**Employment & Training Administration**

# WIA
# DRVS Software
# Version 6.0

## User's Guide

## July 2006

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# I. OVERVIEW

## A. User's Guide

This User's Guide explains the process of using the ETA Data Reporting and Validation System (DRVS) Version 6.0 to produce the Workforce Investment Act (WIA) 9090 quarterly report and 9091 annual report for submission to ETA. DRVS 6.0 incorporates ETA's common measures reporting requirements specified in TEGL 28-04 and approved under OMB Control Number 1205-0420. DRVS 6.0 covers both WIA and Labor Exchange (LX) reporting as specified in these guidance documents. For WIA, future versions of this software will include functionality to produce local level reports, Table O, and the Option B Literacy and Numeracy Rate. Future versions will also include the functionality to conduct report validation and data element validation, and to upload validation results to ETA.

This User's Guide contains the following sections:

II. **Installation:** Provides a step-by-step description of how to install the software on your PC, or in a limited client/server setup, for both MSDE and SQL Server users. Also includes instructions for logging on.

III. **Tutorial:** Provides information on the menus and functions of the software. Describes how to build a WIASRD-formatted extract file, import data, generate quarterly and annual reports, and data enter these reports on ETA's Enterprise Business Support System (EBSS). Also describes the DRVS database management functions.

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

Appendix A. **Reporting Schedule:** Provides the quarterly and annual report due dates and the participant and exiter cohorts to be included on each quarterly and annual report.

Appendix B. **Record Layout:** Provides the record layout for the participant records. This record layout provides a list of field level and cross field edit checks and the accompanying error messages that may occur during a data import.

Appendix C. **Performance Outcome Groups:** Specifies the performance outcome groups used in calculating the entered employment, retention, earnings, credential, and youth performance measures.

Appendix D. **Client Server Setup:** Provides instructions for installing the DRVS using a client/server setup.

Please contact **Mathematica Policy Research, Inc**. at WIATA@mathematica-mpr.com for information about application installation, WIA data files, performance reports, or any other issues related to DRVS 6.0 .

## B.  Overview of Data Directories

The DRVS uses a number of data directories.  The following table provides a list of the data directories that the user is most likely to access.

| Application Folder or File | Directory Location |
|---|---|
| **Application default directory** | C:\ Program Files\DRVS<br>(user can install in another location or with a different directory name) |
| **Database default** | C:\ProgramFiles\DRVS\User Data\<br>(user can create and name additional databases) |
| **Error log default** | C:\Program Files\DRVS\Logs |
| **Exported numerators and denominators default** | C:\Program Files\DRVS\Performance Groups Export\ |
| **DRVS User Guides** | C:\Program Files\DRVS\Help Documents\ |

# II. INSTALLATION

This chapter provides DRVS system requirements and installation instructions.

**Step 1—Minimum System Requirements**

Following are the minimum system requirements.  Recommendations for greater than minimum requirements are indicated in parentheses where applicable.

| Item | Requirement |
|------|-------------|
| Processor | Pentium 4 CPU 1.80GHZ (more is recommended) |
| Operating System | Windows 2000 or Windows XP |
| Memory | 1GB  (more is recommended) |
| Application Hard Disk Space | 350 MB  (more is recommended) |
| Database Hard Disk Space | Varies by state. |
| Database | Varies by state.  States that exceed MSDE maximum per database must install SQL Server. |
| Display | 1024x768 or higher-resolution display with 256 colors |
| Other | MSDE or SQL Server must be installed prior to installing DRVS 6.0.

Latest Windows service packs and critical updates should also be installed. |

# II. INSTALLATION

Hard disk requirements will vary depending on the state's database size. For example, some states may exceed the current MSDE 2000 2 GB per database size limit. If any database exceeds the MSDE limit, users will need to license, install, and set up Microsoft SQL Server to run the DRVS. Any licensed version of SQL Server should allow the user to install and run the DRVS. SQL Express (MSDE 2005) has not yet been fully tested for compatibility with the DRVS. The DRVS will install all required .Net and Crystal Reports components.

DRVS installation requires Read/Write access to the system registry, Program Files folder, Windows\System32 folder and the Global Assembly Cache. Registry entries are made in HKEY_LOCAL_MACHINE\SOFTWARE\DRVS and in HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft uninstall areas. DRVS users will need Read access to the registry and Read/Write access to the Program File folders, as well as Read/Write/Delete access to the SQL database.

## Step 2—Uninstalling Prior Versions

Users should uninstall previous versions of the software before installing the DRVS 6.0. Following are instructions for uninstalling WIA versions 2.0 through 3.1.2 and DRVS versions 5.0, 5.1 or 5.2 on a Windows 2000 or Windows XP machine. Procedures for uninstalling may differ slightly on different machines, but are generally self-explanatory. On any machine, users should be sure to uninstall through the **Control Panel** rather than by deleting the installation directory for the prior version; uninstalling by deleting the installation directory may cause problems with the subsequent installation. DRVS versions 5.0, 5.1, or 5.2 will automatically uninstall during the 6.0 installation process, but the recommended method is to uninstall the prior version through the Control Panel before installing 6.0.

- Click the Start button, then select Settings, Control Panel.
- Click on Add/Remove Programs.
- Click on the WIA or DRVS icon to uninstall any prior version.
- Click on the Change/Remove button.

- On the Select Uninstall Method screen, select Automatic and then click on Next.
- On the Perform Rollback screen, click on No and then click on Next.
- On the Perform Uninstall screen click on Finish.
- If a Remove Shared Component message displays, click on Yes to All.
- Close the Add/Remove Programs window.

Because DRVS 6.0 reflects substantial changes to the WIA reporting requirements, states must use WIA version 3.1.2 or prior to analyze or amend reports for Program Year 2004 and earlier. The participant counts and performance measures generated by DRVS are in general not comparable to those generated by prior versions of the WIA software.

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

**Step 3—Download from the Internet**

To download DRVS 6.0 from the Internet:

1. Open your Internet browser and go to www.doleta.gov/performance/reporting/tools_datavalidation.cfm.
2. Click on the DRVS 6.0 link from the "In this section" side bar.
3. If a file download message displays, click on Save.
4. Select the location where you want to store the installation file. Suggestion: C:\Temp. Click on Save.
5. A dialog box will chart the progress of the download of the installation file. When the "Download Complete" message box appears, click on Open. (If "close this dialog box when download completes" is checked, when download is complete, you should go to C:\Temp or wherever you stored the installation file to open it.)
6. A "WinZip Wizard – Unsupported Archive Type" message box may display. Choose "Open the archive using the classic interface" and then click on OK**.**

7.  Click on the DRVS.exe file and then click on **Extract** from the tool bar at the top of the WinZip application screen.
8.  Select a location for the extraction of the zip file.  C:\Temp is the default.
9.  Click on the Extract button.
10. If a Confirm File Overwrite message displays, click Yes.
11. Close the WinZip window.

**Step 4—Application Installation**

Based on the size of the state's DRVS import file, either Microsoft SQL Server 2000 Desktop Engine (MSDE) or Microsoft SQL Server 2000 must be installed prior to installing the DRVS.  MSDE is a free version of SQL Server that can be used with client applications.  Users should go to http://www.microsoft.com/sql/msde/default.mspx for more information and to download MSDE.  SQL Express (MSDE 2005) has not been fully tested for compatibility with the DRVS.

If the user's estimated database size exceeds the MSDE limit, then Microsoft SQL Server will need to be installed prior to installing the DRVS.  Users can find more information about SQL Server at http://www.microsoft.com/sql/default.mspx.
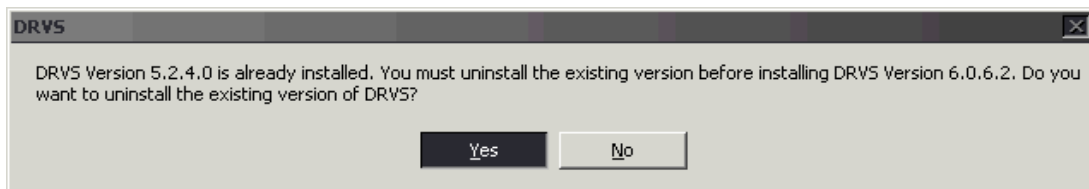
Users may need to contact their system administrator to install MSDE or SQL Server.  Installation procedures may differ slightly on different machines, but are generally self-explanatory.

# II. INSTALLATION

Users who prefer a client/server setup should review Appendix D in conjunction with the instructions in this section. Only users with full SQL Server with Enterprise Manager should use a client/server setup.

Before starting installation of the DRVS, close all applications and programs that are open.

1. Open Windows Explorer and go to C:\Temp (or wherever you stored the application files).

2. Double click on DRVS.exe.

3. If you haven't uninstalled prior versions of the DRVS, the DRVS will display a window asking if you would like to.



DRVS

DRVS Version 5.2.4.0 is already installed. You must uninstall the existing version before installing DRVS Version 6.0.6.2. Do you want to uninstall the existing version of DRVS?

Yes       No

4. Click on Yes to automatically uninstall prior versions. A progress bar will show the status of the uninstall process.

5. At the Welcome to the DRVS Installation Wizard window click on Next.  If you are installing the DRVS for the first time, you may be prompted to reboot prior to beginning the installation routine.

6.  Read the License Agreement and, if you accept, click on the "I accept the license agreement" button.
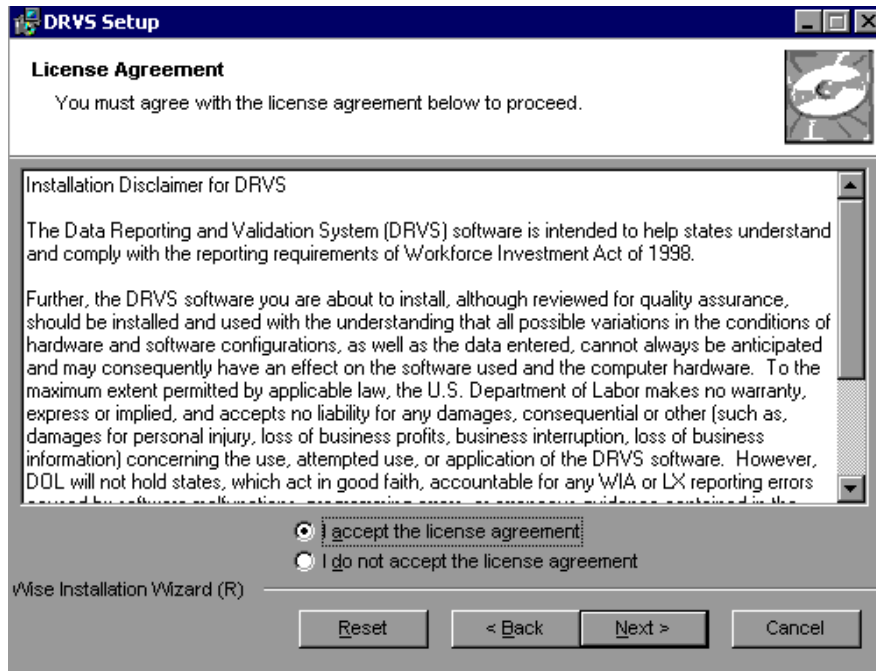


7.  Read the Readme Information screen and click on Next.

8.  On the User Information screen, make any necessary modifications to the user information. Then click on Next.

9. On the Destination Folder screen, the destination location will default to C:\Program Files\DRVS.

10. If you prefer a different destination location, click on Browse on the Destination Folder screen to navigate to a different location. Click on Next.
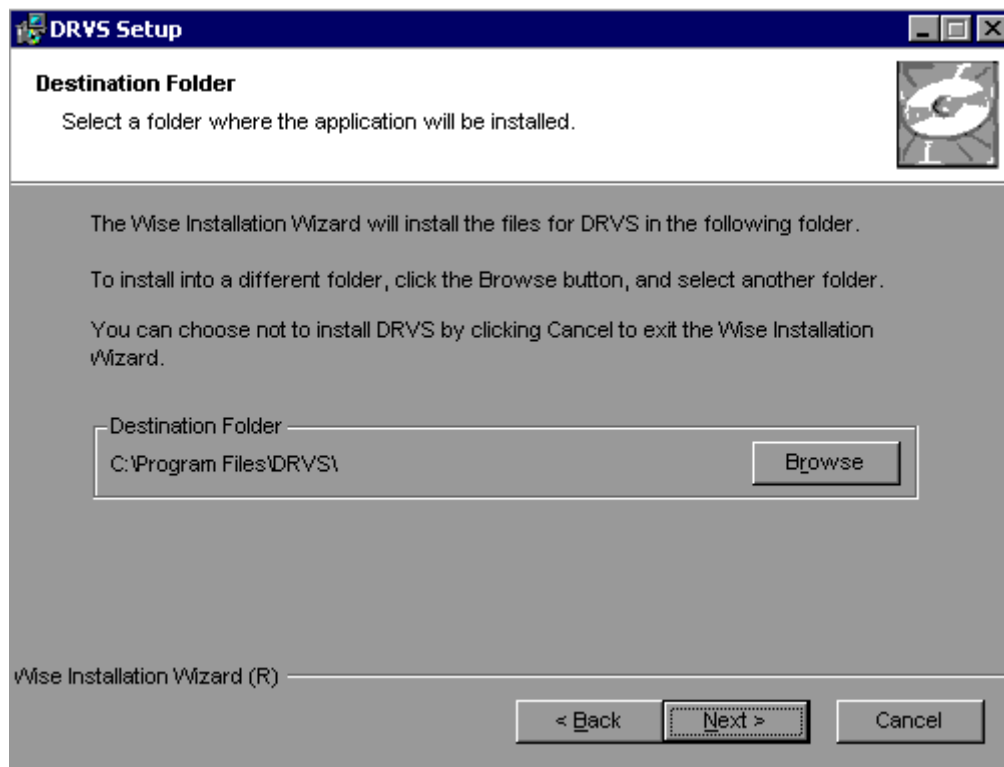


11. In the "SQL Server Connection" window, enter your server name in the SQL Server Name box. If you did not name your database instance, your server name is "(local)". If you don't know the name of your database instance, contact your system administrator.

12. For Database Authentication, click on Windows NT Authentication. If you can't use Windows Authentication (e.g. Win 98 or ME users), click on SQL Authentication and complete the SQL User Name and SQL Password boxes. Click on Next.
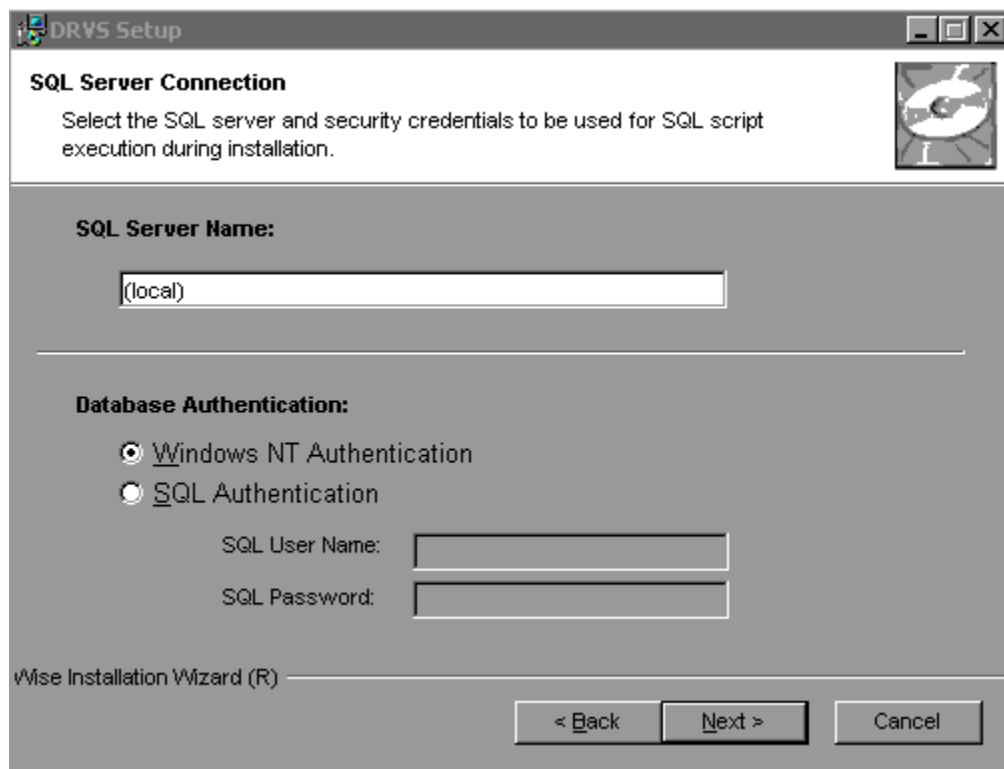


If the DRVS Installation Wizard does not progress beyond this point, the user must determine if an incorrect or inactive server name has been entered in the SQL Server Name field. If a name that does not match any of the state's servers is entered, there will be a delay or a failure to progress to the next screen.

If a name is entered that matches one of the servers, but the server is inactive, the Installation Wizard may also stop at this point. To find out if the server is active go to Start/Settings/Control Panel/Administrative Tools/Services. Microsoft SQL Server should be on the list of services and the task/service should be started. If it is on the list but not started, start it and reboot. If it is not on the list, SQL Server was not installed. There should also be a SQL Service icon on the bottom part of your screen, on the desk tray as a little box with a green arrow or red square. The green arrow indicates the service is started and the red square indicates it is not. Right click on the icon to open the SQL Service manager, then start the service.

13. On the "Install the DRVS Database Screen" check "I want to create a DRVS database." If the user instead checks "I DO NOT want to create a DRVS database" the DRVS will continue to use the database from the prior version of the DRVS, yielding performance results that appear valid but in fact may not be. However, states using a client/server setup should check "I DO NOT want to create a DRVS database", and refer to the instructions in Appendix D of this guide.
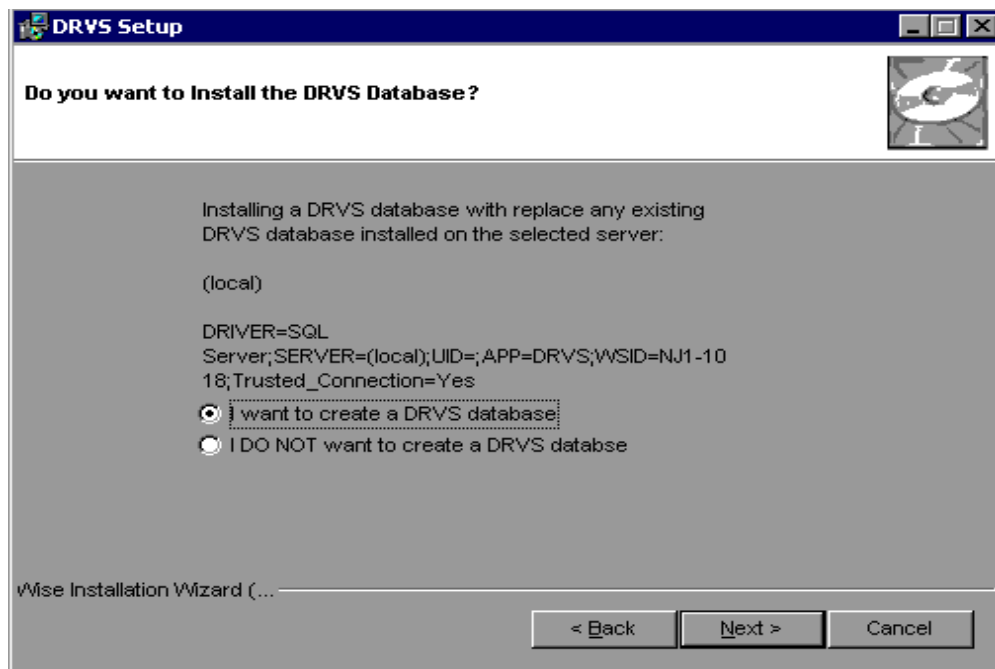
14. Click on Next on the "Ready to Install the Application" screen. This screen also allows you to exit the installation wizard or, if necessary, to return to the previous screen to change server connection information.

15. The "Updating System" screen will display, showing installation progress. However, this screen may display for several minutes with no indication of progress.

16. Click on Finish on the "DRVS has been successfully installed." screen to exit the DRVS Installation Wizard.
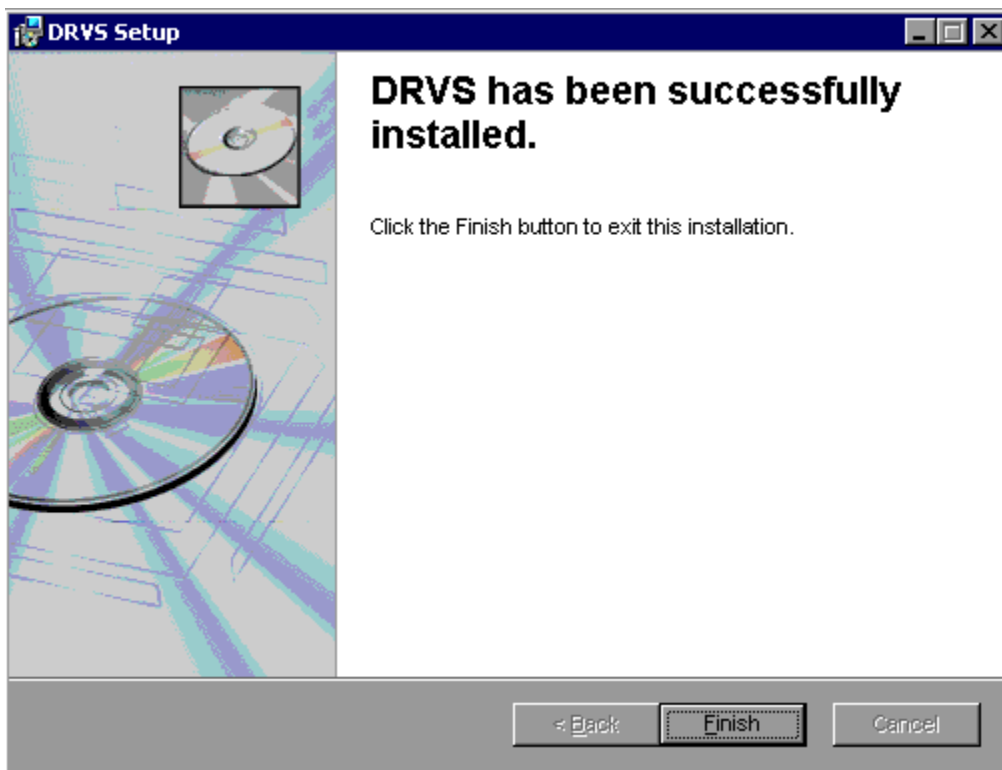


17. Reboot your computer after completing the DRVS installation. You may delete the DRVS.exe used to install the application once the installation process is successfully completed.

18. There are no further installation steps for a PC setup.

## Step 5 – Client/Server Setup

To create a client server setup please refer to instructions in Appendix D of this user's guide.

# III. TUTORIAL

This chapter provides information on the various functions of the DRVS software. Users can navigate between functions using the menu bar at the top of the active DRVS window, or by using the side bar at the left of the active DRVS window. Users are encouraged to click on WIA on the side bar at the left to leave the active window, before selecting a new function.

Following are brief summaries of each section of the tutorial.

## A. Signing In

Section A describes how to open and sign in to the DRVS for specified reporting periods, and how to change reporting options.

## B. Importing Records

Section B describes how to build and import files of participant records so the application can produce the ETA 9090 quarterly report and ETA 9091 annual report. This section also describes how to access and review duplicate detection and error reports of records rejected by the DRVS during the import process.

## C. Reporting

Section C describes how to access and review the ETA 9090 quarterly report and 9091 annual report facsimiles, which can be used for data entering the reports into EBSS to fulfill ETA's quarterly and annual reporting requirements. This section also describes how to access and analyze records by performance outcome group and by the numerators and denominators of the performance measures.

## D. Database Management

Section D describes how to create new databases to use with the DRVS, how to open existing databases, and how to save databases in alternate locations. This section also describes how to maintain database security.
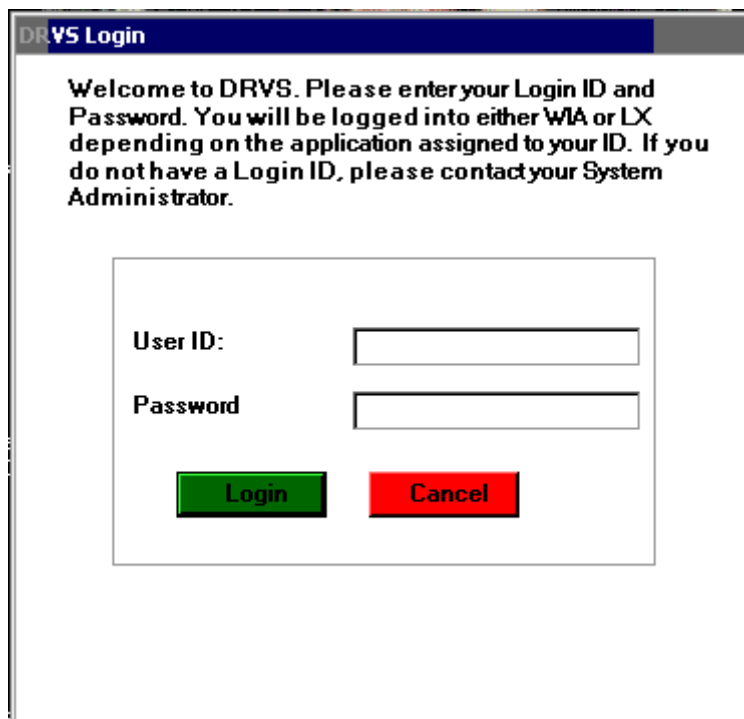
## A. Signing In

## Step 1—Opening the Application

The installation wizard places a **DRVS icon** on your desktop. Double click on the icon to open the application. Alternatively, click on the **Start** button, click on **Programs**, select **DRVS**, and click on the **DRVS icon** to open the application.

The DRVS Log In screen will display. This is your indication that the application has installed properly. Log on using the default User ID and Password: **WIAAdmin, WIAAdmin**. The User ID is not case sensitive, but the Password is case sensitive.

Click Login.

This default User ID and Password will provide access to the WIA component of the DRVS.  For access to the LX component of the DRVS, the defaults are LXAdmin4, LXAdmin4.  As described in the database management section of this chapter, the user may change his or her own password to ensure database security.

Below are three problems that users may find when signing in:

1. If the default User ID and Password are properly entered, but the DRVS generates a critical error with the message: "Object reference not set to an instance of an object", then the user may have entered the wrong server name in the SQL Server Connection screen/SQL Server Name box during the installation.  The Installation Wizard would have finished if any one of the state's correct server names was entered in that field.  However, if the appropriate server name for the DRVS installation was not entered, the problem would appear at log in.  To correct the problem, uninstall the DRVS and then repeat the installation, ensuring that the correct server name is entered.  The "Object reference not set to an instance of an object" error may also appear if the user does not have read/write access to the DRVS installation folder.  The user must have these rights to log in to the DRVS.

2. If the default User ID and Password are properly entered, but the DRVS generates the message: "Event Log is Full" and quits, the user needs to clear the event logs in the following way:

- Click on Start - Settings - Control Panel.

- Double click Administrative Tools, then Event Viewer.

- On the left side of the Event Viewer window, you will see three logs listed.

- Right click on each of these logs separately and click on "Clear all events."

- As you clear these logs, the system may ask if you want to save them. Click "No."

3. If the default User ID and Password are properly entered, but the DRVS generates the message: "Login failed for user 'DRVS User'. Reason: not associated with a trusted SQL Server connection.", then the user needs to update the registry setting. The error message will appear in red on the Login screen.
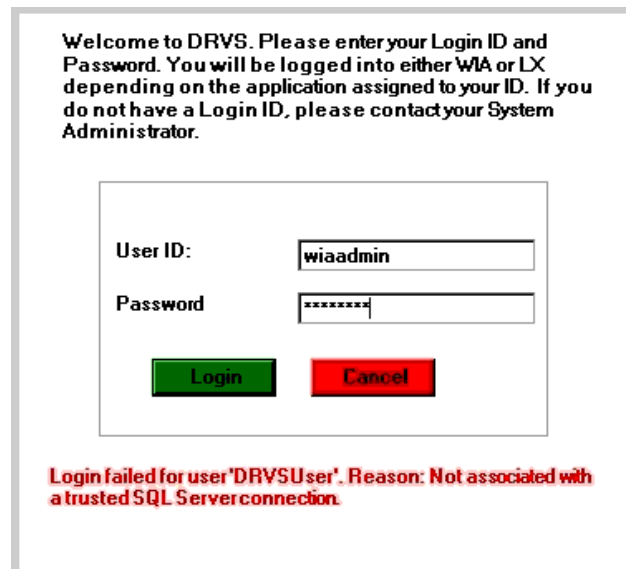


The system will also register the following critical error in the error log:

Event ID: STOREDPROCEDURE_EXECUTION_ERROR
Error Message: System.Data.SqlClient.SqlException: Login failed for user 'DRVSUser'. Reason: Not associated with a trusted SQL Server connection.
  at System.Data.SqlClient.ConnectionPool.GetConnection(Boolean& isInTransaction)
  at System.Data.SqlClient.SqlConnectionPoolManager.GetPooledConnection (SqlConnectionString options, Boolean& isInTransaction)
  at System.Data.SqlClient.SqlConnection.Open()
  at Microsoft.Practices.EnterpriseLibrary.Data.Database.OpenConnection()

at Microsoft.Practices.EnterpriseLibrary.Data.Database.ExecuteReader (DBCommandWrapper command)

at WIAnLXControlLib.frmLogon.btnLogin_Click(Object sender, EventArgs e) Error executing the stored procedure. Stored Procedure Name = spGetApplicationUser

MSDE users must update the registry setting as follows:

Select Start, Run, and in the Open box in the Run window type "regedit". Click OK. This opens the Registry Editor. Drill down to the following folder:

HKEY_LOCAL_MACHINE/SOFTWARE/Microsoft/MSSQLServer/MSSQLServer

Double click on the LoginMode file. This opens the Edit DWORD Value box. In the Value data box change the value from 1 to 2. Confirm that Hexadecimal is selected in the Base box. Then click OK.
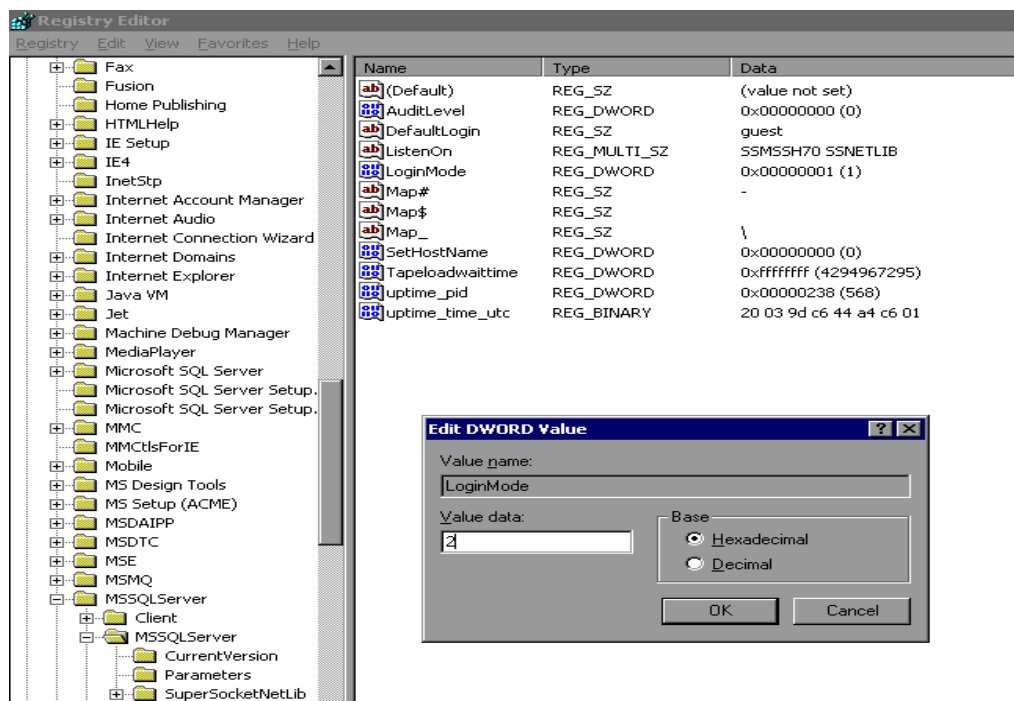
Reboot the PC and then reopen the DRVS.  If the Login fails again, then the user does not have the proper administrative rights to run the DRVS.

SQL Server users must update the registry setting as follows:

Open SQL Server Enterprise Manager and drill down to the SQL Server Group, then right click the server name entered in step 11 of the installation.  Choose **Properties** from the menu displayed.  This will open the SQL Server Properties (Configure) window for the selected server.  Click on the Security tab.  Under Authentication, select SQL Server and Windows. Click OK.
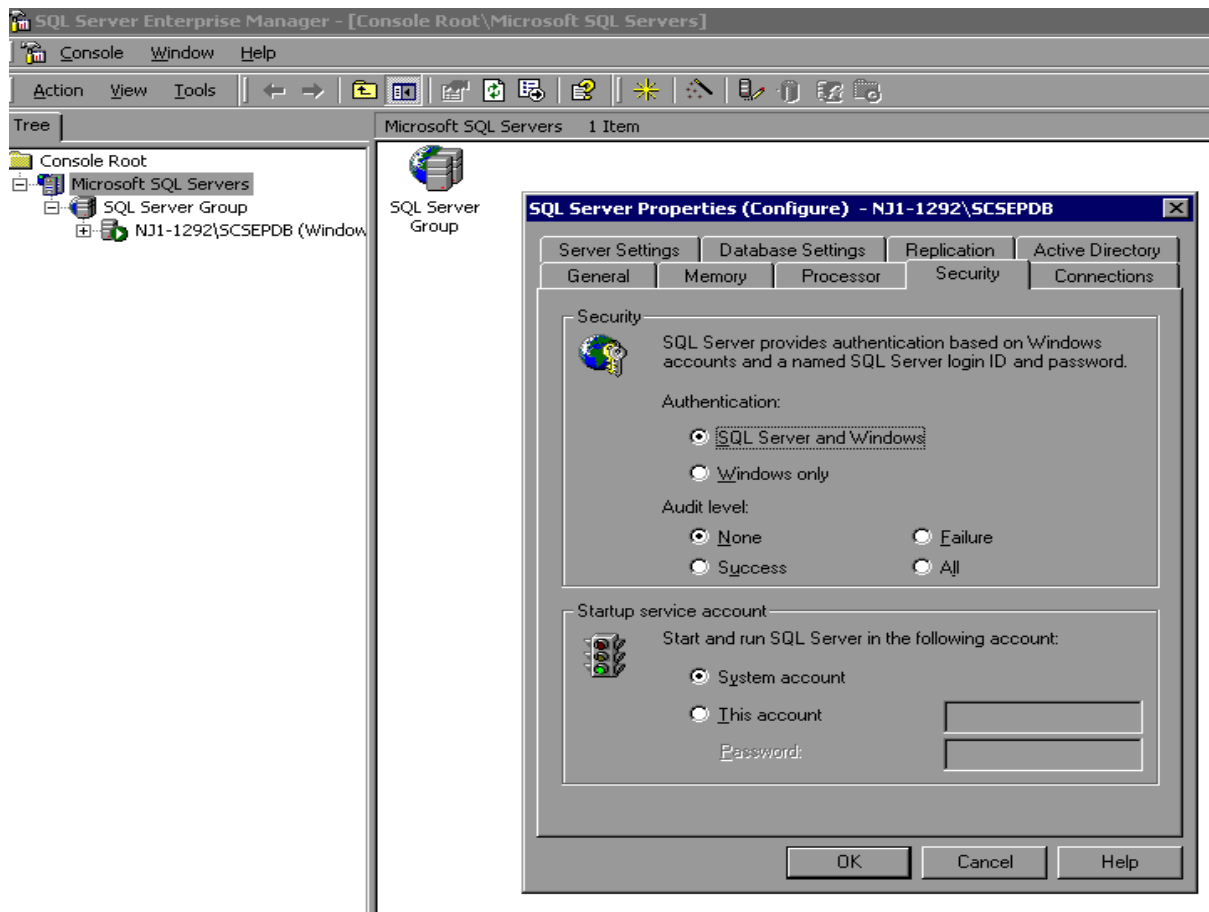
A message box will appear, asking users to confirm restarting the server. Click Yes.

Reboot the PC and then reopen the DRVS. If the Login fails again, then the user does not have the proper administrative rights to run the DRVS.

**Step 2—Reporting Options Screen**

After the user logs in with an acceptable User ID and Password, the Reporting Options screen appears. The user should maximize the screen to ensure that all DRVS screens can be viewed in their entirety. The screen is maximized when the user can see "Database: (name of database)" in the lower left corner.

The Reporting Options screen provides several blank fields that the user must complete so that the DRVS will produce the correct ETA 9090 and 9091 reports.

- Select the applicable **State** name from the drop down menu.

- Click on **Annual** or **Quarterly** in the Report box to produce the ETA 9091 Annual Report or 9090 Quarterly Report.

- Select the appropriate **Program Year** from the drop down menu.

- For the Quarterly Report, select the report due date from the drop down menu labeled "Report Quarter Due." The Program Start and End Date fields will automatically fill on the Participant Counts, Entered Employment, Exiters/Youth, and Retention and Earnings Rates tabs. The auto-filled dates are the participant and exiter cohort date ranges for the program year and report due date that were selected. If dates are not filled in automatically, click on the **Refresh** button.

- For the Annual Report, the Program Start and End Date fields will automatically fill on the above tabs once **Program Year** is selected.

- Users may overwrite these auto-filled date ranges to analyze performance for specific time periods as long as these time periods are within the auto-filled date ranges. If the user manually changes the program/performance year date ranges, clicking on the **Restore to Default** button will automatically reset the program/performance year date ranges to the default date ranges for the program year or report quarter due date

entered. Manually entered date ranges cannot be used to obtain accurate counts or performance outcomes when start dates are earlier or end dates are later than those selected for the original import, because edit checks have not been applied to the new date ranges.

Below is a sample Reporting Options screen. Users should note that for the 9090 Quarterly Report that is due on August 15, the Program Start Date and Program End Date correspond to the fourth quarter of the program year, but the software makes calculations for the full program year.

After all options are selected, click on **Save**. "Reporting options saved successfully" will then appear in red type at the bottom left of the screen. The **Refresh** button resets the screen if the user makes a change. After changing reporting options, users should click Refresh and then Save before loading a file or using the Re-Calculate functionality.

The **Refresh Menu** button on the upper right corner refreshes the report when either the wrong report displays or an incomplete report displays.

The **Re-Calculate** button will recalculate the reported values based on changes on the Reporting Options screen (e.g. changes in date range, report type, or report due date). After changes are made, click Save, then Recalculate. A message box will appear, asking users to confirm recalculation. Click Yes. "Re-Calculation Successful" will appear in red type at the bottom left of the screen. Then click the Refresh Menu on the upper right corner to complete the recalculation process. Users must click Save, then Re-Calculate, and then the Refresh Menu to ensure that the correct recalculation is done.

DRVS 6.0 has the functionality to filter file imports based on WIB Name, Office Name, Case Manager, User Field 1, and User Field 2. To use this functionality, the state extract file must first be loaded into the software. After the file has been successfully processed, proceed to the Change Reporting Options menu and select the Other tab above the Program Start and End Date displays. The Other tab allows users to select WIB Name, Office Name, Case Manager, and/or User Field filters by clicking on the dropdown arrow(s) and selecting the desired filter(s). After selecting the filter(s), click on Save and then Re-Calculate to calculate performance results for the selected filter(s) only. Click the Refresh Menu after recalculation is complete. Whenever a filter is used, the report facsimile will display the selected filter(s) on the last page of the report facsimile.

## B. Importing Records

After signing in, states must import an extract file containing the participant and exiter records for all individuals included in the ETA 9090 quarterly report or 9091 annual report selected on the Reporting Options screen. See Appendix A for a reporting schedule which specifies the participant and exiter cohorts included on each quarterly 9090 report and annual 9091 report.

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

The WIA participant record layout is in Appendix B of this User's Guide, together with the field level and cross-field edit checks. Users should also download the WIA conversion rules from http://www.doleta.gov/performance/reporting/reporting_requirements.cfm. This document cross-references each field on the current record layout to the corresponding field(s) on the record layout used prior to the DRVS. Both the Appendix B record layout and the conversion rules should be used in building the import file. The import file should include a separate record for each spell of participation that falls within the reporting schedule parameters in Appendix A. Therefore, for some participants there will be multiple records in the import file.

The extract file type is ASCII, comma-delimited. Files can be in *.txt or *.csv format, but *.dat or other file types are not accepted. Fields must be in the order listed on the record layout. Two hundred and three (203) fields are accepted by the application. If the exact number of fields or columns listed in the record layout is not included, all the records will be rejected.

The record layout is in the WIASRD format with the addition of six fields. The additional six fields are observation number at the beginning of the file, and WIB name, office name, case manager, and two user fields at the end of the file. The user fields are for any additional data (e.g. participant's name or SSN) that the state wishes to include.

Data Element Issues

The observation number (field 1), individual identifier (field 2), and date of program participation (field 34) are mandatory fields and, if left blank, will result in the record being rejected.  The date of birth (field 3) is mandatory for youth records.  Additionally, at least one of the funding stream classifications (fields 36-38, 40, 42, and 44-45) must have a value that would enable the application to assign the records to a funding stream.  If possible, states should include the participant's Social Security Number (SSN) as the individual identifier (field 2) or in one of the user fields, because SSNs are required to obtain wage records and to measure performance outcomes.

In addition, users should pay special attention to how their participant and exiter files are saved and resaved.  There are two fields in the record layout that require two digit numerical codes—field 23/Highest School Grade Completed and field 61/Other Reasons for Exit—and some of the codes have lead zeros.  Various file management programs (including .csv) may drop the lead zeros in these two fields as the files are saved and resaved.  The DRVS will reject records when codes in these two fields are missing lead zeros.  States can treat these two fields as text fields to preserve the lead zeros.

Several fields in the record layout relate to the participant's status as an eligible veteran (field 12), campaign veteran (field 13), disabled or special disabled veteran (field 14), and recently separated veteran (field 15).  Appendix B details a number of edit checks that are applied to these fields to ensure that the veteran status data values are consistent within a participant record.  If the participant is a disabled or special disabled veteran as indicated in field 14, then the participant's record should have a code of 2=Yes, Eligible Veteran in field 12 even if the participant served in the military for 180 days or less.

Data Values in Post-Exit Fields

Regardless of the participant's exit and employment status, there must be consistency across the post-exit fields in the file.  Appendix B details the numerous

edit checks that are applied to the post-exit employed fields. These are summarized below.

There are four sequences of post-exit employed fields:

- 1st quarter after exit—fields 84, 85, 98
- 2nd quarter after exit—fields 89, 90, 99
- 3rd quarter after exit—fields 91, 92, 100
- 4th quarter after exit—fields 93, 94, 101

The first field in each sequence (84, 89, 91, 93) indicates the participant's employment status in the relevant quarter after the exit quarter. There must be a value of 1 (employed), 2 (not employed), or 3 (information not yet available) in each of these four fields. These fields cannot be left blank or the record will be rejected by the DRVS (except younger youth 2nd and 4th quarters after exit).

If the participant exited and was employed in a post-exit quarter, place a 1 in field 84, 89, 91, or 93 respectively. Place a 1, 2, 3, 4, or 5 as appropriate in the corresponding field 85, 90, 92, or 94 (type of employment match). If the type of employment match field has a value of 1, 2, 3, or 4, there should be wages greater than zero in field 98, 99, 100, or 101. If the type of employment match field has a value of 5, then the wages should be 0 or blank in field 98, 99, 100, or 101.

If the participant exited and was unemployed in a post-exit quarter, place a 2 in field 84, 89, 91, or 93 respectively. Place a 0 or blank in the corresponding field 85, 90, 92, or 94 (type of employment match). Place a 0 or blank in field 98, 99, 100, or 101 (wages).

If the participant has not yet exited, or if the participant exited so recently that employment status and wage data are not yet available, place a 3 in field 84, 89, 91, or 93 respectively. Place a 6 in the corresponding field 85, 90, 92, or 94 (type of employment match). Place 999999.99 in field 98, 99, 100, or 101 to indicate that wages are pending.

If the data in each sequence of post-exit quarters are not consistent as described above, the DRVS will reject the record.

In addition, if the participant exited and the post-exit fields indicate that employment status and wage data are not yet available, yet sufficient time has passed that these data should be available, the DRVS will change the data values to indicate that the participant was unemployed in the relevant post-exit quarter. The DRVS will generate a warning message for each record where these data values have been changed.

## Step 2—Load Extract Data

Once the data are formatted according to the record layout, click on **Import** on the menu bar and select **Import File**. The Load File to Database screen will appear.
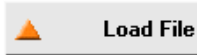


Click on Extract. DRVS 6.0 should be preset to Extract. Then select the file to be imported using the Browse button.

Click Open and navigate to find the correct file. Click **Add File** to move the file into the Load File box, then click **Load File**. Although the Load File box allows users to select more than one file, users may load only one extract file at a time. The functionality to load more than one file will be added in a future version of the software to accommodate the need to load multiple files for Report Validation.

A message box will appear, asking users to confirm that reporting options have been set. Click on Yes if appropriate, or No to return to the Reporting Options screen.
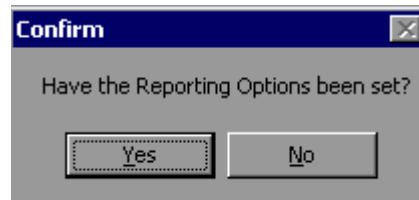


To terminate the import process, click on the **X** in the upper right corner of the Load File to Database screen.

During import, the Load File to Database screen will display a progress bar and status messages. The status messages appear *from bottom to top*.



Load File to Database
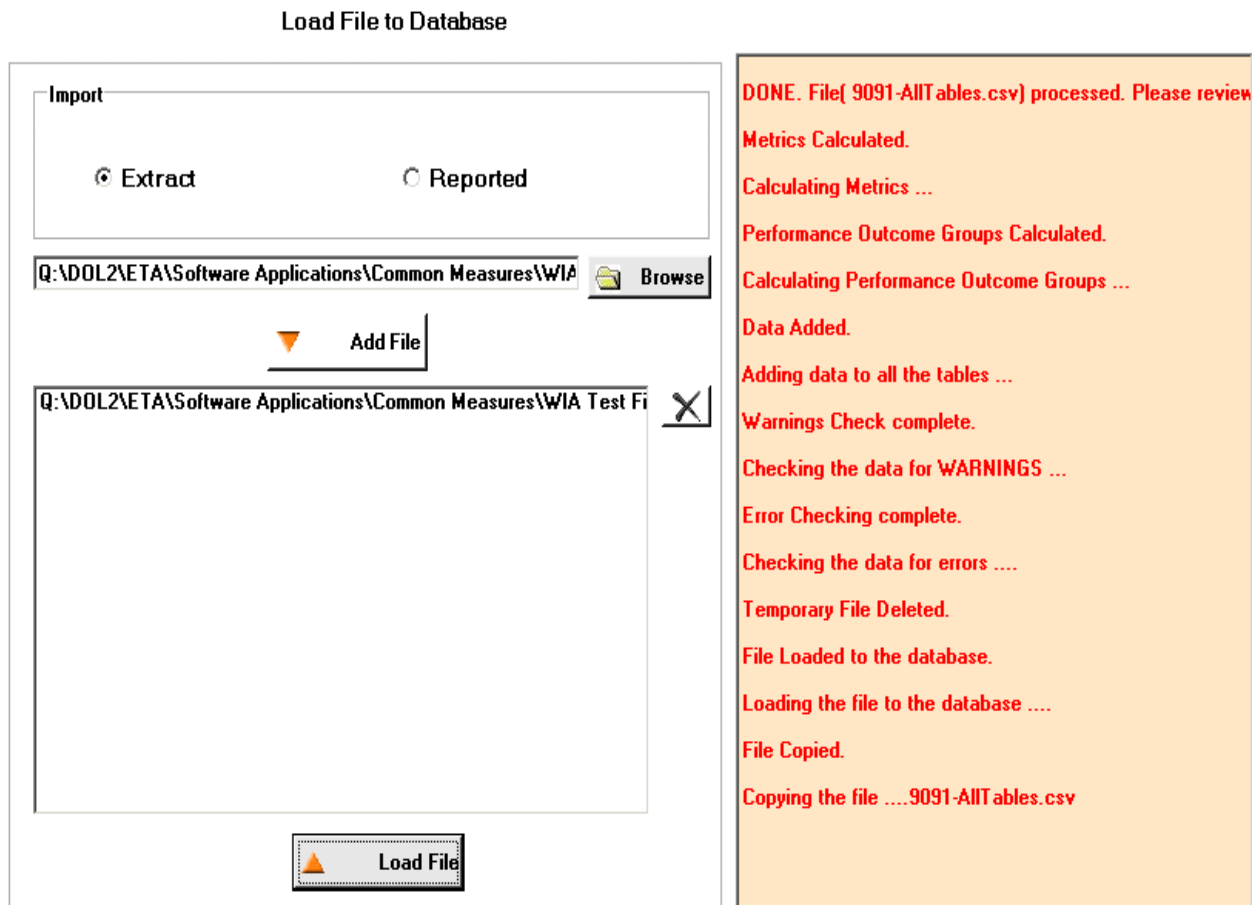
When the import is complete, the progress bar will disappear and the following message will appear *at the top* of the status message section: "DONE. File processed. Please review Error report."

The file import time will vary based on system capabilities, the number of records in the extract file, and the density of the records. If the MSDE database has reached its maximum capacity, or if there are a significant number of edit check failures, the software may generate a critical error. If the import fails, the progress

bar will stop before reaching completion and an error message will appear in the status window.

Common File Errors

As described in Chapter III, section B, each record in the state extract file for WIA must have 203 fields corresponding to the WIA Record Layout specified in Appendix B. Files that contain records with too many or too few fields will cause a critical error during file processing. In such cases, the DRVS log file will contain an error message similar to the following:

> Event ID: STOREDPROCEDURE_EXECUTION_ERROR
> Error Message: System.Data.SqlClient.SqlException: Bulk Insert: Unexpected end-of-file (EOF) encountered in data file.
> …
> Cannot Load. Error in file or error executing the stored procedure. Stored Procedure Name = spBCPFile

Records that contain improper values in date fields due to typographical or other date format errors (e.g., 22040112, 2004112, or 011204) may cause a critical error during file processing. In such cases, the DRVS log file will contain an error message similar to the following:

> Event ID: STOREDPROCEDURE_EXECUTION_ERROR
> Error Message: System.Data.SqlClient.SqlException: The conversion of char data type to smalldatetime data type resulted in an out-of-range smalldatetime value.
> …
> Cannot Load. Error in file or error executing the stored procedure. Stored Procedure Name = spBCPFile

In each case listed above, the data error must be corrected in the file before the file will be accepted by the software.

**Step 3—View Imported File**

To view the imported file click on **Import** from the menu bar and select **View Source Table**. This is a read-only screen and records are displayed in the order in which they appeared in the import file. The source table displays all records that passed the import edit checks or received only "warning" errors. Rejected records are not displayed in the source table or included in any report calculations.

Users can sort on any column in the source table by clicking once on the relevant column header. Note however that the source table does not assume lead zeros because fields are recognized as text in the source table. So, for example, resorting on OBSNumber will cause records to appear out of order.

| OBSNumber | IndividualIden | DateOfBirth | Gender | DisabilityStat | Hispanic | NativeAmeric | Asian |
|-----------|----------------|-------------|--------|----------------|----------|--------------|--------|
| 514 | 2514 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 515 | 2515 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 415 | 2415 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 416 | 2416 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 417 | 2417 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 418 | 2418 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 419 | 2419 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 420 | 2420 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 421 | 2421 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 422 | 2422 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 423 | 2423 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 424 | 2424 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 425 | 2425 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 426 | 2426 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 427 | 2427 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 428 | 2428 | 19470728 | 1 | 2 | 2 | (null) | (null) |
| 429 | 2429 | 19470728 | 1 | 2 | 2 | (null) | (null) |

**Step 4—Review Error Reports**

When the extract file is loaded, the application reads each record to ensure that all field values are valid based on the record layout and the edit check specifications in Appendix B of the User's Guide. The edit checks ensure that data are in the proper format, values are within the specified range of values, and data are consistent across fields. Duplicate records and any records with missing or invalid data in mandatory fields are rejected. Other types of data errors will generate warning messages.

Import Errors can be viewed by clicking **Import** from the menu bar and selecting **Import Errors Report**. The Import Errors report will display with a separate row for each error identified in the import file. Reject errors appear first, followed by warnings.

DRVS 6.0 sorts the errors by WIB Name, Office Name, and Case Manager. If the state wants an unsorted error report, load an extract file with blanks in these three fields (199-201).

Up to 15,000 records with reject conditions and 50,000 records with warning conditions will be reported. If the number of errors in the file exceeds these limits, the import will abort. Excessive errors may be indicated in the status messages if the processing stalls at the "Checking the data for errors" or "Checking the data for warnings" messages. Excessive errors may also be indicated by a critical error message. If the import aborts due to excessive errors, an error report is still produced and may be used to obtain information for correcting errors in the data. Additional errors will be reported on the next import of the file, as long as errors from the first import are corrected.

## Import Errors Report

| | | | | | | |
|---|---|---|---|---|---|---|
| **WIB:** | Not Assigned | | | | | |
| **Office:** | Not Assigned | | | | | |

| OBS Number | Individual Identifier | Field Number | Field Name | Field Value | Error Description | Error Type |
|---|---|---|---|---|---|---|
| **Case Manager:** | Not Assigned | | | | | |
| 2 | | 2 | IndividualIdentifier | | A. Individual Indentifier is missing or invalid. | Reject |
| 4 | A2004 | 3 | DateOfBirth | | B. Must not be blank if DateOfFirstIntensiveService (WIASRD 334) is not null or DateEnteredTraining (WIASRD 335) is not null (for Adults, Dislocated Worker and NEG only). | Reject |

Click on the **printer icon** at the top of the report to print a paper copy. Users will have the option to change the printer name, paper source and layout.

Click on the **envelope icon** to display an Export popup where users can select a name, format and location for the report. For example, the Error Report can be exported to an Excel file, so that the user can sort and organize the errors for analysis. This feature is very helpful when there are a large number of errors.

The Import Error report is not automatically saved to the DRVS install location folder. To save an error report, the user must export the error report using the envelope icon.

After reviewing error reports generated by the application, users should determine if the extract must be regenerated or reformatted and reloaded. Note that rejected records do not appear in the source table or in any report calculations.

However, records that receive warning errors are displayed in the source table and included in all report calculations. Because warning errors may indicate data problems that impact the calculations, users are strongly encouraged to review and correct warning errors in addition to rejected records. If only a small number of records are rejected, it may not be necessary to re-import the file.

**Step 5—View Duplicates**

This step allows the user to view the duplicate records identified and rejected by the application. No data entry is required; this option is for analytical purposes only. The duplicate detection criteria are specified in Appendix B as cross-field edit checks.

Click on **Import** from the menu bar and select **View Duplicates**.

A report will display the duplicate records from the import file. DRVS rejects records with duplicate observation numbers and records with the same Individual Identifier that have overlapping periods of program participation based on the Date of Program Participation and Date of Exit.

If the user determines it is necessary to fix the import file, the duplicate records must be removed and the file reimported.

## WIA Duplicate Records Report

| OBS Number | Individual Identifier/SSN | WIA Participation Date | WIA Exit Date |
|---|---|---|---|
| 1 | 201 | 20030101 | 20040131 |
| 2 | 201 | 20030101 | 20040131 |
| 3 | 202 | 20030101 | 20040731 |
| 4 | 202 | 20040101 | 20040331 |
| 5 | 203 | 20030101 | 20040131 |
| 6 | 203 | 20040101 | 20040430 |
| 7 | 204 | 20030101 | 20040131 |
| 8 | 204 | 20021001 | 20040101 |
| 9 | 205 | 20030101 | 20040131 |
| 10 | 205 | 20021001 | 20040331 |
| 11 | 206 | 20030101 | 20040131 |

Click on the **printer icon** at the top of the report to print a paper copy. Users will have the option to change the printer name, paper source and layout.

Click on the **envelope icon** to display an Export popup where users can select a name, format and location for the report. For example, the duplicates report can be exported to an Excel file, so that the user can sort on and organize the errors for analysis. This feature is very helpful when there are a large number of duplicates.

The Duplicate Detection report is not automatically saved to the DRVS install location folder. To save a duplicate detection report, the user must export the report using the envelope icon.

## C. Reporting

The DRVS produces the ETA 9090 quarterly report and 9091 annual report from the WIASRD formatted import file of participants and exiters from the WIA program. Prior to submitting the ETA 9090 and 9091 to ETA, states may analyze the ETA 9090 and 9091 counts and performance rates by viewing the performance outcome groups and the numerators and denominators as described in steps 1 and 2 below.

**Step 1—View Report Validation Table**

This function allows the user to view the performance outcome groups for the Adults, Dislocated Workers, NEGs, Older Youth, Younger Youth, and Youth, and the specific records assigned to each group. Information about the performance outcome groups is in Appendix C of this user's guide. No data entry is required; this function is for analytical purposes only.

To view the performance outcome groups, click Report Validation on the menu bar. Select View Validation Tables and then select the appropriate funding stream from the submenu: Adults, Dislocated Workers, NEG, Older Youth, Younger Youth, or Youth.

For all funding streams, the summary tabs show the total number of records and group characteristics for each performance outcome group. The Performance column on the summary tabs provides the group number (in parentheses) corresponding to the performance outcome group numbers in Appendix C. For example, performance group A-1(3) on the screen below corresponds to performance outcome group 3 in Table C-1 of Appendix C.

| | GroupID | Performance | NumberOfRe | DateOfExit | EmploymentS | EmpQtrPlus1 | SourceOfEmp | EmpQtrPlus2 | SourceOfEmp |
|---|---|---|---|---|---|---|---|---|---|
| ▶ | 84 | A-1(1) | 87 | 10/31/2004 | Yes | Yes | UI Wage Rec | Yes | UI Wage Rec |
| | 85 | A-1(2) | 0 | 10/31/2004 | Yes | Yes | UI Wage Rec | Yes | UI Wage Rec |
| | 86 | A-1(3) | 4 | 10/31/2004 | Yes | Yes | UI Wage Rec | Yes | UI Wage Rec |
| | 87 | A-1(4) | 0 | 10/31/2004 | Yes | Yes | UI Wage Rec | Yes | UI Wage Rec |

Tabs: WIA Adult Performance Group Validation | WIA Adult Subset Validation | WIA Participant Detail

Depending on the funding stream selected, two or three tabs will be displayed.

- Adult, Dislocated Worker, and Older Youth funding streams: three tabs will display. The tab on the left provides a summary of each entered employment, retention and earnings performance outcome group for the selected funding stream. The tab in the middle displays the performance outcome groups for the employment and credential measure. The tab on the right will display detailed records when the user selects an outcome group on the left or middle tabs.

- NEG funding stream: two tabs will display. The tab on the left provides a summary of each entered employment, retention and earnings NEG performance outcome group. The tab on the right will display detailed records when the user selects an NEG outcome group on the left tab.

- Younger Youth funding stream: three tabs will display. The tab on the left provides a summary of each diploma measure outcome group, the middle tab provides a summary of each retention measure outcome group, and the tab on the right will display detailed records for each outcome group selected from the left or middle tabs.

- Youth funding stream: three tabs will display. The tab on the left provides a summary of each placement and attainment measure outcome group, the middle tab provides a summary of each youth literacy and numeracy outcome group, and the tab on the right will display detailed records for each outcome group selected from the left or middle tabs.

For all funding streams, click on the far left column to highlight a performance outcome group row on the left or middle tabs. The detailed records for the highlighted group will then be displayed on the WIA Participant Detail tab, which is always the right-most tab in this function.

| | Individuall | DateOfBirth | GenderID | DisabilityStat | VeteranStatu | VeteranCamp | VeteranDisabl |
|---|---|---|---|---|---|---|---|
| ▶ | 2009 | 7/28/1947 | Male | No | No | No | No |
| | 2104 | 7/28/1947 | Male | No | No | No | No |
| | 2105 | 7/28/1947 | Male | No | No | No | No |
| | 2106 | 7/28/1947 | Male | No | No | No | No |
| | 2107 | 7/28/1947 | Male | No | No | No | No |
| | 2208 | 7/28/1947 | Male | No | No | No | No |
| | 2208 | 7/28/1947 | Male | No | No | No | No |
| | 2209 | 7/28/1947 | Male | No | No | No | No |
| | 2209 | 7/28/1947 | Male | No | No | No | No |
| | 2210 | 7/28/1947 | Male | No | No | No | No |
| | 2210 | 7/28/1947 | Male | No | No | No | No |
| | 2211 | 7/28/1947 | Male | No | No | No | No |
| | 2211 | 7/28/1947 | Male | No | No | No | No |
| | 2222 | 7/28/1947 | Male | No | No | No | No |

The participant detail table can be sorted by clicking once on the header of the column to sort by. Note however that the table does not assume lead zeros because fields are recognized as text in the report validation table. So, for example, resorting on OBSNumber will cause records to appear out of order.

To increase the width of a column, click the mouse on the intersection of the relevant column heading and drag to the desired width.

The DRVS only assigns records to performance measure cohorts if sufficient time has passed for the state to determine the outcomes for the cohort. If sufficient time has passed and the post exit employment fields in a record are still coded as pending, the application will change the employment status to unemployed and

assign the record accordingly.  This default edit is specified in more detail in Appendix B.

It is important to note that if the user decides to change the report due date or program year after the file has been imported, and clicks on the Re-Calculate button, the counts displayed in each performance outcome group in the report validation table may not accurately reflect the report period selected.  The user must change the program year or the report due date and then re-import the file to obtain the correct performance outcomes.

## Step 2—Export Numerators, Denominators, and Counts

This function will create individual files of participant records (with the addition of age and performance outcome group at the end of each record) for the numerators and denominators of each core performance measure.  These export files can be used for analytical purposes, or they can be used to generate files to match against wage records.  The export file will retain the format of the participant/exiter import file.  Functionality to create files of records included in the participant and exiter counts will be provided in a future release.

Click on Report Validation from the menu bar.  Then click on Export Numerators, Denominators, and Counts.  A message box will ask the user to confirm that the performance groups should be exported.  Click on Yes to export.

**Export Performance Groups**

Do you wish to export performance groups ?

[ Yes ]   [ No ]   [ Cancel ]
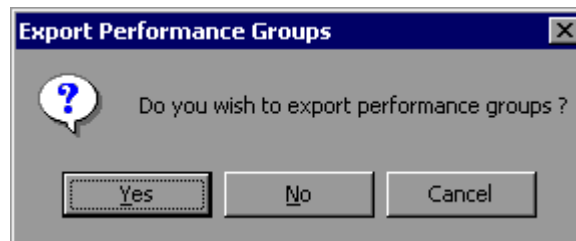
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The application will indicate when the files have been exported by displaying an Export Completed message that specifies the location in which the exported files have been saved.  The export files are saved to a subfolder titled "Performance Groups Export" in the DRVS install location.  If the DRVS is installed in the default location, the export files will be saved to a C:\Program Files\DRVS\Performance Groups Export\<export date and time> subfolder.

Each export creates its own subfolder indicated by the date and time of the export, so that the export files will not be overwritten by subsequent exports.
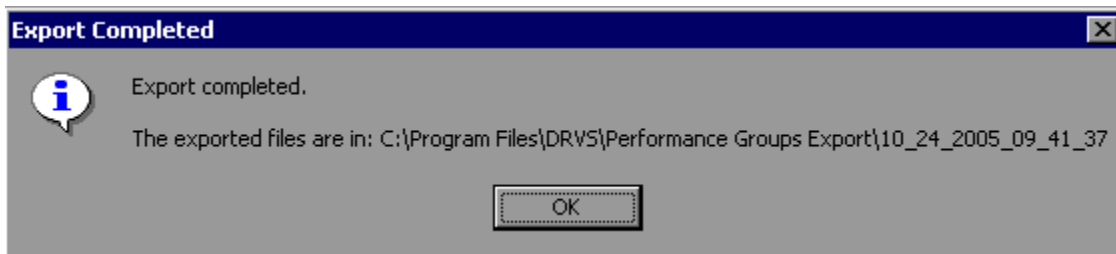


Following is a sample of the Adult_EER_Denominator.txt export file.

## Step 3—View Facsimiles

The Facsimile function displays the values generated by the DRVS in the format of the ETA 9090 report and 9091 report.

Click on **Report Validation** from the menu bar and select **Facsimiles**. The reports that are available on the Facsimile submenu depend on which report type was selected on the Reporting Options screen. Select Quarterly Report Form or Annual Report Form from the Facsimile submenu.

### Sample Quarterly Report Facsimile

### WIA Quarterly Report (ETA Form 9090)

Report Due Date: 11/15/2005
Report Quarter End Date: 09/30/2005

State: AL

OMB No. 1205-0420
Expires: 09/30/2005

#### Quarterly Report Form - ETA 9090

| Performance Items (Time Period to Cumulate Performance Results) | Program Group | Current Quarter (Most Recent) | | Cumulative 4-Quarter Reporting Period | |
|---|---|---|---|---|---|
| | | Value | Numerator ------------------ Denominator | Value | Numerator ------------------ Denominator |
| Total Participants ( 10/01/2004 _ 09/30/2005 ) | Total Adult Participants | 1 | ████ ---------- ████ | 1 | ████ ---------- ████ |
| | Total Adults (self-services only) | 0 | ████ ---------- ████ | 0 | ████ ---------- ████ |

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The header of the facsimile indicates the pertinent information from the sign in screen including the type of report, the state name and the report due date. Users may note that in DRVS 6.0, some dates may display incorrectly. For example, the expiration date on the 9090 quarterly report should be 2009 but it may display as 2005. These labeling errors do not impact calculations and will be corrected in a future release, together with other facsimile formatting issues.

## Sample Annual Report Facsimile

### WIA Annual Report (ETA Form 9091)

OMB No. 1205-0420
Expires: 02/28/2009

State Name: _____AL_____    Date Submitted: _____07/05/2006_____

Filters Set:

| WIB Name: | Office Name: | Case Manager: |
|---|---|---|
| User Field 1: | User Field 2: | |

**WIA Title IB**

**Annual Report Form (ETA 9091)**

**I. Narrative Section**

A.  A discussion of the cost of workforce investment activities relative to the effect of the activities on the performance of participants.
B.  A description of State evaluations of workforce investment activities, including:
    1. The questions the evaluation will/did address;
    2. A description of the evaluation's methodology; and
    3. Information about the timing of feedback and deliverables.

**II. Table Section**

**Table A - Workforce Investment Act Customer Satisfaction Results**

| Customer Satisfaction | Negotiated Performance Level | Negotiated Performance Level - American Customer Satisfaction Index | Number of Surveys Completed | Number of Customers Eligible for the Survey | Number of Customers Included in the Sample | Response Rate |
|---|---|---|---|---|---|---|
| Participants | 0 | 0 | 0 | 0 | 0 | 0 |
| Employers | 0 | 0 | 0 | 0 | 0 | 0 |

In DRVS 6.0, Table A of the Annual Report facsimile displays the Negotiated Performance Level column twice. This display error does not affect report calculations and will be corrected in a future release.

Click on the **printer icon** at the top of the report to print a paper copy. Users will have the option to change the printer name, paper source and layout.

Click on the **envelope icon** to display an Export popup where users can select a name, format and location for the report. For example, the facsimile report can be exported to a PDF.

The facsimile is not automatically saved by the software, so the user must export the facsimile report to retain it for future use.

The state can data enter the values from the ETA 9090 report facsimile onto ETA's Enterprise Business Support System (EBSS) to fulfill the state's quarterly ETA 9090 filing requirements. States should contact their regional office or the ETA performance website at www.doleta.gov/performance for more information about procedures for submitting quarterly reports.

For 9091 annual report, DRVS 6.0 calculates and displays results on annual report facsimile. A future release will provide the capability to validate the annual report and to export the validation results in the EBSS format for submission to ETA.
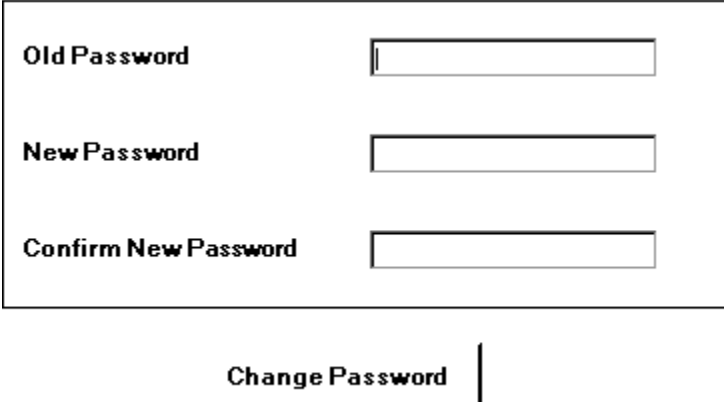
## D.  Database Management

When using DRVS for the first time, users are provided access using the default User ID and Password and a blank database (WIA.mdf) is automatically created. This section describes how the user can change his or her own password to maintain database security, and how to create additional databases, open existing databases, and save databases in alternate locations.

## Step 1—Database Security

After the initial log in using the default User ID and Password, users can change their own password by selecting the Utilities menu and the Change Password submenu.  In the Change Password window, the user should enter old and new passwords, and click on Change Password.

Old Password

New Password

Confirm New Password

Change Password

Future versions of the DRVS will allow database administrators to set up and modify multiple DRVS user profiles, each with a unique User ID and Password and access to specified databases.

**Step 2—Create a New Database**

To create a new database, go to the File menu and select **New DB**.  This opens the Enter a New Database Name dialog box where you can create a new DRVS database in the User Data folder.  Type in the name of your new database in the File Name field.  Database names must start with a letter, although numbers can be included in the name.  Database names cannot include spaces or non-alphanumeric symbols.  The DRVS blocks data entry of invalid database names, and provides an error message when improper names are entered.

Click on Open.
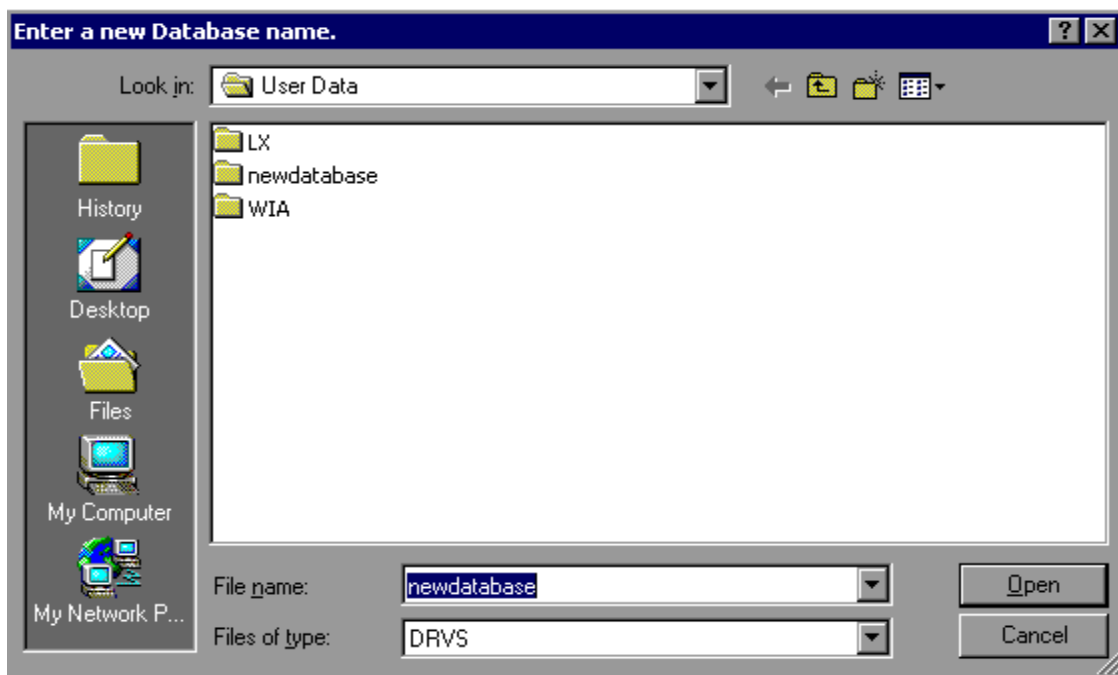


A message box will appear indicating that the new database was successfully created.  Click OK.

WIAnLX

Database creation successful.

OK
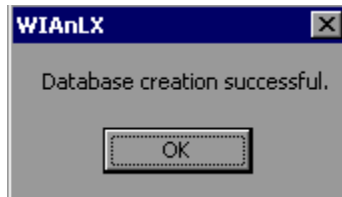
The DRVS Login box will display.  Enter your User ID and Password (or the default User ID and Password) and click on Login.  The new database name should display in the footer of the application screen when the screen size is maximized. If it does not, check the source table to confirm that you are in the new database. The new database will be created in the User Data subfolder of the DRVS install location (default install location is C:\Program Files\DRVS).

**Step 3—Open An Existing Database**

The DRVS will automatically default to the database you were using the last time you logged out of the application.  That database name is displayed in the bottom left footer of the application screen.  To open a different database, go to the File menu and select **Open DB**.  This opens a dialog box where you can select an existing database to open from the drop down menu.

Open Database

Available Databases
There are no additional databases to open. Only the default database exists.
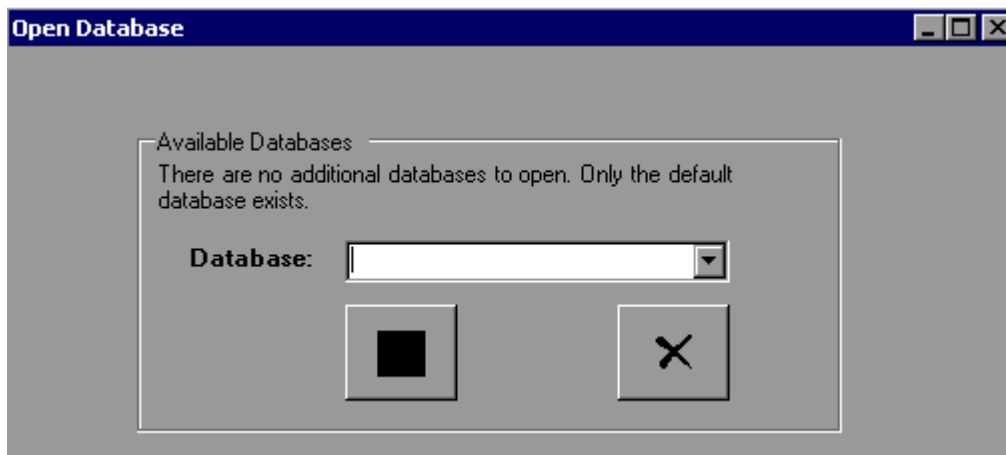
Database:

Click on the drop down menu to access the list of databases that can be selected. If no new databases have been created, a message will display saying that only the default database exists. Choose a database and then click on the open database button on the left of this screen. Click on the X button to exit this function and return to the existing database.

Click on the open folder button. The following message will display.

```
WIAnLXControlLib                    [X]
The selected database has been activated.
              [   OK   ]
```
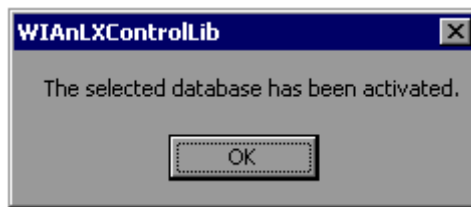
Click OK. The Login box will then display. Enter your User ID and Password and click Login. You will now be in the selected database. The new database name should display in the footer of the application screen when the screen size is maximized. If it does not, check the source table to confirm that you are in the new database.

The open database functionality may be helpful if you:

- Have archived prior quarterly file imports but still want to easily access them through the application.
- Have split the import file into two databases to keep the size manageable in large states.

**Step 4—Save a Database**

To save an existing database go to the File menu and select **Save As**. This opens the Save As dialog box where you can save a database and give the database a new name or location.
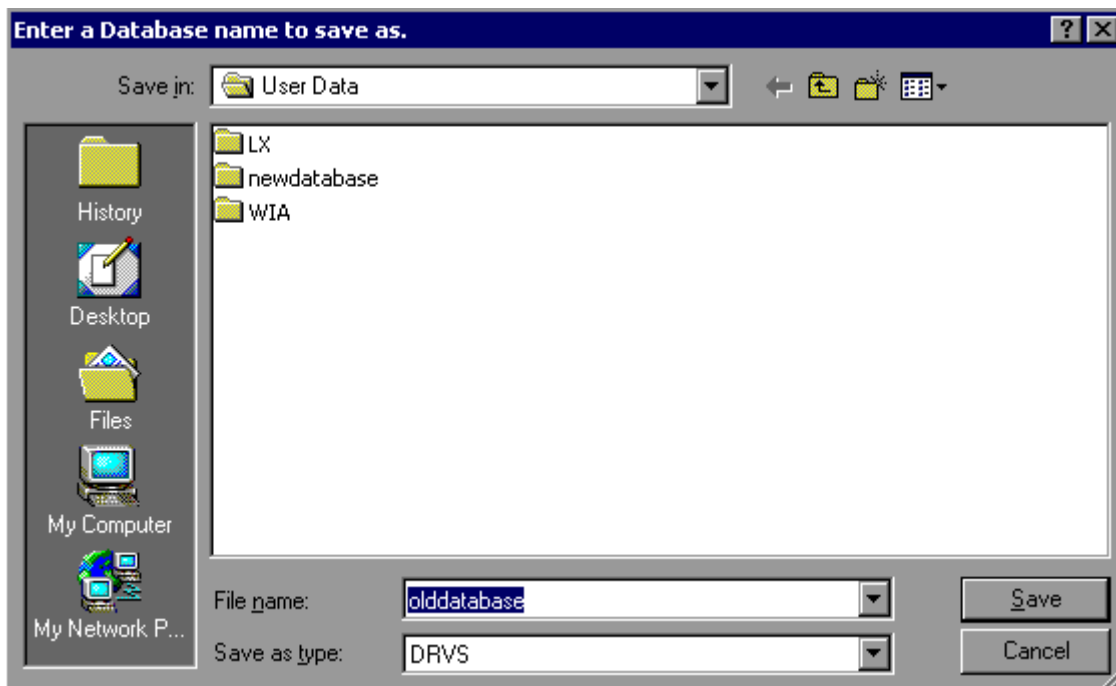


Enter the new file name for the database and then click on Save. A message box will indicate that the newly named database was successfully saved. Click OK.

The DRVS Login box will display. Enter your User ID and Password and click on Login. The new database name should display in the footer of the application screen. If it does not, check the source table to confirm that you are in the new database. The newly named database will be saved in the User Data subfolder of the DRVS install location (default install location is C:\Program Files\DRVS).

# IV. REFERENCE GUIDE

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

## A. File Menu

Options in this menu include:

1. **New DB** – Opens a dialog box where users can create a new database.

2. **Open DB –** Opens a dialog box where users can select another database to open.

3. **Save As -** Opens a dialog box where users can save a database or file and give the database a new name.

4. **Link to Server**—Opens a window where users can switch servers.

5. **e-Submit** – This function will be provided in a future release.

6. **Exit -** Select this to exit the DRVS.

**B. Import Menu**

Options in this menu include:

1. **Import File**—Select this option to import data into the application. See the source table record layout for the appropriate data record format.

2. **Re-Sample After Import**—This function will be provided in a future release.

3. **Skip Sampling After Import**—This function will be provided in a future release.

4. **View Duplicates**—This selection displays a report that lists the duplicate records identified and rejected by the DRVS when importing the extract file.

5. **View Source Table**—This selection displays all of the records from the extract file that were successfully imported by the DRVS.

6. **Source Table Record Layout**—This selection will be available in a future release. It will display the record layout to be used in developing the state's extract file. The record layout can currently be found in Appendix B of this User's Guide.

7. **Reported Values Record Layout**—This function will be provided in a future release.

8. **Quarterly/Reported Values Record Layout**—This function will be provided in a future release.

9. **Import Errors Report**—This selection displays the Import Errors Report displaying the field level and cross-field edit check errors. Appendix B includes the import error messages for each edit check.

## C. Reporting Options Menu

The only option in this menu is **Change**. This selection opens an expanded version of the Reporting Options screen that allows the user to change the program year, report quarter, due date, state postal abbreviation, program year start and end dates, and to select subsets of participant records for analytical and management purposes.

## D. Report Validation Menu

Options in this menu are:

1. **View Validation Tables**

   This selection provides a window to view a summary of each performance outcome group and totals of records assigned to each group. Highlight a performance outcome group row to view the detailed records for that group.

2. **Report Validation**—This function will be provided in a future release.

3. **Export Numerators, Denominators, and Counts**

   This selection creates an export file for the numerator and denominator of each core performance measure. These export files are saved to the installation directory, and can be used for analyzing the state's performance. Functionality to export participant and exiter counts will be included in a future version of the DRVS.

4. **Export Validation Counts**—This function will be provided in a future release.

5. **Facsimiles**— The Facsimile selection produces both the quarterly report in the format of the ETA 9090 report and the annual report in the format of the ETA 9091 report.

6. **EBSS Export**— This function will be provided in a future release.

## E. Admin Menu

1. **Add User**—This function will be provided in a future release.

2. **Modify User Details**—This function will be provided in a future release.

3. **Delete/Deactivate User**—This function will be provided in a future release.

## F. Utilities Menu

The only function in this menu is **Change Password**.  This allows the user to change his or her own password.

## G.  Help Menu

Options in this menu include:

> **WIA User's Guide**—This feature provides the DRVS 6.0 version of this user's guide on-line. To make the latest version of the user's guide accessible through the software, copy the guide from the ETA website into C:\Program Files\DRVS\Help Documents with the title file name DRVS WIA Users Guide.pdf, and replace the existing guide.
>
> **Contacts**—This feature provides contact information for users who would like additional assistance using the application.  For questions on installing the software, WIA data files, or performance reports users should e-mail WIATA@mathematica-mpr.com by clicking on the email link.  Specify the version of the application being used, the question, and the user's contact information.
>
> **About**—This feature provides the application version number and version release date for the application.

# APPENDIX A.  REPORTING SCHEDULE

The following tables provide the program participation and exiter date ranges for each ETA 9090 quarterly report for program years 2005 through 2007.

| Reporting Item | Time Periods to Be Reported Program Year 2005 | | | |
|---|---|---|---|---|
| **Report Quarter** | **July - Sept.** | **Oct. - Dec.** | **Jan. - Mar.** | **Apr - June** |
| **Report Due Date** | **14-Nov-05** | **14-Feb-06** | **15-May-06** | **14-Aug-06** |
| Total Participants | 10/1/04 to 09/30/05 | 01/01/05 to 12/31/05 | 04/01/05 to 03/31/06 | 07/1/05 to 06/30/06 |
| Total Exiters | 07/01/04 to 06/30/05 | 10/1/04 to 09/30/05 | 01/01/05 to 12/31/05 | 04/1/05 to 03/31/06 |
| Placement in Employment or Education | 01/01/04 to 12/31/04 | 04/01/04 to 03/31/05 | 07/01/04 to 06/30/05 | 10/1/04 to 09/30/05 |
| Attainment of Degree or Certificate | 01/01/04 to 12/31/04 | 04/01/04 to 03/31/05 | 07/01/04 to 06/30/05 | 10/1/04 to 09/30/05 |
| Literacy and Numeracy Gains State Reporting Option #1 | 07/01/05 to 09/30/05 [1] | 07/01/05 to 12/31/05 [1] | 07/01/05 to 03/31/06 [1] | 07/01/05 to 06/30/06 [1] |
| Literacy and Numeracy Gains State Reporting Option #2 | State Data Collection and Reporting Begins July 1, 2006 | | | |
| Skill Attainment Rate | 07/01/04 to 06/30/05 | 10/1/04 to 09/30/05 | 01/01/05 to 12/31/05 | 04/1/05 to 03/31/06 |
| Youth Diploma or Equivalent Rate | 07/01/04 to 06/30/05 | 10/1/04 to 09/30/05 | 01/01/05 to 12/31/05 | 04/1/05 to 03/31/06 |
| Entered Employment Rate | 01/01/04 to 12/31/04 | 04/01/04 to 03/31/05 | 07/01/04 to 06/30/05 | 10/1/04 to 09/30/05 |
| Employment and Credential Rates | 01/01/04 to 12/31/04 | 04/01/04 to 03/31/05 | 07/01/04 to 06/30/05 | 10/1/04 to 09/30/05 |
| Employment Retention Rate | 07/1/03 to 06/30/04 | 10/01/03 to 09/30/04 | 01/01/04 to 12/31/04 | 04/1/04 to 03/31/05 |
| Six Months Earnings Increase | 07/1/03 to 06/30/04 | 10/01/03 to 09/30/04 | 01/01/04 to 12/31/04 | 04/1/04 to 03/31/05 |

Additional Notes:
(1) Only partial data will be available. Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2005. Only partial data will be available during the program year for youth who begin participation in the program during PY 2005. States report outcomes as they become available during the year.

Note: For Skill Attainment, the date ranges apply to dates of measurable outcomes (i.e., goal attainment dates, exit dates, or one-year anniversary dates). For Literacy and Numeracy Gains, only participants with Dates of First Youth Service in the date range who have achieved a measurable outcome will be included in the measure.

# APPENDIX A.  REPORTING SCHEDULE

| Reporting Item | Time Periods to Be Reported Program Year 2006 | | | |
|---|---|---|---|---|
| **Report Quarter** | **July - Sept.** | **Oct. - Dec.** | **Jan. - Mar.** | **Apr - June** |
| **Report Due Date** | **14-Nov-06** | **14-Feb-07** | **15-May-07** | **14-Aug-07** |
| Total Participants | 10/1/05 to 09/30/06 | 01/01/06 to 12/31/06 | 04/01/06 to 03/31/07 | 07/1/06 to 06/30/07 |
| Total Exiters | 07/01/05 to 06/30/06 | 10/1/05 to 09/30/06 | 01/01/06 to 12/31/06 | 04/1/06 to 03/31/07 |
| Placement in Employment or Education | 01/01/05 to 12/31/05 | 04/01/05 to 03/31/06 | 07/01/05 to 06/30/06 | 10/1/05 to 09/30/06 |
| Attainment of Degree or Certificate | 01/01/05 to 12/31/05 | 04/01/05 to 03/31/06 | 07/01/05 to 06/30/06 | 10/1/05 to 09/30/06 |
| Literacy and Numeracy Gains State Reporting Option #1 | 07/01/05 to 06/30/06 [2] | 07/01/05 to 06/30/06 [2] | 07/01/05 to 06/30/06 [2] | 07/01/05 to 06/30/06 |
| Literacy and Numeracy Gains State Reporting Option #2 | 07/01/06 to 09/30/06 [3] | 07/01/06 to 12/31/06 [3] | 07/01/06 to 03/31/07 [3] | 07/01/06 to 06/30/07 [3] |
| Skill Attainment Rate | 07/01/05 to 06/30/06 | 10/1/05 to 09/30/06 | 01/01/06 to 12/31/06 | 04/1/06 to 03/31/07 |
| Youth Diploma or Equivalent Rate | 07/01/05 to 06/30/06 | 10/1/05 to 09/30/06 | 01/01/06 to 12/31/06 | 04/1/06 to 03/31/07 |
| Entered Employment Rate | 01/01/05 to 12/31/05 | 04/01/05 to 03/31/06 | 07/01/05 to 06/30/06 | 10/1/05 to 09/30/06 |
| Employment and Credential Rates | 01/01/05 to 12/31/05 | 04/01/05 to 03/31/06 | 07/01/05 to 06/30/06 | 10/1/05 to 09/30/06 |
| Employment Retention Rate | 07/1/04 to 06/30/05 | 10/01/04 to 09/30/05 | 01/01/05 to 12/31/05 | 04/1/05 to 03/31/06 |
| Six Months Earnings Increase | 07/1/04 to 06/30/05 | 10/01/04 to 09/30/05 | 01/01/05 to 12/31/05 | 04/1/05 to 03/31/06 |

Additional Notes:

(2) Only partial data will continue to be reported.  Because it takes five calendar quarters for full data to become available on any quarterly youth participant cohort, the reporting schedule reflects the Department's expectation that full outcomes data on youth participants enrolled between July 1, 2005 and June 30, 2006 will be reported on the August 2007 quarterly report.

(3) Only partial data will be available.  Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2006.  Only partial data will be available on the quarterly reports for youth who begin participation in the program during PY2006.  States report outcomes as they become available.

# APPENDIX A.  REPORTING SCHEDULE

| Reporting Item | Time Periods to Be Reported Program Year 2007 | | | |
|---|---|---|---|---|
| **Report Quarter** | **July - Sept.** | **Oct. - Dec.** | **Jan. - Mar.** | **Apr - June** |
| **Report Due Date** | **14-Nov-07** | **14-Feb-08** | **15-May-08** | **14-Aug-08** |
| Total Participants | 10/1/06 to 09/30/07 | 01/01/07 to 12/31/07 | 04/01/07 to 03/31/08 | 07/1/07 to 06/30/08 |
| Total Exiters | 07/01/06 to 06/30/07 | 10/1/06 to 09/30/07 | 01/01/07 to 12/31/07 | 04/1/07 to 03/31/08 |
| Placement in Employment or Education | 01/01/06 to 12/31/06 | 04/01/06 to 03/31/07 | 07/01/06 to 06/30/07 | 10/1/06 to 09/30/07 |
| Attainment of Degree or Certificate | 01/01/06 to 12/31/06 | 04/01/06 to 03/31/07 | 07/01/06 to 06/30/07 | 10/1/06 to 09/30/07 |
| Literacy and Numeracy Gains State Reporting Option #1 | 10/1/05 to 09/30/06 | 01/01/06 to 12/31/06 | 04/01/06 to 03/31/07 | 07/1/06 to 06/30/07 |
| Literacy and Numeracy Gains State Reporting Option #2 | 07/01/06 to 06/30/07 [4] | 07/01/06 to 06/30/07 [4] | 07/01/06 to 06/30/07 [4] | 07/01/06 to 06/30/07 |
| Skill Attainment Rate | 07/01/06 to 06/30/07 | 10/1/06 to 09/30/07 | 01/01/07 to 12/31/07 | 04/1/07 to 03/31/08 |
| Youth Diploma or Equivalent Rate | 07/01/06 to 06/30/07 | 10/1/06 to 09/30/07 | 01/01/07 to 12/31/07 | 04/1/07 to 03/31/08 |
| Entered Employment Rate | 01/01/06 to 12/31/06 | 04/01/06 to 03/31/07 | 07/01/06 to 06/30/07 | 10/1/06 to 09/30/07 |
| Employment and Credential Rates | 01/01/06 to 12/31/06 | 04/01/06 to 03/31/07 | 07/01/06 to 06/30/07 | 10/1/06 to 09/30/07 |
| Employment Retention Rate | 07/1/05 to 06/30/06 | 10/01/05 to 09/30/06 | 01/01/06 to 12/31/06 | 04/1/06 to 03/31/07 |
| Six Months Earnings Increase | 07/1/05 to 06/30/06 | 10/01/05 to 09/30/06 | 01/01/06 to 12/31/06 | 04/1/06 to 03/31/07 |

Additional Notes:

(4) Only partial data will continue to be reported.  Because it takes five calendar quarters for full data to become available on any quarterly youth participant cohort, the reporting schedule reflects the Department's expectation that full outcomes data on youth participants enrolled between July 1, 2006 and June 30, 2007 will be reported on the August 2008 quarterly report.  This will be the first quartelry report in which the youth reporting cohorts will be aligned for states who choose either reporting option #1 or #2.

# APPENDIX A.  REPORTING SCHEDULE

The following tables provide the program participation and exiter date ranges for each ETA 9091 annual report for program years 2005 through 2007.

| Reporting Item | Time Periods to Be Reported | | |
|---|---|---|---|
| | Annual Report PY 2005 | Annual Report PY 2006 | Annual Report PY 2007 |
| **Due Dates** | 1-Oct-06 | 1-Oct-07 | 1-Oct-08 |
| Total Participants | 7/1/05 to 6/30/06 | 7/1/06 to 6/30/07 | 7/1/07 to 6/30/08 |
| Total Exiters | 4/1/05 to 3/31/06 | 4/1/06 to 3/31/07 | 4/1/07 to 3/31/08 |
| Employer Customer Satisfaction | 1/1/05 to 12/31/05 | 1/1/06 to 12/31/06 | 1/1/07 to 12/31/07 |
| Participant Customer Satisfaction | 1/1/05 to 12/31/05 | 1/1/06 to 12/31/06 | 1/1/07 to 12/31/07 |
| **Adult and Dislocated Worker Performance Measures** | | | |
| Entered Employment Rate | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |
| Employment Retention Rate | 4/1/04 to 3/31/05 | 4/1/05 to 3/31/06 | 4/1/06 to 3/31/07 |
| Six Months Earnings Increase | 4/1/04 to 3/31/05 | 4/1/05 to 3/31/06 | 4/1/06 to 3/31/07 |
| Employment and Credential Rates | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |
| **Youth (14 - 21) Performance Measures** | | | |
| Placement in Employment or Education | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |
| Attainment of Degree or Certificate | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |
| Literacy and Numeracy Gains State Reporting Option #1 | Partial Data Available [1] | 7/1/05 to 6/30/06 | 7/1/06 to 6/30/07 |
| Literacy and Numeracy Gains State Reporting Option #2 | | Partial Data Available [2] | 7/1/06 to 6/30/07 |

Additional Notes:

(1) Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2005.  Only partial data will be available on the Annual Report for youth who begin participation in the program during PY2005, and full annual reporting on this youth participant cohort will not be expected until PY2006.

(2) Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2006.  Only partial data will be available on the Annual Report for youth who begin participation in the program during PY2006, and full annual reporting on this youth participant cohort will not be expected until PY2007.

# APPENDIX A.  REPORTING SCHEDULE

## Time Periods for Reporting Performance Information on the WIA Annual Report

| Reporting Item | Time Periods to Be Reported | | |
|---|---|---|---|
| | Annual Report PY 2005 | Annual Report PY 2006 | Annual Report PY 2007 |
| **Due Dates** | **1-Oct-06** | **1-Oct-07** | **1-Oct-08** |
| **Older Youth (19 - 21) Performance Measures** | | | |
| Entered Employment Rate | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |
| Employment Retention Rate | 4/1/04 to 3/31/05 | 4/1/05 to 3/31/06 | 4/1/06 to 3/31/07 |
| Six Months Earnings Increase | 4/1/04 to 3/31/05 | 4/1/05 to 3/31/06 | 4/1/06 to 3/31/07 |
| Credential Rate | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |
| **Younger Youth (14 - 18) Performance Measures** | | | |
| Skill Attainment Rate | 4/1/05 to 3/31/06 | 4/1/06 to 3/31/07 | 4/1/07 to 3/31/08 |
| Youth Diploma or Equivalent Rate | 4/1/05 to 3/31/06 | 4/1/06 to 3/31/07 | 4/1/07 to 3/31/08 |
| Retention Rate | 4/1/04 to 3/31/05 | 4/1/05 to 3/31/06 | 4/1/06 to 3/31/07 |
| **Additional Performance Measures (Adults, Dislocated Workers, Older Youth)** | | | |
| 12-Month Employment Retention Rate | 1/1/04 to 12/31/04 | 1/1/05 to 12/31/05 | 1/1/06 to 12/31/06 |
| 12-Month Earnings Increase or Earnings Replacement | 1/1/04 to 12/31/04 | 1/1/05 to 12/31/05 | 1/1/06 to 12/31/06 |
| Non-Traditional Employment | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |
| Wages at Entry to Employment | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |
| Training-Related Employment | 10/1/04 to 9/30/05 | 10/1/05 to 9/30/06 | 10/1/06 to 9/30/07 |

Additional Notes:

(1) Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2005. Only partial data will be available on the Annual Report for youth who begin participation in the program during PY2005, and full annual reporting on this youth participant cohort will not be expected until PY2006.

(2) Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2006. Only partial data will be available on the Annual Report for youth who begin participation in the program during PY2006, and full annual reporting on this youth participant cohort will not be expected until PY2007.

# APPENDIX B.  RECORD LAYOUT AND EDITS

The following table lists the field number, field name, valid values, edit checks, and error messages for every field in the DRVS record layout.  See Chapter III for detailed instructions for preparing the import file using the record layout.  Also see Appendix A for the reporting schedule and the date ranges of participants and exiters to be included in each quarterly import file.

**IMPORTANT NOTE:** This document contains data element specifications and edit checks that will be used to support implementation of the Employment and Training Administration's (ETA) Data Reporting and Validation Software (DRVS) Release 5.0 for WIA Adult, Dislocated Worker (including NEGs), and Youth programs. DRVS for WIA programs is being upgraded to support state implementation of common performance measures and other revised reporting requirements approved by the United States Office of Management and Budget (OMB) beginning PY2005. A crosswalk of the data element numbers, where applicable, from the old WIASRD to the new WIASRD format is also provided. Some of the old WIASRD elements have been eliminated from the WIA program reporting system and are not displayed.

| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values<br><br>*(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks | | |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
| **Additional Global Edit Rules** | | | | | | |
| | | Duplicate Record Detection Logic | | A. If multiple records have the same Individual Identifier (WIASRD 101), then no record can have a Date of Program Participation (WIASRD 302) or a Date or Exit (WIASRD 303) between the Date of Program Participation and the Date of Exit.<br><br>B. If multiple records have the same Individual Identifier (WIASRD 101), then no record can have a Date of Program Participation (WIASRD 302) or a Date or Exit (WIASRD 303) between the Date of Program Participation and the Date of Exit plus 90 days (inclusive) of any other record with the same Individual Identifier.<br><br>**Important Note:** Edit check B will become effective for all participants who exit on or after July 1, 2006.<br><br>C. If multiple records have the same Individual Identifier, then only the record with the most recent Date of Program Participation can have a blank Date of Exit. | Reject | |
| | | Required Program Funding Stream Edit Logic | | A. WIASRD 304 (Adult (local formula) ) must be 1 or WIASRD 305 (Dislocated Worker (local formula)) must be 1 or WIASRD 306 (Date of First Youth Service)) must have a valid date or WIASRD 308 (Dislocated Worker (Statewide 15% Activities)) must be 1 or WIASRD 310 (Adult (Statewide 15% Activities)) must be 1 or WIASRD 312 (Rapid Response (Additional Assistance)) must be 1 or WIASRD 313a (NEG Project ID) must not be null. | Reject | A. No funding stream is specified. |
| | | Required Services Received Edit Logic | | A. [WIASRD 331 (Received Core Self-Services and Informational Activities) must be 1 or WIASRD 332 (Date of First Staff Assisted Core Service) must not be null or WIASRD 334 (Date of First Intensive Service) must not be null or WIASRD 335 (Date Entered Training) must not be null] if [WIASRD 304 (Adult (local formula)) = 1 or WIASRD 305 (Dislocated Worker (local formula)) = 1 or WIASRD 308 (Dislocated Worker (Statewide 15% Activities)) = 1 or WIASRD 310 (Adult (Statewide 15% Activities)) = 1 or WIASRD 312 (Rapid Response (Additional Assistance)) = 1].<br><br>B. [WIASRD 330 (Received Disaster Relief Assistance) must be 1 or WIASRD 331 (Received Core Self-Services and Informational Activities) must be 1 or WIASRD 332 (Date of First Staff Assisted Core Service) must not be null or WIASRD 334 (Date of First Intensive Service) must not be null or WIASRD 335 (Date Entered Training) must not be null] if WIASRD 313a (NEG Project ID) is not null. | Reject | A. No service listed. Adults and Dislocated Workers must have Received Core Self-Services and Informational Activities, Date of First Staff Assisted Core Service, Date of First Intensive Service, or Date Entered Training.<br><br>B. No service listed. NEG records must have Received Disaster Relief Assistance, Received Core Self-Services and Informational Activities, Date of First Staff Assisted Core Service, Date of First Intensive Service, or Date Entered Training. |
| | | | | C. WIASRD 343 (Enrolled in Education) must be 1 or WIASRD 344 (Received Educational Achievement Services) must be 1 or WIASRD 345 (Received Employment Services) must be 1 or WIASRD 346 (Received Summer Employment Opportunities) must be 1 or WIASRD 347 (Received Additional Support for Youth Services) must be 1 or WIASRD 348 (Received Leadership Development Opportunities) must be 1] if WIASRD 306 (Date of First Youth Service) is not null. | | C. No service listed. Youth records must have received Enrolled in Education, Received Educational Achievement Services, Received Employment Services, Received Summer Employment Opportunities, Received Additional Support for Youth Services , or Received Leadership Development Opportunities. |

**Data Reporting and Validation Software (DRVS) Release 5.0**

**WORKFORCE INVESTMENT ACT PROGRAMS**
**Import File Specifications & Edit Checks**

IMPORTANT NOTE:  This document contains data element specifications and edit checks that will be used to support implementation of the Employment and Training Administration's (ETA) Data Reporting and Validation Software (DRVS) Release 5.0 for WIA Adult, Dislocated Worker (including NEGs), and Youth programs.  DRVS for WIA programs is being upgraded to support state implementation of common performance measures and other revised reporting requirements approved by the United States Office of Management and Budget (OMB) beginning PY2005. A crosswalk of the data element numbers, where applicable, from the old WIASRD to the new WIASRD format is also provided.  Some of the old WIASRD elements have been eliminated from the WIA program reporting system and are not displayed.

| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values<br><br>*(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks | | ERROR MESSAGES |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic<br>*(all references refer to new DRVS field numbers)* | Error Type | |
| | | **Age Edits for Youth and Non-Youth Funding Streams** | | A.  Age for youth funding stream (calculated at the Date of First Youth Service WIASRD 306) cannot be <14 or >21 if WIASRD 306 has a valid date.<br><br>B. Age cannot be <14 or >100 if WIASRD 306 is null and Date of Birth (WIASRD Element 102) is not null. | **A. Reject**<br><br>**B. Warning** | A. Participant identified as being served by youth funds is not between 14 and 21 years of age on date of first youth service.<br><br>B.  Invalid age - Participant cannot be younger than 14 or older than 100 years old at participation. |
| | | **Edit Check for Employed, Type of Employment Match, and Wages -- 1st Quarter After Exit Quarter** | | A. If WIASRD 601 (Employed in 1st Quarter After Exit Quarter) is 3 and WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) is 6 and WIASRD 615 (Wages 1st Quarter After Exit Quarter) is 999999.99 and the report quarter is 3 or more quarters after the exit quarter, then change WIASRD 601 to 2, WIASRD 602 to 0, and WIASRD 615 to 0. | **Default Warning** | A. Employment, Type of Employment Match, and Wages 1st Quarter After Exit Quarter cannot be pending when the report quarter is 3 or more quarters after the exit quarter. Values for these fields have been changed to Unemployed. |
| | | **Edit Check for Employed, Type of Employment Match, and Wages -- 2nd Quarter After Exit Quarter** | | A. If WIASRD 606 (Employed in 2nd Quarter After Exit Quarter) is 3 and WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) is 6 and WIASRD 616 (Wages 2nd Quarter After Exit Quarter) is 999999.99 and the report quarter is 4 or more quarters after the exit quarter, then change WIASRD 606 to 2, WIASRD 607 to 0, and WIASRD 616 to 0. | **Default Warning** | A. Employment, Type of Employment Match, and Wages 2nd Quarter After Exit Quarter cannot be pending when the report quarter is 4 or more quarters after the exit quarter. Values for these fields have been changed to Unemployed. |
| | | **Edit Check for Employed, Type of Employment Match, and Wages -- 3rd Quarter After Exit Quarter** | | A. If WIASRD 608 (Employed in 3rd Quarter After Exit Quarter) is 3 and WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) is 6 and WIASRD 617 (Wages 3rd Quarter After Exit Quarter) is 999999.99 and the report quarter is 5 or more quarters after the exit quarter, then change WIASRD 608 to 2, WIASRD 609 to 0, and WIASRD 617 to 0. | **Default Warning** | A. Employment, Type of Employment Match, and Wages 3rd Quarter After Exit Quarter cannot be pending when the report quarter is 5 or more quarters after the exit quarter. Values for these fields have been changed to Unemployed. |
| | | **Edit Check for Employed, Type of Employment Match, and Wages -- 4th Quarter After Exit Quarter** | | A. If WIASRD 610 (Employed in 4th Quarter After Exit Quarter) is 3 and WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) is 6 and WIASRD 618 (Wages 4th Quarter After Exit Quarter) is 999999.99 and the report quarter is 6 or more quarters after the exit quarter, then change WIASRD 610 to 2, WIASRD 611 to 0, and WIASRD 618 to 0. | **Default Warning** | A. Employment, Type of Employment Match, and Wages 4th Quarter After Exit Quarter cannot be pending when the report quarter is 6 or more quarters after the exit quarter. Values for these fields have been changed to Unemployed. |

**IMPORTANT NOTE:** This document contains data element specifications and edit checks that will be used to support implementation of the Employment and Training Administration's (ETA) Data Reporting and Validation Software (DRVS) Release 5.0 for WIA Adult, Dislocated Worker (including NEGs), and Youth programs. DRVS for WIA programs is being upgraded to support state implementation of common performance measures and other revised reporting requirements approved by the United States Office of Management and Budget (OMB) beginning PY2005. A crosswalk of the data element numbers, where applicable, from the old WIASRD to the new WIASRD format is also provided. Some of the old WIASRD elements have been eliminated from the WIA program reporting system and are not displayed.

| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks — Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
|---|---|---|---|---|---|---|
| **SECTION I - INDIVIDUAL INFORMATION** | | | | | | |
| 1 | N/A | **OBS Number** | 000000000 (No hyphens) | A. Mandatory field in DRVS version 5.0. <br><br> B. Must be unique for each record. | **Reject** | A-B. OBS number is missing or is not unique. |
| 2 | 101 | **Individual Identifier** | XXXXXXXXX (No hyphens) | A. Mandatory field in DRVS version 5.0. | **Reject** | A. Individual Identifier is missing or invalid. |
| 3 | 102 | **Date of Birth** | YYYYMMDD <br><br> Blank | A. Mandatory field in DRVS version 5.0 for youth <br><br> B. Must not be blank if DateOfFirstIntensiveService (WIASRD 334) is not null or DateEnteredTraining (WIASRD 335) is not null (for Adult, DW, and NEG only). | **Reject** | A. Date of Birth is missing or invalid. |
| 4 | 103 | **Gender** | 1 = Male <br> 2 = Female <br> Blank or 0 = did not self-identify | No additional edit checks. | | |
| 5 | 104 | **Individual with a Disability** | 1 = Yes <br> 2 = No <br> Blank or 0 = did not self identify | No additional edit checks. | | |
| 6 | 105 | **Ethnicity Hispanic/ Latino** | 1 = Yes <br> 2 = No <br> Blank or 0 = did not self identify | No additional edit checks. | | |
| 7 | 106 | **American Indian or Alaska Native** | 1 = Yes <br> Blank or 0 = did not self identify | No additional edit checks. | | |
| 8 | 107 | **Asian** | 1 = Yes <br> Blank or 0 = did not self identify | No additional edit checks. | | |
| 9 | 108 | **Black or African American** | 1 = Yes <br> Blank or 0 = did not self identify | No additional edit checks. | | |
| 10 | 109 | **Hawaiian Native or other Pacific Islander** | 1 = Yes <br> Blank or 0 = did not self identify | No additional edit checks. | | |
| 11 | 110 | **White** | 1 = Yes <br> Blank or 0 = did not self identify | No additional edit checks. | | |
| 12 | 111 | **Eligible Veteran Status** | 1 = Yes, <= 180 days <br> 2 = Yes, Eligible Veteran <br> 3 = Yes, Other Eligible Person <br> 4 = No <br> Blank = not applicable (Younger Youth only) | A. Must be 2 if WIASRD 112 (Campaign Veteran) is 1. <br><br> B. Must be 2 if WIASRD 113 (Disabled Veteran) is 1 or 2 <br><br> C. Must be 2 if WIASRD 114 (Recently Separated Veteran) is 1 | Warning | A-C. The value for Eligible Veteran Status does not meet one of the following conditions: <br> - Eligible Veteran Status must be 2 (Yes, Eligible Veteran) if Campaign Veteran is 1 (Yes). <br> - Eligible Veteran Status must be 2 (Yes, Eligible Veteran) if Disabled Veteran is 1 or 2 (Yes). <br> - Eligible Veteran Status must be 2 (Yes, Eligible Veteran) if Recently Separated Veteran is 1 (Yes). |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values _(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)_ | Additional Edit Checks | | ERROR MESSAGES |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic _(all references refer to new DRVS field numbers)_ | Error Type | |
| 13 | 112 | Campaign Veteran | 1 = Yes<br>2 = No<br>Blank or 0 = Not known or Not Applicable (Younger Youth only) | A. Must be 1 or 2 if WIASRD 111 (Eligible Veteran Status) is 1 or 2. | **Warning** | A. Campaign Veteran cannot be blank or 0 if participant is an Eligible Veteran. |
| 14 | 113 | Disabled Veteran | 1 = Yes<br>2 = Yes, special disabled<br>3 = No<br>Blank or 0 = Not known or Not Applicable (Younger Youth only) | A. Must be 1, 2 or 3 if WIASRD 111 (Eligible Veteran Status) is 1 or 2. | **Warning** | A. Disabled Veteran cannot be blank or 0 if participant is an Eligible Veteran. |
| 15 | 114 | Recently Separated Veteran | 1 = Yes<br>2 = No<br>Blank or 0 = Not known or Not Applicable (Younger Youth only) | A. Must be 1 or 2 if WIASRD 111 (Eligible Veteran Status) is 1 or 2. | **Warning** | A. Recently Separated Veteran cannot be blank or 0 if participant is an Eligible Veteran. |
| 16 | 115 | Employment Status at Participation | 1 = Employed<br>2 = Employed, but Received Notice of Termination of Employment or Military Separation<br>3 = Not Employed | No additional edit checks. | | |
| 17 | 116 | Limited English Language Proficiency | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or Dislocated Worker/NEG core services only | No additional edit checks. | | |
| 18 | 117 | Single Parent | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or Dislocated Worker/NEG core services only | No additional edit checks. | | |
| 19 | 118 | UC Eligible Status at Participation | 1 = Claimant Referred by WPRS<br>2 = Claimant Not Referred by WPRS<br>3 = Exhaustee<br>4 = Neither Claimant nor Exhaustee<br>Blank or 0 = Adult or Dislocated Worker/NEG core services only | No additional edit checks. | | |
| 20 | 119 | Low Income | 1 = Yes<br>2 = No<br>Blank or 0 = Adult core services only and for dislocated worker/NEG | No additional edit checks. | | |
| 21 | 120 | Temporary Assistance to Needy Families (TANF) | 1 = Yes<br>2 = No<br>Blank or 0 = Adult core services only and for dislocated worker/NEG | No additional edit checks. | | |
| 22 | 121 | Other Public Assistance Recipient | 1 = Yes<br>2 = No<br>Blank or 0 = Adult core services only and for dislocated worker/NEG | No additional edit checks. | | |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values  *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks | | |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
| 23 | 122 | Highest School Grade Completed | 00 = No school grades completed<br>01 - 12 = Number of elementary/secondary school grades completed<br>13 - 15 = Number of college, or full-time technical or vocational school years completed<br>16 = Bachelor's degree or equivalent<br>17 = Education beyond the Bachelor's degree<br>87 = Attained High School Diploma<br>88 = Attained GED or Equivalent<br>89 = Attained Certificate of Attendance/Completion<br>90 = Attained other post-secondary degree or certification<br>91=Attained Associates Diploma or Degree<br>Blank = Adult, Dislocated Worker, or NEG Core Services only | No additional edit checks. | | |
| 24 | 123 | Displaced Homemaker | 1 = Yes<br>2 = No<br>Blank or 0 = Adult and Youth Only | No additional edit checks. | | |
| 25 | 124 | Date of Actual Qualifying Dislocation | YYYYMMDD<br>Blank = no date of dislocation | No additional edit checks. | | |
| 26 | 125 | Homeless Individual and/or runaway youth | 1 = Yes<br>2 = No<br>Blank or 0 = Adults and Dislocated worker/NEG | No additional edit checks. | | |
| 27 | 126 | Offender | 1 = Yes<br>2 = No<br>Blank or 0 = Adults and Dislocated worker/NEG | No additional edit checks. | | |
| 28 | 127 | Pregnant or Parenting Youth | 1 = Yes<br>2 = No<br>Blank or 0 = Adult only and for dislocated worker/NEG | No additional edit checks. | | |
| 29 | 128 | Youth Who Needs Additional Assistance | 1 = Yes<br>2 = No<br>Blank or 0 = Adult only and for dislocated worker/NEG | No additional edit checks. | | |
| 30 | 129 | School Status at Participation | 1 = In-school, H.S. or less<br>2 = In-school, Alternative School<br>3 = In-school, Post-H.S.<br>4 = Not attending school or H.S. Dropout<br>5 = Not attending school; H.S. graduate<br><br>Blank or 0 = Adult only and for dislocated worker/NEG | A. Must be 3 or 5 if WIASRD 122 (Highest School Grade Completed) is 13-17, 87, 88,  90, or 91. (For Youth only)<br><br>B. Must be 1, 2, or 4 if WIASRD 122 (Highest School Grade Completed) is 00-12.  (For Youth only) | **Reject for Youth** | A-B. School Status at Participation and Highest School Grade Completed values are contradictory. |
| 31 | 130 | Basic Literacy Skills Deficiency | 1 = Yes<br>2 = No<br>Blank or 0 = Adult only and for dislocated worker/NEG | No additional edit checks. | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Data Reporting and Validation Software (DRVS) Release 5.0** <br><br> **WORKFORCE INVESTMENT ACT PROGRAMS** <br> **Import File Specifications & Edit Checks** | | | | | | |

**IMPORTANT NOTE:** This document contains data element specifications and edit checks that will be used to support implementation of the Employment and Training Administration's (ETA) Data Reporting and Validation Software (DRVS) Release 5.0 for WIA Adult, Dislocated Worker (including NEGs), and Youth programs. DRVS for WIA programs is being upgraded to support state implementation of common performance measures and other revised reporting requirements approved by the United States Office of Management and Budget (OMB) beginning PY2005. A crosswalk of the data element numbers, where applicable, from the old WIASRD to the new WIASRD format is also provided. Some of the old WIASRD elements have been eliminated from the WIA program reporting system and are not displayed.

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|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | |
| 32 | 131 | **Foster Care Youth** | 1 = Yes <br> 2 = No <br> Blank or 0 = Not Known | No additional edit checks. | | |

# Data Reporting and Validation Software (DRVS) Release 5.0

## WORKFORCE INVESTMENT ACT PROGRAMS
### Import File Specifications & Edit Checks

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values (DRVS will identify invalid codes and display, where appropriate, warning errors for each field.) | Additional Edit Checks — Edit Check Logic (all references refer to new DRVS field numbers) | Error Type | ERROR MESSAGES |
|---|---|---|---|---|---|---|
| **SECTION II - PROGRAM ACTIVITIES AND SERVICES INFORMATION** ||||||
| **SECTION II.A - PROGRAM PARTICIPATION DATA** ||||||
| 33 | 301 | **ETA-Assigned Local Board/Statewide Code** | 00000 | A. The last digit of the ETA-assigned Local Board/Statewide code must end in a 0 or 5 if funded with local Adult, Dislocated Worker or Youth funds (WIASRD 304 = 1, WIASRD 305 = 1, or (WIASRD 306 = valid date and and WIASRD 307 [Youth(Statewide 15% Activities)] = 2 or 3). <br><br> B. Cannot have the last three digits end in 000. <br><br> C. The last three digits of the ETA-assigned Local Board/Statewide code must end in 903 if funded with statewide (15%) Youth, statewide (15%) Dislocated Worker, or statewide (15%) Adult (WIASRD 307 = 1, WIASRD 308 = 1, or WIASRD 310 = 1) but not local funds--WIASRD 304 [Adult (Local)] ≠ 1, WIASRD 305 [Dislocated Worker (Local)] ≠ 1, and (WIASRD 306 (Date of First Youth Service) is not null and WIASRD 307 [Youth(Statewide 15% Activities)] = 1). | Warning | A-F. The ETA-assigned Local Board/Statewide code is invalid or does not correspond to the funding stream indicated for the participant. |
|  |  |  |  | D. The last three digits of the ETA-assigned Local Board/Statewide code must end in 901 if funded by National Emergency Grant (WIASRD 313a, 313b, or 313c has a valid four-digit number) but not local or statewide funds–WIASRD 304 [Adult (Local)] ≠ 1, WIASRD 305 [Dislocated Worker (Local)] ≠ 1, and WIASRD 306 (Date of First Youth Service) is null, WIASRD 308 [Dislocated Worker (Statewide (15%) Activities)] ≠ 1, WIASRD 309 [Incumbent Worker (Statewide (15%) Activities)] ≠ 1, and WIASRD 310 [Adult (Statewide (15%) Activities)] ≠ 1. |  |  |
|  |  |  |  | E. The last three digits of the ETA-assigned Local Board/Statewide code must end in 902 if funded with Rapid Response (WIASRD 311 = 1) or Rapid Response (Additional Assistance) (WIASRD 312 = 1), but not local, statewide, or national emergency grants–WIASRD 304 [Adult (Local)] ≠ 1, WIASRD 305 [Dislocated Worker (Local)] ≠ 1, and WIASRD 306 (Date Of First Youth Service) is null, WIASRD 308 [Dislocated Worker (Statewide (15%) Activities)] ≠ 1, WIASRD 309 [Incumbent Worker (Statewide (15%) Activities)] ≠ 1, and WIASRD 310 [Adult (Statewide (15%) Activities)] ≠ 1, and WIASRD 313a (national emergency grant) is blank, WIASRD 313b (second national emergency grant) is blank, and WIASRD 313c (third national emergency grant) is blank. <br><br> F. Must be greater than 1000. |  |  |
| 34 | 302 | **Date of Program Participation** | YYYYMMDD | A. Mandatory field in DRVS version 5.0. | Reject | A. Date of Program Participation is missing or invalid. |

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|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
| 35 | 303 | Date of Exit | YYYYMMDD<br>Blank = has not exited | A. Must be blank or greater than or equal to WIASRD 302 (Date of Program Participation).<br><br>B. Must be a valid date if WIASRD 327 (Other Reasons for Exit) is 01, 02, 03, 04, 05, or 06. | Reject | A-B. Date of Exit must be greater than or equal to the Date of Program Participation, and cannot be blank if Other Reasons for Exit is 01 - 06. |
| 36 | 304 | Adult (local formula) | 1 = Yes<br>2 = No<br>Blank or 0 = Dislocated Worker/NEG or Youth only | No additional edit checks. | | |
| 37 | 305 | Dislocated Worker (local formula) | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or Youth only | No additional edit checks. | | |
| 38 | 306 | Date of First Youth Service | YYYYMMDD<br>Blank = no youth service | A. Must be blank or greater than or equal to WIASRD 302 (Date of Program Participation).<br><br>B. Must be blank or less than or equal to WIASRD 303 (Date of Exit).<br><br>C. Must have valid date if WIASRD 307 (Youth (Statewide 15% Activities)) is 1 or 2. | Reject | A-C. Error in Date of First Youth Service field caused by one of the following conditions:<br>- Date of First Youth Service is before the Date of Program Participation or after the Date of Exit.<br>- Date of First Youth Service cannot be blank if Youth (Statewide 15% Activities) funding is 1 or 2 (Yes). |
| 39 | 307 | Youth (Statewide 15% Activities) | 1 = Yes, Received Statewide 15% Funded Services only<br>2 = Yes, Received Both Statewide 15% and Local Formula Funded Services<br>3 = No, Did Not Receive Statewide 15% Funded Services<br>Blank or 0 = Adult or dislocated worker/NEG only | No additional edit checks. | | |
| 40 | 308 | Dislocated Worker (Statewide 15% Activities) | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or Youth only | No additional edit checks. | | |
| 41 | 309 | Incumbent Worker (Statewide 15% Activities) | 1 = Yes<br>2 = No | No additional edit checks. | | |
| 42 | 310 | Adult (Statewide 15% Activities) | 1 = Yes<br>2 = No<br>Blank or 0 = Dislocated worker/NEG or Youth only | No additional edit checks. | | |
| 43 | 311 | Rapid Response | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or Youth only | No additional edit checks. | | |
| 44 | 312 | Rapid Response (Additional Assistance) | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or Youth only | No additional edit checks. | | |
| 45 | 313a | NEG Project ID | XXXX<br>Blank or 0000 = no services received | No additional edit checks. | | |
| 46 | 313b | Second NEG Project ID | XXXX<br>Blank or 0000 = no services received | A. Must be Blank or 0000 if WIASRD 313a is Blank or 0000. | Warning | A. Second NEG Project ID is specified, but First NEG Project ID is not given. |

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|---|---|---|---|---|---|---|
| 47 | 313c | Third NEG Project ID | XXXX<br>Blank or 0000 = no services received | A. Must be Blank or 0000 if WIASRD 313b is Blank or 0000. | Warning | A. Third NEG Project ID is specified, but Second NEG Project ID is not given. |
| 48 | 314 | Adult Education | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 49 | 315 | Job Corps | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 50 | 316 | National Farmworker Jobs Program | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 51 | 317 | Indian and Native American Programs | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 52 | 318 | Veterans' Programs | 1 = Yes, DVOP/LVER<br>2 = Yes, VWIP<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 53 | 319 | Trade Adjustment Assistance (TAA) | 1 = Yes<br>2 = No<br>Blank or 0 = Youth only | No additional edit checks. | | |
| 54 | 320 | Vocational Education | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 55 | 321 | Vocational Rehabilitation | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 56 | 322 | Wagner-Peyser Act | 1 = Yes<br>2 = No | No additional edit checks. | | |
| 57 | 323 | YouthBuild (Dept. of Housing and Urban Development) | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 58 | 324 | Title V Older Worker Program | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 59 | 325 | Employment and Training Services Related to Food Stamps | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 60 | 326 | Other Non-WIA Programs | 1 = Yes<br>Blank or 0 = no services received or unknown | No additional edit checks. | | |
| 61 | 327 | Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit) | 01 Institutionalized<br>02 Health/Medical<br>03 Deceased<br>04 Family Care<br>05 Reservists Called to Active Duty<br>06 Relocated to Mandated Residential Program<br>85-97 (future exit exclusions)<br>98 = Retirement<br>99 = Invalid SSN.<br>Blank or 00 = Participant has not exited or exited for reason other than one of the conditions listed above. | A. Must be blank, 00-06, 98, or 99.<br><br>B. Must be blank, 00, or 99 if WIASRD 303 (Date of Exit) is blank. | Reject | A-B. Error in Other Reasons for Exit field caused by one of the following conditions:<br>- Other Reasons for Exit value is invalid.<br>- Other Reasons for Exit is specified (01 - 06, 98), but no Date of Exit is given. |

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|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
| **SECTION II.B - SERVICES AND OTHER RELATED ASSISTANCE DATA** | | | | | | |
| 62 | 328 | **Received Supportive Services (except needs-related payments)** | 1 = Yes 2 = No | No additional edit checks. | | |
| 63 | 329 | **Needs-Related payments (Adults/Dislocated Workers in training services) or stipends (Youth in training)** | 1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG core services only | No additional edit checks. | | |
| 64 | 330 | **Received Disaster Relief Assistance** | 1 = Yes 2 = No Blank or 0 = Not Known | No additional edit checks. | | |
| 65 | 331 | **Received Core Self-Services and Informational Activities** | 1 = Yes 2 = No Blank or 0 = unknown | No additional edit checks. | | |
| 66 | 332 | **Date of First Staff Assisted Core Service** | YYYYMMDD Blank = no services received | A. Must be blank or be less than or equal to WIASRD 303 (Date of Exit). | **Warning** | A. Date of First Staff Assisted Core Service is after the Date of Exit. |
| 67 | 333 | **Received Workforce Information Services** | 1 = Yes 2 = No Blank or 0 = unknown | No additional edit checks. | | |
| 68 | 334 | **Date of First Intensive Service** | YYYYMMDD Blank = no services received | A. Must be blank or less than or equal to WIASRD 303 (Date of Exit). | **Warning** | A. Date of First Intensive Service is after the Date of Exit. |
| 69 | 335 | **Date Entered Training** | YYYYMMDD Blank = no training services received | A. Must be blank or less than or equal to WIASRD 303 (Date of Exit).  B. Must have a valid date if WIASRD 340 or 341 (Types of Training) is 1-6.  C. Must have a valid date for Adults, Dislocated Workers, and Older Youth if WIASRD 342 (Occupational Skills Training Code) has a valid code. | **A. & B. Reject**  **C. Warning** | A-B. Type of Training is specified, but no Date Entered Training is given or Date Entered Training is after the Date of Exit.  C. Occupational Skills Training Code is specified, but no Date Entered Training is given. |
| 70 | 336 | **Date Completed or Withdrew From Training** | YYYYMMDD Blank = no training services received | A. Must be blank if WIASRD 335 (Date Entered Training) is blank.  B. Must be greater than or equal to WIASRD 335 (Date Entered Training) if WIASRD 335 has a valid date. | **Warning** | A-B. Date Completed or Withdrew From Training is specified but is prior to Date Entered Training, or no Date Entered Training is given. |
| 71 | 337 | **Established Individual Training Account (ITA)** | 1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG core services only or Youth | No additional edit checks. | | |
| 72 | 338 | **Pell Grant Recipient** | 1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG core services only | No additional edit checks. | | |

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|---|---|---|---|---|---|---|
| 73 | 339 | **Received Pre-Vocational Activities** | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or dislocated worker/NEG core services only or Youth | No additional edit checks. | | |
| 74 | 340 | **Type of Training Service #1** | 1 = On-the-Job Training<br>2 = Skill Upgrading & Retraining<br>3 = Entrepreneurial Training<br>4 = Adult Education & Literacy Activities in Combination with Training<br>5 = Customized Training<br>6 = Other Occupational Skills Training<br>Blank or 0 = no services received | A. Must be 1, 2, 3, 4, 5, or 6 if WIASRD 335 (Date Entered Training) has a valid date.<br><br>B. Must be 0 or blank if WIASRD 335 (Date Entered Training) is blank. | Warning | A-B. If Date Entered Training or Type of Training is specified, the other must also be specified. |
| 75 | 341 | **Type of Training Service #2** | 1 = On-the-Job Training<br>2 = Skill Upgrading & Retraining<br>3 = Entrepreneurial Training<br>4 = Adult Education & Literacy Activities in Combination with Training<br>5 = Customized Training<br>6 = Other Occupational Skills Training<br>Blank or 0 = no services received | A. Must be 0 or blank if WIASRD 340 (Type of Training Service #1) is 0 or blank. | Warning | A. Type of Training #2 is specified, but no Type of Training #1 is given. |
| 76 | 342 | **Occupational Skills Training Code** | 00000000<br>Blank or 00000000 = unavailable or unknown | No additional edit checks. | | |
| **SECTION II.C - ADDITIONAL YOUTH SERVICES DATA** | | | | | | |
| 77 | 343 | **Enrolled in Education** | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or dislocated worker/NEG only | A. Must be 1 if WIASRD 670 (School Status at Exit) is 1, 2, or 3. | Warning | A. Enrolled in Education and School Status at Exit values are contradictory. |
| 78 | 344 | **Received Educational Achievement Services** | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or dislocated worker/NEG only | No additional edit checks. | | |
| 79 | 345 | **Received Employment Services** | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or dislocated worker/NEG only | No additional edit checks. | | |
| 80 | 346 | **Received Summer Employment Opportunities** | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or dislocated worker/NEG only | No additional edit checks. | | |
| 81 | 347 | **Received Additional Support for Youth Services** | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or dislocated worker/NEG only | No additional edit checks. | | |
| 82 | 348 | **Received Leadership Development Opportunities** | 1 = Yes<br>2 = No<br>Blank or 0 = Adult or dislocated worker/NEG only | No additional edit checks. | | |
| 83 | 349 | **Received Follow-up Services** | 1 = Yes<br>2 = No<br>Blank or 0 | A. Must be 1 or 2 if the report date is after the end of the fourth quarter after the exit quarter (for Youth only). | Warning | |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values (DRVS will identify invalid codes and display, where appropriate, warning errors for each field.) | Additional Edit Checks | | |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic (all references refer to new DRVS field numbers) | Error Type | ERROR MESSAGES |
| **SECTION III - PROGRAM OUTCOMES INFORMATION** | | | | | | |
| **SECTION III.A - EMPLOYMENT AND JOB RETENTION DATA** | | | | | | |
| 84 | 601 | Employed in 1st Quarter After Exit Quarter | 1 = Yes<br>2 = No<br>3 = Information not yet available | A. Must be 1 if WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) is 1-5.<br><br>B. Must be 2 if WIASRD 602 is Blank or 0.<br><br>C. Must be 3 if WIASRD 602 is 6.<br><br>D. Must not be 3 if report quarter is 3 or more quarters after exit quarter.<br><br>E. Must be 3 if WIASRD 303 (Date of Exit) is null. | Reject | A-E. Error in Employed in 1st Quarter After Exit Quarter field caused by one of the following conditions:<br>- Employed in 1st Quarter After Exit Quarter must be 1 (Yes) if Type of Employment Match is 1-5 (Wage records, Employment records, or Supplemental).<br>- Employed in 1st Quarter After Exit Quarter must be 2 (No) if Type of Employment Match is blank or 0 (Not Employed).<br>- Employed in 1st Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Type of Employment Match is 6 (Information Not Yet Available).<br>- Employed in 1st Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Date of Exit is blank.<br>- Employed in 1st Quarter After Exit Quarter cannot be 3 (Information Not Yet Available) if report quarter is 3 or more quarters after the exit quarter. |
| 85 | 602 | Type of Employment Match 1st Quarter After Exit Quarter | 1 = UI Wage Records (In-State & WRIS)<br>2 = Federal Employment Records (OPM, USPS)<br>3 = Military Employment Records (DOD)<br>4 = Other Administrative Wage Records<br>5 = Supplemental through case management, participant survey, and/or verification with the employer<br>6 = Information not yet available<br>Blank or 0 = not employed | A. Must be 1-4 if WIASRD 615 (Wages 1st Quarter After Exit Quarter) is >0 and <999999.99.<br><br>B. Must be 0, 5, or blank if WIASRD 615 is 0 or blank.<br><br>C. Must be 6 if WIASRD 615 is 999999.99. | Reject | A-C. The value for Type of Employment Match 1st Quarter After Exit Quarter does not meet one of the following conditions:<br>- Type of Employment Match 1st Quarter After Exit Quarter must be 1 -4 (Wage or Employment Records) if Wages is >0.<br>- Type of Employment Match 1st Quarter After Exit Quarter must be 5, blank or 0 (Supplemental or Not Employed) if Wages is blank or 0.<br>- Type of Employment Match 1st Quarter After Exit Quarter must be 6 (Information Not Yet Available) if Wages are 999999.99 (Not Yet Available). |
| 86 | 603 | Occupational Code (if available) | 00000000<br>Blank or 00000000 = unavailable or unknown<br>(No hyphens or periods) | A. Must be blank or 00000000 if WIASRD 601 (Employed 1st Quarter After Exit Quarter) is 2 or 3 | Warning | A. Occupational Code cannot be given unless Employed 1st Quarter After Exit Quarter is 1 (Yes). |
| 87 | 604 | Entered Training-Related Employment | 1 = Yes<br>2 = No<br>Blank or 0 = not applicable Younger Youth, not applicable Adult or Dislocated Worker/NEG core services only | A. Must be 1 or 2 if WIASRD 335 (Date Entered Training) has a valid date and WIASRD 601 (Employed in 1st Quarter After Exit Quarter) is 1 [for Adults and Dislocated Workers only].<br><br>B. Must be 1 or 2 if WIASRD 601 (Employed in 1st Quarter After Exit Quarter) is 1 [for Older Youth only]. | Warning | A-B. Entered Training-Related Employment cannot be blank or 0 for Older Youth or for any participant that has a Date Entered Training and was Employed in 1st Quarter after Exit Quarter . |
| 88 | 605 | Entered non-Traditional Employment | 1 = Yes<br>2 = No<br>Blank or 0 = not applicable Younger Youth only | A. Must be 1 or 2 if WIASRD 601 (Employed in 1st Quarter After Exit Quarter) is 1. | Warning | A. If participant was Employed in 1st Quarter after Exit Quarter, Entered Non-Traditional Employment cannot be blank or 0. |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks | | |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
| 89 | 606 | **Employed in 2nd Quarter After Exit Quarter** | 1 = Yes<br>2 = No<br>3 = Information not yet available<br>Blank or 0 = not applicable (Younger Youth only) | A. Must be 1 if WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) is 1-5.<br><br>B. Must be 2 if WIASRD 607 is Blank or 0. (Not for Younger Youth)<br><br>C. Must be 3 if WIASRD 607 is 6<br><br>D. Must not be 3 if report quarter is 4 or more quarters after exit quarter. (Not for Younger Youth)<br><br>E. Must be 3 if WIASRD 303 (Date of Exit) is null. (Not for Younger Youth) | **Reject** | A-E. Error in Employed in 2nd Quarter After Exit Quarter field caused by one of the following conditions:<br>- Employed in 2nd Quarter After Exit Quarter must be 1 (Yes) if Type of Employment Match is 1-5 (Wage records, Employment records, or Supplemental).<br>- Employed in 2nd Quarter After Exit Quarter must be 2 (No) if Type of Employment Match is blank or 0 (Not Employed).<br>- Employed in 2nd Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Type of Employment Match is 6 (Information Not Yet Available).<br>- Employed in 2nd Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Date of Exit is blank.<br>- Employed in 2nd Quarter After Exit Quarter cannot be 3 (Information Not Yet Available) if report quarter is 4 or more quarters after the exit quarter. |
| 90 | 607 | **Type of Employment Match 2nd Quarter After Exit Quarter** | 1 = UI Wage Records (In-State & WRIS)<br>2 = Federal Employment Records (OPM, USPS)<br>3 = Military Employment Records (DOD)<br>4 = Other Administrative Wage Records<br>5 = Supplemental through case management, participant survey, and/or verification with the employer<br>6 = Information not yet available<br>Blank or 0 = not employed | A. Must be 1-4 if WIASRD 616 (Wages 2nd Quarter After Exit Quarter) is >0 and <999999.99.<br><br>B. Must be 0, 5, or blank if WIASRD 616 is 0 or blank.<br><br>C. Must be 6 if WIASRD 616 is 999999.99. | **Reject** | A-C. The value for Type of Employment Match 2nd Quarter After Exit Quarter does not meet one of the following conditions:<br>- Type of Employment Match 2nd Quarter After Exit Quarter must be 1 -4 (Wage or Employment Records) if Wages is >0.<br>- Type of Employment Match 2nd Quarter After Exit Quarter must be 5, blank or 0 (Supplemental or Not Employed) if Wages is blank or 0.<br>- Type of Employment Match 2nd Quarter After Exit Quarter must be 6 (Information Not Yet Available) if Wages are 999999.99 (Not Yet Available). |
| 91 | 608 | **Employed in 3rd Quarter After Exit Quarter** | 1 = Yes<br>2 = No<br>3 = Information not yet available | A. Must be 1 if WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) is 1-5.<br><br>B. Must be 2 if WIASRD 609 is Blank or 0.<br><br>C. Must be 3 if WIASRD 609 is 6<br><br>D. Must not be 3 if report quarter is 5 or more quarters after exit quarter.<br><br>E. Must be 3 if WIASRD 303 (Date of Exit) is null. | **Reject** | A-E. Error in Employed in 3rd Quarter After Exit Quarter field caused by one of the following conditions:<br>- Employed in 3rd Quarter After Exit Quarter must be 1 (Yes) if Type of Employment Match is 1-5 (Wage records, Employment records, or Supplemental).<br>- Employed in 3rd Quarter After Exit Quarter must be 2 (No) if Type of Employment Match is blank or 0 (Not Employed).<br>- Employed in 3rd Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Type of Employment Match is 6 (Information Not Yet Available).<br>- Employed in 3rd Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Date of Exit is blank.<br>- Employed in 3rd Quarter After Exit Quarter cannot be 3 (Information Not Yet Available) if report quarter is 5 or more quarters after the exit quarter. |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values<br><br>*(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks | | |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
| 92 | 609 | Type of Employment Match 3rd Quarter After Exit Quarter | 1 = UI Wage Records (In-State & WRIS)<br>2 = Federal Employment Records (OPM, USPS)<br>3 = Military Employment Records (DOD)<br>4 = Other Administrative Wage Records<br>5 = Supplemental through case management, participant survey, and/or verification with the employer<br>6 = Information not yet available<br>Blank or 0 = not employed | A. Must be 1-4 if WIASRD 617 (Wages 3rd Quarter After Exit Quarter) is >0 and <999999.99.<br><br>B. Must be 0, 5, or blank if WIASRD 617 is 0 or blank.<br><br>C. Must be 6 if WIASRD 617 is 999999.99. | Reject | A-C. The value for Type of Employment Match 3rd Quarter After Exit Quarter does not meet one of the following conditions:<br>- Type of Employment Match 3rd Quarter After Exit Quarter must be 1 -4 (Wage or Employment Records) if Wages is >0.<br>- Type of Employment Match 3rd Quarter After Exit Quarter must be 5, blank or 0 (Supplemental or Not Employed) if Wages is blank or 0.<br>- Type of Employment Match 3rd Quarter After Exit Quarter must be 6 (Information Not Yet Available) if Wages are 999999.99 (Not Yet Available). |
| 93 | 610 | Employed in 4th Quarter After Exit Quarter | 1 = Yes<br>2 = No<br>3 = Information not yet available<br>Blank or 0 = not applicable (Younger Youth only) | A. Must be 1 if WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) is 1-5.<br><br>B. Must be 2 if WIASRD 611 is Blank or 0. (Not for Younger Youth)<br><br>C. Must be 3 if WIASRD 611 is 6<br><br>D. Must not be 3 if report quarter is 6 or more quarters after exit quarter. (Not for Younger Youth)<br><br>E. Must be 3 if WIASRD 303 (Date of Exit) is null. (Not for Younger Youth) | Warning | A-E. Error in Employed in 4th Quarter After Exit Quarter field caused by one of the following conditions:<br>- Employed in 4th Quarter After Exit Quarter must be 1 (Yes) if Type of Employment Match is 1-5 (Wage records, Employment records, or Supplemental).<br>- Employed in 4th Quarter After Exit Quarter must be 2 (No) if Type of Employment Match is blank or 0 (Not Employed).<br>- Employed in 4th Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Type of Employment Match is 6 (Information Not Yet Available).<br>- Employed in 4th Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Date of Exit is blank.<br>- Employed in 4th Quarter After Exit Quarter cannot be 3 (Information Not Yet Available) if report quarter is 6 or more quarters after the exit quarter. |
| 94 | 611 | Type of Employment Match 4th Quarter After Exit Quarter | 1 = UI Wage Records (In-State & WRIS)<br>2 = Federal Employment Records (OPM, USPS)<br>3 = Military Employment Records (DOD)<br>4 = Other Administrative Wage Records<br>5 = Supplemental through case management, participant survey, and/or verification with the employer<br>6 = Information not yet available<br>Blank or 0 = not employed | A. Must be 1-4 if WIASRD 618 (Wages 4th Quarter After Exit Quarter) is >0 and <999999.99.<br><br>B. Must be 0, 5, or blank if WIASRD 618 is 0 or blank.<br><br>C. Must be 6 if WIASRD 618 is 999999.99. | Warning | A-C. The value for Type of Employment Match 4th Quarter After Exit Quarter does not meet one of the following conditions:<br>- Type of Employment Match 4th Quarter After Exit Quarter must be 1 -4 (Wage or Employment Records) if Wages is >0.<br>- Type of Employment Match 4th Quarter After Exit Quarter must be 5, blank or 0 (Supplemental or Not Employed) if Wages is blank or 0.<br>- Type of Employment Match 4th Quarter After Exit Quarter must be 6 (Information Not Yet Available) if Wages are 999999.99 (Not Yet Available). |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks | | |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
| **SECTION III.B - WAGE RECORD DATA** | | | | | | |
| 95 | 612 | **Wages 3rd Quarter Prior to Participation Quarter** | 000000.00 Blank = not applicable | A. Must be >=0 and <=999999.99 or blank. B. Must not be >100000.00 and <999999.99. | **A. Reject** **B. Warning** | A. Wages 3rd Quarter Prior to Participation are invalid. B. Wages 3rd Quarter Prior to Participation cannot be > 100000. |
| 96 | 613 | **Wages 2nd Quarter Prior to Participation Quarter** | 000000.00 Blank = not applicable | A. Must be >=0 and <=999999.99 or blank. B. Must not be >100000.00 and <999999.99. | **A. Reject** **B. Warning** | A. Wages 2nd Quarter Prior to Participation are invalid. B. Wages 2nd Quarter Prior to Participation cannot be > 100000. |
| 97 | 614 | **Wages 1st Quarter Prior to Participation Quarter** | 000000.00 Blank = not applicable | A. Must be >=0 and <=999999.99 or blank. B. Must not be >100000.00 and <999999.99. | **A. Reject** **B. Warning** | A. Wages 1st Quarter Prior to Participation are invalid.. B. Wages 1st Quarter Prior to Participation cannot be > 100000. |
| 98 | 615 | **Wages 1st Quarter After Exit Quarter** | 000000.00 Blank = not applicable | A. Must be >=0 and <=999999.99 or blank. B. Must not be >50000.00 and <999999.99. | **A. Reject** **B. Warning** | A. Wages 1st Quarter After Exit Quarter are invalid. B. Wages 1st Quarter After Exit Quarter cannot be > 50000. |
| 99 | 616 | **Wages 2nd Quarter After Exit Quarter** | 000000.00 Blank = not applicable | A. Must be >=0 and <=999999.99 or blank. B. Must not be >50000.00 and <999999.99. | **A. Reject** **B. Warning** | A. Wages 2nd Quarter After Exit Quarter are invalid. B. Wages 2nd Quarter After Exit Quarter cannot be > 50000. |
| 100 | 617 | **Wages 3rd Quarter After Exit Quarter** | 000000.00 Blank = not applicable | A. Must be >=0 and <=999999.99 or blank. B. Must not be >50000.00 and <999999.99. | **A. Reject** **B. Warning** | A. Wages 3rd Quarter After Exit Quarter are invalid. B. Wages 3rd Quarter After Exit Quarter cannot be > 50000. |
| 101 | 618 | **Wages 4th Quarter After Exit Quarter** | 000000.00 Blank = not applicable | A. Must be >=0 and <=999999.99 or blank. B. Must not be >50000.00 and <999999.99. | **A. Reject** **B. Warning** | A. Wages 4th Quarter After Exit Quarter are invalid. B. Wages 4th Quarter After Exit Quarter cannot be > 50000. |
| **SECTION III.C - EDUCATION, CREDENTIAL, AND SKILL ATTAINMENT DATA** | | | | | | |
| 102 | 619 | **Type of Recognized Credential** | 1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills Licensure 5 = Occupational Skills Certificate or Credential 6 = Other Recognized Educational or Occupational Skills Credential/Certificate 0 = Individual received training, but no recognized credential received. Blank = Individual did not receive training. | Important Note: The following edit checks differ by program funding stream: A. Must be 0-6 if WIASRD 340 (Type of Training Service #1) = 1-6 or WIASRD 341 (Type of Training Service #2) = 1-6 and the report date is after the end of the third quarter after the quarter of exit [Adults and Dislocated Workers only]. B. Must not be 1 if WIASRD 129 (School Status at Participation) is 3 or 5 | Reject | A-D. Error in Type of Recognized Credential field caused by one of the following conditions: - Type of Recognized Credential and School Status at Participation values are contradictory. - If the report date is after the end of the third quarter after the exit quarter, Type of Recognized Credential cannot be blank for any participant for whom Type of Training Service is specified. |
| 103 | 620 | **Goal #1 Type** | 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = goal #1 is not set | A.  Must be 1, 2, **or** 3 if WIASRD 129 (School Status at Participation) is 1 or 2, or WIASRD 129 is 3 and WIASRD 130 (Basic Skills Deficient) is 1  (for Younger youth only). | Warning | A. Goal Type 1 cannot be blank or 0 if participant is In School or Basic Skills Deficient at Participation (WIASRD Elements 129 and 130). |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values (DRVS will identify invalid codes and display, where appropriate, warning errors for each field.) | Edit Check Logic (all references refer to new DRVS field numbers) | Error Type | ERROR MESSAGES |
|---|---|---|---|---|---|---|
| 104 | 621 | Date Goal #1 Was Set | YYYYMMDD  Blank = goal #1 is not set | A. Must be valid date (YYYYMMDD) if WIASRD 620 (Goal #1 Type) is 1, 2, or 3.  B. Must be blank if WIASRD 620 (Goal #1 Type) is blank or 0.  C. Must be greater than or equal to WIASRD 306 (Date of First Youth Service). (Younger Youth only) | Warning | A-B. Improper correspondence between Goal #1 Type and Date Goal #1 Was Set.  C. WIASRD 621 (Date Goal #1 Was Set) must be greater than or equal to WIASRD 306 (Date of First Youth Service). (Younger Youth only) |
| 105 | 622 | Attainment of Goal #1 | 1 = Attained  2 = Set, but not attained  3 = Set, but attainment is pending  Blank or 0 = goal #1 is not set | A. Must be 1, 2, or 3 if WIASRD 620 (Goal #1 Type) is 1, 2, or 3.  B. Must be 1 if WIASRD 623 (Date Attained Goal #1) is a valid date.  C. Must be blank or 0 if WIASRD 620 (Goal #1 Type) is blank or 0.  D. Must not be 3 if WIASRD 303 (Date of Exit) is a valid date. | Warning | A-D. Error in Attainment of Goal #1 field caused by one of the following conditions: - Attainment of Goal #1 cannot be blank or 0 if Goal #1 Type is specified. - Values in the Goal #1 Attainment fields (WIASRD Elements 622 and 623) are contradictory. - Attainment of Goal #1 must be blank or 0 if no Goal #1 Type is specified. - Attainment of Goal #1 cannot be 3 (pending) if participant has a Date of Exit. |
| 106 | 623 | Date Attained Goal #1 | YYYYMMDD  Blank = goal #1 is not set | A. Must be greater than or equal to WIASRD 621 (Date Goal #1 Was Set) if WIASRD 622 (Attainment of Goal #1) is 1. | Reject | A. Date Attained Goal #1 is missing or is before Date Goal #1 Was Set. |
| 107 | 624 | Goal #2 Type | 1 = Basic Skills  2 = Occupational Skills  3 = Work Readiness Skills  Blank or 0 = goal #2 is not set | No additional edit checks. | | |
| 108 | 625 | Date Goal #2 Was Set | YYYYMMDD  Blank = goal #2 is not set | A. Must be greater than or equal to WIASRD 621 (Date Goal #1 Was Set) if WIASRD 624 (Goal #2 Type) is 1, 2, or 3.  B. Must be blank if WIASRD 624 (Goal #2 Type) is blank or 0. | Warning | A-B. Error in Date Goal #2 Was Set field caused by one of the following conditions: - Date Goal #2 Was Set is missing or is before the Date Goal #1 Was Set. - Participant has a Date Goal #2 Was Set, but no Goal #2 Type is specified. |
| 109 | 626 | Attainment of Goal #2 | 1 = Attained  2 = Set, but not attained before 1 year anniversary date  3 = Set, but attainment is pending  Blank or 0 = goal #2 is not set | A. Must be 1, 2, or 3 if WIASRD 624 (Goal #2 type) is 1, 2, or 3.  B. Must be blank or 0 if WIASRD 624 (Goal #2 type) is blank or 0.  C. Must not be 3 if WIASRD 303 (Date of Exit) is a valid date. | Warning | A-D. Error in Attainment of Goal #2 field caused by one of the following conditions: - Attainment of Goal #2 cannot be blank or 0 if Goal #2 Type is specified. - Attainment of Goal #2 must be blank or 0 if no Goal #2 Type is specified. - Attainment of Goal #2 cannot be 3 (pending) if participant has a Date of Exit. |
| 110 | 627 | Date Attained Goal #2 | YYYYMMDD  Blank = goal #2 is not set | A. Must be greater than or equal to WIASRD 625 (Date Goal #2 Was Set) if WIASRD 626 (Attainment of Goal #2) is 1.  B. Must be blank if WIASRD 626 (Attainment of Goal #2) is 2, 3, 0 or blank. | Warning | A-B. Date Attained Goal #2 must correspond to the values specified for the other Goal #2 fields (WIASRD Elements 624-627). |
| 111 | 628 | Goal #3 Type | 1 = Basic Skills  2 = Occupational Skills  3 = Work Readiness Skills  Blank or 0 = goal #3 is not set | No additional edit checks. | | |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks — Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
|---|---|---|---|---|---|---|
| 112 | 629 | Date Goal #3 Was Set | YYYYMMDD<br>Blank = goal #3 is not set | A. Must be greater than or equal to WIASRD 625 (Date Goal #2 Was Set) if WIASRD 628 (Goal #3 Type) is 1, 2, or 3.<br><br>B. Must be blank if WIASRD 628 (Goal #3 Type) is blank or 0. | Warning | A-B. Error in Date Goal#3 Was Set field caused by one of the following conditions:<br>- Date Goal #3 Was Set is missing or is before the Date Goal #2 Was Set.<br>- Participant has a Date Goal #3 Was Set, but no Goal #3 Type is specified. |
| 113 | 630 | Attainment of Goal #3 | 1 = Attained<br>2 = Set, but not attained before 1 year anniversary date<br>3 = Set, but attainment is pending<br>Blank or 0 = goal #3 is not set | A. Must be 1, 2, or 3 if WIASRD 628 (Goal #3 Type) is 1, 2, or 3.<br><br>B. Must be blank or 0 if WIASRD 628 (Goal #3 Type) is blank or 0.<br><br>C. Must not be 3 if WIASRD 303 (Date of Exit) is a valid date. | Warning | A-D. Error in Attainment of Goal #3 field caused by one of the following conditions:<br>- Attainment of Goal #3 cannot be blank or 0 if Goal #3 Type is specified.<br>- Attainment of Goal #3 must be blank or 0 if no Goal #3 Type is specified.<br>- Attainment of Goal #3 cannot be 3 (pending) if participant has a Date of Exit. |
| 114 | 631 | Date Attained Goal #3 | YYYYMMDD<br>Blank = goal #3 is not set | A. Must be greater than or equal to WIASRD 629 (Date Goal #3 Was Set) if WIASRD 630 (Attainment of Goal #3) is 1.<br><br>B. Must be blank if WIASRD 630 (Attainment of Goal #3) is 2, 3, 0 or blank. | Warning | A-B. Date Attained Goal #3 must correspond to the values specified for the other Goal #3 fields (WIASRD Elements 628-631). |
| 115 to 150 | 632 to 667 | Information on Additional Youth Goals | Same values as WIASRD 628 through 631 - corresponding to goal type, date goal was set, attainment of goal, and date attained goal. | Same edit checks as WIASRD 628 through 631 - corresponding to goal type, date goal was set, attainment of goal, and date attained goal. | Warning | Same error messages as WIASRD 628 through 631 - corresponding to goal type, date goal was set, attainment of goal, and date attained goal. |
| 151 | 668 | Attained Diploma, GED, or Certificate | 1 = Individual attained a secondary school (high school) diploma.<br>2 = Individual attained a GED or high school equivalency diploma.<br>3 = Individual attained a certificate in recognition of attainment of technical or occupational skills.<br>4 = Individual did not attain a diploma, GED, or certificate<br>Blank or 0 = Not applicable (Adult, Dislocated Worker, or NEG funding streams only) or Not Known (Older Youth 19-21 only) | A. Must not be 1 or 2 if WIASRD 129 (School Status at Participation) is 3 or 5.<br><br>B. Must be 1, 2, 3, or 4 if WIASRD 129 (School Status at Participation) is 1, 2, or 4. (For Younger Youth only) | A. Reject<br><br>B. Warning | A. Attained Diploma, GED, or Certificate and School Status at Participation values are contradictory.<br><br>B. For younger youth participants, Attained Diploma, GED, or Certificate cannot be blank or 0 if School Status at Participation is In School or H.S. Dropout. |
| 152 | 669 | Date Attained Degree or Certificate | YYYYMMDD<br>Blank = did not attain a diploma, GED, or certificate | A. Must be greater than WIASRD 302 (Date of Program Participation) if WIASRD 668 (Attained Diploma, GED, or Certificate) is 1, 2, or 3. | Warning | A. Date Attained Degree or Certificate is missing or is not after the Date of Program Participation. |
| 153 | 670 | School Status at Exit | 1 = In-school, H.S. or less<br>2 = In-school, Alternative School<br>3 = In-school, Post-H.S.<br>4 = Not attending school or H.S. Dropout<br>5 = Not attending school; H.S. graduate<br>Blank or 0 = Not Known | A. Must not be 1, 2, or 4 if WIASRD 129 (School Status at Participation) is 3 or 5. | Warning | A. School Status at Exit and School Status at Participation values are contradictory. |

**Data Reporting and Validation Software (DRVS) Release 5.0**

**WORKFORCE INVESTMENT ACT PROGRAMS**
**Import File Specifications & Edit Checks**

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values<br><br>*(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | **Additional Edit Checks** | | ERROR MESSAGES |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic *(all references refer to new DRVS field numbers)* | Error Type | |
| 154 | **671** | **Youth Placement Information** | 1 = Entered post-secondary education<br>2 = Entered advanced training<br>3 = Entered military service<br>4 = Entered a qualified apprenticeship<br>0 = did not enter any activities<br>Blank = not applicable (Adult, Dislocated Worker, or NEG funding streams only) | A. Must be 0, 1, 2, 3, or 4 if the report date is after the end of the third quarter after the quarter of exit (WIASRD 303). (For Youth only) | **Reject** | A. For youth participants, Youth Placement Information cannot be blank if the report quarter is after the end of the third quarter after the exit quarter. |
| 155 | **672** | **Youth Retention Information** | 1 = In post-secondary education<br>2 = In advanced training<br>3 = In military service<br>4 = In a qualified apprenticeship<br>0 = did not enter any activities<br>Blank = not applicable (Adult, Dislocated Worker, or NEG funding streams only) | A. Must be 0, 1, 2, 3, or 4 if the report date is after the end of the fifth quarter after the quarter of exit (WIASRD 303). (For Youth only) | **Reject** | A. For youth participants, Youth Retention Information cannot be blank if the report quarter is after the end of the fifth quarter after the exit quarter. |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values (DRVS will identify invalid codes and display, where appropriate, warning errors for each field.) | Additional Edit Checks | | |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic (all references refer to new DRVS field numbers) | Error Type | ERROR MESSAGES |
| **SECTION III.D - ADDITIONAL YOUTH LITERACY AND NUMERACY ASSESSMENT DATA** | | | | | | |
| 156 | 701 | Category of Assessment | 1 = ABE<br>2 = ESL<br>Blank or 0 = no assessment | A. Must be 1 or 2 if WIASRD 129 (School Status at Participation) is 3, 4, or 5 and WIASRD 130 (Basic Literacy Skills Deficiency) is 1. (For Youth only)<br>**Important Note:** Edit check A will not be implemented until 7/1/2006. | Warning | A. Category of Assessment cannot be blank or 0 if participant is Basic Literacy Skills Deficient. |
| 157 | 702 | Type of Assessment Test | 1 = TABE 9-10<br>2 = CASAS (Life Skills)<br>3 = ABLE<br>4 = WorkKeys<br>5 = SPL<br>6 = BEST<br>7 = BEST Plus<br>8 = Other Approved Assessment Tool<br>Blank or 0 = no assessment | A. Must be 1, 2, 3, 4, 5, 6, 7, or 8 if WIASRD 701 (Category of Assessment) is 1 or 2. | Warning | A. Category of Assessment is specified for OBS#, but no Type of Assessment Test is indicated. |
| 158 | 703 | Functional Area | 1 = Reading<br>2 = Writing<br>3 = Language<br>4 = Mathematics<br>5 = Speaking<br>6 = Oral<br>7 = Listening<br>8 = Other Functional Area<br>Blank or 0 = no assessment | A. Must be 1, 2, 3, 4, 5, 6, 7, or 8 if WIASRD 702 (Type of Assessment Test) is 1, 2, 3, 4, 5, 6, 7, or 8. | Warning | A. Type of Assessment Test is specified for OBS#, but no Functional Area is indicated. |
| 159 | 704 | Date Administered Pre-Test | YYYYMMDD<br>Blank = no assessment | A. Must have a valid date if WIASRD 702 (Type of Assessment Test) is 1, 2, 3, 4, 5, 6, 7, or 8.<br><br>B. Must be less than WIASRD 707 (Date Administered Post-Test (Year#1)) if WIASRD 707 has a valid date. | Warning | A-B. The value for Date Administered Pre-Test does not meet one of the following conditions:<br>- Date Administered Pre-Test cannot be blank if Type of Assessment is specified.<br>- Date Administered Pre-Test must be before Date Administered Post-Test (Year#1). |
| 160 | 705 | Pre-Test Score | 000<br>Blank or 000 = no assessment | A. Must be greater than 000 if WIASRD 704 (Date Administered Pre-Test) is not blank.<br><br>B. Must be greater than 000 if WIASRD 706 (Educational Functioning Level) is 1, 2, 3, 4, 5, or 6. | Warning | A-B. Date Administered Pre-Test and/or Educational Functioning Level is specified, but no Pre-Test Score is given. |
| 161 | 706 | Educational Functioning Level | 1 = Beginning ABE/ESL Literacy<br>2 = Beginning ABE/ESL Basic Education<br>3 = Low Intermediate ABE/ESL Education<br>4 = High Intermediate ABE/ESL Education<br>5 = Low Adult Secondary Education/Advanced ESL<br>6 = High Adult Secondary Education/Advanced ESL<br>Blank or 0 = no assessment | A. Must be 1, 2, 3, 4, 5, or 6 if WIASRD 705 (Pre-Test Score) is greater than 000. | Warning | A. Pre-Test Score is specified, but no Educational Functioning Level is given. |
| 162 | 707 | Date Administered Post-Test (Year #1) | YYYYMMDD<br>Blank = no post-test | A. Must be greater than WIASRD 704 (Date Administered Pre-Test) | Warning | A. Date Administered Post-Test (Year #1) is not after Date Administered Pre-Test. |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values (DRVS will identify invalid codes and display, where appropriate, warning errors for each field.) | Additional Edit Checks | | ERROR MESSAGES |
|---|---|---|---|---|---|---|
| | | | | Edit Check Logic (all references refer to new DRVS field numbers) | Error Type | |
| 163 | 708 | Post-Test Score (Year #1) | 000<br>Blank or 000 = no post-test | A. Must be greater than 000 if WIASRD 707 (Date Administered Post-Test Year #1) is not blank.<br><br>B. Must be greater than 000 if WIASRD 709 (Educational Functioning Level Year #1) is 1, 2, 3, 4, 5, or 6. | Warning | A-B. Date Administered Post-Test and/or Educational Functioning Level (Year #1) is specified, but no Post-Test Score (Year #1) is given. |
| 164 | 709 | Educational Functioning Level (Year #1) | 1 = Beginning ABE/ESL Literacy<br>2 = Beginning ABE/ESL Basic Education<br>3 = Low Intermediate ABE/ESL Education<br>4 = High Intermediate ABE/ESL Education<br>5 = Low Adult Secondary Education/Advanced ESL<br>6 = High Adult Secondary Education/Advanced ESL<br>Blank or 0 = no post-test | A. Must be 1, 2, 3, 4, 5, or 6 if WIASRD 708 (Post-Test Score Year #1) is greater than 000. | Warning | A. Post-Test Score (Year #1) is specified, but no Educational Functioning Level (Year #1) is given. |
| 165 | 710 | Date Administered Post-Test (Year #2) | YYYYMMDD<br>Blank = no post-test | A. Must be greater than WIASRD 707 (Date Administered Post-Test Year #1) | Warning | A. Date Administered Post-Test (Year #2) is not after Date Administered Post-Test (Year #1). |
| 166 | 711 | Post-Test Score (Year #2) | 000<br>Blank or 000 = no post-test | A. Must be greater than 000 if WIASRD 710 (Date Administered Post-Test Year #2) is not blank.<br><br>B. Must be greater than 000 if WIASRD 712 (Educational Functioning Level Year #2) is 1, 2, 3, 4, 5, or 6. | Warning | A-B. Date Administered Post-Test and/or Educational Functioning Level (Year #2) is specified, but no Post-Test Score (Year #2) is given. |
| 167 | 712 | Educational Functioning Level (Year #2) | 1 = Beginning ABE/ESL Literacy<br>2 = Beginning ABE/ESL Basic Education<br>3 = Low Intermediate ABE/ESL Education<br>4 = High Intermediate ABE/ESL Education<br>5 = Low Adult Secondary Education/Advanced ESL<br>6 = High Adult Secondary Education/Advanced ESL<br>Blank or 0 = no post-test | A. Must be 1, 2, 3, 4, 5, or 6 if WIASRD 711 (Post-Test Score Year #2) is greater than 000. | Warning | A. Post-Test Score (Year #2) is specified, but no Educational Functioning Level (Year #2) is given. |
| 168 | 713 | Date Administered Post-Test (Year #3) | YYYYMMDD<br>Blank = no post-test | A. Must be greater than WIASRD 710 (Date Administered Post-Test Year #2) | Warning | A. Date Administered Post-Test (Year #3) is not after Date Administered Post-Test (Year #2). |
| 169 | 714 | Post-Test Score (Year #3) | 000<br>Blank or 000 = no assessment | A. Must be greater than 000 if WIASRD 713 (Date Administered Post-Test Year #3) is not blank.<br><br>B. Must be greater than 000 if WIASRD 715 (Educational Functioning Level Year #3) is 1, 2, 3, 4, 5, or 6. | Warning | A-B. Date Administered Post-Test and/or Educational Functioning Level (Year #3) is specified, but no Post-Test Score (Year #3) is given. |
| 170 | 715 | Educational Functioning Level (Year #3) | 1 = Beginning ABE/ESL Literacy<br>2 = Beginning ABE/ESL Basic Education<br>3 = Low Intermediate ABE/ESL Education<br>4 = High Intermediate ABE/ESL Education<br>5 = Low Adult Secondary Education/Advanced ESL<br>6 = High Adult Secondary Education/Advanced ESL<br>Blank or 0 = no post-test | A. Must be 1, 2, 3, 4, 5, or 6 if WIASRD 714 (Post-Test Score Year #3) is greater than 000. | Warning | A. Post-Test Score (Year #3) is specified, but no Educational Functioning Level (Year #3) is given. |
| 171 to 198 | 716 to 743 | Information on Additional Functional Areas | Same values as WIASRD 702 through 715 - corresponding to type of assessment, functional area, test dates, test scores, and educational functioning levels. | Same edit checks as WIASRD 702 through 715 - except do not repeat the edit for WIASRD 702. (There are no additional edit checks for WIASRD elements 716 and 730 .) | Warning | Same error messages as WIASRD 702 through 715. |

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| New DRVS Release 5.0 Field No. | New WIASRD No. | Data Element Name | Edit Checks - Valid Values<br><br>*(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)* | Additional Edit Checks | | |
| --- | --- | --- | --- | --- | --- | --- |
| | | | | Edit Check Logic<br>*(all references refer to new DRVS field numbers)* | Error Type | ERROR MESSAGES |
| **Additional User Defined Fields** | | | | | | |
| 199 | | **WIB Name** | Alphanumeric - 75 characters maximum | Not Applicable.  User defined field. | | |
| 200 | | **Office Name** | Alphanumeric - 75 characters maximum | Not Applicable.  User defined field. | | |
| 201 | | **Case Manager** | Alphanumeric - 75 characters maximum | Not Applicable.  User defined field. | | |
| 202 | | **User Field 1** | Alphanumeric - 75 characters maximum | Not Applicable.  User defined field. | | |
| 203 | | **User Field 2** | Alphanumeric - 75 characters maximum | Not Applicable.  User defined field. | | |

# APPENDIX C.  PERFORMANCE GROUPS

The attached tables specify the WIA performance outcome groups.

**TABLE C-1: PERFORMANCE OUTCOME GROUPS TABLE for Adult, DW, and NEG EER, Retention, and Earnings**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Group | # of Records | Date of Exit | Emp Status at Part | Emp qtr+1 | Source of Emp qtr+1 | Emp qtr+2 & qtr+3 | Source of Emp qtr+3 | Valid Pre-Earn | Other Reasons for Exit | EER Num | EER Den | ERR Num | ERR Den | Earn |
| Group A | 1 | | 3&4 qtrs prior to report qtr | UnEmp | Emp | Wage | Pend | Pend | N/A | No | Yes | Yes | Pend | Pend | Pend |
| Group A | 2 | | 3&4 qtrs prior to report qtr | UnEmp | Emp | Supp | Pend | Pend | N/A | No | Yes | Yes | Pend | Pend | No |
| Group A | 3 | | 3&4 qtrs prior to report qtr | UnEmp | UnEmp | N/A | Pend | Pend | N/A | No | No | Yes | No | No | No |
| Group A | 4 | | 3&4 qtrs prior to report qtr | Emp | Emp | Wage | Pend | Pend | N/A | No | No | No | Pend | Pend | Pend |
| Group A | 5 | | 3&4 qtrs prior to report qtr | Emp | Emp | Supp | Pend | Pend | N/A | No | No | No | Pend | Pend | No |
| Group B | 6 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | Emp | Wage | Yes | No | Yes | Yes | Yes | Yes | Yes |
| Group B | 7 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | Emp | Wage | No | No | Yes | Yes | Yes | Yes | No |
| Group B | 8 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | Emp | Supp | N/A | No | Yes | Yes | Yes | Yes | No |
| Group B | 9 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Supp | Emp | Wage | N/A | No | Yes | Yes | Yes | Yes | No |
| Group B | 10 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Supp | Emp | Supp | N/A | No | Yes | Yes | Yes | Yes | No |
| Group B | 11 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | UnEmp | Wage | Yes | No | Yes | Yes | No | Yes | Yes |
| Group B | 12 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | UnEmp | N/A | Yes | No | Yes | Yes | No | Yes | Yes |
| Group B | 13 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | UnEmp | Supp | N/A | No | Yes | Yes | No | Yes | No |
| Group B | 14 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | UnEmp | Wage | No | No | Yes | Yes | No | Yes | No |
| Group B | 15 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | UnEmp | N/A | No | No | Yes | Yes | No | Yes | No |
| Group B | 16 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Supp | UnEmp | N/A | N/A | No | Yes | Yes | No | Yes | No |
| Group B | 17 | | 5&6 qtrs prior to report qtr | UnEmp | UnEmp | N/A | N/A | N/A | N/A | No | No | Yes | No | No | No |
| Group B | 18 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | Emp | Wage | Yes | No | No | No | Yes | Yes | Yes |
| Group B | 19 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | Emp | Wage | No | No | No | No | Yes | Yes | No |
| Group B | 20 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | Emp | Supp | N/A | No | No | No | Yes | Yes | No |
| Group B | 21 | | 5&6 qtrs prior to report qtr | Emp | Emp | Supp | Emp | Wage | N/A | No | No | No | Yes | Yes | No |
| Group B | 22 | | 5&6 qtrs prior to report qtr | Emp | Emp | Supp | Emp | Supp | N/A | No | No | No | Yes | Yes | No |
| Group B | 23 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | UnEmp | Wage | Yes | No | No | No | No | Yes | Yes |
| Group B | 24 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | UnEmp | N/A | Yes | No | No | No | No | Yes | Yes |
| Group B | 25 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | UnEmp | Supp | N/A | No | No | No | No | Yes | No |
| Group B | 26 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | UnEmp | Wage | No | No | No | No | No | Yes | No |
| Group B | 27 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | UnEmp | N/A | No | No | No | No | No | Yes | No |
| Group B | 28 | | 5&6 qtrs prior to report qtr | Emp | Emp | Supp | UnEmp | N/A | N/A | No | No | No | No | Yes | No |

| | Group | # of Records | Date of Exit | Emp Status at Part | Emp qtr+1 | Source of Emp qtr+1 | Emp qtr+2 & qtr+3 | Source of Emp qtr+3 | Valid Pre-Earn | Other Reasons for Exit | EER Num | EER Den | ERR Num | ERR Den | Earn |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Group C | 29 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | Emp | Wage | Yes | No | No | No | Yes | Yes | Yes |
| | 30 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | Emp | Wage | No | No | No | No | Yes | Yes | No |
| | 31 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | Emp | Supp | N/A | No | No | No | Yes | Yes | No |
| | 32 | | 7&8 qtrs prior to report qtr | N/A | Emp | Supp | Emp | Wage | N/A | No | No | No | Yes | Yes | No |
| | 33 | | 7&8 qtrs prior to report qtr | N/A | Emp | Supp | Emp | Supp | N/A | No | No | No | Yes | Yes | No |
| | 34 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | UnEmp | Wages | Yes | No | No | No | No | Yes | Yes |
| | 35 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | UnEmp | N/A | Yes | No | No | No | No | Yes | Yes |
| | 36 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | UnEmp | Supp | N/A | No | No | No | No | Yes | No |
| | 37 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | UnEmp | Wages | No | No | No | No | No | Yes | No |
| | 38 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | UnEmp | N/A | No | No | No | No | No | Yes | No |
| | 39 | | 7&8 qtrs prior to report qtr | N/A | Emp | Supp | UnEmp | N/A | N/A | No | No | No | No | Yes | No |
| | 40 | | 7&8 qtrs prior to report qtr | N/A | UnEmp | N/A | N/A | N/A | N/A | No | No | No | No | No | No |
| Group D | 41 | | 3 to 6 qtrs prior to report qtr | Emp | UnEmp | N/A | N/A | N/A | N/A | No | No | No | No | No | No |
| | 42 | | 3 to 8 qtrs prior to report qtr | N/A | N/A | N/A | N/A | N/A | N/A | Yes | No | No | No | No | No |

**TABLE C-2:  PERFORMANCE OUTCOME GROUPS TABLE**
**FOR THE ADULT AND DW EMPLOYMENT AND CREDENTIAL RATE**

| | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| | Received Training Services | Employed First Quarter After Exit Quarter | Attained State-Recognized Educational Occupational Certificate/Credential/ Diploma/Degree Within Three Quarters After Exit Quarter | Other Reasons for Exit | Count of Participants Included in Numerator | Count of Participants Included in Denominator |
| 1 | YES | YES | YES | NO | YES | YES |
| 2 | YES | NO | YES | NO | NO | YES |
| 3 | YES | NO | NO | NO | NO | YES |
| 4 | YES | YES | NO | NO | NO | YES |
| 5 | NO | NA | NA | NO | NO | NO |
| 6 | NA | NA | NA | YES | NO | NO |

## TABLE C-3: NEW YOUTH PLACEMENT AND ATTAINMENT RATES PERFORMANCE GROUP TABLE

| Number of Records | Employed or in Education on Date of Participations | Enrolled in Education | In Post-sec Ed/ adv training/ Military/ Employed in Qtr+1 | Attained Deg or Certificate in Qtr+3 | Other Reason for Exit | Placement Numerator | Placement Denominator | Attainment Numerator | Attainment Denominator |
|---|---|---|---|---|---|---|---|---|---|
| 1 | No | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 2 | No | Yes | Yes | No | No | Yes | Yes | No | Yes |
| 3 | No | No | Yes | NA | No | Yes | Yes | No | No |
| 4 | No | Yes | No | Yes | No | No | Yes | Yes | Yes |
| 5 | No | Yes | No | No | No | No | Yes | No | Yes |
| 6 | No | No | No | NA | No | No | Yes | No | No |
| 7 | Yes | Yes | NA | Yes | No | No | No | Yes | Yes |
| 8 | Yes | Yes | NA | No | No | No | No | No | Yes |
| 9 | Yes | No | NA | NA | No | No | No | No | No |
| 10 | NA | NA | NA | NA | Yes | No | No | No | No |

## TABLE C-4: LITERACY/NUMERACY RATE PERFORMANCE OUTCOME GROUP TABLE

| Number of Records | Out-of-School Youth | Basic Skills Deficient | Increased one or more Educational Functioning Levels | Exclusion | Numerator | Denominator |
|---|---|---|---|---|---|---|
| 1 | Yes | Yes | Yes | No | Yes | Yes |
| 2 | Yes | Yes | No | No | No | Yes |
| 3 | Yes | No | NA | No | No | No |
| 4 | No | Yes | NA | No | No | No |
| 5 | No | No | NA | No | No | No |
| 6 | NA | NA | NA | Yes | No | No |

# TABLE C-5: OLDER YOUTH EER, RETENTION AND EARNINGS PERFORMANCE OUTCOME GROUP TABLE

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Group | | # of Records | Date of Exit | Emp Status at Part | Emp qtr+1 | Source of Emp qtr+1 | In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter | Emp qtr+3 | Source of Emp qtr+3 | In Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter | Valid Pre-Earn | Other Reasons for Exit | EER Num | EER Den | ERR Num | ERR Den | Earn |
| Group A | 1 | | | 3&4 qtrs prior to report qtr | UnEmp | Emp | Wage | N/A | Pend | Pend | N/A | N/A | No | Yes | Yes | Pend | Pend | Pend |
| | 2 | | | 3&4 qtrs prior to report qtr | UnEmp | Emp | Supp | N/A | Pend | Pend | N/A | N/A | No | Yes | Yes | Pend | Pend | No |
| | 3 | | | 3&4 qtrs prior to report qtr | UnEmp | UnEmp | N/A | No | Pend | Pend | N/A | N/A | No | No | Yes | No | No | No |
| | 4 | | | 3&4 qtrs prior to report qtr | UnEmp | UnEmp | N/A | Yes | Pend | Pend | N/A | N/A | No | No | No | No | No | No |
| | 5 | | | 3&4 qtrs prior to report qtr | Emp | Emp | Wage | N/A | Pend | Pend | N/A | N/A | No | No | No | Pend | Pend | Pend |
| | 6 | | | 3&4 qtrs prior to report qtr | Emp | Emp | Supp | N/A | Pend | Pend | N/A | N/A | No | No | No | Pend | Pend | No |
| Group B | 7 | | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | N/A | Emp | Wage | N/A | Yes | No | Yes | Yes | Yes | Yes | Yes |
| | 8 | | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | N/A | Emp | Wage | N/A | No | No | Yes | Yes | Yes | Yes | No |
| | 9 | | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | N/A | Emp | Supp | N/A | N/A | No | Yes | Yes | Yes | Yes | No |
| | 10 | | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Supp | N/A | Emp | Wage | N/A | N/A | No | Yes | Yes | Yes | Yes | No |
| | 11 | | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Supp | N/A | Emp | Supp | N/A | N/A | No | Yes | Yes | Yes | Yes | No |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Group | # of Records | Date of Exit | Emp Status at Part | Emp qtr+1 | Source of Emp qtr+1 | In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter | Emp qtr+3 | Source of Emp qtr+3 | In Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter | Valid Pre-Earn | Other Reasons for Exit | EER Num | EER Den | ERR Num | ERR Den | Earn |
| | 12 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | N/A | UnEmp | N/A | No | Yes | No | Yes | Yes | No | Yes | Yes |
| | 13 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | N/A | UnEmp | N/A | No | No | No | Yes | Yes | No | Yes | No |
| | 14 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Wage | N/A | UnEmp | N/A | Yes | N/A | No | Yes | Yes | No | No | No |
| | 15 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Supp | N/A | UnEmp | N/A | No | N/A | No | Yes | Yes | No | Yes | No |
| | 16 | | 5&6 qtrs prior to report qtr | UnEmp | Emp | Supp | N/A | UnEmp | N/A | Yes | N/A | No | Yes | Yes | No | No | No |
| | 17 | | 5&6 qtrs prior to report qtr | UnEmp | UnEmp | N/A | No | N/A | N/A | N/A | N/A | No | No | Yes | No | No | No |
| | 18 | | 5&6 qtrs prior to report qtr | UnEmp | UnEmp | N/A | Yes | N/A | N/A | N/A | N/A | No | No | No | No | No | No |
| | 19 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | N/A | Emp | Wage | N/A | Yes | No | No | No | Yes | Yes | Yes |
| | 20 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | N/A | Emp | Wage | N/A | No | No | No | No | Yes | Yes | No |
| | 21 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | N/A | Emp | Supp | N/A | N/A | No | No | No | Yes | Yes | No |
| | 22 | | 5&6 qtrs prior to report qtr | Emp | Emp | Supp | N/A | Emp | Wage | N/A | N/A | No | No | No | Yes | Yes | No |
| | 23 | | 5&6 qtrs prior to report qtr | Emp | Emp | Supp | N/A | Emp | Supp | N/A | N/A | No | No | No | Yes | Yes | No |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Group | # of Records | Date of Exit | Emp Status at Part | Emp qtr+1 | Source of Emp qtr+1 | In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter | Emp qtr+3 | Source of Emp qtr+3 | In Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter | Valid Pre-Earn | Other Reasons for Exit | EER Num | EER Den | ERR Num | ERR Den | Earn |
| | 24 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | N/A | UnEmp | N/A | No | Yes | No | No | No | No | Yes | Yes |
| | 25 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | N/A | UnEmp | N/A | No | No | No | No | No | No | Yes | No |
| | 26 | | 5&6 qtrs prior to report qtr | Emp | Emp | Wage | N/A | UnEmp | N/A | Yes | N/A | No | No | No | No | No | No |
| | 27 | | 5&6 qtrs prior to report qtr | Emp | Emp | Supp | N/A | UnEmp | N/A | No | N/A | No | No | No | No | Yes | No |
| | 28 | | 5&6 qtrs prior to report qtr | Emp | Emp | Supp | N/A | UnEmp | N/A | Yes | N/A | No | No | No | No | No | No |
| Group C | 29 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | N/A | Emp | Wage | N/A | Yes | No | No | No | Yes | Yes | Yes |
| | 30 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | N/A | Emp | Wage | N/A | No | No | No | No | Yes | Yes | No |
| | 31 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | N/A | Emp | Supp | N/A | N/A | No | No | No | Yes | Yes | No |
| | 32 | | 7&8 qtrs prior to report qtr | N/A | Emp | Supp | N/A | Emp | Wage | N/A | N/A | No | No | No | Yes | Yes | No |
| | 33 | | 7&8 qtrs prior to report qtr | N/A | Emp | Supp | N/A | Emp | Supp | N/A | N/A | No | No | No | Yes | Yes | No |
| | 34 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | N/A | UnEmp | N/A | No | Yes | No | No | No | No | Yes | Yes |
| | 35 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | N/A | UnEmp | N/A | No | No | No | No | No | No | Yes | No |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Group | # of Records | Date of Exit | Emp Status at Part | Emp qtr+1 | Source of Emp qtr+1 | In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter | Emp qtr+3 | Source of Emp qtr+3 | In Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter | Valid Pre-Earn | Other Reasons for Exit | EER Num | EER Den | ERR Num | ERR Den | Earn |
| | 36 | | 7&8 qtrs prior to report qtr | N/A | Emp | Wage | N/A | UnEmp | N/A | Yes | N/A | No | No | No | No | No | No |
| | 37 | | 7&8 qtrs prior to report qtr | N/A | Emp | Supp | N/A | UnEmp | N/A | No | N/A | No | No | No | No | Yes | No |
| | 38 | | 7&8 qtrs prior to report qtr | N/A | Emp | Supp | N/A | UnEmp | N/A | Yes | N/A | No | No | No | No | No | No |
| | 39 | | 7&8 qtrs prior to report qtr | N/A | UnEmp | N/A | N/A | N/A | N/A | N/A | N/A | No | No | No | No | No | No |
| Group D | 40 | | 3 to 6 qtrs prior to report qtr | Emp | UnEmp | N/A | N/A | N/A | N/A | N/A | N/A | No | No | No | No | No | No |
| | 41 | | 3 to 8 qtrs prior to report qtr | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | Yes | No | No | No | No | No |

**TABLE C-6:  PERFORMANCE OUTCOME GROUPS TABLE FOR THE OLDER YOUTH CREDENTIAL RATE**

| | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| | Employed First Quarter After Exit Quarter | In Post-Secondary Education or Advanced Training Quarter After Exit Quarter | Attained State-Recognized Educational Occupational Certificate/Credential/ Diploma/Degree Within Three Quarters After Exit Quarter | Other Reasons For Exit | Count of Participants Included in Numerator | Count of Participants Included in Denominator |
| 1 | YES | NA | YES | NO | YES | YES |
| 2 | YES | NA | NO | NO | NO | YES |
| 3 | NO | YES | YES | NO | YES | YES |
| 4 | NO | NO | YES | NO | NO | YES |
| 5 | NO | YES | NO | NO | NO | YES |
| 6 | NO | NO | NO | NO | NO | YES |
| 7 | NA | NA | NA | YES | NO | NO |

# TABLE C-7:  PERFORMANCE OUTCOME GROUPS TABLE FOR YOUNGER YOUTH DIPLOMA RATE

|  | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
|  | Entered Program with HS Degree or Equivalent | Attained a Secondary Degree (High School), GED, or High School Equivalency Diploma by the End of the First Quarter After the Exit Quarter | In Secondary School At Exit | Other Reasons For Exit | Count of Participants Included in Numerator | Count of Participants Included in Denominator |
| 1 | YES | NA | NA | NO | NO | NO |
| 2 | NO | YES | NO | NO | YES | YES |
| 3 | NO | N/A | YES | NO | NO | NO |
| 4 | NO | NO | NO | NO | NO | YES |
| 5 | NA | NA | NA | YES | NO | NO |

**TABLE C-8: PERFORMANCE OUTCOME GROUPS TABLE FOR YOUNGER YOUTH RETENTION RATE**

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| | In Secondary School on Exit Date | Active in the Third Quarter Following the Exit Quarter in any of the Following Activities: Employment Military Service Post-Secondary Education Advanced Training Qualified Apprenticeship | Other Reasons For Exit | Count of Participants Included in Numerator | Count of Participants Included in Denominator |
| 1 | NO | YES | NO | YES | YES |
| 2 | NO | NO | NO | NO | YES |
| 3 | YES | NA | NO | NO | NO |
| 4 | NA | NA | YES | NO | NO |

# APPENDIX D.  CLIENT SERVER SETUP

Following are client server setup instructions. It is recommended that the state's Database Administrator (DBA) perform all of the client server setups tasks.  Client server only recommended to those users who have full SQL Server with Enterprise Manager.
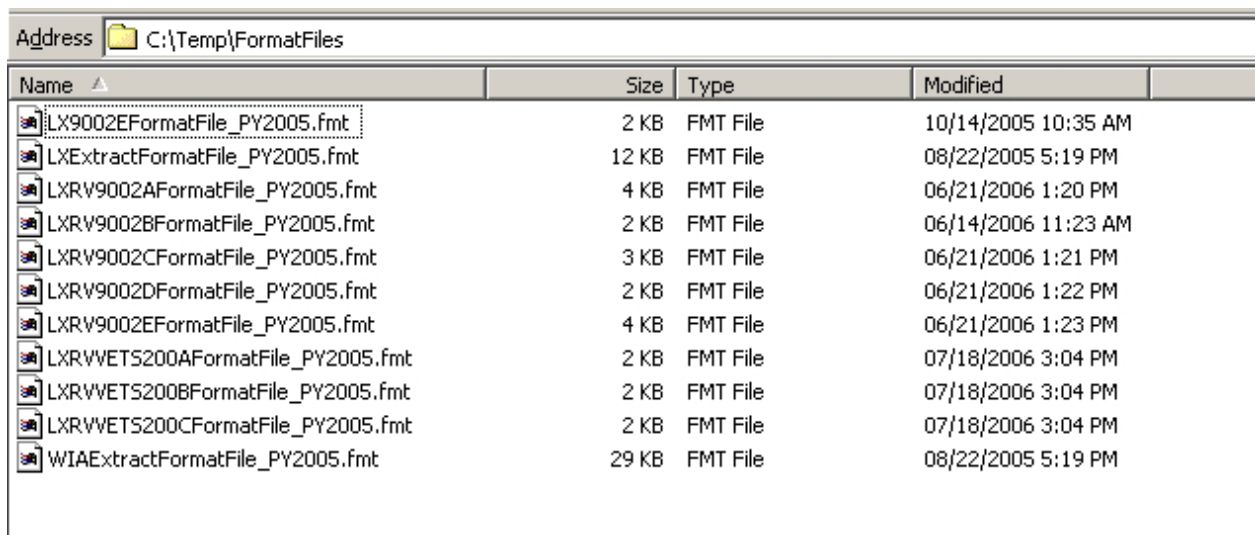
<u>Server Side</u>

1.  Install DRVS 6.0.  DBA must have administrative rights to SQL Server databases.

2.  After install is completed, open Enterprise Manager and find the instance where databases were installed.  Click on **Databases** directory and find the **master** database.  In the master database, right-click on **Users** and select **New Database User.**  Give client(s) log-on capability by adding each client login name and giving them **public** permission database role. Click **OK** after each client is added.
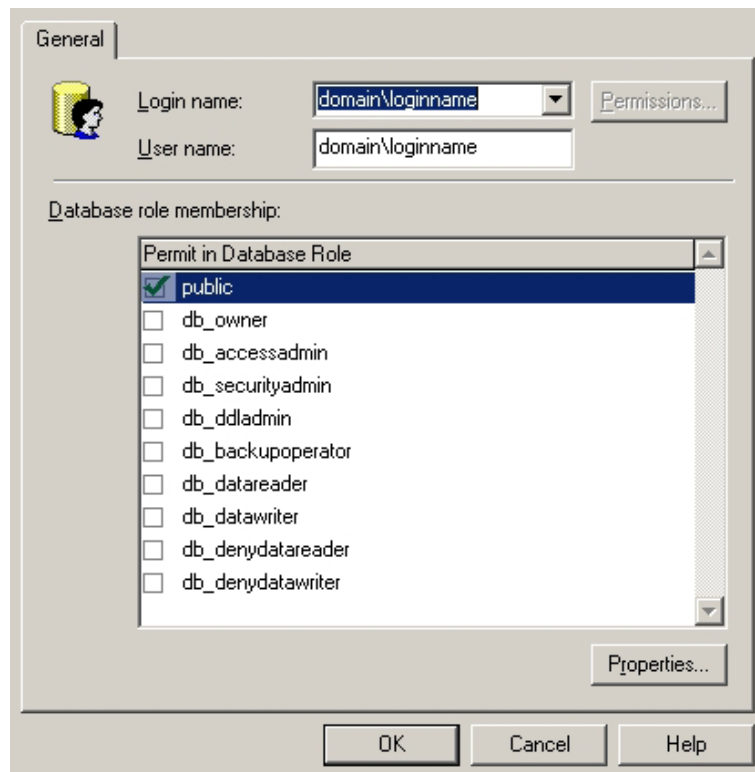
**3.** Create a shared folder on the server (i.e. C:\Temp) giving full control security permissions to clients.

**4.** Copy and paste the FormatFiles folder, which is located in the application directory (default location - C:\Program Files\DRVS), to the shared folder (i.e C:\Temp\FormatFiles).

| Address | C:\Temp\FormatFiles | | | |
|---|---|---|---|---|
| Name ▲ | | Size | Type | Modified |
| LX9002EFormatFile_PY2005.fmt | | 2 KB | FMT File | 10/14/2005 10:35 AM |
| LXExtractFormatFile_PY2005.fmt | | 12 KB | FMT File | 08/22/2005 5:19 PM |
| LXRV9002AFormatFile_PY2005.fmt | | 4 KB | FMT File | 06/21/2006 1:20 PM |
| LXRV9002BFormatFile_PY2005.fmt | | 2 KB | FMT File | 06/14/2006 11:23 AM |
| LXRV9002CFormatFile_PY2005.fmt | | 3 KB | FMT File | 06/21/2006 1:21 PM |
| LXRV9002DFormatFile_PY2005.fmt | | 2 KB | FMT File | 06/21/2006 1:22 PM |
| LXRV9002EFormatFile_PY2005.fmt | | 4 KB | FMT File | 06/21/2006 1:23 PM |
| LXRVVETS200AFormatFile_PY2005.fmt | | 2 KB | FMT File | 07/18/2006 3:04 PM |
| LXRVVETS200BFormatFile_PY2005.fmt | | 2 KB | FMT File | 07/18/2006 3:04 PM |
| LXRVVETS200CFormatFile_PY2005.fmt | | 2 KB | FMT File | 07/18/2006 3:04 PM |
| WIAExtractFormatFile_PY2005.fmt | | 29 KB | FMT File | 08/22/2005 5:19 PM |

**5.** Before beginning DRVS installation on client side, the installer must know the IP address of the server.  This will be needed to connect clients to the server.

# APPENDIX D.  CLIENT SERVER SETUP

Client Side

**1.** Begin installation of the DRVS.  Proceed with normal installation until reaching the **SQL Server Connection** page.  In the **SQL Server Name** box, type in the server's **IP address**.  For **Database Authentication** select **Windows NT Authentication**.  Click **Next**.

**2.** After clicking Next, in the "Do you want to install the DRVS Database?" page, select "**I DO NOT want to create a DRVS database**."   Click **Next**.
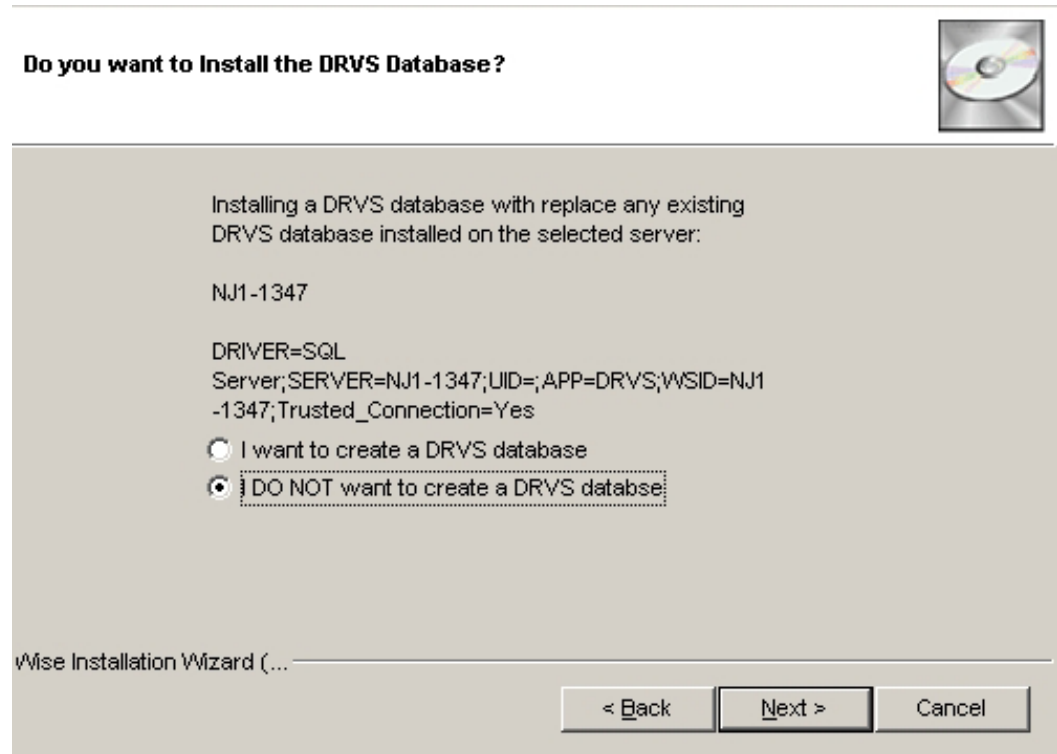


**3.** The rest of the installation should proceed normally.  You might receive an error saying that the login failed for the user (the user is expressed in the error as the computer name of the user).  Click **OK** on the error and continue.  This will not affect the installation on the client side.

**4.** After installation is complete, you must map a network drive from the client to the shared folder on the server.  To do this, open Explorer and click **Tools>>Map Network Drive.**  Select the name of your drive in the **Drive** box and then click **Browse** to find the servername\folder that is shared.  This is how the file on the client side is copied and loaded onto the server database.  Click **Finish** once the folder is found.
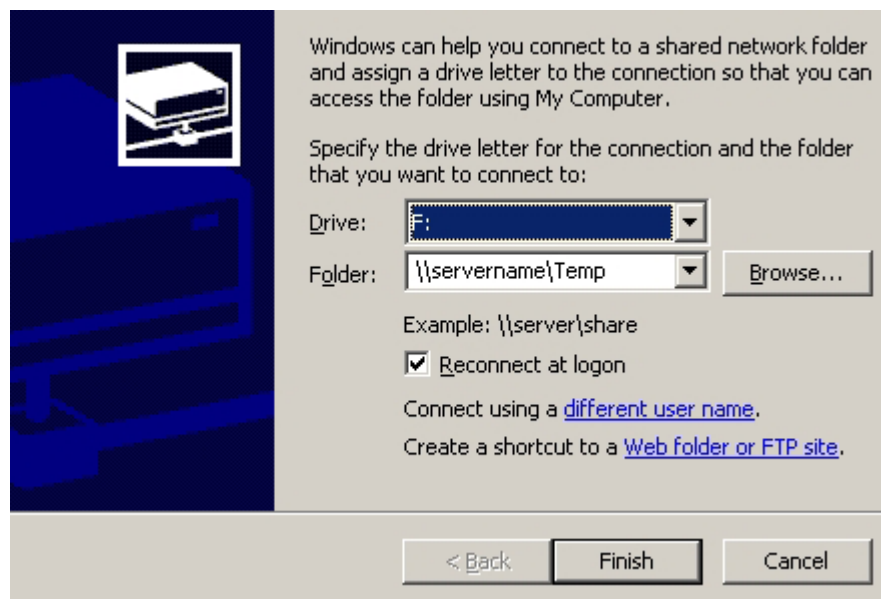


**5.** Go to the install directory and find the **WIAnLXApplication.config** file (the default location is C:\Program Files\DRVS\WIAnLX\bin\Config). Right-click on the file and remove the Read-Only attribute in Properties.

**6.** In the config file, the DestinationDir, FileUploadPath, and FormatFilePath must be changed to the server's paths.  The DestinationDir path is changed to the mapped drive path to the server. For example, if the shared directory on the server is C:\Temp and that was mapped on the client as the F: drive, the DestinationDir would look like this in the config file—<DestinationDir>F:\</DestinationDir>—with F: being the mapped drive to server C:\Temp directory.  The FileUploadPath is the name of the server shared directory.
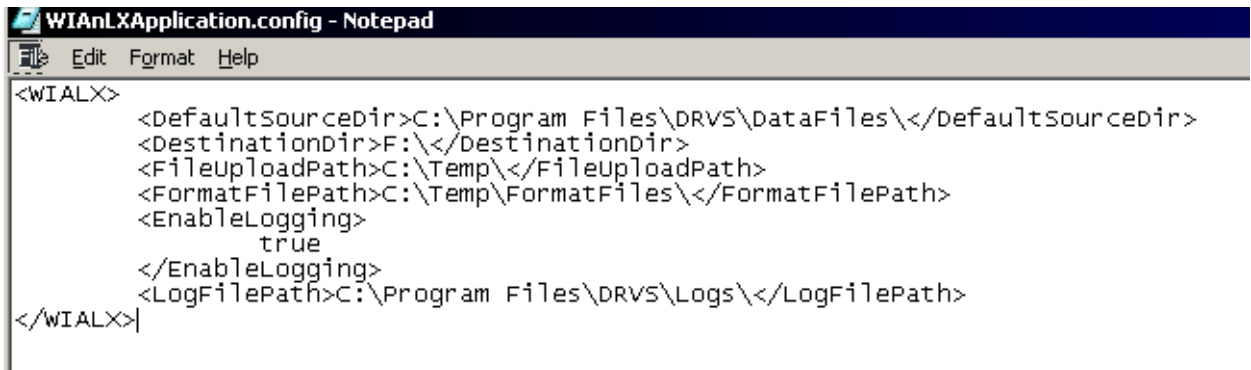
# APPENDIX D.  CLIENT SERVER SETUP

In our example it would look like this –

 <FileUploadPath>C:\Temp\</FileUploadPath>.

The FormatFilePath would be the directory on the server where the FormatFiles folder is located.  In our example that folder is located in C:\Temp so that would look like this in the config file:

<FormatFilePath>C:\Temp\FormatFiles\</FormatFilePath>.

After each path is changed, save the file.  Below is an example of the config file after making the changes.

```
WIAnLXApplication.config - Notepad
  Edit  Format  Help
<WIALX>
        <DefaultSourceDir>C:\Program Files\DRVS\DataFiles\</DefaultSourceDir>
        <DestinationDir>F:\</DestinationDir>
        <FileUploadPath>C:\Temp\</FileUploadPath>
        <FormatFilePath>C:\Temp\FormatFiles\</FormatFilePath>
        <EnableLogging>
                true
        </EnableLogging>
        <LogFilePath>C:\Program Files\DRVS\Logs\</LogFilePath>
</WIALX>
```

Please note that the path name must always end with a slash.

**7.** After each step is complete for each client, the users are ready to load their files.