

WIPS Tips: Common Questions and Troubleshooting

Industry-Driven Skills Training Fund Grant Program

Performance Reporting Handbook — Companion Reference

This companion reference consolidates frequently asked questions about WIPS, data files, and report submission. For account access questions, see Section 4.1. For data file preparation and edit check questions, see Section 4.2. For QNR questions, see Section 4.3. Appendices A-D also provide walk-throughs and screenshots of key WIPS functions.

My data file is not being accepted by WIPS. What schema should I use?

Use the current Training Fund PIRL schema provided by your grant Program Office, which is a subset of data elements within the Demonstration Grant Schema (115 columns total) with validation rules unique to Training Fund grants. Check the [Training Fund online community page](#) to ensure that you have the most recent version that has been released by the Program Office. Training Fund grants will not generate a QPR from the full WIOA PIRL multi-program schema. Do not submit a data file using the full WIOA PIRL.

What file formats does WIPS accept?

Only .csv and .txt files.

I received an "Invalid Column #" error.

See Section 4.2 for a full explanation. In short: confirm your file has exactly 115 columns, remove any column headers or extra rows/footers, and delete several columns past column 115 to eliminate stray spaces.

I received a format error saying my file includes lines not associated with a participant ID.

This usually means values were mistakenly entered in rows below your last participant row. Try deleting several rows after the last participant row and resubmit.

WIPS accepted my file, but I received errors on the participant data.

Carefully review the error report in WIPS. Resolve the errors in your original MIS database, then export the revised data as a new .csv or .txt file. Validation and logic rules for each data element are in Tabs 4–6 of the Training Fund PIRL. We strongly recommend reviewing the entries in the PIRL Data Element Glossary for data elements named in the errors you receive, as these entries provide detailed information about the code value requirements and the conditions under which they can or must be reported.

I received a valid values or logic rule error for a data element I believe should be blank.

When a data element is mandatory (as per a logic rule) but requests information that is not applicable to a participant, there will be a code value available for indicating there is no information to report – usually that code value is “0.” Double-check the possible code values for the data element to ensure you apply the correct code value among the possible options.

If the data element is not mandatory, but you are receiving the error, the field likely contains an inadvertent space, which WIPS reads as a character. Open the .csv file in **Notepad** (right-click → Open With → Notepad) to see spaces that are invisible in Excel. Confirm the cell is truly empty then resave and submit again.

I resolved my errors, but WIPS still won't accept the file.

Opening a .csv file by double-clicking will open it in Excel by default, which automatically reformats data — for example, by stripping leading zeros. To preserve formatting, always open .csv files in **Notepad** (right-click → Open With → Notepad), not Excel.

My leading zeros are disappearing when I save the file as .csv.

Leading zeros are truncated by default. Training Fund PIRL data elements with code values containing leading zeros include PIRL 923 (Other Reasons for Exit) and PIRL 1303 (Type of Training Service #1). In Excel, format these cells as **text** before saving as .csv. You may also need to do this for PIRL 100 (Unique Individual Identifier) and PIRL 2700 (Social Security Number) if those values begin with zero.

Where do I get the participant's Unique Individual Identifier?

Grantees must create and assign a unique 12-character alphanumeric identifier to each participant and report it in PIRL 100. The identifier cannot contain Social Security numbers. Confirm that every participant has a different value in PIRL 100

One of my participants enrolled in a new training program and I followed the instructions to report them as a new participant, but I'm receiving a duplicate participant error.

A new 12-character alphanumeric identifier must be assigned to participants who are re-enrolled in an additional training program. Grantees cannot re-use the same unique participant identifier for participants, as each training's milestones are tracked separately.

I'm trying to upload my QNR but WIPS only accepts .csv or .txt.

QNR responses must be typed directly into WIPS in the text fields provided for each section. Those file format references refer to the acceptable formats for the data file that generates the QPR — not the QNR. You may optionally attach up to five Word or PDF documents to support the QNR under the "My Reports" tab, but you cannot submit a file that represents your QNR in lieu of reporting it in WIPS.

WIPS logged me out before I could finish.

Inactive users are automatically logged out after 30 minutes. Typing in fields does not count as activity. To stay active, periodically refresh the page or click between tabs (Home, File Upload, Edit Check Results, My Reports).

My data file was incorrect. How do I submit a new one?

If a file is incorrect, you can upload revised files for the same reporting quarter until the data is error-free. Once a QPR has been generated and certified, it cannot be revised — corrections must be made in the next quarter's data file.

Where can I get help with WIPS?

Either submit a WIPS Technical Assistance Request through the portal, or email the Training Fund Program Office mailbox. **Never email participant data files** — they contain PII. When emailing about a specific file, include the File ID number shown in WIPS