

WIPS User Demo FAQ

Quarterly Performance Report (QPR) Uploads

1. How do I know if my file has been processed?
 - Users will receive an email informing them that their data has errors or that a QPR was created. Additionally, users can check the *Edit Check* tab in WIPS to see if their file has generated any errors.
2. Where can I find a full list of each WIPS upload option and the respective file format?
 - A full list of each WIPS upload option and its expected file format can be found at <https://www.doleta.gov/performance/wips/>
3. What is the accepted file format extension for WIPS data submission?
 - WIPS only accepts Comma Separated Value (.csv) files. Please make sure files contain the correct number of commas for each file format. For example, a Full PIRL file should have 467 data elements that require 466 comma separators. WIPS will not accept tab separated, column separated, or zip files.
4. Can I upload multiple files simultaneously?
 - Yes, WIPS will accept multiple file submissions at the same time.
5. Who receives the email notification when a QPR is generated?
 - Email notifications are sent to the individual who uploaded the file. We are working to build user groups that will allow multiple users to receive email notifications.
6. Who can see the QPR that is generated by my file submission?
 - Only the user who uploaded a file can see the generated QPR.
7. What is the maximum size of a file upload?
 - There is currently no maximum size.
8. Can a file upload be canceled?
 - No, files cannot be cancelled while in progress for upload or processing. However, multiple files can be processed at the same time.
9. How can I upload multiple programs in a single file?
 - There are multiple sets of combination files that are accepted, they are Full PIRL, WIASPR, WIOA_WP, WIOA_WP_DWG.
 - The Full PIRL format will accept all combinations of programs and all data elements from the PIRL.

- The WIASPR format only accepts data elements from WIOA Adult, WIOA Youth, WIOA Dislocated Worker, Wagner-Peyser (WP), Dislocated Worker Grants (DWG), and Trade Adjustment Assistance (TAA) layouts.
- The WIOA_WP format will only accept data elements from WIOA Adult, WIOA Youth, WIOA Dislocated Worker, and WP layouts.
- The WIOA_WP_DWG format only accepts data elements from WIOA Adult, WIOA Youth, WIOA Dislocated Worker, WP, and DWG layouts.

Technical Assistance

1. How can I reset my WIPS password?
 - Please use the *Reset Password* feature on the WIPS log-in page. If this feature is not visible or does not work contact WIOA.feedback@dol.gov.
2. Where can I find a copy of the WIPS User Demonstration PowerPoint and recording?
 - The WIPS User Demonstration PowerPoint and recording are posted at <https://www.doleta.gov/performance/wips/>
3. Where do we go for questions about WIPS?
 - Please contact WIOA.feedback@dol.gov for any WIPS related questions.

Edit Checks

1. Where can I find a list of edit checks for WIPS?
 - The list of valid values for WIPS was included in the 6/28/16 ICR package posted at <https://doleta.gov/performance/reporting/>. A full list is also available on the *Edit Checks* tab of WIPS. Cross data element edit checks are still being developed and will be posted when finalized. The duplicates list will also be posted once it is finalized.

Certification and Errors

1. Can I view my file(s) errors before I certify my Quarterly Performance Report?
 - Yes. In fact, a file that has errors will not create a QPR in the first place. Users can view these reports before they certify them.
2. Do I need a pin to certify my QPR?
 - WIPS has no separate pin to certify files. Every user who uploads a file can certify that file.
3. Who is responsible for certifying a QPR?
 - Only the user who uploaded a file is responsible for certifying the QPR. No other user will be able to certify this report. Additionally, Federal Program Officers (FPO) will no longer certify these reports.
4. Is there a maximum number of errors that WIPS will identify in a file?
 - No. The increased processing speed of WIPS allows the system to check the entire file for errors.
5. Can you export the error files?
 - Not currently. The file's errors can be viewed on the *Edit Check* tab. An exportable version of the error list is coming in future releases.

General Questions

1. Where can I test my files to see if they work in the system?
 - Users can use WIPS itself to test their files. Feel free to upload files to check if they have errors or to see how many participants are aggregated in the QPR.
2. How long is my file stored in WIPS?
 - User uploaded files are kept in cold storage indefinitely.
3. Can a Full PIRL format file be uploaded if all programs are not represented?
 - Yes. A Full PIRL format file can be uploaded for any combination of program. However, this file must contain fields for all 467 data elements in the PIRL even if there is no data in these fields. An empty field would be seen as two commas with nothing between them on the CSV file (e.g. ,,)
4. Can I print my QPR?
 - Currently users are able to print the QPR by printing their web browser window. In the future there will be a print feature add something like “that will produce a QPR in the format published in the ICR”.
2. Will our PY16 Q1 data be used in any sanctioning actions?
 - The data from PY16 Q1 will not be used in any sanctioning actions. Negotiation policies will be made on a funding-stream-by-funding-stream basis. The official guidance can be found on TEGl 26-15, Published June 29th 2016, at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_26-15_Acc.pdf.
3. Do the columns in the PIRL accurately indicate the data elements for each program?
 - Yes. The PIRL shows what data elements are required for each program. For Full PIRL uploads, users should have all 467 data elements included in the PIRL.