NATIONAL DISLOCATED WORKER GRANTS

QUARTERLY REPORTING REFERENCE GUIDE

April 2024

Table of Contents

Introduction 3

National Dislocated Worker Grant Performance Reporting 3

Reporting Requirements 3

Using this Performance Reporting Reference Guide 3

Reporting Overview 4

QNRs (ETA 9179) 5

QPRs (ETA 9173) 6

DWG Report Due Dates 7

Report Submission Instructions 8

WIPS Setup 8

QNRs: Preparation and Submission in WIPS 11

QPRs: Data Collection and Submission in WIPS 13

WIPS Lock Dates 22

Quarterly Reporting Checklist 23

Resources 24

DWG Reporting 24

PIRL 24

Appendix A: Uploading the Participant Data File and Certifying the QPR 25

Appendix B: Viewing Error Reports in WIPS 30

Appendix C: Viewing QPRs in WIPS 32

Appendix D: Submitting a Quarterly Narrative Report in WIPS 36

Completing a QNR in WIPS 36

Checking QNR Status 40

Appendix E: Making Changes to QNRs 42

Appendix F: Primary Indicators of Performance 44

Appendix G: Reportable Individuals, Program Participants, and Exiters 45

Reportable Individuals, Program Participants, and Exiters 45

Appendix H: Creating a Login.gov Account 47

Instructions for Creating a Login.gov Account 47

Appendix I: WIPS Account Setup 54

Introduction

National Dislocated Worker Grant Performance Reporting

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

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

Reporting Requirements

DWG recipients must report quantitative and qualitative performance data on a quarterly basis throughout the life of the grant. This reference guide provides information and instructions on the two types of reports that grantees must submit to the Department of Labor (DOL) on a quarterly basis: the **Quarterly Narrative Report (QNR)** and the **Quarterly Performance Report (QPR)**. DOL uses information in these reports to assess progress under the primary indicators of performance (established by WIOA Section 116(b)(2)(A)). For information on the primary indicators of performance, see Appendix F.

While the information in this guide is applicable to most DWGs, grantees should review their grant agreements for details related to specific reporting requirements.

Using this Performance Reporting Reference Guide

This guide consists of a **Performance Reporting Overview** section and a **Report Submission Instructions** section. The **Performance Reporting Overview** section describes the two types of performance reports that grantees are required to submit: QNRs and QPRs. The **Report Submission Instructions** section provides step-by-step instructions for setting up an account in the Workforce Integrated Performance System (WIPS), completing a QNR, and completing a QPR.

At the end of the guide, readers will find participant data file inclusion/exclusion guidelines, as well as information about reporting on multiple grants. The guide concludes with a submission checklist and list of additional resources.

Reporting Overview

In accordance with Training and Employment Guidance Letter No. 14-18 (TEGL 14-18)[1] DWG recipients must complete two types of reports:

- **Quarterly Narrative Reports (QNRs)**
- **Quarterly Performance Reports (QPRs)**

The platform that grantees use to complete QNRs and QPRs is called the Workforce Integrated Performance System (WIPS). This chapter describes the two quarterly reports, and the following chapter provides step-by-step instructions for preparing the reports and submitting them through WIPS.

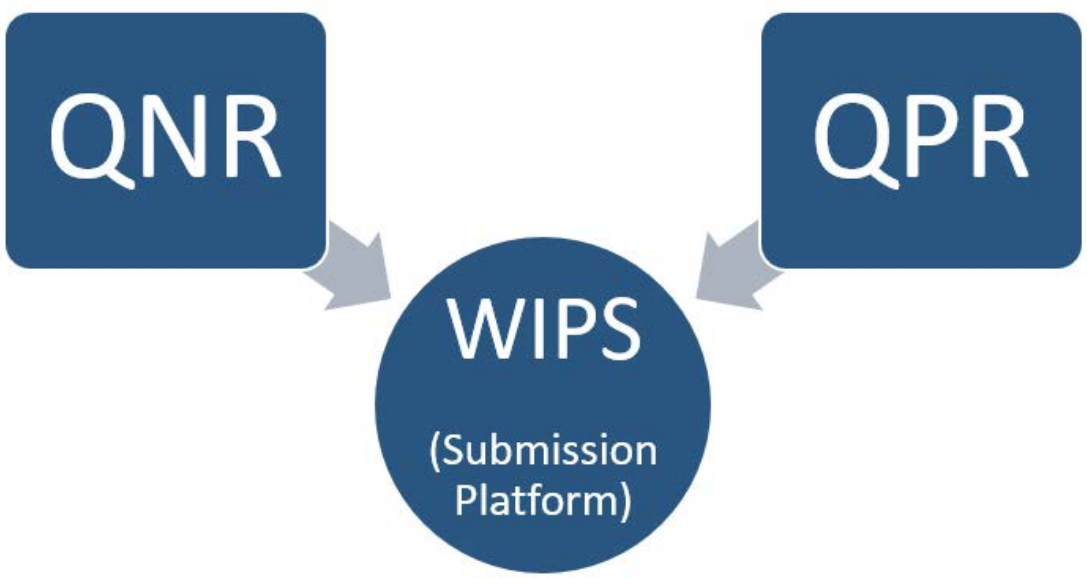


Figure 1: Quarterly Narrative Reports and Quarterly Performance Reports must be completed in WIPS

The requirements for DWGs are outlined in Attachment 6 of TEGL 14-18. Additional resources on DWG performance are available in the Resources section of this guide, as well as on the DWG performance page.

[1] 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), provides guidance for DOL program performance accountability. The requirements for DWG are outlined in Attachment 6 of the Guidance Letter.

QNRs (ETA 9179)

The QNR is a written summary of grant program activities, highlights from the latest reporting quarter, and technical assistance needs. DWG grantees are required to submit QNRs through WIPS, using the ETA-9179 Joint Quarterly Narrative Report Template (OMB Control No. 1205-0448). For step-by-step instructions on accessing and submitting a QNR in WIPS, see the QNRs: Preparation and Submission in WIPS section of this guide.

A PDF version of the QNR template (ETA 9179) is also available for download on WorkforceGPS; sections are listed below.

- **Section I: Contact Information**
  - This section includes 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 covers planned and actual progress of program activities. Grant activities should be aligned with the goals and objectives outlined in the grant Statement of Work. The update may include additional information about service and training activities and outcomes to supplement the data submitted in the participant data file.
- **Section III: Progress of Grant Timeline**
  - This section provides updates on the grant work plan or timeline, including key milestones, deliverables, and the timeline identified in the Project Implementation Plan submitted to regional offices. This includes identifying products and deliverables available for broad distribution to the workforce system via ETA-hosted websites 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 toward/has realized the program's intended purpose outlined in the grant application and work plan. Grantees may describe how implementation of grant activities contribute to the use of services by underserved populations and facilitate equitable service provisions across target populations and underserved communities.
- **Section V: Status Update on Match and/or Leveraged Resources**
  - This section does not apply to DWG grantees.
- **Section VI: Status Update on Strategic Partnership Activities**
  - This section includes information about how the grantee is collaborating with partners 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 U.S. Department of Defense, and/or activities that leverage additional resources such as ongoing 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**
  - This section describes how employer engagement contributed to reemployment efforts aligned with grant activities, as well as how the grantee facilitates partnerships with employers impacted by layoffs through Rapid Response units and the use of layoff aversion strategies.

    Grantees should report the efforts they have 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 summarizes significant opportunities, issues, or challenges encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, it describes actions taken or plans to address issues and areas where ETA can provide technical assistance.
- **Section IX: Significant Activities, Accomplishments, and Success Stories**
  - This section is intended to provide more in-depth information than the summary section about promising approaches, new processes, and lessons learned. It includes success stories about participants benefitting from program services. It describes the challenge, the response provided through the project, and what improved or changed as a result.
- **Section X: Evidence and Evaluation**
  - This section is intended for grantees to provide information to DOL on how evidence and evaluations are being developed and applied.
- **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 QNR.

QPRs (ETA 9173)

The QPR, ETA-9173-NDWG, is an aggregated data report of quarterly performance outcomes. It is generated through participant-level data files that grantees upload to WIPS, creating a snapshot of the grant's participants, services, and outcomes. Grantees are responsible for creating and uploading the participant data file; the QPR is automatically generated in WIPS when the data file is successfully uploaded.

Grantees use the 2021 Participant Individual Record Layout (PIRL, ETA 9170)[2] as a template for submitting required QPR data. The PIRL lists and provides definitions for each required data element. QPRs may be submitted as .csv, .txt, or .zip files. For step-by-step instructions on creating and uploading the participant data file, see the QPRs: Data Collection and Submission in WIPS section of this guide.

DWG Report Due Dates

Grantees submit QPRs and QNRs through WIPS on the 15th day of the second month after the quarter end date, as shown in Table 1 below:

Table 1: Quarterly reporting due dates

Reporting Quarter	July – Sept.	Oct. – Dec.	Jan. – Mar.	Apr. – June
Report Due Date	November 15	February 15	May 15	August 15

Reports not submitted by the due date are considered late and not in compliance with grant requirements.

[2] On the WIOA Performance Reporting website, scroll down to the "Reporting Requirements: OMB Control No. 1205-0521" header and click on the 2021 PIRL 9172.

Report Submission Instructions

Grantees must submit performance reports through the Workforce Integrated Performance System. WIPS is an online, password-protected system that allows grantees to complete the following:

- Generate, fill out, and submit a **QNR**
- Upload a participant data file and certify it as a **QPR**

QNRs are completed within WIPS; QPRs require that recipients create a data file with participant information outside of the system before uploading it to WIPS. The following sections provide step-by-step instructions on preparing and submitting QNRs and QPRs in WIPS, beginning with account creation and WIPS setup.

WIPS Setup

Grantees must create accounts in Login.gov and WIPS to submit QNRs and QPRs. Instructions in the Login.gov Account Setup and WIPS Account Setup sections are intended for grantees that do not yet have these accounts. The following sections (Accessing WIPS and Adding New Grants to an Existing WIPS Account) apply to all grantees, including those that already have Login.gov and WIPS accounts.

Login.gov Account Setup

Login.gov is the portal through which grantees access WIPS. Please see Appendix H for detailed instructions on how to set up a Login.gov account. Grantees should make sure to use an email address that is associated with the grant recipient organization for which they are reporting. Continue to the next section (WIPS Account Setup) after creating a Login.gov account.

WIPS Account Setup

After setting up a Login.gov account, grantees create a WIPS account by filing a WIPS account creation request through the ETA WIPS webpage. Please see Appendix I for detailed instructions on how to submit a WIPS account creation request. Grantees should make sure that the email address used in the WIPS account creation request matches the email address used to create the login.gov account.

Accessing WIPS (for Users with Existing Login.gov and WIPS Accounts)

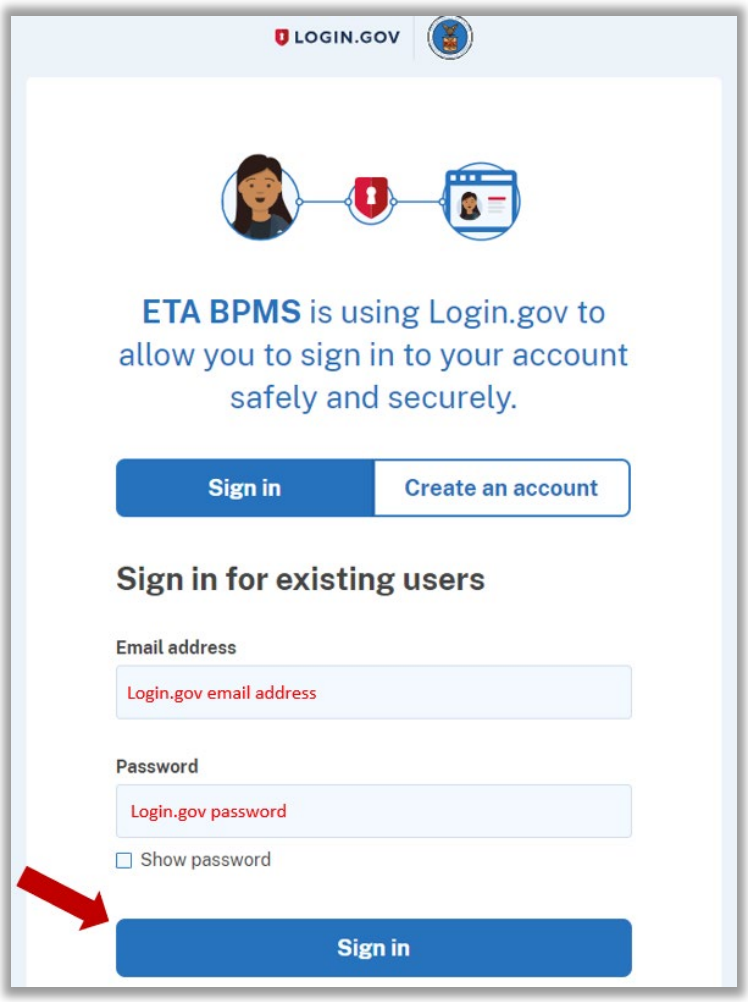
Users with Login.gov and WIPS accounts may navigate to WIPS using the direct URL or via the ETA WIPS webpage. The direct URL for the WIPS homepage is https://entbpmp.dol.gov/suite/sites/wips. To access WIPS through the ETA WIPS webpage, visit https://www.dol.gov/agencies/eta/performance/wips and click on the "Workforce Integrated Performance System" link at the top of the page.



Select "I am an external user – Login.gov."



Enter your Login.gov credentials and click "Sign In" to proceed to the WIPS homepage.



Adding New Grants to an Existing WIPS Account

Returning/existing WIPS users who receive a new grant need to add the new grant to their existing WIPS account to enable QNR reporting. The individual WIPS users who will complete QNR reporting for the new grant must request that the new grant number be added to their WIPS profile following the steps outlined below.

1. Visit the WIPS homepage.
2. Select "Request WIPS Assistance," located on the upper righthand side of the page.
3. Check "DWG" from the program checkbox menu.[3]

[3] Grantees reporting on behalf of Dislocated Worker Demonstration grants, such as the WORC initiative, should select "Demonstration Grant."

4. Enter the grant number the request is for.
5. Complete all required fields of the WIPS Technical Assistance Request form.
6. Under "Description," enter a request for quarterly reporting permission**. Requests should specify the grant number and the report(s) for which the user requires permission.** Click "Submit."

Grantees who submit a WIPS Assistance Request receive an email notification when it has been processed. The email is sent from **wioa.feedback@dol.gov**. When the request is resolved, grantees may access the QNR template from the WIPS homepage by selecting "My Reports" and then clicking "Quarterly Narrative Reports" from the menu at the top of the page. See the following section (QNRs: Preparation and Submission in WIPS) for further instructions.

QNRs: Preparation and Submission in WIPS

Grantees may begin filling out the QNR in WIPS after obtaining reporting access, as described in Adding New Grants to an Existing WIPS Account, above. Grantees that have not provided services to program participants (i.e., have zero program participants) are required to submit a QNR each quarter even if they do not submit a QPR. Grantees that have not yet begun participant enrollment should note the check box on the righthand side of the screen labeled **"**No participants have been served grant to date." Users should check this box for grants that have zero program participants and for which a QPR will not be submitted during this round of reporting.[4]

Completing a QNR in WIPS

Grantees complete the QNR within WIPS. Responses may be prepared outside of WIPS, as detailed below (Preparing QNR Responses Outside of WIPS), but final responses must be entered into the text fields within WIPS. For detailed instructions on how to complete a QNR in WIPS, see Appendix D (applicable to all grantees).

Preparing QNR Responses Outside of WIPS

Grantees may prepare the QNR in a Word document prior to entering responses in WIPS. The complete QNR form is available for download; grantees may use this template to draft responses and then copy and paste them into the appropriate text fields in WIPS. Grantees should make sure to enter responses directly into the text fields provided in WIPS, even if they have prepared a file with their complete responses.

[4] See Step 5 of Appendix D for a screenshot of the checkbox.

Automatic Log-Out Due to Inactivity

When filling out a QNR, users are automatically logged out after 30 minutes of inactivity. Note that WIPS does not consider typing within fields to be system activity. When entering your responses into WIPS, use the blue "SAVE" buttons on the righthand side of the page to save progress.

Supplemental Files

The QNR template in WIPS allows users to upload a supplemental file. This feature is designed for documents that support or expand on the information entered into the text fields. Please do not upload a file with QNR responses in lieu of supplying full responses in the appropriate fields.

Making Changes to QNRs

QNRs may be updated after certification. To make changes, select a previously certified QNR from the "My Reports" tab. Click on the "Edit" button on the upper righthand portion of the page. Edit responses as needed, save the changes, and recertify the QNR by clicking the blue "Certify" button in the lower righthand portion of the page. See Appendix E for screenshots.

Verifying QNR Submission

To verify that your QNR has been submitted successfully, navigate to the "My Reports" tab on WIPS (top of the screen), and select "Quarterly Narrative Reports." The report status is displayed in the second column from the left. "In Progress" indicates that a report has been initiated in WIPS but not submitted. "Certified" indicates that a report has been successfully submitted. These instructions (with screenshots) are included in Appendix D.

Final QNR Submission

The final QNR that grantees submit should summarize highlights from the entire grant period. This differs from other QNRs in that the final report encompasses the entire grant period instead of focusing on the most recent quarter. Grantees should provide a summative retrospective of grant activities. The prompts on the QNR form in WIPS will not change.

QPRs: Data Collection and Submission in WIPS

Grantees are required to collect and report participant-level data for individuals who receive services.[5] This includes demographic and background data, information on services received, and program outcome information. Grantees include this information in a single comprehensive data file that reflects all participants served to date, starting from the beginning of the grant's period of performance and extending through the end of the latest reporting quarter. Grantees submit participant data files to WIPS in .csv, .txt, or .zip format; WIPS then uses the information in the participant data file to generate the QPR.

This section contains instructions for creating and submitting the participant data file. Note that grantees are responsible for maintaining their own internal management information system (MIS) to collect and track participant records in alignment with the PIRL. Grantees may utilize the case management system software of their choice or track data manually. This entails updating the information management system as participants enter a program, receive services, and exit a program. A comprehensive data collection system contains fields for each of the required data elements, as outlined in the "DWG Data Elements" tab of the DWG Participant Data File Tool, described below (The DWG Participant Data File Tool).

Submitting QPRs in WIPS: Subtopics

1. The DWG Participant Data File Tool
2. PIRL Data Elements Overview
3. The Participant Data File
4. Uploading the Participant Data File and Certifying the QPR
5. The Edit Check: Correcting Participant Data File Errors
6. Viewing QPRs in WIPS
7. Source Documentation and Data Validation

The DWG Participant Data File Tool

Participant data files must meet the content specifications of the PIRL, and the column specifications of the State Integrated Reporting Schema (SIRS). The PIRL contains a list of required data elements that must be included in the participant data file, as well as data validity and entry requirements. The SIRS is a template for formatting the data elements that are required by the PIRL. Note: DWG grantees may also use the "Full PIRL"

[5] Grantees that have served zero participants are not required to submit a QPR but must submit a QNR.

reporting schema for DWGs; grantees reporting on behalf of Dislocated Worker Demonstration Grants use the Demonstration Grant Schema.

Table 2: The PIRL and SIRS are key participant data file creation resources

Acronym	Full Name	What is it?
PIRL[6]	*Participant Individual Record Layout*	*List of required data elements*
SIRS[7]	*State Integrated Reporting Schema*	*Template for formatting required data*

Both the PIRL and the SIRS may be found in the DWG Participant Data File Tool[8]—a technical assistance resource created for DWG grantees to aid in PIRL data collection and reporting. It is available on the DWG WorkforceGPS webpage. As described in Table 2, the PIRL lists the required data elements under the "DWG Data Elements" tab. This tab also contains each element's definition, code value, and the data type or field length WIPS accepts. The "SIRS Sample File" tab presents the same data elements, but oriented horizontally, as the elements would be in a file uploaded to WIPS. In addition to presenting the data elements laid out in alignment with the SIRS Reporting Schema, the "SIRS Sample File" tab also contains data formatting notes for each element. Following directions in the final tab, "SIRS Sample File Instructions," grantees may use the "SIRS Sample File" tab to create a participant data file in alignment with the SIRS and compatible with WIPS. See Table 3 below for a summary of Participant Data File Tool contents.

Table 3: Summary of DWG Participant Data File Tool contents

Tab	Contents
DWG Data Elements	This tab contains descriptions of all the data elements that must be included in the participant data file that DWG grantees upload to WIPS.
SIRS Sample File	This tab shows a blank participant data file in the SIRS format, with instructions for data entry in the header row.
SIRS Sample File Instructions	This tab contains instructions for how to use the SIRS Sample File to create a participant data file.

[6] To access the PIRL through the WIOA Performance Reporting website, scroll down to the "Future Reporting Requirements: OMB Control No. 1205-0521" header; the 2021 PIRL (ETA 9170) is listed below.
[7] The SIRS reporting template is a tab titled "SIRS (3)" within the PIRL.
[8] Grantees reporting on behalf of Dislocated Worker Demonstration Grants will use the "Demonstration Grant Participant Data File Tool" located with the resources for Demonstration grants on the Dislocated Worker Grants Community of Practice.

For more information on creating the participant data file, see "The Participant Data File." For information on the upload process, see "Uploading the Participant Data File and Certifying the QPR."

PIRL Data Elements Overview

The "DWG Data Elements" tab of the Participant Data File Tool lists the data elements that grantees must include in the participant data file. The data elements are divided into five sections, which are described below.

Section A: Individual Information (Data Elements 100 – 808)

Data elements 100 – 808 track information that characterizes an individual at the time of their enrollment. This includes demographics (e.g., date of birth, sex, and race/ethnicity), disability information, military service, education, and employment status. It also includes additional information about potential employment influencers (e.g., English language ability, single parent status, migrant worker status, etc.). Data elements are organized into the following subsections:

- Section A.01: Identifying Data
- Section A.02: Equal Opportunity Information
- Section A.03: Veteran Characteristics
- Section A.04: Employment and Education Information
- Section A.06: Additional Youth Characteristics
- Section A.07: Additional Reportable Characteristics

Section B: One Stop Center Program Participation Information (Data Elements 900 – 938)

Section B characterizes a participant's program participation, including their date of program entry, date of program exit, and participation in workforce program types (e.g., youth, incumbent worker training, adult, education, Rapid Response, etc.).

Section C: One Stop Services and Activities (Data Elements 1000 – 1503)

Section C characterizes the type of services an individual received. Subcategories are organized by program type and include the following:

- Section C.01: General Services Overview
- Section C.02: Basic Career Services
- Section C.03: Individualized Career Services
- Section C.04: Training Services
- Section C.05: Youth Program Services/Elements (Not Captured Elsewhere)
- Section C.06: Other Related Assistance and Support Services for Non-Youth Customers

Section D: Program Outcomes Information (Data Elements 1600 – 1814)

Section D contains information that is used to calculate the exit-based performance indicators, which are ETA's primary means of assessing program outcomes (see Appendix F for more information on the performance indicators). The performance indicators track outcome information for participants in the first through fourth quarters after program exit. Outcomes include employment status, earnings, and credentials attained, as detailed in the following sub-categories:

- Section D.01: Employment and Job Retention Data
- Section D.02: Wage Record Data
- Section D.03: Education and Credential Data

Section E: New Data Elements (2001 – 3004)

Section E contains data elements that are specific to DWGs. They are not shared with WIOA or other discretionary grant programs. It also contains a social security number (SSN) field, to be filled in by certain grantees as described below in The Participant Data File. For more information on DWG specific data elements, see TEGL 14-18 Attachment 6.

- Section E.01: Dislocated Worker Grants
- Section E.08: Miscellaneous Data Elements and User Defined Fields
- Section E.11: Additional Misc. Elements (Added 2021)

The Participant Data File

The participant data file contains information that WIPS uses to generate the QPR. Grantees create the participant data file outside of WIPS and populate it with individual-level program participant information, as delineated in the 2021 PIRL. Grantees then upload the participant data file to WIPS, where the system uses the information in the uploaded file to generate a QPR.

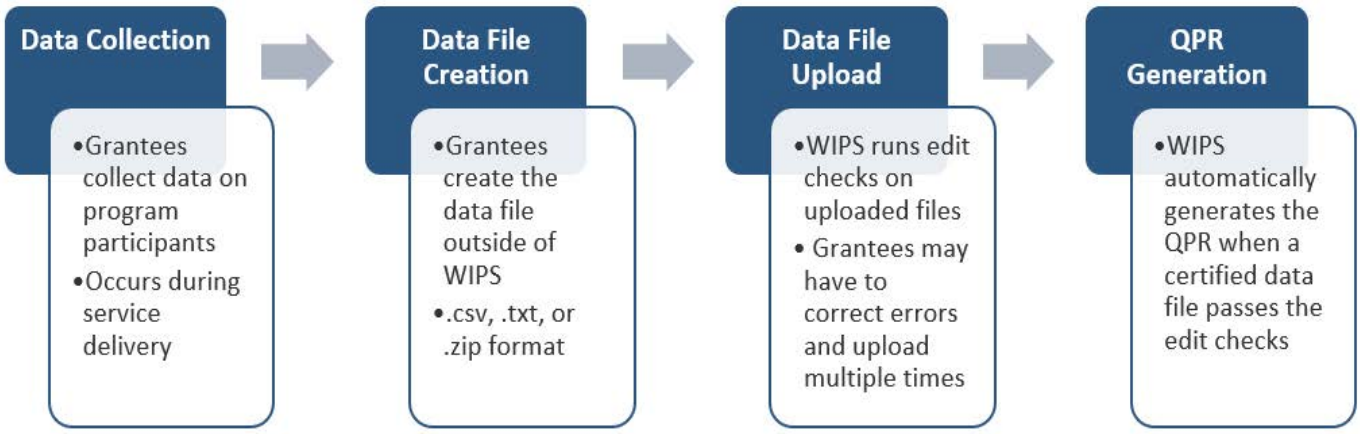


Figure 2: Generating the QPR from a participant data file

Sample

Participant data files must contain individual-level information for all program participants who receive services during the reporting period. For details on which individuals to include in the participant data file, see Appendix G: Reportable Individuals, Program Participants, and Exiters.

Process

While each grantee uploads a participant data file to WIPS, the process for creating that file differs depending on the type of data system that grantee uses. Grantees that use case management system software may be able to generate a report with the required data elements. Grantees that do not use case management system software may have to create a spreadsheet with the required fields. In these instances, grantees may use the participant data file example provided in the "SIRS Sample File" of the Participant Data File Tool.

The process for obtaining Section D: Program Outcomes Information (data elements 1600 – 1814) data differs across grantees. Section D data elements require information from participants' UI wage records, and while state grantees may be able to access these records directly, non-state grantees might not be able to. The following sections describe reporting obligations and processes by entity type.

States and Consortia of States

Consistent with state law, grantees that are states or a consortium of states use UI wage records to complete Section D of the PIRL (data elements 1600 – 1814). While non-state grantees request participants' SSNs for the purpose of wage-record matching, state grantees do not include SSNs in their participant data file that they upload to WIPS (i.e., these grantees do not complete data element 2700).

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 (pg. 47) and the DWG Attachment.

Non-State Entities

Included in the category of non-state entities are the following grantee types:

- Local workforce development boards (WDBs) and consortia of WDBs
- Entities described in 166(c) and Indian tribal governments
- Community-based organizations and non-profits
- Educational institutions
- Other eligible entities not named in 20 CFR 687.120(a)(1-3)

Unlike state grantees, non-state entities include participant SSNs in the participant data file (data element 2700). The inclusion of SSNs in the participant data file allows WIPS to retrieve information for select data elements in Section D of the participant data file (Program Outcomes Information; data elements 1600 – 1814) from UI records that non-state grantees otherwise may not have access to. These elements pertain to wage and employment outcomes and are enumerated below in Table 4. Please note that DWG participants are not required to disclose SSNs in order to receive services or participate in DWG programming.

Table 4: Elements for which WIPS retrieves data via wage matching

Data Element Number	Data Element Name
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)
1606	Employed in 4th Quarter After Exit Quarter (WIOA)
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)
1618	Retention with the Same Employer in the 2nd Quarter and the 4th Quarter (WIOA)
1704	Earnings 2nd Quarter After Exit Quarter (WIOA)

To retrieve information for these data elements, WIPS interfaces with a separate platform called the Common Reporting Information System (CRIS) to match participant information with UI wage records. This allows WIPS to retrieve aggregated wage and employment information and add it to the participant data file, finalizing the QPR. These steps occur without any action needed on the part of the grantee. The final QPR becomes viewable to the grantee within WIPS once the wage matching is complete. It contains aggregate-level wage and employment information.

WIPS is only able to conduct wage matching and retrieve earnings and employment data for participants with SSNs recorded in the participant data file. For this reason, grantees must include participants' SSNs in the participant data file (data element 2700).[9] If a participant does not provide their SSN, grantees may use supplemental wage information to report on exit-based performance indicators. For guidance on the

[9] Note that individuals are not required to provide an SSN in order to participate in DWG programming.

appropriate use of supplemental wage information, refer to TEGL 14-18 Appendix VI (pg. 47) and the DWG Attachment.

Alternatively, non-state grantees may collaborate with state agencies to create a complete participant data file. This may entail entering into a data sharing agreement (DSA) with the state agency.[10] This option is available to grantees that have a pre-existing performance reporting relationship with the state. Note that state agencies are not obligated to enter into any agreements, and the terms of such agreements should be negotiated. DWG grant recipients that are non-state entities must communicate with their assigned Federal Project Officer and the DWG National Program Office about their plans for performance reporting.

All non-state grantees, whether reporting on their own or in partnership with a state agency, should complete as many of the fields in Section D of the participant data file (Program Outcomes Information; data elements 1600 – 1814) as they are able to. This may entail following up with participants after program exit.

Outlying Areas

Outlying areas with approved UI systems follow the same instructions as states and consortia of states, described above (States and Consortia of States). Outlying areas without approved UI systems follow the same instructions as described above for Non-State Entities.

Grant Number

Grantees enter their DWG Grant Number in data element 2003 of the participant data file. To meet the specifications of the PIRL, data element 2003 requires that the grant number be comprised of two letters followed by five numerals. This may differ from the number that appears in ETA Grant Award letters. ETA will provide the correct format to grantees to enable WIPS reporting.

Uploading the Participant Data File and Certifying the QPR

Grantees prepare the participant data file outside of WIPS, as described in The Participant Data File. When the file is ready, grantees upload it to WIPS. WIPS runs an error check on the uploaded file, as described in The Edit Check: Correcting Participant Data File Errors, below. When it passes the edit check, WIPS pulls information from the participant data file to generate the QPR, which displays in the ETA 9173 DWG QPR format. Users review and certify the QPR. See Appendix A for steps and screenshots on the upload and certification process.

The Edit Check: Correcting Participant Data File Errors

WIPS runs a series of edit checks on a participant data file that is uploaded to the platform. These checks ensure that the uploaded file is properly formatted and contains valid data. In addition to checking the file format, edit checks may identify a valid values error, a logical error, a duplicate error, or a program flag error. The results of

[10] Data sharing agreements must meet the requirements of 20 CFR 603.10.. WorkforceGPS provides a set of sample DSAs.

the edit checks are summarized in an error report that is viewable on WIPS. For instructions on locating and reading the error report, see Appendix B.

Table 5: Types of edit check errors

Error	Description	Location in Error Report
Initial File Format Check		
File Format	The file format check verifies that the file is of the correct format (.csv, .txt, or .zip file extension) and size, and that it has the correct number of columns.	Format Error column
Edit Check		
Valid Values	Valid values rules verify the input of each field of data entered for format, length, and, in some cases, value input.	Total Errors column
Duplicate Error	Duplicate rules ensure the validity of multiple records on the same individual.	Total Duplicates column
Logical Error	Logical rules are analytical validations to ensure data are accurately entered in interdependent fields.	Total Errors column
Program Flag	The program flag checks whether participant records match the target program selected when uploading to WIPS. A QPR is not generated if there is no program flag match.	Format Error column

Grantees correct the errors in the error report and then reupload the participant data file. WIPS runs an edit check whenever a participant data file is uploaded to the platform. Correcting errors is an iterative process, and grantees may have to reupload the participant data file several times. To allow adequate time for correcting errors, grantees should attempt to upload the participant data file at least 14 days ahead of the submission date. For additional information on edit checks, see the Edit Check Resource on the WorkforceGPS Performance Reporting Resource page, and the ETA's WIPS Resources webpage.

Viewing QPRs in WIPS

Grantees may check the status of QPRs in WIPS. A QPR has not been submitted to DOL until it has been certified. Certifying the QPR indicates that the grantee's authorized representative certifies that the data submitted is complete, true, and accurate to the best of their knowledge. See Appendix C for instructions on checking the status of a QPR in WIPS.

Source Documentation and Data Validation

Grantees are required to collect source documentation for select data elements. Documentation requirements vary across data elements, but acceptable forms may include official notices (e.g., notice of termination), pay stubs, enrollment records, licenses, crossmatches, or self-attestation, among others. For more information on source documentation requirements, see TEGL 23-19 Change 1. Attachment II: Source Documentation for WIOA Core/Non-Core Programs contains a list of requirements for each data element.

In addition to source documentation, TEGL 23-19 Change 1 articulates guidelines for data validation. These guidelines and practices are meant to ensure that the data grantees collect and report on are accurate. Grantees must develop data validation practices that include the following:

- Written procedures for conducting data validation reviews that contain a description of the process for identifying and correcting errors or missing data, which may include electronic data checks
- Regular data validation training for appropriate program staff (DOL recommends at least annually)
- Monitoring protocols, consistent with 2 CFR 200.328, to ensure that program staff are following the written data validation policy and procedures and take appropriate corrective action if those procedures are not being followed
- Regular data integrity review of program data (DOL recommends quarterly) for errors, missing data, out-of-range variances in values reported, and other anomalies
- Documentation that missing documentation and erroneous data identified during the review process have been corrected
- Documentation processes for maintaining records per the Federal records retention policy, which may include copies of worksheets on data elements or records reviewed, frozen quarterly wage records for wage record matching used for reporting outcomes, trends in common data accuracy issues, error rates, and corrective action efforts made after data validation reviews
- Regular assessments of the effectiveness of the data validation process (DOL recommends at least annually) and revisions to that policy and process as needed

See Section 4.B of TEGL No. 23-19 Change 1 for more information about the data validation guidelines.

WIPS Lock Dates

Once submitted, quarterly reports cannot be changed after the lock date. WIPS becomes locked for resubmission at 11:59 PM local time on the day after the end of the next report quarter.

Table 6: WIPS lock dates and times

Quarter End Date	Reporting Due Date	Reports Locked in WIPS
September 30	November 15	January 1, 11:59 PM local time
December 31	February 15	April 1, 11:59 PM local time
March 31	May 15	July 1, 11:59 PM local time
June 30	August 15	October 1, 11:59 PM local time

Quarterly Reporting Checklist

- ☐ **Understand the basic reporting requirements.** You must submit a QNR and a QPR through WIPS.
- ☐ **Know the due dates.** QNRs and QPRs are due on November 15, February 15, May 15, and August 15. See DWG Report Due Dates for more information.
- ☐ **Make sure you can access WIPS.** This entails creating a Login.gov account and creating a WIPS account.
- ☐ **Bookmark WIPS:** https://entbpmp.dol.gov/suite/sites/wips.
- ☐ **Start data collection immediately.** Grantees are responsible for collecting and tracking all information required by the PIRL.
- ☐ **Understand the QNR process:**
    a. **Request QNR access (if applicable).** Ensure that new staff members can report on all grants they are responsible for and that existing WIPS accounts are configured to report on new grants. A response to your ServiceNow ticket may take several days. Put the request in early to ensure adequate response time ahead of the due date.
    b. **Prepare your responses outside of WIPS.** Use the downloadable QNR form for reference.
    c. **Complete the QNR in WIPS.** You must enter your complete responses into the text fields within WIPS. Please do not attach a separate document in lieu of filling out the text fields completely.
- ☐ **Understand the QPR process:**
    a. **Download the DWG Participant Data File Tool**. Use it to identify which data elements to include in your participant data file and to obtain a template for your file.
    b. **Plan for data file creation.** Grantees may create participant data files by exporting required fields from an MIS or case management software. Alternatively, they may generate and populate a participant data file manually.
    c. **Plan for data file submission.** Establish a WIPS user who will upload the data file and address errors identified in the edit check. Some non-state grantees may choose to partner with a state agency on participant data file preparation and submission.
    d. **Start working on the participant data file early.** Attempt to submit the participant data file to WIPS at least 14 days ahead of the due date to ensure there is time to correct errors identified in the edit check.

Resources

DWG Reporting

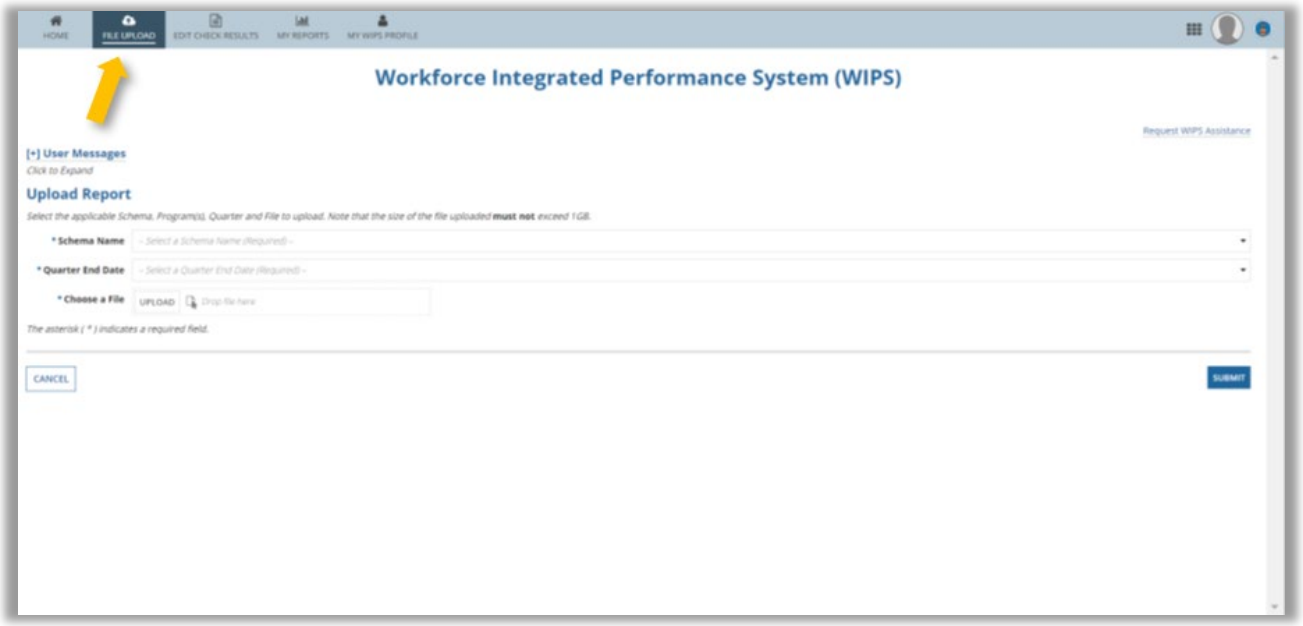
- ETA maintains DWG reporting resources on the WorkforceGPS Community of Practice.
- See TEGL 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor, and Attachment 6 for DWG-specific information.
- TEGL 23-19: Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs contains guidance around data validation practices and source documentation.
- 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.

PIRL

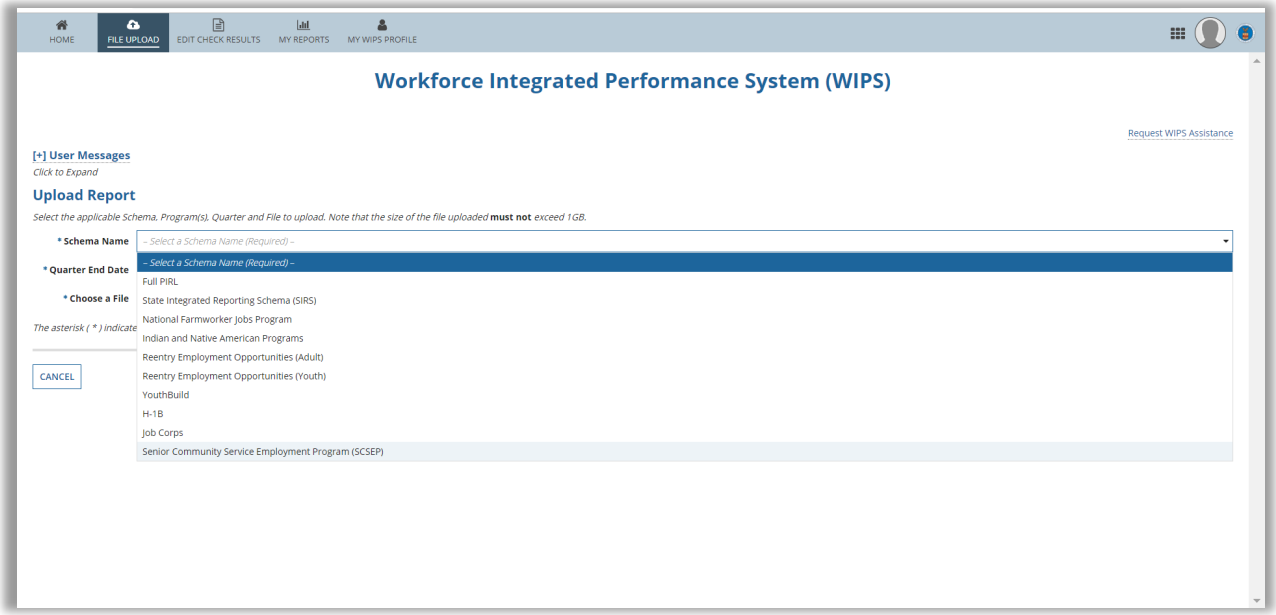
- The DWG Participant Data File Tool contains detailed information on the participant data file, including the data elements in the PIRL that are required for DWG grantees, and the SIRS schema/participant data file template.
- The PIRL is also downloadable through the ETA website. Click the "PIRL 2021 WIPS File Schema" link under the "PIRL 2021 Implementation Resources" header.
  - The SIRS is a labeled tab in the downloadable PIRL file linked above.
- Reportable Individual Resource Page on the Performance Reporting Community of Practice.
- PIRL Reporting Online Resource on the Performance Reporting Community of Practice.
- ETA's WIPS Resources webpage.
- TEN 19-22: Reporting Training in the U.S. Department of Labor's (DOL) Participant Individual Record Layout (PIRL) contains information about allowable training types in the PIRL.
- TEGL 21-22: Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs contains information about training and other services.

Appendix A: Uploading the Participant Data File and Certifying the QPR

1. From the WIPS homepage, click on the "FILE UPLOAD" tab from the menu at the top of the screen.



2. Choose the appropriate schema from the dropdown menu. Select "State Integrated Reporting Schema (SIRS)" if you used the template in the DWG Participant Data File Tool. DWG grantees may also use the "Full PIRL" reporting schema.

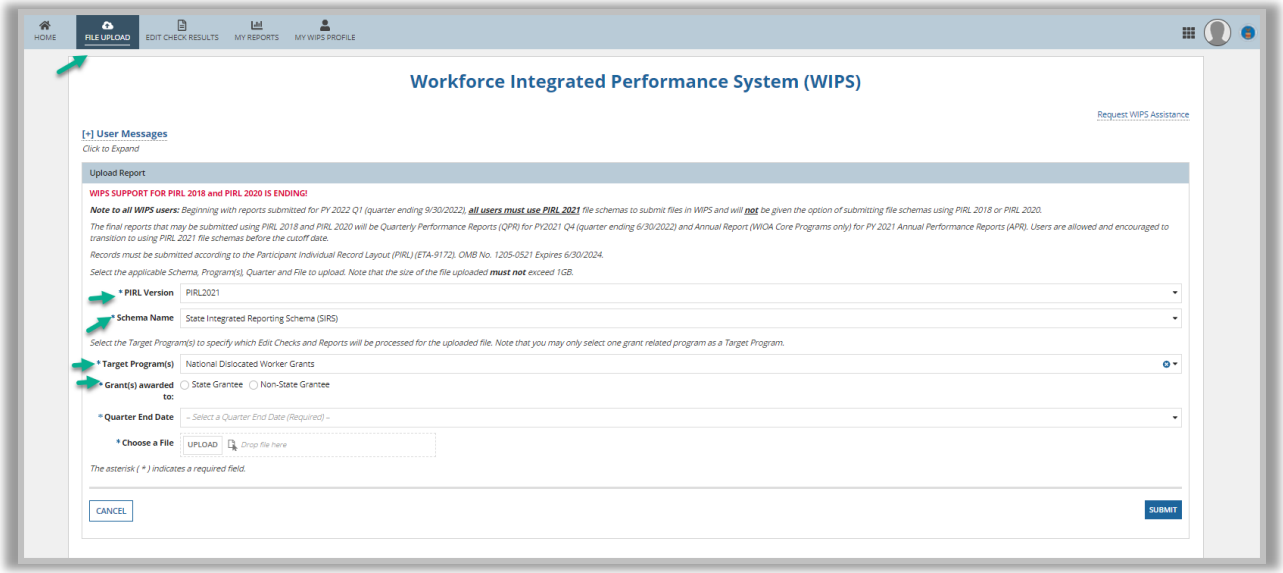


3. Select the "Target Program(s)." States that are reporting on multiple programs may submit a single, integrated participant data file.

4. This step is only for state users that also submit reports on behalf of non-state grantees:

   Select either "State Grantee" or "Non-State Grantee" from the "Grant(s) awarded to" radio buttons.

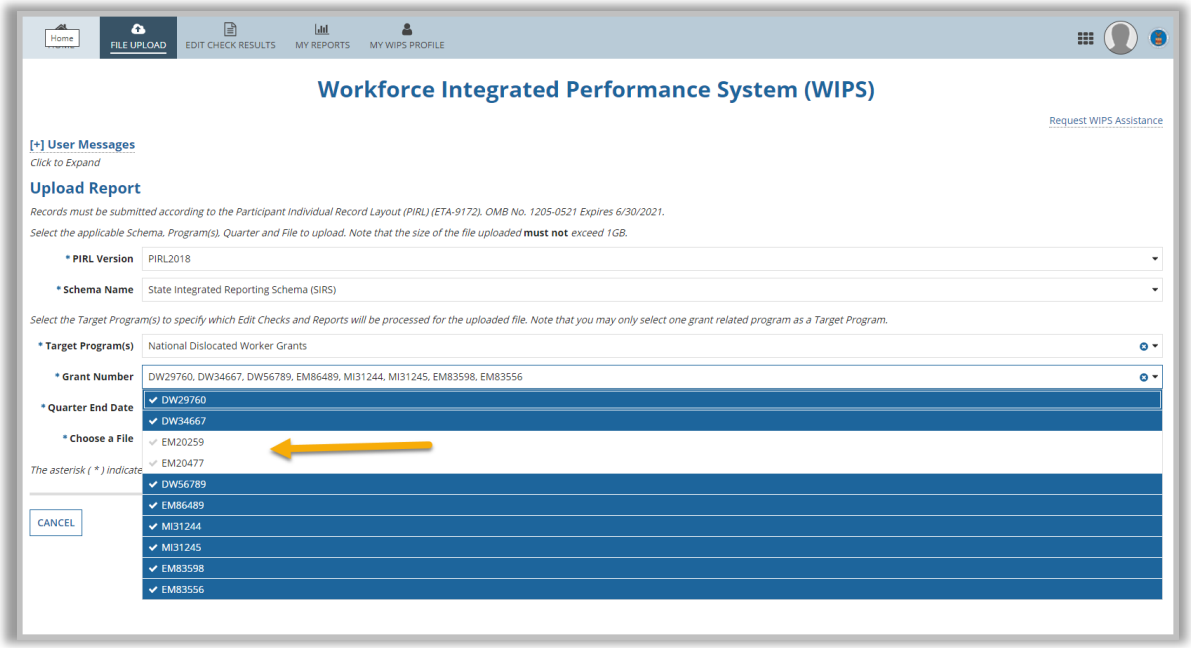
   If your WIPS profile has only state or non-state grants associated with it, you will not see this option and should continue to the next step.



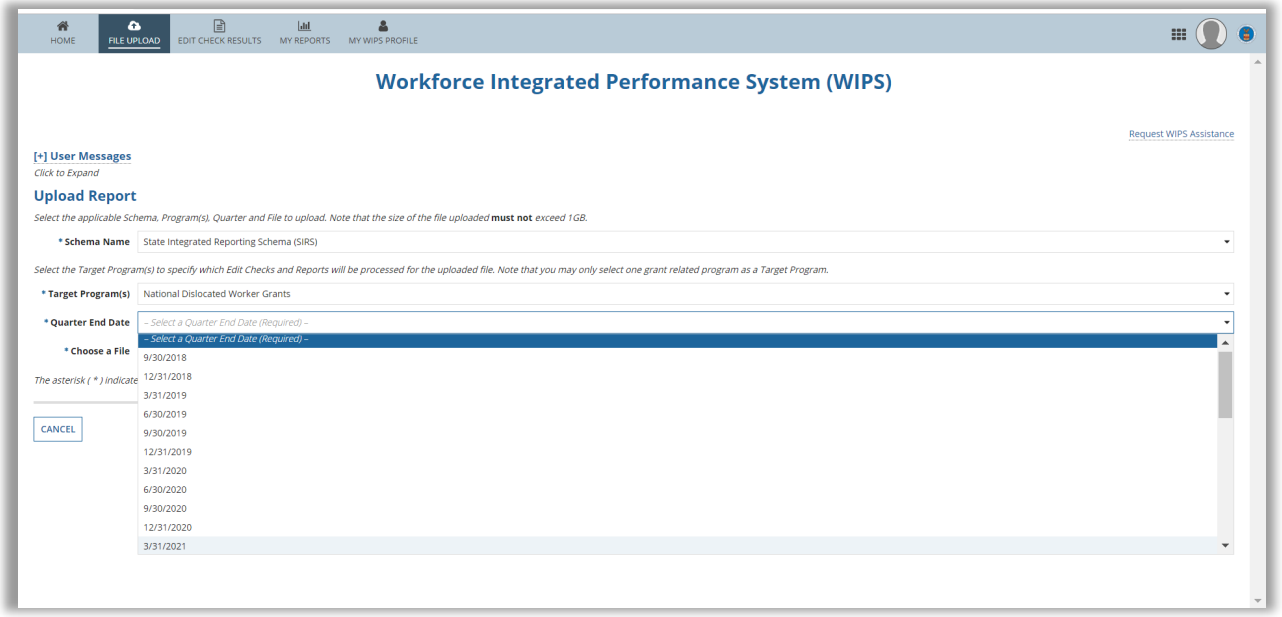
5. Use the "Grant Number" dropdown menu to indicate the grant(s) for which you are uploading the participant data file. Note that at least one grant number must be selected.

   States will find that all grants assigned to their state profile will be pre-selected. If submitting an integrated file for all assigned grants, leave the grant numbers selected and continue to the next step. This is the recommended option. However, if you are **not** submitting a participant data file for all the assigned grants, you may deselect the grant numbers as appropriate.

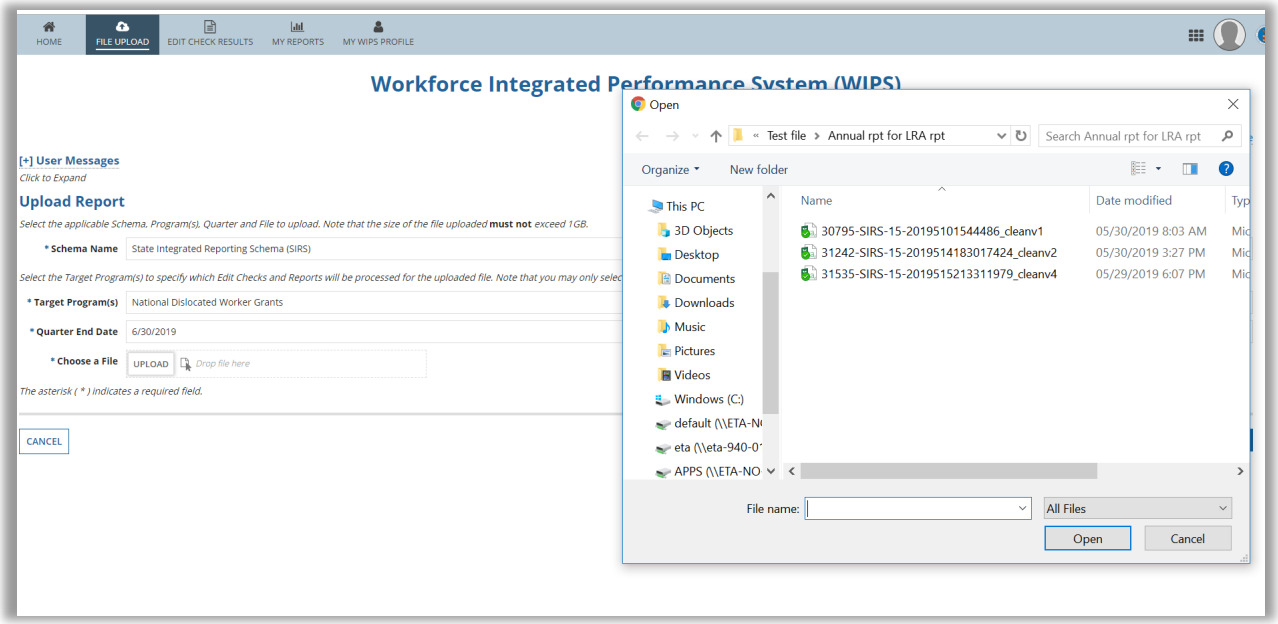
   *Note that for state users that also submit reports on behalf of non-state grantees, only the grant numbers associated with your selection in step 4 will be displayed here.



6. Select the “Quarter End Date” from the dropdown men



7. Attach the participant data file by clicking the “UPLOAD” button. You may either select the file and click “Open” within the browser window or drag and drop the file into the upload field.



8. Once you have successfully attached your participant data file, click the blue “SUBMIT” button on the righthand side of the screen.

9. WIPS will automatically run a series of edit checks on the submitted file. The results of the edit checks are viewable within WIPS—see Appendix B for instructions on accessing and interpreting the edit checks

report. Reupload the participant data file once you have corrected the errors. You may have to revise and submit participant data files multiple times until it passes the edit check.

10. Once the participant data file passes the edit check, WIPS will use the uploaded information to produce the QPR. This process occurs automatically after a data file has been successfully uploaded.

11. The final step is to review and certify the QPR once it has been created. See Appendix C for instructions on checking the status of your participant data file. The status will indicate whether the QPR has been generated and whether it is ready for review and certification.

12. As part of this process, WIPS will retrieve program outcomes information through CRIS a few weeks after the reporting deadline, if needed (no action is required on the part of the WIPS user/grantee). This data will not be available/viewable at the time you certify the QPR.

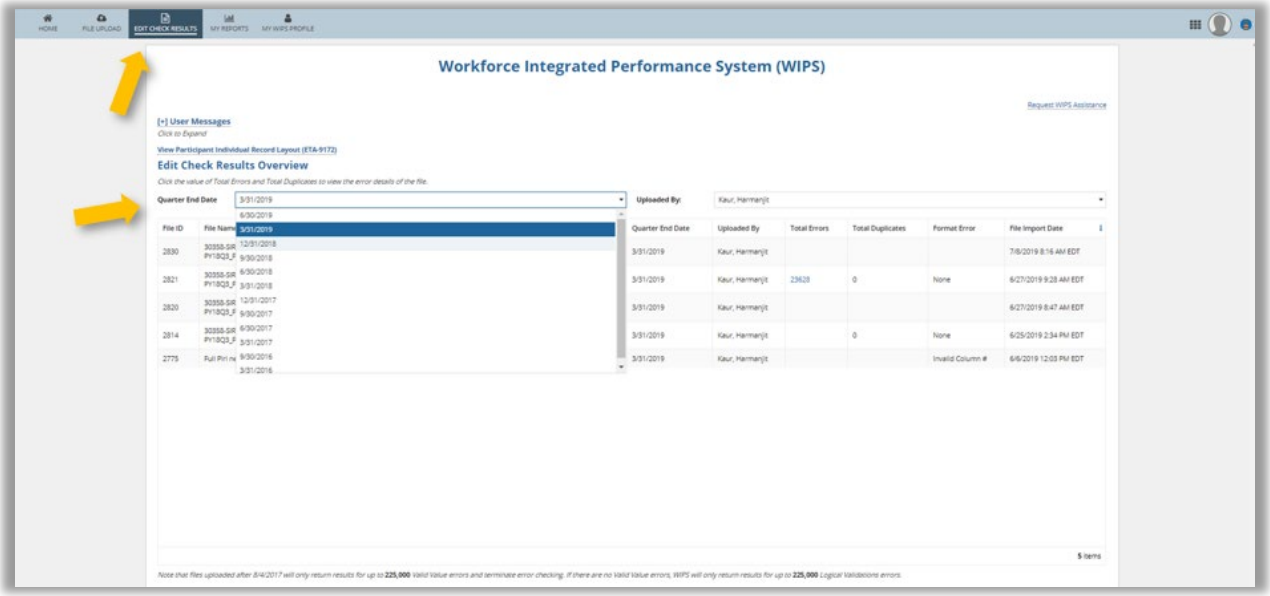
Return to Uploading the Participant Data File and Certifying the QPR.

Continue to The Edit Check: Correcting Participant Data File Errors.

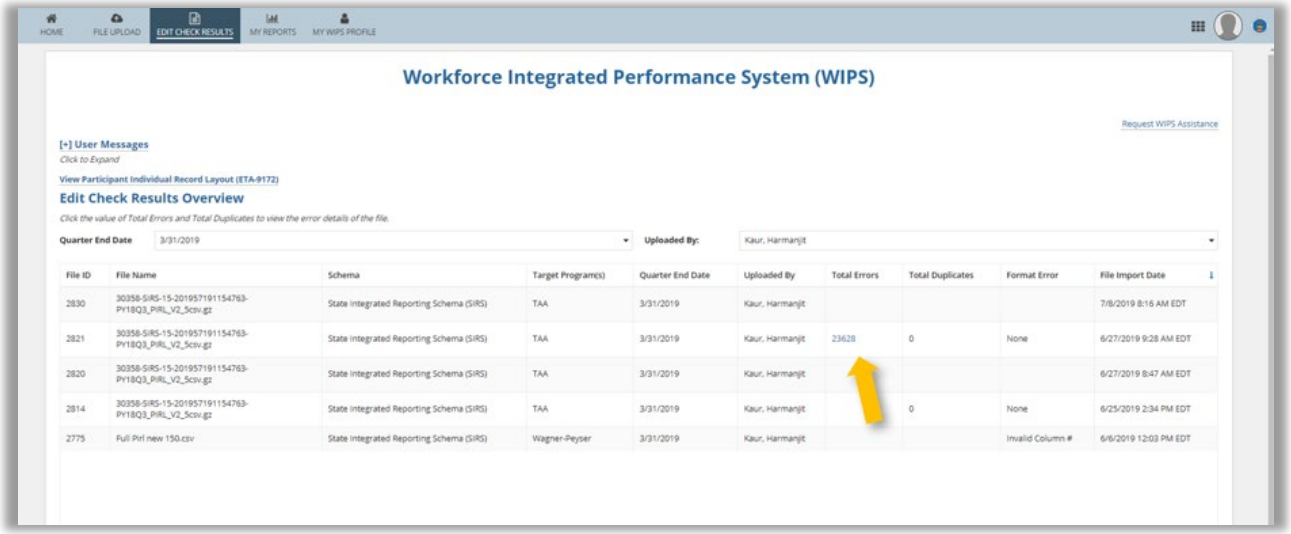
Appendix B: Viewing Error Reports in WIPS

1. From the WIPS homepage, select "EDIT CHECK RESULTS" from among the tabs at the top of the page.

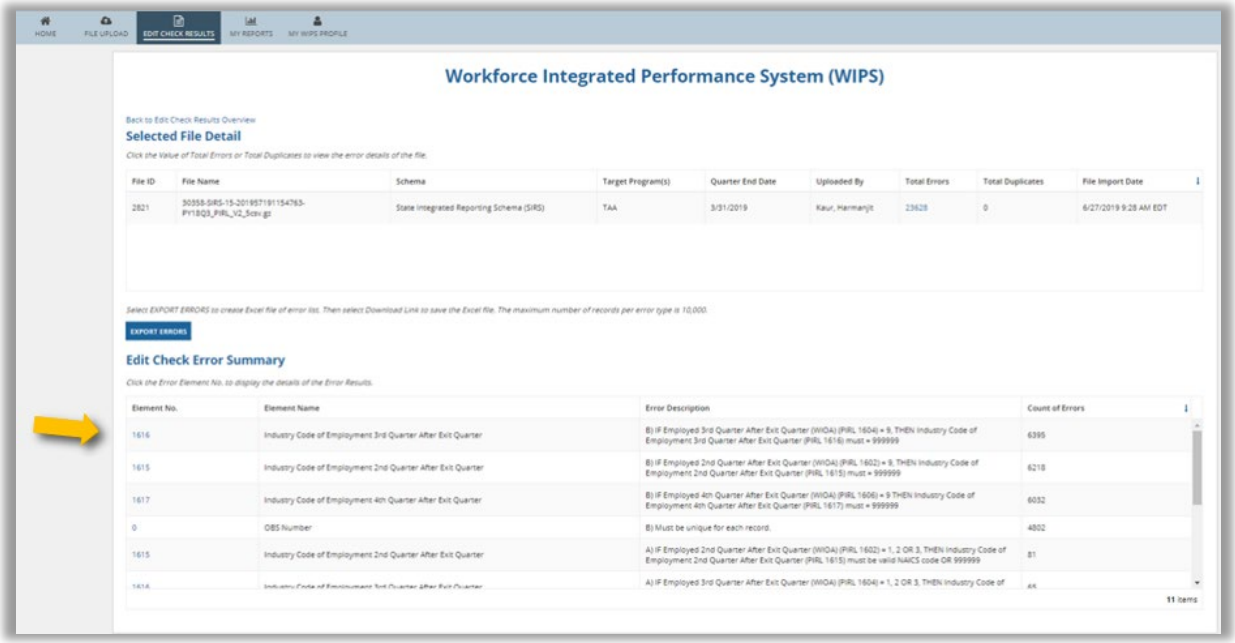
2. Select the appropriate "Quarter End Date" from the dropdown menu (the same quarter end date you entered while uploading the participant data file).



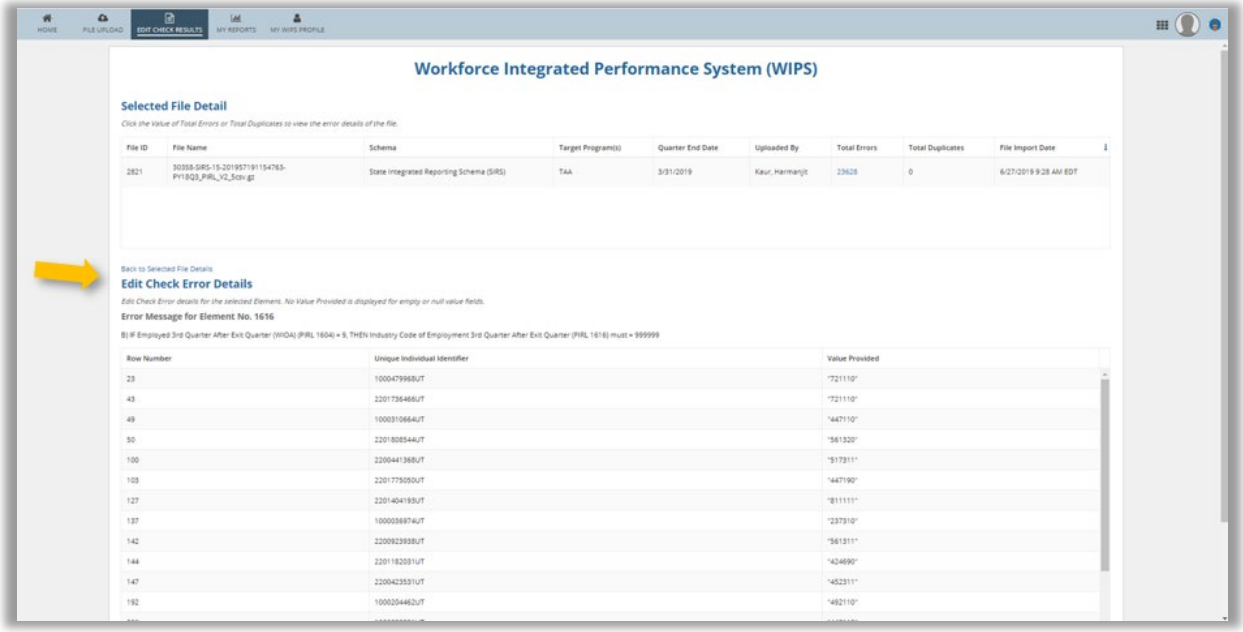
3. View errors by selecting numeric hyperlinks under Total Errors (fourth column from the right).



4. After clicking the numeric hyperlink, the **Edit Check Error Summary** screen will be displayed. Click the "Element No." hyperlink to view the **Edit Check Error Details** for that element number (pictured in step 5).



5. Review the **Edit Check Error Details** for select elements and resolve as appropriate.



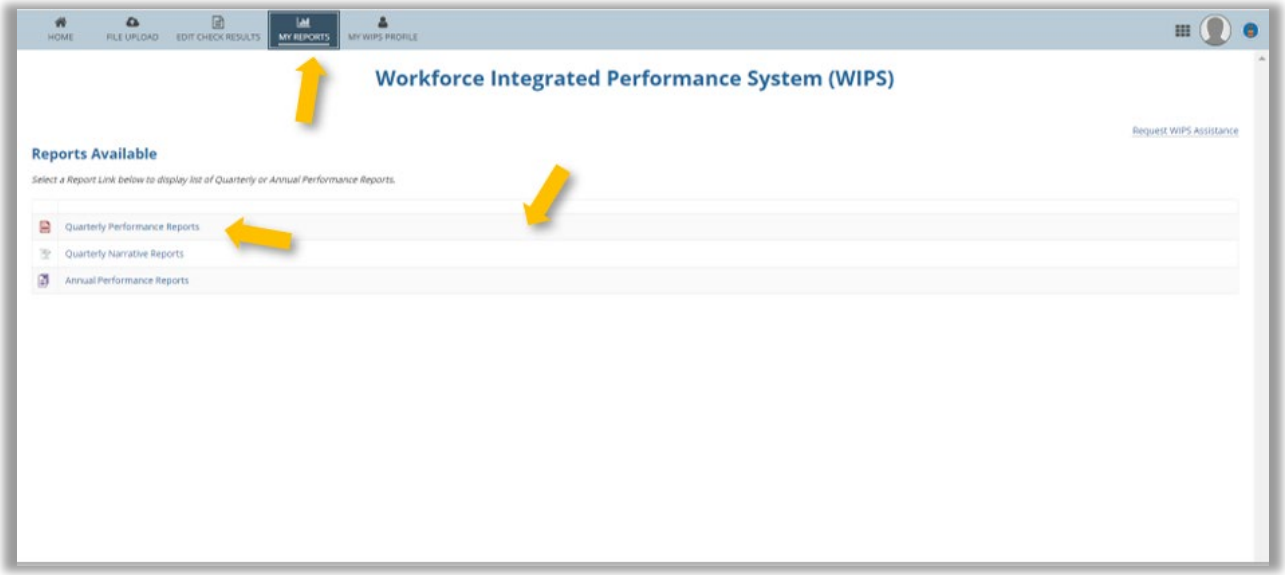
6. Reupload the revised participant data file, following the instructions in Appendix A.

Return to The Edit Check: Correcting Participant Data File Errors.

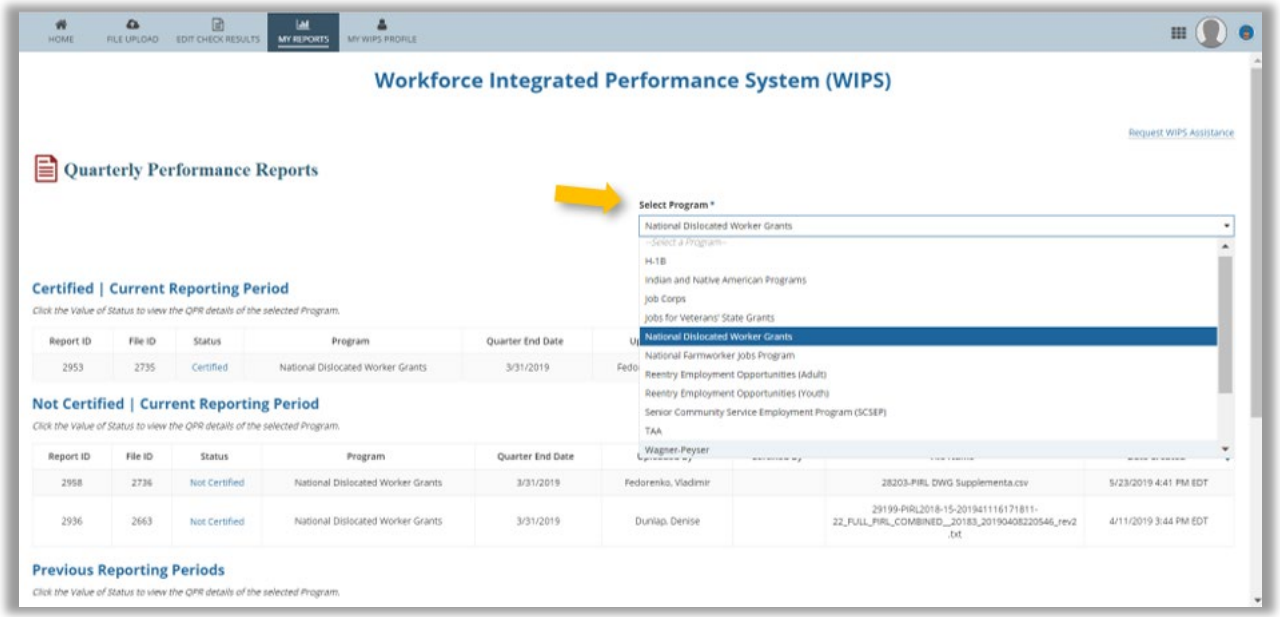
Continue to Viewing QPRs in WIPS.

Appendix C: Viewing QPRs in WIPS

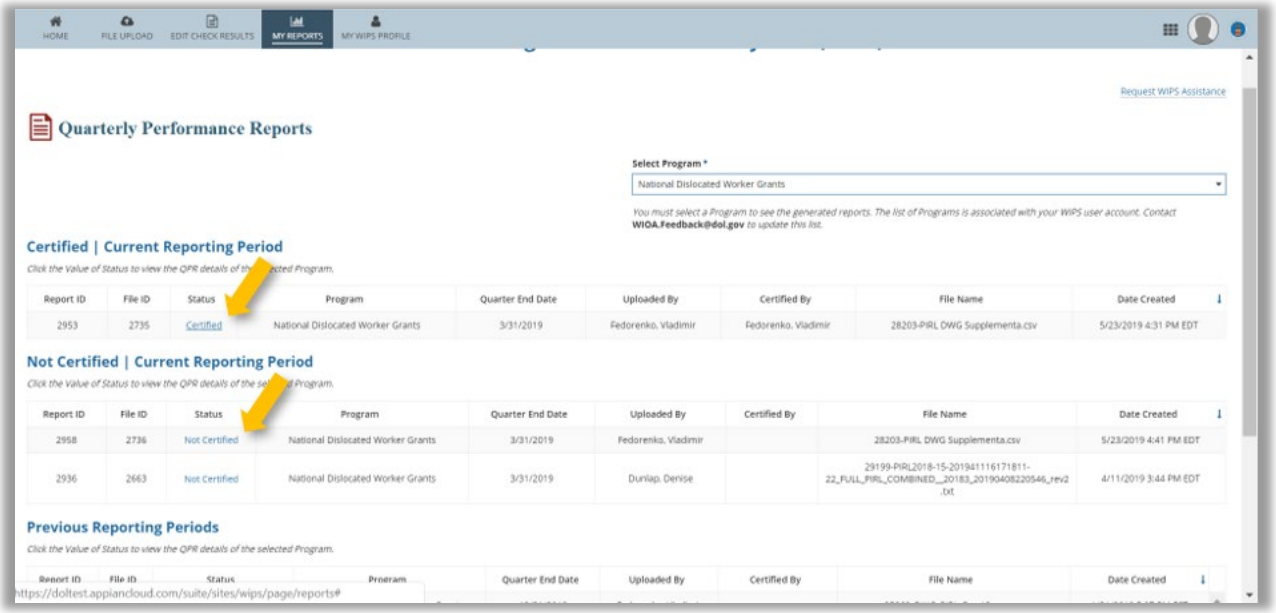
1. From the WIPS homepage, select the "MY REPORTS" tab at the top of the screen. Then click on "Quarterly Performance Reports."



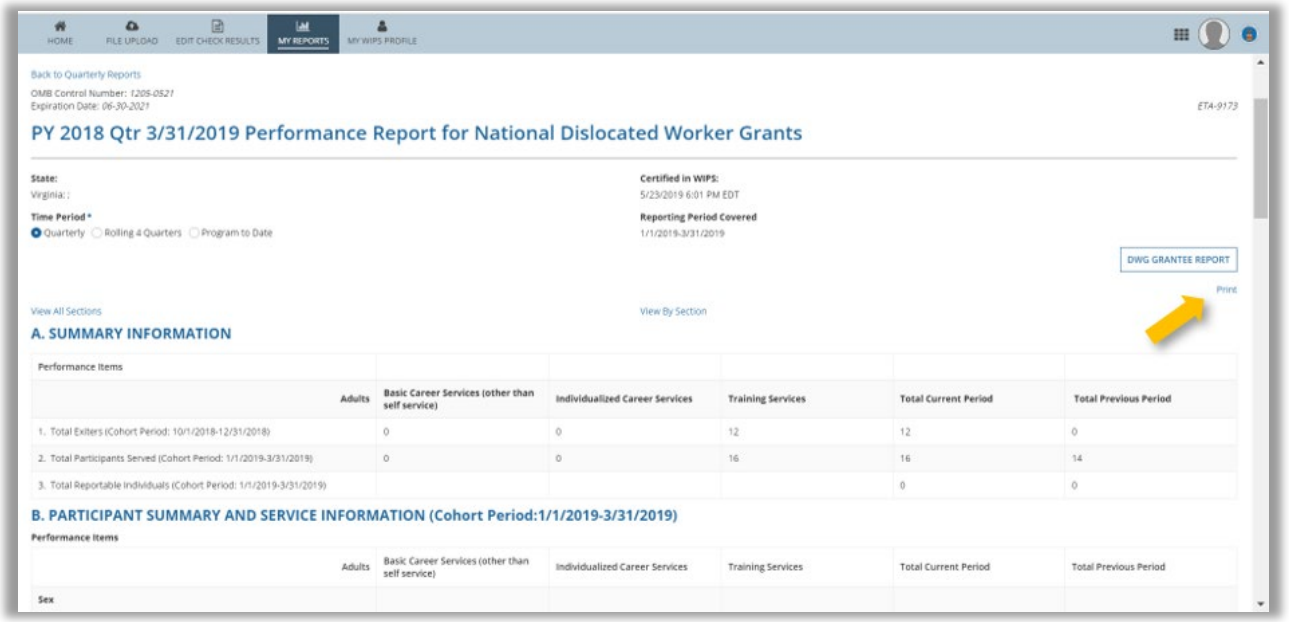
2. Select "National Dislocated Worker Grants" from the "Select Program" dropdown menu on the righthand side of the screen.



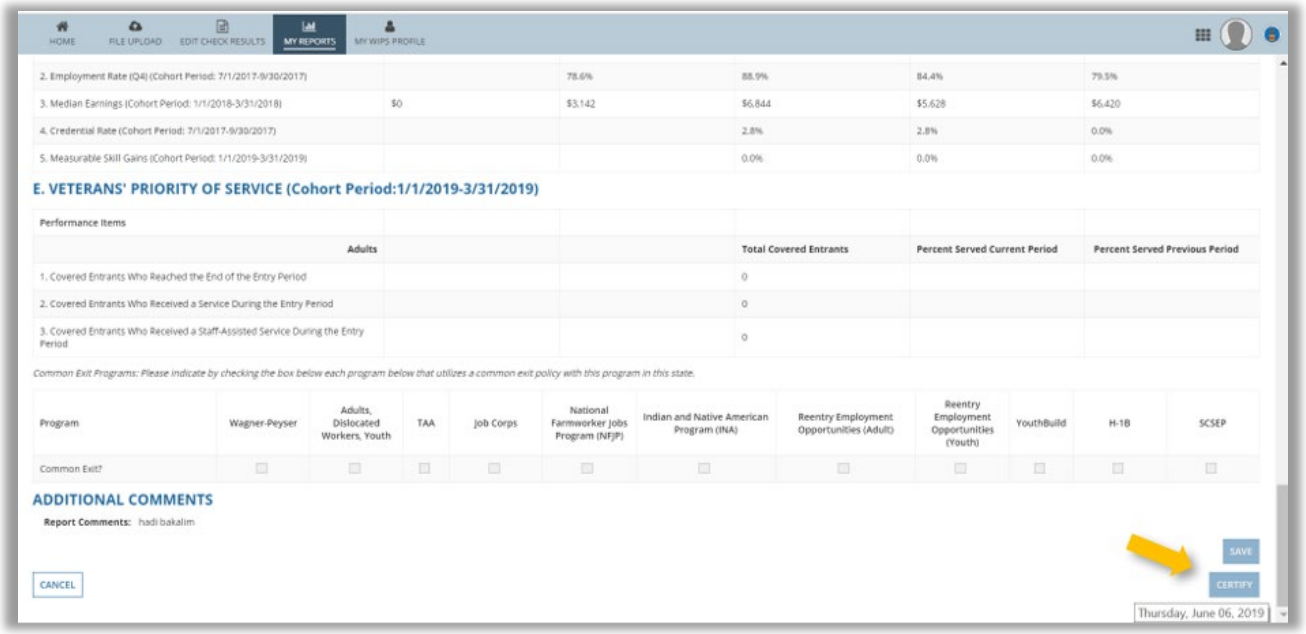
3. Certified QPRs can be viewed and downloaded by clicking “Certified” under “Status.” To view QPRs that still need to be certified, click the hyperlinked “Not Certified” text.



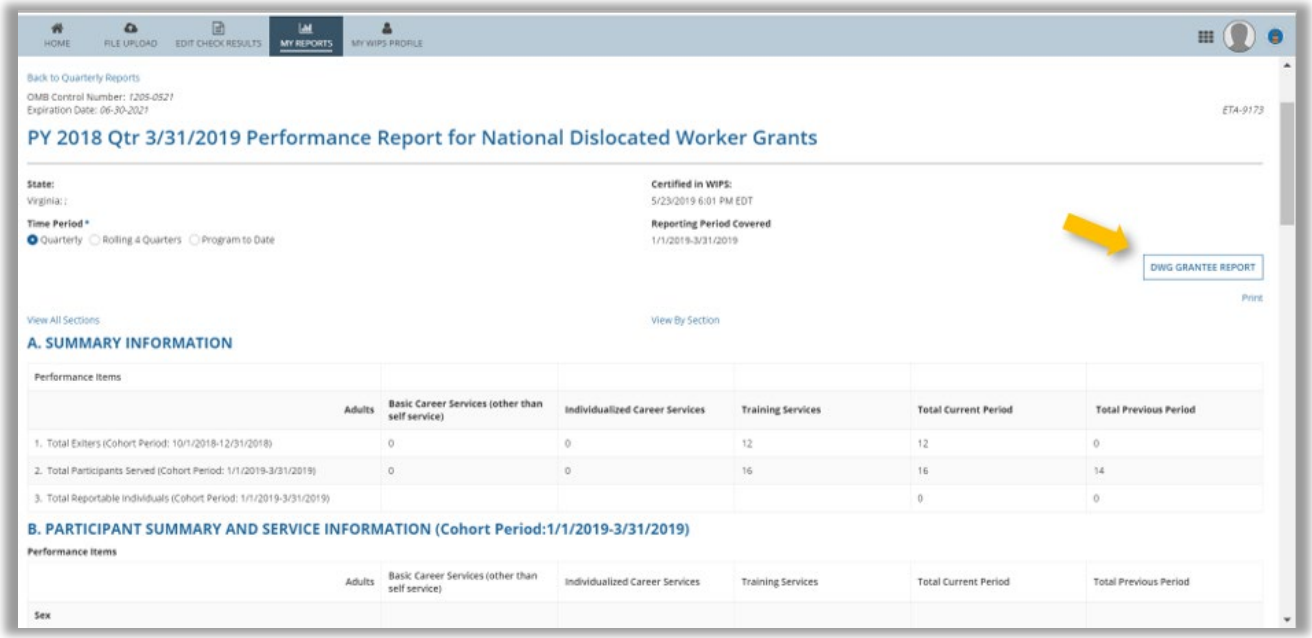
4. Review and/or print the QPR.



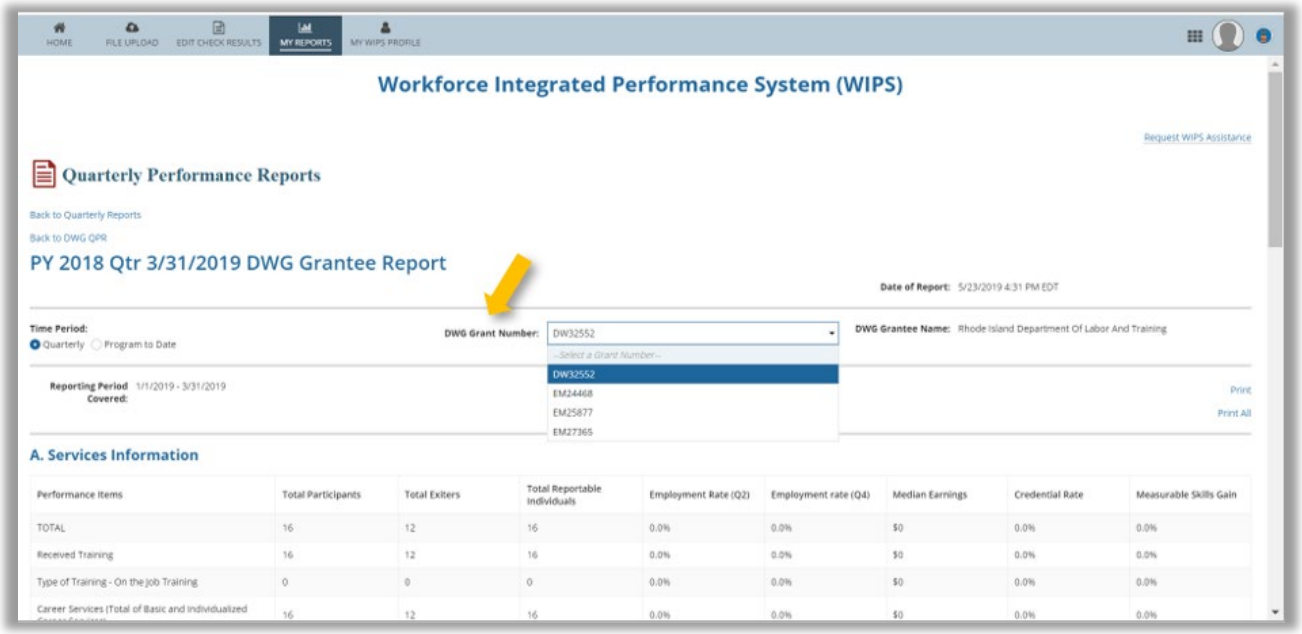
5. QPRs that have not yet been certified will have a blue "CERTIFY" button at the bottom righthand side of the page.



6. You may also view all QPRs associated with a grant. To do so, click the "DWG GRANTEE REPORT" button on the righthand side of the page.



7. Select a Grant Number from the dropdown menu to view the associated QPR data.



Return to Viewing QPRs in WIPS.

Continue to Source Documentation and Data Validation.

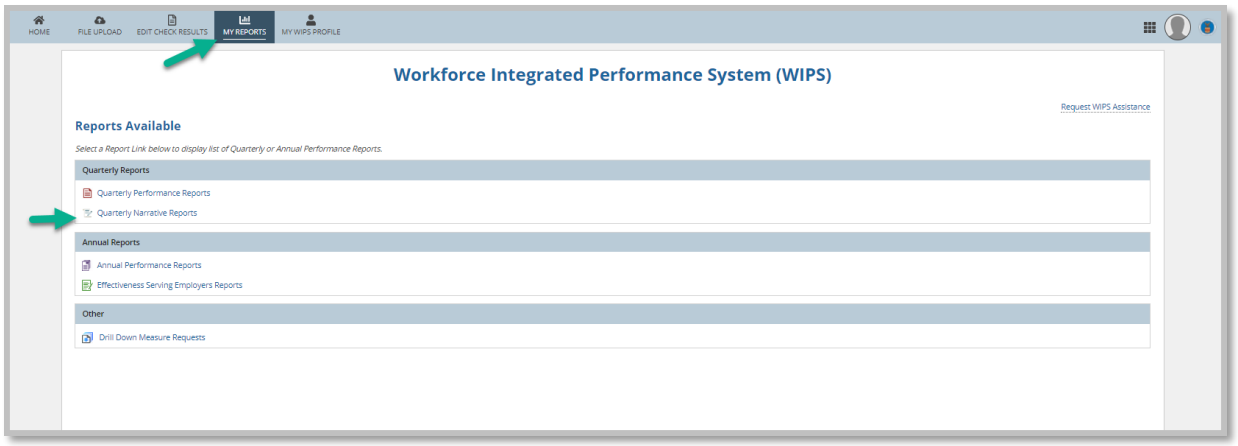
Appendix D: Submitting a Quarterly Narrative Report in WIPS

This appendix contains instructions for completing a QNR in WIPS and for checking a QNR's status and activity history.

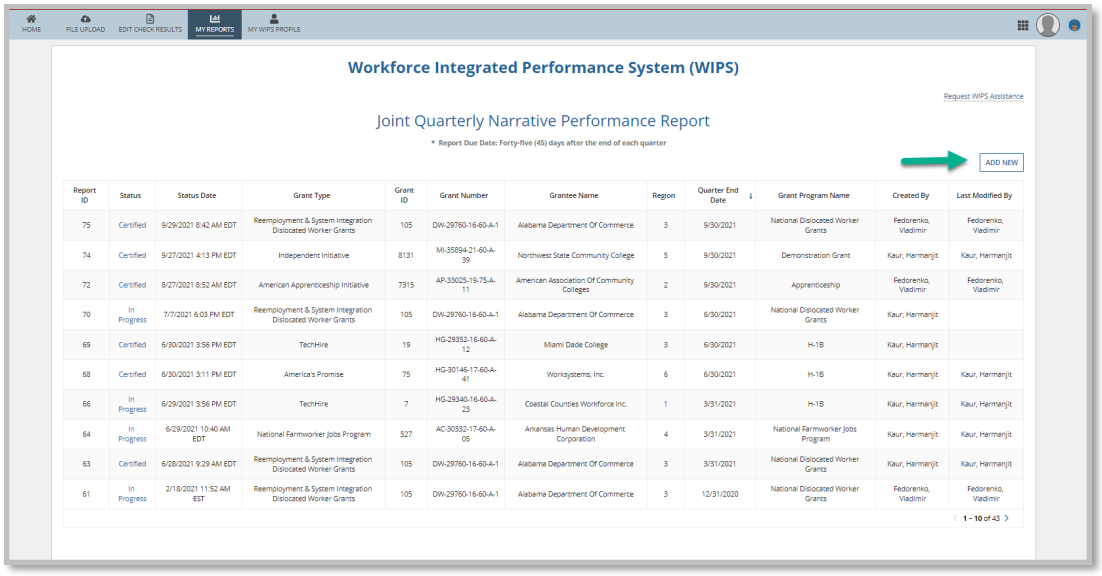
Completing a QNR in WIPS

1. Log in to WIPS.

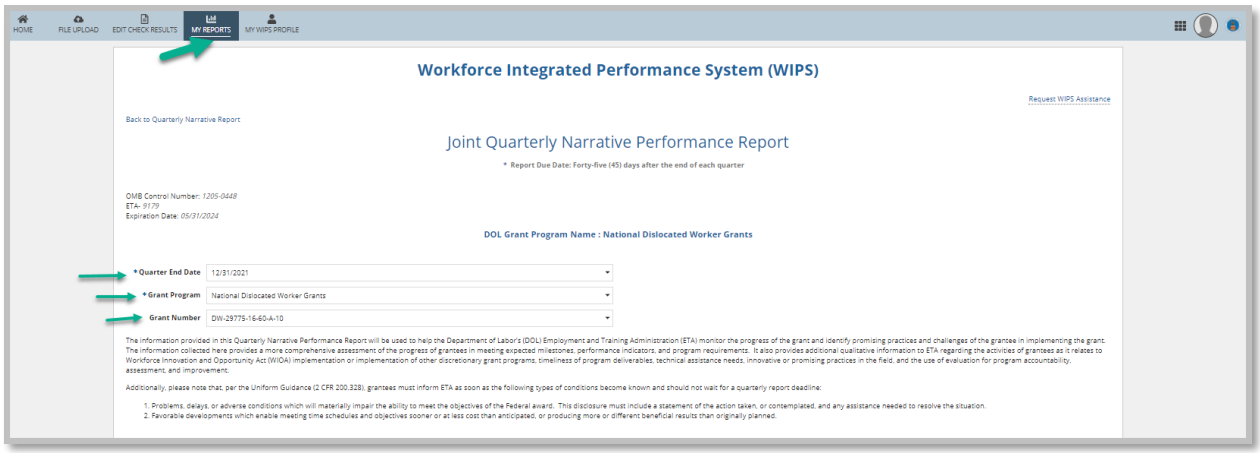
2. Click on the "My Reports" tab and then select "Quarterly Narrative Reports."



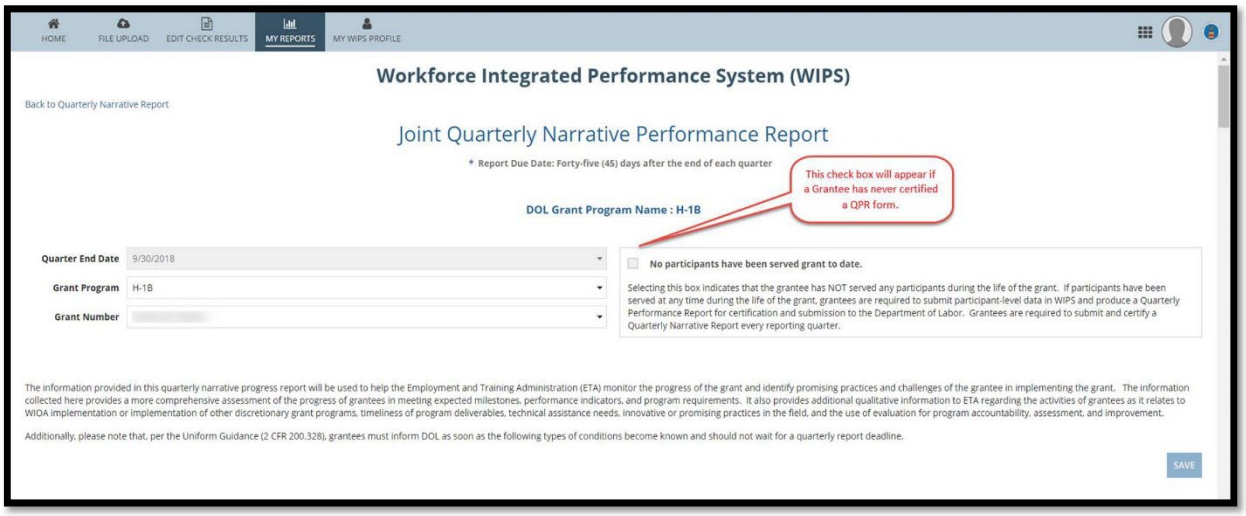
3. Click the "ADD NEW" button.



4. Enter your grant program information in the fields provided.
    a. Select the appropriate "Quarter End Date" from dropdown list.
    b. Select the appropriate "Grant Program" name from dropdown list.
    c. Select the appropriate "Grant Number" from dropdown list.



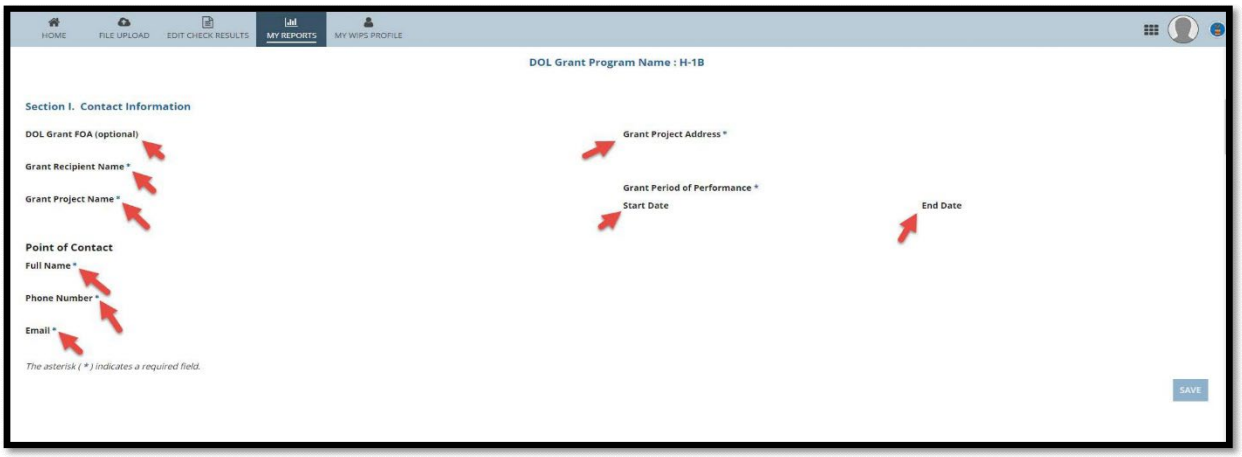
5. If you have not previously certified a QPR associated with this grant, there will be a check box on the righthand side of the screen labeled **"**No participants have been served grant to date." Check this box only if the grant has not served any participants. If no participants have been served, there will not be a QPR recorded for this quarter.



6. Click the blue "**SAVE**" button on the righthand side of the page. All QNR sections appear on this screen; you will not need to advance to a new screen to complete subsequent QNR sections. Instead, simply use the "**SAVE**" buttons to save your progress as you work. **Note that users will be automatically logged out after 30 minutes of inactivity. WIPS does not consider typing within fields to be system activity. Save regularly to avoid losing data!**

7. Enter contact information in the fields provided for "Section I. Contact Information." Complete all fields:
    a. Enter "DOL Grant FOA"*
    b. Enter "Grant Recipient Name"*
    c. Enter "Grant Project Name"*
    d. Enter "Grant Project Address"*
    e. Enter Grant "Start Date" and "End Date"*
    f. Enter "Full Name"
    g. Enter "Phone Number"
    h. Enter "Email" address

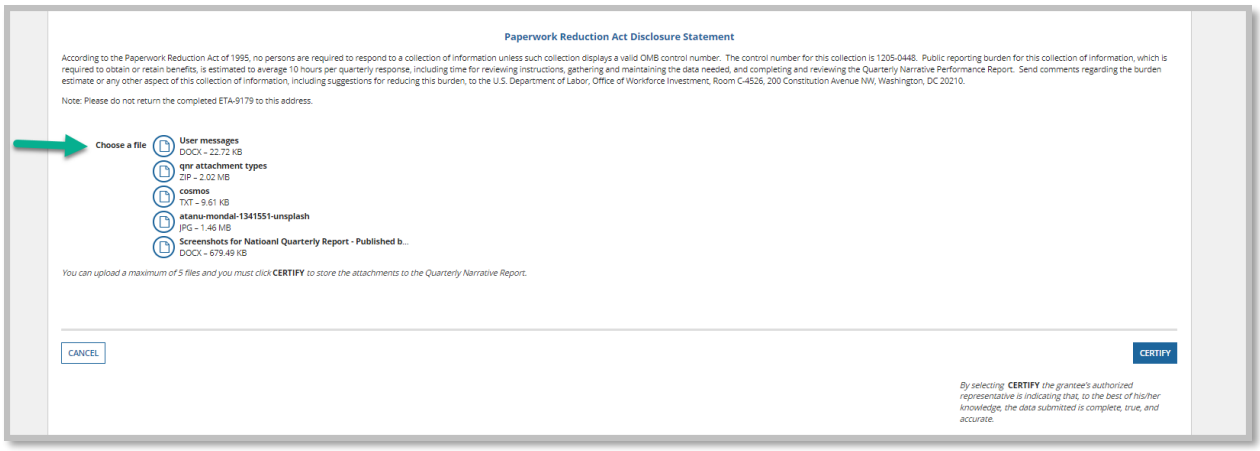
    *May be pre-populated for some grants



8. Make sure to save your progress using the blue button on the righthand side of the page before advancing to the next section.

9. For Sections II through XI, enter the information as needed in the provided fields. Each field allows up to 6,000 characters. Save your progress as you work.

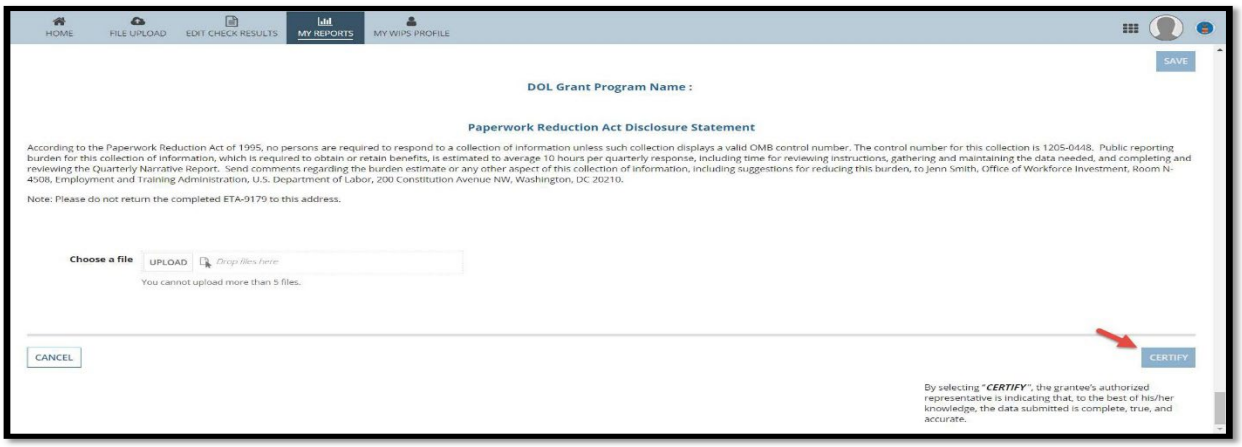
10. You may upload up to five supplemental attachments. Uploading attachments is optional. Upload a file by selecting "Choose a file" and indicating the file you want to upload. Files must be in one of the following formats: .docx (Word), .pdf, .txt, .zip, or .jpg (image).



11. When you are satisfied with your responses, you may submit the QNR by clicking the "CERTIFY" button.

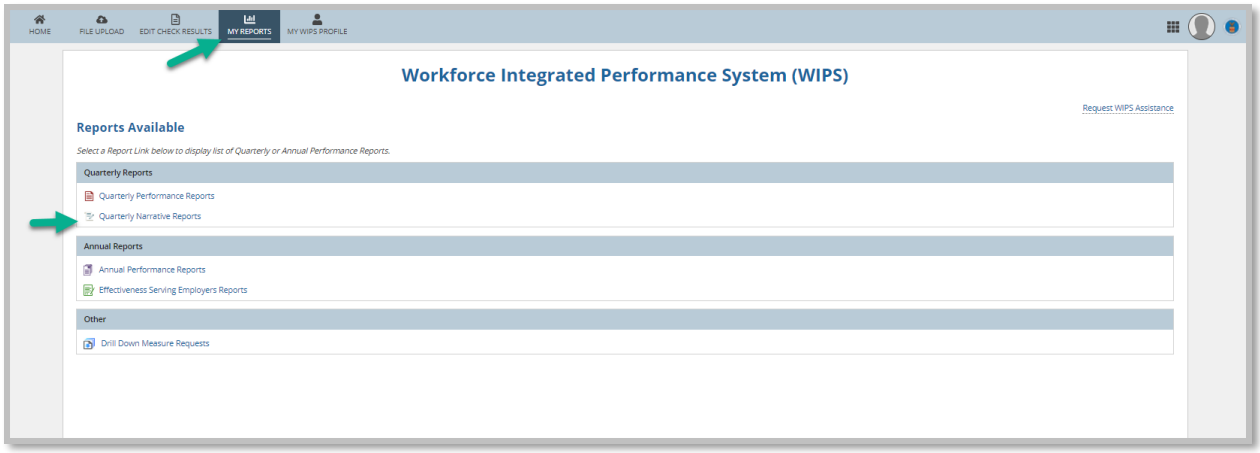
    Please note that all QNR sections must be completed before you can certify the QNR. If you have nothing to report in a particular section of the QNR, you must indicate this by typing "No information to report" or "Not applicable" as appropriate.

    The "CERTIFY" button indicates that to the best of your knowledge the data submitted is complete, true, and accurate.

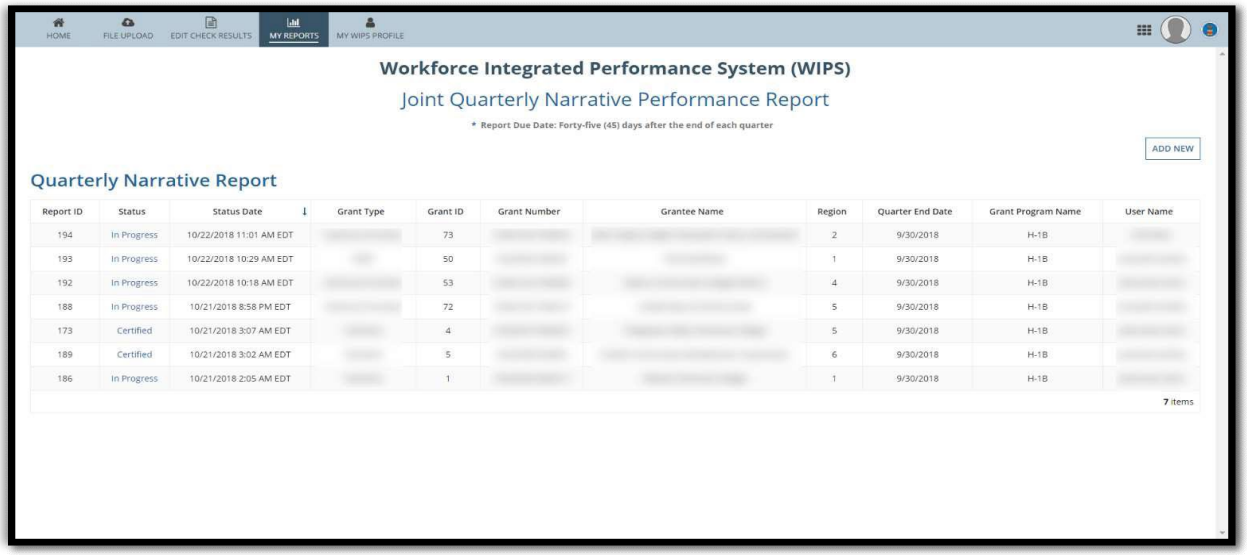


Checking QNR Status

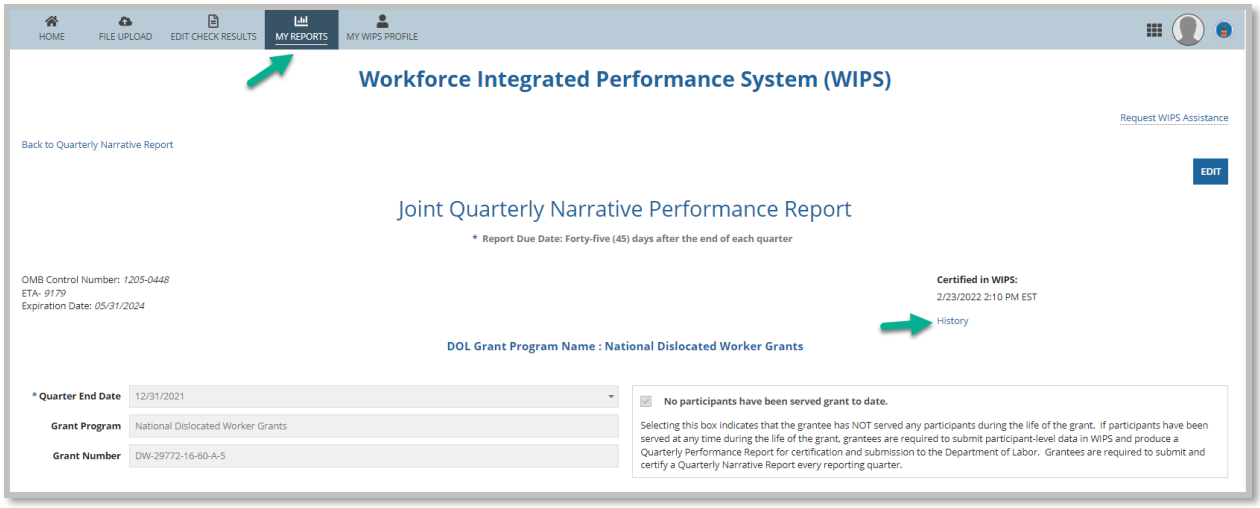
1. To check the status of a QNR, select “Quarterly Narrative Reports” from within the “My Reports” tab.



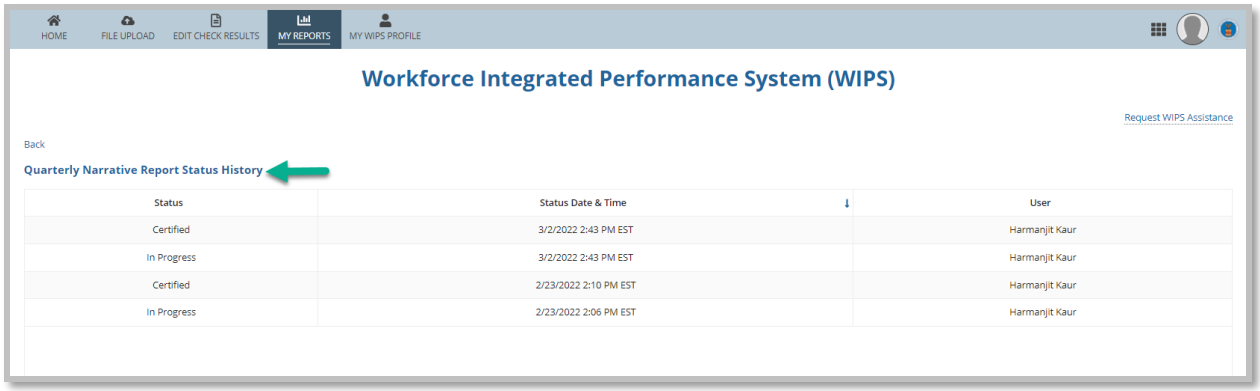
2. This will take you to the QNR Dashboard. The second column from the left indicates the status of a report.
    a. “In Progress” indicates that a QNR was initiated in WIPS but has not been submitted.
    b. “Certified” indicates that a QNR for the quarter has been successfully submitted.



3. To review activity associated with a QNR, click “History” from within the “MY REPORTS” tab.



4. This will display past activity.

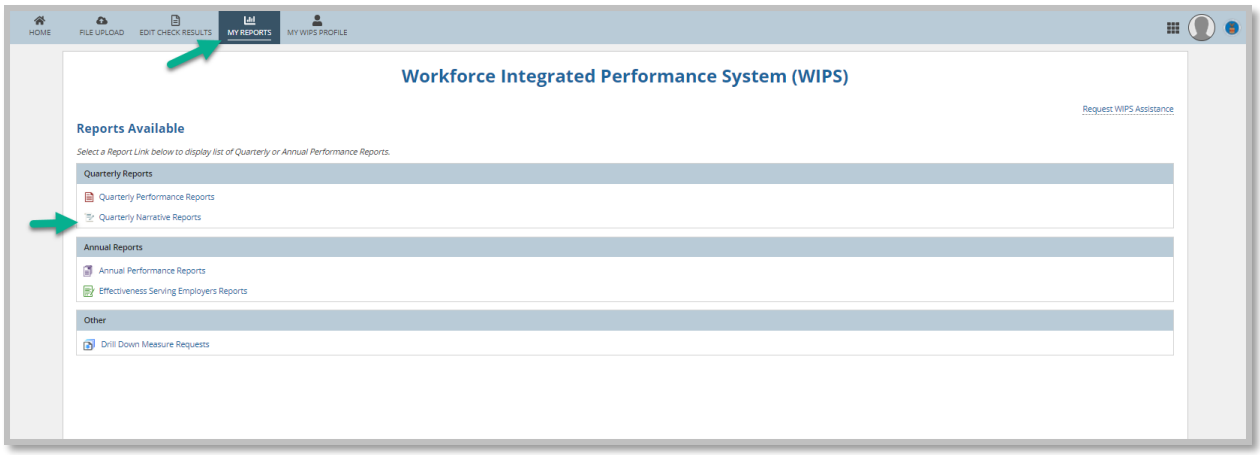


Return to QNRs: Preparation and Submission in WIPS.

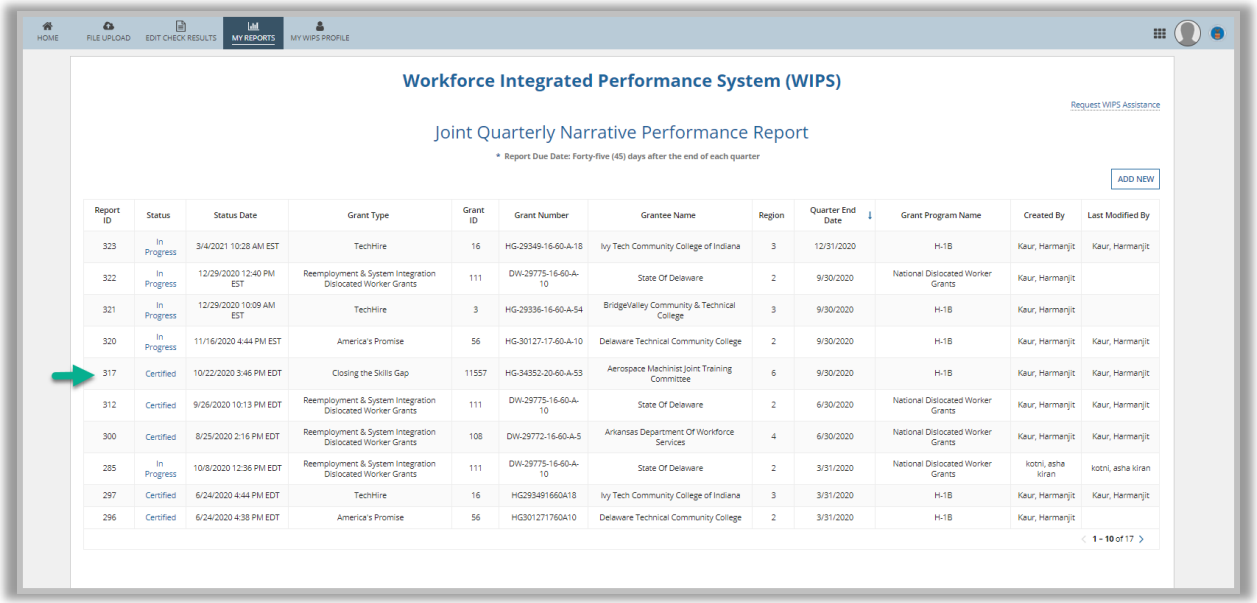
Continue to QPRs: Data Collection and Submission in WIPS.

Appendix E: Making Changes to QNRs

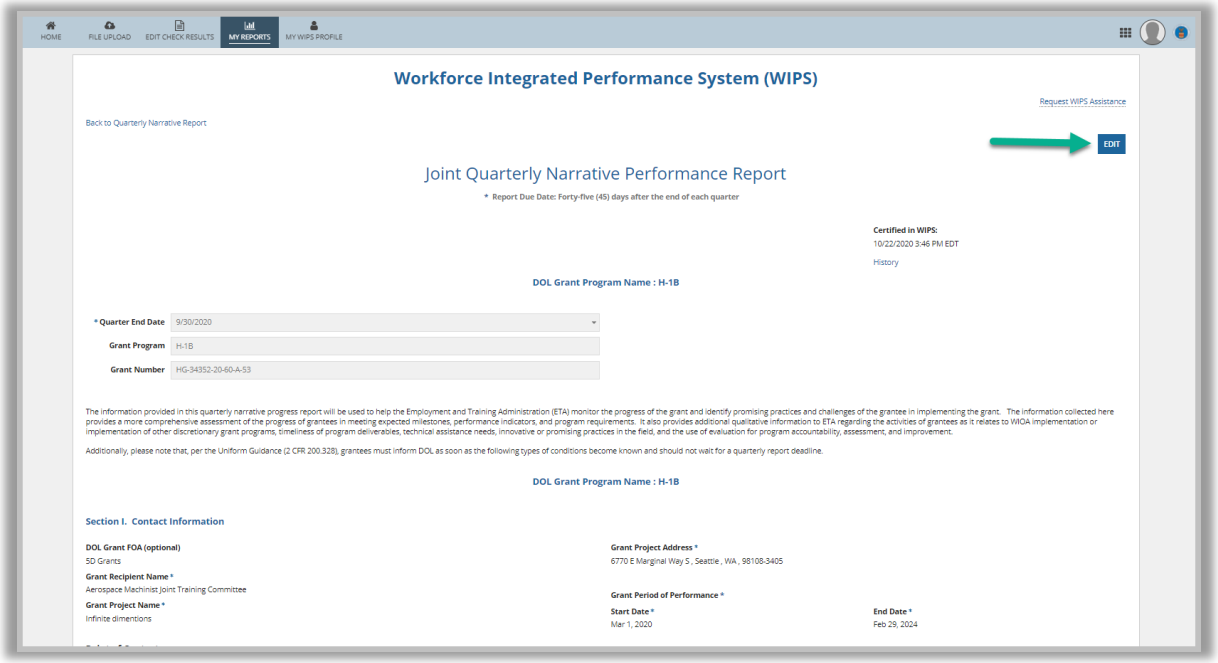
1. Select "Quarterly Narrative Reports" from within the "My Reports" tab, as described in Checking QNR Status.



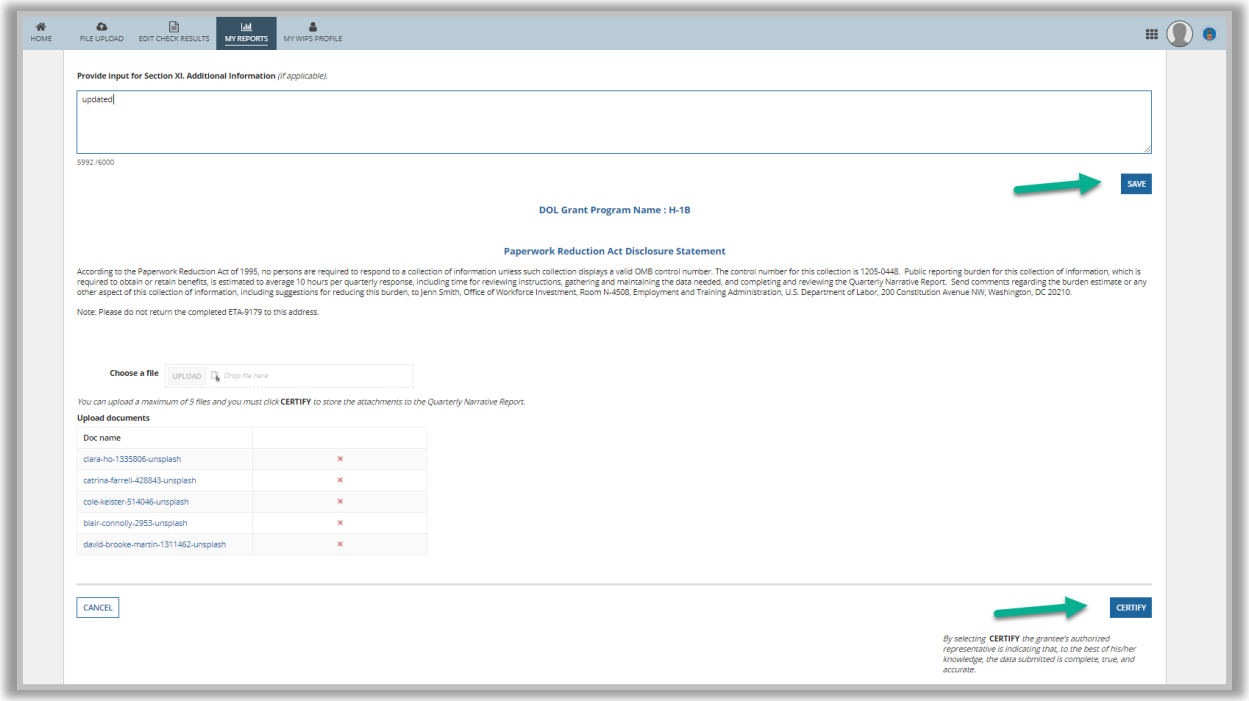
2. Select the QNR that you want to edit. Open it by clicking the blue hyperlinked text in the "Status" column. Hyperlinked text will either read "Certified" or "In Progress."



3. Click the **"**EDIT" button on the upper righthand side of the page.



4. After clicking "EDIT" you may make changes to the QNR. Click the "SAVE" button after making changes to a QNR section. When you are finished editing, make sure to recertify by clicking the "CERTIFY" button in the lower righthand portion of the page.



Return to Making Changes to QNRs.

Continue to QPRs: Data Collection and Submission in WIPS.

Appendix F: Primary Indicators of Performance

WIOA Section 116(b)(2)(A) establishes six primary indicators of performance. The indicators of performance apply to the National Dislocated Worker Grant Program, as well as to other WIOA core programs. Each indicator is calculated from select data elements in Section D of the PIRL. Grantees are not responsible for deriving the performance indicators; they must only submit a participant data file in compliance with the QPR requirements outlined in this guide. See QPRs: Data Collection and Submission in WIPS for guidance.

The performance indicators are summarized below.

Table 7: The six primary indicators of performance

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 second and fourth quarter after exit, per TEGL 14-18, Attachment 6.

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.

Return to the Introduction or Section D of the PIRL Data Elements Overview.

Continue to Section E of the PIRL Data Elements Overview.

Appendix G: Reportable Individuals, Program Participants, and Exiters

Reportable Individuals, Program Participants, and Exiters

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 DOL. The purpose of TEGL 14-18 is to align performance across training programs and with performance as described in WIOA. The requirements for DWGs 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 is someone who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria in the program, including any of the following:

- Individuals who provide identifying information
- Individuals who only use the self-service system
- 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 (e.g., participants in a Disaster DWG project) may participate in an intake process or receive an eligibility determination.

Reportable individuals do not count toward 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 the WIOA Performance Reporting webpage).[11]

Participant

A DWG program participant is a reportable individual who meets both of the following criteria:

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

[11] See Section 7 of TEGL 14-18 for additional information.

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, receipt of either the services above or Disaster Relief Employment triggers inclusion as a participant.

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

Definition of Exiter

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

Return to Participant Data File.

Continue to Uploading the Participant Data File and Certifying the QPR.

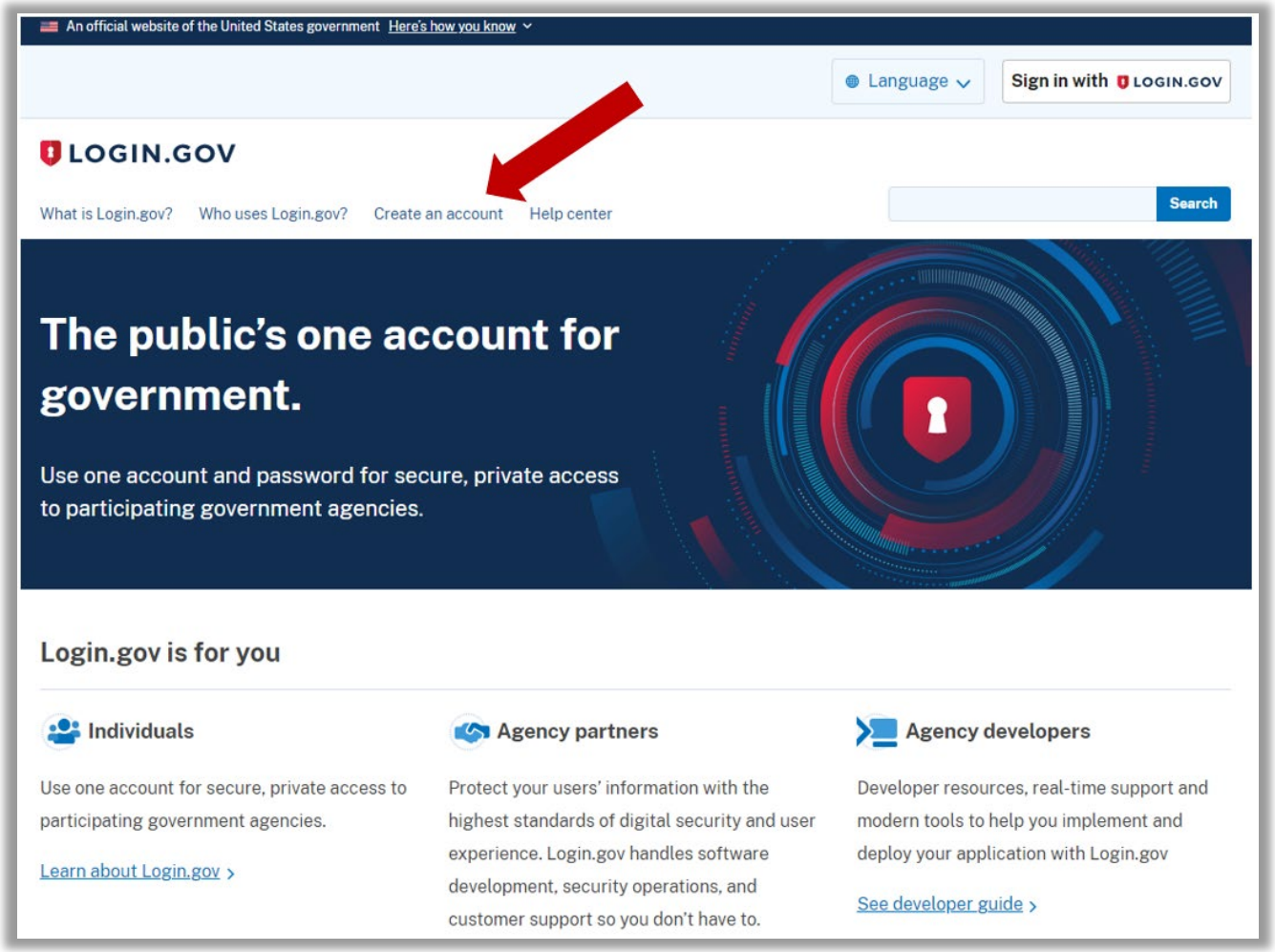
Appendix H: Creating a Login.gov Account

The following instructions explain how to set up a Login.gov account. Users must have a Login.gov account to access WIPS. Please note that creation of a Login.gov account requires setting up two-factor authentication. Two-factor authentication options include using a security key, an authenticator app on your cell phone, tablet, or computer, receiving text message access codes, or using backup codes provided upon account creation. Additionally, grantees should use an email address that is associated with the organization that was awarded the DWG to set up a login.gov account.

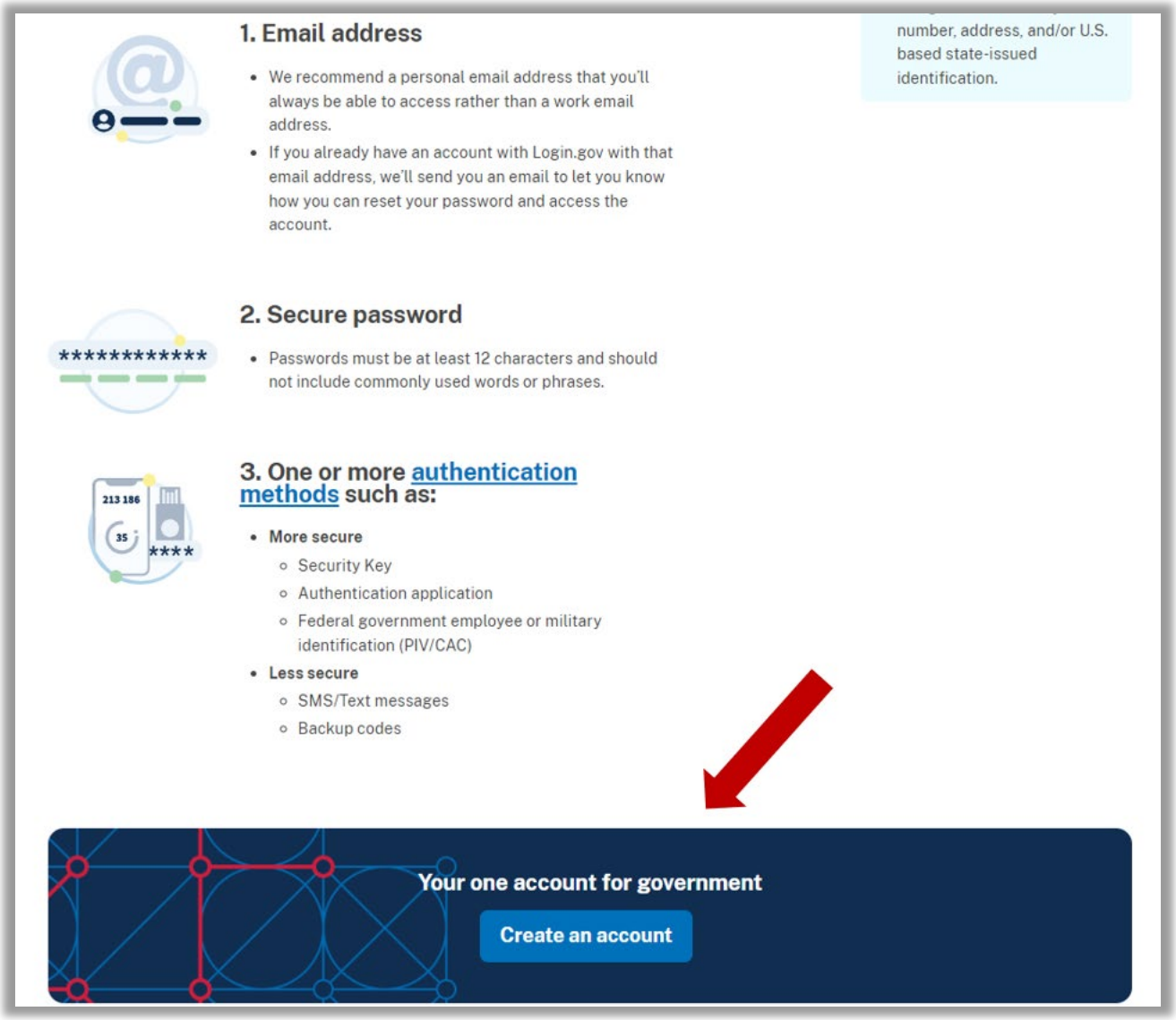
Instructions for Creating a Login.gov Account

1. Open an internet browser and navigate to the Login.gov home page at https://www.login.gov.

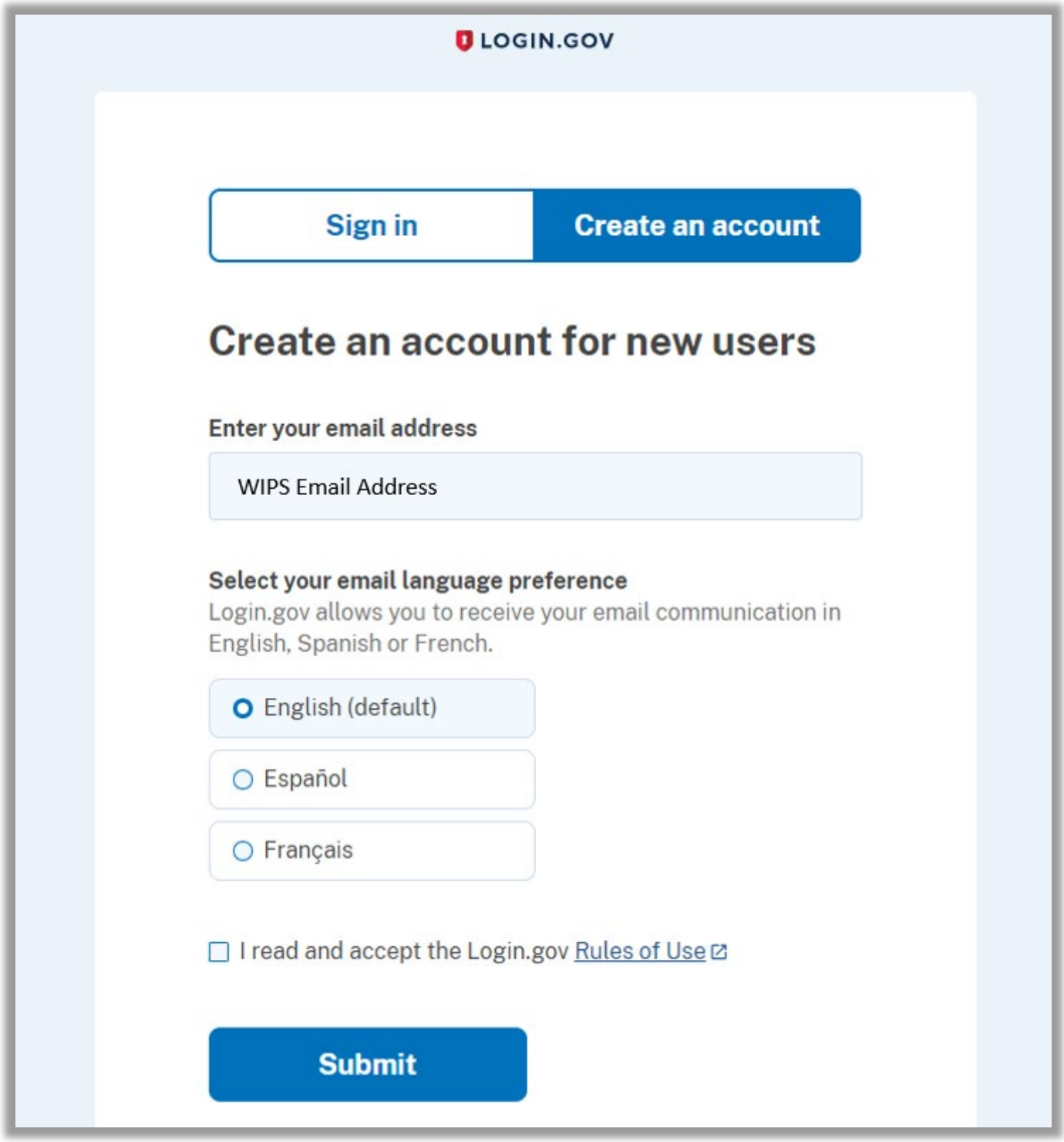
2. Click "Create an account."



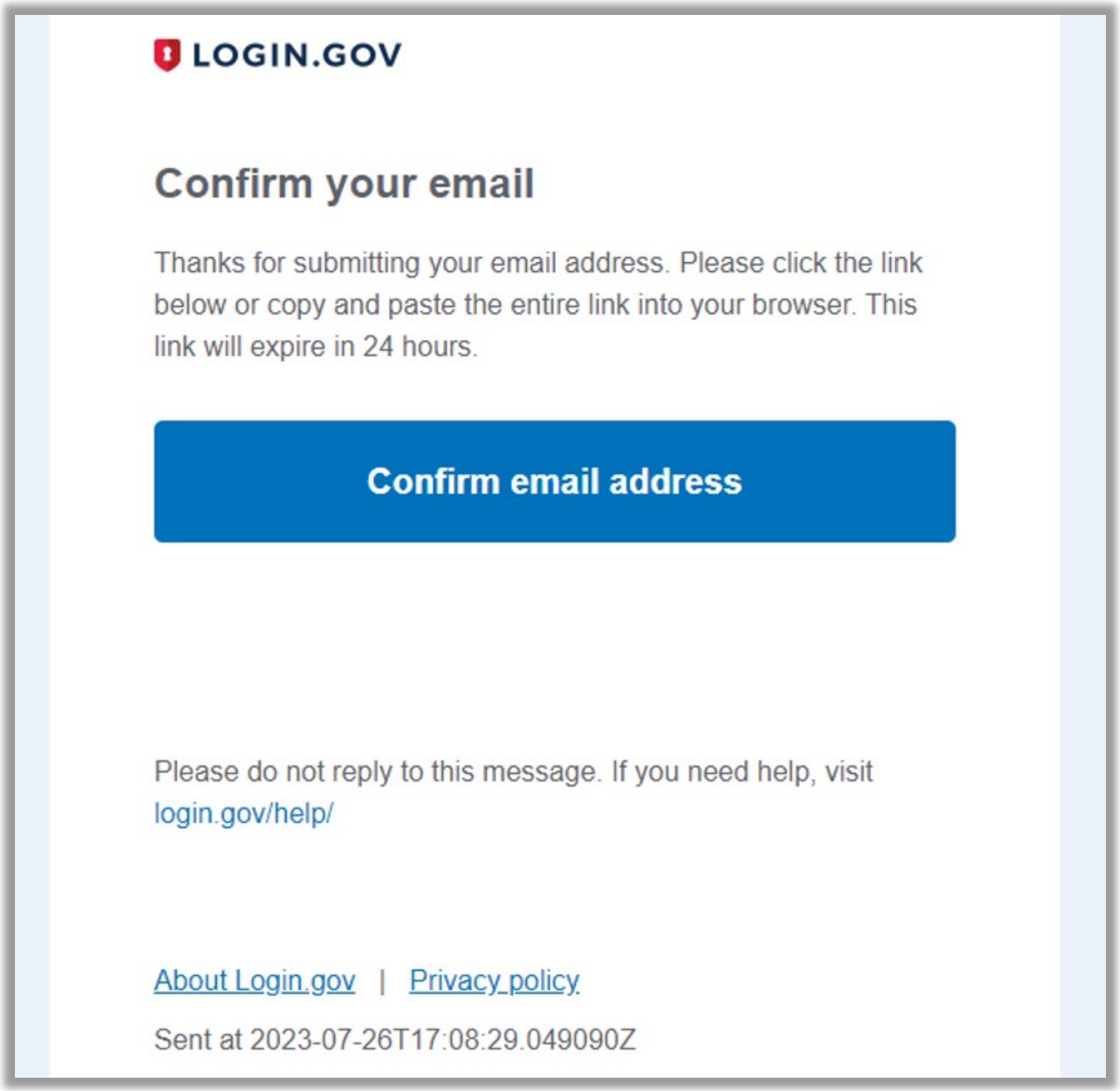
3. Review the information on the page and click “Create an account” at the bottom.



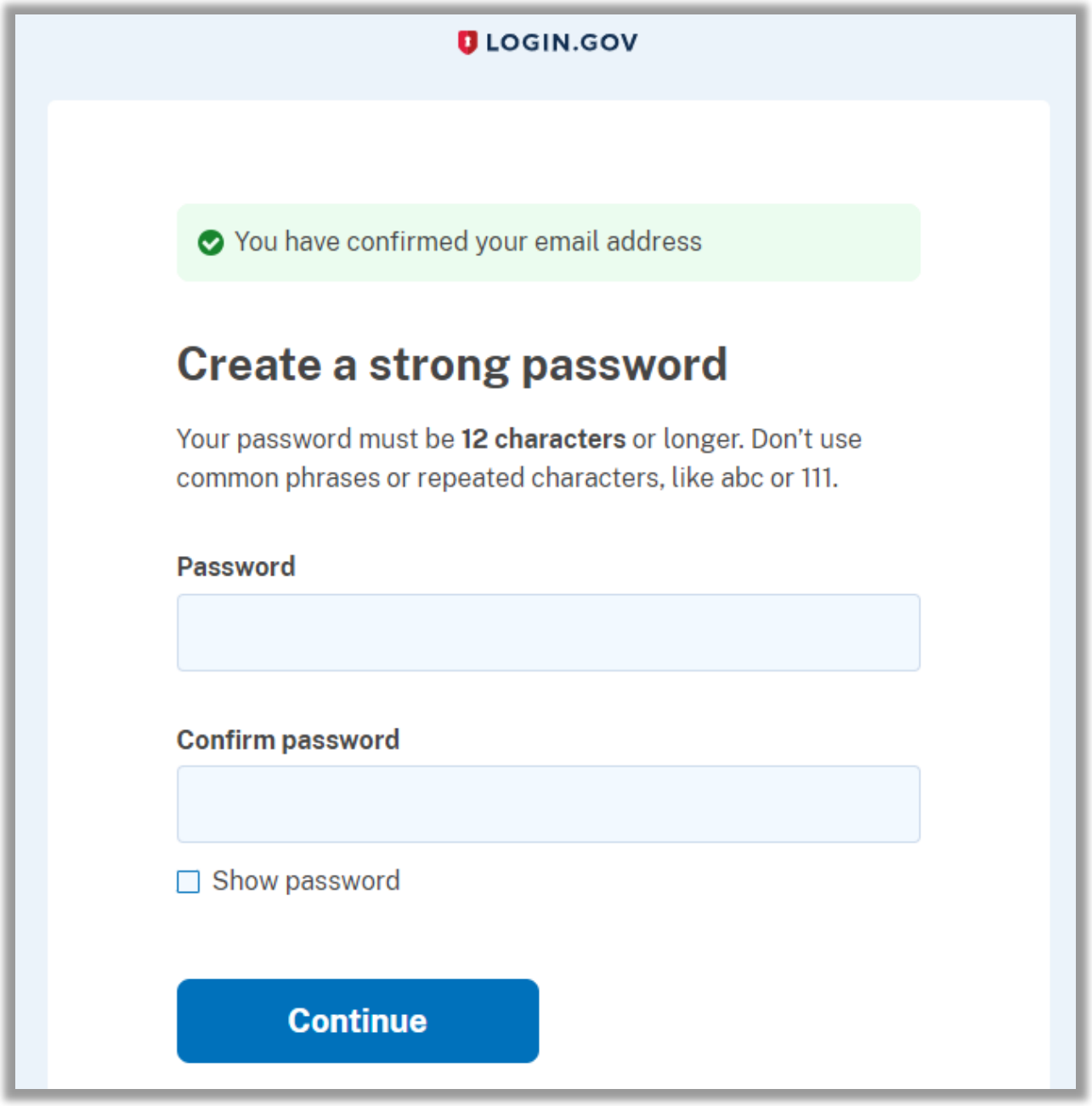
4. Enter your email address and select your language. **This email must match the one associated with your WIPS account. Do not use a personal email address.** Make sure to review the Rules of Use and check the box before clicking "Submit."



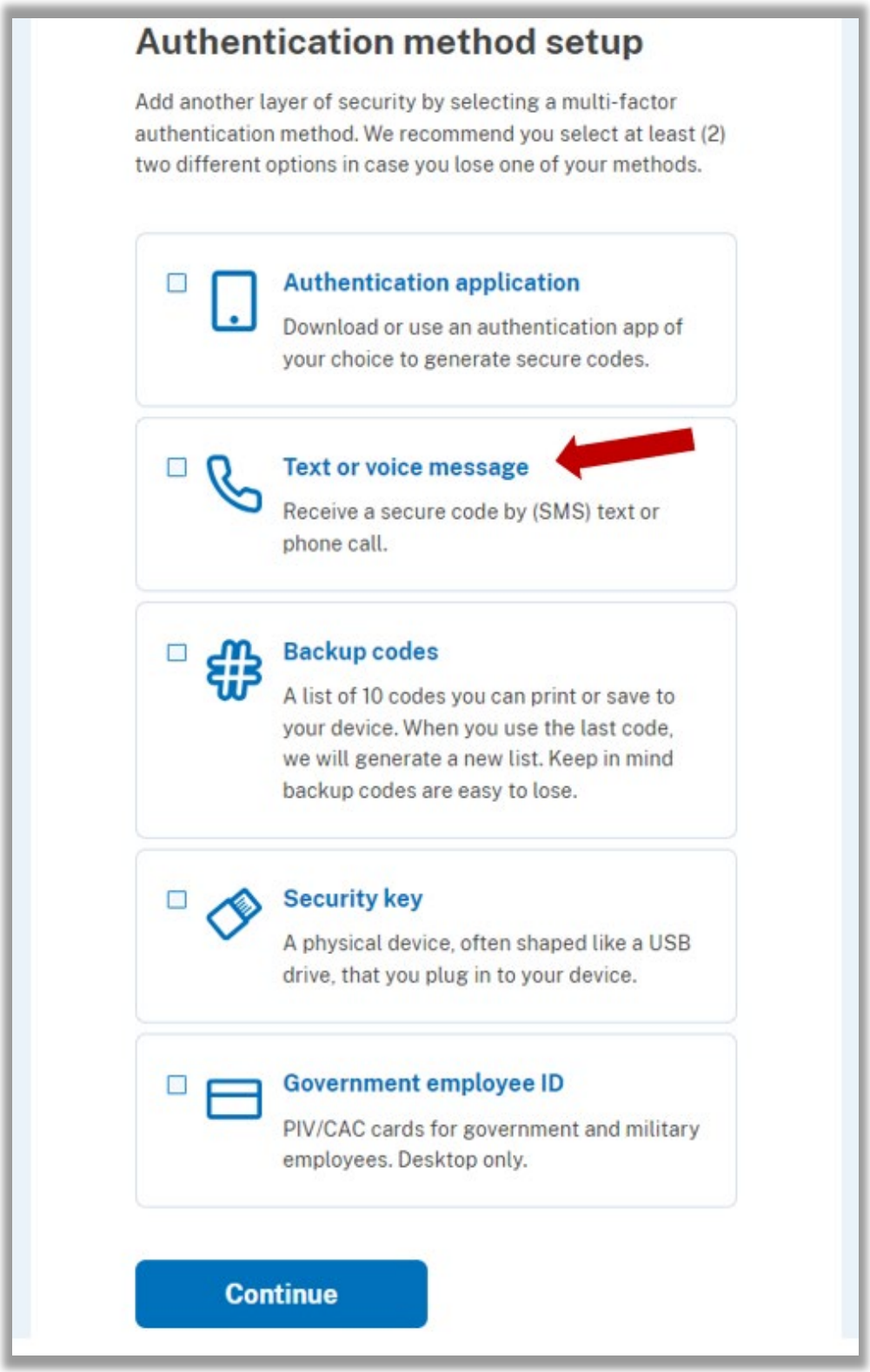
5. Login.gov will then send a verification email to your email account. The email will come from Login.gov (no-reply@login.gov) with the subject line "Confirm your email." Click on the blue "Confirm email address" button in the body of the email, shown below.



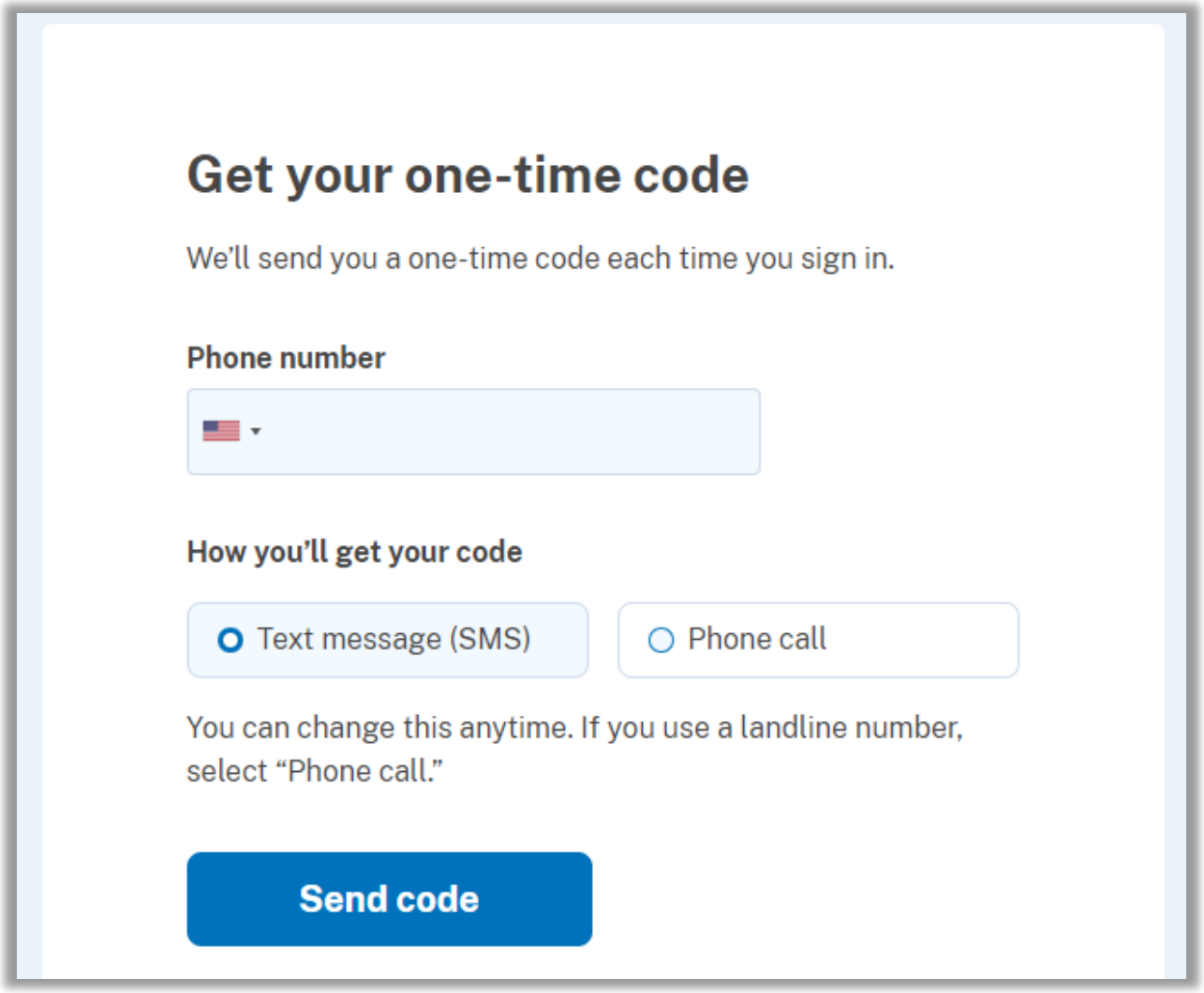
6. The blue “Confirm email address” button will link back to Login.gov, where you will create a password and set up two factor authentication.



7. Users may select their desired authentication method. To use your phone for authentication, select "Text or voice" and then click "Continue."



8. Enter your phone number and select “Text message” or “Phone call” before clicking “Send Code.” Note that some business phones use Voice over Internet Protocol and are not allowable numbers. Cell phones are allowed.



9. You will receive an alphanumeric security code via text or phone call. Enter the code and click “Submit” to complete your Login.gov account setup.

You are now set up to use Login.gov. If you encounter any issues, please contact the Login.gov support team at https://login.gov/contact/.

Return to Login.gov Account Setup.

Proceed directly to WIPS: https://entbpmp.dol.gov/suite/sites/wips.

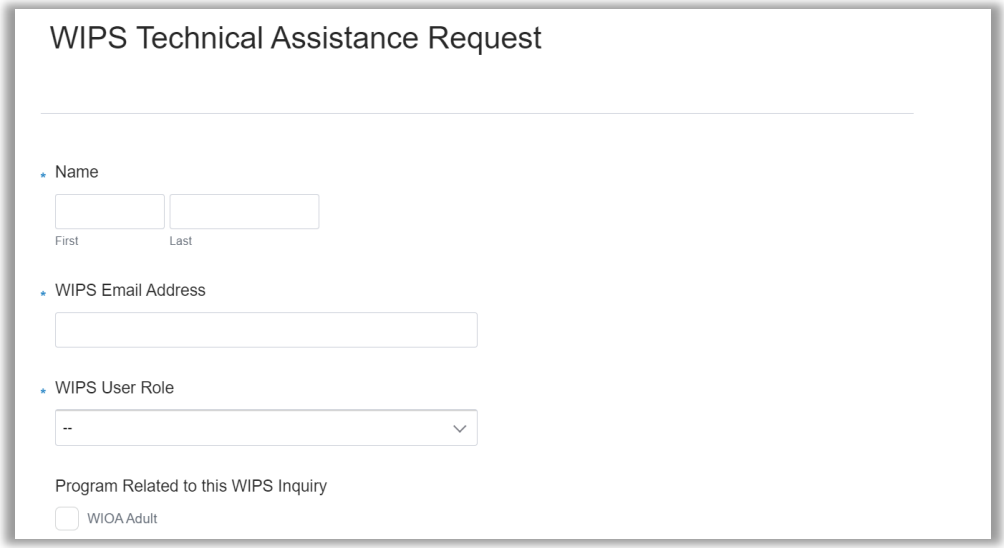
Continue to WIPS Account Setup.

Appendix I: WIPS Account Setup

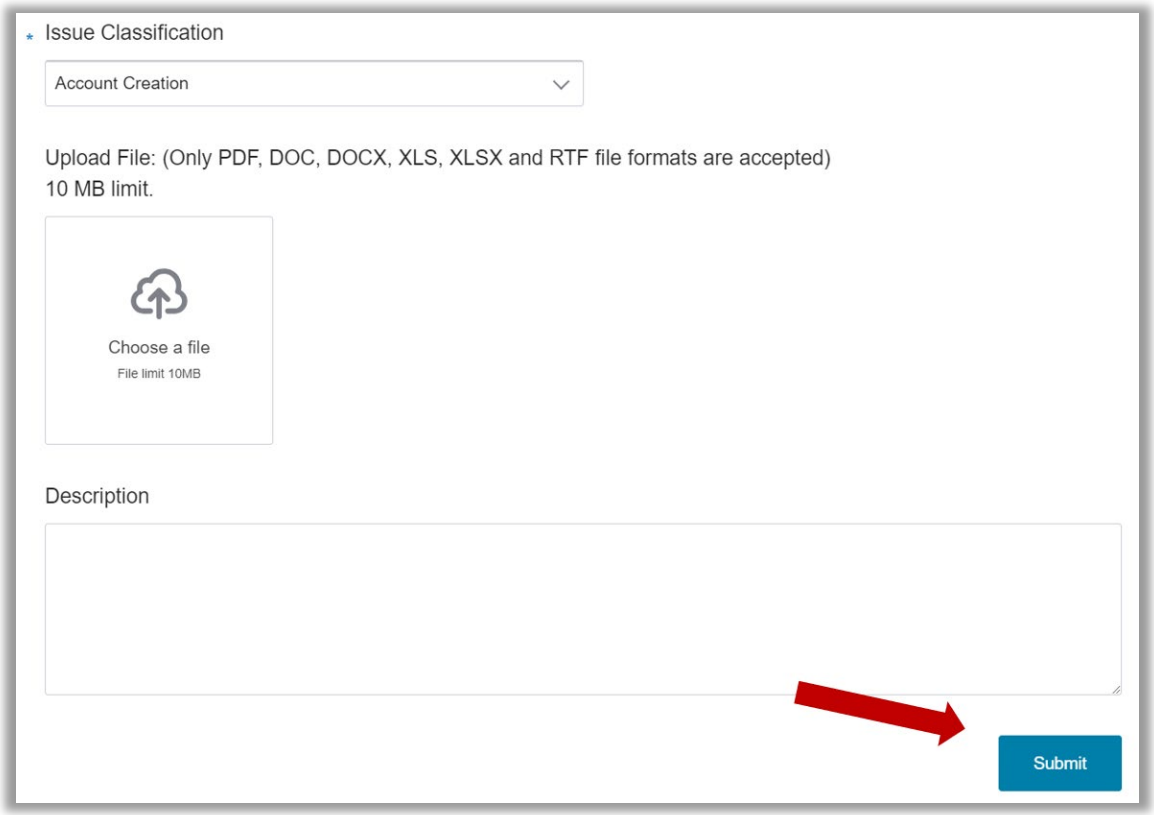
1. Navigate to the ETA WIPS webpage at https://www.dol.gov/agencies/eta/performance/wips. Select WIPS Technical Assistance Request to open a new form.



2. Fill out the fields in the WIPS Technical Assistance Request form. The email address should match that used for Login.gov.
    - Under "WIPS User Role," select "Grantee."
    - For "Program Related to this WIPS Inquiry," National Dislocated Worker Grant recipients will check the "DWG" box. (Demonstration Grant recipients will check the "Demonstration Grant" box.) This will cause a DWG Grant # field to appear below the Program options. Use this field to enter the grant number(s) associated with the new account.
    - Enter "Account Creation" in the Issue Classification field.



3. Submit the form after filling out the required fields. You will receive an email notification when the account is active. This process may take two to four days.



Return to WIPS Account Setup.

Continue to Accessing WIPS (for Users with Login.gov and WIPS Accounts).