

EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR



Navigate to Success

WIPS 101

OA WIPS Presentation Series: Presentation #4

December 10, 2020



Today's Speakers



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Today's Objectives

Ø

- Identify key tasks completed in the Workforce Integrated Performance System (WIPS).
- ✓ Describe how to access WIPS.
- ✓ Discuss data file preparation.
- Explain how to upload data files, check results, generate a QPR, and certify the report.
- Review how to upload and certify a QNR.
- Identify common issues and errors encountered.





Introduction

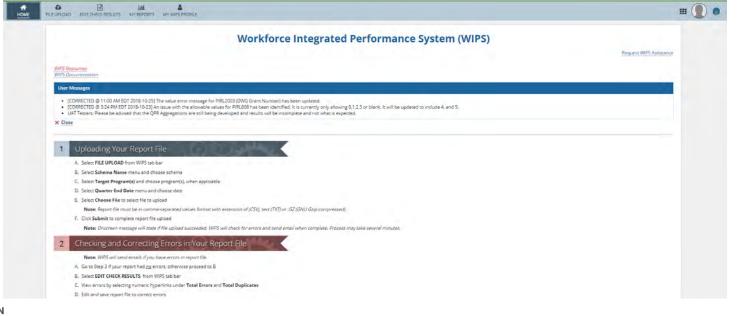


What is the Workforce Integrated Performance System (WIPS)?

WIPS is a web-based reporting system that grantees use to report on grant performance each quarter to DOL.

- Users upload a file of individual records to generate a QPR.
- WIPS conducts edit checks for duplicate records, valid values, and logical values on the records in the file before generating QPR

- Once QPR is generated, users can review and certify (data is not official until certified by user).
- Stores QPR reports
- Exports reports and data





Reporting Timeline

Grantees must submit a Quarterly Progress Report to WIPS each quarter that covers activities for that quarter. It is due no later than 45 days after the quarter end date.

Quarter Start Date	Quarter End Date	Report Submission
January 1	March 31	May 15
April 1	June 30	August 14
July 1	September 30	November 14
October 1	December 30	February 14



Accessing WIPS



WIPS Access

- Authorized Representatives must send a signed letter on letterhead via e-mail to the program mailbox & <u>OAGrants.WIPS@dol.gov</u>
 - ASE Grants: by January 8, 2021
 - SAE2020 & YARG Grants: by Feb. 14, 2021
 - Within 30 days of the grant award receipt for new grants

Must include

- A certifier
 - Must be Authorized Representative <u>or</u> their designee
 - Has all submitter rights
 - Also certifies that all data is accurate as reported
- Up to 2 designated submitters
 - Performance staff to upload and work w/ the data

On Granice Official Letterhead – signed, pdf like sent via e-mail from the AUR by the appropriate program mailtees and Officiants WPStitute.gov

Date of Letter

Grant Officer from Grant Agreement²⁰, Grant Officer US Department of Labor, Employment and Training Administration Office of Grant Management 200 Constitution Avenue NW, Room N4716 Washington, DC 20210

RE: WIPS access credentials: Apprenticeship State Expansion Grant Number: AP_######-19-60-A-##

Dear Grant Officer from above

I submit the following individuals for the purpose of reporting grant information in the WIPS system on my behalf. As the authorized individual for the aforementioned grant/s, we will use the <<u>insert SCHEMA name</u> as outlined in option <u>one or two</u> and I authorize the individuals below in the following capacity:

WIPS Certifier to certify that the data submission is accurate and correct in the *segantee* brganization>>> WIPS Apprenticeship Grant Performance Reports: << only one person may be designated - if no one is designated, the Authorized Representative will be the service, but needs to include the information here as well>>

Name Direct phone # dutect email

WIPS Submitter/s: << up to two additional persons may be designated have>>

Name Direct phone # direct email

Name Durect phone # direct email

Because only the Authorized Representative can do this, it's essential that official records are kept up-to-date



Accessing WIPS for the First Time

Authorized Representative's designees will receive WIPS instructions, temporary password, and link to the system via email from <u>admin@dol.appiancloud.com</u>

Use the link in the email to go to WIPS.

Change the password.

- Enter the temporary password from the email under *Old Password*.
- Type in a new password. Type the password in again to confirm it.
- Click **Submit**.

Change Password Please complete the form to change your password. Old Password New Password Confirm New Password Submit Cancel

Please note: A temporary password is good for 7 days. Request another password if past that timeframe.



Password Requirements

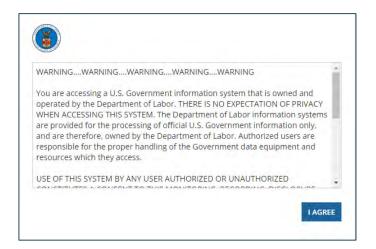
Passwords must contain: at least 8 characters, uppercase letter, lower case letter, special character, and number.

Appian Authentication	s related to passwords and account locking will not apply
Password Format Minimum Password Length *	Minimum Number of Special Characters *
8	1
Minimum Number of Alphabetic Characters *	Special characters are: ! "" # \$ % & '() * + , - , / \ : ; < = > ? @ []^_`{ }- Minimum Password Age (Days) *
Minimum Number of Lowercase Characters *	1 Specify the minimum number of days a user must wait before changing a password
/ Minimum Number of Uppercase Characters *	Prevent Reuse of Previous Passwords * 12
ា Minimum Number of Numeric Characters *	Number of recent passwords that may not be reused (0-24)
1	





Logging In



your email	
password	
Forgot your password?	SIGN IN
Note: Usernames are case sensitive. Please use all lower case.	
Request Technical Assistance	

To access WIPS, go to <u>https://dol.appiancloud.com/</u>.

Select I AGREE when the DOL warning displays

- In the login window, enter your email address (lower case) and password.
- Select SIGN IN.



Password Requests

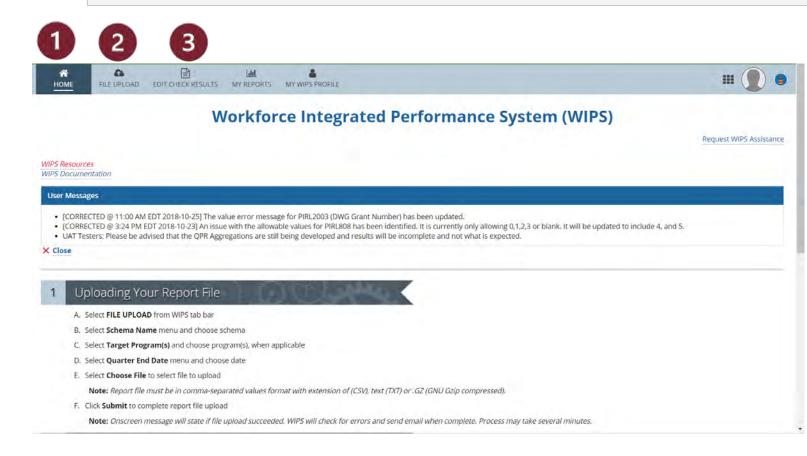
- To request a password reset, click Forgot your password?
- Designated users receives an email with a link and temporary password.
- Use the link to access WIPS and create a new password.
- Password must be periodically updated





WIPS Homepage Layout

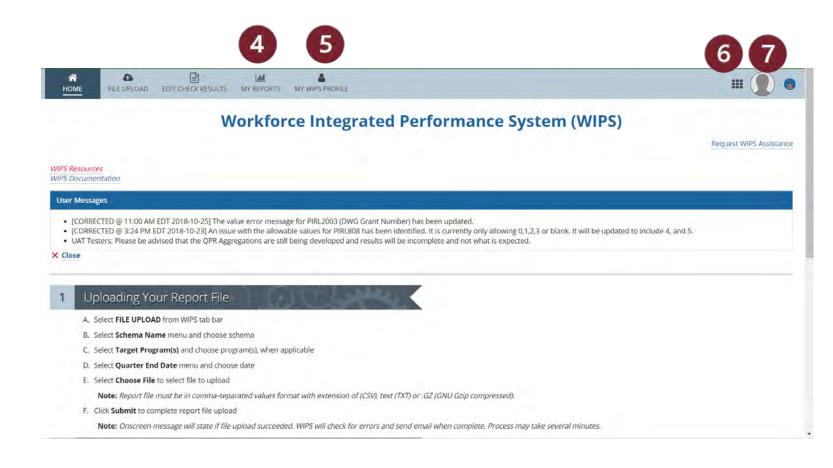
The main menu bar at the top of every WIPS page provides access to resources, settings and steps in the workflow.



- 1. Home Tab
 - A. Important user messages
 - B. Links to resources, documentation, assistance
- 2. File Upload Tab
- 3. Edit Check Results Tab
 - A. Error status of uploaded file
 - B. Diagnostics for resolving errors



WIPS Homepage Layout



4. My Reports Tab

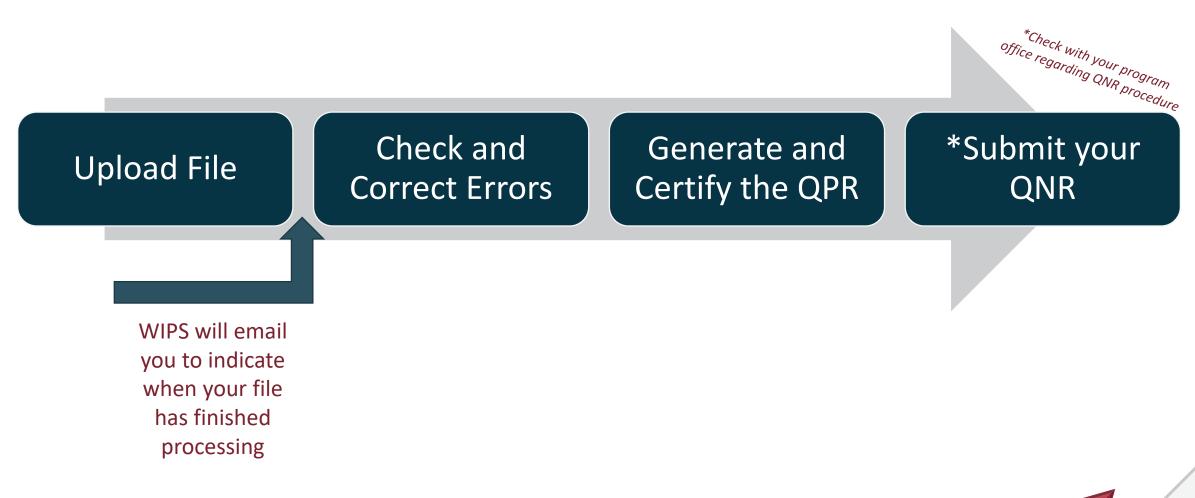
- A. List of all QPR reports
- B. Certify a report
- 5. My WIPS Profile
 - A. Change password
 - B. Set up profile image
- 6. Menu
 - A. List of programs
- 7. Profile Image
 - A. Sign out



WIPS Workflow Overview



Overview of the Process





Overview of the Process

Uploading Your Report File

1

- A. Select FILE UPLOAD from WIPS tab bar
- B. Select Schema Name menu and choose schema
- C. Select Target Program(s) and choose program(s), when applicable
- D. Select Quarter End Date menu and choose date
- E. Select Choose File to select file to upload

Note: Report file must be in comma-separated values format with extension of (CSV), text (TXT) or .GZ (GNU Gzip compressed).

F. Click Submit to complete report file upload

Note: Onscrean marsha will state if fle unload succeeded MIDC will shack for error and cand amail when complete Discrete mouthly caused minutes

2 Checking and Correcting Errors in Your Report File

Note: WIPS will send emails if you have errors in report file.

- A. Go to Step 3 if your report had no errors, otherwise proceed to B
- B, Select EDIT CHECK RESULTS from WIPS tab bar
- C. View errors by selecting numeric hyperlinks under Total Errors and Total Duplicates
- D. Edit and save report file to correct errors

Note: This step is external to WIPS.

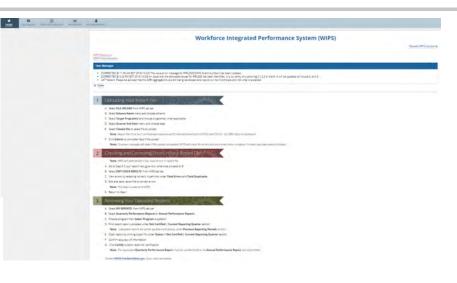
E. Return to Step 1

3 Reviewing Your Uploaded Reports

- A. Select MY REPORTS from WIPS tab bar
- B. Select Quarterly Performance Reports or Annual Performance Reports
- C. Choose program from Select Program dropdown
- D. Find recent report uploaded under Not Certified | Current Reporting Quarter section

Note: Uploaded reports for earlier quarters will display under Previous Reporting Periods section.

- E. Open report by clicking hyperlink under Status in Not Certified | Current Reporting Quarter section
- F. Confirm accuracy of information
- G. Click Certify to send report for certification
 - Note: The associated Quarterly Performance Report must be certified before the Annual Performance Report can be certified.





Overview of the Process - Resources

www.dol.gov/agencies/eta/performance/reporting/reporting-process

An official website of the United States gov	rernment. <u>Here's how you know</u> Y	
Employment and Training Admi	nistration CONTACT ETA	Q Search ETA
PROGRAM AREAS 🗸 POLICY AND DIRECTIVES 🗸 RESOUR	ces 🗸 News 🗸 About 🗸 contact us 🗸	
> Performance > WIOA Performance Reporting > Reporting Process		
Reporting Proc	ess	
Workforce Performance Results	WIOA Performance Reporting is done at the end of each quarter when grantees submit their Quarterly	Performance Report data using the
WIOA Performance Reporting	Workforce Integrated Performance System (WIPS). The WIPS officially launched on October 1, 2016 and to submit data. The following resources review the system functionality from a grantee's perspective.	id has been available since for users
Reporting Timeline	WIPS Walkthrough Video	
Reporting Process	<u>PIRL Reporting Online Resource</u>	
Data Integrity	WIPS User Walkthrough Video	
Data Validation	WIPS Quick Start Guide	
Data Validation Archive	WIPS Grantee Ouick Start Guide	
Performance Reporting Archive	<u>WIPS Program User Quick Start Guide</u>	
WIA Reporting and Recordkeeping Archive	WIPS User Demonstration	
WIOA Performance Guidance	WIPS User Demonstration (PPT) User Demo Recording April 5, 2017	
WIOA Technical Assistance		



File Upload



Preparing Data Files

The data file that you upload to WIPS to generate the Quarterly Performance Report must follow the below horizontal layout, known as the schema.

DATA	NA	100	101	102	103	105	106	107	108 - A	200	201	202	210	211	
DATA ELEMENT NAME	DBS Number	Unique Individual Identifier (WIDA)	State Code of Residence (WIDA)	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 (WIDA)	Sex (WIDA)	Individual with a Disability (WIDA)	Ethnicity: Hispanio Latino (WIDA)	American Indian Alaska Nalive (WIDA)	
DATA TYPE/ FIELD	IN 9	AN 12	AN 2	IN 3	IN 5	AN 7	AN 7	AN 7	IN 5	DTS	IN1	IN 1	IN 1	IN 1	
code value	000000000 (No hyphens)	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	××	D	00000	XXXXXXXX	XXXXXXXXXX	XXXXXXXXX	0000	YYYYMMDD	1= Male 2 = Female 9 = Participant did not self- identify	0 = No 9 = Participant	1 = Yes 0 = No 9 = Participant did not self- identify	0 = No	1 = Yes 0 = No 9 = Par self-ide
Participant A	002	MA1595541220	09	001	02809					19990117		1 0	(1	
Participant B	085		09	003	10010				44020	19871224		1 0	0	0	
Participant C	160	FI1726469320	09	009	06385					19840505		1 0	0	0	
Participant D	167	CT1624799420	09	001	06385					19970505		2 1		0	
Participant E	200	RI1115494220	44	003	09280				44020	20021101	1	1 9		0	
Participant F	311	FII 1643743120	09	005	10010					20010701		2 0		0	í
Participant G	335	MA1574578020	44	003	80906					20030515		2 0	(0	j
Participant H	384	CT1986711420	44	007	15952					19920729		8 0	(9	-



Preparing Data Files

The data file that you upload to WIPS to generate the Quarterly Performance Report must follow the below horizontal layout, known as the schema.

DATA	NA	100	101	102	103	105	106	107	108 - A	200	201	202	210	211	-
DATA ELEMENT NAME	OBS Number	Unique Individual Identifier (WIDA)	State Code of Residence (WIDA)	County Code of Residence	Zip Code of Residence	Special Project (D - 1	Special Project ID - 2	Special Project ID - 3	ETA-Assigned 1st Local Workforce Board Code	Date of Birth [WIDA]	Sex (WIDA)	Individual with a Disability (WIDA)	Ethnicity: Hispanio' Latino (WIDA)	American Indian Alaska Native (WIDA)	
DATA TYPE/ FIELD	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	
CODE VALUE	00000000 (Na hyphens)	>00000000000 X	XX	0	00000	20000000	X000000X	XXXXXXXXXXXX	0000	YYYYMMDD	1 = Male 2 = Female 9 = Participant did not self- identify	9 = Participant	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 = Par self-ide
Participant A	002	MA1595541220	09	001	02809					19990117		1 0	0	1	
Participant B	085	and the second se	09		10010				44020	19871224	-	1 0	0	0	
Participant C	160		09		06385					19840505		1 0	0	0	
Participant D	167		09		06385					19970505		2 1		0	
Participant E	200	FI1115494220	44	003	09280				44020	20021101	1	1 9		0	
Participant F	311	Fil 1643743120	09	005	10010					20010701		2 0	0	0	-
Participant G	335	MA1574578020	44		80906					20030515		2 0	0	0	
Participant H	384	CT1986711420	44	007	15952					19920729		0			

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

• with the header rows, columns and extra rows removed



Data File Requirements

Files should be exported as comma separated values (CSV)* for uploading.



Data files must include:

- All required elements in specified order
- Code value equal to data type and field length outlined



Data files must **<u>not</u>** include:

- Participant names
- Data element headers
- Additional rows without data
- Blank entries when code values are required
- Null value instead of blank or space

DATA ELEMENT	NA	100	101	102	103	105	106	107
DATA ELEMENT NAME	OBS Number	Unique Individual Identifier (WIDA)	State Code of Residence (WIDA)	County Code of Residence	Zip Code of Residence	Special Project ID - 1	Special Project ID - 2	Special Project ID -
DATA TYPE/ FIELD LENGTH	IN 9	AN 12	AN 2	IN 3	IN 5	AN 7	AN 7	AN 7
CODE VALUE	000000000 (No hyphens)	30000000000	**	0	-0000	X000000C	1000000X	20000000
Participant A								
Participant B			-					
Participant C								
Participant D								
Participant E								
Participant F								
Participant G					1			



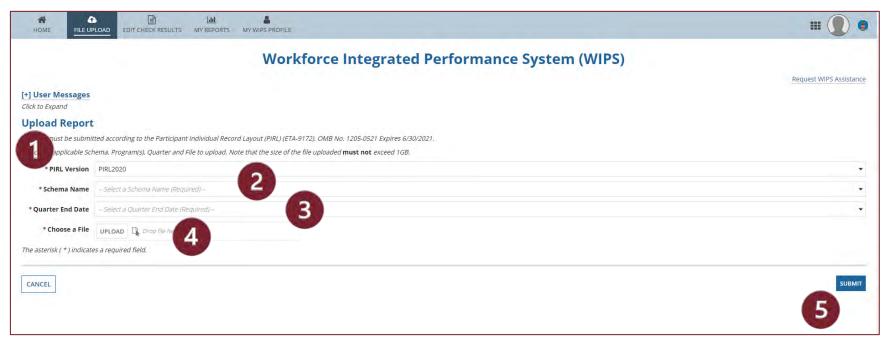
Spaces are counted as a code value.



*WIPS accepts .txt and .gzip also – see recommendations in earlier trainings

Upload File

- 1. Select the PIRL2020 from the drop-down menu.
- 2. Select the schema you are using
- Select the Quarter end date for the report you are uploading



- 4. Click **UPLOAD** to open Windows Explorer and select the file that you want to upload or select it on your PC and drop it in the **Choose a File** box.
- 5. After the file name appears, click **SUBMIT**. You will receive an email when processing is complete.

Please note: Files must be in comma-separated values format and have a .CSV (or .TXT) extension. File size cannot exceed 1 GB.

EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR



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 to upload.



- Send programmatic reporting questions/inquiries regarding reporting to <u>OAGrants.WIPS@dol.gov</u>, always include your grant number and program in the subject line
- Technical WIPS questions? <u>https://www.doleta.gov/performance/wips/WIPS Technical Assistance Request.cfm</u>



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.



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.











WIPS validates uploaded files for three types of edit checks.

VALID VALUES

To verify data for format, length, and a valid value (specific value required from options provided) – data relationship to itself. Errors show in *Total Errors* and *Format Error*.

DUPLICATE RULES

To ensure there are no multiple records on the same individual. Errors show in *Total Duplicates*.

LOGICAL RULES

To confirm data is accurately entered, including required fields – data relationship to other data. Errors show in *Total Errors*.





Edit Checks

► Located on the WIPS page at the link

As with the schema page - check this site at least monthly to see if updates affect your system to avoid reporting issues at the quarter

Click the 'blue buttons to download either an excel file, or a .pdf

WIPS validates files uploaded for three types of edit checks, Duplicate Rules, Logical Rules and Valid Values, to ensure information Workforce Performance accuracy of each field according to the PIRL Results **Duplicate Rules** WIOA Performance Reporting Duplicate Rules ensure the validity of multiple records on the same individual. Duplicate errors are displayed in WIPS in the Total Duplicates column in the EDIT CHECK RESULTS tab, WIOA Performance Guidance Click to View (pdf) WIOA Technical Assistance Resources and Tools Click to View (xlsx) WIOA Negotiations Wage Interchange Systems Logical Rules Workforce Data Quality Logical Rules are analytical validations to ensure data is accurately entered, including fields that are required which is typically Initiative dependent on the data entered in other fields. Logical errors are displayed in WIPS in the Total Errors column in the EDIT CHECK RESULTS tab. Quarterly Workforce System Results Click to View (pdf) Quarterly Workforce System **Results Archive** Click to View (xlsx) WIOA Annual Report Results WIOA Success Stories Valid Values Workforce Integrated Valid Values verify the input of each field of data entered for format, length and in some cases value input. Valid Value errors are Performance System displayed in WIPS in the Total Errors column in the EDIT CHECK RESULTS tab. (WIPS) Release Notes Click to View (pdf) User Demo - April 5, 2017 Click to View (xlsx) User Demo - October 25, 2016 WIPS Edit Checks

WIPS Edit Checks

https://www.dol.gov/agencies/eta/performance/wips/editchecks



Edit Check: Valid Values

Valid Values

- Are also logical in their way
- Apply to EVERY data element in the PIRL, regardless of program
- Has to do with the relationship of the data entry to the data element definitions and data
- Make sure that data is in the correct format as indicated in the data type/field length and code value cells of the data element
- Updated published Valid Values are always found on the WIPS site

Element Number	Element Name	Edit Check Description	Date Implemented
0	OBS Number	This element must only contain numeric characters. This element must contain exactly 9 characters.	1/13/2017
100	Unique Individual Identifier (WIOA)	This element may contain both letters and numeric characters. This element must contain exactly 12 characters.	3/16/2018
101	State Code of Residence (WIOA)	This element may contain both letters and numeric characters. This element must contain exactly 2 characters.	1/13/2017
102	County Code of Residence	This element must only contain numeric characters. This element must contain exactly 3 characters.	1/13/2017
103	Zip Code of Residence	This element must only contain numeric characters. This element must contain exactly 5 characters.	1/13/2017
104	Economic/Labor Market Area and Physical Location Code	This element must only contain numeric characters. This element must contain no more than 9 characters.	1/13/2017
105	Special Project ID - 1	This element may contain both letters and numeric characters. This element must contain exactly 7 characters.	1/13/2017

https://www.dol.gov/agencies/eta/performance/wips/editchecks





Edit Check: Valid Values

Most Common Valid Value Errors

Dates

- Must be in the format
 - YYYYMMDD
- This is the standard language which applies to MOST dates, however, does not apply to PIRL 2909 and 2903 which are expected completion dates for apprentices and pre-apprentices, respectively
- Alpha/Numeric mixup = typos
- Extra space which counts as a code value*
 - Hard to find because you can't always see them depending on location

PIRL 200 : Date of Birth (WIOA)

The date can be invalid for any of the 4 reasons:

- This element must only contain numeric characters. This element must contain exactly 8 numeric characters. This element must be a date formatted as YYYYMMDD.
- 2. All date values must be <= the upload date*.
- 3. All date values must have a year >= 1900.
- 4. All date values in a record must be >= PIRL200 (Date of Birth).

https://www.dol.gov/agencies/eta/performance/wips/editchecks



Edit Check: Duplicate Rules

Ensures that an individual is only reported ONCE for a program

Below are **all** the Duplicate rules that currently apply to AP grants

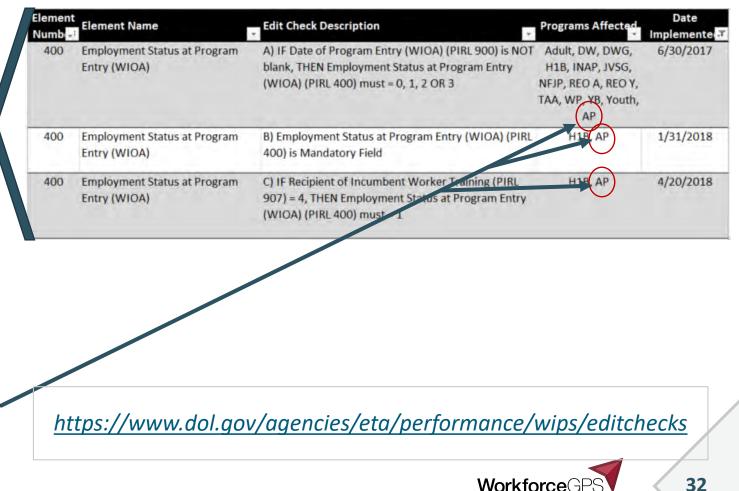
Rule Number	Detection Logic	Error Message
1	If multiple records have the same individual identifier (PIRL 100), then no record can have the same Covered Person Entry Date (PIRL 306).	No period of participation can begin/occur within 90 days of any other period of participation for the same unique identifier.
2	Where the 'Date of Program Entry (WIOA)' is not null: If multiple rows have the same 'Unique Individual Identifier (WIOA)', then no record can have a 'Date of Program Entry (WIOA)' or 'Date of Program Exit (WIOA)' between the 'Date of Program Entry (WIOA)' and the 'Date of Program Exit (WIOA)' plus 90 days (inclusive) of any other record with the same Individual Identifier.	No period of participation can begin/occur within 90 days of any other period of participation for the same unique identifier.
3	Where the Date of Program Entry (PIRL 900) is not null: If multiple records have the same Individual Identifier, then only the record with the most recent Date of Program Entry can have a blank Date of Exit (PIRL 901).	No period of participation can begin/occur within 90 days of any other period of participation for the same unique identifier.
4	Where the Date of Program Entry (PIRL 900) is null: If multiple records have the same Individual Identifier (PIRL 100), then no record can have the same Date of First Basic Career Service (Self-Service) (PIRL 1000).	No period of participation can begin/occur within 90 days of any other period of participation for the same unique identifier.
10	Multiple records with the same Unique Individual Identifier (WIOA) and non- null Date of Program Entry (PIRL 900) may not have blank Date of Program Exit (PIRL 901).	Multiple records with the same Unique Individual Identifier (WIOA) and non-null Date of Program Entry (WIOA) (PIRL 900) may not have blank Date of Program Exit (WIOA) (PIRL 901).
	https://	/www.dol.gov/agencies/eta/performance/wips/



Edit Check: Logical Rules

Logic Rules

- <u>DO NOT</u> apply to EVERY data element in the PIRL
 - You may see gaps on the rule list
- A data element in the PIRL may have MULTIPLE Logic Rules, depending on the programs utilizing any particular data element
- Has to do with the relationship between different data elements
- Updated published Logical Rules are always found on the WIPS site
- Look for an AP under Programs affected column to find rules that apply to your Apprenticeship grant





Workforce



- Select the EDIT CHECK RESULTS tab to display the Edit Check Results Overview screen.
- A file with blank fields has not finished processing.
- Check the file you uploaded for errors. A Quarterly Report <u>cannot be generated</u> for a file with

HOME	FILE UPI			S MY WIPS PROFILE						_		
				Wor	kforce Integ	grated Perfo	rmance	System (W	IPS)			
											Request WIPS Ass	sistan
[+] User N	lessages											
Click to Expa	and											
View Partic	ipant Individ	dual Record Layout	(ETA-9172)									
		dual Record Layout										
Edit Ch	eck Res	ults Overvie		etails of the file.								
Edit Ch	eck Res	ults Overvie	w	etails of the file.		- ↓ Uploa	aded By:	Hill, Andrea				
Edit Che	eck Res	ults Overvie rrors and Total Dupli 9/30/2020	w	etails of the file. PIRL Version	Target Program(s)	← Uploa Quarter End Date	aded By: Uploaded By	Hill, Andrea Total Errors	Total Duplicates	Format Error	File Import Date	
Edit Che Click the value Quarter End	eck Resi ue of Total Er d Date	ults Overvie rrors and Total Dupli 9/30/2020 e	W icates to view the error d		Target Program(s) Apprenticeship				Total Duplicates	Format Error None	File Import Date	
Edit Cho Click the valu Quarter End File ID	eck Resi ue of Total Er d Date File Name	ults Overvie rrors and Total Dupli 9/30/2020 e v	W icates to view the error di Schema	PIRL Version		Quarter End Date	Uploaded By	Total Errors	Total Duplicates			

- WIPS validates uploaded files for three types of edit checks:
 - **Duplicate Rules** to ensure there are not multiple records on the same individual Total Duplicates.
 - Logical Rules to confirm data is accurately entered, including required fields Total Errors.
 - Valid Values to verify data for format, length, and a valid value (when applicable) Total Errors.

errors.

If WIPS validation shows the file contains no errors, proceed to My Reports.

If the file contains errors, fix the errors in the data file and upload it again.



- File with no errors: Total Errors 0; Total Duplicates – 0; Format Error – No.
- File that has a formatting issue: Format Error – Yes.

- **3.** File with data errors: Total Errors 5600.
- **4. File that contains duplicates**: Total Duplicates 4.



Total Errors	Total Duplicates	Format Error
0	0	No
1		Yes
5600	0	No
0	4	No.

WIPS has built-in diagnostics to help you correct errors in your file.

Click the number of errors to view a list of errors and their descriptions.

Selected File	Detail					
Click the Value of Total	Errors Total Duplicates or	Total Warnings to view	the error details of the file.			
File Name		Program	Quarter End Date	Total Errors	Total Duplicates	File Import Date
10000-PIRL_BadDa	ta-LogMand.csv	Full PIRL	12/31/2016	5600	0	4/4/2017 2:33 PM EDT
Edit Check E	rror Summary					
Click the Value of Elem	ent No. to display the deta	its of the edit check resi	Jies.			
Element No.	Element Name			Error Description		Count of Errors
402 2	Long-Term Unempl	loyed at Program Entr	y (WIQA)	This element must conta	ontain numeric characters. in no more than 1 character. This ie of the following values: 1,0,	1000
	Error Details		Unemployed	at Program E	ntry (WIOA)	
Row Number	1 Unique Indivi	idual Identifier	Value Pr	ovided Erro	or/Warning Message	

1.

2. Click the *Element No.* value to show the row number that contains the error.

3.

Error Type

Rejected

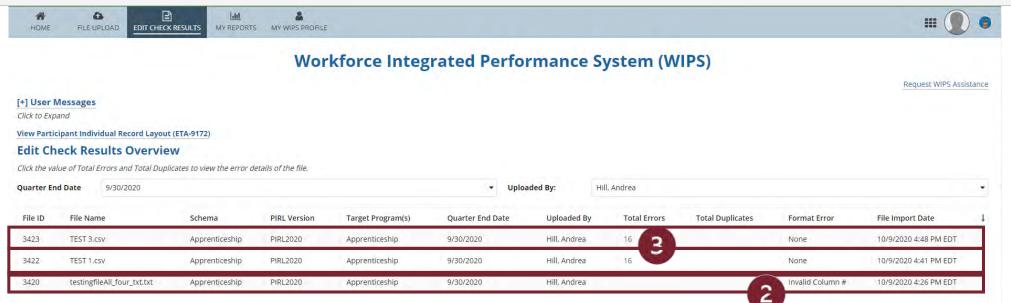


Review the error location

and description.

If WIPS validation shows the file contains no errors, proceed to My Reports.

If the file contains errors, fix the errors in the data file and upload it again.



- 1. File with no errors: not in this image
- 2. File that has a formatting issue: Format Error Yes.
- **3.** File with data errors: Total Errors 16.
- **4.** File that contains duplicates: no duplicates here



			V	Norkforce Inte	grated Perform	nance Systen	n (WIPS)			
k to Edit C	Check Results Overview	1								
elected	d File Detail									
ck the Valu	ie of Total Errors or To	tal Duplicates to view the errol	r details of the file.							
le ID	File Name	Schema	PIRL Version	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	File Import Date	1
423	TEST 3.csv	Apprenticeship	PIRL2020	Apprenticeship	9/30/2020	Hill, Andrea	16		10/9/2020 4:48 PM EDT	
PORTERR	ORS		t Download Link to save th	he Excel file. The maximum number	r of records per error type is 10,000.					
PORT ERRO	eck Error Sum	mary		he Excel file. The maximum number er of edit error details displayed is 1					Count of Errors	ī
PORT ERR it Che k the Erro ement No	eck Error Sum	mary ay the details of the Error Resu	ults. The maximum numbe		10,000 Error Description This element mus				Count of Errors	1
PORT ERR	eck Error Sum	mary ay the details of the Error Resu Element Name	ults. The maximum numbe 1 (WIOA)		10,000 Error Description This element mus This element mus This element mus	n st only contain numeric charac	values: 01,02,03,04,05,06, tters. This element must c	07,08,09,10,11,12,00. ontain exactly 2 characters.		1
PORT ERR	eck Error Sum	mary ay the details of the Error Resu Element Name Type Of Training Service #1	ults. The maximum numbe 1 (WIOA) 2 (WIOA)		10,000 Error Description This element mus This element mus This element mus This element mus This element mus	n st only contain numeric charac st contain one of the following st only contain numeric charac	values: 01,02,03,04,05,06 cters. This element must c values: 01,02,03,04,05,06 cters. This element may co	07,08,09,10,11,12,00. ontain exactly 2 characters. 07,08,09,10,11,12,00. intain exactly 2 characters.	4	1
CPORT ERRO Lit Chee Ck the Erro Idement No 303 310 23	eck Error Sum	mary ay the details of the Error Resu Element Name Type Of Training Service #2 Type Of Training Service #2	ults. The maximum numbe 1 (WIOA) 2 (WIOA) OA)		10,000 Error Description This element mus This element mus This element mus This element mus This element mus This element mus	n st only contain numeric charac st contain one of the following st only contain numeric charac st contain one of the following st only contain numeric charac	values: 01,02,03,04,05,06, tters. This element must c values: 01,02,03,04,05,06 tters. This element may co values: 01,02,03,04,05,06	07,08,09,10,11,12,00. ontain exactly 2 characters. 07,08,09,10,11,12,00. intain exactly 2 characters. 07,00.	4	1
xport erre	eck Error Sum	mary sy the details of the Error Resu Element Name Type Of Training Service #1 Type Of Training Service #2 Other Reasons for Exit (WIG	ults. The maximum numbe 1 (WIOA) 2 (WIOA) OA)		10,000 Error Description This element mus This element mus	n st only contain numeric charac st contain one of the following st only contain numeric charac st contain one of the following st only contain numeric charac st contain one of the following	values: 01.02,03,04,05,06, cters. This element must o values: 01,02,03,04,05,06 cters. This element may co values: 01,02,03,04,05,06 cters. This element must o racters. This element must	07,08,09,10,11,12,00. ontain exactly 2 characters. 07,08,09,10,11,12,00. Intain exactly 2 characters. 07,00. ontain exactly 3 characters.	4	1



WIPS has built-in diagnostics to help you correct errors in your file.

Back to Selected File Details

Edit Check Error Details

Edit Check Error details for the selected Element. No Value Provided is displayed for empty or null value fields.

Error Message for Element No. 1303

This element must only contain numeric characters. This element must contain exactly 2 characters. This element must contain one of the following values: 01,02,03,04,05,06,07,08,09,10,11,12,00.

Row Number	Unique Individual Identifier	Value Provided
1	TX2022031222	"9"
2	TX5555444444	"9"
3	Spiderman202	"2"
4	Hulk20201111	"2"

The result of clicking Element No. (3) on the previous slide will show you the row number and unique individual identifier for each error for that data element, and include the value that was submitted in the file in Value Provided.



WIPS has built-in diagnostics to help you correct errors in your file.

HOME	FILE UPLOAD		MY REPORTS MY	Y WIPS PROFILE					ш (
			Work	cforce Integr	ated Perforn	nance Syst	em (WIPS	5)		
ack to Edit C	heck Results Oven	view								
elected	l File Detail	1								
lick the Value	e of Total Errors or	r Total Duplicates to view	v the error details of i	the file.						
File ID	File Name	Schema	PIRL Version	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	File Import Date	ţ
3423	TEST 3.csv	Apprenticeship	PIRL2020	Apprenticeship	9/30/2020	Hill, Andrea	16		10/9/2020 4:48 PM ED	т
				11.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1						
EXPORT ERRO	_ 9.9		Then select Download	Link to save the Excel file. The	maximum number of records	per error type is 10,000.				
	ck Error Su	mmary		Link to save the Excel file. The ximum number of edit error d		per error type is 10.000.				
EXPORT ERRO	ck Error Su	mmary					2		Count of Errors	1
export erro	eck Error Su r Element No. to da	Immary Isplay the details of the E	Error Results. The ma		etails displayed is 10.000 Error Descriptic This element m exactly 2 charac				Count of Errors	

- 1. Click the *Export Errors* button if you need to download an excel spreadsheet of the errors and the lines where they occur to check against
- 2. Review the error location and description.
- 2. Click the *Element No.* value to show the row number that contains the error.



Edit Check Results - TIPS

			Wor	kforce Integ	rated Perfo	mance S	vstem (W	IPS)			
			WUI	Kiorce integ	siaced i error	mance 5	ystem (w	11 3)		Request WIPS Assi	ctan
[-] User M	Messages									Request WIFS Assi	stati
Click to Hid	<u> </u>										
User Me	ssages										
	RRECTED @ 11:00 AM EDT 2018-10										
	RRECTED @ 3:24 PM EDT 2018-10- Testers: Please be advised that th					or blank. It will be upda	ated to include 4, and	5.			
View Parti	icipant Individual Record Layou	t (ETA-9172)									
	icipant Individual Record Layout	-									
Edit Ch		W	etails of the file,								
Edit Ch	neck Results Overvie	W	etails of the file.		→ Uploa	ided By: Hil	ll, Andrea				
Edit Ch	neck Results Overvie	W	etails of the file. PIRL Version	Target Program(s)	← Uploa Quarter End Date	ided By: Hil Uploaded By	ll, Andrea Total Errors	Total Duplicates	Format Error	File Import Date	
Edit Ch Click the va Quarter Er	neck Results Overvie alue of Total Errors and Total Dupl nd Date 9/30/2020	W licates to view the error d		Target Program(s) Apprenticeship				Total Duplicates	Format Error None	File Import Date 10/9/2020 4:48 PM EDT	
Edit Ch Click the va Quarter En File ID	neck Results Overvie alue of Total Errors and Total Dupl nd Date 9/30/2020 File Name	icates to view the error de	PIRL Version		Quarter End Date	Uploaded By	Total Errors	Total Duplicates			

- User Messages: helps you track errors making sure your system has latest update.
- File ID: Number to include in all communications w/ DOL
- **4. WIPS** : Link to WIPS Assistance Request
- 2. View PIRL link: will download latest PIRL



Edit Check Results - Help

Navigate to Success

What Types of Issues Cause Errors?

Total Errors

Missing values

- More characters entered than maximum number allotted
- Does not meet the minimum number of characters required
- Value entered is other than values allowed (Valid Values)
- Duplicate Values, Logic Values

Layout does not match the schema chosen in the dropdown.

Format Error

Might have missing column or columns in the wrong order.



What Types of Issues Cause Duplicate Errors?

WIPS reports a duplicate error if any of the following rules are violated:

- If multiple records have the same individual identifier (PIRL 100), then no record can have the same Covered Person Entry Date (PIRL 306).
- Where the Date of Program Entry (PIRL 900) is not null:
 - Then no record can have a Date of Entry (PIRL 900) or a Date of Program Exit (PIRL 901) between the Date of Program Entry and Exit of any other record with the same identifier.
 - If multiple records have the same individual identifier (PIRL 100), then no record can have a Date of Program Entry (PIRL 900) or a Date of Program Exit (PIRL 901) between the Date of Program Participation and the Date of Exit plus 90 days (inclusive) of any other record with the same individual identifier.
 - If multiple records have the same individual identifier, then only the record with the most recent Date of Program Entry can have a blank Date of Exit (PIRL 901).





Contact Us

- WIPS Reporting Questions
 - OAGrants.WIPS@dol.gov
- WIPS Technical Assistance
 - https://www.doleta.gov/performance/wips/WIPS Technical Assistance Request.cfm
- State Apprenticeship Grants Mailbox (ASE/SAE/SAE2020)
 - Apprenticeship.Grants@dol.gov
- Youth Apprenticeship Readiness Grants Mailbox



YouthASReady.Grants@dol.gov





My Reports



My Reports

- Click an option to display
 - A list of generated quarterly
 - A list of generated annual reports
 - Be able to 'drill down' to look at your data collection more closely





Drill Down Measures Reports

WIPS gives you the ability to drill deeper into your own data.

Other											
Drill Down Mea	sure Requests										
ompleted	Measure Requ	ests									
lect Report Type	💿 Quarterly 🔘 Annua	al									
is table shows prev	ious measures requested.	For previous mesures request s	elect Retrieve and D	ownload file afte	r receiving retrieval com	pletion email.					
<i>ne Drilldown Measu</i>	res Request feature for QF	PR and APR is now only available	for files uploaded by t	the individual WIP	'S user.						
Request ID	Report Type	Date Requested	Report ID	File ID	Pirl Version	Status	Time Period	Program	Quarter End Date	File Name	File Link
					No Measures r	equested yet.					



Quarterly Reports - Main Page Layout

The Quarterly Reports landing page displays QPR reports that have generated.

1. Certified – Current Reporting Period

2. Not Certified / Certification Overwritten – Current Reporting Period

3. Previous Reporting Periods

HOME FILE UPLOAI	D EDIT CHECK RESUL	ITS MY REPORTS	MY WIPS PROFILE					# (
			Workford	ce Integrated Per	formance Syste	m (WIPS)			
								Request WIP5 Ass	istance
Quarterly I	erformance	Reports							
					Select Program *				
					Apprenticeship				
					You must select a Program to see the WIOA.Feedback@dol.gov to update t	generated reports. The list of Proj his list.	grams is associated with your W	IPS user account. Contact	
Certified Currer									
Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created	1
				Noitems	available				
Not Certified Cu			2						
Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created	1
				Nó items	available				
Previous Reportin	ng Periods		3						

Click the Status displayed for a report to view it.



Quarterly Reports - Individual Report Page Layout

There are several viewing options available for individual Performance Reports.

Time Period * Quarterly Rolling 4 Quarters Program t	o Date	Reporting 1/1/2017-3	Period Covered /31/2017		
View All Sections SUMMARY INFORMATION A. Summary Information		View By Se	naut		2 Print
Performance Items					
Adu	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
1. Total Exiters (Cohort Period: 7/1/2016- 12/31/2016)	0	Q	ŋ	σ	0
2. Total Participants Served (Cohort Period: 7/1/2016-3/31/2017)	0	0	0	670	670
3. Total Reportable Individuals (Cohort Period: 7/1/2016-3/31/2017)				51	51
View All Sections		3 View By Sec	tion		
Summary Information Participant Sun Services Infor			ndicators of Efformance	fectiveness in Serving Employers	Common Exit
SUMMARY INFORMATION					
A. Summary Information					
Performance items					
Adul	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period

- Time Period Quarterly, Rolling 4 Quarters, Program to Date
- 2. Print Print to PDF
- 3. Report View
 - A. View All Sections shows entire report
 - B. View By Section shows section menu; reduces scrolling



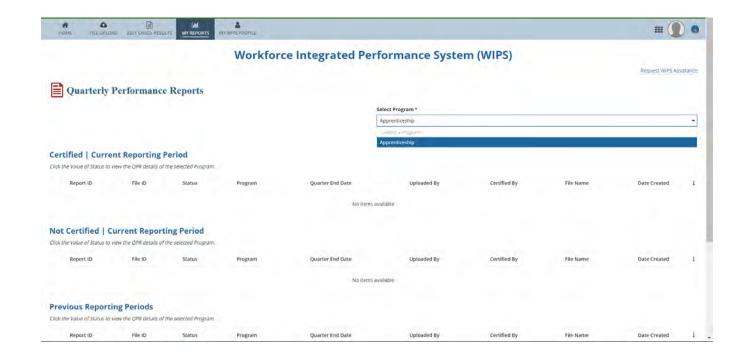
Quarterly Reports - Individual Report Page Layout

This is a screenshot of the first page of the quarterly view QPR (which is still in test).

the second se	Qtr 9/30/2020 Performance Report for Apprentic	eship	ETA-9173-AP
Time Period:	X Quarterly Rolling 4 Quarters Program to (
		d in WIPS:	
SRANT OVERVIEW			
Srant Number: ALI	Grantee Name:		
		- 0	
	Performance Items	Total Current Period	Total Previous Period
A SUMMARY INFOR	IMATION		
La. Total Participant	5	0	0
	prentice Participants	Ő	3
1c. Total Apprent	tice Participants	0	0
2. Total Registered A	oprentices	3	3
8. Total Exiters		3	3
L PARTICIPANT SUM	AMARY INFORMATION		-
	14 Male	2	2
- 40	1b Female	1	1
	2# Hispenic/Latino	1	1
5	25 American Indian or Alaskan Native	0	0
ALLE .	2e Azien	0	0
the state of the second	2d Black or African American	1	0
E	2# Native Hawaiian or Other Pacific Islander 2/ White	2	2
	2 More Than One Race	0	0
	36 In Secondary School or Equivalency Program	0	ő
	36 Secondary School Graduate or Equivalent	3	3
3	3/2 Completed 1 or More Years of Postsecondary Education	0	0
a see (30 Postsecondary Certification, License, or Educational Certificate (Non-Degree)	ŏ	ō
entre 1	3e Associate's Degree	ŏ	0
E	3/ Bachelor's Degree or Equivalent	0	0
	3g Advanced Degree Beyond Bachelor's Degree	0	0
8	4# Youth and Young Adults, Ages 16-24	0	0
- 5	4b Adults, Ages 25-54	0	0
0010	4c Older Adults, Ages 35+	0	0
Other Demograph	4d Individuals with a Disability	1	1
	4e Veterans	0	0
Status	5a Unemployed Individuals	1	1
anter Sad	56 Long-Term Unemployed (27 or More Consecutive Weeks)	0	0
armin and	5c Incumbent Workers	1	1
in a	5d Incarcerated	1	1
WOA PRIMARY I	Se Employed DICATORS OF PERFORMANCE		
	TATIV A VIVITATION DEPARTMENT	Ul Match	UI Metch
L. Employment Rate	(92) (Cohort Period: 7/1/2019-9/30/2019)	0.0%	0.0%
		Ul Match	Ul Match
E employment Rate	(94) (Cohort Period: 1/1/2019-3/31/2019)	0.0%	0.0%
Marian Decision /	03) (Cabad Badad: 7/4/2010 0/20/2010)	Ul Metch	Ul Metch
A HICCIGH COMPRES	(Q2) (Cohort Period: 7/1/2019-9/30/2019)		
A. Credentisi Rate (i	Cohort Period: 1/1/2019-3/31/2019)	0.0%	0.0%
5. Measurable Skill G	^{isins} (Cohort Period: 7/1/2020-9/30/2020)	0.0%	0.0%
. OTHER OUTCOM	8		_
1 Average Wa	ge at Exit	\$31	\$31

Report Verification

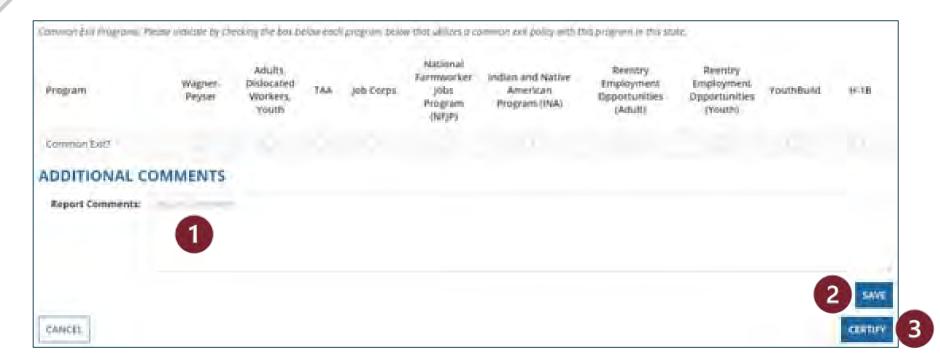
Review the Quarterly Performance Report to ensure it is correct.



▶ If a QPR with errors is never certified, it remains in My Reports as "Not Certified."



Report Certification



Up to this point, submitters and certifiers have had the same access.

This is only the certifier now who will ...

- 1. After verifying the QPR, the certifier should scroll to the bottom of the page.
- 2. Add comments to the report if needed.
- 3. Then click **SAVE**.
- 4. Click **CERTIFY** to certify the Quarterly Performance Report.

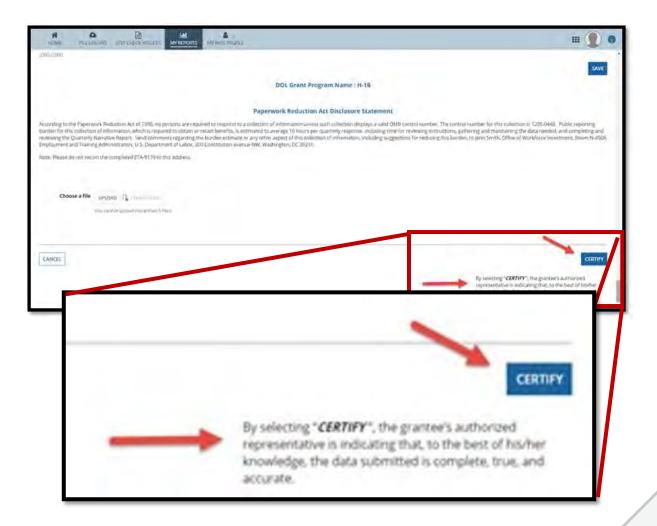


Certifying the QPR

These steps should be followed by the designated certifier:

- Must ensure the participant data submitted is complete, true, and accurate to the best of their knowledge.
- 2. After verifying and uploading the data, indicate that the report is final by selecting the **Certify** button in WIPS.

Certification communicates to the Department that the report is complete and accurate and therefore serves as the official submission for that reporting quarter.





Overwriting Reports

Only **one** Quarterly Performance Report per selected program within the same quarter may be certified and reported.



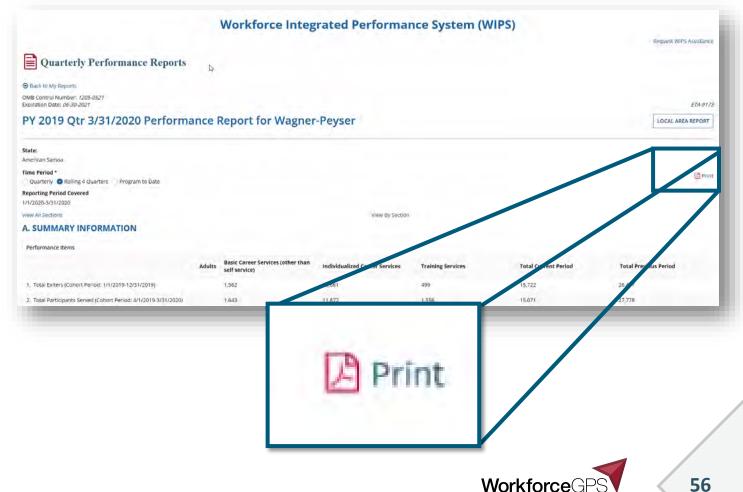
- When attempting to certify a QPR for the same reporting period that has a certified QPR, a warning message appears about overwriting the original one.
- Clicking CONTINUE certifies the updated report and shows a Certification Overwritten status for the older version.



Saving a Copy of the QPR

Follow these steps to save a PDF of your QPR:

- Once you have generated a 1. QPR in WIPS, you will see your results in the web browser.
- To save a PDF of the QPR, click 2. **Print** in the upper right corner of the page.
- A link to download the PDF 3. displays.



Navigate to Success

Quarterly Narrative Report (QNR)*

The Quarterly Narrative Report is uploaded and certified separately from the QPR.



OA Grants will not use the integrated **QNR** for the immediate future, and will continue to use the interactive QNR in WORD format submitting to the program mailbox until notified otherwise

VorkforceGPS

WIPS Technical Assistance Resources

https://www.dol.gov/	/agencies/eta,	/performance/wips
	_	

A Direct link to the WIPS system

The link to the WIPS Technical Assistance Request Form

Includes most updated logic rules and valid values files

Includes most updated schemas and Release Notes

WIPS Quick Reference Guide

WIPS Quick Start Guides

WIPS Newsletter Archive

D. Source Variante and Andreas and Andreas D. Source Quarter Zad Data and and data

Workforce Integrated Performance System (WIPS)

Only approved Users with passwords may access the system
 This system is covered by Title 18, U.S. Code Section 1030

· To request WIPS access, account or password reset, or account deactivation,

TEN 40-16: Provides information on the virtual WIPS User Resource Library

Information Page, which contains a growing library of documents intended to help WIPS users better understand the workflow of the system and provide

Workforce Integrated Performance System

WIPS Quick Reference Guide

WIPS Resources

WIPS Newsletter

October 2020

WIPS Newsletter Archive

WIPS Quick Start Guide

2020

please follow the following link: WIPS Technical Assistance Request

answers to frequently asked questions

WIPS Logical Rules October 5, 2020

WIPS Release Notes October 5, 2020

WIPS Valid Values October 5, 2020

WIPS Grantee Ouick Start Guide

WIPS-ETP Release Notes and Edit Checks

ETP Release Notes
 ETP File Schema

ETP Valid Values
 ETP Logical Rules

WIPS Program User Quick Start Guide

Workforce Performance Results WIOA Performance Reporting WIOA Performance

Guidance WIOA Technical Assistance

Resources and Tools

WIOA Negotiations

Wage Interchange Systems

Workforce Data Quality Initiative

Quarterly Workforce System Results

WIOA Success Stories

Quarterly Workforce System

Results Archive

WIOA Annual Report Results

Workforce Integrated

Performance System (WIPS)

USING WIPS AS A PROGRAM USER

USING WIPS AS A GRANTEE

CHECK RESULTS 6

Release Notes User Demo - April 5, 2017 User Demo - October 25, 2016

WIPS Edit Checks

WIPS User Demonstration

The Workforce Integrated Performance System (WIPS) officially launched on October 1, 2016 and is ready for users to submit data. The first quarter of submitted data (7/1-9/30) will not be used in any sanctioning or auditing actions.

The following User demonstration reviews system functionality from a grantee's perspective.



Grants Performance Reporting Technical Assistance Resources

Performance Reporting Technical Assistance



- ASE Performance Reporting: Participant Tracking Strategies Webinar
- Sample Case Management and Data File (will be posted on WFGPS when it's completed)
- WorkforceGPS.org
 - WIPS Reporting community
 - ASE Community
 - <u>SAE 2020 Community</u>
 - Youth Apprenticeship Readiness
- State Expansion Grants Newsletter Feb. 2020 (pdf download)



- ETA Performance Website
 - ETA-9712 DOL PIRL file / PIRL 2020
- Suggested QNR for ASE, SAE2020 & YARG Grantees instructional webcast
- TEGL 23-19: Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs
- TEGL 39-11: Guidance on the Handling and Protection of Personally Identifiable Information (PII)
- WIPS User Walkthrough Video





Contact Us

- WIPS Reporting Questions
 - OAGrants.WIPS@dol.gov
- WIPS Technical Assistance
 - https://www.doleta.gov/performance/wips/WIPS Technical Assistance Request.cfm
- State Apprenticeship Grants Mailbox (ASE/SAE/SAE2020)
 - Apprenticeship.Grants@dol.gov
- Youth Apprenticeship Readiness Grants Mailbox



YouthASReady.Grants@dol.gov





Office Hours

2.J. N. p. 6

WHO: All WIPS Series grantee registrants

WHEN: twice per week, starting mid January

WHERE: TEAMS meeting platform

Invitations will be sent from <u>OAGrants.WIPS@dol.gov</u> After the first of the year









Thank You



