**WorkforceGPS**

**Transcript of Webinar**

**H-1B Scaling Apprenticeship**

**Performance Reporting Orientation Webinar 3.0**

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LAURA CASERTANO: Welcome everyone to today's "H-1B Performance Reporting Orientation 3.0" webinar. I'm going to turn things over to your moderator today, Gregory Scheib. He's a workforce analyst with the U.S. Department of Labor, Employment and Training Administration. Greg, take it away.

GREGORY SCHEIB: Thanks, Laura. Appreciate it. And welcome and thank you all for being here. This is obviously an important and kind of exciting webinar, since this is the first quarter that you all are going to be reporting into the WIPS system coming up. We've got a lot of data to impart to you today. So be prepared to be a little overwhelmed. Don't freak out. There's a lot of information to cover. But we have lots of resources and we are also available to you obviously on this call, but also more importantly afterwards when questions come up, and they will come up as you start using the system for the first time.

So I don't want to belabor things, but it's nice to see that we have so many IT folks on there and program managers. Performance obviously is a key piece of what you need to be doing over the course of your grant and tracking folks. So I've got my two colleagues here who are going to really dig into some of the ins and outs of WIPS and submitting files into the system, Kristen Milstead who is our performance lead for the scaling apprenticeship grant, and Timothy Dudley who is our performance lead for basically all things WIP related.

And on today's agenda, which I'm not moving forward. Oh, OK. We're going to be talking about general SA performance reporting policy guidance and some announcements. We're going to talk about the data file structure, the WIP submission process for data files, and also review the aggregation rules that would be used to generate your quarterly performance reports, which you'll be generating each quarter.

At this point we're just going to dive in. We've got a lot to cover. So I'm going to pass it over to Kristen. Thank you, Kristen.

KRISTEN MILSTEAD: Thanks, Greg. So today's webinar follows up on webinar 2.0, to describe the technical aspects of turning a data file into a QPR. Tso typically you're going to learn how to create and upload data files for WIPS, read all the file validation errors so that WIPS can read your data file, read the QPR file based on WIPS aggregations, and compare your outcome targets against QPR aggregation counts.

Before we get started with today's agenda, we're going to review the highlights of your reporting requirements and discuss some policy guidance you should know as you head into reporting on your second quarter.

Let's start with a brief overview of the reporting requirements for your grant. Each quarter grantees submit a quarterly progress report which contains two main parts, a quarterly narrative report and a data file on participants. The quarterly narrative report contains written summaries of your grant progress.

The data file contains code values for all the data elements on which you're required to report for your participants for this H-1B grant. WIPS uses your data file to generate a quarterly performance report, or QPR, and then the QPR and the quarterly narrative report make up a complete certified quarterly progress report. Quarterly progress reports are due each quarter, no later than 45 days after the last day of the quarter.

As you know, last quarter you were only required to submit the quarterly narrative report portion of the quarterly progress report. However this quarter and every quarter from now, you will submit both the QNR and participant data file.

The participant data file that you submit this quarter will include data on all of the participants that you have served to date since the beginning of your grant on July 15th. You will certify and submit the QPR that generates from the data file, as well as the QNR that you submit. Your quarterly progress report is due this quarter no later than February 14, 2020.

We want to include a couple reminders about the quarterly narrative report. Scaling apprenticeship grantees were asked to provide targets for three outcomes regarding expanding apprenticeships in their statements of work called program outputs. This was section B of your performance outcomes table. The quarterly progress report is for your participants, so you will not report on these outcomes in your data file. Instead because these are program related outcomes, grantees are required to report on these outcomes in the quarterly narrative report. You should do so in section 11A.

The three program outputs are total number of newly created apprenticeship programs, including registered apprenticeship programs, total number of employers engaged, i.e., those employers that adopt apprenticeship programs as a result of your grant project, and total number of expanded apprenticeship programs including registered apprenticeship, e.g., new industries, occupations, or service areas, or increasing the number of apprenticeships registered.

We suggest that you clearly write out each of the three outcomes, followed by the cumulative to date amount achieved, and then list the overall grant target, not the annual target, from your statement of work. You must report on these outcome measures in your QNR each quarter. If there is no data to report, please indicate this by reporting zero.

One thing we also want to make sure to highlight is that attaching documents in WIPS is not a substitute for filling out the sections of the QNR. Grantees have appropriately used the attachments section to include pictures from events they've had, recruitment flyers, new stories about their programs, graphs and charts that display the performance outcomes, and other materials. You may choose to upload a copy of the QNR you submit in WIPS, however do not submit the QNR only in the attachment section without also filling it out within WIPS itself. This is the approved OMB format for submission.

We also want to take this opportunity at the beginning of the webinar to clarify some of the PIRL data elements that we explained in the scaling apprenticeship performance reporting webinar 2.0 as you prepare your data file for the first time. PIRL 2109 to 2117 are used by H-1B programs to specify types of training for your participants. We describe these in detail in webinar 2.0, however we want to further clarify that this information is 2109 through 2117 is optional for SA grantees.

Because scaling apprenticeship grantees will be specifying the training of their participants elsewhere in the data file using other PIRL data elements, grantees are not required to use PIRL 2109 to 2117. So again, PIRL 2109 to 2117 are optional. If you don't use them however, please leave these data elements blank in your data file.

You should have received an email from us that describes some new approved logic and aggregation rules in the PIRL. The updated PIRL is now available. We have also updated your reporting handbook and also included some clarifications in the language like the one describe in the previous slide. The changes made also include updated charts and graphs, updated appendices, and additional clarifications on some of the reporting definitions for some of these terms, and we encourage you to download the updated handbook in PIRL at this link here, but they're also included as attachments to the webinar, and you can download them right now.

This concludes the reminders and announcements section. And I'll turn it back over to Greg.

MR. SCHEIB: Thanks, Kristen. So that's a little preliminary stuff, but important things to consider. Before we move on to the next section, feel free to write any questions you have. I'm not seeing any activity and we've got a lot to cover. So if there are none for now, I will go ahead and move us along.

So I'm going to hand it over to Timmy to talk about creating a data file.

TIMOTHY DUDLEY: All right. Thanks, Greg. As Greg said, we're going to talk a little bit about creating the data file, which includes data file format, technical requirements, and then also just case management of that data file. Grant reporting begins with the performance outcomes you provided targets for in your statement – (inaudible). The activities you report for your grant participants will allow you to compare the progress of your program against the targets you set for your grant. In our second performance reporting webinar back in November, we provided you with information on the outcome measures for which you provided targets in your statement work.

Specifically we discussed the definitions of the outcome measures and how they relate to one another. We then – (inaudible) – through the sections of the PIRL and key issues with reporting PIRL data elements for your participants. You also will need to know how to format a data file and upload it properly into WIPS. WIPS needs to be able to read the data file so that it can generate an aggregate QPR. This requires that the data file be error free.

What is a data file? You report on your participants using the data file that you upload into the WIPS reporting system. A data file is a file that provides information on the 89 data elements from the PIRL – or Participant Individual Record Layout; that's what PIRL stands for – for all of the participants in your grant program.

The data elements have code values and provide specific information about the participant you are serving. The data file must be in a CSV format. To give you an idea of what a CSV data file looks like, here's a screenshot of a CSV file in Notepad.

However we encourage you to go to the link at the bottom of this page and download the sample case management and CSV data file, so you can see an example version in more detail. This will give you an idea of how your own data file should look before you upload it.

All right, zooming in a bit, this is a piece of what a data file looks like. This is the first four rows with just a few columns of a data file. Each row represents a record for one participant. Each column represents the code values that you have entered for the participants for those data elements. In scaling apprenticeship performance webinar 2.0, we went over the data elements in more detail and how to code participants according to their status in each. Remember, data elements are the pieces of information about your participants, such as demographic information and employment status.

For example, the first column is the unique individual identifier. The second column is the state code of residence. The third column is the special project ID code for scaling apprenticeship that will identify the type of apprenticeship for the participant, etc. You should also refer to the PIRL and the performance handbook for information about how to populate each data element in the data file for your participants.

Grantees may use existing resources or develop their own internal management information systems or MIS. But that system must be able to save or export participant records in the CSV format that we mentioned earlier. In addition, if you are receiving records for multiple partners, you must generate and upload them as one CSV file for your grant. Make sure your system includes every data element as a data field entry for each participant record. And each participant record should have a corresponding code value for each data element.

Also you must ensure that your data file does not include participant names, data element headers, additional rows, blank entries when code values are required, or a no value instead of a blank or a space. In some cases, leaving the data field blank is an option if the data element does not apply to the participant. Blanks are counted as a code value.

MR. SCHEIB: So when you get a chance to mull that over and Timothy gets a chance to catch his breath, we're going to do a quick polling question. And so the question is, what systems are you using to track and report your grant participant level data. And we're bringing up the poll now. And I would encourage you to let us know, it's always good to know where you guys are at. Give you a second or two to respond. I know there's a lot of you out there.

I admire the courage of anyone using an Excel spreadsheet. I will just say that now. But it can be done. It generally works when you have not a lot of participants. And when you get into the hundreds or the thousands, it sometimes can get a little daunting. But that's good. Good to see what kind of breakdown people are using. So thank you for that.

At this point I will just quickly ask to see if there are any questions. I know there's at least one person typing. But if there are any questions, we're happy to take them now. For the unique identifier, does each grantee start with number for the first person we register and then just add one each time. You want to take this? I know we've had this question before, Timothy.

MR. DUDLEY: Sure. Yes. And we'll talk about this a little bit going forward. But just for unique individual identifier, you can use any 12 digits that you want to use for your organization. But one thing that we do suggest is that you don't use all zeroes starting off unless you properly format them. So it's just easier to start off with a one and then go forward from there. So we'll talk about those truncated zeroes a little bit which affect the individual identifiers. But that is a fine code right there for this 12 digits. I can't really see –

MR. SCHEIB: So just as long as it's consistent for you, you don't have to follow any particular –

MR. DUDLEY: Exactly. There's no system that you have to follow. Just make sure they're different.

MR. SCHEIB: (Inaudible) – in the identifier do not put an SSN in that number.

MR. DUDLEY: Don't use it. But SSN also wouldn't work, because that would only be nine digits instead of 12 as well. But don't put three 1's and their SSN either. So don't do anything involved in the SSN with their individual identifier.

MR. SCHEIB: Just to add on to that, the WIPS system does protect the Social Security numbers that do go into the system. But you would not want to put that into some other field. And again, you would get an error report if you tried to put a nine digit number in that data element. But you don't want to put an SSN there because it could be available and could be seen or used. And so you want to be mindful of that. Yes, potentially, again, it could be any sort of code nomenclature that works for you, as long as it meets the valid values for that data element, which I think is just 12 alphanumeric characters, if I'm not mistaken.

So is it mandatory for us to report the SSN in the report? This is a good policy question. I don't want to hang this up too much. I will try to give you a short answer to that, which is – and I would also add that all this information about collecting SSNs is in TEGL 1418. And if you have not read TEGL 1418, you need to go and do that. You are required to request a Social Security number.

A participant can decline to give you a number and you may still serve them. But the expectation is that you are asking them for social and you tell them why you need it. And if you need help telling them why you need it, we can help you with that as well.

MR. DUDLEY: And there's some information in the handbook and also in the toolkit which gives some explanations and reasons on what you can provide to them on why you need the Social Security number for the project.

MR. SCHEIB: Feel free to keep writing your questions. We will keep track of them and try to come back to some of them. But just for the sake of time, we're going to go ahead and keep moving on. So I'm going to pass it back over to Kristen to talk about WIPS and data files.

MS. MILSTEAD: OK. Thank you very much, Greg. WIPS and data files. So this is going to be – this page is just kind of a quick review of how to access WIPS system. And we're just going to go through that real quick for those of you who are just coming on board or you just need a quick refresher. You've only done it once and it's been a few weeks. So you're going to access WIPS using a username and password. The authorized representative at your grant receives the username and password by email from admin@dol.appiancloud.com. This is the only way to access WIPS, and certify and submit your quarterly progress report.

The screenshot above shows the government you first see upon entering your credentials. Once agreeing to the language, the login and password screen will disappear. Usernames are case sensitive, so please use all lowercase. If you ever need to reset your password, on the login screen select rest your password on that link. Then enter the email address associated with the account in the username field, and select request reset password reset.

You'll receive an email, or the authorized representative email that's associated with that, will receive an email with a temporary password. When you login using that password, then you'll be asked to change it to a new password of your own. There's password requirements for that new password as shown here. So be sure to write it down in a safe place. And after changing your password, you'll have to log out and then log in again.

Any authorized representative change will have to go through the grant modification process assisted by your FPO. The modifications signed by the grant officer is the formal approval of the authorized representative change. Access to the workforce integrated performance system, or WIPS, is only being issued to the authorized representative.

Any final QPRs generated need to be certified by the authorized representative. The grantees need to ensure that the authorized representative on file is current. Unfortunately we're not able to issue WIPS access credentials to individuals that are not formally recognized as the authorized representative for the grant at this time.

If you need to change the authorized representative on file for your grant, please work with your FPO to submit a modification request. Please note that it could take one to two weeks for the modification to be signed by the grant officer and transmitted to you. So we encourage you to make every effort to submit the modifications in a timely manner, to decrease the likelihood of delays in submitting your performance report.

Now let's walk through accessing WIPS, and uploading and submitting a data file. Once the username and password is entered, the WIPS homepage is displayed. Instructions for uploading your QPR file, and checking and tracking errors in your QPR will be listed below on the home page. Did I hit the wrong one? I'm sorry. There we go. That's the correct page. Sorry about that. So instructions for uploading your QPR file, and checking and correcting errors in your QPR will be listed below on the home page. So let's take a look at those steps more closely.

To upload your QPR report file, you will click the second tab which says file upload from the WIPS tab bar at the top of the screen. From there you'll have to make several selections telling WIPS about your upload. You'll want to tell WIPS that your program is H-1B. So for schema name select H-1B. Then select the correct quarter end date from that menu. After that where it says choose a file, click 2, and fine the CSV data file on your computer that you will upload.

Finally, click submit to complete the report file upload. Note that an onscreen message will state if file upload succeeded. WIPS will check for errors and send an email when it is complete. The process may take several minutes. If you have errors in your report file, you will get an email letting you know.

So next is the edit check process. Click edit check results at the top from the WIPS tab bar. View the errors by selecting numeric hyperlinks under total errors and total duplicates. In the next section we will talk about how to read all the errors in your report. Once you understand what types of errors you have, you will return to your data file and make corrections based on the results. Note that this stuff is external to WIPS. Once you have finished, you'll save a new version and upload the file again to WIPS and try again. Once your report is error free, you skip this step and move to the next one.

Once you have no errors, you will be able to review the QPR generated by your CSV upload. To do that, go to the fourth tab on the WIPS tab bar, my report. You'll select the quarterly performance – (inaudible) – to the best of his or her knowledge. I'll turn it to Greg.

MR. SCHEIB: Thank you. And so we'll just take another little break here and do a little knowledge check. Which of the following is not a task that WIPS can help grantees perform within the system? Resetting a password, checking whether errors in a data file exist, correcting errors in a data file, generating a QPR.

MR. DUDLEY: (Inaudible) – confusing.

MR. SCHEIB: There's no consensus here around this answer. So again, in WIPS you can do a lot of things automatically, but obviously some things as the grantees you all have to do on your own.

One of these things is correcting errors in a data file. Chances are unless you've got a third party system that – and even if you have a third party system, you may encounter errors when you submit a data file. Sometimes it's hundreds of errors. So for those of you that have not used a system like this, again don't freak out. You just have to go in. There are a number of rules that have to be met to make sure the dates and things are legitimate. And so there may be some work.

I'm going to take this opportunity to also remind people that every quarter you have about six weeks prior to the submission deadline that you can be entering your data into WIPS. I would certainly encourage you to start entering your data early or as early as you can. Because if you wait till the deadline to submit, there is inevitably things that you have to work out with your data file. And you don't want to get in a position where you have to ask for an extension.

So with that, I'm going to move us along. I see we did get a question come in. If our participants are not being served under WIOA, do we need to collect that unique WIOA data such as – (inaudible) – vendor status, blah, blah, blah? OK. Yes, you do, Georgia. The WIPS system is a set of common – has a set of common data elements that multiple programs use.

So just because it says WIOA, it just means that it's also being used by the WIOA system. But the 89 data elements that we have provided to you in our PIRL document, those are all required data elements that are mandatory to collect. Or I should say, the data elements are mandatory, and then the data is dependent on your participant's particular situation.

Can multiple QPR reporting submissions be made for the data file? You want to –

MR. DUDLEY: Yeah, sure. So you can submit multiple data files in WIPS for this quarter. The only thing is, you can only certify one report. So we allow you to submit to get it as correct as you need it to be, to make sure that your participants, how many people employed, and how many people have received training is correct. But we only let you certify that one report saying this is the most accurate for this quarter for our program. So you keep submitting until you get it how you want to get it, and then you have to certify that one report.

MR. SCHEIB: But yeah, I'm sure I just said exactly what Timothy said, but you can submit as many times as you want, so you can make sure that things are working the way you expect them to, and the outcomes are what you expect them to. I know we've got a few more typing, but I think we will go ahead and keep us moving along. If we don't get to your question on this round, we've got another round or two, and we will try to come back to anything that we get now. So I'm going to pass it back over to Timmy to talk about some of the steps in data validation.

MR. DUDLEY: All right. Thanks, Greg. Like you said, we're going to talk about data validation and resolving data file errors, just the steps for the data validation, just common data file errors. When you submit your report, WIPS executes four data validation steps, but it does so in stages. Each stage must be passed before WIPS can then progress to the next stage of edit checks. WIPS will execute the first two types of data validation checks simultaneously, formatting check errors and valid values errors.

The valid value checks is a format check to verify that you have entered a valid code for values for each data element. For example, SSN has nine characters. If a participant's SSN entry was eight instead of nine characters, the value check will report this as an error. The third validation step which will appear in WIPS in a separate error report is a duplicate error report. This report verifies that the unique participant records do not have duplicative SSNs.

Finally in the fourth step, WIPS verifies that the internal logic of each participant's record makes sense. For example, for data element 2109, primary type of training service for training activity number one, a code value to indicate a training type must be present if data element 1302, date entered training, has a date that a participant entered training.

We can't summarize all the validation rules here, but we do encourage you to review them and understand how they work. You can find them in tabs four, five, and six, in the amended PIRL that was recently sent out. It is important that you begin uploading your CSV data files with advance of the February 14th deadline. It is very likely that you will need multiple attempts to submit an acceptable file.

As you saw, WIPS cannot check for all the errors in the same pass. If you have any errors on the first pass, you must resolve them before uploading the file again, where WIPS can check your file for other types of errors in the next stage. You will not be able to certify and submit a CSV data file in WIPS until you're able to submit a file that passes all of the validation steps.

As we showed you in the previous section, after uploading your file, you'll be able to review your edit check results. So let's take a look at what an error report looks like, give you guys a second. And here's another example as well with multiple files that have been uploaded. Resolving data file errors may be a time intensive process.

Here we have multiple sample data file error reports, where errors are presented in a highlighted number, will be available for grantees to select. Once this number is selected, your errors will appear in an Excel file indicating the error and where it is located in the file. Download the file and review your errors by the data element.

The error reports show the type of error that occurs and how many there are, but does not specify which participant individual record layout the error occurred in. To resolve these errors, you will need to use the error message to go back to your data file. In your original data file, you will need to identify the specific errors, what type of error is it, and what should the value be according to the PIRL.

You will need to edit values in the data file, convert that to the CSV file, and upload again to check for errors in WIPS. Please expect that resolving data file errors will involve the entire reporting team. Before correcting code values that are generating the error, you will need to verify that the correction accurately reflects the participant status. We know this is a time consuming process, so thank you in advance for ensuring accurate data collection and reporting.

Let's look at some of the common format and valid value errors. Spaces count towards the max number of character count in WIPS. Extra spaces, i.e. pressing the space bar before or after or between valid code values will carry over to the CSV file. If the valid value for a PIRL data element contains the max number of characters, then an extra space in that field will produce an error.

The CSV file submitted in WIPS cannot have headings and the PIRL data element numbers. Please delete these rows and columns before saving your data file in CSV to avoid this common error. This is basically saying you can't have it say PIRL 100, PIRL 200, PIRL 300, at the top of your columns. They just have to be the actual data that you're submitting into WIPS.

Some PIRL data elements require a certain number of characters or digits, including less than or more than this number of characters, will produce an error. For example, PIRL 938 asks for an H-1B grant number, which can be 13 or 14 digit code values. Entering any other number of digits will produce an error. Please review the PIRL data element specifications for dates. Dates that are entered in an incorrect format will produce an error. They must be year, month, date.

Let's look at some logic validation rule samples. Logic errors check for violations and internal participant data logic. It doesn't make sense that a participant receiving incumbent worker training can also be an underemployed worker. Participants must be designed as one or the other. The logical error message you see here for PIRL 2101, reporting underemployed workers, follows the general if then structure of all logic error messages. In general, error messages will state if in this case recipient of incumbent worker training, then the underemployed worker must be zero or no. You'll find these logic rules in tab six of the PIRL.

The next example here is an error for PIRL 1801, date attained recognized credential. The error states that if a valid type of recognized credential obtained is entered in PIRL 1800, then the date the credential was attained must be entered in PIRL 1801. The logic here is that it if a recognized credential was attained by a participant, the grantee should be able to record the date the credential was attained. In this last example, the date of a participant enters employment, PIRL 2108, should be on or after the date of program entry PIRL 900. It is not logical that a participant would receive services leading to employment before they actually enter the program.

As a reminder, passwords can only be sent to authorized representatives at this time for WIPS. Please make arrangements with your authorized representative to ensure that the person who will work on the report can have access to WIPS, or that you have a backup plan for certification or loss of password if the authorized representative is out of office. Only one CSV file will be certified for your grant as a whole per quarter. Develop a strategy for how you will collect and verify the participant data you receive from your partners, so that it all – so it's all in one file that is certified.

Another rule that I wanted to go over with you guys is just the leading zeroes are truncated and will not appear unless formatted properly in your CSV file. And this will be included for PIRL – (inaudible) – 923, 1303, 1310, and 1315, which have values that could be leading zeroes. If using cells, grantees should format these cells as text cells for the leading zeroes to appear when the file is saved as a CSV file. Please note that you may also need to do this for any unique individual identifier or Social Security number that begins with zero. That's why I always suggest that for the individual identifiers not to lead them with zeroes so you don't have that problem. Grantees using other applications should ensure that leading zeroes for these data elements are formatted correctly to ensure that they are not truncated when converted to a CSV file.

And finally, do not wait to start the process of submission, and do anticipate that you will have submission errors, especially these first few quarters. Navigating the WIPS upload process for data files takes practice. Be aware that you may go through several rounds of edit checks before you are able to submit the file. And this is normal, especially for the first couple of quarters until you get the hang of things. And check out the WIPS tips as well that we've provided for you guys. It just provides a lot of things that are commonly errors for our grantees.

MR. SCHEIB: And they are part of the file download, if you want to download this for yourself now or after the webinar. So moving on, we're going to take another little breather here, and do a little knowledge check on validation rules.

So the question is, "Which if the following is an example of a logic validation rule error?" Number one, a participant has a data program entry that comes after a date of program exit. A participant ID number and date of entry are duplicated in the data file. A two digit number has been entered in a field that requires a date. Or an extra space was added to a field. So what is the right answer. Look at you, you guys are all pros, I can see it. Maybe you'll get a file through without any errors.

MR. DUDLEY: Keep in mind, it's not asking just what is an error, but what is a logical validation error. Remember there's a few different kinds of errors. Think about that.

MR. SCHEIB: All right. Looking good. And that is in fact the right answer, the majority has it right. Number one is the logic validation rule error because it's trying to catch something that shouldn't happen in a real participant. So with that, we are going to go ahead and keep moving. Here's a question coming through. For the first submission of the QPR CSV file, do we submit both Q3 and Q4, or just 4? Ah, Timothy, you want to answer this?

MR. DUDLEY: Sure. So for every quarter it's always going to be grant to date from the beginning of your program. So you want to include all participants from July 15th until now. In WIPS there is something that will be able to aggregate just what's happened over this quarter or just what's happened over the last year. But we want all of your information. And then that will process for itself in WIPS. So every quarter you can use – pretty much use the same file that's updated and get better and improve with the data that you have for each participant.

MR. SCHEIB: And just another way to say this is your data file is always going to get larger. With your first submission you're going to report any activity from the start of the grant till the end of December 31st. But going forward you're going to include all that data, plus all the new quarter, and so on, and so forth. So the data file quarter to quarter is only going to get bigger. Richard already knows that, so I'll stop talking.

So if there are no other questions at the moment, we will go on and talk about the QPR form. And I'm going to give it back to Kristen.

MS. MILSTEAD: Thank you, Greg. So we're moving on to the QPR form, because once you have submitted a perfect data file, and WIPS tells you it's error free, the next step is you get to review your QPR and see what it tells you. And you're going to eventually certify it.

But first you're going to see what all that data is telling you, and what it looks like in your QPR, how it's generated that participant data, and put it together in your QPR, and what it looks like. So this is just sort of a little graphic that reiterates that whole process for you. And so here's what we did and how we got to this point. So one file equals one QPR. And then WIPS generates the QPR and then you review and certify the data. And you'll do this one time per quarter.

After submitting a CSV file that passes the logic rules and the valid values error reports, WIPS applies aggregation rules. And aggregation rules are the system of logic WIPS uses to sum together all that data on participants in ways that meet the definitions of the outcomes that are in the QPR.

For example, the total participants served, the total number of apprenticeships who begin training, completed training, the demographics of your participants such as the median age, the gender, the racial and ethnic demographics. And this provides a snapshot of your performance outcomes to date.

If you recall, there are six WIOA primary indicators of performance. And we went over these in webinar 2.0. When you submit your data file, what you submit on your participants are used in two different ways to calculate the WIOA performance measures. So WIPS calculates two of those WIOA performance measures using specific data elements that you track and submit directly.

Those two measures are the measurable skills gained and the credential attainment. But for the remaining WIOA performance indicators of performance, employment rates the second and fourth quarter after exit, the median earnings, and the effectiveness in serving employers, ETA is collecting these measures on your behalf. And WIPS is going to populate those figures when they become available in your QPR.

So why are we tracking them on your behalf? So we're doing that because H-1B grantees may not have access to wage records in order to track and report them. These are going to be exit based. It's talking about what's going to happen in the second and fourth quarter after exit. And then you can go back to the second webinar and hear about how we measure effectiveness in serving employers. But just to reiterate, we talked earlier in this webinar about how to – about reporting Social Security numbers. Social Security numbers are used to aggregate these four measures.

So a little more here on Social Security numbers. And we talked earlier about TEGL 1418. And it provides important guidance on requesting the Social Security numbers from H-1B participants. And this is again what's used to track those four WIOA performance outcomes, and those that occur after a participant exits the program. And as we said earlier, you must ask all participants for Social Security numbers. But if a participant declines to furnish the Social Security number, you can't refuse them services.

When preparing your data files for submission into WIPS, you should enter all 9s for PIRL 2700, which is the Social Security number data element for any participant who has declined to furnish the Social Security number. Do not enter a fake Social Security number or a partial Social Security number if a participant has refused to provide a Social Security number.

So the only thing you should ever have in this field is either a real Social Security number or nine 9s. But just to be clear here, putting in all 9s is not a substitute for just not collecting any Social Security numbers. Putting in all 9s is how you would accurately complete PIRL 2700 in the event that a participant chooses not to provide a Social Security number after you've attempted to collect it.

WIPS will also use your uploaded data file to create an aggregate outcome in the QPR for each of the H-1B scaling apprenticeships real time outcome measures. So these are the outcomes for which you created targets in your statement of work. There are six of them as shown here.

So just to sort of differentiate, note that there are also employment real time outcomes, if we skip down, we're going to talk in more detail about them in just a minute, but for example total number of unemployed and underemployed apprentices who complete an apprenticeship educating training program and maintain their employment status with a current or new employer.

These are separate and distinct from the WIOA employment outcome measure that were previously described. You will collect and report – (inaudible) – data elements for these six real time outcomes measures on this slide. And they will be aggregated in real time. Let's see what that looks like.

So here they are again. We realize this is really small. This is also in your handbook. We're putting this up here as an example to show you that these real time measures can be cross logged with what's in the QPR, so you can see how they get aggregated, and compare them with the targets that you supplied.

In your scaling apprenticeship FOA, the outcomes are listed as A1 through A6, that's the column on the left. Because different H-1B programs use the same QPR however, the numbering and language will differ from what you see in the FOA. You can compare the outcomes in the QPR as shown here against the targets in your statement of work to determine the progress of your participants.

For example, A1 in the FOA is total apprentices served. Including participants served in pre-apprenticeship and apprenticeship programs, the appropriate place on the QPR where WIPS will aggregate the participant data from your data file for this outcome is in A2, total participants served. And you can see that in the row across the top.

So let's skip down to A5. And that's the one I just spoke of on the last slide. A5 is the total number of unemployed and underemployed apprentices who complete an apprenticeship, education, or training program, and maintain their employment status with a current or new employer.

WIPS will aggregate your participant data in the data file, and show the participant progress in the QPR outcome, F1A, entered unsubsidized training related employment. So that is the second row from the bottom – excuse me – yeah, second row from the bottom. In the scaling apprenticeship performance reporting handbook, again you can review the entire crosswalk to learn how to read the QPR for all six of your real time outcomes.

Let's talk a closer look at how WIPS aggregates the data. The data on which every aggregation rule is dependent is PIRL 938. In this data element, grantees enter an ID number for participants. This tells WIPS that a participant exists, and that all the subsequent data in that row for the participant will be aggregated accordingly for the QPR. There are seven major sections of the quarterly performance report.

The first four sections of the QPR, grant summary information, participant summary information, employment status at program entry, and program services and training activities, are aggregated by totaling together individual PIRL data elements. The last three sections of the QPR contain outcomes, training program outcomes, employment outcomes, and the WIOA primary indicators of performance. The aggregation rules for these outcomes are sometimes more complicated because they cross check what's in multiple data elements to know whether to populate the outcome.

Here are some examples of how WIPS aggregates outcomes for the QPR in sections A through D. For A2, the total participants served, WIPS counts in your data file the number of participants for whom you entered a data program entry in PIRL 900. Section C contains information about employment status at participation. C1, the total participants unemployed at program participation, reviews PIRL 400, either zero unemployed, or two employed but received notice of termination, will count in the aggregation for this outcome. Note that grantees must also have entered a data program entry in PIRL 900. Finally for the total participants began training, D6, WIPS will look for a date in PIRL 900, date of program entry, and a date in PIRL 1302, date entered training, number one.

Note how for each of these outcomes, the aggregation rule states that each participant must have a date of program entry in PIRL 900. This is true for every outcome in section A through D. The date must be before the end of the report period or current quarter. This makes sense because if a participant hasn't entered your program, they can't be counted in your QPR. Please review these aggregation rules carefully to ensure that your internal system is aggregating outcomes in the same way that WIPS will.

Now let's take a look at a couple of the aggregation rules for sections E through G. We pulled a few of the key aggregation rules for the training program outcomes and the employment outcomes section of the QPR to focus on. Total number of participants completed education or job training, or E1, to aggregate this outcome WIPS will count participants who both completed training in PIRL 1307, 1312, or 1317, and who completed their entire training program.

Total participants who entered employment, this employment outcome is the total number of participants that have entered unsubsidized employment. It is important to note again that this employment measure is separate from, and in addition to the WIOA primary indicator performance employment rate. The WIOA primary indicator employment rate is a ratio, whereas this is a total. For this outcome, WIPS simple counts the participants who have a date they entered employment in PIRL 2118.

Finally, incumbent workers that advance into a new position. This outcome reviews several PIRL data elements to populate this outcome in the QPR. It checks whether participants have completed a program, whether they receive incumbent worker training, and whether they advanced into a new position after program completion.

We encourage you to use the aggregation rules to ensure that you are tracking your performance outcomes the way WIPS calculates the aggregate outcomes. Otherwise there may be discrepancies between your internal performance numbers and those aggregated in WIPS. All of these aggregation rules can be found in tab seven of the amended PIRL.

I'm going to turn it over to Greg for a final knowledge check of the day.

MR. SCHEIB: Yes, you are. Where is that final knowledge check – here we go. True or false, WIPS uses Social Security numbers to aggregate all of the primary indicators of performance, the WIPS primary indicators of performance. Look at that. See, they were listening to you, Kristen. That's great. It is in fact true. No, scratch that, I lied. It's false. It doesn't. We use the Social Security numbers to collect some of the WIOA performance indicators, but some are collected using the data elements that you provide for your participants, which happens to be the measurable skills gain and the credential attainment indicator. So very good on that.

And let's go ahead and move on. One last chance, I know again, you know, this webinar has a lot of data. But if there are other questions that are hanging out there, this is a good time to ask them. You will have many opportunities after this webinar to reach out to us. And we are here to help you answer your questions as you will have them. But if there's nothing else at this time, I am just going to go and touch base on some kind of broad thoughts about – OK, there they are – on where we're at.

So again, we've put probably the three – actually probably we've put the four really key documents on the file share of this webinar. And I would certainly encourage you, most of you probably have this material, but if you don't, the new performance handbook which we've recently updated, the WIPS tips, and the updated PIRL validation and aggregation rule document, those are three really key pieces of data that it's really important for you to know.

In terms of the PIRL, over time the system has gotten more stable, if you will. The data elements and the logic rules have been working for H-1B grantees now for two years. But that doesn't mean that we're not making little adjustments here and there as we go. So it is important for you to make sure that your systems reflect any of those changes. And we will certainly keep you updated on those.

Let's see. The other key piece of this is, every quarter prior to the submission deadline, which is February 14th, we hold office hours. And the dates are here on this slide. We've got three dates coming up. We would encourage you all to sit in on those. It's a great opportunity for you to learn from others who are having issues.

It's a good place for you to bring up issues. We can't always get to every question. Some questions are just too detailed, or specific, or time consuming, that we can't deal with it over the phone. But we at the very least can understand what's going on with you. And there are many questions that we can answer over the phone to help make the submission process a little easier.

I see a lot of – a few questions coming in anyway. I'm sorry – (inaudible). Special project ID 123, does the code selected date of entry remain the code throughout even if the person changes from pre-apprenticeship to apprenticeship? You want to take that one?

MS. MILSTEAD: Oh, yes. Hi, yes. Special project ID. So the answer is – I'm trying to see – (inaudible) – does the code remain the code. No. If somebody – let's say somebody comes in as a pre-apprentice and then they become an apprentice, you would want to update that for that quarter. Think of it as it's no different from any of the other data elements. So when something changes for a participant, you want to update that in the new quarter. And that goes for the special ID codes as well.

MR. SCHEIB: Yeah. Absolutely. So yes, you would update it if they're – at one point in one quarter they're a pre-apprentice, and then they move into apprenticeship, you will update that. To the question, can you submit the certified QNR before the QPR, the answer to that is, yes, they're actually done separately, and you can submit that at any – well not at any time, but you can submit it at any time that's done.

Just a reminder that – just a little tip because we've had to answer this a few times – make sure you put your QPR or your narrative report in a Word document, and then cut and paste over the text into the WIPS system. You don't want to be in the situation where you type it in and then find out you didn't save the particular section and have to redo it. So do write it out as a document. You can always attach that document to the QNR, but we do ask that you put in all the data into the fields in WIPS.

What's the difference between – you want to take that one, you want to take number three, Timothy? That sounds like a –

MR. DUDLEY: PIRL 900 and PIRL 902, I think that's what – that's going to be – PIRL 900 is going to be where somebody is a data program – so anybody who's a participant in the program has to have a date of program entry.

But it is possible that somebody could enter the program and receive some kind of services which counts them as a participant. But they don't actually receive any training. So 902 – date of case management services is just going to be where they received any kind of case management services. So we provide that – you can look back in your FOA and then also some of the TEGLs that we provided to see what that is.

But I think what you want to know is the date of program entry is different than the date of training. So date entered training is when they actually begin their training program. Date of program entry is when they receive any kind of – is when they have been deemed eligible and they receive any kind of grant funded services, such as case management, or assessment services, that they will be a participant. But it needs to be once they've been deemed eligible and they are going to be a participant.

MR. SCHEIB: "Will we receive invitations for those office hours?" Yes, you will. If you didn't receive it, we don't have your name.

MS. MILSTEAD: The office hours invitations have not been sent out yet. They'll be going out later this week. Maybe tomorrow, but more likely Friday – yeah. Maybe tomorrow. We're waiting on something. But yeah, so if you haven't received it yet, don't worry, they haven't been sent yet.

MR. SCHEIB: But if you, for example, are not the primary point of contact or the authorized representative, but you need to know when those office hours are, make sure that you send an email to the scaling apprenticeship email address so we can add you on to the distribution list. Data element 105 in relationship to – did we do that one? No.

To 1A and A2, being all individuals who receive any grant funded service. So OK, I'm going to answer the question without answering your question exactly the way you wrote it. But for the number of individuals – so for your participants served number, that's going to include everybody in pre-apprenticeship and apprenticeship. But only apprentices, only people who actually go into an apprentice are going to count in the subsequent measures.

So when you're looking at your participants served number, your apprentices served number, that's going to include everybody who you have deemed eligible and have provided some grant funded service. But when it comes down to the other measures around employment, and training, and training completion, and credentials, those are all going to be in relationship to the apprentices that you train.

MR. DUDLEY: Yeah. And I think you'll kind of realize that when the logic rules kind of hit you when you're trying to put that into WIPS. But A1 is just going to be the – (inaudible). So that can be people who just receive services, but don't go into training. And that could be a pre-apprentice, and that probably would have to put it in your data file.

But when they receive training, that's when they'll have to either be a registered apprenticeship or an unregistered apprenticeship. So you'll see that. We have logic rules set up which kind of guide you along. But they receive any services, then they'll be a participant. But that doesn't necessarily mean they've begun training.

MR. SCHEIB: Can you take seven? I'm going to take six, if you don't mind. "On number six, do we need to submit a report if we do not have any registered apprentices yet?" So you have two reports to submit. You have the quarterly narrative report, which you will always submit every quarter.

What will happen is, if you have no participants at this point – for example, if you have pre-apprentices, you have participants, and you will need to submit a data file into WIPS. But if you don't have any participants at all, there is a box you can check in the quarterly narrative report that just says, we have no participants. And then we won't expect to see a QPR report coming through from you.

Hopefully that answers your question. I think Timothy's going to take number seven.

MR. DUDLEY: So it's not other reasons for exit. Other reasons for exit allows you to place whether they were incarcerated, or they had a medical emergency, and that's the reason why they left the program, so your ratio in some of the performance indicators aren't thrown off. Accountability – (inaudible) – is just something that is shared between a lot of the ETA programs that we must collect.

And it's pretty straightforward. Just follow with the four different allowable entries, if they have an invalid SSN, or fail to disclose SSN, or retirement, or one of the other options. But it's different than other reasons for exit.

Most people in your program won't have another reason for exit. It'll just be that they dropped out of the program. But if they are incarcerated, have a medical emergency, or a few other items for other reasons for exit, or deceased obviously, foster care, things like that, then you can record for that. But just follow the accountability status and those four options, and you just fill that out, so.

MR. SCHEIB: Yeah. Absolutely. Well, I hope you guys are feeling all right. It's a lot. I don't know if any of you have tried. I think that WIPS is actually available now to – (inaudible) – actually have the last polling question, can you believe that?

Laura, do we still have that polling question? There it is. And this is your last question. How prepared are you to submit your CSV data file in WIPS? Eeks, WIPS, what, we're not ready. Um, we're still collecting participant data, We're almost there. Feeling great. Or no vote.

All right. Well that's good. Nice to know that nobody is completely oblivious to their performance reporting responsibilities. So that's awesome. But it is a little bit daunting. So is there anything, Kristen or Timothy, you guys want to add at this point? We have lots of resources for you. We don't always have the answer right in front of us. But if you write us with a particular problem, we can sort it out and give you an answer.

I will say, we really hate hypotheticals. We understand that you have a lot of questions, how will this work, how will that work. But what we have found to work best and it's the best use of our time, and especially on the office hours, is when you encounter a particular problem, whether it be a technical one, or a policy one, anything like that, come back to us. But if you start asking us about hypotheticals, we're going to just tell you, come back with a real problem. There's plenty of real problems out there we can tackle for you.

MR. DUDLEY: And you guys see all the files we share with you here. But keep in mind that all of the performance resources are on the performance 1.0 resource page now. We put a link on the performance 3.0 resource page that links back to 1.0.

So that includes the handbook, the WIPS tips, the PIRL, the case management file, the data file. There's like 10 documents on there. So if you haven't already been on that page, go back and look. We've also updated them this week. So please go check those out and download those if you haven't.

MR. SCHEIB: So just one last opportunity. We are a little early, which is always nice. We're happy to stay and entertain any more questions that you might have. But if someone doesn't start writing in the chat window in the next 30 seconds, we're probably going to say goodbye.

So thank you all very much. Please reach out to ScalingApprenticeship@dol.gov email with your question, or concerns, or anything else. All right. I think we're good. Thank you, Timothy. Thank you, Kristen. Thank you, Laura.

MS. CASERTANO: All right. Great. I'm going to – I just want to thank all the participants. I'm going to ask everyone to remain in the room to provide us with some feedback. At the top of your screen you'll see a feedback window where you can let us know what you thought we – how you thought we did, what you thought we did right, or how we can improve. You also see an additional topics window where you can let us know what you'd like to hear in future webinars.

Just a reminder, you can find a copy of the PowerPoint, those resources, the transcript, and the recording, on WorkforceGPS in about three business days. And please don't forget to fill out that feedback survey. With that, have a great rest of your day everyone.

(END)