Employment & Training Administration

WIA
Data Validation
Application

User's Guide

August 2004

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Appendices

I. OVERVIEW

The purpose of this User's Guide is to guide you through the process of using the WIA Data Validation Application (WIADV) to produce and validate the WIA annual, quarterly and rolling four-quarters reports. A Demo database is included in the WIA install. You can find this database at C:\Program Files\WIA\Data\WIADemo. See Section III. Tutorial, A. Signing In, Step 1 - Opening the Application, WIADemo Database.

The User's Guide contains the following sections:

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

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

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

Appendix A. **Import Error Messages:** Provides a list of error checks and the accompanying error messages that may occur during a data import.

Appendix B. **Record Layouts:** Provides the record layouts for the participant records and reported values import files. An example of a reported count file for the quarterly/rolling four-quarters report is provided.

Appendix C. **E-Submit**: Provides information and instructions for the e-Submit functionality that was introduced in WIA Version 2.3.

Please contact: **Science Applications International Corporation (SAIC)** at WIA_Software_Support@SAIC.com for installation questions and **Mathematica Policy Research, Inc**. at WIATA@mathematica-mpr.com for information about WIA data files, performance reports, and validation.

Quick Guide to Data Directories:

Application Folder or File	Directory Location
Application default directory	C:\Program Files\WIA [user can rename the directory or install in another location]
Database Default	C:\ProgramFiles\WIA\Data\wia\ [user can create their own named databases, i.e., WIA_7-27-04]*
WIADemo Database	C:\Program Files\WIA\Data\WIADemo\wiademo.wia
E-Submit Report	C:\ProgramFiles\WIA\Data\WIA_7-27-04\ eSubmit\eSubmit_<date&time>.xml:
Backup Data Folder	C:\ProgramFiles\WIA\Data\WIA_7-27-04\backup_<date&time>\
Backend Update Log	C:\Program Files\WIA\Data\WIA_7-27-04\ backend_update_log_<date&time>.txt
Error Report	C:\Program Files\WIA\Data\WIA_7-27-04\wia_ImportError_<date&time>.txt
Exported Validation Counts	C:\Program Files\WIA\Data\<WIA_7-26-04>\Exported Validation Counts\
Exported Performance Outcome Group Folder	C:\Program Files\WIA\Data\WIA_7-27-04\Performance Outcome Groups\
Export Samples Sub-Sample Folder	C:\Program Files\WIA\Data\WIA_7-27-04\export_<date and time\
Import Samples Sub Sample Folder	C:\Program Files\WIA\Data\WIA_7-27-04\ export_<date&time>*import_<date and time>\.* *[User must create this sub directory]*

*Note that the default name for the database is wia, however, throughout this guide our database name is WIA_<date>.

Step 1—Uninstalling the Application

It is not required that you uninstall previous versions of the software before you install the latest version of the WIADV application. However, in order to use WIA 2.x versions of the application on the same computer, you should follow the installation instructions in Step 3 of this section so that the current WIA version does not overwrite your previous WIA installations.

Uninstalling WIA version 1.8
To uninstall the WIADV 1.8 application on a Windows 2000, Windows NT, or Windows XP machine:
- Click the **Start** button, then select **Settings**, **Control Panel**
- Double click on **Add/Remove Programs**.
- Click on **WIA.**
- Click on **Change/Remove.**
- Follow the InstallShield instructions to remove the software.

Uninstalling WIA version 2.0 or later
To uninstall the WIADV 2.0 or later applications on a Windows 2000, Windows NT, or Windows XP machine:
- Click the **Start** button, then select **Settings**, **Control Panel**.
- Double click on **Add/Remove Programs**.
- Click on **WIA.**
- Click on **Change/Remove**.
- Select **Automatic** and then click on **Next.**
- Click on **Finish.**
- A **"Remove Shared Component"** message may display, click on **"Yes to All."**
- Close **Add/Remove Programs** window.

On a Windows 98 machine, follow the normal process for uninstalling software on your computer.

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

Step 2—Download from the Internet

Minimum hardware requirements:

 For users with extracts exceeding 50,000 records:

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

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

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

Other Requirements:
 ODBC System DSN creation rights

 Downloading from the Internet:

 1. Open your Internet browser and go to **www.uses.doleta.gov/dv.**
 2. Click on **WIA 3.0** 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 display charting the progress of the download of the installation file. When the "Download Complete" message box displays, click on **Open**.

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 **"Setup.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 will be the default.
9. Click on Extract button on upper left.
10. If "confirm file Overwrite" message displays, click **"Yes".**
11. Close the WinZip window.

Step 3—Application Installation

Before starting installation of the application, close all applications and programs that are open. In order to use the current version of WIA along with earlier WIA 2.x versions of the application on the same computer, you must change the default folder destination (step 6 below) and program group name (step 9 below) to something different from "WIA", such as "WIA 3.0", during the installation process.

1. Open Windows Explorer and go to c:\Temp (or wherever you stored the extraction files).
2. Double click on **Setup.exe.**
3. Read the "License Agreement" and if you agree, click on the "**I Agree"** button.
4. At the "Welcome" window click on **Next.**
5. Read the "Software Information" and click on **Next.**
6. The destination location will default to "**C:\Program Files\WIA**". If you are planning to use prior versions of WIA on the same computer, click on **Browse** to select another location for the current version of WIA, e.g., "**C:\Program Files\WIA 3.0**" or type your alternate location into the field.

   Note: You should uninstall WIA 2.3 and install WIA 3.0. WIA 2.3 database files will be upgraded to the WIA 3.0 format once they are opened using WIA 3.0. Database files from prior WIA 2.x versions can now be converted to WIA 3.0. See section *III. Tutorial, B. Options Under File Menu, 2. Open* , for more information.

   If you did not **uninstall** the previous WIA application as described in Step 1, the following message will display when you click on **Next**:
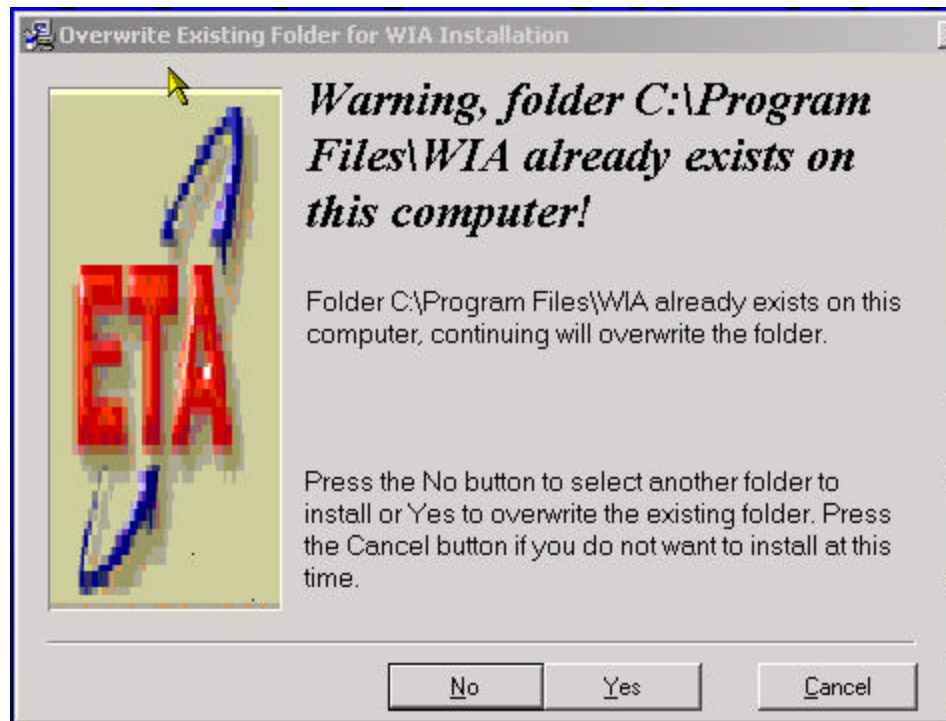
7. Click on **NO** to select another location, or **Yes** to overwrite the existing application.
8. Click on **Browse** on the "Choose Destination Location" message if you prefer a different destination location.
9. Click on **Next**.
10. On the "Select Program Manager Group" window accept the default of "WIA" by clicking on **Next**. If you are planning to use earlier WIA 2.x versions on the same computer, enter a different group name, e.g., "WIA 3.0."
11. Click on **Next** on the "Start Installation" message window.
12. Install dialog box will display, showing installation process.
13. The Jet 4.0 Service Pack 7 license agreement is displayed. Click on **Yes** to continue the installation. If you click on **No**, the installation will halt. If you do not install Jet 4.0 Service Pack 7 there could be unexpected results when running WIADV.
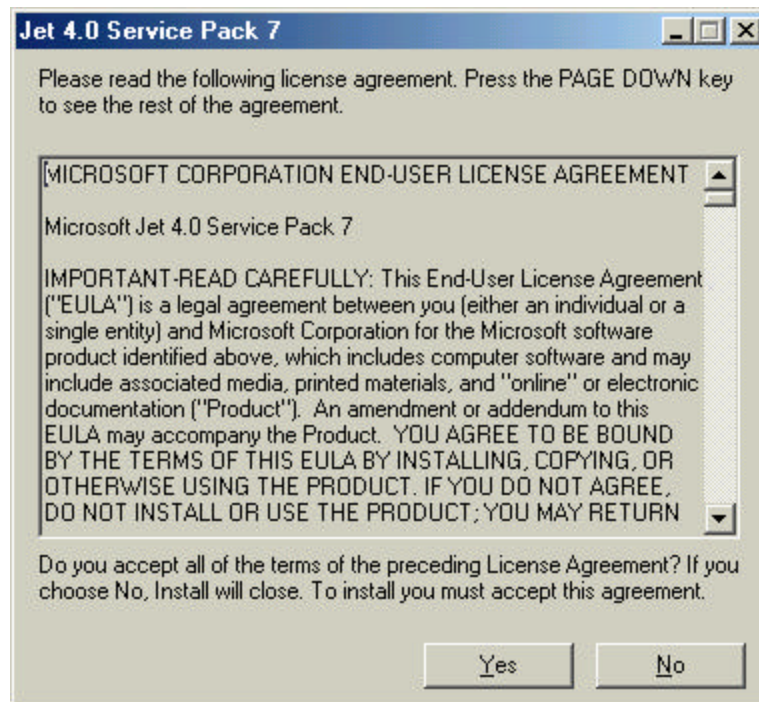
14. Click on **Finish** on the "Installation Complete" message window.

Step 4—Restart the Computer

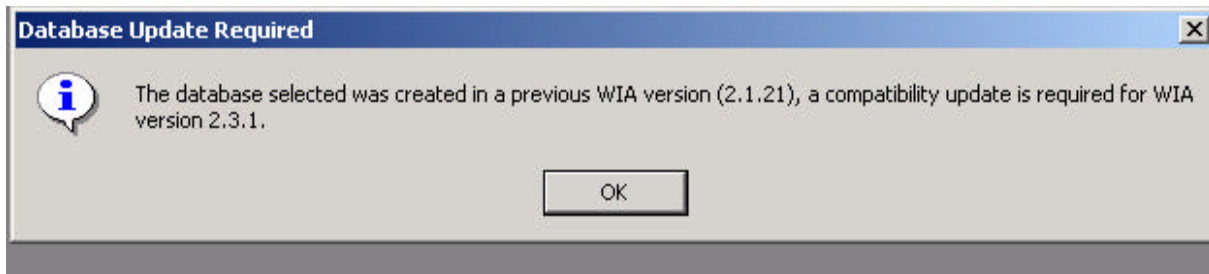After completing the WIA installation setup, close Windows and reboot your computer.

A message may display, asking if you would like to restart your computer. If you have closed all applications and programs, click on **OK**. If not, click on **Cancel** and close all applications and programs, then close Windows and reboot your computer.

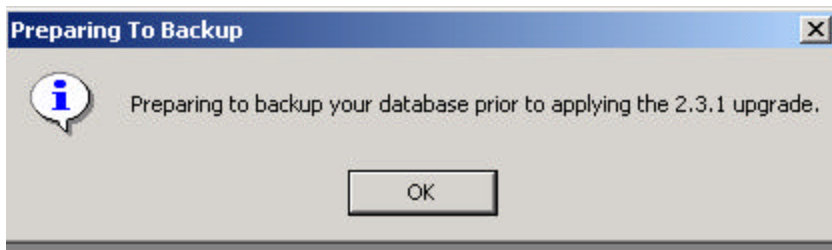## Step 5—Start the WIA Application

Click on the **Start** button, click on **Programs**, and select the **WIA** group. Click on the **WIA** icon to open the application. The Security Log In screen will display. This is your indication that the application has installed properly.

Note: If you selected to overwrite your previous WIA application, the default database, i.e., wia.wia, will not be replaced. If you have data in this database, the application will backup the database and then apply the WIA 3.0 upgrade. In this case messages will display similar to the following:

Database Update Required   ☒

ⓘ The database selected was created in a previous WIA version (2.1.21), a compatibility update is required for WIA version 2.3.1.

OK

Click on **OK**.

Preparing To Backup   ☒

ⓘ Preparing to backup your database prior to applying the 2.3.1 upgrade.

OK

Click on **OK** again. The application will perform a backup of the default database. A dialog box may display with a progress bar indicating the status of the backup, then a message will display that the backup is complete.
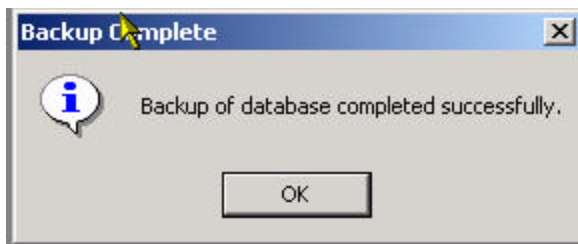
Backup Complete   ☒

ⓘ Backup of database completed successfully.

OK

Click on **OK** and then click on **OK** again at the next dialog box shown below.
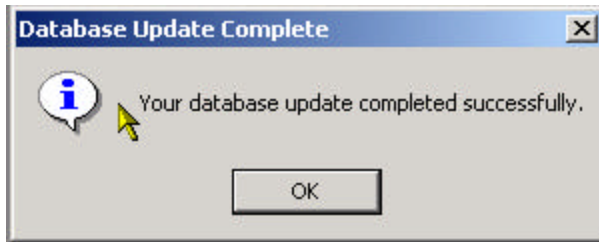
When you click on **OK**, the application closes and the Database Security sign on screen displays. For more information go to section ***III. Tutorial, A. Step 2— Database Security Screen***.

Note: The above messages may not be the same if you are converting a WIA Version 2.0 database, however the process is similar. For more information go to section ***III. Tutorial, B. Options Under File Menu, 2. Open, WIA Version 2.0.***

The backup (including all 4 component databases) is saved in your WIA\Data application folder. For example, a WIA 2.3 application named WIA2.3 with a database named WIA_3-04-04 will be backed up to the following folder location when you upgrade to WIA 3.0:
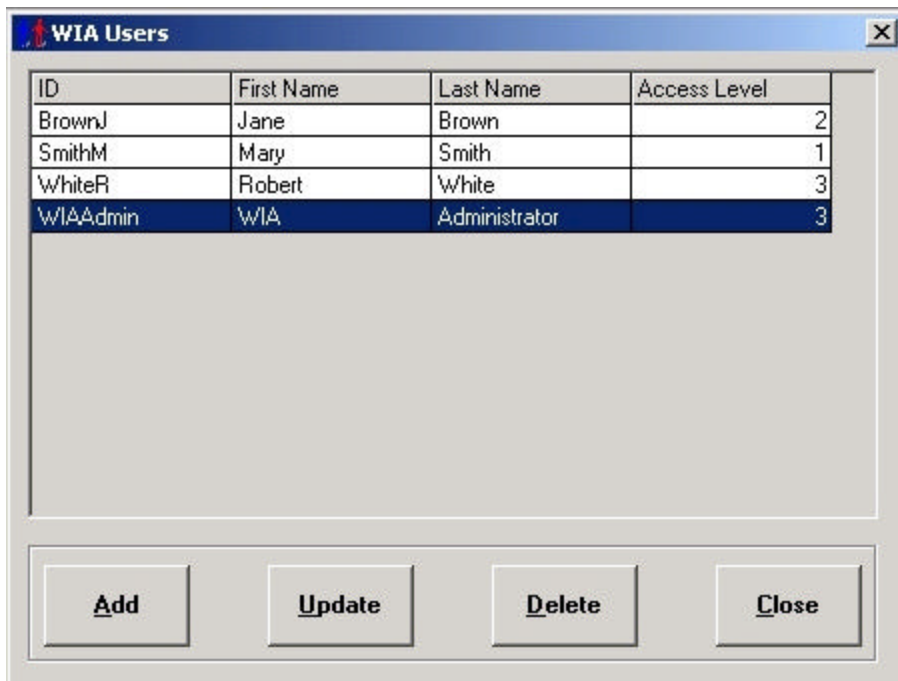   C:\ProgramFiles\WIA2.3\Data\WIA_3-04-04\backup_<date&time>\.

Step 6—Database Security Administration

Database Security Administration is a new selection under the **Utilities** menu option.

Click on **Utilities** from the menu bar and select **Database Security Administration**. A screen will display a list of users for the current database.
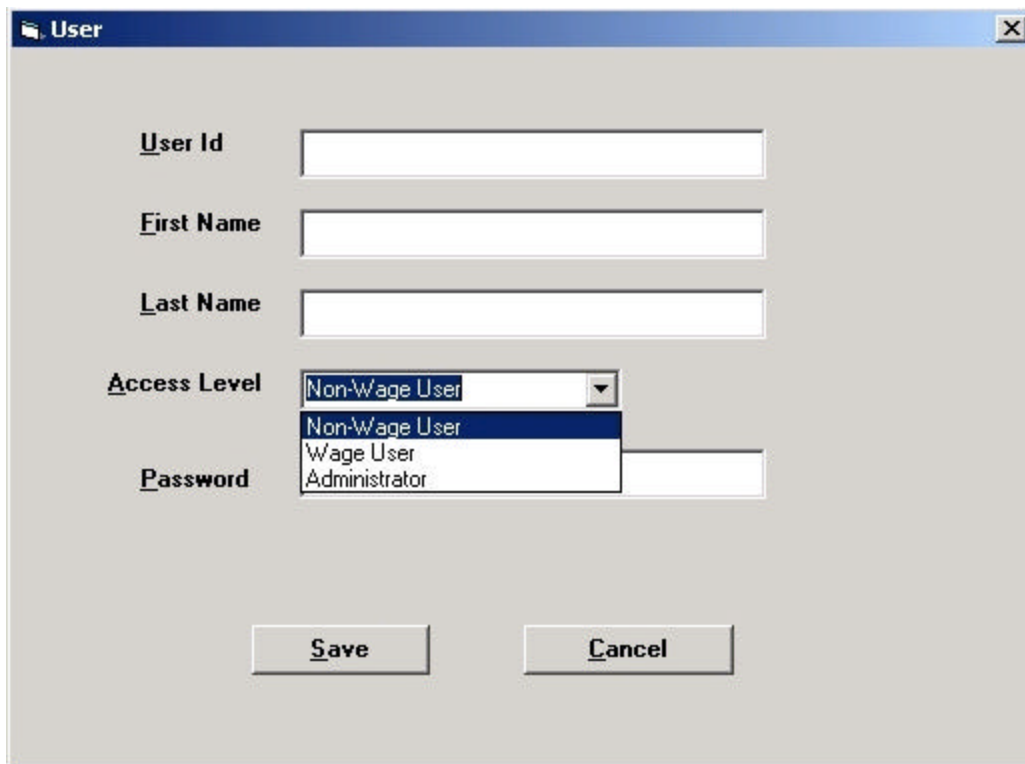
Instructions for initial security set up:
- Log on using the default User Id and Password: **WIAAdmin; WIAAdminWIA.** (not case sensitive**)**
- Add yourself as a User with Access Level 3 security (Administrator) and then change the default Password (WIAAdminWIA) to ensure database security. Or, if you wish you can close the application, log in as yourself and then delete the UserID/Password.
- Add User Ids , Passwords, and security levels for all users of this database.
- Repeat the above steps for "New" databases. Existing User profiles are not saved to new databases.
- Database Administrator, can add, update, and delete WIA User profiles.
- Security levels 2 and 3 can only Update their own profiles.

Step 6.1—Adding WIA Users

Click on the **Add** button to open the User screen.

Enter a **User Id** , and **First** and **Last Name** of the user you wish to add and select an **Access Level**.

        1. "Non-Wage User" does not have access to any wage-related data.

        2. "Wage User" has access to wage-related data, but cannot change administrative features or add/remove features.

        3. "Administrator" has access to all data and security functions.

Enter a **Password** using letters and/or numbers of 50 or fewer characters. User Ids and Passwords are not case sensitive.

Click on **Save**. The new user is displayed on the WIA users screen.

Click on **Add** again to add another user, or click on **Close** to close the security screen.

Step 6.2—Updating a User

Select a user from the list and click on **Update**.
> **Administrator access**: You can select any user and change any field of the user profile except for the User Id.
> **Other access**: The only record that you can update is your own. You may only change your name and your password. The User Id and Access Level fields are deactivated.

Click on **Save** to save and close the security screen or **Cancel** to close the screen without saving.

Step 6.3—Deleting a User

This functionality is only available to Administrative users.

Select a user from the list and click on **Delete**. A message will display, click on **Yes** to delete, or **No** to cancel

Click on **Close** to save and exit the security screen.

III. TUTORIAL

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

A. Signing In

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

B. Options Under File Menu

Section B describes the options under the "File" Menu including **New**, **Open**, **e-Submit**, and **Save As**.

C. Importing Records

Section C describes how to build and import files of records so the application can produce and validate the ETA 9091, ETA 9090, and the rolling four-quarters reports. This section also describes how to access and review duplicate detection and error reports of records rejected by the application during the import process. This section also describes how to export sampling units into sub-sample files for use by WIBs for data element validation.

D. Report Validation

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

E. Table O

Section E describes how a user can import a new extract file that contains all the records needed to calculate their local performance.

F. Data Element Validation

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

G. Sub-Sample

Section G describes how to load validated sub-samples into the master database.

H. Utilities

Section H describes how to create and maintain security profiles for users. In addition, this section contains functionality for database maintenance.
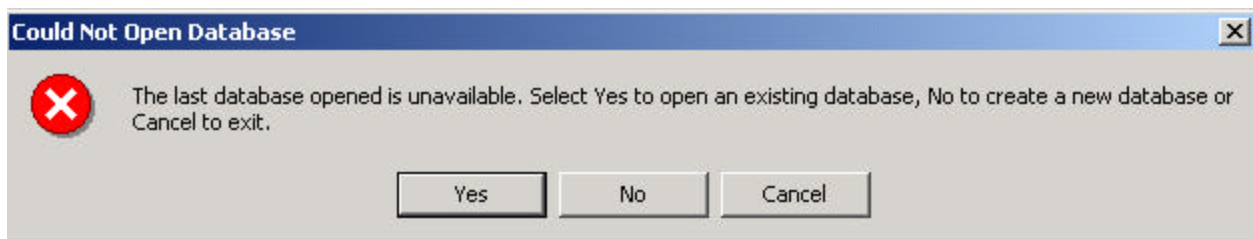
A. Signing In

## Step 1—Opening the Application

Click on the **Start** button, click on **Programs**, and select the **WIA** group. Click on the **WIA** icon to open the application.

Note: By default, the application will try to open the most recently accessed database. If the application cannot locate this database because it was moved to a new location, e.g., another directory; or it was saved to a removable drive, e.g., saved to a zip disk and the disk is no longer in the drive; the following message will display:

Could Not Open Database

The last database opened is unavailable. Select Yes to open an existing database, No to create a new database or Cancel to exit.

| Yes | No | Cancel |

Click on **Yes** to open an existing database, **No** to create a new database or **Cancel** to exit.
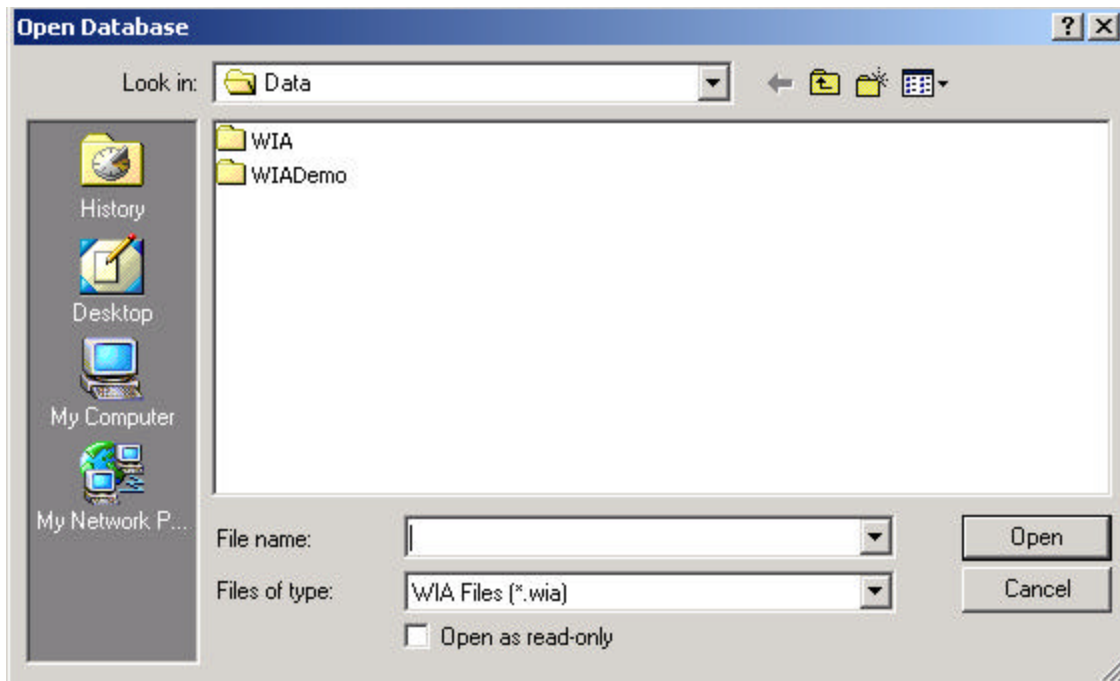
When you click on **Yes** to open an existing database, an Open Database dialog box will display.
1. Find and select the database you wish to open and click on **Open**.
2. Select the <name>.wia file and click on **Open**.
3. The security box will display.
4. Continue with **Step 2**.

If you click on No to create a new database, an Open Database dialog box will display.
1. Click on the WIA folder and click on **Open**
2. Type a new name with a .wia extension in the file name field, i.e., <name>.wia and click on **Open**.
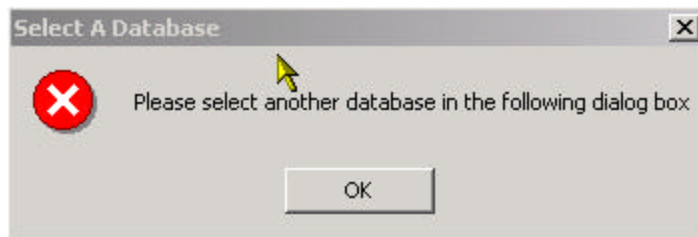3. The security box will display.
4. Continue with **Step 2**.

NOTE:
If the default database or a selected database is missing a file, the following message will display indicating the missing file(s):

File Linking Error

File: C:\Program Files\WIA\Data\Louise21\Louise21.smp could not be located.

OK

Click on **OK**.

Select A Database

Please select another database in the following dialog box

OK

Click on **OK** again to display a dialog box where you can choose another database.
1.   Find and select the database you wish to open and click on **Open**.
2.   Select the <name>.wia file and click on **Open**.
3.   The security box will display.
4.   Continue with **Step 2**.

WIADemo Database

If you would like to open the WIADemo database:
1.   Select **Open** from the File menu.
2.   On the Open Database dialog box, choose **WIADemo** and click on **Open**.
3.   At the next dialog box, choose **WIADemo.wia** and click on **Open**.
4.   The security screen will display.
5.   Continue with **Step 2**.

Step 2—Database Security Screen

Enter your User ID and Password and click on **OK**. The database administrator will provide you with your User ID and Password.

The User ID and Password are not case sensitive.

Note: A default UserID/Password is included in the application (WIAAdmin/ WIAAdminWIA); however, the database administrator may have changed this profile to ensure security.

Note: The database name is included in the title bar of the log in box. The default database is "wia", however, the application will automatically default to the database you were using the last time you logged out of the WIA application.

Step 3—Sign In Screen

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

1.   For the annual report:
   - Click in the box marked **"Annual"**
   - Enter the program year for the report being validated in the field marked program year.
   - Click in another field. The program year and performance year date ranges will automatically update to match the program year that was entered.

2.   For the quarterly report:
- Click in the box marked **"Quarterly"**
- Enter the appropriate **Program Year**
- Select the report due date in the field marked **"Report QTR Due."**

3.   For a rolling four-quarters report:
- Click in the box marked **"Rolling Quarters"**
- Enter the appropriate **Program Year**
- Select the report due date in the field marked **"Report QTR Due."**

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

After logging in, a list of tips that provide brief explanations of each function will display.

Clicking on **Exit** will close WIA.

Step 4—Change Reporting Options

To change the reporting parameters after signing in to the application, click on **Change Reporting Options** from the menu bar at the top of the screen and select **Change Reporting Options** from the list.

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

The program year and performance year start and end dates can only be changed if the annual report checkbox is checked. While program year and performance year date ranges are auto-filled based on the program year entered, users may overwrite these date ranges to analyze performance for specific time periods.

If the program year, type of report or report due date are changed after importing the data, the application will not calculate an accurate report. Therefore, the data must be re-imported after such changes are made.

If the user manually changes the program/performance year date ranges, clicking on the **Reset** button will automatically reset the program/performance year date ranges to the default date ranges for the program year entered. The **Reset** button will also reset the filters for WIB name, Office name, and Case Manager to their previous values if they were changed.

The WIB Name, Office Name and Case Manager drop down lists contain the unduplicated values for these fields. The user may select values in one or more of these fields to restrict data for the selected report.

After the options to create the desired report are selected, click on **Save**.

Clicking on **Exit** will close the **Change Reporting Options** screen without saving, however, WIA will not close.

B. Options Under File Menu

The first item on the menu bar is "File." Options in this menu include:

1. **New** – Opens a dialog box where you can create a new *.wia database.
   1. Enter a new name in the File Name field, i.e. <name>.wia
   2. Click on **Open**
   3. The application will close and the LogIn box will display.
   4. Enter the default UserID/Password (WIAAdmin/WIAAdminWIA) and click on OK. Note that the database name will display in the header of the security log in screen as well as in the footer of the application screen.
   5. The new database will be created in the **Data** sub-folder of the WIA install location default (WIA install location default is C:\Program Files\WIA.

   Note: You are the administrator for this new database. You must add yourself as a User with Access Level 3 security and rename the default Password (WIAAdminWIA) to ensure database security. Then Add User IDs , Passwords, and security levels for all users of this database. See **G. Utilities – Database Security Administration** in this section for more information.

2. **Open –** Opens a dialog box where you can select an existing database to open.

This functionality may be helpful if you:
- Have archived prior validation findings but still want to easily access them through the application.
- Have split the validation file into two databases to keep the size manageable in large states.
- Want to access the state's validation database.

Note: When you select another database the application will close and the Log In box will display. You must have user access to this database in order to log back into the WIA application. See the administrator of this database if you do not have access.
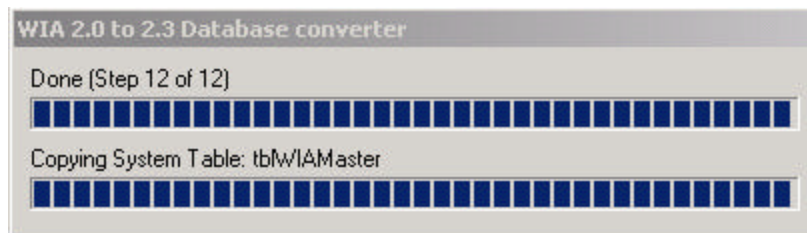
Opening a database from a prior version of WIA 2.X:

1. **WIA Version 2.0.**
   If you attempt to open a database from WIA version 2.0, the WIA application will update the database to be compatible with the new format. Before updating the prior database, the system will create a backup of the database in case the upgrade is unsuccessful.
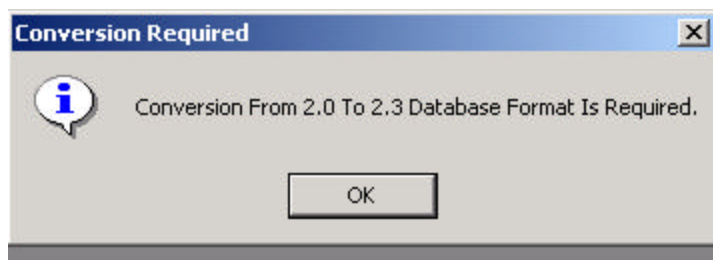
When you click on **OK** progress meters will display.

Then the Conversion Successful message will display.

When you click on **OK**, the application closes and the Database Security sign on screen displays.

The backup (including all 4 component databases) is saved in your WIA\Data application folder. For example, a WIA 2.0 application named WIA2.0 with a database named WIA_3-04-04.wia will be backed up to the following folder location when you upgrade to WIA 3.0:
C:\ProgramFiles\WIA2.0\Data\WIA_3-04-04\backup_<date&time>\.

2. **WIA Version 2.1 or later.**
   If you attempt to open a database created in WIA version 2.1 or later, the WIA application will update the database to be compatible with the new format. Before updating the prior database, the system will create a backup of the database in case the upgrade is unsuccessful. The following message will display:
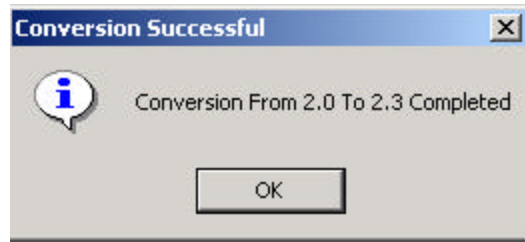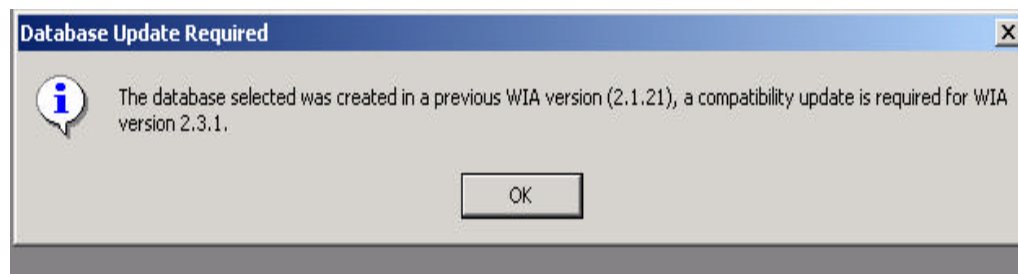

Click on **OK**. The application will perform a backup of the selected database and then the following message will display. A

dialog box may display with a progress bar indicating the status of the backup.

Click on **OK**. A message will display that the backup completed successfully.

Click on **OK** and then click on **OK** again at the next dialog box shown below.
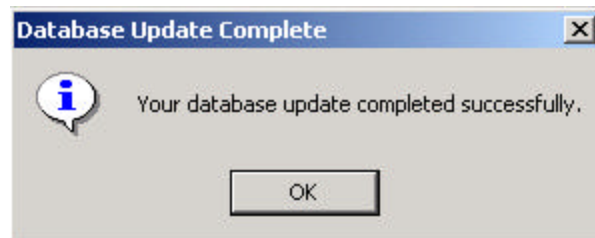
When you click on **OK**, the application closes and the Database Security sign on screen displays.

The backup (including all 4 component databases) is saved in your WIA\Data application folder. For example, a WIA 2.3 application

named WIA2.3 with a database named WIA_3-04-04 will be backed up to the following folder location when you upgrade to WIA 3.0: C:\ProgramFiles\WIA2.3\Data\WIA_3-04-04\backup_<date&time>\.
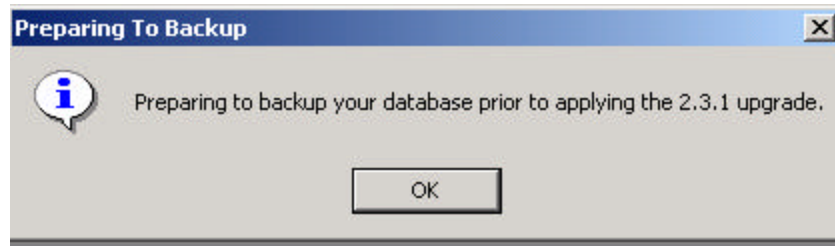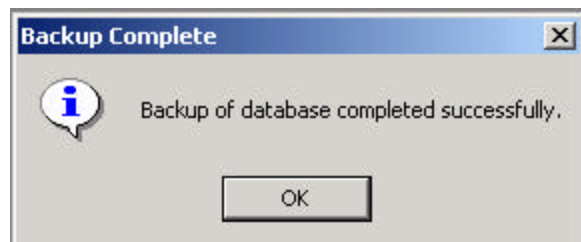
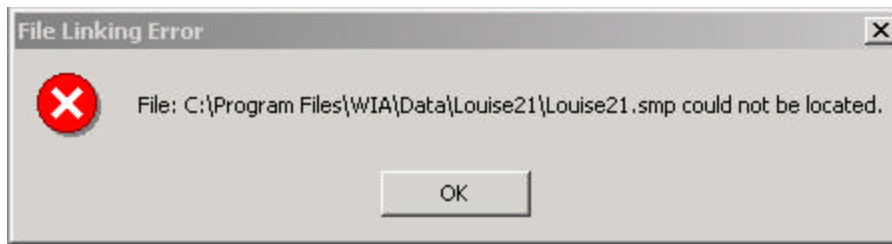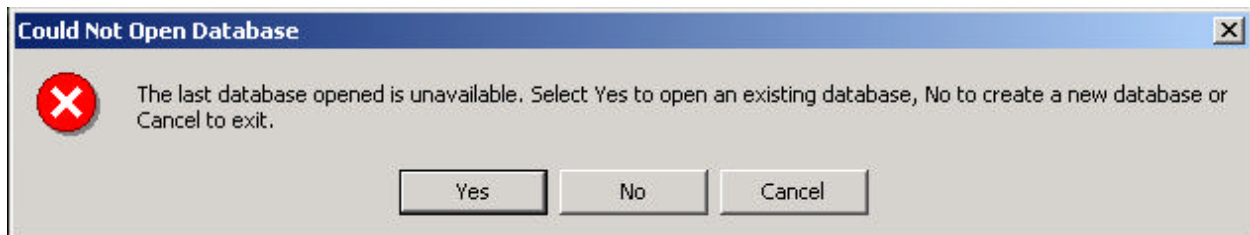If the database you select to open is missing a file, the following message will display:

Click on **OK**.

Click on **Yes** to open an existing database, **No** to create a new database, or **Cancel** to exit.

Clicking on **Yes or No** will display a dialog box where you can select another database, or to create a new one, type a name in the File field. Click on **Open**. The application will close and the Database Security Log In box will display.

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

Note: When you save a database with a new name, the application will remain open and pointing to the original database, not the newly saved

database. To access the new file, click on **File**, **Open** and select the newly named database. The application will display the Database Security Log In box for you to log in to the new database.

If you create a new file using **Save As** on the menu, close the application, and then reopen the application, it will point to the previous file, not the file created using **File**, **Save As**. Click on **File**, **Open** and select the file you wish to open. The application will display the Database Security Log In box for you to log in to the new database.

4. **e-Submit** - provides functionality to electronically submit Data Element Validation (DEV) and/or Report Validation (RV) data electronically via the internet to the Department of Labor (DOL). See *Appendix C* for more information.

Step 1—Select e-Submit.
The eSubmission Report Selection screen is displayed.
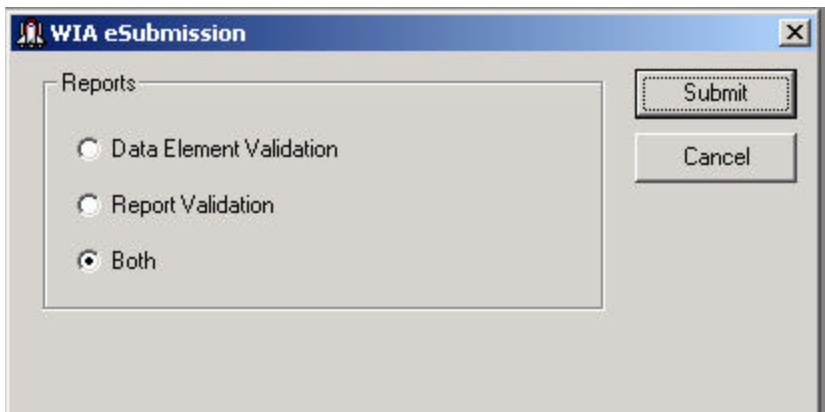
Step 2—Select a report.
Select the report you would like to submit by clicking on the radio button. Reports generated by WIA will include all participant groups: Adults, Dislocated Workers, Older Youth, and Younger Youth.

Step 3—Submit the report.
Click on the **Submit** button. A progress meter will display while the system prepares the submission file.

A copy of the submission is saved in your application folder under the Data\<application name>\ directory in an eSubmit subfolder, e.g., C:\Program Files\<application name>\Data\<WIA_7-27-04>\eSubmit., and is named according to the following naming convention: eSubmit_<Date&Time>.xml. The file path and submission file name will display at the top of the DRVS eSubmission window.

Go to Appendix C for further information.

5. **Show Tips at Start-Up** - Click to select whether or not tips display at start-up. A checkmark will display next to the menu item if Tips will display.

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

C. Importing Records

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

Step 1—Create a File Based on the Record Layout

To view the record layout, select **Import Data** from the menu bar at the top of the screen and then choose **Source Table Record Layout.** The record layout is also in Appendix B of this User's Guide.

The record layout is in the WIASRD format with the addition of six fields. The extract file type is ASCII, comma-delimited, or tab-delimited columns. Fields must be in the order listed on the record layout. One hundred and sixty (160) 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. States should include

the participant's Social Security Number (SSN) as the individual identifier (field 2) because SSNs are required to obtain wage records needed to validate earnings during data element validation.

The observation number (field 1), SSN (field 2), and the Date of WIA Title I-B Registration (field 34) are mandatory fields and, if left blank, will result in the record being rejected. Additionally, at least one of the funding stream classifications (field 36-40, 42, 44-47) must have a value that would enable the application to assign the records to a funding stream as specified in Appendix A of the WIA Validation Handbook. Blanks are acceptable in optional fields.

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

The additional six fields to the WIASRD format are observation number, office name, WIB name, sampling unit, case manager, and user field. You should not use a zero for the sampling unit because any blanks in the sampling unit field are converted to zeros during import and, therefore, your sampling distribution may not be correct. The user field can be used for any additional data (e.g. participant's name or SSN) that the state wishes to include. The user field can be very helpful when you are trying to validate records, as this field will display on the Data Element Validation Worksheets.

Step 2—Load Extract Data

Once the data are formatted according to the record layout, click on **Import Data** from the menu bar and select **Import from Extract File**. Select the file to be imported using the **Select File** box. Click **Open**.

If states do not wish to perform data element validation, the application's sampling function can be turned off by clicking on **Import Data** from the menu bar and selecting **Skip Sampling on Import**. This must be done before the extract file is imported. Once selected, a checkmark will display next to the "Skip Sampling on Import" menu item.

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

A message will display warning that if you continue exported samples will become invalid. Click on **OK** to continue or **Cancel** to quit the import. See Section D for information on exporting samples.
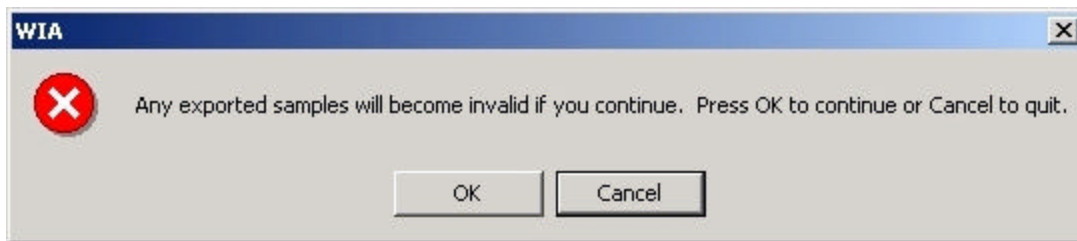
An Import Data message about reloading the master validation table may also display. Click on **Yes** to continue or **No** to stop the import.
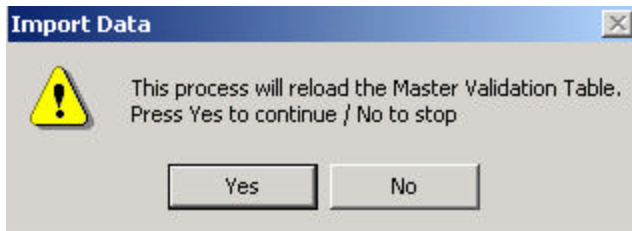
When the dialog box displays, click **yes** to reload the master validation table (import the extract file). Once the import has begun, the **Import File** box includes a counter for the number of records being imported. Be aware that your previous imports will be replaced.

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

Depending on the size of the file, it may take some time to import the data. During the import process, the application creates a sample from the extract file for data element validation. If you selected **Skip Sampling on Import** from the Import Data menu, a sample will not be created.
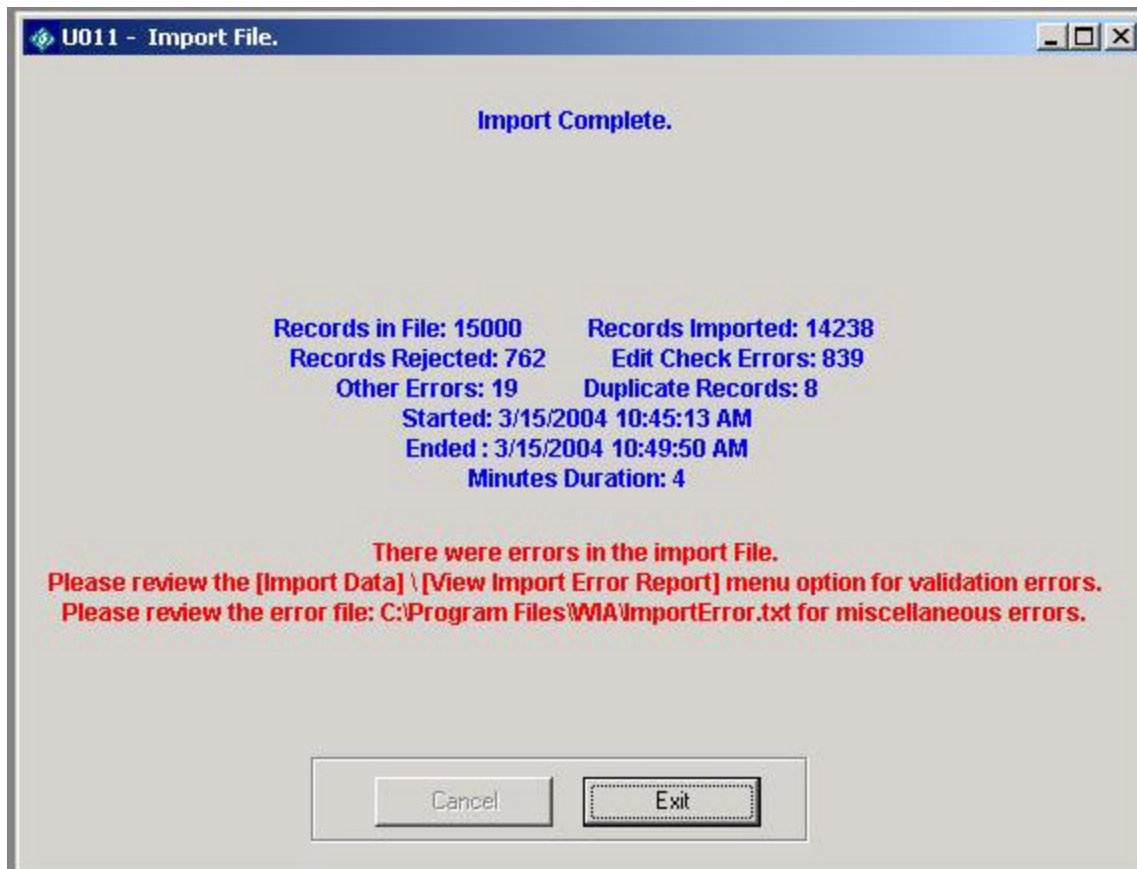
When an import is complete, the status of the import appears on the screen under **Import Complete**. Here is an explanation of the screen:

> **Records in File** – The number of participant records in which the software attempted to import.
>
> **Records Rejected** – The number of records that were not imported into the software due to validation or duplicate errors.
>
> **Other Errors** – Additional software or Operating System Errors of which the user should be aware. Location of the error messages will be noted in red on the Import screen.
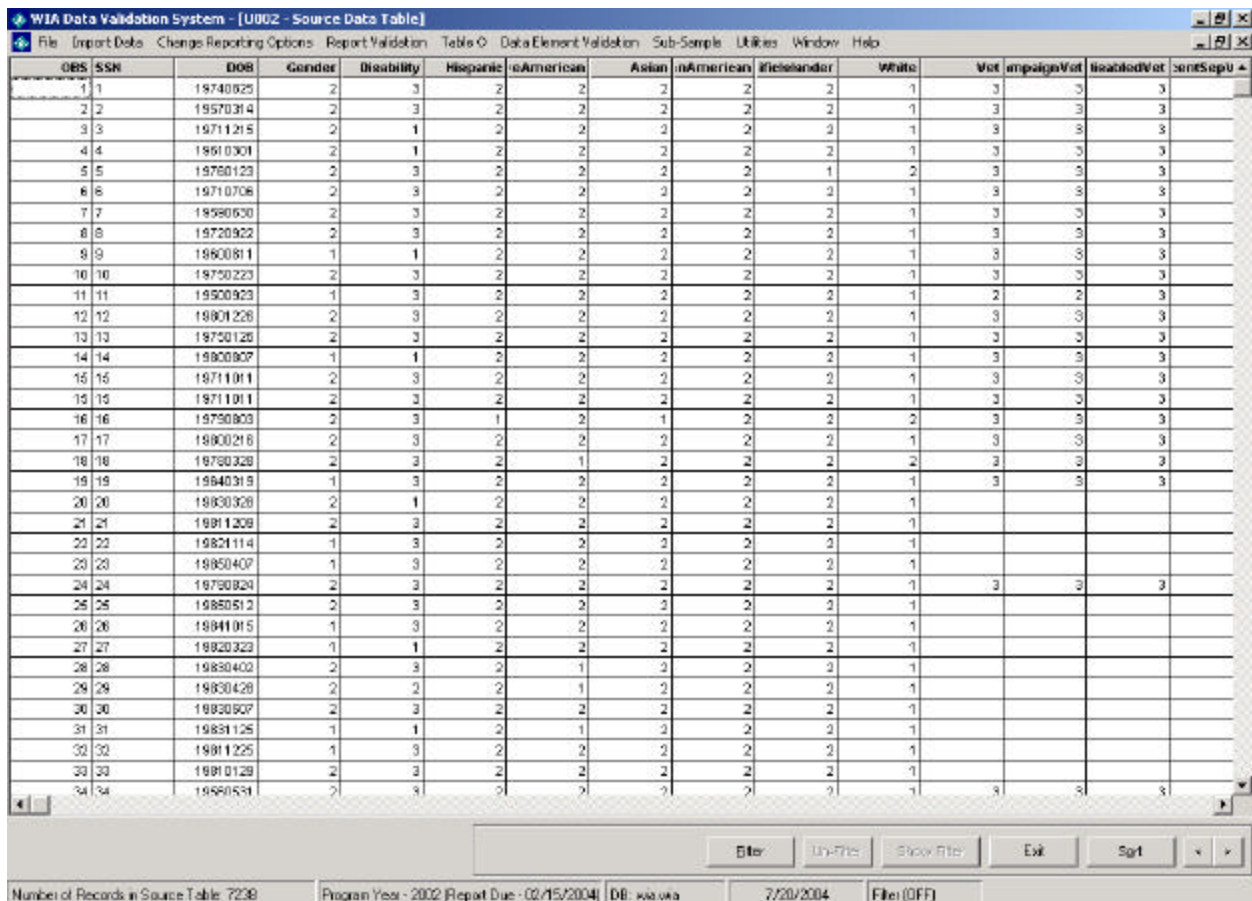>
> **Records Imported** – The number of records imported in the software excluding the rejected records.

Edit Check Errors – The number of validation errors recorded for the extract file. These errors can be viewed by selecting from the menu bar Import Data / View Import Errors Report. Also, see Appendix A.
Duplicate Records – The number of records that have identical, OBS, SSN numbers, funding stream and WIA exit dates.

To view the imported file click on **Import Data** from the menu bar and select **View Source Table**. This is a read-only screen; however, users can sort on any column in the source table. Also, an advanced user tool has been incorporated that allows users to filter the source table. See **Sorting and Filtering** starting on page 40.

Rejected records are not displayed in the source table.

If the cursor is placed on a particular row of a column, the application will show that row number in red at the bottom of the screen. This feature enables the user to easily count the number of records with a particular characteristic in the source table. The total number of records displays in the lower left corner of the screen.

The approximate length of time to import extract files will vary based on (1) the size of the extract file (e.g. number of records) and (2) whether sampling is skipped during import.

Sorting and Filtering Data

The data can be sorted by all columns.
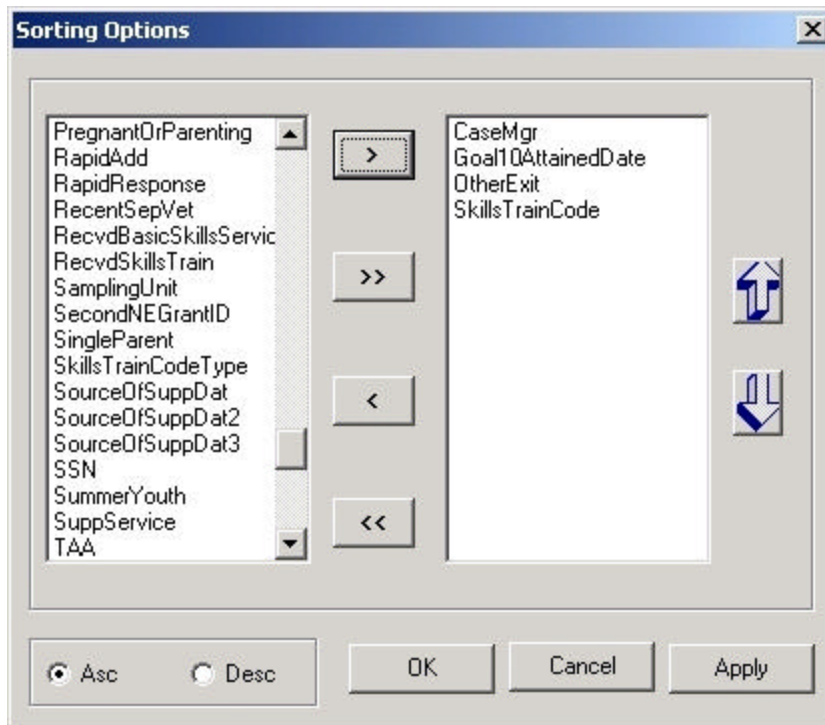
To Sort:
1. Click on the **Sort** button on the lower right side of the Source table screen.
2. On the popup screen, (see example above) select the fields you would like to sort by from the left frame.
3. Click on the **right arrow** (>) to copy your selections to the frame on the right.
4. Select **Asc** or **Desc** by clicking on one of the radio buttons on the lower left of the popup screen.
5. Click on the **OK** button to initiate your sort. The popup screen will disappear and the Source table will re-display with the selected sort.

Note that you can:
1. Click on the **double right arrow** to select all of the fields and copy them to the frame on the right.
2. Click on the **left arrow** (<) to remove a field from the frame on the right.
3. Click on the **double left arrow** to remove all of the fields from the frame on the right.
4. Click the **up arrow** or **down arrow** to change the order of fields selected for sorting.

Filtering the outcome groups:
This advanced user functionality allows you to query the table in order to filter source records.

1. Click on the **Filter** button at the bottom of the Source table screen.
2. The Filter popup displays.
3. Select an item from the left column.
4. Select a comparison operator from the center.
5. You can select an item from the **Compare To** field on the right, or you can enter a **Comparison Value** in the field labeled "Enter comparison value here". Note that wild cards are not accepted.
6. Select a **Next Term Operator**. The default is "AND".
7. Click on **Add** to place your expression in the lower box.
8. You can add on to the query by making additional selections, and clicking on **Add** again.
9. Click on the **Apply** button at the bottom to apply your query to the Source table.

Clicking on the **SQL** tab at the top of the popup will show the SQL expression for your filter.

The **Reset** button will remove all terms from the SQL expression.

Example Filter Query

In the above example we are filtering out Disabled Vets <where value is 1> who are Female <where value is 2>.

Filtered Source Table

You can filter the results by repeating steps 1 through 10.

The filter can be viewed at any time by clicking on **Show Filter** on the Detail Table screen.

Clicking the **Un-filter** button on the Source Table screen will cancel the filtering and display the un-filtered Source Table.

To filter on Null values:
1. Select an item from the left column.
2. Select **Null** as your comparison operator.
3. Click on **Add**.
4. Example Expression = (WIBName is Null)

1. Or you can select a comparison operator of = (equal).
2. Click in the "Enter Comparison Value" field, and enter **""** (double quotes) or **" "** (quote space quote).
3. Example expression = (WIBName = "")

Click on **Apply** to run the expression.

Step 3—Review Error Reports

When the extract file is loaded, the application reads each record to ensure that all fields are valid based on the record layout and specifications in Appendix A of the User's Guide. The validation edit checks ensure that data are in the proper format, values are within the specified range of values, and/or data are consistent across fields. Duplicate records and any records with missing data in mandatory fields are rejected. Please refer to Appendix A for a complete list of validation edit checks and error messages.

Validation Errors can be viewed by clicking **Import Data** from the menu bar and selecting, **View Import Errors Report.**
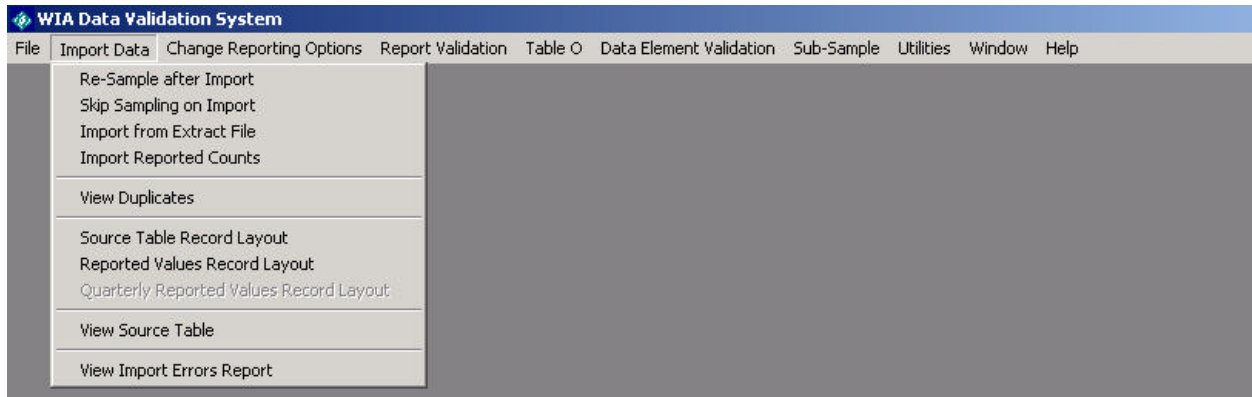
Examples of each report are included on the following pages.

The records are divided into two groups: **Critical Errors - Record Rejected** and **Warning Messages - Record Inserted**. Within the groups the records are sorted by WIB, office, case manager and observation number (OBS). Records that were rejected are also denoted by the text "RECORD REJECTED" at the end of the error description.

On the left side of the report screen, under the "Preview" tab, double click on **"Rejected"** or **"Inserted"** to display a listing of WIBs. Double click on a WIB to display a list of Offices within that WIB. Double click on an Office to display as list of Case Managers for that office. Double click on a Case Manager to display a list of observation numbers. Single clicking on WIB, office, case manager or OBS number will move to that section of the report.

Import Errors Report - Rejected

Import Errors Report – Inserted

Miscellaneous errors can be found in the **ImportError.txt** file in the Data directory of the WIA install location. (e.g. C:\Program Files\WIA\Data\WIA_7-27-04\ wia_ImportError_<Date&Time>.txt.

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

The ImportError.txt file is automatically saved to the WIA install location folder. When a new file is imported into the application, the previous file is overwritten. To save this file, the user should rename the ImportError.txt file so that the application does not overwrite it with subsequent error reports.

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

Step 4—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.

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

A report will display the duplicate records from the extract file. The application rejects records with duplicate observation numbers and records with the same SSN, Date of Exit and the same funding stream – Adults, Dislocated Workers or Youth.

A sample of the View Duplicates report is shown below. If the user determines it is necessary to fix the extract, they must remove duplicate records and then re-import the file.

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

Step 5—**Re-Sample after Import**

This menu option allows you to create a sample after import, for example, if the Import Data, Skip Sampling on Import option was selected when data were originally imported. Click on **Import Data** from the menu bar and select **Re-Sample after Import** from the list. If a sample already exists, the system displays a message asking if you want to overwrite your existing sample. Click **Yes** to overwrite or click **No** to cancel. NOTE: If you choose to overwrite the existing sample, you will no longer be able to load any previously exported sub-samples back into the master database.
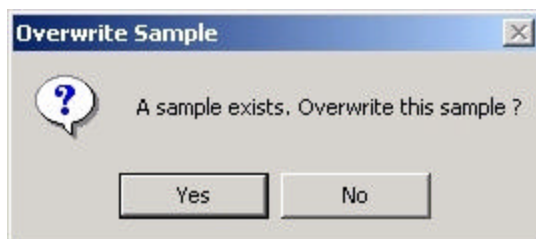
When **Yes** is selected, a progress screen informs you that old samples are being deleted.
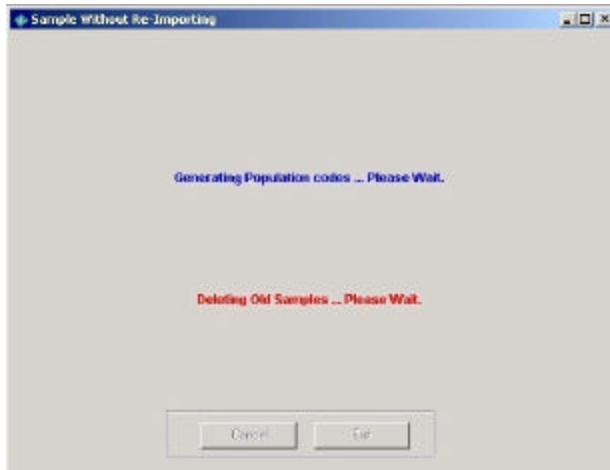
When the deletion of old samples is completed, a new sample is created. When the re-sample is complete, the progress screen displays the message "Re-Sample Complete" and the Exit button is enabled. Click on **Exit** to close the screen.
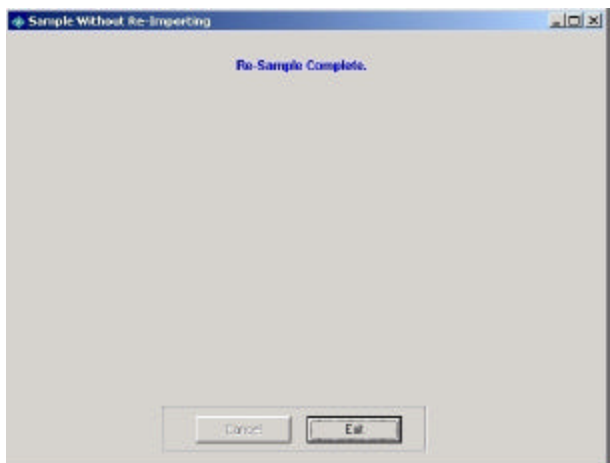
D. Report Validation

For report validation, the application compares the validation values derived from the extract file to the actual values reported by the state on the ETA 9091 or ETA 9090 report. States also can use the application to calculate a rolling four-quarters report.
To perform report validation, states must prepare and import a separate file of the reported counts for the report being validated. Report validation is not applicable to states that use the application to generate the ETA 9091 or ETA 9090 reports.

Step 1—Import Reported Counts

Click on **Import Data** from the menu bar and select **Import Reported Counts**. Note that the import file should be formatted according to the **Reported Values Record Layout**, which is available under the **Import Data** menu and in Appendix B of this User's Guide. There are two **Reported Values** record layouts, one for the annual report and one for both the quarterly report and rolling four-quarters report. The file format must match the reported count record layout for the report being validated. Note that for the annual report, the application uses the same record layout that the states use to upload their annual report to the Department of Labor through the Enterprise Information Management Systems (EIMS) system. There should be a file for each table on the 9091 or 9090 reports. For additional information and sample EIMS tables contact Amanda Ahlstrand in ETA's Office of Performance and Results at 202-693-3052 or Ahlstrand.Amanda@dol.gov.

The user will be able to view only the annual reported values record layout if the "annual report" is selected on the sign in screen. Another selection can be made from the "Change Reporting Options" menu item. If a quarterly report is selected, users will be able to view both the annual and quarterly reported values record layouts.

- Select the file or files to be imported using the **Select File** dialog box. To select more than one file hold down the shift key and click on the desired files. All files can be imported at one time by selecting the first file, then hold the shift key down and select the last file.

- Click **Open**; a box will display asking if you want to reload the Reported Counts Table. Note that this box will display for each file that is being reloaded.
- Click on **Yes**.
- When the files have been imported, the **Import File** window will display "Done". Note that an Import File window will display for each file.

The application will keep these values until new reported counts files are imported.

Step 2—View Report Validation Table

This function allows the user to view the individual records in the Adult, Dislocated Worker, Older Youth, and Younger Youth performance outcome groups. No data entry is required; this function is for analytical purposes only.

Click on **Report Validation** from the menu bar. Select **View Report Validation Tables** and then select the appropriate performance outcome group from the sidebar. A summary of each performance outcome group displays showing the total number of records and dollar amounts, where applicable. The performance outcomes are described in Appendix A of the WIA Validation Handbook. This table cannot be sorted.

It is important to note that the quarterly and rolling four-quarters reports use different cohorts of exiters for the entered employment rate and for the retention rate (see Appendix A of the WIA Validation Handbook for more details).

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

WIA Report Validation Table for Performance Outcome Group For Adults

Performance Outcome Group	Number in Group	1 Emp Status at Registration	2 Emp Q+1 Exit Q+1	3 Exit Q+1 Wage Records/ Sup.Sources	4 Exit Emp Q+3	5 Exit Q+3 Wage/ Sup.Sources	6 Entered Employment Numerator	7 Enter Empl Denor
1.1	104	Not Employed	Yes	Wage	Yes	Wage	104	104
1.2	14	Not Employed	Yes	Wage	Yes	Suppl.	14	14
1.3	6	Not Employed	Yes	Suppl.	Yes	Wage	6	6
1.4	18	Not Employed	Yes	Suppl.	Yes	Suppl.	18	18
1.5	38	Not Employed	Yes	Wage	No	NA	38	38
1.6	5	Not Employed	Yes	Suppl.	No	NA	5	5
1.7	0	Not Employed	Yes	Wage	PENDING	NA	0	0
1.8	0	Not Employed	Yes	Suppl.	PENDING	NA	0	0
1.9	0	Not Employed	PENDING	NA	PENDING	NA	0	0
1.10	29	Not Employed	No	NA	NA	NA	0	29
1.11	54	Employed	Yes	Wage	Yes	Wage	0	0
1.12	5	Employed	Yes	Wage	Yes	Suppl.	0	0
1.13	7	Employed	Yes	Suppl.	Yes	Wage	0	0
1.14	2	Employed	Yes	Suppl.	Yes	Suppl.	0	0
1.15	6	Employed	Yes	Wage	No	NA	0	0
1.16	1	Employed	Yes	Suppl.	No	NA	0	0
1.17	0	Employed	Yes	Wage	PENDING	NA	0	0
1.18	0	Employed	Yes	Suppl.	PENDING	NA	0	0
1.19	0	Employed	PENDING	NA	PENDING	NA	0	0
1.20	11	Employed	No	NA	NA	NA	0	0

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

Detailed Records for Adults Group 1.1

Widen Columns

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

Performance Outcome Group Summaries

The performance outcome group summaries are labeled as follows:

Exhibit A.1 – Adult Entered Employment, Retention, and Earnings Change
Exhibit A.2 – Adult Employment and Credential Rate
Exhibit A.3 – Dislocated Worker Employment, Retention, and Earnings Replacement Rate

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

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

For instance, if employment for the first (WIARD 601), third (WIARD 608), or fifth (WIARD 610) quarter after exit is a 3 (individual has exited but employment information is not yet available) and two full quarters after the end of the quarter of activity have passed, the application will change the 3 to a 2 (No), and change the earnings for the appropriate quarter to a 0. Consequently, these records will be failures for the appropriate performance measures.

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

Sorting and Filtering Data

Sort Detail Records
There are two ways you can sort records.

1. If you want to sort by one column, double click on the column header you wish to sort.
2. If you want to sort by numerous columns, click on the **Sort** button at the bottom of the screen. Then do the following:
   1. On the popup screen, select the fields you would like to sort by from the left frame.

2. Click on the **right arrow** (>) to copy your selections to the right frame.
3. Select **Asc** or **Desc** by clicking on one of the radio buttons on the left of the popup screen.
4. Click on the **OK** button to initiate your sort. The popup screen will disappear and the table will redisplay with the selected sorts.

Note that you can:
1. Click on the **double right arrow** to select all of the fields and copy them to the right frame.
2. Click on the **left arrow** (<) to remove a field from the right frame.
3. Click on the **double left arrow** to remove all of the fields from the right frame.
4. Click the **up arrow** or **down arrow** to change the order of fields selected for sorting.
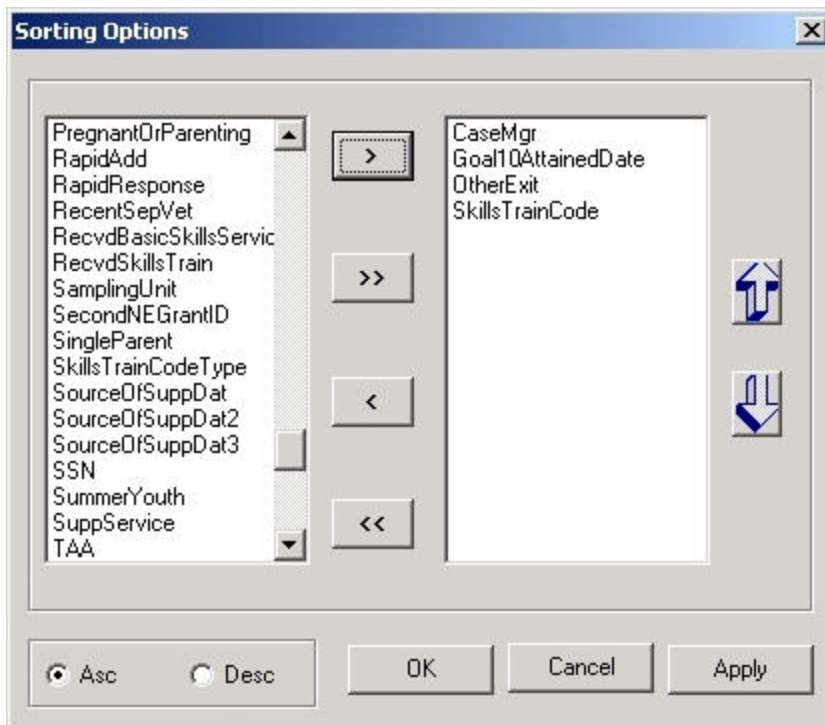
Filter Detail Records:
This functionality allows you to query the table in order to filter details of the performance outcome groups.

1. Click on the **Filter** button at the bottom of the Source table screen.
2. The Filter popup displays.
3. Select an item from the left column.
4. Select a comparison operator from the center.
5. You can select an item from the **Compare To** field on the right or you can enter a **Comparison Value** in the field labeled "Enter a comparison value here". Note that wild cards are not accepted.
6. Select a **Next Term Operator**. The default is "AND".
7. Click on **Add** to place your expression in the lower box.
8. You can add on to the expression by making additional selections, and clicking on **Add** again.
9. Click on the **Apply** button at the bottom to apply your query to the Source table.

The **SQL** tab at the top of the popup will show the SQL expression for your filter.

The **Reset** button will remove all terms from the SQL expression.

Example Filter Query

In the above example we are filtering out Disability <where value is 1> who are Female <where value is 2>.

Filtered Detail Table

You can filter the results by repeating steps 1 through 10.

The filter can be viewed at any time by clicking on **Show Filter** on the Detail Table screen.

Clicking the **Un-filter** button on the Detail Table screen will cancel the filtering and return to the WIA Report Validation Summary Exhibit.

To filter on Null values:
1. Select an item from the left column.
2. Select **Null** as your comparison operator.
3. Click on **Add**.
4. Example Expression = (WIBName is Null)

1. Or you can select a comparison operator of = (equal).
2. Click in the "Enter Comparison Value" field, and enter **""** (double quotes) or **" "** (quote space quote).
3. Example expression = (WIBName = "")

Click on **Apply** to run the expression.

Step 3—View Report Validation Summary

This function displays a report that calculates the difference between the validation values and the reported values for each performance outcome group (adults, dislocated workers, older youth, younger youth). A percentage difference is generated for each report item except for the performance rates. When differences are being calculated for rates, the numerical difference between the rates is used as the "% difference". When the application is used for reporting, report validation is not required and there are no reported values in the report, so the percent difference will equal 100%. No data entry is required; this option is a read-only function.

Click on **Report Validation** from the menu bar. Select **View Report Validation Summary** and then, to view the summary report, select the applicable group from the sidebar. It may take several minutes to open the first report validation summary after loading the reported counts file(s).

The summaries for the annual report can be printed in two ways.
1. To print a Report Validation Summary for a Performance outcome group:
   - Click on **Report Validation** from the menu bar,
   - select **View Report Validation Summary**
   - select a performance outcome group from the side bar
   - when the report opens, click on the printer icon in the upper left corner of the screen and then select **OK**. Note that you can select a different printer by clicking on **Printer Select/Setup** at the top of the report.

2. To print the report validation summaries for all four groups in batch mode,
   - click on **Report Validation** from the menu bar,
   - select **View Report Validation Summary**, and then
   - click **Print Annual RV Summary (full set)**. **Important Note**: a dialog box will display progress on each funding stream and then the report will automatically be sent to your default printer. No report will display on the screen. As a result, there is no option to select a printer as there is on the other reports. If you would like to send this report to another printer, select another printer as your default printer before running this report.

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

Report Validation Summary- Adults
Period (7/1/02 - 6/30/03)

State: ST   Program Year : 2002

RptCell	Description	Validation Value	Reported Value	Difference	% Diff
9091/B-1B1	EER Numerator	146	26	120	82.2%
9091/B-1B2	EER Denominator	250	35	215	86.0%
9091/B-1B3	EER Rate	58.4	74.3	15.9	15.9%
9091/B-2B1	Retention Numerator	149	24	125	83.9%
9091/B-2B2	Retention Denominator	188	50	138	73.4%
9091/B-2B3	Retention Rate	79.3	48.0	31.3	31.3%
9091/B-3B1	Earnings Change Num	366,360	114,000	252,360	68.9%
9091/B-3B2	Earnings Change Denom	182	17	165	90.7%

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

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

Step 4—Export Performance Outcome Groups

This function will create extract files for each performance outcome group. These export files can be used for analytical purposes, or they can be used to generate files to match against wage records. The Export file will retain the format of the Validation import file.

Click on **Report Validation** from the menu bar. Then click on **Export Performance Outcome Groups**. The application will indicate when the files have been exported by displaying the message "Done".

The exported performance outcome group files are saved to a subfolder titled "Performance Outcome Groups" in the WIA install location. (The WIA install location default is C:\Program Files\WIA.) The last two numbers within the file name correspond to the performance outcome group. For instance, Performance Outcome Group 1.1 is saved as ParticipantGroup1.1.1.txt, and Performance Outcome Group 3.10 is saved as ParticipantGroup1.3.10.txt, and so on. To save each report, the files should be renamed so that they are not overwritten by subsequent exports.

Sample Performance Outcome Group Export File

Step 5—Export Validation Counts

This function will create files formatted to upload into the EIMS for each of the sections of the ETA 9091 report. This function does not generate the customer satisfaction data, financial, or local level performance data required on the report (tables N and O). Note that Table A is not generated by the software. With the WIA 3.0 release, Table O is generated but not validated. For more information Table O see Section E.

Click on **Report Validation** from the menu bar and select **Export Validation Counts**. The application will indicate that the file has been exported by displaying the message "Done".

The exported validation counts are saved to a sub-folder titled "Exported Validation Counts" in the WIA\Data install location (e.g. C:\Program Files\WIA\Data\<WIA_7-26-04>\Exported Validation Counts\.). The files are named according to the report items tables in the annual report or the quarterly report to which they correspond. For instance, Table A is saved as "table A.txt", and Table B is saved as "table B.txt", and so on.

Sample Validation Count Export File
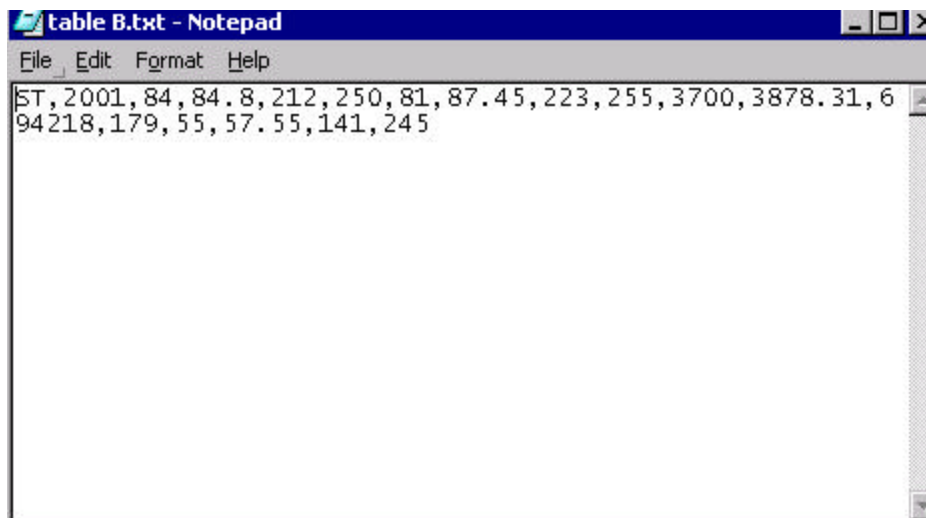
Step 6—Facsimiles

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

Click on Report Validation from the menu bar and select Facsimiles. The reports that are available from the Facsimile sidebar depend on which report type was selected on the Sign In and/or Change Reporting Options screen. The footer of the facsimile indicates the pertinent information from the sign in screen including the type of report, the state name and the report due date.

Sample Facsimile Report

Table B - Adult Program Results At - A - Glance

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

Table C - Outcomes for Adult Special Populations

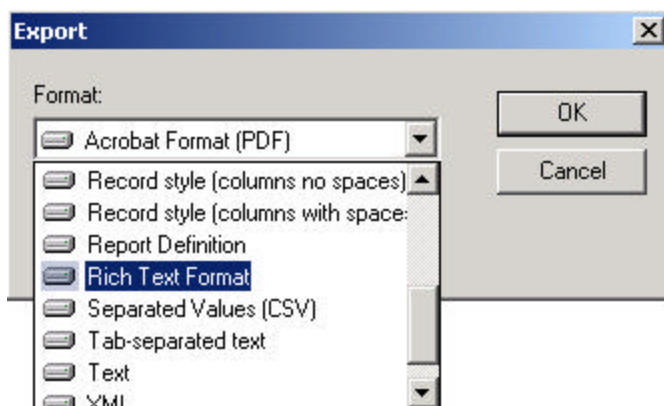| Reported Information	Public Assistance Recipients Receiving Intensive or Training Services		Veterans		Individuals With Disabilities		Older Individuals	
Entered Employment Rate	100.00%	3 / 3	100.00%	9 / 9	100.00%	17 / 17	100.00%	6 / 6

If users have selected a WIB Name, Office Name or Case Manager filter on the Change Reporting Options screen, the application will generate a facsimile report for that substate level. The footer of the facsimile report will display the selected

substate unit. As previously stated, however, any individual who was served by more than one of these units will not be included in every appropriate sub-state level report.

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

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.
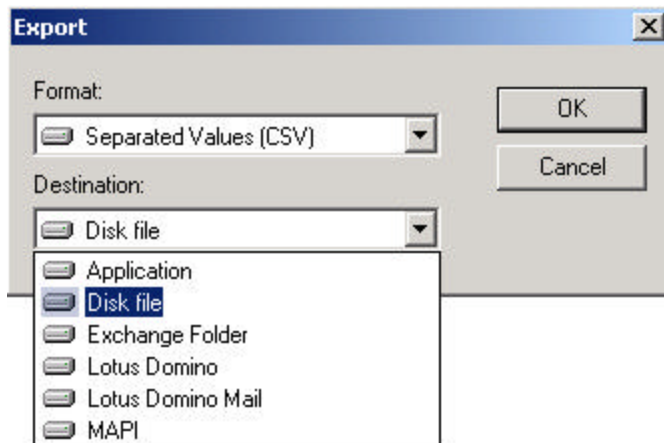

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.
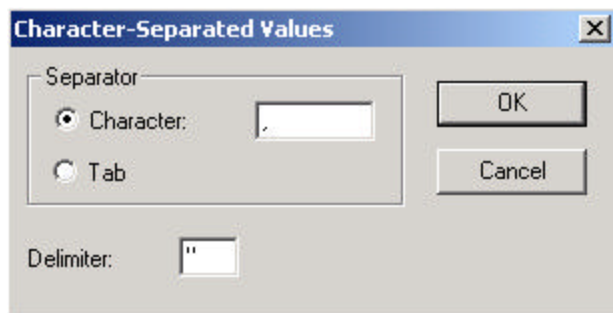

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection, another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

E. Calculate Local Area Reports

Table O allows you to calculate local area reports.
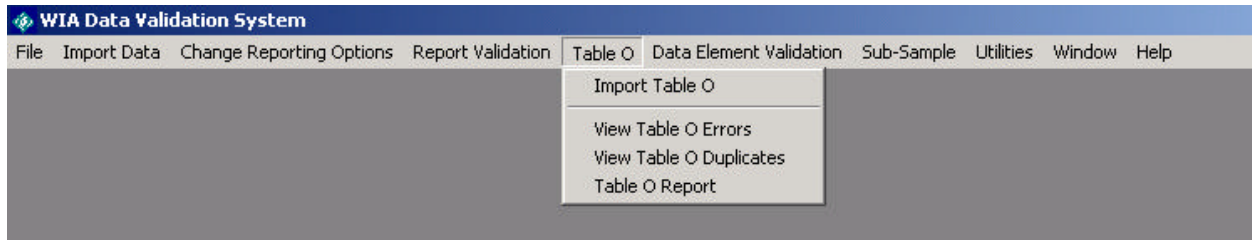
Step 1—Import Table O

Click on **Table O** from the menu bar and select **Import Table O**. Select the file to be imported using the **Select File** box. Click **Open**.

A message will display warning that this process will reload Table O.
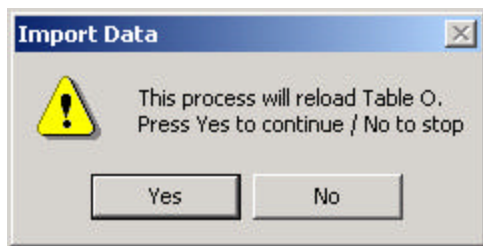
When the dialog box displays, click **Yes** to reload Table O or **No** to stop.

Once the import has begun, the **Import File** box includes a counter for the number of records being imported. Be aware that your previous Table O imports will be replaced. To terminate the import process, click on the **X** in the upper corner of the screen**.**

Depending on the size of the file, it may take some time to import the data.
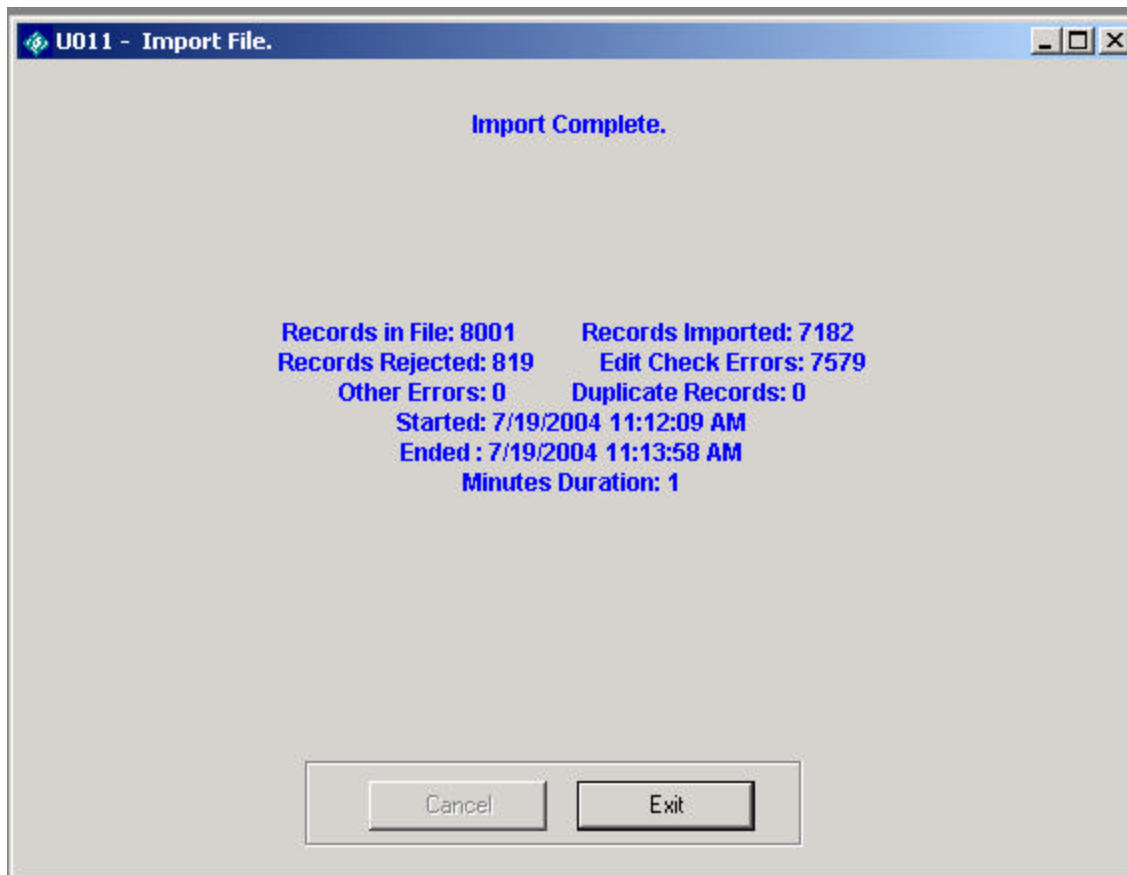
When an import is complete, the status of the import appears on the **Import File** screen under **Import Complete**. Here is the explanation of the screen:

> **Records in File** – The number of participant records in which the software attempted to import.
> **Records Rejected** – The number of records that were not imported into the software due to validation or duplicate errors.
> **Other Errors** – Additional software or Operating System Errors of which the user should be aware. Location of the error messages will be noted in red on the Import screen.
> **Records Imported** – The number of records imported in the software excluding the rejected records.

Edit Check Errors – The number of validation errors recorded for the extract file. These errors can be viewed by selecting from the menu bar Table O / View Table O Errors . Also, see Appendix A.
Duplicate Records – The number of records that have identical, OBS, SSN numbers, funding stream and WIA exit dates and ETA code. View Duplicate Records by selecting Table O / View Table O Duplicates from the menu bar.

Click on **Exit** to close the **Import Complete** screen.

Step 2—Review Error Reports

When the file is loaded, the application reads each record to ensure that all fields are valid based on the record layout and specifications in Appendix A of the User's Guide. The validation edit checks ensure that data are in the proper format, values are within the specified range of values, and/or data are consistent across fields. Duplicate records and any records with missing data in mandatory fields are rejected. Please refer to Appendix A for a complete list of validation edit checks and error messages.

Validation Errors can be viewed by clicking **Table O** from the menu bar and selecting **View Table O Errors.**

Examples of each report are included on the following pages.

The records are divided into two groups: **Critical Errors - Record Rejected** and **Warning Messages - Record Inserted**. Within the groups the records are sorted by WIB, office, case manager, and observation number. Records that were rejected are also denoted by the text "RECORD REJECTED" at the end of the error description.

On the left side of the report screen, under the "Preview" tab, double click on **"Rejected"** or **"Inserted"** to display a listing of WIBs. Double click on a WIB to display a list of Offices within that WIB. Double click on an Office to display a list of Case Managers for that office. Double click on a Case Manager to display

a list of observation numbers. Single clicking on a WIB, office, case manager or OBS number will move to that section of the report.

View Table O Errors - Rejected

View Table O Errors - Inserted

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

Step 3—View Duplicates
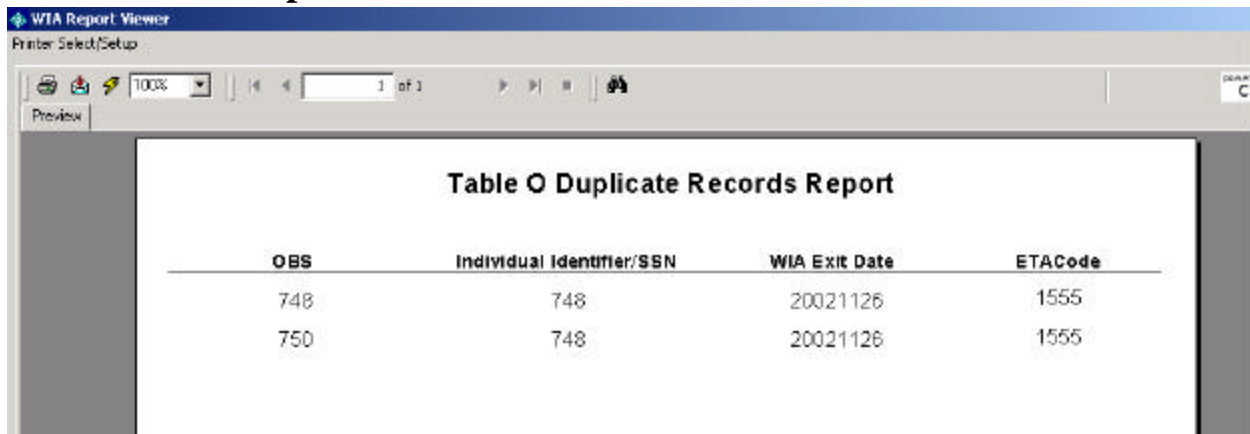
This step allows the user to view the duplicate records identified and rejected by the application. No data entry is required; this option is for analytical purposes only.

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

A report will display the duplicate records from the extract file. The application rejects records with identical observation numbers and records with the same SSN, Funding Stream, Date of Exit and ETA Code – Adults, Dislocated Workers or Youth.

View Table O Duplicates

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.
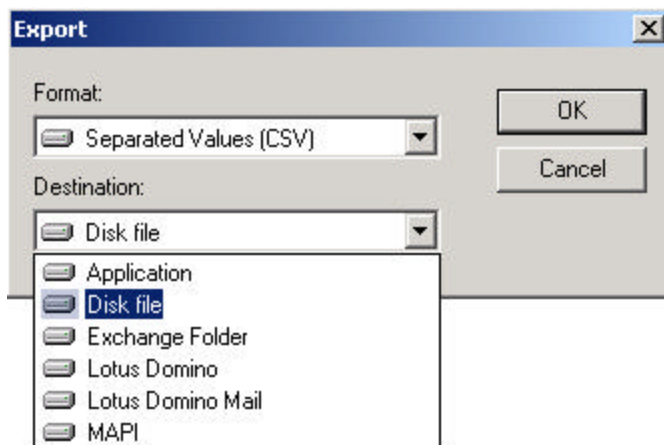

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.
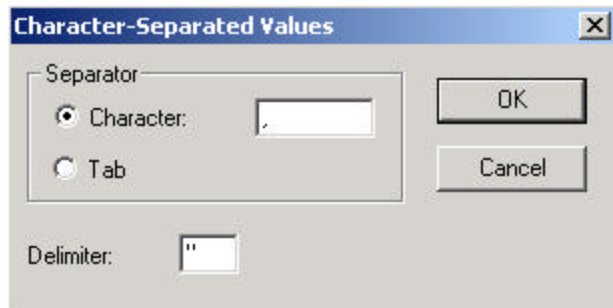
Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**


Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

Step 4—Performance Report

A Table O performance report can be viewed by clicking **Table O** from the menu bar and selecting **Table O Report**.

Click on a number under the **Preview** tab in the left portion of the screen. This number corresponds to the ETA Assigned number.

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.

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Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

F. Data Element Validation

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

Step 1—Validate Sampled Records

Click on **Data Element Validation** from the menu bar. Select **Edit Worksheets** and then select the appropriate performance outcome group from the sidebar.

The Summary Worksheet displays.

Summary Worksheet

To access, update, and print individual sampled records, double click in any row of the applicable record on the summary worksheet or select a row and double click on any column header.

Note that a **Validated** field has been added to the Summary Worksheet. This field indicates that the record has been completely validated. In addition, exceptions columns have been added for **WrongSSN**, **InvalidRecord**, **MissingRecord**, and **UnableToLoc**.

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Summary Worksheet Showing New Exceptions Columns

To locate specific records in a particular field use the **Find** button, located at the
bottom of the Summary Worksheet, which displays a dialog box where you can
select a field and enter search criteria. Use the radio buttons to refine the search
criteria. In the following example a DOB was entered in the **Search For** field,
DOB was selected from the drop down list in the **In Field** field, and, in the
Matching section, **Less Than (<)** was selected. The record found is a DOB that is
less than the value entered in the "Search For" field. Clicking on **Find Next** would
find the next record that fits the search criteria. Click on **Cancel** to close the Find
Dialog box.

The **Sort** button will display the sorting options. Refer to page 40, "Sort Detailed Records", of this guide for sort instructions.

Use the **Exit** button to exit the worksheet.

Worksheet Tabs

When you double click on a record from the Summary Worksheet, the following worksheet displays.

The field in the lower right corner of the above example shows that this is record of 40 of 147 records. Clicking on the arrows ( ) at either side will move to the next record, or click on the outside arrows ( ) to move to the beginning or end of the record set.

Additional check boxes have been added for identifying a wrong Social Security number, invalid record, unable to locate <records>, and missing records. These check boxes are in the Exceptions box in the upper right corner. Except for Wrong Social Security Number, checking any of these boxes will display a popup message
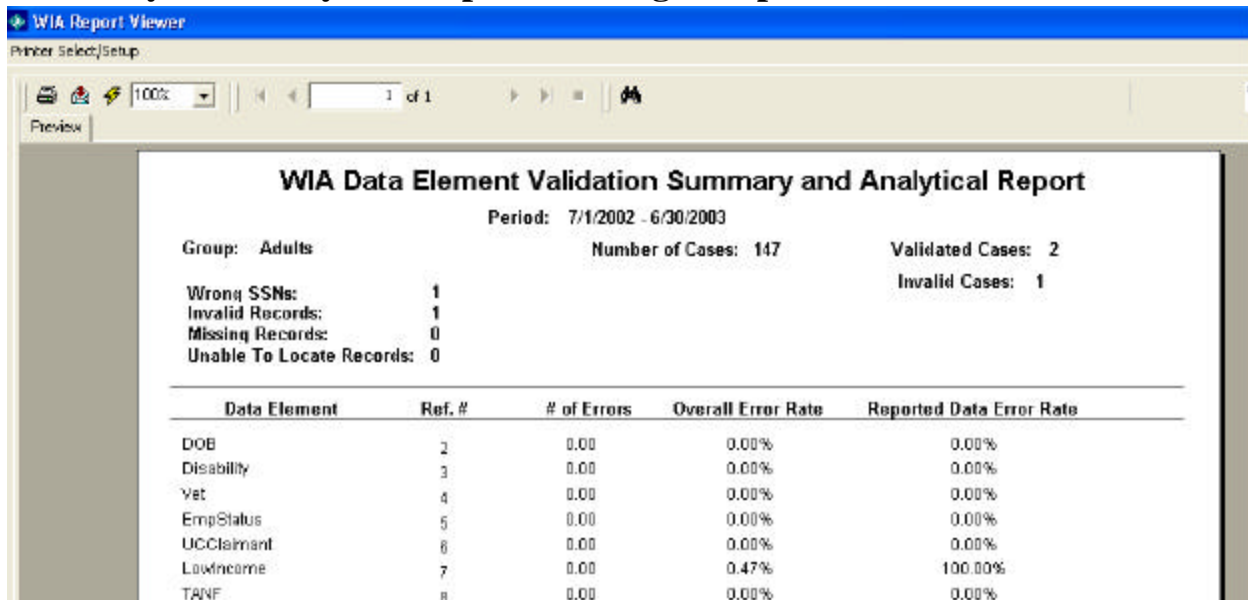
indicating that no data from this record can be validated and that any validation for this record will be cleared. Click **Yes** to accept. If any validations were checked, the checks will be removed. **No** and **Cancel** will reset the Exceptions checkbox to null and validations will be left unchanged.
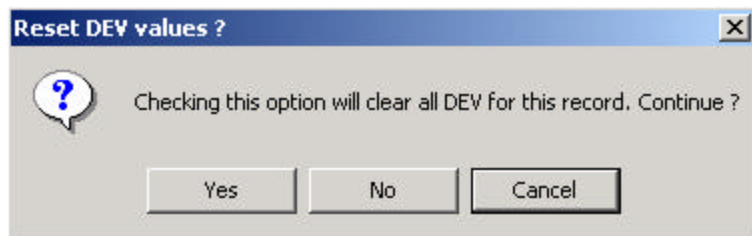
Note that the record will be included in the number of records completed and the **Validated** column in the Summary Worksheet will indicate that the record is validated. The Summary and Analytical report will provide a detailed count of records that have Exceptions.

Summary and Analytical Report showing Exceptions counts.

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.
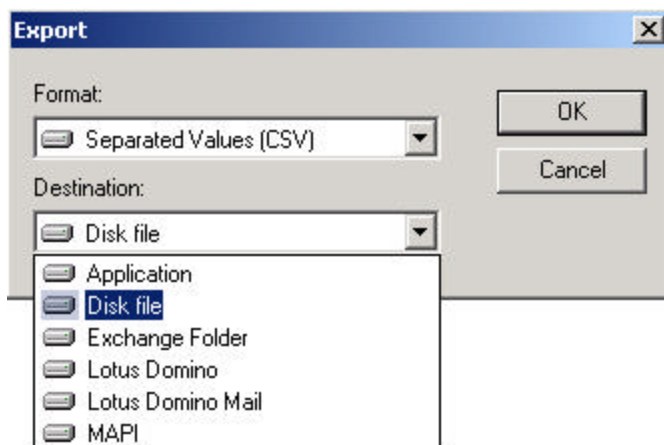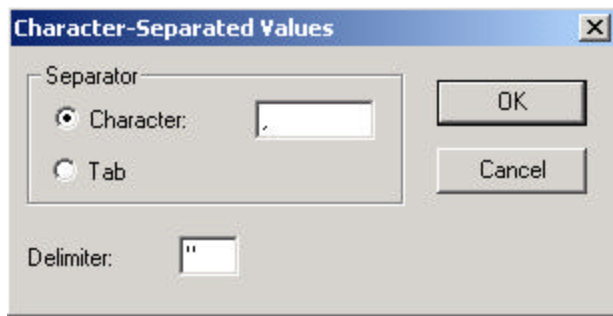

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

The validation worksheet includes all of the data elements to be validated, however, those data elements that do not have a reported value will not have Pass or Fail check boxes.

Follow the validation instructions, as specified in Appendix D of the WIA Validation handbook, by checking all necessary documentation and other sources to determine if the data element is valid. The reference number for each data element on the worksheet corresponds to the reference number for that data element in the data validation instructions. Negative values are not validated and are not included in the worksheet. The validation instructions specify when blank fields must be validated.

Use the tabs to navigate through the data elements. Check either pass or fail for each element with a reported value. When finished you can do one of the following:

- Click on the **Save** button at the bottom of the screen to save your data and return to the summary worksheet.
- Click on the **Print** button if you would like to print a report of this validation worksheet. You will be asked if you want to save your data before the report displays. Print and then close your report, to return to the validation screen.
- The **Navigation Bar** on the lower right portion of the screen will allow you to select other records to validate without returning to the summary worksheet.
- Click on either **Save** or **Exit without Saving** to return to the summary worksheet.
- If you do not want to save your data, select **Exit Without Saving**.
- If you saved your data, the summary worksheet will display the updated information.

Follow the same series of steps for each record in the sample. Use the Navigation Bar to select other records.

The validation worksheet also includes a **Comments** field at the end of the data elements that enables the validator to note any additional information regarding the data elements or the validation process.

Step 2—Print Sampled Cases

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

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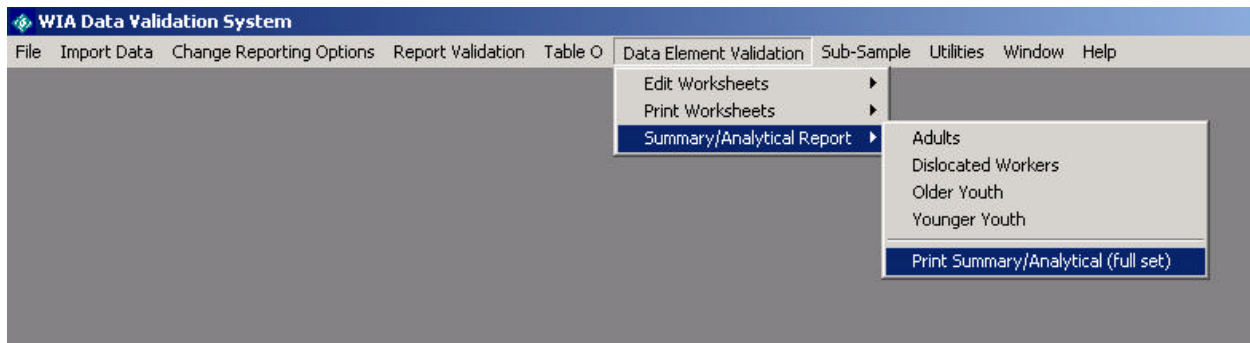
Important Note: When "Print Worksheets (full set)" is selected, a dialog box will display progress on each funding stream and then the report will automatically be sent to your default printer. No report will display on the screen. As a result, there is no option to select a printer as there is on the other reports. If you would like to send this report to another printer, select another printer as your default printer before running this report.

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

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

WIA Data Element Validation
Adults

SSN:	5313	Sampling Unit:	3	Office:	ABC 123
OBS:	5313	Wib Name:	DEF	User Field:	End

Data Element	Ref#	Value	Pass/Fail
DOB	02	19580612	
Disability	03		
Vet	04		
Emp Status	05		
UCClaimant	06		
LowIncome	07	1	
TANF	08		
CashAssist	09		
GradeComp	10	12	
DisplacedHomemaker	11		
WIAIBRegDate	19	20020408	
WIAExitDate	20	20020927	
Supp Service	21		
NeedsPayments	22		
IntensiveServDate	23	20020408	
TrainServDate	24	20020408	

Step 3—DEV Summary/Analytical Report

Click on **Data Element Validation** from the menu bar. Select **Summary/Analytical Report** and then select the appropriate group on the sidebar.

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

Please refer to Appendix G in the WIA Validation handbook for an explanation of the two types of errors.

Clicking on **Printer Select/Setup** at the top of the report will give you the option to change the printer name, paper and orientation layout.
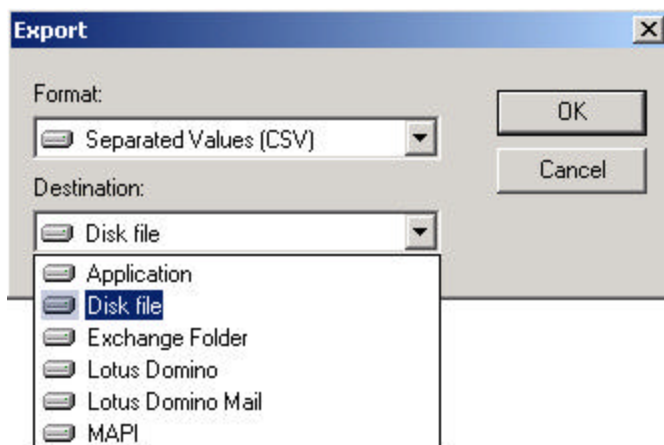

To print the Summary/Analytical reports for all the groups in batch mode, click **Print Summary/Analytical (full set)**.

Important Note: When "Print Summary/Analytical (full set)" is selected, a dialog box will display progress on each funding stream and then the report will automatically be sent to your default printer. No report will display on the screen. As a result, there is no option to select a printer as there is on the other reports. If

you would like to send this report to another printer, select another printer as your default printer before running this report.

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.

Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

G. Sub-Sample

The Sub-Sample menu option contains functionally that allows users to:
- Split the sample by sampling unit(s), i.e., Export and Import Sub-samples
- Switch to a sub-sample database to perform Data Element Validation
- Load validated sub-sample databases back into the master database
- View the individual sample records in the Adult, Dislocated Worker, Older Youth, and Younger Youth groups
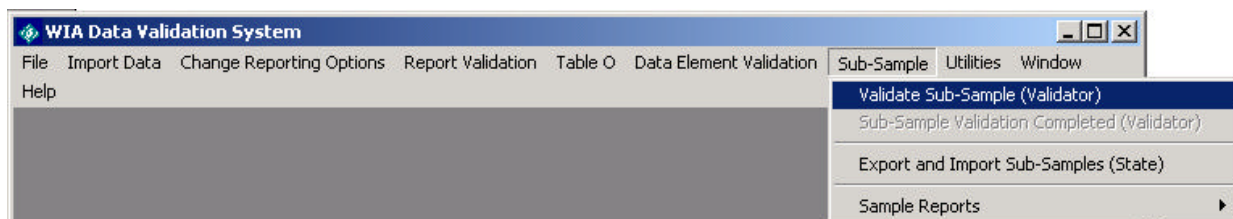
The Sub-Sample functionality allows states to assign sections of the sample to multiple validators, and to re-import their completed samples as long as the master database has not been changed since the sub-samples were created.

Step 1—Export and Import Sub-Samples (State)

While in a master database, click on **Sub-Sample** from the menu bar and select **Export and Import Sub-Samples (State)**. A dialog box is displayed showing the sampling unit(s) of the sampled cases. This list is from the unduplicated values in the sampling unit field.

1. Enter a Name for this export in the **Name** field. Give the sub-sample a meaningful name and do not include a file extension (e.g., "name", NOT "name.doc"). It is recommended that you give your sub-sample a meaningful name, e.g., SubSample0-20 (indicating that sampling units 0 through 20 are included in this file.
2. Select the sampling units to export from the list box. Multiple units may be selected by holding down the control key (Ctrl) while making your selections.
3. If you do not wish to include wage data in the exported sub-sample, click the Include Wage Data check box to remove the check mark. Note that if your security profile does not include "Wage Data Access" this check box will be disabled and you will not be able to include wage data in an exported sub-sample.
4. Click on the **Export** button to export sampling units to a sub-sample file. A message box will display the location of the file. The default location is C:\Program Files\WIA\Data\<WIA_7-26-04>\. The application will automatically make a sub-directory called "export_<date and time>. Click on **OK.**
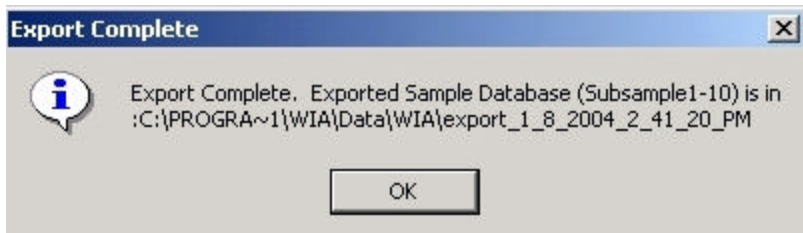
5. An Export / Import Sampling Unit form will be updated with the following export fields.

   - Sample Unit – Units included are indicated by an icon
   - Last Exported – date last exported
   - Export Path
   - Records Exported – number of records that were exported
   - Wages Exported – Yes/No

- Exported By – User Login Name

ML
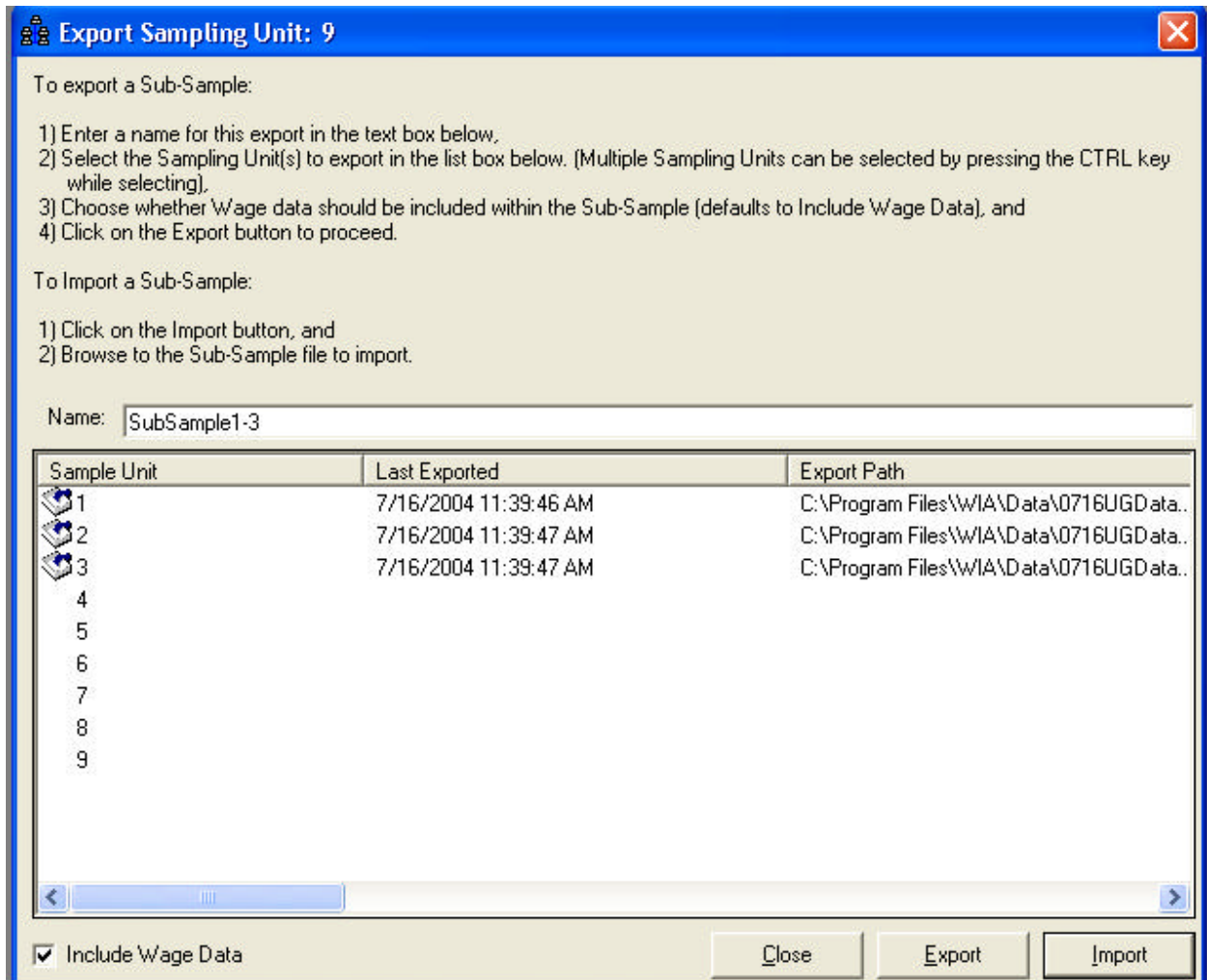
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An example of the steps you would take is below:

1. Your master database contains 10 sampling units.
2. You export a sub-sample, name it SubSample0-5, and include sampling units 0 through 5.
3. The system saves the sub-sample to: C:\Program files\WIA\Data\WIA_7-27-04\export_7_28_2004_4_00_00_PM\SubSample0-5.smp.
4. Now you want to export another sub-sample for sampling units 6 through 10. When you select **Sub-Sample / Export and Import Sub-samples (state)**, the dialog box is displayed. An icon indicates the sample units that were previously selected for export.
5. You select sampling units 6 through 10 and name the export SubSample6-10.
6. The system saves the sub-sample to: C:\Program files\WIA\Data\WIA_7-27-04\export_7_28_2004_4_10_00_PM\SubSample6-10.smp.
7. Your directory now contains two "export" sub-directories, each containing one .smp file.
8. When the sub-sample files are returned to you after they have been validated, they will have the same name, e.g., SubSample6-10.smp. You should not store them in the "export" directory because this would overwrite your original export file.
9. Create an "Import_<date and time> sub-directory under the "export" directory for the returned validated files.

Note 1: If you **re-export** a sampling unit it will replace the previously exported data for that Sampling Unit. The following message will display. Click **Yes** to re-export a sampling unit, **No** to skip to the next sampling unit, or **Cancel** to abort the export.

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Continue With Export ?

Warning - The Sampling Unit: 4 was already exported on 8/2/2004 11:42:17 AM to file C:\PROGRA~1\WIA306\Data\WIA\export_8_2_2004_11_42_03_AM\SubSample4-9.smp. The System has no record of the Sampling Unit being imported back. Click 'Yes' to re-export Sampling Unit, 'No' to skip to the next Sampling Unit, or 'Cancel' to abort export.

Yes   No   Cancel
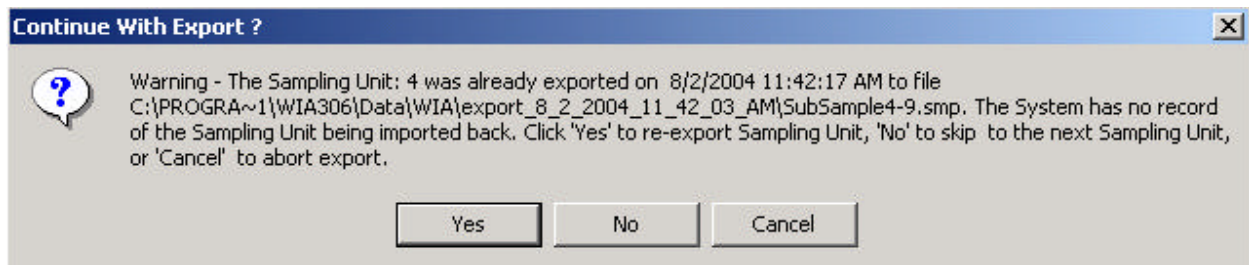
Note 2: If you **re-sample after import or import new data**, your original sample in the master database will be overwritten, however the sub-sample files in C:\Program Files\WIA\Data\<WIA_7-27-04>\export_<date and time>\ will remain. These existing exported sub-samples are now invalid and cannot be loaded into the master database.

Note 3: Do not include a sampling unit in more than one exported sub-sample file. For example, you should not select sampling unit 5 to be included in SubSample0-5.smp (sampling units 0 through 5) and SubSample5.smp (sampling unit 5).

When the validated sub-samples are returned and imported into the master database, the last file containing sampling unit 5 that is loaded into the master database will overwrite any existing validation data for records in sampling unit 5, e.g., if SubSample0-5.smp is loaded after SubSample5.smp it will replace any validation data contained in SubSample5.

Step 2—Validate Sub-Sample (Validator)

Click on **Sub-Sample** from the menu bar and select **Validate Sub-Sample (Validator)**. A dialog box will display showing the Data directory. Navigate to the location of the exported sub-sample file (e.g., filename.smp) and select the file you wish to validate. Click on **Open**. The system switches from the previous database to the sub-sample database and switches to Data Element Validation Mode (DEV Mode) where only menu options that relate to Data Element Validation are available. You may now proceed with Data Element Validation.

Step 3—**Sub-Sample Validation Completed (Validator)**

When you are finished with Data Element Validation of a sub-sample, in order to switch back to the normal WIA mode, click on **Sub-Sample** from the menu bar and select **Sub-Sample Validation Completed (Validator)**. You will be returned to the master database in use prior to selecting the sub-sample database and all menu options will now be available. You may now proceed to use any of the WIA menu options and WIA functionality.

Step 4—**Import Validated Sub-Sample (State)**

When the sub-samples are returned to you after they have been validated it is suggested that you create an "import" directory under the "export" directory, e.g., C:\Program Files\WIA\Data\<WIA_7-27-04>\ export_7_28_2004_4_00_00_PM***import_<date and time>**. Place the files in the "Import_<date and time>" sub-directories, click on **Export and Import Sub-Sample (State)** from the **Sub-Sample** menu.

The Export/Import Sampling Unit box displays showing a list of the sampling units. Click on the **Import** button. A dialog box will display. Navigate to the directory where you have stored your validated sub-sample files, e.g., C:\Program Files\WIA\Data\<WIA_7-27-04>\export_<date and time>\Import<date and time>\<filename.smp>. Select the sub-sample file you wish to import and click on **Open**.

An "Import Successful" message will display, click on **OK**.
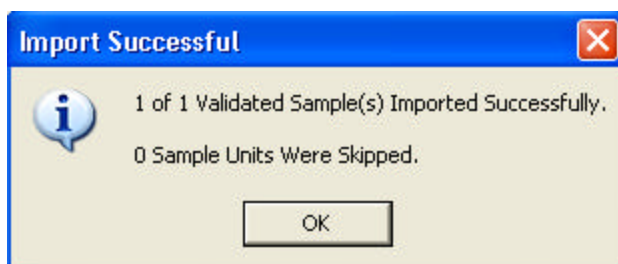
The **Export/Import Sampling Unit** sampling units form will display again with the following Import fields. The validated units that have been imported will be indicated by an icon.

- Last Imported – Date records were imported.
- Import Path
- Records Imported – number of records imported
- Wages Imported – Yes/No

Note: If you re-import a sampling unit it will replace the previously imported data for that Sampling Unit. The following message will display. Click **Yes** to re-import a sampling unit, **No** to skip to the next sampling unit, or **Cancel** to abort the import.
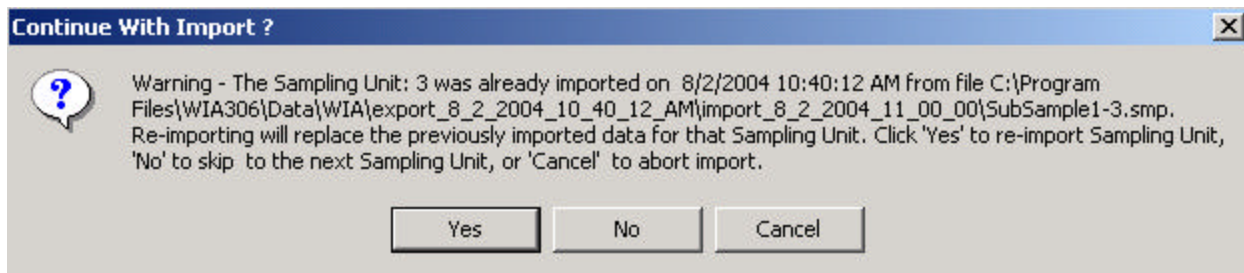
A message will display, showing how many sampling units were validated and/or skipped.

Step 5—Sample Reports

This function allows the user to view the individual sample records in the Adult, Dislocated Worker, Older Youth, and Younger Youth Performance groups when they are validating their case files. No data entry is required; this function is for analytical purposes only.

Click on **Sample Reports** from the **Sub-Sample** menu and then select a group from the sidebar.
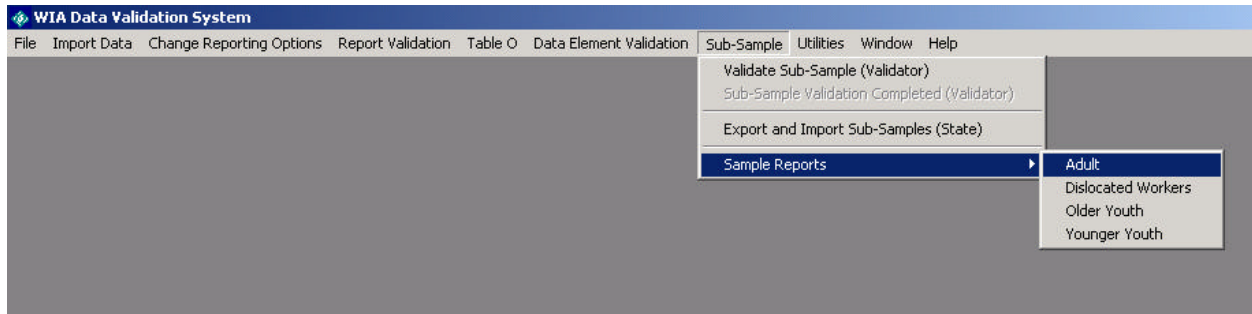
A dialog box will display on the report screen. Select a value to sort by from the Discrete Value field. Click on **OK** to display the WIA Sample report. [Note: Do not check the "Set to NULL value" checkbox.]
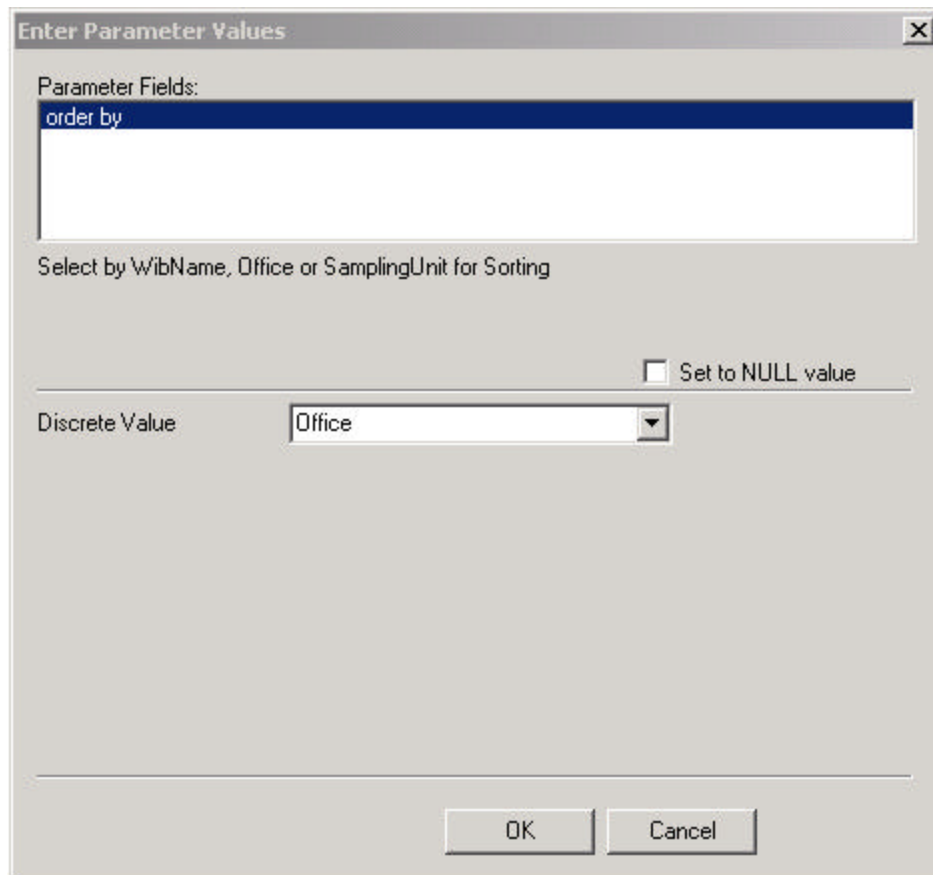
In the following examples, the first report is sorted by Office and the next is sorted by WIB Name.

WIA Sample Report - Sorted by Office

WIA Sample
Adult

OBS	SSN	Office	WibName	SamplingUnit	WIAExitDate
14	14	ABC 123	DEF	5	20020530
124	124	ABC 123	DEF	7	20020131
284	284	ABC 123	DEF	5	20020627
292	292	ABC 123	DEF	4	20020405
294	294	ABC 123	DEF	6	20020507
310	310	ABC 123	DEF	4	20011121
311	311	ABC 123	DEF	5	20020521
337	337	ABC 123	DEF	4	20020621
346	346	ABC 123	DEF	4	20011115
348	348	ABC 123	DEF	6	20011126
388	388	ABC 123	DEF	1	20020130

WIA Sample Report - Sorted by WIB

OBS	SSN	Office	WibName	SamplingUnit	WIAExitDate
14	14	ABC 123	DEF	5	20020530
124	124	ABC 123	DEF	7	20020131
284	284	ABC 123	DEF	5	20020627
292	292	ABC 123	DEF	4	20020405
294	294	ABC 123	DEF	6	20020507
310	310	ABC 123	DEF	4	20011121
311	311	ABC 123	DEF	5	20020521
337	337	ABC 123	DEF	4	20020621
346	346	ABC 123	DEF	4	20011115
348	348	ABC 123	DEF	6	20011126

Clicking on **Printer Select/Setup** at the top of these reports will give you the option to change the printer name, paper and orientation layout.

Clicking on the **envelope icon** will display an Export popup where you can select a format and location for the report.
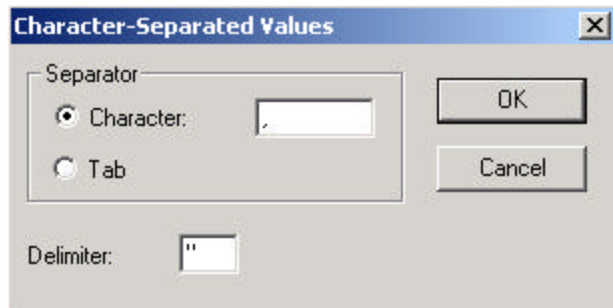
Selecting **Acrobat Format (PDF)** will produce a clean report but won't offer the ability to analyze, whereas selecting **.csv** format is the best for analyzing what is exported

Select a destination for the file. Click on **OK**.

Depending on the format selection another dialog box may display for selection of the character-separation values. Select either Character or Tab. If Character is selected the value is a comma. Click on **OK.**

Depending on the separated values selected, another dialog box may display for additional information. When all information has been provided, click on **OK** to display a dialog box where you can select the location for your report. Click on **Save**.

H. Utilities

1. **Database Security Administration** is a new selection under the **Utilities** menu option.

   Click on **Utilities** from the menu bar and select **Database Security Administration**. A screen will display a list of users for the current database.

Instructions for initial security set up:

- Log on using the default User Id and Password: **WIAAdmin; WIAAdminWIA.** (not case sensitive)
- Add yourself as a User with Access Level 3 security (Administrator) and then change the default Password (WIAAdminWIA) to ensure database security. Or, if you wish you can close the application, log in as yourself and then delete the UserID/Password.
- Add User Ids, Passwords, and security levels for all users of this database.
- Repeat the above steps for "New" databases. Existing User profiles are not saved to new databases.
- Database Administrator can add, update, and delete WIA User profiles.
- Security levels 2 and 3 can only update their own profiles.

Step 1—Adding WIA Users

Click on the **Add** button to open the User screen.

Enter a **User Id**, and **First** and **Last Name** of the user you wish to add and select an **Access Level**.

1. "Non-Wage User" does not have access to any wage-related data.
2. "Wage User" has access to wage-related data, but cannot change administrative features or add/remove features.
3. "Administrator" has access to all data and security functions.

Enter a **Password** using letters and/or numbers of 50 or fewer characters. User Ids and Passwords are not case sensitive.

Click on **Save**. The new user is displayed on the WIA users screen.

Click on **Add** again to add another user, or click on **Close** to close the security screen.

Step 2—Updating a User

Select a user from the list and click on **Update**.
> **Administrator access**: You can select any user and change any field of the user profile except for the User Id.
> **Other access**: The only record that you can update is your own. You may only change your name and your password. The User Id and Access Level fields are deactivated.

Click on **Save** to save and close the security screen or **Cancel** to close the screen without saving.

Step 3—Deleting a User

This functionality is only available to Administrative users.

Select a user from the list and click on **Delete**. A message will display, click on **Yes** to delete, or **No** to cancel

Click on **Close** to save and exit the security screen.

2. Refreshing Database Links

Step 1. —Refresh Links

Click on **Refresh Links** from the Utilities menu to repair broken database links in the database (.wia). A popup message will display that the Table Links have been refreshed. Click on **OK**.

Step 2. —Show Database Links

Click on **Show Database Links** from the Utilities menu to display a popup that shows the locations of your database tables.
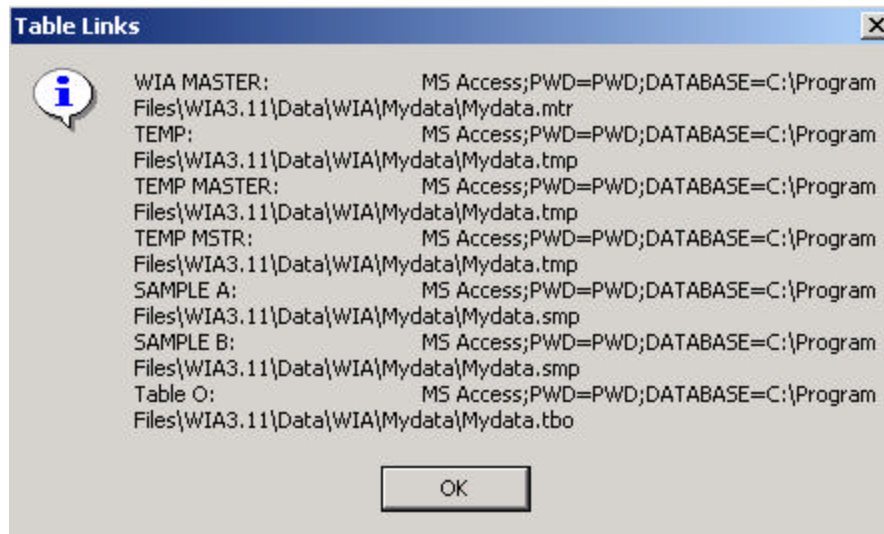
This chapter of the User's Guide provides a condensed list of all the application menus and functions for quick reference.

A. File Menu

Options in this menu include:

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

2. **Open –** Opens a dialog box where you can select another database to open. This functionality may be helpful if you:
   - Have archived prior validation findings but still want to easily access them through the application
   - Have split the validation file into two databases to keep the size manageable in large states
   - Want to access the state's validation database as well as the demo database ("WIA Demo" downloadable from http://www.uses.doleta.gov/dv/).

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

4. **e-Submit** - Provides functionality to electronically submit data to DOL.

5. **Show Tips at Start-Up** - Click to select whether or not tips display at start-up. A checkmark will display next to the menu item if Tips will display.

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

B. Import Data Menu

Options in this menu include:

1. **Re-Sample after Import**

   This selection allows the user to draw a sample from the database after an extract file has been imported (e.g., if the Skip Sampling on Import menu option was selected when data was originally imported).

2. **Skip Sampling on Import**

   Select this option to stop the application from producing a sample of participant records for data element validation. Selecting this option will reduce the time required to import the records. If a user later needs to draw a sample, the Re-Sample after Import menu item was added to support this functionality. See item 2 below.

3. **Import From Extract File**

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

   Note: The import times depend not only upon system capabilities, but also on the number and density of the records. The Microsoft Access database has a capacity of 1.0 gigabytes; thus, the number of records imported is contingent upon the number and density of participant records. If the Access database has reached its maximum capacity, the software may indicate "Overflow" errors that will be written to the importerror.txt file. This may either show up as Windows errors or as import errors within the WIA application. To avoid overflow errors, the database should be compacted prior to importing large extract files by clicking on **Utilities** from the menu bar and selecting **Compact Database**.

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

4. **Import Reported Counts**

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

5. **View Duplicates**

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

6. **Source Table Record Layout**

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

7. **Reported Values Record Layout**

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

8. **Quarterly Reported Values Record Layout**

   This selection displays the record layout used to prepare the reported values import file for the ETA 9090 report and the rolling four-quarters report. A copy of the quarterly reported values record layout can be found in Appendix B of this User's Guide. Note that this record layout can only be viewed if Quarterly is selected in the Report options of the "Sign In" or "Change Reporting Options" screen.

9. **View Source Table**

This selection displays all of the records from the extract file that were imported into the application.

10. View Import Errors Report

This selection displays the Import Errors Report that shows the Validation Errors. Appendix A shows descriptions of the import error messages.

C. Change Reporting Options Menu

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

When the Quarterly Report is selected, the "Data Element Validation" and the "Sub-Sample" menus are disabled since DEV is disabled for the quarterly report.

D. Report Validation Menu

Options in this menu are:

1. View Report Validation Tables

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

2. View Report Validation Summary

This selection displays a report that presents the validation values, the reported values and the difference and percent difference between the

validation value and the reported value for each report item. The user must select the applicable report validation summary from the sidebar. In addition, the Annual and Quarterly reports can be printed by clicking on the applicable item.

3. Export Performance Outcome Groups

This selection creates extract files for each performance outcome group. These export files are saved to the Performance Outcome Groups subfolder under the C:\Program Files\WIA folder (e.g. C:\Program Files\WIA\Data\WIA\<master database filename>.).

4. Export Validation Counts

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

5. Facsimiles

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

E. Table O

This option allows the user to import the state's reported values. When a user selects this option, they can import a new file that contains all the records needed to calculate the local performance.

1. Import Table O

Select this option to import local data into the application.

2. View Table O Errors

This selection displays the Table Errors Report that shows the Validation Errors. Appendix A shows descriptions of the import error messages.

3. View Table O Duplicates

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

4. Table O Report

This selection displays a report of the Local Performance.

F. Data Element Validation Menu

Options in this menu include:

1. Edit Worksheets

This function enables the user to edit the worksheets for each performance outcome group.

Select the applicable performance outcome group from the sidebar:
Adults
Dislocated workers
Older youth
Younger Youth.

2. Print Worksheets

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

Select the applicable performance outcome group from the sidebar:
Adults
Dislocated workers
Older youth
Younger Youth

Also, you can print a full set of Worksheets by clicking on the **Print Worksheets (full set)** selection from the side bar.

3. **Summary/Analytical Report**

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

Select the applicable performance outcome group from the sidebar:
Adults
Dislocated workers
Older youth
Younger Youth

Also, you can print a full set of Summary/Analytical Reports by clicking on the **Print Summary/Analytical (full set)** selection from the side bar.

G. Sub-Sample Menu

Options in this menu include:

1. **Validate Sub-Sample (Validator)**

This selection allows the user to switch to a sub-sample and enter data element validation mode.

2. **Sub-Sample Validation Completed (Validator)**

This item is allows the user to switch from a sub-sample and data element validation mode to a master database and normal WIA mode.

3. **Export and Import Sub-Samples (State)**

   This selection allows the user to split up the master sample into sub-sample files for data element validation in the field.

4. **Sample Reports**

   This section displays individual sample records in the Adult, Dislocated Worker, Older Youth, and Younger Youth groups.

H. Utilities Menu

This menu includes:

1. **Compact and Repair Database**

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

2. **Database Security Administration**

   This item provides the functionally for creating and maintaining database security. User Ids, Passwords and database access levels can be created for

each user. All users have access to their own profile to make changes to their name and/or change their password.

3. Refresh Links

This functionality will refresh the table links in the database.

4. Show Database Links

This item will display a popup showing database table links.

I. Window Menu

Options in this menu include:

1. Cascade

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

2. Tile Horizontal

Realign open windows horizontally.

3. Tile Vertical

Realign open windows vertically.

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

J. Help Menu

Options in this menu include:

1. Help Contents

This feature is under development.

2. Contacting Mathematica Policy Research, Inc.

This feature provides contact information for users who would like additional assistance using the application. For questions on WIA data files, performance reports, or validation users should e-mail WIATA@mathematica-mpr.com by clicking on the email link and specify the version of the application being used, the specific question, and the user's contact information. If users need assistance with installing the application, contact SAIC at WIA_Software_Support@SAIC.com

3. About

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

APPENDIX A. IMPORT ERROR MESSAGES

The following table lists the errors that can be received when attempting to import an extract file. The field number, error message, and import status of the record are listed. The user can select Import / View Import Errors Report from the WIA menu to view the error messages associated with the current import. Note that some errors will cause a record to be rejected from the import.

Field Number	Error Message	Import Status
1	Records have no Observation Number (OBS#).	Record is rejected from import.
1	Duplicate OBS # found in Input File.	Record is rejected from import
2	OBS# has no SSN/Individual Identifier.	Record is rejected from import.
2	SSN contains hyphens or dashes	Record is rejected from import.
2	OBS # failed data type and/or range validation.	Record is rejected from import.
2, 35, 36-40, 42-47	Duplicate combination of SSN, WIAExitDate and RecType	Record is imported but error is noted in Errors Report.
3	OBS# has no Date of Birth.	Record is rejected from import.
3	OBS# age is either less than 14 or greater than 100 at registration.	Record is imported but error is noted in Errors Report.
6-11	No race category specified.	Record is imported but error is noted in Errors Report.
12, 13	Veteran and Campaign Veteran values are contradictory	Record is imported but error is noted in Errors Report.
12, 14	Veteran and Disabled Veteran values are contradictory	Record is imported but error is noted in Errors Report.
12, 15	Veteran and Recently Separated Veteran values are contradictory.	Record is imported but error is noted in Errors Report.
31, 24	Education Status and Last Grade Completed values are contradictory.	Record is imported but error is noted in Errors Report.

APPENDIX A. IMPORT ERROR MESSAGES

Field Number	Error Message	Import Status
31, 153	OBS # indicates that HS diploma or equivalent was attained by the end of the first quarter after the exit quarter or participant was in secondary school at exit (WIASRD Element 130) but the HS diploma or equivalent at registration is indicated (WIASRD Element 674).	Record is imported but error is noted in Errors Report.
33	Invalid ETA-assigned Local Board/Statewide code.	Record is imported but error is noted in Errors Report.
33	ETA-assigned Local board/Statewide code cannot end in '000'	Record is imported but error is noted in Errors Report.
34	OBS# does not have a Registration Date.	Record is rejected from import.
34	OBS # has a Registration Date that is after the exit date	Record is rejected from import.
36-39, 42	Unable to assign performance outcome groups. Certain columns do not meet the requirements as specified in the record layout for groups to be assigned (e.g., the funding streams may be incorrect or missing values).	Record is rejected from import.
36-40, 42-47	OBS# cannot be classified in a funding stream.	Record is rejected from import.
38	OBS# is a Youth participant whose age is greater than 21 at registration	Record is rejected from import.
67, 69-71	OBS # has a Date of First Training Service (WIASRD Element 333), but does not indicate the type of training service received by the participant (WIASRD Elements 335, 336, or 337).	Record is imported but error is noted in Errors Report
67	OBS # has a Date of First Training Service Date (WIASRD Element 333) that is not during the participants period of service in the program.	Record is imported but error is noted in Errors Report.
95	OBS # value for the earnings in the first quarter after exit (WIASRD Element 616) that are negative or greater than 99999.99.	Record is rejected from import

APPENDIX A. IMPORT ERROR MESSAGES

Field Number	Error Message	Import Status
95, 80	OBS # indicates earnings for the first quarter after the exit quarter (WIASRD Element 616), but the individual is listed as unemployed in the quarter after exit (WIASRD Element 601)	Record is rejected from import.
96	OBS # value for the earnings in the second quarter after exit (WIASRD Element 617) that are negative or greater than 99999.99.	Record is rejected from import
97	OBS # value for the earnings in the third quarter after exit (WIASRD Element 618) that are negative or greater than 99999.99.	Record is rejected from import
97, 87	OBS # indicates earnings for the first quarter after the exit quarter (WIASRD Element 618), but the individual is listed as unemployed in the quarter after exit (WIASRD Element 608)	Record is rejected from import.
98	OBS # value for the earnings in the fourth quarter after exit (WIASRD Element 619) that are negative or greater than 99999.99.	Record is rejected from import
99	OBS # value for the earnings in the fifth quarter after exit (WIASRD Element 620) that are negative or greater than 99999.99.	Record is rejected from import
152, 153	OBS # indicates that HS diploma or equivalent was attained by the end of the first quarter after the exit quarter (WIASRD Element 673) which is inconsistent with the Date of High School Diploma or GED Date attainment (WIASRD Element 674)	Record is imported but error is noted in Errors Report

APPENDIX B. RECORD LAYOUTS

Attached is an example of a reported count file for the quarterly and rolling four-quarters reports.

Also, attached are three record layouts.
1. The record layout for the participant records extract file.
2. The record layout for the reported counts for the WIA ETA 9091 report.
3. The record layout for the reported counts on the quarterly 9090 and rolling four-quarter reports.

All of these files must be ASCII, comma-delimited, or tab-delimited columns. Fields must be in the order listed on the record layout. Mandatory fields are specified. Blanks are acceptable in optional fields. Blank or null values are not valid for mandatory fields and will result in the record being rejected. The record layouts can also be viewed through the software by selecting Import Data from the menu bar and one of the following:

Source Table Record Layout - for the participant record extract files
Reported Values Record Layout - for the reported counts
Quarterly Reported Values Record Layout – for the quarterly reported counts.

APPENDIX B. RECORD LAYOUTS

Sample Quarterly/Rolling Four-Quarters Reported Counts Record Layout

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

Workforce Investment Act Record Layout

The extract file type is ASCII comma-delimited or tab-delimited columns. The record layout should be used to create a reconstruction file of records for four cohorts of individuals. First, the file should include the records for all participants for the program year. Second, the file should contain the records for all exiters for the program year. Third, the file should include exiters for the performance year -- October 1st of the year prior to the current program year to September 30th of the current program year. Fourth, the file should contain exiters from the prior performance year -- October 1st two years prior to the current program year to September 30th of the prior program year-to calculate the 12 month performance measures associated with table L of the ETA 9091.   Data must be in the order and format listed in the Data Type/Format column. The Data Type/Format column also indicates the generic values for text fields.   All fields listed as mandatory are required fields.

Number	*Field Name*	**Field Description**	*Data Type/Format*
1	OBS	Sequential number, starting at 1.	Number (Mandatory)
2	SSN	The state should put the SSN in this field. It is necessary for the state to use the SSN in order to perform validate the wages shown in the record. If the state chooses, it may develop a process for assigning an identification number to each person. This identification number may be an encrypted Social Security number or another identification number developed by the State. This identification number for a person should be the same for every period of participation and in every local area and statewide program in the State. The ID number may include both numeric and alphabetic characters. If the state does not use the SSN, it will be necessary to find some other way to identify the record for data element validation. This can include encrytped SSNs that can be unencrypted, or putting another piece of identifying information in the user field.	Text - 000000000 (Mandatory)
3	Date of Birth		Number - YYYYMMDD
4	Gender		Number- 1 = Male 2 = Female

APPENDIX B. RECORD LAYOUTS

Number	Field Name	Field Description	Data Type/Format
5	Individual with a disability	An individual with a disability means an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Record 1 for any individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such an impairment, or is regarded as having such an impairment. Record 2 if the individual has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment.	Number - 1 = Yes 2 = Yes and disability results in a substantial impediment to employment 3 = No
6	Ethnicity Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.	Number- 1 = Yes 2 = No
7	American Indian or Alaska Native	A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition	Number- 1 = Yes 2 = No
8	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.	Number- 1 = Yes 2 = No
9	Black or African American	A person having origins in any of the black racial groups of Africa	Number- 1 = Yes 2 = No
10	Hawaiian Native or other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Number- 1 = Yes 2 = No
11	White	A person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa.	Number- 1 = Yes 2 = No

Number	Field Name	Field Description	Data Type/Format
12	Veteran status	Record 1 if the individual is a person who served in the active U.S. military, naval, or air service for a period less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the individual met the conditions described above for more than 180 days.	Number - 1 = Yes <= 180 days 2 = Yes > 180 days 3 = No
13	Campaign veteran	Record 1 if the individual is a veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). Please see Appendix B for the current list as of 01/07/2000. For campaigns occurring after this date, updated information may be obtained on the OPM web site: http://www.opm.gov/veterans/html/vgmedal2.htm. Record 2 if the individual served in the active U.S. military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era (the period beginning on February 28, 1961 and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, and the period beginning on August 5, 1964 and ending on May 7, 1975, in all other cases). Note: If both codes 1 and 2 apply, record 2 for Vietnam-Era Veteran.	Number - 1 = Yes 2 = Yes, Vietnam-era veteran 3 = No
14	Disabled veteran	Record 1 if the individual is a veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability. Record 2 if the individual is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability.	Number - 1 = Yes 2 = Yes, special disabled 3 = No

Number	Field Name	Field Description	Data Type/Format
15	Recently separated veteran	A veteran who applied for participation under WIA title I within 48 months after discharge or release from active U.S. military, naval, or air service.	Number- 1 = Yes 2 = No
16	Employment status at registration	Employed. An employed individual is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. Not employed. An individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment.	Number - 1 = Employed 2 = Not employed
17	Limited English language proficiency	An individual who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.	Number- 1 = Yes 2 = No
18	Single parent	A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.	Number- 1 = Yes 2 = No
19	Unemployment compensation programs (U.I.)	An eligible claimant is an individual who has been determined to be monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights.	Number - 1 = Eligible claimant referred by WPRS 2 = Eligible claimant not referred by WPRS 3 = Exhaustee 4 = Neither claimant nor exhaustee

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

Number	Field Name	Field Description	Data Type/Format
22	General Assistance (GA) (State/local government),Refugee Cash Assistance (RCA), Supplemental Security Income (SSI-SSA Title XVI)	A participant who receives cash from one or more of the following sources: General Assistance, Refugee Cash Assistance, Supplemental Security Income.	Number- 1 = Yes 2 = No
23	Pell Grant recipient	The individual is or has been notified they will be receiving a Pell Grant.	Number- 1 = Yes 2 = No
24	Highest school grade completed		Number- 0= No school grade completed 01-11 = Number of elementary/ secondary school grades completed 12= High school graduate 88= Attained certificate of equivalency for a high school degree (e.g., GED) 13-15= Number of school years completed. 16= Bachelor's degree or equivalent 17= Education beyond the Bachelor's degree

Number	Field Name	Field Description	Data Type/Format
25	Displaced homemaker	An individual who has been providing unpaid services to family members in the home and who- (1) has been dependent on the income of another family member but is no longer supported by that income; and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment	Number- 1 = Yes 2 = No
26	Date of actual qualifying dislocation	The last day of employment at the dislocation job.	Number- YYYYMMDD
27	Homeless individual and/or a runaway youth	An individual who lacks a fixed, regular, adequate nighttime residence; and any individual who has a primary nighttime residence that is a public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also includes a runaway youth. NOTE: Does not include a person imprisoned or detained pursuant to an Act of Congress or State law.	Number- 1 = Yes 2 = No
28	Offender	An individual: (1) who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (2) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	Number- 1 = Yes 2 = No
29	Pregnant or parenting youth	An individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.	Number- 1 = Yes 2 = No
30	Youth who needs additional assistance	A youth, aged 14-21, who requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan.	Number- 1 = Yes 2 = No

Number	Field Name	Field Description	Data Type/Format
31	Education status at time of registration	Education status at time of registration	Number- 1 = Student, H.S. or less 2 = Student, attending post-H.S. 3 = Not attending school; H.S. dropout 4 = Not attending school; H.S. graduate
32	Basic literacy skills deficiency (as defined in §664.205)	The individual meets the State or local level definition of basic literacy skills deficient.	Number- 1 = Yes 2 = No
33	ETA-assigned WIB/Statewide code	Example for State with FIPS code 36 (New York): For federal funds sent to States for use at the local area: Adults - 36005, 36010, 36015, etc. Youth - 36005, 36010, 36015, etc. Dislocated Workers - 36005, 36010, 36015, etc. For federal funds sent to States for statewide (15%) activities: Statewide activities (Youth, displaced homemakers, incumbent workers, other) - 36903 Rapid Response (including additional assistance) - 36902 National Emergency Grant - 36901 NOTE: If the individual was served by the local area and also by other non- local funds (e.g., statewide funds or a national emergency grant), record the code for the local WIB and not one of the special codes specified above. NOTE: If the individual was jointly served by two or more local areas, record the code for the local area in which the individual resides. This instruction is not intended to determine how the state measures performance for these local areas.	Number- 00000
34	Date of WIA Title I-B registration	The registration date should be the date of the first WIA Title I-B service (other than informational or self-service activities for adults and dislocated workers).	Number- YYYYMMDD (Mandatory)

Number	Field Name	Field Description	Data Type/Format
35	Date of WIA exit	The last date on which WIA Title I or partner services were received by the individual excluding follow-up services.	Number-YYYYMMDD
36	Adult (Local)	Services to adults provided by funds allocated to local areas under WIA section 133(b)(2)(A)	Number- 1 = Yes 2 = No
37	Dislocated Worker (Local)	Services to dislocated workers provided by funds allocated to local areas under WIA Sec. 133(b)(2)(B)	Number- 1 = Yes 2 = No
38	Youth (Local)	Services to youth provided by funds allocated to local areas under WIA Sec. 128(b).	Number- 1 = Yes 2 = No
39	Youth [Statewide (15%) Activities]	WIA Sec. 134(a) NOTE: This item need not be recorded as 'yes' if the individual is served by a local area with statewide funds passed down from the state to the local area.	Number- 1 = Yes 2 = No
40	Displaced Homemaker [Statewide (15%) Activities]	WIA Sec. 134(a)(3)(A)(vi)(I) NOTE: This item need not be recorded as 'yes' if the individual is served by a local area with statewide funds passed down from the state to the local area.	Number- 1 = Yes 2 = No
41	Incumbent Worker [Statewide (15%) Activities]	WIA Sec. 134(a)(3)(A)(iv)(I) NOTE: This item need not be recorded as 'yes' if the individual is served by a local area with statewide funds passed down from the state to the local area. NOTE: Individuals served only with these funds should not be reported.	Number- 1 = Yes 2 = No
42	Other [Statewide (15%) Activities]	Whether the individual receives activities (i.e., adult or dislocated worker activities) funded with State 15% reserve funds are provided to individuals eligible for WIA Title 1- B services, except for youth activities, displaced homemaker activities and incumbent worker activities.	Number- 1 = Yes 2 = No
43	Rapid Response	An individual who participated in rapid response activities authorized by WIA Sec. 134(a)(2)(A)(i) before WIA registration.	Number- 1 = Yes
44	Rapid Response - Additional Assistance	An individual who participated in a program funded by the State under WIA section 134(a)(2)(A)(ii).	1 = Yes 2 = No

Number	*Field Name*	**Field Description**	*Data Type/Format*
45	National Emergency Grant	The last four digits of the original Notice of Obligation (NOO) number assigned to the project (e.g., if the NOO number is 30-95-02, the WIASRD entry is 9502.)	Number-0000 = Grant number
46	Second National Emergency Grant	The last four digits of the original Notice of Obligation (NOO) number assigned to the project (e.g., if the NOO number is 30-95-02, the WIASRD entry is 9502.)	Number-0000 = Grant number
47	Third National Emergency Grant	The last four digits of the original Notice of Obligation (NOO) number assigned to the project (e.g., if the NOO number is 30-95-02, the WIASRD entry is 9502.)	Number-0000 = Grant number
48	Adult Education	WIA Title II	Number-1= Yes
49	Job Corps	WIA Title I-C	Number-1= Yes
50	Migrant & Seasonal Farmworker Programs	Participant receives services funded by migrant & seasonal farmworker programs. WIA Title I-Subtitle D, Sec. 167	Number-1= Yes
51	Native American Programs	Participant receives services funded by native American programs. WIA Title I-Subtitle D, Sec. 166	Number-1= Yes
52	Veterans' Programs	Participant receives: 1. Services provided by DVOP/LVER (WIA Sect. 121(b)(1)(ix)) 2. training services under WIA Sec. 168.	Number-1= Yes, labor exchange 2 = Yes, VWIP
53	Trade Adjustment Act (TAA)	Participant receives services funded by Trade Adjustment Act	Number-1= Yes
54	NAFTA-TAA	Participant receives services funded by NAFTA-TAA	Number-1= Yes
55	Vocational Education	Participant receives services funded by the Carl D. Perkins Voc. and Applied Tech. Ed. Act (20 U.S.C. 2471)	Number-1= Yes
56	Vocational Rehabilitation	Participant receives services authorized by WIA Title IV.	Number-1= Yes
57	Wagner-Peyser Act	Participant receives services funded under Wagner-Peyser Act	Number-1= Yes
58	Welfare-to-Work Participant	Participant receives services funded by Welfare-to-Work programs.	Number-1= Yes

Number	Field Name	Field Description	Data Type/Format
59	Employment and Training programs carried out under The Community Services Block Grant Act	Participant receives employment and training program services carried out under the Community Services Block Grant Act.	Number- 1= Yes
60	Employment and Training programs carried out by the Dept. of Housing and Urban Development	Participant receives employment and training services funded by the Department of Housing and Urban Development.	Number- 1= Yes
61	Title V activities	Participant is involved in activities specified under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Number- 1= Yes
62	Employment and training services related to Food Stamps	The individual receives employment and training services from the Food Stamps program or was referred by the Food Stamps program to WIA for employment and training services. Note: This item is not intended to record receipt of Food Stamps.	Number- 1= Yes
63	Other non-WIA programs	Participant receives services from any non-WIA program not listed above that provides the individual with services authorized under WIA.	Number- 1= Yes

Number	Field Name	Field Description	Data Type/Format
64	Supportive services (except needs-related payments) received	For adults and dislocated workers, supportive services include services such as transportation, child care, dependent care, and housing that are necessary to enable an individual to participate in activities authorized under Title I of WIA, consistent with the provisions of Title I. Supportive services for youth, as defined in WIA section 101(46), may include linkages to community services; assistance with transportation; assistance with child care and dependent care; assistance with housing; referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.	Number- 1= Yes 2= No
65	Needs-related payments (Adults/Dislocated Workers in training services) or stipends (Youth in training)	This item only applies to individuals who received WIA title 1-B funded needs related payments.	Number- 1= Yes 2= No
66	Date of first intensive service	The date the individual began receiving intensive services.	Number- YYYYMMDD
67	Date of first training service	The date the individual began receiving training services.	Number- YYYYMMDD
68	Established Individualized Training Account (ITA)	The purchase of the individual's services utilizing an Individual Training Account established for adults or dislocated workers and funded by WIA Title I.	Number- 1= Yes 2= No
69	Adult education, basic skills and/or literacy activities	The individual received adult education, basic skills and/or literacy skills.	Number- 1= Yes 2= No

Number	Field Name	Field Description	Data Type/Format
70	On-the-job training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided.	Number- 1= Yes 2= No
71	Occupational skills training or skills upgrading/retraining, and/or workplace training	An individual received occupational skills training or skills upgrading/retraining, and/or workplace training.	Number- 1= Yes 2= No
72	Occupational skills training code	The 6 digit Standard Occupational Classification (SOC) code, 8 digit O*Net 3.0 Code, 9-digit DOT code, the 5-digit OES code, or the 5 or 6-digit O*NET code that best describes the training occupation for adults and dislocated workers who received on-the-job training or occupational skills training and youth who received employment services related to a specific occupation.	Alphanumeric - 000000000
73	Occupational skills training code type	The type of code used to report the OCCUPATIONAL SKILLS TRAINING CODE.	Number- 1 = 6 digit SOC code 2 = 8 digit O*Net 3.0 Code 3 = 6-digit CIP code(classroom training only) 4 = 9-digit DOT code 5 = 5-digit OES code 6 = 5 or 6-digit O*Net98 code 0 = None

Number	Field Name	Field Description	Data Type/Format
74	Educational achievement services	Educational achievement services include, but are not limited to: Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings.	Number- 1= Yes 2= No
75	Employment services	Preparation for and success in employment services include, but are not limited to: Paid and unpaid work experiences, including internships, and job shadowing; and occupational skill training.	Number- 1= Yes 2= No
76	Received summer youth employment opportunities	The youth received summer employment opportunities.	Number- 1= Yes 2= No

77	Additional support for youth services	Supports for youth services include, but are not limited to:
		    Adult mentoring for a duration of at least twelve
		        (12) months, that may occur both during and after
		        program participation;
		    Comprehensive guidance and counseling, including
		        drug and alcohol abuse counseling, as well as
		        referrals to counseling, as appropriate to the needs
		        of the individual youth.
			Number-
			1= Yes
			2= No

78	Leadership development opportunities	Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as:
		    (a) Exposure to postsecondary educational opportunities;
		    (b) Community and service learning projects;
		    (c) Peer-centered activities, including peer mentoring and tutoring;
		    (d) Organizational and team work training, including team leadership training;
		    (e) Training in decision-making, including determining priorities; and
		    (f) Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.
			Number-
			1= Yes
			2= No

Number	Field Name	Field Description	Data Type/Format
79	Received follow-up services	The youth received follow-up services.	Number- 1 = Yes received 12 months of follow up services 2 = No, did not receive 12 months of follow up services
80	Employed in quarter after exit quarter	Individuals should be considered as employed if wage records for the quarter show earnings greater than zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	Number- 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available
81	Source of supplemental data (first quarter after exit)	Non-wage records data source for the first quarter after exit.	Number- 1= Case management, follow-up services, surveys of participants, and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records
82	Occupational code (if available)	The occupational code that best describes the individual's employment.	Alphanumeric - 000000000

Number	Field Name	Field Description	Data Type/Format
83	Occupational code type	The type of occupation code.	1 = 6 digit SOC code 2 = 8 digit O*Net 3.0 Code 4 = 9-digit DOT code 5 = 5-digit OES code 6 = 5 or 6-digit O*Net98 code
84	Entered training-related employment	Employment in which the individual uses a substantial portion of the skills taught in the training received by the individual.	Number- 1 = Yes 2 = No 8 = Training did not impart job-specific skills 9 = Relationship of employment to training cannot be determined
85	Method used to determine training-related employment	Method used to determine if the individual obtained training-related employment.	Number- 1 = Comparison of the occupation codes between the training activity and the job 2 = Comparison of the industry of employment with the occupation of training using an appropriate crosswalk 3 = Other appropriate method

Number	Field Name	Field Description	Data Type/Format
86	Entered non-traditional employment	Employment in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work (WIA Section 101(26)). Nontraditional employment can be based on either local or national data. Appendix D provides national information that, at the State's option, can be used to determine nontraditional employment from the occupation code. Can males enter nontraditional employment? Both males and females can be in nontraditional employment.	Number- 1 = Yes 2 = No
87	Employed in third quarter after exit quarter	Individuals should be considered as employed if wage records for the quarter show earnings greater than zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	Number- 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available
88	Source of supplemental data (third quarter after exit)	Non-wage records data source for the third quarter after exit.	Number- 1= Case Management, follow-up services, surveys of participants and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records
89	Employed in fifth quarter after exit quarter	Individuals should be considered as employed if wage records for the quarter show earnings greater than zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	Number- 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available

Number	Field Name	Field Description	Data Type/Format
90	Source of supplemental data (fifth quarter after exit)	Non-wage records data source for the fifth quarter after exit.	Number- 1= Case Management, follow-up services, surveys of participants and/or verification with the employer. 2= Record sharing and/or automated record matching with administrative records
91	Third quarter prior to registration	Total earnings in the third quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date.	Number-00000.00
92	Third quarter prior to dislocation	Earnings in the third quarter before dislocation for dislocated workers.	Number-00000.00
93	Second quarter prior to registration	Total earnings in the second quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date.	Number-00000.00
94	Second quarter prior to dislocation	Earnings in the second quarter before dislocation for dislocated workers.	Number-00000.00
95	First quarter following the exit quarter	Total earnings from wage records for the quarter.	Number-00000.00
96	Second quarter following the exit quarter	Total earnings from wage records for the quarter.	Number-00000.00
97	Third quarter following the exit quarter	Total earnings from wage records for the quarter.	Number-00000.00
98	Fourth quarter following the exit quarter	Total earnings from wage records for the quarter.	Number-00000.00
99	Fifth quarter following the exit quarter	Total earnings from wage records for the quarter.	Number-00000.00

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

Number	Field Name	Field Description	Data Type/Format
103	In postsecondary education or advanced training in the third quarter after exit.	The individual was enrolled in advanced training or post-secondary education in the third quarter after exit.	Number- 1 = In advanced training 2 = In postsecondary education 3 = Did not enter further training
104	Goal #1 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
105	Date goal #1 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
106	Attainment of goal #1	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
107	Date attained goal #1	The date that the individual attained the goal.	Number- YYYYMMDD
108	Goal #2 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
109	Date goal #2 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
110	Attainment of goal #2	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
111	Date attained goal #2	The date that the individual attained the goal.	Number- YYYYMMDD

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

Number	Field Name	Field Description	Data Type/Format
122	Attainment of goal #5	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
123	Date attained goal #5	The date that the individual attained the goal.	Number- YYYYMMDD
124	Goal #6type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
125	Date goal #6 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
126	Attainment of goal #6	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
127	Date attained goal #6	The date that the individual attained the goal.	Number- YYYYMMDD
128	Goal #7 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
129	Date goal #7 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
130	Attainment of goal #7	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
131	Date attained goal #7	The date that the individual attained the goal.	Number- YYYYMMDD

Number	Field Name	Field Description	Data Type/Format
132	Goal #8 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
133	Date goal #8 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
134	Attainment of goal #8	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
135	Date attained goal #8	The date that the individual attained the goal.	Number- YYYYMMDD
136	Goal #9 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
137	Date goal #9 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD
138	Attainment of goal #9	Status of the individual's attainment of the goal.	Number- 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
139	Date attained goal #9	The date that the individual attained the goal.	Number- YYYYMMDD
140	Goal #10 type	Setting one basic skills goal is required if the youth is basic literacy skills deficient	Number- 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills
141	Date goal #10 was set	The date goal was set is the date a goal was identified for the youth.	Number- YYYYMMDD

APPENDIX B. RECORD LAYOUTS

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

Number	Field Name	Field Description	Data Type/Format
152	Attained Secondary School Diploma	Status of youth in his or her attempt to attain a secondary school diploma or equivalent.	Number- 1 = Attained a secondary school (high school) diploma 2 = Attained a GED or high school equivalency diploma 3 = Attending secondary school at exit 4 = Did not attain diploma or equivalent
153	Date of high school diploma or GED attainment	The date of attainment should be the date on the diploma or equivalency certificate, if available. Otherwise, the date may be estimated.	Number- YYYYMMDD

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

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

APPENDIX B. RECORD LAYOUTS

WIA Reported Values Record Layout

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

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

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

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

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

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

WIA Quarterly Reported Values Record Layout

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

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

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

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

Number	*Field Name*	**Number of Fields**	*Data Type/Format*
	Youth Diploma or Equivalent	*4*	Col 1 = G Col 2 = Younger Youth Diploma/ Equivalent Rate Col 3 = Younger Youth Diploma/ Equivalent Numerator Col 4 = Younger Youth Diploma/ Equivalent Denominator
	Skill Attainment	*4*	Col 1 = H Col 2 = Younger Youth Skill Attainment Rate Col 3 = Younger Youth Skill Attainment Numerator Col 4 = Younger Youth Skill Attainment Denominator
	Entered Employment	*10*	Col 1 = I Col 2 = Adult Entered Employment Rate Col 3 = Adult Entered Employment Numerator Col 4 = Adult Entered Employment Denominator Col 5 = Dislocated Worker Entered Employment Rate Col 6 = Dislocated Worker Entered Employment Numerator Col 7 = Dislocated Worker Entered Employment Denominator Col 8 = Older Youth Entered Employment Rate Col 9 = Older Youth Entered Employment Numerator Col 10 = Older Youth Entered Employment Denominator

Number	Field Name	Number of Fields	Data Type/Format
	Credential and Employment	*10*	Col 1 = J Col 2 = Adult Credential & Employment Rate Col 3 = Adult Credential & Employment Numerator Col 4 = Adult Credential & Employment Denominator Col 5 = Dislocated Worker Credential & Employment Rate Col 6 = Dislocated Worker Credential & Employment Numerator Col 7 = Dislocated Worker Credential & Employment Denominator Col 8 = Older Youth Credential & Employment Rate Col 9 = Older Youth Credential & Employment Numerator Col 10 = Older Youth Credential & Employment Denominator

Number	*Field Name*	**Number of Fields**	*Data Type/Format*
	Six Months – Retention Rate	*13*	Col 1 = K Col 2 = Adult 6 months Retention Rate Col 3 = Adult 6 months Retention Numerator Col 4 = Adult 6 months Retention Denominator Col 5 = Dislocated 6 months Retention Rate Col 6 = Dislocated Worker 6 months Retention Numerator Col 7 = Dislocated Worker 6 months Retention Denominator Col 8 = Older Youth 6 months Retention Rate Col 9 = Older Youth 6 months Retention Numerator Col 10 = Older Youth 6 months Retention Denominator Col 11 = Younger Youth 6 months Retention Rate Col 12 = Younger Youth 6 months Retention Numerator Col 13 = Younger Youth 6 months Retention Denominator

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

E-Submit provides functionality to electronically submit Data Element Validation (DEV) and/or Report Validation (RV) data electronically via the internet to the Department of Labor (DOL).

Submitting from WIA:

Refer to the *Section III. Tutorial, B. Options Under File Menu, 4. e-Submit* in the WIA User Guide for instructions on how to create a submission file, and connect to the DOL website.

E-Submit Data
Step 1.   Click on **OK** at the security message (see **Figure 1**).
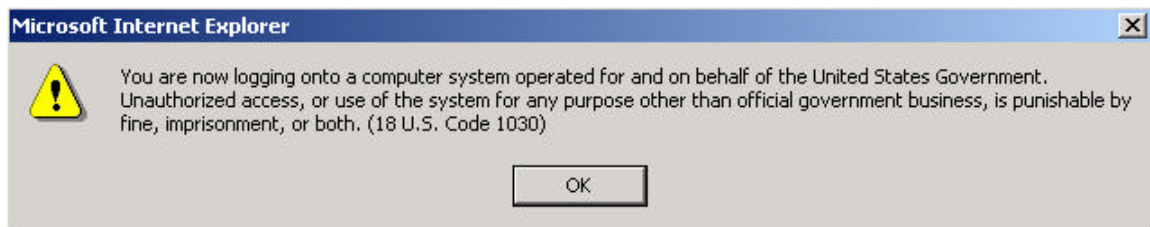
Figure 1: Security Message

Step 2.   The file path and submission file name is displayed at the top of the DRVS eSubmission window. On the Grantee Reporting System Login screen (see **Figure 2**), enter your **Personal Identification Number** (PIN) in the **Password** field and then click on the **Login** button.
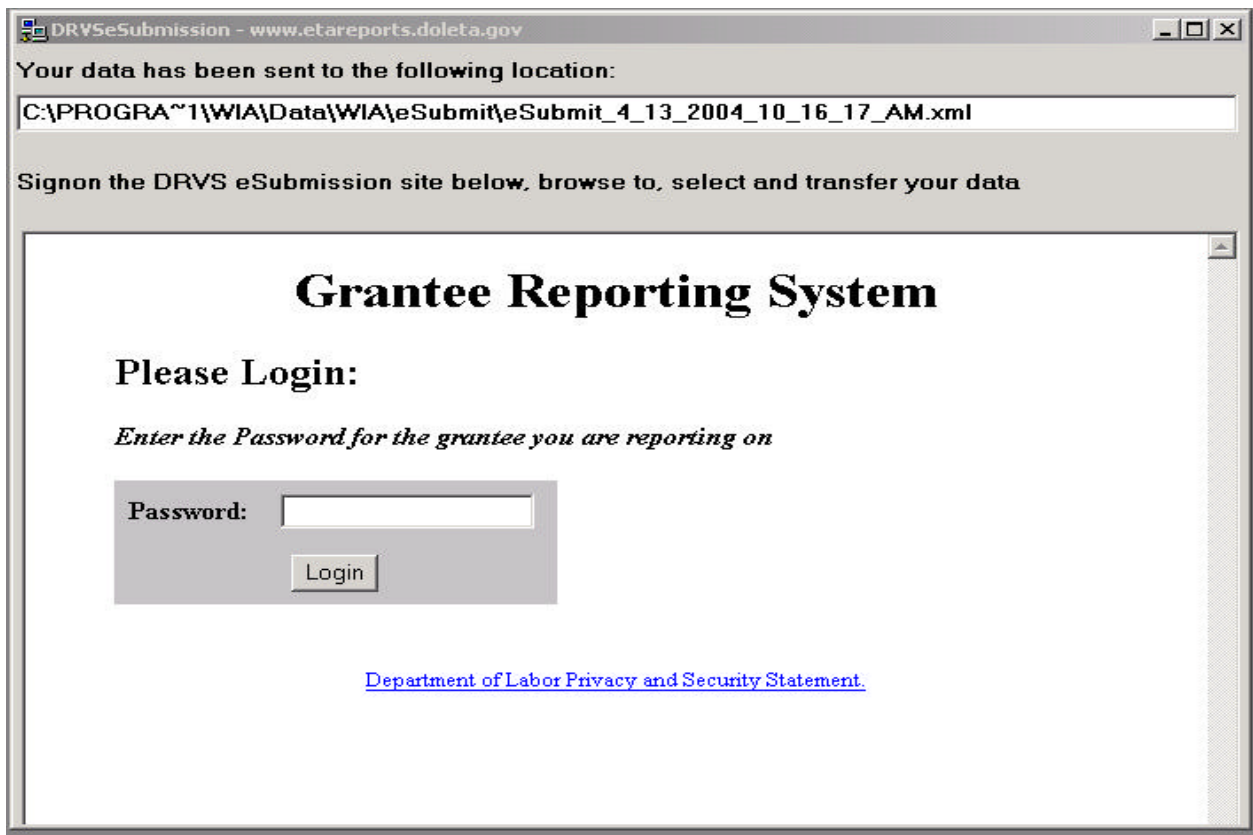
Figure 2. Grantee Reporting System Login Screen

Step 3.   The system automatically identifies your state from the PIN you
entered and displays your state on the Submission Data Entry
screen (see **Figure 3**). If your PIN also corresponds to a DOL
program, the program will be displayed. If your PIN does not
correspond to a program, you must select a Program from the drop
down list. **Note**: The Program pick list field will only display if
the program is unknown.

Enter the additional required information. An asterisk (*) indicates
that the field is required. Use the **Browse** button to locate your
submission file. Click on **Submit**.

Figure 3: Submission Data Entry Screen

Step 4. If you have previously submitted data for the Program, Period, and Report contained in the .xml file, the Submission Overwrite screen displays (see **Figure 4**). If you have not previously submitted data for the Program, Period, and Report contained in the file, skip to Step 8.

Click on **Yes** to continue the submission and overwrite data. Click on **No** to return to the Submission Data Entry screen where you may select a different file.
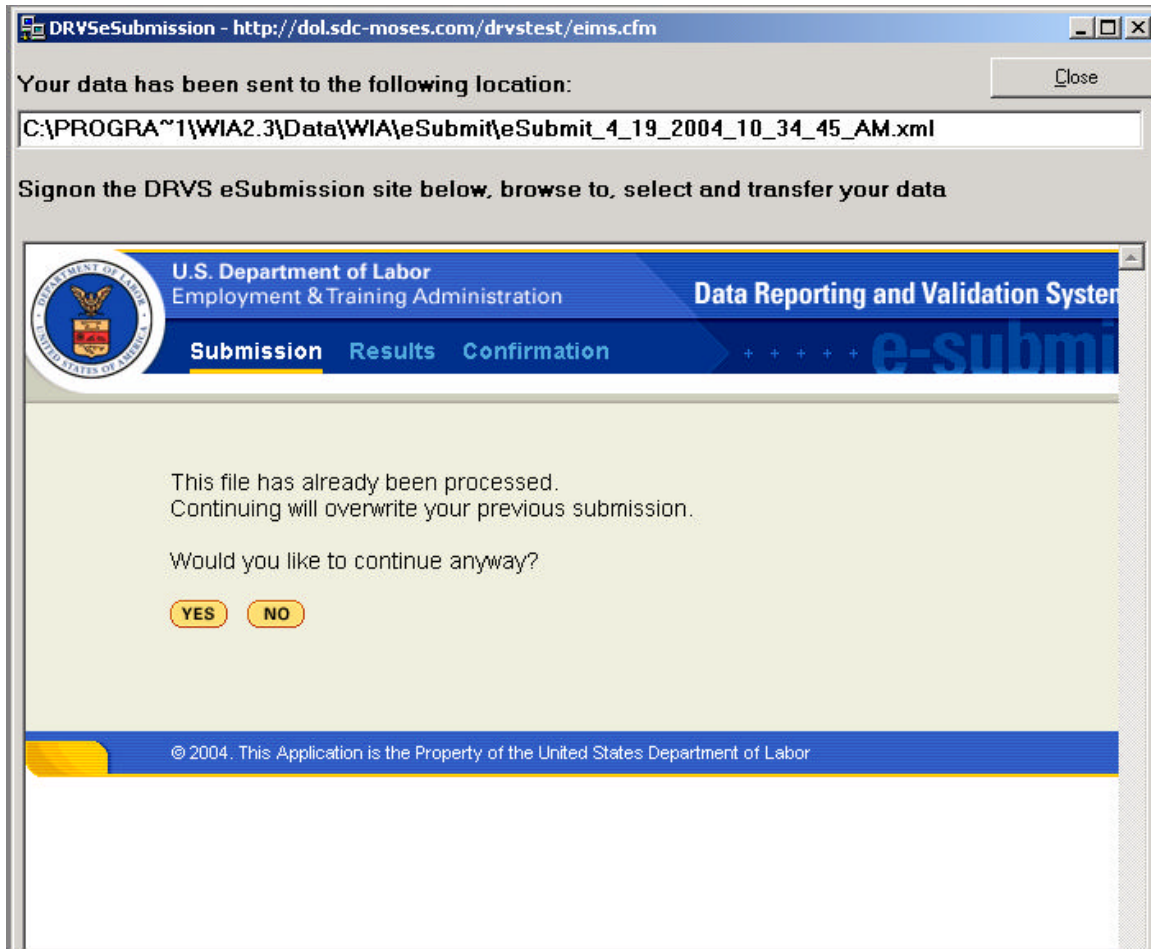

Figure 4: Submission Overwrite Screen

Step 5.   The Submission Progress screen displays while data is being
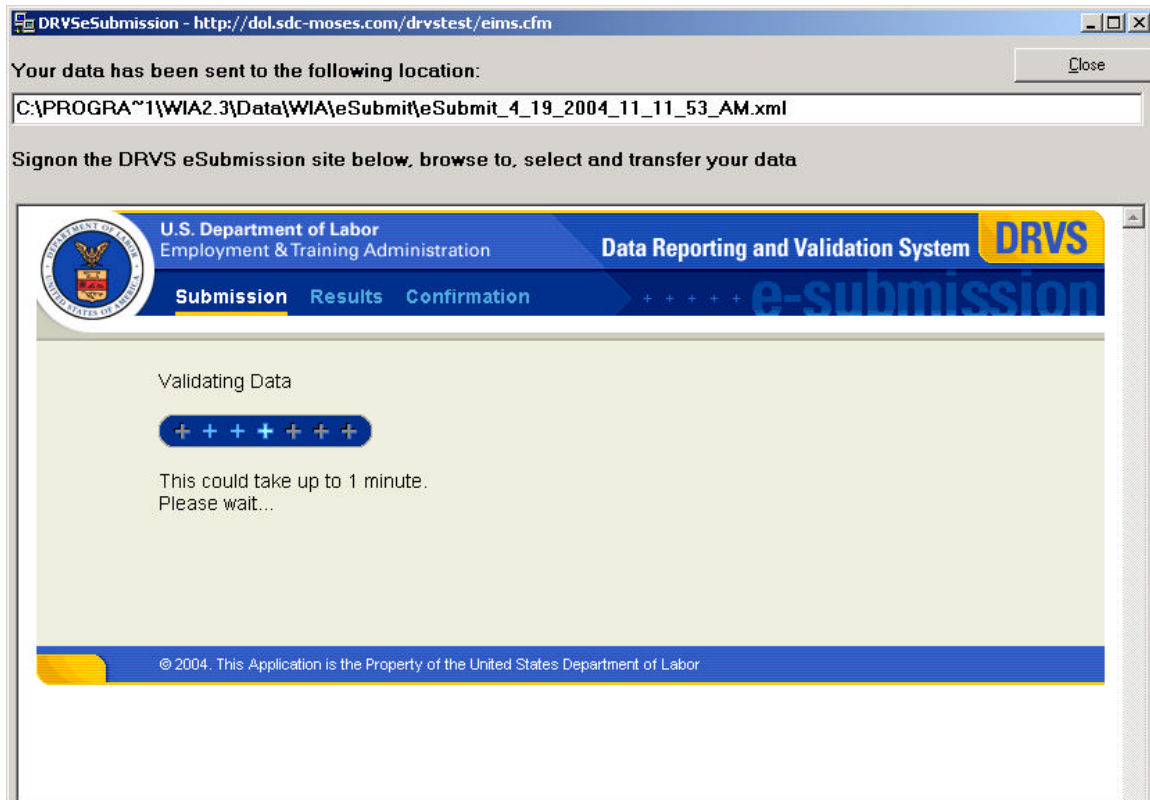   transmitted to DOL (see **Figure 5**).

Figure 5: Submission Progress Screen

When a successful submission transmission is complete, the Confirmation
screen displays as described in Step 6 (see **Figure 6**). If the submission
fails, the Results screen displays with a reason for the failure, as described in
Step 11 (see **Figure 8** and **Figure 9**).

Step 6.   For successful submissions, a Confirmation screen displays the
            Sate, Program, Report, Period, Date, Time, and Submitter Name
            (see **Figure 6**). To send a copy of the Confirmation to the printer,
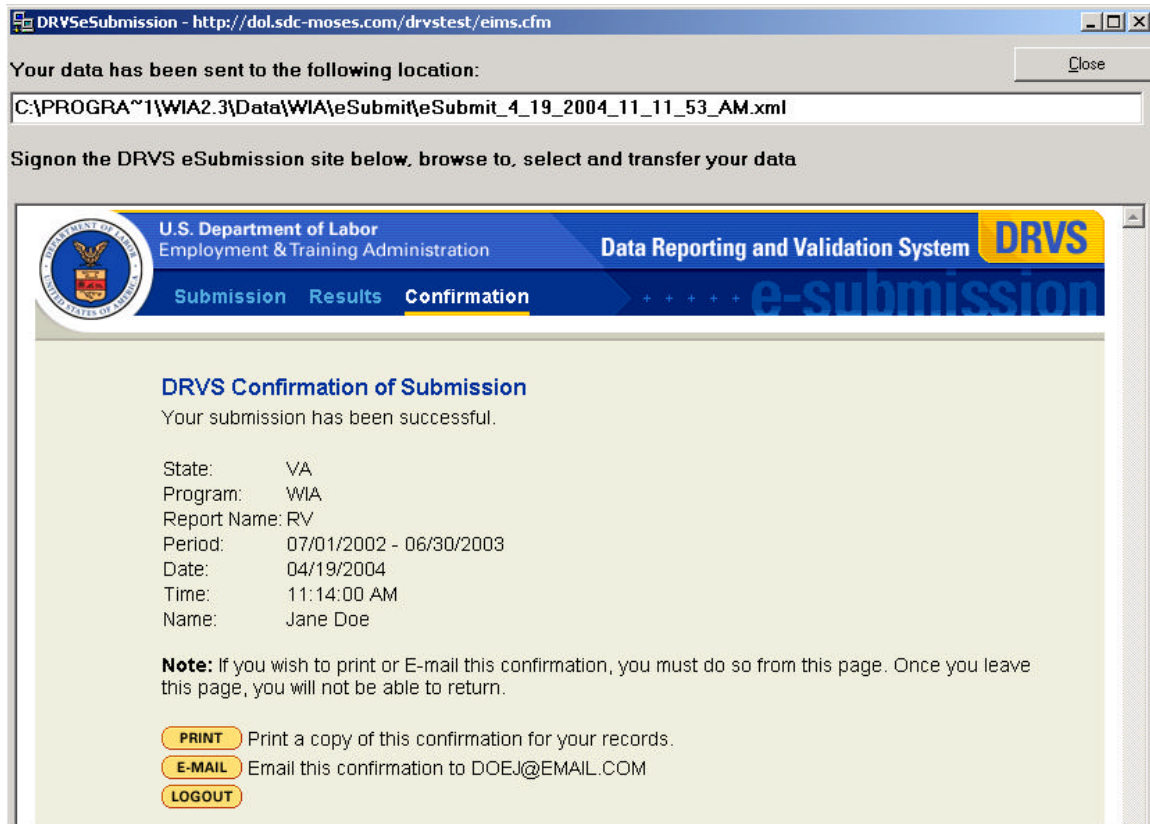   click on the **PRINT** button.

Figure 6: Confirmation Screen

To send Email with the confirmation information to the e-mail
address you entered on the Submission Data Entry screen, click on
the **E-MAIL** button. After clicking the **E-MAIL** button, the
screen will refresh and confirm that Email was sent.

The following message is sent to your email address.

```
Thank you for electronically submitting the following
information:

State:          VA
Program:        WIA
Report Name:    RV
For the period:  07/01/2002 - 06/30/2003
Date:           04/19/2004
Time:           11:38:46 AM


Your information has been successfully processed.


This email is your receipt.


Please do not respond to this email.  If you have additional
questions please contact:

   Gail Eulenstein
   DOL/ETA/PRO
   202-693-3013

   Thanks again for using our e*Submission system!
```

Step 7.   When you are ready to exit e-Submit, click on **Logout** and the Logged Out screen displays (see **Figure 8**). Click on the **Close** button in the upper right corner of the DRVS eSubmission window to close the window and return to the application.
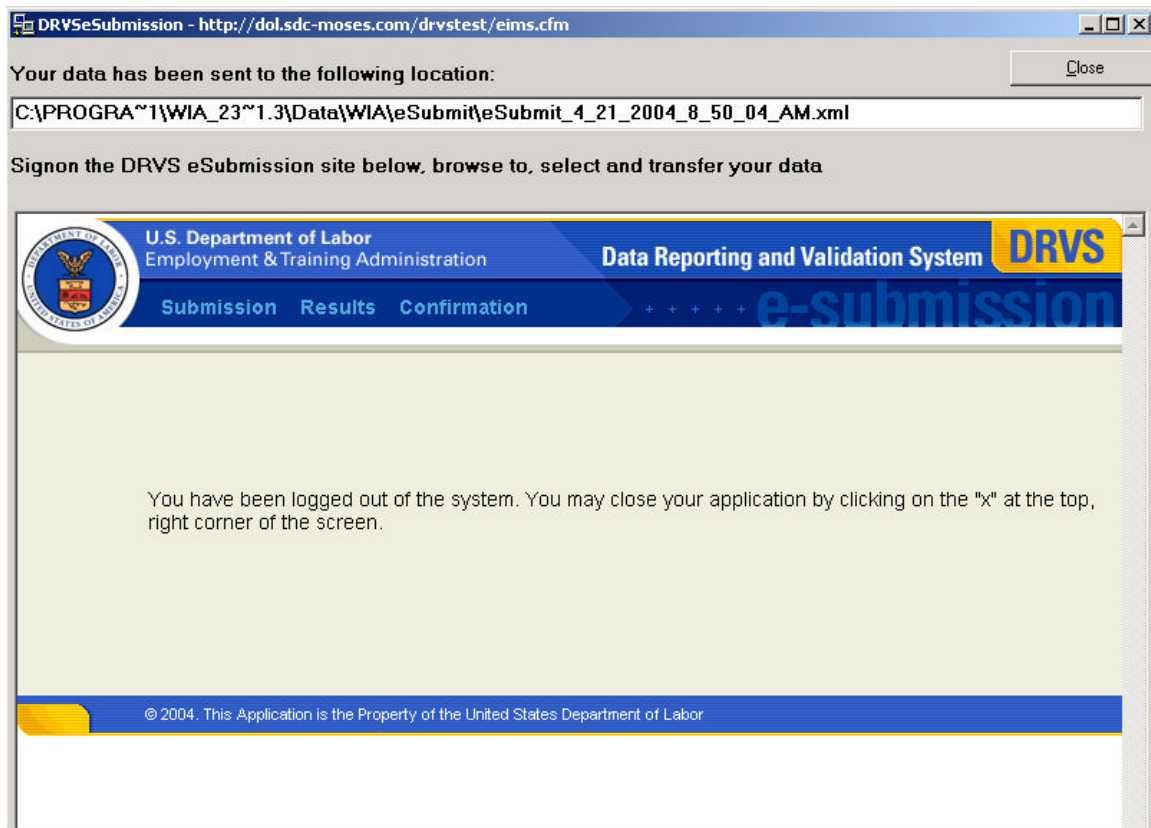

Figure 7: Logged Out Screen

Step 8.   If the transmission fails, the Results screen displays with a Submission Failed message and an explanation of the error(s). See **Figure 8** and **Figure 9** for examples.
- Click on the try again link to return to the logon screen.
- Click on the system administrator link, see **Figure 9**, to send an email to the system administrator requesting help with certain errors.
- Or, click on the **Close** button in the upper right corner of the DRVS eSubmission window to exit e-Submit.
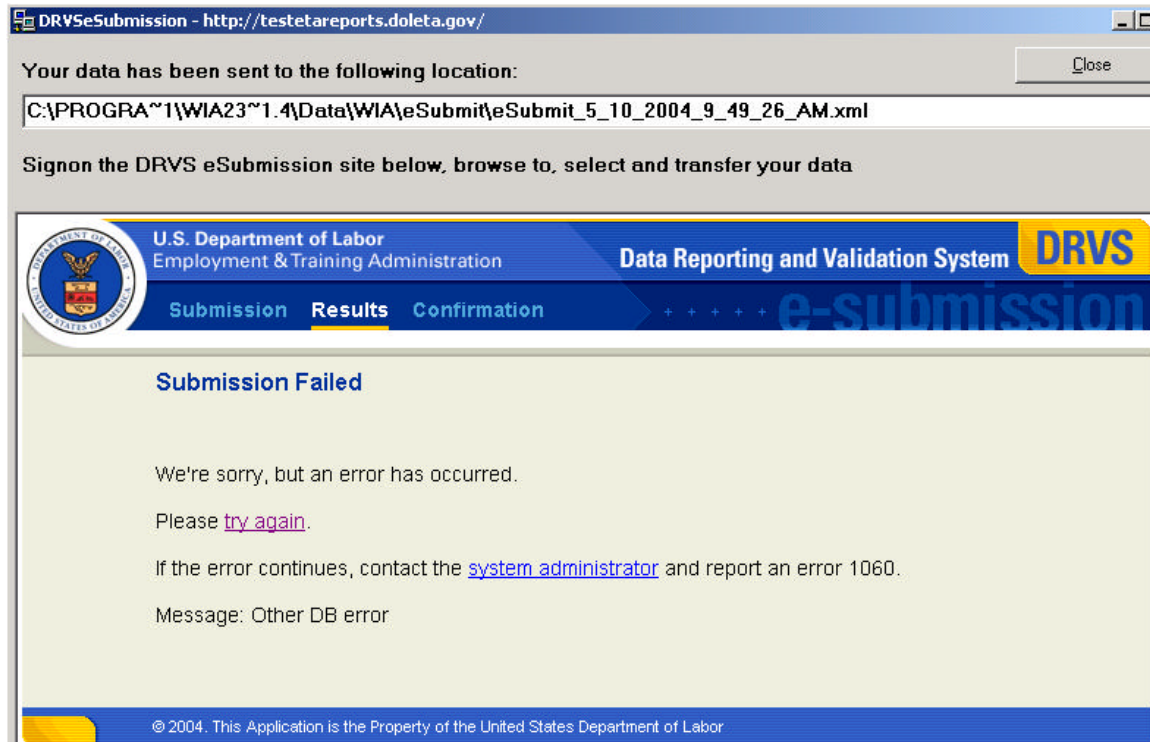

Figure 8: Results Screen

Figure 9: Results Screen with system administrator link