

NOVEMBER 2024

# Apprenticeship Grants WIPS' Office Hours

*Facilitated by: Shelia F. Lewis  
Jess Williams  
Natasha Douglas*



APPRENTICESHIPUSA™  
★★★



# Are You Attending the Right Office Hour Session?

## Yes!

If you represent one of the following **Office of Apprenticeship-Managed** grant programs:

- State Apprenticeship Expansion, Equity, and Innovation (SAEEI) Grants
- Apprenticeship Building America (ABA) Grant
- State Apprenticeship Expansion Formula (SAEF)

## No!

If you represent one of the following **H-1B-Managed** grant programs:

- Closing the Skills Gap (CSG)
- Scaling Apprenticeship

# Agenda

---

- **About WIPS' Office Hours**
- **Announcements**
- **Reminders**
- **Reading the QPR**
- **Pre-Apprenticeship Reporting**
- **Reporting Technical Assistance**
- **Appendix I – WIPS' Tips**
- **Appendix II – Qs & As**
- **Appendix III – Performance and Reporting Resources**



# About Office WIPS' Hours (for OA-Managed Grants)...

- **Registration Process is new! Tell us about your experience.**
- **Submitter/Certifiers should attend (The person/persons who build and/or upload your data files)**
- Ask your data upload questions
- Use this time to upload a small test data file
- Use this time to trouble-shoot file upload issues, data preparation issues, etc.
- Bring data element, WIPS, performance, and reporting issues to ETA's attention
- Ask other grantees/peers questions
- Frequency - 3 times after the end of the reporting quarter/before report due date
- **This is your time to ask questions, run test files, etc. Please take advantage of this opportunity.**

# Announcement – Split Office Hour Session Today



## **PART 1 (~3:00pm – 3:30pm)**

Announcements

Questions from “seasoned”  
submitter/certifiers



## **PART II (~3:30pm – 4:30pm)**

Performance Reporting 101

# Announcement – Updated Logic Rule

- Grantees can put either code value “1” or “0” for data element PIRL 1300 (Received Training) for apprentices.
- Before, if data element PIRL 2907(Apprenticeship Program Status) equaled “1”, then PIRL 1300 also had to equal “1”.
- This way if grantees have participants who are co-enrolled in more than one Apprenticeship Grant, then they’re not forced to put code value “1” for both programs.
- Please note that all Registered Apprenticeship Programs should have a training aspect. All apprentices should be going through training, and that should be marked in the grantee’s data file.

# Announcement – Collecting SSNs

- Grantees are expected to attempt to collect SSNs from participants. Refer to each grant Funding Opportunity Announcement.
- However, while OA grantees are required to request participants' SSNs, participants cannot be denied services if they choose to not disclose an SSN. Grantees should also ensure that when they are collecting this information from participants, they inform the participants of the reason for requesting SSNs, in accordance with the American Competitiveness and Workforce Improvement Act.
- Use disclaimer statements on intake documents telling participant why their SSNs are requested.
- Congress requires OA to report performance outcomes by grantee name on our websites. So, when rows and rows of blanks are reported, stakeholders (i.e., Congress, Governors, etc.).
- this could “raise questions in Congress about the success of a grantee and whether they are really doing what they are supposed to with the grant funds. Not being able to tell your story accurately is likely to potentially be noticed through quarterly roll up reports from the Department Congress.

# Announcement – Collecting SSNs

| Applicant Name                                      | Grant Number   | Performance State | Grant Type         | Performance Period       | Grant Status | Most Recent Report Quarter | Participants | WIOA Performance Indicators |        |         |       |       |
|-----------------------------------------------------|----------------|-------------------|--------------------|--------------------------|--------------|----------------------------|--------------|-----------------------------|--------|---------|-------|-------|
|                                                     |                |                   |                    |                          |              |                            |              | ERQ2                        | ERQ4   | MEQ2    | CRED  | MSG   |
|                                                     |                |                   |                    |                          |              |                            |              |                             |        |         |       |       |
| Jobs For The Future, Inc.                           | AP386352260A25 | MA                | Youth              | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 358          | 4.0%                        | **     | \$13    | NA    | 60.0% |
| Mt. Hood Community College                          | AP386362260A41 | OR                | Pre-apprenticeship | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 24           | NA                          | NA     | NA      | NA    | NA    |
| National Urban League                               | AP386372260A36 | NY                | Pre-apprenticeship | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 340          | NA                          | NA     | NA      | NA    | NA    |
| North Carolina Community College System             | AP386382260A37 | NC                | Apprenticeship     | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 1,016        | NA                          | NA     | NA      | NA    | NA    |
| Pennsylvania Department Of Labor & Industry         | AP386402260A42 | PA                | Apprenticeship     | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 61           | NA                          | NA     | NA      | NA    | 18.2% |
| Project L.I.f.t., Inc.                              | AP386412260A12 | FL                | Youth              | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 626          | 10.4%                       | **     | \$0.1   | **    | NA    |
| Reset To Success Foundation                         | AP386422260A17 | IL                | Pre-apprenticeship | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 43           | 100.0%                      | 100.0% | \$5,477 | 88.2% | NA    |
| Ser-Jobs For Progress Of The Texas Gulf Coast, Inc. | AP386432260A48 | TX                | Youth              | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 50           | NA                          | NA     | NA      | NA    | NA    |
| South Dakota Department Of Labor And Regulation     | AP386442260A46 | SD                | Apprenticeship     | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 135          | NA                          | NA     | NA      | NA    | NA    |
| Staten Island Performing Provider System            | AP386452260A36 | NY                | Pre-apprenticeship | 2022-07-01 to 2026-06-30 | Active       | 2024-06-30                 | 247          | NA                          | NA     | NA      | NA    | NA    |

# Announcement – Reportable Individual

- Reportable Individuals enter a RAP that was developed with grant funds, but they do not receive a direct, grant-funded service; therefore, they are not considered “participants” – Refer to TA Aid on Reportable Individuals located at [WorkforceGPS Performance Reporting](#).
- To track and report reportable individuals, grantees must indicate the OBS number and the following PIRL data elements:
  - **OBS Number**
  - **PIRL 100** – Unique individual identifier
  - **PIRL 1007** – Date of most recent reportable individual contact (Date individual registers in an apprenticeship program)
  - **PIRL 2914** – Apprenticeship grants program status (funding stream identifier). **All reportable individuals should be coded as "2" for Data Element 2914.**
  - **PIRL 2920** – Apprenticeship grant number

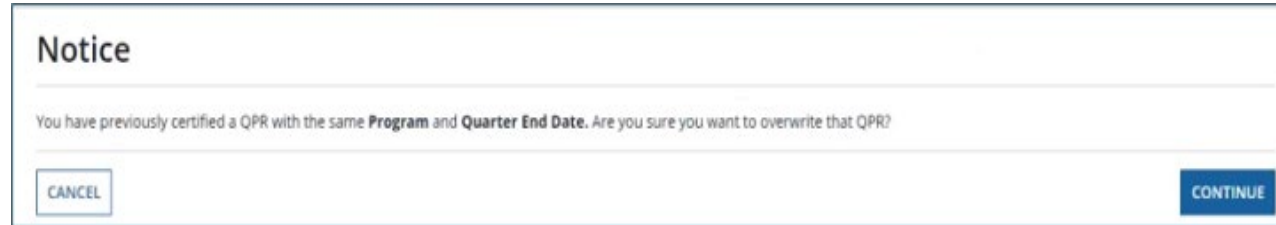
**Note:** Reportable Individuals should not be removed/deleted from grantee PIRL data files. Grantees do not receive credit for any reportable individual removed/deleted from PIRL data files. That is, when reportable individuals are removed/deleted, WIPS is not able to calculate the cumulative number from the beginning of the grant’s period of performance on the Quarterly Performance Report (QPR).

# Announcement – Incumbent Registered Apprentice

- Reporting Incumbent Registered Apprentices (Current Procedure):
  - Use the Grant Start Date as PIRL Data Element 900 (Date of Program Entry)
  - Indicate on the Quarterly Narrative Report (QNR) which grantees from the file are incumbent registered apprentices
  
- ICR **Proposed** Changes:
  - A new code value for Data Element 2914 (Apprenticeship Grant Program Status) will be added to reflect Continued Registered Apprentice
  - Continued Registered Apprentice is the new terminology replacing Incumbent Registered Apprentice
  - A new Data Element titled Date When Previous Registered Apprenticeship Started will track a continued registered apprentice initial program start date
  - Data Element 2908 (Date Apprenticeship Started) will not apply to a continued registered apprentice and should be skipped
  - All continued registered apprentices must have data entries for Data Element 900 (Date of Program Entry)

Note: Grantees are not expected to change past reports to reflect Incumbent Registered Apprentice/ Continued Registered Apprentice data. Please follow steps listed above moving forward. Also, do not remove grantees who have exited and/or completed their program since WIPS will do calculations on their end.

# Announcement – Overwriting Report



Notice

You have previously certified a QPR with the same **Program** and **Quarter End Date**. Are you sure you want to overwrite that QPR?

CANCEL CONTINUE

- When attempting to certify a QPR for the same reporting period that has a certified QPR, a warning message appears about overwriting the original one.
- Clicking **CONTINUE** certifies the updated report and shows a Certification Overwritten status for the older version.

**Only one Quarterly Performance Report (QPR) per selected program within the same quarter may be certified and reported.**

# Announcement – UPDATE: Information Collection Request (ICR)

The 60-day comment period ended on August 23, 2024. The Department has reviewed the comments and drafted responses. After the responses complete the clearance process, they will be published again—along with any data collection revisions.

On June 24, 2024, an Information Collection Request (ICR) concerning a proposed revision for the authority to conduct the ICR titled "Workforce Innovation and Opportunity Act (WIOA) Common Performance Reporting" was published for public comment in the Federal Register, starting a 60-day comment period. Commenters are encouraged to review the proposed changes and provide comments and feedback before the close of the 60-day period. The changes include revisions to the apprenticeship data collection in the WIOA Statewide Performance Report Template and WIOA Local Performance Report Template (ETA-9169), the WIOA Joint Participant Individual Record Layout (PIRL) (ETA-9170), and the WIOA Eligible Training Provider (ETP) Performance Report Specifications and WIOA ETP Performance Report Definitions (ETA-9171).

Links to the documents with the proposed changes may be found at the bottom of this page (<https://www.dol.gov/agencies/eta/performance/public-comment-performance-icrs>, see OMB Control No. 1205-0526). Comments regarding the ICR may be submitted by mail or courier to the U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Research, 200 Constitution Ave. NW, Room N-5641, Washington, DC 20210; or by email to [grode.kellen.m@dol.gov](mailto:grode.kellen.m@dol.gov). Comments are due on or before **August 23, 2024**.

# Reminders (1)

- All grantees should submit and **certify** the data/information uploaded for QPRs and QNRs into WIPS by **11:59pm EST on Friday, November 15, 2024**.
- Grantees may begin uploading PIRL data files and QNR information into WIPS anytime after the last day of the reporting quarter. For example, grantees could can began uploading data files on January 1, 2025, for the reporting period that ends December 31, 2024.
- Grantees will not be able to upload a PIRL data file for the quarter ending December 31, 2024, before January 1, 2025.

## Reminders (2)

**Data files containing participant information of any kind should never be attached to or embedded into the Quarterly Narrative Report (QNR), to a WIPS help desk ticket, or to an email message.**

## Reminders (3)

- Grantees should report all credentials and measurable skill gains?
- Are you using the correct version of the Apprenticeship Reporting Resources Spreadsheet?
- Are you reporting ALL active participants each quarter?
- Make sure every row in your file has the Apprenticeship Grants Program Status (PIRL 2914) and the grant number (PIRL 2920) completed.
- Make sure submitter/certifies are not uploading the .csv file/PIRL data in the QNR section of WIPS
  - .csv files for the QPR should be uploaded in the File Upload section of WIPS.
  - QNRs and corresponding attachments like the Indicator Table should be uploaded under the My Reports section of WIPS where it says, “Quarterly Narrative Reports”.

# Reminders: Obtaining WIPS Access (4)



- Go to the following link: [WIPS Technical Assistance Request | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/eis/whats-new/wips-technical-assistance-request)
- Complete the fields labeled Name, WIPS Email Address, WIPS User Role, and Program Related to this WIPS Inquiry (check the Registered Apprenticeship box).
- Once you check Registered Apprenticeship, you will be required to fill out the Registered Apprenticeship Grant # field. Also, a new field labeled Signed WIPS/AI Demographic Portal Designation Form will appear with an icon next to it.
- If you click on the icon, you'll see the following message, "Office of Apprenticeship grantees must also complete and upload a signed WIPS/AI Demographic Portal Designation Form, found on the Apprenticeship Grants Performance Reporting WorkforceGPS page to request WIPS access."
- Click on the [WorkforceGPS - Performance Reporting](#) hyperlink to go to the WorkforceGPS page and then download the form labeled WIPS/AI Demographics Portal Designation Form on the page.
- Fill out the form accordingly and list staff who need access to the RAPIDS Apprenticeship Information (AI) Demographic Portal as well. **NOTE:** Access to the portal does not grant you access to RAPIDS.
- Have your Authorized Representative sign the form.
- Upload the completed and signed form under the field labeled Signed WIPS/AI Demographic Portal Designation Form.
- Click the submit button at the bottom.

# Reading/Interpreting the QPR (1)

OMB Control Number: 1205-0521  
Expiration Date: 06/30/2024  
Date of Report: 2/15/2024 10:29 AM EST  
ETA-9173-APPSHP-Youth

**PY 2023 Qtr 12/31/2023 Performance Report for Apprenticeship Youth**

Time Period: (Choose Only One) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program-to-Date

Reporting Period Covered: 10/01/2023 - 12/31/2023 Certified in WIPS: 2/15/2024 2:52 PM EST

**GRANT OVERVIEW**

Grant Number: AP35085 Grantee Name: Careerwise Colorado

| Performance Items                         |                                                         | Total Current Period | Total Previous Period |
|-------------------------------------------|---------------------------------------------------------|----------------------|-----------------------|
| <b>A. SUMMARY INFORMATION</b>             |                                                         |                      |                       |
| 1. Total Participants                     |                                                         | 579                  | 456                   |
| 2. Total Reportable Individuals           |                                                         | 0                    | 0                     |
| 3. Total Exiters                          |                                                         | 0                    | 0                     |
| <b>B. PARTICIPANT SUMMARY INFORMATION</b> |                                                         |                      |                       |
| Sex                                       | 1a Male                                                 | 233                  | 180                   |
|                                           | 1b Female                                               | 323                  | 256                   |
| Ethnicity/Race                            | 2a Hispanic/Latino                                      | 211                  | 161                   |
|                                           | 2b American Indian or Alaskan Native                    | 21                   | 19                    |
|                                           | 2c Asian                                                | 74                   | 49                    |
|                                           | 2d Black or African American                            | 158                  | 102                   |
|                                           | 2e Native Hawaiian or Other Pacific Islander            | 5                    | 4                     |
|                                           | 2f White                                                | 185                  | 179                   |
|                                           | 2g More Than One Race                                   | 107                  | 83                    |
| Level                                     | 3a In Secondary School or Equivalency Program           | 541                  | 418                   |
|                                           | 3b Secondary School Graduate or Equivalent              | 23                   | 23                    |
|                                           | 3c Completed 1 or More Years of Postsecondary Education | 3                    | 1                     |

In the **Time Period** section select the Quarterly “view”.

Problem: An Apprenticeship Grantee was facing issues with the following:

- Total Participants
- Total Exiters
- Demographic categories (i.e., sex, race, and ethnicity)

# Reading/Interpreting the QPR (2)

Sections of the QPR are not aggregated in the same manner:

- **Section A (Summary Information)** counts **Total Participants** to include newly enrolled during the reporting quarter + participants who were enrolled in prior quarters **AND** who are still actively receiving services (carryover).
- **Section A (Summary Information)** counts **Total Exiters** to include participants who exited prior to the current reporting quarter.
- **Section F2 (Registered Apprenticeship Program Status)** counts apprentices who started or exited their RAPs **within the reporting period**.
- **Section F3 (Type of Registered Apprenticeship Program Training Approach)** of the QPR count **all** apprentices who are still in the program (i.e. those who were enrolled during previous reporting periods (carryover) and those who were enrolled during the current reporting period).

# Data Elements Used for Pre-Apprentices (1)

| Complete the Following PIRL Data Elements for Pre-apprentices |          |          |           |           |
|---------------------------------------------------------------|----------|----------|-----------|-----------|
| OBS Number                                                    | PIRL 202 | PIRL 300 | PIRL 901  | PIRL 2904 |
| PIRL 100                                                      | PIRL 210 | PIRL 400 | PIRL 907  | PIRL 2905 |
| PIRL 101                                                      | PIRL 211 | PIRL 402 | PIRL 923  | PIRL 2913 |
| PIRL 102                                                      | PIRL 212 | PIRL 407 | PIRL 2700 | PIRL 2914 |
| PIRL 103                                                      | PIRL 213 | PIRL 408 | PIRL 2901 | PIRL 2920 |
| PIRL 200                                                      | PIRL 214 | PIRL 409 | PIRL 2902 |           |
| PIRL 201                                                      | PIRL 215 | PIRL 900 | PIRL 2903 |           |

## Data Elements Used for Pre-Apprentices (2)

These data elements apply to individuals who are a participant in a registered apprenticeship



**NOTE:** These data elements no longer apply the quarter after a pre-apprentice has transitioned to a registered apprenticeship:

- PIRL 2901
- PIRL 2902
- PIRL 2903
- PIRL 2904
- PIRL 2905

| Data Element | Also Use for Pre-Apprenticeship |
|--------------|---------------------------------|
| PIRL 2900    |                                 |
| PIRL 2907    |                                 |
| PIRL 2908    |                                 |
| PIRL 2909    |                                 |
| PIRL 2910    |                                 |
| PIRL 2911    |                                 |
| PIRL 2912    |                                 |
| PIRL 2913    |                                 |
| PIRL 2914    | X                               |
| PIRL 2917    |                                 |
| PIRL 2918    |                                 |
| PIRL 2920    | X                               |

## Data Elements Used for Pre-Apprentices (3)

| Scenario                                                                                                                                            | PIRL Data Elements                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If the pre-apprentice is enrolled in a pre-apprenticeship                                                                                           | PIRL 900=MUST BE COMPLETED<br>PIRL 2901=1<br>PIRL 2902= MUST BE COMPLETED<br>PIRL 2903=MUST BE COMPLETED<br>PIRL 2907=LEAVE BLANK<br>PIRL 2914=1                                             |
| If the pre-apprentice has cancelled or withdrawn from a pre-apprenticeship                                                                          | PIRL 900=MUST BE COMPLETED<br>PIRL 901=MUST BE COMPLETED<br>PIRL 2901=2<br>PIRL 2902=MUST BE COMPLETED<br>PIRL 2905=LEAVE BLANK<br>PIRL 2907=LEAVE BLANK<br>PIRL 2914=1                      |
| If the pre-apprentice has completed their pre-apprenticeship but has <b>NOT</b> transitioned into a registered apprenticeship yet                   | PIRL 900=MUST BE COMPLETED<br>PIRL 901= LEAVE BLANK<br>PIRL 2901=3<br>PIRL 2902=MUST BE COMPLETED<br>PIRL 2905=MUST BE COMPLETED<br>PIRL 2907=LEAVE BLANK<br>PIRL 2914=1                     |
| If the pre-apprentice has completed their pre-apprenticeship <b>AND</b> transitioned into a registered apprenticeship <b>MANAGED BY THE GRANTEE</b> | PIRL 900=MUST BE COMPLETED<br>PIRL 901=LEAVE BLANK<br>PIRL 2901=4<br>PIRL 2902=MUST BE COMPLETED<br>PIRL 2905=MUST BE COMPLETED<br>PIRL 2907=1<br>PIRL 2908=MUST BE COMPLETED<br>PIRL 2914=1 |

# Data Elements Used Apprenticeship Entry and Exit



| Scenario                                                                                                                                                        | PIRL Data Elements                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If the pre-apprentice has completed their pre-apprenticeship <b>AND</b> transitioned into a registered apprenticeship program <b>NOT MANAGED BY THE GRANTEE</b> | PIRL 900=MUST BE COMPLETED<br>PIRL 901= MUST BE COMPLETED<br>PIRL 2901=3<br>PIRL 2902=MUST BE COMPLETED<br>PIRL 2905=MUST BE COMPLETED<br>PIRL 2907=LEAVE BLANK<br>PIRL 2914=1 |
| If the registered apprentice is enrolled into a registered apprenticeship program                                                                               | PIRL 900=MUST BE COMPLETED<br>PIRL 2907=1<br>PIRL 2908=MUST BE COMPLETED<br>PIRL 2914=1                                                                                        |
| If the registered apprentice has cancelled or withdrawn from a registered apprenticeship program                                                                | PIRL 900=MUST BE COMPLETED<br>PIRL 901=MUST BE COMPLETED<br>PIRL 2907=2<br>PIRL 2908=MUST BE COMPLETED<br>PIRL 2914=1                                                          |
| If the registered apprentice has completed a registered apprenticeship program                                                                                  | PIRL 900=MUST BE COMPLETED<br>PIRL 901=MUST BE COMPLETED<br>PIRL 2907=3<br>PIRL 2908=MUST BE COMPLETED<br>PIRL 2914=1                                                          |

**Note to Grantees: THESE ARE NOT UPDATED LOGIC RULES.** This is guidance on how to fill out the required data elements based on current logic rules in the Apprenticeship Schema.

# PIRL 1600-1608

## Question:

**How do I complete post-exit data elements (PIRL 1600-1608)?**

## Answer:

For these data elements, please double check the accepted values for these elements.

For example, if the value you input for 1600: Employed in 1st Quarter After Exit Quarter (WIOA) is “0”, then you must input “0” for 1601:Type of Employment Match 1st Quarter After Exit Quarter (WIOA).

If the value you input for 1600: Employed in 1st Quarter After Exit Quarter (WIOA) is “9”, then you must input “5” for 1601:Type of Employment Match 1st Quarter After Exit Quarter (WIOA).

**“0” represents “No” for data elements 1600, 1602, 1604, and 1606 and “Not employed” for data elements 1601, 1603, 1605, and 1607.**

**While “9” represents “Information not available yet” for data elements 1600, 1602, 1604, and “5” represents this for data elements 1601, 1603, 1605, and 1607.**

# Upcoming Events



## ❑ **WIPS' Office Hours for OA-Managed Grants**

⇒ Wednesday, November 6, 2024; 3pm – 4:30 pm EST

## ❑ **Registered Apprenticeship Grants Performance Reporting Webinar Series: Part 2**

⇒ Tuesday, December 3, 2024; 3pm – 4:30 pm EST

# Upcoming Events

## National Apprenticeship Week

*NAW is a nationwide celebration where employer's, industry representatives, labor organizations, community-based organizations, workforce partners, educational institutions, Federal, State, and Local government agencies host events to showcase the value of Registered Apprenticeship.*

📅 Event Date: November 17-23, 2024

Registration Link: [NAW Events | Apprenticeship.gov](https://www.apprenticeship.gov/naaw)





# Thank You For Joining Us Today!

Let's continue to **explore ideas**  
to **grow Registered Apprenticeships**

## Any Questions?

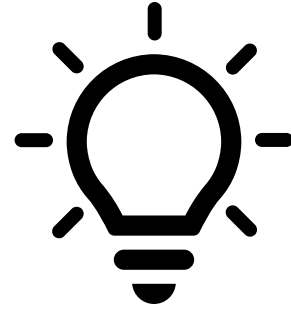
The Office of Apprenticeship is here to help!

Contact us at:

- ✉ [Apprenticeship.Grants@dol.gov](mailto:Apprenticeship.Grants@dol.gov)
- ✉ [SAEEI.Grant@dol.gov](mailto:SAEEI.Grant@dol.gov)
- ✉ [ABA.Grant@dol.gov](mailto:ABA.Grant@dol.gov)
- ✉ [ABA2.Grant@dol.gov](mailto:ABA2.Grant@dol.gov)
- ✉ [SAEF.Grant@dol.gov](mailto:SAEF.Grant@dol.gov)



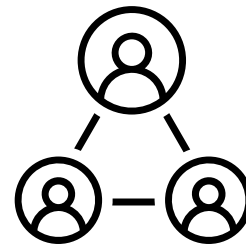
# APPENDICES



1 - WIPS Tips

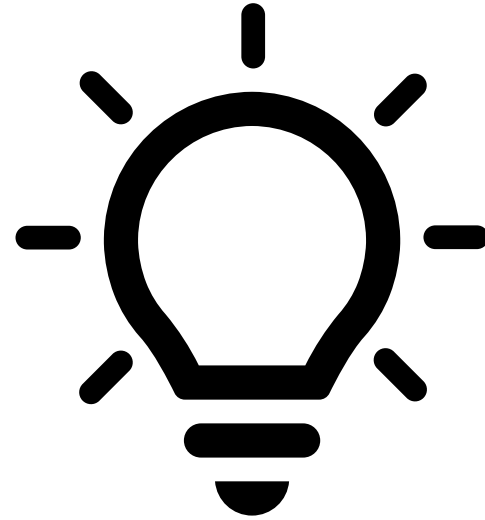


2 - Qs and As



3 - Resources

# APPENDIX - 1



## WIPS Tips

# APPENDIX 1: WIPS TIPS (1)

1. Columns that have leading zeros should be formatted as text. If you save your file as a .csv file, every time you open the file Excel will remove the leading zeros, so you must reformat it before closing out the file again.
2. The data file uploaded for your Apprenticeship grant must have all columns indicated in the most recent Apprenticeship schema. (Schema is short for 'schematic', or the combination of PIRL data elements for Apprenticeship.)
3. CSV files must have exactly 102 columns **for the current Apprenticeship Schema**.
4. Column headers and extra rows or footers must be removed prior to uploading data file in WIPS.
5. WIPS will accept .txt, .csv or .gzip files. We recommend utilizing the .csv format whenever possible.
6. When testing your PIRL file, instead of uploading all participant records, try a smaller number like 5 – 10 records.

# APPENDIX 1: WIPS TIPS (2)

## Converting Participant Records into a .csv File

- .csv means – comma separated value file
- Converting participant-level data entered into an Excel spreadsheet or case management system to be saved into a table structured format that WIPS will be able to read
- Those who use an Excel file to input their participant level data will save their Excel files as a .csv file prior to uploading the file into WIPS
- The file should not contain any “header rows”
- The file should contain 102 columns

|   |          |    |   |      |  |  |  |       |          |   |   |   |   |   |   |   |   |   |
|---|----------|----|---|------|--|--|--|-------|----------|---|---|---|---|---|---|---|---|---|
| 1 | NH202000 | 33 | 3 | 3595 |  |  |  | 33015 | 20010730 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 2 | NH202000 | 33 | 7 | 3570 |  |  |  | 33015 | 19951229 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 3 | NH202000 | 33 | 7 | 3588 |  |  |  | 33015 | 19940818 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 4 | NH202000 | 33 | 7 | 3570 |  |  |  | 33015 | 19870105 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 5 | NH202000 | 33 | 7 | 3576 |  |  |  | 33015 | 20001129 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 6 | NH202000 | 33 | 7 | 3570 |  |  |  | 33015 | 19720414 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |

## APPENDIX - 2



Qs & As

# Q / A

## **Question:**

Is the Quarter Performance Report (QPR) and Quarterly Narrative Report (QNR) submission process changing from WIPS to another system?

## **Answer:**

No. WIPS is the official performance reporting system for OA quarterly performance reports. All apprenticeship grantees should upload and certify their data utilizing WIPS.

# Q / A

## **Question:**

Why is the quarterly QPR view the same as the program-to-date QPR view in WIPS?

## **Answer:**

When you toggle between different views of the QPR in WIPS (e.g., Quarterly and Program to Date), it's not going to change because it isn't looking at a database where all the previous quarters' data is stored.

Instead, it's simply looking at the data from the single file that you have uploaded. This decision was made by the WIPS team awhile back.

# Q / A

## Question:

Do grantees have to certify their QPRs in WIPS?

## Answer:

Grantees certify that their **data** is complete, true, and accurate. Apprenticeship grantees should click on the certify button regardless of whether the QPR results are what is expected.

This step is important so that grantee data is transferred into the WIPS data warehouse. When data is transferred into the data warehouse, it becomes available for:

- 1) Evaluation studies;
- 2) WIPS' QPR testing; and
- 3) Apprenticeship online data dashboard (future)

# Q / A

## Question:

Can I upload PIRL data files for previous reporting quarters into WIPS?

## Answer:

In most cases, yes. However, grantees cannot upload PIRL data files from reporting periods before the quarter ending September 30, 2021. Since the PIRL (and the Apprenticeship Schema) was updated effective July 1, 2021, any data files for periods before September 30, 2021, will not be accepted by WIPS.

Also, the earliest reports that are available in WIPS are from the quarter ending December 31, 2020.

It is preferred to update the most-recent report with the intended data.

# Q / A

## Question:

Should grantees report on all required data elements in the Apprenticeship Schema?

## Answer:

Apprenticeship grantees should report on the required (“R”) Data Elements under the Apprenticeship column (column W) as shown in Tab 1 ETA-9172 (Full PIRL). Tab 2 AP Schema shows the PIRL Data Elements collected by Apprenticeship Grants using WIPS for reporting. Tab 2 is a subset of Tab 1 and represents the apprenticeship schema. Grantees should collect each data element in the apprenticeship schema, **as applicable to each participant/individual\***. In other words, every data element may not apply to each participant. Therefore, grantees should follow the instructions for each data element.

**\*Both reportable individuals and pre-apprentices have specific data elements that must be completed for each.**

# Q / A

## **Question:**

Do we only need to fill out the "Apprenticeship Section" on Section E.10 of the Full PIRL Schema?

## **Answer:**

Data elements required to be collected by Apprenticeship grantees are indicated by an 'R' in the Apprenticeship column (column W) of the Full PIRL Schema. The PIRL data elements listed in Section E.10 are all selected with an 'R' in column W; therefore, are required to be collected by Apprenticeship grantees, as applicable to each individual enrolled.

# Q / A

## Question:

Why am I getting a file format error when my file only has 102 columns?

## Answer:

Sometimes certain cells are formatted to have wrap-around text. Please make sure you do the following to avoid getting a column error in WIPS:

- Remove headers from your file
- Delete/clear anything after the 102<sup>nd</sup> column in your file
- Highlight your rows and columns and de-select the Text Wrap formatting in Excel

# Q / A

## Question:

If DOL asks grantees to submit the data file by email, how should PII be protected?

## Answer:

DOL will not ask grantees to submit a raw data files (i.e., .csv) via email. Electronic mail systems do not support the secure transmission of PII. **Grantees should never transmit raw data files containing protective individual information via email or any other electronic transmission not designed to transmit such information.** Grantees should submit their data files only through WIPS. The WIPS Help Desk exists on an email platform, so data files should not be transmitted when seeking assistance from the Help Desk. If Grantees are not able to certify their QPR in WIPS, they should seek technical assistance from ETA, a TA coach, or TA provider. **Data files should never be transmitted via email and should never be attached to the Quarterly Narrative Report (QNR)!**

# Q / A

## Question:

Each quarter, are grantees supposed to update all participant information and add new participants?

## Answer:

Yes. Grantees should report on ALL participants—new and existing—every quarter until individuals are no longer enrolled in the program. Each quarter, individual records for each participant is updated with new information, as appropriate. PII is not likely to change, but information on services received is likely to change from one quarter to the next, as the participant progresses through the program.

In summary, each data files should contain both new enrollees AND existing participants from previous quarters. Participants who were enrolled in a previous reporting quarter AND who are also still enrolled in the current reporting quarter are also known as “carryover”.

# Q / A

## **Question:**

What are the responsibilities of grantee reporting staff?

## **Answer:**

All organizations/grantees are different and often manage more than one grant. ETA is not able to provide a job description for their reporting staff. ETA supports many different reporting/performance professionals—many with different responsibilities and job descriptions, which literally run the gamut! This question would be best answered by other grantees that have a similar organizational structure.

# Q / A

## **Question:**

**Why am I receiving a “No Program Flag” error in WIPS when I try to upload my PIRL data file?**

## **Answer:**

This error means that PIRL 2914 (Apprenticeship Grant Program Status) is not filled out in the file you’re trying to upload. For example, if you’re attempting to upload a .csv file and none of the rows have anything for data element 2914, then WIPS will trigger the No Program Flag error.

Please remember to use code value 1 for participants (pre-apprentices and registered apprentices) and code value 2 for reportable individuals for PIRL 2914.

# Q / A

## Question:

**Will Reportable Individuals need to be reported on the Quarterly Performance Report or via the Quarterly Narrative Report?**

## Answer:

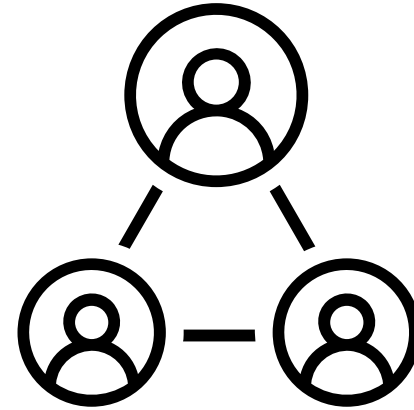
To include Reportable Individuals in overall service counts for registered apprentices, grantees will report the OBS number and four (4) data elements in their PIRL file:

- OBS Number
- PIRL 100 (Unique Individual Identifier)
- PIRL 1007 (Date of Most Recent Reportable Individual Contact)
- PIRL 2914 (Apprenticeship Grant Program Status)
- PIRL 2920 (Apprenticeship Grant Number)

## Resources:

1. Performance Reporting TA – Interpretation/Application of Reportable Individuals Across Apprenticeship Grants
2. Performance Reporting TA – Types of Individuals

# APPENDIX - 3



## Resources

# Performance Reporting Resources

## **I. DOL ETA Resources**

- ETA Performance Page
- WIPS Resource Page
- WIPS Monthly Newsletter

## **II. Apprenticeship.gov**

- Funding Opportunity Announcement (FOA)

## **III. Grant-specific landing pages on WorkforceGPS**

## **IV. Performance Reporting Landing Page**

- Performance Reporting for Apprenticeship Grants
  - Past Webinars
  - Apprenticeship Reporting Resources
  - TA Aids

## **V. Training for Performance Indicators**

### ▪ E-Learning Series on Performance Indicators

1. Credential Attainment
2. Measurable Skill Gains
3. Employment Rate in the 2nd and 4th Quarters after Exit
4. Median Earnings



## Data and Performance and Best Practices Center

### The Council for State Governments (CSG)

#### 1. Process Modeling

- Creates a visual representation of process of data collection mapped to the data reporting fields

#### 2. Trainings:

- Broad trainings on high level topics
- Peer-to-Peer trainings with organizations that have superb reporting
- One-on-One trainings

#### 3. Desk Guides and Technical Support

- CSG will work with you to identify your needs and develop the relative guides and support

#### 4. Data mapping and migration

- If you have existing systems, CSG can work with you to map the data fields and/or assist with migration to new systems



## CSG Technical Assistance

The Council for State Governments (CSG) provides 1:1 Technical Assistance to apprenticeship grantee with:

- Creating data files
- Uploading data files
- Troubleshooting data files

**Contact CSG – Apprenticeship Data  
Alignment and Performance  
Technical Assistance Center ([csg.org](https://csg.org))**