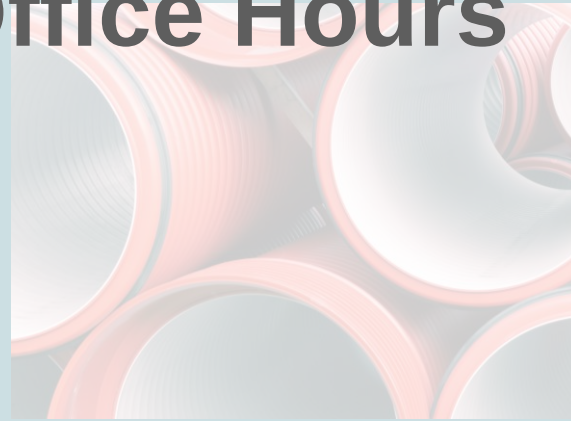
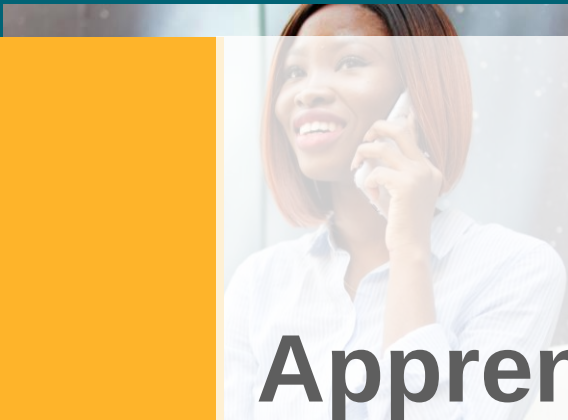




August 2023

Apprenticeship Grants WIPS' Office Hours

APPRENTICESHIPUSA™
★★★

Agenda

- About WIPS' Office Hours
- Announcements
- Pre-Apprentices & Data Elements
- WIPS' Access (Revised Form)
- Appendix I – WIPS' Tips
- Appendix II – Qs & As
- Appendix III – Performance and Reporting Resources



About Office Hours

- Submitter/Certifiers should attend
- Bring your data upload questions
- Use this time to upload a small data file
- Use this time to trouble-shoot file upload issues, data preparation issues, etc.
- Bring data element, WIPS, performance, and reporting issues to ETA's attention
- Ask questions to other grantees
- Frequency
- ***This is your time to ask questions, run test files, etc. Please take advantage of this opportunity.***

Poll Questions

- **Question 1** – If OA hosted a third Office Hours session 10-20 days after the reporting period, would you attend?
- **Question 2** – If you attended the session, would you have a data file ready and available to upload to WIPS?

Please use the Microsoft Teams poll option to respond.

New Logical Values (as of July 31, 2021)

- If PIRL 2901 (Pre-Apprenticeship Program Status) = 4 THEN PIRL 2907 (Apprenticeship Program Status) is mandatory.
- If PIRL 2901 (Pre-Apprenticeship Program Status) = 1,2,3, or 4 THEN PIRL 2914 (Apprenticeship Grants Program Status) = 1.

Announcements (2)

- All grantees should submit and **certify** the data/information uploaded for QPRs and QNRs into WIPS by Tuesday, August 15, 2023, by 11:59pm EST.
- Grantees can begin uploading PIRL data files and QNRs into WIPS anytime after the last day of the reporting quarter. For example, grantees could have begun uploading data files on July 1, 2023, for the reporting period that ended June 30, 2023.
- Data files containing participant information of any kind should never be attached to the Quarterly Narrative Report (QNR).

WIPS/ AI Demographic Portal Designation Form

- Grantee Authorized Representatives should use the PDF form to request WIPS access for Apprenticeship Grants.
- The form is used to designate staff who can submit data into WIPS and certify the data to produce the Quarterly Performance Report (QPR) and Quarterly Narrative Report (QNR).
- Grantee Authorized Representatives can request access to the RAPIDS Apprenticeship Information (AI) Demographics Portal as source documentation for certain data elements as indicated in [TEGL 23-19 Change 2](#).

Notes on the AI Demographic Portal

- The AI Demographics Portal will not be used by State Apprenticeship Agencies (SAA) that do not use RAPIDS.
- Access to the portal does not mean grantees will have full access to RAPIDS either.

Obtaining WIPS Access

- Do not submit a Help Desk ticket to get WIPS' access.
- Office of Apprenticeship is only able to grant WIPS' access when your grant's Authorized Representative (AR) submits a complete and signed WIPS' Designation Form.
- The WIPS'/AI Demographic Portal Designation Form is found here on [WorkforceGPS](#)
- Submit the form to your grant-specific mailbox and copy your federal project officer (FPO).

Grant Solutions Apprenticeship Grant Number

- Grant Solutions is the new grant management system used by ETA.
- **New** grant numbers generated by Grant Solutions are not compatible with the Participant Individual Record Layout (PIRL) and the field length requirement for PIRL 2920 (Apprenticeship Grant Number).
- **TradesFutures** and **SAEF** grantees are impacted by this change and will receive an alternate grant number for performance reporting purposes.
 - Converted 7-Digit Grant Number Example – **AP000099**

Data Elements Applicable to Pre-Apprentices (1)

Complete the Following PIRL Data Elements for Pre-apprentices						
OBS Number	PIRL 201	PIRL 214	PIRL 408	PIRL 1800	PIRL 1811	PIRL 2903
PIRL 100	PIRL 202	PIRL 215	PIRL 409	PIRL 1801	PIRL 1813	PIRL 2904
PIRL 101	PIRL 210	PIRL 300	PIRL 900	PIRL 1807	PIRL 2700	PIRL 2905
PIRL 102	PIRL 211	PIRL 400	PIRL 901	PIRL 1808	PIRL 2900	PIRL 2913
PIRL 103	PIRL 212	PIRL 402	PIRL 907	PIRL 1809	PIRL 2901	PIRL 2914
PIRL 200	PIRL 213	PIRL 407	PIRL 923	PIRL 1810	PIRL 2902	PIRL 2920

Data Elements Applicable to Pre-Apprentices (2)

Transition from Pre-Apprentice to
Registered Apprentice
Use these Data Elements



NOTE: PIRL 2901, PIRL 2902, PIRL 2903, and PIRL 2904 are no longer used when a pre-apprentice transitions to a registered apprentice.

Data Element	Also Use for Pre-Apprenticeship
PIRL 2900	
PIRL 2905	
PIRL 2907	
PIRL 2908	
PIRL 2909	
PIRL 2912	
PIRL 2913	
PIRL 2914	X
PIRL 2918	
PIRL 2920	X



Data and Performance and Best Practices Center

The Council for State Governments (CSG)

- **Process Modeling**
 - Creates a visual representation of process of data collection mapped to the data reporting fields
- **Trainings:**
 - Broad trainings on high level topics
 - Peer-to-Peer trainings with organizations that have superb reporting
 - One-on-One trainings
- **Desk Guides and Technical Support**
 - CSG will work with you to identify your needs and develop the relative guides and support
- **Data mapping and migration**
 - If you have existing systems, CSG can work with you to map the data fields and/or assist with migration to new systems

Upcoming Events





Thank You For Joining Us Today!

Let's continue to **explore ideas**
to **grow Registered Apprenticeships**



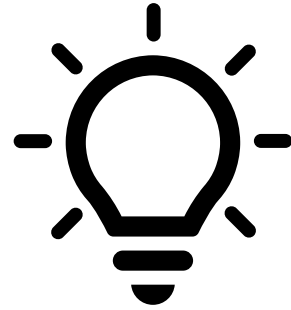
Any Questions?

The Office of Apprenticeship is here to help!

Contact us at:

- ✉ Apprenticeship.Grants@dol.gov
- ✉ SAEEI.Grant@dol.gov
- ✉ Youthasready@dol.gov
- ✉ ABA.Grants@dol.gov
- ✉ SAEF.Grant@dol.gov

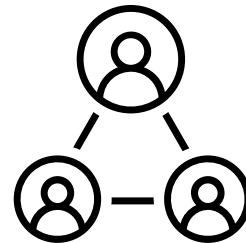
APPENDICES



1 - WIPS Tips

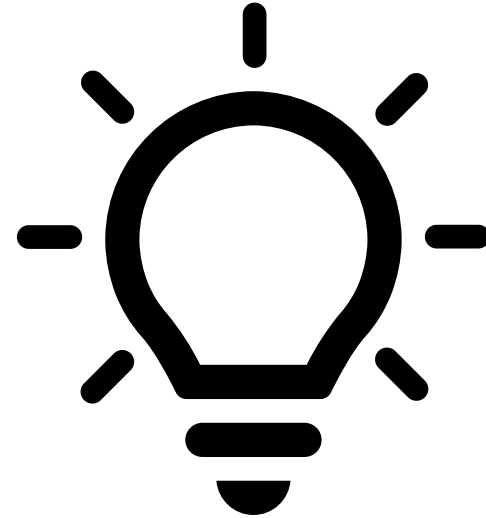


2 - Qs and As



3 - Resources

APPENDIX - 1



WIPS Tips

APPENDIX 1: WIPS TIPS (1)

1. Columns that have leading zeros should be formatted as text. If you save your file as a .csv file, every time you open the file Excel will remove the leading zeros, so you must reformat it before closing out the file again.
2. The data file uploaded for your Apprenticeship grant must have all columns indicated in the most recent Apprenticeship schema. (Schema is short for 'schematic', or the combination of PIRL data elements for Apprenticeship.)
3. CSV files must have exactly 102 columns for the Apprenticeship Schema.
4. Column headers and extra rows or footers must be removed prior to uploading data file in WIPS.
5. WIPS will accept .txt, .csv or .gzip files. We recommend utilizing the .csv format whenever possible.
6. When testing your PIRL file, instead of uploading all participant records, try a smaller number like 5 – 10 records.

APPENDIX 1: WIPS TIPS (2)

Converting Participant Records into a .csv File

- .csv means – comma separated value file
- Converting participant-level data entered into an Excel spreadsheet or case management system to be saved into a table structured format that WIPS will be able to read
- Those who use an Excel file to input their participant level data will save their Excel files as a .csv file prior to uploading the file into WIPS
- The file should not contain any “header rows”
- The file should contain 102 columns

1	NH202000	33	3	3595				33015	20010730	2	0	0	0	0	0	0	1	0
2	NH202000	33	7	3570				33015	19951229	2	0	0	0	0	0	0	1	0
3	NH202000	33	7	3588				33015	19940818	2	0	0	0	0	0	0	1	0
4	NH202000	33	7	3570				33015	19870105	2	0	0	0	0	0	0	1	0
5	NH202000	33	7	3576				33015	20001129	2	0	0	0	0	0	0	1	0
6	NH202000	33	7	3570				33015	19720414	2	0	0	0	0	0	0	1	0

APPENDIX - 2



Qs & As

Q / A

Question:

Have there been any changes to the Apprenticeship Schema or Edit Checks?

Answer:

Yes, the logic rule for data element 2917 Wage at Exit has been removed.

The logic rule: B) If Apprenticeship Program Status (PIRL 2907) =2 or 3, THEN Exit Wage (PIRL 2917) must be $\geq$ Wage at Entry into Apprenticeship (PIRL 2918).

Q / A

Question:

Why is the quarterly QPR view the same as the program to date QPR view in WIPS?

Answer:

When you toggle between different views of the QPR in WIPS (e.g., Quarterly and Program to Date), it's not going to change because it isn't looking at a database where all the previous quarters' data is stored.

Instead, it's simply looking at the data from the single file that you have uploaded. This decision was made by the WIPS team awhile back.

Q / A

Question:

How do I complete post-exit data elements (PIRL 1600-1608)?

Answer:

For these data elements, please double check the accepted values for these elements.

For example, if the value you input for 1600: Employed in 1st Quarter After Exit Quarter (WIOA) is “0”, then you must input “0” for 1601:Type of Employment Match 1st Quarter After Exit Quarter (WIOA).

If the value you input for 1600: Employed in 1st Quarter After Exit Quarter (WIOA) is “9”, then you must input “5” for 1601:Type of Employment Match 1st Quarter After Exit Quarter (WIOA).

“0” represents “No” for data elements 1600, 1602, 1604, and 1606 and “Not employed” for data elements 1601, 1603, 1605, and 1607.

While “9” represents “Information not available yet” for data elements 1600, 1602, 1604, and “5” represents this for data elements 1601, 1603, 1605, and 1607.

Q / A

Question:

Do I have to certify my QPR in WIPS?

Answer:

Grantees are certifying that their data is complete, true and accurate. Apprenticeship grantees should click on the certify button regardless of whether the QPR results are what is expected.

This step is important so that grantee data is transferred into the WIPS data warehouse. When data is transferred into the data warehouse, it becomes available for:

- 1) Evaluation studies;
- 2) WIPS' QPR testing; and
- 3) Apprenticeship online data dashboard (future)

Q / A

Question:

Can I upload reports for past quarters into WIPS?

Answer:

In most cases, yes. However, you cannot upload reports before the quarter ending in 9/30/21. Since the PIRL (and the Apprenticeship Schema) was updated effective July 1, 2021. Any reports before 9/30/21 will not be accepted by WIPS.

Also, the earliest reports that are available in WIPS are from the 12/31/2020 quarter.

Q / A

Question:

Should grantees report on all required data elements in the Apprenticeship Schema?

Answer:

Apprenticeship grantees should report on the required (“R”) Data Elements under the Apprenticeship column (column W) as shown in Tab 1 ETA-9172 (Full PIRL). Tab 2 AP Schema shows the PIRL Data Elements collected by Apprenticeship Grants using WIPS for reporting. Tab 2 is a subset of Tab 1 and represents the apprenticeship schema. Grantees should collect each data element in the apprenticeship schema, as applicable to each participant/individual*. In other words, every data element may not apply to each participant. Therefore, grantees should follow the instructions for each data element.

*Both reportable individuals and pre-apprentices have specific data elements that must be completed for each.

Q / A

Question:

Do we only need to fill out the "Apprenticeship Section" on Section E.10 of the Full PIRL Schema?

Answer:

Data elements required to be collected by Apprenticeship grantees are indicated by an 'R' in the Apprenticeship column (column W) of the Full PIRL Schema. The PIRL data elements listed in Section E.10 are all selected with an 'R' in column W; therefore, are required to be collected by Apprenticeship grantees, as applicable to each individual enrolled.

Q / A

Question:

Why am I getting a file format error when my file only has 102 columns?

Answer:

Sometimes certain cells are formatted to have wrap-around text. Please make sure you do the following to avoid getting a column error in WIPS:

- Remove headers from your file
- Delete/clear anything after the 102nd column in your file
- Highlight your rows and columns and de-select the Text Wrap formatting in Excel

Q / A

Question:

Will Reportable Individuals need to be reported through WIPS or via the narrative report?

Answer:

In order to include Reportable Individuals in overall service counts for registered apprentices, grantees will report on four (4) data elements in their PIRL file:

- PIRL 100 (Unique Individual Identifier)
- PIRL 1007 (Date of Most Recent Reportable Individual Contact)
- PIRL 2914 (Apprenticeship Grant Program Status)
- PIRL 2920 (Apprenticeship Grant Number)

Resources:

- [Performance Reporting TA – Interpretation/Application of Reportable Individuals Across Apprenticeship Grants](#)
- [Performance Reporting TA – Types of Individuals](#)

Q / A

Question:

If DOL asks grantees to submit the data file by email, how should PII be protected?

Answer:

DOL will not ask grantees to submit a raw data files (i.e., .csv) via email. Electronic mail systems do not support the secure transmission of PII. **Grantees should never transmit raw data files containing protective individual information via email or any other electronic transmission not designed to transmit such information.** Grantees should submit their data files only through WIPS. The WIPS Help Desk exists on an email platform, so data files should not be transmitted when seeking assistance from the Help Desk. **If Grantees are not able to certify their QPR in WIPS, they should seek technical assistance from ETA, a TA coach, or TA provider. Data files should never be transmitted via email and should never be attached to the Quarterly Narrative Report (QNR)!**

Q / A

Question:

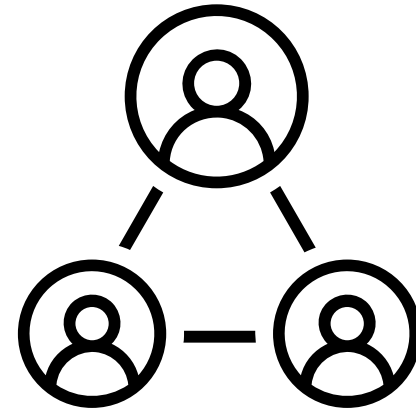
Each quarter, are grantees supposed to update all participant information and add new participants?

Answer:

Yes. Grantees should report on ALL participants—new and existing—every quarter until individuals are no longer enrolled in the program. Each quarter, individual records for each participant is updated with new information, as appropriate. PII is not likely to change, but information on services received is likely to change from one quarter to the next, as the participant progresses through the program.

In summary, each data files should contain both new enrollees AND existing participants from previous quarters. Participants who were enrolled in a previous reporting quarter AND who are also still enrolled in the current reporting quarter are also known as “carryover”.

APPENDIX - 3



Resources

- The Council for State Governments (CSG) provides 1:1 Technical Assistance with:
 - Creating data files
 - Uploading data files
 - Troubleshooting data files

**Contact Us – Apprenticeship Data Alignment and Performance
Technical Assistance Center (csg.org)**

Performance Reporting Resources

DOL ETA Resources

- ETA Performance Page

Apprenticeship.gov

- Funding Opportunity Announcement (FOA)

Performance Reporting Landing Page

- Performance Reporting for Apprenticeship Grants
 - Past Webinars
 - Apprenticeship Reporting Resources
 - TA Aids
- **Grant-specific landing pages**