

January 2020

# WORKFORCE INTEGRATED PERFORMANCE SYSTEM

## Monthly Newsletter

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### Featured Articles

1. New DWG File Upload Process
2. New Valid Value Checks
3. WIPS 13.3 Release Notes (Attached)
4. WIPS 13.3.1 Release Notes (Attached)
5. Implemented List of Logical Validations and Valid Values (Attached)

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### New DWG File Upload Process

A new feature is now available for the DWG file uploading process! Through the WIPS 13.3 release, the WIPS development team implemented a new process for the Dislocated Workers Grant to upload files into WIPS. Any DWG user who has State and Grant Access can now choose "State" or "Grant" while uploading their National Dislocated Workers Grant File. This feature is to be used for the full PIRL or SIRS schema. Please note, States should ONLY select a grant number if they are submitting a DWG report that is separate from the statewide DWG submission. If uploading a grantee report separate from the statewide DWG file, the user should select the relevant grant number from the dropdown list.

### Announcements

- The WIPS 13.3 release was deployed on December 13th, please find the release notes attached.
- All logical validations have been implemented at this time, please review the attached document to prepare for the PY19 Q2 reporting period.
- A small release, WIPS 13.3.1 was deployed on December 30th, please find the release notes attached.
- All inquiries sent directly to the [WIOA.Feedback@dol.gov](mailto:WIOA.Feedback@dol.gov) inbox will **NOT** be responded to, please utilize the WIPS Technical Assistance Forms.

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### Dates of Interest

- **Wednesday, January 1st**

**Upload Report**

Select the applicable Schema, Program(s), Quarter and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.

\* Schema Name Full PIRL

Select the Target Program(s) to specify which Edit Checks and Reports will be processed for the uploaded file. Note that you may only select one grant related program as a Target Program.

\* Target Program(s) National Dislocated Worker Grants

Grant Number Select a Grant number

States should only select a grant number if you are submitting a DWG report separate from the statewide DWG submission. If uploading a grantee report separate from the statewide DWG file, select the relevant grant number from the dropdown.

\* Quarter End Date -- Select a Quarter End Date (Required) --

\* Choose a File

The asterisk ( \* ) indicates a required field.

Please review the WIPS 13.3 release notes to see what else was implemented through this release!

## New Valid Value Checks

A list of 3 new valid values have been implemented into WIPS through a small release that was deployed on December 30th. These new valid value checks were created in order to properly ensure that accurate data is being captured by WIPS. They are meant to standardize the way dates are reported through WIPS to ensure the information being reported is caught by the system properly.

These valid value checks are as follows,

1. All date values must be <= the upload date.
2. All date values must have a year >= 1900.
3. All date values in a record must be >= PIRL200 (Date of Birth).

Please make sure to review the above valid value checks to ensure a smooth reporting period.

PY19 Q2 Reporting  
Period Begins

- **Wednesday,  
January 1st** New Years  
Day - Government  
Holiday, Federal Offices  
Closed

## Resetting Your Password

First, make sure your WIPS username is in all **LOWERCASE** letters when attempting to login. If you still need to reset your password after verifying your username is in all lowercase letters, select **Forgot your password?** on the WIPS login page. From here you will enter in your email address and select **SEND EMAIL**.

Please make sure to check your spam folder if you don't see an email with the subject Password Reset in your inbox. Please note, the email will be sent from Appian and this email will expire in 15 minutes.

## Questions?

If there are any questions or concerns about the information provided, please submit an inquiry through the WIPS Technical Assistance Request Form found within the WIPS interface.



U.S. Department of Labor