

## H-1B Performance Tip Sheet: Workforce Integrated Performance System (WIPS)

*America's Promise (AP), Strengthening Working Families Initiative (SWFI), and  
TechHire Partnership (TechHire)*

### Accessing WIPS

- The WIPS access credential email will be sent to the grant's Authorized Representative from [admin@dol.appiancloud.com](mailto:admin@dol.appiancloud.com).
- *In some cases, your organization's internal firewalls may block the WIPS access credential email from arriving to the Authorized Representative. .*
  - Please make [admin@dol.appiancloud.com](mailto:admin@dol.appiancloud.com) is a preferred email address so that it is not rejected by your organization's internal firewalls.
- At this time, access to WIPS is only issued to the grant's Authorized Representative that is formally recognized as the signatory/authorized representative in the official grant file.

### Multiple WIPS Users

At this time, DOL's WIPS reporting system does not allow the function for multiple users to access the same WIPS account. We hope to provide this functionality in future WIPS releases; however, at this time access to WIPS is only issued to the grant Authorized Representative.

We recognize that you may have multiple staff members that support your DOL grant program; however, the only credentials that can be used for your grant program are the credentials issued to your grant Authorized Representative. We defer to the grantee's policies and procedures on how this information is shared amongst your team.

### Guidance for WIPS Access for Authorized Representatives on Multiple H-1B Grants

Access to the Workforce Integrated Performance System (WIPS) is only being issued to the H-1B Authorized Representatives. In order to submit a grant's QPR, the same credentials that we issued to the Authorized Representative must be used to submit performance data.

We realize that some H-1B grant programs have the same Authorized Representative. In addition, we recognize that the Authorized Representative could be the same for other DOL grants that report in WIPS. Authorized Representatives with multiple grant programs that submit participant-level data in WIPS will only have once set of credentials to access WIPS. These credentials are used to upload data files for each grant program. Grantees submit the QPR that is generated from each data file uploaded in WIPS.

Specifically, for H-1B grant programs that have the same Authorized Representative with one access credential in WIPS, we recommend the following:

- *A separate csv file must be uploaded for each grant program.* The grant number entered in PIRL 938 (H-1B Grant Number) must be the same for all participants in the data file that is submitted for each grant program. WIPS will reject the file with errors if a single csv file has multiple grant numbers. The grant number in PIRL 938 is used to verify the grant that the QPR is generated for.

### Submitting Data Files in WIPS

- *H-1B Grants will not generate an H-1B QPR from the WIOA Full PIRL multi-program schema.* Do not submit a data file with the full WIOA PIRL.
- *If your organization was awarded multiple H-1B grants, you must submit the performance data in WIPS as separate data files.* The Authorized Representative may use the same user account.
- *Inactive users will be automatically logged out after 30 minutes of inactivity.*
  - To stay active in WIPS, refresh the page or navigate between the tabs “Home”, “File Upload”, “Edit Check Results”, etc.

### Preparing Data Files

#### Data File Format

- *The csv file must have 89 columns.* The two new PIRL Data Elements 1813 and 2126 are now approved and should be included in your WIPS H-1B quarterly uploading. In addition, we’ve added PIRL data elements 105, 106 and 107 Special Project ID to allow for future H-1B reporting needs. At this time, H-1B grantees should leave this PIRL element blank. Grantees should not report any data in these data elements.
- *If you use an Excel spreadsheet to manage your data, make sure you export only the PIRL data elements that start from PIRL 100 and end in PIRL 2700.* If you export code values or spaces in other column or row cells in your spreadsheet, this will result in a data file format error.
- *Column headers and extra rows or footers* should be removed when uploading your data file in WIPS.
- *Invalid Column #* is a Format Error that occurs when less than or more than 89 columns are in the csv file submitted. If you receive this error, delete the columns after the 89th column and attempt to resubmit. Sometimes a space in one of those extra columns will trigger this error and deleting the columns is the easiest way to circumvent this error.
- *If you receive a format error message that includes lines not associated with a participant ID, you may have mistakenly input values in rows that are not a part of your data file.*

- *If you receive a Valid Values error or a Logic Rule error for a participant with a data element that you believe should be blank, the field may contain a space that WIPS is reading as a character. Check the field to ensure that it does not contain any inadvertent spaces.*
- You can always view the data in your data file by opening it in Notepad. To do so, right click your csv data file icon in your file folders. Select the Open with Notepad option to review the contents of your data file.

### **PIRL Data Element – Code Values**

- *Leading zeros are truncated and will not appear unless formatted properly.* PIRL Data Elements 923, 1303, 1310, and 1315 have code values selections that contain leading 0s.
  - If using Excel, grantees should format these cells as text cells for the leading zeroes to appear when the file is saved as a csv file. Please note that you may also need to do this for any Unique Individual Identifier or Social Security Number that begins with 0.
  - Grantees using other applications should ensure that leading 0s for these data elements are formatted correctly to ensure that they are not truncated when converting to a csv file.
- *Please ensure that PIRL Data Element 100 (Unique Individual Identifier) has a different value for each participant.* There is currently no logic rule that prevents grantees from uploading the same unique identifiers for multiple participants.
  - *PIRL Data Element 100 (Unique Individual Identifier) should be 12 digits.*

### **Resolving Data File Errors**

- *Resolve any data file errors in your original MIS database.* Then export the revised information as a new csv data file that will be uploaded to WIPS.
  - *Note: If you select the icon to open your csv data file in your file folders, it will automatically open as an Excel Spreadsheet.* This will automatically reformat some of the data (for example, leading 0s described above).
  - To prevent this, the csv file must be opened in Notepad by right-clicking the document's icon and selecting "Open With" followed by "Notepad".
- *When sending questions/inquiries to your grant mailbox or [WIOA.feedback@dol.gov](mailto:WIOA.feedback@dol.gov)* always include your file ID number. This will enable our technical staff to pull up the file you submitted in WIPS (where PII is blocked from view) and provide you more information on the error.
- *Never send a copy of the csv file you are working with over email.* The csv files uploaded to WIPS contain social security numbers, which are considered Personally Identifiable Information (PII). The WIPS upload environment has protections in place for PII, but email does not. Transmitting PII via email is prohibited.

## Generating a Quarterly Performance Reporting (QPR) and Quarterly Narrative Report (QNR) form

### Saving a copy of your QPR

- *Save a PDF copy of the QPR.* Once you have generated a QPR in WIPS, you will see your results in the web browser. To save a PDF copy of the QPR, select “Print” in the upper right hand corner of the page. The webpage will then generate a “Download” link in the upper right hand corner of the page.

### Certifying a QPR form

- The “certify” button is now available in WIPS to certify the QPR beginning with the 9/30/18 reporting quarter. Once a grantee has uploaded participant-level data and has verified that the information is accurate, they should indicate that the report is final by selecting the Certify button in WIPS. This is necessary to communicate to the Department that the report is complete and accurate and serves as the official submission for that reporting quarter.

### Certifying a QNR form

- There is an important change in the process to submit your QNR. Starting with the reporting quarter ending September 30, 2018 and for all future quarters, grantees will submit their QNR reports through WIPS. **Grantees should discontinue submitting their QNRs to their grant program mailbox, starting with the reporting quarter ending September 30, 2018 and for all future quarters.**
- Using the WIPS account created for each grantee, each grant program will submit their QNR directly into the WIPS. The online form is identical to the OMB approved [Joint Quarterly Narrative Performance Report Template \(ETA-9179\)](#). Grantees should complete the form using the fields provided in WIPS. Once a grantee has completed the QNR and has verified that the information is accurate, they should indicate that the report is final by selecting the “certify” button on the QNR. Certifying the report indicates that the grantee’s authorized representative certifies that the data submitted is complete, true, and accurate to the best of his or her knowledge. Grantees may also submit up to five supplemental documents (in Word or pdf format) to support their QNR submission.

## Transmitting PII

- Transmitting PII via email is prohibited. **Please do not send your grant's CSV data files via email to the [wioa.feedback@dol.gov](mailto:wioa.feedback@dol.gov) or your grant email address.** We cannot open and review the csv file you are attempting to upload. The csv files uploaded to WIPS contain social security numbers, which are considered Personally Identifiable Information (PII). The WIPS upload environment has protections in place for PII, but email does not.

## Guidance for Authorized Representative Modifications and Performance Reporting in WIPS

Any Authorized Representative change needs to go through the grant modification process, assisted by your FPO. The modification, signed by the Grant Officer, is the formal approval of the Authorized Representative change.

As access to the Workforce Integrated Performance System (WIPS) is only being issued to the Authorized Representative, and any final QPRs generated need to be certified by the Authorized Representative, grantees need to ensure that the Authorized Representative on file is current. We will not be able to issue WIPS access credentials to individuals that are not formally recognized as the Authorized Representative for the grant. Grantees with Authorized Representative changes that have not been finalized by a formal modification may experience delays in receiving updated WIPS access credentials.

If you need to change the Authorized Representative on file for your grant, please work with your FPO to submit a modification request including the following:

The request must be on organizational letterhead, signed by an official of the organization such as, but not limited to, the chairman of the board, governor, tribal chairman, executive director, etc. specifying the outgoing and the incoming Authorized Representative and their contact information. The letter should NOT be signed by the person being designated as the new Authorized Representative, but rather by someone with some degree of authority over the Authorized Representative. For educational institutions, this could be the head of the Board of Trustees or the President of the university. For other organizations, it could be the grantee's Executive Director.

Please note that after submitting the request to your FPO, it could take 1-2 weeks for the modification to be signed by the Grant Officer and transmitted to you. We encourage grantees to make every effort to submit modifications in a timely manner to decrease the likelihood of delays in the performance reporting process.