



NATIONAL DISLOCATED WORKER GRANTS

PERFORMANCE REPORTING REFERENCE GUIDE

May 2020

This Performance Reporting Reference Guide is designed for National Dislocated Worker Grant (DWG) Grantees to have all the resources that they need related to Quarterly Performance Reporting.



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Introduction

National Dislocated Worker Grants (DWGs), authorized by the Workforce Innovation and Opportunity Act (WIOA), provide employment and training services for dislocated workers. Dislocated Worker Grants assist individuals affected by layoffs, dislocated service members, trade-impacted workers, and individuals affected by emergencies and disasters. DWG funds are intended to temporarily expand the public workforce development system's capacity to serve dislocated workers. In the case of the Emergency/Disaster DWG, funding may also be used to create temporary employment opportunities to assist with clean-up and recovery efforts.

Collection of accurate performance data is a key component of the Employment and Training Administration's (ETA) ability to assess the success of DWGs along with other WIOA programs. The data gathered on program activities, participants, and outcomes are used to convey return on investment information to policymakers and stakeholders, as well as for program management. This DWG performance reference guide highlights essential areas of performance accountability and reporting requirements for all DWG grantees.

New Grantee Dislocated Worker Grant Performance Reporting Checklist

This checklist can help new grantees prepare for their grant reporting requirements. Grantees can find additional information on each item throughout this guide. There are links to more detailed information as well as links to the report systems.

- ☐ Find and review the Performance Reports section of your grant agreement's Terms and Conditions, Administrative Requirements. Note the required performance reports and reporting deadlines.
- ☐ Review [TEGL 14-18](#) and [Attachment 6](#) for DWG-specific performance reporting guidance.
- ☐ Establish or confirm access to the [Workforce Integrated Performance System](#) (WIPS).
- ☐ Become familiar with the [WIOA DOL-only PIRL](#).
- ☐ Become familiar with the State Integrated Reporting Schema (SIRS) to prepare quarterly performance data to upload to WIPS.
- ☐ Find your state's performance goals on ETA's [performance negotiations website](#).
- ☐ Get access to the [ETA's Financial Reporting System](#) for filing the quarterly ETA 9130 Financial Reports.
- ☐ Note your Federal Project Officer's contact information in the grant agreement.
- ☐ Bookmark the [WIPS helpdesk](#) webpage for technical assistance.
- ☐ Find your grant number for reporting PIRL data element 2003 at the [DWG Grant Awards webpage](#). For National Health Emergency (NHE) DWGs, visit the [NHE DWG Grant Awards webpage](#).

General Reporting Requirements

National Dislocated Worker Grant Recipients must report quantitative and qualitative performance data on a quarterly basis throughout the life of the grant. In this section we will discuss the Primary Indicators of Performance for DWGs, Quarterly Performance Reports (QPRs), Quarterly Narrative Reports (QNRs), and the due dates for all performance reporting.

All grantees should review their grant agreement for details related to specific reporting requirements; however, the information in this guide is required for all DWGs.

Primary Indicators of Performance

[WIOA Section 116\(b\)\(2\)\(A\)](#) establishes six primary indicators of performance. Grantees of the National Dislocated Worker Grant Program are required to report performance measures in accordance with WIOA section 116. These performance indicators apply to DWG grantees as summarized below.

Indicator	Description
Employment Rate – 2nd Quarter After Exit	Percentage of participants who are in unsubsidized employment during the second quarter after exit.
Employment Rate – 4th Quarter After Exit	Percentage of participants who are in unsubsidized employment during the fourth quarter after exit.
Median Earnings – 2nd Quarter After Exit	Median earnings of participants who are in unsubsidized employment during the second quarter after exit.
Credential Attainment	Percentage of participants enrolled in an education or training program (excluding those in on-the-job training and customized training) who attain a recognized postsecondary credential or a secondary school diploma during participation or within one year after exit.
Measurable Skill Gains	Percentage of participants during a program year who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains.
Effectiveness in Serving Employers	Retention with the same employer in the 2nd and 4th quarter after exit, per TEGL 14-18, Attachment 6 .

The requirement that the six primary indicators of performance apply to the DWG program extends to all types of DWG grantees, regardless of the type of entity that is the grantee; including states, local areas, Indian and Native American tribes, and non-profit organizations. Any exceptions to the WIOA primary indicators will be noted in grant approval documents. For information on how to connect to UI wage records to verify employment for individual participants, please see [Appendix A: Performance and UI Wage Records](#).

DWGs performance reporting requirements include the same performance indicators as WIOA core programs, DWG grant applications may propose additional goals. The negotiated State performance goals for the Dislocated Worker formula program apply to each DWG in a state unless applicants request additional considerations in setting performance targets for an individual grant. Native American Program section 166 applicants should use goals established for that program as the basis for DWG performance targets. Any performance goals approved in the DWG application also serve as final performance targets.

Definition of Terms

Below are some notes on how to define key terms in the indicators, as described in [TEGL 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#). The purpose of TEGL 14-18 is to align performance among training programs with each other and with performance as described in the Workforce Investment and Opportunity Act. The requirements for DWG are specifically outlined in Attachment 6 of [TEGL 14-18](#). Note that there are two categories of enrollment that must be reported.

Reportable Individual

A reportable individual in a DWG program has taken action that demonstrates an intent to use program services and who meets specific reporting criteria in the program including:

1. Individuals who provide identifying information;
2. Individuals who only use the self-service system; or
3. Individuals who only receive information-only services or activities that do not require an assessment by a staff member of the individual's skills, education, or career objectives.

Note that DWG reportable individuals may participate in an intake process or receive an eligibility determination (e.g. a Disaster DWG project).

Reportable individuals do not count towards performance indicator outcomes for the DWG program because *only participants* are included in the performance indicators. However, grantees must still collect the required data elements with respect to reportable individuals found in the PIRL (the PIRL can be found on DOLETA's [Performance Reporting webpage](#)).¹

Participant

A DWG program participant is a reportable individual who:

1. Has received either an employment or training service or disaster relief employment, funded in whole or in part with DWG funds.
2. Has satisfied all applicable programmatic requirements for the provision of services, including an eligibility determination.

Specific criteria for Employment Recovery and Disaster Recovery DWGs include the following:

- ▶ For Employment Recovery DWGs, receipt of training services, individualized career services, and basic career services that are neither self-service nor information-only triggers inclusion as a participant.
- ▶ For Disaster Recovery DWGs, the services above or receipt of Disaster Relief Employment triggers inclusion as a participant.

¹ See Section 7 of [TEGL 14-18](#) for additional information.

The DWG program requires performance reporting on all participants in Disaster Relief Employment. See [TEGL 14-18 Attachment 6](#) for additional details.

■ Definition of Exit

An individual is exited from the DWG program after 90 days without qualifying, participant-level services provided to the individual, and has no future participant-level services scheduled.

- ▶ When the DWG grant program is included within a state's common exit policy, the date of exit is determined after 90 days without qualifying, participant-level services have elapsed, either through the DWG **or** DOL-funded WIOA core or partner program, and there are no future services scheduled. Follow-up services do not extend the date of exit.
- ▶ When the DWG grant program is **not** included within a state's common exit policy, the date of exit is determined after 90 days of no qualifying, participant-level services have elapsed through the DWG, and no future or planned services are scheduled. The date of program exit is applied retroactively to the last date of service.

DWG grantees must align their exit policies with the state's common exit policies. For states that include the DWG program in common exit policies, DWG participants exit on the last date of service from all services in the common exit policy.

DWG Reports

DWG recipients must submit Quarterly Performance Reports (QPR) and Quarterly Narrative Reports (QNR) in accordance with [TEGL 14-18](#). The requirements for DWG are specifically outlined in [Attachment 6 of TEGL 14-18](#). Additional resources on DWG performance are available on the [DWG performance page](#).

List of Performance Reports for DWGs (details are provided below)²:

Report	Description	Purpose	Method of Submission
PIRL – ETA 9172	Individual Participant files	–To collect participant data	Grantee uploads file to WIPS
QPR – ETA 9173	Rollup of aggregate PIRL file data	–To review and assess grantee performance	Auto-generated by WIPS from the PIRL file (certified by state)
QNR – ETA 9179	Narrative Report	–Details successes and grant activities	Grantee completes form in WIPS (can include attachments, e.g. PDF)

QPRs – ETA 9173

ETA’s National and Regional Offices use information on the QPR to assess whether grantees are serving participants and expending funds as described in the grant applications and grant award agreements. Information from the QPR also helps ETA assess progress toward grant goals and to identify technical assistance needs.

The [ETA-9173-NDWG](#) is the “Performance Report for National Dislocated Worker Grants”, a Quarterly Performance Reports (QPR). The report includes performance data that shows participant characteristics, services received, primary indicators of performance, and specifications for all of the elements in the report. This report must be certified in WIPS in order for grantees to submit their performance data to DOL.

A DWG QPR is an aggregated report of quarterly performance outcomes. The QPR is generated through participant-level data files that are uploaded in WIPS, creating a snapshot of the grant’s participants, services, and outcomes. The DWG QPR is submitted via the PIRL (ETA 9172 report described below) in WIPS (see below for more information). Grantees must certify a QPR within 45 days after the end of each calendar quarter.

² All DWG grant recipients are required to report quarterly financial data on the [ETA 9130\(G\)](#) financial report for DWGs. Additional information can be found on [ETA’s Financial Reporting page](#).

PIRL – ETA 9172: Key Data Elements for DWG

Below is an explanation of certain PIRL data elements specifically required for DWG program participants. These descriptions are a summary of PIRL definitions. Grantees should refer to the approved PIRL, ETA 9172, for specific definitions. The [PIRL](#) is found on ETA's Performance Page.

Note that the data elements described below are not the only required data elements required for DWG:

- ▶ **National Dislocated Worker Grant (PIRL 932)** – Grantees must complete data element 932 to track participants (code value 1) and reportable individuals (code value 2) in the DWG program.
- ▶ **DWG Grant Number (PIRL 2003)** – In order to report grant performance, grantees must enter the first seven alphanumeric digits of the grant number (without dashes) in PIRL data element 2003. Grantees can find the ETA-assigned grant number for data element 2003 in grant award documentation. Grant numbers are also included in the DWG project descriptions found on the [DWG Grant Awards webpage](#). Note a full grant number will contain 13 or 14 characters, while the data element requires the first seven alphanumeric digits (e.g. EM12345).
- ▶ **Received Services through a Disaster Recovery Dislocated Worker Grant (PIRL 2004)** – This data element captures the types of services provided through a Disaster Recovery DWG. Different code values must be entered depending on the mix of service options the participant received:
 - ▶ Disaster Relief Employment Only.
 - ▶ Disaster Relief Employment and Employment and Training Services.
 - ▶ Employment and Training Services Only.
- ▶ **Date of Program Entry (PIRL 900)** – Grantees must enter the date in which the individual became a participant for any program service, in alignment with state co-enrollment and common exit strategies.
- ▶ **Date of Program Exit (PIRL 901)** – Grantees must enter the date of exit, in alignment with the state's common exit policy.
- ▶ **Date of first DWG service (PIRL 933)** – Grantees must record the date of the first DWG service.
- ▶ **Date of Completion of DWG Services (PIRL 2001)** – Grantees must record the date of the last DWG service.
- ▶ **Employed at Completion of DWG Services (PIRL 2002)** – Grantees must record PIRL data element 2002. This data element captures employment status at completion of the DWG-funded services and is important to ensure there is a way to measure how effective the DWG funds are. In order to verify employment for this data element, DWG grantees may follow the supplemental data policies.
- ▶ **Rapid Response (PIRL 908)** – If the DWG participant also participated in rapid response activities, grantees must indicate this in PIRL 908.
- ▶ **Adult (903), Dislocated Worker (PIRL 904)** – In cases where a DWG participant is co-enrolled in the Adult or Dislocated Worker programs, DWG grantees must include such participants in the applicable program of co-enrollment (in addition to PIRL 932).

- ▶ **TAA Petition Number (PIRL 915)** – In cases where a DWG participant is co-enrolled in the TAA program, DWG grantees must record the TAA petition number of the certification which applies to the participants group (in addition to PIRL 932).

QNRs – ETA 9179

The Quarterly Narrative Report (QNR) is a written report that reflects grant program activities that complement the quantitative data reported on the QPR. Grantees can also report information that is not reflected on the QPR, and identify technical assistance needs and/or grant program highlights from the latest reporting quarter. Grantees are required to use the OMB-approved QNR template. DWG grantees are required to submit QNRs using the ETA-9179 Joint Quarterly Narrative Report Template (OMB Control No. 1205-0448). The [QNR template \(ETA 9179\)](#) describes the required report components. Grantees submit the Quarterly Narrative Report within 45 days following the end of the previous calendar quarter through the Workforce Integrated Performance System (WIPS), including the information described below.

If the grantee has not begun to enroll individuals in the DWG, the QNR submissions page in WIPS contains a “Check Box” where this may be indicated. By clicking the check box, the grantee informs ETA that there are not going to be participants reported during the quarter. If grantees use the check box, the QNR must contain an explanation as to why participant enrollment is delayed.

Below is a list and description of the elements in the ETA 9179 report.

- ▶ **Section I: Contact Information** – This section includes contact information for the grant, including grant number, grant recipient name, grant project name, grant project address, grant period of performance, and the grant point of contact name and contact information.
- ▶ **Section II: Summary of Grant Progress** – This section is a summary of all grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in the grant Statement of Work and the ETA-approved work plan or timeline, or additional milestones and objects that are identified in the Project Implementation Plan submitted for each DWG to regional offices. The update may include additional information about service and training activities and outcomes to supplement the data submitted in the Quarterly Performance Report.
- ▶ **Section III: Progress of Grant Timeline** – This section provides any updates for the progress of the ETA approved grant work plan or timeline, including key milestones and the timeline associated with the DWG Project Implementation Plan, and program activities, key deliverables and products available this quarter and in future quarters for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via ETA-hosted web sites and other communication vehicles.
- ▶ **Section IV: Development and Implementation of Effective Practices and Program Model Strategies** – This section describes how the program model is working towards/has realized the program’s intended purpose as well as the goals/objectives and activities outlined in your grant application and work plan.
- ▶ **Section V: Status update on Match and/or Leveraged Resources** – This section of the narrative report is for grantees to provide an update on the status of all match and/or leveraged resources, if applicable to the grant.

- ▶ **Section VI: Status Update on Strategic Partnership Activities** – The purpose of this section is to describe how the partnership is working together to implement the project. Examples of DWG partnerships may include state and local cross-agency partnerships, coordination with state emergency management agencies, partnerships through labor-management committees, coordination with the federal Department of Defense, and/or activities that leverage additional resources such as on-going Rapid Response (RR) activities and layoff aversion activities. This section should reflect the results and their impact on the project.
- ▶ **Section VII: Status Update on Employer Engagement Strategies** – A key element of WIOA and affiliated workforce programs is to strengthen employer engagement in the workforce system and to ensure employers have an active role in workforce system activities. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

For DWG, grantees should also describe how employer engagement contributed to reemployment efforts aligned with grant activities, as well as how partnerships with employers impacted by layoffs are facilitated through Rapid Response units and the use of layoff aversion strategies.

Grantees should report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants.

- ▶ **Section VIII: Key Issues and Technical Assistance Needs** – This section is used to summarize significant opportunities, issues, or challenges encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues.
- ▶ **Section IX: Significant Activities, Accomplishments, and Success Stories** – This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned.
- ▶ **Section X: Evidence and Evaluation** – This section is intended to provide information to DOL on how evidence and evaluations are being developed and applied. This information may help DOL to plan for future evaluation needs.
- ▶ **Section XI: Additional Information** – This section is used for the grantee to provide other grant-specific information considered to be important, yet not captured in other sections of the quarterly narrative report.

Note on Financial Reports – ETA 9130

All DWG grant recipients are required to report quarterly financial data on the [ETA 9130\(G\)](#) financial report for DWGs. The quarterly financial data reports (ETA 9130(G)) are submitted via [ETA's Financial Reporting System](#) within 45 days following the end of the calendar quarter. Additional information on financial reporting can be found at [ETA's Financial Reporting page](#).

Reminder – The [ETA 9130\(G\)](#) report for DWGs requires reporting on expenditures related to the training of participants (11b). Those DWGs that provide training services must report them on the 11b line of the 9130(G). Additionally, any expenditures related to transitional jobs must be reported on line 11c of the 9130(G) report.

DWG Report Due Dates

Quarterly Reports are due to DOL-ETA **no later than 45 days** after the end of each reporting quarter. The table below provides the due dates for each reporting quarter. Reports not submitted by the due date will be considered late and not in compliance with grant requirements. If the due date falls on a weekend or holiday, the report will be due on the next business day.

Quarterly Progress Report Deadlines:

Quarter Start Date	Quarter End Date	Report Submission Due Date
January 1	March 31	May 15
April 1	June 30	August 14
July 1	September 30	November 14
October 1	December 31	February 14

WIPS Instructions

Recipients must submit grantee performance reports through the [Workforce Integrated Performance System](#) (WIPS). WIPS is an online, password-protected system that allows grantees to:

1. Upload a data file
2. Verify that data is correct using a series of logic and validation checks
3. Generate and certify a DWG QPR
4. View and add comments to a DWG QPR

Setting up a WIPS account

To establish a new user account in WIPS, recipients must follow these steps:

1. Visit the [WIPS resource webpage](#).
2. Select “WIPS Technical Assistance Request.”
3. Check “DWG” from the program checkbox menu.
4. Enter the DWG grant number the report request is for.
5. Complete all required fields of the WIPS Technical Assistance Request template.
6. Click “Submit.”

Grantees must request reporting permissions for the DWG program and its narrative reports for each new grant award. See the QNR section below for more detail.

Reporting in WIPS

QPR

A DWG QPR is an aggregated report of quarterly performance outcomes. The QPR is an aggregation of quarterly performance measures and the WIOA primary indicators of performance. The QPR is generated through participant-level data files that are uploaded in WIPS and creates a snapshot of the grant’s participants, services, and outcomes.

Recipients submit the QPR by uploading their participant record file in WIPS. The participant-level data file includes information on all individuals served from the start of the grant through the most current reporting quarter. Note that on the file upload screen under Schema Name, DWG recipients may select “State Integrated Record Schema (SIRS)” from the drop-down menu. Under “Target Program,” select “National Dislocated Worker Grants” from the drop-down menu.

After a grantee successfully uploads the participant-level data file into WIPS, the system will generate an aggregate statewide QPR and individual grantee reports that can be viewed and downloaded. The grantee can indicate that the report is final by selecting the “Certify” button in WIPS on the statewide QPR. Certifying the

statewide report indicates that the grantee's authorized representative certifies that the data submitted is complete, true, and accurate to the best of his or her knowledge. See [Appendix B](#) for a list of steps and screenshots to upload the ETA 9172 (PIRL) file into WIPS, [Appendix C](#) for a list of steps and screenshots to correct error reports, [Appendix D](#) for a list of steps and screenshots to review and certify the QPR in WIPS, and [Appendix E](#) a list of steps and screenshots to upload the ETA 9179 (QNR) into WIPS.

PIRL – ETA 9172

DWG program grantees submit quarterly PIRL data files for performance accountability. The PIRL is the reporting layout defined in form ETA-9172. PIRL data elements specifically required for DWG program are noted in the column labeled "DWG", then notated with "R" next to each item (See the [current PIRL](#)).

DWG QPRs are then generated using the rows of individual participant records submitted to WIPS in the PIRL file, where columns of data elements are separated by commas. Grantees should format their participant data according to the [SIRS](#) or full PIRL schema (located under "[Schema for the WIPS](#)") using a comma-delineated (csv) format. WIPS also accepts .txt and .zip file formats.

Grantees must submit an individual record file quarterly on all participants and exiters. The PIRL contains over 400 data elements, but not every element is required for each individual program.

- ▶ DWG grantees use the SIRS or full PIRL reporting schema to submit data files. Download the schema on the [WIPS webpage](#) under the category "Schema for the WIPS" and click on the State Integrated Reporting Schema link in the index tab of the workbook to view the columns that pertain to DWG performance reporting.
 - ▶ Note that this document primarily refers to the SIRS schema for DWG. Grantees are encouraged to utilize the SIRS schema, but the "Full PIRL" schema continues to be an option for file submission.
 - ▶ Note that WIPS submissions for SIRS programs, including DWGs, are locked 45 days after the reporting deadline (90 days after end of the quarter). After this point, data cannot be changed or updated.
 - ▶ Also note that states may opt to submit a combined file using the SIR schema with one or more programs included in the file. In this case, DWG participant and reportable individual records would be included as a part of the single file upload.
- ▶ Programs that can be reported using the SIR schema include DWG, WIOA Adult, Dislocated Worker, Wagner-Peyser Act Employment Service, Jobs for Veterans State Grants (JVSG), and Trade Adjustment Assistance (TAA).
- ▶ States can report on programs using the SIR schema through separate files for each program, but are encouraged to integrate their reporting of these programs. Integrating the reporting of these programs allows for a greater alignment and coordination across these programs and enables a more accurate accounting of the services provided to co-enrolled individuals.
- ▶ DWG grantees will certify the WIPS-generated ETA 9173 DWG Quarterly Performance Report after successful submission of the PIRL file without errors. In states that have more than one DWG, the data certification is for all DWGs awarded to the state, unless a specific grant number is selected during the upload process which should only be done under specific circumstances (see Appendix B

for more information). During the certification process, you may display each individual DWG in the state by clicking the “DWG Grantee Report” button.

- ▶ After submission, the QPR for the state displays in the ETA 9173 DWG QPR format. Grantees may view the QPR layout by grant number utilizing the grant number dropdown menu. There is also a separate report for each grant number, which may be viewed by clicking the “DWG Grantee Report” button.
- ▶ To view a DWG Grantee report, click on the link in the upper right hand corner “DWG Grantee Report.”
- ▶ Using the drop down pick out the specific grant from the state, which are listed by grant number.

QNR

Each grant program will enter text of the QNR directly into the WIPS. The online form is identical to the OMB approved Joint Quarterly Narrative Performance Report Template (ETA 9179) described above.

In order to activate the QNR feature in WIPS, grantees must request QNR reporting permissions for each new grant award by following these steps:

1. Visit the [WIPS resource webpage](#).
2. Select “WIPS Technical Assistance Request.”
3. Check “DWG” from the program checkbox menu.
4. Enter the DWG grant number the report request is for.
5. Complete all required fields of the WIPS Technical Assistance Request template.
6. Under “Description,” enter a request for **QNR reporting permission for that DWG**.
7. Click “Submit.”

Grantees should complete the form using the fields provided in WIPS. Once a grantee has completed the QNR and has verified that the information is accurate, they select the “Certify” button on the QNR within 45 days following the end of the calendar quarter. Certifying the report indicates that the grantee’s authorized representative certifies that the data submitted is complete, true, and accurate to the best of his or her knowledge.

The final QNR is due 45 days after the end of the final report quarter for the grant. This report serves as the final QNR and must summarize the successes and/or challenges in delivering services to the target population, as well as address the topics of sustainability, replicability, and lessons learned.

Resources

DWG Reporting

- ▶ The [DWG Performance and Reporting site](#) houses information related to DWG reporting.
- ▶ See [TEGL 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#) and [Attachment 6 \(DWG-specific\)](#) for DWG-specific information.

ETA Grantee Reporting

- ▶ ETA's [Performance Reporting webpage](#) houses information related to performance data.
- ▶ ETA's [Performance Reporting Community of Practice](#) website includes performance reporting information, technical assistance, and e-Learning modules.
- ▶ ETA's [Innovation and Opportunity Network](#) Community of Practice is designed to support state and local workforce development boards, system professionals, and employers, find the resources needed to successfully implement the vision of the Workforce Innovation and Opportunity Act (WIOA).

PIRL Specifics

- ▶ [Reportable Individual Resource Page](#) on the Performance Reporting Community of Practice.
- ▶ More PIRL info on the [Amended PIRL Page](#) and the [Amended ICR Implementation Resource Page](#).

WIPS

- ▶ The following user demonstration reviews system functionality from a grantee's perspective.
 - ▶ [User Demo Recording April 5, 2017](#)
 - ▶ [WIPS User Demonstration \(PPT\)](#)
- ▶ For additional WIPS technical assistance, visit ETA's [WIPS Resources page](#).

Appendix A: Performance Results – UI Wage Records and Supplemental Information

DWG grantees must request participants' Social Security numbers (SSNs). However, participants cannot be denied services if they choose to not disclose an SSN. SSNs are used for the purposes of matching an individual to their UI wage record. The UI wage record match provides information on the participant's employment and earnings information for the purposes of performance accountability. Additionally, these records can provide information related to the industry and occupation of the individual's employment (i.e. North American Industry Classification System (NAICS) and Occupational Information Network (O*NET) codes). If a participant does not provide their SSN, states may use supplemental wage information to report on exit-based performance indicators. For guidance on the appropriate use of supplemental wage information, refer to [TEGL 14-18 Appendix VI](#) and the [DWG Attachment](#).

The requirements related to the use of SSNs for performance reporting differ depending on the DWG grantee's type of entity. A list of the types of entities eligible to receive Employment Recovery DWGs and Disaster Recovery DWGs, may be found at [20 CFR 687.120](#). Below is a chart that explains how each kind of entity that receives a DWG is required to use SSNs and how to obtain the information needed to report on the exit-based performance indicators.

The exit-based performance indicators³ are as follows. Each of these indicators requires information about a participant's employment status to carry out the reporting.

1. Employment Rate – 2nd Quarter After Exit,
2. Employment Rate – 4th Quarter After Exit,
3. Median Earnings – 2nd Quarter After Exit,
4. Credential Attainment (Note: Secondary School Diploma or Recognized Equivalent only count when the individual is employed in at least one of the four quarters after exit OR is enrolled in education or training at any point within 365 days after exit), and
5. Effectiveness in Serving Employers – 2nd and 4th Quarter Retention with the Same Employer.

Type of Grantee	How to Obtain Information Needed to Report on Exit-Based Performance Indicators
State or Consortium of States	Grantees that are states or a consortium of states are required to request participants' SSNs, but these entities must not report SSNs to the Department. State grantees are able, consistent with state law, to access quarterly wage records to capture exit-based performance indicators (which all have an employment-related component) for participants that have exited the program. Therefore, state

³ MSG and certain types of credential attainment are not included because they are not based on wage records.

Type of Grantee	How to Obtain Information Needed to Report on Exit-Based Performance Indicators
Local Workforce Development Board (WDB) or Consortium of WDBs	DWG grantees must follow the same requirements with respect to the collection and use of SSNs that apply to the title I core programs when reporting on DWGs performance. Grantees that are local workforce development boards (WDBs) or a consortium of local WDBs are required to request participants' SSNs, but these entities must not report SSNs to the Department. The chief elected official of a Local Area may enter into a data-sharing agreement that meets the requirements of 20 CFR 603.10 with the State's Unemployment Insurance (UI) Agency to obtain the individual-level wage and employment information about participants' earnings in the State needed to report on the exit-based indicators. Some state agencies responsible for WIOA performance reporting (referred to as the State WIOA Performance Agency) may be willing to assist the Local Areas in obtaining the information needed to report on the exit-based indicators. Some WIOA Performance Agencies may have a 20 CR 603.10-compliant agreement that permits the WIOA Performance Agency to obtain UI wage records from the state agency that maintains those records (State UI Agency) to assist the Local Area DWG grantees in carrying out their performance reporting. If the State WIOA Performance Agency has such an agreement, then it may use these UI wage records to help Local Area DWG grantees report on wage and employment outcomes. However, unless the WIOA Performance Agency's data sharing agreement with the UI Agency permits it, the State WIOA Performance Agency may not share this individual-level information with the Local Area. If one of these options will not work for the Local WDB or consortium of WDBs, they must use supplemental wage information to report on exit-based performance indicators. Supplemental information on exit-based measures and O*NET codes of employment may be gathered during follow up periods in addition to, or in lieu of, UI wage record matching. For more information on supplemental information, please refer to TEGL 26-16. While the Department is unable at this time to facilitate wage record matches on behalf of these grantees, the Department anticipates that these entities will be included in future agreements concerning UI wage record matching. Once an agreement concerning UI wage record matching is in place, the Department will provide aggregate information based on wage match records on behalf of grantees in order to capture exit-based employment outcomes for the performance indicators. The Department will calculate exit-based performance indicators on behalf of these grantees using the information included in each grantee's WIPS quarterly participant-level data file submission. Note that the grantee is responsible for tracking and reporting supplemental data, particularly for the Measurable Skill Gains and Credential Attainment (other than

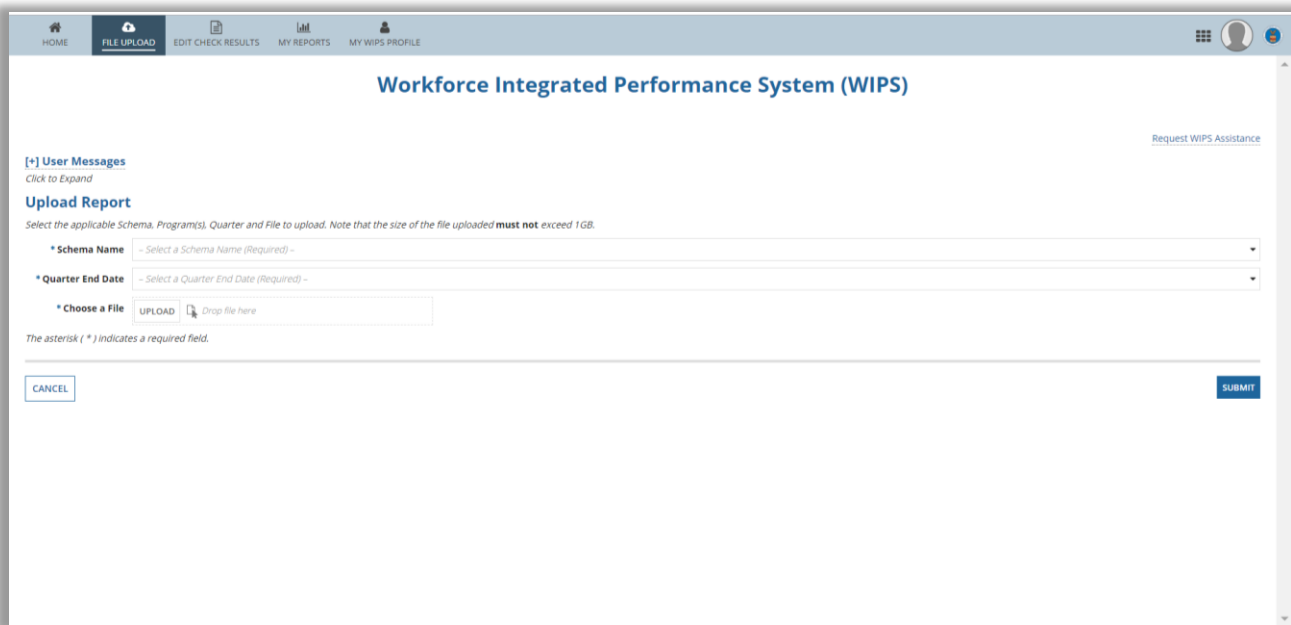
Type of Grantee	How to Obtain Information Needed to Report on Exit-Based Performance Indicators
Outlying Areas	employment component of the Secondary School Diploma or Recognized Equivalent) performance indicators. Grantees that are outlying areas: a. <u>With DOL approved UI systems</u> are required to request participants' SSNs, but these entities must not report SSNs to the Department. These grantees may enter into a 20 CFR 603.10 agreement with their state UI agency and receive wage records to report on exit-based performance indicators (which all have an employment-related component) for participants that have exited the program. These grantees may also use supplemental information to report on the exit-based indicators. b. <u>That do not have a DOL approved UI system</u> may request participants' SSNs. Currently, these entities must obtain the information needed to report on the exit-based indicators and O*NET codes through supplemental information. While the Department is unable at this time to facilitate wage record matches on behalf of these grantees, the Department anticipates that these entities will be included in future agreements concerning UI wage record matching. Until such agreements are established, these grantees may only use supplemental wage information to capture exit-based employment outcomes for the performance indicators. Once an agreement concerning UI wage record matching is in place, the Department will provide aggregate information based on wage match records on behalf of these grantees in order to capture exit-based employment outcomes for performance reporting. The Department will calculate exit-based performance indicators on behalf of these grantees using the information included in each grantee's WIPS quarterly participant-level data file submission. Note that the grantee is responsible for tracking and reporting supplemental data, particularly for the Measurable Skill Gains and Credential Attainment (other than employment component of the Secondary School Diploma or Recognized Equivalent) performance indicators.
Entities described in WIOA section 166(c) and Indian tribal governments	Grantees that are entities described in WIOA Section 166(c) and Indian tribal governments as defined under 42 U.S.C. 5122(6) must request participants' SSNs and report them to the Department. Currently, these grantees may only use supplemental wage information to capture exit-based employment outcomes for the performance indicators. While the Department is unable at this time to facilitate wage record matches on behalf of these grantees, the Department anticipates that these entities will be included in future agreements concerning UI wage record matching. Until such agreements are established, these grantees may only use supplemental wage

Type of Grantee	How to Obtain Information Needed to Report on Exit-Based Performance Indicators
Other eligible entities	information to capture exit-based employment outcomes for the performance indicators. Once an agreement concerning UI wage record matching is in place, the Department will provide aggregate information based on wage match records on behalf of grantees in order to capture exit-based employment outcomes for the performance indicators in addition to the supplemental information reported by the grantees. The Department will calculate exit-based performance indicators on behalf of these grantees using the information included in each grantee's WIPS quarterly participant-level data file submission. Note that the grantee is responsible for tracking and reporting supplemental data, particularly for the Measurable Skill Gains and Credential Attainment (other than employment component of the Secondary School Diploma or Recognized Equivalent) performance indicators.
	For Employment Recovery DWGs, a Governor of an affected state or outlying area or the Secretary of Labor may determine that other entities not named in 20 CFR 687.120(a)(1-3) are eligible for these grants. These entities currently must use supplemental wage information to report on exit-based performance indicators. While the Department is unable at this time to facilitate wage record matches on behalf of these grantees, the Department anticipates that these entities will be included in future agreements concerning UI wage record matching. Until such agreements are established, these grantees may only use supplemental wage information to capture exit-based employment outcomes for the performance indicators. Once an agreement concerning UI wage record matching is in place, the Department will provide aggregate information based on wage match records on behalf of grantees in order to capture exit-based employment outcomes for the performance indicators in addition to the supplemental information reported by the grantees. The Department will calculate exit-based performance indicators on behalf of these grantees using the information included in each grantee's WIPS quarterly participant-level data file submission. Note that the grantee is responsible for tracking and reporting supplemental data, particularly for the Measurable Skill Gains and Credential Attainment (other than employment component of the Secondary School Diploma or Recognized Equivalent) performance indicators.

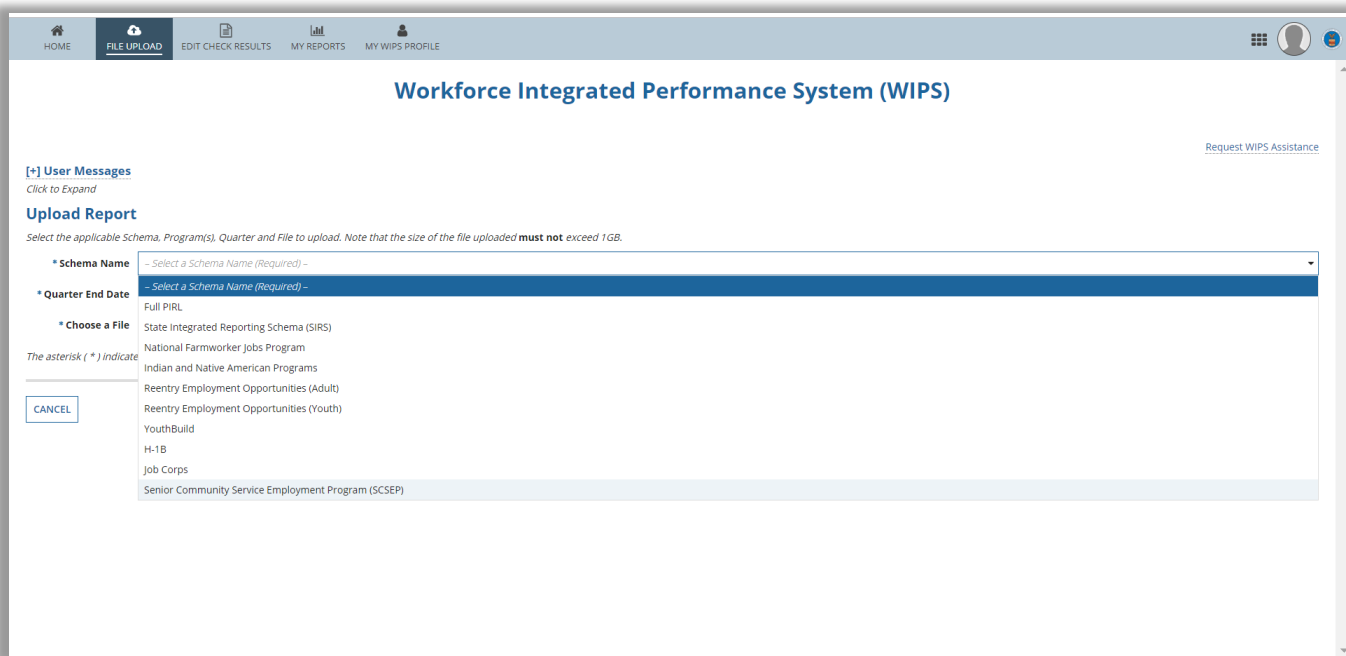
For more information, please see [Attachment 6](#) of [TEGL 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#).

Appendix B: Uploading ETA 9172 (PIRL) to WIPS

1. Login to WIPS.
2. From the WIPS main page, select “File Upload” tab.



3. Select the “Schema Name” from the drop-down box (DWG grantees must select “State Integrated Reporting Schema (SIRS)” or “Full PIRL”).



4. Select the “Target Program(s).”

5. Next is an optional dropdown menu for “Grant Number”.

In the most cases, state workforce agencies submit the participant file and **do not** enter a grant number. State grantees with multiple DWGs also generally submit all DWGs as one file and **do not** enter a grant number.

Other types of entities, such as a Local Workforce Development Board, educational institution, or non-profit may be a recipient of DWG funding and report according to DWG performance guidance. For non-state grantees, or a state reporting on behalf of a non-state grantee, the “Grant Number” option is designed to separate these data files from the state data. Grant file submissions that fall into this category should use the “Grant Number” drop down list to select the ETA –assigned grant number.

(See screenshots on next page)

IF YOU ARE SUBMITTING A DWG FILE FOR THE ENTIRE STATE:

Upload Report

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) National Dislocated Worker Grants

Grant Number  Select a Grant number

States should only select a grant number if you are submitting a DWG report separate from the statewide DWG submission. If uploading a grantee report separate from the statewide DWG file, select the relevant grant number from the dropdown.

* Quarter End Date - Select a Quarter End Date (Required) -

* Choose a File  Drop file here

The asterisk (*) indicates a required field.

IF YOU ARE SUBMITTING A DWG FILE SEPARATE FROM THE STATE SUBMISSION (SUCH AS FOR A NON-PROFIT OR A LOCAL AREA):

Upload Report

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) National Dislocated Worker Grants

 Grant Number Select a Grant number YES!

States should only select a grant number if you are submitting a DWG report separate from the statewide DWG submission. If uploading a grantee report separate from the statewide DWG file, select the relevant grant number from the dropdown.

* Quarter End Date - Select a Quarter End Date (Required) -

* Choose a File  Drop file here

The asterisk (*) indicates a required field.

6. Select the “Quarter End Date” from the drop-down list.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

[+] User Messages
Click to Expand

Upload Report
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: State Integrated Reporting Schema (SIRS)

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): National Dislocated Worker Grants

* Quarter End Date: -- Select a Quarter End Date (Required) --

* Choose a File: -- Select a Quarter End Date (Required) --

The asterisk (*) indicate

CANCEL

9/30/2018
12/31/2018
3/31/2019
6/30/2019
9/30/2019
12/31/2019
3/31/2020
6/30/2020
9/30/2020
12/31/2020
3/31/2021

7. Choose the file by highlighting the file or drag and drop the file that needs to be uploaded.

Workforce Integrated Performance System (WIPS)

[+] User Messages
Click to Expand

Upload Report
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: State Integrated Reporting Schema (SIRS)

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): National Dislocated Worker Grants

* Quarter End Date: 6/30/2019

* Choose a File: UPLOAD Drop file here

The asterisk (*) indicates a required field.

CANCEL

Open

Test file > Annual rpt for LRA rpt

Organize New folder

Name	Date modified	Type
30795-SIRS-15-20195101544486_cleanv1	05/30/2019 8:03 AM	Microsoft Word Document
31242-SIRS-15-2019514183017424_cleanv2	05/30/2019 3:27 PM	Microsoft Word Document
31535-SIRS-15-2019515213311979_cleanv4	05/29/2019 6:07 PM	Microsoft Word Document

File name: File type: All Files

Open Cancel

8. Click the “Upload” button.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

[*] User Messages
Click to Expand

Upload Report

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: State Integrated Reporting Schema (SIRS)

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): National Dislocated Worker Grants

* Quarter End Date: 6/30/2019

* Choose a File: 30795-SIRS-15-20195101544486_cleanv1.csv - 68.9 / 110 MB

The asterisk (*) indicates a required field.

[CANCEL](#) [SUBMIT](#)

9. Click “Submit” to generate the DWG Report.

10. The final step is certification of the report. To certify, review the report and “Certify” if there are no errors and the data is correct.

11. If there are errors preventing certification, make those corrections and resubmit the DWG report in order to “Certify”. For tips on correcting errors in the DWG report see the next section Appendix C.

Appendix C: Correcting Error Reports in WIPS

If there are errors in the report, follow the following steps after you have uploaded the file to WIPS:

1. Login to WIPS.
2. Select “Edit Checks Results” from the WIPS tab bar.
3. Select the “Quarter End Date” for which the user loaded data.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

[+] User Messages
Click to Expand
[View Participant Individual Record Layout \(ETA-9172\)](#)

Edit Check Results Overview
Click the value of Total Errors and Total Duplicates to view the error details of the file.

Quarter End Date: 3/31/2019
Uploaded By: Kaur, Harmanjit

File ID	File Name	Schema	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	Format Error	File Import Date
2830	30358-SIRS-15-201957191154763-PY18Q3_PIRL_V2_Scsv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit				7/8/2019 8:16 AM EDT
2821	30358-SIRS-15-201957191154763-PY18Q3_PIRL_V2_Scsv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	23628	0	None	6/27/2019 9:28 AM EDT
2820	30358-SIRS-15-201957191154763-PY18Q3_PIRL_V2_Scsv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit				6/27/2019 8:47 AM EDT
2814	30358-SIRS-15-201957191154763-PY18Q3_PIRL_V2_Scsv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	0		None	6/25/2019 2:34 PM EDT
2775	Full PIRL new 150.csv	State Integrated Reporting Schema (SIRS)	Wagner-Peyser	3/31/2019	Kaur, Harmanjit			Invalid Column #	6/6/2019 12:03 PM EDT

Note that files uploaded after 8/4/2017 will only return results for up to 225,000 Valid Value errors and terminate error checking. If there are no Valid Value errors, WIPS will only return results for up to 225,000 Logical Validation errors.

4. View the errors by selecting numeric hyperlinks under Total Errors.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

[+] User Messages
Click to Expand
[View Participant Individual Record Layout \(ETA-9172\)](#)

Edit Check Results Overview
Click the value of Total Errors and Total Duplicates to view the error details of the file.

Quarter End Date: 3/31/2019
Uploaded By: Kaur, Harmanjit

File ID	File Name	Schema	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	Format Error	File Import Date
2830	30358-SIRS-15-201957191154763-PY18Q3_PIRL_V2_Scsv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit				7/8/2019 8:16 AM EDT
2821	30358-SIRS-15-201957191154763-PY18Q3_PIRL_V2_Scsv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	23628	0	None	6/27/2019 9:28 AM EDT
2820	30358-SIRS-15-201957191154763-PY18Q3_PIRL_V2_Scsv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit				6/27/2019 8:47 AM EDT
2814	30358-SIRS-15-201957191154763-PY18Q3_PIRL_V2_Scsv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	0		None	6/25/2019 2:34 PM EDT
2775	Full PIRL new 150.csv	State Integrated Reporting Schema (SIRS)	Wagner-Peyser	3/31/2019	Kaur, Harmanjit			Invalid Column #	6/6/2019 12:03 PM EDT

5. After clicking the numeric hyperlink, the **Edit Check Error Summary** screen will be displayed. Clicking on “Element No.” hyperlink for selected Element will display the **Edit Check Error Details** for that element number.

Workforce Integrated Performance System (WIPS)

[Back to Edit Check Results Overview](#)

Selected File Detail

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

File ID	File Name	Schema	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	File Import Date
2821	30355-SIRS-15-201957191154763-PY18Q3_PIRL_V2_S.csv.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	23628	0	6/27/2019 9:28 AM EDT

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

EXPORT ERRORS

Edit Check Error Summary

Click the Error Element No. to display the details of the Error Results.

Element No.	Element Name	Error Description	Count of Errors
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	B) IF Employed 3rd Quarter After Exit Quarter (WIOA) (PIRL 1604) = 9, THEN Industry Code of Employment 3rd Quarter After Exit Quarter (PIRL 1616) must = 999999	6395
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	B) IF Employed 2nd Quarter After Exit Quarter (WIOA) (PIRL 1602) = 9, THEN Industry Code of Employment 2nd Quarter After Exit Quarter (PIRL 1615) must = 999999	6218
1617	Industry Code of Employment 4th Quarter After Exit Quarter	B) IF Employed 4th Quarter After Exit Quarter (WIOA) (PIRL 1606) = 9 THEN Industry Code of Employment 4th Quarter After Exit Quarter (PIRL 1617) must = 999999	6032
0	OBS Number	B) Must be unique for each record.	4802
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	A) IF Employed 2nd Quarter After Exit Quarter (WIOA) (PIRL 1602) = 1, 2 OR 3, THEN Industry Code of Employment 2nd Quarter After Exit Quarter (PIRL 1615) must be valid NAICS code OR 999999	81
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	A) IF Employed 3rd Quarter After Exit Quarter (WIOA) (PIRL 1604) = 1, 2 OR 3, THEN Industry Code of	64

11 items

6. Review the **Edit Check Error Details** for select Element and resolve as appropriate.

Workforce Integrated Performance System (WIPS)

[Back to Selected File Details](#)

Edit Check Error Details

Edit Check Error details for the selected Element. No Value Provided is displayed for empty or null value fields.

Error Message for Element No. 1616

B) IF Employed 3rd Quarter After Exit Quarter (WIOA) (PIRL 1604) = 9, THEN Industry Code of Employment 3rd Quarter After Exit Quarter (PIRL 1616) must = 999999

Row Number	Unique Individual Identifier	Value Provided
23	1000479968UT	'721110'
43	2201736466UT	'721110'
49	1000310664UT	'447110'
50	2201808544UT	'561320'
100	2200441368UT	'517311'
108	2201775050UT	'447190'
127	2201404193UT	'811111'
137	100036974UT	'237310'
142	2200923938UT	'561311'
144	2201182031UT	'424690'
147	2200423531UT	'452311'
192	1000204462UT	'492110'
206	1000030831UT	'541110'

Appendix D: ETA 9173 (QPR) WIPS Instructions – after upload of PIRL Data

1. Login to WIPS.
2. Select “My Reports Tab.”

The screenshot shows the 'Workforce Integrated Performance System (WIPS)' interface. The 'MY REPORTS' tab is selected in the top navigation bar. Below the header, there is a 'Reports Available' section with a link to 'Request WIPS Assistance'. A message states: 'Select a Report Link below to display list of Quarterly or Annual Performance Reports.' Below this, there is a table with three rows of report links:

	Quarterly Performance Reports
	Quarterly Narrative Reports
	Annual Performance Reports

3. Select Quarterly Performance Reports.

The screenshot shows the 'Quarterly Performance Reports' page in the WIPS system. The 'MY REPORTS' tab is selected. Below the header, there is a 'Select Program *' dropdown menu with 'H-1B' selected. A message states: 'You must select a Program to see the generated reports. The list of Programs is associated with your WIPS user account. Contact WIOA.Feedback@dol.gov to update this list.' Below this, there are two sections: 'Certified | Current Reporting Period' and 'Not Certified | Current Reporting Period'. Each section has a table with columns: Report ID, File ID, Status, Program, Quarter End Date, Uploaded By, Certified By, File Name, and Date Created. Both tables show 'No items available'. At the bottom, there is a 'Previous Reporting Periods' section with a message: 'Click the Value of Status to view the QPR details of the selected Program.'

4. Select Program “National Dislocated Worker Grants.”

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

Quarterly Performance Reports

Select Program *

- National Dislocated Worker Grants
- Select a Program--
- H-1B
- Indian and Native American Programs
- Job Corps
- Jobs for Veterans' State Grants
- National Dislocated Worker Grants**
- National Farmworker Jobs Program
- Reentry Employment Opportunities (Adult)
- Reentry Employment Opportunities (Youth)
- Senior Community Service Employment Program (SCSEP)
- TAA
- Wagner-Peyser

Certified | Current Reporting Period

Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created
2953	2735	Certified	National Dislocated Worker Grants	3/31/2019	Fedorenko, Vladimir	Fedorenko, Vladimir	28203-PIRL DWG Supplementa.csv	5/23/2019 4:41 PM EDT

Not Certified | Current Reporting Period

Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created
2958	2736	Not Certified	National Dislocated Worker Grants	3/31/2019	Fedorenko, Vladimir		28203-PIRL DWG Supplementa.csv	5/23/2019 4:41 PM EDT
2936	2663	Not Certified	National Dislocated Worker Grants	3/31/2019	Dunlap, Denise		29199-PIRL2018-15-201941116171811-22_FULL_PIRL_COMBINED_20183_20190408220546_rev2.txt	4/11/2019 3:44 PM EDT

Previous Reporting Periods

Click the Value of Status to view the QPR details of the selected Program.

5. Certified DWG Quarterly Performance Report (QPR) can be pulled by clicking on “Certified” link under “Status.” To view QPRs that still need to be certified, click on the appropriate link under “Not Certified.”

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

Quarterly Performance Reports

Select Program *

- National Dislocated Worker Grants

You must select a Program to see the generated reports. The list of Programs is associated with your WIPS user account. Contact WIOA.Feedback@dol.gov to update this list.

Certified | Current Reporting Period

Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created
2953	2735	Certified	National Dislocated Worker Grants	3/31/2019	Fedorenko, Vladimir	Fedorenko, Vladimir	28203-PIRL DWG Supplementa.csv	5/23/2019 4:31 PM EDT

Not Certified | Current Reporting Period

Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created
2958	2736	Not Certified	National Dislocated Worker Grants	3/31/2019	Fedorenko, Vladimir		28203-PIRL DWG Supplementa.csv	5/23/2019 4:41 PM EDT
2936	2663	Not Certified	National Dislocated Worker Grants	3/31/2019	Dunlap, Denise		29199-PIRL2018-15-201941116171811-22_FULL_PIRL_COMBINED_20183_20190408220546_rev2.txt	4/11/2019 3:44 PM EDT

Previous Reporting Periods

Click the Value of Status to view the QPR details of the selected Program.

<https://doltest.apiancloud.com/suite/sites/wips/page/reports#>

6. Review and/or print DWG QPR.

Back to Quarterly Reports
OMB Control Number: 1205-0521
Expiration Date: 06-30-2021

ETA-9173

PY 2018 Qtr 3/31/2019 Performance Report for National Dislocated Worker Grants

State:
Virginia, :

Time Period *
☒ Quarterly
 ☐ Rolling 4 Quarters
 ☐ Program to Date

Certified in WIPS:
5/23/2019 6:01 PM EDT

Reporting Period Covered:
1/1/2019-3/31/2019

[DWG GRANTEE REPORT](#) [Print](#)

[View All Sections](#) [View By Section](#)

A. SUMMARY INFORMATION

Performance Items	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
1. Total Exiters (Cohort Period: 10/1/2018-12/31/2018)	0	0	0	12	12	0
2. Total Participants Served (Cohort Period: 1/1/2019-3/31/2019)	0	0	0	16	16	14
3. Total Reportable Individuals (Cohort Period: 1/1/2019-3/31/2019)					0	0

B. PARTICIPANT SUMMARY AND SERVICE INFORMATION (Cohort Period:1/1/2019-3/31/2019)

Performance Items

	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
Sex						

7. To certify, go to the end of the report by scrolling down the page and see the options for “Certification.”

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WIPS PROFILE

2. Employment Rate (Q4) (Cohort Period: 7/1/2017-9/30/2017)		78.6%	88.9%	84.4%	79.5%
3. Median Earnings (Cohort Period: 1/1/2018-3/31/2018)	\$0	\$3,142	\$6,844	\$5,628	\$6,420
4. Credential Rate (Cohort Period: 7/1/2017-9/30/2017)			2.8%	2.8%	0.0%
5. Measurable Skill Gains (Cohort Period: 1/1/2019-3/31/2019)			0.0%	0.0%	0.0%

E. VETERANS' PRIORITY OF SERVICE (Cohort Period:1/1/2019-3/31/2019)

Performance Items	Adults	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
1. Covered Entrants Who Reached the End of the Entry Period		0		
2. Covered Entrants Who Received a Service During the Entry Period		0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period		0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H-1B	SCSEP
Common Exit?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

ADDITIONAL COMMENTS

Report Comments: hadi bakalim

[CANCEL](#) [SAVE](#) [CERTIFY](#)

Thursday, June 06, 2019

8. Click “DWG Grantee Report” button to view breakouts of individual DWG grant numbers from DWG QPR.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

Quarterly Performance Reports

[Back to Quarterly Reports](#)

[Back to DWG QPR](#)

PY 2018 Qtr 3/31/2019 DWG Grantee Report

Date of Report: 5/23/2019 4:31 PM EDT

Time Period: ☒ Quarterly ☐ Program to Date

DWG Grant Number: DW32552

DWG Grantee Name: Rhode Island Department Of Labor And Training

Reporting Period Covered: 1/1/2019 - 3/31/2019

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A. Services Information

Performance Items	Total Participants	Total Exiters	Total Reportable Individuals	Employment Rate (Q2)	Employment rate (Q4)	Median Earnings	Credential Rate	Measurable Skills Gain
TOTAL	16	12	16	0.0%	0.0%	\$0	0.0%	0.0%
Received Training	16	12	16	0.0%	0.0%	\$0	0.0%	0.0%
Type of Training - On the Job Training	0	0	0	0.0%	0.0%	\$0	0.0%	0.0%
Career Services (Total of Basic and Individualized Career Services)	16	12	16	0.0%	0.0%	\$0	0.0%	0.0%

9. Select the Grant Number to be reviewed from the “DWG Grant Number” drop down box.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

Quarterly Performance Reports

[Back to Quarterly Reports](#)

[Back to DWG QPR](#)

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Appendix E: ETA-9179 (QNR) Submitting a Quarterly Narrative Report in WIPS

1. Login to WIPS.
2. Click on the “My Reports” tab and then select “Quarterly Narrative Reports”.

Workforce Integrated Performance System (WIPS)

Reports Available

Select a Report Link below to display list of Quarterly or Annual Performance Reports.

	Quarterly Performance Reports
	Quarterly Narrative Reports
	Annual Performance Reports

3. Enter your grant program information in the fields provided.
 - a. Select “Quarter End Date” from drop down list.
 - b. Select “Grant Program” name from drop down list.
 - c. Select “Grant Number” from drop down list.

Workforce Integrated Performance System (WIPS)

Joint Quarterly Narrative Performance Report

* Report Due Date: Forty-five (45) days after the end of each quarter

DOL Grant Program Name : H-1B

Quarter End Date: 9/30/2018

Grant Program: H-1B

Grant Number: Select Grant Number

Please Select Grant Number

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to WIOA implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline.

SAVE

DOL Grant Program Name : H-1B

4. Note that the initial grant QPR, if a grantee has not previously certified a QPR for the grant, will include a check box on the right side of the screen labeled *“No participants have been served grant to date”*.

Grantees should check this box only if the grant has served no participants to that point in the grant and therefore will not be generating a QPR for that quarter.

Workforce Integrated Performance System (WIPS)

Back to Quarterly Narrative Report

Joint Quarterly Narrative Performance Report

* Report Due Date: Forty-five (45) days after the end of each quarter

DOL Grant Program Name : H-1B

Quarter End Date: 9/30/2018

Grant Program: H-1B

Grant Number: [Redacted]

☐ No participants have been served grant to date.

Selecting this box indicates that the grantee has NOT served any participants during the life of the grant. If participants have been served at any time during the life of the grant, grantees are required to submit participant-level data in WIPS and produce a Quarterly Performance Report for certification and submission to the Department of Labor. Grantees are required to submit and certify a Quarterly Narrative Report every reporting quarter.

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to WIOA implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline.

SAVE

5. Enter contact information in the fields provided for **“Section I. Contact Information”**.

Complete all fields:

- Enter “DOL Grant FOA.”*
- Enter “Grant Recipient Name.”*
- Enter “Grant Project Name.”*
- Enter “Grant Project Address.”*
- Enter Grant “Start Date” and “End Date.”*
- Enter “Full Name.”
- Enter “Phone Number.”
- Enter “Email” address.

*May be pre-populated for some grants.

Section I. Contact Information

DOL Grant FOA (optional)

Grant Recipient Name *

Grant Project Name *

Grant Project Address *

Grant Period of Performance *

Start Date

End Date

Point of Contact

Full Name *

Phone Number *

Email *

The asterisk (*) indicates a required field.

SAVE

Note: Users can click “Save” at any time save their progress and come back later. While not required, it can be helpful to save progress as each section is updated in case anything occurs to cause the user to become logged out of WIPS (e.g. inactivity, etc.).

6. For **Section II through XI** enter the information as needed to complete the QNR in fields provided. Each field allows up to 6000 characters in each field.

Section II. Summary of Grant Progress

Section II. Summary of Grant Progress

A. This section is an executive summary of grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in your grant Statement of Work (SOW) and ETA approved work plan/timeline. For the current quarter, please include a description of all:

- services supported by the grant;
- key activities completed, including partnership development and coordination;
- performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
- additional activities performed by both the grantee and any sub-grantees, if applicable.

B. This update may include additional information about service and training activities and outcomes to supplement the data submitted on the Quarterly Performance Report.

C. In accordance with the funding opportunity under which the grant was awarded, grantees that are providing supportive services and specialized participant services, should include:

- services supported by the grant;
- a description of the type(s) of services offered in the quarter,
- how they contributed to a participant's ability to fully participate in grant-funded activities.

D. Those grantees who have no changes to report on the above items relative to previous reports should indicate so, in addition to indicating the reason for their lack of changes

E. Additionally, for Senior Community Service Employment Program (SCSEP) grantees, please provide information on the current quarter regarding:

- additional training activities outside of community service assignments; and
- types of host agencies that are being recruited.

Provide input for Section II. Summary of Grant Progress

2000 / 2000

SAVE

Section III. Progress of Grant Timeline

Section III. Progress of Grant Timeline.

A. Provide any updates for the progress of the ETA approved grant timeline/work plan, including program activities, key deliverables and products available this quarter and in future quarters for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via ETA-hosted web sites and other communication vehicles.

B. Utilize the timeline in the grants SOW to identify all major program activities and training for the reporting quarter. The timeline will paint a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. It is important that the timeline be updated each quarter noting the actual date of each activity's completion as accomplished.

C. The following items will be assessed during the progress of the grant: project goals, benchmarks, milestones, special events, important deadlines, and deliverables.

D. Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project intends to resolve them.

E. Describe the next steps or key areas of emphases planned for the project in the next quarter.

F. Also use this section to collect additional information that details the status of capacity building activities and/or the development of deliverables occurring under the grant (if applicable), highlighting those that have been completed, and assessing how well the capacity building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures. Grantees who have nothing to report should indicate so

*Provide input for Section III. Progress of Grant Timeline

2000 / 2000

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Section IV. Development and Implementation of Effective Practices and Program Model Strategies

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Section IV. Development and Implementation of Effective Practices and Program Model Strategies.

A. Describe how your program model is working towards/has realized the programs intended purpose as well as the goals/objectives and activities outlined in your grant application and work plan. Examples may include developing and implementing an outreach campaign, designing education and training programs, identifying industry sectors and engaging employers, aligning policies and programs, measuring systems change and performance, developing new or enhancing existing curriculum or industry training, and creating new career assistance tools and resources.

B. Grantees may also describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.

C. Those grantees who have no progress to report on the above items should indicate so.

***Provide input for Section IV. Development and Implementation of Effective Practices and Program Model Strategies**

2000 / 2000

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Section V. Status Update on Match and/or Leveraged Resources (if applicable)

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DOL Grant Program Name : H-1B

Section V. Status Update on Match and/or Leveraged Resources (if applicable).

Please use this section of the narrative to provide an update on the status of all match and/or leveraged resources.

A. Identify any funding needs and sources, and report the cumulative amount of any match and/or leveraged resources provided by the grantee and partners each quarter. Match resources are required resources, from non-Federal funds, that support the allowable grant activities. Only grants with a match requirement should report on match. Leveraged resources are those additional resources the grantee and its partners may be providing to support the implementation of the grants. Leveraged resources may take the form of cash or in-kind donations. Please indicate any new leveraged resources that may be used to sustain the project after the life of the grant, if applicable.

B. The update may include:

- organizations that contributed the resources;
- ways in which the resources were used during the current quarter;
- cumulative amount of match and/or leveraged resources; and
- type of match and/or leveraged resources contributed to the project.

C. Grantees should indicate if they have no required match or additional leveraged resources on which to report. Please note that both match and leveraged resources must also be reported on the Financial Status Report (ETA-9130) quarterly, if applicable.

Provide input for Section V. Status Update on Match and/or Leveraged Resources (if applicable)

2000 / 2000

SAVE

Section VI. Status Update on Strategic Partnership Activities (if applicable)

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DOL Grant Program Name : H-1B

Section VI. Status Update on Strategic Partnership Activities (if applicable).

The purpose of this section is to describe how the partnership is working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

A. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.

B. This section may:

- discuss how partners have been engaged during the current phase of the project;
- outline specific roles and contributions of each partner during this quarter;
- identify any challenges encountered/resolved in the development and management of the partnership; and
- report new partners that may have been brought into the project or identify any previous partners that may have left the project. Grantees who have nothing to report should indicate so.

Provide input for Section VI. Status Update on Strategic Partnership Activities (if applicable).

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Section VII. Status Update on Employer Engagement Strategies

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DOL Grant Program Name : H-1B

Section VII. Status Update on Employer Engagement Strategies.

A key element of the Workforce Innovation and Opportunity Act and affiliated workforce programs is to strengthen employer engagement in the workforce system and to ensure employers have an active role in workforce system activities. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

A. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:

- increased employer involvement including employers serving as mentors;
- program staff and employers identifying ways to encourage continuous improvement to hire program participants;
- new employer partnerships (e.g., increased number of employers); and
- positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

Provide input for Section VII. Status Update on Employer Engagement Strategies. *

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Section VIII. Key Issues and Technical Assistance Needs

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DOL Grant Program Name :

Section IX. Significant Activities, Accomplishments, and Success Stories.

This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned.

A. Report on any other significant activities and accomplishments.

B. Describe in detail promising approaches, innovative processes, lessons learned, and grant and participant-level success stories in this section each quarter, as appropriate.

C. Additionally, if appropriate, please highlight one or two grant or participant-level success stories from the grant per quarter, with the participants express permission (if providing a participant success story).

- In documenting success stories, please describe:
 - background, problem, issue, or concern prior to project involvement;
 - response or intervention provided by the project;
 - results and outcomes, including who benefited and what changed or improved; and
 - evidence of the success, including how the data was obtained and the methods used to measure success.

D. Grantees can also include promising practices and success stories as additional documents for upload.

E. Grantees who have nothing to report should indicate so.

Provide input for Section IX. Significant Activities, Accomplishments, and Success Stories. *

2000 / 2000

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Section IX. Significant Activities, Accomplishments, and Success Stories

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DOL Grant Program Name :

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E. Grantees who have nothing to report should indicate so.

Provide input for Section IX. Significant Activities, Accomplishments, and Success Stories. *

2000 / 2000

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Section X. Evidence and Evaluation

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DOL Grant Program Name : SAVE

Section X. Evidence and Evaluation.

This section is intended to provide information to DOL on how evidence and evaluations are being developed and applied. This information may help DOL to plan for future evaluation needs.

A. Describe how the grantee is using or planning to use data, evidence, and evaluation findings to make improvements to programs and strategies? In this explanation, please include a discussion on accomplishments, strategies being implemented, and any barriers to success.

B. Please provide an update on participation and status of any evaluations required as part of the funding announcement or award. Please include any requests for technical assistance related to these requirements.

C. Please include information if the grantee is participating in any studies or evaluations not required as part of the grant award, including any internal evaluations? Please describe the study, any data sources, and whether a third party is managing this project.

D. As part of the evaluations described above, or as a separate stand-alone data analysis project, is the grant using, or does it have plans or a desire to use, administrative data to better understand the grant program or the population it serves? If so, what data sources has the grant been able to use or planned/desired to use? If so, what research or management questions do/can these data help the grant answer?

Provide input for Section X. Evidence and Evaluation.* 2000/2000 SAVE

Section XI. Additional Information (if applicable)

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DOL Grant Program Name : SAVE

Section XI. Additional Information (if applicable).

A. Provide other grant-specific information considered to be important yet not captured in other sections of the quarterly narrative report. For example, the specific outcomes included in the SOW that are not reflected in the quarterly performance report.

B. Additionally, for SCSEP grantees, this section should include information on the:

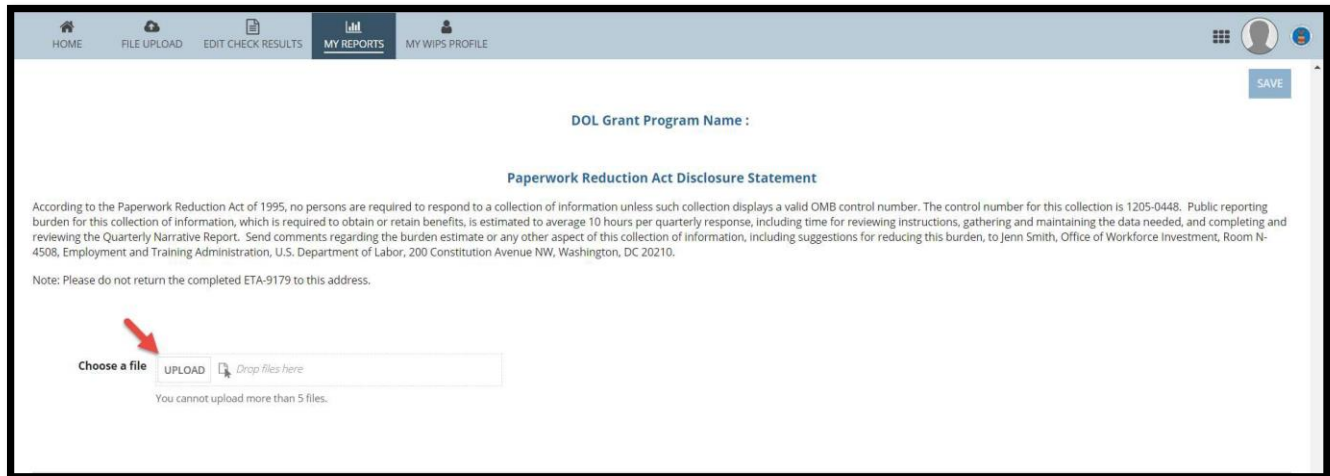
- status of the activities described in their training and supportive services waiver request,
- progression on special projects, and
- status of any complaints/grievances.

C. H-1B grantees are asked to report any outcomes in this section that may or may not be reflective of outcomes that are reflected in the Quarterly Performance Report form.

Provide input for Section XI. Additional Information (if applicable)* 2000/2000 SAVE

DOL Grant Program Name :

7. Upload a file by selecting “Choose a file” and indicating the file you want to upload. You may upload up to 5 files. Files must be in the one of the following formats: Word, PDF, TXT, ZIP, Images.

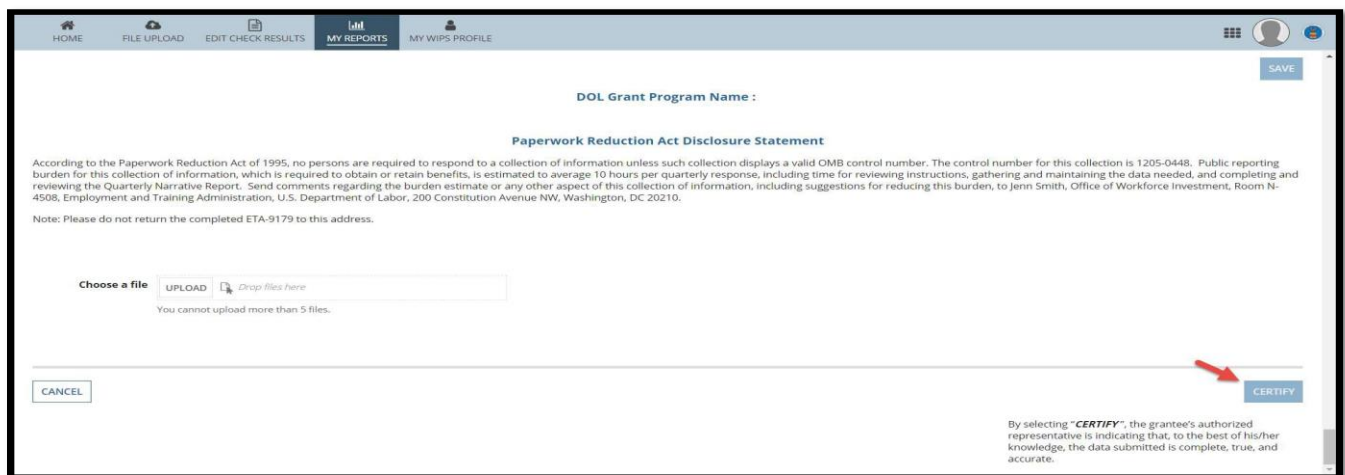


The screenshot shows the WIPS interface with the 'MY REPORTS' tab selected. The 'DOL Grant Program Name' field is empty. Below the 'Paperwork Reduction Act Disclosure Statement', there is a file upload section. A red arrow points to the 'Choose a file' button. The 'UPLOAD' button is also visible. Below the upload section, it states 'You cannot upload more than 5 files.'

8. After completing the QNR, you may submit the QNR by clicking on the “**CERTIFY**” button.

Please note that all QNR sections must be completed before you can certify the QNR. If you have nothing to report in a particular section of the QNR, you must indicate this by adding “No information to report,” or “Not applicable” as appropriate.

By selecting “**CERTIFY**,” the grantee’s authorized representative is indicating that, to the best of his/her knowledge, the data submitted is complete, true, and accurate.



The screenshot shows the WIPS interface with the 'MY REPORTS' tab selected. The 'DOL Grant Program Name' field is empty. Below the 'Paperwork Reduction Act Disclosure Statement', there is a file upload section. At the bottom of the page, there is a 'CERTIFY' button. A red arrow points to the 'CERTIFY' button. Below the 'CERTIFY' button, there is a disclaimer: 'By selecting “CERTIFY”, the grantee’s authorized representative is indicating that, to the best of his/her knowledge, the data submitted is complete, true, and accurate.'

9. Program Dashboard - QNR Status:

- “**In Progress**” indicates that a QNR was initiated in WIPS, but has not been submitted to the Department of Labor.
- “**Certified**” indicates that a QNR for the quarter has been successfully submitted through WIPS to the Department of Labor.

Dashboard for Grantee

Workforce Integrated Performance System (WIPS)
Joint Quarterly Narrative Performance Report
 * Report Due Date: Forty-five (45) days after the end of each quarter

[ADD NEW](#)

Quarterly Narrative Report

Report ID	Status	Status Date	Grant Type	Grant ID	Grant Number	Grantee Name	Region	Quarter End Date	Grant Program Name	User Name
194	In Progress	10/22/2018 11:01 AM EDT		73			2	9/30/2018	H-1B	
193	In Progress	10/22/2018 10:29 AM EDT		50			1	9/30/2018	H-1B	
192	In Progress	10/22/2018 10:18 AM EDT		53			4	9/30/2018	H-1B	
188	In Progress	10/21/2018 8:58 PM EDT		72			5	9/30/2018	H-1B	
173	Certified	10/21/2018 3:07 AM EDT		4			5	9/30/2018	H-1B	
189	Certified	10/21/2018 3:02 AM EDT		5			6	9/30/2018	H-1B	
186	In Progress	10/21/2018 2:05 AM EDT		1			1	9/30/2018	H-1B	

7 items