

# June 2024 Workforce Integrated Performance System (WIPS) Monthly Newsletter



[WIPS Resource Webpage](#)

## Updates

**WIPS 23.11.0 Released to Production on 5/30/2024.**

[WIPS 23.11.0 Release Notes](#)

**Updates Made to ETP Logical Rules**

[ETP Logical Rules WIPS Release 23.11.0](#)

**Updates Made to Logical Rules**

[Logical Rules WIPS Release 23.11.0](#)

**State Users Can Manage Local Board Codes in WIPS**

[Local Board Code Management Tool Guide](#)

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## News

**Local Board Code Management Tool Enhancement**

The Local Board Code Management Tool has been enhanced to allow users to deactivate local board codes on a PY basis. It is now possible for users of the tool to propose such changes themselves without submitting a separate WIPS ticket or deactivating a code across all PYs.

## ETP Reporting Updates

Users who submit ETP reports should take note that for PY 2023 ETP reports, programs that are reported as either in-person or hybrid may no longer report a P.O. Box as the street address of the provider. This edit check uses natural language processing to identify different variations of reporting a P.O. Box (e.g. PO Box, P.O. Box, etc.) and rejects records with those responses if data element 116 is either 1 or 3. Online only programs (data element 116 code 2) are exempt from this edit check.

Users seeking to test this new edit check can now test their PY 2023 files as of June 1, 2024 (no certification until July 1, 2024).

## WIPS Has Moved to a NEW Internet Address (New URL)!

Due to new requirements, the URL for WIPS is changing. Below are more details that **ALL WIPS USERS** should keep in mind.

### What is the new URL?

The new URL for WIPS is <https://entbpmp.dol.gov/suite/sites/wips>.

### When will this change occur?

This change occurred during the weekend of April 13<sup>th</sup> and 14<sup>th</sup> 2024.

### Will the link on the Login.gov *Your Connected Accounts* page update automatically?

No. Once you browse to the new WIPS URL it will show up as a new system.

## 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.

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## Reminders

### **PY 2023 Q4 Reports Due 8/15/2024.**

All Quarterly Performance Reports (QPRs) and Quarterly Narrative Reports (QNRs) are due on 8/15/2024 for the quarter ending 6/30/2024.

### **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](mailto: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 [WIPS Technical Assistance Request | U.S. Department of Labor \(dol.gov\)](#)



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