OFFICE OF APPRENTICESHIP GRANTS

PERFORMANCE REPORTING REFERENCE GUIDE

PREPARED FOR:

- Apprenticeship State Expansion (ASE) Grants
- State Apprenticeship Expansion 2020 (SAE 2020) Grants
- Youth Apprenticeship Readiness Grants (YARG)
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INTRODUCTION

This reference guide applies to all Office of Apprenticeship (OA) grants with period of performance starting on, or after July 1, 2019. These grants start with an identifier of ‘AP’ at the beginning of the 14-digit grant number.

All OA grantees should review the applicable Funding Opportunity Announcement (FOA) and grant agreement for details related to specific reporting requirements. This reference guide contains a brief introduction and several appendices. ETA recommends that OA grantees review all apprenticeship performance and reporting resources prior to starting the reporting process.

This reference guide discusses the Quarterly Progress Reports required by OA grantees using the Workforce Integrated Performance System (WIPS), information about the WIPS system, and useful information to inform the reports. The Quarterly Progress Report consists of both a Quarterly Performance Report (QPR) and a Quarterly Narrative Report (QNR). This guide addresses: 1) due dates for all performance reporting; 2) performance outcomes for awards and the WIOA Primary Indicators of Performance; and 3) information regarding the participant-level data reporting requirements for OA grants. Periodically, OA will update this reference guide, so look out for revisions. In the meantime, ETA recommends that grantees become familiar with the contents of this reference guide and documentation regarding WIPS found on the following websites:

- **WIPS**: [https://www.dol.gov/agencies/eta/performance/wips](https://www.dol.gov/agencies/eta/performance/wips)
- **Apprenticeship WIPS 5-part Training Series** located at:
- **Performance Reporting Community**: [https://performancereporting.workforcegps.org/](https://performancereporting.workforcegps.org/)
- **Grant-specific community**:
  - ASE grants
  - SAE 2020 grants
  - YARG grants
Apprenticeship Grant-Related Terminology

This section contains key terms relating to apprenticeship grants performance reporting. The Apprenticeship PIRL Schema file provides the PIRL data elements used for Apprenticeship grants and key information for reporting participant data for performance purposes.

### Training Types

#### Registered Apprentices

Registered Apprentices enroll in a program by completing an ETA-671 form, which is countersigned by the employer or sponsor of the Register Apprenticeship Program (RAP). Registered Apprenticeships fall into three main categories: time-based, competency-based, or a hybrid of the two. The successful completion of the training program will include on-the-job training or learning (OJT or OJL) and working closely with a mentor; and include formal instruction related to the occupation or position (related technical instruction or RTI). Completion of the apprenticeship program leads to a portable, industry-recognized credential being awarded to the individual.

#### Pre-Apprentices

A Pre-apprentice is an individual enrolled in a program designed to prepare individuals for entry into a Registered Apprenticeship Program (RAP), or other job opportunity. Pre-apprenticeships may last from a few weeks to a few months and may or may not include wages or a stipend. Pre-apprenticeship programs have varied program elements; however, at the core, they prepare an individual for a pathway to employability through a RAP. Note that pre-apprentices may be offered through OA grants; however, they do not count towards registered apprenticeship completion outcomes.

### Co-Enrollment

Co-enrollment may occur when, for the benefit of the participant, the participant is assessed and it is determined that enrollment into multiple grant programs would contribute to the best possible outcome for that participant. Co-enrollment allows for more services and/or trainings through leveraging federal grant dollars. Office of Apprenticeship grant programs may co-enroll with grant programs supported by other funding streams. Office of Apprenticeship grants may, for the most part, co-enroll across each other, as well as with intermediary contracts with the same apprenticeship appropriation. The exception is State Expansion grants (SAE, ASE, SAE2020, and any forthcoming), for they are considered the same ‘grant program’ regarding funding. For example, an ASE grant participant cannot co-enroll with the SAE20 program. Grantees should
review the co-enrollment policy for H-1B apprenticeship grants, as they are not the same regarding co-enrollment. A link to the Co-Enrollment policy on WorkforceGPS can be found here.

## Data Validation

Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. The purposes of validation procedures are to:

- Verify that the performance data reported by grant recipients to DOL are valid, accurate, reliable, and comparable across programs;
- Identify anomalies in the data and resolve issues that may cause inaccurate reporting;
- Outline source documentation required for common data elements; and
- Improve program performance accountability through the results of data validation efforts.

On June 18, 2020, DOL ETA published Training and Employment Guidance Letter (TEGL) 23-19, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs, to provide information to grant recipients of DOL workforce programs (including states) to use in developing procedures for ensuring the data submitted for performance reporting are valid and reliable. The requirements for apprenticeship grants implementing WIPS after the publication of TEGL-23-19 will be incorporated in the next update; however, the document provides invaluable guidance, and we strongly encourage grantees to implement data validation procedures as much as possible.

## Edit Checks

Edit Checks are specific rules programmed in WIPS that ensure data elements do not contradict one another. When a data file is uploaded and successfully passes all the integrated edit checks, it may then be certified. If a file has errors, the submitter will need to identify and correct the issue. Three types of edit checks include:

### Duplicate Rules

Duplicate Rules ensure the validity of multiple records on the same individual. After a participant data has been uploaded into WIPS, duplicate errors are displayed in WIPS in the Total Duplicates column in the EDIT CHECK RESULTS tab.

### Valid Values

Valid Values edit checks ensure that each data element reported aligns with the format required, as indicated in the PIRL. It is checking the submitted data to the data element requirement itself. For
instance, a date must be indicated in the YYYYMMDD format rather than DDMMYYYY. December 1, 2020 would be reported in the upload file as 20201201.

**Logical Rule**

After participant data has been uploaded into WIPS, logical errors are displayed in WIPS in the Total Errors column, under the EDIT CHECK RESULTS tab. Logical Rules are analytical validations that ensure data is accurately entered. This includes fields that depend on the data entered in other fields. Logical rules compare certain data elements to ensure they are logical in relation to other related data element submissions. For instance, the data submitted for any participant’s exit could not be a date prior to that participant’s enrollment date.

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**Exit**

When a participant has not received services for 90 days (either grant-funded or partner program services) and there are no future services scheduled, the participant exits the program.

- Date of exit is applied retroactively to last date of service
- Does not include self-service, information only service, or follow-up service
- Includes both successful completion of program and dropping out of program
- Apprenticeship activities (i.e., OJL and RTI) are considered services and exit should not occur for Apprenticeship grant participants while participants are still in their Apprenticeship.

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**Funding Vehicle**

**FOA**

A publicly available document by which a federal agency makes known its intentions to award discretionary grants or cooperative agreements. Funding opportunity announcements may be known as program announcements, notices of funding availability, or solicitations.

**TEGL**

The Training and Employment Guidance Letter is a type of DOL directive issued by ETA. Sometimes it is used as a funding vehicle for discretionary or formula funding.

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**Incumbent Worker**

An incumbent worker is an individual who is employed and enrolls in a Registered Apprenticeship at his/her current place of employment in order to learn a new career or skills to move into a higher wage position.
For reporting purposes, an incumbent worker in the ‘employment status’ section on the QPR would be an individual who, immediately prior to enrolling as a participant, has been continuously employed for a period at the same organization that will serve as the employer and/or sponsor for the individual’s Registered Apprenticeship.

**Participant**

A participant is an individual who has received a grant-funded service after being determined eligible for the program. A grant funded service may include but is not limited to services such as training supported through grant funds, supportive services, and on-the-job learning.

*Participant-related term: Other Impacted Individual (ASE Grants ONLY)*

For purposes of the ASE grant, “Other Impacted Individuals” is defined as individuals that benefit from the development or expansion of RA programs, but do not otherwise meet the definition of a participant. These individuals are not tracked in WIPS. They may be reported in the QNR.

**Participant Individual Record Layout (PIRL)**

The Participant Individual Record Layout provides a standardized set of data elements, definitions, and reporting instructions used to describe the characteristics, activities, and outcomes of apprenticeship participants.

**WIPS**

The Workforce Integrated Performance System (WIPS) is an ETA-operated reporting tool used to calculate grantee performance. It is a secure data mechanism (or system) by which grantees upload participant level data according to a specified schema (short for schematic). Grantees upload participant level data into WIPS using a data layout called the Participant Individual Record Layout (PIRL). Only ETA program office staff have access to the WIPS individual record information. Once the uploaded file is transmitted and all edit checks are successfully completed, WIPS automatically generates the Quarterly Performance Report (QPR), where the grantee may then validate and certify the data submitted to the DOL.

ETA created WIPS as an integrated performance reporting system for the Department’s workforce employment and training programs. WIPS not only aligns reporting mechanisms and definitions, it also streamlines reporting for grantees that operate more than one program.
Data provided through WIPS are used for a variety of purposes, but the foremost is for grantee performance reporting and accountability. The data are used by the Department to track program performance, confirm program improvements, identify problems or issues timely; determine if corrective actions are working; and identify where the program needs to update procedures.

## Workforce Innovation and Opportunity Act (WIOA) Primary Indicators of Performance

OA grants that start on or after July 1, 2019 are required to report on these WIOA primary indicators of performance, as are all other DOL/ETA grants currently utilizing WIPS.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Rate – 2nd Quarter After Exit*</td>
<td>Percentage of participants who are in unsubsidized employment during the second quarter after exit.</td>
</tr>
<tr>
<td>Employment Rate – 4th Quarter After Exit*</td>
<td>Percentage of participants who are in unsubsidized employment during the fourth quarter after exit.</td>
</tr>
<tr>
<td>Median Earnings – 2nd Quarter After Exit</td>
<td>Median earnings of participants who are in unsubsidized employment during the second quarter after exit.</td>
</tr>
<tr>
<td>Credential Attainment</td>
<td>Percentage of participants enrolled in an education or training program (excluding those in on-the-job training and customized training) who attain a recognized postsecondary credential or a secondary school diploma during participation or within one year after exit.</td>
</tr>
<tr>
<td>Measurable Skill Gains</td>
<td>Percentage of participants during a program year who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains.</td>
</tr>
<tr>
<td>Effectiveness in Serving Employers</td>
<td>Retention with the same employer in the 2nd and 4th quarter after exit, per TEGL 14-18.</td>
</tr>
</tbody>
</table>

* The YARG-specific indicators are shown in the table below:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Education and Employment Rate – 2nd Quarter After Exit</td>
<td>Percentage of YARG program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.</td>
</tr>
<tr>
<td>Youth Education and Employment Rate – 4th Quarter After Exit</td>
<td>Percentage of YARG program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.</td>
</tr>
</tbody>
</table>
Reports

ALL DOL/ETA Grantees must submit Quarterly Narrative Reports (QNR) and Quarterly Performance Reports (QPR) in accordance with the terms of the grant agreement, and with the funding vehicle (TEGL or FOA).

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Purpose</th>
<th>Method of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Narrative Report (QNR)</td>
<td>Suggested interactive Word format or similar format which includes all required information</td>
<td>Details activities and successes which occurred over the quarter</td>
<td>Submitted via e-mail to the program mailbox</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ASE: for the duration of the period of performance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>All other Grants: until the QNR is available in WIPS</td>
</tr>
<tr>
<td>ETA-9173-APPSHP Quarterly Performance Report (QPR) Aggregate report of participant activity</td>
<td>Secure electronic upload into WIPS (available only to authorized representative designated personnel)</td>
<td>To review and assess grantee performance</td>
<td>Submitted via certification in WIPS</td>
</tr>
<tr>
<td>ETA-9130: Financial Report</td>
<td>Electronically through the EBSS system (available to the financial contact only)</td>
<td>To review and assess grantee financial performance</td>
<td>The ETA financial reporting system via the OGM website at: <a href="https://www.doleta.gov/grants/financial_reporting.cfm">https://www.doleta.gov/grants/financial_reporting.cfm</a></td>
</tr>
</tbody>
</table>

Performance reporting is not only a grant requirement, it also provides an opportunity for grant programs to use the information to make data-driven decisions and adjust to changing circumstances. It’s important for grantees to view the Department of Labor, Employment and Training Administration (DOL-ETA or the Department) performance reporting system, WIPS, as a “dynamic” system, as periodic updates are implemented to adapt to changing conditions. For these reasons, grantees should have adaptable case management and data collection systems in place.

Office of Apprenticeship grant recipients are required to report quantitative and qualitative grant-specific performance data on a quarterly basis through the life of the grant. Additionally, Apprenticeship State Expansion (ASE) grant recipients are required to submit an annual narrative report on statewide apprenticeship activity. This annual report is due on July 31 of each year and covers the period from July 1 to June 30 of the preceding year.
ETA encourages grantees to review DOL-ETA Performance reporting page for general performance reporting guidance and updates which may affect your upload.

- Review the Performance Reports section of your grant agreement’s Terms and Conditions, Administrative Requirements. Note the required performance reports and reporting deadlines.

## Report Due Dates

<table>
<thead>
<tr>
<th>Report Activities Occurring Between</th>
<th>Quarter End Date</th>
<th>Progress Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – March 31</td>
<td>March 31</td>
<td>May 15</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>June 30</td>
<td>August 14</td>
</tr>
<tr>
<td>July 1 – September 30</td>
<td>September 30</td>
<td>November 14</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>December 31</td>
<td>February 15</td>
</tr>
</tbody>
</table>

**Quarterly Reports** are due to DOL-ETA no later than 45 days after the end of each reporting quarter. The above table provides the due dates for each reporting quarter throughout the period of performance. Reports not submitted by the due date will be considered late and not in compliance with grant requirements. Due dates are fixed, regardless of which day of the week they fall.

## Quarterly Narrative Report (QNR)

The Quarterly Narrative Report (QNR) is a written report that reflects grant program activities that complement the quantitative data reported on the QPR. Grantees can also report information that is not reflected on the QPR, and identify technical assistance needs or grant program highlights from the latest reporting quarter. Grantees submit the Quarterly Narrative Report within 45 days following the end of the quarter for the duration of the period of performance.

An information collection request (ICR) is in the approval process for OA grants to be added to the shared QNR format. Once approved, SAE2020 and YARG Grantees will also be able to submit their QNRs directly into WIPS. All Grantees can utilize the suggested format Word document provided on their program community located at www.workforcegps.org (see community addresses in Resources Appendix). The QNR will be submitted via e-mail to the appropriate grant program mailbox:

- for ASE and SAE2020 Grantees: Apprenticeship.Grants@dol.gov
- for YARG Grantees: YouthASReady.grants@dol.gov
- Using subject line “<ENTER YOUR GRANT NUMBER>: QNR due date <ENTER: due date> “

Below is a list and description of the elements in the QNR:
Section I: Contact Information – This section includes contact information for the grant, including grant number, grant recipient name, grant project name, grant project address, grant period of performance, and the grant point of contact name and contact information.

Section II: Summary of Grant Progress – This section is a summary of all grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in the grant Statement of Work and the ETA-approved work plan or timeline. The update may include additional information about service and training activities and outcomes to supplement the data submitted in the Quarterly Performance Report.

Section III: Progress of Grant Timeline – This section provides updates for the progress of the ETA approved grant work plan or timeline. Include key milestones and the timeline associated with the project, program activities, key deliverables, and products available this quarter. Also mention any products in development for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via ETA-hosted web sites and other communication vehicles.

Section IV: Development and Implementation of Effective Practices and Program Model Strategies – This section describes how the program model is working towards or has realized the program’s intended purpose, as well as the goals/objectives and activities outlined in your grant application and work plan.

Section V: Status update on Match and/or Leveraged Resources – This section of the narrative report is for grantees to provide an update on the status of all leveraged resources, if applicable to the grant.

Section VI: Status Update on Strategic Partnership Activities – The purpose of this section is to describe how partnerships outlined in the statement of work are functioning together to implement the project. Examples of partnerships may include state and local cross-agency partnerships, partnerships through labor-management committees, coordination with other Federal Departments or Agencies of state government, and/or activities that leverage additional resources. This section should reflect the results and their impact on the project.

Section VII: Status Update on Employer Engagement Strategies – A key element of apprenticeship activity is to engage and strengthen employer engagement both within and beyond the workforce system. Grantees must also ensure employers have an active role in workforce system activities and as active or prospective Registered Apprenticeship employers and/or sponsors. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

For ASE, grantees should also describe how they are adapting and broadening employer engagement efforts aligned with grant activities, and explain how partnerships with employers may be impacted by factors within the state.

Grantees should report on efforts to collect feedback from local area employers to identify their employee pipeline needs. They should also engage local employers to interview, assess, train, and/or hire program participants.
Section VIII: Key Issues and Technical Assistance Needs — This section summarizes significant issues or challenges encountered during the quarter and any resolutions implemented as a result of issues identified in previous quarters. Describe actions taken and specific Technical Assistance needs you may have as a grantee. Mention how the Department of Labor may assist you with any T/A needs.

Section IX: Significant Activities, Accomplishments, and Success Stories — In this section, provide detailed information about promising approaches, new processes, and/or lessons learned. Include success stories that resulted from your grant.

Section X: Evidence and Evaluation — This section provides information to DOL on how evidence and evaluations are being developed and applied as the period of performance progresses. This information may help DOL plan for technical assistance and future evaluation needs.

Section XI: Additional Information — This section allows the grantee to provide other grant-specific information not captured in other sections, such as the number of RAPs developed during the quarter. Grantees could also report on the progress of workforce system integration and/or reporting system integration.

Quarterly Performance Report (QPR): ETA-9173-APPSHP

The ETA-9173-APPSHP is issued to report performance outcomes for OA grantees. ETA uses the information on the QPR to assess each grantee’s progress toward grant goals and identify technical assistance needs.

QPRs are due within 45 days after the end of each reporting quarter.

The QPR must be submitted and certified by grantees in WIPS each quarter. It is important to note that the QPR and data elements were designed to serve both existing programs, and programs that may exist in the future. Grantees can report participants ONLY in Registered Apprenticeship and pre-apprenticeship activities that lead to Registered Apprenticeship.

The QPR is a snapshot of the grant’s participants, services, and outcomes. The report includes aggregated participant demographics, services provided to participants and the performance outcomes for the grant.

The QPR will be generated from the participant data provided by grantees each quarter. Participant data is submitted into WIPS using a data file that is uploaded into WIPS. The data file must be in .csv, .txt or .gzip format. OA strongly recommends using the .csv format.

The QPR view in WIPS will default to the current quarter, but can be toggled between the current quarter, rolling 4 quarters and a program cumulative view.
Appendix A:
Establishing Your Process for Performance Reporting

Establishing Your Process for Performance Reporting

ETA wants to ensure your data collection efforts are as seamless and accurate as possible with minimal burden. These reports reflect the great work and impact your program is having on the workforce. To accurately and effectively track participants, there are a few things grantees must do:

- Determine participant eligibility
- Collect participant data
- Track participant data
- Update participant data as needed

Determining Participant Eligibility

Before collecting participant data on an individual, first establish whether an individual is eligible for your individual grant program and activities. As part of your process to determine participant eligibility, some sample questions might include:

- Is the individual eligible, based on the grant’s funding vehicle?
- Is the individual eligible, based on the grant’s Statement of Work (SOW) that was submitted to DOL?

Gathering the information needed to inform the data elements should be an integral part of your participant on-boarding process (including assessment, intake, and orientation).

Ongoing Case Management

Once a participant is determined eligible for your grant’s program, it will be essential to maintain case files for all participants using your internal database system.

- Your case management system should include a method for tracking all data elements upon intake and throughout the period a participant is provided grant-funded services.
- In some cases, training providers may use your system as a mechanism for tracking training participant information in an electronic format that can be easily accessible to you, as the grantee.
Collecting Participant Data

HOT TIPS
Here are some tips to help improve the data collection process between program grantees, employer partners and education and training providers:
- Develop an electronic case management system that can be transferable between appropriate program partners. This will assist the development and submission of quarterly reports to DOL.
- Review all data elements and definitions with all partners before deciding how to answer the data element code values for a participant.
- Ensure that all relevant program partners and training participants understand why certain information is collected, where it is sent and for what purpose.

For example, training participants are occasionally given a paper form to fill out basic details. The form is returned to the training provider with minimal face-to-face interaction. Unless there is an intermediary, like a case manager, the need for this information may not fully explained or understood.

- Add disclaimer language and guidance during the enrollment process so participants understand why certain information is being collected on them.
- Add relevant dates to the enrollment form.

Participant Intake
To establish eligibility for specific program activities, grantees collect information through a standardized intake process, then assess that information. An intake process entails processes such as:
- Completing intake forms
- Conducting an intake Interview
- Hosting intake sessions and/or other orientation activities

ETA guidance on grants performance reporting can be used to explain the reason for collecting participant information. Providing an explanation for why the information is being collected may increase the likelihood that you will get this information for reporting purposes.

Intake Forms
The participant intake and/or enrollment form(s) should include questions that help inform all relevant initial data required for ASE performance reporting. This includes date of entry into the program, age of the participant, employment status at program entry, or other relevant information.

The data elements have specific definitions that you can use as questions on your intake and
enrollment forms. Some questions can be transferred to a form to ensure they are: 1) being asked in a way that explains the purpose; and 2) ensures the questions are consistent with how DOL needs to report outcomes.

### Sample Use of Data Elements to Collect Race/Ethnicity Information

Using the data elements, the third column below is an example of how these data elements could be converted into questions on an intake/enrollment form.

**Converting Data Elements into Enrollment Questions**

<table>
<thead>
<tr>
<th>PIRL #</th>
<th>Data Element</th>
<th>Description</th>
<th>Sample Intake Form Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>Ethnicity Hispanic/ Latino</td>
<td>Record 1 if the participant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her ethnicity.</td>
<td><strong>Question One:</strong> Do you self-identify as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race? YES/NO</td>
</tr>
<tr>
<td>211</td>
<td>American or Alaska Native</td>
<td>Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.</td>
<td><strong>Question Two:</strong> Do you self-identify as a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition? YES/NO</td>
</tr>
</tbody>
</table>
Collecting Personally Identifiable Information (PII)

Grantees may possess large quantities of PII for all program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files, and other sources. The Office of Management and Budget (OMB) defines PII as information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Grantees are required to protect PII and sensitive information not only when transmitting information, but also when collecting, storing, and/or disposing of information.

All grantees are asked to request Social Security Numbers (SSNs) for all participants; however, participants who decline to provide an SSN may not be denied grant services. Participant intake forms should include sample disclaimer language around the reasons for the collection of SSNs.

IMPORTANT TIPS

Here are some tips to help Grantees protect PII:

- Before collecting PII, have participants sign release forms acknowledging the use of PII for grant purposes only.
- Whenever possible, ETA strongly recommends the use of unique identifiers for participant tracking, instead of SSNs. While SSNs may be initially required for performance tracking purposes, a unique identifier can be linked to each individual record. Once the SSN is entered for performance tracking, the unique identifier is used in place of the SSN for tracking purposes. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as a truncated SSN.
- Ensure the collection method is sophisticated enough to securely store participant information, including PII.
- Use appropriate methods for destroying sensitive PII in paper files (i.e., shredding) and separately deleting sensitive electronic PII.

Never leave records containing PII open and unattended.

- Store any hardcopy documents containing PII in locked cabinets when not in use.
- NEVER send DOL or DOL staff your participant records or data files with sensitive PII.
- Immediately report any breach or suspected breach of PII to the FPO responsible for the grant, and to ETA Information Security at and follow any instructions received from officials of the Department of Labor.

Disclaimer Language on the Collection of Personally Identifiable Information (PII):

Grantees may use the following sample text to inform participants how PII is being protected and why SSNs are being collected:

*This project was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The collection of this information helps to track the long-term success of this training program. Your personal information is kept
confidential and secure and will not be shared with any outside agencies other than those involved with the support or oversight of the grant received by << enter recipient organization name >> and issued by the U.S. Department of Labor. Your information will never be sold or shared with third party agencies through your participation in grant supported training activities. Please direct any additional questions concerning the use of your personal information to << enter prime recipient program contact information, i.e., Jane Green, Program Director at 856-691-XXXX >>.

In addition to requesting a range of information from project participants, including demographic information, the use of your Social Security Number is also requested in order to access wage and employment information through state databases. Although you cannot be denied service for failure to provide your Social Security Number, we strongly encourage you to do so in order to enable the project to quantify specific employment-related outcomes. Your personal information will be kept confidential.

### Tracking Participant Data

In preparation for quarterly performance reporting, grantees should develop an internal record-keeping system or use existing resources to track each participant receiving grant-funded services in order to capture information and other data required. This management information system (MIS) could be as sophisticated as utilizing the State WIOA performance management system to an Access database, or as simple as an Excel spreadsheet.

All participants that your program serves should be entered into your organization’s internal participant data tracking system. Your MIS should be able to account for all PIRL data elements collected for Apprenticeship grants. The system must also be able to generate and export participant records as one .CSV data file.

### IMPORTANT TIPS

- Make sure your system includes EVERY Apprenticeship required data element as a data field entry for each participant record.
- A participant record should have a corresponding code value for each data element.
- In some cases, leaving the data field blank is an option if the data element does not apply to the participant.
- Ensure any entities collecting participant data such as sub-grantees and contractors are collecting the same required participant information. The information collected should be based on the data elements provided in the OA Schema.
APPENDIX B: WIPS OVERVIEW

The Workforce Integrated Performance System (WIPS) is an online, password-protected system that allows grantees to upload, certify and submit their quarterly progress reports to the Department of Labor as outlined in your grant agreement and in the funding vehicle. Other WIPS-related information (including system access and system technical assistance) is published here: https://www.dol.gov/agencies/eta/performance/wips.

In December 2020, OA provided grantees with a five-part WIPS Training Series, which was recorded and published with the associated materials here: https://ase.workforcegps.org/resources/2020/12/15/15/05/Workforce-Integrated-Reporting-System-amp-35-40-WIPS-41-reporting-for-ASE-Grantees.

Authorized Representative (AR) Designates Access

To receive a WIPS access account, the Authorized Representative (AR) (as indicated on the SF-424 in the official grant file is the individual empowered to encumber the organization) must send a letter on organizational letterhead via e-mail within 30 days after the receipt of a new grant award to the appropriate email box:

- for ASE and SAE2020 Grantees: Apprenticeship.Grants@dol.gov
- for YARG Grantees: YouthASReady.grants@dol.gov

The letter must contain all the information outlined below from either Option One or Option Two:

**OPTION ONE**
1. The signature of the AR
2. the name, telephone number and e-mail address for up to two designated ‘submitters’
   - the persons authorized to work with WIPS, submit data, troubleshoot and correct issues with data submissions and may instigate changes with the grantee data tracking system
3. the name, telephone number and e-mail address of a single ‘certifier’
   - individual the AR authorizes to certify on the AR’s behalf that the data submission is accurate and correct
   - a certifier has all the rights given to submitters, but also the right to ‘certify’

**OPTION TWO – STATE Grantees ONLY**
1. The signature of the Authorized Representative
2. An indication that the grant will utilize the WIOA performance reporting
team, and utilize the Full PIRL schema or the SIRS schema

3. The e-mail of the State employees who should have the apprenticeship program added to their accounts
   - The letter should be addressed to the Grant Officer who appears on the original grant award Notice of Award
   - The program office associated with the grant will compile the information, and get initial accounts created at least 45 days prior to the first report in WIPS due date.
   - If there are changes to the certifier and/or submitters, another letter must be submitted.

   - The program office associated with the grant will compile the information and initial accounts will be created at least 45 days prior to the first report in WIPS due date.

   - In some cases, your organization’s internal firewalls may block the WIPS access credential email from arriving to the Authorized Representative. Please add admin@dol.appiancloud.com as a preferred/safe email address so that it is not rejected by your organization’s internal firewalls and spam blockers.

   - ETA encourages grantees to institute and practice good computer and Web security practices at all times.

**ACCESS TIPS**

- Inactive users will be automatically logged out of WIPS after 30 minutes of inactivity.
- To stay active in WIPS, refresh the page or navigate between the tabs “Home”, “File Upload”, “Edit Check Results”, etc.

### Guidance for WIPS Access for Certifiers with Multiple Grants

In order to submit a grant’s Quarterly Performance Report (QPR), the same credentials that are issued to the AR must be used to submit performance data in WIPS, as multiple grants may be assigned to a certifier/submitter.

- ETA acknowledge that some other grant programs share the same AR within The Office of Apprenticeship (OA). In addition, we recognize that the ARs/certifiers/submitters could be the same for other DOL grant programs that report in WIPS. Individuals with multiple grant
programs submitting participant-level data in WIPS will only have one set of credentials to access WIPS. These credentials are used to upload data files for each grant program where that individual is aligned. Grantees submit the QPR that is generated from each data file uploaded in WIPS.

- **For non-State grantees:** A separate .CSV file must be uploaded for each grant program. The grant number entered in PIRL 2920: Apprenticeship Grant Number must be the same for all participants in the data file that is submitted for each grant program. WIPS will reject the file with errors if a single .CSV file has multiple grant numbers. The grant number in PIRL 2920 is used to verify the grant for which the QPR is generated.

### Guidance for Authorized Representative Modifications and Performance Reporting in WIPS

Any Authorized Representative (AR) change needs to be processed through a grant modification assisted by your Federal Project Officer (FPO). The modification, signed by the Grant Officer, is the formal approval of the AR change. Certifiers and submitters can ONLY be designated by the AR on the official grant file, so it’s imperative that grantees keep this information up-to-date.

Grantees are required to maintain current AR, point-of-contact, certifier and submitter information throughout the period of performance. ETA will not be able to issue WIPS access credentials to individuals who are not formally recognized as designated by the AR for the grant. Grantees with AR changes that have not been finalized by a formal modification may experience delays in receiving updated WIPS access credentials, which may result in late or missed reporting deadlines.

To change the AR on file for your grant, work with your FPO to submit a modification request that includes at a minimum:

- A request must be on organizational letterhead and signed by an official of the organization such as, but not limited to, the chairman of the board, governor, tribal chairman, executive director, etc.

- The letter should NOT be signed by the person being designated as the new AR, but rather by someone with some degree of authority over the AR. For educational institutions, this could be the head of the Board of Trustees or the President of the university. For other organizations, it could be the grantee’s Executive Director.

- Specify the outgoing and the incoming AR and their full contact information including:
  1. Mailing address
  2. Direct e-mail address
  3. Direct telephone number

Please note that after submitting the request to your FPO, it could take several weeks for the
modification to be executed by the Grant Officer and transmitted to you. ETA encourages grantees to make every effort to submit modifications in a prompt manner to decrease the likelihood of delays in the performance reporting process.

For addition information, please refer to the ASE Grantees Apprenticeship WIPS 5-part Training Series resources, and Appendix C, which is a sample letter.

Transmitting Personally Identifiable Identification (PII)

Transmitting Personally Identifiable Identification (PII) via email is prohibited. DO NOT send your grant’s .CSV data files via email to any DOL/ETA email address. We cannot open and review the .CSV file you are attempting to upload. The .CSV files uploaded to WIPS contain Social Security Numbers, which are considered PII. The WIPS upload environment has protections in place for PII, but email does not.

Submitting Data Files in WIPS

Grantees should be sure to choose the correct schema that your data system is configured for when submitting a data file.

What Schema Should Grantees Use?

- If your organization is a State WIOA reporting agency, you may submit the performance data in WIPS using either the PIRL 2020 Apprenticeship Schema, the PIRL 2020 Full PIRL Schema, or the PIRL 2020 SIRS Schema. State grantees with more than one grant to submit into WIPS, should submit performance data into WIPS as one file.
- If your organization is not a State WIOA reporting agency, you must submit the performance data in WIPS as a separate file using the PIRL 2020 Apprenticeship Schema.

Preparing Data Files

Data File Format

- The .CSV file must have 131 columns. PIRL data elements 105, 106 and 107 Special Project ID are established to allow for future apprenticeship grant reporting needs. Grantees should leave these PIRL data elements blank and should not report any data in these columns.
- If you use an Excel spreadsheet to manage your data, make sure you export only the PIRL data elements that start from PIRL 100 and end in PIRL 2920. If you export code values or spaces in other column or row cells in your spreadsheet, this will result in a data file format error.
- Column headers and extra rows or footers must be removed when uploading your data file in
For expert users: You can also view the data in your data file by opening it in Notepad. To do so, right click your .CSV data file icon in your file folders. Select the Open with Notepad option to review the contents of your data file.

Common Error Messages

- Invalid Column # is a Format Error that occurs when less than or more than 131 columns are in the .CSV file submitted. If you receive this error, delete the columns after the 131st column and attempt to resubmit. Sometimes a space in one of those extra columns will trigger this error. Deleting the columns is the easiest way to circumvent this error.

- If you receive a format error message that includes lines not associated with a participant ID, you may have mistakenly input values in rows that are not a part of your data file.

- If you receive a Valid Values error or a Logic Rule error for a participant with a data element that you believe should be blank, the field may contain a space that WIPS is reading as a character. Check the field to ensure that it does not contain any inadvertent spaces.

Resolving Data File Errors

Resolve any data file errors in your original management information system (MIS) database. Then export the revised information as a new .CSV data file that will be uploaded to WIPS.

- Note: If you select the windows file icon to open your .CSV data file in your file folders, it will automatically open as an Excel Spreadsheet. This will automatically reformat some of the data (e.g., leading 0s described above).

- To prevent this, the .CSV file must be opened in Notepad by right-clicking the document’s icon and selecting “Open With” followed by “Notepad”.

- When sending questions or inquiries to your grant program mailbox or submitting a WIPS help ticket <<insert link>> always include your file ID number. This will enable our technical staff to pull up the file you submitted in WIPS (where PII is blocked from view) and provide you more information on the error.

Generating a Quarterly Performance Reporting (QPR) and Quarterly Narrative Report (QNR) Form

Saving a Copy of Your QPR

- Save a PDF copy of the QPR. Once you have generated a QPR in WIPS, you will see your results in the web browser. To save a PDF copy of the QPR, select “Print” in the upper right hand corner of the page. The webpage will then generate a “Download” link in the upper right hand corner of the page.
Certifying a QPR Form

- Once a grantee has uploaded participant-level data and has verified that the information is accurate, they should indicate that the report is final by selecting the Certify button in WIPS. This is necessary to communicate to the Department that the report is complete and accurate and serves as the official submission for that reporting quarter.

Certifying a QNR Form (not available until ~ February 2022)

- Using the WIPS account created for each grantee, each grant program will submit their QNR directly into the WIPS. The online form is identical to the OMB approved Joint Quarterly Narrative Performance Report Template (ETA-9179). Grantees should complete the form using the fields provided in WIPS. Once a grantee has completed the QNR and has verified that the information is accurate, they should indicate that the report is final by selecting the “certify” button on the QNR. Certifying the report indicates that the grantee’s AR certifies that the data submitted is complete, true, and accurate to the best of his or her knowledge. Grantees may also submit up to five supplemental documents (in Word or .pdf format) to support their QNR submission.

Important Tip! ETA encourages all grantees to complete their QNR as Word document first, then cutting and pasting the responses to each section into the corresponding field in WIPS. This will minimize the chance that data is lost when completing your QNR in WIPS.

Generating a Quarterly Performance Report

Once your data file is uploaded and passes the validation process, WIPS will generate the ETA-9173-APPSHP QPR, available in the “Quarterly Reports” tab.

Edit Checks

Edit Checks are specific rules programmed in WIPS that ensure data elements do not contradict one another. When a data file is uploaded and successfully passes all the integrated edit checks, it may then be certified. If a file has errors, the submitter will need to identify and correct the issue. Three types of edit checks include:

1. Valid Values

Valid Values edit checks ensure that each data element reported aligns with the format required, as indicated in the PIRL. It is checking the submitted data to the data element requirement itself, i.e., that a date is indicated in the YYYYMMDD format rather than DDMMYYYY. December 1, 2020 should be reported in the upload file as 20201201.

2. Logical Rules

Logical errors are displayed in WIPS in the Total Errors column in the EDIT CHECK RESULTS tab. Logic Rules are analytical validations to ensure data is accurately
entered, including fields that are required but typically dependent on data entered in other fields. Logic rules compare submitted data in certain data elements to ensure they are logical when compared to another related data element submission. For instance, the data submitted for any participant’s exit could not be a date prior to that participant’s enroll date.

3. **Duplicate Rules**
   Duplicate Rules ensure the validity of multiple records on the same individual. Duplicate errors are displayed in WIPS in the Total Duplicates column in the EDIT CHECK RESULTS tab.

   A file will process through the order of operations (Formatting errors, Valid Values, and then Logic Rules/Duplicate Values) only until it encounters an error, at which time an email will be generated to the submitter. The file will first be checked for formatting errors, then run through edit checks in the order indicated above. When an error is encountered, file processing will stop and resulting errors must then be resolved in the data management system. Run a new file and then upload. That file will then process further, but stop again when it encounters new errors. This error resolution process continues until an error free file is achieved, and a QPR can be generated.

### WIPS Data Aggregation Rules

WIPS has a set of data aggregation rules that generate the performance outcomes reported in the ETA-9173-APPSHP form based on the data file submitted by each grantee. Each aggregation rule correlates with various data elements and code values, as well as key dates entered for each participant.

Review Reports/QPR section of this reference guide describing how each performance outcome is calculated, or see the EXCEL doc. Apprenticeship PIRL compendium (full PIRL, Apprenticeship PIRL + specific definitions, Apprenticeship schema, QPR, QPR aggregation rules) on your program community reporting resource.

### Quarterly Report Certification

Certifying the QPR is the mechanism to officially submit the QPR to DOL. It is the responsibility of the Authorized Representative (sometimes referred to as the signatory) or the Authorized Representative’s designated certifier to make sure that data submitted is true and correct, and that it is accurate to the best of his or her knowledge prior to certifying.
WIPS Commonly Asked Questions

1. What data should apprenticeship grantees submit in WIPS?

   **ANSWER:** Grantees upload a data file that generates an Apprenticeship Quarterly Performance Report (QPR) form. The data file must be uploaded into WIPS before the certification official (designated by the Grant Authorized Representative) can certify the Quarterly Performance Report officially submitting the information to DOL-ETA. Grantees (all but ASE grants) will also submit their Quarterly Narrative Report (QNR) in WIPS once it is available (est. in February of 2022). Until then, grantees will complete the suggested QNR format uploaded on your grant’s WorkforceGPS community to the associated grant program mailbox.

2. What is CSV format?

   **ANSWER:** CSV means Comma Separated Values. While .txt, .csv, or .gzip formatted files can be uploaded into WIPS, for all grantees using the apprenticeship schema, DOL strongly suggests uploading a .csv file.

3. How should grantees make changes to a data file that has been submitted in WIPS?

   **ANSWER:** If a data file is incorrect, you can upload revised data files for the reporting quarter until the data is error-free. Once an Apprenticeship QPR form has been generated and certified it cannot be revised. If a QPR form has been generated and certified but later found to have errors, please contact your respective grantee program mailbox. Please be sure to include your grant name, grant number and contact information.

4. Can grantees enter individual case files and notes into WIPS?

   **ANSWER:** No. WIPS is not a case management information collection system. Grantees should manage their case files in the way that is best suited to meet their needs.

5. Once the participant data is uploaded to WIPS, is there any reason for the participant information to be maintained by the grantee?

   **ANSWER:** Yes. It is the responsibility of the grantee to maintain all participant records in accordance with the requirements of the grant FOA. Case files will need to be accessible to Federal Project Officers (FPO) during site visits.

6. What should grantees do if there is a technical problem in WIPS?

   **ANSWER:** If you encounter a technical problem with WIPS, please contact the WIPS Technical Assistance team, either through the Request WIPS Assistance Link in the upper right-hand corner of the WIPS secure interface, or fill out the form on the WIPS Home page at
Please be sure to include your grant name, grant number, file upload number (where appropriate) and contact information.

7. What do we do when we have a grant performance-related question?

**ANSWER:** If you have a performance related question, please contact the appropriate email box for your grant and **copy your FPO.** Please include your grant name, grant number and contact information.

- for ASE and SAE2020 Grantees: Apprenticeship.Grants@dol.gov
- for YARG Grantees: YouthASReady.grants@dol.gov
Appendix C: Sample Designation Letter Language

On Grantee Official Letterhead: Signed, PDF file format, Sent via email from the Authorized Representative to the appropriate program mailbox.

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ASE Grantee Letters are due Jan. 8, 2021

<<Date of Letter>>

Note: While you can have multiple grants on a single letter, the letter must be sent once for each grant, w/ the single grant number in the subject line

<<Grant Officer from Grant Agreement>>, Grant Officer
US Department of Labor, Employment and Training Administration
Office of Grant Management
200 Constitution Avenue NW, Room N4716
Washington, DC 20210

RE: WIps access credentials:
Grant Information: <<insert grant number AP#####-60-A#>> <<insert Grant Program name>>
Grant Information: <<insert grant number AP#####-60-A#>> <<insert Grant Program name>>
Grant Information: <<insert grant number AP#####-60-A#>> <<insert Grant Program name>>

Dear <<Grant Officer from above>>:

I submit the following individuals for the purpose of reporting grant information in the WIps system on my behalf. As the authorized individual for the aforementioned grants, we will use the <<insert SCHEMA name>> as outlined in option <<one or two>> and I authorize the individuals below in the following capacity:

- WIPS Certifier to certify that the data submission is accurate and correct in the <<grantee organization>> WIPS Apprenticeship Grant Performance Reports: <<only one person may be designated - if no one is designated, the Authorized Representative will be the certifier, but needs to include the information here as well>>

  Name
  Direct phone #
  direct email

- WIPS Submitter/s: <<up to two additional persons may be designated here>>

  Name
  Direct phone #
  direct email

  Name
  Direct phone #
  direct email

If you have any questions regarding these designations, please contact <<Name>> at <<email address>> or <<phone number>>.

Sincerely,

Name of Authorized Representative
Title of Authorized Representative
## Appendix D: Participation Level Services Chart - Apprenticeship Grants Programs

This tool defines when an apprenticeship service type triggers an individual inclusion as a participant and identifies the allowable Participant Individual Record Layout (PIRL) data elements. This information is based on TEGL 19-16, and is applicable to all Apprenticeship grants reporting in WIPS.

<table>
<thead>
<tr>
<th>Apprenticeship Service Type</th>
<th>Does this service trigger inclusion in participation?</th>
<th>Applicable PIRL Data Element Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt of Grant Funded RTI – Apprenticeship/ Pre-Apprenticeship</td>
<td>Yes</td>
<td>2912, 2916</td>
</tr>
<tr>
<td>Receipt of Grant Funded OJT – Apprenticeship</td>
<td>Yes</td>
<td>2915</td>
</tr>
<tr>
<td>Training services under Sec. 134(c)(3)(D) with exception of Sec. 134(c)(3)(D)(iii) (incumbent worker training)</td>
<td>Yes</td>
<td>1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319</td>
</tr>
<tr>
<td>Eligibility Determination</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Outreach, Intake, Orientation</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Job search assistance (Self-directed)</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Provision of info on job vacancies</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Provision of info on availability of supportive services or assistance</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Referral to supportive services</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Incumbent Worker Training</td>
<td>No¹</td>
<td>907</td>
</tr>
<tr>
<td>Provision of Tools, Childcare Assistance, Uniforms, Transportation Assistance or other Supportive Services</td>
<td>No (must be a participant in a DOL/ETA grant program first to receive)</td>
<td>2913, 2914</td>
</tr>
</tbody>
</table>

¹ While Incumbent Worker Training is not a self-service or information-only service, for the Apprenticeship program it must be in conjunction with an apprenticeship, so therefore is not a trigger unto itself.
APPENDIX E: PERFORMANCE AND REPORTING RESOURCES

ETA Grantee Reporting

ETA’s Performance Reporting webpage houses information related to performance data. ETA’s Performance Reporting Community of Practice website includes performance reporting information, technical assistance, and e-Learning modules. TEGL 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)

Your grant-specific community reporting resource section

- ASE GRANTS
- SAE 2020 GRANTS
- YARG GRANTS

ETA’s Innovation and Opportunity Network Community of Practice is designed to support state and local workforce development boards, system professionals, and employers, find the resources needed to successfully implement the vision of the Workforce Innovation and Opportunity Act (WIOA).

- SAMPLE CASE MANAGEMENT AND DATA FILE (WILL BE POSTED ON WFGPS WHEN IT’S COMPLETED)
- WORKFORCEGPS.ORG
  - WIPS REPORTING COMMUNITY
  - ASE COMMUNITY
    - ASE PERFORMANCE REPORTING: PARTICIPANT TRACKING STRATEGIES WEBINAR
  - SAE 2020 COMMUNITY
  - YOUTH APPRENTICESHIP READINESS
  - STATE EXPANSION GRANTS NEWSLETTER – FEB. 2020 (PDF DOWNLOAD)
  - SUGGESTED QNR FOR ASE, SAE2020 & YARG GRANTEES INSTRUCTIONAL WEBCAST

Resources Specific to WIPS Implementation

The flow of information will continue during and after the WIPS implementation to help you successfully navigate the process. Below are current resources to help familiarize yourself with the system.
I. **PIRL and PIRL2020 Resources:**
   - [HTTPS://WWW.DOL.GOV/AGENCIES/ETA/PERFORMANCE/REPORTING](HTTPS://WWW.DOL.GOV/AGENCIES/ETA/PERFORMANCE/REPORTING)

II. **Workforce Integrated Performance System (WIPS)**
   - **Apprenticeship Grants WIPS 5-part Training Series is here** [IS HERE](IS HERE)
     - Documents available on the series pages
   - The ETA Performance WIPS homepage is here [HTTPS://WWW.DOL.GOV/AGENCIES/ETA/PERFORMANCE/WIPS](HTTPS://WWW.DOL.GOV/AGENCIES/ETA/PERFORMANCE/WIPS)
   - WIPS edit checks are here [HTTPS://WWW.DOL.GOV/AGENCIES/ETA/PERFORMANCE/WIPS/EDITCHECKS](HTTPS://WWW.DOL.GOV/AGENCIES/ETA/PERFORMANCE/WIPS/EDITCHECKS)
   - The following user demonstration reviews system functionality from a grantee’s perspective.
     - **User Demo Recording April 5, 2017**
   - **Data validation**
     - An overview of **TEGL 23-19: Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs**
       - [HTTPS://WWW.WORKFORCEGPS.ORG/EVENTS/2020/06/25/14/53/OVERVIEW-](HTTPS://WWW.WORKFORCEGPS.ORG/EVENTS/2020/06/25/14/53/OVERVIEW-)
VALIDATING-REQUIRED-PERFORMANCE-DATA-SUBMITTED-BY-DOL-GRANTEES

- For additional WIPS technical assistance, visit ETA’s WIPS Resources Page.
- **TEGL 23-19**: Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs
- **TEGL 39-11**: Guidance on the Handling and Protection of Personally Identifiable Information (PII)

**In-Person Resources**

**WHO:** All WIPS Series grantee registrants  
**WHEN:** Mid-January and February 2021 (ASE Grantees)  
**Dates/Times TBD**  
**WHERE:** TEAMS meeting platform

Look for Invitations sent from Apprenticeship.Grants@dol.gov

**WIPS Reporting Questions**  
Apprenticeship.Grants@dol.gov  
- Including requesting peer-to-peer assistance

**WIPS Technical Assistance**  
- HTTPS://WWW.DOLETA.GOV/PERFORMANCE/WIPS/WIPS_TECHNICAL_ASSISTANCE_REQUEST.CFM

- ASE and SAE Grants Mailbox: APPRETICESHIP.GRANTS@DOL.GOV  
- Youth Apprenticeship Readiness Grants Mailbox: YOUTHASREADY.GRANTS@DOL.GOV