**WorkforceGPS**

**Transcript of Webinar**

**Strengthening Community Colleges Grants Performance Reporting Orientation**

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GRACE MCCALL: Welcome to "Strengthening Community Colleges Training Grants Performance Reporting Orientation." Without further ado, I'm going to turn things over to our moderator for today, Eugenie Agia, SCC program lead, Division of Strategic Investments. Take it away, Eugenie.

EUGENIE AGIA: Hi. Thank you, Grace. And welcome, everyone. We hope that you are as excited as we are to kick off this performance webinar series for the Strengthening Community Colleges Grant Program. As Grace mentioned, I'm Eugenie Agia, SCC program lead and the moderator for today's webinar. Today you'll be hearing from two presenters -- Ayreen Cadwallader, a workforce analyst in the Division of Strategic Investments, or DSI, and the SCC performance lead; and Dawn Murphy, a workforce specialist in DSI and the SCC technical assistance lead.

Before giving an overview of the agenda, I want to discuss the stage of the detailed performance information that you'll be receiving by making two broad points. First, just as you analyze your outcome data for both external and internal purposes -- for instance, to share your data with campus leadership or employer partners -- and inform your decision-making about project management, say, so do we at the Department of Labor use this data in both ways.

For instance, we periodically get questions from Congress and the Secretary of Labor about this grant program. And we use your outcomes data to answer those questions and highlight the work that you're doing under this program. We also use the data internally to inform our understanding of how these capacity-building grants function and what they're capable of achieving. Second, we really appreciate all the work that you've done to clarify and refine your customized outcomes. On our end, we're working hard to make it as easy as possible for you to report the data.

The presenters will be sharing a lot of detail with you today. But know that, at the end of the process, there really is just one number per outcome that you'll be providing us quarterly. I'll stop there and let the presenters get into that. But beforehand, here are our main goals for the webinar -- first, to provide an overview of performance reporting and the reporting guidance you should follow starting the quarter ending September 30, 2021 and going forward. This will include a discussion of how to report your customized outcomes.

Second, to introduce the Workforce Integrated Performance System, or WIPS, which is the reporting system that you will use to provide information to ETA about your grant. You'll hear us reference WIPS many times in this webinar. Please remember that it's simply the Department of Labor's performance reporting system that you will use to submit your quarterly progress report.

Finally, a note that an upcoming webinar for single-institution grantees will provide further policy guidance related to reporting participant outcome, including additional detail about the participant-level data those grantees will need to collect and track for the quarterly performance report, and how data elements should be applied to participants. So stay tuned for more information about that webinar. OK. Before we move on, let's take a quick poll.

The question is, what do you want to learn the most from today's webinar? And the choices are: A, how to submit performance progress reports in WIPS; B, how to use the customized outcomes template; C, how to submit participant-level data files; and D, all of the above. So let's see. The majority are calling for all of the above. But also, submitting performance progress in WIPS is a key issue or interest. Yes. So that is definitely -- so far we have 70 percent all of the above. That's great. We'll be getting into all of this. With that, I will pass this on to Ayreen. Ayreen, take it away.

AYREEN CADWALLADER: Hi. Thank you so much for that, Eugenie. And I really enjoyed the results of that polling question. It certainly is very telling as to what the grantees are looking forward to learning about today. And it's very much in alignment of the information that we do have to share. As Eugenie said, there are several reasons why performance reporting and performance data is important here for us at the Department of Labor. But also, there is certainly a lot of value to the Strengthening Community College grantees as well.

So we definitely want to help you demonstrate the grant outcomes to your stakeholders and partners. Your performance data can help illustrate your return on investments to your employer partners. You can build additional strategic partnerships in leveraging resources using performance data. It also helps to inform the sustainability of your project and your partnerships; and then again, to continuously improve your program design to meet the needs of your participants.

The next slide we just wanted to go over the reporting requirements. You've seen this in the grantee orientation. But just as a reminder, grantees are required to submit performance progress reports on a quarterly basis to ETA. So the performance requires does depend on the type of SCC grants that you have. For those single-institution grantees, you are required to submit a quarterly performance report, or a QPR, which is an aggregate data of your participants that have been served.

Consortium grantees are not required to report on participant-level data, and you will not submit a QPR. Both single-institution and consortium grantees will also report on the quarterly narrative report, which you've seen as a Word document and have been submitting to us these past two quarters as an attachment in the grant mailbox. And a component of your quarterly narrative report is the suggested custom outcomes report. Again, a big part of our webinar today is to go over the customized outcomes report template and how you report on your customized outcomes.

And then, finally, at the end of your grant, there is a final report that you submit. Of course, we're a little bit further out, so we won't go into that today. So here's just an overview of the different way of seeing what I shared in the previous slide. But as Eugenie said, all quarterly progress reports will be submitted to ETA using the Workforce Integrated Reporting System, or WIPS. So at this time, in order to generate a quarterly performance report, single-institution grantees should prepare to track and collect participant-level data for your QPR. And as part of our TA, we'll go over that in a different webinar.

And then again, your quarterly narrative report that applies to both grantees can be typed. And then that includes the customized outcomes report. So for the reporting guidance, there's a quarter ending 9/30/2021. All SCC grantees will submit your reports using WIPS. Again, that includes the QNR and the customized outcomes reports. And single-institution grantees will not submit participant-level data in WIPS until the quarter ending December 31, 2021.

Again, just as a reminder, if you are continuing to serve participants or are starting to enroll your participant cohorts, please make sure you are collecting key participant data. We'll provide more TA on what that information is that you should be collecting.

Here is the overview of the key performance guidelines that you should take a look at -- another way of saying the previous slide. For this quarter ending September 30, we'll be submitting the QNR and the customized template due November 15. And you will submit that in WIPS. The next slide is also just a reminder of all the key reporting deadlines for your quarterly progress reports. Generally, these are due no later than 45 days after the end of the quarter. And here I'll turn it over to Eugenie again for a quick update on our QNR template. Eugenie?

MS. AGIA: Thank you, Ayreen. Let's talk briefly about the recent changes to the quarterly narrative reports that are now in place since the previous quarter. Earlier this month, we emailed grantees a copy of the new joint QNR template and a redlined QNR template showing changes from the previous template. The definitions of "equity" and "underserved communities" are from the president's executive order on racial equity. Those definitions are here on the screen and also included in a QNR template.

Please note that, with the exception of the equity language noted above, the overall structure and content of the QNRs have remained the same. Please review the updated QNR and contact your federal project officer if you have any questions. Now I will turn it over to Dawn. Dawn?

DAWN MURPHY: Hi, everybody. Now we get to talk about maybe what's the newest piece of information that you've recently received. And that has to do with your customized outcomes and the customized outcomes report; which you should have received the templates with your information filled in. So just as a brief reminder, single institutions were asked to develop capacity building performance outcomes in alignment with COR elements 2-4. As you can see on this slide, those COR elements and the related outcome areas are included here.

For the consortium grantees, we asked to have system change performance outcomes. And those align with COR elements 2-5. Each of those areas had two outcomes. And over the course of the launch and recent activities, for the most part, all the grantees had their outcomes approved. And a template was sent out. It was in the guidance, you'll have seen that there are two options for reporting your customized outcomes. The team within the program office has worked diligently to come up with a template that is suggested that you use.

Option 1, of course, is for you to create your own unique reporting, which would align with information that is required to report. But we're really suggesting that you use the template that has been created for you. And the reason for that is we think that it will be the easiest way for you to report your numbers.

And I'll say again that I'm going to be sharing this template and a lot of detail about this template. But, again, the only thing that you need to do is report one number for each outcome per quarter. So it might seem a little bit more complex than it is in actuality. The advantages to the suggested template, there's only one number per quarter for each customized outcome. The spreadsheet calculates the cumulative outcomes for you. And it uses the same format that DOL will use to track your outcomes.

So I also want to talk before I go to the next slide about the template organization. And the template is really organized into three sections. And those three sections are a prefilled area where your outcomes have been entered. And that includes the outcome baseline measures and the target columns. The second area is where there are performance calculations. And those are automatic functions within the spreadsheet that those formulas will not be changed. They just work according to the data that you have entered for your baseline and target, as well as your quarterly reporting.

And then the third area is where you enter your quarterly reporting. And that is the change that has happened during the quarter. Next slide. So this is the first part that I was talking about. And this is where we have taken your approved customized outcomes and we have entered them into columns A-G. And for the most part, many of the outcomes are really simple. And we are able to use the information that you submitted to make it very clear. The second portion of this that I want to provide a little bit more definition is the baseline and the target.

And you've heard this before -- the baseline really is where you are, or where you were before you started the grant application process -- the existing education and career training program and infrastructure in each area that the grantee proposes to develop or enhance. The target is really where you want to end up -- so where you've started and where you want to end up. It's not necessarily the change that's going to happen. It's a total view of where you're going to end at the end of the grant, and those baseline targets.

So the next section of the template is really where the formula or the calculations happen. And they are really simple calculations. We take your baseline and subtract it from your target to get your grant period of performance target. And that's the change that's going to happen over the time period of the grant. The second column, Column I, is the percentage, so that when you add your information into the template, it's going to show you a percentage of how close you are to reaching your period of performance target.

And then the last column, Column J, is a simple sum of the change that has happened over the course of the grant or for each quarter. The next slide we have the last section. And this is the section where you will be entering information on a quarterly basis. So there's one field for each outcome and one column for each quarter. Grantees will report the numerical value of the change achieved during that quarter using the columns provided in the spreadsheet. If you look at Column K, that is the first quarter that you would be reporting.

And I have an example here that is related to employer partners. In this example, a grantee has established that they will increase the number of employer partners. In Column K for one quarter they have increased by one. I want to also share with you that although we would love to have the increase happen consistently -- just like we like the stock market to increase consistently -- that doesn't always happen.

So there is a chance during quarters that you may report a reduction rather than an increase. So the formula will accommodate a negative number if you have the loss of a partner or a reduction in the numbers or reduction in your partners. So one partner for one quarter, a reduction of a partner in the next quarter, you might also not have a change that happens during a quarter. And then you might have a great last quarter where you add two partners. And you'll see that that has summed to three partners. And that is a cumulative-to-date total or the net change as reported.

So we get to where we submit this. Submitting the customized outcomes is done through WIPS for each reporting quarter. The COR, or the Customized Outcomes Report, that grantees submit should include the outcomes reported from past quarters with the same data that was reported in the last quarter. So I'm going to go back to just one thing here. You'll see this big red rectangle here. Please do not change the data reported in previous quarters. You're going to have a master copy that you keep your numbers in.

We don't want you to go back and change previous orders, because we will also have a master copy on our end where we are keeping track of the total. If you change a previous quarter, then the data gets a little messed up. And we want to avoid that. So please don't change any previous quarters that you've reported. If any additional change occurred in a prior quarter but was not reported, grantees should account for that number in the current reporting quarter.

For example, a grantee reported a total number of three employer partners in quarter 3/31. I'll go back to the example. However, during 6/30/21, the project lost one employer partner but added an additional partner. The grantee should adjust to balance out the loss and gain in the current reporting quarter -- which would be 6/30 -- and report the number of employers as zero.

Submitting the suggested customized outcomes report or an alternative template as an additional file upload when submitting the quarterly narrative reports in WIPS -- this applies to all of the grantees that you will be uploading your customized outcome reports into WIPS. Grantees should not make changes to the outcomes reported from previous quarters, and the national office will also track grantees' performance in our own master, as I said before. Again, we encourage you as a best practice, to have your own master copy of the customized outcomes report so that you can upload a copy into WIPS, and you can follow along with that.

Other best practices are assigning each consortium member and partner goals from the start. And you'll see this also in your success indicators, is that you want to track accountability and the reporting roll-up and have a targeted person in order to communicate around that. Track additional measures -- within some discussion we've talked about additional benchmarks that might help you on your way to achieving the outcomes that are not reported to us, but that help you along your way to achieving the outcomes.

Monthly or weekly performance checks and using data to adjust practices -- really, with the logic model and the theory of change that you submitted in your grant, it's especially important to refer back to those and to make sure that you're making adjustments where necessary in order to achieve your outcomes.

And please, please, please share performance regularly with your partners. Earlier in the presentation, it was mentioned that this was a sustainability practice. If people don't know the outcomes and the value of what you're doing, the likelihood that they support your sustainability is reduced. And we want to make sure that the practices that are established and the capacity that is established through this grant continues post grant. OK. So we have a pop quiz. The first item for our quiz -- how is the SCC target outcome defined?

The desired result of the project's intervention at the end of the grant period of performance; the existing education and career training programs and infrastructure in each area that the grantee proposes to develop or enhance; or the difference between the baseline numbers and the proposed target numbers the grant plans to achieve at the end of the grant? OK. The difference between the baseline numbers and the proposed target numbers that the grant plans to achieve at the end of the grant is the target outcome. Thanks. Questions? And I see that there have been questions along in the main chat.

MS. AGIA: Dawn, we can read. The one question we have is, should we report on any outcomes from prior quarters, or just leave them blank since we have not yet reported outcomes? That's a good question. Dawn, do you have thoughts? Or is this something we should get back to people on? which we can certainly do.

MS. MURPHY: I think that if you have outcomes from prior quarters and we haven't reported them yet, that they should be included in the first quarter reported.

MS. CADWALLADER: That's correct. Dawn, this is Ayreen. Certainly, the template starts with the quarter ending 3/31/21 when the grant was first awarded, and you didn't provide this template in the last two reporting quarters. If there is certainly information to report on your customized outcomes from the previous quarter, please go ahead and enter those in this first customized outcomes report that you submit to DOL for that quarter ending 9/30/21. So you would populate 3/31, 6/30, and 9/30 in the report that you submit to DOL for this reporting quarter.

And while we're on this topic a little bit, I would like to go back and see if there is anyone on the call that has any questions or feedback to the example that we provided here on our employer partners. And I can point it out. And, Dawn, if you can help me think this through.

So for the first quarter ending 3/31, there was one employer partner that we gained. And 3/31 is the first quarter that the grant was awarded. And the next reporting quarter, we lost that employer partner. And for 9/30 we didn't gain an additional reporting partner. For the quarter ending 12/31 -- next quarter's report -- we did gain two employer partners. So the cumulative total in J should be -- Dawn, any thoughts?

MS. MURPHY: We think it's two.

MS. CADWALLADER: Yeah. I think it's two. Our slide is wrong. Well, I thought it was a good way for us to walk through what happens in the reporting quarter as you come across different changes that might happen. So, yeah. Hopefully, that clarifies some of this. And we're going to change our slide. It's available today if you've downloaded it, but we'll make this fix for sure.

MS. MURPHY: I also wanted to add that the reporting is a whole package. So this is where you are reporting your numbers. For example, this employer partner example, you're going to be recording in your narrative about this process. And so there'll be some explanation in your narrative about what's happening with this outcome.

MS. CADWALLADER: That's right, Dawn. Certainly, it would be valuable to get the narrative explanation of why there was a minus or there was a zero in that specific outcome. So certainly, it's a very great point. So let's go ahead and continue to the next section about accessing the Workforce Integrated Performance System, or what we call WIPS. And today we're going to do a preview of the reporting system, so please sit tight. I hope we don't lose you any time soon. But to access WIPS, there are two levels of account users.

The first Level 1 is what we call a certification account. And the second WIPS user account is Level 2, what we call the upload account. So for Level 1 access, this is granted, this is issued to the authorized representative. And the authorized representative is responsible for certifying both the QNR and QPR, along with the customized outcomes report template that is submitted in WIPS. So these are issued automatically, and are mandatory for the authorized representative only to have this Level 1 access.

The Level 2 access is for anyone on your grant staff. Unfortunately, we are only allowed to give one individual this Level 2 access. And there are several functions in WIPS that the Level 2 access, the staff person would be able to do; which is, the first one is entering the quarterly narrative report in the WIPS data field. It's also uploading the customized outcomes reports, or the alternative template, or up to five additional supporting documents.

And for the single-institution grantees, this Level 2 user account can upload your data files, review data file errors, and then review the QPR that is then generated from your data file. So this user cannot certify either the QNR or the QPR report. We want to express that these are optional. However, we do encourage it so you have two staff people on your team that are helping you manage these.

This is where we had asked in our reporting guidance email that the grant authorized representative can request a Level 2 access for one of your staff. And please send an email request to the SCC mailbox to designate who will be your Level 2 upload account. So please include their full contact name, the email address, and whether or not the individual is a new user, or currently has a WIPS account for another ETA grant program. Again, if this last bullet isn't clear to you, you're probably a new user. But it would depend.

We did have a deadline. And later in these slides, we'll have those dates. But I think we have a couple grantees already requesting these user accounts. Please send them in as soon as you can.

So for the user name and password, the only way to access WIPS is through the WIPS-generated user name and password. They will be issued to the Level 1, and Level 2 access accounts from this website, admin@dol.appiancloud.com. And this is an auto-generated email. Please add this to your allowable email addresses that your Outlook account can accept. This may be filtered to your junk or spam mailbox. So we'll let you know when we'll release the WIPS access to the grantees. But this is what the homepage will look like.

You have to agree that you are accessing a U.S. Government website. And then you enter your user name and password here. You can reset your password in WIPS. When you're first issued that password from the auto-generated email, you can reset that password so that you have a password that you can access for WIPS. And then you must log out and log back in. So if there is a change to your grant authorized representative, that change does need to be formally received through the grant modification process. And please contact your FPO to process that grant modification.

And from there, we'll be able to make the changes in WIPS to allow the new authorized representative to have access in WIPS. These are the next steps that I mentioned for the customized outcomes report template that Dawn reviewed earlier in this webinar. Please let us know which template you plan to use by tomorrow, September 24, Friday. If you need to make changes to that template, we are happy to continue the conversation and provide technical assistance through the grant mailbox. So please send those email requests through scc@dol.gov with a CC to your FPO.

And then for the WIPS access, we also ask if you can send the email by Friday, September 24. We do have a little bit of time. We will release WIPS to grantees after October 1. We will send you an email the day before it's released so that the grant authorized representative and the Level 2 access user is aware that it will be coming soon. Again, admin@dol.appiancloud.com is the email that you should look out for. If you don't see it the next day after you receive that guidance email, please let us know. And for the most part, please check your spam mailboxes first and junk mail folders and see that it's there.

The pop quiz -- what can the Level 2 access point of contact do in the WIPS system? The first one is that they can submit and certify the quarterly progress reports. The second is to upload participant-level data to generate a QPR. The third is to enter the QNR and upload the customized outcomes reports. And four, make changes to previously reported data in WIPS. And the very last answers 2 and 3. All right. Sounds like seven of you responded, eight now. The answer is 2 and 3. Thank you for participating in that pop quiz. You'll like these pop quizzes.

This is the preview that we'd like to do for these next several slides. And we are doing the slide so that you can see exactly how it looks like, but these screenshots are provided in the PowerPoint so that when you revisit this webinar and you're trying to access WIPS, you'll get a sense of what to do here in accessing the WIPS system. So give me a second to share my screen, and a few more seconds. All right. It looks like I'm sharing. And you just caught me as my system was about to shut down.

This is the stage platform. It's slightly different from what you'll see. But usually, there's a user message here that will tell you any updates that have been done with the system. There are hyperlinks to the WIPS resources that you can select also as WIPS documentation additional information. And this link here is to request WIPS technical assistance. There are instructions here, sections 1, 2, 3. These are really for the single-institution grantees who are uploading participant-level data files and generating a QPR. It's a little bit of both. Yeah. We'll explain this a little bit more for those single-institution grantees.

So we will move forward. There's a tab here. There are several tabs up here. First, is file upload. And that's for the single-institution grantees that will upload the participant-level data. The edit check results is what the WIPS system does to check that data file. Again, this does not apply to consortium grantees. And for this next reporting quarter ending September 30 where you are submitting your quarterly narrative reports and your customized outcomes reports, it's this third tab on the top of your screen where it says, my reports.

So you would select that tab. And there's a hyperlink here for quarterly narrative reports that you would select. And this is the web page for submitting the joint quarterly narrative performance report. So you would select the quarter end date. You would select the grant program. And strengthening community colleges will be a drop-down here that you can select. It's not prominent on the stage platform, but there will be a box that says, no participants have been served grant to date.

This would apply to all grantees to select. For consortium grantees, you're not required to report participant data or the participant cohorts. And so you would select that box that no participants have been served. And then for the single-institution grantees, you may be serving participants already and you may have participant-level data to report. But for this reporting quarter, you will also select no participants have been served grant to date. This is a screenshot of this in the PowerPoint and an explanation. So please keep an eye out on that just because this is a stage platform developed for all ETA grants. This may not apply for all.

Anyhow, if you scroll down the page, this is the DOL grant information name. So you would enter the funding opportunity announcement for the SCC grant, your grant name, the project name, the point of contact for these quarterly narrative reports -- generally this is the authorized representative -- your address, and then the grant start date and end date. Sections 2-10, I believe, are all the sections required in the QNR. The information that is in the QNR template is also listed here in the WIPS platform.

And then you would enter your data in this section to report any updates, a summary of your grant activities. And you have up to 6,000 characters to report. It looks like it's doing something. And you can always save your work to come back to it later. I'm going to scroll all the way down to the very bottom of the page. We do encourage grantees not to put NA here. Before I explain that, why don't I talk about the different file uploads that you can upload to the WIPS system to support your quarterly narrative report submission. Long words.

So you can upload up to five documents. And one of those documents must be the customized outcomes report. So you would just select the upload button. Select your file. And drop it into here. It will pop up. Sometimes grantees -- going back to what I was saying about putting NA here -- is that usually grantees would also like to upload the Word document of their QNR. And they'll put NA in the WIPS system and to see the attachment.

So generally, one of the best things about the WIPS system is that the information that you enter into these data fields, we are able to get it as one comprehensive report for all grantees. And it makes it easier on our end to capture your quarterly narrative data. So then you would just submit and certify. And from there, you will be able to see that at least this portion of your progress reports -- the QNR and the customized outcomes report -- is submitted.

There isn't anything in the WIPS system that will say, you did not upload customized outcomes report template. So definitely please make sure one of those documents that you upload in WIPS is that COR template. I will stop sharing and see if there are any questions. All right. Yes. One of our performance colleagues here at DSI, Gregory Scheib, has provided some tips on submitting your QNR using the WIPS system.

Joseph, do you have a question? Is there a preference to upload a Word doc versus a PDF in WIPS? No preference. Certainly, we'll take Word documents, PDF. I think there are some other file formats that WIPS will accept. All right. Grace, if we could pull up the PowerPoint, I don't see that on my screen. Stop sharing maybe. All right. Grace, any thoughts? Yeah.

MS. MCCALL: I believe you stopped sharing the PowerPoint, so give me one second while I upload that again.

MS. CADWALLADER: I apologize, everyone. All right. So I will quickly advance through the slide screen shares that we went through in real-time. This was the slide I referenced that no participants have been served grant to date that you would select that check box. And that will let the WIPS system know that you will not be uploading a participant's data file and that a QPR will not be generated in WIPS. And that will allow you to submit and sort it by your report. So it's very important that you select that box.

Here are all the slides that you saw. Here is the customized outcomes report template upload. Here it is, Joseph. It's Word, PDF, TXT, or a Zip file. This is where you submit and certify. And then there is this summary of what you submitted in WIPS. So what you see here in the example -- the grant type, the grant name, there is a certified, and then there is an in-progress status update that you will see in WIPS. Here's our next pop quiz. Eugenie, do you want to take this one?

MS. AGIA: Oh, sure, Ayreen. Thank you. So the question is, how do grantees report that there are no participants to report for this reporting quarter? It applies to any of the two statements below -- consortium grantee and will not report participants served for my SSC project; or B, I'm a single-institution grantee, but will not report participants for this reporting quarter. OK. And then uploading a file in WIPS that state, we are not serving participants.

The next choice is by entering, I have no participants to report in one of the field entries and then by selecting the check box, no participants have been served grant to date. So far, we have, the winner seems to be -- we have eight, nine selections. The winner is, selecting the check box, no participants have been served grant to date.

MS. CADWALLADER: That's right.

MS. AGIA: That is right. Thank you.

(Cross talk.)

MS. AGIA: OK. Here we are. All right. Any other questions? I see that Wayne is typing. But does anybody else have any questions before we move on? If not, you can put them in the chat box and we'll answer them at the end. All right. Ayreen, are you taking the next?

MS. CADWALLADER: Yes. I think I am. We did want to address the single-institution grantees here to get you prepared for the next reporting quarter, letting you know that for the quarter ending December 31, 2021 is when you'll submit your QPR. Again, the QPR is an aggregate total of the cohort participants you're serving and are enrolled in screening. These participant-level data files are uploaded in WIPS. And then starting October 1, WIPS does have the capacity to accept data files.

We are scheduling our technical assistance after the reporting deadline for the quarter ending 9/30 to help you prepare for these data files. There is a demo PIRL schema that you will need to have access to so you know what information to collect. And that includes logic rules and aggregation rules that the WIPS system will be using to aggregate your data. There are these action items that you can continue to do now, which is information that we've mentioned early. But really now is the time to develop that process and procedure for collecting participant-level data

If you are working with other training providers and other partners to recruit and provide assessment services, case management services to your participants and they are the ones collecting data, that process and procedure would certainly be helpful here so that everyone is aware of what information to collect. All right. There are a couple questions Audrey asked. Our authorized representative never received the initial access to WIPS. How do we go about getting this set up so that the secondary access can also be granted?

So, Audrey, that's a great question. We have not yet issued SCC grantees access to the WIPS system. That will happen after October 1. So please be on the lookout. What we'll do is send an email to all grantees that the WIPS access will be issued the following day and for you to look out for that email. However, your authorized representative can send an email now to identify who the staff person will be that will have the secondary Level 2 access to WIPS. Let me know if that answers your question, Audrey.

And we have another polling question. This is for those single-institution grantees. We know you're small but mighty. We want to know if you've started to serve participants and have enrolled them into training. So the first option is, we are hard at work on activities, such as hiring and partnership building and have not yet served participants. We are actively recruiting participants, but have not yet served any. Training hasn't started, but we are serving them. And then participants are receiving services and enrolled in training and education activities right now.

Excellent. Thank you for letting us know. We're definitely planning our technical assistance for those single-institution grantees to get you prepared, and a big part of that was just really making sure that there are participants that you are serving and that you have the information now to collect. So be on the lookout. We'll provide TA. We can go ahead and end this poll. Eugenie and Dawn, back to you.

MS. AGIA: Any questions? Thank you, Ayreen. Any other questions from anybody? As always, feel free to email your FPO and copy the SCC mailbox. Let's see. I don't see any other questions.

(Cross talk.)

MS. AGIA: OK. And just so you all know, this is our last slide. OK. Here we go. Audrey writes, just wondering about the 9/24 deadline if WIPS can't be accessed by the authorized representative. OK. Ayreen is on. Would you like to address the 9/24 deadline?

MS. CADWALLADER: Yeah. So, Audrey, the reporting deadline is in November, no later than November 15. The deadline to let us know who the WIPS staff Level 2 can access WIPS, that's just for tomorrow. It's an email that you're authorized representative will send to the SCC grant mailbox, and from there, we'll be able to put that person's name on you our Excel spreadsheet to provide to our developers. Again, after October 1 is when we'll send that email to the Level 1, Level 2 grantee access that the WIPS password and user name will be issued the next day. Yeah. No worry, Audrey.

MS. AGIA: Yeah. And just so everybody knows, this is our last slide, I believe. So we don't have anything else to present. So this is a good time if you can think of any other questions. We're all on the line here. I'm at your disposal. And I believe this is the last slide. If there are no other questions, feel free to email us, copy your FPO or vice versa. I would just like to say, first, thank you to Ayreen and Dawn for preparing this huge amount of information and for sharing that with us today.

And then on behalf of our team, to thank all of you for joining us. And one more reminder to just make sure that you download the resources in file share. You can see that on your screen, so that will be very helpful information. Great. So thank you again, and have a great rest of your day, everyone. Take care. Bye-bye.

(END)