WIPS Edit Check Resource

Introduction

National Dislocated Worker Grant (DWG) and Workforce Opportunity for Rural Communities (WORC) recipients are required to submit quarterly participant data to the Department of Labor (DOL) using the Workforce Integrated Performance System (WIPS). Grantees must upload a Participant Individual Record Layout (PIRL) data file to WIPS, which triggers an automated review process called the **edit check.** This resource is designed to help grantees understand and navigate the edit check process.

During an edit check, WIPS scans the uploaded participant data file for errors that will prevent the system from successfully converting the data file to the Quarterly Performance Report (QPR) format. The edit check results are compiled into a report, which may be viewed in WIPS (see Appendix A). Users must correct all errors in the report and re-upload the participant data file. Correcting errors is an iterative process, and users may have to re-upload the participant data file multiple times. The participant data file is not uploaded successfully until it is error-free. When there are no more errors, there will be 0s in the Total Errors and Total Duplicates columns (see Appendix A).

Before WIPS performs the edit check of the participant data file, it verifies that the file format (e.g., file type and size) matches the PIRL and schema layout selected. If the file format matches the layout selection, WIPS will proceed to check for three types of errors: a valid values error, a duplicate error, and a logical error. It will also check the program flags. Table 1 (below) summarizes the types of errors that WIPS may identify.

Table 1: Data file errors

Error	Description	Location in Error Report
	Initial File Format Check	
File Format	The file format check verifies that the file is of the correct format (csv, txt, zip file extensions) and size, and that it has the correct number of columns.	Format Error column
	Edit Check	
Valid Values	Valid values rules verify the input of each field of data entered for format, length, and, in some cases, value input.	Total Errors column
Duplicate Error	Duplicate rules ensure the validity of multiple records on the same individual.	Total Duplicates column
Logical Error	Logical rules are analytical validations to ensure data are accurately entered in interdependent fields.	Total Errors column

Program Flag	The program flag checks whether participant records match the target program selected when uploading to WIPS. A QPR will not be generated if there is no program flag match.	Format Error column

This guide contains six sections: one for each of the five error types shown in Table 1, and a sixth section on testing the participant data file for errors prior to upload.

At the end of the guide, there are links to additional WIPS user resources, including instructions for submitting Technical Assistance tickets.

File Format

When submitting a participant data file to WIPS, the system will first perform a file format check. Users should make sure that the participant data file is in one of the allowable formats: comma-separated value (csv), txt, or a zipped file. WIPS will also check the number of columns in the file during this step. For example, with a csv file, the system will count the comma-delimiters to verify the values are separated correctly.

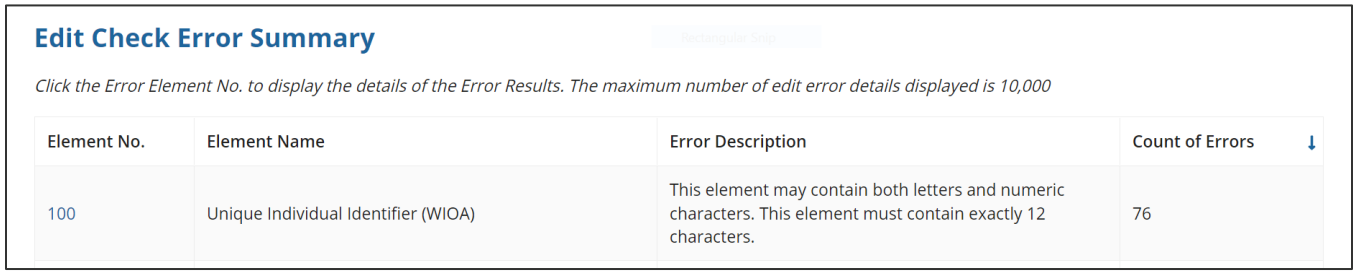
Tips

- Save the participant data file in one of the allowable formats.
- For DWG recipients, double check that an acceptable schema—either "State Integrated Reporting Schema (SIRS)", or "Full PIRL"— after DWG is selected from the dropdown menu. For more information on WIPS reporting schemas, see the Participant Data File Tool.
- For WORC recipients, double check that the schema name "Demonstration" is selected from the dropdown menu.
- Make sure the participant data file contains the correct number of columns for the chosen schema.

Valid Value Rules

If there are no errors reported in the initial file format check, WIPS will begin the edit checks, starting with valid value rules. The valid value checks make sure that the characters are of the appropriate type and length for the given data element (DE). For example, the appropriate format for dates is YYYYMMDD. Therefore, a date such as March 14, 2022, would be properly recorded as 20220314. The accepted values for each DE can be found in the PIRL (ETA 9170). The complete valid value rules can also be found on the DOL website (WIPS Edit Checks and Updates).

Resolving Valid Value Errors



Edit Check Error Summary

Click the Error Element No. to display the details of the Error Results. The maximum number of edit error details displayed is 10,000

Element No.	Element Name	Error Description	Count of Errors
100	Unique Individual Identifier (WIOA)	This element may contain both letters and numeric characters. This element must contain exactly 12 characters.	76

In this example, the uploaded participant data file needs corrections to column/DE 100. Here are some tips to address this error.

Tips

- Use a monospaced font such as Courier New or Lucinda Console. Monospaced fonts are useful because the widths of the characters are all equal in size and spacing, which makes spotting missing characters easy when looking through the data column. Table 2 below shows how changing from uppercase to lowercase lettering can alter the width of the text even though it contains the same number of characters, and how a monospaced font ensures uniform spacing.

Table 2: Proportional and monospaced fonts

Font Name	Font Type	Example Text	Notes
Arial	Proportional	123456ABCD00 123456abcd00	With a proportional font, strings with the same number of characters may be different in length.
Courier New	Monospaced	123456ABCD00 123456abcd00	With a monospaced font, strings with the same number of characters will always be the same in length. The even spacing will help you spot missing characters.

- Make sure that leading zeros are preserved in the participant data file. For example, exporting the Unique Individual Identifier 0123456789AB from excel may cause the leading zero to be dropped, altering the value to 123456789AB. This would result in an error in WIPS because there would be only 11 characters in a column that requires 12. To preserve data values and structure, make sure the data type is set to “Text,” and not “General” or “Number”.

Duplicate Rules

After completing the valid values check, WIPS will begin a duplicates check to ensure the validity of multiple records on the same individual (i.e., WIPS will ensure that the data file does not contain two records for the same individual for the same time period). To accomplish this, WIPS runs a series of nine tests/rules against each record within the file. All duplicate rules can be found on the DOL website (WIPS Edit Checks and Updates).

Resolving Duplicate Errors

Edit Check Duplicate Summary

The following Duplicate Results are found for the selected file.

Duplicate Name	Message	Total Count
Duplicate Rule #2	Where the 'Date of Program Entry (WIOA)' is not null: If multiple rows have the same 'Unique Individual Identifier (WIOA)', then no record can have a 'Date of Program Entry (WIOA)' or 'Date of Program Exit (WIOA)' between the 'Date of Program Entry (WIOA)' and the 'Date of Program Exit (WIOA)' plus 90 days (inclusive) of any other record with the same Individual Identifier.	23

In this example, the edit check summary states that the participant data file has 23 records that violate Duplicate Rule #2. This is caused when participants have multiple records with overlapping period of participation dates. This type of error associated with overlapping period of participation dates may occur when a participant stops receiving services and then begins receiving services again. Whether stopping and restarting services in this way should result in multiple records for the same individual depends on the dates of service.

- If 90 days have elapsed since the last time an individual received a service, create a new record for that individual.
- If an individual receives a service within 90 days of their previous service date, do not create a new record for that individual. Log this as continuous participation (captured within one record). This ensures that a participant is not being counted twice for participating in a program.

A participant's final date of service may only be recorded as their exit date after no services have been received for 90 days, and there are no additional services scheduled. Once this 90-day period has elapsed and no further services are scheduled, the final date of service may be retroactively recorded as the exit date.

Tips

- **How to Determine an Exit and Other Exit Rules**
  - An exit date is defined as the last date of service when no future services are expected. Services such as self-service, information-only activities, supportive services, or follow-up services do not change the exit date. If future services are scheduled more than 90 days after the most recent date of service, participants should not be recorded as "exited." Grantees should make sure that participants are not automatically exited from the Management Information System (MIS).

- The last day of service cannot be determined until at least 90 days have elapsed since the participant last received services; once 90 days of no services has elapsed, an official exit date is applied retroactively to the last date of service.
- More definitions can be found on the DOL website (Performance Definitions)

- Overlapping dates create an error because a participant cannot have multiple records in the same period of participation. To fix this error, it may be appropriate to leave DE 901 (Date of Program Exit) blank to indicate that the participant continued to receive services in the same period. See the Table 3 below for an example of how to reconcile overlapping dates.

Table 3: Reconciliation of records with overlapping period of participation dates

PIRL 100 Unique Individual Identifier	PIRL 900 Date of Program Entry	PIRL 901 Date of Program Exit
Overlapping Records		
123456ABCD00	20210504	20210905
123456ABCD00	20210603	20211006
123456ABCD00	20211101	
Duplicate Rule Accepted		
123456ABCD00	20210504	"Blank"

Table 3 shows an example of multiple records that pertain to a single participant and that all fall within 90 days of each other. This violates the duplicates rule (by having multiple records for the same individual that contain service dates within 90 days of one another). To correct this issue, the three records should be consolidated to a single row with entry = 20210504 (i.e., May 4, 2021) and exit = blank (as shown at the bottom of Table 3).[1]

After 90 days have elapsed with no service participation, the individual's exit date may be recorded as 20211101. If the participant were to receive services within 90 days of 11/1/2021 (1/29/2022 or earlier), their exit date would remain blank until the passage of an additional 90 days.

[1] The first two records should be consolidated into one because they overlap; the start date of the second record (6/3/2021) falls within the period of participation indicated in the first record (5/4/2021 – 9/5/2021). The third record indicates this person came back for services on 11/1/2021. This creates an error because it falls within 90 days of the previous exit date (10/6/2021). To reconcile this issue, the exit date should be changed from 20211006 to "Blank" until 90 days have passed without participation in any further services, at which point the exit date will be set to 20211101.

- If there are multiple records that share a unique ID, the second program entry date must be more than 90 days after the original entry date. For example, an exit date in November and a new entry date in February is acceptable because the time between November and February exceeds 90 days.

  If this participant has multiple records with dates that are more than 90 days, these should be kept as separate records of separate participation periods.

Table 4: Participants with multiple participation periods

PIRL 100 Unique Individual Identifier	PIRL 900 Date of Program Entry	PIRL 901 Date of Program Exit
Duplicate Rule Allowed		
123789AAAD32	20210605	20211101
123789AAAD32	20220215	20220612

Logical Rules

Logical rules ensure valid relationships between DEs. For example, the date of program exit cannot be before the date of program entry. Other logical rules involve more complex interdependencies. All logical rules can be found on the DOL website (WIPS Edit Checks and Updates).

Resolving Logical Errors

Edit Check Error Summary

Click the Error Element No. to display the details of the Error Results. The maximum number of edit error details displayed is 10,000

Element No.	Element Name	Error Description	Count of Errors
1332	Participated in Postsecondary Education During Program Participation (WIOA)	A) IF Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Credential or Employment (PIRL 1811) is blank, THEN Participated in Postsecondary Education During Program Participation (WIOA) (PIRL 1332) must NOT = 1	18

This example demonstrates how the value of a particular DE might affect another DE. The error description states that if the program participation date is blank, the program participation field must be 0 (did not participate) or blank; it cannot be 1 (did participate).

To resolve this error, check the DE 1332 column; it should be 0 or blank (and not 1). Alternatively, resolve the issue by adding dates to the DE 1811 field and leaving a 1 in the DE 1332 field to indicate that the individual participated in the Education or Training program if this is the case.

Tips

- Logical errors typically involve two or more DEs. Resolving the error often requires reviewing all the implicated data elements.
- In the example above, this entails looking at DEs 1332 and 1811. The valid value for DE 1332 (according to the guidance in the PIRL) is either 1, 0 or blank. If the participant *did* participate in Postsecondary Education (DE 1332 = 1), there must also be a date entered in DE 1811 (DE 1811 = YYYYMMDD). It cannot be blank. Refer to the table below to see the logical rules that govern the relationship between DE 1332 and DE 1811.
- Alternatively, troubleshoot this by working back from DE 1811: if this field is blank then DE 1332 should be 0 or blank and any entry with a value of 1 should be revised.

Example	Logical Values Allowed
If the participant did participate in Postsecondary Education: **DE 1332 = 1**	Because DE 1332 = 1, Element No. 1811 must contain the date the participant was enrolled in an education or training program: **DE 1811 = YYYYMMDD**
If the participant did not participate in Postsecondary Education: **DE 1332 = 0**	Because Element No. 1332 = 0, Element No. 1811 must be blank because the data element does not apply to the participant: **DE 1811 = blank**
Leave blank if the participant was not in a postsecondary education program, as defined in program specific guidance: **DE 1332 = blank**	Because Element No. 1332 = blank, Element No. 1811 must also be blank because the data element does not apply to the participant **DE 1811 = blank**

- Some elements in the PIRL can be simple while others are complex. Users should have the PIRL (viewable in the Participant Data File Tool on WorkforceGPS; for DWG and for DEMO) and logical rules open while filling out participant records. Both the PIRL and the logical rules have guidance on elements that require special attention. For example, in the PIRL, there is a note for Element No. 1332 that reads:

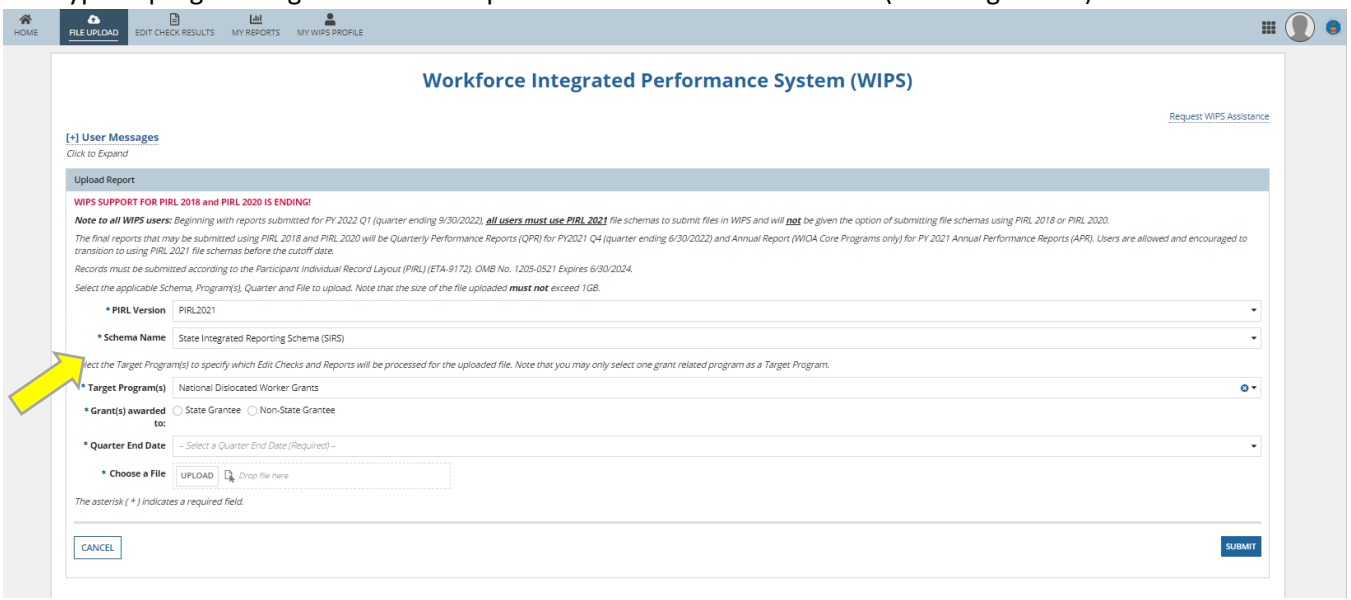
  "Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program."

- In stating that Element No. 1332 is a subset of Element No. 1811, the note calls attention to the logical relationship between the Elements.

Program Flags

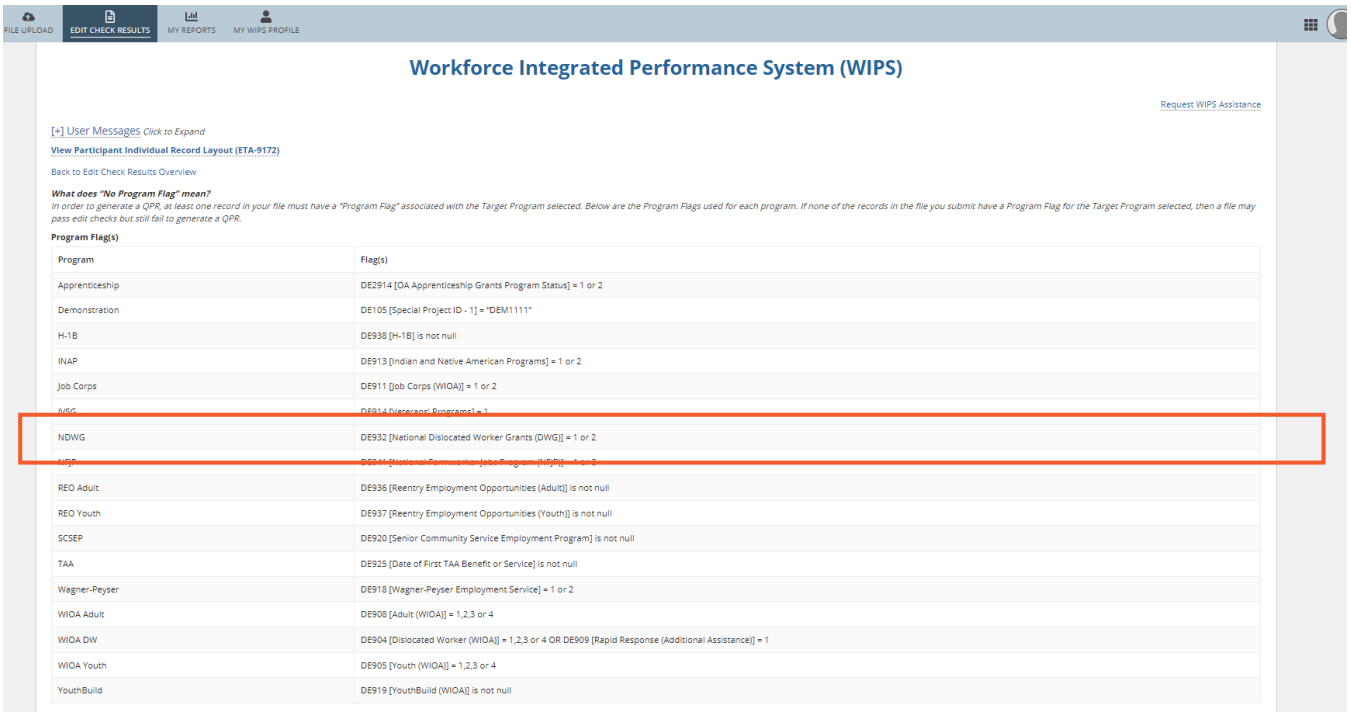
DWG participant data files contain a DE column that functions as a program flag. The program flag checks whether participant records match the target program selected when uploading to WIPS. A QPR will not be generated if there is no program flag match. A program flag error occurs when the information in the program flag column does not align with the "Target Program(s)" selected. If triggered, it will display in the Format Error Column.

This type of program flag error does not pertain to Demonstration Grants (including WORC).



Resolving Program Flag Errors

To resolve a program flag error, make sure that Data Element 932 for National Dislocated Worker Grants is valid by entering Code 1 or Code 2. The information in the program column of the file must also align with the "Target Program(s)" selected during upload. The following screenshot from WIPS lists each program flag—the program flag column for DWGs is DE 932.



DWG recipients will enter a "1" or "2" in the program flag column (DE 932). A "1" indicates that the individual is an "NDWG Participant." A "2" indicates that the individual is a "Reportable Individual."

Testing the Participant Data File

It is best practice to test the participant data file early by submitting it to WIPS and running it through the edit checks. This will allow for time to address errors early in the process and minimize issues that may delay timely submission of the participant data file.

Another approach to testing a participant data file is to submit an abbreviated file with sample records—for example, 5, 10, 20, or 50 records—to see what types of errors the file generates and identify corrections that are relevant to the rest of the records. There are no penalties for running multiple edit checks ahead of the submission date.

Tips

- Test early and test often!
- Test sample versions of the file with fewer records to identify issues/fixes that may be applied to the entire file.

Additional Resources

Relevant Web links:

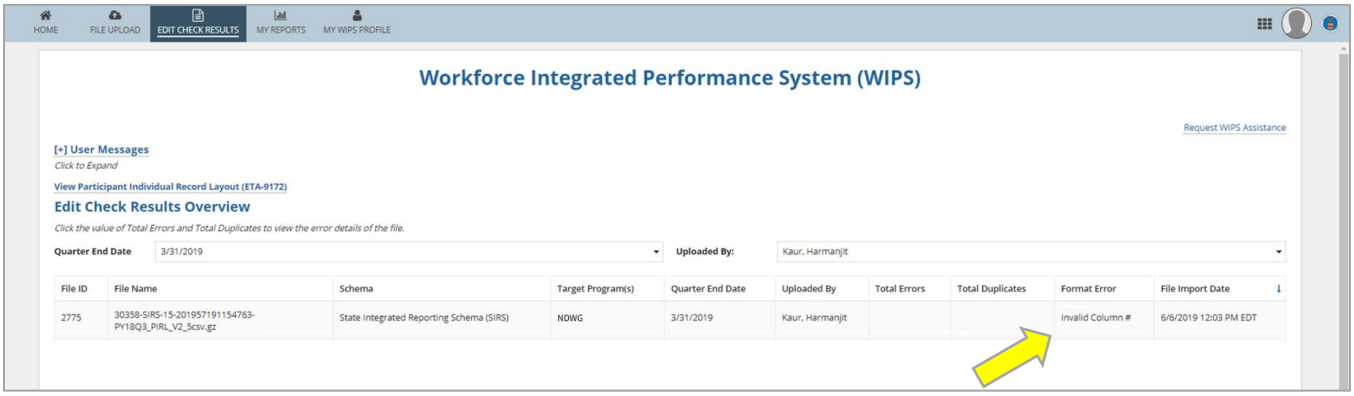
- User Walkthrough Video Series
- WIPS Technical Assistance Request Ticket Form
- WIPS Edit Checks and Updates
- DWG Performance Reporting General Resources
- Demonstration Grant Performance Reporting General Resources
- Definitions of Terms Related to the Performance Accountability System

Appendix A: Edit Check Results Overview Reports (Sample)

The following screenshots show sample Edit Check Results Overview reports. These reports become viewable in WIPS after submitting a participant data file for upload.

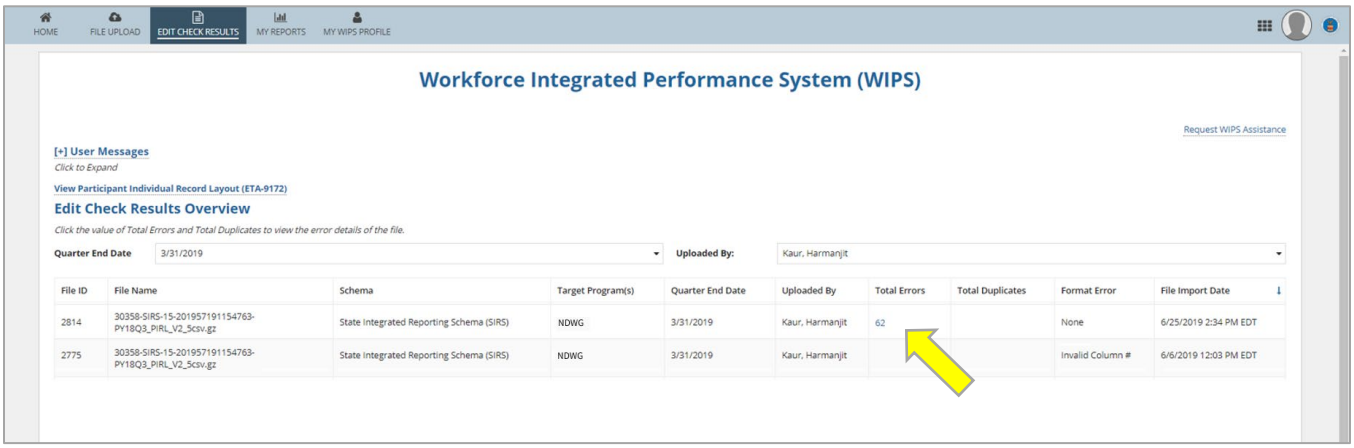
Edit Check Results Overview Report #1

- This uploaded file has been rejected by WIPS with a file format error: "Invalid Column #"



Edit Check Results Overview Report #2

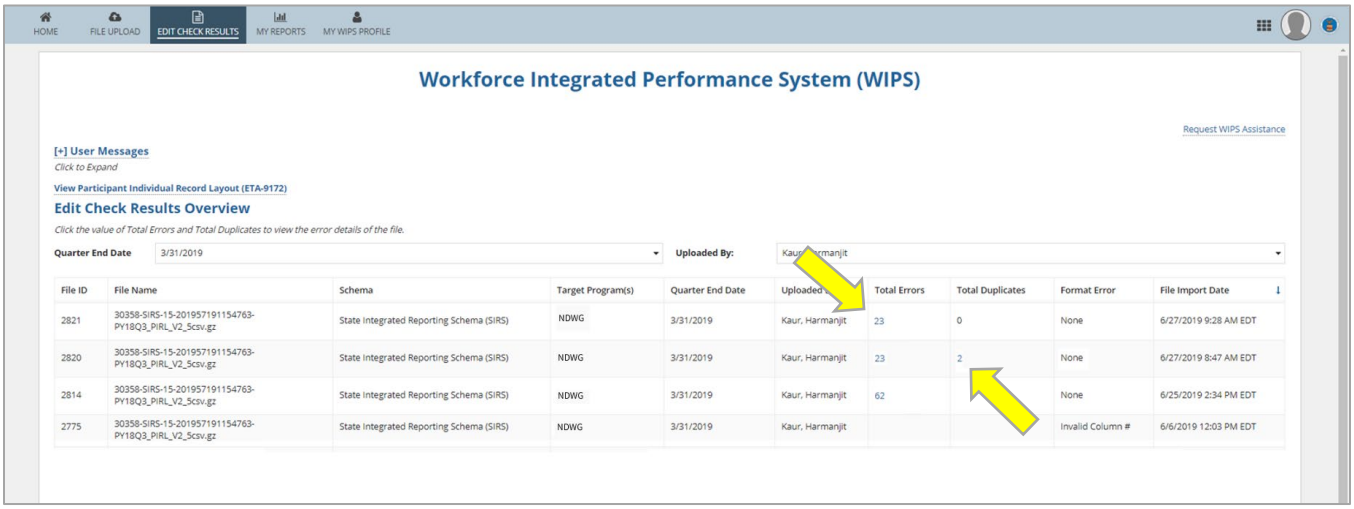
- The formatting error has been corrected, and an updated version of the same file has been re-uploaded to WIPS. This report shows that the file has passed the file format check but contains valid value errors.



Edit Check Results Overview Report #3

▶ Once valid value errors have been corrected, WIPS will check for duplicate and logical errors, and will report these results simultaneously. The yellow arrows indicate that the file contains both duplicate and logical errors.

▶ The top row shows that the user corrected the duplicate errors (row 1 shows 0 duplicates, down from 2 duplicates shown in row 2), but that the file still contains 23 logical errors. As indicated in the top row, it is possible to have logical errors without duplicate errors and vice versa.



Edit Check Results Overview Report #4

▶ When there are no more errors, there will be 0s in the Total Errors and Total Duplicates columns.

