

**ETA 9002 & VETS 200  
Data Validation  
Software**

*User's Guide  
November 8, 2002*

# Table of Contents

<b>Chapter</b>	<b>Page</b>
I. OVERVIEW .....	1
II. INSTALLATION.....	3
III. TUTORIAL.....	18
IV. REFERENCE GUIDE .....	40
V. EXPLANATION OF ETA 9002 A-D REPORTING SCHEDULE.....	50
VI. RECORD LAYOUTS.....	53

# *I. OVERVIEW*

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## **A. User Guide**

This user's guide has been written to guide you through the process of using the Employment Service Data Validation Software to import and validate data from the 9002A-E and VETS 200 reports.

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, including how to load the software when using an SQL database.
- III. **Tutorial:** Provides information on the menus and functions of the software and describes how to import data and validate a group.
- IV. **Reference:** Provides a condensed list of all the menus and functions for quick reference.
- V. **ETA 9002 A-D Reporting Schedule:** An explanation of the reporting schedule for the 9002 A-D.
- VI. **Record Layouts:** Contains the record layout specifications for creating the files to import into the data validation software.

After reviewing this guide, users should contact Mathematica Policy Research, Inc. by emailing [ESTA@mathematica-mpr.com](mailto:ESTA@mathematica-mpr.com) with any questions on using the software.

## ***I. OVERVIEW***

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### **B. ETA 9002**

The five sections of the ETA 9002 report can be divided into three distinct areas: services (9002 A and B), outcomes (9002 C and D) and job openings received (9002 E). Services are reported on the 9002 A for all job seekers and on the 9002 B for veteran job seekers. The 9002 C and D follow this sequence by separately capturing the employment outcomes resulting from the provision of labor exchange services for all job seekers (9002 C) and veteran job seekers (9002 D). The 9002 C and D also capture job seeker and employer customer satisfaction data. The 9002 E reports information on job openings listed with the public labor exchange.

### **C. VETS 200 Report**

The Veterans' Employment and Training Service (VETS) 200 reports are, in essence, a subset of the ETA 9002 data. The data reported contain the same data elements as the ETA 9002, but only apply to the activities of Local Veterans Employment Representatives (LVERs) and Disabled Veteran Outreach Program staff (DVOPs). This enables VETS to evaluate the outcomes of the more intensive services offered under these two programs.

## ***II. INSTALLATION***

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### **Step 1—Load CD ROM**

Before starting installation of the software, quit any other programs that may be running. Insert the CD into the CD-ROM drive and open up the CD-ROM directory, or download the software through the Internet. The download is a zip file. Once the download is complete, copy the contents of the zip file to your PC.

Click on “Setup.exe”. This will distribute the files and set up the application in a folder on your hard drive.

Click “OK” on the Employment Service Setup window.

Minimum system requirements:

- OS – Microsoft Office 97 or better
- RAM - 128mb
- Disk Space - 5mb
- MHz - 400
- Suggested Screen Area - 800x600

## ***II. INSTALLATION***

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### **Step 2—Choose a Location for the Software**

The default location for the software is shown in the Directory text box. To install the software in a different folder, click the Change Directory button on the text box and navigate to the desired location. Make a note of the directory where the files are being saved.

After selecting the destination folder, click the Begin Installation button (this is a button that has a picture of a computer on it).

On the Choose Program Group window click “Continue.” You may have to wait awhile for this step to finish as the software is installed.

When finished, you will get a message that the setup has been completed.

Click “OK”

### **Step 3—Reboot Computer**

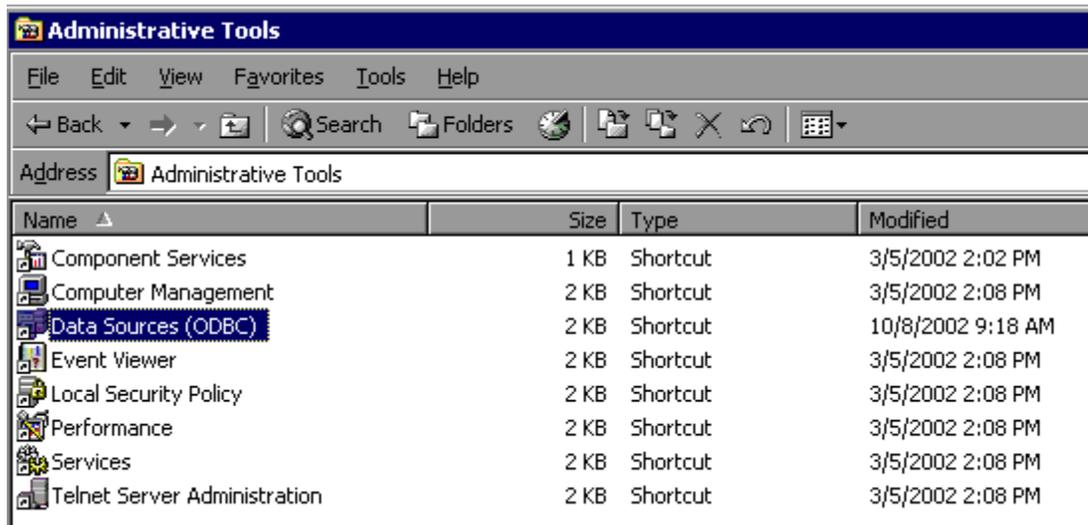
Reboot your computer before you continue with the setup process. If you are loading the database for the first time, this is the final step in the installation process.

## II. INSTALLATION

### Step 4—Select the Driver—For MS ACCESS Database

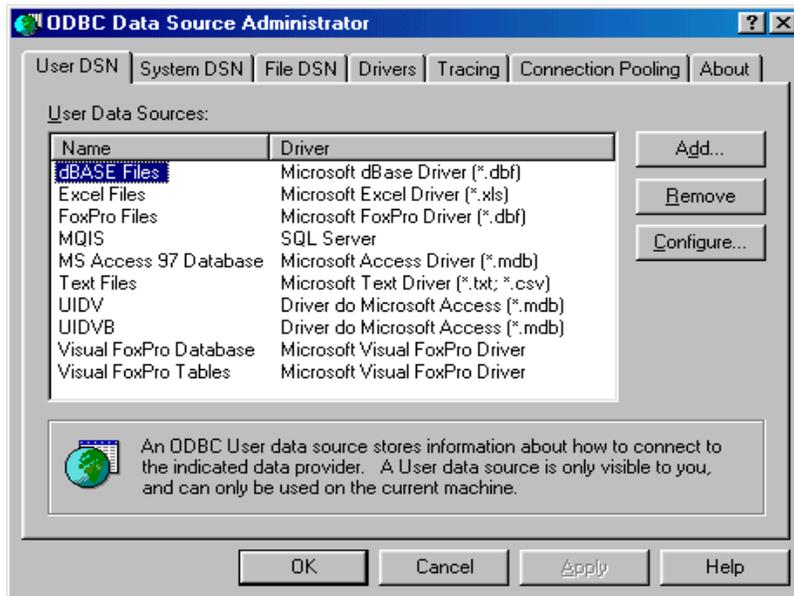
Step 4 is only needed if you are adding a database, accessing the demo database, changing the default database, or installing the application somewhere besides the default location. Skip to Step 5 if you are using MS SQL Server.

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

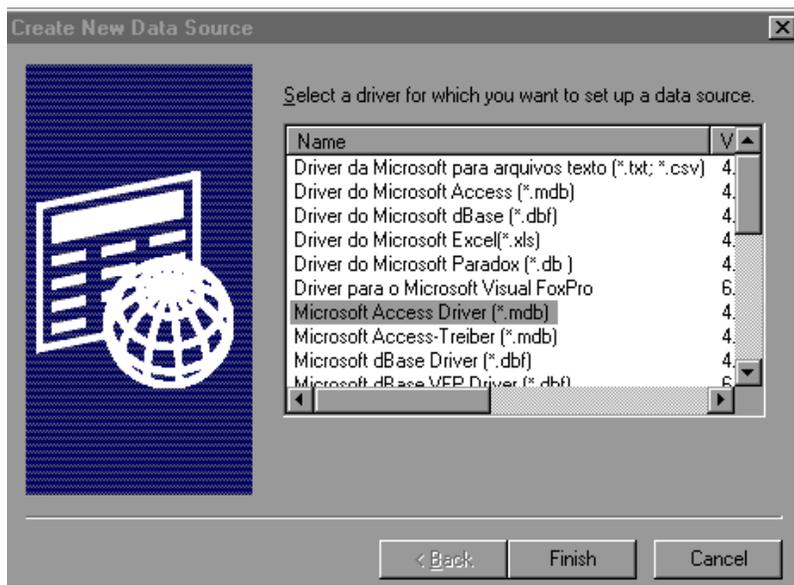


## II. INSTALLATION

In the ODBC Data Source Administrator window, on the User DSN tab, 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.”



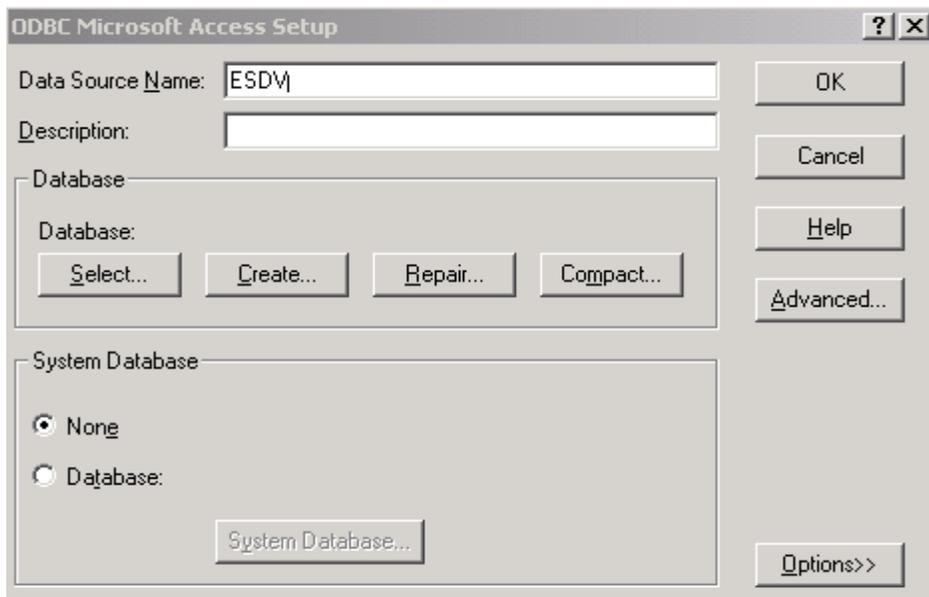
## II. INSTALLATION

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

Note that all database setups in SQL or Access must have a data source name beginning with the prefix “ESDV” and there should be no spaces in the data source name. For example, users should enter ESDVDemo 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.

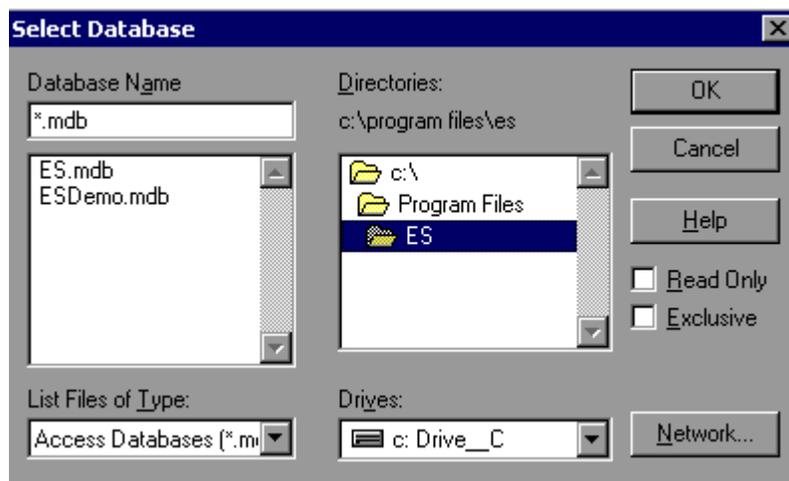


## II. INSTALLATION

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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 ES folder. When you open this folder up, the ES.mdb and ESDemo.mdb should appear in the left window. Highlight the applicable file and click “OK.”



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

## ***II. INSTALLATION***

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**The following applies to users of Win 2000, XP and NT:**

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 ESDV is linked to the right database. To do this, double click on the ESDV 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\ESDV\es.mdb folder. If the software was saved to another location, ensure that the data source points to this other folder and database.

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

## ***II. INSTALLATION***

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### **Step 5—Load the SQL Database—For MS SQL Database Users Only**

A file named ES.sql is located in the ES folder. This file contains the SQL code required to create and load an SQL database version of the ES Data Validation software.

The following steps are necessary to create the SQL version of the ESDV Software:

1. Open the ES.sql file.
2. Modify the “CREATE DATABASE” part of the code to direct the database to a valid folder on your network.
3. Once you have modified the file, use SQL Query Analyzer to run the ES.sql script file.

Once the steps are complete the database is created.

After the SQL database is created, 7 text files need to be imported into the SQL database. Listed below are the names of the text files located in the ES folder. Each file name corresponds to the table name in the database. Select each one and import it into the SQL database.

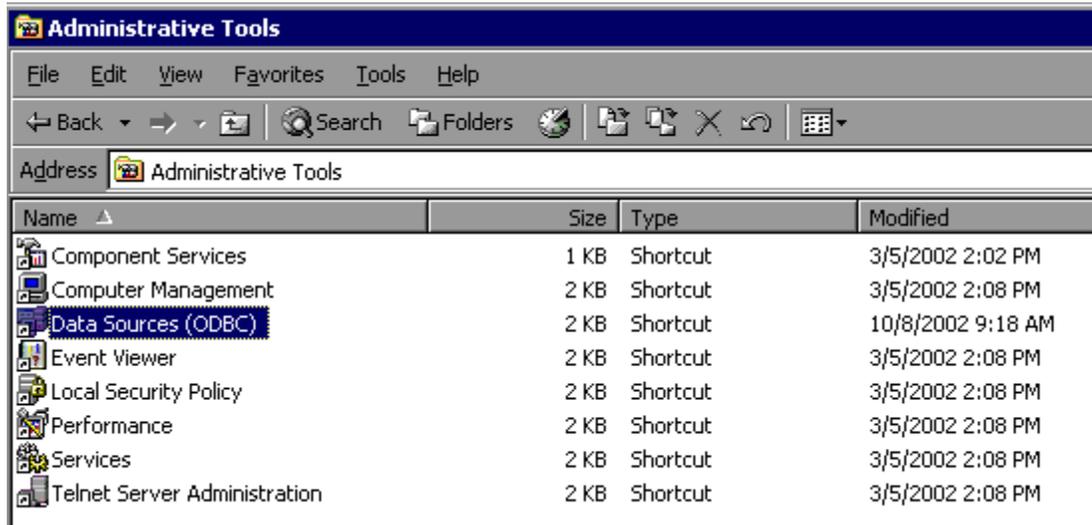
tlSystem.txt	TblRecordLayout3.txt
tblsupport.txt	TblRecordLayout2txt
tblsamplingDef.txt	TblRecordLayout.txt
tblReportedCoutns.txt	

Once all of the files are imported, the SQL version will be ready to run.

## II. INSTALLATION

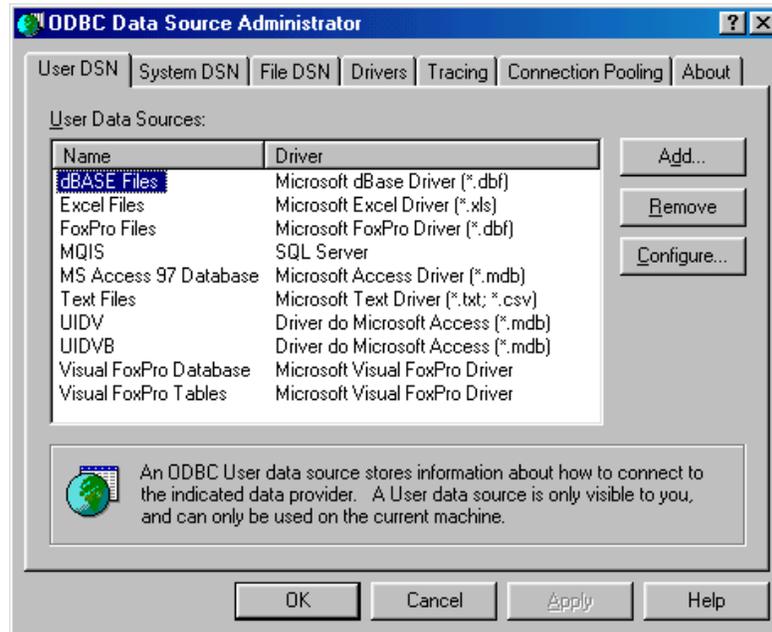
### Step 6—Select the Driver—For MS SQL Database Users Only

This instruction will work only if you have already created the ES database in SQL server. Go to the Settings—Control Panel. In the Control Panel window select ODBC Data Sources {32bit}. If using Windows 2000, select Administrative Tools and then Data Sources (ODBC.) Double click.



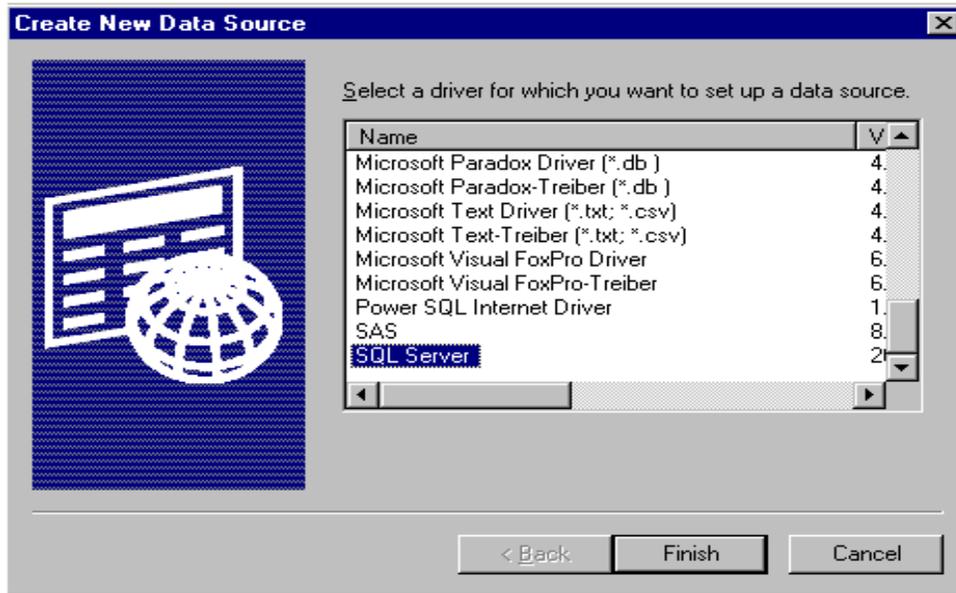
## II. INSTALLATION

In the ODBC Data Source Administrator window go to the User DSN tab, and click the “Add” button.



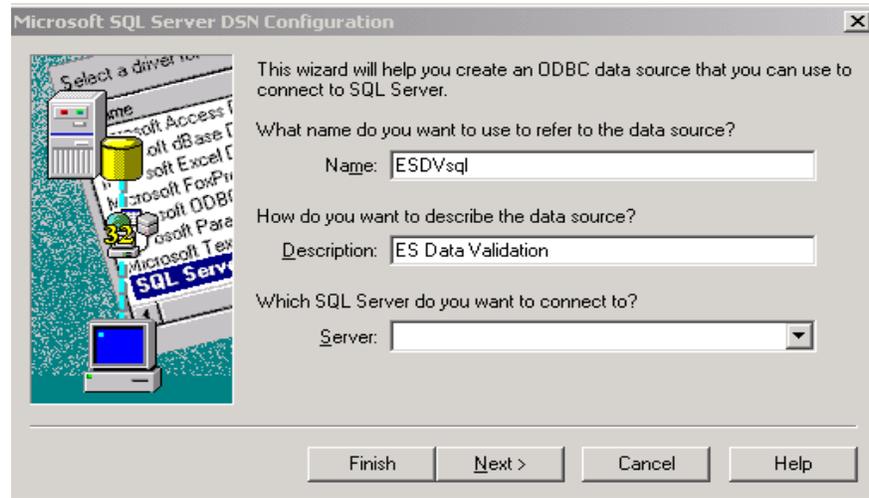
## II. INSTALLATION

In the Create New Data Source window, select the “SQL Server” driver and click “Finish.”

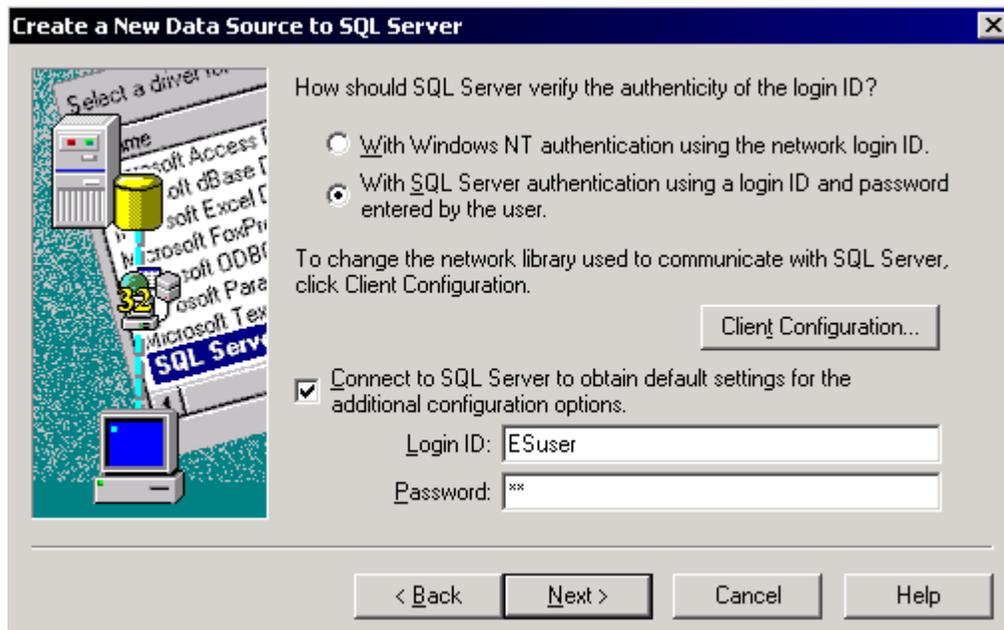


## II. INSTALLATION

In the Microsoft SQL Server DSN Configuration window enter the data source name, which is “ESDVsql.” Enter the description, which is “ES Data Validation.” Select the Server Name that contains the ESDV database. Press Next to continue.

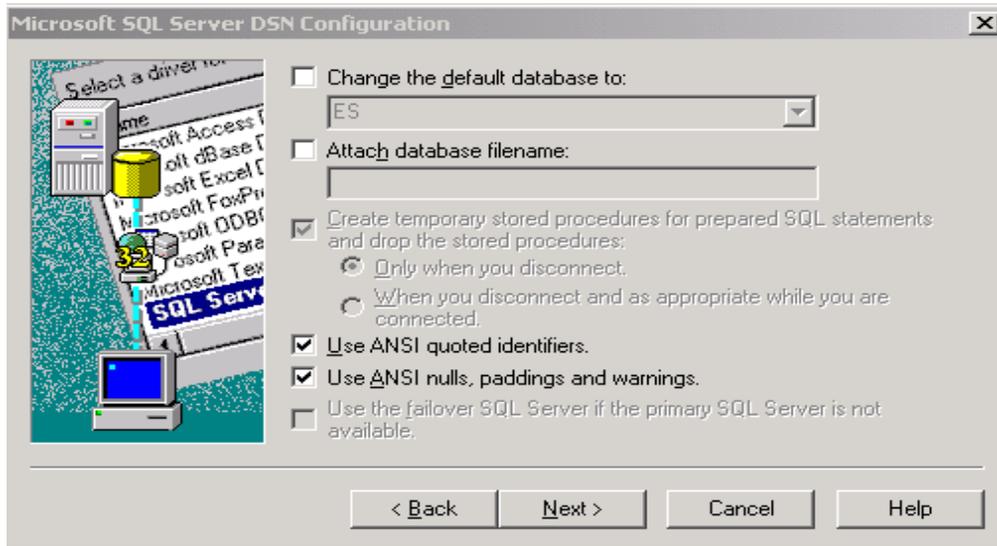


In the Create a New Data Source to SQL Server window, double click on the second bullet, “With SQL Server authentication using a login ID.....” Then enter Login ID “ESuser”, Password “es.” Press Next.

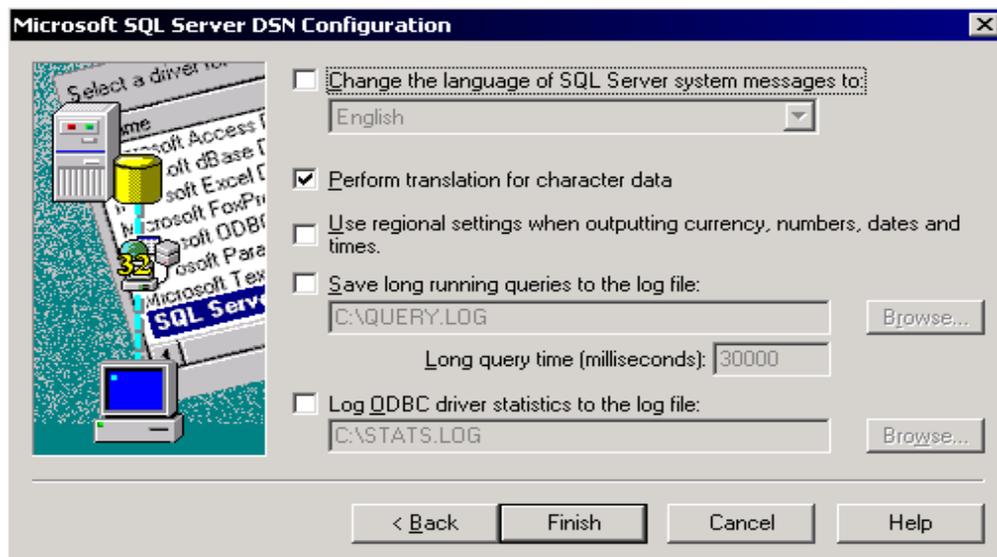


## II. INSTALLATION

On the next Microsoft SQL Server DSN Configuration screen that appears, press Next.

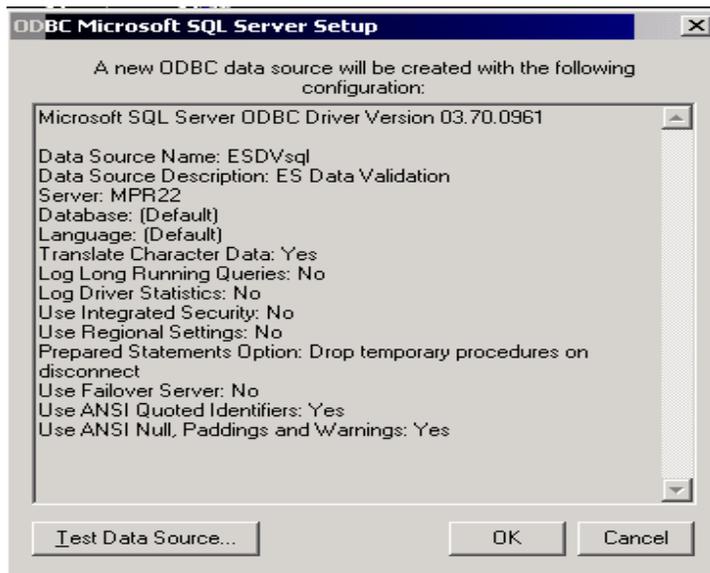


Press Finish when the next SQL configuration screen opens.

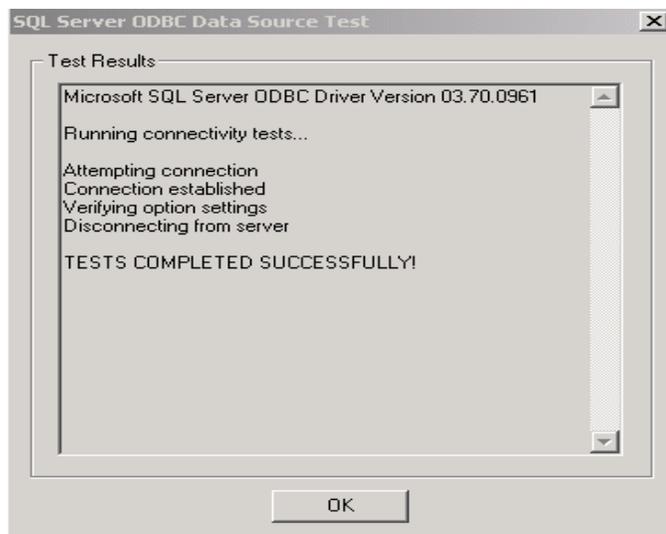


## II. INSTALLATION

Click on Test Data Source in the ODBC Microsoft SQL Server Setup window to test if you are successfully connected to your SQL server.



Click OK on the Test Results screen if the connection is successful. Click OK until you return to the Control Panel. It is not necessary to reboot before using the application.



## ***II. INSTALLATION***

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### **Step 7—Uninstalling the Application**

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

### ***III. TUTORIAL***

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- A. Signing In**
- B. Importing Records**
- C. Report Validation**
- D. Data Element Validation**

## ***III. TUTORIAL***

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### **A. Signing In**

#### **Step 1—Opening the Software**

Go to the start menu, click on programs, and then scroll to find **Employment Service**. Click on the **Employment Service** sidebar to open the software.

### III. TUTORIAL

#### Step 2— Sign In Screen

Enter the program report quarter being validated by entering the program year followed by the quarter in YYYYQQ format. The ES program year begins on July 1, with the first program quarter ending on September 30, the second program quarter ending on December 31, the third program quarter ending on March 31, and the fourth program quarter ending on June 30. For example, enter 200201 if the first quarter of program year 2002 (July 1 through September 30, 2002) is being validated.

Next select the group to be validated from the pull down menu.

The screenshot shows a window titled "U003 - Sign In". It contains the following fields and controls:

- Report Quarter:** A text box containing "200201" with a red hint "(YYYYQQ e.g. 200101)".
- Group:** A dropdown menu showing "1- 9002 A-D, VETS 20".
- State:** A text box containing "NJ".
- Date Selection:** A table with two columns: "Start Date" and "End Date".

	Start Date		End Date
ETA9002 A,B and E	7/1/2002	<input type="checkbox"/>	9/30/2002
ETA9002 C and D	7/1/2002	<input type="checkbox"/>	9/30/2002
- Buttons:** "Sign In" and "Exit" buttons at the bottom.

### ***III. TUTORIAL***

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For each group, select the Start and End Date of the period being validated by selecting the calendar and double clicking on the appropriate year, month and day. All three fields must be selected for this feature to register the date selected. Note that the fields are prefilled but will be overwritten with your selections.

Chapter V of this User's Guide specifies the date ranges to be entered for the 9002 A through 9002 D reports due through August 2005.

For Group 1, which covers the 9002 A through D and VETS 200 A through C reports, you must enter the start and end dates for the 9002 A and B and the 9002 C and D on separate rows. For the A and B, enter the dates representing the program quarters covered by the report being validated. For the C and D, enter the date range in which a job seeker on the report being validated would have entered employment and/or been retained in employment. The VETS 200 A through C dates track to the 9002 dates entered. Therefore, they do not need to be entered by the user.

For Group 2, which covers the 9002 E report, enter the Start and End Dates by clicking the calendar and selecting the appropriate year, month and day in the 9002 A, B and E row. For the E, like the A and B, enter the dates representing the program quarters covered by the report being validated.

Click on the "**Sign-In**" button. After logging in a list of tips will pop up that provides brief explanations of each function.

For both groups, the application will accept alternative dates for management or other purposes, including dates prior to the program start on July 1, 2002.

States using the demo database to learn about the software's functionality should select Group 1 or Group 2 on the Sign In screen. The Group 1 demo Report Quarter is 200201. The ETA 9002 A/B/E and ETA 9002 C/D demo start/end dates are 7/1/02 to 9/30/02. The group 2 demo Report Quarter is 200004 and the start/end dates are 4/1/01 to 6/30/01. See page 8 of this User's Guide for more information about accessing the demo database.

### III. TUTORIAL

#### Step 3—Change Reporting Options

This function opens an expanded version of the Sign In pop-up window, where the user can change the report quarter, the job seeker or job opening group, and the reporting period beginning and end dates within a group. The user can also select a WIB/Office filter and/or an Office/Case Manager filter to view subsets of the data.

On the **Change Reporting Options** menu select **Change Reporting Options**.

U003r - Change Reporting Options

Report Quarter  (YYYYQQ e.g. 200101)

Group  State

	Start Date	End Date
ETA9002 A,B and E	<input type="text" value="7/1./2002"/>	<input type="text" value="9/30/2002"/>
ETA9002 C and D	<input type="text" value="7/1./2002"/>	<input type="text" value="9/30/2002"/>

WIB/Office  Office/Case Manager

## *III. TUTORIAL*

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### **B. Importing Records**

State data for the period being validated are imported into the software.

#### **Step 1—Create a File for Job Seekers and Job Openings Based on the Record Layout Specifications**

To view the record layout for the selected group, open the **Import Data** menu, and select **Source Table Record Layout**. The record layouts are also provided in Chapter VI of this User's Guide.

One record layout covers the 9002 A-D and VETS 200 data; a second record layout covers 9002 E data. Many data elements and data formats on the 9002 A-D record layout are based on the WIASRD for consistency.

The extract file must be in ASCII, comma delimited .txt format. The software will also accept comma separated (CSV) files if necessary. 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.

There is an extra field called "User Field" listed at the end of each record layout. This field can be used for any additional data element that the state wishes to include. However, states are not required to use this field.

The extract file should be run at the end of each report quarter. Over time the file will include several quarters of data to accurately account for services and outcomes.

### III. TUTORIAL

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#### Step 2—Load Extract Data

Once the data are formatted according to the record layouts, open the **Import Data** menu and select **Import From Extract File**. Select the file to be imported using the **Select File** box. Click Open to continue. 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 that can be used to stop the loading process.

To view the imported file, open the **Import Data** menu and select **View Source Table**. This is a read only screen.

It may take some time for the data to be imported, depending on the size of the file. The following table shows the length of time that states using the default software installation creating Access (.mdb) files (not SQL) can expect for the import of files for job seekers (Group 1.) The import process for these files was tested on both a Pentium IV and a Pentium III computer.

<b>Time to Import Large Files</b>			
ES Group	No. of Records Imported	Pentium IV Import Time	Pentium III Import Time
ES Group 1 Job Seekers	800,000	6.5 hours	7.5 hours

The Pentium IV and Pentium III computers had the following specifications.

<b>Pentium IV</b>	<b>Pentium III</b>
1.8 ghz processor	866 mhz processor
256 meg RAM	256 meg RAM
40 gig HD	10 gig HD
512 meg virtual memory	512 meg virtual memory

### ***III. TUTORIAL***

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These computers were dedicated specifically to testing the import times of ES records (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 recycling bin, running “disk clean up” function in windows, etc.) to maximize system efficiency and free up hard disk space. It is also important to close all other programs prior to import to allow optimal memory for importing large files.

Import times reflect the total time required for completion of the import. However, use of the various functions and validation techniques of the software can take anywhere from several seconds to nearly 15 minutes depending on the size of the import file and the capabilities of the user’s computer.

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 amount of data and number of completed fields in each record. “*Overflow*” errors are an indication that the Access database has reached maximum capacity and will present as either Windows errors or as import errors within the ES software. “*Overflow*” errors will be written to the importerror.txt file indicating that the “*database has reached maximum size.*” Testing of the ES software indicates that files of more than approximately 950,000 records will generate overflow errors in Access.

States with very large data files may use the SQL database version of the ES software. Performance will vary for states using the SQL version based on server speed and contention with other users.

## ***III. TUTORIAL***

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### **Step 3—Review Error Reports**

When the extract files are loaded, the software reads each record to ensure that all fields are valid. Duplicate records and any records with invalid data or missing data in mandatory fields are rejected. For example, records without registration dates are rejected, as are records with registration dates outside the Start Date and End Date parameters.

An error report that lists the rejected records is produced for each group. The error report is automatically saved to the ES folder and is titled importerror.txt. To save each error report, the importerror.txt file should be renamed so that it is not overwritten by subsequent error reports.

A common error message is “Object required error in column ##. Item is required.” This appears when records are rejected because they have the wrong number of data columns when compared to the record layout.

Records may receive a “data type mismatch” error if field values are switched, specifically if text values are placed in a number field.

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

### *III. TUTORIAL*

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#### **Step 4—View Duplicates**

This step allows the user to view the duplicate service records identified and rejected by the software. There is no data entry required, it is used for analytical purposes only.

Click on the **Report Validation** menu and select **View Duplicates**.

This opens a window which displays all of the duplicate service records for the group, including the observation number, SSN, the registration date and the staff assisted service date that are used to determine duplicates. Whenever two or more records for the same SSN have registration dates within four quarters of each other (365 days), the most recent record is retained. The duplicate report shows the rejected records, as shown in the sample screen print below.

Duplicate Detection Report			
Obs	SSN	Registration Date	StaffAssistedServDate
2	123	20000718	20000518

#### **Step 5—Repeat Same Process for All Groups**

Follow steps 1 through 4 to import the data for both of the groups.

## *III. TUTORIAL*

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### **C. Report Validation**

Report validation is not applicable to states who use the software to generate the ETA 9002 and VETS 200 reports.

#### **Step 1—Import Data**

Click on the **Import Data** menu and select **Import Reported Counts**. Note that the import file should be formatted according to the reported count record layout which is under the **Import Data** menu and in Chapter VI of this User Guide.

Select the file to be imported using the **Select File** box. Click Open to continue. The **Import File** box will show the number of records imported.

### III. TUTORIAL

#### Step 2—Enter Customer Satisfaction Data

Click on the **Report Validation** menu and select **Enter 9002C Cust. Sat. Scores/Counts**. On the entry screen, key enter the state's reported scores/counts in the appropriate cells. Click on the Exit button when done.

The screenshot shows a software window titled "U007 - Enter 9002C Cust. Sat. Scores/Counts". Inside the window is a table with three columns: "Rpt/Cell", "Description", and "Score/Count". The table contains seven rows of data. Below the table is a large empty rectangular area. At the bottom center of the window is a button labeled "Exit".

Rpt/Cell	Description	Score/Count
▶ 9002C/A1-12	Job Seeker Customer Satisfaction Score	
9002C/A1-13	# of Completed Surveys	
9002C/A1-14	Sample Size	
9002C/A1-15	Employer Customer Satisfaction Score	
9002C/A1-16	# of Completed Surveys	
9002C/A1-17	Sample Size	

## III. TUTORIAL

### Step 3—View Report Validation Summary

This function allows the user to view the report validation summary.

Click on the **Report Validation** menu and select **View Report Validation Summary**. Select the applicable summary from the sidebar to display a report that calculates the difference between the validation values and the reported values. A percentage difference is generated for each reported value. No data entry is required; this option is a read only function.

It may take several minutes for the first report validation summary to open after loading the validation file. Two report validation summaries cannot be open at the same time. Users must close one report validation summary before opening another one.

#### Sample Report Validation Summary

##### Report Validation Summary- 9002A Period (07/01/2002 - 09/30/2002)

RptCell	Description	Validation Value	Reported Value	Difference	% Diff
9002A/A1-1	Job Seekers - Total Active Job Seekers	8.00	10.00	2.00	25%
9002A/A1-2	Job Seekers - Veterans and Eligible Persons	8.00	10.00	2.00	25%
9002A/A1-3	Job Seekers - MSFW	0.00	0.00	0.00	0%
9002A/A1-4	Job Seekers - Interstate	0.00	0.00	0.00	0%
9002A/A1-5	Job Seekers - Male	6.00	8.00	2.00	33%
9002A/A1-6	Job Seekers - Female	2.00	2.00	0.00	0%
9002A/A1-7	Job Seekers - Youth	0.00	0.00	0.00	0%
9002A/A1-8	Job Seekers - Adult(19 and over)	8.00	10.00	2.00	25%
9002A/A1-9	Job Seekers - 19 - 44	5.00	3.00	2.00	40%
9002A/A1-10	Job Seekers - 45 - 54	0.00	0.00	0.00	0%
9002A/A1-11	Job Seekers - 55 and over	3.00	7.00	4.00	133%

If states use the software to generate reported values, the generated values will appear in the validation value column. The report validation summary will show percent differences of 100 percent, and will not show reported values.

### III. TUTORIAL

#### Step 4—View Facsimile Reports

The function **Facsimiles**, on the **View Report Validation Summary** sidebar, displays a copy of the selected report in the format presented in the ET 406. The facsimile reports contain the validation values for each report item on the 9002 A through E and the VETS-200 A through C (except for customer satisfaction values, which are the data entered values.)

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

#### Sample Facsimile Report

##### ETA 9002 B Quarterly Report

Services to Veterans

State <b>NJ</b>		Report Due ____/____/____			
		Report Period 7/1/2002 to 9/30/2002			
Cumulative For Four Quarters Ending: 09/30/2002		<b>A</b> Total Veterans and Eligible Persons			
		19-44	45-54	55+	Total
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Total Active Veteran Job Seekers	5	0	3	8
2	Male	4	0	2	6
3	Female	1	0	1	2
4	Received Staff-Assisted Services	4	0	3	7
5	Career Guidance	0	0	0	0
6	Job Search Activities	0	0	0	0
7	Referred to Employment	0	0	0	0
8	Referred to WIA Services	0	0	0	0

### III. TUTORIAL

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#### Step 5—Export ETA Counts or VETS 200 Counts

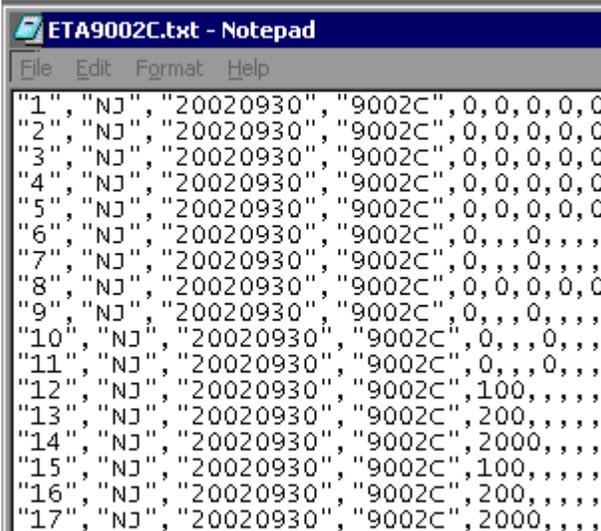
This step produces a file compatible with the Labor Exchange Reporting System (LERS) for each of the five sections of the 9002 report and the three sections of the VETS 200 report.

Click on the **Report Validation** menu and select either **Export ETA Counts** or **Export VETS-200 Counts**.

Next select the section of the 9002 or VETS 200 to be exported. Once selected, the software will indicate that the file has been exported by displaying the message “Done.”

The reports are automatically saved to the ES folder and are titled ETA9002A.txt, ETA9002B.txt, ETA9002C.txt, ETA9002D.txt, ETA9002E.txt, VETS200(A).txt, VETS200(B).txt, and VETS200(C).txt. To save each report, the files should be renamed so that they are not overwritten by subsequent reports.

#### Sample Export File



```
ETA9002C.txt - Notepad
File Edit Format Help
"1", "NJ", "20020930", "9002C", 0, 0, 0, 0, 0
"2", "NJ", "20020930", "9002C", 0, 0, 0, 0, 0
"3", "NJ", "20020930", "9002C", 0, 0, 0, 0, 0
"4", "NJ", "20020930", "9002C", 0, 0, 0, 0, 0
"5", "NJ", "20020930", "9002C", 0, 0, 0, 0, 0
"6", "NJ", "20020930", "9002C", 0, , , 0, , ,
"7", "NJ", "20020930", "9002C", 0, , , 0, , ,
"8", "NJ", "20020930", "9002C", 0, 0, 0, 0, 0
"9", "NJ", "20020930", "9002C", 0, , , 0, , ,
"10", "NJ", "20020930", "9002C", 0, , , 0, , ,
"11", "NJ", "20020930", "9002C", 0, , , 0, , ,
"12", "NJ", "20020930", "9002C", 100, , , ,
"13", "NJ", "20020930", "9002C", 200, , , ,
"14", "NJ", "20020930", "9002C", 2000, , , ,
"15", "NJ", "20020930", "9002C", 100, , , ,
"16", "NJ", "20020930", "9002C", 200, , , ,
"17", "NJ", "20020930", "9002C", 2000, , , ,
```

### III. TUTORIAL

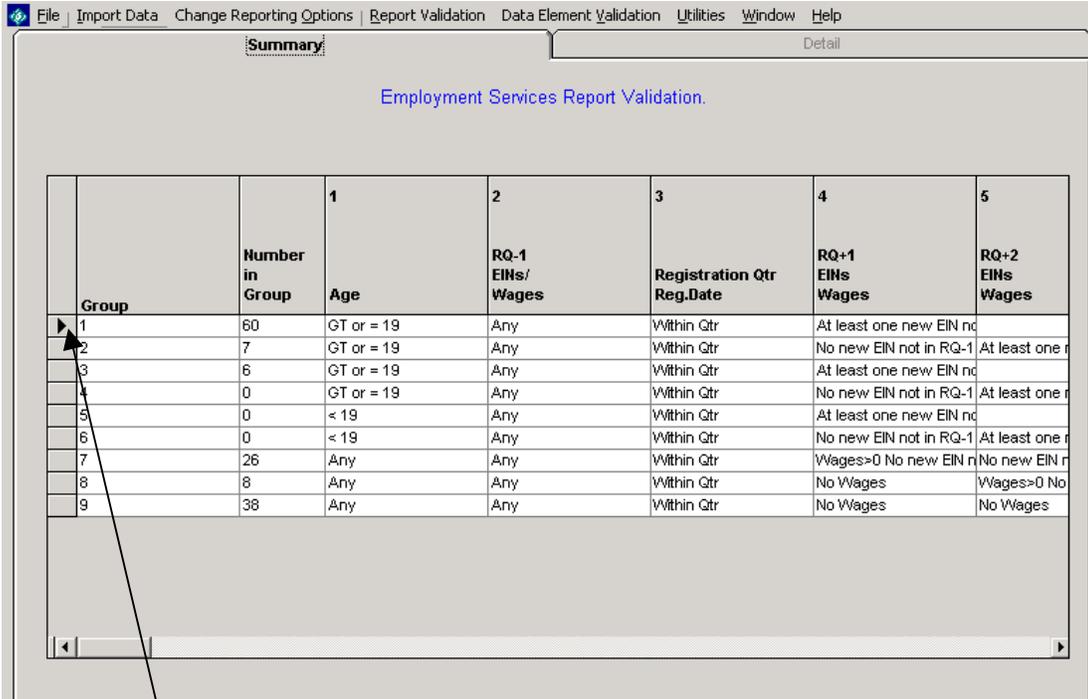
#### Step 6—View Report Validation Table

This step allows the user to view the performance outcome groups for job seekers. This step is not applicable to job seekers who are reported on the 9002 A and B but not the C and D, or to job openings on the 9002 E. There is no data entry required, this function is used for analytical purposes only.

Click on the **Report Validation** menu and select **View Report Validation Table**.

This opens a window displaying a summary of each group of job seeker performance outcomes and the total number of records and dollar amounts, where applicable, for each group. After loading the validation file, it may take several minutes for the report validation table to open for the first time.

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



Group	Number in Group	1 Age	2 RQ-1 EIHs/ Wages	3 Registration Qtr Reg.Date	4 RQ+1 EIHs Wages	5 RQ+2 EIHs Wages
1	60	GT or = 19	Any	Within Qtr	At least one new EIN nc	
2	7	GT or = 19	Any	Within Qtr	No new EIN not in RQ-1	At least one r
3	6	GT or = 19	Any	Within Qtr	At least one new EIN nc	
4	0	GT or = 19	Any	Within Qtr	No new EIN not in RQ-1	At least one r
5	0	< 19	Any	Within Qtr	At least one new EIN nc	
6	0	< 19	Any	Within Qtr	No new EIN not in RQ-1	At least one r
7	26	Any	Any	Within Qtr	Wages>0 No new EIN n	No new EIN r
8	8	Any	Any	Within Qtr	No Wages	Wages>0 No
9	38	Any	Any	Within Qtr	No Wages	No Wages

Double click to view detailed records

### III. TUTORIAL

#### Detailed Records for Group 7

Summary						Detail for Group - 7			
						Total Number of Records: 8			
OBS	SSN	DateOfBirth	Gender	RegDate	ProgSrc	PersonsWit	RaceAI/AN	RaceAsian	RaceBlack/A
1	1	19640720	1	20020801					
2	2	19640720	1	20020801					
3	3	19640720	1	20020801					
4	4	19640720	1	20020801					
5	5	19640720	2	20020801					
6	6	19221205	2	20020801					
7	7	19211126	1	20020801					
8	8	19210428	1	20020801					

#### Sort Detailed Records

To sort records in ascending or descending order, double-click the heading of the column you wish to sort.

#### Widen Columns

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

## III. TUTORIAL

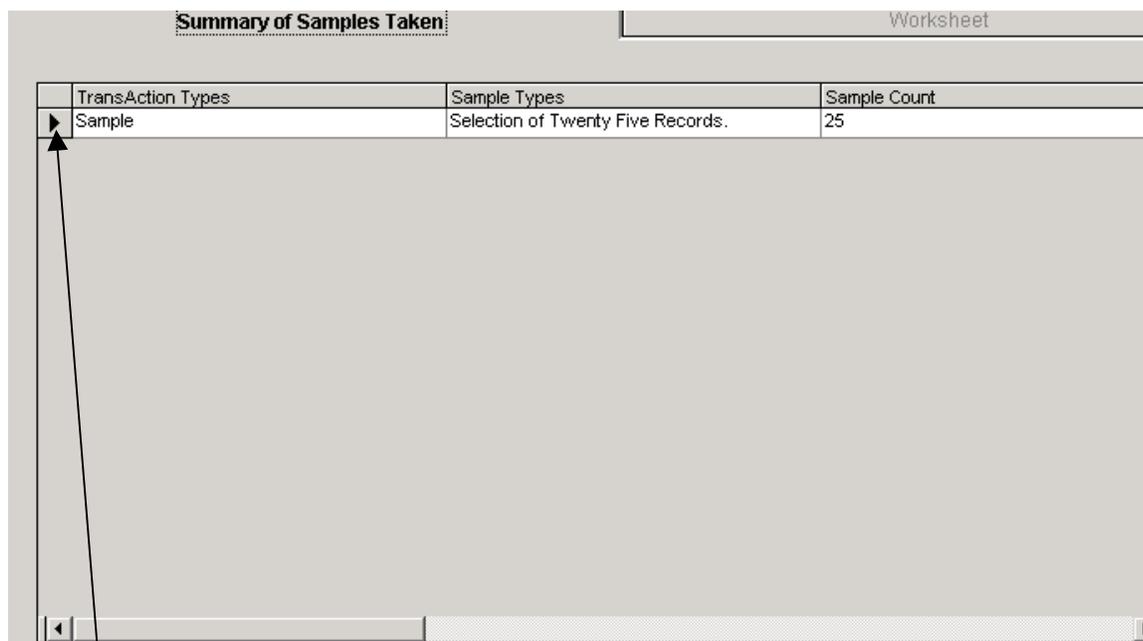
### D. Data Element Validation

#### Step 1—Validate Sampled Cases

Click on the **Data Element Validation** menu and select **Edit Worksheets**.

This opens a window that displays a summary of the ES random sample of 25 records. Click on the summary row to view the records chosen for the sample.

#### Summary of Samples Taken Screen



Transaction Types	Sample Types	Sample Count
Sample	Selection of Twenty Five Records.	25

Click on arrow to open summary worksheet for the sample

### III. TUTORIAL

This will open up the data element validation worksheet summary for the sample selected. The validation software automatically selects samples and displays the sampled data on a validation worksheet. This summary screen is read only. To access, update, and print individual sampled cases, double click on the row of the applicable case. Users should not double click on the column headers; this produces an error message.

#### Worksheet Summary

Summary of Samples Taken				Worksheet				
<b>Sample</b>				Number samples inspected: 0				
Detail								
	OBS	SSN	Pass/Fail	DateOfBirth	Pass/Fail	Gender	Pass/Fail	Re
1	1	ABC123		19840720		1		2000
2	3	A1B2C3		19840720		1		2000
3	4	A123BC		19210428		1		2000
4	5	123ABC		19210428		1		2000

### III. TUTORIAL

This will open up a condensed validation worksheet for the particular sampled observation. The condensed worksheet is on four tabs, for validation fields 1 through 20, 21 through 40, 41 through 60, and 61 through 77. This allows easier navigation though all of the data elements.

#### Sample On-Line Validation Worksheet

OBS <input type="text" value="1"/>		ES Sample Validation.					
SSN <input type="text" value="ABC123"/>		Validation Field 21 - 40		Validation Field 41 - 60		Validation Field 61 - 77	
Validation Field 1 - 20		Validation Field 21 - 40		Validation Field 41 - 60		Validation Field 61 - 77	
Data Elements	Reported Value	Pass	Fail	Data Elements	Reported Value	Pass	Fail
1. SSN	<input type="text" value="ABC123"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Race White	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. DateOfBirth	<input type="text" value="19840720"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Race Other	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Gender	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Race More	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. RegDate	<input type="text" value="20000718"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Hispanic/Latino	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. ProgSrc	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Vet/EligiblePerson	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. PersonsWithDisability	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Vet/CampaignBadge	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. RaceAI/AN	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Vet/Disabled	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. RaceAsian	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Vet/NewlySeparated	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. RaceBlack/AM	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Vet/SpecialDisabled	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. RaceHN/PI	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Vet/VietnamEra	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Save and Exit"/> <input type="button" value="Print"/> <input type="button" value="Exit Without Saving"/>							

### ***III. TUTORIAL***

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The data on the worksheet for each data element should be compared to the data in the state system. The validator begins the validation by looking at the first data element on the worksheet and then locating the corresponding documentation in the state system. This entails checking all necessary screens and other source documentation to determine if this data element is valid. For example, wage record information must be checked against the state wage record files.

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. When each record has been validated in its entirety, the summary worksheet and the printed worksheet display the updated information from the tabbed worksheets.

### III. TUTORIAL

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#### Step 2—Print Sampled Cases

Select **Print Worksheets** on the **Data Element Validation** menu to print the sample in batch mode. Click the printer icon at the top left of the screen to begin printing.

#### Sample Printed Worksheet

##### ES Sample Validation

OBS: 1

SSN: ABC123

<b>Data Element</b>	<b>Value</b>	<b>Pass/Fail</b>
1. SSN	ABC123	Pass
2. DateOfBirth	19840720	Pass
3. Gender	1	Pass
4. RegDate	20000718	Pass
5. Program Source		
6. PersonsWithDisability	0	Fail
7. RaceAI/AN		
8. RaceAsian		
9. RaceBlack/AM		
10. RaceHN/PI		
11. RaceWhite	1	

## ***IV. REFERENCE GUIDE***

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This chapter of the User's Guide provides a condensed list of all of 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 by double clicking on **Show Tips at Start-Up**.

#### **2. Exit**

Select this to exit the program.

## ***IV. REFERENCE GUIDE***

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### **B. Import Data Menu**

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

#### **1. Import From Extract File**

Select this function to import data into the application. See the record layouts in Chapter VI for the appropriate data record formats.

#### **2. Import Reported Counts**

Select this function to import the report counts into the application. See the record layout in Chapter VI for the appropriate data record format.

#### **3. Source Table Record Layout**

This function displays the record layouts for each group. Copies of the record layouts can be found in Chapter VI of this User’s Guide.

#### **4. Reported Counts Record Layout**

This function displays the record layout used in preparing the import files of reported values. A copy of the record layout can be found in Chapter VI of this User’s Guide.

#### **5. View Source Table**

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

## ***IV. REFERENCE GUIDE***

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### **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 pop-up window, where the user can change the report quarter, the job seeker or job opening group, and the reporting period beginning and end dates within a group. The user can also select a WIB/Office filter and/or an Office/Case Manager filter to view subsets of the data.

## ***IV. REFERENCE GUIDE***

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### **D. Report Validation Menu**

The fourth menu on the toolbar is called “Report Validation.” Options in this menu include:

#### **1. View Report Validation Table**

This function provides a window where the user can see a summary of the job seeker performance outcome groups and the total number of records and dollars, where applicable, for each group. By clicking on the arrow in the far left column next to a group, the user can view the detailed records in that group.

#### **2. View Report Validation Summary**

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

The sidebar also has a function called **Facsimiles** where the user can select report facsimiles for the 9002 A-E and the VETS 200 A-C. These facsimile reports contain the validation value for each report item (except for customer satisfaction values, which are the data entered values.)

## ***IV. REFERENCE GUIDE***

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### **3. Export ETA Counts**

This menu command produces a report for each of the five sections of the 9002 report.

Select from the sidebar the section of the 9002 to be exported. Once selected, the software will indicate that the file has been exported by displaying the message “Done.”

The reports are automatically saved to the ES folder and are titled ETA9002A.txt, ETA9002B.txt, ETA9002C.txt, ETA9002D.txt, and ETA9002E.txt. To save each report, the files should be renamed so that they are not overwritten by subsequent reports.

### **4. Export VETS-200 Counts**

This menu command produces a report for each of the three sections of the VETS 200 report.

Select from the sidebar the section of the VETS report to be exported. Once selected, the software will indicate that the file has been exported by displaying the message “Done.”

The reports are automatically saved to the ES folder and are titled VETS200(A).txt, VETS200(B).txt, and VETS200(C).txt. To save each report, the files should be renamed so that they are not overwritten by subsequent reports.

## ***IV. REFERENCE GUIDE***

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### **5. View Duplicates**

This function allows the user to view and print a report listing the duplicate service records identified and rejected by the software. The report displays all of the duplicate service records for the group, including the SSN, the registration date, and the staff assisted service date that are used to determine when duplicate service records exist. Whenever two or more records with the same SSN have registration dates within four quarters of each other (365 days), the most recent record is retained. The duplicate report shows the rejected records.

### **6. Enter 9002C Cust. Sat. Scores/Counts**

Click on the **Report Validation** menu and select **Enter 9002C Cust. Sat. Scores/Counts**. On the entry screen, key enter the state's reported scores/counts in the appropriate cells.

## ***IV. REFERENCE GUIDE***

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### **E. Data Element Validation Menu**

The fifth menu on the toolbar is called “Data Element Validation.” Options in this menu include:

#### **1. Edit Worksheets:**

This function provides a window to view a summary of the sample for a particular group. Click on the summary row to view the sample detail.

This will open up the data element validation worksheet summary for the sample selected. This summary screen is read only. To access, update, and print individual sampled records, double click on the applicable record.

Double click in any column of the first observation to be validated. This will open up a condensed validation worksheet for the particular sampled observation.

#### **2. Print Worksheets**

This function enables the user to print the worksheets in batch mode.

## ***IV. REFERENCE GUIDE***

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### **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 import.txt file. This function is only applicable to Access users.

#### **2. Fix Database**

In the event the user receives an error message that says the database is damaged, this function will repair the database.

#### **3. Switch Database**

Allows the user to save the current database and import new data without overwriting. The current database may be archived by saving a copy of it in a different location. Situations where this function would be used include:

- a. Archiving prior validation findings
- b. Splitting the validation file into two databases to keep the size manageable for large states.

## ***IV. REFERENCE GUIDE***

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### **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 name of the open windows, with a check next to the dominant window.

## ***IV. REFERENCE GUIDE***

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### **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 email [ESTA@mathematica-mpr.com](mailto:ESTA@mathematica-mpr.com), and specify the software version 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. EXPLANATION OF ETA 9002 A-D REPORTING SCHEDULE**

The following 9002 report schedule details which 9002 series reports are due on a quarterly basis, through the first annual report due on 8/15/05. Customer satisfaction measures on the 9002 C cover the same report period as the 9002 A that is due at the same time. Therefore, states may have partial 9002 C reports to submit prior to 11-14-03. The schedule also indicates, for each report, which Start Dates and End Dates to enter into the sign-in screen to validate that report.

### **Definitions:**

1. EER = Entered employment rate. Wage data show up in either of the two quarters following the registration quarter with at least one new employer when compared to the quarter prior to registration.
2. Retention = Any wages in the second quarter after the entered employment quarter.
3. Wage Record Report Lag = Two quarters
4. Report Due Date = 45 days following the report period ending date

<b>Report Due Date</b>	<b>Report Subject</b>	<b>Period Report Covers (Program Report Quarter)</b>	<b>Comments</b>	<b>Validation Sign in Screen Start/End Dates</b>
11/14/02	9002 A/B Regs/Services	7-1-02 to 9-30-02 (200201)	1 <sup>st</sup> Report (One Quarter)	7-1-02 to 9-30-02
2/14/03	9002 A/B Regs/Services	7-1-02 to 12-31-02 (200202)	2 <sup>nd</sup> Report (Two Quarters)	7-1-02 to 12-31-02
5/14/03	9002 A/B Regs/Services	7-1-02 to 3-31-03 (200203)	3 <sup>rd</sup> Report (Three Quarters)	7-1-02 to 3-31-03
8/14/03	9002 A/B Regs/Services	7-1-02 to 6-30-03 (200204)	<b>4<sup>th</sup> Report (Four Quarters of Reg/ Services Data)</b>	7-1-02 to 6-30-03
11/14/03	9002 A/B Regs/Services	10-1-02 to 9-30-03 (200301)	Drop a quarter and add a quarter	10-1-02 to 9-30-03
	9002 C/D EER	7-1-02 to 9-30-02	1 <sup>st</sup> Report of EER	7-1-02 to 9-30-02

## ***V. EXPLANATION OF ETA 9002 A-D REPORTING SCHEDULE***

<b>Report Due Date</b>	<b>Report Subject</b>	<b>Period Report Covers (Program Report Quarter)</b>	<b>Comments</b>	<b>Validation Sign in Screen Start/End Dates</b>
2/14/04	9002 A/B Regs/Services	1-1-03 to 12-31-03 (200302)	Drop a quarter and add a quarter	1-1-03 to 12-31-03
	9002 C/D EER	7-1-02 to 12-31-02	Two quarters of EER data	7-1-02 to 12-31-02
5/15/04	9002 A/B Regs/Services	4-1-03 to 3-31-04 (200303)	Drop a quarter and add a quarter	4-1-03 to 3-31-04
	9002 C/D EER	7-1-02 to 3-31-03	Three quarters of EER data	7-1-02 to 3-31-03
	9002 C/D Retention	7-1-02 to 9-30-02	1 <sup>st</sup> report on retention (one quarter)	
8/14/04	9002 A/B Regs/Services	7-1-03 to 6-30-04 (200304)	Drop a quarter and add a quarter	7-1-03 to 6-30-04
	9002 C/D EER	7-1-02 to 6-30-03	<b>1<sup>st</sup> report of four quarters of EER data</b>	7-1-02 to 6-30-03
	9002 C/D Retention	7-1-02 to 12-31-02	Two quarters of retention	
11/14/04	9002 A/B Regs/Services	10-1-03 to 9-30-04 (200401)	Drop a quarter and add a quarter	10-1-03 to 9-30-04
	9002 C/D EER	10-1-02 to 9-30-03	Drop a quarter and add a quarter	7-1-02 to 9-30-03
	9002 C/D Retention	7-1-02 to 3-31-03	Three quarters of retention	
2/14/05	9002 A/B Regs/Services	1-1-04 to 12-31-04 (200402)	Drop a quarter and add a quarter	1-1-04 to 12-31-04
	9002 C/D EER	1-1-03 to 12-31-03	Drop a quarter and add a quarter	7-1-02 to 12-31-03
	9002 C/D Retention	7-1-02 to 6-30-03	<b>1<sup>st</sup> report of four quarters of retention</b>	

## V. *EXPLANATION OF ETA 9002 A-D REPORTING SCHEDULE*

Report Due Date	Report Subject	Period Report Covers (Program Report Quarter)	Comments	Validation Sign in Screen Start/End Dates
5/15/05	9002 A/B Regs/Services	4-1-04 to 3-31-05 (200403)	Drop a quarter and add a quarter	4-1-04 to 3-31-05
	9002 C/D EER	4-1-03 to 3-31-04	Drop a quarter and add a quarter	10-1-02 to 3-31-04
	9002 C/D Retention	10-1-02 to 9-30-03	Drop a quarter and add a quarter	
8/15/05	9002 A/B Regs/Services	7-1-04 to 6-30-05 (200404)	<b>ANNUAL REPORT</b>	7-1-04 to 6-30-05
	9002 C/D EER	7-1-03 to 6-30-04		1-1-03 to 6-30-04
	9002 C/D Retention	1-1-03 to 12-31-03		

Example for calculating retention on 2/14/05 report:  
Quarter Beginning:

7/1/02	10/1/02	1/1/03	4/1/03	7/1/03	10/1/03	1/1/04	4/1/04	7/1/04	10/1/04	1/1/05	4/1/05
Qtr 1	Qtr 2	Qtr 3	Qtr 4	EER	EER	RET	RET	LAG	LAG	Report	



**Customer Satisfaction Surveys:** Results reported quarterly with scores calculated on a PY basis.

## ***VI. RECORD LAYOUTS***

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Two report validation extract files are produced based on the following record layout specifications. Group 1 is comprised of job seekers, and Group 2 is comprised of job openings.

The extract file should be an ASCII file with comma delimited columns. Data must be in the order listed in the record layouts. The Data Type/Format column on the layouts indicates the generic values for text fields. Mandatory fields are specified. Blanks are acceptable in optional fields. However, blank or null values are not valid for mandatory fields and will result in the record being rejected.

The extract files are then imported into the data validation software, which processes each extract file and builds the groups as specified.

The third record layout in this section specifies the file format for reported values for each of the 9002 A through E and VETS 200 A through C reports. These files of reported values are imported into the software, which processes each reported value file and compares the reported and validation values. Note that the Labor Exchange Reporting System (LERS) calls for double quotes on the first four fields and this format will also be accepted. Following this record layout is a sample file of reported values.

## *Employment Service Record Layout*

Extract file type is - ASCII, comma delimited columns. The record layout should be used to create a file of all ES active job seekers reported for Group 1 - 9002 A-D and VETS 200 A-C. Reconstruction should be done at the end of report period being validated.

Data must be in the order listed below. The Data Type/Format indicates the generic values for text fields. All fields listed as mandatory are required fields.

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
1	OBS	Sequential number, starting at 1	Number – 00000000 (Mandatory)
2	SSN	The job seekers' Social Security Number	Number – 000000000 (Mandatory)
3	Date of Birth	Indicate the date of birth of job seeker.	Date – YYYYMMDD
4	Gender	Male or Female	Number – 1 = Male; 2 = Female
5	Date of Registration	Indicate the date on which the job seeker registered for services in ES.	Date – YYYYMMDD
6	Program Source of Registration	Indicate whether veteran job seeker was registered by DVOP or LVER staff.	Number: 1 = DVOP2 = LVER
7	Persons with Disability	Registered job seeker with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). The term "disability" means, with respect to an individual (a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.	Number - 1 = Yes; 2 = Yes and disability results in a substantial impediment to employment; 3 = No
8	Race: 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
9	Race: Asian	A person having origins in any of the original people 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
10	Race: Black or African American	A person having origins in any of the black racial groups of Africa.	Number - 1 = Yes; 2 = No
11	Race: 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
12	Race: White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	Number - 1 = Yes; 2 = No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
13	Race: Other	A person who has identified themselves as having origins from racial categories other than the ones listed.	Number - 1 = Yes; 2 = No
14	More Than One Race	A person who has identified themselves as having origins from more than one racial category.	Number - 1 = Yes; 2 = No
15	Hispanic or Latino	Registered job seekers who are of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories. NOTE: Information on ethnicity should be collected before information on race.	Number - 1 = Yes; 2 = No
16	Veteran and Eligible Person	Registered job seekers who are (Title 38) veterans or eligible persons. A veteran is an individual who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 672 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. An eligible person is one who is(a) the spouse of any person who died on active duty or of a service-connected disability; or,(b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days:(i) missing in action(ii) captured in the line of duty by a hostile force, or(iii) forcibly detained or interned in the line of duty by a foreign government or power; or(c ) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.	Number - 1 = Yes <= 180 days (for WIA purposes)2 = Yes > 180 days (for W-P and VETS purposes)3 = No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
17	Campaign Badge Veteran	The registered job seeker is a campaign badge veteran 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 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: <a href="http://www.opm.gov/veterans/html/vgmedal2.htm">http://www.opm.gov/veterans/html/vgmedal2.htm</a> .	Number - 1 = Yes; 2 = Yes, Vietnam-era veteran; 3 = No
18	Disabled Veteran	A disabled veteran is a veteran who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs; or was discharged or released from active duty because of a service-connected disability. A veteran rate at 0% for disability is a service-connected disabled veteran who is entitled to compensation (the law does not require receipt of compensation) whether or not he/she receives monetary benefits or compensation. 0% rated disabled veterans may be reevaluated at a later date to 10% or more.	Number - 1 = Yes; 2 = Yes, special disabled; 3 = No
19	Newly Separated Veteran	A newly separated veteran is a Title 38 eligible veteran whose date of separation from active U.S. military service is within the 12 months prior to the beginning of the registration year.	Number - 1 = Yes; 2 = No
20	Special Disabled Veteran	A special disabled veteran is a veteran who(a) is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs (DVA) for a disability,(i) rated at 30 percent or more or,(ii) rated at 10 or 20 percent in the case of a veteran who has been determined by DVA to have a serious employment handicap; or(b) a person who was discharged or released from active duty because of a service-connected disability.	Number - 2 = Yes, special disabled
21	Vietnam-Era Veteran	Veterans who served on active duty over 180 days - any part of which was during the period beginning August 5, 1964 and ending May 7, 1975.	Number - 2 = Yes, Vietnam-era veteran

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
22	Employment Status – Employed	The status of job seekers at date of registration (a) who are currently working as paid employees, or who work in their own businesses, professions; or on their own farms; and (b) who are not working, but who have jobs or businesses from which they are temporarily absent because of temporary lay-off, illness, bad weather, vacation, labor management disputes, or personal reasons, whether they are paid for the time off or are seeking other jobs. Members of the Armed Forces stationed in the U.S. are included.	Number - 1 = Employed
23	Employment Status – Unemployed	The status of job seekers at date of registration (a) who are not employed; or (b) who, although employed, have received notice of termination of employment.	Number - 2 = Not employed
24	Education - In School	Job seekers who, at time of registration, are currently attending secondary, vocational, technical, or academic school full-time, or who are between terms and intend to return to school.	Number - 1 = Student, H.S. or less; 2 = Student, attending post-H.S.
25	Education - Not a High School Graduate	Job seekers who, at time of registration, are no longer attending any school and have not received a secondary school diploma or its recognized equivalent.	Number - 00-11 = Not a High School Graduate; 3 = Not attending school; H.S. dropout.
26	Education - High School Graduate or GED	Job seekers who, at time of registration, are not attending any school and have either graduated from high school or hold a GED.	Number - 12 = H.S. Graduate; 88 = Attained H.S. equivalency; 4 = Not attending school; H.S. graduate
27	Education - Post Secondary Degree or Certification	Job seekers who, at time of registration, have received a post-secondary vocational, technical, or academic degree or certificate of successful completion.	Number - 1 = Yes
28	Eligible Claimant	Registered job seekers who have filed a claim for unemployment compensation and who, during the registration year, have been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs.	Number - 1 = Eligible Claimant referred by WPRS; 2 = Eligible claimant not referred by WPRS

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
29	MSFW	<p>Seasonal Farm Worker - Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in farm work, earned at least half of their earned income from farm work, and were not employed in farm work year round by the same employer. For purposes of this definition only, a farm labor contractor is not considered an employer. Non-migrant individuals who are full-time students are excluded. Migrant Farm Worker - Seasonal farm workers who have to travel to do the farm work so that they were unable to return to their permanent residence within the same day. Full-time student traveling in organized groups, rather than with their families, are excluded. Migrant Food Processor - Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in food processing, who earned at least half of his earned income from processing work, and were not employed in food processing year round by the same employer. Migrant food processing workers who are full-time students, but who travel in organized groups rather than with their families, are excluded.</p>	Number - 1 = Yes
30	Interstate	<p>Interstate registered job seekers that are the result of ES activities in the placement process involving joint action of local offices in different states in distributing job order information and referring and placing of qualified registered job seekers. This includes agricultural placement activity. This should be reported by the job seeker holding state.</p>	Number - 1 = Yes

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
31	Dislocated Worker	<p>Indicate the date of dislocation if job seeker is a dislocated worker. The term "dislocated worker" means an individual who--(A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;(ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or(II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and(iii) is unlikely to return to a previous industry or occupation;(B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or(iii) for purposes of eligibility to receive services other than training services described in section 134(d)(4) intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or(D) is a displaced homemaker.(10) Displaced homemaker.--The term "displaced homemaker" means an individual who has been providing unpaid services to family members in the home and who--(A) has been dependent on the income of another family member but is no longer supported by that income; and(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	Date – YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
32	Most Recent Date Received Staff Assisted Services	Indicate the most recent date a job seeker received staff-assisted services during the current registration year. Staff-assisted services include: (a) referral to a job, (b) placement in training, (c) reemployment services (d) assessment services, including an assessment interview, testing, counseling, or employability planning, (e) case management, (f) career guidance, (g) job search activities, (h) federal bonding program, (i) job development contacts, (j) tax credit eligibility determination, (k) referral to other services, including skills training, educational services, and supportive services, or (l) any other service requiring significant expenditure of staff time. Application taking/registration and the use of self-service or facilitated self-help services are not included as staff-assisted services.	Date – YYYYMMDD
33	Most Recent Date Received Staff Assisted Services (DVOP)	Indicate the most recent date a registered job seeker received staff-assisted services during the current registration year by DVOP staff. Staff-assisted services include: (a) referral to a job, (b) placement in training, (c) reemployment services (d) assessment services, including an assessment interview, testing, counseling, or employability planning, (e) case management, (f) career guidance, (g) job search activities, (h) federal bonding program, (i) job development contacts, (j) tax credit eligibility determination, (k) referral to other services, including skills training, educational services, and supportive services, or (l) any other service requiring significant expenditure of staff time. Application taking/registration and the use of self-service or facilitated self-help services are not included as staff-assisted services.	Date – YYYYMMDD
34	Most Recent Date Received Staff Assisted Services (LVER)	Indicate the most recent date a registered job seeker received staff-assisted services during the current registration year by LVER staff. Staff-assisted services include: (a) referral to a job, (b) placement in training, (c) reemployment services (d) assessment services, including an assessment interview, testing, counseling, or employability planning, (e) case management, (f) career guidance, (g) job search activities, (h) federal bonding program, (i) job development contacts, (j) tax credit eligibility determination, (k) referral to other services, including skills training, educational services, and supportive services, or (l) any other service requiring significant expenditure of staff time. Application taking/registration and the use of self-service or facilitated self-help services are not included as staff-assisted services.	Date – YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
35	Most Recent Date Provided Case Management Services	Indicate the most recent date a registered job seeker who is a veteran assigned a case manager received career guidance, referral to supportive services, job development contacts, referral to jobs, referral to training, or any combination of those services.	Date – YYYYMMDD
36	Most Recent Date Provided Case Management Services (DVOP)	Indicate the most recent date a registered job seeker who is a veteran assigned a DVOP case manager received career guidance, referral to supportive services, job development contacts, referral to jobs, referral to training, or any combination of those services.	Date – YYYYMMDD
37	Most Recent Date Provided Case Management Services (LVER)	Indicate the most recent date a registered job seeker who is a veteran assigned a LVER case manager received career guidance, referral to supportive services, job development contacts, referral to jobs, referral to training, or any combination of those services.	Date – YYYYMMDD
38	Most Recent Date Received Career Guidance	Indicate the most recent date a job seeker received services which include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions.	Date – YYYYMMDD
39	Most Recent Date Received Career Guidance (DVOP)	Indicate the most recent date that a registered job seeker received services which include the provision of information, materials, suggestions, or advice by DVOP staff which are intended to assist the job seeker in making occupation or career decisions.	Date – YYYYMMDD
40	Most Recent Date Received Career Guidance (LVER)	Indicate the most recent date that a registered job seeker received services which include the provision of information, materials, suggestions, or advice by LVER staff which are intended to assist the job seeker in making occupation or career decisions.	Date – YYYYMMDD
41	Most Recent Date Referred to Support Services	Indicate the most recent date a registered job seeker was referred to services designed to assist an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include health and medical services, child care, emergency financial services, relocation assistance, residential support, nutritional and legal services.	Date – YYYYMMDD
42	Most Recent Date Referred to Support Services (DVOP)	Indicate the most recent date a registered job seeker was referred by DVOP staff to services designed to assist an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include health and medical services, child care, emergency financial services, relocation assistance, residential support, nutritional and legal services.	Date – YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
43	Most Recent Date Referred to Support Services (LVER)	Indicate the most recent date a registered job seeker was referred by LVER staff to services designed to assist an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include health and medical services, child care, emergency financial services, relocation assistance, residential support, nutritional and legal services.	Date – YYYYMMDD
44	Most Recent Date of Job Search Activities	Indicate the most recent date a registered job seeker was provided services which are designed to help the job seeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, provision of specific labor market information and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Provision of Specific Labor Market Information" – Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.	Date – YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
45	Most Recent Date of Job Search Activities (DVOP)	Indicate the most recent date a registered job seeker was provided services by DVOP staff which are designed to help the job seeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, provision of specific labor market information and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Provision of Specific Labor Market Information" – Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.	Date – YYYYMMDD
46	Most Recent Date of Job Search Activities (LVER)	Indicate the most recent date a registered job seeker was provided services by LVER staff which are designed to help the job seeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, provision of specific labor market information and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Provision of Specific Labor Market Information" – Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.	Date – YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
47	Most Recent Date Referred to WIA Services	Indicate the most recent date a registered job seeker was referred to a service delivery component funded under Title I of the Workforce Investment Act of 1998.	Date – YYYYMMDD
48	Most Recent Date Referred to WIA Services (DVOP)	Indicate the most recent date a registered job seeker was referred by DVOP staff to a service delivery component funded under Title I of the Workforce Investment Act of 1998.	Date – YYYYMMDD
49	Most Recent Date Referred to WIA Services (LVER)	Indicate the most recent date a registered job seeker was referred by LVER staff to a service delivery component funded under Title I of the Workforce Investment Act of 1998.	Date – YYYYMMDD
50	Most Recent Date Referred to Employment	Indicate the most recent date a registered job seeker was referred to employment. A referral to employment is(a) the act of bringing to the attention of an employer an job seeker or group of registered job seekers who are available for a job and(b) the record of such a referral. It means the same as "referral to a job."	Date – YYYYMMDD
51	Most Recent Date Referred to Employment (DVOP)	Indicate the most recent date a registered job seeker was referred by DVOP staff to employment. A referral to employment is(a) the act of bringing to the attention of an employer an job seeker or group of registered job seekers who are available for a job and(b) the record of such a referral. It means the same as "referral to a job."	Date – YYYYMMDD
52	Most Recent Date Referred to Employment (LVER)	Indicate the most recent date a registered job seeker was referred by LVER staff to employment. A referral to employment is(a) the act of bringing to the attention of an employer an job seeker or group of registered job seekers who are available for a job and(b) the record of such a referral. It means the same as "referral to a job."	Date – YYYYMMDD
53	Most Recent Date Referred to Federal Training	Indicate the most recent date a registered job seeker who is a veteran was referred to any intensive service or training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps. This does not include DVA-OJT.	Date – YYYYMMDD
54	Most Recent Date Referred to Federal Training (DVOP)	Indicate the most recent date a registered job seeker who is a veteran was referred by DVOP staff to any intensive service or training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps. This does not include DVA-OJT.	Date – YYYYMMDD
55	Most Recent Date Referred to Federal Training (LVER)	Indicate the most recent date a registered job seeker who is a veteran was referred by LVER staff to any intensive service or training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps. This does not include DVA-OJT.	Date – YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
56	Most Recent Date Placed in Federal Training	Indicate the most recent date a registered job seeker who is a veteran was verified to have entered any job training program supported by the Federal government such as WIA, Job Corps, etc. This does not include placements in DVA-OJT.	Date – YYYYMMDD
57	Most Recent Date Placed in Federal Training (DVOP)	Indicate the most recent date a registered job seeker who is a veteran was verified by DVOP staff to have entered any job training program supported by the Federal government such as WIA, Job Corps, etc. This does not include placements in DVA-OJT.	Date – YYYYMMDD
58	Most Recent Date Placed in Federal Training (LVER)	Indicate the most recent date a registered job seeker who is a veteran was verified by LVER staff to have entered any job training program supported by the Federal government such as WIA, Job Corps, etc. This does not include placements in DVA-OJT.	Date – YYYYMMDD
59	Most Recent Date Referred to Federal Job	Indicate the most recent date a registered job seeker who is veteran was referred to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Date – YYYYMMDD
60	Most Recent Date Referred to Federal Job (DVOP)	Indicate the most recent date a registered job seeker who is veteran was referred by DVOP staff to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Date – YYYYMMDD
61	Most Recent Date Referred to Federal Job (LVER)	Indicate the most recent date a registered job seeker who is veteran was referred by LVER staff to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Date – YYYYMMDD
62	Most Recent Date Placed in Federal Job	Indicate the most recent date a registered job seeker who is a veteran was placed in a job opening filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Date – YYYYMMDD
63	Most Recent Date Placed in Federal Job (DVOP)	Indicate the most recent date a registered job seeker who is veteran was placed in a job opening filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management. (DVOP)	Date – YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
64	Most Recent Date Placed in Federal Job (LVER)	Indicate the most recent date a registered job seeker who is veteran was placed in a job opening filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management. (LVER)	Date – YYYYMMDD
65	Most Recent Date Referred to a FCJL Job	Indicate the most recent date a registered job seeker who is either a special disabled veteran, Vietnam era veteran, campaign veteran, or newly separated veteran was referred to a job opening listed by an employer identified as a Federal contractor.	Date – YYYYMMDD
66	Most Recent Date Referred to a FCJL Job (DVOP)	Indicate the most recent date a registered job seeker who is either a special disabled veteran, Vietnam era veteran, campaign veteran, or newly separated veteran was referred by DVOP staff to a job opening listed by an employer identified as a Federal contractor.	Date – YYYYMMDD
67	Most Recent Date Referred to a FCJL Job (LVER)	Indicate the most recent date a registered job seeker who is either a special disabled veteran, Vietnam era veteran, campaign veteran, or newly separated veteran was referred by DVOP staff to a job opening listed by an employer identified as a Federal contractor.	Date – YYYYMMDD
68	Most Recent Date Placed in FCJL Job	Indicate the most recent date a registered job seeker who is either a special disabled veteran, Vietnam era veteran, campaign veteran, or newly separated veteran was placed in a FCJL Job.	Date – YYYYMMDD
69	Most Recent Date Placed in FCJL Job (DVOP)	Indicate the most recent date a registered job seeker who is either a special disabled veteran, Vietnam era veteran, campaign veteran, or newly separated veteran was placed in a FCJL Job. (DVOP)	Date – YYYYMMDD
70	Most Recent Date Placed in FCJL Job (LVER)	Indicate the most recent date a registered job seeker who is either a special disabled veteran, Vietnam era veteran, campaign veteran, or newly separated veteran was placed in a FCJL Job. (LVER)	Date – YYYYMMDD
71	Wages 1st Quarter Prior to Registration	Total earnings from wage records in the first quarter before registration quarter.	Number: 00000.00
72	Wages 1st Quarter After Registration Quarter	Total earnings from wage records in the first quarter after registration quarter	Number: 00000.00
73	Wages 2nd Quarter After Registration Quarter	Total earnings from wage records in the second quarter after registration quarter.	Number: 00000.00
74	Wages 3rd Quarter After Registration Quarter	Total earnings from wage records in the third quarter after registration quarter.	Number: 00000.00
75	Wages 4th Quarter After Registration Quarter	Total earnings from wage records in the fourth quarter after registration quarter.	Number: 00000.00

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
76	Employer Identification Number (1st Quarter Prior to Registration Quarter)	Indicate the unique employer identification number from the wage records first quarter prior to registration quarter.	Alphanumeric (separate multiple EIN's by semi-colon (;)
77	Employer Identification Number (1st Quarter After Registration Quarter)	Indicate the unique employer identification number from the wage records first quarter after the registration quarter.	Alphanumeric (separate multiple EIN's by semi-colon (;)
78	Employer Identification Number (2nd Quarter After Registration Quarter)	Indicate the unique employer identification number from the wage records second quarter after the registration quarter.	Alphanumeric (separate multiple EIN's by semi-colon (;)
79	WIB/Office	Indicate the WIB or office from which the participant was provided services.	Text
80	Office/Case Manager	Indicate the office or case manager for the participant.	Text
81	User Field	User defined field	Text

## *Employment Service Record Layout*

Extract file type is - ASCII, comma delimited columns. The record layout should be used to create a file of all ES job openings received reported for Group 2 - 9002 E. Reconstruction should be done at the end of report period being validated. Data must be in the order listed below. The Data Type/Format indicates the generic values for text fields. All fields listed as mandatory are required fields.

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
1	OBS	Sequential number, starting at 1.	Number – 00000000 (Mandatory)
2	Date Received Job Opening	Indicate the date the job opening was received.	Date – YYYYMMDD (Mandatory)
3	Employer Type	Indicate whether the employer type was a federal contractor for a job opening received.	Text: FCJL
4	O*NET SOC Code	Indicate the Occupational Information Network classification code for the job opening received.	Number: 11 – 55
5	NAICS Code	Indicate the North American Industry Classification System code for the job opening received.	Number: 11 – 92
6	Employer Identification Number	Indicate the unique employer identification number for job opening received.	Alphanumeric
7	WIB/Office	Indicate the WIB or office from which the participant was provided services.	Text
8	Office/Case Manager	Indicate the office or case manager for the participant.	Text
9	User Field	User defined field	Text

## ***Employment Service Reported Values Record Layout***

Extract file type is - ASCII, comma delimited columns. The record layout should be used to create a file of all reported values for the 9002 A-E and VETS 200 A-C reports. Reported values for each section of the 9002 and VETS 200 reports should be loaded separately. Reconstruction should be done at the end of report period being validated. Data must be in the order listed below. The Data Type/Format indicates the generic values for text fields. For element Number 4 (Report), the text values 9002A through 9002E represent the corresponding sections of the 9002 report. The text values 200A, 200B and 200C represent the VETS 200 A,B and C respectively. All fields listed as mandatory are required fields.

<b><i>Number</i></b>	<b><i>Field Name</i></b>	<b><i>Field Description</i></b>	<b><i>Data Type/Format</i></b>
1	Row	Indicate the row of the report.	Number – 1-31 (Mandatory)
2	State	State abbreviation	Text (Mandatory)
3	Quarter End Date	Indicate the last day of the report quarter being validated.	Number - YYYYMMDD (Mandatory)
4	Report	Indicate the report for which the values are being reported.	Text - 9002A; 9002B; 9002C; 9002D; 9002E; 200A; 200B; 200C (Mandatory)
5-26	Reported Value	Enter the reported value for each applicable row in report.	Number

