**WorkforceGPS**

**Transcript of Webinar**

**H-1B Performance Reporting Webinar 2.0: WIPS Implementation**

**Thursday, January 11, 2018**

*Transcript by*

*Noble Transcription Services*

*Murrieta, CA*

LAURA CASERTANO: Again, I want to welcome everyone to today's webinar. And I'm going to turn things over to your moderator today, Megan Baird. She's a program manager for H-1B grants, the Employment and Training Administration for the U.S. Department of Labor. Megan, take it away.

MEGAN BAIRD: Hi, everyone. Welcome. And thank you for joining us today. This is the H-1B performance reporting webinar 2.0, which is going to focus on WIPS or the Workforce Integrated Performance System Implementation. This webinar is for our H-1B TechHire, Strengthening Working Families initiatives, and America's Promise grantees. And quickly I'll let you know who's joining you today. We've got a good mix across the America's Promise, the Strengthening Working Families, the TechHire grant.

And it looks like we've got the right folks on, too; predominantly the program director, the managers, and IT data staff. I wanted to let you know we are going to cover a lot of information today. But I will mention that this is being recorded. We're also going to reference several technical assistant materials that accompany this presentation. So hopefully, if you miss something today or you want to read it again, you'll have an opportunity after today's webinar.

To let you know who you are going to hear from again, it is the H-1B performance reporting team. You have probably heard from one if not all of us during the life of your grant or previous grant. You have seen us in responses from the program office mailbox. So hopefully none of us are new to you.

I'm Megan Baird. I'm the program manager for all of our H-1B grants here at the Employment and Training Administration, U.S. Department of Labor. Our presenters today: Ayreen Cadwallader, who is a workforce analyst here at the Employment and Training Administration. Timmy Dudley is also a workforce analyst at ICF International. Timmy is our performance technical assistant support. Also joining us, Denise Dunlap, she is a senior business analyst at Appteon, Inc.; Katie Neupane, she's a grants management specialist at the Employment and Training Administration; and last but certainly not least, Greg Scheib. Greg is a workforce analyst here at the Employment and Training Administration as well.

So I mentioned we are going to cover a lot today. We are going to provide a review of the WIPS performance reporting requirements for the quarter ending December 31, 2017, which is the most recent quarter of which you will be submitting information no later than February 14. We will also review the H-1B participant individual record layout, or PIRL, data elements and data file structure. We'll also be reviewing the data validation rules, and you'll learn how to resolve common data file errors.

We will be reviewing the H-1B quarterly progress report aggregation rules. This is what aggregates. It's the aggregation form of the data you submitted specifically for the H-1B grant program. You'll also learn how to access WIPS and to upload data files. We'll discuss next steps and action items for January - March of 2018. And most importantly, you will have the opportunity to ask performance questions throughout today's presentation as well as at the end. So please feel free to submit questions in the chat function as we go.

We're going to take some breaks throughout to address questions and at the end, too, we'll also have that opportunity. And now I'm going to turn things over to Timmy Dudley who's going to kick off today with another polling question.

TIMMY DUDLEY: OK. Thank you, Megan. What are you most excited about learning today? – submitting your participant data for the quarter ending December 31; learning how to access WIPS and upload data files and resolve data file errors; previewing the aggregation rules for the H-1B Quarterly Performance Report, or QPR form; or is it next steps and actions for January - March?

MS. BAIRD: Great. And it looks like most of you are here to learn how to access WIPS, upload data files, and resolve data file errors. You've come to the right place. It's a great question. We hope to be able to meet your needs today. So we'll move on to the next slide.

I'm going to turn it over to Greg Scheib, who's going to get started on H-1B performance reporting guidance. He's going to touch on guidance for the quarter ending December 31, as well as some exciting coming-soon guidance via TEGL.

GREG SCHEIB: Thanks Megan. So let's review our performance reporting guidance for the reporting quarter ending December 31, 2017. At this point, you should have an internal strategy for collecting participant-level data and creating the CSV file. At the end of this month, your grant authorized representative should be granted access to the web system. We anticipate giving access to other members or your reporting team at a later time, but the system doesn't have that functionality right now. You should be prepared to submit your CSV data file identifying and resolving any errors.

And as a reminder, you should be using the second task of the amended ETA PIRL that we have previously provided. It is also available on the Workforce GPS, which identifies the 84 data elements for H-1B. (Inaudible.) You cannot submit the full PIRL, which has 267 data elements. And why would you want to submit 267 data elements? But so in other words, you're only going to reporting the 84 data elements that are relevant to H-1B grants.

As always, you should be preparing to submit your quarterly narrative report – as you have been in quarters previous – by sending it to your appropriate grant program mailbox and cc'ing your FPO.

One important point to keep in mind: If any of you are still currently not serving participants, you won't be uploading any data file into WIPS. The WIPS doesn't – you have to have something to submit to, to submit it into WIPS. Instead, we'd like you to make sure that you note that in your quarterly narrative report that you do not have any participant-level data to submit for this coming quarter.

MS. BAIRD: And I want to interrupt Greg. There's a great question that comes in that pertains to this slide from Michael: When can we submit the narrative for the last quarter? Should we wait until our WIPS is uploaded? And if you are not serving any participants and you're going to note this in your QNR, you can submit that now.

If you are going to upload participants, it would help us in your FPO if you submitted both at the same time so when you did your WIPS submission you also submitted your narrative. If you have questions on that, you can let us know. By submitting both at the same time helps with tracking to make sure that other window has got the full patch has been submitted.

MS. SCHEIB: So we're close to releasing some new performance guidance for the – that relates to H-1B grants and the Workforce Innovation and Opportunity Act. This upcoming TEGL – which is the training and employment guidance letter – provides regulatory guidance under reporting performance outcomes for H-1B grantees including where we are aligned with the workforce – with WIOA. The document consolidates and aligns the performance systems of the department's various workforce programs including H-1B grants.

There is an Attachment 1 to the TEGL, which will describe the program's specific details of the performance accountability system for H-1B grants, including both the H-1B real-time measures and the WIOA primary indicators of performance that are being tracked for H-1B programs. And we're certainly going to be talking about those a little later in the webinar. Please keep an eye out for this TEGL. You'll certainly know when it comes out. It's still in the process of being approved. And it'll be posted to our DoLETA website.

And now I'm going to hand it back over to Timmy for another poll.

MR. DUDLEY: Which of these performance TA resources has been most useful to you: the revised H-1B performance reporting handbook and WIPS reporting guidance; the new performance reporting tool kit; the new H-1B performance reporting pre-recorded tutorial; preparing data files for WIPS; the new summary of H-1B PIRL data elements for 2017 through 2018 with Data File Structure; or the H-1B performance orientation webinar?

MS. BAIRD: And it looks like the winning TA material is the performance reporting handbook which is our – (inaudible) – guide. It is the maybe the most important technical assistance report for you. This is a document that we continually update based on feedback from you-all. So as performance questions come in, we do try to update the handbook and we'll let you-all know with additional guidance. So your questions help us make this better.

And again, if at any time you have feedback on any of these materials listed on this slide here, we do want to know. You can submit it to the program office. If there's something you think that should be added to it, we're always happy to make this as useful as possible in supporting your performance reporting every quarter.

And now I am going to turn it over to Ayreen Cadwallader, who is going to discuss the H-1B participant individual record layout with a PIRL data element for H-1B. And she's going to (walk?) to the amended ETA PIRL document.

AYREEN CADWALLADER: Great. Thank you so much, Megan. And welcome, everyone, to today's performance 2.0 webinar. We're very excited to have you here. I'm going to quickly go through these next couple of slides using up all – probably see this one form or another for this would be an America's Promise grantees. We did go over this in our performance session during your convenings and then also in our G-mail guidance.

And so in an attempt to streamline and by our efforts here in the Department of Labor, ETA is aligning our performance reporting requirements across all ETA grant programs. Therefore, H-1B grantees will report again the H-1B-specific data elements identified in the ETA-9172 DOL PIRL, or as we mentioned before, our participant individual report layouts.

This slide here is an overview of the timeline for implementing the DOL PIRL for H-1B grants. As you can see in 2016 in the ETA-9172 DOL PIRL that was approved, there were 109 PIRL data elements that was selected for data collection. Up to this point, grantees have not been submitting for participant-level data in WIPS. However, now that we are here in 2017 are what we call WIPS phase 2. We'll talk a little bit more, but in the amended ETA PIRL, we were able to narrow down the data elements from 109 data elements to 84. And these are the 84 data elements that you should be collecting and reporting to DOL.

Currently as we've mentioned, we're in the second phase. And we'll talk about WIPS phase 3 in the upcoming slide, the next slide. Here is a sample snapshot of a CSV or a common separated value data file will look like for the reporting quarter ending December 31. You will use that ETA-9172 DOL PIRL that was approved and you will report against 84 PIRL data elements. We are currently seeking approval for the amended ETA PIRL, which adds two new data elements to be discussed in the next slide.

So this slide here just wanting to clarify the two new data elements, which is PIRL 1813, which is the quick version of this PIRL data element name. It's the program completion date in which the individual completed their training program. And then PIRL 2126 which is enter training related employment and which this is an employment-related outcome that's connected to your training.

So these two new PIRL data elements have not yet been approved by OMB. And as soon as OMB approves our GPA-amended PIRL, this is when H-1B grantees can start collecting that information. However, you will not report this two data elements until later – fall 2018 – when we update the WIPS system to include the two new data elements for reporting to the Department of Labor.

And next I think we have one more poll to turn it over to Timmy.

MR. DUDLEY: All right. And this one's going to be a true-or-false question. For the reporting quarter ending December 31, 2017, grantees are responsible for collecting PIRL 1813, 1826. PIRL 1813 data collected during program participation and educational training program leading to a recognized post-secondary credential or employment or PIRL 2126, enter training related employment.

MS. CADWALLADER: So it looks like most of you selected false, which is correct. Congrats. I think I already mentioned these two new data elements are currently up for OMB approval. You are not required to track or collect those. You are welcome to do so if you feel like it. You are not required nor will you be submitting these two data elements to ETA right now or in the near future. You'll be reporting them after approval is received and when they're added to WIPS, which should be in fall of 2018. And Megan, there's a great question here. Will retroactive data for these two data elements be provided?

MS. SCHEIB: The participant enters training, which are PIRL data elements 1302, 1309, and 1314. The corresponding data elements you will use when a participant's training is over are PIRL 1308, 1313, and 1318. Using PIRL 1303, you can then identify the type of training service the participant is involved with. For H-1B grantees, you can only use the code values indicated on the slide here, which are OJTs, skills upgrading, customized training, other occupational skills training, and registered apprenticeship.

You can also use PIRL 1310 and 1315 to report additional training services the participant is involved with. For our H-1B purposes, you then further breakdown the training service being delivered by identifying the primary, secondary, and tertiary component of the training using PIRL 2109, 2110, and 2111, which are H-1B-specific data elements.

And it's important to note that you always need to include a primary type of training servicing – PIRL 2109, 2112, or 2115, but you do not need to have secondary or tertiary types of training for every training. Some trainings may be fairly straightforward and you only need to put one primary type. You know it's not required that you add additional ones.

I put in my notes, "OK, are you confused yet?" because this is confusing and as soon as you start talking about all these PIRL. Fortunately, at the end of this section, we do have a diagram that we hope will tie all this up for you to make it a little easier to navigate. Finally, once the participant has completed their training, we need to indicate the type of the recognized credentials received and the date the credential was received. This is done with PIRL 1800, 1802, and 1804, which is type of recognized credential and PIRL 1801, 1803, and 1815, which is the day-to-day recognized credential.

Remember that after reporting a training completion, you must indicate the type of training credential received. If a participant received education and training services but did not attain a recognized credential – license, diploma, degree – you're going to indicate with a code value of zero, which is no recognized credential.

Finally as promised, on our next slide – and I would encourage you at the upper right-hand corner of your screen you have a little expand button with a bunch of little arrows going in all different directions – you might want to pop that open to see this diagram a little better. It's a little hard to read on the webinar – but we developed this graphic to help you guys navigate the data elements that go into the reporting participant trainings and outcomes.

You can download the diagram from the file share link that we've provided. It's also on Workforce GPS. Please bear in mind that once the amended PIRL is finally approved, we will be updating this document to incorporate 1813 – PIRL element 1813 – which will slightly modify this. But for this upcoming reporting quarter, this is accurate. Oh, and just a reminder: 1813 is being added in part to capture a participant's training completion date, and it's used to calculate the WIOA measurable skill gate performance outcome. Just sounds like a little fun fact.

Anyway, I'll turn this over to Katie to talk about more questions.

KATIE NEUPANE: OK. So when it comes to reporting employment outcomes, have your report employment outcomes for unemployed participants versus incumbent workers. Employment outcomes for unemployed individuals are captured in PIRL 2118, date entered employment. Here you enter the date that an unemployed, long-term unemployed, underemployed participant entered employment. These employment outcomes can be reported at any time during program participation.

In contrast, employment outcomes for incumbent workers are not captured in the same data elements. Incumbent worker employment outcomes are captured in PIRL data element 2119 for incumbent workers retaining the same position and 2120 for incumbent workers that are advancing to new employment. Please note that employment outcomes for incumbent workers are captured in the first, second, and third quarters after program completion in the subsequent data element. Your program design should include plan for participant tracking in the first, second, and third quarters after program completion.

On that note, H-1B grantees should be prepared to conduct performance tracking for all participants after program completion in order to report H-1B real-time performance outcomes. Now I'll turn it over to Greg to continue on that topic.

MS. SCHEIB: So we know that sometimes we use a lot of similar terms to describe very different program activities. One of the ones that we get a lot of confusion around are the terms, "follow-up" and "follow-up services." And we just wanted to clarify that when we talk about participant follow-up services, we mean post-training follow-up service, that is services provided to H-1B participants after they're training but before they exit from the program.

This is very different from WIOA follow-up services, which can be provided to participants after they exit the program. And when we talked about participant tracking for performance reporting, we mean activities that you as the grantee take to track participants in order to report H-1B real-time performance outcomes. There are not program services provided to participants.

And now we're going to go back to Megan Baird and a little break for some questions.

MS. BAIRD: Great. Feel free to start typing questions in the chat function that you may have. We'll go ahead – we have a great question from Gretchen that's referring to us why Katie read about reporting employment for unemployed versus incumbent. And the question is: Can we report employment or only employment in the desired field?

Gretchen, that is a really great question. In the WIPS system and in alignment with H-1B reporting requirements, you can report employment a few different ways. The enter employment data element is the individual employment at any time during the grant program. That means they were unemployed to start with or underemployed or long-term unemployed. And during the grant even if they have not yet completed training, if they got a job you can report that.

Please note that you should not be reporting jobs that don't really align with the goal. So if they picked up a part-time to help pay the bills, that's probably not their employment goal and shouldn't be reported. If they did get a job, you can report that separate from that and in addition to the new PIRL element that Ayreen covered that's being added but not yet approved –

MS. SCHEIB: 2126.

MS. BAIRD: – 2126. That data element is called, enter training-related employment. And that specifically requires that individual has completed the training program and entered a job that is related to the training. So that would be the type of employment that is related to their training that's in the industry or the occupation or something using those skills in their job. So we're capturing job employment in two different ways. It looks like we have a question from Tyler. Can the primary training type be the same as the training type? Greg, you want to go ahead and get that?

MS. SCHEIB: Yes. They can be the same. They are a little bit different. The primary training type is a WIOA measure. They – hold on. I got to go back to my own diagram.

MS. BAIRD: So in that slide, Tyler, technically there are two instances in which you can report the types of training. There's the WIOA PIRL data element to report training. And then there's also the H-1B data element to report training. The WIOA data element is 1303. That's type of training service for training activity number one. And then the primary is PIRL 2109 and that's the primary type of training service for training activity number one. So that's the H-1B PIRL data element to report training. And it could be the same and just, again, certainly depends on your training design.

And let's see. Jim, read 1303, if a participant is enrolled in classroom training, would they be 06, other occupational skills training? And the answer is yes. Again, just to reiterate, the 1303, types of training are shared WIOA – it's a shared WIOA data element so not all the code values will apply. And so we do encourage grantees to select out of the four or five that's allowable for H-1B grants, to identify which one is most-closest. And then in the primary types of training, that's where you can further elaborate that occupational skill training was actually classroom training.

OK. And a follow-up question from Tori reporting employment – if the IEP which individual employment plan states as a short-term goal they want part-time employment and we have since cannot be reported. It may be Tori, this is a good one to talk to your FPO on. You should be reporting employment as aligned with their goals. So if that was their goal, it could be reported.

And we're going to take another question and we're going to hold the rest for the next question session just to make sure we get through some more. From Ryan – although we can report up to three credentials for participant, we will only receive credit for one credential per participant on the QPR and we'll have to use a QNR to explain. That is not correct, Ryan. You will see what you have not seen this before.

There are two different credentials – outcome measurements on the H-1B QPR. There is a measurement for the number of participants that completed and got a credential. That's a singular, unique count. And there is a separate field called, total credentials received. That will account for the multiple credentials that an individual may receive. So they're both captured on the QPR form. And related, it maybe also account for under the measurable skills gain but we'll discuss that later.

And we're going to keep these questions in our queue to answer as we go forward. But to make sure we don't miss any of the presentation, we're going to move forward. I'm going to turn it back over to Ayreen. But please free to continue typing your questions in the chat. We will continue to get to that. Ayreen?

MS. CADWALLADER: Great. Thank you so much, Megan. So this is the bulk of sort of what we want to go over with – as part of our training today, is data validation and resolving your data file error. So just as a recap, the data file that you upload into WIPS will go through a series of data validation series. So the first step here is the next slide is on formatting check errors and valid values errors.

And so the CFP file that you upload will have successfully passed the data validation step in order to be accepted in WIPS. It's most likely that you will need multiple attempts to submit an acceptable data file. Going back to what I mentioned before, there were the first two steps is checking the format step, which is the first level of review to make sure that your data file is in the correct format.

For example, is your data file a comma-separated values or a CFP file? Does it have the right number of data elements? Next, the valid values check is the process to verify that you have entered the required valid code values for each data element. For example, Social Security numbers have nine characters. And if a participant's SSN is entered with only eight digits instead of nine digits, the valid values check will report this as an error.

The next level of steps is duplicate errors. This verifies that the unique participants do not have duplicate SSN in your data file. And lastly, the logic rules check verifies that the internal logic of each participant record is in line with the business rules of each data element and that the code values that are entered in your data file are sort of in line with one another.

So in most cases, just for something to remember: Each data element is dependent on another data element in order for the right code value to be entered in your data file. And so we'll soon provide you with a H-1B validation rule to ensure that your internal systems have the same validation checks so that the data file that you upload in WIPS could be as clean as possible. We're not going to be able to go through all of them here. But we encourage you to review them once you have it readily available.

And also the list of the H-1B validation rules will be useful when you're trying to resolve data file errors. Again as a reminder, you will not be able to submit a CSV data file in WIPS until that data file has to be four steps of data validation in the WIPS system.

The next slide is just a quick screenshot of what you're see in WIPS and you'll see this again in real-time. But you'll see the total errors, total duplicates, and the format error, and the numbers of errors that are in your file. And again, our colleague, Denise Dunlap, will go over this later in this presentation.

And so the next slide is the overview on how to resolve the data file, which is again it's going to be a time-intensive process. This definitely should be something that you and your team should build in time for you to resolve your data file errors. You can export this in this report in the WIPS system. You can export it as an Excel spreadsheet.

And so you will need to sort of use the error messages identified in the error report. It will tell you what the correct code value should be or what the correct logic rule should be. And then you would have to make the change in your either MIS system and export a new data file or have to set the system to correct to make the changes.

So it may take multiple CSV data file uploads. And it might take the entire team, whether it's your program staff and your IT staff going together – working together to make these changes. And so once a data file is clean, it will upload a – will generate a QPR form, which we'll go over later in this presentation.

The next slide talks about some of our common formats in valid value errors. The first one is a data file structure error. Your data files should have 84 data elements represented as rows across your data file. Then between each data file code values are commas just like called a comma- separated value file. One error here – please note that spaces count towards the next number of characters in WIPS. Extra spaces in your data file if you press the spacebar before and after a valid code value will carry over in your CSV file. And so you want to make sure that there's no spaces in between your commas.

The next, the CSV file submitted in WIPS should not have headings or PIRL data element numbers just as you might have seen a sample data file that we've provided you in various steps. And so if you have a heading or data element numbers, anything that's not a code value will result in a data file error.

The third is PIRL code values that require specific number of digits including less than – if you have a code value that has less than or more than the required number of characters, this will produce an error. For example, the PIRL 938 H-1B Grant – that can be a 13- or a 14-digit code value. And entering any other number of digits or characters will produce an error.

And lastly, there are dates. Your dates should be in the correct format. The example provided here is November 10, 1977, which is a great year. The data file should be in a year-month date. And so the error here – if the code value says, 1011197 7, that will result in an error (ph). I'm turning it over next to Katie, who's going to talk about some of our logic validation rule samples.

MS. NEUPANE: All right. Thank you, Ayreen. So logic rules check for violations of internal participant data logic. For example, it doesn't make sense that an underemployed worker would receive incumbent worker training, incumbent workers receiving incumbent worker training not unemployed participants. So WIPS employs the logic rules to prevent this scenario.

The first logic rule you see here follows the general if-then structure of all logic rules. Most logic rules will follow the structure where it states, if followed by a condition, then followed by a logical consequence usually including some must language. So the first logic rule here concerns PIRL 400 employment status. The only correct code values for PIRL 400 for H-1B grantees are 0, 1, 2, or 3. So if a participant has entered the program and has a date filled in PIRL 900 the date of program entry. Then PIRL 400 employment status must be a viable code value.

Another common logic check concerns the dates themselves that are entered in the PIRL. In this example, the data participant enters employment as a result of the program PIRL 2118 to be on or after the date of program entry. It is not logical that a participant received services leading to employment that occurred before program entry. Let's review a couple more validation errors.

The first logic rule here states that if a participant is a recipient of incumbent worker training recorded in PIRL 907, then the PIRL data element unemployed worker code value response must be 0, no. We know that incumbent workers are not unemployed. So this logic rule prevents underemployed participants from being reported as a recipient of incumbent worker training.

The second logic rule example is for PIRL 1801, date obtained recognized credential (ph). The error states that if a valid type of recognized credential attained entered in PIRL 1800, then the date that the credential was obtained must be entered in PIRL 1801. The logic here is that if a recognized credential was obtained by a participant, then the grantee should be able to record the date that the credential was obtained. And now I will pass it back to Megan for a question break.

MS. BAIRD: Thank you. We're going to go through and answer some questions. There's some very specific PIRL element ones that we might hold on to help look up or send you a link. But I did want to comment. There is a question here around the definition of the credential options in 1800. That's something that comes in WIOA. If you want to shoot us an e-mail it's represented TEGL with the same question to the program office box for your grant if it's America's Promise.

Credentials are defined by the Department of Labor and TEGL 1510, but we can certainly send you that resource. There are questions coming in. I think Gretchen, you started this and lots of people commenting on it, on the slide where we showed the error report. There are questions that this is an individual layout. Where Denise is actually going to walk you through how to use this error report function you can click on lots of things. So we're going to hold that in detail walk you through. You pull out your error reports at the participant level because you will get that at an individual participant-level line item.

Let's see. So questions around portfolio as being able to be developed – again, credentials have to align with the department's definition of a credential. This is referenced in the handbook. We use the definitions of credentials as defined in TEGL 10-15. The link is in the performance handbook. Portfolios I do not believe fall within that definition, so if you're program identified you are awarding portfolios, you can report that in your narrative report particularly in their common grantees.

A question in here about participant status – I think this gets to the slide we talked about, about exiting. "If a participant status doesn't change from one quarter to the next, are we counting to make add twice?"

This is particularly an issue if we're cutting them as a rule in quarter one and in quarter two they're still enrolled so now we've kind of in the cumulative total line or they're a carryover status. So I think the question here is when you're reporting an individual, as long as they are not exited, they continue to show up as account in your QPR form so they'll always show up as a one cumulative for the total served and a one as new in the cumulative. The only reason someone – they'll never going to disappear from the cumulative.

If you were to exit them and then they came back because 90 days have passed, they would be a new individual and they would show up as a new (pat ?). But having them enrolled and not exiting them means that they're always counted as an active participant. We're going to hold on some of the PIRL questions.

"Will we be getting a logic rule errors tool kit or handbook?" Ayreen, you want to answer that one?

MS. CADWALLADER: Yes. And so the list of validation rules – which includes the valid values and logic check rules as well as duplicate checks – will be provided to grantees shortly after this webinar in addition to the H-1B QPR aggregation rules – which we'll also go over in the next couple of slides. OK. Quickly going over some of the questions that come through, think a lot of the PIRL data elements specifics we may be able to just follow up with you offline in the interest of time.

MS. BAIRD: We've got a great question in here that is a PIRL element internal policy for underemployed. Could an incumbent worker also be underemployed? The answer is no. They may be – they are – for the purposes of eligibility of four-year grant, please follow the definitions in your FOA. In regard to performance reporting, you would also report them as either underemployed or incumbent.

So while some incumbent workers may be underemployed, they're also incumbent. So they would be an incumbent worker only. So it's two very separate and unique definitions. If you need any assistance in identifying nuances or trying to figure out how a participant is an incumbent or an underemployed, please contact your FPO who can certainly help them help you identify how to determine someone's eligibility be on a population type. But it cannot be both.

There was a WIPS technical question on what is the turnaround time for error reports. This is very great news to those of grantees that have had previous H-1B grants that have used different reporting systems. The WIPS system is on the cloud and the error report can be generated instantly. Well, it can take up – this is Denise sound like – it can take about half an hour according how big the file is. Yeah. It depends. So half an hour is a vast improvement to two hours. And then there was another question that was sort of related to the data file: What's the protocol to correct previously submitted data? A training report date was entered incorrectly. So this is a great question.

If there are any changes that you need to make to your data file – at least for the next reporting quarter, you – the data file that you submit to WIPS is cumulative grants. That means all the participants that you've served will be in that data file. So if there are any updates that you need to make in your data file, you can make that for the next reporting quarter. Please always let your FPO know if you are correcting data in your most recent report. And the easiest way to do that besides and in addition to shooting them an e-mail is to make a note in your narrative or in the narrative comment section of their QPR to identify that you have corrected data from a previous quarter in the most recent quarter.

We're going to move forward again. Continue sending in your questions. We'll go through another chunk in our next question section.

And now I'm going to go ahead and turn it over to Katie, who's going to talk about the quarterly progress report form that will be generated.

MS. NEUPANE: Thank you, Megan. So after successful CSV file upload, WIPS will apply aggregation rules to create a QPR.

Aggregation rules are the system of logic that WIPS uses to sum up the performance from the raw CSV data file that you submitted. These aggregation rules create a QPR – and that shows an aggregate summary of specific performance outcomes. And this provides a snapshot of your performance outcomes to date, which are cumulative like Ayreen was saying before. The QPR will show aggregation for H-1B real-time outcomes, including the total participants served, training program outcomes, and credential and employment outcomes.

We are working on a technical systems document so you can use as a guide when reviewing aggregation rules and preparing to create your QPR. We encourage you to use the aggregation rules to ensure that you're tracking your performance outcomes in the same way that WIPS translates the aggregate outcomes. Otherwise, there may be discrepancies between your internal performance numbers and those that are aggregated in WIPS on the QPR.

Now let's examine a couple of key aggregation rules. Just a reminder: In order to get to the aggregation rules in the first place, you must pass the data validation steps, which requires the correct H-1B grant numbers entered into PIRL 938 and requires any dates entered to be logical. All aggregation rules rely on specific PIRL data elements in the CSV file. For example, the total participants served aggregation is based on the date entered in PIRL 900. The total participants is unemployed. Program participation aggregation is based on specific code value responses to PIRL 400.

The total participants began training aggregation is based on the date entered in PIRL 900 and the date entered in PIRL 1302. The total participants entered in employment aggregation is based on the date entered in PIRL 2118. We encourage you to review the aggregation rules carefully to ensure that your internal system is aggregating outcomes in the same way that WIPS is. The QPR will show aggregate outcomes for both the real-time outcomes for which you proposed targets at the beginning of the grant and the WIOA prime indicators of performance.

The real-time outcomes will be reported in the QPR based on the data you submit and will be available immediately. In contrast, four of the six WIOA primary indicators of performance are based on participants exiting the program and will not be available until the second or fourth quarter after exit for the participants that supplied a Social Security number. Please note that the outcomes on the QPR are related to credential attainment and total entered training related employment will not be available until fall 2018 when you are able to submit data for the amended PIRL ETA-9172 form including the data elements 1813 and 2126.

So until the amended PIRL is approved, we cannot allow grantees to officially certify data that's submitted into WIPS. You will be able to view and download the QPR, but not officially certify the data. So once you have a hold of the CSV data file and verify that the information is correct, you should indicate in the comment section on the H-1B QPR form that the QPR generated is the final report for the quarter. This is necessary to communicate to the department that the report is complete, accurate, and serves as the official submission for that reporting quarter.

You are encouraged to use the sample text on the slide in the comment section of H-1B QPR produced in WIPS and we'll show you what this looks like when we're getting into the WIPS demo later in this webinar. Now I'll turn it back to Megan.

MS. BAIRD: I think we're going to hold on questions for one moment to get through the next section, which is the last section before our WIPS demo. So you may have questions in this section as well. So I'm going to turn it over to Greg to do a refresher the WIOA primary indicator performance versus the H-1B real-time performance outcome measures, which are on your QPR. And those are also the measures you gave targeted outcomes for in your statement of work.

MS. SCHEIB: Thanks, Megan. Yeah. I'm just going to be trying to expand a little bit on what Katie started to talk about a little bit. These, what you're looking at now are the sixth WIOA primary indicators of performance that we track for all H-1B grants. Just a reminder that H-1B grantees were not required to provide outcome targets for these indicators for performance in the grant scope of work or statement of work. The information collected on these measures is used by the department to assess performance across numerous workforce programs administered by the department, not just H-1B grants.

In the interest of time, I'm not going to go through each of the definitions here. They're on the slides. You can certainly download that and take a look for yourself. You may note that we have indicated there is a new measure – which isn't actually a new WIOA measure but it's new to us – which is the effectiveness of serving employers measure. How are we going to measure this? As an indicator of effectiveness in serving employers, we are going to track participant retention with the same employer in the second and fourth quarters after exit.

But don't worry – as with some of the other WIOA measures, we're not going – we're not going to be asking you to be doing that tracking yourself. We are going to use the Social Security numbers that you provide to get that information on your behalf, but just be aware that it's one of the measures that we will be tracking for H-1B grants.

So again, just to reiterate: here's what our tracking the WIOA indicators. WIPS will utilize the participant data you provided to create an aggregate for the measurable skills gain and the credential attainment outcome measures. These are the two WIOA indicators of performance that you are tracking directly through the data elements that you submitted to file.

For the remaining four WIOA primary indicators performance – which is employment rate second quarter and fourth quarter after exited, meaning in earnings and now the new effectiveness in serving employers – the department is collecting these measures on your behalf. And WIPS will populate these figures into your QPR when they become available.

And again, just to reiterate: The reason we are doing this is because we recognize that many grantees do not have the ability to track after-exit measures because of the grant limitation in terms of the time of performance and also access to wage files to get some of these outcomes. So we are doing that on your behalf. Let's see. First, well, we are going to go over this, but for a sample of the QPR form the – you can see attachment one number H-1B performance reporting handbook – you can see what your QPR is going to look like.

And you'll also notice that on the QPR form, the four WIOA measures that we are tracking on your behalf will have an asterisk indicating that these figures will be populated at a later time. And again, don't be surprised if you see these being blank at first. Many of these measures are collected only after the fourth quarter after exit. So in many cases, they may not come up until many months after the outcomes have been – or the participant has exited the program.

Then moving on to the real-time measures for you do have real-time measures – these are the performance indicators which create a target outcome at the beginning of the grant. WIPS will use your uploaded data file to aggregate the outcomes for each H-1B real-time outcome measure.

The WIOA PIRL data elements in the user report to credential attainment outcomes for WIOA – let me start over again.

The WIOA PIRL data elements that we are using to report the credential attainment outcomes for the WIOA measure is the same data elements we are using for the real-time credential attainment outcomes for H-1B grants.

And H-1B grantees will report on real-time credential attainment outcomes for H-1B grant after training completion by reporting them through WIPS in the quarter in which they were attained.

So just bear in mind that you have a credential attainment outcome which is a WIOA measure. And then there are separate real-time measures that you will be tracking yourself. And of course, it's important to have a good system in place to capture these participant outcomes because obviously if you're not effective in tracking outcomes for your participants, your real-time measure performance outcomes can be negatively impacted.

So finally, as I mentioned earlier, and as I notice that we have question about, we are using participants' Social Security numbers to collect the number of the WIOA performance indicators.

Just as a reminder: All H-1B programs must ask participants for a Social Security number. However, if a participant declines to furnish an SSN, you cannot refuse them service. When preparing your data files for submission into WIPS, if you have a participant who declines to submit a Social Security number, you should enter all nine in PIRL 2700 for those participants.

We also have some additional and more detailed guidance in the upcoming performance TEGL that should hopefully be released soon. And now I think we are taking a break and moving to another poll question I believe.

MS. BAIRD: And I wanted to ask quickly – a couple of questions came in on this around how to report SSN for individuals that did not disclose. Please note that there is a lot of technical assistance provided on this topic in the handbook around how you can ensure to do your best to ask each individual for that information. There's some promising practices about what to put on your intake form so individuals really understand why you're asking for this. I would encourage all of you to look at that and also to inform your participants of why you are collecting that information from them. And we'll turn it over to Timmy quickly for a polling question.

MR. DUDLEY: "Which measures are tracked by DOL ETA by using Social Security numbers?" Incumbent workers advance into new positions measurable skill gains, employment rate for quarter two and quarter four immediate hours from quarter two and effectiveness in serving employers or credential attainment. You get an A.

MS. BAIRD: Great. You-all – great job. Your employment rate and I think this is the number one area people get confused by. We want to make it very, very clear. There's two separate types of employment outcomes being tracked for your grant. There is a real-time employment outcome you must track and report in real-time on the QPR separate. And in addition to that, are the exit-based employment outcomes that the department will track on your behalf with the use of Social Security numbers – so two very different. So you-all have to track employment and we are tracking employment. They're slightly different measures and they'll come in slightly differently.

OK. It looks like a lot of the questions coming in are based on PIRL element questions, and we're trying to answer those in the chat function as we go because they're better to answer in writing than a response. I did want to say there are some questions in here around reporting new employment for underemployed participants.

That is a great question. I would encourage whoever submitted that to write in the mailbox. It's easier to see in writing. But generally, if an individual is underemployed enrollment, you could report new employment for them if they got a better job. Sometimes just going from part-time to full-time, sometimes it's getting a promotion – if there's a way that you could capture an increase, usually it's related to a new position title.

But that is something that we can provide writing to you or guidance to you in writing if you want to send that in. And I think the rest of these are PIRL element questions we're going to be answering in the chat box. Please watch there if submitted something. We're going to turn it back over to Timmy to kick us off for the WIPS showcase, as I think is the number one we all were hoping to see today, so Timmy.

MR. DUDLEY: All right. This section I'm going to provide you guys with the WIPS overview and walk-through. It's going to start you off with how to access WIPS and how to upload a data file. And then what happens to your data file in WIPS, generating an error report and generating QPR form. And then finally, we're going to finish off with submitting and certifying a QPR form.

As far as WIPS access, the only way to access WIPS is going to be with a WIPS-generated username and password. Both the username and password are sent via the e-mail grant's authorized representative through admin@dol.appian.cloud.com.

If you're unsure about who your authorized representative, you can send to your program mailbox to help you to look out for who is going to provide you with that information. Over the next five slides as well – before I pass it to Denise – those slides are basically going to be in the pop-up and be referred to – (inaudible) – walkthrough now.

MS. BAIRD: And I wanted to make it clear on this slide the questions have been coming in for H-1B grantees – you do not request access to WIPS. We will give it to you. And we can only give access at this time to the authorized representatives. But we will send out notification right before those e-mails go out from this e-mail address on the screen so you know it's coming in. We will follow with an e-mail letting our primary program contacts and authorized representatives know that that e-mail has been sent out. Again, we can only give it to the authorized representative as the individual that is legally authorized to certify data for the grant.

Greg mentioned earlier, in future releases, we hope to be able to add other types of user access. That's not in place at this point. But it will always be the authorized rep who is the only one that will get access right now and now and in the future and they will be the only one that can certify the data with a certifying PIN.

OK. We'll turn it over to Denise.

DENISE DUNLAP: Thank you, Megan. I'm Denise Dunlap. I work with the development team for WIPS and my chair, my chair. OK. No. Emily. Here we go. Hit the button. It helps when I hit the button. OK. Now I can hear. My – (inaudible) – is loading. Yep.

OK. So this is the home page for WIPS. If you'll look up at this off, this is after you log in. And I think folks may want to expand their screen for this portion of the presentation. You probably want to enlarge it so you can watch the WIPS function. I think you just got an alert to click on the arrows at the top of the presentation that the box – four arrows pointing up – that will enlarge the WIPS portion of the presentation.

And thank you because, of course, you want to see it as big as possible because it looks good stuff. So at the top of the WIPS screen, you'll see that there are five tabs. It starts with the home tab, which is where I'm currently showing you. There's a file upload tab, and then check results, my report, and my WIPS profile. I'll be going through each of these tabs.

As I said, when you first walk in, you end up at the home page. There are instructions on how you need to upload your files, how to go in and check and correcting your errors in reviewing your uploaded report and then determining whether the information is correct or not. And all that information is there on the home page for you.

Other information is very useful, and there are a couple of links on the top. The WIPS resources takes you to the DOL ETA website which has resources that you can get information on that has the lead notes and edit checks and schema and everything. Now this hasn't been updated yet or this upcoming release is coming the end of the January. So this information will be updated. It's the current as of what the release of WIPS is right now.

Also, within WIPS you have a link that takes you to some of the same information. It has the release of, and we keep track of all the release notes for our releases. So you can look at what the current releases are, but you can also go look at the historical.

We also have the edit check. And the edit check have – as we've been talking about during the webinar – we have the rules for your duplicate. We have the logical rules. And we have the valid values. Now these are not just for H-1B. These are for all users in WIPS. But it does specify as effective programs which ones apply to H-1B. I'm not going to go – we don't have time for me to go through and show you that.

And we also have something that's very useful, and that's the user guide. In the process of updating the grantee quick-start guide – because we've made some system changes in the last new month – there's a quick-reference guide that basically gives you how to log in and how to change your password and those kinds of things. And then there's a grantee quick-start guide. And the grantee quick-start guide basically takes you through what I'm going to show you on how to upload a file, how to go through your edit checks, resolve the issues, and then go to – look at your report, and then the interim process for certify and how to certify.

All right. So let's go ahead and move on and go to the fun stuff and go to file upload page. On the file upload page, the first thing that you see is the schema name. The schema that you will use for all of your uploads is H-1B. So you can scroll down to the H-1B schema name. The next thing that you need to put in – and notice that there are asterisks beside each one of these input fields. The asterisk means that this is a required field and it does tell you that on the page. So the current or most recent quarter end date is always at the top of the menu when you choose a file.

One of the things that's coming up in the release at the end of January – and this may not be a big issue for H-1B grantees, but it is for the WIOA grantees – we used comma-separated values files with an extension of CSV, GXT, and new and improved is .GV or new G-zip compressed file. There's a lot of excitement over that. And Texas actually for the WIOA states have to have it because their file is over a gig.

OK. So what I did to bring up the Windows browser is I clicked upload. If you have the browser window already open, you can drag and drop if you want. I usually just hit upload and then like a little search for where my file is. This is the file that creates this H-1B QPR. Now I have all my required fields in and I can select submit. And this will begin the upload process of going through all the steps necessary to generate an H-1B QPR. So now that I've finished with upload, I move on to the next tab.

And the next tab is my edit check results. This is similar to the slide that you saw earlier. And this shows you – and you can see I upload things a lot because I do a lot of testing and making sure that things are working – so you can see this is the file. This is the file that I just uploaded here. It gives me my date and time, my quarter end date, my payment that I selected, my file name, and it assigns a file ID to it. This is the important – if you need assistance – technical assistance – always make sure you know what the file ID is.

And when you send an e-mail to WIOA feedback at dol.gov, always include your file ID and screenshot if you can to let us know what your issues are so that we can help you. We almost never can help you – unless it's a general question – without that file ID.

So here is where you will see what the errors are. And in the first edit check it runs are format errors. And there are three potential format errors that you can get. Well, there's three potential results. The two format errors are invalid column numbers which means – and the reason – I will get an error on a file because I'm running on the currently wide production version of WIPS and I uploaded a new H-1B file that had 84 columns but WIPS is expecting 109. We talked about that earlier. So that's going to give me an invalid column number error.

Another error that you can get – and we alluded to this earlier, but we didn't specify this to give you a format error – if you don't include the grant number in column 9 – in PIRL element 938, you will also get a format error and it will not generate a report.

MS. NEUPANE: And just to clarify, you used to have 84 PIRL data elements when you uploaded. We're just using a different version as an example, but just to make it clear that your file should have 84 H-1B PIRL elements in it.

MS. DUNLAP: Thank you. We're still under development for the system that you will be using to do your reporting. So that's why we're not – we can't show you the brand-new system quite yet. OK. So if you get a format error, processing stop, then you must change that and you must upload the file again. The next process that runs are valid value errors. And let's see if I can show you a valid value error. You can tell you get a valid value error when there is a number on the total errors but there is no number under total duplicates. I think this is one here.

So I see there is one error under total errors, nothing under total duplicates. That could be a valid value error. And what it tells me is that I got an error on element number two which is county code of residence, and it says that the element must only contain nine numeric characters. So if I select the element number – it's a hyperlink – it tells me that it must also contain exactly three characters is a value that's the nearest two characters.

MS. BAIRD: And a couple of questions came on this about does it come out of participant level as Denise is showing you. Yes. She clicked on it. It tells her which individual this is for and it also assigns it to the unique identifier number. I think that was a question, too, for individuals that were using the 999 for did not disclose. So you can get this at the participant level. And this is the information you'd get to know exactly what file or files the error is for.

MS. DUNLAP: Yeah. The unique – is an individual identifier is in your CSV file, so we're showing you what you used in your CSV file to identify that. We don't use the SSN because we don't want to show people the SSNs while we're working on this.

MS. NEUPANE: So you have to click through. You get a summary of roll up and you click on hyperlinks and start to dig down and see exactly which files are assigned.

MS. DUNLAP: Well, let me show you one other feature that's very handy when you have – for example, let's see if I can find one that's got – 10,500 and – I'm sorry – 105,071 errors, which when you have a very large file sometimes that can just happen a lot. These are logical rules. You can see because I have a zero in total duplicates. That tells me that this must be logical rules. So and you can see just like I did for valid values if you click on the element number, it shows you exactly which row.

This is the row number and individual identifier and what the value was that was provided. In this case, it's a required field if this condition is met and so there was no value provided. And so it was missing data from the file. One of the nice things that you can do when you have a lot of errors like this – which I consider more than two a lot of errors – you can get – excuse me. I did the wrong way – you can export the errors into an Excel spreadsheet. And I think Megan mentioned this earlier just as your error – (inaudible) – sorry – you can download your error report.

It creates a spreadsheet that has all the information that's here at WIPS. But believe me, when you're exiting that file and you're doing it manually the way I have to do it, then you really need to export this. Or even if you're using an MIS system, it's still easier to do it this way. Once you've – once still thinking about it – once that creates the Excel spreadsheet – it takes a while when you have 105,000 errors to generate the file. And then you can download the link and you have the error report. It just finished. OK.

So here's the error report. This is the summary page, which it doesn't format it pretty. All right. So because we are running out of time, so I'm not going to show you this now. OK. So let me just go back to edit check the results and show you what you're looking for.

What you're looking for in WIPS, this is your touchdown target. You need zero total errors, which also means zero valid value errors. You need zero total duplicates and you need format error of none. Once you have that, you're golden. So if you have that, then you should have something in my reports. And this is what the my reports page looks like. Actually, I'm going to go over here and show you what the my report page looks like.

Currently, we have two tabs. We'll be adding another tab for the quarterly narrative report sometime later this year. Great shot. Very happy. And now we'll be going to the quarterly performance report link.

MS. DUNLAP: And I just want to make sure you've got her screen up. There was a link for annual reports. You will not get that. This is a demo using a WIPS system. So H-1B (inaudible) do not have annual reports. You have quarterly reports. You will only ever get a link for a quarterly report. So see the links – they just won't have – they won't have anything in it. Never expect to have anything in your annual report.

MS. DUNLAP: OK. So there's several sections on this page. There's certify current reporting, not certified current reporting, and previous reporting periods. Since we're not going to be technically certifying everything in WIPS, everything is going to show up here in the not certified current reporting period. And then in the future, the next reporting period, that will end up down in the previous reporting. And the new that one you upload will come up in the current reporting period.

So in order to use a QPR, you click on the status, which is in this case not certified. This is a hyperlink. This brings up the report. And this is the brand-spanking -new, "just got to work today" H-1B QPR. It's very exciting. There are two time periods – the current quarter and grant-to-date and the – not only will the data update but the reporting period covered will update. It shows you your grant number, the grant name, the grant site. And then it has the reporting measures that are unique or specific to H-1B. And let me just –

MS. SCHEIB: Just so that Montgomery knows, we just used you as an example. Those aren't your real –

MS. DUNLAP: It's not your data. I promise. And as Greg mentioned, the WIOA primary indicators of performance – there are four of them that have asterisks in the field to show that we don't have the data for that yet and will be collected later or populating later, I should say. And then there is information from the uploaded files that generate the credential rate and the measurable skill gains. And then there is your additional comments.

The report comments – and this is very important for you right now because this is where you put in your, I certify that this report is accurate and you put in your date. There is specific information or text that they want you to put in. But this is where you put that in. And then you need to save the bat so that it saves it with the QPR. There's a save button right here. Notice that the certified button is grayed out right now. It's disabled. But in the future, you will be able to certify. And then there's – we're running out of time. I don't have to go through this profile.

MS. BAIRD: OK. So we are at 15 minutes close to the end of this presentation, this webinar. And certainly if you have any questions on the WIPS showcase that we've presented here, please enter them in the chat function window. Quick questions turn it back to the Power Point slides. There was one question that said, how accurate is the program's effective column and the WIPS logical rules?

I'm wondering if this person that submitted this question is looking at the WIOA logic rules that are published in DoLETA.gov/performance right now. Again, we have not yet released the logic rules for H-1B grantees. So the logic rules that are published online do not apply to H-1B grants. They will be provided to you at a later time hopefully shortly after this webinar.

MS. DUNLAP: And they will also be posted on that website after the release date.

MS. BAIRD: Yes. There is one question that came in on collecting employment placement data have employers if they are willing to give that information. (Inaudible) – we give technical assistance on if you are having trouble in collecting employment information for your real-time measures, please reach out to us. Often grantees are asking participants for this information as opposed to the employer. Sometimes it's from the employer. This is a good technical assistance question for anyone that's having trouble collecting employment data for the real-time measures. We're still looking at other questions that's come up if you want to give us a couple seconds.

I think most of these are – there's – if you have specific questions about anything you've seen today, you can always e-mail your program mailbox:

For America's Promise, it's AmericasPromise@dol.gov; TechHire@dol.gov; Strengthening Working Families at SWFI or SWFI@dol.gov.

We're also going to cover shortly some future opportunities to have one-on-one assistance for performance reporting questions before the next quarter. So please don't feel – this is not your last opportunity to get any of your questions answered.

There are some questions in here about submitting information after exit. Again, grantees should be tracking information in real-time, not in exit base. If you want to talk about that further about how your program is designed, please shoot us an e-mail to the mailbox and we can respond to that.

It looks like most of the other questions are PIRL questions that will continue to type responses to the appropriate in the chat function but I do want to be cognizant of folks ' time. And while we're looking at those, we'll move forward with what's coming up next is the next step.

MS. CADWALLADER: Yeah. So let's go over quickly some next steps. I know there's a question on who do we contact to schedule a follow-up demo with specific questions regarding error reports. Oh, it was – again, send an e-mail in to the program office mailbox.

For the action items in January through March, I think there are items here that could certainly something that you can look forward to in January – later January, we will release the logic and valid values rules and the QPR aspiration rules. So please be on the lookout for those will be issued and posted on the COP.

And then we'll have two e-mail communications, as well, which is the WIPS rollout announcement when you can expect that WIPS will be available. That e-mail will go out to all grantees. And then the second e-mail is the WIPS access, which is the username and password that's issued to your authorized representative. So there will be – will have to be some coordination there between program and IT staff and your authorized rep.

And February again, is when we really expect to release the WIPS system for all grantees. You will upload a CSV file in WIPS. You'll resolve your data file errors. Again, if you are currently not serving participants, you will not upload a data file in WIPS. And then the authorized representative will submit an asterisks certification link which is a common field.

Going back to that earlier question, we will have performance office hours and will provide those dates in the next slide. And in March again, hopefully you will be able to upload your data files in time for the reporting quarter. But certainly for March, we can apply some lessons learned with your reporting staff, definitely get your team together to talk about sort of the process. Is there a way that you can improve the process? And then you can start preparing for the next reporting quarter ending March 31 with a reporting quarter deadline of May 15.

And again, later in the fall of this year, you can expect to report PIRL 1813 and 2126 in your data files. At this time, those two data files will not be reported in your data files. And so the next step, the next slide is another polling question, turning it over to Timmy.

MR. DUDLEY: How prepared are you to submit your CSV data file on WIPS? We're not ready. We are still collecting participant data. Whew, almost there. We have participant data in our MIS database or Geronimo! We're ready to upload CSV data file on WIPS.

MS. CADWALLADER: Oh, no one is in the E – OK. Well don't feel bad. This – some of you may have been doing this previously for other grants but you have used a similar system before. Don't be concerned where you are. Today's presentation is a help to move you along should you not be as far along as you thought you would be. We're excited to see how many people are in the (whew ?) and the Geronimo are champions. The Geronimos are probably some of your fellow peers who have volunteered to test out the WIPS reporting system for H-1B.

I did see a question in here about it not being available until February. We will send out – we're hoping to fill end of January by February 1, we'll send out detailed instructions. Starting next week, some of your fellow H-1B peers have graciously agreed to devote their time to test out the H-1B portion of this system and we are very thankful for that. And immediately after that, we will be providing guidance to you-all on the dates that access will be e-mailed out when that has been done and when you can officially access the system.

And the next slide coming soon, as we've mentioned, there is a valid values and logic rules user guide. The aggregation rule will be issued as a supplement to our performance handbook. The link here the amended ETA-9172 DOL PIRL for H-1B grants, I think if you have opened this document previously, it's an Excel spreadsheet with multiple tasks. And so this document will be updated that will include the valid values and logic rules for the H-1B grant and then the aggregation will – so it will be in one place.

And then again, you can expect that the quarterly narrative report will be available soon – not in this reporting quarter – for you to submit it in the WIPS system. And at this time you will submit your QNRs via e-mail to your FPO – (inaudible) – at that mailbox.

Next slide, follow-up – these are the upcoming TA activities that we will plan for you in February. Also coming soon – which allude to the question on the demo on WIPS – perhaps there's some prerecorded tutorials that we could send you that have, again, the step-by-step version of accessing the WIPS system that that will also include more in-depth prerecorded tutorials on valid values and logic rules and aggregation rules.

Next slide I think is just more follow-up questions. For performance policy questions, please send them to the TechHire – to your grant-specific mailbox, which is whether it's TechHire, SWFI, or America's Promise grants for the (CPR FPOs ?). For any technical issues on the WIPS system, we do encourage you to use the WIOA.Feedback@dol.gov e-mail address to send your questions.

If you did not get the registration information from this e-mail, you don't get e-mails from us and you should be, it's because we don't have your contact information. So if you are grant staff and it is appropriate to be on this list, please give us your contact information. You can send it to the e-mail boxes. You must tell us what your grant name and grant number is as well as your role. If you're replacing someone or you're an addition, if you're the primary person, we can only send things out to the people that have provided their contact information, so just something to know.

So we are two minutes to the top of the hour. I think as our follow-up, we will be looking for all the questions that were submitted in the chat function and be able to compile them – the ones that were asked – and respond.

There's a question that came in around the measurable skill gains. If you could send that in via e-mail, we may need to work with our WIOA colleagues to make sure we get you the correct answer to that. So you can send in that question to the appropriate mailbox and we'll make sure to get a response back to you on that. It looks like we've mostly addressed all the questions that come through. Again, if there was any follow-up that didn't get addressed, please send it to our grant – major grant-specific mailbox.

And with that, we can certainly wrap up our H-1B performance reporting webinar 2.0. Hopefully, we were able to answer a lot of your questions and alleviate some of your concerns about accessing the WIPS system.

And we certainly look forward to your next quarterly report due February 14. And thank you so much everyone for being available today. It looks like we have about 133 participants that logged in out of the 145 or so that registered, so very well attended. Let's – turning it over to Laura for some follow-up polling questions for you. All right, great.

(END)