



**Employment & Training
Administration**

**TAA
Data Validation
Software**

User's Guide

June 2003

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I. OVERVIEW

This User's Guide has been written to guide you through the process of using the TAA Data Validation Software (TAADV) to import and validate data from the Trade Act Participant Report (TAPR).

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 import data and validate a performance outcome group.

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

- V. **Record Layout:** Provides the record layout for the validation import file.

After reviewing this guide, users should contact Mathematica Policy Research, Inc. by emailing TAATA@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Before you install a newer version of the TAADV software it is recommended that you uninstall the existing version of the software. Please follow the normal process for uninstalling software on your computer.

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 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.”

Minimum Hardware Requirements:

Operating System – Microsoft Office 98 or better

RAM - 128 megabytes

Disk Space - 250 megabytes

Processor – 100 mhz Pentium III (or equivalent processor)

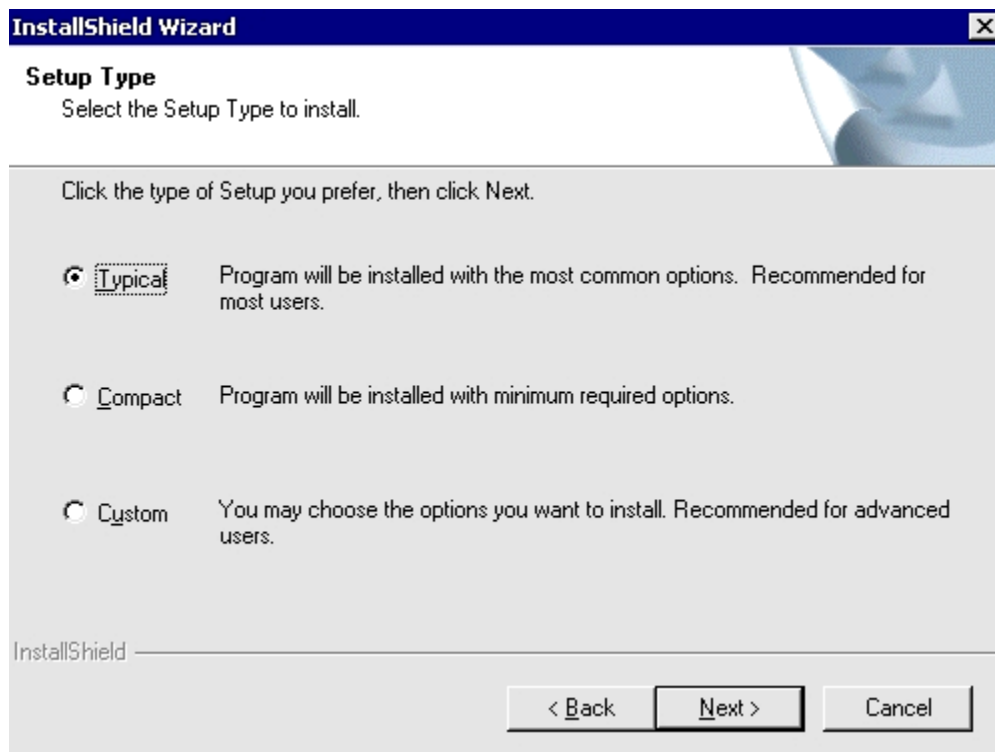
Suggested screen area – 800x600

II. INSTALLATION

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\TAA, 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 which can be detected by the InstallShield Wizard. Consequently, the following screen may 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.



II. INSTALLATION

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

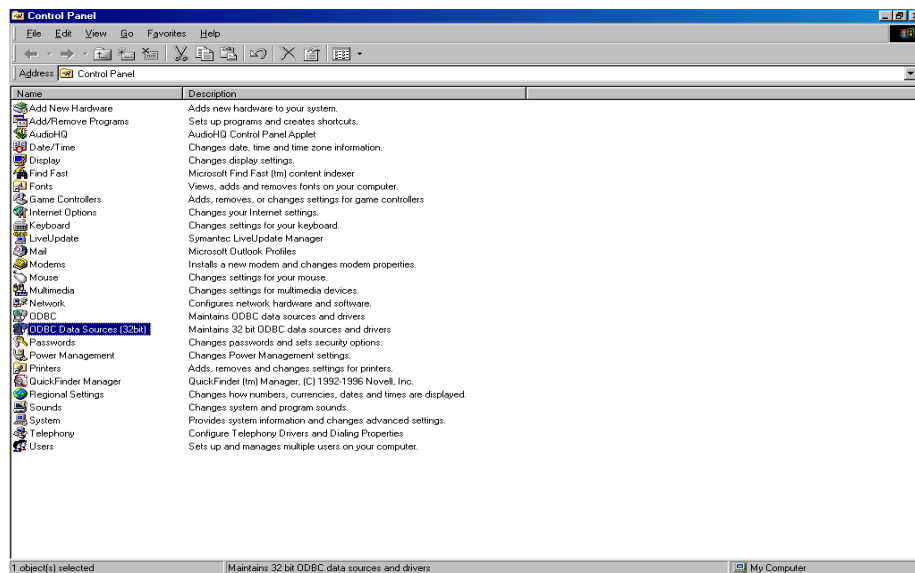
Step 4—Restarting Computer

After completing the TAA 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

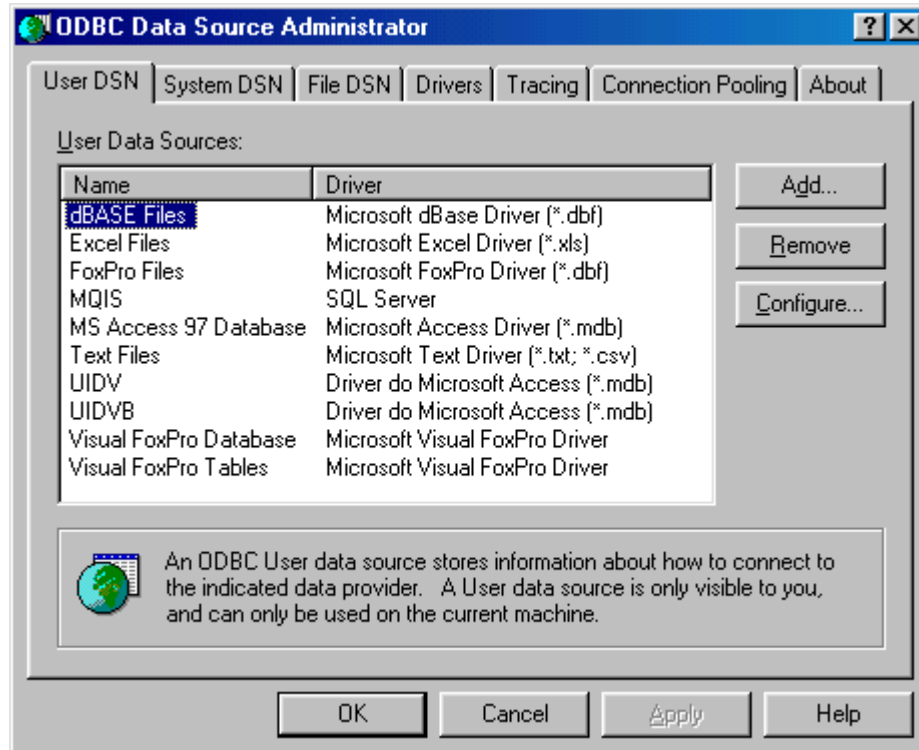
Step 5 is needed to add a database, access the demo database, change the default database or to install the application in a folder other than the default folder.

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



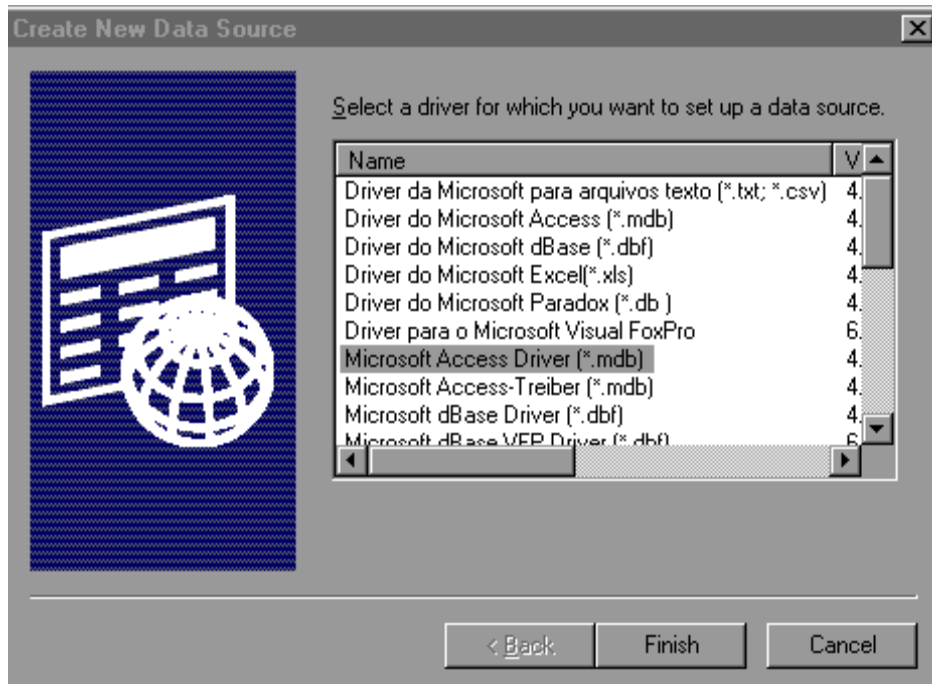
II. INSTALLATION

In the ODBC Data Source Administrator window, go to the User DSN tab and click “Add,” regardless of the data source name that is highlighted.



II. INSTALLATION

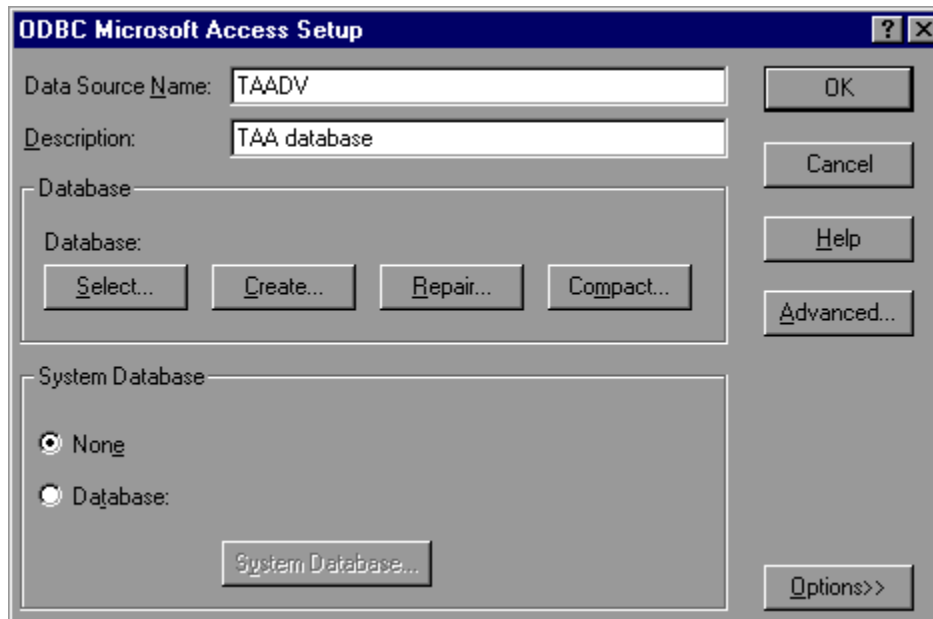
In the Create New Data Source window, select the Microsoft Access Driver (.mdb) and click “Finish.”



II. INSTALLATION

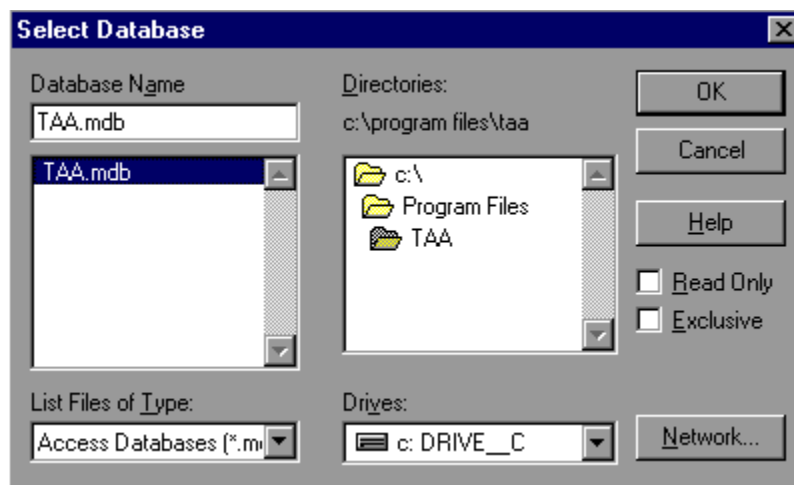
The ODBC Microsoft Access Setup window will pop up. Enter the data source name, which is “TAADV” and the description, “TAA database.” Then go down to the “Database” option and click the “Select” button.

Note that all database setups must have a data source name beginning with the prefix “TAADV” and there should be no spaces in the data source name. For example, users should enter “TAADV Demo” as the data source name for the demo database included with 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

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

II. INSTALLATION

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

For some users of Windows 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 TAADV is linked to the right database. To do this, double click on the TAADV 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\TAA\ folder. If the software was saved to another location, ensure 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.

III. TUTORIAL

A. Signing In

B. Importing Records

C. Report Validation

D. Data Element Validation

III. TUTORIAL

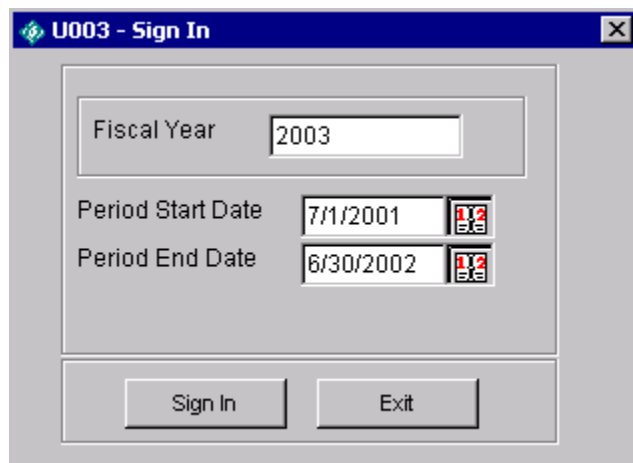
A. Signing In

Step 1 – Opening the Software

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

Step 2 – Start-up Screen Sign In

The user may either enter the Fiscal Year being validated (period start and end dates range will automatically fill based on the FY entered) or leave the Fiscal Year blank and manually enter the desired date range for validation.



The screenshot shows a Windows-style dialog box titled "U003 - Sign In". It features a blue title bar with a close button (X) on the right. The main area is light gray and contains three input fields. The first field is labeled "Fiscal Year" and contains the text "2003". The second field is labeled "Period Start Date" and contains "7/1/2001", with a small calendar icon to its right. The third field is labeled "Period End Date" and contains "6/30/2002", also with a calendar icon to its right. At the bottom of the dialog, there are two buttons: "Sign In" on the left and "Exit" on the right.

Click on the “**Sign-In**” button after specifying the FY or date range being validated.

After logging in a list of tips will pop up that provides brief explanations of each function.

III. TUTORIAL

B. Importing Records

State should consolidate the four TAPR submissions for the Fiscal Year being validated to import into the software.

Step 1 – Create a File Based on the Record Layout

To view the record layout, open the **Import Data** menu and select **Source Table Record Layout**. The record layout is in the TAPR format with the addition of six fields, as detailed in chapter V of this user's guide. The additional fields are observation number, sampling unit, WIB name, office name, case manager, and user field. The user field and the sampling unit are user-defined fields. User field can be used for any additional data element that the state wishes to include. It is not mandatory that you use this field. The sampling unit field, however, is a mandatory field. It is a required numeric designator for the office, which is used to create a clustered sample. If the state does not currently have a numeric office designator, it must create one for each office or the software will reject the record. No two offices should have the same sampling unit number.

The extract file type is ASCII, comma-delimited columns. The software will accept files with/without double quotes around each element. In addition to accepting text (*.txt) files, the software will also accept comma separated values (*.csv) files. 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.

The table on the next page specifies the date ranges for the exiters to be included in the file for the performance measure calculations and the data element validation. These date ranges are based on the due date of the report. The “quarter of exit” is the quarter in which the participant exited the program. The “reporting quarter” is the quarter during which the records for the exiters should be compiled and the report assembled. Users submit a file of participant records five and a half quarters after the participant's exit date, which provides sufficient time to obtain the wage data needed for calculating the retention rate.

III. TUTORIAL

TAA Report Specifications

Definitions:

1. FY = Current fiscal year
2. FY-1 = Prior fiscal year
3. FY-2 = Fiscal year prior to the prior fiscal year

Quarter of Exit	Reporting Quarter	Due Date
July FY-2 – September FY-2	October FY-1– December FY-1	February FY
October FY-2 – September FY-2	January FY – March FY	May FY
January FY-1 – March FY-1	April FY – June FY	August FY
April FY-1 – June FY-1	July FY – September FY	November FY

For example, if the report due date is May 2003, the report must contain records for exiters who exited between October 2001 through December 2001. In order to calculate the report and In order to calculate the annual performance measures and do data element validation for the entire Fiscal Year, the extract file must contain records for exiters for all four quarters. For instance, for FY2003, all participants who exited from July 2001 through June 2002.

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 to import the extract file. The **Import File** box will show the number of records imported.

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

III. TUTORIAL

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.

OBS	State	SSN	DOB	Gender	Disability	Hispanic	NativeAmer	Asian	AfricanArme	Pacifi
1	State ABC	1	19600711	1	3	2	2	2	2	
2	State ABC	2	19710416	2	3	1	2	2	2	
3	State ABC	3	19541231	1	3	2	2	2	2	
4	State ABC	4	19711217	1	3	2	2	2	2	
5	State ABC	5	19601022	1	3	2	2	2	2	
6	State ABC	6	19470910	1	3	2	2	2	2	
7	State ABC	7	19721110	1	3	2	2	2	2	
8	State ABC	8	19530221	1	3	2	2	2	2	
9	State ABC	9	19590806	1	3	2	2	2	2	
10	State ABC	10	19510520	1	3	2	1	2	2	
11	State ABC	11	19461111	1	3	2	2	2	2	
12	State ABC	12	19591229	1	3	2	2	2	2	
13	State ABC	13	19720213	1	3	1	2	2	2	
14	State ABC	14	19470731	2	3	2	2	2	2	
15	State ABC	15	19601020	1	3	2	2	2	2	
16	State ABC	16	19740831	1	3	2	2	2	2	
17	State ABC	17	19300316	1	3	2	2	2	2	
18	State ABC	18	19690828	1	3	2	2	2	2	
19	State ABC	19	19710913	2	3	2	2	2	1	
20	State ABC	20	19791023	1	3	2	2	2	2	
21	State ABC	21	19690927	1	3	2	2	2	2	
22	State ABC	22	19520401	1	3	2	1	2	2	
23	State ABC	23	19590703	1	3	2	2	2	2	

III. TUTORIAL

Step 3 – Review Error Reports

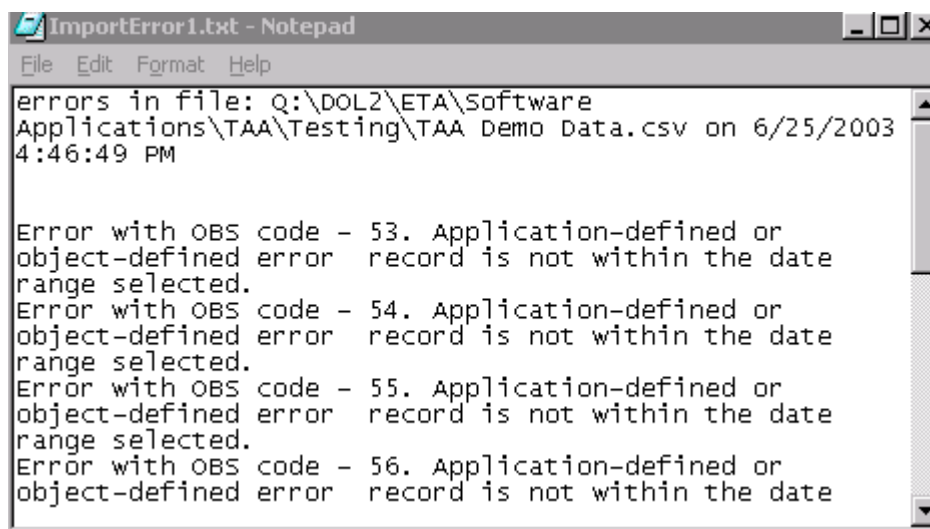
While the extract files are loading, the software reads each record to ensure that all fields are valid based on the record layout. Any duplicate records or records with invalid data or missing data in mandatory fields are rejected.

An error report listing the rejected records is produced. If no errors are found, no error report is produced. The error report is automatically saved to the TAA 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.

The users should view the reports as a diagnostic tool that identifies the records with errors and the type of error.. Import errors are “application defined or object defined errors” and “data type errors”. “Application-defined or object-defined” errors may be produced when there is an incorrect number of columns in the extract file compared to the number that is specified in the record layout or the file does not have the specified date ranges for the fiscal year.

Following are two examples of Import error reports:

Sample Error Report 1



```
ImportError1.txt - Notepad
File Edit Format Help
errors in file: Q:\DOL2\ETA\Software
Applications\TAA\Testing\TAA Demo Data.csv on 6/25/2003
4:46:49 PM

Error with OBS code - 53. Application-defined or
object-defined error record is not within the date
range selected.
Error with OBS code - 54. Application-defined or
object-defined error record is not within the date
range selected.
Error with OBS code - 55. Application-defined or
object-defined error record is not within the date
range selected.
Error with OBS code - 56. Application-defined or
object-defined error record is not within the date
```


III. TUTORIAL

Step 4 – View Duplicates

This step allows the user to view the duplicate records identified by the software. The software rejects all duplicates. No data entry is required, this option is only for analysis purposes.

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

This opens a window that displays the duplicate records rejected by the software, including their observation number, SSN, and Date of Exit. These are the fields used to detect duplicates. The user must determine if it is necessary to fix the extract. If so, the user must determine which observations to remove from the extract file and then reimport the data.

TAA Duplicate Records Report

OBS	SSN	WIA Exit Date
10	10	20010331
13	10	20010331
8	8	20010205
11	8	20010205
9	9	20010215
12	9	20010215

III. TUTORIAL

C. Report Validation

Step 1 — View Report Validation Summary

This function displays a report that calculates the values of the TAA performance measures, as specified in Appendix D of the TAA Validation Handbook. No data entry is required; this is a read-only function.

Click on the **Report Validation** menu and select **View Report Validation Summary**. It may take several minutes for the report validation summary to open after loading the validation file.

Performance Measure Calculation - TAA Period 7/1/99 - 1/1/02

RptCell	Description	Validation Value
1	EER Numerator	7
2	EER Denominator	8
3	EE Rate	88%
4	Retention Numerator	5
5	Retention Denominator	7
6	Retention Rate	71%
7	Earnings Replacement Numerator	110,210
8	Earnings Replacement Denominator	27,293
9	Earnings Replacement Rate	404%

III. TUTORIAL

Step 3 - View Report Validation Tables

This step allows the user to view the individual records in the performance outcome groups. No data entry is required, this function is for analysis purposes only.

Click on the **Report Validation** menu. Then click on **View Report Validation Tables**. This opens a window that displays a summary of the performance outcome groups and the total number of records and dollar amounts, where applicable, for each performance outcome group.

Summary			Detail				
Trade Adjustment Assistance Report Validation.							
	Performance Outcome Group	Number in Group	1 Emp Status at Registration	2 Emp Exit Q+1	3 Exit Q+1 Wage/ Sup. Sources	4 Emp Exit Q+3	5 Exit Q+3 Wage/ Sup. Sou
▶	1	92	Worker	Yes	Wage Records	Yes	Wage Rec
	2	0	Worker	Yes	Wage Records	Yes	Suppleme
	3	3	Worker	Yes	Supplementary	Yes	Wage Rec
	4	0	Worker	Yes	Supplementary	Yes	Suppleme
	5	10	Worker	Yes	Wage Records	No	N/A
	6	3	Worker	Yes	Supplementary	No	N/A
	7	31	Worker	No	N/A	N/A	N/A

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

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Detailed Records for Group 1

Summary				Detail for 1 order by obs					
Total Number of Records: 4									
OBS	State	SSN	DOB	Gender	Disability	Hispanic	NativeAmer	Asian	AfricanAme
1	New Jersey	1	19740202	1	3	2	2	2	2
2	New Jersey	2	19440722	2	3	2	2	2	2
3	New Jersey	3	19480129	2	3	2	2	2	2
4	New Jersey	4	19671004	1	3	2	2	2	1

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 relevant column heading, click the mouse button and drag to the desired width.

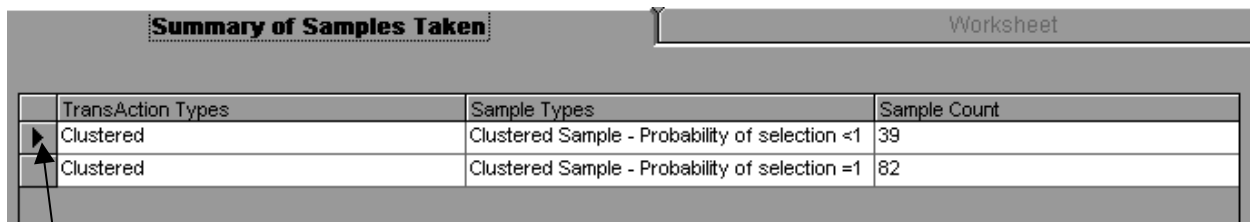
III. TUTORIAL

D. Data Element Validation

Step 1 – Validate Sampled Records

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

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



TransAction Types	Sample Types	Sample Count
Clustered	Clustered Sample - Probability of selection <1	39
Clustered	Clustered Sample - Probability of selection =1	82

Double click on arrow to open summary worksheet for each sample

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This will open the data element validation worksheet summary for the sample. The validation software automatically samples records and displays the data from these records on validation worksheets. This summary screen is read only.

Summary Worksheet

Summary of Samples Taken		Worksheet				
Clustered		Number samples inspected: 0				
Detail						
	obs	ssn	SamplingUnit	DOB	Pass/Fail	Vet
1	14038	14038	2	19540910		
2	140220	140220	2	19641230		
3	140228	140228	2	19560105		
4	140253	140253	2	19420602		
5	140279	140279	2	19770903		
6	140297	140297	2	19410206		2
7	140329	140329	2	19710730		
8	140336	140336	2	19730725		
9	140347	140347	2	19510821		
10	140361	140361	2	19500606		2
11	140398	140398	2	19730911		
12	140404	140404	2	19610601		
13	140448	140448	2	19491125		

DOB	Vet	UCStatus	PellGrant	DislocDate	AppDate	Petition

Refresh Counts

III. TUTORIAL

To access, update, and print individual sampled records, double click in any column of the applicable record. This will open a condensed validation worksheet for the particular record. The condensed worksheet is tabbed. These tabs allow the user to easily navigate through all of the data elements.

Validation Worksheet

The screenshot shows the 'TAA Data Validation System' window with the following details:

- Menu Bar:** File, Import Data, Change Reporting Options, Report Validation, Data Element Validation, Utilities, Window, Help
- Form Fields:**
 - OBS: []
 - SSN: [1]
 - Sampling Unit: [1]
 - User Id: [End]
 - Office Name: [Office 1]
 - WIB Name: [WIB A]
- Status:** TAA Sample Validation. Not Completed
- Page Navigation:** 1 - 20 | 21 - 35
- Table:**

Data Elements	Reported Value	Pass	Fail	Data Elements	Reported Value	Pass	Fail
1. DOB	19600711	<input type="checkbox"/>	<input type="checkbox"/>	11. TrainComp	[]	<input type="checkbox"/>	<input type="checkbox"/>
2. Vet	[]	<input type="checkbox"/>	<input type="checkbox"/>	12. Travel	[]	<input type="checkbox"/>	<input type="checkbox"/>
3. UCStatus	2	<input type="checkbox"/>	<input type="checkbox"/>	13. Subsistence	[]	<input type="checkbox"/>	<input type="checkbox"/>
4. PellGrant	[]	<input type="checkbox"/>	<input type="checkbox"/>	14. SkillsTrainCode	ABCDEF	<input type="checkbox"/>	<input type="checkbox"/>
5. DislocDate	19980221	<input type="checkbox"/>	<input type="checkbox"/>	15. SkillsTrainCodeType	2	<input type="checkbox"/>	<input type="checkbox"/>
6. AppDate	19990220	<input type="checkbox"/>	<input type="checkbox"/>	16. RecvdOccTrain	1	<input type="checkbox"/>	<input type="checkbox"/>
7. Petition	37191	<input type="checkbox"/>	<input type="checkbox"/>	17. OJT	[]	<input type="checkbox"/>	<input type="checkbox"/>
8. PartDate	19990302	<input type="checkbox"/>	<input type="checkbox"/>	18. RemedialTrain	[]	<input type="checkbox"/>	<input type="checkbox"/>
9. EnterTrainDate	19990830	<input type="checkbox"/>	<input type="checkbox"/>	19. TRA	3	<input type="checkbox"/>	<input type="checkbox"/>
10. TrainEndDate	[]	<input type="checkbox"/>	<input type="checkbox"/>	20. Waiver	[]	<input type="checkbox"/>	<input type="checkbox"/>
- Buttons:** Save and Exit, Print, Exit Without Saving
- Footer:** Reporting Period - 07/01/2000 - 06/30/2001 | DB: TAADV | 06/12/2003

The validation worksheet includes all of the data elements to be validated. Validation is required where data are present on the worksheets. Shaded check boxes represent elements for a given sample record that do not require validation.

III. TUTORIAL

Follow the validation instructions, as specified in Appendix A of the validation handbook, by checking all necessary documentation and other sources to determine if the data element is valid. The data element reference numbers in the worksheet correspond to the data element reference numbers in the validation instructions.

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 this same series of steps for each record in the sample.

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

The sampled records will print sequentially. For example, if there are 50 records in the first sample, the first cases to print will be 1 – 50. If there are 10 cases in the second sample, they will follow immediately after the first 50 cases.

III. TUTORIAL

Step 2 – DEV Summary/Analytical Report

Click on the **Data Element Validation** menu and select **Summary/Analytical Report**.

This opens a summary report that is generated after the data validation sample worksheets have been completed. The report shows the number of errors and the percent of errors. The two types of errors are generated as the worksheets are being validated. Please refer to Appendix F of the handbook for an explanation of the two types of error. No data entry is required, this screen is used for analysis only.

TAA Data Element Validation Summary and Analytical Report

State: State ABC **Period:** 06/30/2001 **No. of Cases:** 84 **No. Completed:** 8

Data Element	Ref. #	# of Errors	% Error1	% Error 2
DOB	01	4.00	5.33	47.06
Vet	02	0.00	0.00	0.00
UCStatus	03	2.00	2.67	33.33
PellGrant	04	0.00	0.00	0.00
DislocDate	05	1.00	2.00	17.65
AppDate	06	2.00	2.67	23.53
Petition	07	3.00	5.33	47.06
PartDate	08	4.00	6.00	52.94
EnterTrainDate	09	3.00	4.00	40.00
TrainEndDate	10	3.00	4.67	70.00
TrainComp	11	0.00	0.00	0.00

IV. REFERENCE GUIDE

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.

IV. REFERENCE GUIDE

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

2. View Duplicates

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

3. Source Table Record Layout

This function displays the record layout used in developing the validation file. The record layout is in the TAPR format with the addition of six fields. A copy of the record layout can be found in Chapter V of this User’s Guide.

4. View Source Table

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

IV. REFERENCE GUIDE

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 fiscal year, and the period start and end dates. The user can also select WIB Name, Office Name, and Case Manager filters to view subsets of participant records for management purposes.

U003r - Change Report Options

Fiscal Year: 2003

Period Start Date: 7/1/2001

Period End Date: 6/30/2002

Office Name: [Dropdown]

WIB Name: [Dropdown]

Case Mgr: [Dropdown]

Save Exit

IV. REFERENCE GUIDE

D. Report Validation Menu

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

1. View Report Validation Tables

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

2. View Report Validation Summary

This function displays a report that calculates the values for the TAA performance measures.

IV. REFERENCE GUIDE

E. Data Element Validation Menu

The fifth menu on the toolbar is called “Data Element Validation.” 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 is tabbed, to allow the user to easily navigate through all of the data elements.

2. Print Worksheets

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

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.

IV. REFERENCE GUIDE

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.

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. 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 grantees.

IV. REFERENCE GUIDE

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.

IV. REFERENCE GUIDE

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 TAATA@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. RECORD LAYOUT

Attached is the record layout for the extract file of performance outcome records. This file must be ASCII, comma 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.

Trade Adjustment Assistance Record Layout

Extract file type is - ASCII, comma-delimited columns, with or without double quotes around each data element. The record layout should be used to create a reconstruction file of all TAA exiters in the report period being validated. 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.

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
1	OBS	Sequential number, starting at 1	Number (Mandatory)
2	State Name	The full name of the reporting State.	Text (Mandatory)
3	Individual Identifier	A nine-character identification number assigned to each person.	Number: 000000000
4	Date of Birth	The date of birth in YYYYMMDD format.	Date: YYYYMMDD
5	Gender	The individual's gender:	Number: 1= Male 2= Female
6	Individual with a disability	The individual's disability status.	Number: 1 = Yes, but not a substantial barrier to employment 2 = Yes, and a substantial barrier to employment 3 = No, individual does not have a disability
7	Ethnicity - Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	Number: 1 = Yes 2 = No
8	American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	Number: 1 = Yes 2 = No
9	Asian	A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	Number: 1 = Yes 2 = No
10	Black or African American	A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	Number: 1 = Yes 2 = No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
11	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.	Number: 1 = Yes 2 = No
12	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	Number: 1 = Yes 2 = No
13	Veteran status	A veteran can be either an individual 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, or an individual met the conditions above for more than 180 days.	Number: 1 = 180 days or less 2 = over 180 days 3 = No
14	Limited English language proficiency	The proficiency status of the individual:	Number: 1= Yes 2= No
15	Unemployment compensation status	The classification of the individual's unemployment compensation status.	Number: 1= Claimant 2= Exhaustee 3= None
16	Pell Grant recipient	Whether the individual has been notified that he/she will be receiving a Pell Grant	Number: 1= Yes 2= No
17	Highest school grade completed	The highest school grade completed by the individual.	Number: 00 = No School 01-11 = Number Elementary/Secondary Grades Completed 12 = High School Graduate 88 = Attained certificate of equivalency for HS 13-15 = Number of school years completed 16 = Bachelor's Degree 17 = Education beyond Bachelor's degree
18	Most recent qualifying separation	The most recent date of separation from trade-impacted employment that qualifies the individual to receive benefits and/or services under the Trade Act.	Date: YYYYMMDD
19	Tenure with employer at qualifying separation	The total number of months that the applicant was employed with the employer of record as of the applicant's most recent qualifying separation.	Number: 000

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
20	Date of application	The date, using YYYYMMDD format, on which the individual first applied for Trade Act services/benefits under the applicable certification.	Date: YYYYMMDD
21	Petition number	The petition number of the certification which applies to the individual's worker group.	Number:
22	Program of participation	Enter the program under which the individual received services and benefits.	Number: 1= TAA 2= NAFTA-TAA 3= Both
23	Date of participation	The date on which the individual BEGAN to receive Trade Act-funded program benefits and/or services.	Date: YYYYMMDD
24	Date entered training	The date when the participant's approved training began.	Date: YYYYMMDD
25	Date completed, or withdrew from, training	The date when the participant completed training or withdrew permanently from training.	Date: YYYYMMDD
26	Training completed	Whether the participant completed the approved training course.	Number: 1= Yes 2= No
27	Travel while in training	Whether the participant received a travel allowance while in training.	Number: 1= Yes 2= No
28	Subsistence while in training	Whether the participant received a subsistence allowance while in training.	Number: 1= Yes 2= No
29	Occupational skill training code	If the participant received any occupational skill training, the code that best describes the occupation that the training leads to.	Alphanumeric:
30	Occupational code system	The code system used in field #29	Number: 0= None 1= 5-digit OES code 2= 5- or 6-digit O*NET code 3= 6-digit CIP code 4= 9-digit DOT code
31	Received occupational skills (classroom) training	Whether the participant received occupational (classroom) training.	Number: 1= Yes 2= No
32	Received on-the-job training	Whether the participant received on-the-job training.	Number: 1= Yes 2= No
33	Received remedial training	Whether the participant received remedial training.	Number: 1= Yes 2= No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
34	Trade Readjustment Allowance (TRA)	Whether the participant received any Trade Readjustment Allowances (TRA).	Number 1= Basic TRA 2= Additional TRA 3= Both basic and additional TRA 4= Did not receive any TRA.
35	Waiver from training requirement	Whether the participant received a waiver from the training requirement.	Number: 1= Yes 2= No
36	Job search allowance	Whether the participant received a job search allowance.	Number: 1= Yes 2= No
37	Relocation allowance	Whether the participant received a relocation allowance.	Number: 1= Yes 2= No
38	Date of registration	If the participant was registered for a WIA Title I program, record the date of the registration	Date: YYYYMMDD
39	Other Federal coenrollment	Whether the participant was coenrolled in any of the following Federal programs	Number: 0= Not coenrolled 1= DW 2= National Emergency Grant 3= Both 1 and 2 4= Other, in addition to 1 and/or 2 5= Other, not including either 1 or 2
40	Date of exit	The last date on which Trade Act-funded services or WIA Title I partner services were received by the participant.	Date: YYYYMMDD
41	Employed in first full quarter after exit	Whether the participant was employed in the first full quarter after exit.	Number: 1=Yes 2= No
42	Occupational code (if available)	The occupational code that best describes the exiter's employment.	Alphanumeric:
43	Occupational code system	The system of occupational codes used in field #42	Number: 0= None 1= 5-digit OES code 2= 5- or 6-digit O*NET code 3= 6-digit CIP code 4= 9-digit DOT code

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
44	Employed in third full quarter after exit	Whether the participant was employed in the third full quarter after exit	Number: 1 = Yes 2 = No 3 = Individual has exited, but employment information is not yet available
45	Three quarters prior to most recent qualifying separation	Earnings in the third full quarter prior to the participant's most recent qualifying separation	Number: 00000.00
46	Two quarters prior to most recent qualifying separation	Earnings in the second full quarter prior to the participant's most recent qualifying separation	Number: 00000.00
47	First quarter following exit	Earnings in the first full quarter after the participant has exited.	Number: 00000.00
48	Second quarter following exit	Earnings in the second full quarter after the participant has exited.	Number: 00000.00
49	Third quarter following exit	Earnings in the third full quarter after the participant has exited.	Number: 00000.00
50	Recalled by layoff employer	Whether the participant was recalled by the employer where the qualifying separation took place.	Number: 1= Yes 2= No
51	Sampling Unit	Indicate the sampling unit number of the office from which the participant was provided services.	Number (Mandatory)
52	WIB Name	Indicate the WIB name of the office from which the participant was provided services..	Text
53	Office Name	Indicate the office name from which the participant was provided services.	Text
54	Case Manager	Indicate the case manager form which the participant was provided services	Text
55	User Field	User-defined field.	Text