



EMPLOYMENT AND TRAINING ADMINISTRATION  
UNITED STATES DEPARTMENT OF LABOR



# WIPS Troubleshooting

OA WIPS Presentation Series:  
Presentation #5

10/15/2020



# Today's Speakers



## **Marcy Hampton**

*Supervisory Program Analyst*  
Office of Apprenticeship

## **Jessica Diep**

*Program Analyst*  
Office of Apprenticeship

## **Andrea Hill**

*Program Analyst*  
Office of Apprenticeship

## **Shelia Lewis**

*Program Analyst*  
Office of Apprenticeship



## **Cesar Acevedo**

*Workforce Analyst*  
Office of Policy Development & Research

## **Evan Rosenberg**

*Program Analyst*  
Office of Workforce Investment,  
Division of Youth Services



# Today's Speakers

## **George A. McEntyre**

*Apprenticeship Program Specialist*  
Texas Workforce Commission

## **Michaela Malloy-Rotert, CPM**

*Workforce Program Coordinator*  
*Performance and Reporting*  
Workforce Services Division  
Iowa Workforce Development





# Today's Objectives

- ✓ Identify types of errors that occur with the Workforce Integrated Performance System (WIPS).
- ✓ Discuss issues with WIPS access.
- ✓ Resolve common issues and errors encountered.
- ✓ Recap broad concepts of the last four sessions.
- ✓ Review how to upload data files, check results, generate a QPR, add a QNR, and certify the report.



# Introduction

# Typical Types of Issues Encountered



- ▶ WIPS access
- ▶ Password reset
- ▶ Technical assistance
- ▶ WIPS updates



- ▶ Data file errors



- ▶ Data validation



- ▶ QPR certification
- ▶ QNR certification

# WIPS Updates

Improvements and updates to WIPS are ongoing. Information about updates is located on the WIPS homepage and on ETA's Workforce Integrated Performance System webpage.

A screenshot of the WIPS homepage. The header includes the U.S. Department of Labor logo and the text "U.S. DEPARTMENT OF LABOR" and "Employment and Training Administration". A "MENU" button is in the top right. Below the header, a breadcrumb trail reads "ETA > Performance > Workforce Integrated Performance System". The main heading is "Workforce Integrated Performance System". On the left, a sidebar menu has "Performance" selected, with sub-items: "Workforce Performance Results", "WIOA Performance Reporting", and "WIOA Performance Guidance". The main content area has the heading "Workforce Integrated Performance System" and a list of bullet points: "Only approved Users with passwords may access the system", "This system is covered by Title 18, U.S. Code Section 1030", and "To request WIPS access, account or password reset, or account deactivation, please follow the following link: WIPS Technical Assistance Request".

U.S. DEPARTMENT OF LABOR

Employment and Training Administration

ETA > Performance > Workforce Integrated Performance System

## Workforce Integrated Performance System

**Performance**

- Workforce Performance Results
- WIOA Performance Reporting
- WIOA Performance Guidance

**Workforce Integrated Performance System**

- 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, please follow the following link:  
[WIPS Technical Assistance Request](#)

<https://www.dol.gov/agencies/eta/performance/wips>

WIPS Homepage

Monthly Newsletters

Release Notes

Edit Checks

Schema

# Accessing WIPS



# Changing the Authorized Representative

An Authorized Representative change must go through the grant modification process, assisted by your FPO.



- ▶ The modification, signed by the Grant Officer, is the formal approval of the Authorized Representative change.
- ▶ After request submission to your FPO, the modification is signed by the Grant Officer and you are notified.
- ▶ ONLY the Authorized Representative can designate a certifier and up to two submitters

# WIPS Access

- ▶ Authorized Representatives must send a signed letter on letterhead via e-mail to the program mailbox & [OAGrants.WIPS@dol.gov](mailto:OAGrants.WIPS@dol.gov)
  - ▶ ASE Grants: by January 8, 2021 for existing grants
  - ▶ SAE2020 & YARG Grants: by Feb. 14, 2021
- ▶ Must include
  - ▶ A certifier
    - ▶ Must be Authorized Representative **or** 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 Grantee Official Letterhead – signed, pdf file sent via e-mail from the AVR  
to  
the appropriate program mailbox and [OAGrants.WIPS@dol.gov](mailto:OAGrants.WIPS@dol.gov)

<<Date of Letter>>:

<<Grant Officer from Grant Agreement>>, 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 <<insert SCHEMA name>> as outlined in option << one or two>> and I authorize the individuals below in the following capacity:

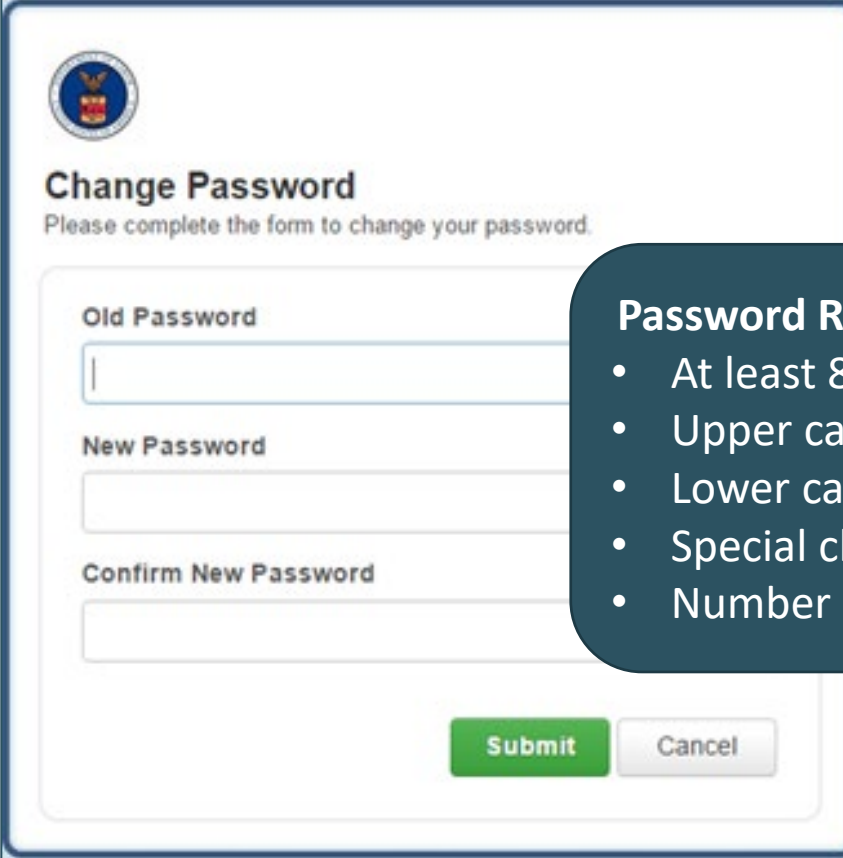
- WIPS Certifier to certify that the data submission is accurate and correct in the <<grantee organization>> WIPS Apprenticeship Grant Performance Reports: << only one person may be designated – if no one is designated, the Authorized Representative will be the certifier, but needs to include the information here as well>>  
  
Name  
Direct phone #  
[direct email](#)
- WIPS Submitter/s: <<up to two additional persons may be designated here>>  
  
Name  
Direct phone #  
[direct email](#)
- Name  
Direct 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

- ▶ Designated submitters and certifiers receive an email from [admin@dol.appiancloud.com](mailto:admin@dol.appiancloud.com) with WIPS instructions. Please add to your safelist.
- ▶ Use the link in the email to access WIPS.
- ▶ Change your password.
  - ▶ Enter temporary password from the email under *Old Password*.
  - ▶ Type in a new password.
  - ▶ Confirm the password and click **Submit**.
- ▶ Log out. Then log back in again.

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

A screenshot of a web form titled "Change Password" with the Department of Labor seal at the top left. Below the title is the instruction "Please complete the form to change your password." The form contains three input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom right of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

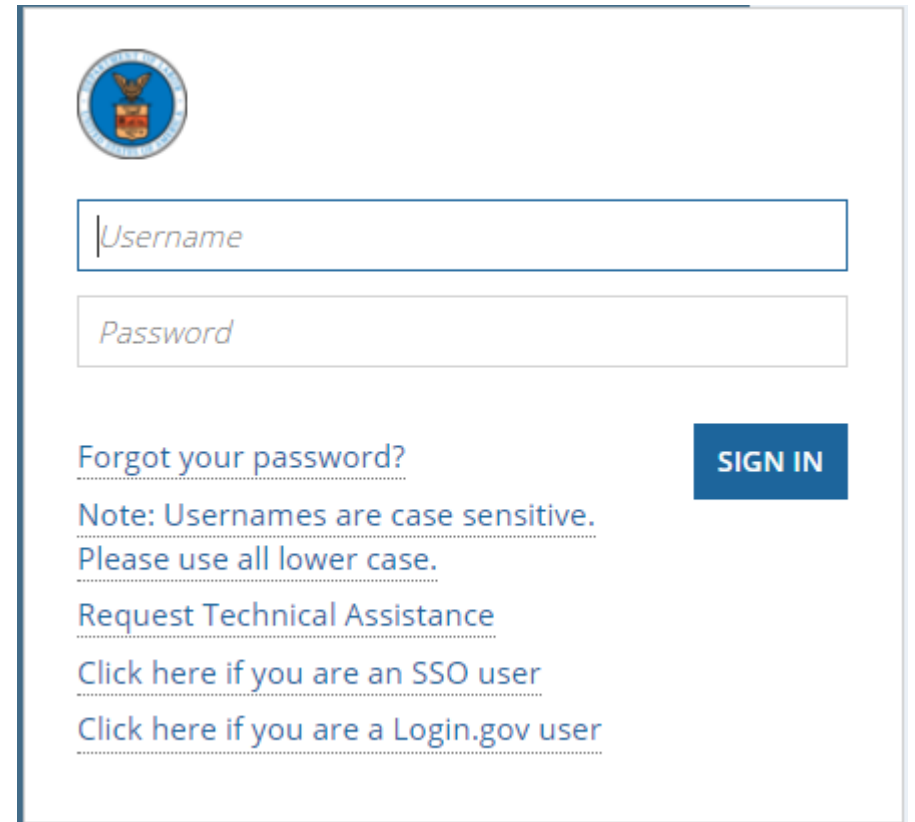
## Password Requirements:

- At least 8 characters
- Upper case letter
- Lower case letter
- Special character
- Number

# Technical Issues

Click **Request Technical Assistance** for help:

- ▶ Forgot your password? Click the link
  - ▶ Enter your username and a new temporary password will be sent to your account
- ▶ Other **TECHNICAL** WIPS Questions?
  - ▶ [https://www.doleta.gov/performance/wips/WIPS\\_Technical\\_Assistance\\_Request.cfm](https://www.doleta.gov/performance/wips/WIPS_Technical_Assistance_Request.cfm)
- ▶ Remember: For any performance policy questions or general WIPS help (ex. *What code value should I use for PIRL data element 1303 Type of Training Service #1?*) send questions directly to [OAGrants.WIPS@dol.gov](mailto:OAGrants.WIPS@dol.gov)

A screenshot of the WIPS login interface. At the top left is the Department of Labor seal. Below it are two input fields: 'Username' and 'Password'. To the right of the password field is a blue 'SIGN IN' button. Below the input fields are several links: 'Forgot your password?', 'Note: Usernames are case sensitive. Please use all lower case.', 'Request Technical Assistance', 'Click here if you are an SSO user', and 'Click here if you are a Login.gov user'.

# Data Files

# Data Files - Apprenticeship Schema

DATA	N/A	100	101	102	103	105	106	107	108 - A	200	201	202	210	211	
DATA ELEMENT NAME	OBS Number	Unique Individual Identifier (WIOA)	State Code of Residence (WIOA)	County Code of Residence	Zip Code of Residence	Special Project ID - 1	Special Project ID - 2	Special Project ID - 3	ETA-Assigned 1st Local Workforce Board Code	Date of Birth (WIOA)	Sex (WIOA)	Individual with a Disability (WIOA)	Ethnicity: Hispanic/Latino (WIOA)	American Indian/ Alaska Native (WIOA)	
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	000000000 (No hyphens)	XXXXXXXXXXXXX X	XX	0	00000	XXXXXXXX	XXXXXXXX	XXXXXXXX	00000	YYMMDD	1 = Male 2 = Female 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify
Participant A	002	MA1595541220	09	001	02809					19990117	1	0	0	1	
Participant B	085	RI1524801320	09	003	10010				44020	19871224	1	0	0	0	
Participant C	160	RI1726469320	09	009	06385					19840505	1	0	0	0	
Participant D	167	CT1624799420	09	001	06385					19970505	2	1	0	0	
Participant E	200														
Participant F	311														
Participant G	335														
Participant H	384														

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

- with the PIRL data elements in individual columns, and
- corresponding participant level data in rows
- with the header columns removed

NOTE: This schema has only Code Values, Data type/Field Length, Data Element Name and Data Element Number – if it's confusing here, remember to look to the Full PIRL for specific data element definitions and the handbook for additional clarifications or instructions

# Data Files - Apprenticeship Schema

**131** is the correct number of columns

Sample .csv file for upload

002	MA1595541220	09	001	02809					19990117	1	0	0	1
085	RI1524801320	09	003	10010				44020	19871224	1	0	0	0
160	RI1726469320	09	009	06385					19840505	1	0	0	0
167	CT1624799420	09	001	06385					19970505	2	1	0	0
200	RI1115494220	44	003	09280				44020	20021101	1	9	1	0
311	RI 1643743120	09	005	06809					20010701	2	0	0	0
335	MA1574578020	44	003	80906					20030515	2	0	0	0
384	CT1986711420	44	007	15952					19920729	9	0	0	9

- No Column headers – No Row headers
- Apprenticeship grantees will upload a data file that includes **131** data element columns
- The first column for the OA schema should be the OBS #
- The last column for the OA schema is PIRL 2920: Apprenticeship Grant Number

# File Format for Upload to WIPS



Data file should not include:

- Participant names
- Data element headers
- Additional rows
- Blank entries when code values are required
- Null value instead of blank or space

Some DE's require 'leading zeros' (ie some zip codes0

Spaces are counted as a code value

Format file as comma separated (.CSV)

Export as .CSV or .TXT or .gzip

File size cannot exceed 1 GB



# Upload Data File

## Upload Report

Records must be submitted according to the Participant Individual Record Layout (PIRL) (ETA-9172). OMB No. 1205-0521 Expires 6/30/2021.

Select the applicable Schema, Program(s), Quarter and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.

**1** \* PIRL Version  **Use Version PIRL 2020**

\* Schema Name  **Select the correct Schema Name** **2**

**3** \* Quarter End Date

\* Choose a File   **4**

**5**

The asterisk ( \* ) indicates a required field.

1. Make sure you are using the PIRL2020 Version
2. Select the correct schema
3. Select the correct end date for the Quarter you are submitting the file for
4. Click **UPLOAD** to open a pop-up to browse to your file location, 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.

# Issues with File Upload

WIPS displays an error message if your data file cannot be uploaded. Follow the instructions in the message to resolve the issue.

## [+] User Messages

*Click to Expand*

### ▲ Upload Report

Uploaded File is Not a Valid Type. File must be a comma-separated values text file with extension of .CSV, .TXT or .GZ (using GNU Gzip compressed format only). Click the X to remove the Invalid File or Cancel.

*Records must be submitted according to the Participant Individual Record Layout (PIRL) (ETA-9172). OMB No. 1205-0521 Expires 6/30/2021.*

*Select the applicable Schema, Program(s), Quarter and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.*

\* Schema Name Full PIRL

*Select the Target Program(s) to specify which Edit Checks and Reports will be processed for the uploaded file. Note that you may only select one grant related program as a Target Program.*

\* Target Program(s) Wagner-Peyser

\* Quarter End Date 3/31/2020

\* Choose a File  taichi  
DOCX - 19.86 KB

*The asterisk ( \* ) indicates a required field.*

CANCEL

Is the file formatted correctly?

Is the file size greater than 1 GB?

# Edit Check Results

# Data Validation

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) – 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 – errors show in **Total Errors**.



# 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*

- These errors 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.*



# Edit Check Results

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.

Workforce Integrated Performance System (WIPS)						
<a href="#">View Participant Individual Record Layout (ETA-9172)</a>						
<b>Edit Check Results Overview</b>						
Click the Value of Total Errors, Total Duplicates or Total Warnings to view error details of the file.						
File Name	Program	Quarter End Date	Total Errors	Total Duplicates	Format Error	File Import Date
1000-PIRL.csv	Full PIRL	3/31/2017				4/5/2017 3:21 PM EDT
1000-WIASPR.csv	WIASPR		0	0	No	4/5/2017 10:35 AM EDT
1000-WagnerPeyser-ForErr.csv	Wagner Peyser	12/31/2016			Yes	4/5/2017 8:52 AM EDT
10000-PIRL_BadData-LogMand.csv	Full PIRL	12/31/2016	5600	0	No	4/4/2017 2:33 PM EDT
1000-JVSG-Dup1Err.csv	Jobs for Veterans' State Grants	12/31/2016	0	4	No	4/4/2017 2:32 PM EDT

**1. File with no errors:** Total Errors – 0;  
Total Duplicates – 0; Format Error – No.

**2. 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.

# Troubleshooting Errors

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

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

1. 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_BadData-LogMand.csv	Full PIRL	12/31/2016	5600	0	4/4/2017 2:33 PM EDT

## Edit Check Error Summary

Click the Value of Element No. to display the details of the edit check results.

Element No.	Element Name	Error Description	Count of Errors
402	Long-Term Unemployed at Program Entry (WIOA)	This element must only contain numeric characters. This element must contain no more than 1 character. This element must contain one of the following values: 1,0.	1000

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

## Edit Check Error Details | Long-Term Unemployed at Program Entry (WIOA)

Edit Check Error details for the selected Element.

Row Number	Unique Individual Identifier	Value Provided	Error/Warning Message	Error Type
1	999999999998	NULL	This element must only contain numeric characters. This element must contain no more than 1 character. This element must contain one of the following values: 1,0.	Rejected

3. Review the error location and description.



# 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).

**HOT TIP!**

***A Duplicate error (2 records for same individual) shows as 2 errors, counting each record rather than just the number of duplicates***



# What Types of Issues Cause Values or Logic Errors?

WIPS reports a valid value error if :

- ▶ If data in any cell does not conform to the current definition in valid values
  - ▶ Dates are often not in the correct format YYYYMMDD
  - ▶ A data value is not in the expected code (A State code is the postal code rather than the FIPS code)

WIPS reports a logic rule error if :

- ▶ If data in any cell does not conform to the current logic rule outlined in the most recent logic rules document
  - ▶ A logic rule error often indicates a coding problem in the grantee data system

# What Types of Issues Cause Errors?

## Total Errors

- ▶ Missing values
- ▶ More characters entered than maximum number allotted
- ▶ Value entered is other than values allowed
- ▶ Duplicate Values, Logic Values

## Format Error

- ▶ Layout does not match the schema chosen in the dropdown.
- ▶ Might have missing column or columns in the wrong order.

# Preparing Data Files for WIPS

- ▶ **FOR ADVANCED USERS:** You can view the data in your file by opening it in Notepad. To do so:
  1. Right click your CSV data file icon in your file folders.
  2. Select **Open with Notepad** to review the contents of your data file.



# Edit Check Results

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

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WIPS PROFILE

## Workforce Integrated Performance System (WIPS)

[Back to Edit Check Results Overview](#)

### Selected File Detail

Click the Value of Total Errors or Total Duplicates to view the error details of the file.

File ID	File Name	Schema	PIRL Version	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	File Import Date
3423	TEST 3.csv	Apprenticeship	PIRL2020	Apprenticeship	9/30/2020	Hill, Andrea	16		10/9/2020 4:48 PM EDT

Select **EXPORT ERRORS** to download the Excel file of error list. Then select Download Link to save the Excel file. The maximum number of records per error type is 10,000.

**EXPORT ERRORS**

### Edit Check Error Summary

Click the Error Element No. to display the details of the Error Results. The maximum number of edit error details displayed is 10,000

Element No.	Element Name	Error Description	Count of Errors
1303	Type Of Training Service #1 (WIOA)	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.	4
1310	Type Of Training Service #2 (WIOA)	This element must only contain numeric characters. This element must contain exactly 2 characters. This element must contain one of the following values:	4

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.

# Overwriting Reports

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

### Notice

You have previously certified a QPR with the same **Program** and **Quarter End Date**. Are you sure you want to overwrite that QPR?

- ▶ 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.

# Resolving Data File Errors



Review the errors found in the WIPS edit check results. Then correct errors in your data file accordingly.

Upload revised data file for the reporting quarter – continuing until data is error-free.

Receive an email when report is finished generating.

Proceed to *My Reports* to certify the QPR.

# Resolving Data File Errors



Resolve any data file errors in your original MIS database. Then export the revised information as a new CSV data file that will be uploaded to WIPS.



When sending questions/inquiries regarding WIPS reporting issues [Apprenticeship.grants@dol.gov](mailto:Apprenticeship.grants@dol.gov), include your grant number and BETA TEST in the subject line, and the file ID number in the body. This allows technical staff to retrieve the file in WIPS and troubleshoot the problem.



**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

# A Brief Conversation with Those Who Have Gone Before



# Chat with grantee BETA test participants

---

# Wrapping it Up

# 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 Edit Checks

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

Quarterly Workforce System Results Archive

WIOA Annual Report Results

WIOA Success Stories

**Workforce Integrated Performance System (WIPS)**

Release Notes

User Demo - April 5, 2017

User Demo - October 25, 2016

**WIPS Edit Checks**

WIPS validates files uploaded for three types of edit checks, Duplicate Rules, Logical Rules and Valid Values, to ensure information accuracy of each field according to the PIRL.

### Duplicate Rules

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.

[Click to View \(pdf\)](#)

[Click to View \(xlsx\)](#)

### Logical Rules

Logical Rules are analytical validations to ensure data is accurately entered, including fields that are required which is typically 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.

[Click to View \(pdf\)](#)

[Click to View \(xlsx\)](#)

### Valid Values

Valid Values verify the input of each field of data entered for format, length and in some cases value input. Valid Value errors are displayed in WIPS in the Total Errors column in the EDIT CHECK RESULTS tab.

[Click to View \(pdf\)](#)

[Click to View \(xlsx\)](#)

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

# 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](#)
  - ▶ [SAE 2020 Community](#)
  - ▶ [Youth Apprenticeship Readiness](#)
- ▶ [State Expansion Grants Newsletter – Feb. 2020](#)  
(pdf download)

## Performance Policy and Instruction for Grants



- ▶ [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](mailto:OAGrants.WIPS@dol.gov)

## ▶ WIPS Technical Assistance



[https://www.doleta.gov/performance/wips/WIPS Technical Assistance Request.cfm](https://www.doleta.gov/performance/wips/WIPS_Technical_Assistance_Request.cfm)

## ▶ State Apprenticeship Grants Mailbox (ASE/SAE/SAE2020)



[Apprenticeship.Grants@dol.gov](mailto:Apprenticeship.Grants@dol.gov)

## ▶ Youth Apprenticeship Readiness Grants Mailbox



[YouthASReady.Grants@dol.gov](mailto:YouthASReady.Grants@dol.gov)



# Grants Performance Reporting Technical Assistance Resources

## Performance Reporting Technical Assistance



### Handouts During Series

- ▶ Sample WIPS Roles Designation Letter
- ▶ OA WIPS Schema Documentation file
- ▶ WIPS Series FAQs, initial version
- ▶ BETA Tester developed tools
- ▶ WIPS TIPS
- ▶ WIPS 101 Grantee Quick Start Guide
- ▶ Performance Resource Guide
- ▶ WIPS Series Slides - pdf booklet

### Still to Come

- ▶ Sample Data File/Case Management Tool
- ▶ Jan/Feb program-specific outcomes trainings
- ▶ WIPS Series FAQs, expanded version
- ▶ BETA Tester developed tools
  - ▶ Logic Rule Cross-Check
  - ▶ Notepad conversion tips
- ▶ Performance Resource Guide, updates as necessary
- ▶ Continued trainings through WFGPS Performance Community

# Office Hours



WHO: All WIPS Series grantee registrants

WHEN: twice per week, starting mid January  
Days/Times TBD

WHERE: TEAMS meeting platform

Invitations will be sent from [OAGrants.WIPS@dol.gov](mailto:OAGrants.WIPS@dol.gov)  
After the first of the year





# Any Questions?





# Thank You

