

# RELEASE NOTES

## FOR

### WIPS-ETP JUNE 1, 2018 RELEASE

#### Eligible Training Providers (WIPS-ETP)

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With the upcoming start of the required collection of data relating to the performance of Eligible Training Providers (ETP), Employment and Training Administration (ETA) is adding reporting features to facilitate ETP reporting. Training provider data is aggregated and then submitted to ETA annually via WIPS-ETP.

<https://dol.appiancloud.com/suite/sites/wips-etp>

#### **What's New:**

##### ❖ **WIPS-ETP Roles**

- State Uploaders will upload and certify the ETP files
- FPOs will monitor uploaded files and certifications

##### ❖ **WIPS-ETP State Uploaders Functions**

###### ➤ **Home**

- Includes instructions for using WIPS-ETP
- Includes access to WIPS-ETP documentation
  - Release Notes
  - Edit Checks
    - ◆ Logical Rules
    - ◆ Valid Values
  - WIPS-ETP File Schema
- Until July 1, 2018, this will be the only page displayed

###### ➤ **File Upload**

- Includes Program Year selection
  - Defaults to current Program Year
  - No selections listed prior to 2018

- Includes file selection
  - File selection options
    - ◆ Browse
    - ◆ Drag and drop
  - File extension must be .CSV or .TXT
  - File size must not exceed 1GB
- Includes SUBMIT button to load file into WIPS-ETP and to begin the Edit Check process
- **Edit Check Results**
  - Performs Edit Checks in the following order
    - Format check to verify the number of columns for each row in the file
      - ◆ File Schema available in WIPS-ETP Documentation
    - Valid Values check to verify that the content of each element has correct data type or value
      - ◆ 66 Valid Value rules (see WIPS-ETP Edit Checks table)
    - Logical Rules to verify contents of specific elements based on values in other elements
      - ◆ 7 Logical Rules (see WIPS-ETP Edit Checks table)
  - Includes Program Year selection
    - Defaults to current Program Year
    - No selections listed prior to 2018
  - Displays data for
    - File ID
      - ◆ Tracking number assigned by WIPS-ETP
      - ◆ Important for inclusion in emails for assistance to [WIOA.Feedback@dol.gov](mailto:WIOA.Feedback@dol.gov)
    - File Name
    - Format Error
      - ◆ None – Valid ETP file format
      - ◆ Invalid Column # - Incorrect number of columns in at least one row
    - Valid Value Errors
      - ◆ Numbers greater than 0 are hyperlinks to Edit Check Error Summary page

- Logical Rule Errors
  - ◆ Numbers greater than 0 are hyperlinks to Edit Check Error Summary page
- File Import Date
  - ◆ Date and time file was uploaded
- Status
  - ◆ Shows certification status of uploaded ETP file
    - N/A – Uploaded file has edit check errors
    - Not Certified – Hyperlink allows State Uploader to certify the uploaded file
    - Certified – Uploaded file has been approved by State Uploader
  - ◆ Uploaded file was previously Certified, then another uploaded file is now Certified by the same State Uploader for the same Program Year
  - ◆ Only files with a status of Not Certified may be certified

#### ❖ **WIPS-ETP FPO Functions**

##### ➤ **Home**

- Includes instructions for using FPO Dashboard
- Includes access to WIPS-ETP documentation
  - Release Notes
  - Edit Checks
    - ◆ Logical Rules
    - ◆ Valid Values
  - WIPS-ETP File Schema
- Until July 1, 2018, this will be the only page displayed

##### ➤ **ETP FPO Dashboard**

- Includes filters
  - Program Year
    - ◆ Defaults to current Program Year
  - Region
    - ◆ Display results by specific region
  - State
    - ◆ Choices restricted by Region selection

- Status
  - ◆ Not Certified – File passed edit checks but not certified
  - ◆ Certified – Uploaded file has been approved by State Uploader
  - ◆ Certification Overwritten – Uploaded file was previously Certified, then another uploaded file is now Certified by the same State Uploader for the same Program Year
- Displays data for
  - Region
    - ◆ Based on the State Uploaders WIPS-ETP group
  - State
    - ◆ Based on the State Uploaders WIPS-ETP group
  - Program Year
    - ◆ Defaults to current Program Year
  - Status
    - ◆ Definitions included in “Includes Filters” section above
  - User Full Name
    - ◆ Names of State Uploaders that loaded the file
  - File ID
    - ◆ Tracking number assigned by WIPS-ETP
  - Uploaded Date
    - ◆ Date and time files loaded into WIPS-ETP by State Uploaders

## WIPS-ETP Edit Checks

### WIPS-ETP Valid Values

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<b>Element Number</b>	<b>Element Name</b>	<b>Edit Check Description</b>	<b>Date Implemented</b>
100	Reciprocal Agreements with Other States (to be completed by states)	This element must only contain alphabetic characters. This element must contain no more than 112 characters.	6/1/2018
101	Name of Eligible Training Provider	This element may contain letters, numbers and special characters. This element must contain no more than 75 characters. This element must not be blank.	6/1/2018
102	Description of Training Provider	This element may contain letters, numbers and special characters. This element must contain no more than 500 characters. This element must not be blank.	6/1/2018
103	Address of Training Provider	This element may contain letters, numbers and special characters. This element must contain no more than 100 characters. This element must not be blank.	6/1/2018
104	Type of Entity	This element must only contain numeric characters. This element must contain exactly 1 character. This element must contain one of the following values: 1,2,3,4,5,6,7,8. This element must not be blank.	6/1/2018
105	Name of Training Program	This element may contain letters, numbers and special characters. This element must contain no more than 250 characters. This element must not be blank.	6/1/2018
106	Description of Training Program	This element may contain letters, numbers and special characters. This element must contain no more than 500 characters. This element must not be blank.	6/1/2018
107	URL of Training Program	This element may contain letters, numbers and special characters. This element must contain no more than 200 characters.	6/1/2018

<b>Element Number</b>	<b>Element Name</b>	<b>Edit Check Description</b>	<b>Date Implemented</b>
108	Program of study – by potential outcome	This element must only contain numeric characters. This element must contain no more than 10 characters. This element may contain any combination of the following values: 1,2,3,4,5,6,7,8,9,0. Numbers in the series may only appear once. This element must not be blank.	6/1/2018
109	Name of Associated Credential	This element may contain letters, numbers and special characters. This element must contain no more than 200 characters. This element must not be blank.	6/1/2018
110	Program of Study – CIP Code	This element must only contain numeric characters. This element must contain exactly 6 characters. This element must not be blank.	6/1/2018
111	Out-of-Pocket Cost for a Non-WIOA Participant: Tuition and Required Fees	This element must contain no more than 6 numeric characters to the left of the decimal point and 2 numeric characters to the right of the decimal point.	6/1/2018
112	Out-of-Pocket Cost for a Non-WIOA Participant: Books and Supplies	This element must contain no more than 6 numeric characters to the left of the decimal point and 2 numeric characters to the right of the decimal point.	6/1/2018
113	Program Length (Clock/Contact Hours)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element may be provided as 99999. This element must not be blank.	6/1/2018
114	Program Length (Weeks)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element may be provided as 99999. This element must not be blank.	6/1/2018
115	Program Prerequisites	This element must only contain numeric characters. This element must contain exactly 1 character. This element must contain one of the following values: 0,1,2,3,4,5. This element must not be blank.	6/1/2018
116	Program Format	This element must only contain numeric characters. This element must contain exactly 1 character. This element must contain one of the following values: 1,2,3. This element must not be blank.	6/1/2018

<b>Element Number</b>	<b>Element Name</b>	<b>Edit Check Description</b>	<b>Date Implemented</b>
117	O*NET-SOC Code Associated with Program Occupation #1	This element must only contain numeric characters. This element must contain no more than 8 characters. This element must not be blank.	6/1/2018
118	O*NET-SOC Code Associated with Program Occupation #2	This element must only contain numeric characters. This element must contain no more than 8 characters.	6/1/2018
119	O*NET-SOC Code Associated with Program Occupation #3	This element must only contain numeric characters. This element must contain no more than 8 characters.	6/1/2018
120	Total Number of Individuals Served	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
121	Total Number of Individuals Exited	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
122	All Individuals: Program of Study Completed	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
123	All Individuals: Number Employed in the second quarter after exit	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
124	All Individuals: Number Employed in the fourth quarter after exit	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
125	All Individuals: Median Earnings in the 2nd Quarter After Exit	This element must contain no more than 6 numeric characters to the left of the decimal point and 2 numeric characters to the right of the decimal point. This element may be provided as 999999.99. This element must not be blank.	6/1/2018

<b>Element Number</b>	<b>Element Name</b>	<b>Edit Check Description</b>	<b>Date Implemented</b>
126	All Individuals: Credential Attainment (Numerator)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
127	All Individuals: Average Earnings (Q2)	This element must contain no more than 6 numeric characters to the left of the decimal point and 2 numeric characters to the right of the decimal point. This element may be provided as 999999.99. This element must not be blank.	6/1/2018
128	All Individuals: Average Earnings (Q4)	This element must contain no more than 6 numeric characters to the left of the decimal point and 2 numeric characters to the right of the decimal point. This element may be provided as 999999.99. This element must not be blank.	6/1/2018
133	Total Number of WIOA Participants	This element must only contain numeric characters. This element must contain no more than 5 characters.	6/1/2018
134	Total Number of WIOA Exiters	This element must only contain numeric characters. This element must contain no more than 5 characters.	6/1/2018
135	Total Number of WIOA Participants served with an Individual Training Account (ITA)	This element must only contain numeric characters. This element must contain no more than 5 characters.	6/1/2018
136	Total Number of WIOA Exiters served with an ITA	This element must only contain numeric characters. This element must contain no more than 5 characters.	6/1/2018
137	WIOA Participants: Program of Study Completed	This element must only contain numeric characters. This element must contain no more than 5 characters.	6/1/2018
138	Cost Per WIOA Participant Served (Numerator) (to be completed by States)	This element must contain no more than 6 numeric characters to the left of the decimal point and 2 numeric characters to the right of the decimal point.	6/1/2018



<b>Element Number</b>	<b>Element Name</b>	<b>Edit Check Description</b>	<b>Date Implemented</b>
139	WIOA Exiters: Total number employed in the second quarter after Exit (Numerator)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
140	WIOA Exiters: Total number employed in the fourth quarter after Exit (Numerator)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
141	WIOA Exiters: Median Earnings in the second quarter after Exit	This element must contain no more than 6 numeric characters to the left of the decimal point and 2 numeric characters to the right of the decimal point. This element must not be blank.	6/1/2018
142	WIOA Participants: Credential Attainment (Numerator)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
143	<16	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
144	16 - 18	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
145	19 - 24	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
146	25 - 44	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
147	45 - 54	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018

<b>Element Number</b>	<b>Element Name</b>	<b>Edit Check Description</b>	<b>Date Implemented</b>
148	55 - 59	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
149	60+	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
150	Male	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
151	Female	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
152	Asian	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
153	Black or African American	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
154	Hispanic or Latino	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
155	Native Hawaiian or Other Pacific Islander	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
156	American Indian or Alaska Native	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
157	White	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018

<b>Element Number</b>	<b>Element Name</b>	<b>Edit Check Description</b>	<b>Date Implemented</b>
158	More Than One Race	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
159	Displaced Homemakers	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
160	Low-Income Individuals	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
161	Individuals with Disabilities, including youth	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
162	Ex-offenders	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
163	Homeless Individuals or runaway youth	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
164	Youth who are in or have aged out of the foster care system	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
165	English Language Learners, Low Levels of Literacy, Cultural Barriers	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
166	Migrant and Seasonal Farmworker	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
167	Exhausting TANF within 2 years (Part A Title IV of Social Security Act)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018

<b>Element Number</b>	<b>Element Name</b>	<b>Edit Check Description</b>	<b>Date Implemented</b>
168	Single Parents (Including single pregnant women)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018
169	Long-term Unemployed (27 or more consecutive weeks)	This element must only contain numeric characters. This element must contain no more than 5 characters. This element must not be blank.	6/1/2018

## WIPS-ETP Logical Rules

Element Number	Element Name	Rule	Date Implemented
110	Program of Study - CIP Code	A) Program of Study - CIP Code (ETP 110) must match the integer portion of a code from the NCES website ( <a href="https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55">https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55</a> )	6/1/2018
133	Total Number of WIOA Participants	A) IF Total Number of Individuals Served (ETP 120) is $\geq 0$ , THEN Total Number of WIOA Participants (ETP 133) must be $\leq$ Total Number of Individuals Served (ETP 120)	6/1/2018
134	Total Number of WIOA Exiters	A) Total Number of WIOA Exiters (ETP 134) must be $\leq$ Total Number of Individuals Exited (ETP 121)	6/1/2018
135	Total Number of WIOA Participants served with an Individual Training Account (ITA)	A) IF Total Number of WIOA Participants (ETP 133) is $\geq 0$ , THEN Total Number of WIOA Participants served with an Individual Training Account (ITA) (ETP 135) must be $\leq$ Total Number of WIOA Participants (ETP 133)	6/1/2018
136	Total Number of WIOA Exiters served with an ITA	A) IF Total Number of WIOA Exiters (ETP 134) is $\geq 0$ , THEN Total Number of WIOA Exiters served with an ITA (ETP 136) must be $\leq$ Total Number of WIOA Exiters (ETP 134)	6/1/2018
137	WIOA Participants: Program of Study Completed	A) IF Total Number of WIOA Exiters (ETP 134) is $> 0$ , THEN WIOA Participants: Program of Study Completed (ETP 137) must be $\leq$ Total Number of WIOA Exiters (ETP 134)	6/1/2018
138	Cost Per WIOA Participant Served (Numerator) (to be completed by States)	A) IF Total Number of WIOA Participants served with an Individual Training Account (ITA) (ETP 135) is $> 0$ , THEN Cost Per WIOA Participant Served (Numerator) (to be completed by States) (ETP 138) must NOT = 0	6/1/2018