**WorkforceGPS**

**Transcript of Webinar**

**WIPS Training Number 4: WIPS 101**

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*Transcript by*

*Noble Transcription Services*

*Menifee, CA*

GRACE MCCALL: And welcome to "WIPS 101 OA WIPS Presentation Series, Presentation Number 4." So without further ado, I'd like to turn things over to our speakers for today.

Today we have Evan Rosenberg, program analyst, Office of Workforce Investment, Division of Youth Services, Jessica Diep, program analyst, Office of Apprenticeship and Andrea Hill, program analyst, Office of Apprenticeship. Take it away, Andrea.

ANDREA HILL: Thanks so much, Grace and hi, everybody, welcome back, number four of five. Looks like we've got almost the same faces that have been here with us and we really appreciate you coming back for this further exploration into WIPS today. We're going to talk a little bit more about WIPS' functionality, how to navigate through WIPS, where to go within the interface itself.

We understand that this is really hard since just looking at static PowerPoint slides, but we wanted to be able to walk you through it just a little bit before you actually have access so that you'll have recognition when you do get in there. We're going to talk a little bit about resolution of errors and also how to get to your reports in there.

So here we go. Just wanted to recap a little bit of what we've already learned over the past three sessions. Again, WIPS is a web-based reporting system. Grantees – most programs in ETA, at this point, utilize in order to report quarterly grant performance information.

Grantees upload a file of individual records into the secure WIPS system and then WIPS goes through a process where it checks the data and the integrity of the data itself according to the parameters within the construction of WIPS before it gets to the QPR and then it will generate a QPR where users can review to make sure that the numbers align with what they think they should be and certify.

Data isn't actually submitted to DOL until we do actually get that certification. So you can continue to upload files until you get stuff to where you think it should be, until you do actually get to that certification point.

WIPS then stores those QPR reports so you can look at them as a progression through time, which is pretty cool to be able to just go back and check where you were three quarters ago or make sure that you're on track and compare – pull out your timeline workplan from your grant and you can assess your own progression towards what your target goals are.

Additionally, we have the ability to export through WIPS, to export that QPR so that you can print those out in order to be able to show your leadership on your side or if you're a nonprofit, your board of directors and also data. So there's a lot of functionality that you will also have through this to be able to look at your own data.

Just wanted to remind you really quickly, again, of the reporting schedule, which everybody pretty much has emblazoned in their memory at this point, but because of these reporting dates and the number of new grantees that will be entering the system from the apprenticeship end, we're requesting that all grantees make the concerted effort to try, as much as possible, for the first few quarters in WIPS, to get your data file submissions started three weeks or more in advance of the due date.

The further out that you start submitting the data the more time we have on this end and you have on that end to be – to resolve any errors that you might have in your data files and especially through the first quarters, we do anticipate a learning curve for everybody. And so it'll just kind of give everybody an easier transition if we have the maximum amount of time possible.

So again, want to remind you that ACE grantees, with one participant or more, are required to start reporting in WIPS February 14th, 2021.

You do still have the interim reports available and if you are concerned about WIPS, for that first quarter for ACE grantees only, we are giving you the dual option that you can also submit an interim report to make sure that you have something in on time and then we can continue to work through your WIPS transition there for the next couple of weeks.

SAE2020 and YARG grantees will continue the next quarter for the quarter ending March 31, 2021 and will start reporting into WIPS in May, 2021. And so again, for everybody, the earlier you can start uploading your data the less stressful it will be for everyone and will have the best chance of identifying all of your errors in the least amount of time.

So we're going to talk a little bit about accessing WIPS and processes now. So we have Jessica Diep here and who's going to walk us through a little bit of the hows, whys and where fors. Jessica.

JESSICA DIEP: Hi. Thank you, Andrea. So for WIPS access, in order to gain WIPS access, the authorized representative must send a signed letter on letterhead to the program email box and oagrants.wips@dol.gov. The letter must be received by January 8, 2021 for ACE grantees and for SAE2020 and YARG grantees, that date is February 14th, which is also the due date of your next quarterly report for ease of remembering.

You can view the sample letter here on this slide on the right-hand side and a sample letter was also made available as part of the supporting materials in a previous presentation. And it's important that the authorized representatives stays up-to-date, because only the authorized representative can submit this letter for WIPS access.

Therefore, the DOL record of the authorized representatives must stay up-to-date. As a reminder, this letter must include the name and contact information of the certifier and up to two designated submitters and the certifier can either be the authorized representative or their designee.

The certifier also has all the submitter rights and they certify that all the data is accurate as reported and the designated submitted is a performance staff who uploads and works with the data. So for your first time, DOL will collect all of the initial account information from the letters that are sent and we'll create the accounts for you.

It may take some time after the due date to create your account. Once your account is created your WIPS instruction, temporary password and link to the system will be sent from admin@dol.appiancloud.com. So please make sure this email is on your safe list. Once your account is created you will receive the monthly WIPS newsletter.

Please read this newsletter as it will keep you updated and apprised of upcoming trainings, system rollout activities, logic rule changes and so on. So you can refer to this slide here, password requirements, if you have trouble creating your password. These are just the parameters of your passwords.

And here are screenshots of the log-in screen. You can refer to these slides if you have any issues. So keep in mind that your password will expire periodically. Passwords must be changed every 90 days and keep in mind, too, that if you do not log in for more than 210 days, which is about 7 months, your account will be deactivated.

Here is the WIPS homepage. You can see the taskbar is on top and here we are highlighting the home tab indicated with number one, file upload tab, which is two and the edit check results tab and the home tab has important user messages, it has links to resources, documentation and assistance and also the edit check results tab has the error status of uploaded files and diagnostics for resolving errors.

So this is still the home tab – or sorry, the homepage and here we have the my reports tab, the my WIPS profile, the menu and profile image, which is indicated on top with numbers four, five, six and seven. The my reports tab has all QPR reports and this is where you can certify a report, your my WIPS profile, that's where you can change your password.

You can also set up a profile image, but that is not required. Number six, the menu, that has a list of programs they can access and then number seven, that's where you can click to sign out. OK. Now I'm passing it back over to Andrea.

MS. HILL: Great. Thanks, Jessica. So that's basically the overview of the – like Jessica said, the overview of the tabs that you will click to navigate within the WIPS interface. So I just want to talk for a quick second about sort of the work process. First, a grantee – you would upload your file in the proper format from the schema and WIPS will email you to indicate when your file has finished processing.

So you can start an upload and then go off and finish a couple emails or do other work. Sometimes it can take quite a while for the file to process, but you will get that email from WIPS at that address that we hope that you've added to your safe list when the file has finished going through its entire processing element.

So what WIPS does, in that processing, is that it will go through and, again, it will check the data against the WIPS structure itself. And so if there are errors, you have to correct those errors and then go back and upload a file again and then go back and then it'll come through and you have to continue that process for the first couple steps there until you have a file that is error free.

Once you've got an error-free file then, you can go ahead and generate the QPR. After then, the certifier goes in and certifies that the data is all correct in the way that you expect it to be, then the certifier would certify the QPR at which time then, again, it's transmitted to DOL as an official file.

After that, then you would submit your QNR. Now, again, we talked about how the QNR will be available at some point in the future in WIPS for us, but it is not now. So everybody will still continue to use the Word form file and check with your program office regarding the submission of that and which mailbox your particular program wants you to submit to, but all the reports have the same due date, keep in mind, now.

If you happen to forget the work process, if you click that home tab on WIPS and scroll down just a little bit from where Jessica just was, there is a three-step process to remind you that first to upload your report file and then you check and correct any errors in your report file and then you review and then upload and certify your reports.

So this is especially important so that you can relay to your other folks that are there, now that we have multi-person access between the certifier and the two submitters, so everybody can know what stage you're in, what stage the data is in. Just want to talk really quickly, again, at the link that is on this page.

Again, in the resources at the bottom, there is a PDF PowerPoint that has all the links that are live in them for your reference to be able to go back and see stuff, but at this link, there are a number of WIPS-specific user resources, including a walk-through video which has a real-time walkthrough, kind of what we're doing, but it's a dynamic video instead of static slides.

There's a quick start guide which is actually also included down below in your resource download materials with this and also then a user demonstration, which is another video. So lots of resources and we've got more resources coming too that we'll go through, but now we'll talk about your file upload process.

Again, to recap what we've already talked about in previous sessions, you've got your schema in the horizontal layout that has data that conforms to the data type and field size and the code values which are outlined in the PIRL and also in your schema, except for the fact that you will have deleted, again, the identifying column and row headers and then any additional empty rows or columns that may still be present in your file, you'll also delete before upload.

Now, it's really important that you pay particular attention to this. If you have extra columns or extra rows, WIPS will not accept the data, it will come back with a format error if you have empty cells. So keep that in mind.

So data file requirements, we'll go over those a little bit again, we highly recommend that grantees utilize a CSV file to upload, but WIPS does also accept a ZIP – a GZIP file, excuse me, or a TXT file, but no matter what format the upload file is in it cannot be more than one gig in size.

Spaces also are counted as a code value. So if you have accidentally entered a space in a data element field which is supposed to be empty, that will come back with an error for you. So it's particularly important that particularly, if you're doing this manually, that you be aware of any spaces that you might inadvertently be inputting.

Data files have to include all the required elements in the same order that they are presented within the schema and again, the code value has to be equal to the data type and field length that's within the PIRL. To reiterate again, we can't have any data element headers or participant names in the PIRL upload file.

We cannot have blank rows that are devoid of data, no blank entries where values are required or expected and where there's a null value instead of a blank or space or a zero instead of a blank or a space where that's what's expected. So really, here we're trying to emphasize those two particular structural elements within the PIRL, again, the data type and field length and the code value.

In order to upload a file, you click the file upload button on the main menu from the main page in the PIRL. There's a number of dropdowns that you need to work through to select. Be sure always, with these grants, that you are selecting the PIRL2020 version. There are other versions that may be active.

There is one that's active now currently, there is also the PIRL2018 and there may be additional PIRL versions in the future. So for right now, make sure that you're selecting the PIRL2020. As thing – again, this is a living reporting system.

And so as WIPS grows and expands, there may be new PIRLs that will be adapted to incorporate the apprenticeship program and that may change, but for right now, make sure that you're using the PIRL2020. And line number, the dropdown, you want to make sure that you select the schema that you are using.

So the apprenticeship schema is the default schema for grantees and that's the one with the 131 data elements which then translates into data columns in your PIRL upload file. State WIOA reporting agencies also have the option of continuing to use the other two schemas that are available to them for use.

On the third line, you want to select the quarter end date for the report that you're uploading, which is pretty self-explanatory I think. On the fourth line then, you click the upload button in order to open Windows Explorer to be able to browse to where your file is located or you also have the option to click and drag it into the box that's there.

Either way that's how you get the file to talk to WIPS. And then when – then you have to hit submit in order for the file to be submitted into the WIPS processing and again, you'll receive an email when the processing is complete. One thing that we want to point out before we go on with the rest of the presentation is that you should expect that you'll get errors.

I had a conversation, I think it was yesterday, with a grantee who said that she's been doing this for some time and very, very rarely over the – over 10 years that she's been doing this has she had a file take on the first upload. So do expect that you will have errors that you will need to resolve.

The one thing that you want to be sure, though, is that you're not just changing the data in your upload file. You want to make sure that whatever caused the error that you're changing that actually in your original information system database so that future instances will have corrected that error, especially just as we're doing this for the first few quarters and we're working out all the little bumps that may be there.

You want to send your programmatic reporting questions or inquiries about reporting in general to, again, at the new address, oagrants.wips@dol.gov. Always include your grant number, please and program name in the subject line. But if you have a technical WIPS question, there is a page that's available on the public Internet page at the link that's there.

Excuse me; I've still got my frogs. Anyway, again, we want to remind everybody never, please, send a copy of the CSC file or TXT file or GZIP file that you're working with over email, either between partners or to DOL. PII via email is absolutely prohibited by the terms of your grant agreement.

So especially when you're talking to DOL, you want to reference the file number of the upload. By referencing that number then, we're able to go in and there's an internal script that we run on this side that blocks all of the PII but allows us to be able to pull down some of the performance stuff, depending on where you are, to be able to see some of the raw data.

So some of the types of error messages that you might see at this point include an invalid column error, which again, is usually when there's an empty column that is beyond the 131 that WIPS would not be expecting to see. It could be a format error message and that would be blank lines, blank participant rows, where WIPS is looking for data but there isn't any there.

So that will generate an error or in places where there's a special character that it's not expecting to see. Again, that goes back to the data value and field length and type.

We have the two other kinds of errors then that would be generated once your file gets actually into the processing segment of WIPS and valid values and logic rules are values that WIPS knows are impossible, for whatever reason, either because they're invalid options according to, again, the construct of the data value definition or they're logical based on values within other fields.

So let's talk a little bit about edit checks. We just talked about errors a little bit. These are three specific kinds of errors and again, the valid values that we just talked about as one of the options is to verify data for format length and a valid value. So it's a data relationship of the data presented to itself within WIPS.

Valid value errors will show in the total errors or format error column. We also have duplicate rules. Duplicate rules are there to ensure that there are no multiple records on the same individual within the same quarter. So errors would show as total duplicates. And then again, logical rules are – govern the data relationship to other data and those will appear just in total errors.

Now, this is the order that the edit checks take place within WIPS. We want to be sure that everyone understands at this point that WIPS, you'll upload the file and WIPS will process through a segment of the edit checks until it encounters errors at which point the processing stops, it will send you an email that will say, you have errors that have been generated, please go resolve the errors.

You will then go in and then you'll look at your errors and then you'll figure out what the errors are, why they're there and resolve them and then you'll upload that revised file. When you upload that revised file with the first set of data errors that have been resolved, WIPS will continue processing past that point up until it comes to another error at which time it will stop again and it will send you an email and say, we found some more errors.

So it's a progressive system. This is the order that it goes through with the edit checks. And so you have to go through a series of resolving errors until you get to the next stage and then the next stage and the next stage until you finally get to the point that you do have an error-free file.

Now, these edit checks are available and the most updated edit checks are available at the link on this slide and it's pretty clearly laid out, duplicate rules, logical rules and valid values. You'd click the blue buttons there to download either an Excel file or a PDF, either way, for your developers or IT folks or performance folks in order to be able to double-check, again, to make sure that the data is correct.

So let's talk a little bit more about valid values. This is a section of the valid values downloaded from that blue link and they are, again, logical in their own way and they apply to every single data element within the PIRL. It has to do, again, with the relationship of the data that's being submitted to itself within the data element definition.

So for instance, every dates that's within the PIRL says to have it in a particular format and in that format, it would go through and check to make sure that you have the right format in your PIRL which starts with a year and then a month and then a day.

So if someone inadvertently put it in the date, month, year format such as you would write on a check, if anybody still uses checks, that would be – it may be the right actual value that's there and it may represent the right date, but it's not in the right format for WIPS to recognize it as such.

Updated valid values, again, are always found on that WIPS site. So here are some of the most common valid value areas, like I just said, are those dates and then it goes through some of the reasons why. Another error that often happens is there's an alpha-numeric mix-up or just a typo.

Another one that's in there often is, again, that extra space. Often when you copy data from one cell to another Excel sheet or from a Word document into an Excel sheet or any spreadsheet, for that matter, the way that operating systems work, they will often automatically add an extra space at the end of that copy value.

You won't see it, because it's just space, but sometimes they're there. So if you – if everything else looks absolutely correct with the data value, do go in and double-check and make sure that you don't have one of those invisible spaces. Duplicate rules, again, are available at the same link and right now this is the indication of all the rules that currently apply to apprenticeship grants.

This is an excerpt of the logical rules document. Logic rules do not apply to every data element in the PIRL. And so there may be gaps within the rule list that you'll see, such as here. Well, actually, not such as here, these are all for 400. So if we go back and look really quickly on the valid values one – no, that's not there either, I thought we had one.

But again, valid values apply to every single data element and logic rules apply to elements within our schema as well as every other schema within WIPS. So how do you differentiate between them? When you're looking at the logic rules, look for the AP under the program affected column.

Those are highlighted here with red circles around them and you can see that logic rules, there may be more than one logic rule for any particular element. Some of them apply to multiple programs, some of them may only apply to one program. As you can see here, the first one on the top in the example has several programs that it applies to, but looking at the second two those second two logic rules only apply to H1B grants and our apprenticeship grants.

So if you see something on the logic rule list that only has an INAP next to it, that's not AP, so it doesn't belong to us. Now, again, logic rules pertain to the relationship of a data value to the – to another data value within another data element and those are always, again, found at that same website.

All three of these documents are updated periodically. So it's important that all performance people and their developers, their IT folks, are apprised of the updates as we go through so that the number of errors will hopefully be reduced for those who are uploading files.

So let's talk a little bit now about the results of the process with some of those edit checks that we just talked about. Jessica.

MS. DIEP: Hi. Yes. Thank you. All right. So edit check results. From the menu bar on the home page, you can click on the edit check results in the taskbar to get to the edit check overview screen where you'll see a list of the errors that WIPS encountered during processing the uploaded file.

If a file [inaudible] still had blank fields across, it hasn't finished processing and you'll get an email when processing has finished which can sometimes take up to 30 minutes or even more depending on the file size, bandwidth usage and the data quality. If there are unresolved errors in a data file, a QPR cannot be generated. Andrea will tell you more about how to read these results now.

MS. HILL: Thanks, Jessica. Oops, I went one too far. You went one and I went one both at the same time. Thank you. So when you click the edit check result tab, it'll take you to the edit check results overview screen and that is the view that you see here and also here.

A file with blank fields would indicate if there were no fields at all that were completed in that table structure that you see down there. That would mean that the file has not finished processing yet. So go back and wait for your email. Again, it may take up to 30 or sometimes even more minutes for the file to process.

That's a good sign. It means that you have fewer errors. The longer it's taking it means that you have fewer errors. So don't be alarmed if it takes for a while. Once again, you upload the file. You want to check the file that you did upload for errors and this is how to do that. Keep in mind, if you have a file that still has data errors on it, it won't generate a QPR.

The – again, it just goes through the edit checks there that we just talked about and we'll talk a little bit more about during the process. So looking at that same view this is an image from another user. And so it's good, because it's got an example of all the different kinds of errors that you might see for different files.

So on line number one there, you can see there are zeros under total errors, zero under total duplicates and then a no under format errors. So that's a good file that's ready to go. You can generate a QPR from that file. A file that's indicated on line number two has a formatting issue which you can see, because the two columns are blank under total errors and total duplicates and then, yes, under a format error.

So it has a format error and it did not complete processing beyond that, as indicated by the blanks in the total errors and total duplicates. On line number three, there are – there's a file and it has data errors, as indicated in the total errors column right next to the three and you can see that it has 5,600 errors in that file, but it does not have any duplicates and it doesn't have a format error. So that's good.

On line number four, the file contains duplicates. So that one's almost done but not quite. You still have to go in and then figure out where those duplicates are and resolve those. Now, from that same file that we just looked at, this one right here, we're going to click on the 5,600 on the errors to try and go see what they are.

So then that'll generate another view that's here in the middle of the slide and you would click the data element number next to the two in order to get more information about where that error was located. So then that would generate the third image on the screen and you can see that the error related to data element number 402 is located in row number 1 with the unique individual identifier, in this case, 9s, it looks like, all the way across.

The value provided in the upload file is a null, but this is why the null is not an accepted value under error and warning message. It'll tell you why the null is not right. And then under error type, it'll tell you that this is an error of a type which resulted in the file being rejected.

This is an example that we're looking at. So let's go on and let's look at a real live apprenticeship one. So this is a process [inaudible] file that I uploaded. So we don't – so on these three examples, we don't have a file that has no errors. Every line has an error indicated on it.

On line number at the bottom, that didn't get very far at all because it had formatting errors, as indicated in that far-right column and then the two subsequent files then they both had a total error count of 16. Notice, please, that under the column for duplicates, it's clear all the way down.

So none of these three files got to the point where WIPS could check to see if there were any duplicate values. So let's see what that looks like a little bit further in and dig in a little bit further. By clicking the number of total errors on the previous slide where there were the 16s, we're going to dig in and we'll see the number of errors here.

It'll say the selected file detail and the same errors appeared on the same – on – I can't quite – my version is very small and I can't read the number of the file, but it's the far-left column is where the file number that we want you to identify and any correspondence with DOL about your data errors is located.

So further down in this slide on the right, you can see there's a slidey thing. And so that slider will go down a little bit further, because there are more errors on this file than just those that are able to be seen on this slide. So you can see the data element numbers in the left-hand column under edit check error summary, you can see the name of the data element where the error occurred.

In the third column, you can see the reason why the error occurred and then in the fourth column, you can see the number of occurrences. Clicking on the data element number then further we get down and then you can see that on row number one, two, three and four the value that's provided in all of those rows does not meet the data definition.

So this tells you where and it tells you why, but it can't help you actually fix the error in your data. That's something that only you can do. And again, you want to correct these in your MIS system when you find them. You don't want to just collect them – correct them in a data file.

So beyond just the process that we've just gone through there are some additional tools that are built in with WIPS that will help you diagnose and correct where your errors are.

We just talked about two and three when you click on the element number and then what they are, but another helpful tool is right here on that initial image where right next to number one is another blue button and by clicking on this blue button which says export data – or export errors, it will export to your computer an Excel file, which will have the detailed data in it, which is really useful if you're troubleshooting errors, particularly if you want to talk to the developers on your side or sometimes you can send that to performance stuff – performance staff, excuse me, on our side to help you troubleshoot.

Sometimes even I've just used it as a checklist, either printed it out or electronically just to be able to track where I am in the process of data resolution. It's helpful in that way too. Jessica, can you talk – tell us a little bit more about some of the bells and whistles that are in WIPS?

MS. DIEP: Yes. So if you go back to the edit check results main page by clicking the edit check results tab, there are some features which will also help you as you work through your data error resolution. So if you click on the user messages link indicated on this slide at number one, the box with the most recent data updates will appear, which may help you resolve errors in your MIS database.

So just above the edit check results overview header is a small link which says, view participant individual record layout. Click on the link indicated with the number two on the slide and that will download the most recently published version of the PIRL.

At three is the chart to start the walkthrough we did in the slides Andrea just talked about and then four is a link which will take you to the integrated WIPS assistance form feature here, which asks for more specifics to your file errors while the general page on the publicly available DOL ETA performance page on the Internet is very general.

Please be sure to always include the file number at the arrow in this form and also in any email communications with program performance or WIPS technical staff. OK. So to recap, there are several kinds of issues that may cause errors in your upload file. Those types listed in total errors will be reflected in the error logs we just went through.

If you have a format error, however, the file will stop processing at the point and not get any further. And back to Andrea.

MS. HILL: Thanks, Jessica. We want to put this in there for you all with your duplicate records. You will be able to reference this again by downloading the PDF of the slides in the file to go through the rules about duplicate records, as we mentioned it earlier. Don't panic, you've heard a lot of new information between Tuesday and today.

So at this point, we just wanted to remind you you do have technical assistance available to you to help you through the process. We've got program assistance and WIPS reporting questions at the one email. We've got technical assistance available, as Jessica just said, internal to WIPS and also from the Internet and then you also have your program mailboxes to send inquiries to.

Additionally, we're going to be hosting, as we had mentioned before, office hours starting in mid-January twice a week for all of our apprenticeship grantees. So let's look a little bit about reports that are available to you through WIPS. By clicking on my reports, you'll see three different kinds of reports that are available to you over time.

We're going to talk mostly about the quarterly reports that are available to you, but you also have under the other – you have the ability to drill deeper into your own data by clicking, I'll go back one slide here, down on other for the drilldown measures. So you'll be able to drill down into your own data that way.

Again, by clicking on the QPR that we're going to talk about mostly that we just looked at by clicking on that QPR link. You're then going to be taken to a screen where you can see current reporting period, those reports that were uploaded and not certified during the current reporting period.

So if you want to do a comparison between new uploads and old uploads, that's there for you to take a look at and download again. And then previous reporting periods are also available for you to look at. You want to click the status display for any report to be able to look at it while you're in WIPS.

When you click on the status display, you have the ability to look – if you look at number one, it's kind of cool, you have the ability to look at it electronically to quarterly data, rolling four-quarter data or cumulative program-to-date data.

At number two, you can print your QPR, again, if you want to talk to your board of directors or leadership and then you can view the reports either by looking at the summary, the whole QPR by clicking at three or down at the lower three, B, you can look at it individually by section.

This is a screenshot of the first page of the quarterly view for the QPR and that should look vaguely familiar to most ACE grantees. The interim report was based on the QPR that was already in development in WIPS. And so then, again, WIPS will be able to aggregate all of your individual data and then generate the QPR for you.

You want to be able to – want to go in and certify – or check that all the data is correct before certifying. Keep in mind that if a QPR is generated because you have an error-free file and it's never certified it remains in your reports as not certified. In order to transmit a report to DOL and fulfill your reporting requirement, you do have to hit that submit button and submit it to DOL.

So up to this point, everybody, the submitters and the certifier, have all had the same rights, but once we get to this point then only the certifier now is able to, again, certify. So after verifying the QPR, the certifier would scroll to the bottom of the page and add any additional comments to the QPR that might be needed that you think are required or should be included to clarify any data.

Then you would click save to save those comments and attach them to the QPR and then certify. So again, to certify, the certifier has to ensure that the data is complete, true and accurate to the best of their knowledge and certification communicates to DOL that the QPR being submitted is complete and accurate and serves as the official submission for that reporting quarter.

You can override a certified report. There's only one quarterly performance report per selected program within the same quarter that can be certified. You can upload as many data files as you want to or need to until you get to the point that you are error free. After you certify, you do have the ability to override it, but it will show that that has been a corrected file.

Again, you can print a copy of your PDF by clicking print, that's pretty self-explanatory. See, everybody will be able to do this, there are buttons that you already know. But the QNR, again, this is where the QNR – this is what it would look like at some point in the future, but again, we're not doing the QNR in WIPS right now.

So deep breath, again, this is one resource page, again, that has a bunch of handouts available for you on the Internet and that also includes a direct link to the WIPS system that's up at the top of the page and a link to the technical assistance request form that we've talked about so much on the Internet, which is the second link on that page, a link, again, to the updated logic rules and valid values and other goodies.

We have more resources available for you, including, again, that walkthrough video that's – the direct link is down at the bottom of the right-hand column and we have our mailbox addresses again, all sorts of TA available to help you guys transition to this reporting system.

Now, after this in mid-January when we get ready to start office hours, an invitation will be sent to all of the series attendees who are grantees. They will be twice a week on teams. The specific dates and times are to be determined yet, but you'll get an invitation for those office hours from the oagrants.wips@dol.gov after the 1st of the year.

So again, we have a lot, it's 4:00 o'clock. We can go through some of the many questions that came in and then, again, those that we can't get to we will have ready for you within the next few weeks to have a really large FAQ file for you. So thanks so much. I'll pass it over to Even again. Thanks.

MR. ROSENBERG: Thanks, Andrea. We're going to quickly get to just a couple of the questions, we know we're over time. We're going to try and end in the next couple minutes and any remaining questions we don't get to, and we won't get to all of your questions, we will either answer on our last webinar or through FAQs.

So we have Cesar on the line for a couple minutes. Cesar, could you quickly answer a couple questions for us?

CESAR ACEVEDO: Sure will.

EVAN ROSENBERG: Number one, "If we already have WIPS access to work on other programs such as Wagner-Peyser, will we need a separate log-on to get into the apprenticeship WIPS page?"

MR. ACEVEDO: So you won't. They all operate under the same instance in WIPS. So if you already have WIPS access, it's not a separate log-on.

What you'll need is an account modification to add registered apprenticeship to one of your allowed programs under the target program selection, but I think approval for that account modification will run through OA just like they have – like Andrea talks about here where you're sending in that letter and identifying those reporting officials.

MR. ROSENBERG: Great. Thanks. And a couple more quick questions for you. "Can you explain the difference between valid values and logic rules?"

MR. ACEVEDO: Sure. So we make this distinction – I mean, they're both data validation tools that we have embedded in WIPS, right, but they're applied at different tiers of our data validation efforts. So those valid values are just checking to make sure that we have submitted the right data type in that column; right?

So we're making sure that where we're expecting a date field you have an eight-digit date field present and that it's an actual date, right, it's not 000001 or something like that, we're checking to make sure it's an actual date. Those are valid value fields. Where we're expecting a one, two or three we're making sure that you did not submit a seven or eight and those kinds of errors.

And so it makes sense why valid values are a lower tier than logical rules. So first, we check with the formatting checks to make sure that all the columns are in the right place in the right order and that we have the right number of columns so that we can identify the values correctly.

Then we check to make sure that those values are valid according to our definitions in the PIRL and then once we make sure that we know where the data is and that it is the right type of data we can move onto that third tier, which are the logical checks and those are the ones that Andrea described.

They're where we are checking values for – you know, to make sure that they make logical sense with other data type – data values that you've submitted in the PIRL. A good example of that is making sure that if you have a data program entry and you also had a data program exit, we enforce, through logical checks, that your data program exit is not for your data program entry.

MR. ROSENBERG: Great. Thank you, it's very helpful. Is there a data dictionary that will be provided with the template?

MR. ACEVEDO: So I don't think we have something in what you're describing as a data dictionary that's specific to OA. Our data dictionary is the PIRL. So within – you know, between the PIRL, you get the instructions for each of the data elements, the appropriate code values and data links and data types that we're expecting and then you also access the valid value rules and the logical validations. That's are – those three sources are our data dictionary.

MR. ROSENBERG: OK. That makes sense. And last question for you, "Can multiple data files be uploaded, such as subsets of participants in each file or does as new file upload erase the existing upload?"

MR. ACEVEDO: Yeah. So the operating structure in WIPS is such that you submit – and for apprenticeship it'll work this way, it's a little more narrow [inaudible] program. You submit a file and we generate a report on that file. And so if you submit a subset – you know, I'm not sure what they mean by subset in this case, but I would assume you're submitting for a single grant – under a single grant number.

If you submit two files that are meant to represent performance for that grant number, then you're going to overwrite your previous submission. So you can only have one certified file at a time for a specific grant number or grant type. And so if you submit after and certify after one file, you're going to override it.

MR. ROSENBERG: Great. Thank you.

MR. ACEVEDO: But we're – one last thing, clarification. So for those grantees that are a state workforce agency and they're planning or going to try to submit apprenticeship data along with their WIOA formula programs, we can generate a report for OA using that combined file.

So that's just something that we can clarify, but generally speaking, it's one file per grant number.

MR. ROSENBERG: Great. Thanks, Cesar. All right. We'll get to one last question before we close out for today. Sorry, we're over time. Andrea, question for you, "Can you provide an estimate as to when WIPS will be ready to receive PIRL2020 apprenticeship files?"

MS. HILL: Sure. So first, we need the letter to identify the persons who will be attached to any particular grant and then we'll be able to create the account. Again, we anticipate at this point that it will be early to mid-January for ACE grantees.

MR. ROSENBERG: OK. Great. And just a reminder, that's just for ACE grantees. The rest of the grantees won't – you won't be doing this until the following quarter.

MS. HILL: Right.

MR. ROSENBERG: All right. Sorry we went over time. Grace, I'm going to send it back to you to close this out and we'll talk to you on the fifth webinar and get to some more of your questions then.

(END)