**WorkforceGPS**

**Transcript of Webinar**

**H-1B Rural Healthcare and One Workforce Performance Reporting Orientation 3.0**

**Thursday, August 19, 2021**

*Transcript by*

*Noble Transcription Services*

*Menifee, CA*

LAURA CASERTANO: With that, I'm going to get myself right out of the way. I want to welcome everyone to today's "H-1B Performance Reporting Orientation 3.0, One Workforce and Rural Healthcare Grants" webinar. And I'm going to turn things over to your moderator today, Dani Abdullah. She's a performance lead with DSI Cross-Program with Safal Partners. Dani, take it away.

DANI ABDULLAH: Thank you, Laura. Hi, everybody. Again, my name is Dani Abdullah. I'm moderating today. Today's webinar we're very happy to have you here. I am joined today by my colleagues on the performance team, Ayreen Cadwallader, Kristen Milstead, and Gregory Scheib. And we are going to get you all situated for your next reporting quarter, where you will start submitting your quarterly performance report with all of your data files.

So the objectives for today's webinar are to describe the format and structure of the data file, the creation of a .csv file, and describe the ongoing case management processes.

We're going to describe the process of uploading data files into WIPS. We're also going to describe the four levels of WIPS logic rules for a data file, including tips for ensuring that you submit a file that passes the edit checks and is accepted by WIPS.

We're also going to describe how to generate a quarterly performance report or a QPR form, and then we'll review all the next steps for the August through November 2021 period.

So for the next quarter, we just want to remind you that the interim reporting processes ended with the quarter ending June 30th, 2021, and for this next quarter ending September 30th, 2021, the grantees – you will submit both a QPR and a QNR, both the performance report and narrative report. And for this quarter, your report will be due on November 14th, 2021.

And for this next section, I am going to hand it over to Greg.

GREGORY SCHEIB: Thanks, Dani. Hi, everybody. Nice to be with you all today. To start things off, we're going to cover some of the basics. We're going to go over what the 2021 PIRL is, how it's used to track participants, and guidance on some performance report.

So the 2021 – or excuse me. The 2021 PIRL contains all the required data elements and associated code values that are tracked and reported for both WIOA formula grants and discretionary grants like One Workforce and Rural Healthcare. The H-1B schema is a subset of 90 data elements from the full 2021 PIRL, which contains over 500 data elements. So be happy you're not submitting the whole PIRL schema here.

The H-1B schema can be downloaded from the file share on this webinar or from WorkforceGPS on the performance page for One Workforce and Rural Healthcare. And that document includes all the data elements about value rules, duplicate rules, logic validations, aggregations that you'll need to set up your own systems and make sure you're being able to get in a QPR recorder.

I would just like to note here that it's really important that you use the schema document that we've provided here in the file share or that is now uploaded onto the performance page and not the earlier version that we sent out last month or a couple of months ago. There are some updates which we've highlighted as changes that you'll want to make sure you've incorporated into your own systems.

In case you haven't had a chance to dig in there, but I imagine many of you have, that H-1B PIRL schema document that we've provided has all the information you need to develop your systems. We've broken out the specific data elements as well as the valid values, duplicate rules, logic rules, et cetera into the different tabs on the document.

The document also includes the quarterly performance report template that is generated once you finally successfully submit your participant data into WIPS, and that's on Tab 8 of the document.

I'm just going to briefly go through each tab, although many of you have probably see it, but I'll just – just to make sure, if you have not had a chance.

Tab 4 are the valid value rules. Valid values ensure that the amount and type of data reported in each field meets the technical requirements of WIPS. So for example, a participant's state code of residence must only contain two characters such as VA for Virginia, for example,

Tab 5 includes duplicate rules that ensure that participants are not being counted more than once. So for example, there are duplicate rules that prohibit two records with the same Social Security number for having the same date of entry.

Tab 6 are the logic rules that ensure that data reported for one participant entered is logically consistent according to the definitions of the PIRL data element. So for example, there cannot be a date for program completion entered if there is no date – if no date has been entered for the – for begin training date.

Tab 7 includes rules that WIPS uses to aggregate participant data for the QPR. So for example, to measure the number of unemployed individuals, WIPS count the participants who are coded as unemployed in data element 400, employment status at entry, and who also have a valid date of program entry in PIRL 900.

Before we move on to some specifics about how to create your data file for WIPS, just one last word on the data elements. As you may have already realized, the PIRL data elements are really the building blocks for our performance reporting system. And you may be – I mean, you may want to know what they – you want to make sure that you know what each of them includes.

Each of the 90 data elements in our H-1B PIRL schema includes a unique data element number, the name of each data element, the type of data, and the field length, a definition of the element itself, and then the code values that can be used for that particular data element.

Of course, if you ever have a question about a particular data element or the appropriate code values to use in a particular situation, just reach out to us at the appropriate mailbox, either at One Workforce or Rural Healthcare.

So with that, I'm going to go ahead and pass things over to Ayreen, who's going to dig into creating a data file for submission into WIPS. Ayreen, it's all yours.

AYREEN CADWALLADER: All right. Well, thank you so much, Greg. I think that was a really great overview of our H-1B PIRL data elements and the process that we're going to be discussing today.

So this section, I'm going to talk to you about how to create a data file that includes the technical requirements for your data file formatting, as well as tips and tricks on case management and intake for tracking and reporting your participants.

So this is a quick overview, what happens from a data file to a final QPR that is uploaded into WIPS. And so, essentially, that data file is a row – is a – let me backtrack.

So just the steps here and the boxes are really the overview of what – the performance reporting overview for your grant. So when you submitted your grant award, you established performance targets as part of your proposal. And when the grants were rolled out, you had this window of time where you were able to develop your performance management system, depending on what that might be.

You may be repurposing an existing database system. You might be creating and working with an external vendor to create a reporting system, or using something as simple as an Access database.

Overall, these activities for the quarter ending 9/30/21, you will be generating a data file on your participants using the PIRL data elements. You will upload that participant date file to WIPS and resolve the validation file errors. And then – I might have lost connection. Can you guys hear me?

MS. ABDULLAH: We hear you.

MS. CADWALLADER: Okay. You can hear me. Okay. Great.

And then the – WIPS will generate a QPR that you can then submit and certify, and that's what the QPR is here listed in this image. So again, there's a screenshot here of several columns, several rows that have all the code values needed, but we can proceed to the next slide on what is a data file.

So oops. We might have advanced one.

Okay. Going back to this one, a data file is a comma separated values file that includes the 90 PIRL data elements that's required for H-1B collection. The data file has code values for each of the PIRL data elements that must be entered for each of the participants that have been served – that are served in your grant program. So you'll see here each row represents one participant, and each column represents the data element and code value, the required code value for each participant.

Here's the sample case management and .csv file. This is actually what you can see when you view your data file using Notepad. You'll see that it's a series of numbers and, again, what we call code values that are separated by these commas across the 90 data elements that you're required to collect and report on.

A sample case management and data file is provided here in the file share window. It's listed as number three. That will give you really a very – it's very rudimentary version of how you can create a case management file using the H-1B PIRL data elements and how the steps that it's – that you'll have to take to then turn that – the information from your database into a comma separated values file.

All right. So here are some technical requirements. Again, the files must be submitted in WIPS using the comma separated values format. The .txt also works if you have issues with a .csv format. Again, your data file must include a column for each data element and a row for each participant.

The data file cannot contain information that is not required in the PIRL data elements, such as participant names, data element headers, additional columns and rows. If there are missing code values for mandatory data elements, that will come back as a validation rule error. No values instead of a blank or a space is also, again, a source of – for potential errors.

In some cases, you can leave the data field entry blank, if that is the option and that the data element does not apply to the participant. But really refer back to that H-1B PIRL spreadsheet, and that will – the code values in those data elements will let you know if you can leave that data field blank.

Spaces are counted as a code value, and that will also lead to a data file error if a required code value is asked for for that specific date element.

Here are some more tips and tricks for collecting and tracking your participant level data. Really, we encourage you to have a case management system that can be shared and used by relevant partners. We know that several – depending on your grant program design and who your partners are, multiple people, multiple case managers, either from your organization or from your partners, your training provider, service providers could be collecting the data of all your participants served. So we want to make sure that you do have a robust case management system that can be shared across your team.

This webinar is being recorded, as all our technical assistance webinars are being recorded. If you have key staff that aren't on today's call, again, please have them review these webinars, review our handbooks. What you want to do is do your own internal training with your partners and staff that are collecting this information on your behalf so that they are all – everyone is in agreement and they understand what's required of these data elements and how you report your participants' participation in your training.

You do want to include information to help your participants and your partners understand why certain data about your participants is collected. We understand there's personally identifying information – personally identifiable information that are being asked to collect and reported using these data files, and that could present some concerns with participants and partners. And, again, being able to provide an overview as to why the Department of Labor is requesting for this information might help alleviate some concern.

In your enrollment forms, I think there's definitely best-case practices for how you include what's being requested for the purposes of the reporting into your enrollment form so that what we have listed here is relevant dates. But, certainly, being able to track – I'm sorry – being able to gather that information, whether it's a paper enrollment form, which is – whether it's an online enrollment form, really take a look at those PIRL data elements to see if there's information that can be collected up front using your intake processes.

I will turn it back to Dani, who will take our first polling question – oh, second polling question. Dani?

MS. ABDULLAH: Thanks, Ayreen. So we do have another poll question for you right now. We would like to know what systems are you using to track and report your grant's participant-level data. So you see all of the choices there, an existing MIS, a third-party vendor, Excel Spreadsheet, Access Database, or other.

And it looks like about half of you are using a third-party vendor. So that seems to be the bulk of everything. So great.

Right now, I am going to turn it over to Kristen, I believe, to cover the section of accessing and reporting in WIPS. Kristen?

KRISTEN MILSTEAD: Yeah. Great. Thank you, Dani.

So you heard about how to create a data file, and now we're going to talk about, once you have it, what do you do with it when you're trying to get it through WIPS? This is just the initial steps of submitting it, and later we're going to talk about how to pass the validation checks when WIPS reads the file and sees whether all of the values entered are valid.

This slide contains the link to the official WIPS reporting page. There's general resources for using WIPS available on this page, including technical guides, monthly system updates announcement, and demos. So check this out if you'd like to see those.

And this is a review, but we just want to make sure that you understand the process and how to get your user accounts and change who have access, if necessary. So each grantee will receive up to two user accounts for accessing WIPS.

One of those accounts, a level one account, is mandatory, and it's provided only to the authorized representative at your grant. This account has the ability not only to enter information and upload files but also to certify and submit the report.

If the authorized representative changes, you should speak with your FPO about getting a grant modification. Once that modification has been approved, then we will – in the national office, will be able to assign a new level one account over to the new authorized representative.

Every grant can also be provided with one level two account, and the person who receives it is designated at your grant. So it could be project managers. It could be an IT manager, so just somebody who has the ability to access WIPS and submit files and enter information, but that person will not have the ability to certify. That only is provided to the authorized representative in the level one account.

So to receive a level two account or change to whom it's allocated, the authorized representative should send an email to the grant mailbox with the name and email address of the person who is to receive it.

Oops. Sorry. Sorry about that. So if you lose or forget your password, you can reset it yourself on the main WIPS page when you go to log in. Just click request password reset after entering your email address in the username field.

You'll then receive an email with a temporary password that you can use to log in, and you'll be prompted to change it. Once you've created your own, you'll need to log out and then log in again. So if you click this reset password link and don't get an email, try looking in your spam folder. Sometimes they get routed there.

All right. Once you log in with your username and password, you'll see the WIPS homepage, and this is just a screenshot of what that looks like. To submit a data file, you can follow these instructions on the screen, and I'm not going to read them to you. Just want to give you an idea of what you should see when you go there. So the instructions for – this is for both uploading the QPR file and correcting errors.

Once WIPS has checked your file – so, this is – after you go through the process of entering the information, submitting the data file, according – clicking the correct link to submit the data file, entering that information, WIPS will start checking that file to make sure that it has valid values and the file itself is in the proper format, because if it's not, then it can't generate the information for the QPR.

So that's the next step after you submit the data file. WIPS will start checking it, and when it's doing that – when it's doing that – now, it's going to skip two. Sorry about that. When it's doing that, this is the page that you will review to see how many errors you might have. You'll need to click edit check results at the top and then review that information displayed about the file you just uploaded.

Three columns, total errors, total duplicates, and format error, each display the number of errors that your report has of those types. So again, later in the webinar, we're going to go over each of those types and how to get through them, some of the common errors that people make.

All right. So once you have your data file ready, at the top of this homepage, you just click file upload and you'll be taken to the page where data files are submitted and checked for errors. So this is a step-by-step process for how to do that. Listed here are – listed here on the right-hand side.

But basically, you just select file upload from the WIPS tab bar, and then you want to select the PIRL version menu. And for you, it's the PIRL 2021, the one we just have provided you with. That's the version that you want to make sure to check. If you check a different one, if you submit a different one, it's going to give you an error.

Select the schema name from the schema menu, and that will be H-1B. And then select your grant number menu and choose your grant number. So as you know, each grant has its unique grant number. And select the quarter end date. So this quarter will be 9/30/21, and then just click submit to complete the report file upload. And then that's when WIPS will start checking to review the file for errors.

The tab at the top that says my report will take you to this page. This is where you'll be able to review all of your submitted reports to date. This is also how you get to the page for reporting your QNR, quarterly narrative report. So to begin, you will click on to my reports tab at the top and then select quarterly narrative report.

So let's briefly just talk through some of the tips for getting that file submitted. Inactive users will be automatically logged out after 30 minutes of inactivity. I don't know if you've experienced that or not with your quarterly narrative report, but just in case you haven't and you forgot, we just want to make sure that that's clear.

What system activity means is literally activity on the system. It doesn't mean human activities. So if you're typing something in there or selecting different – some of the different values but you haven't yet clicked the link and told WIPS to check it, WIPS is not going to know you're in there doing anything. After half an hour of that, WIPS will log you out. So it considers that inactivity. So just keep that in mind.

H-1B grants will not generate an H-1B QPR from the WIOA full PIRL multi-program schema. So as Greg said before, remember that has over 500 data elements. So you don't need to worry about that. Just use Tab 2 of the 2021 PIRL we've provided for you, and that has the specific schema and all the 90 data elements that you're responsible for.

.txt and .csv files are acceptable file formats for submission. Those are the only two types that you can submit, and you need to make sure you're following the appropriate format for each one.

So for example, if you use a .csv file, it must have 90 columns and only 90 columns. If you have a stray mark in any of the other columns, so maybe you accidentally hit a comma in one of them or even a space, WIPS will view spaces as characters. If you have anything outside of this 90 columns, WIPS is going to reject the file.

Just a couple of things about submitting data files and the number of submitted files. If you have more than one grant, just make sure that you're submitting a data file for each of those grants, and those need to be separate. So each grant needs to have its own data file, and you have to upload, submit, and certify them separately.

So and, again, establish a strategy for receiving and validating data from partners. Only one data file is submitted by each grantee. So this is per grant. Again, if you have more than one grant, you should submit a separate data file for each one, and only one data file is allowed per grant.

Start your submission process early. We can't stress that enough. The first few times that grantees do this, the first few quarters and, within a quarter, the first few files they upload, I don't think they've ever come back completely with no errors because it's just the trial – a trial process. It takes practice to learn what to look for, how to quickly correct the errors, how to make sure WIPS can read it. It just takes a little practice. So please start early.

These are just a few of the general tips, but there are many more specific tips that can help you if you come up with an error, what those common errors are, and how you might go about correcting them. So that's Appendix B of the H-1B Performance Reporting Toolkit and Workforce Integrated Performance System User Technical Guide.

So we don't have that attached here, but we've attached it to the previous webinar, and we've sent that out as well. You can find it on the WorkforceGPS page if you don't have it.

And just real quickly, to review – just to review how to report – submit your quarterly narrative report, on the quarterly narrative report page, you will take the following steps. You're going to enter your grant program information in the fields provided, select the quarter end date, and select the grant program. Finally, you're going to select your grant number from the grant – from the dropdown. So this is a similar process to the data file process. You just don't have to select a schema because, obviously, it's not reading a file. It's just – you just need to tell it what quarter and grant you belong to.

So for the past two quarters, you've been instructed to submit only a quarterly narrative report, as you know, but to ensure WIPS did not look for a data file, you have had to check the box stating that you have not served any participants. If that's still the case, if as of September 30th, so the quarter that we are in now, if by the end of September 30th your grant has still never served any participants from the start of the grant, you should continue selecting this box. So that's only if you haven't served participants by the end of September 30th.

If – again, if you don't do that, WIPS is going to expect a data file to be uploaded, and you can't submit a blank data file. WIPS does not accept that. Once – in the future quarters, once you have started serving participants, you don't select this box, WIPS will see your your .csv file and it's going to expect it every quarter. This checkbox is disable.

One last thing. Remember, you will always report participants' cumulatively in WIPS. That means once your program starts reporting participants, you will continue reporting on those participants, and then you'll add any new participants into the data file for the remainder of the grant. So your data file is going to get larger and larger as you add new participants each quarter.

And that's it for me. We're going to have a quick knowledge check on the things we just went over. I'll turn it back over to Dani.

MS. ABDULLAH: Thank you, Kristen. Okay. Let's see how much you all have learned in this great presentation we have for you. We do have this question.

Which of the following is not a task that WIPS can help grantees perform within the system? And just select which one you think is correct. Resetting a password, checking whether errors in a data file exist, correcting errors in a data file, or generating a QPR.

So it looks like most of you have the answer correct. It is correcting errors in the data file. WIPS cannot help you resolve that. They can identify that you have errors, but it cannot help you resolve it.

Also, wanted to see if anybody has any questions out there. I saw we had some in the chat. We did have some in the chat.

The first question is, "Does a level two access allow you to upload an error check?"

And I do believe that Ayreen had addressed that in the chat. Yes. You can upload an error check. The only thing that you will not be able to do is certify the report.

The second question, "Do you have to submit the QPR at the same time you submit the QNR?"

That's a great question. And no. You do not have to submit them at the same time. You can do it separately.

MR. SCHEIB: Can I add one thing there? Can I add one thing there?

MS. ABDULLAH: Sure. Go ahead.

MR. SCHEIB: Which is simply that you can't submit the QNR or the QPR before the end of the quarter. So you'll have – for example, the upcoming quarter ends 9/30/21. So you won't be able to submit a file or the QP – QNR until November 1st. Not November 1st. October 1st.

MS. ABDULLAH: October 1st. Yeah.

Okay. And we do have one other question. "My connection broke up. I need to request level two access for a CIO who will be reporting participant data."

So to request that level two access, you need to send an email from your authorized representative, the holder of the level one account, to your respective grant mailbox and give us the information, the name of the person and their email address. Please specify that it is for level two access, and then we can get that all set up for you.

MR. SCHEIB: Great. Can I ask – just add here something? So to Mary's question, though, Mary, if you're not the authorized rep, you're not going to be able to certify the report. Only your authorized rep on your grant is going to be able to certify your report. You'll get a level two access, and the authorized rep will have a level one access. And that's the only two accounts you'll have.

MS. ABDULLAH: Thank you, Greg. I did see one other question pop up. "How often does the password expire?"

MS. CADWALLADER: There's a period of time when your password to WIPS expires if you have not gone into the WIPS system. There's also a period of time when your account will be closed out. Those specific numbers we could send to you via email. I might be able to do some searching now to find that time frame. So please sit tight.

MR. SCHEIB: But you'll also be prompted to change your password when it runs out. So you just go in and change it.

MS. ABDULLAH: Okay. And I do see one more question from Enzo [ph]. "Are submission and certification two separate steps?"

MR. SCHEIB: I can take that one, folks. So hey, Enzo. Yeah. So you can submit a data file and generate a QPR, and you can submit a data file as many times as you need to to resolve any errors. But that certification step is the last step you're going to do before it officially gets transmitted over to us. So you don't want to submit – or you don't want to certify a QPR unless you're confident that it's accurate and reflects what's actually happened in that quarter. And if it's not in alignment with your own records, you can always reach out to us, and we can try to troubleshoot it.

MS. ABDULLAH: Thank you, Greg. I think we are ready to move on, and I will turn it back over to you, Greg.

MR. SCHEIB: Thanks again. So for those of you that have worked in WIPS before, we're going to cover everybody's favorite subject, which is resolving data file errors. So we're going to go through some of the more common ones. And, again, we've emphasized it, but for those of you who are new to using WIPS, this is always the part where it gets really frustrating. And so, again, we want to just – we're going to go through some of the common stuff, but it's – in the first couple of quarters, we typically see a lot of folks coming back saying, why can't I get this done, or why can't I get that done?

So in terms of resolving data file errors, as you know, when you submit a .csv into WIPS, it's going to go through a series of sequential checks to make sure the file's formatted properly and it only has the code values that will be – that are accepted.

As it goes through these different steps, the first thing it's going to do – sorry – the first thing it's going to do is it's going to check for formatting errors and it's going to verify that the format of the data file is correct and it's going to appear under the format errors hyperlink in the WIPS system.

The second step it does is a valid value check, and it checks that the code values that you've entered match those options that are available to you for each of those data elements. And, again, you're going to see a hyperlink under total errors for that.

Next, it's going to do a check for duplicate files. So once those first two steps are completed and any errors are resolved, then the system's going to go on to check for duplicate participant records and, finally, that there are no logic rule errors within the file.

Kristen went over this just a second ago, but this is the place in WIPS where you're going to go to the edit check results tab in WIPS. And when you go to that, you can see the errors that come back from your data file.

So this is sort of a visual representation of that step, again, stage one, formatting, check errors and valid values, stage two, the duplicator, stage three, the logic errors. And finally, at the end, when all of those are cleared, then you'll be able to generate a QPR into WIPS.

Again, Kristen said it before, but I'm going to say it again. Do not wait. You are going to make a terrible mistake if you wait until the day or the two days before the deadline for submission and think that you're going to put a data file in and get out a file that doesn't have any errors.

So please, the system will allow you to submit files as many times as you like. And so, you can put data in and test it to see what kind of errors you're getting back, and then when you're confident that the file is complete and error free, then you can go ahead and certify the report for submission.

So I'm just going to go through some of the common format and valid value errors that we often see. Some of the more common ones are the data file structure. So that often is because of stray code values in between commas or no value where it needs a value so that sometimes it's a space between commas, something like that.

A second one is, if you've inadvertently added a header column and/or data element numbers, you're going to see an error come back for that.

There are some code values and certain data elements that have a certain number of data – or a certain number of digits required. So for example, for the H-1B grants, you have to put in a number that has either 13 or 14 digits. So if for some reason you put one in with 12 digits or 15 digits, you're going to get an error.

Also, the dates need to be correct in the right format – and in the right format. There are several data elements that require a date. The date format is a four-digit year, a two-digit month, and the two-digit day. So you'll want to make sure that you code that in correctly any time you have a date in one of the data elements.

Finally, there are issues, and at times there are code values that, if they have a leading zero, depending on how you're working with the files, and this is especially true if you're working with Excel or in Excel only, if you view the .csv file in Excel rather than in Notepad, often you will get a problem where it will not read the zeros. And so, you do have to make sure that you've got it formatted in a way, and there are some shortcuts that are covered in the technical guide to help you resolve those.

So I'm just going to go through a couple examples of some of the logical validations that you might see, and, again, these can sometimes be quite complex, but after all the other checks are done, the WIPS system will go through and do a logic check to make sure that things make logical sense.

This is an example here of PIRL 2101, reporting under employed workers. So for example, if 907 – PIRL 907 is number four, which means it's an H-1B funded grant, then PIRL 2101, underemployed worker must be zero because the way we've set up the system, you can only be in one category, either incumbent worker, underemployed, or unemployed. So if you're an incumbent worker, you can't be an underemployed or an unemployed worker.

A couple of other examples. In PIRL 1800, if one of the types of recognized credentials is – and there are several different types that are represented by those numbers, then you have to have a date attained that recognized credential. It must contain a valid date.

In PIRL 2118, which is where you report entered employment, again, you must have a date in there that is equal to or after the date that they actually entered the program. You can't report someone was employed prior to them actually becoming a participant in the system.

I'm going to go ahead and pass it back to Dani, who is going to take us through a last knowledge check, and then I think we're going to get to some more questions, if anybody has some.

MS. ABDULLAH: Thanks, Greg. All right. The next pop quiz question, which of the following is an example of a logic validation rule error? A participant has a date of program entry that comes after a date of program exit, a participant ID number and date of entry are duplicated in the data file, a two-digit number has been entered in a field that requires a date, or an extra space was added to a field?

Let's see. Let's see. You guys are getting it right. We have – the answer is number one. Great job, everybody.

And I just want to open it up again to anybody who has any questions. Let's see. Do have one more question. Says, "Does it tell you where the errors are?"

Kristen or Ayreen, did you all have any response to this question?

MR. SCHEIB: So Kristen did respond in the chat, but each of the errors are tied to – each of the error messages that you get are tied to a particular data element. So it should be – you should be able to fairly easily see which data element that error is associated with. You'll just need to go back and look at that particular column and see what you need to change.

And, of course, changing one – the problem with these errors are though, of course, is that sometimes if you change one thing, then – it will have to change something else elsewhere in the file. But that's something that is really dependent on what the error is.

MS. ABDULLAH: Okay. Great. Thank you. We did have another question come in. "How long does it take the data error check to take?" I think they were asking, how long does it take for them to go through and check for all the errors?

MS. CADWALLADER: And generate that report. Yeah. I'm wondering. Let's see if this was a previous H-1B grantee. It's instantaneous; right, Greg and Kristen? They can – as soon as you submit that data file, I mean, not like in the next second or anything, but the WIPS system is fairly dynamic, and that error report, you should be able to have access to that. If it takes minutes versus hours? It's not –

MR. SCHEIB: Yeah. It's minutes, not hours. It's –

MS. CADWALLADER: It's minutes not hours. Yes.

MR. SCHEIB: With the number of participants that an H-1B grant is going to be working with, you should get these results back – yeah – within minutes, if not in seconds.

MS. CADWALLADER: That's right.

MS. ABDULLAH: Great. Thank you. Ayreen. I believe you are going to go over the quarterly performance report for everyone.

MS. CADWALLADER: Yeah. All right. So definitely thank you to Greg and Kristen, who provided you that overview of the validation rules in WIPS so that your data file can be uploaded into this WIPS system. And you have a preview of the WIPS system now, when submitting your narrative report. So at least accessing that shouldn't should – it would not be a new thing, but let's go over how that QPR is generated in WIPS using your data file, and then we'll briefly go over those aggregation rules that will inform the QPR.

So this is just a recap of reviewing your uploaded QPR. In that quarterly reports, that my reports tab, you can find the most recent report uploaded under the current quarter section, and then you can open that hyperlink to view the QPR.

And so, as part of our best practices, we really encourage you to review the QPR, review the outcomes being reported on that report, and compare it against your internal management information systems and the outcomes that you are seeing. Really want to make sure that the accuracy of your participants served is reflected here in the QPR. And if it's not, that might generate some more – some questions and/or research on your end to determine where that inconsistency might be.

Here is –

MR. SCHEIB: Can I [inaudible]?

MS. CADWALLADER: Yeah.

MR. SCHEIB: Kristen, can I just – because one thing I want to say, though, is just from a philosophical standpoint, if you're – if the QPR that is generated isn't matching your own records, we don't want you to certify it and then submit it because one of the things you are certifying is that data is accurate and reflects what's going on. So if you see something that doesn't make sense to you, you don't have enough – you think you have 100 participants, but it's only recording 60, something like that, that's when you want to come back to us, and we can dig in using the final ID number to see what might be going on there.

MS. CADWALLADER: Thank you for that, Greg. Definitely lots of different clarifications that will come up as you go through this process.

And so, again, continuing our discussion about aggregation rules is they're essentially just business rules that the WIPS system will use, using your data file, to aggregate your participant outcomes into the QPR that will reflect real time outcomes for the H-1B outcome measures but also some demographic information that you're collecting, as well as training activities and program completion outcomes and employment outcomes. Credential outcomes, too, is important there.

You really want to make sure that those aggregation rules that we've provided in this H-1B PIRL schema spreadsheet, that those rules are also applied to your internal management information system so that, again, going back to what Greg and I were saying about ensuring the accuracy of information that you're reporting is in line with what your systems – so that the QPR, again, is in line with what's in your internal systems.

This chart here is just basic overview that your grantee database system develop – helps to develop that data file that is then uploaded in WIPS. You'll go through the data elements and validation checks of that data file. And then once it clears, that QPR is generated using those aggregation rules, and then you can submit and certify your report.

Any further questions? I didn't hear any questions, So I advanced. Dani, I think this is for you.

MS. ABDULLAH: Great. Thanks, Ayreen. So what's next? Let's talk about what your action items are and what you're going to be doing now.

So now, we can – you can review the new performance reporting handbook and other TA materials that we distributed in the last webinar, and be on the lookout in October – late October, early November, usually above the four weeks leading up to the reporting deadline, and we will be announcing office hours.

So just like you have received quarterly performance reporting guidance after the end of a quarter, you'll receive that, and the office hours will be listed in that email that you receive. So it's usually around the three weeks leading up to the end of the quarter. There's usually three separate times that we have and then you can attend as you are able to and just give us your questions. Let us know what you need help with, and we'll be able to help you with that.

I think we can't stress this enough. You want to start early. So submit and certify your grant's narrative report and the data file in WIPS early. Start it early, and get it done because, if you try to wait until the last-minute thinking – as Kristen said and as Greg said, if you try to wait until the last-minute thinking that you will get your data file through with no errors, that's probably not the case, and we just don't want you rushing at the end of the quarter to get your report in.

If you have any questions for us, just let us know and email us and your – to the various grant mailboxes that you have. CC your FPO, and we'll get back to you as soon as we can with some technical assistance for you.

I do see one more question here. "As a WIPS user, will I automatically receive emails about office hours, or shall I request to be added to that mail list?"

Just to be safe, why don't you go ahead and request to be added to that mail list? You can just send an email to your grant mailbox, and we'll be sure to add you to our contacts because the list – the WIPS list that they have is different than the contact email list that we have when we send out all that different communication. So – and that can go for anybody. If you have anybody else that you would like to add to our mailing list, please send it to the grant mailbox.

You can always refer to your performance reporting resources that we to send out with the last webinar. You have your performance reporting handbooks for One Workforce and Rural Healthcare grants. We did send out the link to the 2021 PIRL. We do have the revised version of it that came out earlier. About a week ago I think we sent that out.

The H-1B Reporting Toolkit and WIPS Technical Guide, so that's a separate guide for WIPS that can be very useful for you with all the technical issues that you may have when you are trying to submit and certify your report.

And you can always reference these webinars. They are recorded. We put the links up. So I imagine this link will go up probably in about a week, and use that as resources. We also have a sample case management file that has about 25 participants on it. So you can use that and a sample .csv file.

So one last question for you. It's a really hard one, but I think you can handle it. How prepared are you to submit a .csv file in WIPS?

I see that a lot of you are still collecting your participant data. So that's good. We like to do that. And I also see that about a third of you are feeling great about it. So that is very good, too. And always, if you have any questions or anything, just please send us an email to the grant mailbox, and don't forget to cc your FPO so they know what's going on.

MS. CADWALLADER: And, Dani, I just want to acknowledge the person that were very honest and mentioned that they're not quite ready. And again, we want to really acknowledge that this is a learning process for those of you that are new to reporting your performance data. So we are here to support you for sure.

MS. ABDULLAH: Yes. Absolutely, Ayreen. That is right. We are here for you with any questions that you may have and to support you in successfully submitting your quarterly performance report and that data file that goes along with it.

MR. SCHEIB: Actually, can I – can I ask a – can I just add a last thought for – we – obviously, we did cover the fact that we made some changes to the H-1B schema. And they are all reflected in the file that's available here on the file share and, again, on the performance webpage.

But if you have any questions about those changes or anything, certainly reach out to us. I think they're pretty straightforward, but if you do have questions about those changes, they should be pretty straightforward. So just reach out to us if you do have questions. Thanks.

And I think we are all wrapped up, folks. So again, anything that comes up, just reach out to us at One Workforce or at Rural Healthcare, and we will try to help you out. And, certainly, we'll be sending out the office hour announcement once we get those booked. And those are a real good opportunity to nail down any last-minute issues you may be happening – may be having.

Can I give it back to you, Laura? Was there any last closing words from you?

(END)