**Employment & Training Administration**
**ETA**

# NFJP
# Data Validation
# Handbook

*for*

*NFJPDV Software*
*Release 2.0*

*April 2007*

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The National Farmworker Jobs Program (NFJP) program aims to strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency. This workforce investment program is run by grantees in 49 states and Puerto Rico, and is overseen by the U.S. Department of Labor's Employment and Training Administration (ETA). Grantees submit WIASPR records to ETA on a quarterly basis. The WIASPR records contain data on NFJP participant characteristics and services, and are used by ETA to measure the extent to which each grantee is meeting its performance goals.[1]

Participants who exit the NFJP program after receiving employment and training services are included in four performance measures:

1. The entered employment measure is based on whether the exiter entered employment.

2. The employment retention measure is based on employment status during the second and third quarters after exit for exiters who entered employment.

3. The average earnings measure is based on the earnings of exiters who entered and were retained in employment after exit.

4. The six month earnings increase measure is based on the post-program earnings as compared to pre-program earnings of exiters who entered and were retained in employment six months after exit.

For each grant, the grantee is required to validate the records of participants included in these measures in order to ensure that the data used to calculate the NFJP performance measures are accurate. Grantees that administer multiple NFJP grants must perform a separate data validation for each grant. According to TEGL 3-03, TEN 9-06, and recent ETA guidance, grantees are required to validate their Program Year (PY) 2006 quarter 3 exiter records by June 15, 2007. Grantees conduct data validation after these WIASPR records have been submitted to ETA on May 15, 2007. However, as described in Chapter II, some validation preparation tasks should be conducted prior to May 15.

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[1] Based on Preliminary Performance Report, PY06.

# *I. OVERVIEW*

This NFJP data validation handbook describes the procedures that grantees should follow during the validation process and provides instructions on using the NFJPDV software that ETA provides to grantees to validate their WIASPR submission.

## A. WIASPR REPORTING GUIDELINES

The NFJP program year runs from July 1st through June 30th. For example, PY 2006 runs from July 1, 2006 to June 30, 2007. Each grantee is required to make four quarterly submissions of WIASPR records to ETA according to the guidelines shown in Tables I.1 and I.2 for PY 2006 and 2007 respectively. To calculate performance measures, the WIASPR file must contain exiter records spanning a six quarter period as shown in the tables. For the May 15 submission, the NFJPDV software then selects the validation sample only from participant records with exit dates in the four quarters corresponding to the prior program year. For example, the PY 2006 quarter 3 file must contain records for all participants who exited between July 1, 2005 and December 31, 2006, but the validation sample drawn from that file is only of participants who exited between July 1, 2005 and June 30, 2006.

In the tables below, the **WIASPR Due Date** row specifies when the quarterly WIASPR submission is due to ETA. The **Exit Date Range for Performance** row lists the participant exit date ranges to be included in that WIASPR submission. For example, to assemble the PY 2006 Q3 WIASPR due on May 15, 2007, the grantee should assemble records for all participants who exited the NFJP program between 7/1/2005 and 12/31/2006. The **Exit Date Range for Validation** row lists the participant exit date range used by the software for the data validation sample. As described above, these dates are a subset of the date range for performance.

**Table I.1**

| Program Year 2006 – Report Periods[2] | | | | |
|---|---|---|---|---|
| **WIASPR Due Date** | **Q1** | **Q2** | **Q3** | **Q4** |
| | 11/15/2006 | 2/15/2007 | 5/15/2007 | 8/15/2007 |
| **Exit Date Range for Performance** | 1/1/2005 – 6/30/2006 | 4/1/2005 – 9/30/2006 | 7/1/2005 – 12/31/2006 | 10/1/2005 – 3/31/2007 |
| **Exit Date Range for Validation** | | | 7/1/2005 – 6/30/2006 | |

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[2] Shading indicates that data validation is not required in these report quarters.

**Table I.2**

| Program Year 2007 – Report Periods[3] | | | | |
|---|---|---|---|---|
| **WIASPR Due Date** | **Q1** | **Q2** | **Q3** | **Q4** |
| | 11/15/2007 | 2/15/2008 | 5/15/2008 | 8/15/2008 |
| **Exit Date Range for Performance** | 1/1/2006 – 6/30/2007 | 4/1/2006 – 9/30/2007 | 7/1/2006 – 12/31/2007 | 10/1/2006 – 3/31/2008 |
| **Exit Date Range for Validation** | | | 7/1/2006 – 6/30/2007 | |

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[3] Shading indicates that data validation is not required in these report quarters.

## B. OVERVIEW OF DATA VALIDATION

Data validation is designed to accomplish the following goals:

1. Detect and identify problems with a grantee's WIASPR data to enable the grantee to correct the problems.

2. Ensure that critical performance data used to direct incentives and sanctions and to meet ETA's Government Performance and Results Act (GPRA) responsibilities are reasonably accurate by calculating an error rate for each data element validated.

3. Provide tools that help grantees analyze the causes of their performance successes and failures by displaying participant data organized by performance outcomes.

4. Minimize the burden on grantees in conducting the validation by providing standardized software that displays the individual participant records by outcome and provides built in random samples, validation worksheets, and automated validation reports.

5. Further minimize the burden on the grantees by selecting the smallest possible validation samples necessary to compute valid error rates.

Data validation typically involves two distinct processes—report validation and data element validation.  ***Report validation*** assesses the accuracy of grantee reports by comparing the values calculated by grantees to values calculated by the NFJPDV software.  Because ETA itself calculates performance measures for all NFJP participants, report validation is unnecessary.  However, grantee staff can use the NFJPDV software to view and analyze the performance of individual exiters.  The software also calculates the grantee's overall performance and generates a performance measure report.

# *I. OVERVIEW*

***Data element validation*** confirms the accuracy of key data elements in the WIASPR by examining a sample of participant records to assess whether the data in the sampled records are correct. When a record is selected for validation, grantee staff compare specified data elements in the WIASPR record to source documentation for that participant.

Data element validation results in an estimate of the error rate for each data element selected for validation. Data elements are selected for validation based on three factors:

- Feasibility—ETA can validate data elements only where it is practical and efficient to locate and examine supporting evidence within the grantee case files. Therefore, such items as race, ethnicity, and gender will not be validated because these data elements are self-reported by participants and it is not practical to locate the participant to verify these characteristics.

- Risk—The process for data validation is based partly on the risk that the data element can be inaccurate. Data elements involving human judgment are more prone to error than data elements that do not involve human judgment. For example, determination of employment based on supplemental sources has higher risk of inaccuracy than determination of employment from wage records.

- Importance—Data elements are selected for validation based primarily on their importance to the integrity of the individual participant records and their significance for generating performance outcomes.

Error rates are computed by determining the percentage of the selected data elements for which the values coded in the WIASPR are supported by evidence in the case files or by other sources (such as wage records).

The validation process is designed to compute a reliable error rate using the smallest possible sample to minimize the grantee's burden in performing the validation. To accomplish this objective, participant records are over-sampled if they are determined to be important for calculating performance outcomes. The software weights the results of the validation to correct for over- and under-sampling so that the final results represent the overall error rate of each data element in the grantee's WIASPR.

## C. HANDBOOK OVERVIEW

The following chapters and appendices guide grantees through the process of validating data from their WIASPR submission using the NFJPDV software.

- **Chapter II—Validation Procedures**

  Chapter II provides a step-by-step description of how to conduct data validation using the NFJPDV software. This chapter describes how to build and import a validation extract file, validate the sample that is selected by the software, and generate performance measure and summary and analytical reports.

- **Chapter III—Record Layout**

  Chapter III provides the record layout specification for creating the NFJP validation extract file.

- **Appendix A—Performance Measure Specifications**

  Appendix A provides detailed performance measure specifications used by ETA and by the NFJPDV software to generate the NFJP performance measures.

- **Appendix B—DEV Sampling and Error Rate Estimation**

  Appendix B provides the specifications for sampling and error rate estimation that are used by the NFJPDV software to select the data element validation sample, and to calculate error rates on the summary and analytical report.

- **Appendix C—DEV Instructions**

  Appendix C provides the instructions used by the validator to validate each data element on the data element validation worksheet.

- **Appendix D—NFJPDV Software Installation**

  Appendix D provides a step-by-step description of how to install the NFJPDV software on a PC.

- **Appendix E—NFJPDV Software Reference Guide**

  Appendix E provides a condensed list of all the menus and functions of the NFJPDV software for quick reference.

## D. PREPARING FOR VALIDATION

As indicated, Chapter II of this handbook describes each task that grantees should follow to complete validation. Responsibility for completing these tasks will be divided among various staff.

*Managers* are responsible for assuring that programmers and validators have the resources needed to complete the validation as required by ETA. They are also responsible for keeping the data validation effort on schedule.

*Programmers* have the primary responsibility for building the validation extract file in the format specified in the record layout. Programming staff may also be responsible for importing the file into the NFJPDV software.

*Validators* conduct the validation once the extract file has been imported into the software. Validators should also work closely with programming staff to determine which grantee data elements best meet the requirements specified in the record layout.

Table I.3 summarizes the preparation tasks that grantees should complete before embarking on the validation effort, and the staff who will likely be responsible for completing each task. All of these tasks can begin immediately, so that the grantee can maximize the time available to validate its sample of WIASPR records.

| **Table I.3** | | |
| --- | --- | --- |
| **Preparing for Data Validation** | | |
| **Preparation Activity** | **Responsible Staff** | **Handbook Reference** |
| Assemble validation team. | Managers | Chapter I |
| Review handbook. | Validators, programmers | All chapters and appendices |
| Install NFJPDV software. | Programmers | Appendix D |
| Develop a data validation schedule and make staff assignments. | Managers, validators, programmers | Chapters I & II |
| Build and test validation extract file of all NFJP PY 2006 Quarter 3 exiters. The final file should be generated as soon as possible after the WIASPR submission on May 15, 2007, to maximize the time available to conduct data validation. | Programmers, validators | Chapter II—Sections A and B, Chapter III |
| Review data validation instructions and update grantee version of sources column. | Validators, programmers | Appendix C |

After reviewing this handbook, grantees should contact Mathematica Policy Research, Inc. by emailing NFJPTA@mathematica-mpr.com with any questions on validating their WIASPR submission.

# II. VALIDATION PROCEDURES

This chapter provides a step-by-step description of how to conduct data validation. Following are brief summaries of each section of the chapter.

## A. Accessing the NFJPDV Software

Section A describes how to access the NFJPDV software and how to identify the reporting period to be validated. This section also describes how the user can change the reporting options after the initial sign in.

## B. Creating and Importing a Validation Extract File

Section B describes how to build and import a program year file of NFJP exiters. This section also describes how to access and review duplicate detection and error reports of records rejected by the validation software during the import process.

## C. Report Validation

Section C describes how to review the performance measure report generated by the software, and how to access and analyze records by performance outcome groups.

## D. Data Element Validation

Section D describes how to conduct data element validation for a sample of exiter records, using the worksheets generated by the software. This section also describes how to access the summary and analytical report and submit results to ETA. Section D concludes with a summary table and flowchart of the DEV steps.

# II. VALIDATION PROCEDURES

## A.  Accessing the Validation Software

### Task 1—Install the Application

Users should refer to Appendix D for detailed instructions on installing the NFJPDV software.

### Task 2—Open the Validation Software

Go to the Start menu, click on Programs, and then scroll to find **NFJP Data Validation**.  Click on **NFJP Data Validation** to open the software.

### Task 3—Create a New Database or Open an Existing Database

To create a new database, go to File and click on New.  Then use the Create Database window to find the appropriate location to save the database.  Type a name for the database in the file name cell.  This functionality should be used whenever grantees are validating a new report or calculating performance for a new report.

To open an existing database, go to File and click on Open.  Use the Open window to find the appropriate database.  Click on the database name and then click on Open.

### Task 4—Sign In Screen

On the Sign In screen, the user can either choose to validate records for an entire program year or for one of the four quarters within that program year.

Enter the program year to be validated in the cell labeled Program Year.  Select the submission month from the drop down menu.  Move the cursor to any other cell and the validation period start and end date range will automatically fill based on

the program year and submission due date entered.  The start and end date range is the period during which participants must have exited the NFJP program to be included in the WIASPR for the program year data validation and annual performance measure calculations.  As specified in Tables I.1 and I.2, the PY 2006 validation extract file must contain records for all participants who exited between July 1, 2005 and December 31, 2006.  The PY 2007 file must contain records for all participants who exited between July 1, 2006 and December 31, 2007.

Alternatively, users can manually enter a date range or use the calendar buttons to select a date range, as long as it is within the range of exit dates in the validation file.  This function allows users to review their data and performance for the period selected.  The Sign In screen for the May 15, 2007 submission is shown below.



Click on the "**Sign In**" button after specifying the PY or date range to be validated.

# II. VALIDATION PROCEDURES

**Task 5—Change Reporting Options**

To change the reporting parameters after signing in to the software, open the **Change Reporting Options** menu and select **Change Reporting Options**. This function enables the grantee to produce performance reports based on selected subgroup options.

In the Change Reporting Options screen, the user can select and change several options: the program year, submission due date, record inclusion start and end dates, grantee number, office name, WIB name, and case manager's name.
While date ranges are auto filled based on the program year selected, users may overwrite these date ranges to analyze performance for specific time periods. If the user decides to change the program year after importing the data, the performance measure report and the performance outcome groups will not accurately reflect the new selection. For the software to calculate an accurate report, the user must re-import data for the selected time period after changing the program year.

The WIB, office, and case manager drop down menus include the unduplicated values in each of these fields in the import file. After the user selects filters from the drop down menus and clicks on Save, the source table, performance outcome group table, and performance measure report will all be reconfigured to reflect the data and results for the selected subgroup. The subgroup parameters appear in the footer of the performance measure report to distinguish it from the grantee level report. Users should note that changing these filters does not change the sample of exiters selected for validation.

# II. VALIDATION PROCEDURES

After selecting filters to create the desired report, click on **Save** to save the options.

## B.  Create and Import a Validation Extract File

Grantees should consolidate the four WIASPR submissions for the program year being validated, and import the file into the NFJPDV software.

## Task 1—Create a File Based on the Record Layout

To view the record layout see Chapter III of this handbook, or open the **Import Data** menu and select **Source Table Record Layout.**  The record layout is in the WIASPR format with the addition of five fields.   The additional fields are observation number (field #1), WIB name (field #96), office name (field #97), case manager (field #98), and user field (field #99).

The validation extract file must be in ASCII comma-delimited format.   The software will also accept comma separated (csv) files.  Fields must be in the order and format listed on the record layout.  Mandatory fields are specified in the record layout.   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. Quotation marks around data elements cause the software to reject the file.

Grantees must create their extract file for validation after submitting their May WIASPR file to ETA.  The file will contain unduplicated exiter records spanning a six quarter period, using the most recent record for each participant.  The date ranges for the exiters to be included in the extract file are given in tables I.A and I.B on pages 3 and 4.

One way that grantees can create the extract file is to aggregate all of their WIASPR submissions for the six quarter period included in the file.  Before aggregating the files, grantees should mark each record to indicate which WIASPR submission it came from (e.g., 1st through 6th).  Grantees can then unduplicate the aggregated file by retaining only the last record submitted for exiters with multiple records.   The file can be completed by adding observation numbers to the unduplicated records, and then extracting from the grantee data base the WIB name, office name, case manager, and any user field applicable to each record.

The original marker for submission quarter may be retained in the user field if grantees choose to do so.

Alternatively, grantees may develop an extract routine to pull the most recent data for each exiter directly from the grantee's data base, in the format specified in the record layout. Grantees using this approach should ensure that they run the extract routine as close as possible to their last quarterly submission, to minimize any differences between the data in the WIASPR submission and in the validation extract file.

Data Issues

Field #99 is an optional user-defined field which appears on the validation worksheet; this field can be filled with any additional data element that the grantee wishes to have available on the DEV worksheet. For example, grantees can include the participant name or other identifying information that should appear on the validation worksheet to help locate case folders for sampled participants. If this field is populated, the data should not include any punctuation, which may cause file import problems.

The exit date field (field #70) can represent either the date the participant exited the NFJP program, or the date the participant exited the WIA program if the participant was co-enrolled in a partner program. However, for co-enrolled participants grantees should be sure to use the exit date that was used to obtain post-exit wages.

**Task 2—Import 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.  A message box will appear notifying the user that the import process will reload the master validation table.  Click Yes to continue or No to abort.

Once this is done, the **Import File** box will display counters for the number of records in the import file, the number of records imported successfully, and the number of records with errors (rejects, warnings, or duplicates).  The software will also display the import error report. The duplicate report, however, must be accessed separately through the Duplicate Report item on the Import Data menu. The Import File box includes a cancel button that can be used to stop the loading process.  It may take several minutes to import the data, depending on the size of the file.  Click Exit when a message appears that the import is complete.
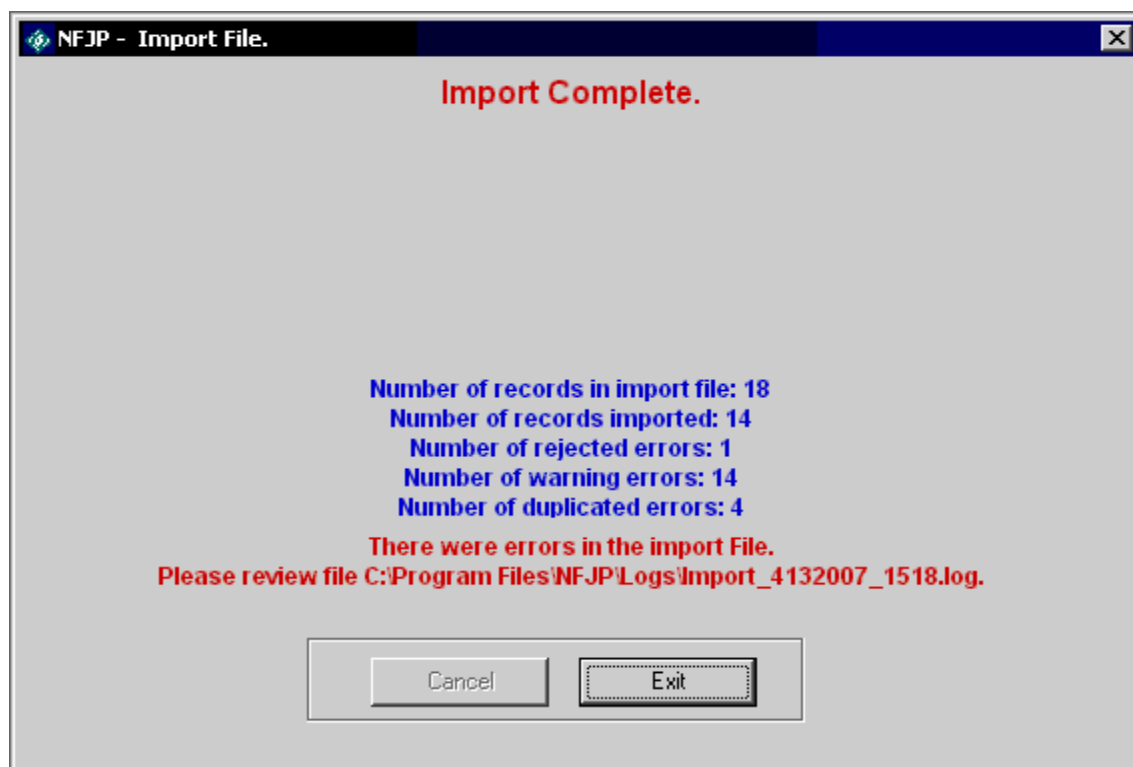
# II. VALIDATION PROCEDURES

To 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 review of the imported records. Users can sort on any column in the source table by double clicking in the header row for the particular column. The records can be sorted in either ascending or descending order by double clicking a second time in the header row for the column.

The total number of records in the source table is provided on the lower left corner of the screen. If the cursor is placed on a particular row of a column, the software 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. For example, on the following source table the cursor is on row 7 as shown on the lower right.

| OBS | Grantee | StateCode | CountyCod | SSN | EnrollDate | DOB | Gender | NativeAmer | Asian | African/ |
|---|---|---|---|---|---|---|---|---|---|---|
| 9 | 5436 | 5 | 41 | 100000009 | 20040721 | 19810108 | 1 | 0 | 0 | |
| 4 | 5436 | 5 | 41 | 100000004 | 20050421 | 19810101 | 1 | 0 | 0 | |
| 14 | 5436 | 5 | 93 | 100000014 | 20050102 | 19841025 | 2 | 0 | 0 | |
| 13 | 5436 | 5 | 93 | 100000013 | 20040831 | 19690207 | 2 | 0 | 0 | |
| 11 | 5436 | 5 | 93 | 100000011 | 20041102 | 19841025 | 2 | 0 | 0 | |
| 8 | 5436 | 5 | 93 | 100000008 | 20040930 | 19690207 | 2 | 0 | 0 | |
| 6 | 5436 | 5 | 93 | 100000006 | 20050102 | 19841125 | 2 | 0 | 0 | |
| 2 | 5436 | 5 | 93 | 100000002 | 20051102 | 19841025 | 2 | 0 | 0 | |
| 10 | 5436 | 5 | 123 | 100000010 | 20041012 | 19720408 | 1 | 1 | 0 | |
| 5 | 5436 | 5 | 123 | 100000005 | 20050112 | 19720408 | 1 | 1 | 0 | |
| 16 | 5436 | 5 | 131 | 100000016 | 20040817 | 19561227 | 1 | 0 | 1 | |
| 15 | 5436 | 5 | 131 | 100000015 | 20040817 | 19551227 | 1 | 0 | 1 | |
| 12 | 5436 | 5 | 131 | 100000012 | 20040712 | 19800214 | 1 | 0 | 0 | |
| 7 | 5436 | 5 | 131 | 100000007 | 20050312 | 19800225 | 1 | 0 | 0 | |
| 3 | 5436 | 5 | 131 | 100000003 | 20050712 | 19800224 | 1 | 0 | 0 | |

Current Row Number 7

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**Task 3 – Review Error Report**

During file import, the NFJPDV software reads each record to ensure that all fields are valid based on the record layout and the WIASPR edit check logic specified in Chapter III. For example, any records with missing data in mandatory fields— such as Observation Number or Date of Birth—are rejected. Duplicate records or records with invalid values are also rejected. The software will also generate an error if the number of columns in the extract file does not match the number of columns specified in the record layout, if text values are placed in a number field, or if dates are not in the proper format.

When the NFJPDV software has completed the file import process, it displays an error report listing the rejected records and records with warning errors. The error report is also automatically saved to the NFJP folder (C:\Program Files\NFJP\Logs) and is titled import_date_time.log.

The error report indicates which observation has an error and the corresponding error message. Grantees should use the error report in conjunction with the Chapter III record layout and edit check document to determine why records have been rejected or identified as having warning errors.

After reviewing any error reports generated by the software, staff should determine if the validation file 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 before beginning validation.

**Task 4—View Duplicates**

This task allows the user to view the duplicate records identified by the software. No data entry is required, this function is for analytical purposes only.

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

This opens a report that displays duplicate records, including their observation numbers, SSNs, and exit dates. All records that have the same SSN and exit date are considered to be duplicates and are rejected by the software. If duplicates exist, the user must decide if it is necessary to fix the extract file. If so, it must be determined which observations to include in the extract and the file must be corrected and re-imported before beginning validation.

## NFJP Duplicate Records Report

| OBS | SSN | Date of Exit |
|-----|-----|--------------|
| 1 | 100,000,001 | 20050910 |
| 17 | 100,000,001 | 20050910 |

## C. Report Validation

Because ETA calculates performance measures for all NFJP exiters, report validation is unnecessary. However, grantee staff can use the NFJPDV software to view and analyze the performance of individual exiters. The software also calculates the grantee's performance and generates a performance measure report.

## Task 1—View Performance Outcome Groups

The NFJPDV software assigns each participant record to a performance outcome group following the specifications in Appendix A of this handbook. Organizing the records into outcome groups serves two purposes. First, it provides the numerical counts used to calculate the performance measures. Second, it serves as a tool for analyzing performance outcomes and factors that may influence performance. Appendix A describes in detail how the software assigns each exiter who received employment and training services to one of 16 performance outcome groups for the entered employment, employment retention, average earnings, and optional six month earnings increase measures.

Click on the **Report Validation** menu. Then click on **View Performance Outcome Groups**. This opens a window that displays the 16 performance outcome groups and the total number of records that have been assigned to each group. A section of the performance outcome group summary screen is shown below. Exhibit A.1 in Appendix A displays the full performance outcome group table. No data entry is required; this function is for analytical purposes only.

| | Group | Exit Qtr | Number in Group | Category of Exit | Emp Status at Part | Emp Qtr+1 | Emp Qtr+2/+3 | EER Num | EER Den | ERR Num | ERR Den |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ▶ | 1 | 1&2 qtrs prior to report qtr | 8 | E&T | Unemp | Yes | Pend | Yes | Yes | No | No |
| | 2 | 1&2 qtrs prior to report qtr | 6 | E&T | Unemp | No | N/A | No | Yes | No | No |
| | 3 | 1&2 qtrs prior to report qtr | 6 | E&T | Emp | Yes | Pend | No | No | No | No |
| | 4 | 3&4 qtrs prior to report qtr | 4 | E&T | Unemp | Yes | Yes | Yes | Yes | Yes | Yes |
| ▲ | 5 | 3&4 qtrs prior to report qtr | 12 | E&T | Unemp | Yes | No | Yes | Yes | No | Yes |
| | 6 | 3&4 qtrs prior to report qtr | 36 | E&T | Unemp | No | N/A | No | Yes | No | No |
| | 7 | 3&4 qtrs prior to report qtr | 4 | E&T | Emp | Yes | Yes | No | No | Yes | Yes |
| | 8 | 3&4 qtrs prior to report qtr | 12 | E&T | Emp | Yes | No | No | No | No | Yes |
| | 9 | 5&6 qtrs prior to report qtr | 4 | E&T | Unemp | Yes | Yes | No | No | Yes | Yes |
| | 10 | 5&6 qtrs prior to report qtr | 12 | E&T | Unemp | Yes | No | No | No | No | Yes |
| | 11 | 5&6 qtrs prior to report qtr | 36 | E&T | Unemp | No | N/A | No | No | No | No |
| | 12 | 5&6 qtrs prior to report qtr | 4 | E&T | Emp | Yes | Yes | No | No | Yes | Yes |
| | 13 | 5&6 qtrs prior to report qtr | 12 | E&T | Emp | Yes | Yes | No | No | No | Yes |
| | 14 | 1-6 qtrs prior to report qtr | 36 | E&T | Emp | No | N/A | No | No | No | No |
| | 15 | 1-6 qtrs prior to report qtr | 18 | Exclusion | NA | NA | NA | No | No | No | No |
| | 16 | 1-6 qtrs prior to report qtr | 8 | Asssit | NA | NA | NA | No | No | No | No |

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

**Task 2—View Detailed Records**

By double clicking the arrow in the far left corner of a performance outcome group, the user can view the detailed records assigned to that group.

| | Summary | | | | Detail for group 16 order by obs | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Total Number of Records: | | | | | |
| **OBS** | **Grantee** | **StateCode** | **CountyCod** | **SSN** | **EnrollDate** | **DOB** | **Gender** | **NativeAmer** | **Asian** | **AfricanAr** |
| 211 | 5436 | 5 | 131 | 100000211 | 20040817 | 19560130 | 1 | 0 | 1 | |
| 212 | 5436 | 5 | 131 | 100000212 | 20040817 | 19560228 | 1 | 0 | 1 | |
| 213 | 5436 | 5 | 131 | 100000213 | 20040817 | 19560330 | 1 | 0 | 1 | |
| 214 | 5436 | 5 | 131 | 100000214 | 20040817 | 19560430 | 1 | 0 | 1 | |
| 215 | 5436 | 5 | 131 | 100000215 | 20040817 | 19560530 | 1 | 0 | 1 | |
| 216 | 5436 | 5 | 131 | 100000216 | 20040817 | 19560630 | 1 | 0 | 1 | |
| 217 | 5436 | 5 | 131 | 100000217 | 20040817 | 19560730 | 1 | 0 | 1 | |
| 218 | 5436 | 5 | 131 | 100000218 | 20040817 | 19560830 | 1 | 0 | 1 | |

**Sort Detailed Records**

Users can sort on any column in the performance outcome group display by double clicking in the header row for the particular column.  The records can be sorted in either ascending or descending order by double clicking a second time in the header for the column.

**Widen Columns**

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

# II. VALIDATION PROCEDURES

**Task 3—View Performance Measure Report**

This function displays a report that calculates the values for the four NFJP performance measures, based on the specifications in Appendix A of this handbook.

To view the performance measure report, click on the **Report Validation** menu and select **View Performance Measure Calculations**.  No data entry is required; this is a read-only function.

Click on the printer icon to print the report using a live printer.  To produce the report in Adobe Acrobat (PDF) format, click on the export report button to the right of the printer icon and follow the prompts.

## Performance Measure Report - NFJP
### Period 7/1/2004 - 12/31/2005

| RptCell | Description | Validation Value |
|---|---|---|
| 1 | EER Rate | 50% |
| 2 | EER Numerator | 2 |
| 3 | EER Denominator | 4 |
| 4 | ERR Rate | 50% |
| 5 | ERR Numerator | 4 |
| 6 | ERR Denominator | 8 |
| 7 | Average Earnings | 40,050 |
| 8 | Average Earnings Numerator | 160,200 |
| 9 | Average Earnings Denominator | 4 |
| 10 | Six Month Earnings Increase | 20,378 |
| 11 | Six Month Earnings Increase Numerator | 163,020 |
| 12 | Six Month Earnings Increase Denominator | 8 |

If users have selected a WIB, office and/or case manager filter on the Change Reporting Options screen, the performance measure report will be generated for that subgroup.  The footer of the report will display the selected subgroup.

## D. Data Element Validation

### Task 1—Access Sampled Records

The first tasks in DEV are to identify the records that must be validated and to assemble the validation worksheets and source documentation corresponding to those records.

The software selects a sample of the NFJP exiter records that have been imported into the software, and displays the data to be validated for each sampled record on a worksheet.  To minimize the validation effort, grantees validate only the subset of data elements in each sampled record that are most important for calculating grantee performance.  Appendix B of this handbook provides the validation sampling specifications.

Click on the **Data Validation** menu and select **Edit Worksheets**.  This will open the data validation worksheet summary of sampled records.  The summary screen is read only.  Identifying information on this summary list (and on the individual worksheet for each sampled record) helps grantee staff locate the source documents for each of the selected records.   The summary rows for sampled records that have been completely validated will be shaded in green.

## Summary Worksheet



| | obs | ssn | EnrollDate | Pass/Fail | DOB | Pass/Fail | Sec167 | Pas |
|---|---|---|---|---|---|---|---|---|
| 1 | 22 | 100000022 | 20050421 | | 19810104 | | 1 | |
| 2 | 23 | 100000023 | 20050421 | | 19810106 | | 1 | |
| 3 | 25 | 100000025 | 20050112 | | 19810712 | | 1 | |
| 4 | 26 | 100000026 | 20050112 | | 19720408 | | 1 | |
| 5 | 27 | 100000027 | 20050112 | | 19721108 | | 1 | |
| 6 | 28 | 100000028 | 20050112 | | 19730408 | | 1 | |
| 7 | 29 | 100000029 | 20050112 | | 19720409 | | 1 | |
| 8 | 30 | 100000030 | 20050112 | | 19720410 | | 1 | |
| 9 | 31 | 100000031 | 20050112 | | 19720411 | | 1 | |
| 10 | 32 | 100000032 | 20050112 | | 19720412 | | 1 | |
| 11 | 33 | 100000033 | 20050112 | | 19720413 | | 1 | |
| 12 | 35 | 100000035 | 20050112 | | 19720415 | | 1 | |

To access, update, and print individual sampled records, double click anywhere on the row of the applicable record on the worksheet summary. This will open a validation worksheet for the selected record.

Users can also search for worksheets that contain specific data by clicking the right mouse button in the field in which they wish to search.  A Find window will open. In the Find What box, enter the value that the NFJPDV software should search for in the sampled records.  If the value needs to match exactly, check the Exact Match box.  Then click the Find Next button.  The row number of the record that contains the value in the Find What box will be displayed in blue.

**Find Window**
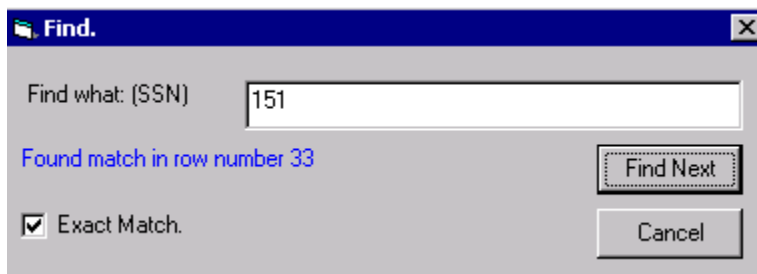


The online worksheet is on three tabs, one for validation fields 1-10, one for validation fields 11-18 and one for comments.  Identifying information at the top of the worksheet helps validation staff locate the case file for the selected record.

The validation worksheet lists all of the data elements to be validated with their corresponding field number from the Chapter III record layout.   Validation is required for each data element where check boxes are present and unshaded on the worksheet.  Grantees do not need to validate data elements for which check boxes are shaded.

# II. VALIDATION PROCEDURES

**Sample Online Data Validation Worksheet**



The validation worksheets can be completed online on a desktop or laptop computer, or they can be printed and completed by hand. The NFJPDV software may also be loaded onto the grantee's central server, allowing multiple validators to complete the worksheets on workstations or computers connected to the server. If validators use paper worksheets, the findings must later be data-entered in the online worksheet.

Task 4 of this section provides detailed instructions for completing the online worksheet. "Not Completed" is displayed in red in the upper right corner of the online worksheet until the validator has completed every data element on the worksheet that requires validation and the results have been saved. At that point, the message will indicate "Completed". If the user selects Missing Record, Unable

to Locate, or Invalid Record, no further validation is required and the message will indicate "Completed." See Task 4 in this section for more information.

## Task 2—Print Worksheets

When using printed worksheets, the validator must assemble the worksheets for the sampled records. To print all of the worksheets in batch mode, click on the **Data Validation** menu and then click on **Print Worksheets**. All worksheets for the sampled records are formatted for printing. Click the printer icon at the top left of the screen to begin printing. The sampled records will print sorted by WIB.

### Sample Printed Worksheet

**NFJP Data Validation Worksheet**

| OBS: 4 | StateCode: 5 | WIB Name: WIBC |
|---|---|---|
| SSN: 100000004 | User Field: POG4 | Office Name: Office4 |
| | Grantee: 5436 | Case Mgr.: Ramirez |

Missing Record: No

Unable to Locate: No

Invalid Record: No

| Data Element | WIASPR# | Value | Pass/Fail |
|---|---|---|---|
| Date of Participation | 04 | 20050421 | |
| Date of Birth | 05 | 19810101 | |
| Sec 167 | 09 | 1 | |
| Farmworker Status | 11 | 1 | |
| Number of Individuals in the Family | 13b | 1 | |
| Employment Status at Participation | 16 | | |
| Six Month Pre-Program Earnings | 17 | 0 | |
| Long-term Agricultural Employment | 21e | 1 | |
| Date of First Intensive Service | 24 | 20050421 | |
| Date of First Training Service | 25 | 20050501 | |
| Date of Exit | 33 | 20050610 | |
| Category of Exit | 34 | 1 | |
| Other Reasons for Exit | 35 | | |

**Task 3—Print Sampled Cases Report**

To simplify the task of identifying which offices must be visited for NFJP validation, the software produces a Sampled Cases Report that lists the number of records in the sample by Office name and WIB name.

To obtain the Sampled Cases Report, click on the **Data Validation** menu and then click on **Sampled Cases Report**.  This report shows the distribution of the sample by location.  No data entry is required, this report is for analytical purposes only.

## Count of Sampled Records by Office and WIB

### NFJP Sampled Cases Report

| Office Name | WIB Name | Total |
|---|---|---|
| Office1 | WIBA | 3 |
| Office2 | WIBB | 1 |
| Office4 | WIBC | 3 |
| Office5 | WIBD | 3 |
| Office6 | WIBC | 2 |
| Office7 | WIBA | 1 |

Total Cases: 13

**Task 4—Assemble Supporting Documentation and Complete Worksheets**

Grantee staff must obtain the source documentation for each sampled record in order to complete the validation worksheets. If some of the information is not available at the grantee level, the validator must travel to the physical location where the case files are stored to access the relevant source documentation for each sampled record. (If the grantee wishes to follow a different procedure, it must obtain approval from its project officer.) The validator reviews the local office's sampled case files for each data element present on the worksheet, using the validation instructions and criteria in Appendix C. Some elements (such as wage records) may be validated against central computer files. Instructions for validating elements against central computer files are also included in Appendix C.

Some of the data elements may be blank on the worksheet due to two factors. First, not every data element applies to each participant. For example, if the participant has not entered training, the data element for Date of First Training Service will be blank on the worksheet for that participant. Similarly, if the individual was an employment and training exiter, the data element for Other Reason for Exit will be blank on the worksheet.

Second, negative values are generally not validated and therefore not included on the worksheets. For example, if the individual was not employed at participation (i.e., has a value of 2 or 3), the data element will be blank on the worksheet.

Blank data elements do not need to be validated unless the instructions specifically direct the validator to do so. The validator should carefully read the Appendix C instructions for each data element because they indicate when blank data elements must be validated. For example, earnings fields are validated whether or not they are blank.

Appendix C provides separate instructions for each data element; the instructions are presented in the same order in which the data elements appear on the worksheet. The data element reference numbers on the worksheet correspond to the data element reference numbers in the record layout and validation instructions. Each instruction specifies the recommended sources for validating the data

element. If the validator locates an equivalent source document that is not specified in the instructions, the validator should record the new source in the state version of sources column in the validation instructions.

After reviewing the source documentation and following the validation instructions, the validator records the result in the appropriate checkbox for each element. The two possible validation outcomes for each data element are:

1. Check Pass if the element was supported by/matched the source documentation

2. Check Fail if the source documentation showed that the data element was incorrect or if no source documentation was available

The validation worksheets can be completed online by one or more validators accessing the same database (see Task 8 of Appendix D for more information on setting this up). If validators complete paper worksheets, the results must later be data-entered into the corresponding online worksheet.

If the source file for a particular record is missing from the local office where it is supposed to be kept, the validator should check the missing record box on the validation worksheet. If the data validation staff is not able to determine where the case file for a particular record is kept, the validator should check the unable to locate box. No further validation is required for these individuals.

The worksheet also includes a comments section. Any comments related to the validation of a particular record can be entered in the comments text box on the third tab of the online worksheet. These comments will appear on the printed version of the worksheet. Comments can include the reason a data element failed validation, definitional problems encountered by the validator, the validator's name if the grantee chooses to record it, or other relevant information.

After completing the Pass or Fail checkbox for each data element to be validated in a sampled record and entering any relevant comments, the validator should click

on the Save and Close button on the online worksheet (as shown in Task 1 of this section).

Validators should follow this same series of tasks for each record in the sample.

**Task 5—Data Validation Summary/Analytical Report**

The NFJPDV software generates a summary and analytical report after all the validation worksheets have been completed. This report shows the number of errors and the error rates for each data element validated.

Two types of error rates—Overall Error Rate and Reported Data Error Rate—are calculated using the information entered on the worksheets by the validators. For each element, the Overall Error Rate is the number of records in which that data element is in error divided by the total number of records sampled, weighted to account for the over- and under-sampling of particular types of records. As values may not be present for every data element in each record sampled, the Reported Data Error Rate includes in the denominator only those records for which the particular data element was validated. See Appendix B for more information about the two types of error rates.

To access the Summary/Analytical Report, click on the **Data Validation** menu and select **Summary/Analytical Report**. No data entry is required; this screen is for analytical purposes only. To print the report, click on the printer icon on the tool bar at the top of the screen.

## NFJP Data Validation Summary and Analytical Report

State:  NV    Period: 7/1/2004 - 12/31/2005   Report Due: May

# of Cases:  12    # Completed:  12    # Unable to validate:  6

| Data Element | WIASPR # | # of Errors | Overall Error Rate | Reported Data Error Rate |
|---|---|---|---|---|
| Date of Participation | 4 | 6 | 50.00 | 50.00 |
| Date of Birth | 5 | 6 | 50.00 | 50.00 |
| Sec 167 | 9 | 7 | 58.33 | 58.33 |
| Farmworker Status | 11 | 7 | 58.33 | 58.33 |
| Number of Individuals in the Family | 13b | 7 | 58.33 | 58.33 |
| Employment Status at Participation | 16 | 0 | 0.00 | 0.00 |
| Six Month Pre-Program Earnings | 17 | 6 | 50.00 | 50.00 |
| Long-term Agricultural Employment | 21e | 3 | 25.00 | 42.86 |
| Date of First Intensive Service | 24 | 7 | 58.33 | 58.33 |
| Date of First Training Service | 25 | 6 | 50.00 | 50.00 |
| Date of Exit. | 33 | 6 | 50.00 | 50.00 |
| Category of Exit. | 34 | 6 | 50.00 | 50.00 |
| Other Reasons for Exit. | 35 | 6 | 50.00 | 66.67 |
| Date Placed in Unsubsidized Employment. | 36 | 8 | 66.67 | 66.67 |
| Employed in the 1st Quarter After Exit Quarter. | 41 | 8 | 66.67 | 66.67 |
| Employed in the 2nd Quarter After Exit Quarter. | 42 | 4 | 33.33 | 66.67 |
| Employed in the 3rd Quarter After Exit Quarter. | 43 | 4 | 33.33 | 66.67 |
| Wages 2nd & 3rd Quarters After Exit Quarter. | 44 | 7 | 58.33 | 58.33 |
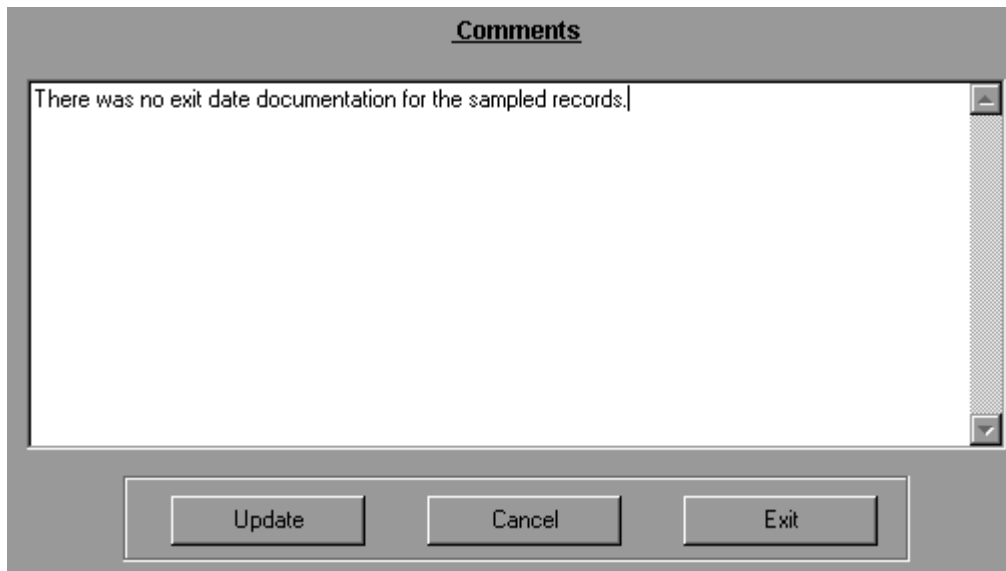
Comments:      Summary/Analytical report screen print.

Grantees may include comments on the summary and analytical report to describe issues encountered during the validation.  To enter comments, click on the **Data Validation** menu and select **Summary/Analytical Comments**.  In the text box, enter any comments applicable to the data validation effort, up to 250 words. Click the Update button to transfer the comments to the summary and analytical report.  Click Cancel to return to previously entered comments.

Grantees should determine whether their error rates are acceptable or unacceptable for each data element. Federal quality standards for determining unacceptable error rates will be developed after sufficient data have been collected on the validation results.

## Task 6 – Submit Validation Results to ETA
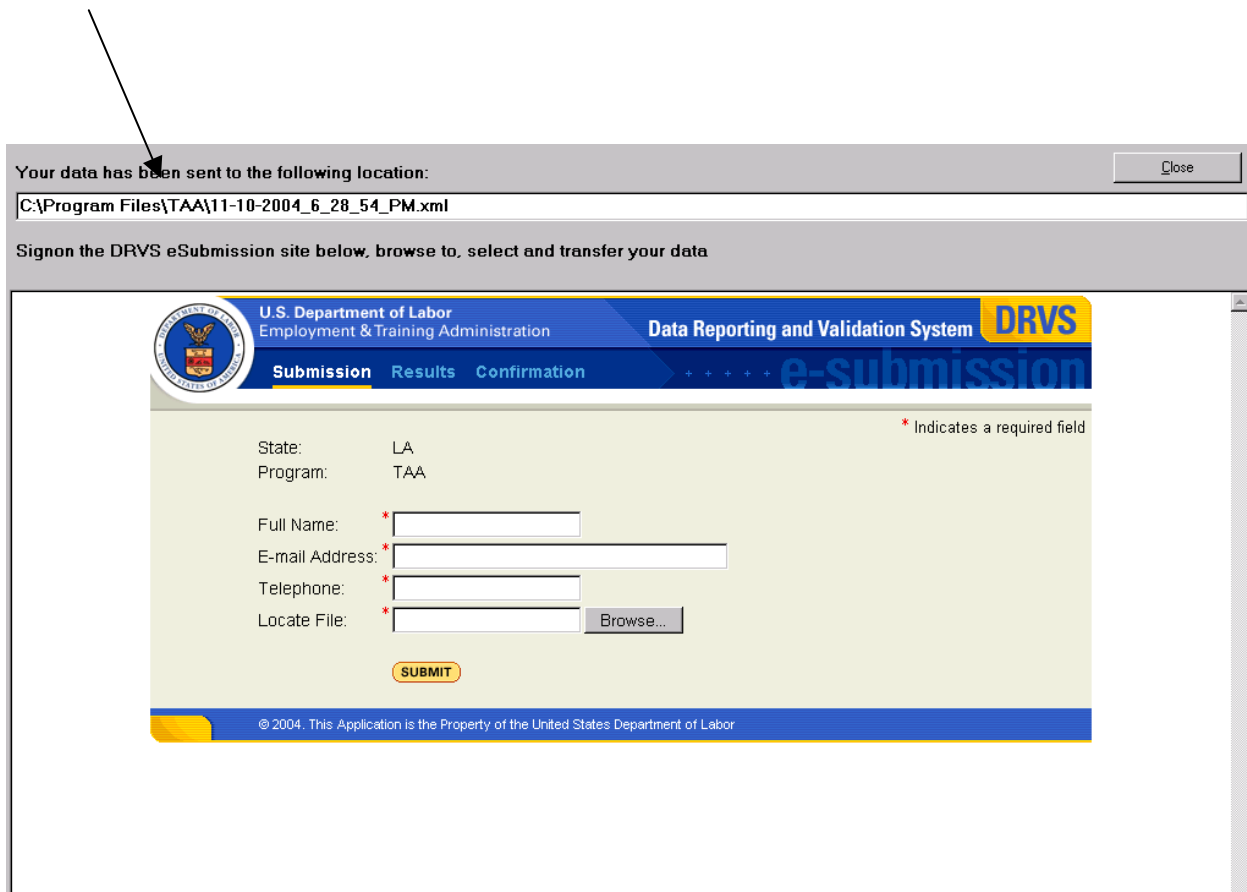
After all validation worksheets have been completed, grantees must submit their Summary and Analytical Report to ETA via the e-submit functionality of the validation software. Data validation files, including the completed worksheets, summary and analytical reports, and copies of supporting documentation, should be retained on-site for three years for monitoring purposes.

To submit the report, click on the **Data Validation** menu and select **Upload Summary/Analytical**. After a minute or two, the software will open a web browser. Enter the validation password provided by Traci DiMartini at ETA (DiMartini.Traci@dol.gov) and click on the Login button. The ETA-provided password must be the NFJP validation password, not the WIASPR submission password.

Enter your name, e-mail address, and telephone number in the appropriate cells. Then click on Browse. Use the Choose File window to find the XML file created by the software. The location and name of the file are listed in the white cell on the top of the web browser. Click on the Open button. Then click the Submit button in the web browser.

**Path and file name of XML file[4]**



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[4] The path name and program will indicate NFJP rather than TAA as shown above.

It may take up to a minute for the XML to upload. Once the file has been successfully transmitted, the DRVS Confirmation of Submission screen will appear.[5] Users can choose to print a copy of the confirmation, have a copy e-mailed to them, or log out.



After closing the e-submission window, the DRVS will display the message "Export has completed."

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[5] The file path and program will indicate NFJP rather than TAA as shown above.

# II. VALIDATION PROCEDURES

Table II.1 and Figure II.1 summarize the NFJP data element validation process.

## Table II.1: Overview of Data Validation

| Task | Task Description |
|------|------------------|
| 1 | The validator assembles validation worksheets for the sampled WIASPR records and retrieves the case files corresponding to those records. |
| 2 | After obtaining the case file for a sampled case, the validator uses the validation worksheet to locate the first relevant data element that must be validated. Fields for data that are not relevant to a particular record may be blank. For elements where data are present or where the absence of data requires validation, the validator uses the reference number to locate the validation instruction for that data element in Appendix C. Each data element listed in Appendix C gives instructions and acceptable source documentation for validating that element only. An edited definition of the data element is also included in the instructions. |
| 3 | The validator obtains one or more of the source documents listed as an acceptable source to validate the element. |
| 4 | Following the instructions in Appendix C, the validator determines whether the data element meets the validation criteria based on the information in the source document(s). If the data element is supported by/matches the source document(s), the validator enters a checkmark in the *Pass* box on the worksheet. |
| 5 | If the source document(s) does not support/match the data element or no source document(s) for the data element is in the case file, the validator enters a checkmark in the *Fail* box on the worksheet, indicating an error. If the source file for a particular record is missing from the local office where it is supposed to be kept, the validator should check the missing record box on the validation worksheet. If the data validation staff is not able to determine where the case file for a particular record is kept, the validator should check the unable to locate box. No further validation is required for these individuals. |

6       The validator proceeds through each data element for each sampled record in the same manner. The "Comments" section of the worksheet can be used to record notes or to document issues that may be helpful in future validations.

7       After each data element has been validated for every sampled record, the validator reviews the Summary and Analytical Report generated by the software. The validator then e-submits the report to ETA.

# *II. VALIDATION PROCEDURES*

FIGURE II.I Flowchart of Data Validation Tasks

| Data Element | Ref. # | Reported Value | Pass | Fail |
|---|---|---|---|---|
| Farmworker Status | 04 | 2 | | |
| Total Preprogram Earnings During 12-Month Eligibility Period | 06 | 9073 | | |
| Date of Exit | 11 | 20050211 | | |

(1)

DV Worksheet is printed or displayed on a laptop

Appendix C
List of Source Documents

(2)

APPENDIX C
EXAMPLE

Instructions:

Enter a checkmark in the Pass box on the worksheet if the data element in the validation file is supported by/matches the information in the source document(s).

Enter a checkmark in the Fail box on the worksheet if the data element in the validation file is not supported by/does not match the information in the source document(s), or if there is no source documentation in the case file.

(3)

*Determine if the data element passes all validation rules using:*

1) *Worksheet*
2) *Data Validation Instructions*
3) *List of Source Documents*
4) *Source Documents*

Was data element supported?

(4) SUPPORTED
Enter a checkmark in the Pass box

(5) NOT SUPPORTED
Enter a checkmark in the Fail box

(6) After completing all validation worksheets, review Summary and Analytical Report. Enter comments if applicable

(7) Submit Summary and Analytical Report to ETA

# III. RECORD LAYOUT

Attached is the record layout that should be used to create the extract file of NFJP exiters as specified in Section B of Chapter II of this handbook. The file must be in ASCII comma-delimited format or comma separated (.csv) format. Fields must be in the specified order and in the format listed on the record layout. Quotation marks around data elements cause the software to reject the file.

The record layout provides the following information:

- Field number and type in NFJPDV validation file
- New WIASPR field number and data element name
- Old NFJPDV field number and type
- Old data element name
- Valid values – the record will be rejected if the data element does not meet the valid value criteria
- Edit check logic – the record will be rejected or will receive a warning error if the data element does not meet the edit check logic criteria
- Error message – the text displayed on the import error report when the data element fails to meet the edit check logic
- Error type – whether failure to meet the edit check logic results in a warning or reject error

**WIA SECTION 167 MIGRANT AND SEASONAL FARMWORKER**
**WORKFORCE INVESTMENT ACT STANDARDIZED PARTICIPANT RECORD (WIASPR)**

Note: Invalid value will automatically receive a Reject and will have a standardized error message. (For illustration purpose and simplicity of the table only first 5 fields show the error message and error type for invalid values.)

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 1 Numeric | OBS | 1 | OBS | Sequential number | | (A) OBS number is missing or invalid | (A) Reject |
| 2 Numeric | 1. ETA-Assigned Grantee Code | 2 | ETA-Assigned Section 167 Grantee Code | 0000 | | (A) ETA-Assigned Grantee Code is missing, invalid, or doesn't correspond to the code for the grantee submitting the data | (A) Reject |
| 3 Numeric | 2a. Field Office Identifier (FIPS Code of State) | 3 | Field Office Identifier (FIPS Code of the State) | 00 | | (A) FIPS code of state is missing or invalid | (A) Reject |
| 4 Numeric | 2b. Field Office Identifier (FIPS Code of County) | 4 | Field Office Identifier (FIPS Code of County) | 000 | | (A) FIPS code of county is missing or invalid | (A) Reject |
| 5 Alphanumeric | 3. Participant Identification Number | 5 | Participant Identification Number | 000000000 | | (A) Participant Identification Number is missing or invalid | (A) Reject |
| 6 Date | 4. Date of Participation | 6 | Date of Enrollment | YYYYMMDD | | | |
| 7 Date | 5. Date of Birth | 7 | Date of Birth | YYYYMMDD | (A) In combination with date of enrollment, must imply an age of 14 to 85. | (A) The participant is younger than 14 or older than 85. | (A) Warning |
| 8 Numeric | 6. Gender | 8 | Gender | 1 = Male 2 = Female Blank or 0 = did not self-identify | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| | 7. Race | | | | | | |
| 9 Numeric | 7a. American Indian or Alaskan Native | 9 | American Indian or Alaskan Native | 1 = Yes<br>Blank or 0 = did not self-identify | | | |
| 10 Numeric | 7b. Asian | 10 | Asian | 1 = Yes<br>Blank or 0 = did not self-identify | | | |
| 11 Numeric | 7c. Black or African American | 11 | Black or African American | 1 = Yes<br>Blank or 0 = did not self-identify | | | |
| 12 Numeric | 7d. Hawaiian Native or Other Pacific Islander | 12 | Hawaiian Native or Other Pacific Islander | 1 = Yes<br>Blank or 0 = did not self-identify | | | |
| 13 Numeric | 7e White | 13 | White | 1 = Yes<br>Blank or 0 = did not self-identify | | | |
| 14 Numeric | 8. Ethnicity | 14 | Ethnicity | 1 = Yes<br>2 = No<br>Blank or 0 = did not self-identify | | | |
| 15 Numeric | 9. Qualifies for Sec. 167 Program as a: | 15 | Qualifies for Sec. 167 Program as a: | 1 = Farmworker<br>2 = Dependent or Spouse of a Farmworker | | | |

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| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 16 Numeric | 10a. Enter FIPS Code of State of the Primary Domicile | 16 | Enter FIPS Code of State of the Primary Domicile | 00<br>77 = All other countries<br>88 = Mexico<br>99 = Canada | | | |
| 17 Numeric | 10b. Enter FIPS Code of County of the Primary Domicile | 17 | Enter FIPS Code of County of the Primary Domicile | 000<br>777 = All Other Countries<br>888 = Mexico<br>999 = Canada | (A) Must be 777, 888, or 999 if field 16 is 77, 88, or 99. | (A) FIPS Code of County of the Primary Domicile must be 777, 888, or 999 if FIPS Code of State of the Primary Domicile is 77, 88, or 99. | (A) Warning |
| 18 Numeric | 11. Farmworker Status | 18 | Farmworker Status | 1 = Migrant Farmworker<br>2 = Seasonal Farmworker | | | |
| | 12. Public Assistance Recipient | | | | | | |
| 19 Numeric | 12a – Temporary Assistance to Needy Families (TANF) | 19 | Temporary Assistance to Needy Families (TANF) | 1 = Yes<br>2 = No | | | |
| 20 Numeric | 12b – Other Public Assistance | 20 | Other Cash Assistance | 1 = Yes<br>2 = No | | | |
| 21 Numeric | 12c - Food Stamps (Food Stamp Act of 1977) | 21 | Food Stamps (Food Stamp Act of 1977) | 1 = Yes<br>2 = No | | | |
| 22 Numeric | 13a. Number of Dependents in the family Under Age 18 | 22 | Number of Dependents in the Family under Age 18 | 00 | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 23 Numeric | 13b. Number of Individuals in Family | 23 | Number of Individuals in the Family | 00 | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 24 Numeric | 14. Highest School Grade Completed | 24 | Highest School Grade Participant Completed | 00 = No school grades completed<br><br>01 - 12 = Number of elementary/secondary school grades completed<br><br>13 - 15 = Number of college, or full-time technical or vocational school years completed<br><br>16 = Bachelor's degree or equivalent<br><br>17 = Education beyond the Bachelor's degree<br><br>87 = individual completed the 12th grade and attained a high school diploma.<br><br>88 = individual completed the 12th grade and attained a GED or equivalent.<br><br>90 = individual attained another post-secondary degree or certification.<br><br>91 = individual attained an associates diploma or degree (AS/AA). | | | |

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| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 25 Numeric | 15. Student Status at Time of Participation | | | 1 = In-school, H.S. or less<br><br>2 = In-school, Alternative School<br><br>3 = In-school, Post-H.S.<br><br>4 = Not attending school or H.S. Dropout<br><br>5 = Not attending school; H.S. graduate | | | |
| | | 25 | Student Status at Time of Registration | | | | |
| 26 Numeric | 16. Employment Status at Participation | | | 1 = Employed<br><br>2 = Employed, but Received Notice of Termination of Employment or Military Separation<br><br>3 = Not Employed | | | |
| | | 26 | Labor Force Status at Entry | | | | |
| 27 Numeric | 17. Six Month Pre-Program Earnings | | | 00000 | | | |
| 28 Numeric | 18. Total Preprogram Earnings During the 12-month Eligibility Determination Period. | | | 00000 | (A) Can only be 0 if field 15 is 2. | (A) Total Preprogram Earnings During the 12-month Eligibility Determination Period can only be 0 if individual is a dependent or spouse of a farmworker. | (A) Warning |
| | | 27 | Total Preprogram Earnings During the 12-Month Eligibility Determination Period | | | | |
| 29 Numeric | 19. Unemploy-ment Insurance Status | | | 1 = Claimant<br><br>2 = Exhaustee<br><br>3 = Neither Claimant nor Exhaustee | | | |
| | | 28 | Unemployment Insurance Status | | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 30 Numeric | 20. Veteran Status | 29 | Veteran Status | 1 = Yes, <= 180 days<br>2 = Yes, Eligible Veteran<br>3 = Yes, Other Eligible Person<br>4 = No | | | |
| | 21. Additional Barriers to Employment | | | | | | |
| 31 Numeric | 21a. Limited English Language Proficiency | 30 | Limited English Language Proficiency | 1 = Yes<br>2 = No | | | |
| 32 Numeric | 21b. Offender/ Criminal Justice Barrier | 31 | Offender/Criminal Justice Barrier | 1 = Yes<br>2 = No | | | |
| 33 Numeric | 21c. Homeless | 32 | Homeless | 1 = Yes<br>2 = No | | | |
| 34 Numeric | 21d. Lacks Significant Work History | 34 | Lacks Significant Work History | 1 = Yes<br>2 = No | | | |
| 35 Numeric | 21e. Long-term Agricultural Employment | 35 | Long-term Agricultural Employment | 1 = Yes<br>2 = No | | | |
| 36 Numeric | 21f. Lacks Transportation | 38 | Lacks Transportation | 1 = Yes<br>2 = No | | | |
| 37 Numeric | 21g. Single Parent with Dependents Under Age 18 | 39 | Single Parent with Dependents Under Age 18 | 1 = Yes<br>2 = No | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 38 Numeric | 21h. Individual with a Disability | 40 | Individual with a disability | 1 = Yes<br>2 = No<br>Blank or 0 = did not disclose disability status | | | |
| 39 Numeric | 22. Basic Literacy Skills Deficient | 42 | Basic Literacy Skills Deficient | 1 = Yes<br>2 = No<br>9 = Not applicable/Not reported | | | |
| 40 Date | 23. Date of Eligibility Determination | | | YYYYMMDD<br>Blank = did not receive core services | (A) Must be on or before the date in field 6 (Date of Participation). | (A) Date of Eligibility Determination is after the Date of Participation. | (A) Warning |
| 41 Date | 24. Date of First Intensive Service | 47 | Date of First Intensive Service | YYYYMMDD<br>Blank = did not receive intensive services | (A) Must be on or later than the date in field 6 (Date of Participation).<br><br>(B) Must be on or earlier than the date in field 70 (Date of Exit). | (A) Date of First Intensive Service is before the Date of Participation.<br><br>(B) Date of First Intensive Service is after the Date of Exit. | (A) Warning<br><br>(B) Warning |
| 42 Date | 25. Date of First Training Service | 48 | Date of First Training Service | YYYYMMDD<br>Blank = did not receive training services | (A) Must be on or later than the date in field 6 (Date of Participation).<br><br>(B) Must be on or earlier than the date in field 70 (Date of Exit). | (A) Date of First Training Service is before the Date of Participation.<br><br>(B) Date of First Training Service is after the Date of Exit. | (A) Warning<br><br>(B) Warning |
| | 26. Actual Total Hours | | | | | | |

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| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 43 Numeric | 26a. Basic Skills Training funded by 167 grant. | 49 | Basic Skills Training funded by 167 grant | 0000 | (A) Values above 5,000 will be flagged for review. <br><br>(B) Must be 0 if field 41 is blank. | (A) Total hours of Basic Skills Training funded by 167 grant is above 5000. <br><br>(B) Basic Skills Training funded by 167 grant must be 0 if participant did not receive Intensive Service. | (A) Warning <br><br>(B) Warning |
| 44 Numeric | 26b. Occupational Skills Training (Non-OJT) funded by 167 grant. | 50 | Occupational Skills Training (Non-OJT) funded by 167 grant | 0000 | (A) Values above 5,000 will be flagged for your review. <br><br>(B) Must be 0 if field 42 is blank. | (A) Total hours of Occupational Skills Training (Non-OJT) funded by 167 grant is above 5000. <br><br>(B) Occupational Skills Training (Non-OJT) funded by 167 grant must be 0 if participant did not receive Training Service. | (A) Warning <br><br>(B) Warning |
| 45 Numeric | 26c. Integrated Basic/Occupational Skills Training funded by 167 grant. | 51 | Integrated Basic/Occupatio nal Skills Training funded by 167 grant | 0000 | (A) Values above 5,000 will be flagged for your review. <br><br>(B) Must be 0 if field 42 is blank. | (A) Total hours of Integrated Basic/Occupational Skills Training funded by 167 grant is above 5000. <br><br>(B) Integrated Basic/Occupational Skills Training funded by 167 grant must be 0 if participant did not receive Training Service | (A) Warning <br><br>(B) Warning |
| 46 Numeric | 26d. On-the-job Training (OJT) funded by 167 grant | 52 | On-the-Job Training (OJT) funded by 167 | 0000 | (A) Values above 5,000 will be flagged for your review. <br><br>(B) Must be 0 if field 42 is blank. | (A) Total hours of On-the-job Training (OJT) funded by 167 grant is above 5000. <br><br>(B) On-the-job Training (OJT) funded by 167 grant must be 0 if participant did not receive Training Service. | (A) Warning <br><br>(B) Warning |
| 47 Numeric | 26e. Work Experience funded by 167 grant | 53 | Work Experience funded by 167 grant | 0000 | (A) Values above 5,000 will be flagged for your review. <br><br>(B) Must be 0 if field 41 is blank. | (A) Total hours of Work Experience funded by 167 grant is above 5000. <br><br>(B) Work Experience funded by 167 grant must be 0 if participant did not receive Intensive Service. | (A) Warning <br><br>(B) Warning |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 48 Numeric | 27. Received Worker Safety Training | 54 | Received Worker Safety Training | 1 = Yes<br>2 = No | (A) Must be 2 if fields 41 and 42 are blank. | (A) Must not receive Worker Safety Training if participant did not receive Intensive Service and Training Service. | (A) Warning |
| 49 Numeric | 28. Enrolled in a program or activity leading to an educational or occupational credential or license. | 55 | Enrolled in a program or activity leading to an educational or occupational credential or license | 1 = Yes<br>2 = No | (A) Must be 2 if fields 41 and 42 are blank. | (A) Must not enroll in a program or activity leading to an educational or occupational credential or license if participant did not receive Intensive Service and Training Service. | (A) Warning |
| 50 Numeric | 29. Occupational Skills Training Code | 57 | Occupational Skills Training Code | 00000000<br>Blank or 0 = not available or not known. | (A) Must not be blank if any of fields 44 45 or 46 are greater than 0.<br>(B) Must be blank if fields 44, 45 and 46 are all 0. | (A) Occupational Skills Training Code must not be blank if any of the Occupational Skills Training (Non-OJT) funded by 167 grant, Integrated Basic/Occupational Skills Training funded by 167 grant, and On-the-job Training (OJT) funded by 167 grant are greater than 0.<br><br>(B) Occupational Skills Training Code must be blank if Occupational Skills Training (Non-OJT) funded by 167 grant, Integrated Basic/Occupational Skills Training funded by 167 grant, and On-the-job Training (OJT) funded by 167 grant are ALL 0. | (A) Warning<br>(B) Warning |
| | 30. Related Assistance Services Received | | | | | | |
| 51 Numeric | 30a. Transportation | 58 | Transportation | 1 = Yes<br>2 = No | | | |
| 52 Numeric | 30b. Health Care | 59 | Health Care | 1 = Yes<br>2 = No | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 53 Numeric | 30c. Family Care (including child care) | 60 | Family Care (including child care) | 1 = Yes<br>2 = No | | | |
| 54 Numeric | 30d. Housing, Resettlement, or Rental Assistance | 61 | Housing, Resettlement, or Rental Assistance | 1 = Yes<br>2 = No | | | |
| 55 Numeric | 30e. Nutritional Assistance | 62 | Nutritional Assistance | 1 = Yes<br>2 = No | | | |
| 56 Numeric | 30f. Translation and Interpretation Services | 63 | Translation and Interpretation Services | 1 = Yes<br>2 = No | | | |
| 57 Numeric | 30g. Other | 64 | Other | 1 = Yes<br>2 = No | | | |
| | 31. Partner Program Participation | | | | | | |
| 58 Numeric | 31a. Concurrent Participation: WIA Title I State/local program (Subtitle B) | 67 | Concurrent Participation: WIA Title I State/local program (Subtitle B) | 1 = Yes<br>Blank or 0 = did not receive any services financially assisted under WIA Title I-B. | | | |
| 59 Numeric | 31b. Concurrent Participation: Adult Education | 68 | Concurrent Participation: Adult Education | 1 = Yes<br>Blank or 0 = did not receive any services financially assisted under WIA Title II. | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 60 Numeric | 31c. Concurrent Participation: Native American Programs | 70 | Concurrent Participation: Native American programs | 1 = Yes<br><br>Blank or 0 = did not receive any services financially assisted under WIA Title I-D. | | | |
| 61 Numeric | 31d.Concurrent Participation: Veterans Workforce Investment Programs | 71 | Concurrent Participation: Veterans' Workforce Investment Programs | 1 = Yes<br><br>Blank or 0 = did not receive any services financially assisted by either DVOP/LVER funds (WIA section 121(b)(1)(B)(ix)) or WIA section 168. | | | |
| 62 Numeric | 31e.Concurrent Participation: Trade Adjustment Act (TAA) | 72 | Concurrent Participation: Trade Adjustment Act (TAA) | 1 = Yes<br><br>Blank or 0 = did not receive any services financially assisted under TAA (WIA section 121(b)(1)(B)(viii)). | | | |
| 63 Numeric | 31f.Concurrent Participation: Vocational Education | 74 | Concurrent Participation: Vocational Education | 1 = Yes<br><br>Blank or 0 = did not receive any services financially assisted under the Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2471) (WIA section 121(b)(1)(B)(vii)) | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 64 Numeric | 31g.Concurrent Participation: Vocational Rehabilitation | 75 | Concurrent Participation: Vocational Rehabilitation | 1 = Yes<br><br>Blank or 0 = did not receive any services financially assisted parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.) WIA title IV | | | |
| 65 Numeric | 31h.Concurrent Participation: Wagner-Peyser | 76 | Concurrent Participation: Wagner-Peyser | 1 = Yes<br><br>Blank or 0 = did not receive any services financially assisted under the Wagner-Peyser Act (29 USC 49 et seq.) WIA section 121(b)(1)(B)(ii). | | | |
| 66 Numeric | 31i.Concurrent Participation: Title V activities | 78 | Concurrent Participation: Title V activities | 1 = Yes<br><br>Blank or 0 = did not receive any services financially assisted under the Older Americans Act of 1998 (WIA section 121(b)(1)(B)(vi). | | | |
| 67 Numeric | 31j.Concurrent Participation: Employment and Training Programs under Dept. HUD | 80 | Concurrent Participation: Employment and Training programs carried out by the Dept. of Housing and Urban Development | 1 = Yes<br><br>Blank or 0 = did not receive any employment and training services financially assisted by the U.S. Department of Housing and Urban Development | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 68 Numeric | 31k.Concurrent Participation: Other WIA and non-WIA programs | 81 | Concurrent Participation: Other non-WIA programs | 1 = Yes<br><br>Blank or 0 = did not receive any services financially assisted by any other WIA and non-WIA program not listed above | | | |
| 69 Numeric | 32. Pell Grant Recipient | 82 | Pell Grant Recipient | 1 = Yes<br>2 = No | | | |
| 70 Date | 33. Date of Exit | 83 | Date of Exit | YYYYMMDD | (A) Must be on or after the date in field 6 (Date of Participation) | (A) Date of Exit must not be before the Date of Participation. | (A) Reject |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 71<br><br>Numeric | 34. Category of Exit | 84 | Category of Exit | 1 = Employment and Training Exiter<br><br>2 = Related Assistance Services ONLY Exiter<br><br>3 = Other Reasons for Exit | (A) Must equal 1 or 3 if either field 41 or field 42 is not blank, or if any of fields 43-47 are greater than 0.<br><br>(B) May only equal 2 if field 42 is blank and all of fields 43-47 are 0.<br><br>(C) If equals 2, then at least one of fields 51-57 must be 1. | (A) Must be Employment and Training Exiter or Other Reasons Exiter if either Date of First Intensive Service (field 41) or Date of First Training Service (field 42) is not blank, or if any of the total hours of Basic Skills Training, Occupational Skills Training, Integrated Basic/Occupational Skills Training, OJT, and Work Experience funded by 167 grant (fields 43-47) is greater than 0.<br><br>(B) May only be Related Assistance Services ONLY Exiter if Date of First Training Service (field 42) is blank and all of the total hours of Basic Skills Training, Occupational Skills Training, Integrated Basic/Occupational Skills Training, OJT, and Work Experience funded by 167 grant (fields 43-47) are 0.<br><br>(C) If Related Assistance Services ONLY Exiter, then at least one of Transportation, Healthcare, Family Care, Housing/Resettlement/Rental Assisstance, Nutritional Assistance, Translation and Interpretation Services, and Other (fields 51-57) must be 1. | (A) Reject<br><br>(B) Reject<br><br>(C) Reject |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 72 Numeric | 35. Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit) | 85 | Other Reasons for Exit | 1 = Institutionalized<br>2 = Health/Medical<br>3 = Deceased<br>4 = Entered Advanced Training<br>5 = Entered Post-Secondary Education<br>6 = Moved/Cannot Locate/Voluntary Separation<br>7 = Family Care<br>8= Reserve Forces Called to Active Duty<br>9 = Not a Valid SSN<br>Blank or 0 = exited for a reason other than one of the conditions above. | (A) Must be blank or 0 unless field 71=3.<br><br>(B) Must be in the range of 1 to 9 if field 71=3. | (A) Other Reasons for Exit must not be 1-9 if Category of Exit is 1 or 2.<br><br>(B) Other Reasons for Exit must be 1-9 if Category of Exit is 3. | (A) Warning<br>(B) Warning |
| 73 Date | 36. Date Placed in Unsubsidized Employment | 86 | Date Entered Unsubsidized Employment | YYYYMMDD<br>Blank = did not enter unsubsidized employment. | (A) Must be blank if field 71 is not 1.<br><br>(B) If not blank, then date must be on or after the date in field 6 (Date of Participation).<br><br>(D) Must be on or before the date in field 70 (Date of Exit). | (A) Date Placed in Unsubsidized Employment must be blank if participant is not an Employment and Training Exiter<br><br>(B) If Date Placed in Unsubsidized Employment is not blank, it must not be before the Date of Participation.<br><br>(C) Date Placed in Unsubsidized Employment must not be after the Date of Exit. | (A) Warning<br>(B) Warning<br>(C) Warning |
| | 37. For Those Who Were Placed in Employment, Check Yes for All that Apply | | | | | | |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 74 Numeric | 37a. Entered Qualified Apprenticeship Program | 87 | Entered Qualified Apprenticeship Program | 1 = Yes<br>2 = No | (A) Must be 2 if field 73 is blank. | (A) Participant must not enter Qualified Apprenticeship Program if Date Placed in Unsubsidized Employment is blank. | (A) Warning |
| 75 Numeric | 37b. Entered Military Service | 88 | Entered Military Service | 1 = Yes<br>2 = No | (A) Must be 2 if field 73 is blank. | (A) Participant must not enter Military Service if Date Placed in Unsubsidized Employment is blank. | (A) Warning |
| 76 Numeric | 37c. Self-Employment | 89 | Self-Employment | 1 = Yes<br>2 = No | (A) Must be 2 if field 73 is blank. | (A) Participant must not have self-employment if Date Placed in Unsubsidized Employment is blank. | (A) Warning |
|  | 38. For Those Who Were Placed in Employment, Provide Employment Information |  |  |  |  |  |  |
| 77 Numeric | 38a. Hours Worked per Week | 90 | Hours Worked per Week | 00 | (A) Must be 00 if field 73 is blank.<br><br>(B) Must be in the range 1 through 99 if field 73 has a valid date. | (A) Hours Worked per Week must be 0 if Date Placed in Unsubsidized Employment is blank.<br><br>(B) Hours Worked per Week must be from 1-99 if there is a valid Date Placed in Unsubsidized Employment. | (A) Warning<br><br>(B) Warning |
| 78 Currency | 38b. Hourly Wage at Placement | 91 | Hourly Wage at Placement | 00.00 | (A) Must be 00.00 if field 73 is blank.<br><br>(B) Must be in the range of 1.00 to 99.99 if field 73 has a valid date<br><br>(C) Must not below 5.15 if field 73 has a valid date | (A) Hourly Wage at Placement must be 00.00 if Date Placed in Unsubsidized Employment is blank.<br><br>(B) Hourly Wage at Placement must be from 1.00-99.00 if there is a valid Date Placed in Unsubsidized Employment.<br><br>(C) Hourly Wage at Placement must not be below $5.15 if there is a valid Date Placed in Unsubsidized Employment. | (A) Warning<br><br>(B) Warning<br><br>(C) Warning |

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| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 79 Numeric | 38c. Fringe Benefits Available/Received | 92 | Fringe Benefits Available/Received | 1 = Yes<br>2 = No<br>0 = not placed into unsubsidized employment. | (A) Must be 1 or 2 if field 73 is not blank.<br>(B) Cannot be 1 unless field 73 has a valid date. | (A) Fringe Benefits Available/Received must be 1 or 2 if Date Placed in Unsubsidized Employment is not blank.<br>(B) Fringe Benefits Available/Received cannot be 1 unless Date Placed in Unsubsidized Employment has a valid date. | (A) Warning<br>(B) Warning |
| 80 Numeric | 38d. Occupational Code: Code | 94 | Occupational Code: Code | 00000000<br>Blank or 00000000 = not available or not known. | (A) If field 73 is not blank, then must be a valid O*Net code.<br>(B) If field 73 is not blank then must not be blank.<br>(C) If field 73 is blank then must be blank. | (A) Occupational Code must be a valid O*Net code if there is a valid Date Placed in Unsubsidized Employment.<br>(B) Occupational Code must not be blank if Date Placed in Unsubsidized Employment is not blank.<br>(C) Occupational Code must be blank if Date Placed in Unsubsidized Employment is blank. | (A) Warning<br>(B) Warning<br>(C) Warning |
| 81 Numeric | 38e. FIPS Code of State Where Job is Located | 95 | FIPS Code of State Where Job is Located | 00 | (A) If field 73 is not blank then must be a valid FIPS state code<br>(B) Must be 00 if field 73 is blank. | (A) There must be a valid FIPS state code if Date Placed in Unsubsidized Employment is not blank.<br>(B) FIPS state code must be 00 if Date Placed in Unsubsidized Employment is blank. | (A) Warning<br>(B) Warning |
| 82 Numeric | 38f. Job Covered by Unemployment Insurance | 96 | Job Covered by Unemployment Insurance | 1 = Yes<br>2 = No<br>Blank = not placed in unsubsidized employment | (A) Must be 1 or 2 if field 73 is not blank.<br>(B) Must be blank (or 2) if field 73 is blank. | (A) If there is a valid Date Placed in Unsubsidized Employment, then Job Covered by Unemployment Insurance must be 1 or 2.<br>(B) If Date Placed in Unsubsidized Employment is blank, then Job Covered by Unemployment Insurance must be blank (or 2). | (A) Warning<br>(B) Warning |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 83 Numeric | 38g. Was Employment Training Related | 97 | Was Employment Training Related? | 1 = Yes 2 = No Blank = not placed in unsubsidized employment | (A) Must be 1 or 2 if field 73 is not blank. (B) Must be blank (or 2) if field 73 is blank | (A) If there is a valid Date Placed in Unsubsidized Employment, then Was Employment Training Related must be 1 or 2. (B) If Date Placed in Unsubsidized Employment is blank, then Was Employment Training Related must be blank (or 2). | (A) Warning (B) Warning |
| 84 Numeric | 38h. Entered Non-Traditional Employment | 99 | Entered Non-Traditional Employment | 1 = Yes 2 = No Blank = not placed in unsubsidized employment | (A) Must be 1 or 2 if field 73 is not blank. (B) Must be blank (or 2) if field 73 is blank | (A) If there is a valid Date Placed in Unsubsidized Employment, then Entered Non-Traditional Employment must be 1 or 2. (B) If Date Placed in Unsubsidized Employment is blank, then Entered Non-Traditional Employment must be blank (or 2). | (A) Warning (B) Warning |
| 85 Numeric | 39. Attainment of recognized educational or occupational certificate, credential, diploma or degree | 100 | Attainment of state recognized educational or occupational certificate, credential, diploma or degree | 1 = Yes 2 = No | (A) Cannot equal 1 if field 49 equals 2. | (A) If participant was not enrolled in a program or activity leading to an educational or occupational credential or license (field 49=2), then there should be no Attainment of recognized educational or occupational certificate, credential, diploma or degree. | (A) Warning |
| | 40. Type of recognized educational or occupational certificate, credential, diploma or degree | | | | | | |
| 86 Numeric | 40a. High school diploma or equivalent (including GED). | 101 | High school diploma or Equivalent (including GED) | 1 = Yes 2 = No | (A) Cannot be 1 unless field 85=1. | (A) If participant didn't attain recognized certificate, credential, diploma or degree, then high school diploma or equivalent (including GED) cannot be 1. | (A) Warning |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 87 Numeric | 40b. AA or AS diploma or degree | 102 | AA or AS Diploma or Degree | 1 = Yes<br>2 = No | (A) Cannot be 1 unless field 85=1. | (A) If participant didn't attain recognized certificate, credential, diploma or degree, then AA or AS diploma or degree cannot be 1. | (A) Warning |
| 88 Numeric | 40c. BA or BS diploma or degree | 103 | BA or BS Diploma or Degree | 1 = Yes<br>2 = No | (A) Cannot be 1 unless field 85=1. | (A) If participant didn't attain recognized certificate, credential, diploma or degree, then BA or BS diploma or degree cannot be 1. | (A) Warning |
| 89 Numeric | 40d. Occupational skills license | 104 | Occupational Skills License | 1 = Yes<br>2 = No | (A) Cannot be 1 unless field 85=1. | (A) If participant didn't attain recognized certificate, credential, diploma or degree, then Occupational skills license cannot be 1. | (A) Warning |
| 90 Numeric | 40e. Occupational skills certificate or credential | 105 | Occupational Skills Certificate or Credential | 1 = Yes<br>2 = No | (A) Cannot be 1 unless field 85=1. | (A) If participant didn't attain recognized certificate, credential, diploma or degree, then Occupational skills certificate or credential cannot be 1. | (A) Warning |
| 91 Numeric | 40f. Other | 106 | Other | 1 = Yes<br>2 = No | (A) Cannot be 1 unless field 85=1. | (A) If participant didn't attain recognized certificate, credential, diploma or degree, then other types of credential cannot be 1. | (A) Warning |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 92 Numeric | 41. Employed in the 1st Quarter After Exit Quarter | | | 1 = Yes<br>2 = No<br>3 = Information Not Yet Available<br>Blank = doesn't apply | (A) Must be 1, 2, or 3 if field 71=1 or if Field 71 = 3 and Field 72 equals 4, 5, or 6.<br><br>(B) Must be blank if field 71=2 or if field 71=3 AND field 72 equals 1, 2,3, 7, 8, or 9).<br><br>(C) Cannot equal 3 unless date in field 70 is within current reporting quarter.<br><br>(D) Must equal 3 if date in field 70 is within current reporting quarter. | (A) Employed in Q1 after Exit must be 1, 2, or 3 if Category of Exit (field 71) is 1, or if Category of Exit (field 71) is 3 and Other Reasons for Exit (field 72) is 4, 5, or 6.<br><br>(B) Employed in Q1 after Exit mustbe blank if Category of Exit is 2 or if Category of Exit is 3 AND Other Reasons for Exit is 1, 2,3, 7, 8, or 9).<br><br>(C) Employed in Q1 after Exit cannot equal 3 unless Date of Exit is within current reporting quarter.<br><br>(D) Employed in Q1 after Exit mustequal 3 if Date of Exit is within current reporting quarter. | (A) Warning<br><br>(B) Warning<br><br>(C) Warning<br><br>(D) Warning |
| 93 Numeric | 42. Employed in the 2nd Quarter After Exit Quarter | 108 | Has participant been employed at any time during the 4th, 5th, or 6th months after placement? | 1 = Yes<br>2 = No<br>3 = Information Not Yet Available<br>Blank = doesn't apply | (A) Must be blank if field 71=2 or if field 71=3 AND field 72 equals 1, 2,3, 7, 8, or 9) or Field 92=2.<br><br>(B) Cannot equal 3 unless date in field 70 is within current or prior reporting quarter.<br><br>(C) Must equal 3 if date in field 70 is within current or prior reporting quarter. | (A) Employed in Q2 after Exit mustbe blank if Category of Exit is 2 or if Category of Exit is 3 AND Other Reasons for Exit is 1, 2,3, 7, 8, or 9) or Employed in the 1st Quarter After Exit Quarter (field 92) is 2.<br><br>(B) Employed in Q2 after Exit cannot equal 3 unless Date of Exit is within current or prior reporting quarter.<br><br>(C) Employed in Q2 after Exit mustequal 3 if Date of Exit is within current or prior reporting quarter. | (A) Warning<br><br>(B) Warning<br><br>(C) Warning |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 94<br>Numeric | 43. Employed in the 3rd Quarter After Exit Quarter | 109 | Is participant currently employed at follow-up | 1 = Yes<br><br>2 = No<br><br>3 = Information Not Yet Available<br><br>Blank = doesn't apply | (A) Must be blank if field 71=2 or if field 71=3 AND field 72 equals 1, 2,3, 7, 8, or 9) or Field 92=2.<br><br>(B) Cannot equal 3 unless date in field 70 is within current or 2 prior reporting quarters.<br><br>(C) Must equal 3 if date in field 70 is within current or 2 prior reporting quarters. | (A) Employed in Q3 after Exit mustbe blank if Category of Exit is 2 or if Category of Exit is 3 AND Other Reasons for Exit is 1, 2,3, 7, 8, or 9) or Employed in the 1st Quarter After Exit Quarter (field 92) is 2.<br><br>(B) Employed in Q3 after Exit cannot equal 3 unless Date of Exit is within current or 2 prior reporting quarters.<br><br>(C) Employed in Q3 after Exit mustequal 3 if Date of Exit is within current or 2 prior reporting quarters. | (A) Warning<br><br>(B) Warning<br><br>(C) Warning |
| 95<br>Numeric | 44. Wages 2nd & 3rd Quarters After Exit Quarter | 110 | Hourly wage if employed at follow-up | 00000<br><br>99999 = data not available<br><br>Blank = doesn't apply | (A) Must be greater than or equal to 0 if field 71=1 or if field 71 = 3 (and Field 72 equals 4, 5, or 6) and Field 92=1.<br><br>(B) Must be blank if field 71=2 or if field 71=3 AND field 72 equals 1, 2,3, 7, 8, or 9) or Field 92=2.<br><br>(C) Cannot equal 99999 unless date in field 70 is within current or 2 prior reporting quarters.<br><br>(D) Must equal 99999 if date in field 70 is within current or 2 prior reporting quarters. | (A) Wages 2nd & 3rd Quarters After Exit Quarter must be greater than or equal to 0 if Category of Exit (field 71) is 1, or if Category of Exit (field 71) is 3 AND Other Reasons for Exit (field 72) is 4, 5, or 6) and Employed in the 1st Quarter After Exit Quarter (field 92) is 1.<br><br>(B) Wages 2nd & 3rd Quarters After Exit Quarter mustbe blank if Category of Exit is 2 or if Category of Exit is 3 AND Other Reasons for Exit is 1, 2,3, 7, 8, or 9) or Employed in the 1st Quarter After Exit Quarter (field 92) is 2.<br><br>(C) Wages 2nd & 3rd Quarters After Exit Quarter cannot equal 99999 unless Date of Exit is within current or 2 prior reporting quarters.<br><br>(D) Wages 2nd & 3rd Quarters After Exit Quarter mustequal 99999 if Date of Exit is within current or 2 prior reporting quarters. | (A) Warning<br><br>(B) Warning<br><br>(C) Warning<br><br>(D) Warning |

| Field Number & Type | WIASPR Item and Description | Old Field Number & Type | Old Data Item and Description | Valid Values | Edit Check Logic | Error Message | Error Type |
|---|---|---|---|---|---|---|---|
| 96 | WIB Name | 129 | WIB Name | | | | |
| 97 | Office Name | 130 | Office Name | | | | |
| 98 | Case Manager | 131 | Case Manager | | | | |
| 99 | User Field | 132 | User Field | | | | |

# APPENDIX A

# PERFORMANCE MEASURE SPECIFICATIONS

This appendix provides the specifications used to assign the NFJP exiter records to performance outcome groups and to calculate the entered employment, employment retention, average earnings, and optional six months earnings increase measures.

## I.   PERFORMANCE OUTCOME GROUP SPECIFICATIONS

NFJP calculates its measures using a rolling four quarters.  The four NFJP performance measures are the Entered Employment Rate (EER), Employment Retention Rate (ERR), Average Earnings, and Six Months Earnings Increase. They are calculated as follows:

**EER:** o*f those who are not employed at the date of participation*, the number of participants who are employed in the first quarter after the exit quarter (i.e., WIASPR field 91=1) divided by the number of participants who exit during the quarter (and who receive job-related core, intensive, or training services; i.e., WIASPR field 70=1 or 3 [if field 71=4, 5, or 6]).

**ERR:** *of those who are employed in the first quarter after the exit quarter* (i.e., WIASPR field 91=1), the number of participants who are employed in both the $2^{nd}$ and $3^{rd}$ quarters after the exit quarter (WIASPR Fields 92 and 93=1) divided by the number of participants who exit during the quarter.

**Average Earnings:** This measure is calculated as follows:  *of those who are employed in the first, second, and third quarters after the exit quarter* (i.e., WIASPR fields 91, 92 and 93=1), total earnings in the $2^{nd}$ and $3^{rd}$ quarters after exit (i.e., WIASPR field 94) divided by the number of participants who exit during the report period.[1]

**Six Months Earnings Increase**:  *of those who are employed in the first quarter after the exit quarter* (i.e., WIASPR field 91=1), total earnings in the $2^{nd}$ and $3^{rd}$ quarters after exit (i.e., WIASPR field 94) minus total six-month pre-program earnings (i.e., WIASPR field 26).  This total is then divided by the number of participants who exit during the report period.[1]

The Performance Measure report generated by the NFJPDV software lists the four NFJP performance measures as well as the numerators and denominators used to

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[1] See Table A.2 on page A.11.

calculate each measure. The numerators and denominators are derived from the number of participants assigned to each of the corresponding performance outcome groups by the NFJPDV software.

Figure A.1 shows how the individual records in the NFJP file are assigned by the software to one of 16 performance outcome groups based on the participants' pre- and post-program employment status, employment retention status, exit quarter, and the source used for recording participant earnings. The NFJPDV determines the number of participants who fit each outcome group and computes the four performance measures based on the number of participants in each group. Table A.1. below shows the specific date ranges for the exit cohorts in Figure A.1.

Organizing the records into outcome groups serves two purposes. First, it provides the numerical counts used in calculating the performance outcome measures (see Section II for the detailed specifications). Second, it serves as a useful tool for analyzing performance outcomes and factors that may influence performance.

Columns 8 through 13 of Figure A.1 show how the count of participants in each group, or the sum of their earnings for the average earnings measure, is used in the calculation of each performance measure. For example, participants in group 4 are included in the numerators and denominators of the entered employment and retention rates, and their earnings are included in the numerators of the average earnings and six month earnings increase measures.

FIGURE A.1

16 GROUPS OF NFJP EXITERS USED TO CALCULATE
ENTERED EMPLOYMENT, RETENTION, AVERAGE EARNINGS, AND SIX MONTH EARNINGS
INCREASE

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Group | Exit Qtr | Category of Exit | Emp Status at Part | Emp Qtr+1 | Emp Qtr+2/+3 | EER Num | EER Den | ERR Num | ERR Den | Avg Earnings | Six Month Earnings Increase |
| Group A | 1 | 1&2 qtrs prior to report qtr | E&T | Unemp | Yes | Pend | Yes | Yes | No | No | No | No |
| Group A | 2 | 1&2 qtrs prior to report qtr | E&T | Unemp | No | N/A | No | Yes | No | No | No | No |
| Group A | 3 | 1&2 qtrs prior to report qtr | E&T | Emp | Yes | Pend | No | No | No | No | No | No |
| Group B | 4 | 3&4 qtrs prior to report qtr | E&T | Unemp | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Group B | 5 | 3&4 qtrs prior to report qtr | E&T | Unemp | Yes | No | Yes | Yes | No | Yes | No | Yes |
| Group B | 6 | 3&4 qtrs prior to report qtr | E&T | Unemp | No | N/A | No | Yes | No | No | No | No |
| Group B | 7 | 3&4 qtrs prior to report qtr | E&T | Emp | Yes | Yes | No | No | Yes | Yes | Yes | Yes |
| Group B | 8 | 3&4 qtrs prior to report qtr | E&T | Emp | Yes | No | No | No | No | Yes | No | Yes |
| Group C | 9 | 5&6 qtrs prior to report qtr | E&T | Unemp | Yes | Yes | No | No | Yes | Yes | Yes | Yes |
| Group C | 10 | 5&6 qtrs prior to report qtr | E&T | Unemp | Yes | No | No | No | No | Yes | No | Yes |
| Group C | 11 | 5&6 qtrs prior to report qtr | E&T | Unemp | No | N/A | No | No | No | No | No | No |

A.4

**Group D**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 12 | 5&6 qtrs prior to report qtr | E&T | Emp | Yes | Yes | No | No | No | No | Yes | Yes | Yes |
| 13 | 5&6 qtrs prior to report qtr | E&T | Emp | Yes | No | No | No | No | Yes | Yes | No | Yes |
| 14 | 1-6 qtrs prior to report qtr | E&T | Emp | No | N/A | No | No | No | No | No | No | No |
| 15 | 1-6 qtrs prior to report qtr | Exclusion | NA | NA | NA | No | No | No | No | No | No | No |
| 16 | 1-6 qtrs prior to report qtr | Related Assist | NA | NA | NA | No | No | No | No | No | No | No |

TABLE A.1.  EXIT COHORT TABLE

| A | B | C | D | E |
|---|---|---|---|---|
| **Exit Quarter** | **1st Quarterly Report**<br>Due: November PY | **2nd Quarterly Report**<br>Due: February PY+1 | **3rd Quarterly Report**<br>Due: May PY+1 | **4th Quarterly Report**<br>Due: August PY+1 |
| 1&2 Quarters Prior | Start Date: 1/1/PY<br>End Date: 6/30/PY | Start Date: 4/1/PY<br>End Date: 9/30/PY | Start Date: 7/1/PY<br>End Date: 12/31/PY | Start Date: 10/1/PY<br>End Date: 3/31/PY+1 |
| 3&4 Quarters Prior | Start Date: 7/1/PY-1<br>End Date: 12/31/PY-1 | Start Date: 10/1/PY-1<br>End Date: 3/31/PY | Start Date: 1/1/PY<br>End Date: 6/30/PY | Start Date: 4/1/PY<br>End Date: 9/30/PY |
| 5&6 Quarters Prior | Start Date: 1/1/PY-1<br>End Date: 6/30/PY-1 | Start Date: 4/1/PY-1<br>End Date: 9/30/PY-1 | Start Date: 7/1/PY-1<br>End Date: 12/31/PY-1 | Start Date: 10/1/PY-1<br>End Date: 3/31/PY |
| 1-6 Quarters Prior | Start Date: 1/1/PY-1<br>End Date: 6/30/PY | Start Date: 4/1/PY-1<br>End Date: 9/30/PY | Start Date: 7/1/PY-1<br>End Date: 12/31/PY | Start Date: 10/1/PY-1<br>End Date: 3/31/PY+1 |

## II. PERFORMANCE MEASURE CALCULATION SPECIFICATIONS

The following specifications are used by the NFJPDV software to calculate the four NFJP performance measures.

**Entered Employment Rate**

**Numerator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**
> (CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND**
> (EMPLOYMENT STATUS AT PARTICIPATION = 2 **OR** EMPLOYMENT STATUS AT PARTICIPATION = 3)

**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

**divided by**

**Denominator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**
> (CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND**
> (EMPLOYMENT STATUS AT PARTICIPATION = 2 **OR** EMPLOYMENT STATUS AT PARTICIPATION = 3)

**Numerator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**
    (CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))
**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1
**AND** EMPLOYED IN 2ND QUARTER AFTER EXIT QUARTER = 1
**AND** EMPLOYED IN 3RD QUARTER AFTER EXIT QUARTER = 1

**Employment Retention Rate**

**divided by**

**Denominator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**
    (CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))
**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

**Numerator:**

Sum of (WAGES 2nd and 3rd QUARTERS AFTER THE
EXIT QUARTER) where DATE OF EXIT is within the
reporting period **AND**
> (CATEGORY OF EXIT = 1 **OR** (CATEGORY OF
> EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4
> **OR** OTHER REASONS FOR EXIT = 5  **OR** OTHER
> REASONS FOR EXIT = 6)))

**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT
QUARTER = 1
**AND** EMPLOYED IN 2ND QUARTER AFTER EXIT
QUARTER = 1
**AND** EMPLOYED IN 3RD QUARTER AFTER EXIT
QUARTER = 1

**Average
Earnings**

**divided by**

**Denominator:**

Count of unique RECORDs where DATE OF EXIT is within
the reporting period **AND**
> (CATEGORY OF EXIT = 1 **OR** (CATEGORY OF
> EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4
> **OR** OTHER REASONS FOR EXIT = 5  **OR** OTHER
> REASONS FOR EXIT = 6)))

**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT
QUARTER = 1
**AND** EMPLOYED IN 2ND QUARTER AFTER EXIT
QUARTER = 1
**AND** EMPLOYED IN 3RD QUARTER AFTER EXIT
QUARTER = 1

**Six Month Earnings Increase**

**Numerator:**

Sum of (WAGES 2ND & 3RD QUARTERS AFTER EXIT QUARTER) MINUS (SIX MONTHS PRE-PROGRAM EARNINGS) where DATE OF EXIT is within the reporting period **AND**
> (CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

**divided by**

**Denominator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**
> (CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

These NFJP measures are calculated using the most recent four quarters of available data to calculate each measure. Consequently, there are different exit cohorts used to calculate the measures – one exit cohort for the entered employment rate and another exit cohort for the retention and earnings measures. Table A.2 provides these exit date ranges for each report quarter.

TABLE A.2 PERFORMANCE MEASURE EXIT COHORTS TABLE

| A | B | C | D | E |
|---|---|---|---|---|
| **Performance Measure** | **1st Quarterly Report**<br>Due: November PY | **2nd Quarterly Report**<br>Due: February PY+1 | **3rd Quarterly Report**<br>Due: May PY+1 | **4th Quarterly Report**<br>Due: August PY+1 |
| Entered Employment Rate Exit Cohort | Start Date: 7/1/PY-1<br>End Date: 6/30/PY | Start Date: 10/1/PY-1<br>End Date: 9/30/PY | Start Date: 1/1/PY<br>End Date: 12/31/PY | Start Date: 4/1/PY<br>End Date: 3/31/PY+1 |
| Retention and Earnings Exit Cohorts | Start Date: 1/1/PY-1<br>End Date: 12/31/PY-1 | Start Date: 4/1/PY-1<br>End Date: 3/31/PY | Start Date: 7/1/PY -1<br>End Date: 6/30/PY | Start Date: 10/1/PY-1<br>End Date: 9/30/PY |

**APPENDIX B**

**DEV SAMPLING AND ERROR RATE ESTIMATION**

The primary data validation objective is to compute error rates for performance measures. Further objectives are (1) to identify the sources of error (that is, which data elements or which kinds of cases are more prone to error) and (2) to provide an error rate for selected data elements whether or not they are used in calculating performance results.

This appendix discusses the general approach to data validation and error rate estimation (section A) and provides detailed sampling specifications for NFJP (section B).

## A.  GENERAL APPROACH

The sample design for NFJP is a stratified, random sample. The software randomly selects records with differential sampling rates by the type of record. Sample sizes vary by grantee, with smaller grantees having smaller samples than larger grantees for two reasons. First, to achieve a given level of precision, smaller grantees require smaller sample sizes than larger grantees. Second, to reduce the burden on smaller grantees, precision requirements are relaxed.

After the records are validated, the software uses two methods to calculate the error rate estimates for each element subject to validation. With the first method (overall error rate), the error rate for each data element equals the total number of records in error for the element divided by the total number of records sampled, weighted to account for the over- and under-sampling of particular types of records.

Because particular data elements may not be present in every record and thus are not validated, the second method (reported data error rate) only includes in the denominator those records for which a particular data element was validated. With this method of calculation, the error rate equals the total number of records in error divided by the number of records for which the particular data element was validated, weighted to account for the over- and under-sampling of particular types of records.

For example, 100 records are sampled, only 50 of those have a particular data element, and 5 errors are identified. The overall error rate is 5 divided by 100, or 5 percent, and reported data error rate is 5 divided by 50, or 10 percent.[1]

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[1]This calculation is not weighted.

## B. SAMPLING FOR DATA VALIDATION

Sampling for data validation of NFJP is straightforward. First, the software weights the records based on the importance of the data in measuring performance. Records that are not included in performance (i.e., records where Category of Exit = 2 or Category of Exit = 3 and Other Reason for Exit = 1, 2, 3, 7, 8, or 9) receive a weight of 1. Records that are included in performance (i.e., records where Category of Exit = 1 or Category of Exit = 3 and Other Reason for Exit = 4, 5, or 6) and are unemployed in the 1st quarter after the exit quarter receive a weight of 2. Records that are included in performance and are employed in the 1st quarter after the exit quarter receive a weight of 3.

Next, the software selects the individual records to validate. The probabilities of selection are proportional to the weights assigned to the records. Consequently, the sample will contain a greater proportion of records that are included in the numerators for both the entered employment rate and the retention rate than would be selected in a simple random sample.

Table B.1 illustrates how the software determines the sample size. Column A provides ranges for the number of exiters. Depending upon the number of exiters, the software selects a level of precision, shown in Column B.[2] Column C provides a range for the number of records to be sampled for data validation. For example, as shown in Row 2, if a grantee has 200 exiters, the software selects a sample between 0 and 83 records to validate to provide a level of precision of 4 percent.

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[2]Precision is determined by the confidence interval. Confidence intervals measure the accuracy of the estimate. For example, a data element might have a 7 percent +/- 2 percent error rate. The +/- 2 percent is the confidence interval. In this example, the confidence interval means that the actual error rate is between 5 percent and 9 percent.

## TABLE B.1
## EXITER RECORD SAMPLING

|  | A | B | C |
|---|---|---|---|
|  | # of Exiters | Confidence Interval[3] | Range of Sample |
| 1 | 300 or greater | 3.5% | 100-150[4] |
| 2 | 0-299 | 4% | 0-83 |

After the sampled records are validated, the software determines the error rates for the data elements. Because the software stratifies the samples, it must weight the validation results. Using these weights, the software determines the weighted error rates.[5]

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[3]Several factors are incorporated into the calculation of the confidence interval. Because of the small sample size, the finite population correction (fpc) is incorporated into the calculations. Assumptions about the accuracy of the error estimate are also incorporated. The calculations assume a confidence interval at a 0.05 level for a two-tail test.

[4]No grantee will be required to sample more than 150 exiters per group.

[5] The validation methodology determines when errors of inclusion, that is participant records that were wrongly included in the reported performance measure calculations, have occurred. The methodology is unlikely to identify errors of exclusion, that is participant records that were wrongly excluded from the reported performance measure calculations.

# APPENDIX C

# NFJP DATA ELEMENT VALIDATION INSTRUCTIONS

This appendix presents the data elements to be validated with their associated WIASPR number, element definitions, valid values, federal validation sources, state/grantee sources, and validation instructions needed to perform data element validation. The federal sources are the generic, federally recommended source documentation. The "State/Grantee Sources" column can be used to enter grantee-specific versions of the federally approved documentation.

Two types of validation rules exist:

1. If the validation instruction cell says MATCH: Enter a checkmark in the box in the pass column if the data on the validation worksheet match the data in the source documentation. Enter a checkmark in the box in the fail column if the data on the worksheet do not match the data in the source documentation or if no source documentation is found. To match, the data on the worksheet must be the same as the data in the source documentation. For example, if the worksheet says a participant's date of birth is July 1, 1975, then the source documentation must also have July 1, 1975 as the birth date.

2. If the validation instruction says SUPPORT: Enter a checkmark in the box in the pass column if the data on the validation worksheet are supported by the data in the source documentation. Enter a checkmark in the box in the fail column if the data on the worksheet are not supported by the data in the source documentation or if no source documentation is found. To support, the data on the worksheet must be similar to the data in the source documentation. This instruction is used when information must be interpreted or processed before it can be applied to the participant's records. For example, source documentation can support farmworker status in different ways, by a code or narrative or other information.

For the most part, the definition of a particular source is clear. Grantees may, however, have questions about three sources—Grantee Management Information System (MIS), Self-Attestation, and Case Notes. Definitions for these three types of source documentation are:

1. MIS:  Unless otherwise noted, MIS refers to specific, detailed information that supports an element that is stored in the grantee's information system.  An indicator alone, such as a checkmark on a computer screen, is not acceptable source documentation.  For example, a grantee's MIS is acceptable source documentation for date of exit if it identifies the last service received in addition to the date on which that service was received.

2. Self-Attestation:  Self-attestation occurs when a participant states his or her status for a particular data element and then signs and dates a form acknowledging this status.  The key elements for self-attestation are:  (a) the participant identifying his or her status for permitted elements and (b) the signing and dating of a form attesting to this self-identification.  The form and signature can be on paper or in the state management information system, with an online signature.

3. Case Notes:  Case notes refer to either paper or online statements by the case manager that identify a participant's status for a specific data element, the date on which the information was obtained, and the case manager who obtained the information.

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 4. Date of Participation | Record the date on which the individual begins receiving his/her first service funded by the program following a determination of eligibility to participate in the program. | YYYYMMDD | IEP Certification<br>Self attestation<br>Case manager/counselor intake application with signature | | Match |
| 5. Date of Birth | Record the individual's date of birth. | YYYYMMDD | Copy of I.D.<br>Baptismal Record<br>Birth certificate<br>Driver's license<br>Federal state or local identification passport<br>Hospital record of birth<br>Public assistance/social service records<br>School records or ID cards<br>Work permit<br>Cross match with Department of Vital Statistics<br>Tribal records | | Match |
| 9. Qualifies for Sec. 167 Program as a: | Record appropriate status of the participant.<br><br>SPECIAL NOTE: If a participant qualifies as eligible under both categories, use Code 1 – Farmworker. | 1 = Farmworker<br>2 = Dependent or Spouse of a Farmworker | Pay stubs; W-2 forms; IRS 1040 forms; case manager/counselor intake notes; self attestation | | Support |

C.4

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 11. Farmworker Status | Use the appropriate code to record the status of the participant at the time of eligibility determination.<br><br>SPECIAL NOTE: Where participant is a dependent of a farmworker, record the status of the eligible farmworker. | 1 = Migrant Farmworker<br>2 = Seasonal Farmworker | Pay stubs; W-2 forms; IRS 1040 forms; case manager/counselor intake notes; self attestation | | Support |
| 13b. Number of Individuals in the Family | Record the total number of individuals in the family, including the participant. | 00 | Birth certificate; family bible; IRS 1040 forms | | Match |

C.5

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 16. Employment Status at Participation | Record 1 if the participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job. Record 2 if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is currently on active military duty and has been provided with a date of separation from military service. Record 3 if the participant does not meet any one of the conditions described above. | 1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed | Pay stub, case notes showing information collected from participant | | Support |

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 17. Six Month Pre-Program Earnings | Record the total pre-program earnings of the participant for the 6-month period prior to the date of application in the program. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, and commissions or overtime pay earned. Record 00000 if there were no earnings during this period. | 00000 | Pay stubs; W-2 forms; employer payroll records; IRS 1040 forms; administrative/UI wage records | | Match |
| 21e. Long-term Agricultural Employment | Record 1 if the participant is a person who has engaged in agricultural work as the primary source of income for a minimum of four (4) years prior to intake/eligibility determination. Record 2 if the participant does not meet the conditions described above. | 1 = Yes 2 = No | IRS 1040 forms; pay stub; intake application; case manager/counselor progress notes; self-attestation | | Support |
| 24. Date of First Intensive Service | Record the date on which the participant first received intensive services. Intensive services include specialized assessments of skill levels, work experience, diagnostic testing, adult basic education or English as a Second Language (ESL) training, development of an individual employment plan, group or individual counseling, case management for participants seeking training services, short-term prevocational services, and remedial reading, writing, or communication skills training. Otherwise, leave "blank" if the participant did not receive intensive services. | YYYYMMDD | Case manager/counselor progress notes with signature; IEP assessment and diagnostic testing | | Match |

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 25. Date of First Training Service | Record the date on which the participant first received training services. Training services include, but are not limited to, occupational skills training; OJT; skill upgrading; entrepreneurial training; and job readiness training. Otherwise, leave "blank" if the participant did not receive training services. | YYYYMMDD | Case manager/counselor certification signature; employer signed document; attendance records from institution or instructor | | Match |
| 33. Date of Exit | Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program. | YYYYMMDD | Case manager/counselor termination notice; case manager/counselor progress tracking report | | Match |

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 34. Category of Exit | Record 1 if the participant received and/or completed any job-related core (beyond core informational or self-services, and eligibility determination), intensive, or training services.<br><br>Record 2 if the participant received non-job related services, without having received job-related core, intensive, or training services.<br><br>Record 3 if the participant did not complete the program and exited for other reasons, as specified in Item 35 below.<br><br>SPECIAL NOTE: Individuals who receive training-related services AND intensive, or training services should be coded 1. | 1 = Employment and Training Exiter<br>2 = Related Assistance Services ONLY Exiter<br>3 = Other Reasons for Exit | Grantee administrative records | | Support |

C.9

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 35. Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit) | Record 1 if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days. Record 2 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the 167 program. Does not include temporary conditions expected to last for less than 90 days. Record 3 if the participant was found to be deceased or no longer living. Record 4 if the participant entered advanced training. Advanced training includes an occupational skills employment/training program, not funded under Title I of WIA, which does not duplicate training received under Title I. This category includes only training outside of the 167 program, One-Stop, WIA and partner system. Record 5 if the participant entered post-secondary education. Post-secondary education includes a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). This does not include entry into post-secondary education programs offered by degree-granting institutions that do not lead to an academic degree. | 1 = Institutionalized 2 = Health/Medical 3 = Deceased 4 = Entered Advanced Training 5 = Entered Post-Secondary Education 6 = Moved/Cannot Locate/Voluntary Separation 7 = Family Care 8= Reserve Forces Called to Active Duty 9 = Not a Valid SSN | Grantee administrative records | | Support |

C.10

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 35. Other Reasons for Exit (continued) | Record 6 if the participant cannot be located or has moved to an area that prevents them from completing their program, or has voluntarily left the program. Record 7 if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. Record 8 if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days. Record 9 if the social security number of the participant is not valid. Record 0 or leave "blank" if the participant exited for a reason other than one of the conditions described above. | | | | |
| 36. Date Placed in Unsubsidized Employment | Record the date on which the participant was placed into unsubsidized employment. Leave this field blank if the participant did not enter unsubsidized employment. | YYYYMMDD | Case manager/counselor progress notes Letter from employer | | Match |

C.11

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 41. Employed in the 1st Quarter After Exit Quarter | Record 1 if the participant was employed in the first quarter after the quarter of exit. Record 2 if the participant was not employed in the first quarter after the quarter of exit. Record 3 if information on the participant's employment status in the first quarter after the quarter of exit is not yet available. | 1 = Yes 2 = No 3 = Information Not Yet Available | Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation | | Support |
| 42. Employed in the 2nd Quarter After Exit Quarter | Record 1 if the participant was employed in the second quarter after the quarter of exit. Record 2 if the participant was not employed in the second quarter after the quarter of exit. Record 3 if information on the participant's employment status in the second quarter after the quarter of exit is not yet available. | 1 = Yes 2 = No 3 = Information Not Yet Available | Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation | | Support |
| 43. Employed in the 3rd Quarter After Exit Quarter | Record 1 if the participant was employed in the third quarter after the quarter of exit. Record 2 if the participant was not employed in the third quarter after the quarter of exit. Record 3 if information on the participant's employment status in the third quarter after the quarter of exit is not yet available. | 1 = Yes 2 = No 3 = Information Not Yet Available | Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation | | Support |

| WIASPR Item Name and Number | Data Element Definition | Valid Values | Federal Sources | State/Grantee Sources | Instructions |
|---|---|---|---|---|---|
| 44. Wages 2nd & 3rd Quarters After Exit Quarter | Record the total earnings earned by the participant in the second and third calendar quarters after the quarter of exit. Total earnings include any bonuses, tips, gratuities, commissions, and overtime pay earned.<br>Note: Enter whole dollar amounts (00000). Enter 99999 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply. | 00000 | Pay stubs; employer payroll records; IRS tax forms; administrative/UI wage records; case manager/counselor progress notes with signature | | Match |

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**APPENDIX D**

**NFJPDV SOFTWARE INSTALLATION**

This appendix provides instructions on how to install the NFJPDV software.

**Task 1—Uninstall the Prior Version of NFJP Data Validation Software**

Before you install a new version of the NFJPDV software, it is recommended that you uninstall the existing version of the software using the following steps:

- Uninstall the prior version of NFJPDV through the Add/Remove Programs feature found in Windows. For Windows 2000 or Windows XP, select Start, then Settings, and then Control Panel.  In the Control Panel, double click on Add/Remove Programs.  Click on NFJP.  Then, click on Change/Remove and follow the InstallShield instructions to remove the software.

- The uninstall process removes all components that were originally installed and does not remove any other files created in the NFJP folder after the initial installation.  Since this is the case, users will also need to delete the NFJP folder from where the prior version was installed (typically C:\Program Files\NFJP).  **Important Note: If there is a need to keep the prior version of NFJPDV software, rename the C:\Program Files\NJFP folder to something else.  If the prior NFJP folder is renamed, it does not need to be deleted.**

- If the NJFP shortcut is still found on the desktop, delete it by right clicking on the icon and selecting the Delete option.

- If the NFJP shortcut is still found in the Start → Programs menu, delete it by right clicking on the NFJP shortcut and selecting the Delete option.

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

**Task 2—Download Software**

Before starting installation of the NFJPDV software, quit any other programs that may be running. Download the software to your PC from the Internet at http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm. Do not download the software to your C:\Program Files folder as this is the default installation location.

Click on "NFJP2.0_Setup.exe". The InstallShield Wizard window will pop up. Click on the "Next" button. Complete the Customer Information window as necessary, and click on "Next." Users may need to contact their system administrator in order to install the application.

**Important Note: After installing the software, users should open the C:/Program Files/NFJP folder and double click on the DRVSESubmission.EXE application to enable the e-submission functionality.**

Minimum system requirements

    Operating System - Microsoft Windows 2000 or better

    RAM - 256 megabytes

    Disk Space - 500 megabytes

    Processor - 100 mhz Pentium III (or equivalent processor)

    Suggested screen area - 800x600

**Task 3—Restart Computer**

After completing installation of the NFJPDV, reboot your computer before continuing any further.

**Task 4—Fix Database/Data Source Errors During Installation**

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 NFJPDV software 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 NFJPDV is linked to the right database.  To do this, double click on the NFJPDV 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\NFJP folder. If the software was saved to another location, check to make sure that the data source points to this other folder and database.

Some users of Windows 2000, XP, and NT may also need to set up the ODBC in the System DSN tab under Administrative Tools. Users should try this solution if the application freezes on the initial splash screen. 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.

**Task 5—Manually Register Files**

While installing the NFJPDV software, users may get an error message stating that a file is not registered or cannot be found. In certain cases, users may get this error message after the software has been installed instead of during the installation process.

These error messages can be resolved by manually registering the specific files that failed to register. First, users should check for the unregistered file on their hard drive. The file should be located in C:\Program Files\NFJP, in C:\winnt\system32 or in a different directory if the software was not installed in the default directory. If the file is on the hard drive, users should follow the steps outlined below to manually register the file. If the file cannot be found, users should contact NFJPTA@mathematica-mpr.com.

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

regsvr32    "PathName"

where "Pathname" is the full location of the file including the file name given in the error message. Type in the entire pathname and filename with quotes around it.

For example, users with Windows 2000 or XP would type the following in response to an error message noting that the file crviewer.dll is not registered:

regsvr32  "c:\program files\NFJP\crviewer.dll"


Windows NT users would type in:

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

After typing in the regsvr32 command click "OK". This manually registers the file that did not register during the batch installation process.

Users should see a regsvr32 message that the manual registration succeeded. Repeat this process for each unregistered file.

## Task 6—Database Setup for Multi-User Access

The following instructions apply to states that want to provide multi-user access to a pre-loaded database.

Definitions:

In the instructions, the term *local* is used to describe when a change is made on the user's machine, and

the term *central* is used to describe when a change is made to a database not located on the user's machine.

Instructions:

1.  <u>One</u> user loads the extract file to be validated to user's local machine.

2.  Compact the database (under the Utilities Menu) and close out the software.

3.  Find the local NFJP software directory (note the default directory is C:\Program Files\NFJP).

4.  Find the NFJP database called "NFJP.mdb" (or the database into which the extract was loaded); note that this database contains the extract file that was imported in addition to the DV worksheets that will be completed for validation.

5.  Save the local NFJP database to a central location where other users can access it in order for them to individually complete the validation worksheets. Typically, this location will be a drive on a network server.

Users who are completing the validation worksheets using the database on the server must know where the database is stored and the name of the database. They must also have the NFJPDV software loaded locally on their machines (note that all of the users will need to have the same version of the software).

**APPENDIX E**

**NFJPDV SOFTWARE REFERENCE GUIDE**

This appendix 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. New

Users can create a new database in which to load their extract file.

### 2. Open

Users can open an existing database.

### 3. Save As

Users can save the database that they are currently using under a new name, and continue working with this new database.

### 4. Exit

Select this to exit the program.

## B. IMPORT DATA MENU

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

### 1.   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 that the software identifies and rejects when importing the extract file.

### 3.  Source Table Record Layout

This function displays the record layout used to develop the validation file.  The record layout is in the WIASPR format with the addition of six fields.  A copy of the record layout can be found in Chapter III of this handbook.

### 4.  View Source Table

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

## C. CHANGE REPORTING OPTIONS MENU

The third menu on the toolbar is called "Change Reporting Options." The only option in this menu is:

### 1. Change Reporting Options

This function opens an expanded version of the Sign In pop-up window, where the user can change the program year, report due date, and the record inclusion start and end dates. The user can also select an Office Name, WIB Name, and/or Case Manager filter to view subsets of records and to generate substate reports for management purposes.

## D. REPORT VALIDATION MENU

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

### 1. View Performance Outcome Groups

This function provides a window where you can see a summary of each performance outcome group and totals of records for each group. By double 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. Print Performance Measure Calculations

This function displays a report that calculates the values for the four performance measures for the NFJP program. The report may be printed by clicking the printer icon on the tool bar.

# E.  DATA ELEMENT VALIDATION MENU

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


## 1.  Edit Worksheets

## a.  Detailed Summary of NFJP Validation Worksheets

This window displays a list of the records sampled.  Double click on the relevant record to view the online version of the worksheet.  Any worksheets shaded in green have been completely validated.  To search for a record with specific data in a field, right click on the field name that you wish to search, and fill out the Find box.

## b.  Online Worksheet

The online validation worksheet allows users to enter pass or fail for the data elements for the sampled record.  The worksheet is tabbed to allow the user to easily navigate though 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 two types of error rates for each applicable data element.

**4. Summary/Analytical Comments**

This opens a data entry screen where users can enter in comments related to their data validation results. The comments then appear on the Summary and Analytical Report.

**5. Sampled Cases Report**

This function displays a report showing the distribution of sampled cases by Office Name and WIB Name.

**6. Upload Summary/Analytical Report**

This function exports the Summary/Analytical Report into an XML file and opens a web browser so that users can e-submit their validation results to ETA.

## F.  WINDOW MENU

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

### 1.  Cascade

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

### 2.  Tile Horizontal

Realigns open windows horizontally.

### 3.  Tile Vertical

Realigns open windows vertically.

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

## G. HELP MENU

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

### 1.  Validation Handbook

This feature displays the Data Validation Handbook for NFJPDV software version 2.0.

### 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 NFJPTA@mathematica-mpr.com, and specify the software version being used, the specific question, and the user's contact information.

### 3.  About

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