

Submitting to WIPs

Transcript

00:00:01

This video provides an overview of how to submit quarterly reporting data from GPMS to WIPS.

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Starting from the GPMS homepage, we'll navigate to the Reports tab.

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On this page, you'll see that there are three buttons.

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The first one is Sample QPR.

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This provides a preview, or example, of the QPR that would be generated for WIPS, given the data that is currently in the system.

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Note that this is not an official QPR.

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The second button is WIPS QPR Error Check.

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This is a tool to help you find and fix errors in your data before you submit the official QPR.

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And the last button is WIPS Submit Official QPR.

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This is where you'll actually submit your data to WIPS.

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Let's start with the Sample QPR button.

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On this page, you will need to select an option from each field that's provided in order to generate the unofficial QPR.

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Let's try it out.

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For Time Period, I'm going to select Quarterly.

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For Population, I'm going to select Total, which combines both adult and youth.

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And lastly, I'm going to select the quarter end date, 3/31/2026.

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After making selections for all of the required fields, the Generate Report button will become clickable.

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This will produce an unofficial report, essentially a preview of what will be submitted to WIPS if you choose to submit at this time.

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In the Summary Information area, you'll see Total Exiters, Total Participants Served, and Total Reportable Individuals.

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To view other sections,

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Open them up by clicking the +Expand text next to each header.

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It may take a moment to load.

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Each section of the report, A through E, can be expanded or collapsed.

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Now let's go back to the Reports tab to review the next button.

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I'll open up the WIPS QPR Error Check Tool.

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Before we can submit the QPR data to WIPS, we need to check to see if there are any errors.

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If there are any errors, we will need to fix them first.

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To run an error check, select the quarter that you're submitting for and then click Run Error Check.

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Again, it may take some time for the report to generate.

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Once it has loaded, the report will appear as a row under the WIPS QPR Error Check History header.

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Check the Status column to see if the report contains errors.

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This column will either read Errors Detected, along with a count of the errors in the report, or it will read No Errors Detected, which means the report is ready to submit.

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This report contains errors.

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To view them, click the hyperlinked text.

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This is a list of all the errors in the report.

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It shows unique ID and name associated with the record,

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as well as information about which field contains the error.

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Here you can see the data element number, the location of the field in GPMS, the name of the field, and a description of the error in this column on the right.

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Before submitting to WIPS, you will need to correct all of the errors listed here.

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After making revisions, re-run the error report to see if the status updates to No errors detected.

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You may have to run the check and make revisions multiple times.

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Once you have achieved an error-free report, you may submit it to WIPS.

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To initiate a submission, click this button here.

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On this page, select the quarter you're submitting for, and then click Submit.

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It may take some time for GPMS to work on the submission.

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You can see I have received an error message that says User does not exist in WIPS.

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To address that error, you would need to request a new WIPS account for the user.

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Another common error you might see is Reporting period locked based on program.

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This means you can no longer submit for that period.

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If the status shows as Upload complete, GPMS will show a message that says Data transferred to WIPS is completed.

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Please visit WIPS to review the results and certify QPR.

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WIPS may have detected errors.

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The final step in that case is to log in to WIPS to review and certify your QPR.

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This concludes the overview of how to submit data to WIPS.

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If you have additional questions, please send an e-mail to the NFJP inbox at the address listed [here](#).