

NIEHS Worker Training Program

Unveiling the NEW

Data Management System

The MDB DMS Development and Support Team



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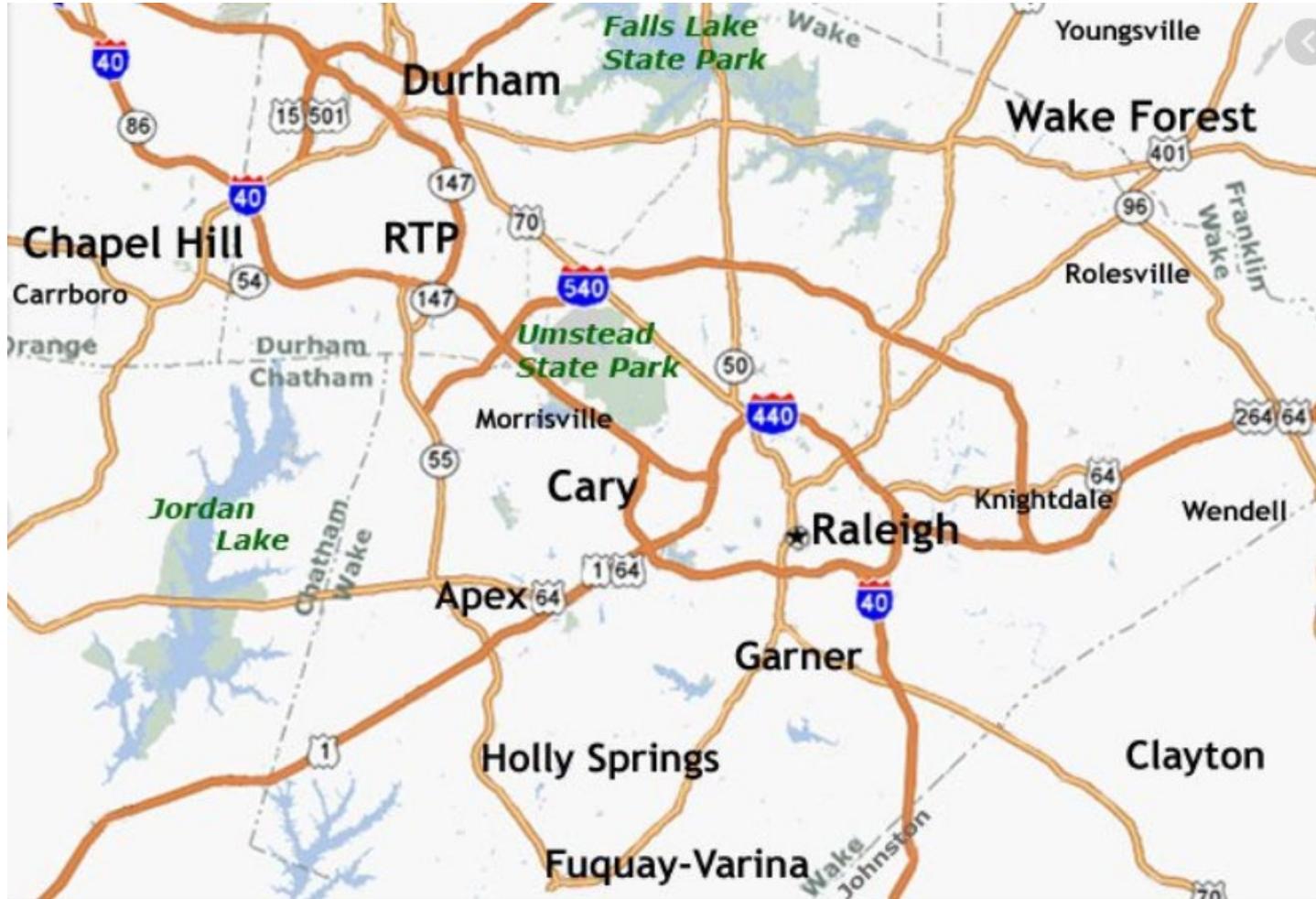


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WTP Data Management System (DMS)

- Navigating through the DMS
- Entering course and student demographic data
 - Entering Course Data Using the Course Entry Form
 - Entering Course Data Using the Excel Upload
 - Entering Student Demographic Data Using the Form
 - Entering Student Demographic Data Using the Excel Upload
- Running reports
 - Running Course Offering Reports
 - Running Student Demographic Data Reports
- Progress Reports
 - Finding and Viewing a Progress Report in the DMS
 - Uploading a Progress Report to the DMS
- Admin Functions
 - Marking data and progress reports complete
- Help and Docs

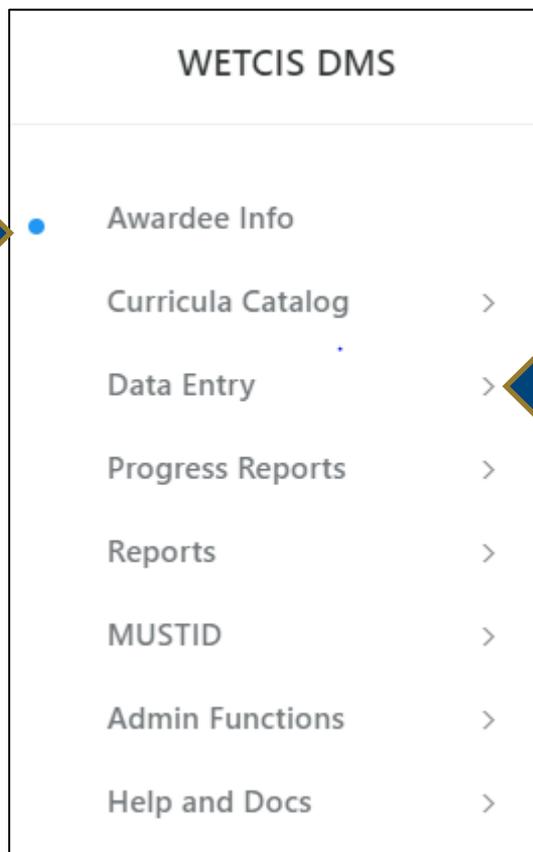
Navigating through the DMS



Navigating Through the DMS

The main menu of the DMS is now along the left side of the screen.

The blue dot lets you know where you are in the system



Clicking on the arrows will show you the functions under each menu item



Navigating Through the DMS

WETCIS DMS	
• Awardee Info	
Curricula Catalog	>
Data Entry	∨
Course and Student Demographic Data Entry (using data entry forms)	
Course Offerings (using Excel Upload)	
Student Demographic Data (using Excel Upload)	
Progress Reports	>
Reports	>
MUSTID	>
Admin Functions	>
Help and Docs	>

Under Curricula Catalog

- Course Listing
- Add New Course
- Add Data Coordinator
- List Data Coordinator

Under Data Entry

- Course and Student Demographic Data Entry using data entry forms
- Course Offering (using Excel Upload)
- Student Demographic Data (using Excel Upload)

Under Progress Reports

- Progress Reports and Appendices
- Upload Progress Report

Under Reports

- Course Offerings
- Student Demographics

Under Progress Reports

- View Progress Report
- Upload Report

Under MUSTID

- Welcome
- Add a New Resource
- View Resource Listing
- Search the Portal

Under Admin Functions (only appears if you have the admin role)

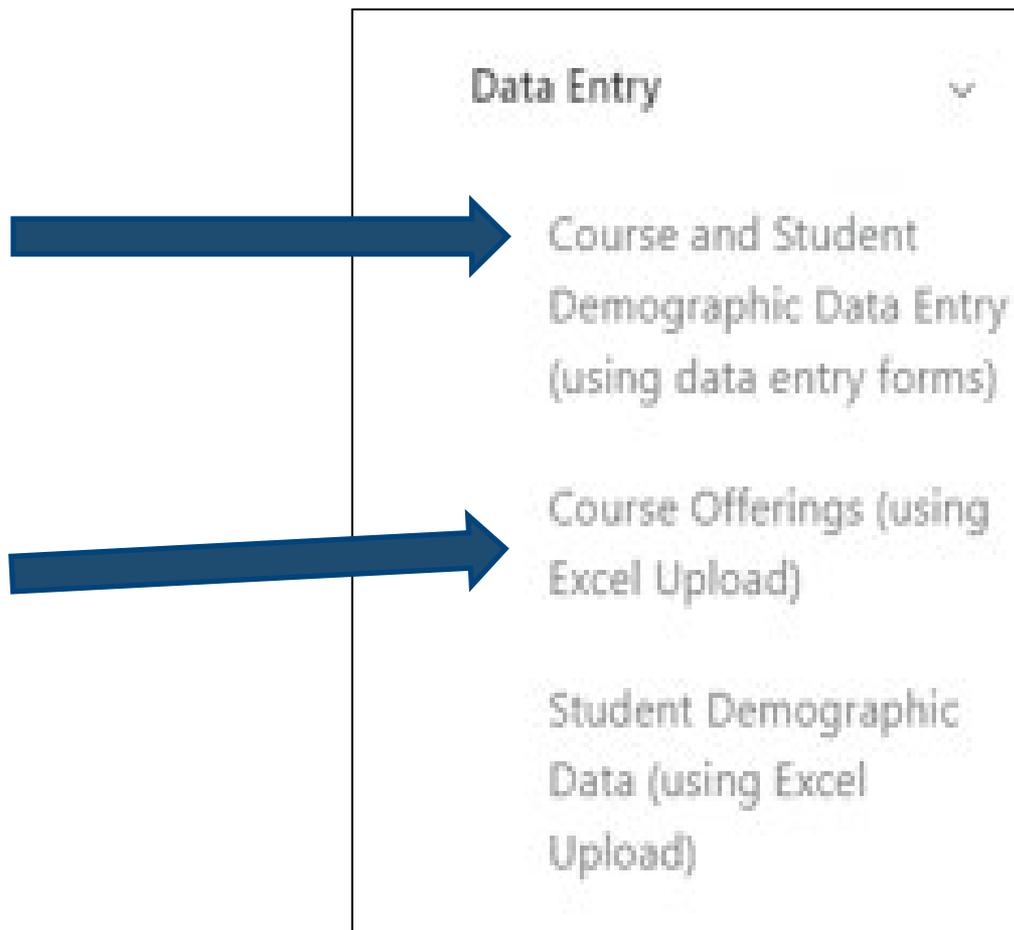
- Mark Data Complete

Under Help and Docs (reference and help documents)

Entering Course Data

Two ways to enter course data:

- Using the Course Data Entry form
- OR
- Using the Course Offering Excel Upload





Entering Course Data using the Course Entry Form

Entering Course Data using the Course Entry Form

Select the program you are entering course data for using the select box.

Data Entry Selection Screen

Use this screen to select the program you wish to enter data for. Once a program is selected, then choose a training year.

All required fields have the word (Required) after the label.

Program(s) (Required)

-- Select Program --

Program(s) (Required)

-- Select Program --

-- Select Program --

DOE Course Data

HWWT Course Data

ECWT Course Data

HDPT Course Data

ECWT Student Demographic Data

Entering Course Data using the Course Entry Form

After you select the program, the training year choices will appear.

Select the training year you are entering data for.

Data Entry Selection Screen

Use this screen to select the program you wish to enter data for. Once a program is selected, then choose a training year.

All required fields have the word (Required) after the label.

Program(s) (Required)

HWWT Course Data

Select training year for course offerings (Required)

- August 1, 2019 - July 31, 2020 (Actual for 2020)
- August 1, 2020 - May 31, 2021 (Actual for 2021)
- August 1, 2020 - May 31, 2021 (Projected for 2021)

Submit

Entering Course Data using the Course Entry Form

The Course Offering Data table at the top of the Course Entry form shows the courses already entered for the program and training year selected.

Add/Edit Course Offerings

Course Offerings Data Table

Number of records: 3

Record ID	Course Status	Course ID	Course Name	Course Date	Course Hours	# of Workers	Worker States	Training Org Name	Training Org Address1	Training Org Address2	Training City	Training State	Zipcode	Total Hours	Program	Training Year	Online Course	Blended Learning	Native American	Supplement	Special Circumstances	Remarks	delete
440340	ACTUAL	101	Basic Superfund Site Worker	07/01/2020	40	20	AL	WTP Test Awardee						800	HWWT	2020	Y	N	Y	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT	test disaster 9/152020	X
440339	PENDING	104	Site Supervisor Basic	07/01/2020	50	60	AS,AZ	WTP Training Org 2						3,000	HWWT	2020	Y	N	N	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT		X
440337	ACTUAL	105	Site Supervisor Refresher	07/01/2020	40	10	AK	WTP Test Awardee						400	HWWT	2020	Y	N	Y	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT		X

Entering Course Data using the Course Entry Form

The Course Entry Form is below the Course Offering Data table.

First part of the course data entry form

Course Offerings Data Entry Form

Program: HWWT
Training Year: August 1, 2019 - July 31, 2020
Status: Actual

All required fields have the word (Required) after the label.

Course (Required)
-- Please Select --

Course date (Required) e.g., 11/4/2018

Course hours (Required) e.g., course length in hours

Number of students (Required) e.g., number of students in course/class

Native American (Yes/No)? (Required)
-- Please Select Yes or No --

Student state(s)? (Optional)
Student state(s) is required for "Online course."
Select one or more state(s)

Online course (Yes/No)? (Required) No

Blended Learning (Yes/No)? (Required) No



Entering Course Data using the Course Entry Form

Second part of the course data entry form

Training organization (Required)
WTP Training Org 1

Training address information is required when entering in-person course data.

Training address 1 (Required)
2525 Meridian Parkway

Training address 2 (Optional)
Suite 50

Training city (Required) Durham **Training state** (Required) North Carolina **Training ZIP code** (Required) 27713

Supplemental funding (Required) CORONAVIRUS (COVID-19 SARS-CoV-2) **Special circumstance** (Required) CORONAVIRUS (COVID-19 SARS-CoV-2)

Remarks (Optional)
This record is being entered as a demonstration for grantees!

Pending record justification (Optional)
Pending record justification required when number of students is less than 5.

Number of records (Required)
1

Submit

Entering Course Data using the Course Entry Form

Course entry form with course data.

NOTE: some fields are required and some are optional.

Course Offerings Data Entry Form

Program: HWWT
Training Year: August 1, 2019 - July 31, 2020
Status: Actual

All required fields have the word (Required) after the label.

Course (Required)
101 - Basic Superfund Site Worker

Course date (Required) 04/02/2020 

Course hours (Required) 40

Number of students (Required) 16

Native American (Yes/No)? (Required) Yes

Student state(s)? (Optional)
Student state(s) is required for "Online course."
Select one or more state(s)

Online course (Yes/No)? (Required) No

Blended Learning (Yes/No)? (Required) No

Entering Course Data using the Course Entry Form

When a new record is added, it will appear at the top of the Course Offering Data table.

Add/Edit Course Offerings

Course Offerings Data Table



Number of records: 4

Record ID	Course Status	Course ID	Course Name	Course Date	Course Hours	# of Workers	Worker States	Training Org Name	Training Org Address1	Training Org Address2	Training City	Training State	Zipcode	Total Hours	Program	Training Year	Online Course	Blended Learning	Native American	Supplement	Special Circumstances	Remarks	delete
440414	ACTUAL	101	Basic Superfund Site Worker	04/02/2020	40	16	NONE ENTERED	WTP Training Org 1	2525 Meridian Parkway	Suite 50	Durham	NC	27713	640	HWWT	2020	N	N	Y	CORONAVIRUS (COVID-19 SARS-CoV-2)	CORONAVIRUS (COVID-19 SARS-CoV-2)	This record is being entered as a demonstration for grantees!	✗
440340	ACTUAL	101	Basic Superfund Site Worker	07/01/2020	40	20	AL	WTP Test Awardee						800	HWWT	2020	Y	N	Y	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT	test disaster 9/152020	✗
440339	PENDING	104	Site Supervisor Basic	07/01/2020	50	60	AS,AZ	WTP Training Org 2						3,000	HWWT	2020	Y	N	N	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT		✗
440337	ACTUAL	105	Site Supervisor Refresher	07/01/2020	40	10	AK	WTP Test Awardee						400	HWWT	2020	Y	N	Y	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT		✗

Entering Course Data using the Course Entry Form

Data entry field reminders:

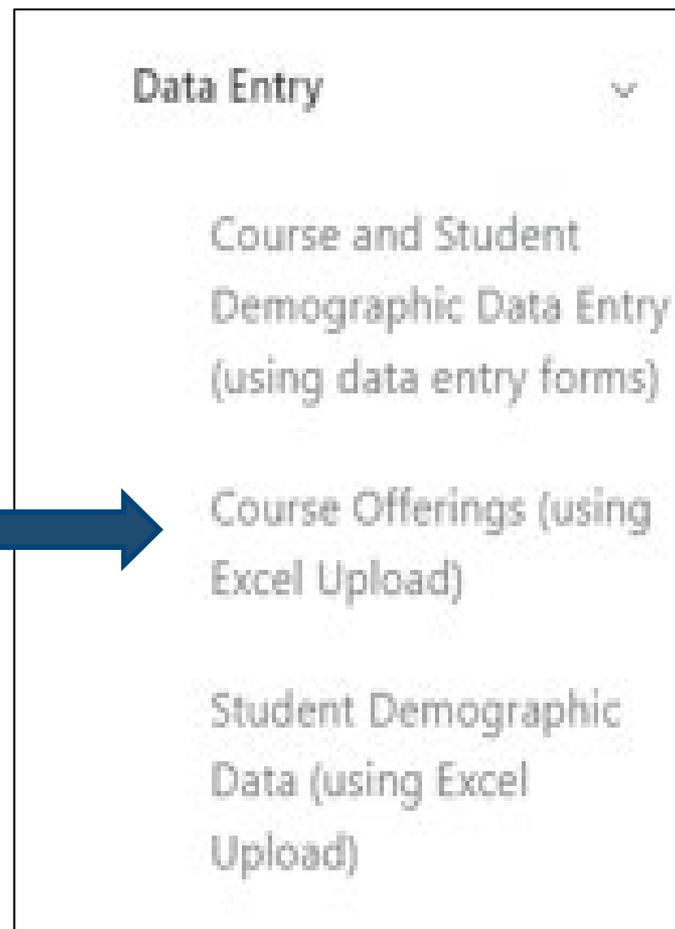
- **Course date:** required for Actual data and optional for projected data.
- **Student states:** Recommended for all courses but required for online courses.
- **Online course and Blended Learning:** If one is Yes, the other one must be No.
- **Training Organization address, city, state, and zip code:** required for Actual data and optional for projected data.
- **Supplemental Funding:** If you select a supplemental funding source, you **MUST** select a special circumstance other than None.
- **Remarks:** This section is for grantee use only and is not used by WTP staff.
- **Pending record justification:** use this section to let WTP staff the justification for courses that will be set to pending (all lead and asbestos courses, in-person courses with less than 4 or more than 25 students).



Entering Course Data using the Excel Upload

Entering Course Data using the Excel Upload

On the left navigation menu, click on the arrow to expand the Data Entry section, then select Course Offerings (using Excel Upload)



Entering Course Data using the Excel Upload

The Upload File Form will be displayed with the EXCEL templates at the bottom.

You **MUST** use the provided templates to upload data.

All required fields have the word (Required) after the label.

Upload your file using the FORM below:

This form allows you to use specifically-formatted Excel templates to validate and/or upload sets of Course Offerings data. Each template is customized for a specific program and training year.

To check the format and content of your Excel file prior to upload, fill out the form, browse to select the file to check, and click on the "Validate XLS file only" Button. The data in your Excel file will be checked and any errors will be highlighted. The data will NOT be saved to the database, so you will still need to upload your data.

To upload your Excel file to the DMS, fill out the form, browse to select the file to check, and select the "Upload XLS file and save data" Button. The data in the form will be checked and if any errors are found your EXCEL file will be displayed with the errors highlighted. If no errors are found, the course data in your EXCEL file will be saved to the database.

NOTE: You must use the EXCEL template that corresponds to the program and training year for which you are entering data.

Online course (Yes/No)? (Required)
No

Program (Required)
-- Please Select Program--

Training year (Required)
-- Please Select Training Year --

Select Excel file to upload (Required)
Choose File No file chosen

Validate XLS file only
Use this Button to upload your Excel file to have the system test that it is valid. NO data will be saved. This feature is optional, and it allows you to test your Excel file to ensure that it is valid before you have entered tons of data.

Validate XLS file only

Upload XLS file and save data

Excel template files:

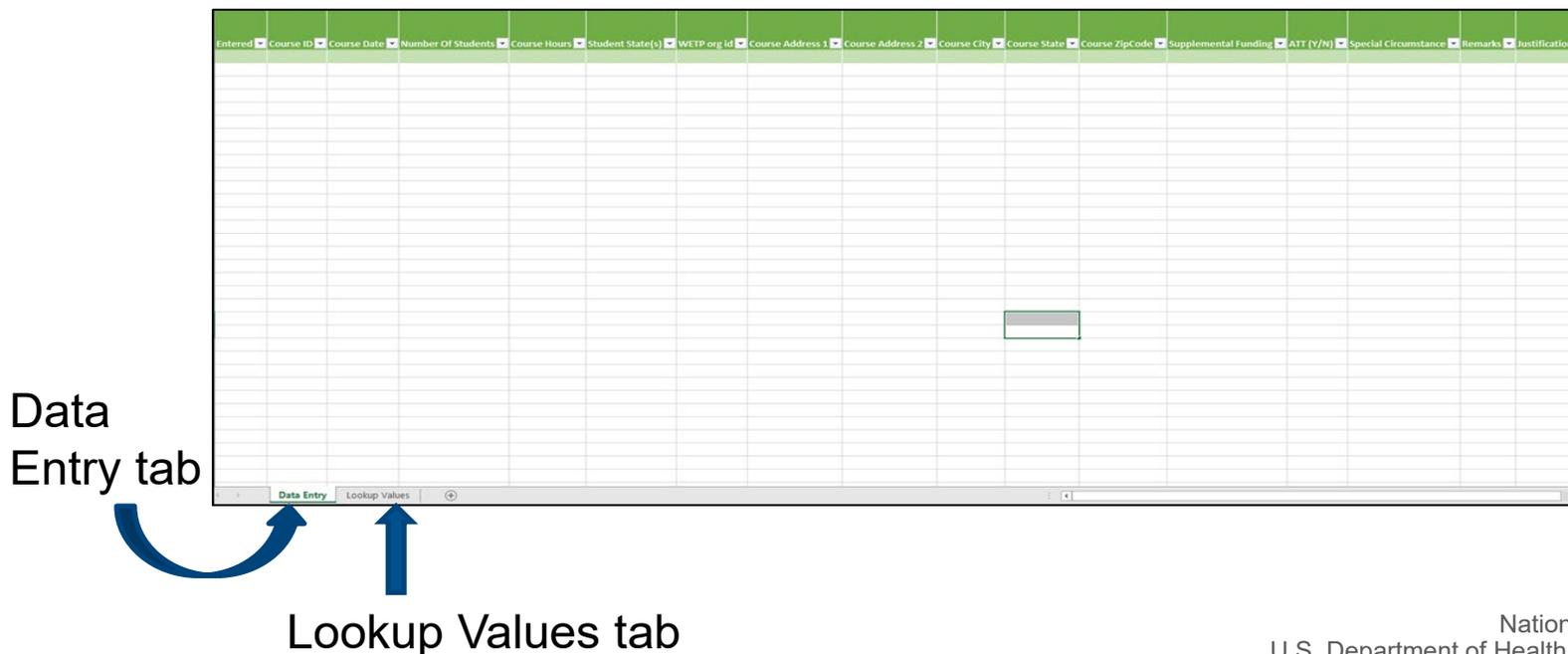
Note: You must use the EXCEL template the corresponds to the program and training year for which you are entering data.

- DOE template
- ECWT template
- HDPT template
- HWWT template

Spreadsheet templates to record and upload data (one per program)

Entering Course Data using the Excel Upload

1. Open the spreadsheet for the program you wish to record and enter data for. Each spreadsheet will contain 2 tabs.
 - The first tab, Data Entry, is where you enter your data.
 - The second tab, Lookup Values, contains database code lookup values.



Entering Course Data using the Excel Upload

Enter your course data into the spreadsheet by:

- Typing your data directly into each cell
- Cutting and pasting your data from another spreadsheet
- Copying existing rows in the spreadsheet

Please note: You will need to enter database codes for the following fields:

- Course ID (numeric)
- Student States (text)
- WETP org id (numeric)
- Course State (text)
- Supplemental Funding (text)
- Special Circumstances (text)
- Doesite num (numeric)

These database codes can be found under the Lookup Values tab of the spreadsheet template.



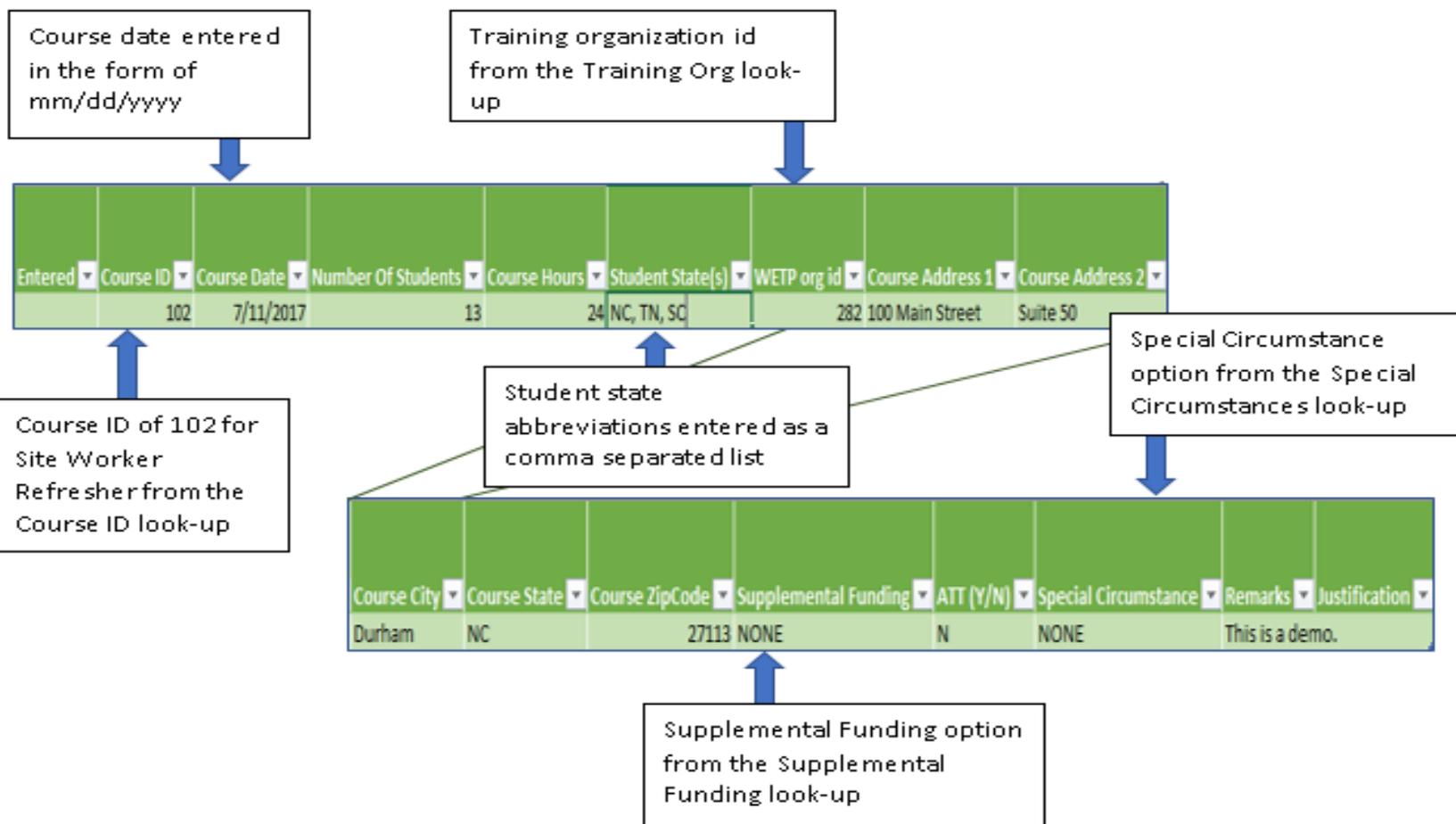
Entering Course Data using the Excel Upload

Customize the tables under the Lookup Values tab to remove any information that does not pertain to your organization: other grantees' training providers, courses you do not offer, etc.

A	B	C	D	E	F	G	H	I
States	Course Name	Course ID	Training Provider	WETP org ID	Supplemental Funding (2018)			
AK	Airborne Transmission Standard	1213	Arizona State University	38	CARRYOVER			
AL	Anthrax Remediation	119	UC Berkeley LOHP	96	NONE			
Am. Samoa	Anthrax/Microbial Train-the-Trainer	118	UCLA LOSH	97				
AR	Awareness of Radiation Haz. for Emerg. Resp.	311	University of California Davis Extension	110	Special Circumstances (2018)			
AZ	Basic Superfund Site Worker	101	UNIVERSITY OF CALIFORNIA LOS ANGELES	2	HURRICANE HARVEY			
CA	Blood Borne Pathogen Awareness Course	1202	UW	241	HURRICANE IRMA			
Canada	Blood Borne Pathogen Train-the-Trainer	1201	WRUC	428	HURRICANE MATTHEW			
CO	CAMEO	312	INTERNATIONAL ASSOCIATION FIRE FIGHTERS	17	NONE			
CT	Community-Level Infectious Disease Awareness	1207	Hunter College - School of Health Sciences	59	WILDFIRES			
DC	Emerg. Medical Basic/Advanced	308	New York Committee for Occupational Safety & H	81				
DE	Emerg. Resp. Awareness	304	NJ State Police	78				
DNA	Emerg. Resp. Basic Oper.	302	NY Carpenters Labor Technical College	79	Supplemental Funding (2019)			
FL	Emerg. Resp. HazMat Spec.	307	NYC Environmental Justice Alliance	80	CARRYOVER			
GA	Emerg. Resp. Incident Command	306	Rutgers	668	NONE			
Guam	Emerg. Resp. Refresher	301	UNIV OF MED/DENT NJ-R W JOHNSON MED SCH	4				
HI	Emerg. Resp. Train-the-Trainer	305	Universidad Metropolitana	109	Special Circumstances (2019)			
IA	Emerg. Resp. for Specific Hazards	309	University of Buffalo	111	HURRICANE HARVEY			
ID	Emerg. Resp./HazMat Tech.	303	World Cares Center	669	HURRICANE IRMA			
IL	Evacuation Train-the-Trainer	314	INTERNATIONAL UNION OPERATING ENGINEERS	15	HURRICANE MATTHEW			
IN	Exposure Monitoring	933	OIL/CHEM & ATOMIC WORKERS INT'L AFL-CIO	9	NONE			
KS	HazMat Training for Infectious Diseases	114	UNITED STEELWORKERS OF AMERICA	25	WILDFIRES			

Entering Course Data using the Excel Upload

An example of a record in the spreadsheet is shown below:



Entering Course Data using the Excel Upload

An example of a spreadsheet containing multiple rows of course data is shown below:

Course ID	Course Date	Number Of Students	Course Hours	Student State(s)	WETP org id	Course Address 1	Course Address 2	Course City	Course State	Course ZipCode	Supplemental Funding	Blended Learning (Y/N)	Native American (Y/N)	Special Circumstance	Remarks	Justification
101	9/12/2020	32	40	NC,DC,MN	288	101 Main street	Apt. 12	Liberty	NY	11121	NONE	Y	N	NONE		Two instructors
102	8/13/2020	5	8		288	102 Main street	Apt. 13	Liberty	NY	11121	NONE	N	N	CORONAVIRUS (COVID-19 SARS-CoV-2)		
103	8/13/2020	20	40		288	103 Main street	Apt. 14	Liberty	NY	11121	NONE	Y	N	NONE		
201	9/15/2020	32	14		288	104 Main street	Apt. 15	Liberty	NY	11121	NONE	N	N	NONE		Two instructors
205	9/1/2020	16	20		288	105 Main street	Apt. 16	Liberty	NY	11121	NONE	Y	N	CORONAVIRUS (COVID-19 SARS-CoV-2)		

Entering Course Data using the Excel Upload

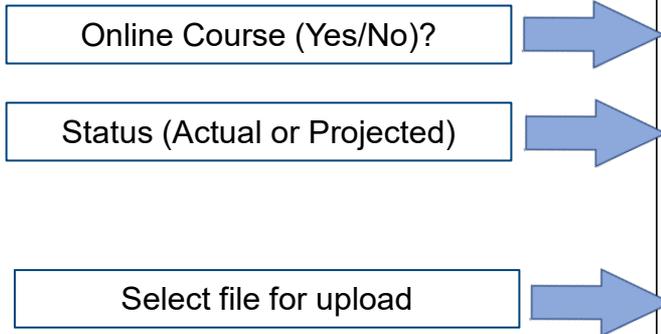
Helpful hints:

You can use spreadsheet as a running form for collecting and uploading course data into the DMS for an entire training year by filling the *Entered* column with a 'Y' when a course has been uploaded. Any course records that have a 'Y' in the *Entered* column **will not be** uploaded.

You can also enter additional columns or rearrange the columns as long as you **do not** delete or change the names of any of the columns in the original spreadsheet. Any additional columns that you add will be for your use only and will not be uploaded and stored in the DMS.

Entering Course Data using the Excel Upload

On the Upload File Form fill out the non-populated fields and select the file to upload.



[Main Menu](#) [Curricula Catalog](#) [Progress Reports](#) [ECWT Sppl Materials](#) [Report Menu](#)

All required fields have the word (Required) after the label.

Upload your file using the FORM below:

This form allows you to use specifically-formatted Excel templates to validate and/or upload sets of Course Offerings data. Each template is customized for a specific program and training year.

To check the format and content of your Excel file prior to upload, fill out the form, browse to select the file to check, and click on the "Validate XLS file only" Button. The data in your Excel file will be checked and any errors will be highlighted. The data will NOT be saved to the database, so you will still need to upload your data.

To upload your Excel file to the DMS, fill out the form, browse to select the file to check, and select the "Upload XLS file and save data" Button. The data in the form will be checked and if any errors are found your EXCEL file will be displayed with the errors highlighted. If no errors are found, the course data in your EXCEL file will be saved to the database.

NOTE: You must use the EXCEL template that corresponds to the program and training year for which you are entering data.

Online course (Yes/No)? (Required)
No

Training year (Required)
2017

Status (Required)
-- Please Select Status--

Consort (Required)
This SELECT list is ONLY available/visible to Clearinghouse admins and Developers.
WETP Test (999)

Program (Required)
HWWT

Select Excel file to upload (Required)
 No file selected.

Validate XLS file only
Use this Button to upload your Excel file to have the system test that it is valid. NO data will be saved. This feature is optional, and it allows you to test your Excel file to ensure that it is valid before you have entered tons of data.

Excel template files:

Note: You must use the EXCEL template the corresponds to the program and training year for which you are entering data.

- [DOE template](#)
- [ECWT template](#)
- [HDPT template](#)
- [HWWT template](#)
- [IDRT template](#)

Entering Course Data using the Excel Upload

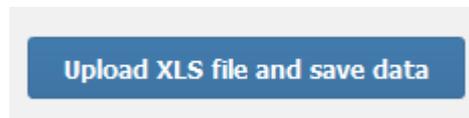
1. On the Excel Upload form, browse to select the file you want to upload.



Select Excel file to upload (Required)

Browse... HWWT_Program_spreadsheet_for_webinar.xlsx

2. Click on the *Upload XLS file and save data* button at the bottom of the form.



Upload XLS file and save data

3. The system will validate your data before it is stored in the DMS.

Entering Course Data using the Excel Upload

Any errors found during validation will be displayed two ways:

1. In an error message at the top of the form AND
2. By highlighting the cell(s) in the displayed form to show the issues that need to be corrected.

 Please correct the following 6 errors:

- Justification is required when the number of students is less than 5 or greater than 25 for row 4.
- Course number 101, Basic Superfund Site Worker, must be a minimum of 40 hours for row 1.
- Please enter only valid Course State abbreviation from the "Lookup Values" worksheet. (row 2)
- Please provide a Training City in row 2
- Please provide a Training Address 1 in row 2
- Please provide a ZIP Code in row 2

COURSE ID	COURSE DATE	NUMBER OF STUDENTS	COURSE HOURS	STUDENT STATE(S)	WTP ORG ID	COURSE ADDRESS 1	COURSE ADDRESS 2	COURSE CITY	COURSE STATE	COURSE ZIPCODE	SUPPLEMENTAL FUNDING	BLENDED LEARNING (Y/N)	NATIVE AMERICAN (Y/N)	SPECIAL CIRCUMSTANCE	REMARKS	JUSTIFICATION
101	9/12/19	12	16	NC,DC,MN	288	101 Main street	Apt. 12	Liberty	NY	11121	NONE	Y	N	NONE	this is a test	
102	2/20/20	5	8		288						CORONAVIRUS (COVID-19 SARS-CoV-2)	N	N	NONE	this is a test	
103	9/14/19	20	1		288	103 Main street	Apt. 14	Liberty	NY	11121	NONE	Y	N	NONE	this is a test	
201	7/31/20	32	4		288	104 Main street	Apt. 15	Liberty	NY	11121	NONE	N	N	NONE	this is a test	
205	11/25/19	16	20		288	105 Main street	Apt. 16	Liberty	NY	11121	NONE	Y	N	CORONAVIRUS (COVID-19 SARS-CoV-2)	this is a test	

Entering Course Data using the Excel Upload

4. If errors were found during validation, correct the errors on your original Excel template and upload your template again.
5. When no more errors are found, the successful upload message will be displayed

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[Progress Reports](#)
[ECWT Sppl Materials](#)
[Report Menu](#)

Your Excel file has been successfully imported into the DMS. 

For your reference, your Excel file was: [HWWT_Demo_Upload_Spreadsheet.xlsx](#)

The following records were imported in the database.

ID	Status	Course ID	Course Date	Course Hours	# of Workers	WTP Org ID	Address 1	Address 2	City	State	ZIP	Student State(s)
349352	ACTUAL	102	07-11-2017	24	13	93	100 Main Street		Durham	NC	27713	NC,TN,SC

Go back to the [upload form](#)

Entering Course Data using the Excel Upload

- Each program spreadsheet can be used as a running spreadsheet for an entire training year, as demonstrated below.
- Upload a set of records to the DMS.
 - After successful upload, go back to the spreadsheet and enter a 'Y' in the *Entered* column for each record that was uploaded.
 - Any course record that has a 'Y' in the *Entered* column **WILL NOT** be uploaded to the DMS.

Entered	Course ID	Course Date	Number Of Students	Course Hours	Student State(s)	WETP org id	Course Address 1	Course Address 2	Course City	Course State	Course ZipCode
Y	101	12/1/2016	12	2		93	123 Any St	Suite 550	Chicago	IL	27713
Y	109	2/5/2016	31	6	SC,NC	93	456 Your st		Raleigh	NC	20036
Y	309	7/4/2016	6	8	GA	93	111 Main St		Washington	DC	20036
Y	211	2/17/2017	1	1	MN	93	1234 Their St		Columbia	SC	27278-6742
Y	212	8/15/2016	11	8.7	FL	93	123 Any St		9 Charleston	SC	20036-1234
Y	314	7/15/2016	10	40	LA	93	111 Main St		Macon	GA	20036
Y	322	2/5/2017	1	45	SC,NC	93	456 Your st		4 Baltimore	MD	12345
Y	323	6/1/2016	2	8	ND	93	123 Any St		4 Panama City	FL	27713
Y	325	6/1/2016	3	6	SC,NC	93	123 Any Street	Suite 50	Durham	NC	27713
Y	101	12/1/2016	12	2	NC,DC,MA	93	123 Any St		9 Durham	SC	27713

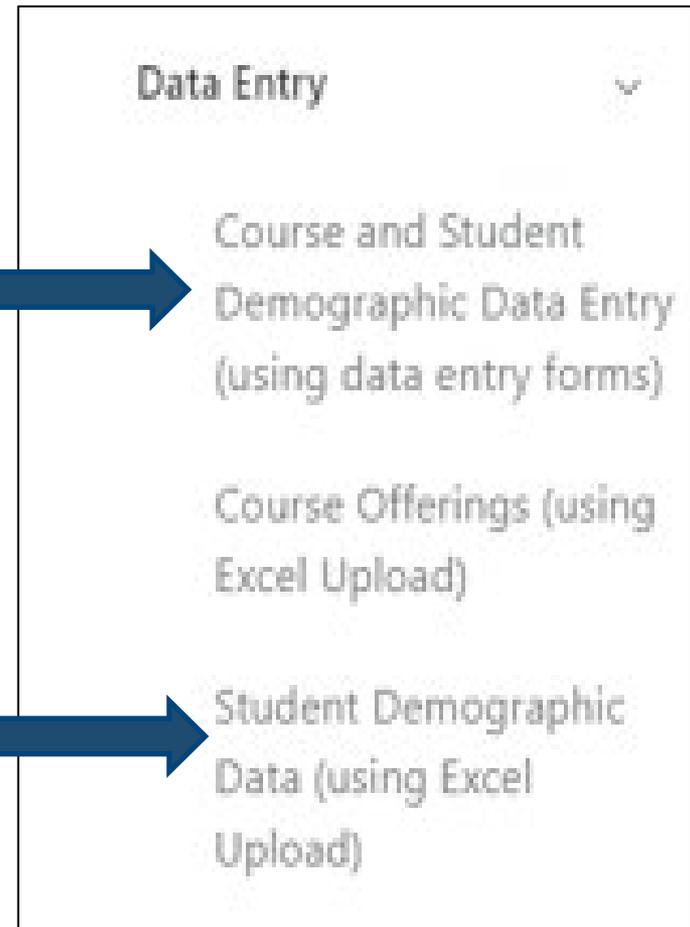


Entering Student Demographic Data

Entering Student Demographic Data

Two ways to enter student demographic data:

- Using the Student Demographic Data Entry form
- OR
- Using the Student Demographic Data Excel Upload





Entering Student Demographic Data Using the Form

Entering Student Demographic Data Using the Form

Select ECWT Student Demographic Data using the select box.

Data Entry Selection Screen

Use this screen to select the program you wish to enter data for. Once a program is selected, then choose a training year.

All required fields have the word (Required) after the label.

Program(s) (Required)

-- Select Program --

Program(s) (Required)

ECWT Student Demographic Data

-- Select Program --

DOE Course Data

HWWT Course Data

ECWT Course Data

HDPT Course Data

ECWT Student Demographic Data

August 1, 2020 - May 31, 2021 (Actual for 2021)

Entering Student Demographic Data Using the Form

☰ **NIH** National Institute of Environmental Health Sciences
Your Environment. Your Health.

Data Entry Selection Screen

Use this screen to select the program you wish to enter data for.
Once a program is selected, then choose a training year.

All required fields have the word (Required) after the label.

Program(s) (Required)
ECWT Student Demographic Data

Select ECWT training year for student demographic data (Required)

August 1, 2019 - July 31, 2020 (Actual for 2020)

August 1, 2020 - May 31, 2021 (Actual for 2021)

Submit

Select the training year

Entering Student Demographic Data Using the Form

The Student Demographic Data table at the top of the Student Demographic Data form shows the students already entered for the training year selected.

Student Demographic Data Table

Number of records: 1

Record ID	Consort	Consort Name	Training Year	Student #	Age	Race	Gender	Education	Currently Employed?	Superfund Site?	Site Name	Type of Work	Other Work type	Prior Employment	Supplement	Finished Program?	Delete
15410	999	WTP Test Awardee	2020	213	12	Black	M	HS DIPLOMA	N	N		None		UN	CARRYOVER	Y	X



Entering Student Demographic Data Using the Form

The Student Demographic Data Entry Form is below the Student Demographic Data table.

Student Demographic Data Form

Program: ECWT

Training Year: August 1, 2019 - July 31, 2020

All required fields have the word (Required) after the label.

Student ID (Optional)

e.g., A unique Student ID (integer) for a given training year

Student Age (Required)

e.g., Age between 1 and 99

Gender (Required)

-- Please Select --

Currently Employed? (Required)

-- Please Select --

Employed at Superfund Site? (Required)

-- Please Select --

Type of Work (Required)

-- Please Select --

Supplemental Funding (Required)

-- Please Select --

Additional Student Information (Optional)

Please enter up to 200 characters of additional information that describes the work the individual is doing including employer, wage rate, skill set, etc.

Completed Program? (Required)

-- Please Select --

Race (Required)

-- Please Select --

Level of Education (Required)

-- Please Select --

Prior Employment Status (Required)

-- Please Select --

Name of Site Where Employed (Optional)

e.g., Site name where student is employed

Additional type of work information (Required if "Other" for Type of Work)

e.g., Additional description of type of work, required if Other

Submit

Entering Student Demographic Data Using the Form

Student Demographic Data form with student data.

NOTE: some fields are required and some are optional.

Student Demographic Data Form

Program: ECWT

Training Year: August 1, 2019 - July 31, 2020

All required fields have the word (Required) after the label.

<p>Student ID (Optional)</p> <input type="text" value="20201"/>	<p>Completed Program? (Required)</p> <input type="text" value="Yes"/>
<p>Student Age (Required)</p> <input type="text" value="32"/>	<p>Race (Required)</p> <input type="text" value="Hispanic"/>
<p>Gender (Required)</p> <input type="text" value="Female"/>	<p>Level of Education (Required)</p> <input type="text" value="HS DIPLOMA"/>
<p>Currently Employed? (Required)</p> <input type="text" value="Yes"/>	<p>Prior Employment Status (Required)</p> <input type="text" value="Unemployed"/>
<p>Employed at Superfund Site? (Required)</p> <input type="text" value="Yes"/>	<p>Name of Site Where Employed (Optional)</p> <input type="text" value="Grand Junction"/>
<p>Type of Work (Required)</p> <input type="text" value="Laborer"/>	<p>Additional type of work information (Required if "Other" for Type of Work)</p> <input type="text" value="e.g., Additional description of type of work, required if Other"/>
<p>Supplemental Funding (Required)</p> <input type="text" value="NONE"/>	

Additional Student Information (Optional)
Please enter up to 200 characters of additional information that describes the work the individual is doing including employer, wage rate, skill set, etc.

Submit

Entering Student Demographic Data Using the Form

Student Demographic Data form reminders:

- **Student ID:** optional – this field allows grantees to associate records with the number they have assigned to each student.
- **Employed at Superfund Site:** If Yes, then the Name of the Superfund Site must be entered in the *Name of Site where Employed* field.
- **Type of Work:** If “Other”, the type of work must be entered into the *Additional type of work information* field.
- **Additional Student Information:** optional - If known, please include wage, employer, skill sets, etc.

Entering Student Demographic Data Using the Form

When a new student record is added, it will appear at the top of the Student Demographic Data table.

Add/Edit Student Demographic Data

Student Demographic Data Table

Number of records: 2



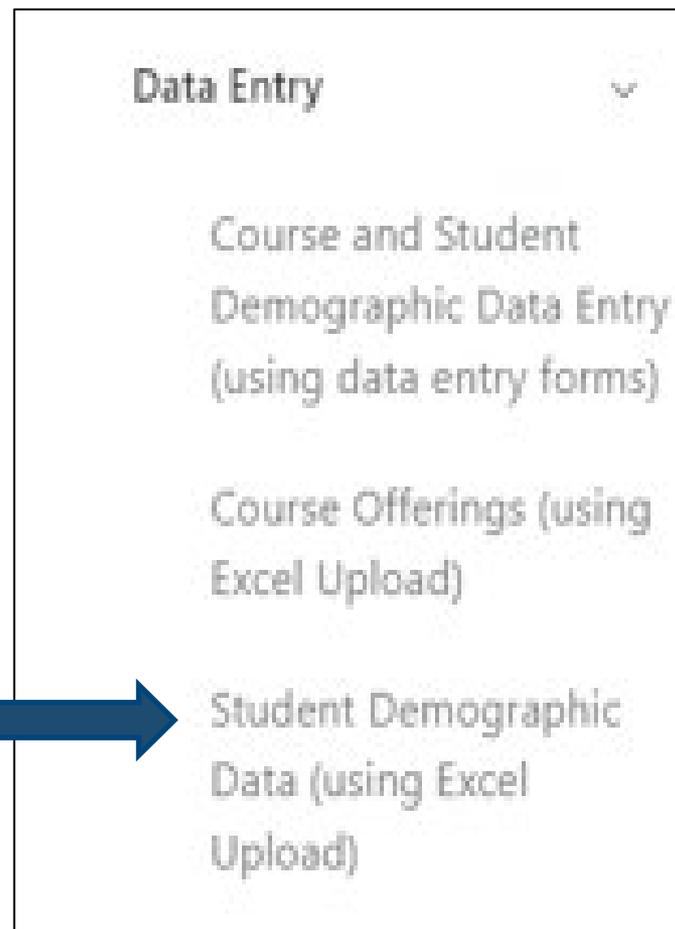
Record ID	Consort	Consort Name	Training Year	Student #	Age	Race	Gender	Education	Currently Employed?	Superfund Site?	Site Name	Type of Work	Other Work type	Prior Employment	Supplement	Finished Program?	Delete
15497	999	WTP Test Awardee	2020	20201	32	Hispanic	F	H5 DIPLOMA	Y	Y	Grand Junction	Laborer		UN	NONE	Y	X
15410	999	WTP Test Awardee	2020	213	12	Black	M	H5 DIPLOMA	N	N		None		UN	CARRYOVER	Y	X



Entering Student Demographic Data Using the Excel Upload

Entering Student Demographic Data Using the Excel Upload

On the left navigation menu, click on the arrow to expand the Data Entry section, then select Student Demographic Data (using Excel Upload)



Entering Student Demographic Data Using the Excel Upload

The Upload File Form will be displayed with the EXCEL template at the bottom.

You MUST use the provided template to upload data.

Student Demographic Data Excel Upload

All required fields have the word (Required) after the label.

Student Demographic Data Excel upload form:

This form allows you to use specifically-formatted Excel templates to validate and/or upload sets of Student Demographic Data. Each template is customized for a specific program and training year.

To check the format and content of your Excel file prior to upload, fill out the form, browse to select the file to check, and click on the "Validate XLS file only" Button. The data in your Excel file will be checked and any errors will be highlighted. The data will NOT be saved to the database, so you will still need to upload your data.

To upload your Excel file to the DMS, fill out the form, browse to select the file to check, and select the "Upload XLS file and save data" Button. The data in the form will be checked and if any errors are found your EXCEL file will be displayed with the errors highlighted. If no errors are found, the course data in your EXCEL file will be saved to the database.

Training year (Required)

August 1, 2020 - May 31, 2021 (Actual for 2021)

Select Excel file to upload (Required)

Choose File No file chosen

Validate XLS file only

Use this Button to upload your Excel file to have the system test that it is valid. NO data will be saved. This feature is optional, and it allows you to test your Excel file to ensure that it is valid before you have entered tons of data.

Validate XLS file only

Upload XLS file and save data

Excel template file:

Note: You must use this EXCEL template for entering your Student Demographic Data.

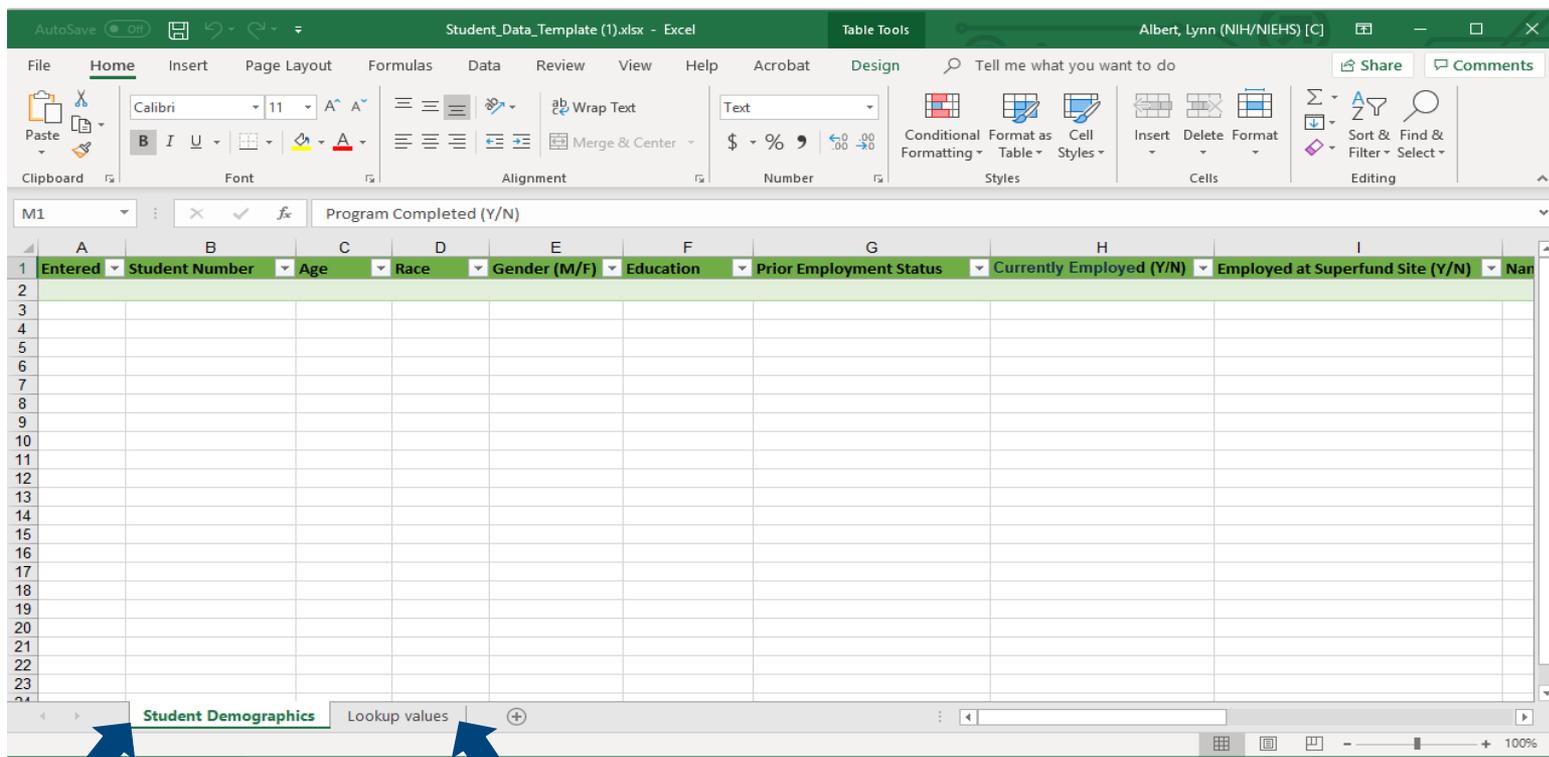
[Blank template](#)

[Example template with sample data](#)

Entering Student Demographic Data Using the Excel Upload

Each spreadsheet will contain 2 tabs:

- The first tab, Student Demographics, is where you enter your data.
- The second tab, Lookup Values, contains database code lookup values.



Student
Demographic tab

Lookup values tab



Entering Student Demographic Data Using the Excel Upload

An example of a spreadsheet containing multiple rows of student data is shown below (not all columns are shown).

Entered	Student Number	Age	Race	Gender (M/F)	Education	Prior Employment Status	Currently Employed (Y/N)	Employed at Superfund Site (Y/N)
Y		1	27 Hispanic	F	HS DIPLOMA	Unemployed	Y	N
		2	33 Hispanic	F	HS DIPLOMA	Unemployed	Y	N
Y	999901	19	Hispanic	M	GED	Unemployed	Y	N
	999902	35	Hispanic	M	HS DIPLOMA	Underemployed	Y	N
	999903	26	Black	M	HS DIPLOMA	Underemployed	Y	N
	999904	23	Other	M	HS DIPLOMA	Unemployed	Y	N
	999905	19	Hispanic	M	HS DIPLOMA	Unemployed	Y	N
	999906	22	Black	F	HS DIPLOMA	Underemployed	Y	N
Y	999907	21	Hispanic	M	GED	Unemployed	N	N
Y	999908	26	Hispanic	M	GED	Unemployed	Y	N
	999909	21	Black	M	GED	Underemployed	Y	N
	999910	23	Black	F	GED	Underemployed	Y	N
	999911	27	Hispanic	F	HS DIPLOMA	Underemployed	Y	N
	999912	31	Other	M	HS DIPLOMA	Underemployed	Y	N
	999913	19	Black	M	GED	Unemployed	Y	N
	999914	28	Hispanic	F	GED	Unemployed	N	N
	999915	26	Hispanic	M	GED	Unemployed	Y	N
	999916	18	Hispanic	M	HS DIPLOMA	Unemployed	Y	N
	999917	25	Other	F	HS DIPLOMA	Underemployed	Y	N

Entering Student Demographic Data Using the Excel Upload

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Student Demographic Data Excel Upload

All required fields have the word (Required) after the label.

Student Demographic Data Excel upload form:

This form allows you to use specifically-formatted Excel templates to validate and/or upload sets of Student Demographic Data. Each template is customized for a specific program and training year.

To check the format and content of your Excel file prior to upload, fill out the form, browse to select the file to check, and click on the "Validate XLS file only" Button. The data in your Excel file will be checked and any errors will be highlighted. The data will NOT be saved to the database, so you will still need to upload your data.

To upload your Excel file to the DMS, fill out the form, browse to select the file to check, and select the "Upload XLS file and save data" Button. The data in the form will be checked and if any errors are found your EXCEL file will be displayed with the errors highlighted. If no errors are found, the course data in your EXCEL file will be saved to the database.

Training year (Required)
August 1, 2020 - May 31, 2021 (Actual for 2021)

Select Excel file to upload (Required)
 No file chosen

Validate XLS file only
Use this Button to upload your Excel file to have the system test that it is valid. NO data will be saved. This feature is optional, and it allows you to test your Excel file to ensure that it is valid before you have entered tons of data.

Select Training Year



Select File to Upload



Click Upload XLS file and save data



The system will validate your data before it is stored in the DMS.

Entering Student Demographic Data Using the Excel Upload

Any errors found during validation will be displayed two ways:

1. In an error message at the top of the form AND
2. By highlighting the cell(s) in the displayed form to show the issues that need to be corrected.



Please correct the following 1 errors:

- When "Other" is entered for "Current Type of Work", you must enter "Additional type of work information" for row 1.

Student Number	Age	Race	Gender (M/F)	Education	Prior Employment Status	Currently Employed (Y/N)	Employed at Superfund Site (Y/N)	Name of Site Where Employed	Current Type of Work	Additional Type of Work Information	Program Completed (Y/N)	Supplement	Additional Student Info
2	33	Hispanic	F	HS DIPLOMA	Unemployed	Y	N		Other		N	NONE	
999902	35	Hispanic	M	HS DIPLOMA	Underemployed	Y	N		Carpentry		Y	NONE	
999903	26	Black	M	HS DIPLOMA	Underemployed	Y	N		Carpentry		Y	NONE	
999904	23	Other	M	HS DIPLOMA	Unemployed	Y	N		Carpentry		Y	NONE	

Entering Student Demographic Data Using the Excel Upload

If errors were found during validation, correct the errors on your original Excel template and upload your template again.

When no more errors are found, the successful upload message will be displayed

[Go back to the upload form](#)

Your Excel file has been successfully imported into the DMS. 

For your reference, your Excel file was: [Student_Data_Template_with_data_for_ppt.xlsx](#)

The following records were imported in the database.

[Go back to the upload form](#)

Training Year: 2020

Program: ECWT

Total number of records: 4

ID	Student ID	Age	Race	Gender	Education	Prior Employment Status	Currently Employed?	Superfund Site	Site Name	Current Type of Work	Additional type of work information	Program Completed	Supplement	Additional Student Info
15498	2	33	Hispanic	F	HS DIPLOMA	Unemployed	Y	N		Other	Education	N	NONE	
15499	999902	35	Hispanic	M	HS DIPLOMA	Underemployed	Y	N		Carpentry		Y	NONE	
15500	999903	26	Black	M	HS DIPLOMA	Underemployed	Y	N		Carpentry		Y	NONE	
15501	999904	23	Other	M	HS DIPLOMA	Unemployed	Y	N		Carpentry		Y	NONE	

[Go back to the upload form](#)



Running Reports

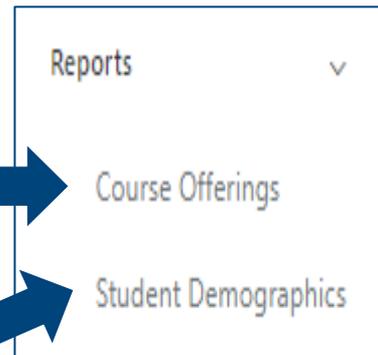
Running Reports

The DMS offers two types of reports:

Course Offerings Reports
(all grantees)

and

Student Demographics Reports (for grantees who participate in the ECWT program)





Running Course Offering Reports

Running Course Offering Reports

Create your report by selecting specific report criteria on the Course Offerings Report form

Course Offerings Report

All required fields have the word (Required) after the label.

Notes: When using this form, you should select "Program" and "Training Year" before any other selections. This query screen will dynamically change as you make selections. For example, if you select a "Program," the "Training Year" drop down list will update to indicate the training years where there is course data. When you change "Training year", the "Supplemental funding" and "Special circumstance" fields will change as well.

<p>Program (Required)</p> <input type="text" value="-- Please select ONE program --"/>	<p>Training year(s) (Required)</p> <input type="text" value="Select one or more training years for a given program"/>
<p>Training Organization (Optional)</p> <input type="text" value="Select one or more training organizations"/>	<p>Course (Optional)</p> <input type="text" value="Select one or more courses"/>
<p>Status (Optional)</p> <input type="text" value="Select one or more options"/>	<p>Course Instance ID(s) (Optional)</p> <input type="text" value="Enter a single value: 100 or multiple: 100,200 or range: 100-200"/>
<p>Course Hours (Optional)</p> <input type="text" value="e.g., number of course hours. Use commas to separate multiple values."/>	
<p>Course Date - From (Optional)</p> <input type="text" value="mm/dd/yyyy"/>	<p>Course Date - To (Optional)</p> <input type="text" value="mm/dd/yyyy"/>
<p>Record Entered Date - From (Optional)</p> <input type="text" value="mm/dd/yyyy"/>	<p>Record Entered Date - To (Optional)</p> <input type="text" value="mm/dd/yyyy"/>
<p>Record Modified Date - From (Optional)</p> <input type="text" value="mm/dd/yyyy"/>	<p>Record Modified Date - To (Optional)</p> <input type="text" value="mm/dd/yyyy"/>
<p>Blended Learning? (Optional)</p> <input type="text" value="-- Please Select --"/>	<p>Number of Students (Optional)</p> <input type="text" value="e.g., number of students in course/class. Use commas to separate multiple values."/>
<p>Online course (Yes/No)? (Optional)</p> <input type="text" value="-- Please Select Yes or No --"/>	
<p>Were Native Americans, Alaska Natives, or a tribal organization the primary audience? (Optional)</p> <input type="text" value="-- Please Select Yes or No --"/>	
<p>Supplemental Funding (Optional)</p> <input type="text" value="Select one or more supplemental funding options"/>	<p>Special Circumstances (Optional)</p> <input type="text" value="Select one or more special circumstance options"/>
<p>Training State (Optional)</p> <input type="text" value="Select one or more training states"/>	<p>Student State (Optional)</p> <input type="text" value="Select one or more student states"/>
<p>Report output format (Optional)</p> <p><input checked="" type="radio"/> HTML</p> <p><input type="radio"/> Excel Spreadsheet</p>	
<p>Submit</p>	

Running Course Offering Reports

Course Offering Report form with criteria entered.

NOTE: The only required fields are:

- Program (select one)
- Training year(s) (can select more than one)
- Report output format (HTML or Excel)

Notes: When using this form, you should select "Program" and "Training Year" before any other selections. This query screen will dynamically change as you make selections. For example, if you select a "Program," the "Training Year" drop down list will update to indicate the training years where there is course data. When you change "Training year," the "Supplemental funding" and "Special circumstance" fields will change as well.

Program (Required)

Training year(s) (Required)

Training Organization (Optional)

Status (Optional)

Course (Optional)

Course Hours (Optional)

Course Instance ID(s) (Optional)

Course Date - From (Optional)

Course Date - To (Optional)

Record Entered Date - From (Optional)

Record Entered Date - To (Optional)

Record Modified Date - From (Optional)

Record Modified Date - To (Optional)

Blended Learning? (Optional)

Number of Students (Optional)

Online course (Yes/No)? (Optional)

Were Native Americans, Alaska Natives, or a tribal organization the primary audience? (Optional)

Supplemental Funding (Optional)

Special Circumstances (Optional)

Training State (Optional)

Student State (Optional)

Report output format (Optional)

HTML
 Excel Spreadsheet

Running Course Offering Reports

HTML report output showing the courses matching the report criteria displayed above the Course Offerings Report form.

Number of records: 4

Program	Training Year	Record ID	Course Status	Course ID	Course Name	Course Date	Course Hours	# of Workers	Total Hours	Training Org Name	Training Org Address1	Training Org Address2	Training City	Training State	Zipcode	Worker States	Online Course	Blended Learning	Native American	Supplement	Special Circumstances	Remarks
HWWT	2020	440414	ACTUAL	101	Basic Superfund Site Worker	04/02/2020	40	16	640	WTP Training Org 1	2525 Meridian Parkway	Suite 50	Durham	NC	27713	NONE ENTERED	N	N	Y	CORONAVIRUS (COVID-19 SARS-CoV-2)	CORONAVIRUS (COVID-19 SARS-CoV-2)	This record is being entered as a demonstration for grantees!
HWWT	2020	440340	ACTUAL	101	Basic Superfund Site Worker	07/01/2020	40	20	800	WTP Test Awardee						AL	Y	N	Y	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT	test disaster 9/15/2020
HWWT	2020	440339	PENDING	104	Site Supervisor Basic	07/01/2020	50	60	3,000	WTP Training Org 2						AS,AZ	Y	N	N	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT	
HWWT	2020	440337	ACTUAL	105	Site Supervisor Refresher	07/01/2020	40	10	400	WTP Test Awardee						AK	Y	N	Y	2019 DISASTER ACT	2019 DISASTER SUPPLEMENT	
Totals:							170	106	4,840													

Course Offerings Report

All required fields have the word (Required) after the label.

Notes: When using this form, you should select "Program" and "Training Year" before any other selections. This query screen will dynamically change as you make selections. For example, if you select a "Program," the "Training Year" drop down list will update to indicate the training years where there is course data. When you change "Training year," the "Supplemental funding" and "Special circumstance" fields will change as well.

Program (Required)
Training year(s) (Required)

Training Organization (Optional)

Status (Optional)

Course (Optional)

Course Hours (Optional)

Course Instance ID(s) (Optional)



Running Course Offering Reports

Excel report output showing the courses matching the report criteria.

Records printed 09/18/2020 at 03:41 PM

Record ID	Course Status	Course ID	Course Name	Course Date	Course Hours	# of Workers	Total Hours	Training Org Name	Training Org Address1	Training Org Address2	Training City	Training State
440414	ACTUAL	101	Basic Superfund Site Worker	04/02/2020	40	16	640	WTP Training Org 1	2525 Meridian Parkway	Suite 50	Durham	NC
440340	ACTUAL	101	Basic Superfund Site Worker	07/01/2020	40	20	800	WTP Test Awardee				
440339	PENDING	104	Site Supervisor Basic	07/01/2020	50	60	3000	WTP Training Org 2				
440337	ACTUAL	105	Site Supervisor Refresher	07/01/2020	40	10	400	WTP Test Awardee				
Totals:					170	106	4840					



Running Student Demographic Data Reports



Running Student Demographic Data Reports

Create your report by selecting specific report criteria on the Student Demographic Data Report form

Student Demographics Report

Use this screen to select the training year(s), program and type of data for the Student Demographic Data report.

All required fields have the word (Required) after the label.

Notes: When using this form, you should select "Program" and "Training Year" before any other selections.

Program (Required) <input type="text" value="-- Please select ONE program --"/>	Training year (Required) <input type="text" value="Select one or more training years for a given program"/>
Student ID (Optional) <input type="text" value="e.g., 999908 or 91,999909,999910"/>	Completed Program? (Optional) <input type="text" value="-- Please Select --"/>
Student Age (Optional) <input type="text" value="e.g., 25 or 20,25,40"/>	Race (Optional) <input type="text" value="Select one or more options"/>
Gender (Optional) <input type="text" value="-- Please Select --"/>	Level of Education (Optional) <input type="text" value="Select one or more options"/>
Currently Employed? (Optional) <input type="text" value="-- Please Select --"/>	Prior Employment Status (Optional) <input type="text" value="-- Please Select --"/>
Superfund/Bronfields Site? (Optional) <input type="text" value="-- Please Select --"/>	Name of site where employed (Optional) <input type="text" value="e.g., Site name where student is employed"/>

Record Entered Date - From (Optional) <input type="text" value="mm/dd/yyyy"/>	Record Entered Date - To (Optional) <input type="text" value="mm/dd/yyyy"/>
Record Modified Date - From (Optional) <input type="text" value="mm/dd/yyyy"/>	Record Modified Date - To (Optional) <input type="text" value="mm/dd/yyyy"/>

Type of Work (Optional) <input type="text" value="Select one or more options"/>	Supplemental Funding (Optional) <input type="text" value="Select one or more options"/>
---	---

Report output format (Optional)

HTML
 Excel Spreadsheet



Running Student Demographic Data Reports

Student Demographics Report

Use this screen to select the training year(s), program and type of data for the Student Demographic Data report.

All required fields have the word (Required) after the label.

Notes: When using this form, you should select "Program" and "Training Year" before any other selections.

<p>Program (Required) ECWT</p>	<p>Training year (Required) 2020</p>
<p>Student ID (Optional) e.g., 999908 or 91,999909,999910</p>	<p>Completed Program? (Optional) -- Please Select --</p>
<p>Student Age (Optional) e.g., 25 or 20,25,40</p>	<p>Race (Optional) Select one or more options</p>
<p>Gender (Optional) -- Please Select --</p>	<p>Level of Education (Optional) Select one or more options</p>
<p>Currently Employed? (Optional) -- Please Select --</p>	<p>Prior Employment Status (Optional) -- Please Select --</p>
<p>Superfund/Bronxfields Site? (Optional) -- Please Select --</p>	<p>Name of site where employed (Optional) e.g., Site name where student is employed</p>
<p>Record Entered Date - From (Optional) mm/dd/yyyy</p>	<p>Record Entered Date - To (Optional) mm/dd/yyyy</p>
<p>Record Modified Date - From (Optional) mm/dd/yyyy</p>	<p>Record Modified Date - To (Optional) mm/dd/yyyy</p>
<p>Type of Work (Optional) Select one or more options</p>	<p>Supplemental Funding (Optional) Select one or more options</p>
<p>Report output format (Optional)</p> <p><input checked="" type="radio"/> HTML</p> <p><input type="radio"/> Excel Spreadsheet</p>	

[Run Query](#)

Student Demographic Report form with criteria entered.

NOTE: The only required fields are:

- Program (select one)
- Training year(s) (can select more than one)
- Report output format (HTML or Excel)

Running Student Demographic Data Reports

HTML report output showing the students matching the report criteria.

Number of records: 6

Record ID	Consort	Consort Name	Training Year	Student #	Age	Race	Gender	Education	Currently Employed?	Superfund Site?	Site Name	Type of Work	Other Work type	Prior Employment	Supplement	Finished Program?
15501	999	WTP Test Awardee	2020	999904	23	Other	M	HS DIPLOMA	Y	N		Carpentry		UN	NONE	Y
15500	999	WTP Test Awardee	2020	999903	26	Black	M	HS DIPLOMA	Y	N		Carpentry		UNDER	NONE	Y
15499	999	WTP Test Awardee	2020	999902	35	Hispanic	M	HS DIPLOMA	Y	N		Carpentry		UNDER	NONE	Y
15498	999	WTP Test Awardee	2020	2	33	Hispanic	F	HS DIPLOMA	Y	N		Other	Education	UN	NONE	N
15497	999	WTP Test Awardee	2020	20201	32	Hispanic	F	HS DIPLOMA	Y	Y	Grand Junction	Laborer		UN	NONE	Y
15410	999	WTP Test Awardee	2020	213	12	Black	M	HS DIPLOMA	N	N		None		UN	CARRYOVER	Y

Student Demographics Report

Use this screen to select the training year(s), program and type of data for the Student Demographic Data report.

All required fields have the word (Required) after the label.

Notes: When using this form, you should select "Program" and "Training Year" before any other selections.

Program (Required) <input type="text" value="ECWT"/>	Training year (Required) <input type="text" value="2020"/>
Student ID (Optional) <input type="text" value="e.g., 999908 or 91,999909,999910"/>	Completed Program? (Optional) <input type="text" value="-- Please Select --"/>
Student Age (Optional) <input type="text" value="e.g., 25 or 20,25,40"/>	Race (Optional) <input type="text" value="Select one or more options"/>
Gender (Optional) <input type="text" value="-- Please Select --"/>	Level of Education (Optional) <input type="text" value="Select one or more options"/>



Running Student Demographic Data Reports

Excel report output showing the students matching the report criteria.

(6 records printed 09/18/2020 at 03:51 PM)

Consort	Consort Name	ID	Training Year	Student #	Age	Race	Gender	Education	Currently Employed?	Superfund Site?	Site Name	Type of Work	Other Work type	Prior Employment	Supplement
	999 WTP Test Awardee	15501	2020	999904	23	Other	M	HS DIPLOMA	Y	N		Carpentry		UN	NONE
	999 WTP Test Awardee	15500	2020	999903	26	Black	M	HS DIPLOMA	Y	N		Carpentry		UNDER	NONE
	999 WTP Test Awardee	15499	2020	999902	35	Hispanic	M	HS DIPLOMA	Y	N		Carpentry		UNDER	NONE
	999 WTP Test Awardee	15498	2020	2	33	Hispanic	F	HS DIPLOMA	Y	N		Other	Education	UN	NONE
	999 WTP Test Awardee	15497	2020	20201	32	Hispanic	F	HS DIPLOMA	Y	Y	Grand Junction	Laborer		UN	NONE
	999 WTP Test Awardee	15410	2020	213	12	Black	M	HS DIPLOMA	N	N		None		UN	CARRYOVER



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Progress Reports

Progress Reports

Search for progress reports and appendices previously uploaded



Progress Reports ▾

Progress Reports and Appendices

Upload the current training year progress reports and appendices



Upload Progress Report



Finding and Viewing a Progress Report in the DMS

Finding and Viewing a Progress Report in the DMS

Select the training year(s) and program for the progress reports and/or appendices you wish to see and click the Search button.

View Progress Reports

Use this form to select the training year(s) and program for the progress reports and/or appendices you wish to see.

Training Year(s) (Required)

Select one or more training year(s)

Program (Required)

-- Please select ONE program --

Search



Finding and Viewing a Progress Report in the DMS

Select one or more training year(s)

View Progress Reports ?

Use this form to select the training year(s) and program for the progress reports and/or appendices you wish to see.

Training Year(s) (Required)

-- Select Year(s) --

- 2020
- 2019
- 2018
- 2017
- 2016
- 2015
- 2014
- 2013
- 2012

Select ONE program

View Progress Reports ?

Use this form to select the training year(s) and program for the progress reports and/or appendices you wish to see.

Training Year(s) (Required)

2020 ✖

Program (Required)

-- Please select ONE program --

- Please select ONE program --
- BMWT (Brownfields Minority Worker Training)
- DOE (Doe Nuclear Worker Training)
- ECWT (Environmental Career Worker Training)
- HDPT (Hazmat Disaster Preparedness Training)
- HWWT (Hazardous Waste Worker Training)**
- IDRT (Infectious Disease Response Training)

Finding and Viewing a Progress Report in the DMS

A list of Progress Reports and Appendices for the selected program and training year will be displayed.

Click on the linked File Name to download and view.

View Progress Reports

Use this form to select the training year(s) and program for the progress reports and/or appendices you wish to see.

Training Year(s) (Required)

Program (Required)

Progress Report Listing

#	Consort ID	Consort Name	File Name	File Size	Report Period	Report Type	Year	Program	Date Entered	Entered By
1	999	WTP Test Awardee	wtp_test_final_progress_report_2020.docx	21 KB	Final	RPRT	2020	HWWT	09/18/2020 03:14 PM	LALBERT
2	999	WTP Test Awardee	hwwt_progress_report_template (1).docx	21 KB	Initial	RPRT	2020	HWWT	06/08/2020 12:07 PM	ALBERT2

Matching progress reports




Progress Report Link



Uploading a Progress Report to the DMS

Uploading a Progress Report to the DMS

Progress reports must use the supplied progress report template found at the bottom of the Progress Report Upload Form.

Progress Report and Appendices Upload Instructions

1. Select the program you wish to upload a progress report or appendices for. The progress report template link for the selected program will appear.
2. If uploading a progress report, fill out the template and save the file to your desktop.
3. Select the type of file to upload. You may upload one progress report, one text appendix and one spreadsheet appendix for each program you participate in.
4. Press Browse to select the File to Upload.
5. Click the submit button to upload the file to the database. (**Note:** The 'Submit' button will appear once you have completed the FORM and selected the file to upload.)

When uploading a Progress Report, please make sure that you leave all the section headers EXACTLY as they appear in the template file. Altering the section headings by changing the heading names, adding/removing spaces or removing the section numbers will result in your progress report failing to upload.

Program (Required)
-- Please Select --

Progress Report Type (Required)
-- Please Select --

Training Year (Required)
-- Please Select Training Year --

No file chosen

Click 'Submit' to save your Report/Appendix

Progress Report template files:

- [DOE Progress Report Template](#)
- [HWWT Progress Report Template](#)
- [ECWT Progress Report Template](#)
- [HDPT Progress Report Template](#)

} Progress report templates

Uploading a Progress Report to the DMS

Select the program for the progress report

The screenshot shows a web form with two dropdown menus. The first dropdown, labeled 'Program (Required)', is open and shows a list of options: '-- Please Select --', 'DOE 2020 FINAL', 'ECWT 2020 FINAL', 'HDPT 2020 FINAL', and 'HWWT 2020 FINAL'. The 'HWWT 2020 FINAL' option is highlighted in blue. The second dropdown, labeled 'Progress Report Type (Required)', is closed and shows '-- Please Select --'. Below the dropdowns is a 'Submit' button and a text prompt: 'Click 'Submit' to save your Report/Appendix'.

Select the training year

Select the report type

The screenshot shows the same web form as above, but with more fields filled out. The 'Program (Required)' dropdown is now closed and shows 'HWWT 2020 FINAL'. The 'Training Year (Required)' dropdown is closed and shows 'August 1, 2019 - July 31, 2020 (FINAL for 2020)'. Below these is a file upload area with a 'Choose File' button and the text 'No file chosen'. The 'Progress Report Type (Required)' dropdown is open and shows a list of options: '-- Please Select --', '-- Please Select --', 'Progress Report', 'Spreadsheet Appendix', and 'Text Appendix'. The 'Progress Report' option is highlighted in blue. At the bottom, there is a 'Submit' button and the text 'Click 'Submit' to save your Report/Appendix'.

Uploading a Progress Report to the DMS

Program (Required)
HWWT 2020 FINAL

Progress Report Type (Required)
Progress Report

Training Year (Required)
August 1, 2019 - July 31, 2020 (FINAL for 2020)

Choose File No file chosen

WTP_Test_Final_Progress_Report_2020.docx

Click 'Submit' to save your Report/Appendix **Submit**

Select the progress report to upload and click Submit.

The status bar shows your file being uploaded and validated.



Uploading a Progress Report to the DMS

If your progress report or appendix upload is successful 😊

Thank you. Your progress report was successfully uploaded, verified, and saved.

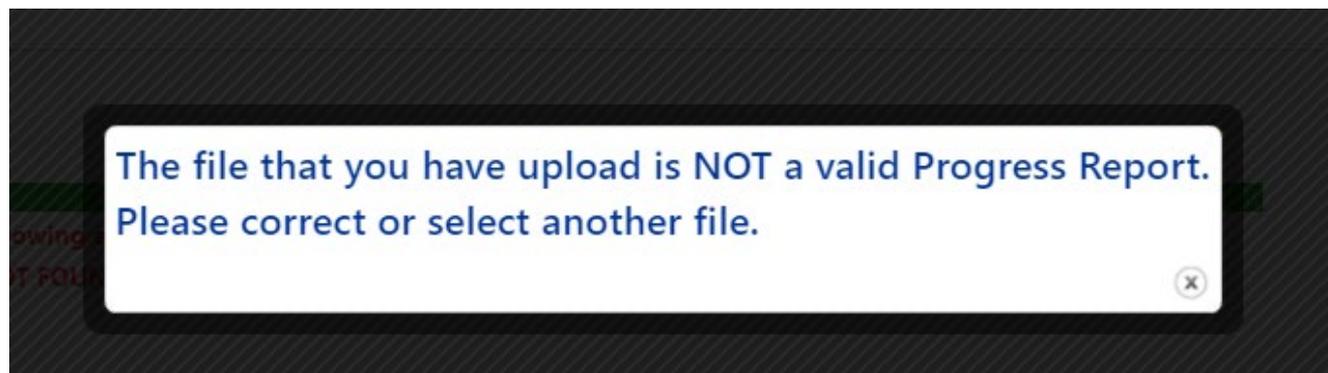
Go back to the Progress Reports [Administration page](#) or upload another Progress Report.

Progress Report Listing

#	Consort ID	Awardee	ID	File Name	File Size	Report Period	Report Type	Year	Program	Date Entered	Entered By
1	999	WTP Test Awardee	12378	wtp_test_final_progress_report_2020.docx	21 KB	Final	RPRT	2020	HWWT	09/18/2020 03:14 PM	LALBERT
2	999	WTP Test Awardee	12051	hwwt_progress_report_template (1).docx	21 KB	Initial	RPRT	2020	HWWT	06/08/2020 12:07 PM	ALBERT2

Uploading a Progress Report to the DMS

If your progress report or appendix upload is not successful



Program (Required)
HWWT 2020 FINAL

Progress Report Type (Required)
Progress Report

Training Year (Required)
August 1, 2019 - July 31, 2020 (FINAL for 2020)

Choose File No file chosen

Your Progress Report contained the following errors:

- Section Heading: D. Plans WAS NOT FOUND!

Click 'Submit' to save your Report/Appendix

A list of the problems found will be displayed.

Uploading a Progress Report to the DMS

The most common reasons for a progress report upload error

7. Progress Report Summary

- A. Specific Aims ← Changing or deleting a heading

[

Summarize the specific aims/goals of the project here. Indicate if the aims/goals have changed.

]

B. Studies and Results

I. Summary of Progress:

[

Summarize the goals, objectives, and overall activities of your program for the current budget year. In a succinct manner, describe your overall progress and training. As possible, please describe or quantify the occupational sectors trained. Do not include funding amounts in this section.

]

← Not putting the text between the two brackets []

E. Publications

[N/A]

← Using less than 5 characters between the brackets

Admin Functions

Note: These functions are only available to users who have been designated as Admins by their grantee organization.

Admins are responsible for the review and QC of data and progress reports as well as marking data and progress reports complete.



Marking Data and Progress Reports Complete

Marking Data and Progress Reports Complete



Mark Data Complete

The data below shows all of the programs. If a checkbox is checked, then that training year's data is marked as complete. Clicking the checkbox will toggle the completion status immediately. You will see that some checkboxes will be disabled if that data entry period has not started.

Current Training Year for the DOE Program is: 2021

Description	Training Period	Mark Data Complete?
DOE Course Offering Data (Actual for 2020)	September 1, 2019 - August 31, 2020	<input type="radio"/>
DOE Course Offering Data (Projected for 2021)	September 1, 2020 - July 31, 2021	<input type="radio"/>
DOE Course Offering Data (Projected for 2022)	August 1, 2021 - July 31, 2022	<input type="radio"/> [Disabled]
DOE Progress Report (Initial for 2021)	September 1, 2020 - April 30, 2021	<input type="radio"/> [Disabled]
DOE Progress Report (Final for 2020)	September 1, 2019 - August 31, 2020	<input type="radio"/>

Current Training Year for the ECWT Program is: 2021

Description	Training Period	Mark Data Complete?
ECWT Course Offering Data (Actual for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>
ECWT Course Offering Data (Projected for 2021)	August 1, 2020 - May 31, 2021	<input type="radio"/>
ECWT Course Offering Data (Projected for 2022)	June 1, 2021 - May 31, 2022	<input type="radio"/> [Disabled]
ECWT Progress Report (Initial for 2021)	August 1, 2020 - February 28, 2021	<input type="radio"/> [Disabled]
ECWT Progress Report (Final for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>
ECWT Student Demographics Data (Actual for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>

Current Training Year for the HDPT Program is: 2021

Description	Training Period	Mark Data Complete?
HDPT Course Offering Data (Actual for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>
HDPT Course Offering Data (Projected for 2021)	August 1, 2020 - May 31, 2021	<input type="radio"/>
HDPT Course Offering Data (Projected for 2022)	June 1, 2021 - May 31, 2022	<input type="radio"/> [Disabled]
HDPT Progress Report (Initial for 2021)	August 1, 2020 - February 28, 2021	<input type="radio"/> [Disabled]
HDPT Progress Report (Final for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>

Current Training Year for the HWWT Program is: 2021

Description	Training Period	Mark Data Complete?
HWWT Course Offering Data (Actual for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>
HWWT Course Offering Data (Projected for 2021)	August 1, 2020 - May 31, 2021	<input type="radio"/>
HWWT Course Offering Data (Projected for 2022)	June 1, 2021 - May 31, 2022	<input type="radio"/> [Disabled]
HWWT Progress Report (Initial for 2021)	August 1, 2020 - February 28, 2021	<input type="radio"/> [Disabled]
HWWT Progress Report (Final for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>

To mark data or progress reports complete, click on the radio button under Mark Data Complete? column that corresponds to the data/progress report to mark complete

Marking Data and Progress Reports Complete

Part of the Mark Data Complete Form showing the items that need to be marked complete for ECWT.

Current Training Year for the ECWT Program is: 2021

Description	Training Period	Mark Data Complete?
ECWT Course Offering Data (Actual for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>
ECWT Course Offering Data (Projected for 2021)	June 1, 2021 - May 31, 2021	<input type="radio"/>
ECWT Course Offering Data (Projected for 2022)	June 1, 2021 - May 31, 2022	<input type="radio"/> [Disabled]
ECWT Progress Report (Initial for 2021)	August 1, 2020 - February 28, 2021	<input type="radio"/> [Disabled]
ECWT Progress Report (Final for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>
ECWT Student Demographics Data (Actual for 2020)	August 1, 2019 - July 31, 2020	<input type="radio"/>

Click on the radio button to mark the item complete

Disabled means this item is not part of the current data/progress report entry period

Marking Data and Progress Reports Complete

- Data and Progress Reports must be marked complete at the end of each data and progress report entry period.
- Marking data/progress reports complete notifies WTP staff that data/progress report entry is final.
- Once data/progress reports are marked complete they can no longer be modified or deleted without contacting WTP staff.



National Institute of Environmental Health Sciences

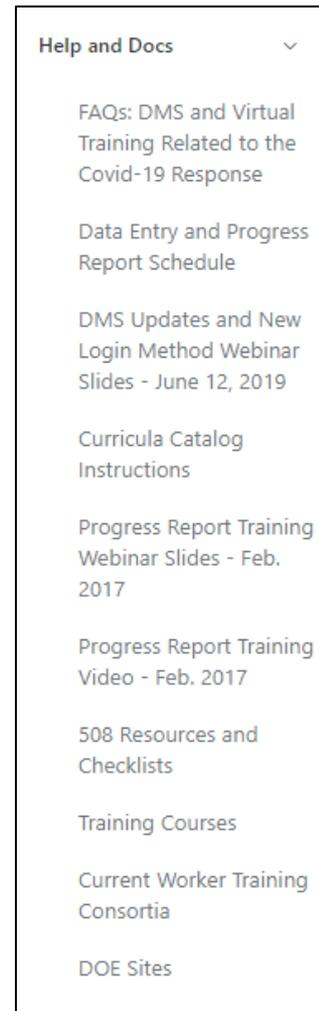
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Help and Docs

Help and Docs

A list of reference and help documents are listed under Help and Docs on the left navigation menu.

A new DMS user guide and today's slides will be added soon!



So when do you have to do this?

Data Entry and Progress Reporting Schedule* for the WTP 2021 Training Year

	HWWT	HDPT	ECWT	DOE
Budget Period Start Date	August 1, 2020	August 1, 2020	August 1, 2020	September 1, 2020
Budget Period End Date	May 31, 2021	May 31, 2021	May 31, 2021	July 31, 2021
Interim WTP Progress Report	August 1, 2020 – February 28, 2021 (due in the DMS by April 1, 2021)	August 1, 2020 – February 28, 2021 (due in the DMS by April 1, 2021)	August 1, 2020 – February 28, 2021 (due in the DMS by April 1, 2021)	September 1, 2020 – April 30, 2021 (due in the DMS by June 1, 2021)
Interim DMS training data entry (current training year)	August 1, 2020 – February 28, 2021 (due in the DMS by April 1, 2021)	August 1, 2020 – February 28, 2021 (due in the DMS by April 1, 2021)	August 1, 2020 – February 28, 2021 (due in the DMS by April 1, 2021)	September 1, 2020 – April 30, 2021 (due in the DMS by June 1, 2021)
Next year's projected training data entry	June 1, 2021 – May 31, 2022 (due in the DMS by April 1, 2021)	June 1, 2021 – May 31, 2022 (due in the DMS by April 1, 2021)	June 1, 2021 – May 31, 2022 (due in the DMS by April 1, 2021)	August 1, 2021 – July 31, 2022 (due in the DMS by June 1, 2021)
Student Data Entry (ECWT only)	N/A	N/A	August 1, 2020 – May 31, 2021 (due in the DMS by August 1, 2021)	N/A
Final WTP Progress Report	August 1, 2020 – May 31, 2021 (due in the DMS by August 1, 2021)	August 1, 2020 – May 31, 2021 (due in the DMS by August 1, 2021)	August 1, 2020 – May 31, 2021 (due in the DMS by August 1, 2021)	September 1, 2020 – July 31, 2021 (due in the DMS by October 1, 2021)
Final DMS training data entry	August 1, 2020 – May 31, 2021 (due in the DMS by August 1, 2021)	August 1, 2020 – May 31, 2021 (due in the DMS by August 1, 2021)	August 1, 2020 – May 31, 2021 (due in the DMS by August 1, 2021)	September 1, 2020 – July 31, 2021 (due in the DMS by October 1, 2021)

This schedule does not include projected data entry for the 2020 training year which is due in the DMS by October 1, 2020 for all programs

*Please refer to your NIH Commons account for all your NIH reporting requirement deadlines, such as for the RPPR and FFR.

If you have questions or problems – who ya gonna call?



The DMS Busters!



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