December 2023

Workforce Integrated Performance System (WIPS)

Monthly Newsletter

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Updates ⟳

WIPS 23.5.0 Released to Production on 12/1/2023

WIPS 23.5.0 Release Notes (Attached).

Updates Made to Logical Rules

Logical Rules WIPS Release 23.5.0 (Attached).

State Users Can Manage Local Board Codes in WIPS

Local Workforce Board Code Management Tool Guide (Attached).

New Feature for the Quarterly Narrative Report.

News 📢

New NFJP Reporting Upload Process

National Farmworker Jobs Program (NFJP) grantees no longer select a grant number when they upload their Quarterly Performance Reports (QPRs) and Quarterly Narrative Reports (QNRs) in WIPS. Instead, NFJP grantees must select their Grantee Name, Service Area, and Grant Type associated with the report they are submitting. This means that NFJP grantees no longer need to wait for new grant numbers to be added to their profile at the start of a new program year and should not submit requests to add grant numbers to their profile. Grantees should continue to report the appropriate grant number for each participant in their individual records. This new process impacts the 9/30/2023 report quarter forward.

Quarterly Narrative Report Update

Grantees now have the option to download the Quarterly Narrative Report in PDF format. To do this, follow the following steps: Navigate to My Reports tab.

- Navigate to My Reports tab
- Select Quarterly Narrative Reports.
- Click on the Status of the report to be downloaded.
- Click on the Print Report link and wait for the Download Report link to show up.
- Click Download Report link to download and view the QNR.
- QNRs can be updated by clicking the **EDIT** button of a Certified or In Progress report.
- All updated Certified QNRs would need to be saved and recertified.
- To view all updates on the PDF, click on the Print Report and Download Report.

ETA WIPS User Training Video Series

A series of walkthrough videos for WIPS users are available on US DOL ETA's Performance site. The WIPS Walkthrough video series consists of four short videos that are designed to familiarize new WIPS users to its interface, features, and functionality.

Reminders 🔔

PY 2023 Q1 Reports Due 11/15/2023

All Quarterly Performance Reports (QPRs) and Quarterly Narrative Reports (QNRs) are due on 11/15/2023 for the quarter ending 9/30/2023.

Onboarding New Grant Personnel in WIPS or Adding New NDWG Grants to State WIPS Profiles

Grantees will from time to time need to add new users in WIPS. Please keep in mind the following tips when submitting the request to WIPS to create the account:

1. When possible, the user who is seeking the new account should submit the request themselves.
2. Users requesting a new WIPS account are advised to create a login.gov account first that uses the same email address they plan to use for WIPS. If the user already has a RAPIDS account, it is recommended that they use the same email address for WIPS so that they only need to have one login.gov account.
3. Users should closely review WIPS account requests for new reporting personnel and be sure that all grant numbers and programs for which access is needed are included in their request and are correct to ensure a timely and complete response to the account request.
4. State users who are looking to update their profile to add a recently awarded NDWG grant should note that ETA will automatically add such grants to their State NDWG profile without a request, making QPR reporting available to all State team members attached to the WIPS NDWG profile. However, QNR access must be separately requested by the individual(s) charged with narrative reporting. QNR access can be requested via a WIPS Assistance Request.

WIPS Assistance Must Be Requested Within WIPS or Using the Official TA Form

All inquiries sent directly to the WIOA.Feedback@dol.gov inbox will NOT be responded to, please utilize the WIPS Technical Assistance Forms. Users are requested to use the form within

WIPS unless they cannot access the system, in which case users may use [the form on US DOL ETA's site](#).