**WorkforceGPS**

**Transcript of Webinar**

**Apprenticeships: Closing the Skills Gap**

**Performance Reporting Orientation 2.0**

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*Transcript by*

*Noble Transcription Services*

*Menifee, CA*

GRACE MCCALL: And welcome to "H-1B Performance Reporting Orientation 2.0 For Apprenticeship: Closing The Skills Gap Grantees." So without further ado I'd like to turn things over to our moderator today, Ayreen Cadwallader, workforce analyst, grant program lead, United States Department of Labor Employment and Training Administration. Take it away.

AYREEN CADWALLADER: Thank you so much, Grace. And thank you everyone for being on the call today for a second part of our H-1B performance reporting orientation series for the Apprenticeships: Closing the Skills Gap grant.

From our poll earlier to sort of know who was on the call, it looks like it has a good number of our office branch representatives and our program directors and grant managers on the call, so very excited to have you here. I did see a couple of data analysts. Welcome. I think the technical aspect of today's webinar will be relevant for you. And then also other team members on your grant programs, those case managers and job developers and employment specialists, certainly welcome to today's call.

Let's go ahead and do some introductions. We have today our subject matter experts and feature Kevin Mauro, who's our performance lead for the Closing the Skills Gap grant with Hi-Impact Partners; and also my colleague Gregory Scheib, who's a workforce analyst and he's my colleague here at the Department of Labor. Also, you don't see her photo but my colleague Kristen Milstead is also on the call listening in and could be available to take some questions as well. She's a key member of our performance team here with the H-1B group.

So for today's objectives and our agenda, there are certainly several things that we wanted to address today. As I mentioned before, this follows up on last week's webinar to describe the technical aspects of accessing DOL's Workforce Integrated Workforce System or WIPS and this is a reporting system that you will be using to provide participant-level data to ETA about your grant program.

We'll do a high-level overview of the H-1B PIRL data elements, which was one of the key documents that you received during last week's webinar. We will also describe the format and structure and the data file, how to create a common separated values or CSV files and then describe the ongoing case management processes that you'll need to conduct through the life of the grant.

Really, our goal here to help you understand how to create and generate data files and use your participant level data, how to navigate the data file upload process in WIPS and how to resolve those data file areas that can happen when the WIPS invalidates your data.

Later on in today's presentation we'll also briefly describe how WIPS generates the quarterly performance reports and we will go over this again in our next webinar, performance 3.0, on aggregation rules and how the aggregation rules will inform your QPR using the participant level data that you uploaded with.

We will show you how to input your quarterly narrative report in WIPS. And then lastly, we'll go over the performance reporting guidance and for the quarter ending June 30th, just a quick refresher and then discuss some of our next steps and action items for the next several months.

With that, I'll turn it over to Greg, my colleague. Greg?

GREGORY SCHEIB: Thanks, Ayreen. Nice to be up with all of you today. We are now going to go ahead and talk a little bit about how we're going to access with and how you're going to be reporting.

One thing I will just note is, note right out of the gate is for those of you, if you have not served any participants this year up to date of through March 31st which is the end of the reporting quarter, there is a button on the QNR which we'll talk about later which you could indicate that you don't have any participants as of yet. I just wanted to make that note before we moved on.

So in terms of WIPS access, you all are going to be accessing WIPS using a username and password. You'll have an account created. Your grant authorized representatives will receive a username and password to access on or around June 29th so very shortly.

They're going to be sent to the e-mail that we have on file for your authorized representative, and it is important to know that it's going to come from kind of an odd e-mail address which is admin@dol.appiancloud.com. So you'll want to clue in your authorized rep to look for that and if they don't see it in their box to also check their junk mail or their clutter as that's sometimes an issue for some folks.

Your quarterly progress reports can only be accessed through the files submitted using the system and using the password we create for you, the account we create for you. This screenshot that you see here just show that you, it's operated by us and so you'll have to agree to that.

Let's see here. If you ever need to reset a password, on the login screen you can select the reset your password link and then you can enter the e-mail address. You'll see the account, the username field and select request password reset. Initially, you're going to receive an e-mail with a temporary password and login the first time. You're going to be asked to change that. You can change it to whatever you'd like. There are password requirements for the new password as we're all getting used to in this day in age so just be mindful of that.

Just a note. Again, each grantee is only being issued one account and that's going to the authorized representative. It is important that if for some reason your authorized representative has changed over the course of the grant, you will need to go through a grant modification process which is the normal process when your authorized representatives change. What you'll want to do is you'll want to reach out to your FPO and you'll want to put in a modification to change that authorized rep. It's as simple as you can. The modification is signed by the grant officer and it's a formal approval that there's been a change.

Again as I mentioned, access to the WIPS system is only being given to the authorized representatives and any final QPRs generated need to be certified by that person and the grantee needs to ensure that the authorized rep is on file at her end.

We are not going to be issuing WIPS access credentials to anyone other than the authorized rep and so just please be aware of that. If you do need to change that authorized rep, please do reach out with your FPO as quickly as possible and they can tell you the details about what they will need to do that modification.

Once you've logged in with your username and password, what you see on the screen now is an example of what the WIPS homepage looks like. There are instructions for uploading your QPR file and checking and correcting errors in your QPR will be listed below on that homepage.

To upload a QPR file, which is the common separated value file that you'll be creating, you select file uploads from WIPS tab bar, you select the schema name and in your case it will be H-1B schema. You'll select the target programs if it gives you that option. And you'll select the quarter end date, so in this case the quarter end date will be March 31st, 2020. You'll select the file that you want to upload and then you will upload that to the system.

You may, you will get an onscreen message telling you when the upload has been successful. It may take several minutes depending on the size. At first it may be almost instantaneous. If you get in 2,000 people it may take a little longer. You will get a note once it is upload, whether you have any errors to your file and then you can go in and make changes as necessary.

In terms of editing your WIPS file, if you have no errors the first time you upload a CSV file into the system, you are some sort of miracle worker and you need to tell us because I don’t think it's ever actually happened. But I will say that it is, the first couple times that you submit it usually takes several times to go through and resolve errors in the file before you generate a QPR.

What you do is you go in, you select the edit check results tab from the WIPS tab bar. It will then give you a listing of the errors in your file and it will give you an error message to let you know what has to happen to correct that error. Once you've identified what the errors are, you'll need to go back into the CSV file on your end and correct those and then resubmit the file and go through that process again until there are no errors left.

I would re-emphasize to everyone that this could be a time-consuming process, especially in the first few quarters as you're getting your heads wrapped around the performance and the little tricks to the logic rules and things that we'll be talking about later.

Do not wait until August 13th to submit your first CSV file if you think you're going to get it through. It may take several days in terms of just going through, reviewing and getting the data to where you need to be. So I just want to keep re-emphasizing that. Do not start late in terms of starting to submit through your data for the submission quarter.

Just for a quick second, take a breath here and do a quick knowledge check. So the question we have for all of you is which of the following is not a task that WIPS can help grantees can perform within the system? Resetting a password, checking with their errors in a data file exist, correcting errors in a data file or generating a QPR.

So take a second or two. I know this is just kind of a quick pop quiz on you but let us know what you think. Yes. Yes. Yes. Yes. I like what I see here. Most of you I think have checked the right answer, which is that you cannot correct the errors in a data file within WIPS. That is something that you have to go back and do through your system and re-upload a file. So thank you for that. That's a great first start.

So let's go ahead and move on. Once you have worked through your common separated value file which has all your participant data, you'll go on to review the QPR that's generated by the system. To do that, once you've successfully gotten a file through you can go to the My Reports tap, which you can see highlighted there on the screen.

You'll select the quarterly performance report and then choose the program dropdown from that. You can find recent reports that have been uploaded under the current reporting quarter section and then after this initial report, which is the first time of course you are all using the WIPS system, you'll be able to go back to past reports using the previous reports section.

You can open the report by clicking the hyperlink on the WIPS system under status and then you can confirm the accuracy because you want to check those outcome numbers with your own internal numbers to make sure that if there's any reconciling to be done you can do that. Certainly, if you have seen issues with the numbers in this or for some reason they don't seem to match, you can certainly come back to us and we could investigate them if need be.

Going to keep moving us along here. Again, I've already sort of stated this but I'll just state it again. Again, since we are only issuing one password, one account to one grantee, you will have to, you'll want to make arrangements with your authorized reps that they are looking for that e-mail when it comes in. You have a limited number of days. I think it's five days that you need to activate that account. Other WIPS we will have to resent it out to you and that will just delay your ability to get into WIPS and start looking at it for yourself.

Again, you'll also have to come up with your own strategy that works for your own organization about how you're going to use it to validate that data that is from your partners. And again, you'll want to start that submission process early.

One of the challenges that we have seen especially with folks who are getting data from many sources if you have partner organizations that you're working with is that again the data needs to come in fairly early after the quarter end date so that you can pull all that data together. You will only be submitting one data file each quarter. It does not come in in separate files from each of your subrecipients or your subgrantee partners. You'll have to combine that and submit one file to the WIPS system.

Anyway, that's a lot of information and you may have questions so I'm going to take a little break here.

MS. CADWALLADER: Yeah. We have some questions that came in, Greg. Just to clarify that we are submitting participant level data for all participants served up until the quarter ending June 30th.

And then the next question here, [inaudible] is not accurate. Can you resubmit a CSV file?

MR. SCHEIB: Yes. One of the nice things about the WIPS is that you can, once you get the QPR is that you can, once you get the QPR generated you see that it's got the stakes and it's not accurate for whatever reason, you have to go and reconcile that. You can always resubmit a new file and it will override the old submission.

Once your satisfied that the QPR is accurate and you're comfortable that you can certify the data and we'll talk about it a little bit down the road here but there is a button, the certified button and that will lock it in and lets you know that that is your official submission for the quarter.

And after that point you can, and in fact you can even just submit that. If you have to go back and resubmit it for some reason you can as well. So you have some flexibility there. It's not a one and done kind of situation.

MS. CADWALLADER: Excellent. Thanks, Greg. That's all the questions that we have in the chat window.

MR. SCHEIB: Awesome. Now let's see who I pass it to. Am I passing it to myself? Am I continuing to go here? No. I think I'm going to pass it to Kevin. How's that sound, Kevin?

KEVIN MAURO: Great. It's just me and thanks, Greg. So we wanted to get the how the specific data elements apply to your participants and when in terms of if they're properly counted in your outcomes.

We have referenced often the acronym PIRL, but I wanted to take a moment to talk about what it really is. It stands for Participant Individual Record Layout. It guides all the data elements you should be reporting each quarter for your grant to the corresponding code value for each that should be reported for your participants as they progress through your program.

The DOL PIRL that other grant programs use to report has literally hundreds of data elements in it. The H-1B grants however report on only a subset of the total number of data elements and more specifically you will submit participant level data on 89 data elements total. To see those data elements, please review tab two of the amended PIRL link here.

So what is the significance of the word amended in the amended PIRL. Because the rollout of all these data elements has occurred over time in separate phases the original PIRL provided to the grantees of the past was amended to reflect these updates.

Closing the skills gap has the complete version of the PIRL as all the data elements that you report are now active.

As far as what's in the PIRL, you will notice that there are six tabs. Tab one contains the entire universe of DOL PIRL data elements available to grant programs. Tab two contains only the subset of 87 data elements that Closing the Skills Gap grantees will have to report each quarter. This tab is the most relevant to you. The remaining tabs contain all of the rules built into the system to ensure both participant level data and aggregate data accurately reflect the definitions for terms and outcomes used in the FOA in the quarterly performance report.

Valid values rules ensure that the type of data reported in each field meets the technical requirements for that field. Example would include the minimum or maximum number of characters and whether the field should contain a date, a number, a tech or some other format.

Duplicate errors ensure that participants are not counted more than once, which will verify multiple entries of the same social security number with the date that the participant began training and those should not be the same. It is not possible for one participant to enroll on the same date twice so that's what will ace these duplicate records.

Logic rules ensure that the date entered is logically consisted according to what each data element should contain. For example, there cannot be a date for program completion unless the participant also has a date for entered training because you can't complete something you never started.

Finally, aggregation rules are the calculations WIPS performs on the participant data to aggregate that data for the seals in the quarterly performance report. As an example, in the QPR, C1 which is the number of unemployed participants contains all of the participants who have a date recorded for program entry but also have the appropriate code value for employment status and entry.

The PIRL contains several columns and each one provides an important piece of information about the data element that you need to create a data file. Each data element has a data element number, a data element name, a description of the data type and length, and the definition and instructions for that data element as well as the code values for all possible options for each data element. Finally, on the far right there's a notes column. Be sure to review this column for special instructions about how participants in the H-1B Closing the Skills Gap participants should be coded.

So with those basics in mind, let's talk about how do you create your data file? Well, grant reporting begins with the performance outcomes you provided targets for in your statement of work. The activities of work for your grant participants will allow you to compare the progress of your program against the target you spent for your grant. And our first performance was around last week. We provided you with information on the outcome measures for what should provide your targets in your statement of work. Specifically, we discussed the definitions of the outcome measures and how they were linked to one another.

When we talk through the sections in the PIRL and key issues reporting PIRL data elements for your participants, but you will also need to know how to format a data file and format it properly into WIPS. WIPS needs to be able to read the data file in order to generate an accurate QPR. Of course, this requires that the data file be error free.

Starting with the basics, you'll report on your participants using a data file that you upload into the WIPS reporting system. A data file is a file that provides information on the 89 data elements from the PIRL for all of the participants in your grant program. The data elements have code value that provides specific information about the individual participant you're servicing.

For the reporting quarter ending June 30th, 2020, grantees will use the ETA 9172 that was approved in 2016 to report the next 89 PIRL data elements. You'll report this information to a data while that you'll upload into WIPS. The data file you submit will provide information on all of the individuals in your grant program in this format. This example shows part of what a data file looks like.

Each row represents one participant and each column represents code value on the 89 data elements for those participants. But what do we mean by data elements? The data elements represent one piece of information about the participants you have served or enrolled. WIPS then resends data files and calculates the values you answered to create the QPR and the QPR contains the aggregate participant information to date for your grant, which is pretty neat.

So the data file that you upload must be CSV format. To give you an idea of what a CSV data file looks like there's a screenshot. However, we encourage you to go to the link at the bottom of the page and download the sample case management and CSV data file so you can see an example version in more detail. It will give you an idea of what your own data file should look like before you upload your own.

Zooming in a bit, this is a piece of what the data file looks like. This is just the first four rows with a few columns of the data file. But again, each row represents a record for one participant. Each column represents the code value that you've entered for the participants for the data element. In Closing the Skills Gap performance webinar 1.0 we went over data elements in more detail and how to code participants according to their status on each. So remember, data elements are the building blocks of your performance report, the pieces of information about your participant such as demographic information and employment status.

For example, the first column is the unique individual identifier which is harder to say than it sounds. The second column is the state code of residence. The third column is the special project ID code for Closing the Skills Gap that will identify the type of apprenticeship of the participant and etc. and so on and so forth. You should refer to the PIRL, to the performance reporting handbook for information about how to populate each data element in the data file for your participant.

Grantees may use existing resources or develop their own internal management information system or IMS but that system must be able to save or export participant records in CSV format. In addition, if you're receiving records from multiple partners, you must generate and upload them as one single CSV file for your entire grant.

Make sure your system includes every data element as your data field for each participant record. And each participant record can have a corresponding code value for that data element. Also, you must ensure that your data file does not include participant name, data element headers, additional rows or blank entries when code values are required or a no value instead of a blank or a space. In some cases, leaving the data field blank is an option if the data field does not apply to the participant but spaces are counted as a code value.

Here are some tips to help improve the data collection process between you, the grantee, your employer partners and/or your training provider. Developing your own case management system that can be transferable between training providers and the grantee in order to better the development and submission of quarterly reports to the Department of Labor.

Ensure that the intake and enrollment process for participants is as seamless as possible. Ensure all data elements are reviewed and definitions are understood before deciding how to answer the data elements code value on behalf of a grantee. Ensure grantees, training partners and providers and training participants understand why is there information collected, where to send and for what purpose.

For example, office training participants are handed a paper form to indicate the details, who just hand it back to the training provider with minimal face-to-face interaction. Unless there is an inter-meeting hearing like a case manager, the purpose of collecting this information is not often fully understood. Ask for disclaimer information and guidance during the enrollment process and relevant dates on the enrollment form. And of course, never leave personally identifiable information unsecured or unattended.

MS. CADWALLADER: So let's go ahead and give Kevin a quick break by, for our next polling question. And I know this was an area of interested for our webinar when we know in terms of what system grantees will be using to track and report your grant participant level data.

So we thought to bring this up again just to see if there's anything that's changed from this week but also if any grantees want to share if there are any third-party vendors that you are working with or will plan to work with, please if you are, if you can feel free to share what your experience has been. Please feel free to do so in the chat window. And again, for our purposes we're not able to sort of name any specific vendor, but you know, that shouldn't stop our grantees from doing so.

So from our polling it looks like we are still looking at the Excel spreadsheets and the tried and true format. There is some third-party vendors here and then existing MIS system which is actually also we have a case management system where you are able to export the information that we need to use in order to upload it into the WIPS system. You know, again please feel free to do so to use what you have existing. You know, the question here, is anyone willing to share that spreadsheet with personal data removed?

So this performance reporting orientation webinar 2.0 with registration website. There is a sample case management file. It's an Excel spreadsheet with several tabs. We'll probably talk about some of it more but we can put that case management Excel spreadsheet you have readily available, and then you'll also see a sample data file and CSV that you can also download and take a look. So those are two things that we've developed on our end for you and hopefully that'll help make this process a little bit easier. Oh, and it's available in the file share window. All right.

MR. MAURO: Thanks, Ayreen. Now, let's talk about what happens to your data once you've uploaded into WIPS and how to fix the inevitable errors in your data file so that it will be accepted right away. When you submit your report, it first executes the data validation step but it does so in stages. Each stage must be passed before WIPS can then progress to the next stage of edit check.

First, it'll execute the first two types of data validation check simultaneously, formatting check errors and valid value errors. The valid values check is a format check to verify that you have entered valid code values for each data element. For example, social security numbers have nine characters. If a participant's social security number is entered with eight digits instead of nine, the valid value check will report that there's an error.

The third validation step, which will appear in a separate error report, is the duplicate error report. This report verifies that the unique participant records do not have duplicative social security numbers.

Finally, in the fourth step, WIPS verifies that the internal logic of each participant record makes sense. For example, for data element 2109, primary labor training service for training activity one. The co-value to indicate training type must be present if data element 1302, date entered training, has a date that the participant entered training. We can't summarize all of the validation rules here but we encourage you to review them and understand how they work. You can find them in tabs four, five and six of the amended PIRL.

It's important that you begin uploading your CSV data file into WIPS in advance of the August 14th deadline. It is very likely that you will need multiple attempts to submit an acceptable file. As you say, WIPS cannot check for all of the errors in the same pass. If you have any error on the first pass, you must resolve them before uploading the file again for WIPS to check your file for other types of errors in the next stage. You will not be able to certify and submit and CSV data file in WIPS until you're able to submit a file that passes all of the data validation checks.

So as we showed you in the previous section, after uploading your file you'll be able to review or edit check your file. So let's take a look at what an error report looks like. With all this data, finding errors may be a time intensive process. Here we have a sample data file error work. When errors are presented, a highlighted number will be available for grantees to select. Once this number is selected, your errors will appear in an Excel file indicating the error and where it's located in the file.

In this example, we see the first column with a file name indicates which file you uploaded that has the error in the question. The quarter and date column lets you know which quarter and date you attempted to upload into and the next column displays the number of errors. Don’t be alarmed if the number is large initially. Sometimes with formatting here and the length, you'll find an error for every participant, which really means that the document as a whole must be modified to correct the error.

The next column displays if there are any duplicate errors in the files you've uploaded. The final column tells you what time you uploaded your file to WIPS, which is helpful to make sure you're looking at the report for the file you most recently uploaded.

As you can see, the error report shows the type of error that occurred and how many there are, but it does not specify which parts in individual records layout that error occurred in. To resolve these errors, you will need to use the error message to go back to your data file.

In your original data file, you'll need to identify the specific error. What type of error is this? What should the value be according to the PIRL? You'll need to edit the value to the data file, convert it back to a CSV file and upload again and check for errors. Please expect that resolving data file errors will involve the entire reporting team.

Before correcting code values that are generating errors, you'll need to verify that the correction accurately reflects the participant staff. We know that this is a lengthy process, so we thank you in advance for ensuring accurate data collection and reporting. I will say this to the performance data person. Performance reporting is the most important thing that we do.

So let's look at some common format and valid values errors. Spaces count towards the maximum number of character counts in WIPS. Extra spaces or just pressing the space bar before or after or in between valid code values will carry over to the CSV file. But the valid value for a PIRL data element contains a maximum number of characters and extra space in that field will produce an error.

A CSV file submitted in WIPS cannot have headings and PIRL data element numbers. Please delete these rows and columns before saving your data file and your CSV to avoid this common error.

Some PIRL data elements require a certain number of characters or digits, including less than or more than this number of characters will produce an error. For example, PIRL 938 asks for the H-1B grant number which can be a 10, 13 or 14 digit code value. Entering any other number of digits will produce an error.

These are just the PIRL data element specifications for dates. Dates that are entered in an incorrect format will produce an error.

Let's look at a few examples of logic rule errors. Logic errors check variations of internal participant data logic. It doesn't make sense that a participant receiving incumbent worker training would also be an underemployed worker. The logical error message you see here for 2101, reporting underemployed workers, follows the general if/then structure of all logic error messages.

In general, error messages will say if, blank, insert scenario in this case, recipient of incumbent worker training, then blank, the logic follows and this includes must language. In this case, underemployed worker must be zero for no. You'll find these logic rules inside six of the PIRLs.

Let's review a couple more logic validation errors. The next example here is an error from PIRL 1801, the date attained recognized credentials. The error states that if a valid type of recognized credential is attained in PIRL 1800, then the date a credential was attained must be in PIRL 1801. The logic here is that a recognized credential was attained by a participant. The grantee should be able to record the date the credential was attained.

In this last example, the date a participant enters employment, PIRL 2118, should be on or after the date of program entry, PIRL 900. It's not logical that a participant receives services leading to employment before they enter your program.

MS. CADWALLADER: So let's take another quick knowledge check. Which of the following is an example of a logic validation rule? One, a participant has a date of program entry that comes after a date of exit. Second is a participant ID number and date of entry are duplicate in the data file.

The third, a two-digit number has been entered in the field that requires a date. And the fourth is an extra space was added to the field. So we're looking for an example of a logic validation rule here. Excellent. Sounds like you guys were listening. The response is number one, that the logic validation rule is the date of program entry must come before the date of exit. Excellent.

I think the next slide is a Q&A and there was a question. What if an employer doesn't provide an apprentice's SFN (ph)? So this is certainly something that we can probably discuss in a little more detail and perhaps loop in your FPO.

But generally all participants that you serve should use that grant staff should have a direct relationship with those participants and we understand that you are working with employer partners and they may be incumbent workers. And so that participant SFN is really important for to do the crisp reporting that we mentioned in the last webinar.

And so grantees are required to request participants for their social security number. However, you're not if they do not provide the SFN that does not prevent you from providing services. So certainly you're required to ask for that information to the participants directly.

If you have employer partners involved, certainly that's a conversation and further data sharing agreements that you might have to have with your employer partners but yeah. It could certainly be best if you have any further questions about that, please reach out to your FPO in the grant mailbox and we can certainly handle it one on one.

MR. SCHEIB: Ayreen, can I just add a little something there as well?

MS. CADWALLADER: Yeah.

MR. SCHEIB: A lot of it is spelled out in TEGL 14-18, which is the follow up of these kinds surrounding performance that H-1B grantees, is applicable to H-1B grantees. So if we don't have that link we can give it to you, but with that the TEGL goes into a lot of detail about our requirements that you at least ask all your participants for their social security number and the, you can certainly still serve them if they decide not to offer that up. But we do expect all the grantees to make a good faced effort to try to get that information either from the employers if it's a current worker or the individuals.

MS. CADWALLADER: Great. So we don't have, there wasn't a question and if anyone has any experience with G-Star. Yes. If someone can respond directly to Joe [ph] on that, please feel free to do so.

All right. So we can just jump to our next section which is on the quarterly performance report. And here I just really wanted to reiterate the overview of sort of and the culmination of what we discussed earlier on this webinar. And really after the common separated values or the CSV file passes the logic rules and passes the valid values and your data file has no errors, then WIPS will generate, WIPS will apply the aggregation rules to your data file and that's how you see the QPR, the quarterly progress report is generated in WIPS.

And so, aggregation rules are just a system of logic that WIPS uses to put together aggregations from the raw data files that you uploaded to WIPS for your individual participants. WIPS will aggregate your participants into the H-1B performance outcome measures that are in the QPR. As you might recall, these are the performance outcome measures that you provided the post target numbers for.

These are total participants served, the total number of participants that began training and completed training, also those who have earned their credentials, also employment outcomes for unemployed and incumbent workers. In the QPR you'll see, I believe that's also a tab in the H-1B PIRL in the Excel spreadsheet where you'll see what the QPR looks like. There is an aggregate level information data set, information reported for your participants and demographic as well as services that they've received and training related employment outcomes.

So the QPR is definitely a snapshot of your performance outcomes to date. That is the, those are the numbers that we will use and that the federal project officers will also use to track your progress. And it is also opportunities, again we'll probably go into this in another webinar. Your performance data is what we use to identify technical assistance opportunities.

And then going back one slide over. Again, this is what the QPR upload view looks like in WIPS where you are able to select a quarterly report to see sort of what was generated for your grant for that reporting quarter. And it's again a way for you to compare your performance data from your internal records to make sure that they align and that the authorized representatives can then go in and certify your quarterly progress report.

Any questions about that? And it looks like Greg just dropped in the link to TEGL 14-18. All right. Let's continue onto the quarterly narrative report. Greg, that's you.

MR. SCHEIB: Thank you, Ayreen. And Kevin and Ayreen really go into some of the really technical aspects so this piece will be a nice little breather for all of us. The narrative report is a lot more straightforward. No files to upload for this one. So let's go ahead and move through and just quickly review.

Again, starting this quarter grantees are required to submit their quarterly narrative report directly into the WIPS reporting system and of course as many of you know, last quarter you just submitted the document directly to your FPO and into our mailbox. But this time you will be using the WIPS system to enter that data. We're going to be showing you what the WIPS system looks like. I know we've already started to do that.

And just as a reminder dragging up your quarterly narrative report that you will be putting the data field into WIPS but it's just a best practice to always complete the quarterly narrative report as a document and then cut those sections into the appropriate place into the WIPS system. Every once in a while, someone forgets to save a document and then they have to go back and recreate it.

Again, just as a refresher, the quarterly narrative reports are a quality summary of the grant activities during that reporting quarter. It includes a status update on program activities as well as participant information that can't be reported using quantitative data alone in your QPR report that you're generating. As an example, a QNR can be used to report any additional information that's not captured on the QPR or that you want to go into more detail around. It's also appropriate to describe any activities or events, partnership successes or challenges, hurdles or anything that impacts your programs.

We do look at it as well as the FPO and it's a way that we can provide you better TA and we can start seeing trends in the kinds of questions, challenges folks are facing. It is also an opportunity to kind of see where we've got successes and share those as well. So please take that and use the QNR as an opportunity to really highlight your program and fill out the picture that maybe can't be told by the quarterly performance report alone.

Again, this is just a screenshot of what you'll see when you pull up the QNR report in WIPS. This for example is what the WIPS will look like. As you enter section three of your narrative into it, there is a field for you to drop that data in. The rest of the document is similar to this and there's a prompt at the bottom and we will move on to the next one.

Each field has, you can put up to 2,000 characters which is a lot. It's about a page and a half. You shouldn't have any problems getting all the data into the files. If for some reason there's a table or something that you want to share that doesn’t go into a data field like this, you can always attach it at the end of the document.

Some examples of things that you might attach to a QNR. You might attach the full QNR document, which would only be a backup. We usually pull the data down from the, well not usually, we always pull the data down from the WIPS system and we ask that you fill that out completely. The one thing we do not want to see is a QNR filled in on WIPS with see attached document. If that happens, we'll come back and probably ask you to go ahead and put that data into the WIPS system.

But if you've got fliers, you've got best practices, you've got press releases or stories about your program, anything that helps us get a better picture of your successes and your challenges potentially is great. And again, if there's any graphs or charts or things of another nature that you want to share, this is your opportunity to do that.

I will remind everybody that Closing the Skills Gaps grantees, in addition to the individual participant outcomes and data that you're collecting, there are three sort of program related outcomes that you're collecting. Those are not captured in WIPS through your data file uploads since they are not really participant level data; they're more program-related date. And again, since WIPS is only collecting that individual level data through the CSV file, what we're asking you to do is to put the outcomes for these three measures into your quarterly narrative report.

So again, the three outcomes that you are asked to capture for Closing the Skills Gap were a total number of all the created apprenticeship programs, included newly created registered apprenticeship programs, total number of existing apprenticeship programs that are expanded and total number of employers engaged. And those three measures will all be captured through your QPR form, but you are required to report them and report them in a cumulative dated process on each three of those outcomes each quarter. How are you going to do that? Well we're going to tell you.

So we're suggesting that to instantly report this data, we would ask that in section, what is that, XI.A of your QNR under additional information, we would encourage you to use the template that we've shared on the screen and every quarter that you report your quarterly narrative report you drop in the updated numbers into this table so that we can be tracking this out along with you. And so, the year-end video will also have that information.

And I think at that point, I'm going to hand it back to Ayreen for another knowledge check and then we can start wrapping up. Ayreen?

MS. CADWALLADER: Yeah. So this is our, I don't know if this is our final knowledge check but the output measures for Closing the Skills Gap grants should be reported by e-mail to the FPO, in section XI.A in the QNR each quarter, only for the quarter ending June 30th or what are output measures? Hopefully that is a joke in here that we can all appreciate. It is the right answer is section XI.A in your QNR that you enter that skills gap format.

There's the, we can advance to the next slide which is our questions. Something came in. Do you want us to provide the table outputs as an attachment to the QNR? And I know my colleague Kristen Milstead is typing in, but I believe it is an attachment. Am I correct? Kristen, you might want to chime in or Grace. I think in the WIPSP system you're cutting and pasting comments and you might not be able to.

KRISTEN MILSTEAD: If you want to include it as an attachment, let me start over. You can include it as an attachment if you want to. If you want to put it in a table, the section in WIPS will not accept the table as a table form but we would just encourage you to use it as listed because then we will know what numbers that you're including. But we would ask you to please label what numbers you are including so we know clearly okay this is a cumulative to date. You know, this is the target each quarter that we can tell what you are including. Greg or Ayreen, did you want to add anything to that?

MS. CADWALLADER: Yeah. So and I'm probably just repeating what you said is recommended, but in WIPS as you enter data in those entry fields it won't accept the table format. But you can sort of use the general layout pull the content out of the table and drop it into the WIPS entry field or use them as an attachment. So certainly, I think there's various ways that you can report that information.

All right. Any other questions that come through?

We can certainly advance and we're heading into the home stretch. These are some of our next steps and action plans that we'll be doing. Again, just review the performance reporting handbook and technical assistance materials that we provide you access to. They are a big chunk of that policy guidance and performance reporting orientation.

We know the registration website link that is there in the chat window and then the case tips, the WIPS tips, the how to upload data and all the resources that you see in the file share window, those are in the performance reporting webinar 2.0 registration website. And again, we really encourage you to review all those resources out. Use them as premium opportunities for your internal staff as well.

We do want to show you the office hours as part of our technical assistance plan. The links are located here. We will be sending outlook invitations so that this is in your calendar invite with the call-in number. Please certainly call into these office hours if you have specific questions on all things performance reporting at this point. This is office hours dedicated just to the CSG grantees and you may have a question that you're calling may learn from. So you know, even if you don't have a question specifically, your other colleagues may also have something.

Also, something about performance reporting. You know, if you're new to performance reporting you don't know what you don't know, right, until it's an issue. And so, it's really helpful to attend the office hours and sort of get a gist of sort of what are some of the issues your colleagues might be experiencing and then perhaps sometime down the line you'll be able to experience something will jog your memory and a question that was asked and hopefully you'll be able to refer your specific issue then.

Just as a reminder, I know Greg mentioned this earlier but the grant authorized for representatives will receive access to WIPS starting on Monday next week, June 29th. What we'll do is we'll plan to send an e-mail reminder so that everyone on your grant team is aware that this is coming. Because DOL can't always send WIPS access information to the grant office direct, we do defer to your organization's processing features on how this information is shared to keep staff that will have access to WIPS. So starting on July 1, WIPS will be available to you.

You can use your access information to get into the WIPS system. This is always the case for every reporting quarter, the last day of the reporting quarter grantees may start submitting or accessing the WIPS system the day after the last reporting quarter and you have 45 days to repair your data files and submit them into WIPS.

And we really do want to encourage you to start early like we mentioned earlier before. Those of you grantees who are new to uploading data files, do you know, in our experience have reported significant learning curves to how data files are properly uploaded and how data files are resolved through the validation error process. It could be frustrating for sure. That's why we have office hours. But we encourage you to start as soon as you have access to WIPS.

And then again we do have, let's see, that grant mailbox here is available to you if you have anything immediate performance reporting related that we can support you. There's also a technical e-mail address that we'll provide later on if you have technical issues to access them with. There's a separate e-mail. But it's if you're in doubt just send a note to the Closing the Skills Gap – sorry. It's closingskillsgap@dol.gov. I think there's an error to this e-mail address here but, and make sure to CC your FPO so that your FPO is aware of any reporting issues that you may have also.

All right. Here is the link to the performance report resources that we've provided to you thus far. There's the link here for the performance reporting orientation 2.0 website where the latest case management resources are provided as well as the data files and downloaded CSV files.

Here is our last polling question. Let's see how everyone is feeling on how prepared are you to submit a CSV data file in WIPS? Yikes. What WIPS what? We're not ready. We're still collecting participant data. Third option is phew, we're almost there. We have participant data in our MIS database. We are feeling great and we're ready to upload the data to WIPS starting on July 1.

And it looks like, I appreciate everyone participating in the poll. It looks like there's a good number of you that are still collecting participant level data which is completely understandable. And you know, we have time. We have 45 days until the reporting quarter is the reporting deadline.

For those of you who don't feel that you're ready we're here for support. We're here to provide technical assistance, so again just continue to go through the resource materials that we've provided thus far and then those any questions that you might have and that you might want to ask us in our upcoming reporting office hours.

With that we are at the end of our presentation today. I think we definitely wanted to piecemeal these out to you. Hopefully today's content wasn't too technical heavy. But any questions here in the chat window, please feel free to drop those in. If not, definitely want to thank you for your time and for your effort in understanding performance reporting policy.

There is one question. Earlier it was mentioned that there was a place to note if no participant data is being reported into the QNR. Greg, can you take this one?

MR. SCHEIB: Certainly. Yeah.

MS. CADWALLADER: There you are.

MR. SCHEIB: Simply, I just, so in other words if you, if, and I know I admit there was a statement saying to fill in one. But if you have not served any participants through 6/30/2020, which is the reporting period that you'll be reporting on in August, when you go into QNR and put in your additional data, there is a button that asks you if you have no participants to report. You can check that box and what it does is it gives us an indication so we won't be coming back early for asking you to work at your QNR.

Once you start, once you have uploaded a file into the WIPS system and you go on and list this, that box will no longer become available. Now the participants, you'll be reporting on those participants through the term of the grant so it should be fairly self-evident when you get into the quarterly narrative report.

MS. CADWALLADER: Excellent. I know there's a few questions coming in some more. There's when will the reporting guidance webinars be available? Soon. As soon as we can get the, our colleagues our reporting audio and there's a few other things that we have to do on our end. But definitely within the next week. Oh. Here. Three business days. Thanks, Grace.

There's one more question being dropped in. We can certainly pause for that. And I do know that we do have some final polling questions at the end of this. Shelia (sp), please continue to type in your questions. I think it will come up. Grace, why don't I turn it over to you to close us out. Thank you so much, everyone. Enjoy your afternoon.

(END)