

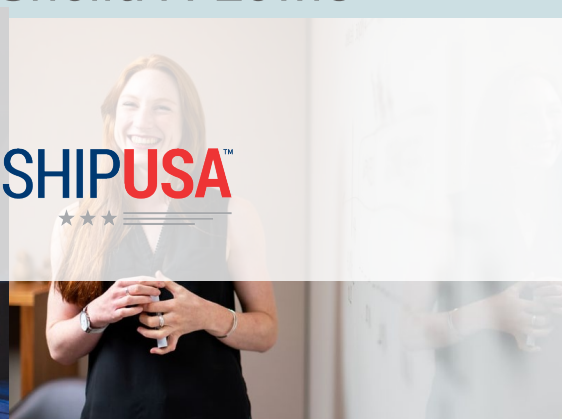


October 2023

Apprenticeship Grants WIPS' Office Hours

Facilitated by Shelia F. Lewis

APPRENTICESHIPUSA™
★★★



Agenda

- **About WIPS' Office Hours**

- A third session added

- **Announcements**

- Data Validation Documentation
- ICR Comment Period
- New Logical Values
- WIPS Newsletter
- Participant Social Security Numbers
- Grant Solutions grant numbers
- General

- **Reminders:**

- WIPS' Access (Revised Form)
- Pre-Apprentices & Data Elements

- **Appendix I – WIPS' Tips**

- **Appendix II – Qs & As**

- **Appendix III – Performance and Reporting Resources**



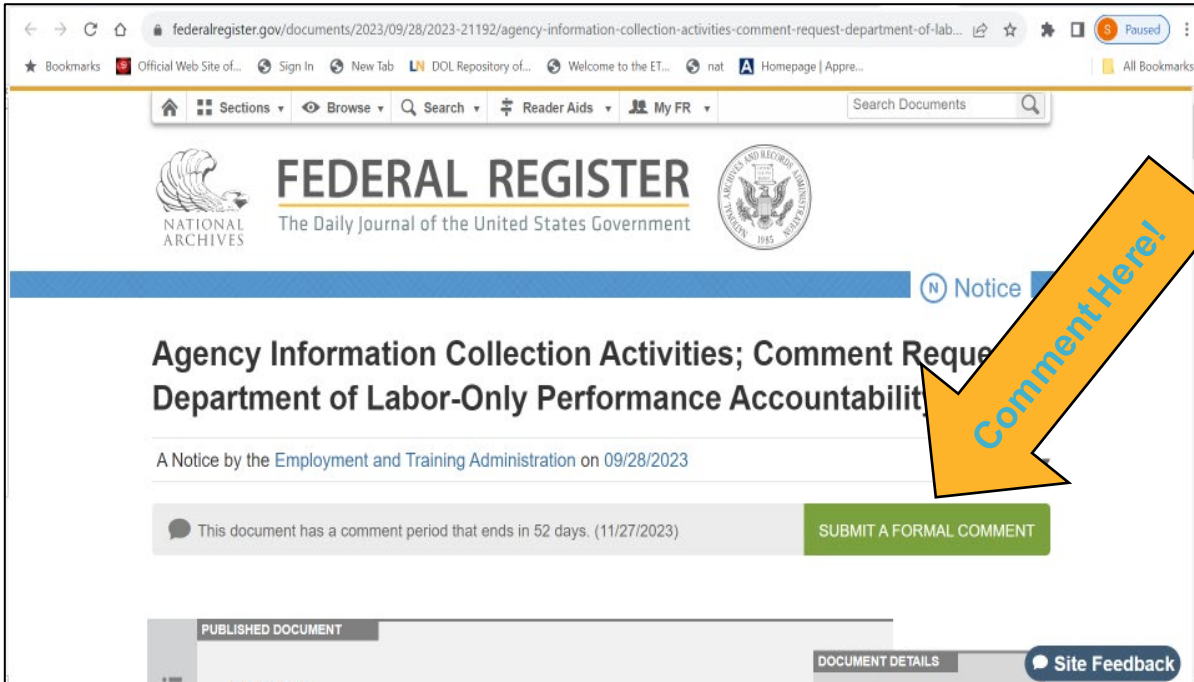
About Office Hours

- 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.***

Announcements: Data Validation Documentation (1)

- The OMB expiration date should be 6.30.2024, not 6.30.2023
- Some data elements on Tab #2 of the Apprenticeship Reporting Resources files contained source documents but are not required for data validation by the Office of Apprenticeship. A new document will be forwarded to grantees, etc.
- Grantees should build their data validation framework based on TEGL 23-19, Change 2

Announcements: Performance ICR – Public Comments (2)



- On September 28, 2023, the DOL-only Performance Accountability, Information, and Reporting (OMB Control No. 1205-0521) Information Collection Request (ICR) was published for public comment.
- Review the changes in the documents and provide comments and feedback before the close of the 60-day comment period on **November 27, 2023**.
- **Public comments must be submitted on the Federal Register website at DOL-only FRN.**

Proposed changes for the grants managed by the Office of Apprenticeship are documented in the linked documents below.

- [DOL Participant Individual Record Layout \(PIRL\) \(ETA-9172\)](#)
- Quarterly Performance Report (QPR) (ETA-9173) [Apprenticeship QPR](#)
(Please view proposed revisions on both QPR templates and both sets of Specifications.)

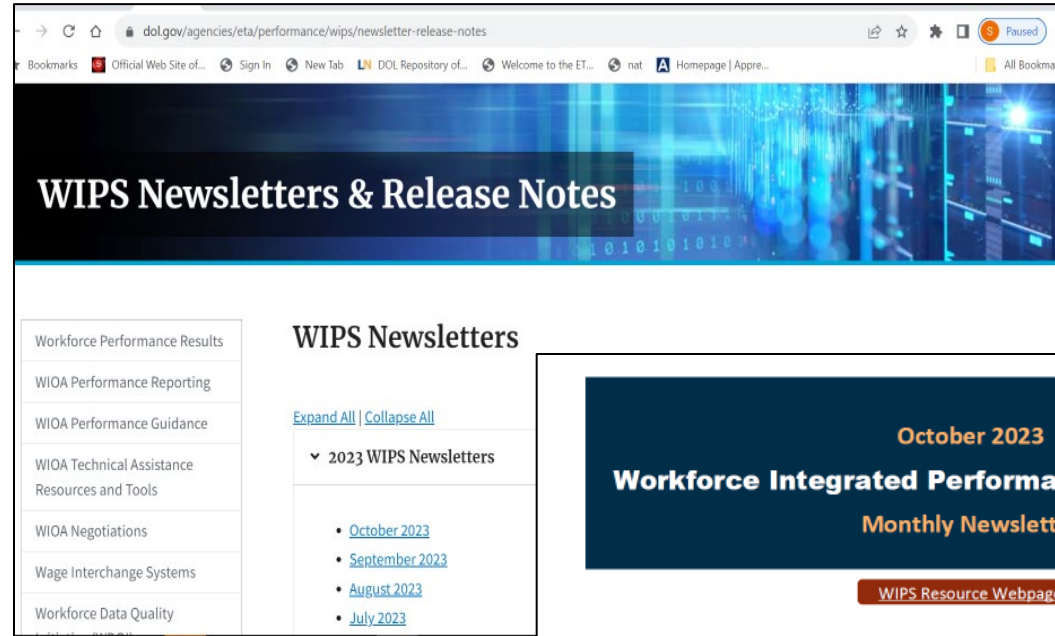
Announcements: New Logical Values (as of 7.31.2021) (4)

- 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.
- Created new logical validation edit checks 900D, 901D, 2907B and 2914C for Apprenticeship program.
- Updated logical validation edit check 2917A for Apprenticeship program.
- Deactivated logical validation edit check 2700D for Apprenticeship program.
- Updated logical validation 901D (Date of Program Exit (WIOA)) so that it executes when Apprenticeship is the only selected target program.

Announcements: WIPS Newsletter (5)

WIPS Newsletter Contents:

- Updates
- News
- Reminders



Announcements: Grant Solutions Apprenticeship Grant Numbers (6)

- 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 – **AP00099**

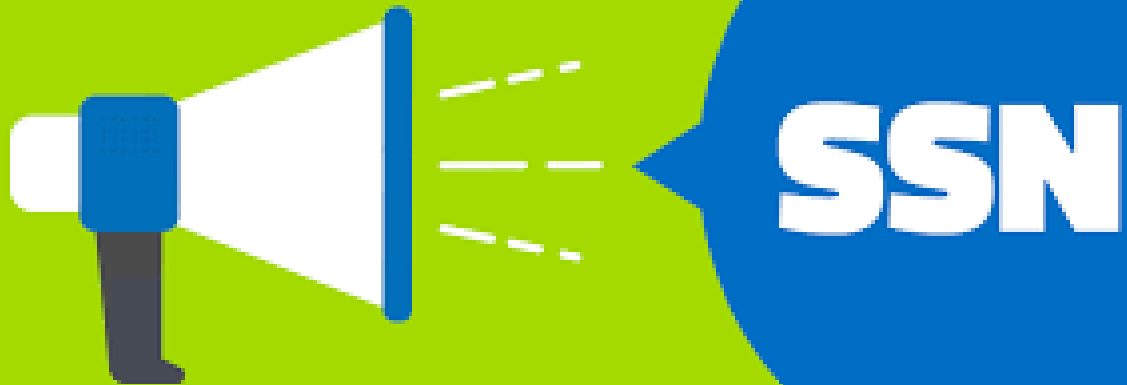
Announcements: Grant Solutions Apprenticeship Grant Numbers (7)

■ ADDITIONAL QUESTIONS:

1. Is there an edit check on PIRL 2920 that would prevent either of those two grant numbers from going through WIPS for PY23 Quarter 1 reporting?
2. Do we need to change (reprogram) our case management system to accommodate the new grant number sequence for PIRL 2920?
3. In reviewing the proposed changes that are out for public comment for the DOL-Only PIRL, it does not appear that there is any changes to the format of the Registered Apprenticeship Grant number.

Answer: WIPS checks for the first 7 characters of the value entered for PIRL 2920 to match the list that we have. Our list in WIPS is based on either (a) the first 7 characters of the old grant format or (b) the converted grant number for grants in the new format. This reporting process will continue for the near future. Any proposed changes in the version of the PIRL out for public comment will not be implemented for some time.

Announcements: Participant Social Security Numbers (8)



- Grantees must attempt to collect participant SSNs
- SSNs are needed for the exit-based employment and income performance indicators—especially for non-State grantees

Announcements: General (9)

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

Reminders: WIPS/AI Demographic Portal Designation Form (1)

- 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 the data validation guidance, [TEGL 23-19 Change 2](#).

Reminders: Notes on the AI Demographic Portal (2)

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

Reminders: Obtaining WIPS Access (3)

- 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).
- If there is no option on WIPS to upload your Quarterly Narrative Report, please submit a help desk ticket. This probably means that the QNR option needs to be added to your WIPS' profile.

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: These data elements are no longer used when a pre-apprentice transitions to a registered apprentice.

- PIRL 2901
- PIRL 2902
- PIRL 2903
- PIRL 2904

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



- **SAEF Grantee Orientation**

- ⇒ October 11, 2023, 1:00-2:30pm EST

- **WIPS' Office Hours**

- ⇒ November 2, 2023, 3:00-4:30pm EST

- ⇒ November 9, 2023, 3:00-4:30pm EST

- **National Apprenticeship Week**

- ⇒ November 13-19, 2023



Thank You For Joining Us Today!

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

Any Questions?

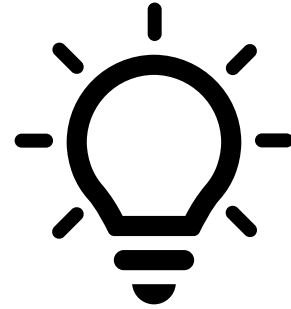
The Office of Apprenticeship is here to help!

Contact us at:

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



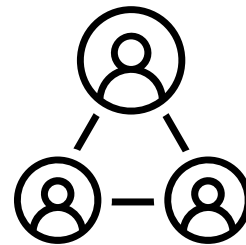
APPENDICES



1 - WIPS Tips

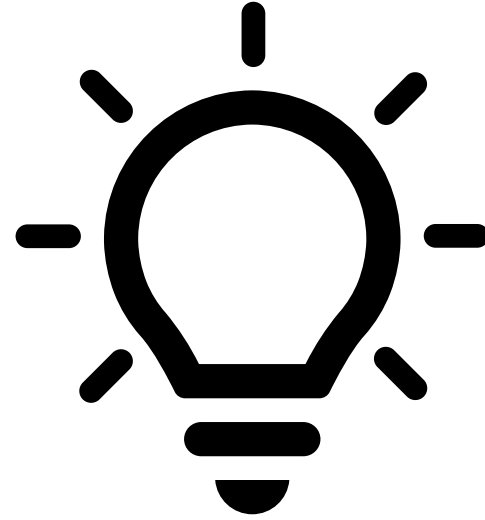


2 - Qs and As



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

NEW

Question:

Are WIPS Office Hours sessions applicable to all apprenticeship grants?

Answer:

WIPS Office Hours sessions are specifically for apprenticeship grants managed by the Office of Apprenticeship. A listing of applicable grants are:

- ASE
- SAE20
- SAEEI
- ABA
- SAEF
- YARG

Q / A

NEW

Question:

Is the QPR/QNR quarterly submission process changing from WIPS to another system?

Answer:

No. WIPS is the official performance reporting system for OA quarterly performance reports. All apprenticeship grantees should upload and certify their reports utilizing WIPS.

Q / A

NEW

Question:

How can grantees gain access to WIPS and/or the AI Demographic Portal?

Answer:

A grantee authorized representative should complete the Apprenticeship Grants WIPS/AI Demographics Portal Designation Form located at [WorkforceGPS - Performance Reporting](#)

Grantees should submit the form to the following email addresses and copy the FPO.

- ASE and SAE 2020: Apprenticeship.grants@dol.gov
- YARG: YouthAsReady.grants@dol.gov
- SAEEl: SAEEl.grant@dol.gov
- ABA: ABA.Grant@dol.gov
- SAEF: SAEF.grant@dol.gov

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:

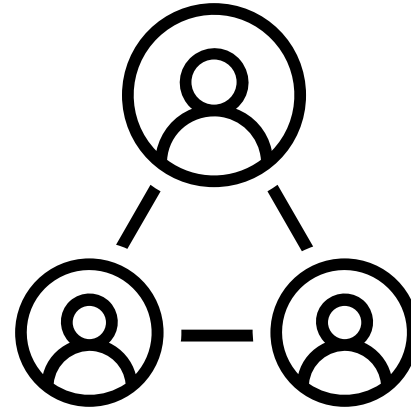
Each quarter, are grantees supposed to update all participant information and add new participants?

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

CSG Technical Assistance

- 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
- WIPS Resource Page
- WIPS Monthly Newsletter

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 on WorkforceGPS