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Introduction to WIPS

ASE WIPS Presentation Series:
Presentation #2

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Today's Speakers

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Today's Objectives

- ✓ Identify key tasks performed in WIPS.

- ✓ Discuss the importance of establishing roles and responsibilities in WIPS.

- ✓ Describe the basic functionality of WIPS.

- ✓ Describe the purposes of the WIPS User Resource Library Information Page, as well as the information it provides.
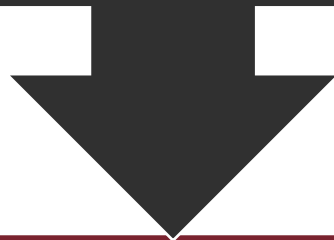
Introduction

What is the Workforce Integrated Performance System (WIPS)?

The WIPS Performance Reporting System is an online, password-protected system

grantees upload, certify, and submit data into WIPS to generate quarterly progress reports for submittal to DOL as outlined in the grant agreement reporting requirements.

WIPS was launched on 7/01/2016 and should be viewed as a 'living' system

'living' meaning the system receives enhancements and upgrades continually

Overview and Need to Know Terms

Background

▶ The [Workforce Innovation and Opportunity Act (WIOA)](#)

- a bipartisan law developed by the [House Committee on Education and Labor](#)

- signed into law on July 22, 2014

- Support integrated and effective education and workforce development opportunities to prepare workers for the 21st century economy

- While helping businesses find the skilled employees they need to compete and create jobs in America.

Overview and Need to Know Terms

Background

▶ As a result of the WIOA origin committee, the US Departments of Education and Labor came together to develop joint guidance to help foster a common understanding of shared goals through data comparisons

- Included the Joint **Participant Individual Record Layout** (**Joint PIRL**)

- Currently, the Joint PIRL is in the process of being updated

- Data points common to BOTH agencies

▶ The Workforce Integrated Performance System or WIPS

- Was developed by DOL to integrate those shared data points, or elements, into a workforce reporting system, which also includes other data exclusive to DOL

- **DOL-ONLY PIRL** (was updated to include Apprenticeship Programs in July 2020)

  - Data elements from the Joint PIRL are highlighted in blue on the DOL-only PIRL

Overview and Need to Know Terms

Background

▶ WIPS will be utilized by all Apprenticeship Grants for reporting for all grants with a period of performance starting July 1, 2019 and after

▶ Using the PIRL allows DOL to look at program and investment efficacy across all the programs using it

▶ Additionally helps both grantees and their associated DOL/ETA program offices to look at data to

- inform current grant performance, and any required adjustments
- as well as potential future program implementation and/or funding decisions
- These types of processes are known as **data-driven decision making**

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An Important Note!

WIPS is exclusively a performance reporting system. It is **not** a case management system.

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Interactive PIRL Reference Tool

[PIRL Reporting Online Resource - Release 3.0 at workforcegps.org](#) page has an interactive PIRL Reference Tool – click on [E-Learning Module](#)

Introduction to the PIRL Reporting Online Resource

START

Welcome to the *Introduction to PIRL Reporting Online Resource* (Resource). The Resource is designed to support grantees in successfully understanding, preparing, and submitting the U.S. Department of Labor (DOL) Employment and Training Administration's (ETA) Participant Individual Record Layout (PIRL) reports.

Click the **START** button above to begin.

Key Tasks Performed in WIPS

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Collecting Participant Data

Methods of collecting participant data vary based on the service providers of grants.

Training providers, employers, workforce agencies, and other service providers don't access WIPS;

but it is important to establish communication between the Grant Program Manager/Director and any additional entities collecting data from participants.

Securing Personally Identifiable Information (PII)

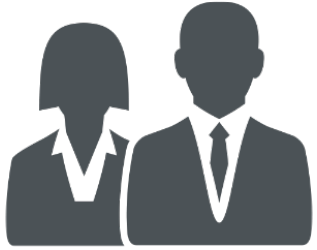Participant-level data will always need to be stored and transmitted securely.

Grantee staff should ensure that participants are informed of why they are being asked to provide their Social Security Number (SSN).

Transmitting PII via email is **prohibited!** The WIPS upload environment has protections in place for PII, but email does not.

Uploading Data Files

A dedicated staff member must ensure participant data is saved as an appropriate file type (**.csv,** .txt or .gzip) before uploading to WIPS. (submitter status)
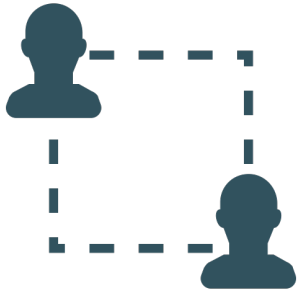
If this staff member leaves the grant program, another staff member should be assigned to upload participant data.

Contact DOL with information regarding staff changes.

Certifying Reports

Only the Authorized Representative or their specifically designated individual for an apprenticeship grant is permitted to certify quarterly progress reports!

Establishing Roles and Responsibilities in WIPS

Why is this Important?

The establishment of roles and responsibilities is an important part of effective grants management.

It identifies staff members who may access WIPS and defines the actions they will complete in the system.

Staff Roles and Actions for Accessing WIPS

Grantee Role	Action	WIPS Role
• Case Managers • Program Coordinators • Training Partners • Service Providers • Employers	• Collect participant data • Track participant data using internal MIS systems • (*RAPIDS is not suitable for this purpose*)	• None
• All grant staff & all grant partner staff	• KEEP SECURE Personally Identifiable Information always	• None • NOTE: WIPS is a secure upload
• Program Director or Manager • Data Managers • IT Staff	• Upload data files into WIPS • Resolve data file errors • Troubleshoot issues in WIPS	• Submitter Access – two persons can have this level of access
• Authorized Representative or A/R Designee	• Certify Quarterly Performance Report (QPR) Form	• Certifier - only 1 account for certifier

Staff Roles and Actions for Accessing WIPS, continued

▸ By January 1, 2021

    ▸ Letter signed by the authorized representative

        1) Letter should be addressed to:

            a. the grant officer indicated on the grant agreement

            b. 200 Constitution Ave, NW Room 4716, Washington, DC   20210

        2) Sent to OAGrants.WIPS@dol.gov – with the grant number

    ▸ Two options:

        1) If not using the WIOA reporting team

            a. The contact info for the person designated to be the certifier on the A/R behalf

            b. The contact info for the person(s) to be 'submitter'

        2) If using the WIOA reporting team

            a. Indication that the grant will utilize the WIOA performance reporting team, and utilize the Full PIRL schema or the SIRS schema

            b. The e-mail of the State employees who should have the apprenticeship program added to their accounts

NOTE: A sample letter is included in the related resources for this presentation

Staff Roles and Actions for Accessing WIPS, continued (2)

▸ The OA performance team will compile the information included on the letters and have the accounts added to WIPS

- ▸ Individuals should not request accounts on their own, grantees will not be granted an account for apprenticeship grants outside this process

▸ ASE Grantees will be expected to submit for the Feb. 14, 2021 Interim report into WIPS

- ▸ May also send the interim QPR for that quarter to ensure that one is logged
- ▸ Note that zero participant QPRs cannot currently be submitted to WIPS
- ▸ ASE Grantees will not have that option for the May 15, 2021 report

▸ SAE2020 and YARG Grantees will be expected to submit into WIPS starting May 15, 2021

▸ REMINDER for organizations with multiple grants that each grant is a project unto itself, and the multiple projects should be operating on a concurrent basis

Basic Functionality

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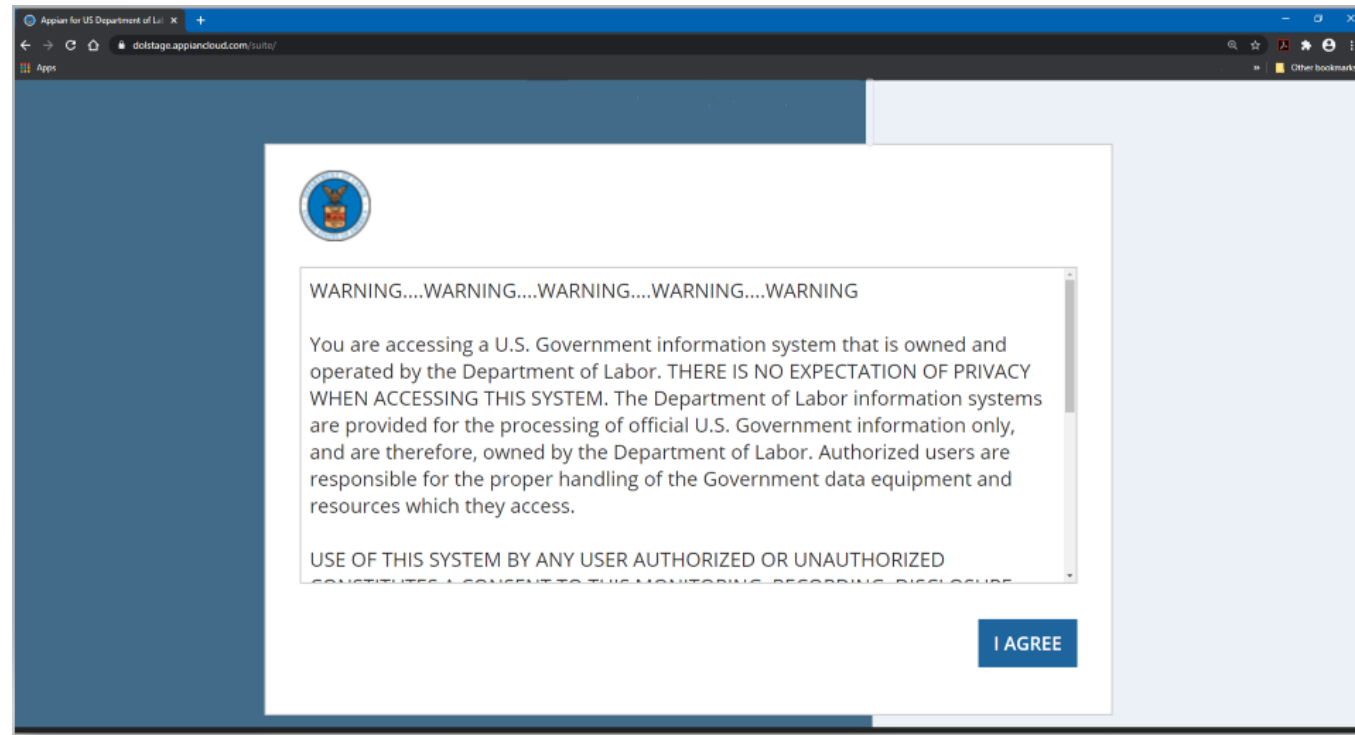
Accessing WIPS

▶ You must have access to log in. This access will be provided by DOL/ETA according to the process outlined in session #4.

▶ WIPS is accessed using the following URL: https://dol.appiancloud.com/suite/.

WIPS process

Intake participants

Enter data into data system

Prep data for upload starting at end of the quarter

Update as necessary for participants

At least 4 weeks prior to due date finalize data for upload

At least 3 weeks before due date Upload data file w/ all 131 columns into WIPS

Repeat As necessary

Fix upload Errors

upload

Successful upload of data

Resolve any upload errors

Check and ensure error free data is correct

Certify Quarterly Report ✓

Preparing Data Files for WIPS

▶ The data file uploaded for your Apprenticeship grant must have all columns indicated in the most recent Apprenticeship schema.

- ‣ 131 in the PIRL2020 Apprenticeship schema
- ‣ Schema is short for 'schematic', or the combination of PIRL data elements for Apprenticeship

▶ Column headers and extra rows or footers must be removed **prior** to uploading your data file in WIPS.

▶ WIPS will accept .txt, .csv or .gzip files

- ‣ We recommend utilizing the .csv format whenever possible

Apprenticeship Schema

Note: This reporting schema is based on a subset of the ETA-9172 DOL-Only for Apprenticeship reporting and is intended for training and instructional purposes.

DATA ELEMENT	N/A	100	101	102	103	105	106	107	108 - A	200	201	202	210	211	212	213	
DATA ELEMENT NAME	OBS Number	Unique Individual Identifier (WIOA)	State Code of Residence (WIOA)	County Code of Residence	Zip Code of Residence	Special Project ID - 1	Special Project ID - 2	Special Project ID - 3	ETA-Assigned 1st Local Workforce Board Code	Date of Birth (WIOA)	Sex (WIOA)	Individual with a Disability (WIOA)	Ethnicity: Hispanic/ Latino (WIOA)	American Indian/ Alaska Native (WIOA)	Asian (WIOA)	Black/African American (WIOA)	Native H Pacif
DATA TYPE/ FIELD LENGTH	IN 9	AN 12	AN 2	IN 3	IN 5	AN 7	AN 7	AN 7	IN 5	DT 8	IN 1	IN 1	IN 1	IN 1	IN 1	IN 1	
CODE VALUE	000000000 (No hyphens)	XXXXXXXXXXXX	XX	0	00000	XXXXXXX	XXXXXXX	XXXXXXXX	00000	YYYYMMDD	1 = Male 2 = Female 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Parti self-ider
Participant A																	
Participant B																	
Participant C																	
Participant D																	
Participant E																	
Participant F																	
Participant G																	
Participant H																	
Participant I																	
Participant J																	
Participant K																	
Participant L																	
Participant M																	
Participant N																	
Participant O																	
Participant P																	
Participant Q																	

The Schema is the format that the data file must be in for upload

- with the PIRL data elements in individual columns, and
- corresponding participant level data in rows.
- Remember to look to the Full PIRL or the handbook for specific data element definitions.
- This will be covered more fully in later sessions.

Apprenticeship Schema

Each Data Element has

- **An identifying number**

- **An identifying name**

- **An indicator of data type/size**

  - **IN = integer**
  - **AN = alpha/numeric**
  - **DT = date**

- **Code value**

  - **An example of the data field parameters**

DATA ELEMENT NO.	N/A	100	101	102	103
DATA ELEMENT NAME	OBS Number	Unique Individual Identifier (WIOA)	State Code of Residence (WIOA)	County Code of Residence	Zip Code of Residence
DATA TYPE/ FIELD LENGTH	IN 9	AN 12	AN 2	IN 3	IN 5
CODE VALUE	000000000 (No hyphens)	XXXXXXXXXXXX	XX	0	00000

Reminder – see the Full PIRL or the handbook for full data element definitions

Submitting Data Files in WIPS

OA Grants must choose a schema, request access accordingly and submit data utilizing that same schema for the period of performance

- ONLY WIOA Reporting Agency grantees may use the full WIOA PIRL, or SIRS Schemas
- All other grantees must submit using the Apprenticeship Schema.

If your organization was awarded multiple OA grants, and you use the Apprenticeship Schema, performance data must be submitted as separate data files.

- Certifiers and submitters may have multiple grants assigned to their accounts.

Inactive users will be automatically logged out of WIPS after 30 minutes of inactivity.

- To stay active, refresh the page or navigate between the **Home**, **File Upload**, and **Edit Check Results** tabs.
- Be aware that accounts will be deactivated after 60 days without a login

Generating Quarterly Performance Reports (QPRs)

▸ WIPS has data aggregation rules that generate the performance outcomes reported in the ASE QPR form based on the data file submitted by each grantee.

▸ Each rule correlates with various data elements and code values, as well as key dates entered for each participant.

▸ Once your data file passes the validation process, WIPS will generate the ASE QPR, available in the **Quarterly Reports** tab.

Suggested Template
ASE Grants Interim Performance Reporting

Error Messages Received When Preparing Data Files for WIPS

Invalid Column # error

- A format error that occurs when the data file column number doesn't match the current schema.

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, i.e. letters instead of numbers, a decimal where none is expected, a 'special character'

Valid Values or Logic Rule error

- This error occurs for values that are known to be impossible, either because they are invalid options or are illogical based on the values in other fields (see logic rules)
- *You may receive this for a participant with a data element entry that should be blank.*
- *Check the field for a space that WIPS reads as a character.*

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.

NEVER send a copy of the .csv file you are working with over email! Transmitting PII via email is **prohibited, between grant partners, or between DOL and grantees**.

- Instead, reference the file number upload

The WIPS User Resource Library Information Page

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What is the WIPS User Resource Library Information Page?

The WIPS User Resource Library Information page is a growing library of documents intended to help WIPS users understand the workflow of the system. It provides the following:

General information about WIPS

Details about usage, best practices, and enhancements

Answers to frequently asked questions

Real-time information on system changes and enhancements

Access the WIPS User Resource Library Information Page at
https://www.dol.gov/agencies/eta/performance/wips

What Information Does it Provide?

▶ Hyperlink to WIPS

▶ WIPS Quick Reference Guide

▶ Duplicate Rules

▶ Recording of the WIPS User Demonstration Webinar and the related PowerPoint slides

▶ WIPS Release Notes

▶ WIPS Edit Checks Program-Specific Schema for Uploading Data into WIPS

▶ WIPS FAQs

▶ WIPS Technical Assistance Help Desk Form page

Who Should Utilize this Page?

The following are encouraged to regularly visit the WIPS User Resource Library Information Page at https://www.dol.gov/agencies/eta/performance/wips for information about WIPS use, development and enhancements:

All Discretionary prime grantees

Any partner organizations including
Local and tribal entities

All those individuals responsible for reporting into WIPS

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What resources are on WorkforceGPS?

Additional resources about performance and performance reporting in general may be found at the performance reporting community at https://performancereporting.workforcegps.org/home/, which includes:

Introduction to the PIRL interactive course

https://performancereporting.workforcegps.org/MediaFiles/ws/performancereporting/Folders/%7BCF3CA142-959D-4097-9A85-23EC51F0A399%7D/637166934710680199/index.html#/
Please watch this course before our next session #3

WIPS User walkthrough video and .pdf transcript

PIRL Reporting Online Resource – Release 3.0 .pdf

Is geared towards WIOA programs, but still may have information for you

Apprenticeship-specific Grant reporting resources

Reporting Resources at your program WorkforceGPS community

- **ASE**
  - https://ase.workforcegps.org/
- **SAE2020**
  - https://bit.ly/3nsJRm0
- **YARG**
  - https://youthasready.workforcegps.org/

WIPS questions & performance questions for <u>any</u> Apprenticeship-specific grant

- OAGrant.WIPS@dol.gov
  - (be sure to include your grant number and program in the subject line of the email)

Wrapping it Up

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WIPS Frequently Asked Questions

Question: **What do we submit in WIPS?**
Answer: Grantees will upload a data file that generates an ASE Quarterly Performance Report form. The data file will need to be uploaded into WIPS before the Grant Authorized Representative can certify the Quarterly Performance Report and officially submit to DOL/ETA.

Question: **What is CSV format?**
Answer: CSV means Comma Separated Values. Only .csv, .txt or .gzip formatted files can be uploaded to WIPS. CSV files are preferable during testing and early implementation for it helps in locating errors.

Question: **How do we make changes to a data file that has been submitted in WIPS?**
Answer: If a data file is incorrect, you can upload revised data files for the reporting quarter until the data is error-free. **However, once a QPR form has been generated and certified, it cannot be revised without notifying your program office first!** If a QPR form has been generated and certified but later found to have errors, please contact your respective apprenticeship program mailbox. Please include your grant name, grant number, and contact information.

Question: **Can we enter individual case files and notes into WIPS?**
Answer: No. WIPS is not a case management information collection system. Grantees should manage their case files in the way that complies with the grant agreement, program requirements and is best suited to meet their needs.

WIPS Frequently Asked Questions, continued

Question: Once participant data is uploaded to WIPS, is there any reason for the participant information to be maintained by the grantee?

Answer: Yes. Individual records uploaded into WIPS represent a snapshot in time, and therefore can and should be updated to reflect changes in future submissions. It is the responsibility of the grantee to maintain all participant records as in accordance with the requirements of the grant funding vehicle (FOA or TEGL). Case files will need to be accessible to Federal Project Officers (FPO) during site visits.

Question: What do we do if there is a technical problem in WIPS?

Answer: If you encounter a technical problem with WIPS, please contact the WIPS Technical Assistance Team, either through the link at the upper right corner of the WIPS interface, or by submitting a technical assistance request through https://www.dol.gov/agencies/eta/performance/wips.   Please be sure to include your grant name, grant number and contact information.

Question: What do we do when we have a grant performance-related question?

Answer: If you have a performance related question, please contact your grant mailbox at the program office performance mailbox (OAGrants.WIPS@dol.gov) . Please include your grant number in the subject line, copy your FPO and include contact information in the body of the e-mail.

Grants Performance Reporting Technical Assistance Resources

Performance Policy Guidance for OA Grants

▶ Grants Performance Reporting Resource Guide   Reporting
  ‣ check your program community

▶   uggested   R or   Grantees

▶ ETA-9712 DOL PIRL   apprenticeship Grants
  ‣ Including most recent apprenticeship schema

Performance Reporting Technical Assistance

▶ Participant Tracking Strategies webinar

▶ Sample Case Management and Data File *(will be uploaded to your program community when completed)*

▶ *WIPS Technical Assistance Tools*

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Any Questions?

Contact Us

▶ WIPS Reporting Questions

  ‣ OAGrants.WIPS@dol.gov

▶ WIPS Technical Assistance

  🌐 https://www.doleta.gov/performance/wips/WIPS_Technical_Assistance_Request.cfm

Thank You

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