*WIA and WIOA Quarterly Reporting – Important Information*

**Quarterly Reporting Requirements and Who is Included**

States and grantees should submit all Participant Individual Record Layout (PIRL) formatted files into the new Workforce Integrated Performance System (WIPS), beginning with the July – September 2016 quarterly file.  The reporting system can be accessed here: http://dol.appiancloud.com/suite/.  States and grantees are NOT required to report on participants who exited prior to 7/1/2016 through this system.

For WIA and Wagner-Peyser reporting purposes, the Enterprise Data Reporting and Validation System (E-DRVS) will no longer be used.  The one exception to this is the 9002E Job Openings report.  The job openings file should still be submitted to ETA.  The reporting functionality is not yet built into the WIPS, and therefore this data file should be submitted quarterly through E-DRVS as it has been in the past.  ETA will alert states when the job openings file should be submitted through WIPS.

There are two conditions where a participant should be included in the data upload into PIRL for WIOA reporting:

- The participant has not yet exited (current participant) as of the PY 2016 first quarter (7/1/2016 – 9/30/2016).  This could include new participants who had a participation date on or after 7/1/2016, as well as "WIA carryover" participants who began their program services prior to this date and are still participating.
- The participant has exited on or after 7/1/2016.

**WIA Closeout Report**

As mentioned above, data on participants exiting before 7/1/2016 should still be reported to ETA, and will be accountable under WIA rules.  However, to ease reporting burden, there will be no dual reporting requirement.  Instead, states and grantees should hold the data on these WIA exiters and submit them in one final "WIA Closeout Report".  Wage record data needed for ALL WIA performance measures for the last exiters under WIA (those who exited in April – June 2016) will not be available until the October – December 2017 quarter.  Therefore, the closeout report on all exiters before 7/1/2016 and not included in the PY 2015 annual report should be included in this data upload.  More specifics on the date ranges expected for this report will come closer to the time of submission, which we anticipate will be around April 2018.

**(Mostly) Blank Quarterly Performance Reports**

During the first year of WIOA reporting, states and grantees will notice the quarterly reports that are being generated will be largely blank.  This is expected.  There will be no performance indicator information available during PY 2016; exiter information will not be available during the PY 2016 first quarter report.  It is still important to verify the data report using the aggregated figures that are available (e.g. total participants, participants by barriers to employment, total exiters), but also to be aware that certain data fields will still be blank.

**Selecting the Upload Layout**

The PIRL contains 467 data elements, but not every element is required for each individual program. WIPS allows several options in which a data file can be uploaded.  To clarify, if a state or grantee desires to upload a data file containing ONLY Dislocated Worker participant records, the Dislocated Worker upload scheme should be selected.  In this case, the file may only contain required data elements for the Dislocated Worker program.  Conversely, a grantee may select a "full PIRL" upload layout.  In this case, the data file should include all 467 data elements (blanks are allowed).  This is the desired upload for states that choose to combine several programs into one upload.

**Updated Guidance for TAA Data Submission**

- States must provide individual record reporting for all TAA participants through the Trade Activity Participant Report for  FY 2017, and
- States must defer mandatory PIRL reporting for TAA Program until FY 2018.

WIPS will be fully functional for TAA Program submissions through the PIRL format in FY 2017.  As a consequence, while the TAPR will serve as the reporting of record for FY 2017, states are strongly encouraged to use FY 2017 to submit test files of TAA data through the WIPS, and thereby support timely and reliable reporting in FY 2018.