour in.
Total Proxy Hours	Column X	The total amount of proxy contact hours that the individual received since their First Direct Contact Hour Date (Column L).
Last Proxy Hour Date	Column Y	The date that the individual received their last proxy contact hour.
Last Proxy Hours Class	Column Z	The class number and name that the individual received their last proxy contact hour in.
Total Training Hours	Column AA	The total amount of training contact hours that the individual received since their First Direct Contact Hour Date (Column L).
Last Training Hour Date	Column AB	The date that the individual received their last training contact hour. <i>Note: For training contact hours to be included here they must be</i>

		<i>within 60 days of the last direct contact hour or proxy contact hour as described in AEL 01-18. If training contact hours continue more than 60 days after the last direct contact hour or proxy contact hour, and the individual has not additional participatory services, this date will be the last training contact hour date that occurred within the 60-day period.</i>
Last Training Hour Class	Column AC	The class number and name that the individual received their last training contact hour in.
Career Service Start Date	Column AD	The start date of each of the individual's career services since the First Direct Contact Hour Date (Column L). <i>Note: If an individual has more than one career service in a period of participation, the information for each career service will be displayed on a separate row.</i>
Career Service End Date	Column AE	The end date of each of the individual's career services.
Career Service Provider	Column AF	The provider number and name of each of the individual's career services.
Service Type	Column AG	The individual's career service type for each career service received.
Last Planned Gap in Service Start Date	Column AH	The start date of the Participant's most recent planned gap in service.
Last Planned Gap in Service End Date	Column AI	The end date of the Participant's most recent planned gap in service.
Received HSE Flag	Column AJ	If yes, the individual has a certification date for this particular period of participation based on the information available via the data match with TEA.
Certification Date	Column AK	The date that the participation's HSE was certified based on the information available via the data match with TEA.