WorkforceGPS

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WIPS Troubleshooting

OA WIPS Presentation Series:
Presentation #5

10/15/2020

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

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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.

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

  ‣ 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

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.

Change Password
Please complete the form to change your password.

Old Password

New Password

Confirm New Password

Submit   Cancel

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

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

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

▶ 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

Username

Password

Forgot your password?

SIGN IN

Note: Usernames are case sensitive.
Please use all lower case.

Request Technical Assistance

Click here if you are an SSO user

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)	XXXXXXXXXXX X	XX	0	00000	XXXXXXX	XXXXXXX	XXXXXXXX	00000	YYYYMMDD	1 = Male 2 = Female 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Participant did not self-identify	1 = Yes 0 = No 9 = Par self-ide
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.
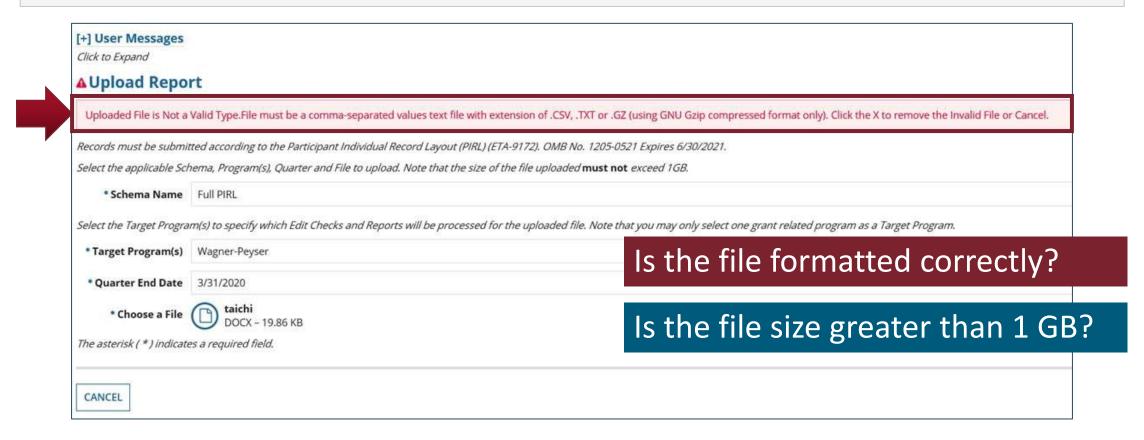
1 * PIRL Version — PIRL2020

Use Version PIRL 2020

* Schema Name — – Select a Schema Name (Required) –

Select the correct Schema Name **2**

3 * Quarter End Date — – Select a Quarter End Date (Required) –

* Choose a File — UPLOAD — Drop file here **4**

The asterisk (*) indicates a required field.

CANCEL   SUBMIT **5**

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)

View Participant Individual Record Layout (ETA-9172)

Edit Check Results Overview

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

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 a 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	Format Error
▶ Missing values ▶ More characters entered than maximum number allotted ▶ Value entered is other than values allowed ▶ Duplicate Values, Logic Values	▶ 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.

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?

CANCEL   CONTINUE

▸ 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.

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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, 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

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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*

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

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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
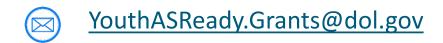
Contact Us

▸ WIPS Reporting Questions

✉ OAGrants.WIPS@dol.gov

▸ WIPS Technical Assistance

🌐 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

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
After the first of the year

Any Questions?

Thank You

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