Employment & Training Administration

WIA
Data Validation Software

User's Guide

September 2003

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I. OVERVIEW

This User's Guide has been written to guide you through the process of using the WIA Data Validation Software (WIADV) to produce and to validate the WIA annual, quarterly and rolling four-quarters reports. The software includes a demo database with sample annual report data that allows users to review the full functionality of the software prior to building their own extract files.

The User's Guide contains the following sections:

II. **Installation:** Provides a step-by-step description of how to install the software on your PC.

III. **Tutorial:** Provides information on the menus and functions of the software, and describes how to build an extract file, import data, generate reports, and validate participant records.

IV. **Reference Guide:** Provides a condensed list of all the menus and functions for quick reference.

V. **Record Layouts:** Provides the record layouts for the validation import and reported value import files. Also, provides an example of a reported count file for the quarterly/rolling four-quarters report. Also, has a list of tips on how to build an extract file.

After reviewing this guide, users should contact Mathematica Policy Research, Inc. by emailing WIATA@mathematica-mpr.com with any questions on using the software.

II. INSTALLATION

Step 1—Uninstalling the Application

Before you install a newer version of the WIADV software it is recommended that you uninstall the existing version of the software. Please follow the normal process for uninstalling software on your computer.

To uninstall WIADV software on a Windows 2000 or Windows XP machine, select Start, then Settings, then Control Panel. In the Control Panel, double click on Add/Remove Programs. Click on the WIA. Then, click on Change/Remove. Follow the InstallShield instructions to remove the software.

Users may need to contact their system administrator in order to uninstall the application.

Step 2—Load CD ROM/Download from Internet

Before starting installation of the software, quit any other programs that may be running. Insert the setup CD into the CD-ROM drive or download the software from the Internet at www.uses.doleta.gov/dv. Click on “setup.exe”. The InstallShield Wizard window will pop up. Click on the “Next” button. Complete the Customer Information window as necessary, and click on “Next.”

Users installing the software on a network may need to contact their system administrator in order to install the application.

II. INSTALLATION

Minimum hardware requirements:

For users with extracts exceeding 50,000 records:

Operating System - Windows 98 or better
RAM - 256 mb
Disk Space - 750 mb
Processor – 400 mhz Pentium III (or equivalent processor)

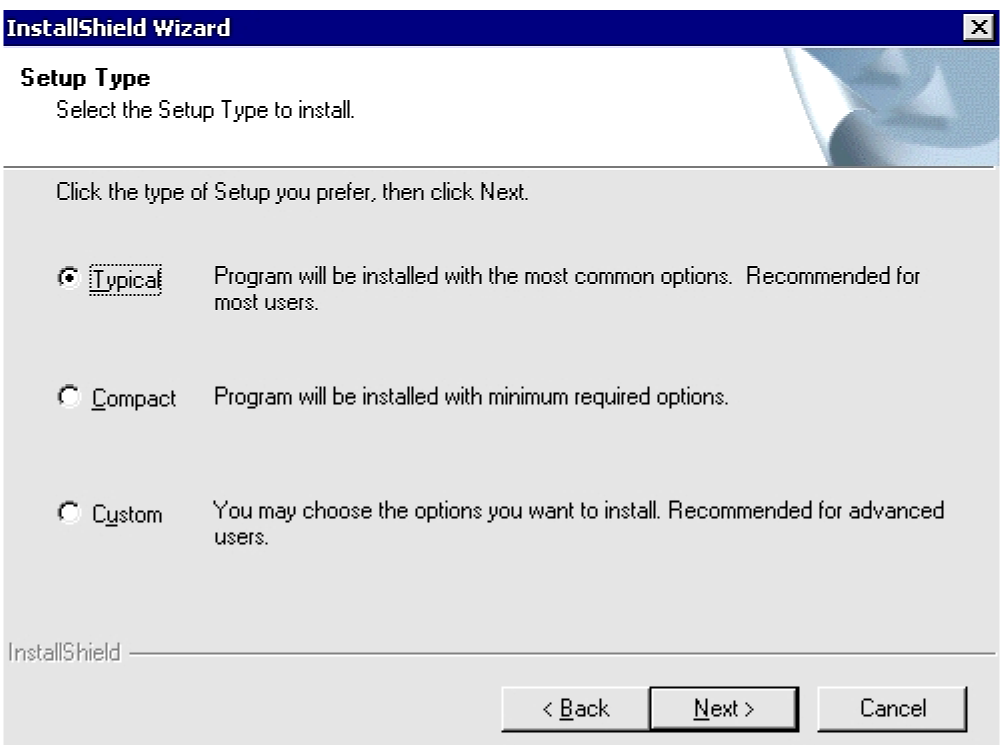
For users with extracts of fewer than 50,000 records:

Operating System - Windows 98 or better
RAM - 128 mb
Disk Space - 250 mb
Processor – 100 mhz Pentium III (or equivalent processor)

Step 3—Choose Destination Location

The Choose Destination Location window of the InstallShield Wizard Setup allows the user to select the installation directory. The software defaults to C:\Program Files\WIA, as shown in the Destination Folder text box. To install the software in a different folder, click on the "Browse" function and navigate to the desired location. Make note of the software directory that is selected if using a location other than the default C:\Program Files.

Even if you have completely uninstalled a previous version of the software, it is possible that there are registry remnants that can be detected by the InstallShield Wizard. Consequently, the following screen <u>may</u> appear. If this screen does not appear, simply follow the ensuing prompts by clicking "Next", as the Setup Type window is not a required element for successful installation. If the Setup Type screen does appear, select Typical and then click Next.



The Start Copying Files window appears next. You do not need to change any settings in this window, so click “Next”. When installation is complete, the InstallShield Wizard Complete window pops up. This screen may prompt you to restart your computer.

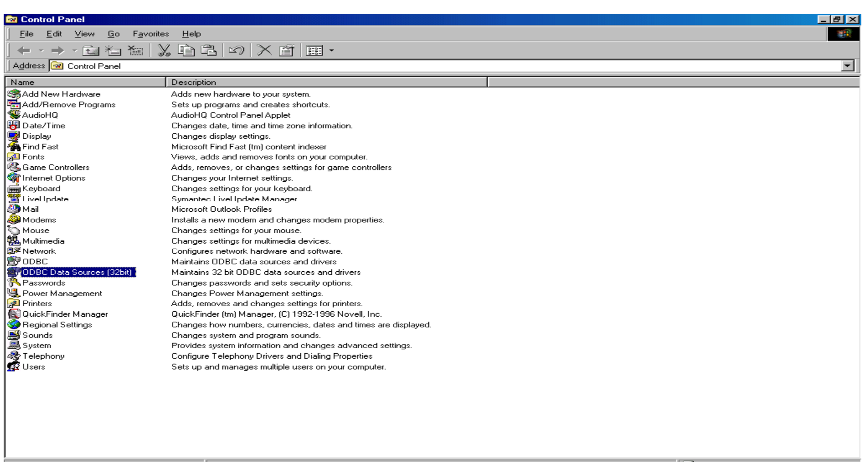
Step 4—Restarting Computer

After completing the WIA InstallShield Wizard installation setup, reboot your computer before continuing any further. If the InstallShield Wizard Complete window does not prompt you to restart your computer, simply restart the computer as you would normally.

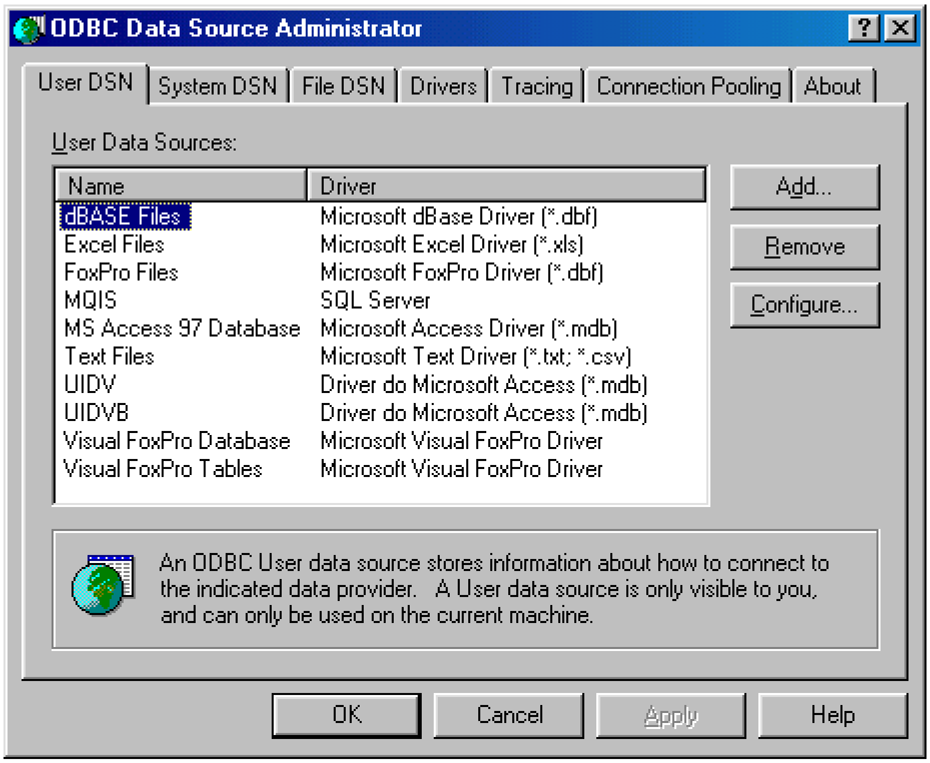
Step 5—Select the Driver – For MS ACCESS Database

Step 5 is needed to add a database, to access the demo database, to change the default database, or to install the application in a folder other than the default folder.

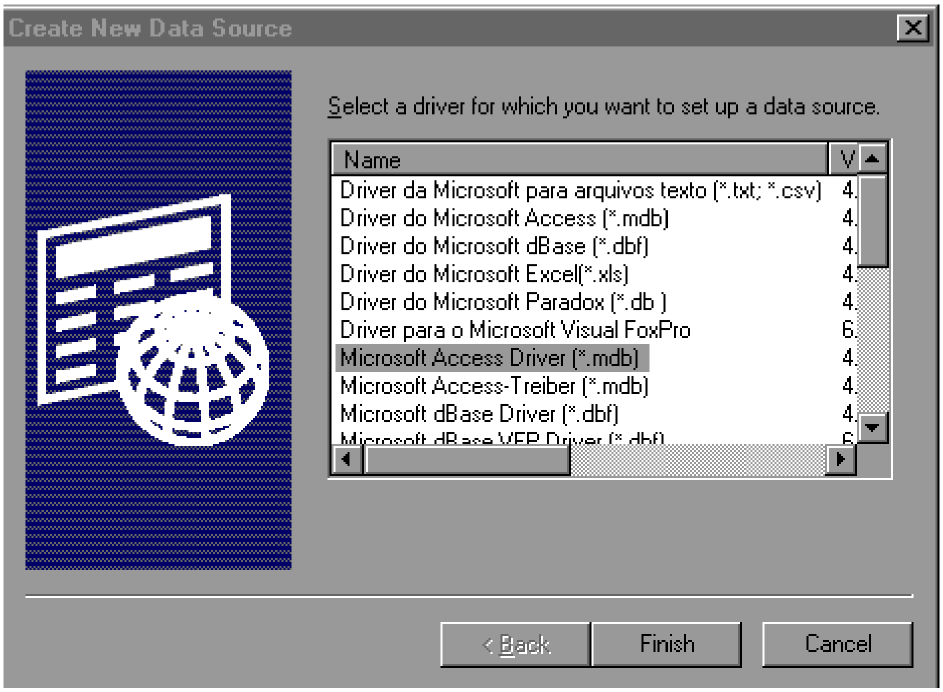
Go to the Settings – Control Panel. In the Control Panel window select ODBC Data Sources {32 bit} if using Windows 98. If using Windows 2000 select Administrative Tools and then Data Sources (ODBC).



Double click. On the System DSN tab, in the ODBC Data Source Administrator window, click "Add," regardless of the data source name that is highlighted.

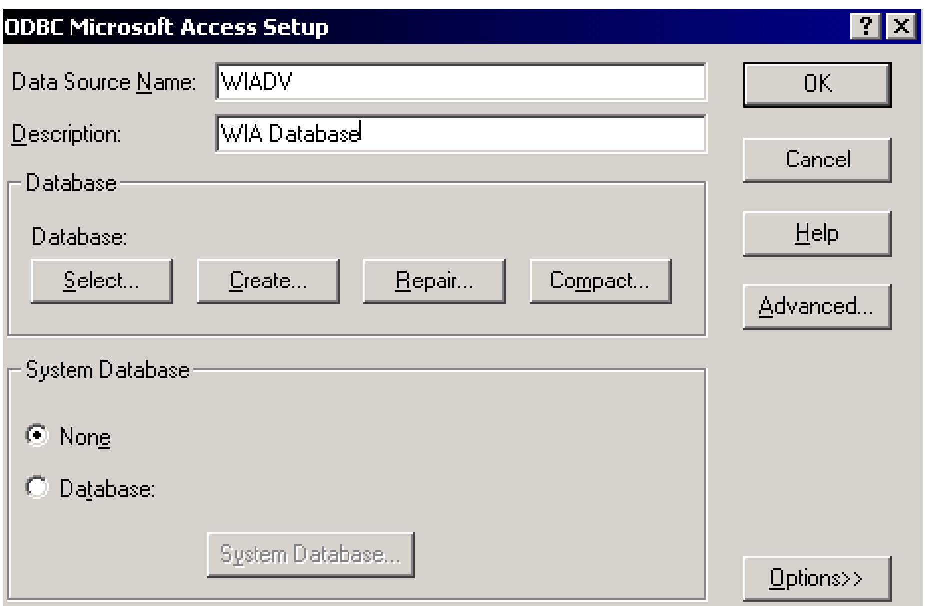


In the "Create New Data Source" window, select the Microsoft Access Driver (.mdb) and click "Finish."



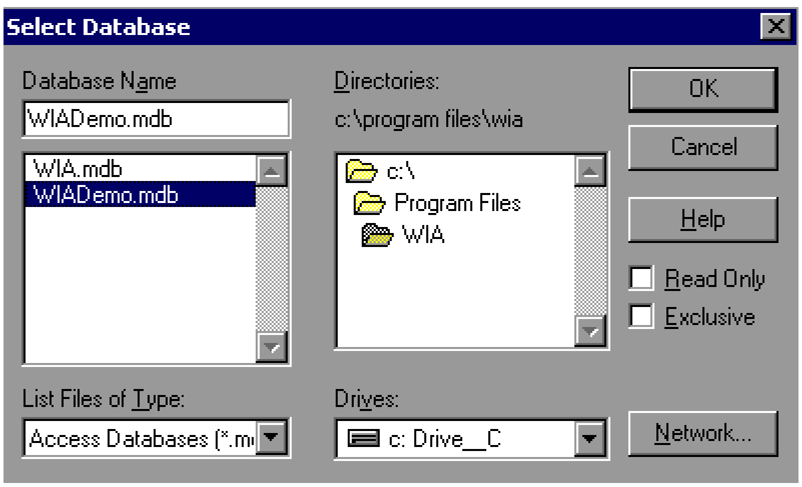
The ODBC Microsoft Access Setup window will pop up. Enter the data source name, which is “WIADV”. Then go to “Database” options and click the “Select” button.

Note that all database setups must have a data source name beginning with the prefix “WIADV” and there should be no spaces in the data source name. For example, users should enter “WIADVDemo” as the data source name for the demo database included with the software application. This ensures that these additional databases will appear in the Switch Database function. For more information about the Switch Database function, see Section F of Chapter IV: Reference Guide.



The Select Database window will pop up with your C: drive and file folders (unless you have chosen to save the file elsewhere). Open the Program Files folder and scroll down until you see the WIA folder. When you open this folder, the WIA.mdb and the WIADemo.mdb should appear in the left window. Highlight the applicable file and click “OK.”

If the software was installed in a different directory, follow this procedure using the appropriate directory.



Click “OK” on each of the open screens to close them.

Step 6—Fixing Database/Data source Errors during Installation

For some users of Win 2000, XP and NT, the data source may not be linked to the correct database or to any databases, which prevents the application from functioning.

To determine if the correct database is selected, select the Data Sources (ODBC) in the Control Panel—Administrative Tools, User DSN tab. Check that the WIADV is linked to the right database. To do this, double click on the WIADV Data Source (ODBC) and check the path under the "database" section. If the application was saved to the C: drive then the database should be in the C:\Program Files\WIA folder. If the software was saved to another location, check to make sure that the data source points to this other folder and database.

Some users of Windows 2000, XP, and NT may also need to set up the ODBC in the System DSN tab under Administrative Tools. This setup procedure is identical to the procedure used for the User DSN tab.

If you are still experiencing difficulties accessing the software after checking the data source, you should consult your system administrator.

Step 7—Manually Registering Files

When the users are in the process of installing the WIA Data Validation software, they may get an error message stating that a file is not registered or cannot be found. In certain cases, users may get this error message after the software has been installed instead of during the installation process.

These error messages can be resolved by manually registering the specific files that failed to register. First, the users should check for the file on the hard drive. If the file is on the hard drive they should follow the steps outlined below to manually register the file. If the file cannot be found, the users should contact WIATA@mathematica-mpr.com.

To manually register the files, go to the Start menu and select Run. In the Run box, in the Open field, type in the regsvr32 command in the following format.

regsvr32 "PathName"

where “Pathname” is the full location of the file, with the file name given in the error message. Type in the entire pathname with the filename with quotes around it. For example, users who use Windows 2000 and XP, would type the following in response to an error message noting that the file crviewer.dll is not registered:

regsvr32 "c:\Program Files\WIA\crviewer.dll"

Users who use Windows NT would type in:

regsvr32 "C:\winnt\system32\crviewer.dll"

This manually registers the file that did not register during the batch installation process. Repeat this process for each unregistered file.

III. TUTORIAL

This chapter provides information on the reporting and validation functions of the software. Following are brief summaries of each chapter section.

A. Signing In

Section A describes how to open and sign in to the software for specified reporting periods. This section also describes how the user can change the reporting options after the initial sign in.

B. Importing Records

Section B describes how to build and import files of records so the software can produce and validate the ETA 9091, ETA 9090, and the rolling four-quarters reports. This section also describes how to access and review duplicate detection and error reports of records rejected by the software during the import process.

C. Report Validation

Section C describes how to import reported values if a separate software application was used to produce the ETA 9091, ETA 9090, or the rolling four-quarters reports. This section also describes how to access and review the report validation summary and how to access and analyze records by performance outcome group.

D. Data Element Validation

Section D describes how to conduct data element validation for a sample of exiter records.

III. TUTORIAL

A. Signing In

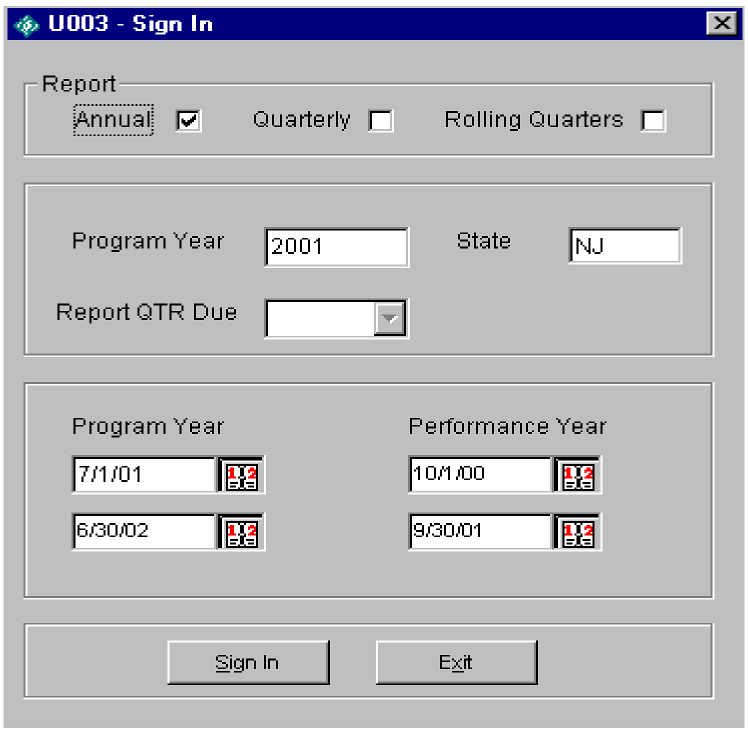
Step 1—Opening the Software

Go to the **Start** menu, click on **Programs**, and then scroll to find **WIA**. Click on the **WIA** sidebar to open the software.

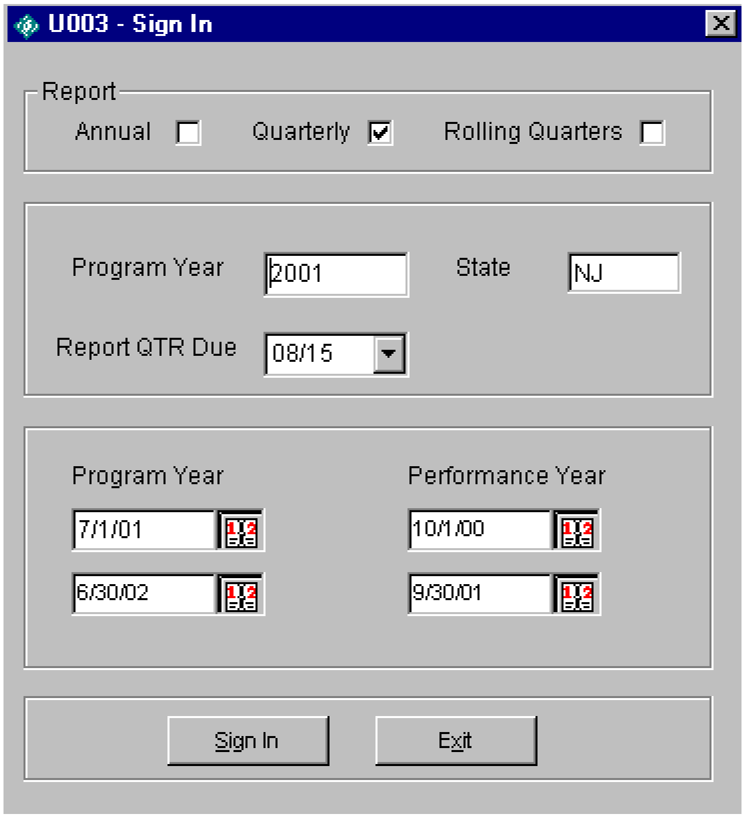
Step 2—Sign In Screen

The Sign In screen provides several options. The user can either choose to calculate and validate the annual ETA 9091 report, the quarterly ETA 9090 report, or a quarterly report using a rolling four quarters.

To validate the annual report, click in the box marked “Annual” and enter the program year for the report being validated in the cell marked program year. Move the cursor to any other cell and the program and performance year date ranges will automatically update to match the program year entered by the user.



To validate the quarterly report, click in the box marked "Quarterly," enter the appropriate Program Year, and select the report due date in the cell marked "Report QTR Due."



To calculate a rolling four-quarters, click in the box marked "Rolling Quarters," enter the appropriate Program Year, and select the report due date in the cell marked "Report QTR Due."

Program year and performance year date ranges do not apply to the quarterly or rolling quarters report options.

Click on the "**Sign-In**" button.

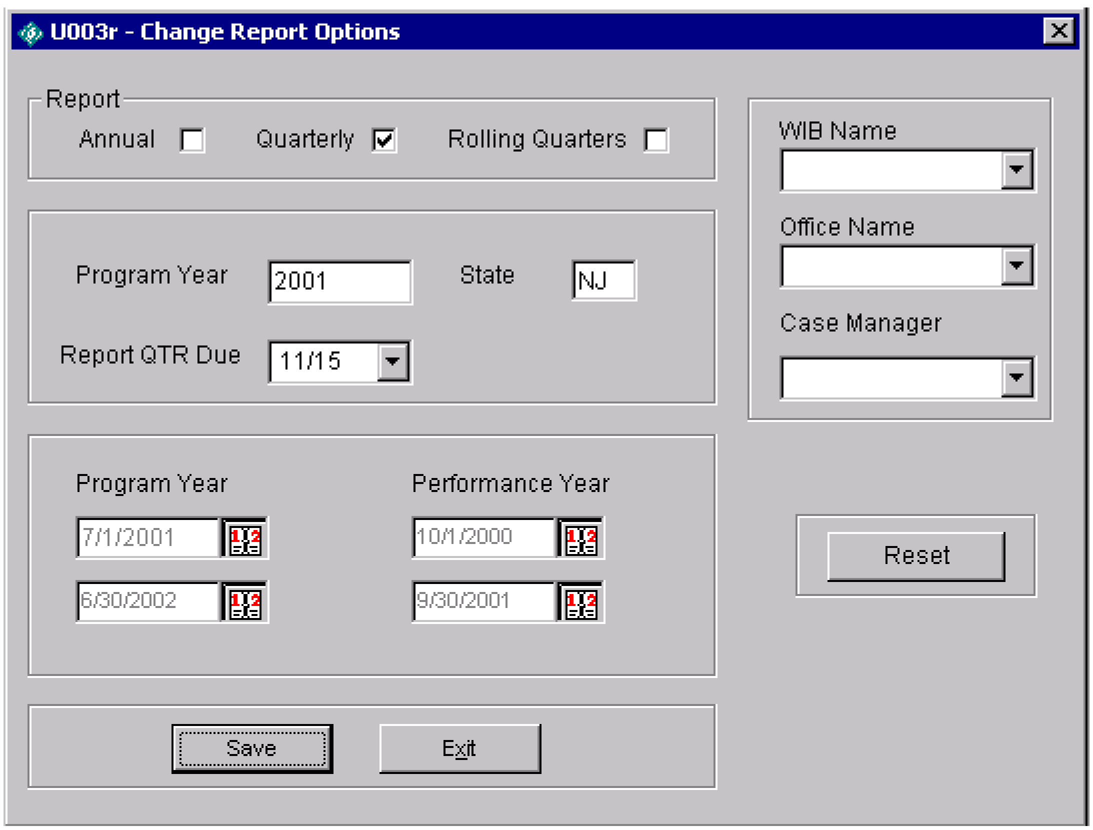
After logging in a list of tips that provides brief explanations of each function will be displayed.

Step 3—Change Reporting Options

To change the reporting parameters after signing in to the software, open the **Change Reporting Options** menu and select **Change Reporting Options**.

In the Change Reporting Options screen, the user can select and change several options: the user can select whether they want an annual report, a quarterly report, or a rolling four-quarters report; the user can also select the program year and performance year start and end dates; the user can select a WIB name, office name, and/or case manager's name to produce substate level report validation summary reports or facsimile reports for management and analytical purposes.

The program year and performance year start and end dates can only be changed when the annual report checkbox is filled with a checkmark.



While program year and performance year date ranges are auto filled based on the program year entered, users may overwrite these date ranges to analyze performance for specific time periods. If no program year is selected, the software will display an error message and close out.

If the user decides to change the program year after importing the data, the report may not accurately reflect the program year set. For the software to calculate an accurate report, the user must re-import the data after changing the type of report, the program year, or the report due date.

If the user manually changes the program/performance year date ranges to different date ranges, clicking on the **Reset** button will automatically reset the program/performance year date ranges to the program year entered. The **Reset** button will also reset the filters for WIB, Office, and case manager to blank (if they were changed).

The WIB, office, and case manager drop down menus are the unduplicated values in each of these fields.

After the user selects the options to create the desired report, the user should click on **Save** to save the options.

B. Importing Records

After signing in, states must import the participant records for all individuals included in the report being validated.

Step 1—Create a File Based on the Record Layout

To view the record layout, select the **Import Data** menu and then choose **Source Table Record Layout.** The record layout is also in Chapter V of this User's Guide.

The record layout is in the WIASRD format with the addition of six fields. The extract file type is ASCII, comma-delimited, or tab-delimited columns. Fields must be in the order listed on the record layout. 160 fields are accepted by the software , not including the exact number of fields or columns listed in the record layout will result in all the records being rejected. States should include the participant's Social Security Numbers (SSNs) as the individual identifier (field 2) because SSNs are required to obtain wage records needed to validate earnings during data element validation.

Mandatory fields are specified in the layout. They include the observation number (field 1), individual identifier (field 2), and the WIA Registration date (field 34). Blanks are acceptable in optional fields. Blank or null values are not valid for observation number, individual identifier and the WIA Registration date and will result in the record being rejected. Additionally, at least one of the funding stream classifications (field 36- 40,42-47) has to have a value in it that would enable the software to assign the records to a funding stream as specified in Appendix A of WIA Validation Handbook.

The extract file in this version of the software also allows for goal type, date goal set, and attainment date for twelve sets of goals for younger youth (see fields 104-151).

The additional six fields are observation number, office name, WIB name, sampling unit, case manager, and user field. The user field can be used for any additional data (e.g. participant's name) that the state wishes to include. The user field will also be displayed in the Data Element Validation Worksheets.

The sampling unit field is a numeric designator used to create a clustered sample for data element validation. This numeric indicator does not have to begin with a 1 or be consecutive. Without a sampling unit, the states will still get a sample, but it will not be clustered. If states wish to get a clustered sample by office, and does not currently have a numeric office designator, it should create one for each office. No two offices should have the same sampling unit number. However, if states do not have a numeric office indicator and do not want to create one, they can use a numeric indicator for the WIB. If they choose to use WIB instead of office, the cluster sampling will be geographically more dispersed, increasing the travel necessary to perform data element validation.

To validate the annual report, the extract file must contain the records for four cohorts of individuals. First, the file should include the records for all participants for the program year. That is the records of all participants who received any WIA services during the program year. Second, the file should contain the records for all exiters for the program year. Third, the file should include exiters for the performance year—October 1st of the year prior to the program year to September 30th of the program year. Fourth the file should include exiters for the prior performance year—October 1st of the year prior to the prior program year to September 30th of the prior program year.

For an explanation of how these cohorts are used to calculate the performance measures on the annual report, see Appendix A of the WIA Validation Handbook.

To validate the quarterly and the rolling four-quarters reports, the extract file must contain the participants and exiters for the appropriate quarters. The tables on the next two pages denote the date ranges for the participants and exiters to be included in the file for the quarterly and the rolling four-quarters reports.

ETA 9090 Quarterly Report Specifications

Definitions:

1. PY = Current program year
2. PY-1 = Prior program year
3. PY-2 = Program year prior to the prior program year
4. PY+1 = Program year following the current program year

Reporting Elements	Quarter 1 Report Due 11/14/PY	Quarter 2 Report Due 2/14/P Y+1	Quarter 3 Report Due 5/14/PY+1	Quarter 4 Report Due 8/14/PY+1
Participants	7/1/PY to 9/30/PY	7/1/PY to 12/31/PY	7/1/PY to 3/31/PY+1	7/1/PY to 6/30/PY+1
Total Exiters	7/1/PY-1 to 6/30/PY	7/1/PY to 9/30/PY	7/1/PY to 12/31/PY	7/1/PY to 3/31/PY+1
Entered Employment and Employment-Credential Rate	10/1/PY-1 to 12/31/PY-1	10/1/PY-1 to 3/31/PY	10/1/PY-1 to 6/30/PY	10/1/PY-1 to 9/30/PY
Retention and Earnings Rates	10/1/PY-2 to 6/30/PY-1	10/1/PY-2 to 9/30/PY-1	10/1/PY-1 to 12/31/PY-1	10/1/PY-1 to 3/31/PY
Youth Diploma Rate	7/1/PY-1 to 6/30/PY	7/1/PY to 9/30/PY	7/1/PY to 12/31/PY	7/1/PY to 3/31/PY+1
Youth Skill Attainment	7/1/PY to 9/30/PY	7/1/PY to 12/31/PY	7/1/PY to 3/31/PY+1	7/1/PY to 6/30/PY+1

The table shows that to calculate the Entered Employment Rate for the first quarter report, due on November 14th of the current program year (11/14/PY), the file should include records for participants who exited from October 1st of the prior program year (10/1/PY-1) through December 31st of the prior program year (12/31/PY-1). It also shows that to calculate the retention rate, the file should include records for participants who exited from October 1st of two years prior to current program year (10/1/PY-2) through June 30th of the prior program year (6/30/PY-1).

Rolling Four Quarters Report Specifications

Definitions:

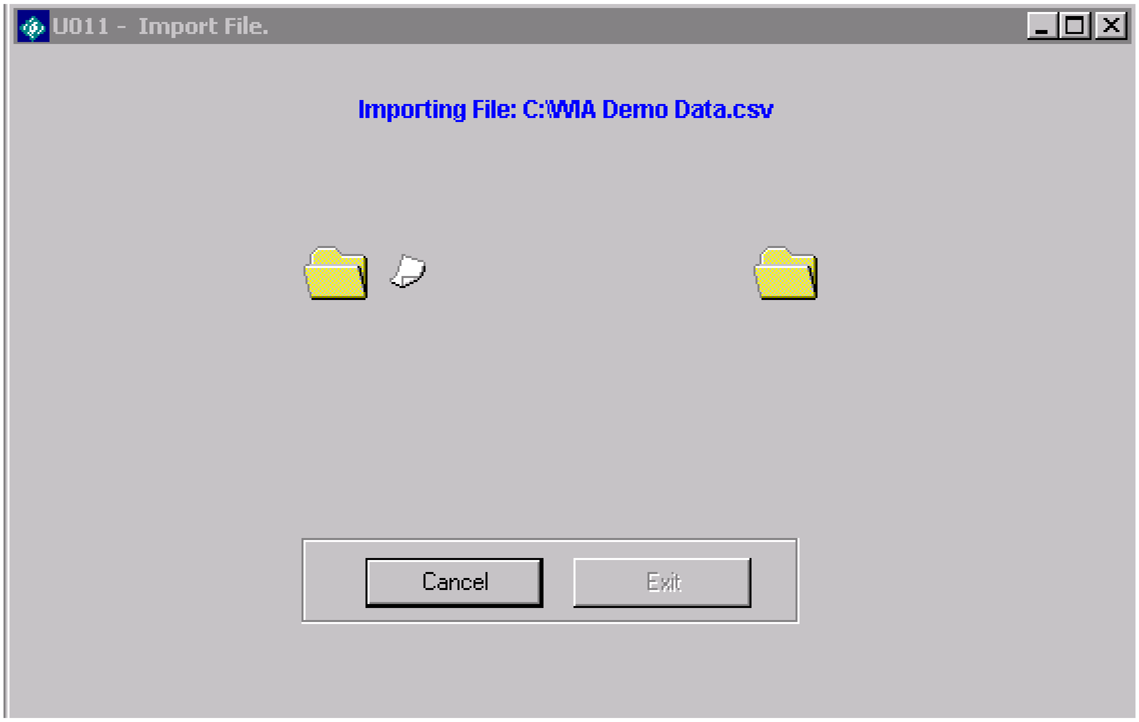
1. PY = Current program year
2. PY-1 = Prior program year
3. PY-2 = Program year prior to the prior program year
4. PY+1 = Program year following the current program year

Reporting Elements	Quarter 1 Report Due 11/14PY	Quarter 2 Report Due 2/14/PY+1	Quarter 3 Report Due 5/14/PY+1	Quarter 4 Report Due 8/14/PY+1
Participants	10/1/PY-1 to 9/30/PY	1/1/PY to 12/31/PY	4/1/PY to 3/31/PY+1	7/1/PY to 6/30/PY+1
Total Exiters	7/1/PY-1 to 6/30/PY	10/1/PY-1 to 9/30/PY	1/1/PY to 12/31/PY	4/1/PY to 3/31/PY+1
Entered Employment and Employment-Credential Rate	1/1/PY-1 to 12/31/PY-1	4/1/PY-1 to 3/31/PY	7/1/PY-1 to 6/30/PY	10/1/PY-1 to 9/30/PY
Retention and Earnings Rates	7/1/PY-2 to 6/30/PY-1	10/1/PY-2 to 9/30/PY-1	1/1/PY-1 to 12/31/PY-1	4/1/PY-1 to 3/31/PY
Youth Diploma Rate	7/1/PY-1 to 6/30/PY	10/1/PY-1 to 9/30/PY	1/1/PY to 12/31/PY	4/1/PY to 3/31/PY+1
Youth Skill Attainment	7/1/PY-1 to 6/30/PY	10/1/PY-1 to 9/30/PY	1/1/PY to 12/31/PY	4/1/PY to 3/31/PY+1

For example, the above table shows that to calculate the Entered Employment Rate using rolling four quarters with the report due date of August 14th of the year following the program year (8/14/PY+1), the file should include records for exiters from October 1st of the prior program year (10/1/PY-1) to September 30th of the current program year (9/30/PY). It also shows that to calculate the retention rate, the file should include records for all exiters from April 1st one year prior to the current program year (4/1/PY-1) to March 31st of the program year (3/31/PY).

Step 2—Load Extract Data

Once the data are formatted according to the record layout, open the **Import Data** menu and select **Import from Extract File**. Select the file to be imported using the **Select File** box. Click Open. A box will appear. Click yes to reload the master validation table (import the extract file). Once the import has begun, the **Import File** box includes counters for both the number of records imported successfully and the number of records with errors.



The Import File box also includes a cancel button to stop the import process. If the Import File box shows a large number of errors and the user wishes to cancel, click the **Cancel** button, then click **No** in the WIA screen.

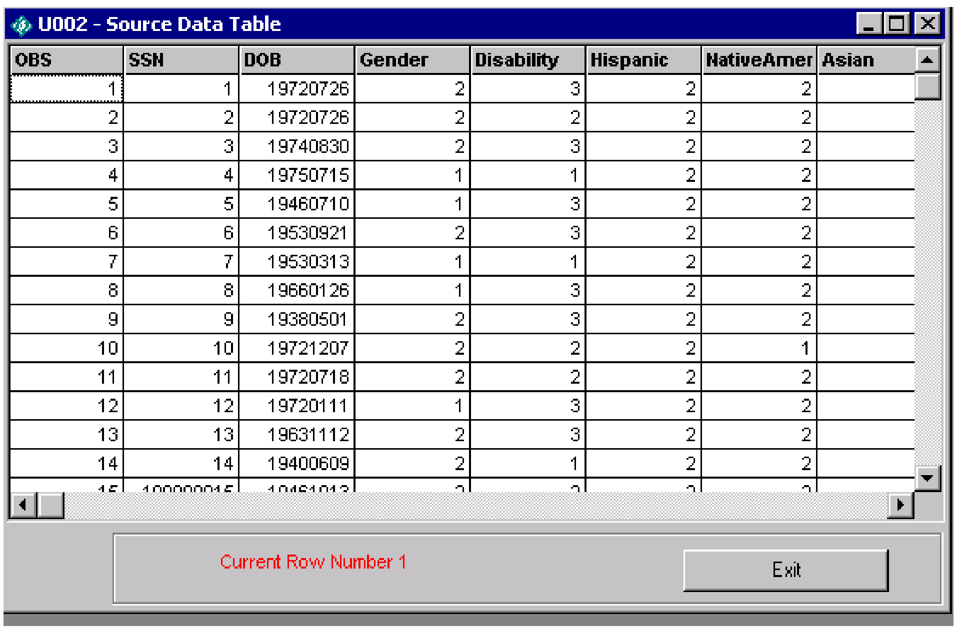
Click **Exit** when a message appears that the import is complete.

Depending on the size of the file, it may take a while to import the data. During the import process, the software creates a sample from the extract file for data element validation. The sampling procedure can be time consuming.

When states do not wish to perform data element validation, they may turn off the software's sampling function. The user should open the **Import Data** menu and select **Skip Sampling on Import**. This option must be selected before the extract file is imported. Once selected, it will have a checkmark next to it. If not selected, there is no checkmark. It is important to note that if the user chooses to skip sampling and later wishes to draw a sample, the extract file must be re-imported.

To unselect the **Skip Sampling on Import** option, open the **Import Data** menu and click on **Skip Sampling on Import**. The checkmark will disappear.

Once the file is imported, the user can view the imported file. Open the **Import Data** menu and select **View Source Table**. This is a read only screen; however, the columns in the source table are sortable to facilitate state review of the imported records. Users can sort on any column in the source table. If the cursor is placed on a particular row of a column, the application will show that row number in red at the bottom of the screen. This feature enables the user to easily count the number of records with a particular characteristic in the source table. The total number of records is provided on the lower left corner of the screen.


U002 - Source Data Table

OBS	SSN	DOB	Gender	Disability	Hispanic	NativeAmer	Asian
1	1	19720726	2	3	2	2	
2	2	19720726	2	2	2	2	
3	3	19740830	2	3	2	2	
4	4	19750715	1	1	2	2	
5	5	19460710	1	3	2	2	
6	6	19530921	2	3	2	2	
7	7	19530313	1	1	2	2	
8	8	19660126	1	3	2	2	
9	9	19380501	2	3	2	2	
10	10	19721207	2	2	2	1	
11	11	19720718	2	2	2	2	
12	12	19720111	1	3	2	2	
13	13	19631112	2	3	2	2	
14	14	19400609	2	1	2	2	

Current Row Number 1

Exit

The following tables show the approximate length of time to import extract files of various sizes, both with and without sampling. The import process for these files was tested on both a Pentium IV and a Pentium III computer and the following results were obtained.

Import Times – Pentium IV 1.8 Ghz 256 mb, 40 gb Hard Drive		
Number of Records Imported	Import Time w/ Sampling	Import Time w/o Sampling
1,000	30 seconds	15 seconds
25,000	15 minutes	10 minutes
50,000	30 minutes	20 minutes
100,000	60 minutes	45 minutes
200,000	2.5 hours	2 hours

Import Times – Pentium III 866 Mhz 256 mb, 10 gb Hard Drive		
Number of Records Imported	Import Time w/ Sampling	Import Time w/o Sampling
1,000	90 seconds	60 seconds
25,000	20 minutes	12 minutes
50,000	40 minutes	25 minutes
100,000	80 minutes	50 minutes
200,000	5.2 hours	3.8 hours

These computers were dedicated specifically to testing the import times of the WIA Data Validation Software (i.e. no other functions were being carried out on these machines while import tests were being conducted). Prior to each import, the database was compacted and unnecessary files were deleted/removed from the system (i.e. emptying the recycling bin, running the "disk clean up" function in Windows, etc.) to maximize system efficiency and free up hard disk space.

The import times depend not only upon system capabilities, but also on the number and density of the records. The Microsoft Access database has a capacity of 1.0 gigabytes; thus, the number of records imported is contingent upon the number and density of participant records. If the Access database has reached its maximum capacity the software may indicate "Overflow" errors and will be written to the importerror.txt file. This may show up as either Windows errors or as import errors within the WIA software. To avoid overflow errors, users routinely importing extracts in excess of 100,000 records should compact the database prior to import as often as possible. This function is available under the Utilities menu in the software. The software may also indicate "Overflow" errors, if the file has a random error that the software cannot identify or if the date fields are incorrectly formatted.

Given the comprehensive sampling scheme used in data validation, the import of large extract files requires the use of extensive computer resources (particularly RAM and Virtual Memory). It is highly recommended that all users review the minimum system requirements outlined in the beginning of the User's Guide prior to using the WIA Data Validation Software.

Step 3—Review Error Reports

When the extract file is loaded, the software reads each record to ensure that all fields are valid based on the specifications in Appendix A of the validation handbook. Duplicate records and any records with improperly formatted data or with missing data in mandatory fields are rejected.

An error report listing the rejected records is produced. The error report is automatically saved to the WIA folder and is titled importerror.txt. Every time a file is imported into the software, the previous error report is deleted. If no errors are found, no error report is produced – and no error report will be found in the folder. To save each error report, the user should rename the importerror.txt file so that the software does not overwrite it with subsequent error reports.

The error report indicates which observation has an error and the general type of error that caused the record to be rejected. The error report does not however indicate the specific field or fields in the record that are in error. For example, a record may be rejected because the funding stream code is inconsistent with participant's date of birth. For instance, for records where the younger youth participants have an age greater than 21 years the software cannot determine if the participant is incorrectly classified as an adult or a youth or vice versa. Therefore the error report should be viewed as a diagnostic tool to help states determine why records have been rejected.

The software generates two types of errors – import errors and assignment errors. Import errors may occur when the number of columns in the extract file does not match the number that is specified in the record layout. This type of import error message is shown in sample error report 1. This error message does not give the observation code number since all observation numbers have an error in them. States should compare their import file format to the source table record layout to determine why the number of fields/columns does not match.

Sample Error Report 1

File Edit Format Help

```
errors in file: Q:\DOL2\ETA\Software Applications\WIA\records.csv on 6/23/2003 2:10:24 PM


Error with OBS code - .  There was an error reading a row from the input file due to an
incorrect number of columns in the extract file as compared to the number that is
specified in the record layout.
Error with OBS code - .  There was an error reading a row from the input file due to an
incorrect number of columns in the extract file as compared to the number that is
specified in the record layout.
Error with OBS code - .  There was an error reading a row from the input file due to an
incorrect number of columns in the extract file as compared to the number that is
specified in the record layout.
Error with OBS code - .  There was an error reading a row from the input file due to an
incorrect number of columns in the extract file as compared to the number that is
specified in the record layout.
Error with OBS code - .  There was an error reading a row from the input file due to an
incorrect number of columns in the extract file as compared to the number that is
specified in the record layout.
Error with OBS code - .  There was an error reading a row from the input file due to an
incorrect number of columns in the extract file as compared to the number that is
specified in the record layout.
Error with OBS code - .  There was an error reading a row from the input file due to an
incorrect number of columns in the extract file as compared to the number that is
specified in the record layout.
```

Import errors may also occur when the extract file contains incorrectly formatted data (as shown in Sample Error Report 2). One example is when field values have an incorrect format, especially if text values are placed in a number field.

Sample Error Report 2

ImportError.txt - Notepad

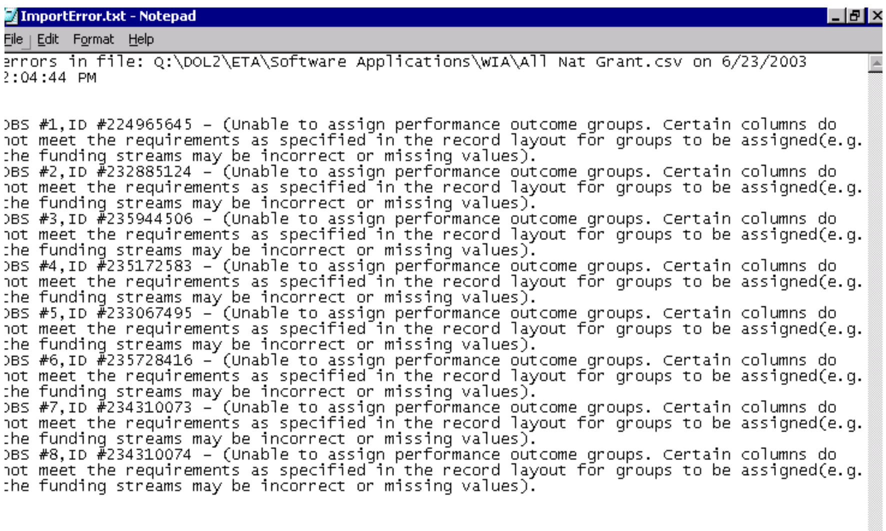
File Edit Format Help

```
errors in file: Q:\DOL2\ETA\Software
Applications\WIA\data.csv on 6/24/2003 3:03:47 PM


Error with OBS code - 1. [Microsoft][ODBC Microsoft
Access Driver] Data type mismatch in criteria
expression. There was an error reading a row from the
input file due to incorrectly formatted data. Certain
columns do not meet the requirements as specified in
the record layout (e.g text values may be placed in
fields which require numeric values).
```

An assignment error message will appear when records are accepted by the software but cannot be assigned because they do not conform to the assignment rules for any performance outcome group (as shown in Sample Error Report 3). This will generally occur if a funding stream is not assigned to that record.

Sample Error Report 3



ImportError.txt - Notepad

File Edit Format Help

```
errors in file: Q:\DOL2\ETA\Software Applications\WIA\All Nat Grant.csv on 6/23/2003
2:04:44 PM


OBS #1,ID #224965645 - (Unable to assign performance outcome groups. Certain columns do
not meet the requirements as specified in the record layout for groups to be assigned(e.g.
the funding streams may be incorrect or missing values).
OBS #2,ID #232885124 - (Unable to assign performance outcome groups. Certain columns do
not meet the requirements as specified in the record layout for groups to be assigned(e.g.
the funding streams may be incorrect or missing values).
OBS #3,ID #235944506 - (Unable to assign performance outcome groups. Certain columns do
not meet the requirements as specified in the record layout for groups to be assigned(e.g.
the funding streams may be incorrect or missing values).
OBS #4,ID #235172583 - (Unable to assign performance outcome groups. Certain columns do
not meet the requirements as specified in the record layout for groups to be assigned(e.g.
the funding streams may be incorrect or missing values).
OBS #5,ID #233067495 - (Unable to assign performance outcome groups. Certain columns do
not meet the requirements as specified in the record layout for groups to be assigned(e.g.
the funding streams may be incorrect or missing values).
OBS #6,ID #235728416 - (Unable to assign performance outcome groups. Certain columns do
not meet the requirements as specified in the record layout for groups to be assigned(e.g.
the funding streams may be incorrect or missing values).
OBS #7,ID #234310073 - (Unable to assign performance outcome groups. Certain columns do
not meet the requirements as specified in the record layout for groups to be assigned(e.g.
the funding streams may be incorrect or missing values).
OBS #8,ID #234310074 - (Unable to assign performance outcome groups. Certain columns do
not meet the requirements as specified in the record layout for groups to be assigned(e.g.
the funding streams may be incorrect or missing values).
```

After reviewing any error reports generated by the software, ADP staff should determine if the extract must be regenerated or reformatted and reloaded. If a small number of records are rejected, it may not be necessary to re-import the file.

Step 4—View Duplicates

This step allows the user to view the duplicate records identified and rejected by the software. No data entry is required; this option is for analytical purposes only.

Click on the **Import Data** menu and select **View Duplicates**.

This opens a report that displays the duplicate records from the extract file. The software rejects all records with the same SSN, Date of Exit and the same funding stream – Adults, Dislocated Workers or Youth.

The duplicate report displays the rejected records, as shown in the sample below. The user must determine if it is necessary to fix the extract. If so, the user must determine which observations to delete from the extract file, and then re-import the file.

WIA Duplicate Records Report

OBS	Individual Identifier/SSN	WIA Exit Date
76	10000071	20000930
75	10000071	20000930
71	10000071	20000930

C. Report Validation

For report validation, the software compares the validation values derived from the extract file to the actual values reported by the state on the ETA 9091 or ETA 9090 report. States also can use the software to calculate a rolling four-quarters report.

To perform report validation, states must prepare and import a separate file of the reported counts for the report being validated. Report validation is not applicable to states who use the software to generate the ETA 9091 or ETA 9090 reports.

Step 1—Import Reported Counts

Click on the **Import Data** menu and select **Import Reported Counts**. Note that the import file should be formatted according to the reported values record layout listed under the **Import Data** menu and in Chapter V of this User's Guide. There are two reported values record layouts, one for the annual report and one for both the quarterly report and rolling four quarters report. The file format must match the reported count record layout for the report being validated. Note that for the annual report, the software uses the same record layout states use to upload their Annual Report to the Department of Labor through the EIMS system. There should be a file for each table on the 9091.

The user will be able to view only the reported values record layout if the "annual report" is selected on the sign in screen. If the quarterly report is selected, users will be able to view both the annual and quarterly reported values record layout.

Select the file to be imported using the **Select File** box. Click **Open**; a box will appear. Click on Yes to reload the reported counts table. The **Import File** box will show the number of records imported.

Once the user has imported reported counts into the software, the software will keep these values until the user imports new reported counts files.

Step 2 - View Report Validation Table

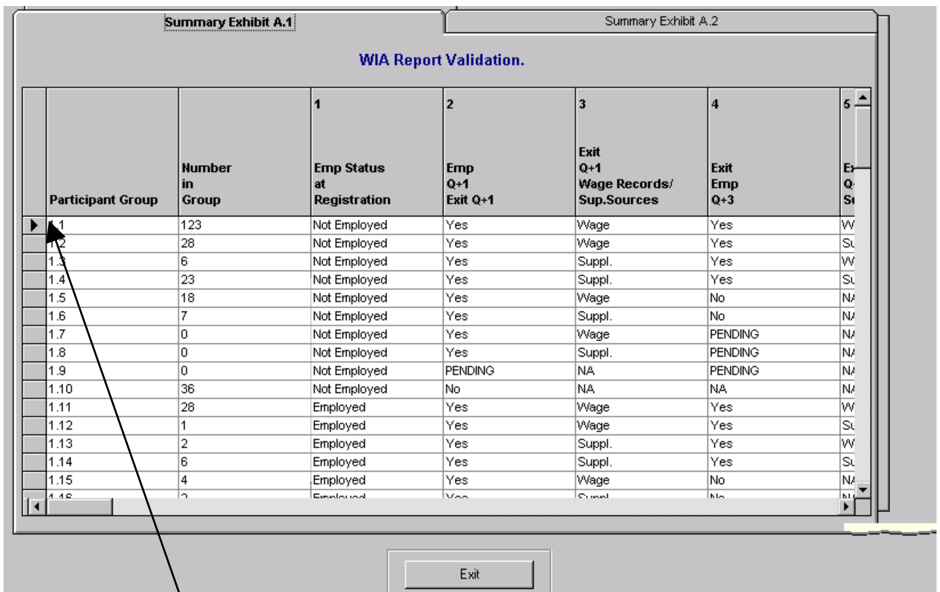
This function allows the user to view the individual records in the adult, dislocated worker, older youth, and younger youth performance outcome groups. No data entry is required; this function is for analytical purposes only.

Click on the **Report Validation** menu. Then click on **View Report Validation Tables**. Finally, select the appropriate performance outcome group from the sidebar. This opens a window that displays a summary of each performance outcome group and the total number of records and dollar amounts, where applicable, for each performance outcome group. The performance outcomes are described in Appendix A of the WIA Validation Handbook.

It is important to note that the quarterly and rolling four quarters reports use different cohorts of exiters for the entered employment rate and for the retention rate (Appendix A of the WIA Validation Handbook explains this in more detail). Consequently, the numerators and denominators for entered employment rate will differ from those for the retention rate for performance outcome groups A.1, A.3, and A.5.

It is also important to note that if the user decides to change the report due date or program year after the file has been imported, the counts within each performance outcome groups displayed in the report validation table may not accurately reflect the report selected. The user must change the type of report, the program year, or the report due date and then re-import the data to accurately display the correct performance outcomes.

WIA Report Validation Table for Performance Outcome Group 1



Participant Group	Number in Group	1 Emp Status at Registration	2 Emp Q+1 Exit Q+1	3 Exit Q+1 Wage Records/ Sup.Sources	4 Exit Emp Q+3	5 E Q S
1.1	123	Not Employed	Yes	Wage	Yes	W
1.2	28	Not Employed	Yes	Wage	Yes	Su
1.3	6	Not Employed	Yes	Suppl.	Yes	W
1.4	23	Not Employed	Yes	Suppl.	Yes	Su
1.5	18	Not Employed	Yes	Wage	No	NA
1.6	7	Not Employed	Yes	Suppl.	No	NA
1.7	0	Not Employed	Yes	Wage	PENDING	NA
1.8	0	Not Employed	Yes	Suppl.	PENDING	NA
1.9	0	Not Employed	PENDING	NA	PENDING	NA
1.10	36	Not Employed	No	NA	NA	NA
1.11	28	Employed	Yes	Wage	Yes	W
1.12	1	Employed	Yes	Wage	Yes	Su
1.13	2	Employed	Yes	Suppl.	Yes	W
1.14	6	Employed	Yes	Suppl.	Yes	Su
1.15	4	Employed	Yes	Wage	No	NA

Double click on the arrow in the far left column of each performance outcome group to view the detailed records in that group.

Detailed Records for Group 1.1

Summary Exhibit A.1 | Summary Exhibit A.2

Detail for 1.1

Current Row Number 5 | Total Number of Records: 10

OBS	SSN	DOB	Gender	Disability	Hispanic	NativeAmer	Asian	AfricanAme	PacificIslan	White
1	10000001	19660220								
2	10000002	19660220								
3	10000003	19660220								
4	10000004	19660220								
5	10000005	19660220								
6	10000006	19660220								
7	10000007	19660220								
8	10000008	19660220								
9	10000009	19660220								
10	10000010	19660220								

Sort Detailed Records

To sort records in ascending or descending order, double-click the heading of the column you wish to sort. The sorting capability of the software can help staff analyze changes in performance over time. For instance, by sorting on the data elements for earnings, the user can determine if changes in the program's performance were due to factors such as changes in UI wage record patterns or due to other factors.

Widen Columns

To increase the width of the columns, go to the intersection of the relevant column heading, click the mouse button and drag to the desired width.

The performance outcome group summaries are labeled as follows:

Exhibit A.1 – Adult Entered Employment, Retention, and Earnings Change
Exhibit A.2 – Adult Employment and Credential Rate
Exhibit A.3 – Dislocated Worker Employment, Retention, and Earnings Replacement Rate
Exhibit A.4 – Dislocated Worker Employment and Credential Rate
Exhibit A.5 – Older Youth Entered Employment, Retention, and Earnings Change
Exhibit A.6 – Older Youth Credential Rate
Exhibit A.8 – Younger Youth Diploma or Equivalent Attainment Rate
Exhibit A.9 – Younger Youth Retention Rate

The software only assigns records to performance outcomes if sufficient time has passed for the state to determine outcomes (in this case two full quarters after the end of the quarter of activity). If sufficient time has passed and the record is still coded as pending, the software will change the status and assign the record accordingly.

For instance, if employment for the first, third, or fifth quarter after exit is a 3 and two full quarters after the end of the quarter of activity have passed, the software will change the 3 to a 2, and change the earnings for the appropriate quarter to a 0. Consequently, these records will be failures for the appropriate performance measures.

If employment for the first, third, or fifth quarter after exit is a 3 and two full quarters after the end of the quarter of activity have not passed, the software will retain the 3. These participant records are considered to have pending employment and earnings information.

Step 3 - View Report Validation Summary

This function displays a report that calculates the difference between the validation values and the reported values for each performance outcome group (adults, dislocated workers, older youth, younger youth). A percentage difference is generated for each report item except for the rates. When difference are being calculated for rates, the difference between the rates is used as the "% difference". No data entry is required; this option is a read-only function.

Click on the **Report Validation** menu and select **View Report Validation Summary**. To view the summary report, select the applicable group from the sidebar. It may take several minutes to open the first report validation summary after loading the validation file.

The summaries for the annual report can be printed in two ways. First, the user can click on **Report Validation** menu, select **View Report Validation Summary**, and then select a performance outcome group. Once the report opens, click on the printer icon in the upper left corner of the screen and then select OK. Second, to print the report validation summaries for all four groups in batch mode, click on the **Report Validation** menu and select **View Report Validation Summary**. Then click **Print Annual RV Summary (full set).**

To view and print the quarterly or rolling four quarters reports, click on **Report Validation** menu and select **View Report Validation Summary**. Then click **Print Quarterly/Rolling Four Quarters RV Summary Report**.

Report Validation Summary- Adults
Period (7/1/01 - 6/30/02)

State: US **Program Year :** 2001

RptCell	Description	Validation Value	Reported Value	Difference	% Diff
9091/B-1B1	EER Numerator	205	205	0	0.0%
9091/B-1B2	EER Denominator	241	241	0	0.0%
9091/B-1B3	EER Rate	85.1	85.3	0.2	0.3%
9091/B-2B1	Retention Numerator	217	215	2	0.9%
9091/B-2B2	Retention Denominator	248	246	2	0.8%
9091/B-2B3	Retention Rate	87.5	87.0	0.5	0.6%
9091/B-3B1	Earnings Change Num	683,050	695,050	12,000	1.8%
9091/B-3B2	Earnings Change Denom	173	168	5	2.9%
9091/B-3B3	Earnings Change Rate	3,948.3	3,948.0	0.3	0.0%
9091/B-4B1	Credential Num	140	162	22	15.7%
9091/B-4B2	Credential Denom	235	275	40	17.0%
9091/B-4B3	Credential Rate	59.6	58.9	0.7	1.1%
9091/C-1A1	Public Assistance EER Num	17	20	3	17.6%
9091/C-1A2	Public Assistance EER Denom	23	26	3	13.0%
9091/C-1A3	Public Assistance Rate	73.9	76.9	3.0	4.0%
9091/C-2A1	Public Assistance Retention Num	16	16	0	0.0%

If users have selected a WIB, office, or a case manager filter on the change reporting options screen, the report validation summary will be generated for that sub-state level. The software rejects duplicate records based on SSN, exit dates and the same funding stream. Any individual with the same SSN, exit date and in the same funding stream will be rejected, even if that record represents service to the individual by more than one WIB, office and case manager. Consequently, any individual who was assisted by more than one of these units will not be included in every appropriate sub-state level report. A future version of the software will include the capability to handle records with multiple WIB, office and case manager data.

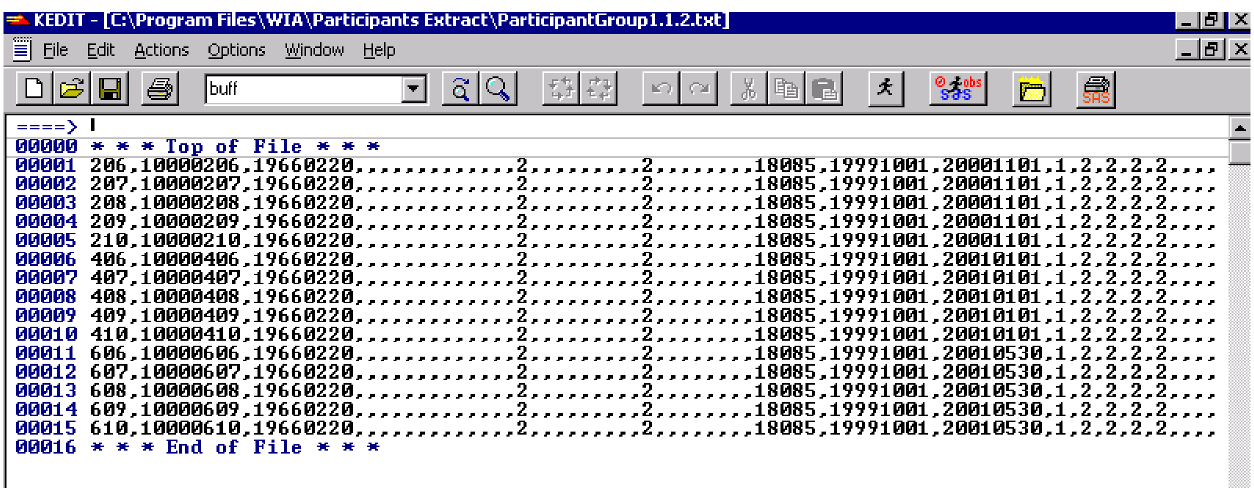
Step 4 – Export Performance Outcome Groups

This function will create extract files for each performance outcome group. These export files can be used for analytical purposes, or they can be used to generate files to match against wage records.

Click on the **Report Validation** menu. Then click on **Export Performance Outcome Groups**. Once selected, the software will indicate when the files have been exported by displaying the message "Done".

The exported performance outcome group files are saved to a subfolder titled "Participants Extract" in the C:\Program Files\WIA folder. The last two numbers within the file name correspond to the performance outcome group. For instance, Performance Outcome Group 1.1 is saved as Participant Group1.1.1.txt, and Performance Outcome Group 3.10 is saved as Participant Group1.3.10.txt, and so on. To save each report, the files should be renamed so that they are not overwritten by subsequent exports.

Sample Performance Outcome Group Export File



```
KEDIT - [C:\Program Files\WIA\Participants Extract\ParticipantGroup1.1.2.txt]
File  Edit  Actions  Options  Window  Help
buff
====>
00000 * * * Top of File * * *
00001 206,10000206,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20001101,1,2,2,2,2,,,,
00002 207,10000207,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20001101,1,2,2,2,2,,,,
00003 208,10000208,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20001101,1,2,2,2,2,,,,
00004 209,10000209,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20001101,1,2,2,2,2,,,,
00005 210,10000210,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20001101,1,2,2,2,2,,,,
00006 406,10000406,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010101,1,2,2,2,2,,,,
00007 407,10000407,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010101,1,2,2,2,2,,,,
00008 408,10000408,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010101,1,2,2,2,2,,,,
00009 409,10000409,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010101,1,2,2,2,2,,,,
00010 410,10000410,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010101,1,2,2,2,2,,,,
00011 606,10000606,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010530,1,2,2,2,2,,,,
00012 607,10000607,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010530,1,2,2,2,2,,,,
00013 608,10000608,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010530,1,2,2,2,2,,,,
00014 609,10000609,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010530,1,2,2,2,2,,,,
00015 610,10000610,19660220,,,,,,,,,,,,,2,,,,,,,,,2,,,,,,,,18085,19991001,20010530,1,2,2,2,2,,,,
00016 * * * End of File * * *
```

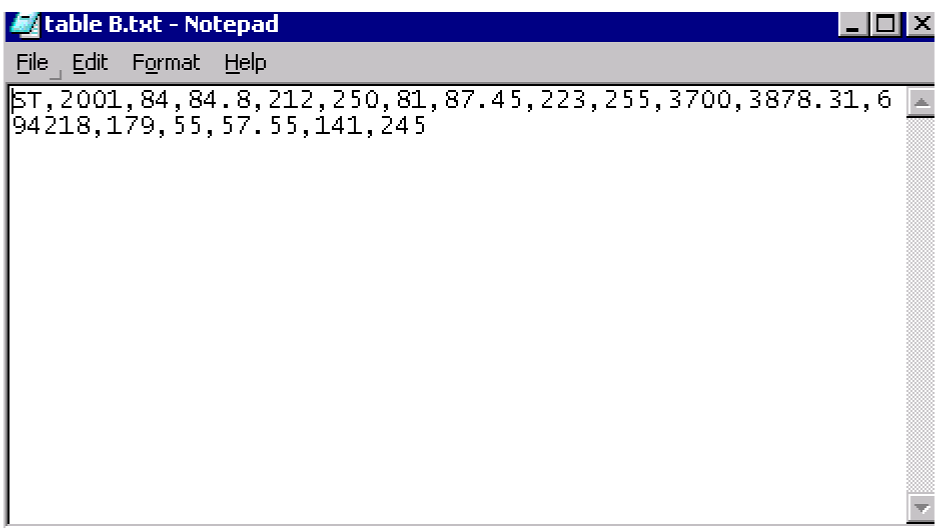
Step 5 – Export Validation Counts

This function will create files formatted to upload into the Enterprise Information Management Systems (EIMS) for each of the sections of the ETA 9091 report. This function does not generate the customer satisfaction data required on the report, financial, or local level performance data required on the report.

Click on the **Report Validation** menu. Then click on **Export Validation Counts**. Once selected, the software will indicate that the file has been exported by displaying the message "Done".

The exported validation counts are saved to a folder titled "Exported Validation Counts" under the C:\Program Files\WIA folder. The files are named according to the report items\tables in the annual report or the quarterly report that they correspond to. For instance, Table A is saved as table A.txt, and Table B is saved as table B.txt, and so on.

Sample Validation Count Export File



Step 6- Facsimiles

The Facsimile function displays the validation values in the format of the ETA 9091 and ETA 9090 reports. The software also displays the validation values for a rolling four quarters report on a facsimile of the ETA 9090 report.

Click on the **Report Validation Menu** and select **Facsimiles**. The Facsimile sidebar allows the user to select the applicable report, depending on which report type was selected on the Sign In and/or Change Reporting Options screen. The footer of the facsimile indicates the pertinent information from the sign in screen including the type of report, the state name and the report due date.

Sample Facsimile Report

Table B - Adult Program Results At - A - Glance

	Negotiated Performance Level	Actual Performance Level	
Entered Employment Rate	0.00%	100.00%	49 / 49
Employment Retention Rate	0.00%	94.87%	74 / 78
Earnings Change in Six Months	$ 0.00	$ 69,824.28	$ 3,421,390 / 49
Employment And Credential Rate	0.00%	63.89%	46 / 72

Table C - Outcomes for Adult Special Populations

Reported Information	Public Assistance Recipients Receiving Intensive or Training Services		Veterans		Individuals With Disabilities		Older Individuals	
Entered Employment Rate	100.00%	3 / 3	100.00%	9 / 9	100.00%	17 / 17	100.00%	6 / 6

If users have selected a WIB, Office or Case Manager filter on the Change Reporting Options screen, the software will generate a facsimile report for that substate level. The footer of the facsimile report will display the selected substate unit. As previously stated, however, any individual who was served by more than one of these units will not be included in every appropriate sub-state level report.

Click on the printer icon to print the facsimile report using the live printer. To produce the facsimile in Adobe Acrobat (PDF) format, click on the export report button to the right of the printer icon and follow the prompts. Note that the facsimile report may not be fully formatted on the screen or in print unless validation values for the report have been calculated.

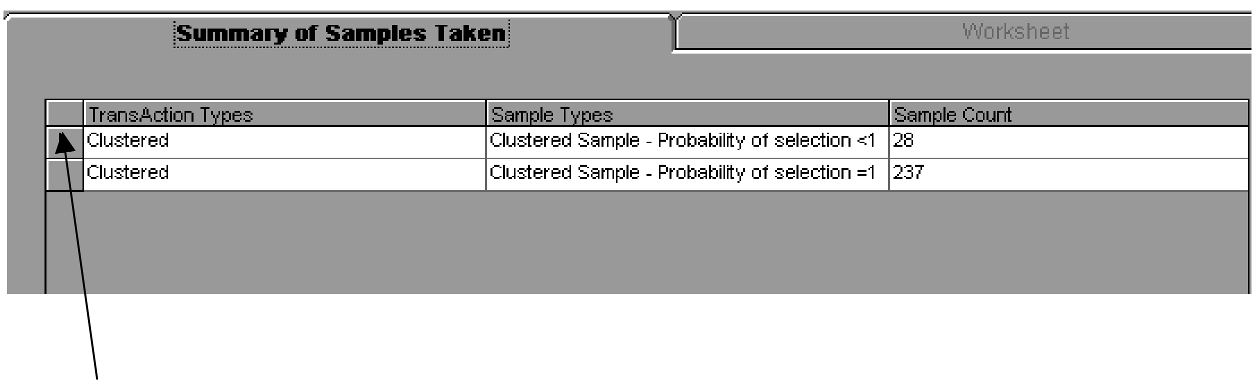
D. Data Element Validation

These steps allow the user to validate a sample of participant records used to calculate performance on the annual and rolling four quarters reports.

Step 1 – Validate Sampled Records

Click on the **Data Element Validation** menu and select **Edit Worksheets**. Then select from among the four groups—adult, dislocated workers, older youth, and younger youth—on the sidebar.

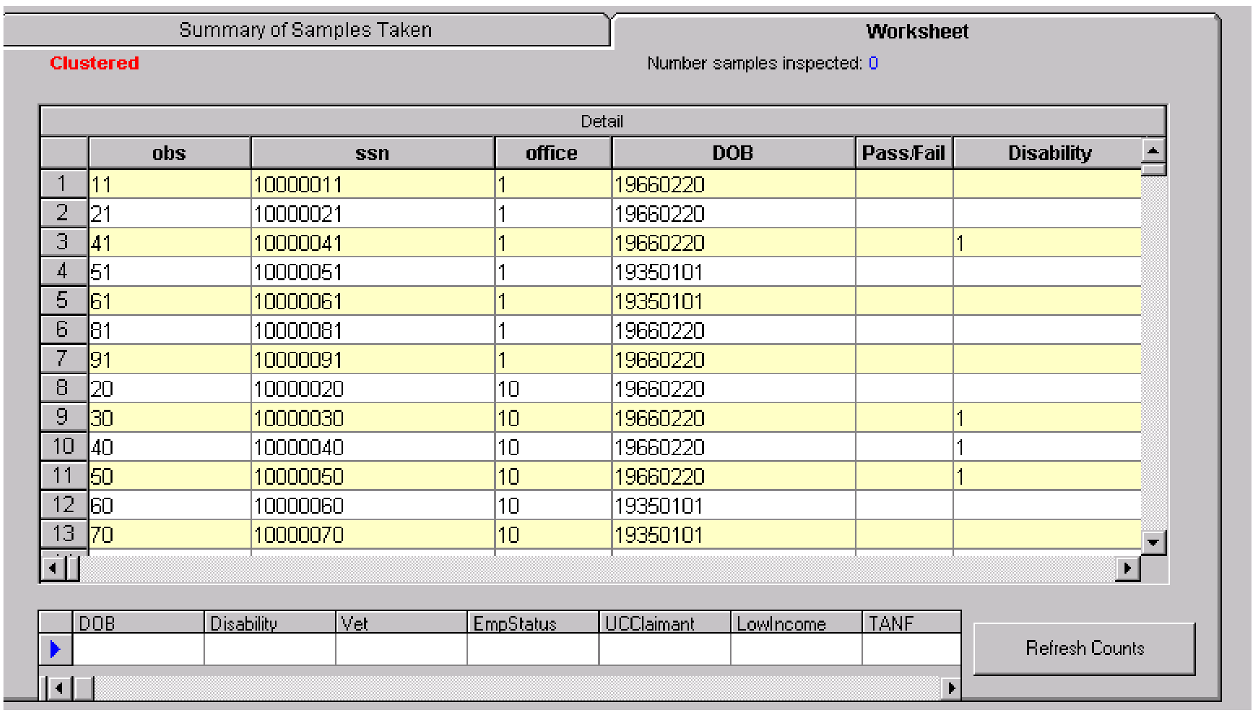
This opens a window that displays a summary of the samples for the selected group. Double click on a sample row to view the records chosen for that sample.



Double click on arrow to open the summary worksheet for each sample

This will open the data element validation worksheet summary for the selected sample. The validation software automatically selects samples from the particular group and displays the sampled data on validation worksheets. This summary screen is read only.

Summary Worksheet



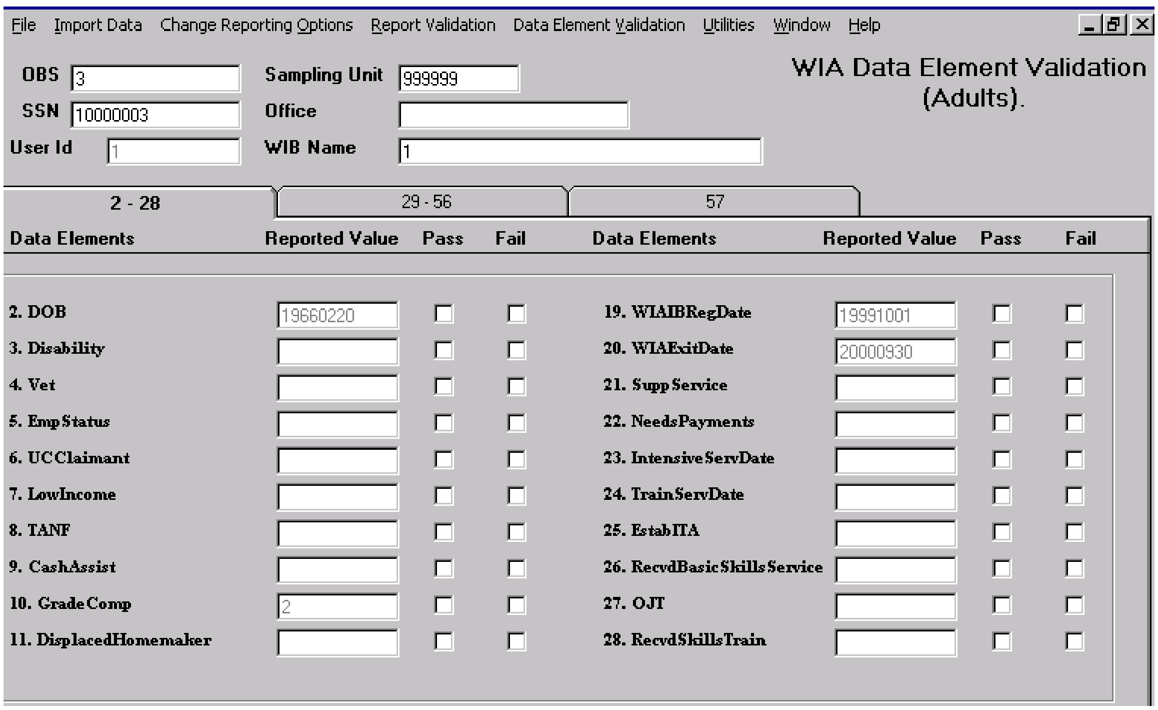
	obs	ssn	office	DOB	Pass/Fail	Disability
1	11	10000011	1	19660220		
2	21	10000021	1	19660220		
3	41	10000041	1	19660220		1
4	51	10000051	1	19350101		
5	61	10000061	1	19350101		
6	81	10000081	1	19660220		
7	91	10000091	1	19660220		
8	20	10000020	10	19660220		
9	30	10000030	10	19660220		1
10	40	10000040	10	19660220		1
11	50	10000050	10	19660220		1
12	60	10000060	10	19350101		
13	70	10000070	10	19350101		

DOB	Disability	Vet	EmpStatus	UCClaimant	LowIncome	TANF

To access, update, and print individual sampled cases, double click on any column of the applicable record on the summary worksheet. This will open a validation worksheet for the sampled record. Do not click on a column header.

The worksheet has several tabs. These tabs allow the user to more easily navigate through all of the data elements.

Worksheet Tabs



The validation worksheet includes all of the data elements to be validated. Follow the validation instructions, as specified in Appendix C of the validation handbook, by checking all necessary documentation and other sources to determine if the data element is valid. The reference number for each data element on the worksheet corresponds to the reference number for that data element in the data validation instructions. Negative values are not validated and hence will not be displayed in the worksheet.

Check either pass or fail for each element, or leave the checkbox blank if appropriate. When finished select either Save and Exit or Print at the bottom of the screen. The summary worksheet will then display the updated information from the tabbed worksheets. Follow the same series of steps for each record in the sample.

The worksheets also include a text box titled "Comments" which enables the validator to note any additional information that they may want to with regards to the data elements or the validation process.

Step 2 – Print Sampled Cases

To print all of the worksheets in batch mode, click on the **Data Element Validation** menu and then click on **Print Worksheets**. Next, select the appropriate group from the sidebar. All sampled records for the selected group will be formatted for printing. Click the printer icon at the top left of the screen to begin printing.

The sampled records will be sorted by WIB and office within WIB when printed in batch mode.

WIA Data Element Validation

Adults

For SSN:	10000003	Sampling Unit:		Office:	
OBS:	3	Wib Name:	1	User Id	1

Data Element	Ref#	Value	Pass/Fail
DOB	02	19660220	
Disablitiy	03		
Vet	04		
Emp Status	05		
UCClaimant	06		
LowIncome	07		
TANF	08		
CashAssist	09		
GradeComp	10	2	
DisplacedHomemaker	11		
WIAIBRegDate	19	19991001	
WIAExitDate	20	20000930	
Supp Service	21		
NeedsPayments	22		
IntensiveServDate	23		
TrainServDate	24		

Step 3 – DEV Summary/Analytical Report

Click on the **Data Element Validation** menu and select **Summary/Analytical Report**. Then select the appropriate group on the sidebar.

This opens a summary report which shows the number of errors and the percent of errors for each data element. No data entry is required; this screen is for analytical purposes only. The two types of error rates (Overall Error Rate and Reported Data Error Rate) are generated as the worksheets are being validated; the # of Errors is generated only after the entire worksheet has been validated.

WIA Data Element Validation Summary and Analytical Report

Group: **Adults** **Period:** **Number of Cases:** **0**

Data Element	Ref. #	# of Errors	Overall Error Rate	Reported Data Error Rate
DOB	02	0	0.00%	0.00%
Disability	03	0	0.00%	0.00%
Vet	04	0	0.00%	0.00%
EmpStatus	05	0	0.00%	0.00%
UCClaimant	06	0	0.00%	0.00%
LowIncome	07	0	0.00%	0.00%
TANF	08	0	0.00%	0.00%
CashAssist	09	0	0.00%	0.00%
GradeComp	10	0	0.00%	0.00%

Please refer to Appendix F in the validation handbook for an explanation of the two types of error.

To print the Summary/Analytical reports for all the groups in batch mode, click **Print Summary/Analytical (full set)**.

Step 4 – Eligibility Validation

Under Development

Currently, the software allows the user to validate the elements associated with eligibility that are present on the WIASRD during the data element validation of exiters. In a future version, the software will draw a separate sample of recent WIA registrants to validate eligibility. To reduce the burden of eligibility validation, this sample will be drawn from the same WIBs and offices as the sample for validation of exiters.

IV. REFERENCE GUIDE

This chapter of the User's Guide provides a condensed list of all the software menus and functions for quick reference.

A. File Menu

The first menu on the toolbar is called "File." Options in this menu include:

1. Show Tips at Start-Up

Users can choose whether or not the tips appear at start-up.

2. Exit

Select this to exit the program.

B. Import Data Menu

The second menu on the toolbar is called "Import Data." Options in this menu include:

1. Skip Sampling on Import

Select this tab to stop the software from producing a sample of participant records for data element validation. Selecting this option will reduce the time required to import the records. If the user later needs the software to draw a sample, the user must unselect this option and re-import the file.

2. Import From Extract File

Select this tab to import data into the application. See the source table record layout for the appropriate data record format.

3. Import Reported Counts

Select this tab to import the reported counts into the application. See the reported counts record layout for the appropriate data record format.

4. View Duplicates

This function displays a report that lists the duplicate records identified and rejected by the software when importing the extract file.

5. Source Table Record Layout

This function displays the record layout used in developing the validation file. The record layout is in WIASRD-format with the addition of six fields: observation number, sampling unit, WIB name, office name, case manager and user field. A copy of the record layout can be found in Chapter V of this User's Guide.

6. Reported Values Record Layout

This function displays the record layout used to prepare the reported values import file for the ETA 9091 report. A copy of the reported values record layout can be found in Chapter V of this User's Guide.

7. Quarterly Reported Values Record Layout

This function displays the record layout used to prepare the reported values import file for the ETA 9090 report and the rolling four quarters. A copy of the quarterly reported values record layout can be found in Chapter V of this User's Guide.

8. View Source Table

This function displays all of the records from the extract file that were imported into the software.

C. Change Reporting Options Menu

The third menu on the toolbar is called "Change Reporting Options." The only option in this menu is **Change Reporting Options.** This function opens an expanded version of the Sign In screen that allows the user to select the type of report, the program year, the report due date, the state name, the performance year start and end dates, the WIB name, the office name, and the case manager's name. This screen enables the user to select and view subsets of participant records for analytical and management purposes.

D. Report Validation Menu

The fourth menu on the toolbar is called "Report Validation." Options in this menu are:

1. View Report Validation Tables

This function provides a window to view a summary of each performance outcome group and totals of records and dollar amounts, where applicable, for each group. Click on the arrow in the far left column next to a performance outcome group to view the detailed records for that group.

2. View Report Validation Summary

The user selects the applicable report validation summary from the sidebar. This function displays a report that presents the validation values, the reported values and the difference and percent difference between the validation value and the reported value for each report item.

3. Export Performance Outcome Groups

This function creates extract files for each performance outcome group. These export files are saved to the Participants Extract subfolder under the C:\Program Files\WIA folder.

4. Export Validation Counts

This function creates files that can be loaded into the Enterprise Information Management System (EIMS) for each section of the ETA 9091 report. Clicking on this option will export the reported counts, which are saved to the Export Validation Counts sub-folder under the WIA folder.

5. Facsimiles

The Facsimile function produces the annual, quarterly, and rolling four quarters reports in the format of the ETA 9091 and ETA 9090 reports. Select from the sidebar the facsimile report to be viewed.

E. Data Element Validation Menu

The fifth menu on the toolbar is called "Data Element Validation." For each option in this menu, the user selects the applicable performance outcome group — adults, dislocated workers, older youth, and younger youth — from the sidebar. Options in this menu include:

1. Edit Worksheets

a. Summary of Samples Taken

This window displays a summary of the samples. Click on the relevant summary row to view the worksheet summary.

b. Worksheet

The validation software automatically selects samples from the performance outcome groups and displays the sampled data on a summary worksheet. This summary worksheet is read only.

To access, update, and print individual sampled cases, double click in any column of the applicable case. This will open a condensed validation worksheet for the particular sampled record. The condensed worksheet has several tabs, depending on the performance outcome group and the associated data elements being validated. These tabs allow the user to more easily navigate through all of the data elements.

2. Print Worksheets

This function enables the user to print the worksheets in batch mode for each performance outcome group.

3. Summary/Analytical Report

This function displays a report that is generated after the worksheets are completed. The report calculates a percentage error for each applicable data element.

F. Utilities Menu

The sixth menu on the toolbar is called “Utilities.” Options in this menu include:

1. Compact Database

Eliminates the temporary memory storage by compacting the database. This feature removes unnecessary files remaining in temporary memory storage after an import has been completed, without deleting files required for analysis and validation. In order for the software and database to function properly and efficiently during the import of large files, the user should compact the database prior to every import. Otherwise, errors may result even if the underlying source file is properly formatted. These overload errors may show up in both the error counter on the import screen and as database “overload” errors in the importerror.txt file.

2. Switch Database

This function allows the user to select from multiple databases using a drop down menu. This functionality may be helpful if you :

- Have archived prior validation findings but still want to easily access them through the application
- Have split the validation file into two databases to keep the size manageable in large states
- Want to access the state’s validation database as well as the demo database.

G. Window Menu

The seventh menu on the toolbar is called "Window." Options in this menu include:

1. Cascade

Realign open windows to appear in a cascade from the top left corner of the screen.

2. Tile Horizontal

Realign open windows horizontally.

3. Tile Vertical

Realign open windows vertically.

This menu also indicates the names of the open windows, with a check next to the dominant window.

H. Help Menu

The eighth menu on the toolbar is called "Help." Options in this menu include:

1. Help Contents

This feature is under development.

2. Contacting Mathematica Policy Research, Inc.

This feature provides contact information for users who would like additional assistance with installing or using the software. Users should e-mail WIATA@mathematica-mpr.com by clicking on the email link and specify the version of the software being used, the specific question, and the user's contact information.

3. About

This feature provides the software version number and product development information for the application.

V. RECORD LAYOUTS

Attached are three record layouts. The first is the record layout for the extract file of participant records. The second is the record layout for the reported counts for the WIA ETA 9091 report and the third is the record layout for the reported counts on the quarterly 9090 and rolling four-quarter reports. Also, attached is an example of a reported count file for the quarterly and rolling four-quarters reports and some tips to help create the extract file.

All of these files must be ASCII, comma-delimited, or tab-delimited columns. Fields must be in the order listed on the record layout. Mandatory fields are specified. Blanks are acceptable in optional fields. Blank or null values are not valid for mandatory fields and will result in the record being rejected.

Workforce Investment Act Record Layout

Extract file type is - ASCII, comma delimited columns. The record layout should be used to create a reconstruction file of records for three cohorts of individuals. First, the file should include the records for all participants for the program year. Second, the file should contain the records for all exiters for the program year. Third, the file should include exiters for the performance year-October 1st of the year prior to the program year to September 30th of the program year. Data must be in the order and format listed in the Data Type/Format column. The Data Type/Format column also indicates the generic values for text fields. All fields listed as mandatory are required fields.

Number	***Field Name***	***Field Description***	***Data Type/Format***
1	OBS	Sequential number, starting at 1	Number (Mandatory)
2	SSN	The state should put the SSN in this field. It is necessary for the state to use the SSN in order to validate the wages shown in the record. If the state chooses, it may develop a process for assigning an identification number to each person. This identification number may be an encrypted Social Security number or another identification number developed by the State. This identification number for a person should be the same for every period of participation and in every local area and statewide program in the State. The ID number may include both numeric and alphabetic characters.	Text - 000000000 (Mandatory)
3	Date of birth		Number - YYYYMMDD
4	Gender		Number- 1 = Male 2 = Female
5	Individual with a disability	An individual with a disability means an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Record 1 for any individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such an impairment, or is regarded as having such an impairment. Record 2 if the individual has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment.	Number - 1 = Yes 2 = Yes and disability results in a substantial impediment to employment 3 = No
6	Ethnicity Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.	Number- 1 = Yes 2 = No

Number	*Field Name*	*Field Description*	*Data Type/Format*
7	American Indian or Alaska Native	A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.	Number- 1 = Yes 2 = No
8	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.	Number- 1 = Yes 2 = No
9	Black or African American	A person having origins in any of the black racial groups of Africa.	Number- 1 = Yes 2 = No
10	Hawaiian Native or other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Number- 1 = Yes 2 = No
11	White	A person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa.	Number- 1 = Yes 2 = No
12	Veteran status	Record 1 if the individual is a person who served in the active U.S. military, naval, or air service for a period less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the individual met the conditions described above for more than 180 days.	Number - 1 = Yes <= 180 days 2 = Yes > 180 days 3 = No

Number	Field Name	Field Description	Data Type/Format
13	Campaign veteran	Record 1 if the individual is a veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). Please see Appendix B for the current list as of 01/07/2000. For campaigns occurring after this date, updated information may be obtained on the OPM web site: http://www.opm.gov/veterans/html/vgmedal2.htm. Record 2 if the individual served in the active U.S. military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era (the period beginning on February 28, 1961 and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, and the period beginning on August 5, 1964 and ending on May 7, 1975, in all other cases). Note: If both codes 1 and 2 apply, record 2 for Vietnam-Era Veteran.	Number - 1 = Yes 2 = Yes, Vietnam-era veteran 3 = No
14	Disabled veteran	Record 1 if the individual is a veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability. Record 2 if the individual is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability.	Number - 1 = Yes 2 = Yes, special disabled 3 = No
15	Recently separated veteran	A veteran who applied for participation under WIA title I within 48 months after discharge or release from active U.S. military, naval, or air service.	Number- 1 = Yes 2 = No

Number	Field Name	Field Description	Data Type/Format
16	Employment status at registration	Employed. An employed individual is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. Not employed. An individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment.	Number - 1 = Employed 2 = Not employed
17	Limited English language proficiency	An individual who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.	Number- 1 = Yes 2 = No
18	Single parent	A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.	Number- 1 = Yes 2 = No
19	Unemployment compensation programs (U.I.)	An eligible claimant is an individual who has been determined to be monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights.	Number - 1 = Eligible claimant referred by WPRS 2 = Eligible claimant not referred by WPRS 3 = Exhaustee 4 = Neither claimant nor exhaustee

Number	*Field Name*	*Field Description*	*Data Type/Format*
20	Low income	A registrant in one or more of the following categories: (A) receives, or is a member of a family which receives, cash payments under a Federal, State or income-based public assistance program; (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to registration for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size does not exceed the higher of: (I) the poverty line, for an equivalent period; or (II) 70 percent of the lower living standard income level, for an equivalent period; (C) a member of a household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps pursuant to the Food Stamp Act of l977(7 U.S.C. 2011 et seq.); (D) qualifies as a homeless individual, as defined in subsections (a) and (c)of section 103 of the Stewart B. McKinney Homeless Assistance Act(42 U.S.C. 11302); or (E) is a foster child on behalf of whom State or local government payments are made.	Number- 1 = Yes 2 = No
21	Temporary Assistance to Needy Families (TANF)	Participants who were referred by the TANF agency, who participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.	Number- 1 = Yes 2 = No
22	General Assistance (GA) (State/local government),Refugee Cash Assistance (RCA), Supplemental Security Income (SSI- SSA Title XVI)	A participant who receives cash from one or more of the following sources: General Assistance, Refugee Cash Assistance, Supplemental Security Income	Number- 1 = Yes 2 = No
23	Pell Grant recipient	The individual is or has been notified they will be receiving a Pell Grant.	Number- 1 = Yes 2 = No

Number	Field Name	Field Description	Data Type/Format
24	Highest school grade completed		Number- 0= No school grade completed 01-11 = Number of elementary/ secondary school grades completed 12= High school graduate 88= Attained certificate of equivalency for a high school degree (e.g., GED) 13-15= Number of school years completed. 16= Bachelor's degree or equivalent 17= Education beyond the Bachelor's degree
25	Displaced homemaker	An individual who has been providing unpaid services to family members in the home and who- (1) has been dependent on the income of another family member but is no longer supported by that income; and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment	Number- 1 = Yes 2 = No
26	Date of actual qualifying dislocation	The last day of employment at the dislocation job.	Number- YYYYMMDD
27	Homeless individual and/or a runaway youth	An individual who lacks a fixed, regular, adequate nighttime residence; and any individual who has a primary nighttime residence that is a public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also includes a runaway youth. NOTE: Does not include a person imprisoned or detained pursuant to an Act of Congress or State law.	Number- 1 = Yes 2 = No

Number	*Field Name*	*Field Description*	*Data Type/Format*
28	Offender	An individual: (1) who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (2) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	Number- 1 = Yes 2 = No
29	Pregnant or parenting youth	An individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.	Number- 1 = Yes 2 = No
30	Youth who needs additional assistance	A youth, aged 14-21, who requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan.	Number- 1 = Yes 2 = No
31	Education status at time of registration	Education status at time of registration	Number- 1 = Student, H.S. or less 2 = Student, attending post-H.S. 3 = Not attending school; H.S. dropout 4 = Not attending school; H.S. graduate
32	Basic literacy skills deficiency (as defined in §664.205)	The individual meets the State or local level definition of basic literacy skills deficient.	Number- 1 = Yes 2 = No

Number	Field Name	Field Description	Data Type/Format
33	ETA-assigned WIB/Statewide code	Example for State with FIPS code 36 (New York): For federal funds sent to States for use at the local area: Adults - 36005, 36010, 36015, etc. Youth - 36005, 36010, 36015, etc. Dislocated Workers - 36005, 36010, 36015, etc. For federal funds sent to States for statewide (15%) activities: Statewide activities (Youth, displaced homemakers, incumbent workers, other) - 36903 Rapid Response (including additional assistance) - 36902 National Emergency Grant - 36901 NOTE: If the individual was served by the local area and also by other non- local funds (e.g., statewide funds or a national emergency grant), record the code for the local WIB and not one of the special codes specified above. NOTE: If the individual was jointly served by two or more local areas, record the code for the local area in which the individual resides. This instruction is not intended to determine how the state measures performance for these local areas.	Number- 00000
34	Date of WIA Title I-B registration	The registration date should be the date of the first WIA Title I-B service (other than informational or self-service activities for adults and dislocated workers).	Number- YYYYMMDD (Mandatory)
35	Date of WIA exit	The last date on which WIA Title I or partner services were received by the individual excluding follow-up services.	Number- YYYYMMDD
36	Adult (Local)	Services to adults provided by funds allocated to local areas under WIA section 133(b)(2)(A)	Number- 1 = Yes 2 = No
37	Dislocated Worker (Local)	Services to dislocated workers provided by funds allocated to local areas under WIA Sec. 133(b)(2)(B)	Number- 1 = Yes 2 = No
38	Youth (Local)	Services to youth provided by funds allocated to local areas under WIA Sec. 128(b).	Number- 1 = Yes 2 = No
39	Youth [Statewide (15%) Activities]	WIA Sec. 134(a) NOTE: This item need not be recorded as ‘yes' if the individual is served by a local area with statewide funds passed down from the state to the local area.	Number- 1 = Yes 2 = No
40	Displaced Homemaker [Statewide (15%) Activities]	WIA Sec. 134(a)(3)(A)(vi)(I) NOTE: This item need not be recorded as ‘yes' if the individual is served by a local area with statewide funds passed down from the state to the local area.	Number- 1 = Yes 2 = No

Number	*Field Name*	*Field Description*	*Data Type/Format*
41	Incumbent Worker [Statewide (15%) Activities]	WIA Sec. 134(a)(3)(A)(iv)(I) NOTE: This item need not be recorded as ‘yes' if the individual is served by a local area with statewide funds passed down from the state to the local area. NOTE: Individuals served only with these funds should not be reported.	Number- 1 = Yes 2 = No
42	Other [Statewide (15%) Activities]	Whether the individual receives activities (i.e., adult or dislocated worker activities) funded with State 15% reserve funds are provided to individuals eligible for WIA Title 1- B services, except for youth activities, displaced homemaker activities and incumbent worker activities.	Number- 1 = Yes 2 = No
43	Rapid Response	An individual who participated in rapid response activities authorized by WIA Sec. 134(a)(2)(A)(i) before WIA registration.	Number- 1 = Yes
44	Rapid Response - Additional Assistance	An individual who participated in a program funded by the State under WIA section 134(a)(2)(A)(ii).	1 = Yes 2 = No
45	National Emergency Grant	The last four digits of the original Notice of Obligation (NOO) number assigned to the project (e.g., if the NOO number is 30-95-02, the WIASRD entry is 9502.)	Number- 0000 = Grant number
46	Second National Emergency Grant	The last four digits of the original Notice of Obligation (NOO) number assigned to the project (e.g., if the NOO number is 30-95-02, the WIASRD entry is 9502.)	Number- 0000 = Grant number
47	Third National Emergency Grant	The last four digits of the original Notice of Obligation (NOO) number assigned to the project (e.g., if the NOO number is 30-95-02, the WIASRD entry is 9502.)	Number- 0000 = Grant number
48	Adult Education	WIA Title II	Number- 1= Yes
49	Job Corps	WIA Title I-C	Number- 1= Yes
50	Migrant & Seasonal Farmworker Programs	Participant receives services funded by migrant & seasonal farmworker programs. WIA Title I-Subtitle D, Sec. 167	Number- 1= Yes
51	Native American Programs	Participant receives services funded by native American programs. WIA Title I-Subtitle D, Sec. 166	Number- 1= Yes
52	Veterans' Programs	Participant receives: 1. Services provided by DVOP/LVER (WIA Sect. 121(b)(1)(ix)) 2. training services under WIA Sec. 168.	Number- 1= Yes, labor exchange 2 = Yes, VWIP
53	Trade Adjustment Act (TAA)	Participant receives services funded by Trade Adjustment Act	Number- 1= Yes

Number	Field Name	Field Description	Data Type/Format
54	NAFTA-TAA	Participant receives services funded by NAFTA-TAA	Number- 1= Yes
55	Vocational Education	Participant receives services funded by the Carl D. Perkins Voc. and Applied Tech. Ed. Act (20 U.S.C. 2471)	Number- 1= Yes
56	Vocational Rehabilitation	Participant receives services authorized by WIA Title IV.	Number- 1= Yes
57	Wagner-Peyser Act	Participant receives services funded under Wagner-Peyser Act	Number- 1= Yes
58	Welfare-to-Work Participant	Participant receives services funded by Welfare-to-Work programs.	Number- 1= Yes
59	Employment and Training programs carried out under The Community Services Block Grant Act	Participant receives employment and training program services carried out under the Community Services Block Grant Act.	Number- 1= Yes
60	Employment and Training programs carried out by the Dept. of Housing and Urban Development	Participant receives employment and training services funded by the Department of Housing and Urban Development	Number- 1= Yes
61	Title V activities	Participant is involved in activities specified under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Number- 1= Yes
62	Employment and training services related to Food Stamps	The individual receives employment and training services from the Food Stamps program or was referred by the Food Stamps program to WIA for employment and training services. Note: This item is not intended to record receipt of Food Stamps.	Number- 1= Yes
63	Other non-WIA programs	Participant receives services from any non-WIA program not listed above that provides the individual with services authorized under WIA.	Number- 1= Yes

Number	Field Name	Field Description	Data Type/Format
64	Supportive services (except needs-related payments) received	For adults and dislocated workers, supportive services include services such as transportation, child care, dependent care, and housing that are necessary to enable an individual to participate in activities authorized under Title I of WIA, consistent with the provisions of Title I. Supportive services for youth, as defined in WIA section 101(46), may include linkages to community services; assistance with transportation; assistance with child care and dependent care; assistance with housing; referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.	Number- 1= Yes 2= No
65	Needs-related payments (Adults/Dislocated Workers in training services) or stipends (Youth in training)	This item only applies to individuals who received WIA title 1-B funded needs related payments.	Number- 1= Yes 2= No
66	Date of first intensive service	The date the individual began receiving intensive services.	Number- YYYYMMDD
67	Date of first training service	The date the individual began receiving training services.	Number- YYYYMMDD
68	Established Individualized Training Account (ITA)	The purchase of the individual's services utilizing an Individual Training Account established for adults or dislocated workers and funded by WIA Title I.	Number- 1= Yes 2= No
69	Adult education, basic skills and/or literacy activities	The individual received adult education, basic skills and/or literacy skills.	Number- 1= Yes 2= No
70	On-the-job training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided.	Number- 1= Yes 2= No
71	Occupational skills training or skills upgrading/retraining, and/or workplace training	An individual received occupational skills training or skills upgrading/retraining, and/or workplace training	Number- 1= Yes 2= No

Number	Field Name	Field Description	Data Type/Format
72	Occupational skills training code	The 6 digit Standard Occupational Classification (SOC) code, 8 digit O*Net 3.0 Code, 9-digit DOT code, the 5-digit OES code, or the 5 or 6-digit O*NET code that best describes the training occupation for adults and dislocated workers who received on-the-job training or occupational skills training and youth who received employment services related to a specific occupation.	Alphanumeric - 000000000
73	Occupational skills training code type	The type of code used to report the OCCUPATIONAL SKILLS TRAINING CODE.	Number- 1 = 6 digit SOC code 2 = 8 digit O*Net 3.0 Code 3 = 6-digit CIP code(classroom training only) 4 = 9-digit DOT code 5 = 5-digit OES code 6 = 5 or 6-digit O*Net98 code 0 = None
74	Educational achievement services	Educational achievement services include, but are not limited to: Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings.	Number- 1= Yes 2= No
75	Employment services	Preparation for and success in employment services include, but are not limited to: Paid and unpaid work experiences, including internships, and job shadowing; and occupational skill training.	Number- 1= Yes 2= No
76	Received summer youth employment opportunities	The youth received summer employment opportunities.	Number- 1= Yes 2= No
77	Additional support for youth services	Supports for youth services include, but are not limited to: Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation; Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.	Number- 1= Yes 2= No

Number	Field Name	Field Description	Data Type/Format
78	Leadership development opportunities	Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as: (a) Exposure to postsecondary educational opportunities; (b) Community and service learning projects; (c) Peer-centered activities, including peer mentoring and tutoring; (d) Organizational and team work training, including team leadership training; (e) Training in decision-making, including determining priorities; and (f) Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.	Number- 1= Yes 2= No
79	Received follow-up services	The youth received follow-up services.	Number- 1 = Yes received 12 months of follow up services 2 = No, did not receive 12 months of follow up services
80	Employed in quarter after exit quarter	Individuals should be considered as employed if wage records for the quarter show earnings greater than zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	Number- 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available
81	Source of supplemental data (first quarter after exit)	Non-wage records data source for the first quarter after exit.	Number- 1= Case management, follow-up services, surveys of participants, and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records
82	Occupational code (if available)	The occupational code that best describes the individual's employment.	Alphanumeric - 000000000

Number	Field Name	Field Description	Data Type/Format
83	Occupational code type	The type of occupation code.	1 = 6 digit SOC code 2 = 8 digit O*Net 3.0 Code 4 = 9-digit DOT code 5 = 5-digit OES code 6 = 5 or 6-digit O*Net98 code
84	Entered training-related employment	Employment in which the individual uses a substantial portion of the skills taught in the training received by the individual.	Number- 1 = Yes 2 = No 8 = Training did not impart job-specific skills 9 = Relationship of employment to training cannot be determined
85	Method used to determine training-related employment	Method used to determine if the individual obtained training-related employment.	Number- 1 = Comparison of the occupation codes between the training activity and the job 2 = Comparison of the industry of employment with the occupation of training using an appropriate crosswalk 3 = Other appropriate method
86	Entered non-traditional employment	Employment in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work (WIA Section 101(26)). Nontraditional employment can be based on either local or national data. Appendix D provides national information that, at the State's option, can be used to determine nontraditional employment from the occupation code. Can males enter nontraditional employment? Both males and females can be in nontraditional employment.	Number- 1 = Yes 2 = No
87	Employed in third quarter after exit quarter	Individuals should be considered as employed if wage records for the quarter show earnings greater than zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	Number- 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available

Number	Field Name	Field Description	Data Type/Format
88	Source of supplemental data (third quarter after exit)	Non-wage records data source for the third quarter after exit.	Number- 1= Case Management, follow-up services, surveys of participants and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records
89	Employed in fifth quarter after exit quarter	Individuals should be considered as employed if wage records for the quarter show earnings greater than zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	Number- 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available
90	Source of supplemental data (fifth quarter after exit)	Non-wage records data source for the fifth quarter after exit.	Number- 1= Case Management, follow-up services, surveys of participants and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records
91	Third quarter prior to registration	Total earnings in the third quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date.	Number- 00000.00
92	Third quarter prior to dislocation	Earnings in the third quarter before dislocation for dislocated workers.	Number- 00000.00
93	Second quarter prior to registration	Total earnings in the second quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date.	Number- 00000.00
94	Second quarter prior to dislocation	Earnings in the second quarter before dislocation for dislocated workers.	Number- 00000.00
95	First quarter following the exit quarter	Total earnings from wage records for the quarter.	Number- 00000.00
96	Second quarter following the exit quarter	Total earnings from wage records for the quarter.	Number- 00000.00
97	Third quarter following the exit quarter	Total earnings from wage records for the quarter.	Number- 00000.00

Number	*Field Name*	*Field Description*	*Data Type/Format*
98	Fourth quarter following the exit quarter	Total earnings from wage records for the quarter.	Number- 00000.00
99	Fifth quarter following the exit quarter	Total earnings from wage records for the quarter.	Number- 00000.00
100	Type of recognized educational/ occupational certificate/credential/ diploma/degree attained	The type of credential obtained either during participation or by the end of the third quarter after exit from services (other than follow-up services).	Number- 1 = High school Diploma/ Equivalency/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills License 5 = Occupational Skills Certificate or Credential 6 = Other 8 = No credential received, individual received training. 9 = N/A, individual did not receive training
101	Other reasons for exit	The participant exits program for some other reason for 90 days or more. These reasons can include institutionalization and medical problems.	Number- 1 = Institutionalized 2 = Health/medical 3 = Deceased 8 = Reservists called to active duty who choose not to return to WIA
102	In postsecondary education or advanced training in quarter after exit	The individual was enrolled in advanced training or post-secondary education in the first quarter after exit.	Number- 1 = In advanced training 2 = In postsecondary education 3 = Not in further training/education
103	In postsecondary education or advanced training in the third quarter after exit.	The individual was enrolled in advanced training or post-secondary education in the third quarter after exit.	Number- 1 = In advanced training 2 = In postsecondary education 3 = Did not enter further training

Number	*Field Name*	*Field Description*	*Data Type/Format*
104	Goal #1 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
105	Date goal #1 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
106	Attainment of goal #1	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
107	Date attained goal #1	The date that the individual attained the goal.	Number- YYYYMMDD
108	Goal #2 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
109	Date goal #2 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
110	Attainment of goal #2	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
111	Date attained goal #2	The date that the individual attained the goal.	Number- YYYYMMDD
112	Goal #3 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
113	Date goal #3 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
114	Attainment of goal #3	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
115	Date attained goal #3	The date that the individual attained the goal.	Number- YYYYMMDD

Number	Field Name	Field Description	Data Type/Format
116	Goal #4 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
117	Date goal #4 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
118	Attainment of goal #4	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
119	Date attained goal #4	The date that the individual attained the goal.	Number- YYYYMMDD
120	Goal #5type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
121	Date goal #5 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
122	Attainment of goal #5	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
123	Date attained goal #5	The date that the individual attained the goal.	Number- YYYYMMDD
124	Goal #6type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
125	Date goal #6 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
126	Attainment of goal #6	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
127	Date attained goal #6	The date that the individual attained the goal.	Number- YYYYMMDD

Number	Field Name	Field Description	Data Type/Format
128	Goal #7 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
129	Date goal #7 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
130	Attainment of goal #7	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
131	Date attained goal #7	The date that the individual attained the goal.	Number- YYYYMMDD
132	Goal #8 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
133	Date goal #8 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
134	Attainment of goal #8	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
135	Date attained goal #8	The date that the individual attained the goal.	Number- YYYYMMDD
136	Goal #9 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
137	Date goal #9 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
138	Attainment of goal #9	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
139	Date attained goal #9	The date that the individual attained the goal.	Number- YYYYMMDD

Number	Field Name	Field Description	Data Type/Format
140	Goal #10 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
141	Date goal #10 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
142	Attainment of goal #10	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
143	Date attained goal #10	The date that the individual attained the goal.	Number- YYYYMMDD
144	Goal #11 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
145	Date goal #11 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
146	Attainment of goal #11	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
147	Date attained goal #11	The date that the individual attained the goal.	Number- YYYYMMDD
148	Goal #12 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
149	Date goal #12 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
150	Attainment of goal #12	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
151	Date attained goal #12	The date that the individual attained the goal.	Number- YYYYMMDD

Number	*Field Name*	*Field Description*	*Data Type/Format*
152	Attained Secondary School Diploma	Status of youth in his or her attempt to attain a secondary school diploma or equivalent.	Number- 1 = Attained a secondary school (high school) diploma 2 = Attained a GED or high school equivalency diploma 3 = Attending secondary school at exit 4 = Did not attain diploma or equivalent
153	Date of high school diploma or GED attainment	The date of attainment should be the date on the diploma or equivalency certificate, if available. Otherwise, the date may be estimated.	Number- YYYYMMDD
154	Youth placement information	The youth entered the following activities within 1 quarter of exit. Postsecondary education and advanced training are defined in Item 623. 1or 2) Should be recorded only if the youth started to attend classes. 3) The youth entered military service (i.e., reported for active duty). 4) The individual entered a qualified apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential. 5) The youth entered full- or part-time unsubsidized employment. Unsubsidized employment is any employment, including self-employment, not financed by either funds provided under the Act or by direct wage subsidies provided by any type of public funds. See Item 601 for the definition of employment. Also include entry into the Peace Corps, VISTA and other National Service programs funded by the Federal Corporation for National and Community Service under the National and Community Service Trust Act of 1993 (Examples are activities in the AmeriCorps and the National Civilian Community Corps programs). Do not include entry into the Armed Forces or entry into a qualified apprenticeship program.	Number- 1 = Entered postsecondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship 5 = Entered unsubsidized employment 6 = Did not enter 1-5 above

Number	*Field Name*	*Field Description*	*Data Type/Format*
155	Youth retention information (For all youth except those still attending secondary school at exit). Was the youth active in the third quarter following the exit quarter in any of the following activities:	The primary activity that the youth was in at any time during the third quarter after exit.	Number- 1= In postsecondary education 2= In advanced training 3= In military service 4= In a qualified apprenticeship 5= In unsubsidized employment 6= Was not in 1-5 above
156	Office Name	Indicate the office name from which the participant was provided services.	Text
157	WIB Name	Indicate the WIB name of the office from which the participant was provided services.	Text
158	Sampling Unit	Indicate the sampling unit number of the office from which the participant was provided services.	Number
159	Case Manager	Indicate the case manager from which the participant was provided services	Text
160	User Field	User-defined field.	Text

WIA Reported Values Record Layout

The user should create files that contain the state's reported values for their ETA 9091 WIA Annual Report. The software uses the same record layout states use to upload their Annual Report to the Department of Labor through the EIMS system. There should be a file for each table on the 9091. The extract file type is ASCII comma-delimited or tab-delimited columns. The file name must be the word "Table" followed by a space, followed by the letter name for table, and ending in either a ".txt" or a ".csv." For example, the file for table B would be named "Table B.txt."

In addition to the above, states should note the following while creating the files:

1) The text files for each table should be saved and imported separately.
2) Users should not use quotation marks to designate text (versus numeric) data.
3) Users should not use $ symbols with the data to reflect dollar amounts. Users also should not use commas to designate values that are at/over 1000.
4) In order to insert a blank in the text file, simply use two consecutive commas (,,).
5) The state name and the Program Year should be the first two items in each file.
6) Users should make sure that each text file has the correct number of fields. The system will not accept files with too many or too few fields (See below for a list of the number of fields for each table).
7) Text files should include the negotiated levels of performance for Tables A, B, E, H, and J.

Number of fields that must be included in each Text File:

Table A: 14	Table I: 50
Table B: 18	Table J: 14
Table C: 50	Table K: 29
Table D: 20	Table L: 44
Table E: 18	Table M: 10
Table F: 50	Table N: 30
Table G: 20	Table O: 54
Table H: 18	

To receive a copy of the upload instructions, contact your Regional Performance Specialist, or Amanda Ahlstrand in ETA's Office of Performance and Results at 202-693-3052 or Ahlstrand.Amanda@dol.gov.

WIA Quarterly Reported Values Record Layout

Extract file type is ASCII comma delimited or tab delimited columns. The record layout should be used to create a reconstruction file of all WIA reported values on the 9090 for the report period being validated.

The extract file should includes 12 rows of data. Each row represents a performance item in the ETA 9090 report. A letter is given to each performance/report item and is arranged alphabetically (from A to L) in accordance with the sequence in the quarterly report. The letter should be the first entry in the text file. The data should follow the letter and be arranged in relation to the cells (program group) within the performance/report items. For report/performance items with rates, the rate is listed first, followed by the numerator and then the denominator.

The user guide includes a sample for the Quarter Reported Values Record Layout.

Number	***Field Name***	***Number of Fields***	***Data Type/Format***
1	Total Participants	5	Col 1 = A Col 2 = Adults Col 3 = Dislocated Workers Col 4 = Younger Youth Col 5 = Older Youth
2	Total Exiters	5	Col 1 = B Col 2 = Adults Col 3 = Dislocated Workers Col 4 = Younger Youth Col 5 = Older Youth
3	# of Completed Surveys for Customer Satisfaction	5	Col 1 = C Col 2 = Employers Col 3 = Response Rate Col 4 = Participants Col 5 = Response Rate
4	# of Employers/Exiters Eligible for the Customer Satisfaction Survey	3	Col 1 = D Col 2 = Employers Col 3 = Participants
5	# of Employers/Exiters in the Sample	3	Col 1 = E Col 2 = For Employers Col 3 = For Participants
6	Customer Satisfaction	3	Col 1 = F Col 2 = For Employers Col 3 = For Participants
7	Youth Diploma or Equivalent	4	Col 1 = G Col 2 = Younger Youth Diploma/ Equivalent Rate Col 3 = Younger Youth Diploma/ Equivalent Numerator Col 4 = Younger Youth Diploma/ Equivalent Denominator

Number	Field Name	Number of Fields	Data Type/Format
8	Skill Attainment	4	Col 1 = H Col 2 = Younger Youth Skill Attainment Rate Col 3 = Younger Youth Skill Attainment Numerator Col 4 = Younger Youth Skill Attainment Denominator
9	Entered Employment	10	Col 1 = I Col 2 = Adult Entered Employment Rate Col 3 = Adult Entered Employment Numerator Col 4 = Adult Entered Employment Denominator Col 5 = Dislocated Worker Entered Employment Rate Col 6 = Dislocated Worker Entered Employment Numerator Col 7 = Dislocated Worker Entered Employment Denominator Col 8 = Older Youth Entered Employment Rate Col 9 = Older Youth Entered Employment Numerator Col 10 = Older Youth Entered Employment Denominator
10	Credential and Employment	10	Col 1 = J Col 2 = Adult Credential & Employment Rate Col 3 = Adult Credential & Employment Numerator Col 4 = Adult Credential & Employment Denominator Col 5 = Dislocated Worker Credential & Employment Rate Col 6 = Dislocated Worker Credential & Employment Numerator Col 7 = Dislocated Worker Credential & Employment Denominator Col 8 = Older Youth Credential & Employment Rate Col 9 = Older Youth Credential & Employment Numerator Col 10 = Older Youth Credential & Employment Denominator
11	Six Months – Retention Rate	13	Col 1 = K Col 2 = Adult 6 months Retention Rate Col 3 = Adult 6 months Retention Numerator Col 4 = Adult 6 months Retention Denominator Col 5 = Dislocated 6 months Retention Rate Col 6 = Dislocated Worker 6 months Retention Numerator Col 7 = Dislocated Worker 6 months Retention Denominator Col 8 = Older Youth 6 months Retention Rate Col 9 = Older Youth 6 months Retention Numerator Col 10 = Older Youth 6 months Retention Denominator Col 11 = Younger Youth 6 months Retention Rate Col 12 = Younger Youth 6 months Retention Numerator Col 13 = Younger Youth 6 months Retention Denominator

Number	*Field Name*	*Number of Fields*	*Data Type/Format*
12	Six Months – Earnings Change or Earnings Replacement	10	Col 1 = L Col 2 = Adult 6 months Earnings Change Rate Col 3 = Adult 6 moths Earnings Change Numerator Col 4 = Adult 6 moths Earnings Change Denominator Col 5 = Dislocated 6 moths Earnings Replacement Rate Col 6 = Dislocated Worker 6 moths Earnings Replacement Numerator Col 7 = Dislocated Worker 6 moths Earnings Replacement Denominator Col 8 = Older Youth 6 moths Earnings Change Rate Col 9 = Older Youth 6 moths Earnings Change Numerator Col 10 = Older Youth 6 moths Earnings Change Denominator

Sample Quarterly/Rolling Four Quarters Reported Counts Record Layout

```
A,1,2,3,4
B,5,6,7,8
C,9,10,11,12
D,13,14
E,15,16
F,17,18
G,19,20,21
H,23,24,25
I,27,28,29,30,31,32,33,34,35
J,36,37,38,39,40,41,42,43,44
K,45,46,47,48,49,50,51,52,53,54,55,56
L,57,58,59,60,61,62,63,64,65
```

Helpful Hints for creating extract files

The following are items that users should note when creating their extract files for the WIA Validation Software:

1. The extract file must have 160 fields: 154 fields listed in the WIASRD record layout plus six additional fields required by the software. The additional six fields are observation number, office name, WIB name, sampling unit, case manager, and user field. Definitions and formats for these fields can be found in the record layout.

2. All the fields must be in the format listed in the record layout. In particular, note that dates should be in the YYYYMMDD format. The software will import records with future dates as long as the date is within a reasonable time period. For example, the software would reject a record with registration date of 30130101, but it would accept a date of 20050101.

3. The observation number, individual identifier, and the WIA Registration date are mandatory fields. Consequently, they cannot have blanks or null values.

4. The observation number for each record must be unique, that is no two records should have the same observation number.

5. At least one of the funding stream classifications (fields 36-40 and 42-47) has to have a value that would enable the software to assign the records to a specific funding stream as specified in Appendix A of WIA Validation Handbook. Additionally, if the participants are assigned to the youth funding stream, they cannot have an age at registration greater than 21.

In most circumstances, if a record has any of the listed problems (e.g. a null value in the observation number field), the software will reject the record that is in error, but will continue to import the remainder of the file. The error report will indicate the observation numbers for records that have errors and the general type of error that caused the records to be rejected. However, if the file has an incorrect date format (e.g. 30130101), the software will stop importing the file and display an “overflow” error message.