

# Executive Summary

## WIPS Training Number 2: Introduction to WIPS

12.03.2020

Moderator(s): Marcia Hampton

Speaker(s): Marcia Hampton, Andrea Hill, Shelia Lewis

This series was developed to prepare Apprenticeship grantee reporting teams from Apprenticeship State Expansion Grant (ASE), State Apprenticeship Expansion (SAE2020), and Youth Apprenticeship Readiness Grants (YARG) grants to utilize the Workforce Integrated Performance System (WIPS) to report participant data. Check with your program to confirm the implementation date/s. If you have multiple awarded grants, they are considered active, and grantees should be operating and managing them concurrently.

This second training in the five-part series will provide Apprenticeship Grantees in programs implementing WIPS reporting with more specific information about reporting requirements in WIPS and participant data tracking.

### Section Overviews:

- Introduction section reviews key concepts covered in session 1, as well as for this second training
- Key Tasks in WIPS gives a broad overview of WIPS functions, included grantee management of PII prior to WIPS upload.
- Establishing Roles and Responsibilities covers staff roles and their actions, which includes the Authorized Representative, Certifier, and other grantee roles, and how to request account access for those roles.
- Basic Functionality includes information on the WIPS process, preparing a file for WIPS, and the types of error messages you may receive.
- Resources and Wrapping it Up Sections introduce some of the many available technical assistance resources available to grantees, and also includes some FAQs and their answers.

## Run of Show

Introduction	2:15
Key Tasks Performed in WIPS	12:07
PII Management	13:40
Establishing Roles and Responsibilities in WIPS	19:21
Staff Roles and Actions	19:57
Basic Functionality	28:41
The WIPS Process	29:37
Preparing Data Files for Upload	35:12
Error Messages	48:15
The WIPS User Resource Library Information Page	52:55
Resources on Workforce GPS	54:24
Wrapping it Up	55:23
FAQs	55:54
Q&A	59:41