

# Workforce GPS

## Transcript of Video

### Workforce Integrated Performance System (WIPS) User Walkthrough

Starting screen: <https://www.dol.gov/agencies/eta/performance>

This is a walkthrough to introduce new users to the Workforce Integrated Performance System, commonly referred to as “WIPS.” At the end of this walkthrough, users will understand what WIPS is, and how to:

- Request a WIPS account
- Navigate the WIPS system
- Upload and certify files through WIPS
- Find their grant’s outcomes
- Download reports and submission results

WIPS is the one-stop portal for grantees to submit and certify their PIRL files and review their outcome data via the quarterly and annual reports.

Prospective users need to request a WIPS account. In order to receive WIPS account credentials, complete a WIPS Technical Assistance Request through this link:

[https://www.doleta.gov/performance/wips/WIPS\\_Technical\\_Assistance\\_Request.cfm](https://www.doleta.gov/performance/wips/WIPS_Technical_Assistance_Request.cfm).

Once you have your login credentials, you can login to the system from this link:

<https://dol.appiancloud.com/suite/>.

If you have any difficulty logging in, you can fill out a WIPS Technical Assistance Request through this link:

[https://www.doleta.gov/performance/wips/WIPS\\_Technical\\_Assistance\\_Request.cfm](https://www.doleta.gov/performance/wips/WIPS_Technical_Assistance_Request.cfm).

Once you have logged in, you will be taken to the main WIPS page. From here you can:

- Review your profile
- Change your settings (*upper right corner*)
- Use the navigation icons (*upper left corner*) to:
  - Upload PIRL files (*File Upload*)
  - Review file errors after uploading (*Edit Check Results*)
  - Review submitted results in a report (*My Reports*)
  - Switch to submission screen for other modules the individual has access to using the “Navigation Menu.” Note that this menu only appears when you have access to more than one site within the system (e.g., WIPS, WIPS-ETP, WIB code management, program-specific GPMS sites).

This main page includes the latest User Messages at the top, followed by the steps required to certify a report (*Upload, Check/Correct Errors, Review/Certify Uploaded Reports*).

From the Upload File screen, users can upload a DOL-only PIRL file. The required data elements are described in the PIRL (ETA-9172) and each schema can be found here: <https://www.dol.gov/agencies/eta/performance/wips>. Basic requirements, such as the correct number of columns and file format (i.e., \*.csv/\*.txt), must be met for the system to accept the uploaded file. Prior to uploading the actual file, users must choose from four dropdown lists, which represent the options available for state/formula users:

- Schema Name: type of file schema (i.e., Full PIRL schema or State Integrated Reporting (SIR) schema)
- Target Program(s): WIOA programs included in the file; this selection will determine which program(s) that WIPS will run edit checks and generate reports for, provided the data within the file meets minimum applicable reporting requirements
- Grant Number: this option is only for programs that either allow or require reports by specific grant numbers
- Quarter End Date: end date of the most recent quarter included in the file

The WIPS file schema document reflects the required data elements for each ETA program according to the PIRL and indicates the available upload schemas for each program. For a listing of the columns and data elements required in each of the available WIPS upload schemas, refer to the schema document here:

[https://www.doleta.gov/Performance/wips/docs/WIPS\\_File\\_Schema.xlsx](https://www.doleta.gov/Performance/wips/docs/WIPS_File_Schema.xlsx).

The Full PIRL schema includes a column for each of the data elements specified in the ETA-9172 required by any/all programs. This includes the required data elements for all ETA programs reporting in WIPS.

The SIR schema includes all of the elements relevant to the programs with state grantees: WIOA titles I and III, DWG, JVSG, and TAA. Program-specific formats are available for discretionary programs that include all of the required elements for those programs. The Target Program(s) specifies the programs for which the user intends to generate and certify performance reports. Grant number must be selected only when uploading for a specific grant number. WIPS users should refer to the program-specific reporting instructions included in the grant award package provided at the time of award. The last choice is asking which time period your file covers, based on the most recent quarter's data included in the file (e.g., 6/30/2019 would be the last quarter of PY 2018).

Once the file is uploaded and submitted, WIPS will evaluate whether it complies with the edit checks and then produce a Quarterly Performance Report (QPR) if the file contains the necessary data.

After the file has been successfully uploaded, the system will automatically evaluate the file to determine whether the data in the file meet the edit checks. The edit checks include valid value checks, logical validations, and duplicate checks. The specifications for these edit checks are

found here: <https://www.dol.gov/agencies/eta/Performance/wips/editchecks>. The results of the edit checks are visible from the edit check screen and are organized by quarter end date and name of user who uploaded the file. Users are automatically signed up for the WIPS monthly newsletter (sample here: <https://www.doleta.gov/performance/wips/newsletters-2020/April-2020.pdf>), which provides updates on the latest edit checks and changes. Users must ensure they are always referencing the latest version of the edit checks documentation available in WIPS (<https://www.dol.gov/agencies/eta/performance/wips>).

If the uploaded file contains errors, the error details can be found via a hyperlink under “Total Errors.” This link takes the user to a list of each error organized by element number, name, description, and the count of errors. The entire list of errors can be exported into an Excel file by clicking “Export Errors.” Each error includes a link to the record-level details of the error. After clicking the error link, a display of which row, unique ID, and the value causing the error will be displayed (up to a maximum of 10,000 rows per error). These reports should help users troubleshoot what is generating their errors so they can correct the errors and re-upload the file. Note that because files must pass valid values edit checks first, WIPS may not display all of the possible errors in the file until the valid value errors are resolved.

The My Reports screen provides access to all the reports submitted to date. The following four links are available:

- Quarterly Performance Reports
- Annual Performance Reports
- Effectiveness in Serving Employers Reports
- Drill Down Measure Requests

The Quarterly and Annual Performance Reports screens are organized in a similar fashion with a list of all the submitted reports organized by current and previous certified, certification overwritten, not certified, and not certifiable. The top of the screen includes a dropdown menu to filter which program files are displayed.

Files that have been uploaded but not yet certified will display “Not Certified” in the Status column. In order to review the aggregate summary of a file, click the hyperlink under the Status column. Most Quarterly Performance Reports will allow the user to select from “Quarterly,” “Rolling 4 Quarters,” and “Program to Date,” listed in radio buttons at the top.

The aggregate summary is a draft Annual or Quarterly Performance Report (ETA-9169 or ETA-9173). These reports include exiter, participant, and demographic counts; outcomes; and veterans priority of service data. Many programs allow the user to drill down to the local area. If your currently selected program permits this drill down, you will see a “Local Area Report” button in the upper right of the screen. These aggregates permit the user to conduct one last troubleshooting review prior to certifying the report. After the review is complete and the user is ready to certify, they can scroll to the bottom and Save/Certify to certify the report and complete that quarter’s or program year’s reporting requirement. Until the user certifies the file, the report is not considered official. Keep in mind that it is still possible to overwrite a certification if errors or adjustments need to be made after the original certification.

By clicking the Effectiveness in Serving Employers Reports link, the user can enter and certify the state's annual employer indicator data.

Users can request drill down information related to each performance indicator from the Quarterly Performance screen. The responses are stored in Excel format in the Drill Down Measure Requests section, and indicate which individual records comprise the numerators and denominators of each calculation.

*Key Takeaways*

1. Get access! Make sure you have credentials prior to the reporting deadline.
2. Check your work! Resolve file errors.
3. Make it official! Certify the file.

For further information on WIPS, see ETA's WIPS site:

<https://www.dol.gov/agencies/eta/performance/wips>.