



Reporting with Ease: Guide for Submitting Reports Through WIPS

Correcting Errors in your WIPS File

To identify and correct errors in WIPS QPR data elements, follow the steps below.

1. Begin in the *WIPS EDIT CHECK RESULTS* page (fig. 1).
2. Confirm the report *Quarter End Date* and *Uploaded By* fields and select the file to be corrected.
3. Select the **hyperlinked number** in the *Total Errors* column for your file.
4. Review the *Edit Check Error Summary* table (Fig 1).

Optional: Use the Export Errors button (fig. 1) to export errors to an Excel list and skip to step 6, below.

5. Click each **number hyperlink** in the *Element No.* column (fig. 1), one at a time, to review the error details for that Data Element (Fig 1).
6. For each *Element No.*, note the *Error Message*, *Unique Individual Identifier* (Participant ID number), and Value(s) Provided (Fig 2).

Optional: Log out of WIPS.

TIP: WIPS Error Messages tell you what the value(s) *should be*, not how to correct them.

7. Correct each value with an error in GPMS by editing the participant record containing the WIPS error.
8. In GPMS, Use the PID to search for the participant and edit the participant case to correct the error.
9. The Data Element Numbers from WIPS correspond to the “PRIL #s” in the **SCSEP WIPS Data Element Lookup** (fig. 3)

TIP: Use the *Find Tool* (Ctrl+f) to find Data Element numbers in the SCSEP/WIPS Lookup.

9. Only error-free QPR files can be certified. Steps 1-7 may need to be repeated multiple times until no errors are found!
10. Once all data elements have been corrected generate a new WIPS QPR Addendum and WIPS QPR in GPMS.
11. Certify the corrected QPR in WIPS.

Figure 1. Edit Check Error Summary in WIPS

Element No.	Element Name	Error Description	Count of Errors
2818	Limited English Proficiency	B) If Low Literacy Skills (PIRL 2820) = 1 THEN Limited English Proficiency (PIRL 2818) must NOT = 1	444

Figure 2. WIPS Edit Check Error Details

Row Number	Unique Individual Identifier	Value Provided
89	CMS009768629	No Value Provided

Figure 3. Data Elements in the SCSEP/WIPS Lookup

PIRL #	WIPS Data Element	SCSEP GPMS Field	Location in GPMS Data Collection Handbook
200	Date of Birth	Participant Information - Date of Birth	DCH Module I - element 4.5 (pg. 5)
201	Sex	Intake - Participant Demographics - Gender	DCH Module I - element 8.1 (pg. 9)
202	Individual with a Disability	Characteristics - Priority of Service - Individual with a disability	DCH Module I - element 14.4 (pg. 18 & 19)

Note: When an error is listed in the Lookup as **N/A**, contact SCSEP Help. This is a system preset value and cannot be edited.