Today’s Speakers

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Today’s Speakers

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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
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.

https://www.dol.gov/agencies/eta/performance/wips
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**
  - ASE Grants: by January 8, 2021 for existing grants

- 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

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 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.

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?

- 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


Data Files
Data Files - Apprenticeship Schema

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

<table>
<thead>
<tr>
<th>ID</th>
<th>State Code</th>
<th>District Code</th>
<th>OBS #</th>
<th>Grant Number</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Race/Ethnicity</th>
<th>Education Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>MA1595541220</td>
<td>09</td>
<td>02809</td>
<td>19990117</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>085</td>
<td>RI1524801320</td>
<td>09</td>
<td>02809</td>
<td>19871224</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>160</td>
<td>RI1726469320</td>
<td>09</td>
<td>06185</td>
<td>19840505</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>167</td>
<td>CT1624799420</td>
<td>09</td>
<td>06185</td>
<td>19970505</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>200</td>
<td>RI1115494220</td>
<td>44</td>
<td>09280</td>
<td>20021101</td>
<td>1</td>
<td>9</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>311</td>
<td>RI1643743120</td>
<td>09</td>
<td>06809</td>
<td>20010701</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>335</td>
<td>MA1574578020</td>
<td>44</td>
<td>80906</td>
<td>20030515</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>384</td>
<td>CT1986711420</td>
<td>44</td>
<td>15952</td>
<td>19920729</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>9</td>
</tr>
</tbody>
</table>

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

**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.

**Is the file formatted correctly?**

**Is the file size greater than 1 GB?**
Edit Check Results
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 occur 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

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.

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.
Troubleshooting Errors

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.

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

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

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.

3. Click the **Element No.** value to show the row number that contains the error.
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.
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
WIDA 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
WIDA Annual Report Results
WIDA 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 PEL.

**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

- WIPS Technical Assistance
  

- State Apprenticeship Grants Mailbox (ASE/SAE/SAE2020)
  
  Apprenticeship.Grants@dol.gov

- Youth Apprenticeship Readiness Grants Mailbox
  
  YouthASReady.Grants@dol.gov
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
After the first of the year
Any Questions?
Thank You