
Data Validation State Web Software

Version 2.0

Benefits Application Tutorial

U.S. Department of Labor
Employment and Training Administration
Office of Workforce Security
Unemployment Insurance Program

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About This Tutorial

This document provides a tutorial for the Benefits application of the Data Validation (DV) State Web Software Version 2.0.

Technical Support




If any problems are encountered with the software, contact the Office of Workforce Security (OWS) Technical Support Staff (Hotline) at 1-800-473-0188 or send an email to hotline@uis.doleta.gov.

Software Training

The Minnesota Training Center offers training on the Data Validation State Web Software. Check current offerings at <http://www.tc.state.mn.us/calendar.html>. You can register for courses online, by email (wanda.burth@state.mn.us) or by calling the training center at 651-297-3393.

Typographic Conventions

This document uses the following typographic conventions.

Visual Cue	Meaning
1 2	Sequenced steps to follow when completing a task
Black bold type	Button
Blue type	Box title
<u>Purple underlined type</u>	Links on the software that you can click on
<u>Blue underline type</u>	Web or email address
<i>Italics</i>	Documents, screen names and menu options
	Indicates where to click on the software screen
	Note with additional information
	Tip

Software Requirements

To use the Data Validation State Web Software you will need a computer with Internet Explorer Version 6.0 or later.

You will also need a user name and a password that you can obtain from your system administrator.

In order to perform data validation you need to load extract files into the software. Specifications on how to build these extract files are available in *Appendix I, UI Benefits Record Layouts* of the *ETA Handbook 361- A Benefits*. All extract files to be loaded into the software must be copied to the “/opt/dv/data/” directory in your state SUN server. Extract file names must have a .txt extension and contain no spaces.

Fixes and New Features Included in Version 2.0

The following fixes and enhancements were incorporated in the Benefits application of the Data Validation State Web Software Version 2.0:

Feature Type	Description
Fixed Problems of Prior Release	<ul style="list-style-type: none"> • Modified Benefits Population 2 subpopulation criteria to parse cases in which Field 9 = N and Field 8 >25 into subpopulation 2.2. • Modified Benefits Population 5 Report Validation screen to eliminate all ETA 9053 cells since that report was eliminated. • Modified Benefits Population 8 Report Validation screen to add a row for Appeals Filed by Other in Group 8.05 and add its count to group total. • Modified Benefits Population 14 subpopulation criteria to accept records of age = 730 days when Active Collection Status (Field 7) = Y. • Changed Sample 920 selection function in Benefits Population 9 to select cases from subpopulations 9.13-9.20 and 9.22 -9.33 only.

Feature Type	Description
Enhancements	<ul style="list-style-type: none">• Changed <i>Benefits Selection Criteria</i> screen to display Period Start and End Date fields only when Import Data function is chosen.• Changed the transmit function to only allow submissions to the National Office as a set that includes RV and samples.• Modified Sample Validation screen for all samples to display OBS field as text.• Modified Sample Validation screen to warn the user that any data that has not been saved would be lost and ask whether user still wants to close the screen.• Modified minimum sample screen to display subpopulations sorted.• Modified Report Validation screen for Benefits Populations 10 and 11 to validate average and median age.

Introduction

The Data Validation Program

States are required to file a series of standardized reports on their Unemployment Insurance (UI) operations with the Employment and Training Administration (ETA) of the U.S. Department of Labor (DOL). Reports covered by the data validation program are required on a monthly or quarterly basis.

These reports are used to establish the volume of activity conducted by state UI administrations and are a factor in establishing funding levels. They provide information about state compliance with UI requirements. They also provide information about the amount of benefits paid, the number of claimants served and other information useful in measuring the U.S. economy and projecting trends.

Since state programs differ significantly within established parameters and states utilize a variety of accounting and data processing arrangements, the issue of the comparability among state reports has emerged. State reporting requirements are standardized, but states use a variety of reporting procedures and must interpret reporting requirements within the context of their own laws and accounting conventions.

The UI Data Validation program was established in an attempt to identify and address discrepancies in reported numbers. The program requires that states recreate reported numbers independently from their reporting process and compare these numbers with actual numbers reported to DOL. States must address any discrepancies found that exceed the established tolerance error rate. The DV program also requires that states examine a sample of reported cases to verify that the correct information is being counted.

The Data Validation State Web Software facilitates the validation process and generates standardized outputs which document the state data validation results.

The data validation process is divided into two main validation processes: Report Validation (RV) and Data Element Validation (DEV). RV verifies that reported numbers in ETA reports are accurate, i.e., that the process which the state uses to count transactions is correct. DEV refers to the investigation of samples of records to establish that the information in individual records is accurate and conforms to federal reporting requirements, i.e., that the state is counting the right transactions.

Definitions

Certain terms used in the validation process have a specialized meaning within the context of the DV program:

1. *Extract Files.* These files consist of information *extracted* from state production databases. This information is organized into rows and columns that represent state's UI transactions. They are used as input for the DV software.
2. *Record Layouts.* These documents provide detailed information on how to build the extract files. They can be found in the software (see Viewing the Record Layouts section) or in *Appendix I, UI Benefits Record Layouts* of the *ETA Handbook 361- A Benefits*.
3. *Module 3.* State-specific document used to map the data elements in the record layouts and samples to elements in individual state systems.
4. *Populations.* Populations are sets of state transactions specific to a particular activity. For example Population 1 refers to the set of weeks claimed transactions reported on the ETA 5159. An extract file must be constructed for each population.
5. *Subpopulation.* Each record in a given population is assigned to a specific subpopulation. For example, in Population 1, UI weeks claimed records are assigned to Subpopulation 1.1, and UCFE weeks claimed records to Subpopulation 1.2. Records in subpopulations are used to reconstruct reported counts.

Navigating the System

The DV software is a web-based application with certain characteristics that the user should be aware of.

- *Multiple users.* The software supports multiple, concurrent users. However, it was not designed to allow, for example, update of a single table by multiple users at the same time.
- *Time Out.* You will be automatically logged out from the application if you are inactive for more than 59 minutes. To maintain your session hit a keystroke or move your mouse. You should perform "save" operations frequently if there is a danger of work being lost due to inactivity. During the extract loading operation, the time-out parameter is set to four hours, to allow large extract files to be loaded without interruption.

- *Exit from Screens.* The user can exit from a secondary window within the application through use of the “X” in the upper right corner of the window. Be aware that the “X” at the extreme upper corner of the screen will exit the user from the entire application. This will require the user to sign on again and may result in lost data.
- Use of the **Back** button. The Internet browser has a **Back** button that allows the user to return to a previous screen. Users should be aware that use of this button may result in unexpected results. This problem can be avoided by using the links on the software screens that were designed to navigate to previous screens. For example, the [Home](#) link at the bottom of a screen will take you back to the *Benefits Selection Criteria* screen.
- *<Control End> and <Control Home>.* <Control End> will take you immediately to the bottom of any screen and <Control Home> to the top.
- *Print Function.* To print screens, use the print function on your browser or if available, the print button at the bottom of the screen. Some screen sizes exceed the width of a portrait print. In this case try the landscape option on your printer. You can also try copying the screen to Word, Excel or some other utility and print from there. System administrators should be able to assist you if you encounter problems.
- *Save and Save As Functions.* Use the **Save** button to save data in the DV application. Data for a given population saved using the **Save** button are overwritten when a new extract file for that population is loaded. The **Save As** button allows you to save a screen shot of the current software screen outside the DV software. Screen shots saved outside the application are not affected by loading new extract files. The **Save As** button can be used to save screen shots of summary reports and DEV worksheets to satisfy audit requirements.
- *Help functions.* The application has [Help](#) links on certain screens. Click on this link to display information relevant to the data or functions available on the screen.

Logging On

To log on to the data validation software, follow the next steps.

- 1 Go to your state Unemployment Insurance *Applications Menu* screen, select [Data Validation](#), and then select [Main Login](#).



- 2 On the *Data Validation* login screen, enter your **User Name**. Example: dv3

DATA VALIDATION

User Name	<input type="text" value="dv3"/>
Password	<input type="password"/>
Benefits <input checked="" type="radio"/> Tax <input type="radio"/>	
<input type="button" value="Login"/> <input type="button" value="Clear Query"/>	

[State Menu](#) | [Feedback](#) | [Help](#)

Screen shots in this tutorial might look different (fonts and colors) than your screen due to your desktop and browser settings.

3 Enter your Password.

DATA VALIDATION

User Name	<input type="text" value="dv3"/>
Password	<input type="password" value="....."/>
Benefits <input checked="" type="radio"/> Tax <input type="radio"/>	
<input type="button" value="Login"/> <input type="button" value="Clear Query"/>	

[State Menu](#) | [Feedback](#) | [Help](#)



User name and password are assigned by your state system administrator.



Passwords are case-sensitive, i.e., the operator must use capital letters if these are part of the password.

4 Select **Benefits** if is not already selected (Benefits is selected by default)

DATA VALIDATION

User Name	<input type="text" value="dv3"/>
Password	<input type="password" value="....."/>
Benefits <input checked="" type="radio"/> Tax <input type="radio"/>	
<input type="button" value="Login"/> <input type="button" value="Clear Query"/>	

[State Menu](#) | [Feedback](#) | [Help](#)

- 5 Click on the **Login** button.

DATA VALIDATION

User Name	dv3
Password
Benefits <input checked="" type="radio"/> Tax <input type="radio"/>	
Login Clear Query	

[State Menu](#) | [Feedback](#) | [Help](#)

The [State Menu](#) link at the bottom of the screen returns you to the state menu. The [Feedback](#) link accesses contact information for technical problems. The [Help](#) link accesses information on all available functions on the screen.

- 6 You should see the *Benefits Selection Criteria* screen.

DATA VALIDATION - BENEFITS ⓘ

Benefits Selection Criteria

Population Validation	
Population	<input type="text"/>
Choose Function	<input type="text"/>
Go	

[Login](#) [Feedback](#) [Help](#)

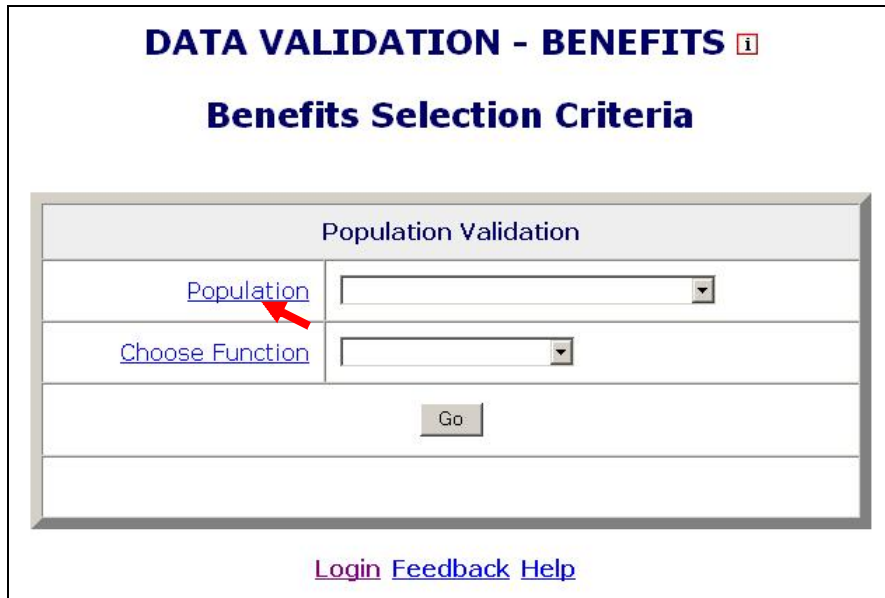
The [Login](#) link at the bottom of the screen will take you back to the login screen. Click on [Population](#) and [Choose Function](#) for additional information on these parameters.

Viewing the Record Layouts

In order to use the data validation software, you need to have an extract file which contains the required data for the reporting period you want to validate. The data in the file should be extracted from your state production system in accordance to the specifications described in *Appendix I, UI Benefits Record Layouts, of the Data Validation Handbook*. You will need 15 extract files; one for each benefit population.

The record layouts, i.e. the extract file specifications, are also available in the software. To view them, follow the next steps.

- 1 On the *Benefits Selection Criteria* screen, click on the [Population](#) link.



DATA VALIDATION - BENEFITS ⓘ

Benefits Selection Criteria

Population Validation	
Population	<input type="text"/>
Choose Function	<input type="text"/>
<input type="button" value="Go"/>	

[Login](#) [Feedback](#) [Help](#)

2 To see the record layout of a population click on the population’s link.

Population Field Help

The **Population** field has the following characteristics:

- **Name:** POPULATION.
- **Definition:** The Population is a required query parameter.
 The Population field identifies the Population for which the application will generate the report.
- **Form Field Type:** Drop Down List.
 The list of all the Populations (Population # and Population name) is displayed when the user clicks on the down menu button. The user can click on the list of Populations to select a Population.
- **Form Field Edits:**
 The valid Populations are:
 - [Weeks Claimed \(Population 1\)](#)
 - [Final Payments \(Population 2\)](#)
 - [Claims Filed \(Population 3\)](#)
 - [Additional Claims Filed \(Population 3a\)](#)
 - [Payments \(Population 4\)](#)
 - [Nonmonetary Determinations \(Population 5\)](#)
 - [Appeals Filed, Lower Authority \(Population 6\)](#)
 - [Appeals Filed, Higher Authority \(Population 7\)](#)
 - [Appeals Decisions, Lower Authority \(Population 8\)](#)
 - [Appeals Decisions, Higher Authority \(Population 9\)](#)
 - [Appeals Aging, Lower Authority \(Population 10\)](#)
 - [Appeals Aging, Higher Authority \(Population 11\)](#)
 - [Overpayments Established \(Population 12\)](#)
 - [Overpayments Reconciliation Activities \(Population 13\)](#)
 - [Age of Overpayments \(Population 14\)](#)

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The record layout for the population will be displayed.

Benefits Population 9 Appeals Decisions, Higher Authority Record Layout

This record layout provides the format for the validation extract file. The extract file type must be ASCII, comma delimited columns. Data must be in the order listed in the record layout. The Data Format column indicates the generic values for text fields. **These must be followed by a dash and the state-specific value.** The Module 3 reference indicates the step where the state-specified values are documented.

Example: If the state-specific code In Favor Of is F, then the data format would be Y-F.

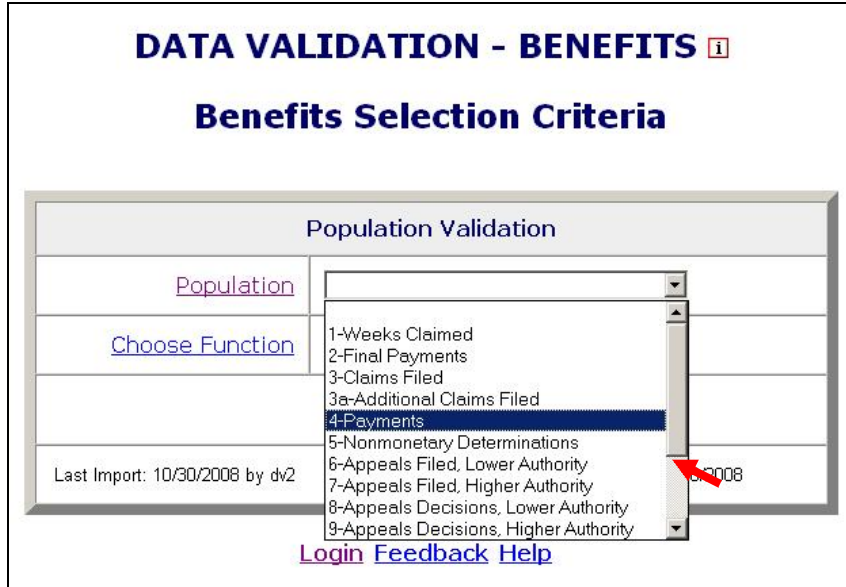
Number	Field Name	Module 3 Reference	Field Description	Data Type/Format
1	OBS		State assigned sequential unique identifier for each record in the extract file.	INTEGER Number - 00000000 (Required)
2	SSN	Step 1F - Rule 1	Social Security Number	CHAR (9) Number - 000000000 (Required)
3	Docket Number Unique ID	Step 1F - Rule 2	The Docket ID or other unique number assigned to the appeal.	CHAR(30) Number - 0000000000 (Required)

[Print](#) [Back](#) [Top](#)

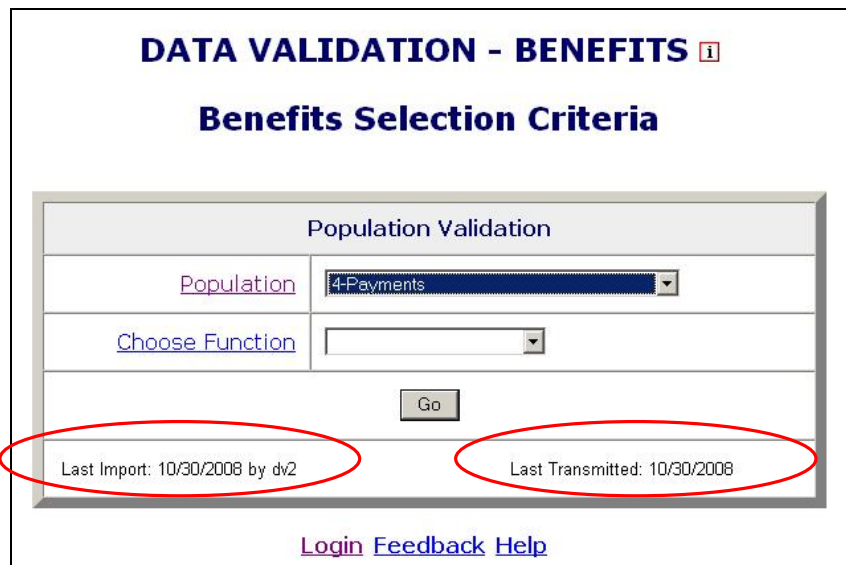
Importing an Extract File

To use the data in an extract file to validate reported counts, you first need to import the file into the software. To import an extract file, follow these steps:

- 1 Select a population from the **Population** drop-down menu.



When you select a population, on the lower left corner of the screen you will see the last date this population was imported and which user imported it. If you have never imported this population it will display “Never”.



If you have already imported the population, you will see the last day it was imported and the user that imported it. You will also see the last date when validation results were transmitted to DOL.

- 2 Select *Import Data* from the **Choose Function** drop-down menu and click **Go**.

DATA VALIDATION - BENEFITS ⓘ

Benefits Selection Criteria

Population Validation	
Population	4-Payments
Choose Function	Import Data
Period Start Date	
Period End Date	
Last Import: 10/30/2008 by dv2 Last Transmitted: 10/30/2008	

[Login](#) [Feedback](#) [Help](#)

When you select *Import Data* the fields **Period Start Date** and **Period End Date** will be displayed.

DATA VALIDATION - BENEFITS ⓘ

Benefits Selection Criteria

Population Validation	
Population	4-Payments
Choose Function	Import Data
Period Start Date	<input type="text"/>
Period End Date	<input type="text"/>
<input type="button" value="Go"/>	
Last Import: 10/30/2008 by dv2 Last Transmitted: 10/30/2008	

[Login](#) [Feedback](#) [Help](#)

You can click on [Period Start Date](#) and [Period End Date](#) for additional information on these parameters.

- 3 Enter the [Period Start Date](#) and [Period End Date](#) for the reporting period you want to validate using MM/DD/YYYY format. For example, January 1st, 2008 must be entered as "01/01/2008."

DATA VALIDATION - BENEFITS ⓘ

Benefits Selection Criteria

Population Validation

Population	4-Payments
Choose Function	Import Data
Period Start Date	01/01/2008 ⓘ
Period End Date	03/31/2008 ⓘ

Last Import: 10/30/2008 by dv2 Last Transmitted: 10/30/2008

[Login](#) [Feedback](#) [Help](#)

You can also click on the calendar icons on the right to select start and end dates from a calendar.

DATA VALIDATION - BENEFITS ⓘ

Benefits Selection Criteria

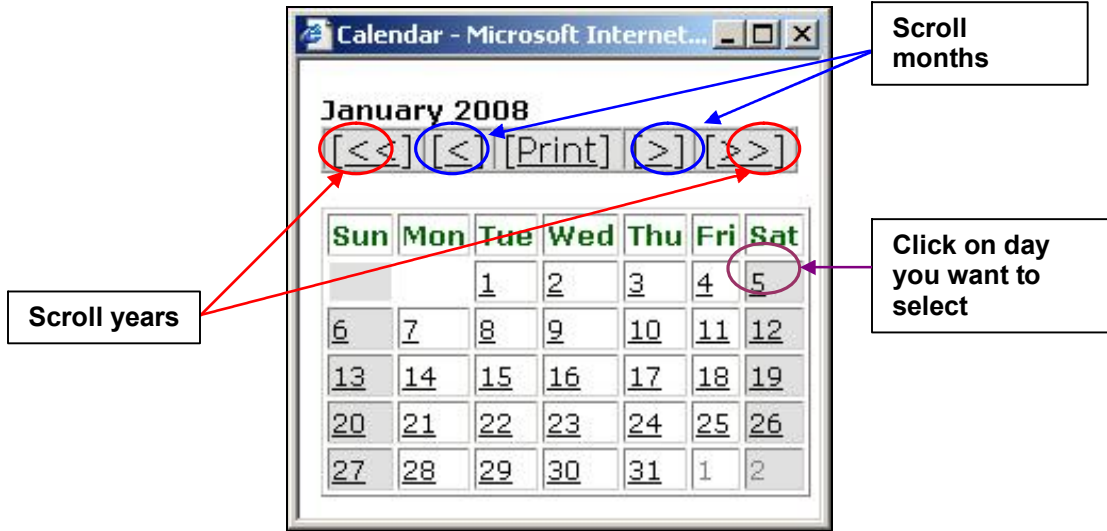
Population Validation


Population	4-Payments
Choose Function	Import Data
Period Start Date	01/01/2008 ⓘ
Period End Date	03/31/2008 ⓘ


Last Import: 10/30/2008 by dv2 Last Tran


[Login](#) [Feedback](#) [Help](#)

Use the double arrows on the calendar to scroll through years and the single arrows to scroll through months and then click on the day you want to use as start or end date.



 The time period entered or selected should be the same used to construct the extract file you are going to load.

 The software allows you to load extract files that do not conform to actual reporting time periods. This option is included for diagnostic purposes only. You should only submit to DOL data validation results that correspond to time periods which match the time period covered by an actual report (e.g., the ETA 5159 Report for January 1 – 31, 2008).

 The start and end dates are needed only for the import function. Once a population is loaded, the user may choose any other function without entering these dates.

- 4 Enter the full path where the file is located and the name of the extract file into the [Import From Extract File](#) box (example: /opt/dv/data/pop4.txt).

DATA VALIDATION - BENEFITS	
Population 4	
Period Start Date	01/01/2008
Period End Date	03/31/2008
Import From Extract File	<input type="text" value="/opt/dv/data/pop4.txt"/>
<input type="button" value="Import"/> <input type="button" value="Clear Query"/> <input type="button" value="Cancel"/>	
Home Feedback Help	

The **Clear Query** button on the bottom of the screen will reset the [Import From Extract File](#) box. The **Cancel** button will take you back to the *Benefits Selection Criteria* screen.



All extract files must be copied to the /opt/dv/data/ directory, hence the path name will always be /opt/dv/data/*filename.txt*. This directory was created on the Sun servers exclusively for data validation use.



The software will only accept files in *text* format. File names cannot contain spaces and must end in ".txt".

5 Click on the **Import** button to load the extract file into the system.

DATA VALIDATION - BENEFITS

Population 4

Period Start Date	01/01/2008
Period End Date	03/31/2008
Import From Extract File	<input type="text" value="/opt/dv/data/pop4.txt"/>

[Home](#) [Feedback](#) [Help](#)

This will take you to the *Import Messages* screen for information on the loading procedure.

IMPORT MESSAGES

for user dv2

Loading benefits population 4 started @: Fri Oct 31 15:11:55 EDT 2008

Rows processed: 1868, Errors: 0 for benefits population 4. Still loading...

Rows processed: 1868, Errors: 0 for benefits population 4. Checking data this may take a few minutes...

Rows processed: 1868, Total Errors: 0 for benefits population 4


Load of benefits population 4 ended @: Fri Oct 31 15:12:01 EDT 2008


[Home](#) [Feedback](#) [Help](#)


On this screen you can see which user is loading the population, the start and end times of the load, the number of errors found in the file, and the total number of rows processed (including records in error).

Incoming extract files are subjected to various tests to identify
1) syntax errors, 2) logic errors, and 3) duplicate records.

For large files, a new import message line will appear for each 5,000 records.

 Load times vary depending on the number of records in the extract file. The time-out parameter is set to four hours while the software is loading to allow ample time for loading large files. Most populations complete loading within a few minutes. Load times are affected by the size of the file, the population being loaded, and the number of error conditions encountered during the load.

 The software allows different populations to be resident in the application at the same time, but not two data sets for the same population.

 If the same population is loaded a second time, the new data set will over-write the former. Re-loading the same extract file will produce identical results for report validation, but different samples.

While the file is loading you can go back to the *Benefits Selection Criteria* screen and access screens for other populations. You cannot, however, load another population or access any of the screens of the population being loaded. A message in red will appear on the screen letting you know that the population is being loaded and the user that is loading it.

DATA VALIDATION - BENEFITS i

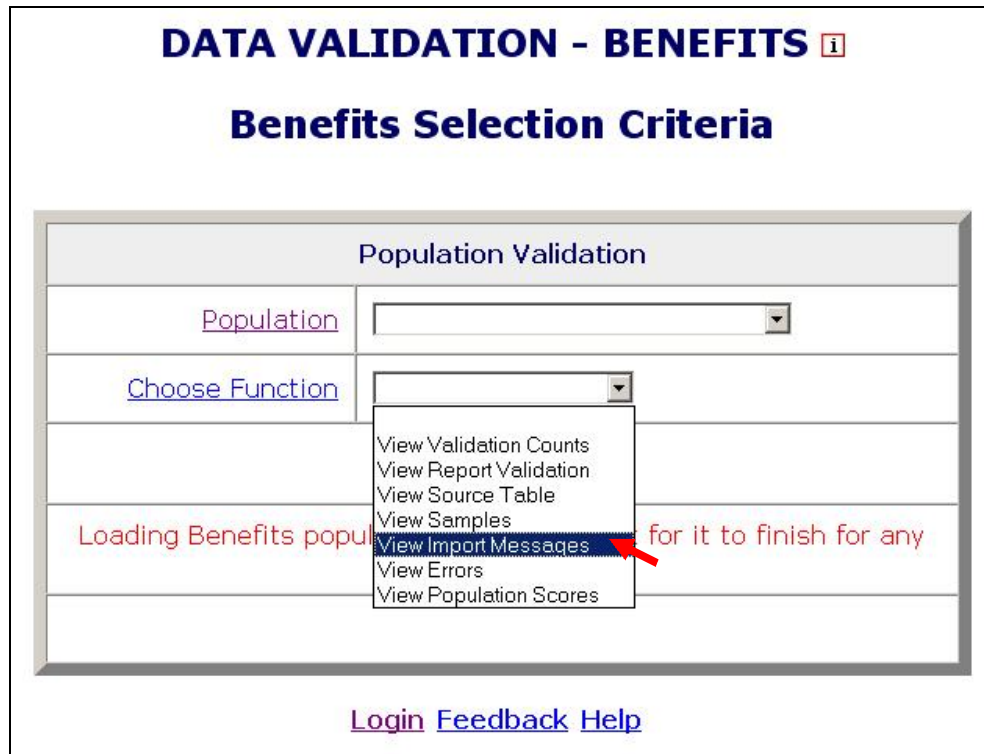
Benefits Selection Criteria


Population Validation	
Population	<input type="text"/>
Choose Function	<input type="text"/>
<input type="button" value="Go"/>	
Loading Benefits population 4 by dv2 .Wait for it to finish for any further loads.	


[Login](#) [Feedback](#) [Help](#)

In addition, the [Population](#) drop-down menu will not display the population being loaded and the [Choose Function](#) drop-down menu will not display the *Import* function.

To return to the *Import Messages*, select *View Import Messages* from the [Choose A Function](#) drop-down menu on the *Benefits Selection Criteria* screen. You don't need to select a [Population](#).



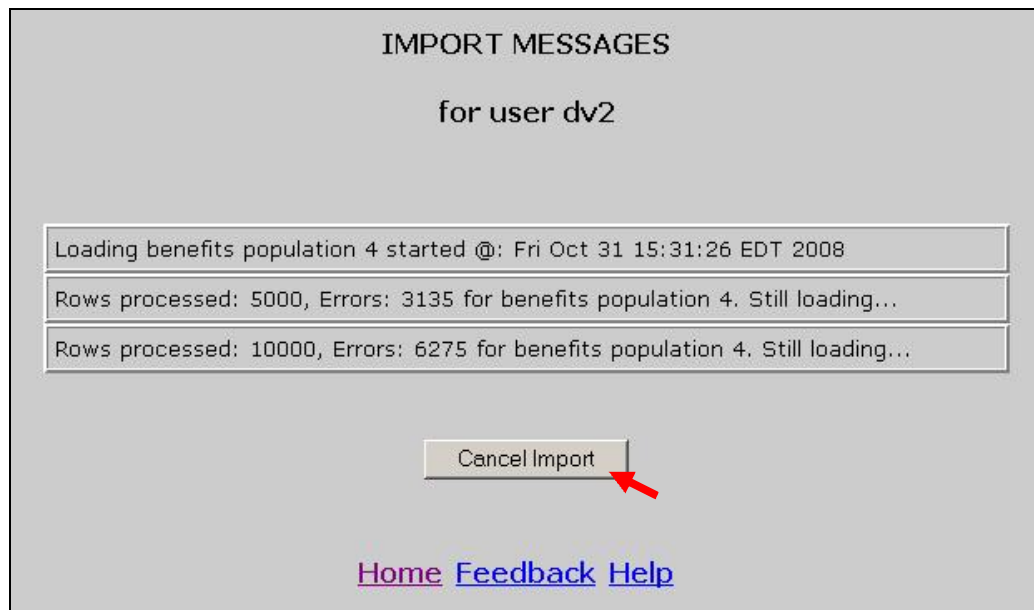
 Messages displayed on the *Import Messages* screen are available during the loading operation, but are not available after the file has been loaded and the user has left this screen. Information about previous population loads is not available. Users have the option of printing this screen when it is displayed, for future reference.

 To accurately validate Population 3 reported numbers, i.e., RV, the extract file for Population 3a must also be loaded on the software for the same reporting period. When the software generates the RV for Population 3, it retrieves validation counts for new and transitional claims from the Population 3 extract file and additional claim counts from the Population 3a extract file. For more information, please refer to *Appendix A, UI Benefits Report Validation Specifications* of the *ETA Handbook 361- A Benefits*.

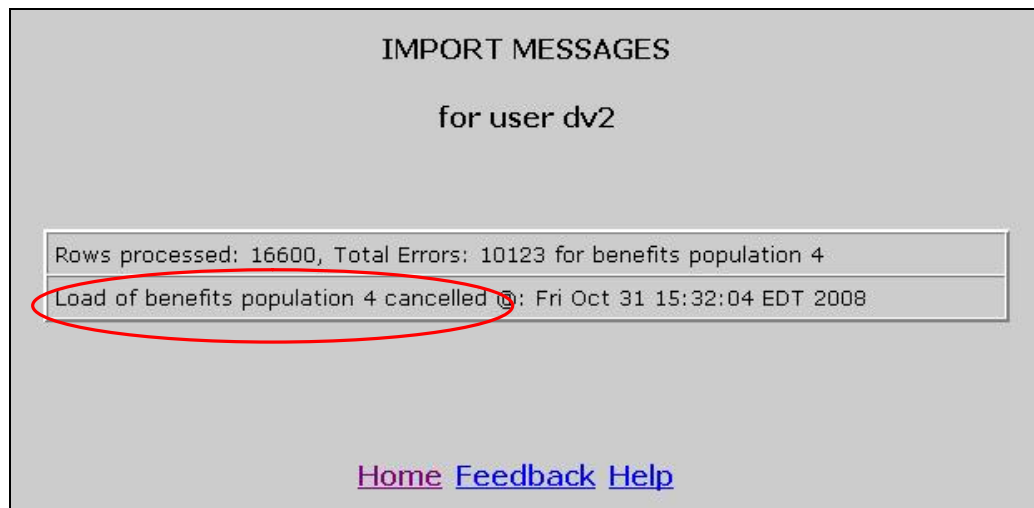
Cancelling a Load

To cancel a load in progress, follow the next steps.

- 1 To cancel a load in progress, click the **Cancel Import** button on the *Import Messages* screen.



You should get a message saying that the load was cancelled and the time it was cancelled.



When you return to the *Benefits Selection Criteria* screen, using the [Return to Menu](#) link, you will see a message in red indicating that the load was cancelled and the *Last Import* date will display “Cancelled.”

DATA VALIDATION - BENEFITS i

Benefits Selection Criteria

Population Validation	
Population	<input type="text" value="4-Payments"/>
Choose Function	<input type="text" value="Import Data"/>
Period Start Date	<input type="text"/>
Period End Date	<input type="text"/>
<input type="button" value="Go"/>	
Import Cancelled for Benefits Population 4	
Last Import: Cancelled	

[Login](#) [Feedback](#) [Help](#)

When you cancel a load, the only screen available for the population for which the load was cancelled is the *Errors* screen.

If you are loading a large file and the number of errors is excessive, you don't need to wait until the load finishes, to check the type of errors you are getting. Instead, cancel the load and check the *Errors* screen. You will be able to see the errors that were processed up to the point where you cancelled the load.

Viewing Errors

When extract files are loaded, the software reads each record to ensure that all fields are valid with reference to specifications provided in the *ETA Handbook 361- A Benefits*.

There are three kinds of error conditions detected during the import and loading process:

Syntax errors. This refers to records that are not formatted according to instructions in the population-specific record layouts. Example: alpha characters in the social security number field.

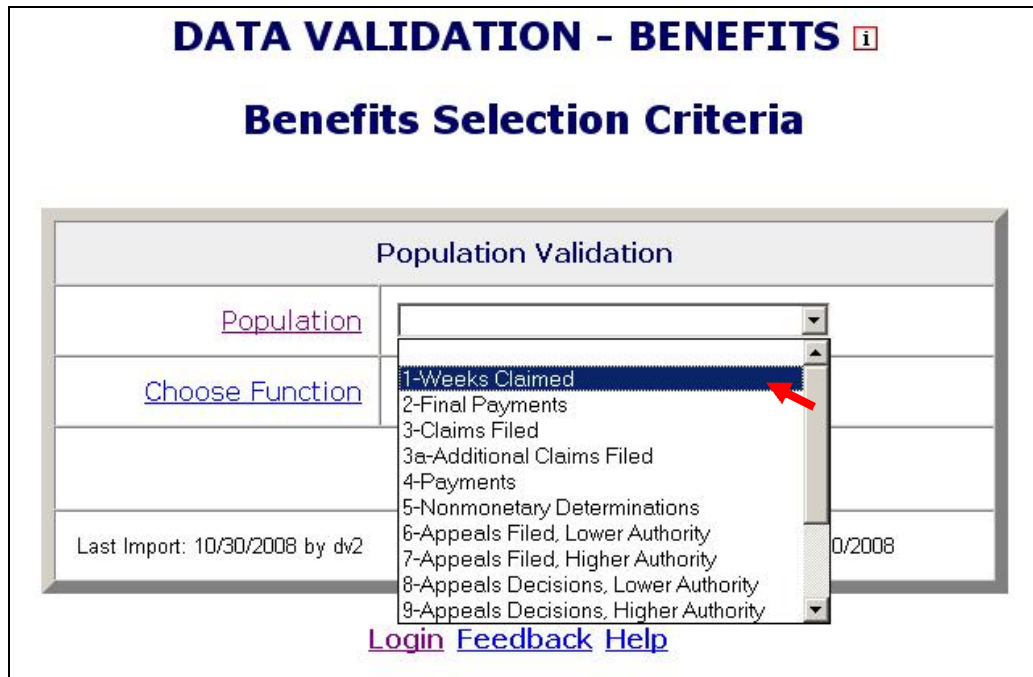
Parsing errors. This refers to records that cannot be assigned to a subpopulation because the values in the fields do not match the required criteria for any of the subpopulations.

Duplicate records. This refers to records that are found to be duplicates based on the criteria described in *Appendix H, UI Benefits Duplicate Detection Criteria*.

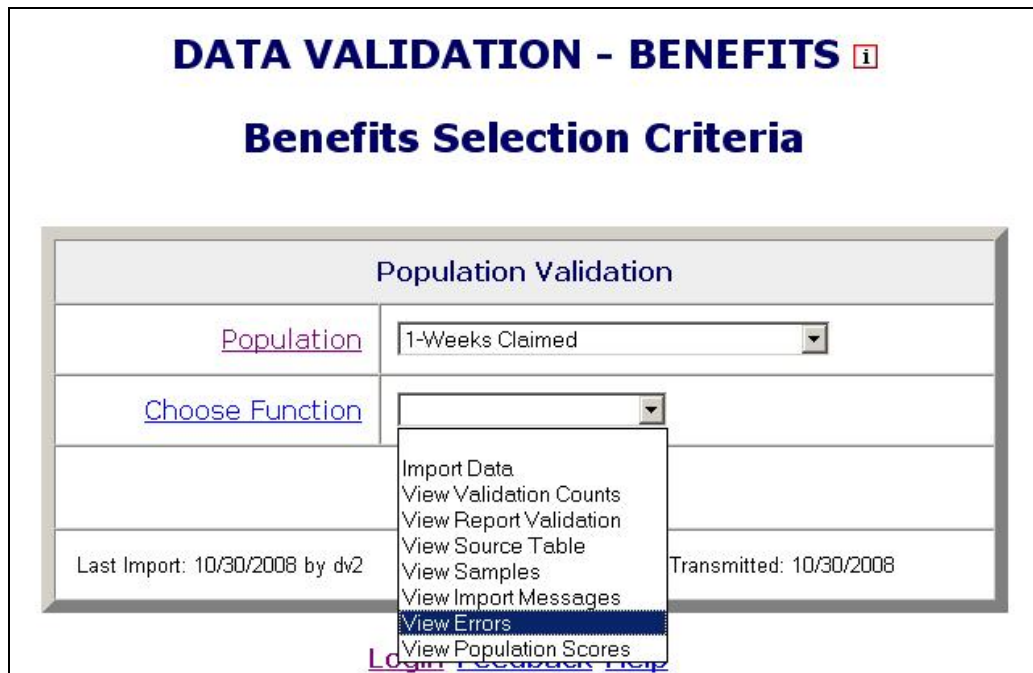
All records with errors are loaded to the *Errors* table. Records in the *Errors* table are not included in any of the validation screens and hence cannot be validated. You should inspect these records and determine whether the extract file was not constructed correctly or there is a problem in the state database from which the data was extracted. If the extract file was not constructed correctly, fix the file and load it again. If the problem is in your state database, for example a field is not being captured; your office needs to take steps to fix it.

The *Errors* screen allows the user to view the records that were found to have errors during the loading operation. To view the *Errors* screen follow the next steps.

- 1 In the *Benefits Selection Criteria* screen, select the **Population** for which you want to see the errors table.



- 2 Select *View Errors* from the **Choose Function** drop-down menu and click **Go**.



The *Errors* screen displays records with errors along with an error message for each record.

ERRORS
Benefits Population 1

Period: 10/01/2000 - 12/31/2000

Obs	Week Claimed	SSN	Type UI Program	Program Type	Interstate/Intrastate	Date Week Claimed	Monerarily Eligible/Pending	Earnings	Weekly Benefit Allowance	User Defined	Error Message
21	10/28/2000	000-00-0021	Workshare-1	UI-0	Intrastate-02	11/01/2000	eligible-2	0	235	1	Record does not fulfill any sub-population criteria.

[Duplicate Detection Report](#)
 Total Errors: 1
[Home](#) [Feedback](#) [Help](#)

The Errors screen displays 100 records at a time. To see the next 100 records, click on the [Next](#) link at the bottom of the screen. This link is visible only when there are more than 100 records. If the loaded file contains more than 1,000 errors only the first 1,000 can be viewed, and the software will display a red message to inform you of this.

100000099	05/24/2003	100-00-0098	REGULAR UI -2	UI -0	INTERSTATE AGENT -1	06/14/2003	ELIGIBLE -0	00000	00000	0000000000000000	V C - d d r
100000100	05/31/2003	100-00-0099	REGULAR UI -2	UI -0	INTERSTATE AGENT -1	06/14/2003	ELIGIBLE -0	00000	00000	0000000000000000	D V C - d d r

[Duplicate Detection Report](#) [Next](#)
 Total Errors: 7038
No. of Errors Exceed 1000. Only the first 1000 errors will be displayed.
[Home](#) [Feedback](#) [Help](#)

When a file with no errors is loaded, the Errors screen displays “No Rows Found” in red.

ERRORS
Benefits Population 6
Period: 01/01/2006 - 03/31/2006

Obs	SSN	Docket Number	Appeal Level	Type of Appeal	Number Claimants	Filed Date	User Defined	Error Message
No Rows Found.								

[Duplicate Detection Report](#)
 Total Errors: 0
[Home](#) [Feedback](#) [Help](#)


Viewing Duplicate Records

Duplicate errors are displayed in the *Errors* screen along with all other errors, but can be viewed separately by accessing the *Duplicate Detection Report* screen. To access this screen follow the steps below.

- 1 Click on the [Duplicate Detection Report](#) link at the bottom of the *Errors* screen.

ERRORS
Benefits Population 1
Period: 10/01/2000 - 12/31/2000

Obs	Week Claimed	SSN	Type UI Program	Program Type	Interstate/ Intrastate	Date WeekClaimed	Monerarily Eligible/ Pending	Earnings	Weekly Benefit Allowance	User Defined	Error Message
21	10/28/2000	000-00-0021	Workshare-1	UI-0	Intrastate-02	11/01/2000	eligible-2	0	235	1	Record does not fulfill any sub-population criteria.

[Duplicate Detection Report](#)
 Total Errors: 1 
[Home](#) [Feedback](#) [Help](#)

The *Duplicate Detection Report* screen displays duplicates only.

DUPLICATE DETECTION REPORT Benefits Population 2												
Period: 01/01/2006 - 03/31/2006												
Obs	SSN	Check Number	Type UI Program	Program Type	Maximum Benefit Allowance	Weekly Benefit Allowance	Actual Weeks Duration	Maximum Weeks	Mail Date	Balance	User Defined	Error Message
1	123456789	111ABC222	REGULAR UI	UI	5330.00	205.00	26	Y-ES	01/01/2006	0.00		Duplicate Row - SSN ,Check ID and Mail date
4	123456789	111ABC222	REGULAR UI	UI	2587.00	149.00	18	N-O	01/01/2006	0.00		Duplicate Row - SSN ,Check ID and Mail date

[All Errors](#)
 Total Duplicates: 2
[Home](#) [Feedback](#) [Help](#)

Like in the *Errors* screen, the screen displays only 100 records at a time. To see the next 100 records, click on the [Next](#) link at the bottom of the screen. This link is visible only when there are more than 100 records. If the loaded file contains more than 1,000 duplicates only the first 1,000 can be viewed, and the software will display a red message to inform you of this.

To go back to the *Errors* screen click on the [All Errors](#) link at the bottom of the screen.

DUPLICATE DETECTION REPORT Benefits Population 2												
Period: 01/01/2006 - 03/31/2006												
Obs	SSN	Check Number	Type UI Program	Program Type	Maximum Benefit Allowance	Weekly Benefit Allowance	Actual Weeks Duration	Maximum Weeks	Mail Date	Balance	User Defined	Error Message
1	123456789	111ABC222	REGULAR UI	UI	5330.00	205.00	26	Y-ES	01/01/2006	0.00		Duplicate Row - SSN ,Check ID and Mail date
4	123456789	111ABC222	REGULAR UI	UI	2587.00	149.00	18	N-O	01/01/2006	0.00		Duplicate Row - SSN ,Check ID and Mail date

[All Errors](#)
 Total Duplicates: 2
[Home](#) [Feedback](#) [Help](#)

When a file with no duplicates is loaded, the Duplicate Detection Report screen displays “No Rows Found” in red.

DUPLICATE DETECTION REPORT
Benefits Population 6

Period: 01/01/2006 - 03/31/2006

Obs	SSN	Docket Number	Appeal Level	Type of Appeal	Number Claimants	Filed Date	User Defined	Error Message
No Rows Found.								

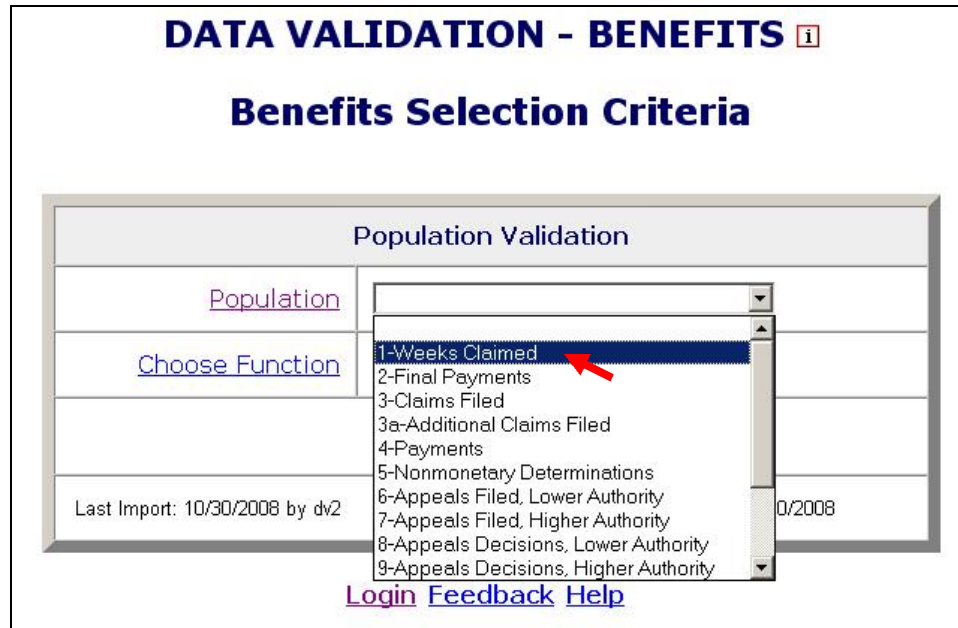
[All Errors](#)
Total Duplicates: 0

[Home](#) [Feedback](#) [Help](#)

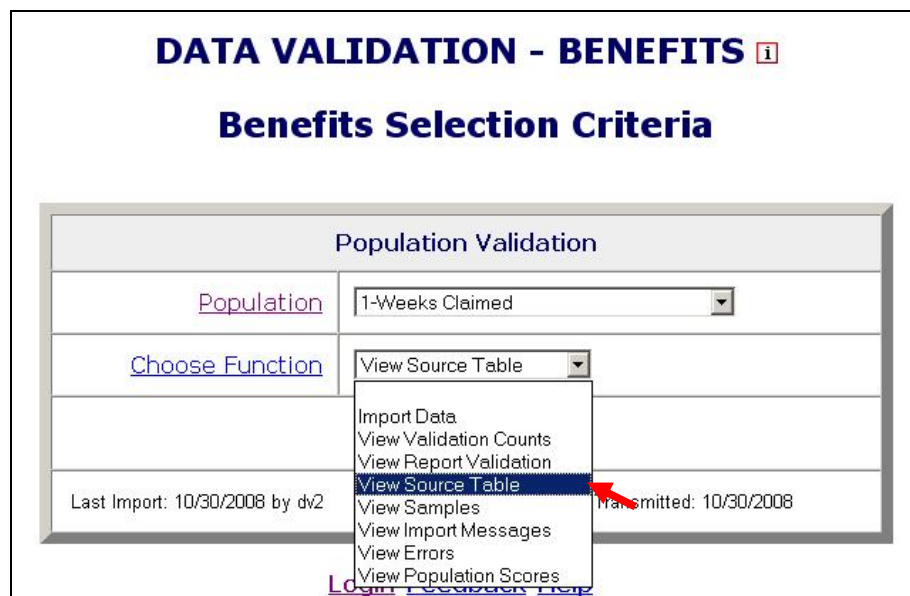
Viewing the Source Table

The *Source Table* displays all the records that were successfully loaded to the application. To access the *Source Table* follow the steps below.

- 1 From the *Benefits Selection Criteria* screen select a **Population** that has been loaded.



- 2 Select *View Source Table* from the **Choose Function** drop-down menu and click **Go**.



At the bottom of the Source Table screen, you can see a count of the number of errors found during the loading process and the error rate. You can access the Errors screen from the Source Table screen by clicking on the [Show Errors](#) link at the bottom of the screen.

SOURCE TABLE
Benefits Population 1

Weeks Claimed

Obs	Week Claimed	SSN	Type U I Program	Program Type	Intrastate/ Interstate	Date Week Claimed	Monetary Eligible/ Pending	Earnings	Weekly Benefit Allowance	User Defined.
1	10/21/2005	000-00-0022	REGULAR UI-1	UI-0	INTRASTATE-02	10/31/2005	ELIGIBLE-2	0.0	92.0	
2	10/28/2005	000-02-8690	REGULAR UI-1	UCFE-1	INTRASTATE-02	10/31/2005	ELIGIBLE-2	0.0	122.0	
4	10/21/2010	000-02-9099	REGULAR UI-1	UI-0	INTERSTATE LIABLE-00	10/31/2005	ELIGIBLE-2	0.0	235.0	
7	10/28/2005	123-56-7456	REGULAR UI-1	UCFE-1	INTERSTATE AGENT	10/13/2005	ELIGIBLE-2	0.0	265.0	

[Show Errors](#)
Errors: 4 Error Rate: 50%

[Home](#) [Feedback](#) [Help](#)

You can sort records by any field by clicking at the field header. Click once to sort in ascending order, and twice for descending.


SOURCE TABLE
Benefits Population 1

Weeks Claimed

Obs	Week Claimed	SSN	Type U I Program	Program Type	Intrastate/ Interstate	Date Week Claimed	Monetary Eligible/ Pending	Earnings	Weekly Benefit Allowance	User Defined.
1	10/21/2005	000-00-0022	REGULAR UI-1	UI-0	INTRASTATE-02	10/31/2005	ELIGIBLE-2	0.0	92.0	
2	10/28/2005	000-02-8690	REGULAR UI-1	UCFE-1	INTRASTATE-02	10/31/2005	ELIGIBLE-2	0.0	122.0	
7	10/28/2005	123-56-7456	REGULAR UI-1	UCFE-1	INTERSTATE AGENT	10/13/2005	ELIGIBLE-2	0.0	265.0	
4	10/21/2010	000-02-9099	REGULAR UI-1	UI-0	INTERSTATE LIABLE-00	10/31/2005	ELIGIBLE-2	0.0	235.0	

[Show Errors](#)
Errors: 4 Error Rate: 50%

[Home](#) [Feedback](#) [Help](#)

 You can sort records by a field to quickly find records with outlier values. For example, sort on [Weekly Benefit Allowance](#) (WBA) to find records with values exceeding the state established WBA.

The *Source Table* screen displays 100 records at a time. To see the next 100 records, click on the [Next](#) link at the bottom of the screen. This link is visible only when there are more than 100 records. If the table contains more than 1,000 records only the first 1,000 can be viewed.

226	100-00-0226	0000000000	REGULAR UI	UI ONLY -0	INTRASTATE	CONTINUED PAYMENT	TOTAL	0.00	292.00	292.00	0.00	0.00	0.00
236	100-00-0236	0000000000	REGULAR UI	UI ONLY -0	INTERSTATE	CONTINUED PAYMENT	TOTAL	0.00	304.00	280.00	0.00	0.00	0.00
240	100-00-0240	0000000000	REGULAR UI	UI ONLY -0	INTERSTATE	CONTINUED PAYMENT	TOTAL	0.00	283.00	243.00	0.00	0.00	0.00
241	100-00-0241	0000000000	REGULAR UI	UI ONLY -0	INTERSTATE	CONTINUED PAYMENT	TOTAL	0.00	283.00	283.00	0.00	0.00	0.00
254	100-00-0254	0000000000	REGULAR UI	UI ONLY -0	INTRASTATE	CONTINUED PAYMENT	TOTAL	0.00	330.00	330.00	0.00	0.00	0.00
255	100-00-0255	0000000000	REGULAR UI	UI ONLY -0	INTRASTATE	CONTINUED PAYMENT	TOTAL	0.00	330.00	330.00	0.00	0.00	0.00
256	100-00-0256	0000000000	REGULAR UI	UI ONLY -0	INTRASTATE	CONTINUED PAYMENT	TOTAL	0.00	330.00	330.00	0.00	0.00	0.00

[Show Errors](#) [Next](#) 
 Errors: 189781 Error Rate: 59.8%
[Home](#) [Feedback](#) [Help](#)

If no record was successfully loaded, the *Source Table* screen displays a warning message in red.

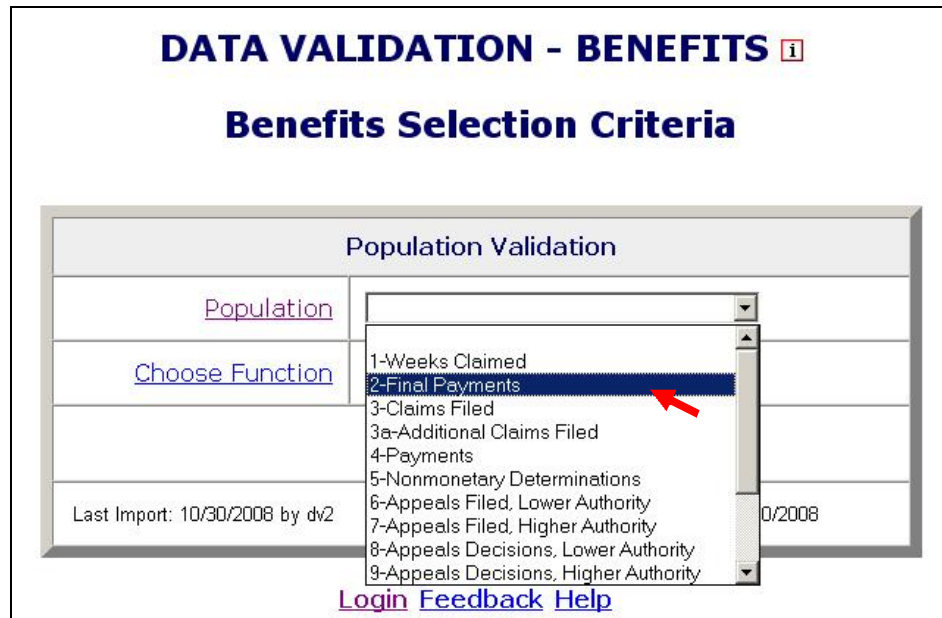
Obs	SSN	Check Number	Type UI Program	Program Type	Intrastate/ Interstate	Type of Compensation	Partial/ Total	Earnings	W B A	UI Amount	U C F E Amount	U C X Amount	C W C Amount	S Em Am
No Rows Found! Please check import errors and re-import.														

[Show Errors](#)
 Errors: 14 Error Rate: 100%
[Home](#) [Feedback](#) [Help](#)

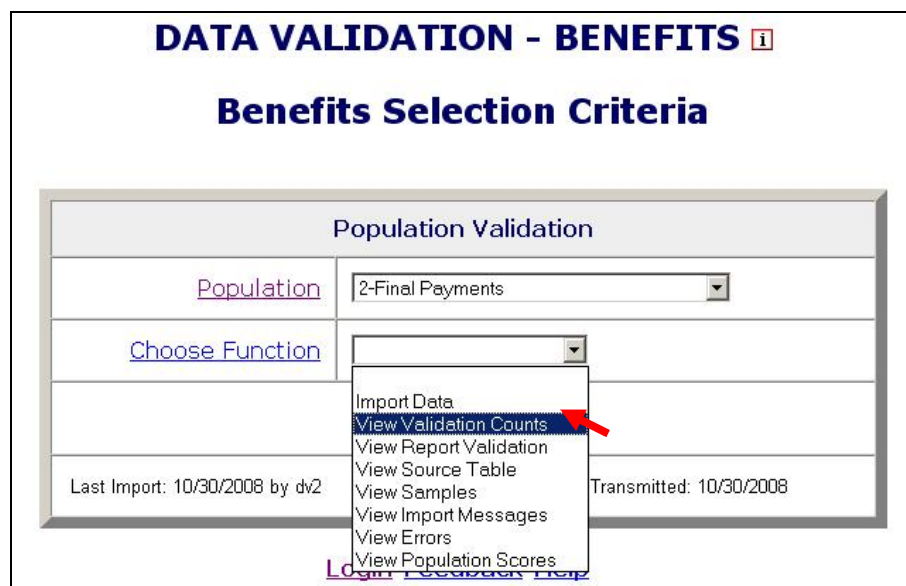
Viewing Validation Counts

The *Validation Counts* screen displays all the subpopulations in the population and the number of records from the extract file that were assigned to each subpopulation. To view the Validation Counts screen, follow the next steps.

- 1 From the *Benefits Selection Criteria* screen select a **Population** that has been loaded.



- 2 Select *View Validation Counts* from the **Choose Function** drop- down menu and click on **Go**.



The screen displays the subpopulations, the report cells for which they are used, the type of values expected for records in them, and the number of records assigned to each.

VALIDATION COUNTS
Benefits Population 2

Period: 01/01/2006 - 03/31/2006

Subpop	ETA Report/Line/Column	(Step 2) Type of UI Program	(Step 4) Program Type	(Step 9A) Actual weeks of Duration	(Step 9B) Maximum weeks of Duration	Number in Population
2.1	5159B-303-26,218B-104 (14,19)	Regular UI	UI	>25	Y	4
2.2	5159B-303-26,218B-102 (8-13)	Regular UI	UI	X	N	0
2.3	5159B-303-27	Regular UI	UCFE	NA	NA	0
2.4	5159B-303-28	Regular UI	UCX	NA	NA	0

[Home](#) [Feedback](#) [Help](#)

- 3 Click on the subpopulation number to view records that were parsed into that subpopulation.

SUBPOPULATION 2.1

OBS	SSN	Check ID	UI Program Type	Program Type	MBA	WBA	Actual Weeks	Max Weeks	Mail Date	Balance	User Defined
1	000-00-0421	00000002	REGULAR UI	UI	533000	20500	26	Y	01/01/2006	0	
2	000-00-0821	00000003	REGULAR UI	UI	533000	20500	26	Y	03/31/2006	0	
3	000-00-0121	00000004	REGULAR UI	UI	533000	20500	26	Y	01/02/2006	0	
4	000-00-0021	00000005	REGULAR UI	UI	533000	20500	26	Y	01/01/2006	0	

Print

You can sort records by any field by clicking at the field header. Click once to sort in ascending order, and twice for descending.

You can print the screen by clicking on the **Print** button at the bottom of the screen.

The screen displays 100 records at a time. To see the next 100 records, click on the [Next](#) link at the bottom of the screen. This link is displayed only when there are more than 100 records.

773	100-00-0772	0000	REGULAR UI -2	UI -0	11037	283	39	Y	04/02/2003
779	100-00-0778	0000	REGULAR UI -2	UI -0	7592	292	26	Y	04/02/2003
780	100-00-0779	0000	REGULAR UI -2	UI -0	7592	292	26	Y	04/09/2003
786	100-00-0785	0000	REGULAR UI -2	UI -0	7878	303	26	Y	04/30/2003
792	100-00-0791	0000	REGULAR UI -2	UI -0	7878	303	26	Y	04/30/2003

[Next](#)

- 4 Click on the "X" in the upper right hand corner of the screen to close the screen and return to the Validation Counts screen.

SUBPOPULATION 2.1

OBS	SSN	Check ID	UI Program Type	Program Type	MBA	WBA	Actual Weeks	Max Weeks	Mail Date	Balance	User Defined
1	000-00-0421	00000002	REGULAR UI	UI	533000	20500	26	Y	01/01/2006	0	
2	000-00-0821	00000003	REGULAR UI	UI	533000	20500	26	Y	03/31/2006	0	
3	000-00-0121	00000004	REGULAR UI	UI	533000	20500	26	Y	01/02/2006	0	
4	000-00-0021	00000005	REGULAR UI	UI	533000	20500	26	Y	01/01/2006	0	

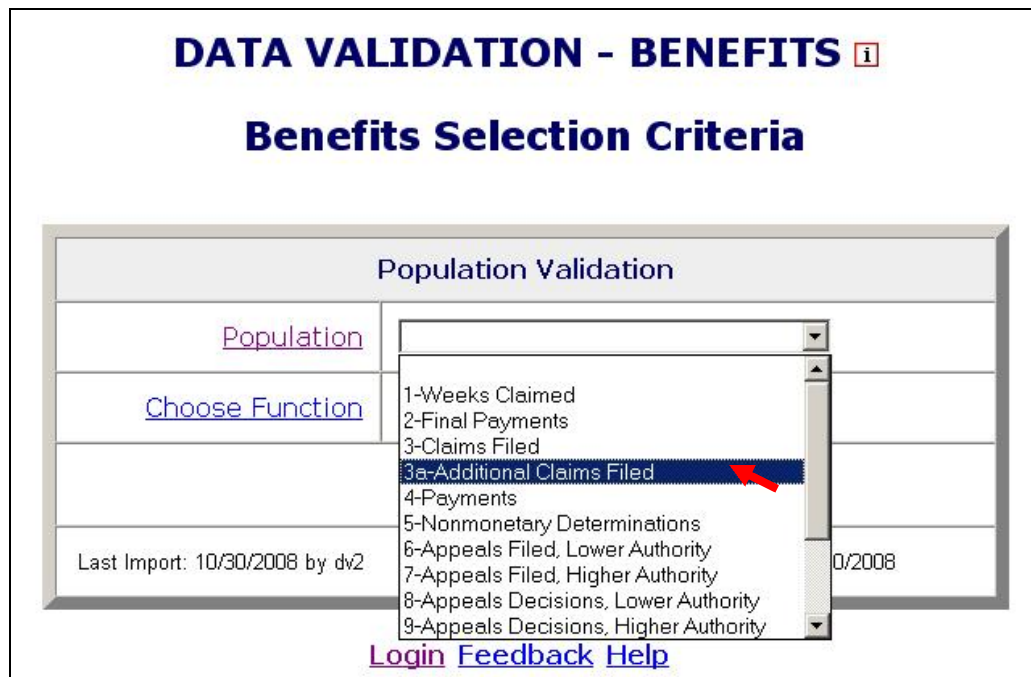
Viewing the Report Validation Screen

Report validation (RV) consists of establishing the extent to which reported numbers match report counts reproduced through the data validation process. This comparison process is automated and does not require additional input from you once you have successfully loaded an extract file to the system.

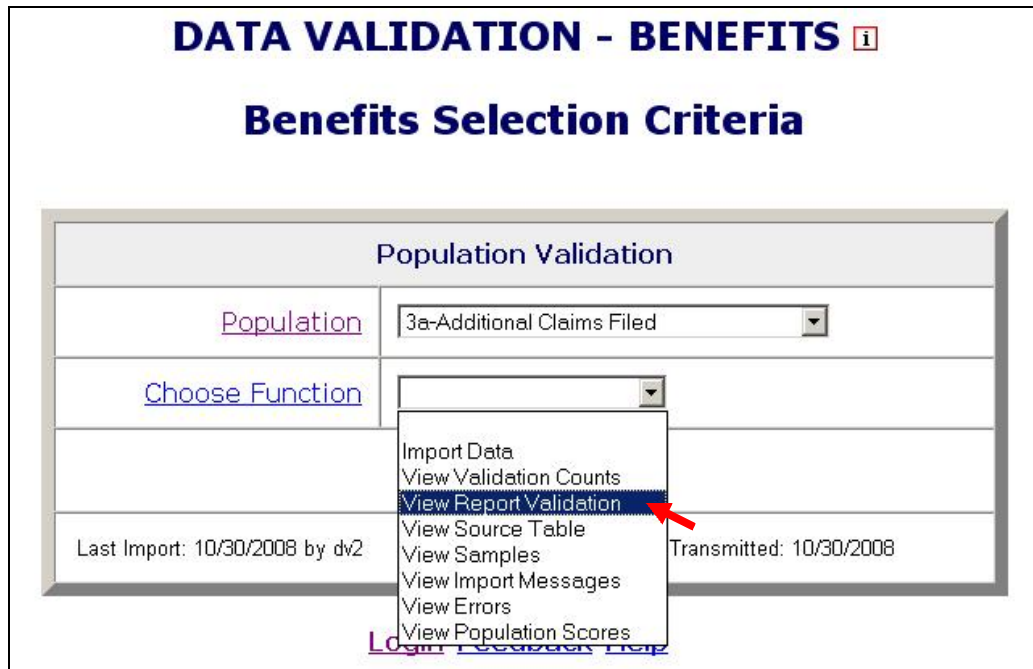
The software retrieves reported numbers from the state UI database and compares them to the validation numbers derived from the extract files. Percent errors are displayed for each report cell, but pass/fail scores are displayed for groups. A group passes validation if the percent error is 2% or less, except for groups which contain report cells that are used for Government Performance and Results Act (GPRA) measures, which should have a percent error of 1% or less (e.g., Groups 4.01, 4.02 and 12.04). If all groups pass, the population passes report validation; otherwise, it fails.

The *Report Validation* screen displays the results of report validation. To display the screen follow the steps below.

- 1 From the *Benefits Selection Criteria* screen select a [Population](#) that has been loaded.



- 2 Select *View Report Validation* from the **Choose Function** drop-down menu and click on **Go**.



The *Report Validation* screen displays each report cell in the population, its description, validation count (derived from extract file), reported count (retrieved from the UI database), count difference, and percent difference. It also displays cumulative counts for groups of report cells along with a pass/fail score for that group. Some report cells may not be included in any group, like for example *218B-104-20 Average Weeks*, in Population 2. These cells are not taken into account for pass/fail scores.

REPORT VALIDATION
Reported Counts
Benefits Population 3a

Period: 04/01/2006 - 06/30/2006

Report Cell	Description	Validation Count	Reported Count	Difference	Percent Difference	Pass/Fail
5159A-101-3	UI, Additional Intra	11	202,130	202,119	1,837,445.45%	
5159A-102-3	UCFE, Additional Intra	9	710	701	7,788.89%	
5159A-103-3	UCX, Additional Intra	11	360	349	3,172.73%	
Group 3.10	Additional Intra Total	31	203,200	203,169	655,383.87%	FAIL

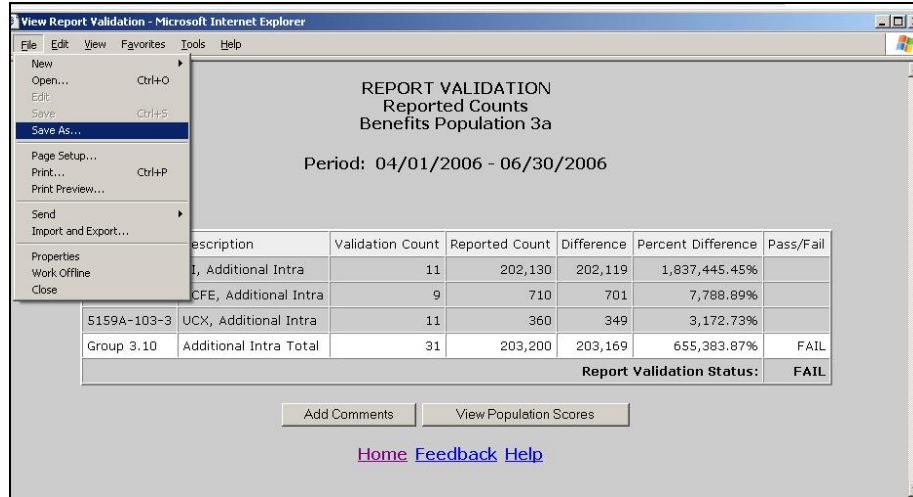
Report Validation Status: FAIL

[Home](#) [Feedback](#) [Help](#)

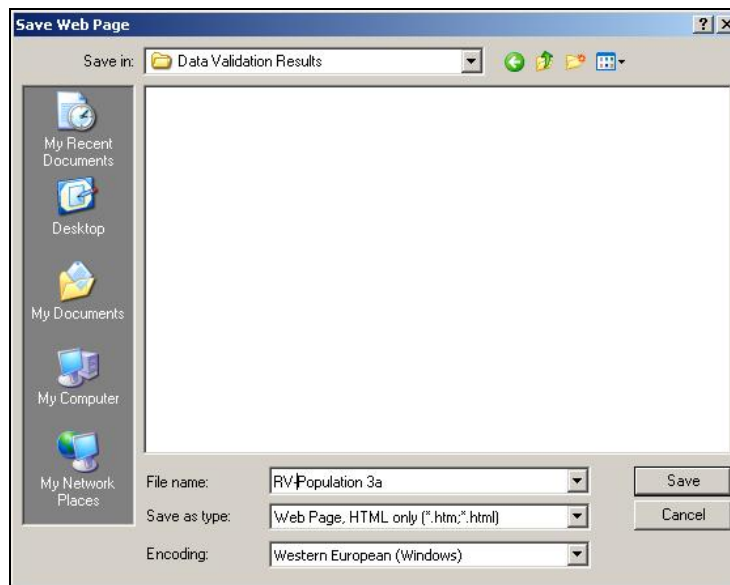
At the right bottom corner of the screen you can see the *Report Validation Status* of the population.

To save a screen shot of the *Report Validation* screen outside the software, follow the next steps.

- 1 Select *Save As* from the drop-down menu *File* on the top left corner of your browser.



- 2 Select the location where you want to save the screen shot and write in the **File Name** box the name you want to give the file.



Viewing Samples

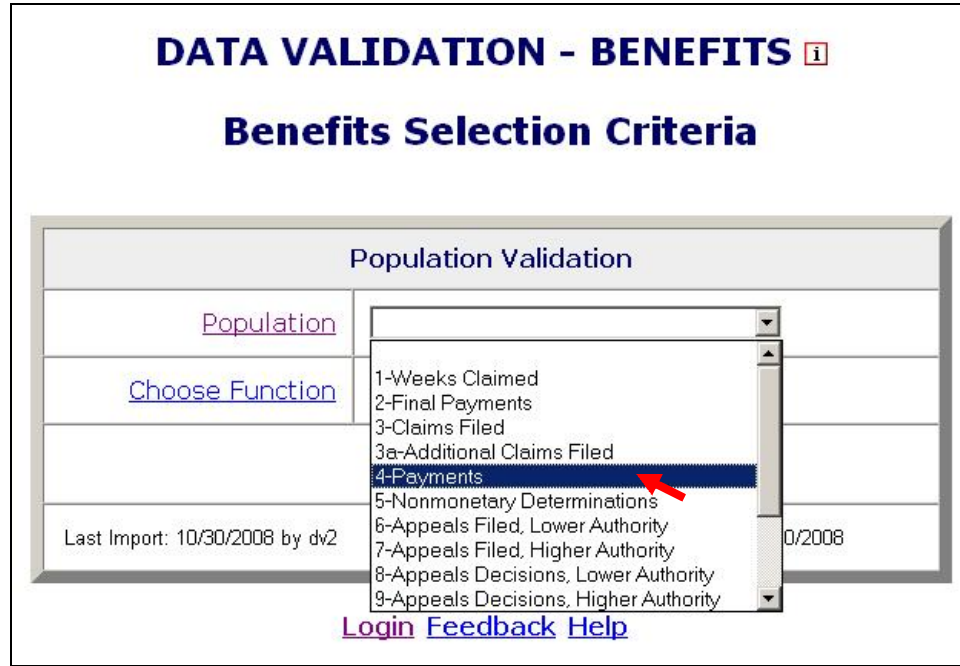
Data element validation (DEV) consists of the investigation of samples drawn from extract files to verify that the information in the records is accurate. Four kinds of samples are drawn: random, missing subpopulations, outliers, and minimum, but only random samples are scored and are to be submitted to DOL. The other samples are included for diagnostic purposes, but failure of a non-random sample does not require corrective action. States should investigate them and keep a record of their results for auditing purposes.

The four types of samples are:

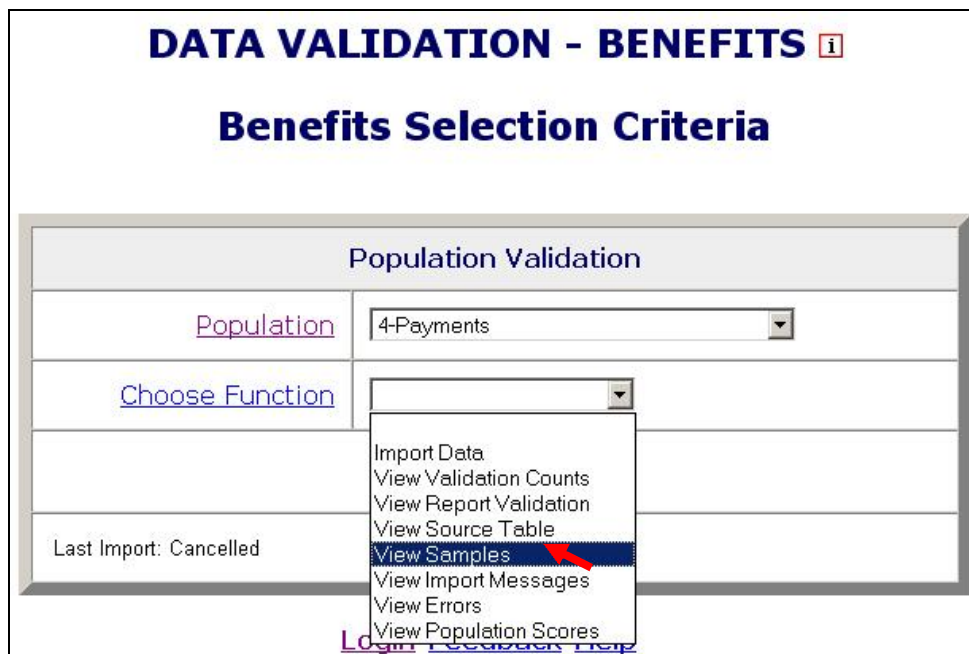
- *Random.* These samples are drawn from specific subpopulations within extract files. These were designed as two-tier samples so that the second tier of the sample does not have to be investigated if the results of the investigation of the first tier are conclusive. The samples are either 30/100 or 60/200, where the first number indicates the size of the first tier and the second number the size of the whole sample. So, for example, in a 30/100 sample, 30 cases are investigated in the first tier and 70 on the second, for a total of 100 records. These samples pass with an error rate of 5% or less.
- *Missing subpopulations.* These samples are dependant on the random samples. Each sample consists of one case from each subpopulation that is in the universe of the related random sample but was not selected in the random sample.
- *Minimum.* These samples consist of two cases from each subpopulation included in the sample frame.
- *Outliers.* These samples consist of 10 records with extreme values: the five largest and five smallest values for the variable of interest in the data set.

To view the samples of a population follow the next steps.

- 1 From the *Benefits Selection Criteria* screen select a **Population** that has been loaded.



- 2 Select *View Samples* from the **Choose Function** drop-down menu and click on **Go**.



The *Sample ID* number on the *Samples* screen identifies the specific sample. *Sample Type* describes it as one of the four types of samples described above (random, minimum, outlier or missing subpopulations). *Sample Description* is a narrative explanation of the subpopulations included in the sample frame for each sample.

SAMPLES
Data Element Validation
Population 4

Sample ID	Sample Type	Sample Description
400	Random	First Payments
405	Missing	First Payments
410	Outliers	First Payments
415	Outliers	Continued Weeks Total Payments
420	Random	Continued Weeks Partial Payments
425	Outliers	Adjusted Payments
430	Minimum	Self Employment Payments
435	Random	CWC First Payments
440	Minimum	CWC Continued Payments
445	Minimum	CWC Adjusted Payments
450	Minimum	CWC Prior Weeks Compensated

[Data Element Validation Report](#)

[Home](#) [Feedback](#) [Help](#)

3 Click on the Sample ID of the sample you want to view.

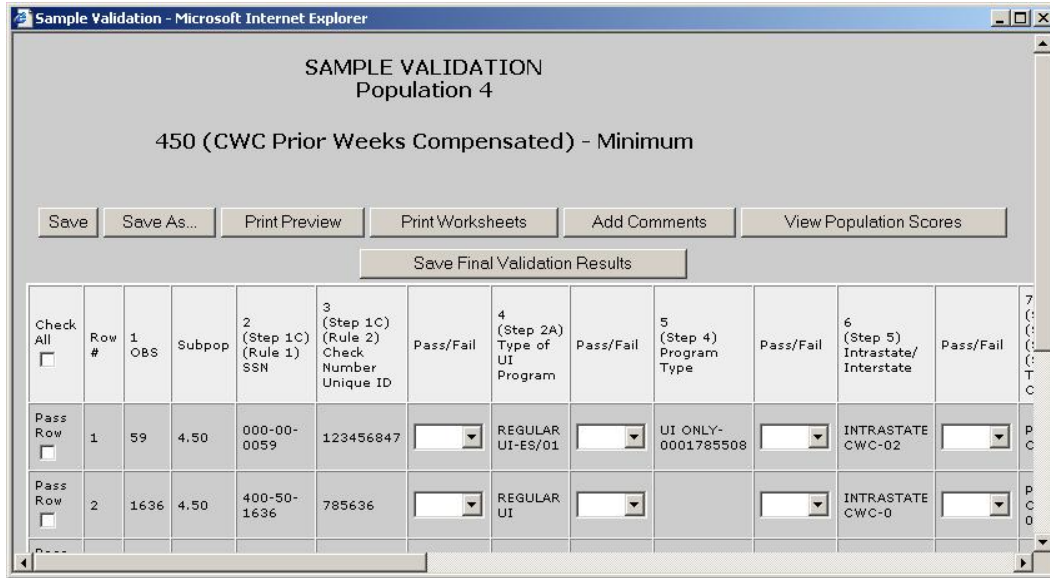
SAMPLES
Data Element Validation
Population 4

Sample ID	Sample Type	Sample Description
400	Random	First Payments
405	Missing	First Payments
410	Outliers	First Payments
415	Outliers	Continued Weeks Total Payments
420	Random	Continued Weeks Partial Payments
425	Outliers	Adjusted Payments
430	Minimum	Self Employment Payments
435	Random	CWC First Payments
440	Minimum	CWC Continued Payments
445	Minimum	CWC Adjusted Payments
450	Minimum	CWC Prior Weeks Compensated

[Data Element Validation Report](#)

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The *Sample Validation* screen displays the records selected in the sample that are to be investigated. The number and description of the sample are displayed at the top of the screen.



This screen is used to enter the results of the investigation. The step numbers on the headers of the columns refer to the steps in *Module 3* of the data validation handbook.

Printing Sample Worksheets

Before you start investigating each record in a sample it is recommended that you print the worksheets for all records. You can annotate validation results in these worksheets and later enter all results in the *Sample Validation* screen. To print the worksheets follow the next steps.

- 1 Click the **Print Worksheets** button. This button is displayed at the top and bottom of the Sample Validation screen. Click on either button.

The screenshot shows the 'Sample Validation' application window. At the top, it displays 'SAMPLE VALIDATION Population 4' and '450 (CWC Prior Weeks Compensated) - Minimum'. Below this are several buttons: 'Save', 'Save As...', 'Print Preview', 'Print Worksheets' (highlighted with a red arrow), 'Add Comments', and 'View Population Scores'. A 'Save Final Validation Results' button is also present. The main area contains a table with columns for 'Check All', 'Row #', 'Obs', 'Subpop', '2 (Step 1C) (Rule 1) SSN', '3 (Step 1C) (Rule 2) Check Number Unique ID', 'Pass/Fail', '4 (Step 2A) Type of UI Program', 'Pass/Fail', '5 (Step 4) Program Type', 'Pass/Fail', '6 (Step 5) Intrastate/Interstate', and 'Pass/Fail'. Below the table is a summary row with columns for 'Match Errors', 'Type of UI Program', 'Program Type', 'Intra/Inter', 'Type of Compensation', 'Partial/Total', 'Amount Errors', 'Week End Date', 'Mail Date', 'Cases Reviewed', 'Cases in Error', and 'Result'. At the bottom, there are more buttons: 'Save', 'Save As...', 'Print Preview', 'Print Worksheets', 'Add Comments', and 'View Population Scores', along with another 'Save Final Validation Results' button.

Check All	Row #	Obs	Subpop	2 (Step 1C) (Rule 1) SSN	3 (Step 1C) (Rule 2) Check Number Unique ID	Pass/Fail	4 (Step 2A) Type of UI Program	Pass/Fail	5 (Step 4) Program Type	Pass/Fail	6 (Step 5) Intrastate/Interstate	Pass/Fail
<input type="checkbox"/>	1	59	4.50	000-00-0059	123456847		REGULAR UI-ES/01		UI ONLY-0001785508		INTRASTATE CWC-02	
<input type="checkbox"/>	2	1636	4.50	400-50-1636	785636		REGULAR UI				INTRASTATE CWC-0	
<input type="checkbox"/>	3	1797	4.51	400-50-1797	785797		REGULAR UI-0		UI ONLY		INTERSTATE CWC	
<input type="checkbox"/>	4	1650	4.51	400-50-1650	785650		REGULAR UI-0				INTERSTATE CWC	

Match Errors	Type of UI Program	Program Type	Intra/Inter	Type of Compensation	Partial/Total	Amount Errors	Week End Date	Mail Date	Cases Reviewed	Cases in Error	Result
0	0	0	0	0	0	0	0	0	0	0	Incomplete

- 2** **Start Row** and **End Row** boxes will be displayed at the bottom of the screen. Enter the range of rows that you want to print and click **Go**. For example, enter “1” in **Start Row** and “4” in **End Row** and click **Go**, to print sample worksheets for rows 1 to 4.


SAMPLE VALIDATION
Population 4

450 (CWC Prior Weeks Compensated) - Minimum

Check All <input type="checkbox"/>	Row #	1 OBS	Subpop	2 (Step 1C) (Rule 1) SSN	3 (Step 1C) (Rule 2) Check Number Unique ID	Pass/Fail	4 (Step 2A) Type of UI Program	Pass/Fail	5 (Step 4) Program Type	Pass/Fail	6 (Step 5) Intrastate/ Interstate	Pass/Fail	7 (Step 10A) (Step 10B) (Step 10F) (Step 10C) Type of Compens
Pass Row <input type="checkbox"/>	1	59	4.50	000-00-0059	123456847	<input type="text"/>	REGULAR UI-ES/01	<input type="text"/>	UI ONLY-0001785508	<input type="text"/>	INTRASTATE CWC-02	<input type="text"/>	PRIOR W COMPENS
Pass Row <input type="checkbox"/>	2	1636	4.50	400-50-1636	785636	<input type="text"/>	REGULAR UI	<input type="text"/>		<input type="text"/>	INTRASTATE CWC-0	<input type="text"/>	PRIOR W COMPENS 0
Pass Row <input type="checkbox"/>	3	1797	4.51	400-50-1797	785797	<input type="text"/>	REGULAR UI-0	<input type="text"/>	UI ONLY	<input type="text"/>	INTERSTATE CWC	<input type="text"/>	PRIOR W COMPENS
Pass Row <input type="checkbox"/>	4	1650	4.51	400-50-1650	785650	<input type="text"/>	REGULAR UI-0	<input type="text"/>		<input type="text"/>	INTERSTATE CWC	<input type="text"/>	PRIOR W COMPENS 0

Match Errors	Type of UI Program	Program Type	Intra/Inter	Type of Compensation	Partial/Total	Amount Errors	Week End Date	Mail Date	Cases Reviewed	Cases in Error	Result
0	0	0	0	0	0	0	0	0	0	0	Incomplete

Start Row: End Row:

 To print the worksheet of only one record, enter the row number of the record in the **Start Row** and **End Row** boxes. For example, to print the record in the second row, enter “2” in both the **Start Row** and **End Row** boxes.

The worksheets display the records with all fields and corresponding values in portrait orientation.

UI Sample Validation - Benefits Population 4

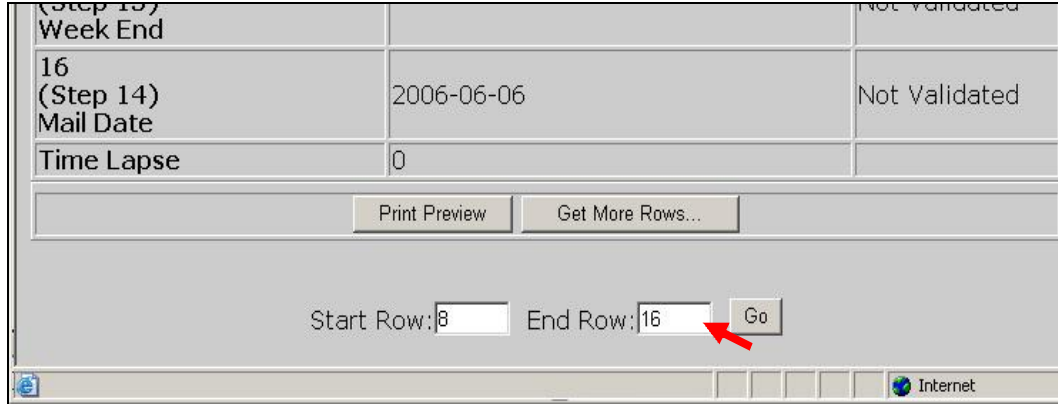
Period: 06/01/2006 - 06/30/2006

Data Element	Value	Pass/Fail
Row #	1	
OBS	1808	
Subpop	4.51	
1 (Step 1C) SSN	400-50-1808	
2 (Step 1C) Check ID	785808	Not Validated
3 (Step 2) Type of UI Program	REGULAR UI-0	Not Validated
4 (Step 4) Program Type	SELF-EMPLOY	Not Validated

3 Scroll to the end of the screen and click on **Print Preview**.

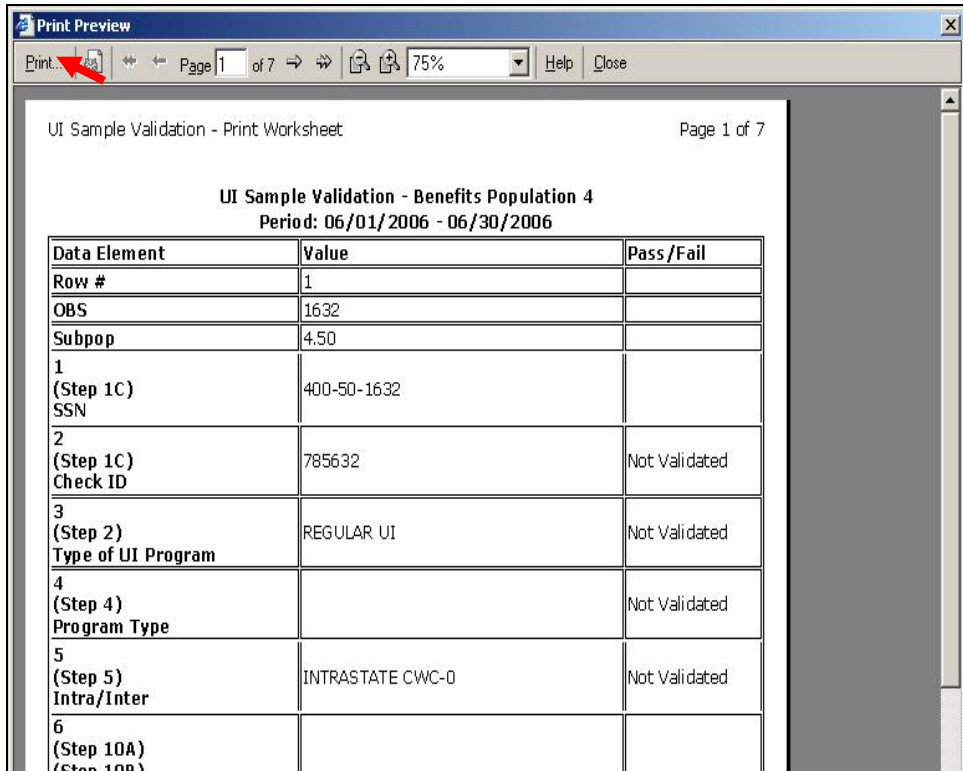
13 (Step 12D) CWC Amount	400.00	
14 (Step 12E) Self Amount	0.00	Not Validated
15 (Step 13) Week End		Not Validated
16 (Step 14) Mail Date	2006-06-06	Not Validated
Time Lapse	0	

If instead of printing you want to add more records to print, click on **Get More Rows**. **Start Row** and **End Row** boxes will be displayed at the bottom of the screen. Enter the range of rows that you want to add and click **Go**.

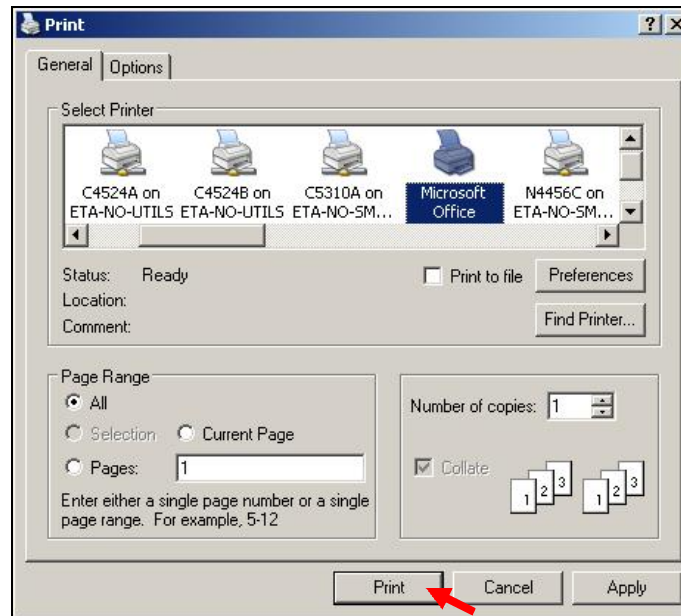


Then click on **Print Preview**.

4 Click **Print** on the left top corner of the screen.



5 Select a printer and click **Print**.



You can keep worksheets for samples you submit to the DOL as evidence of the work done, in case you are subject to an Office of Inspector General (OIG) audit.

Entering Validation Results for Non-random Samples (Minimum, Missing Subpopulations and Outliers)

After you investigate each record, you need to enter the results of the validation into the software. To enter results for non-random samples, go to the *Sample Validation* screen of the sample you are investigating and follow the next steps.

- 1 For each data element, go to the box next to it, click on the drop-down menu and select pass or fail according to your findings.

The screenshot shows a web browser window titled "Sample Validation - Microsoft Internet Explorer". The main content area is titled "SAMPLE VALIDATION Population 4" and "450 (CWC Prior Weeks Compensated) - Minimum". Below the title are several buttons: "Save", "Save As...", "Print Preview", "Print Worksheets", "Add Comments", "View Population Scores", and "Save Final Validation Results".

Check All	Row #	1 OBS	Subpop	2 (Step 1C) (Rule 1) SSN	3 (Step 1C) (Rule 2) Check Number Unique ID	Pass/Fail	4 (Step 2A) Type of UI Program	Pass/Fail	5 (Step 4) Program Type	Pass/Fail	6 (Step 5) Intrastate/ Interstate	Pass/Fail	7 (Step 10A) (Step 10B) (Step 10F) (Step 10G) Type of Compensati
<input type="checkbox"/>	1	59	4.50	000-00-0059	123456847	<input type="text"/>	REGULAR UI-ES/01	<input type="text"/>	UI ONLY-0001785508	<input type="text"/>	INTRASTATE CWC-02	<input type="text"/>	PRIOR WEEI COMPENSAT
<input type="checkbox"/>	2	1636	4.50	400-50-1636	785636	<input type="text"/>	REGULAR UI	<input type="text"/>	UI ONLY	<input type="text"/>	INTRASTATE CWC-0	<input type="text"/>	PRIOR WEEI COMPENSAT
<input type="checkbox"/>	3	1797	4.51	400-50-1797	785797	<input type="text"/>	REGULAR UI-0	<input type="text"/>	UI ONLY	<input type="text"/>	INTERSTATE CWC	<input type="text"/>	PRIOR WEEI COMPENSAT
<input type="checkbox"/>	4	1650	4.51	400-50-1650	785650	<input type="text"/>	REGULAR UI-0	<input type="text"/>		<input type="text"/>	INTERSTATE CWC	<input type="text"/>	PRIOR WEEI COMPENSAT


Below the table is a summary row with columns: Match Errors, Type of UI Program, Program Type, Intra/Inter, Type of Compensation, Partial/Total, Amount Errors, Week End Date, Mail Date, Cases Reviewed, Cases in Error, and Result. The values are: 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, Incomplete.

At the bottom, there are buttons: "Save", "Save As...", "Print Preview", "Print Worksheets", "Add Comments", "View Population Scores", and "Save Final Validation Results".

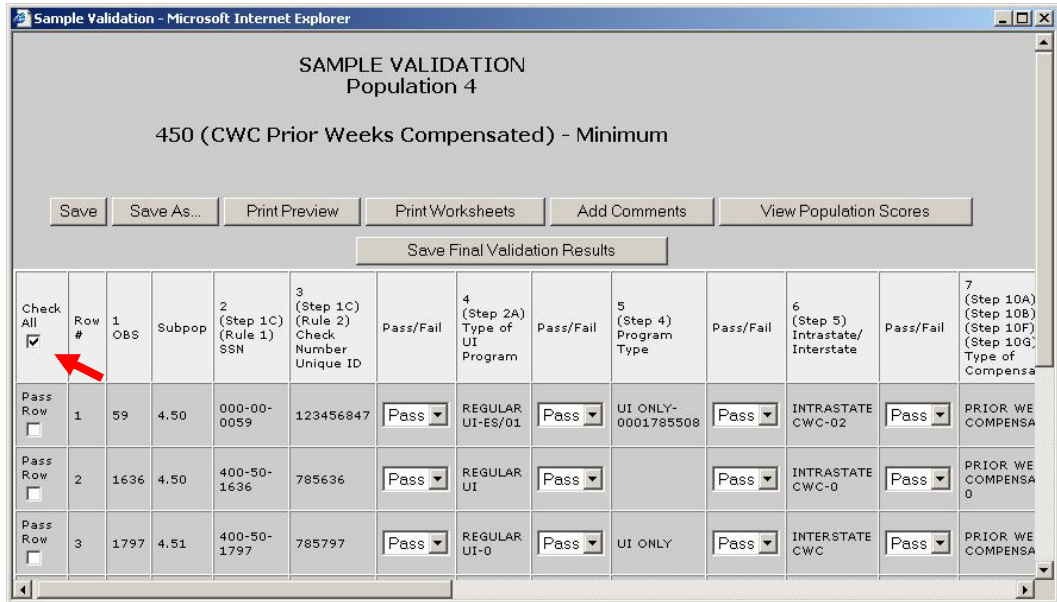
If all elements in a record have passed you don't have to enter results individually for each data element. You can instead click on the **Pass Row** box at the beginning of the row and all boxes for that row will be filled with "Pass".


This screenshot shows the same data table as the previous one, but with the "Pass Row" button for the first row (row # 1) selected. A red arrow points to this button. The "Pass/Fail" dropdowns for the first row are now filled with the word "Pass".

Check All	Row #	1 OBS	Subpop	2 (Step 1C) (Rule 1) SSN	3 (Step 1C) (Rule 2) Check Number Unique ID	Pass/Fail	4 (Step 2A) Type of UI Program	Pass/Fail	5 (Step 4) Program Type	Pass/Fail	6 (Step 5) Intrastate/ Interstate	Pass/Fail	7 (Step 10A) (Step 10B) (Step 10F) (Step 10G) Type of Compensati
<input type="checkbox"/>	1	59	4.50	000-00-0059	123456847	Pass	REGULAR UI-ES/01	Pass	UI ONLY-0001785508	Pass	INTRASTATE CWC-02	Pass	PRIOR WEEI COMPENSAT
<input type="checkbox"/>	2	1636	4.50	400-50-1636	785636	<input type="text"/>	REGULAR UI	<input type="text"/>		<input type="text"/>	INTRASTATE CWC-0	<input type="text"/>	PRIOR WEEI COMPENSAT

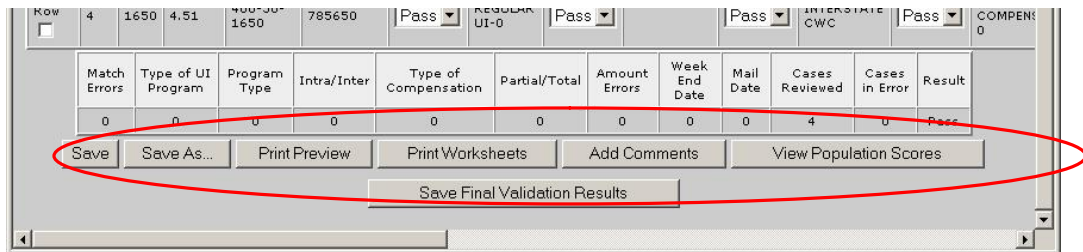
 For a record that has only a few elements failed and the rest of the elements passed, you can select “Fail” for the elements that failed and then check the **Pass Row** box at the beginning of the row to change the remaining blank boxes to “Pass”.

If all of the records within the sample have passed all data elements you can select the **Check All** box on the top left corner of the table to change all blank boxes to “Pass”.



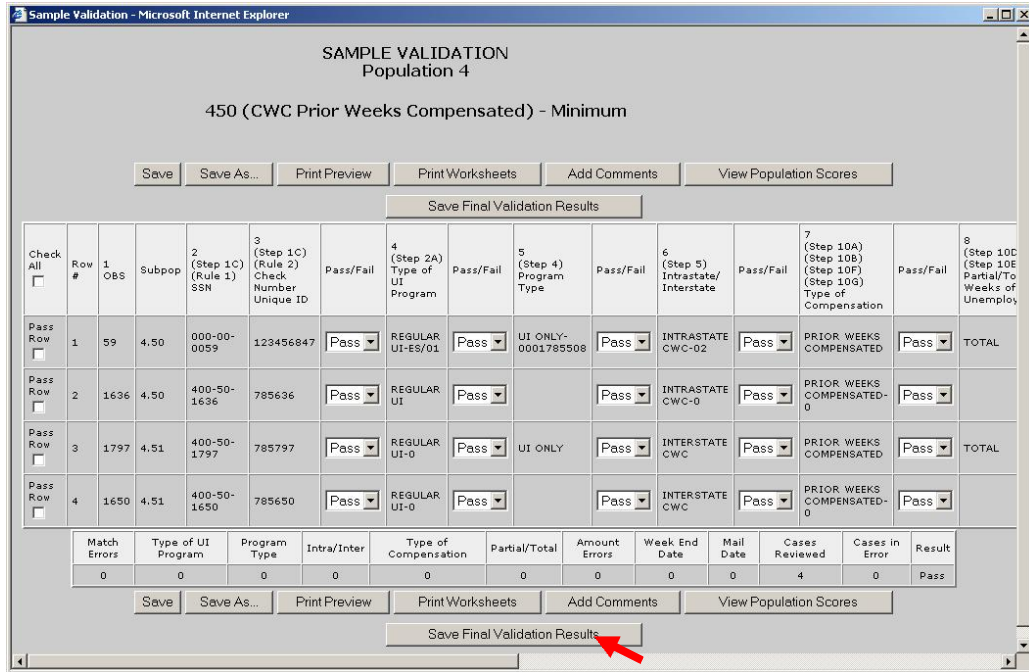
 You can enter “Fail” for the elements that have failed for the whole sample and then click the **Check All** box to change the remaining blank boxes to “Pass”.

2 Click **Save** to save all entered results. When you click **Save** the software will display a summary of your results at the bottom of the screen, including the number of cases reviewed and the number of cases in error.



The **Save** button will save your results in the software. You can use this button to save partial results if you need to log out from the software. When you return to this screen, all results you have entered so far will be displayed.

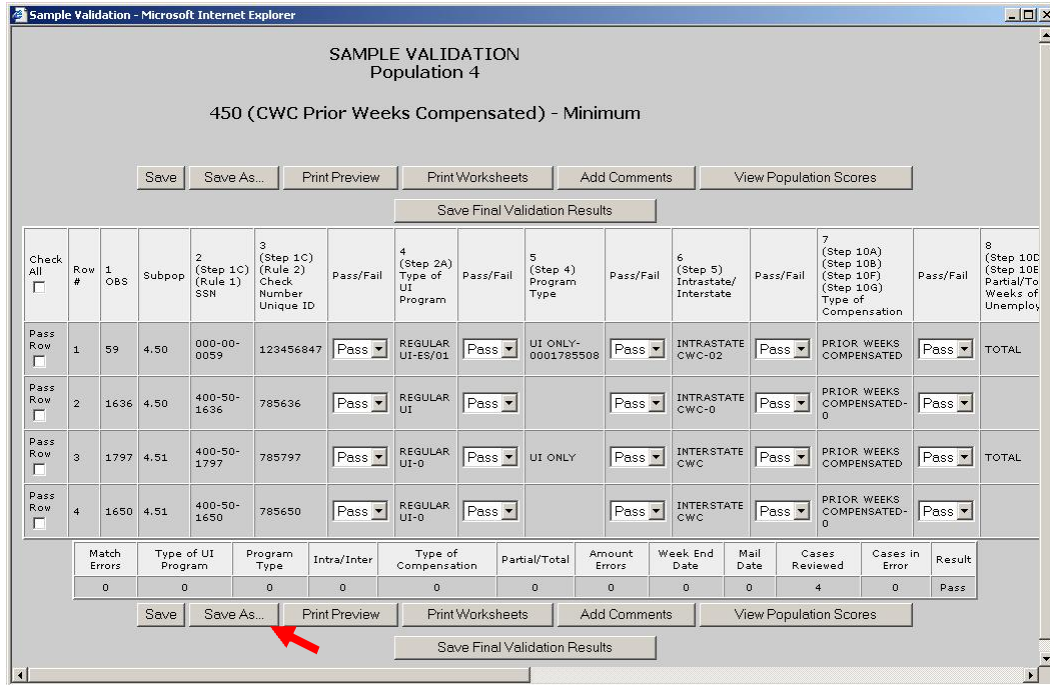
- 3 When you finish validating all records, click on the **Save Final Validation Results** button at the top or bottom of the screen, to save your data in your state's database.



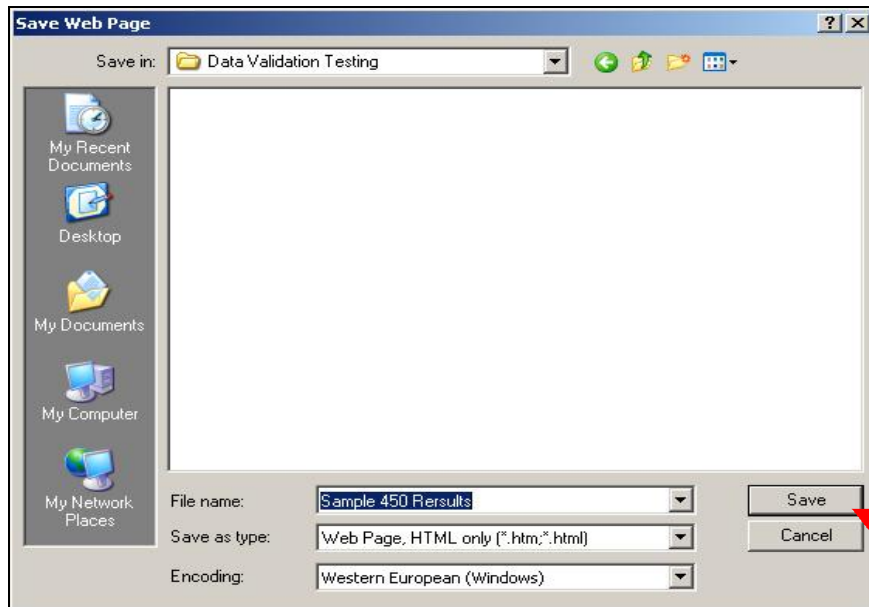
You can later access these data by querying your database, but the data will be erased from the software when the population is reloaded.

The **Save As** button displayed at the top and bottom of the screen can be used to save a screen shot of your results outside the software. To do this, follow the next steps.

4 Click on **Save As**.



5 Select the location where you want to save the screen shot and write in the **File name** box the name you want to give the file. Click on **Save**.



Entering Validation Results for Random Samples

When validating random samples you first have to validate records on the first tier of the sample. If the results are conclusive, you don't need to validate the second tier (rest of the sample). If results are inconclusive you need to go to the second tier and enter results for the rest of the sample. To enter results for random samples follow the next steps.

First Tier

- 1 When you first open the *Sample Validation* screen for a random sample you will see the records in the first tier of the sample, i.e., the first 30 records for a 30/100 sample or the first 60 records for a 60/200 sample. Enter validation results for all records on the screen by following the same steps described in the previous section for non-random samples.

400 (First Payments) - Random									
<input type="button" value="Save"/> <input type="button" value="Save As..."/> <input type="button" value="Print Preview"/> <input type="button" value="Print Worksheets"/>									
Check All <input checked="" type="checkbox"/>	Row #	1 OBS	Subpop	2 (Step 1C) (Rule 1) SSN	3 (Step 1C) (Rule 2) Check Number Unique ID	Pass/Fail	4 (Step 2A) Type of UI Program	Pass/Fail	5 (Step 4) Program Type
Pass Row <input type="checkbox"/>	1	10	4.8	000-00-0010	123456799	Pass	REGULAR UI-ES/01	Fail	UCX ONL CX
Pass Row <input type="checkbox"/>	2	244	4.5	400-50-0244	784244	Pass	REGULAR UI-0	Pass	UCFE/UC
Pass Row <input type="checkbox"/>	3	297	4.6	400-50-0297	784297	Pass Fail	REGULAR UI	Pass	UCFE/UC



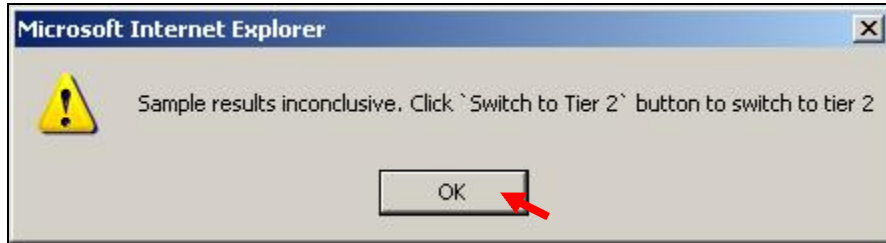
If the sample's universe size is less than 30 for 30/100 samples or 60 for 60/200 samples, i.e., if the extract file has less than 30 or 60 records respectively from which to select that sample, you will see all records selected for the sample on the screen and you will not have to complete a second tier.


2 Click **Save**. If the results are conclusive, the screen will display a summary of your results at the bottom of the page, along with a pass or fail score. You have finished the validation and don't need to complete the second tier. If the sample universe is smaller than the 30- or 60-case tier one sample, the results will be conclusive regardless of the number of errors.

Pass Row	60	326	4.7	400-50-0326	784326	Pass	REGULAR UI	Pass	UCK ONLY-0	Pass	INTRASTATE	Pass	FIRST PAYMENT	Pass	TOTAL-0
Match Errors	Type of UI Program		Program Type	Intra/Inter	Type of Compensation	Partial/Total	Amount Errors	Week End Date	Mail Date	Cases Reviewed	Cases in Error	Result			
0	0		0	0	0	0	0	0	0	60	0	Pass			

Save Save As... Print Preview Print Worksheets Add Comments View Population Scores

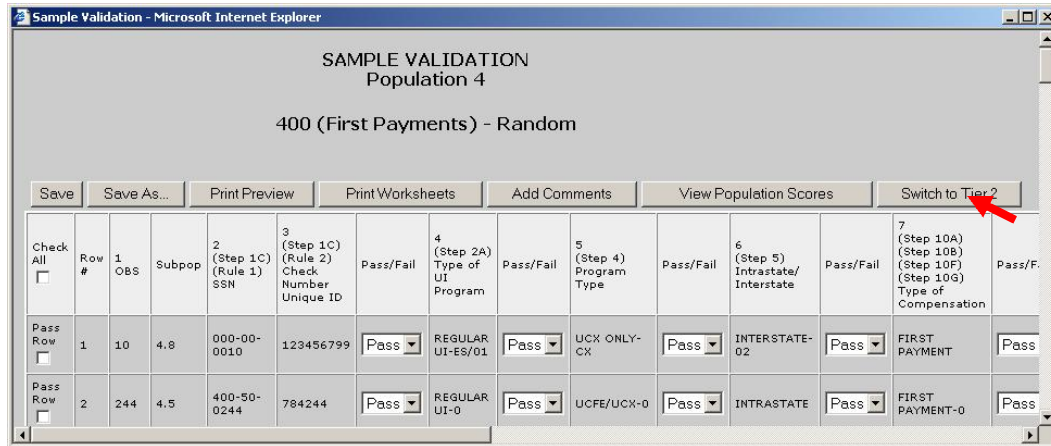
If the results are inconclusive, clicking on **Save** will bring up the following pop-up window informing you that you need to go to the second tier. Click **OK**.



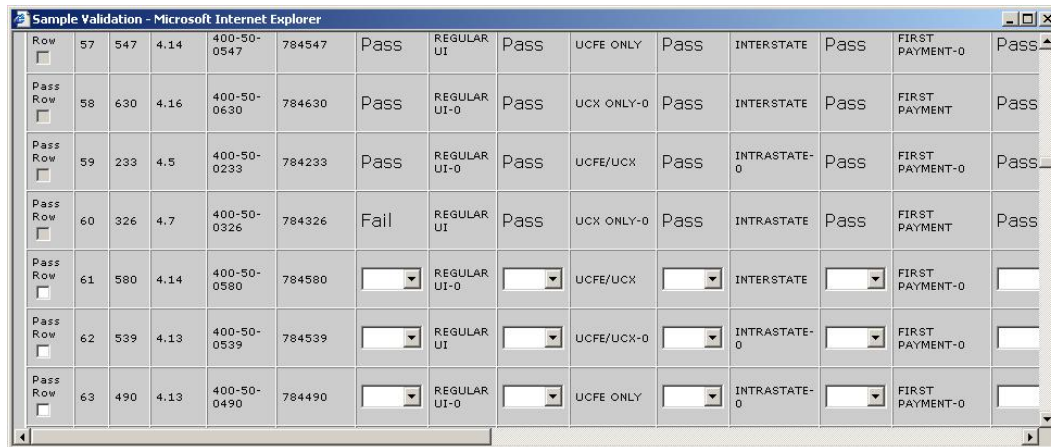
 If you need to exit the software before entering all your results, click **Save** before you do so, so that you don't lose any of your results. Also, if you are going to be inactive for more than 59 minutes (the time-out limit), save your work before you do so, to avoid losing your results.

Second Tier

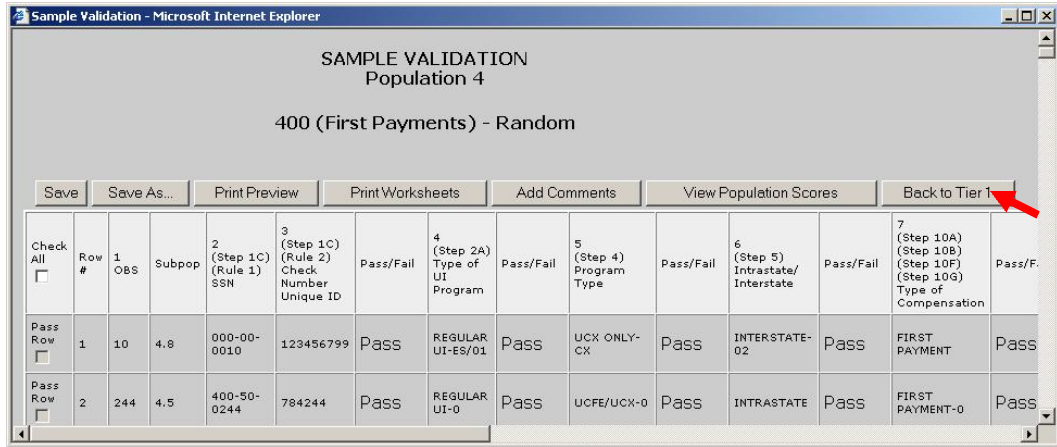
- To go to the second tier, click on one of the **Switch to Tier 2** buttons available at the top and bottom of the screen.



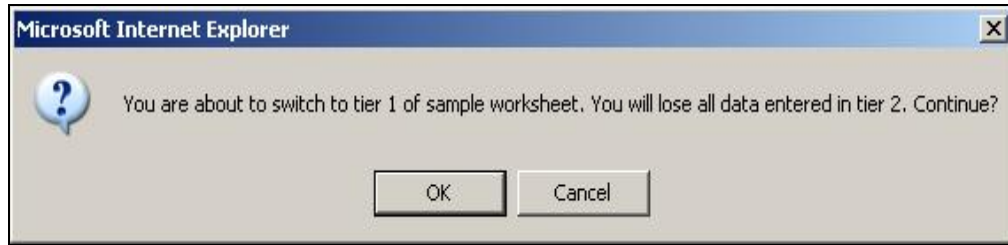
The first tier's records are going to be disabled but still visible on the screen and the records for the second tier are going to be displayed.



If you want to edit results for any records on the first tier, you can click on any of the **Back to Tier 1** buttons available at the top and bottom of the screen.

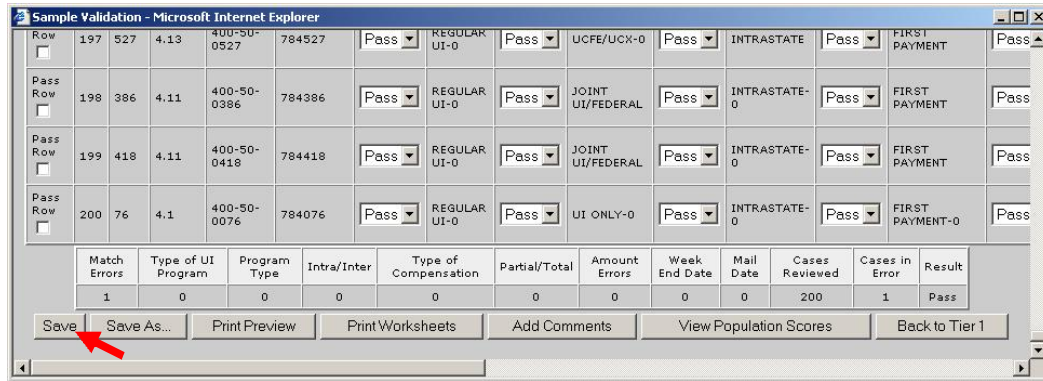


However, if you had entered any results for records on the second tier, you will lose them. The software will give you a warning before going back to tier 1. Click **OK** if you want to go to tier 1 or **Cancel** to return to Tier 2. Be aware that returning to tier 1 from tier 2 might take a long time.



- 4 Enter results for all records on the second tier the same way you entered results on the first tier. Clicking on the **Check All** box at the top left corner of the table will change all blank boxes in the second tier to "Pass".

- When you finish entering results click **Save**. A summary of your results will be displayed at the bottom of the page along with a pass or fail score.

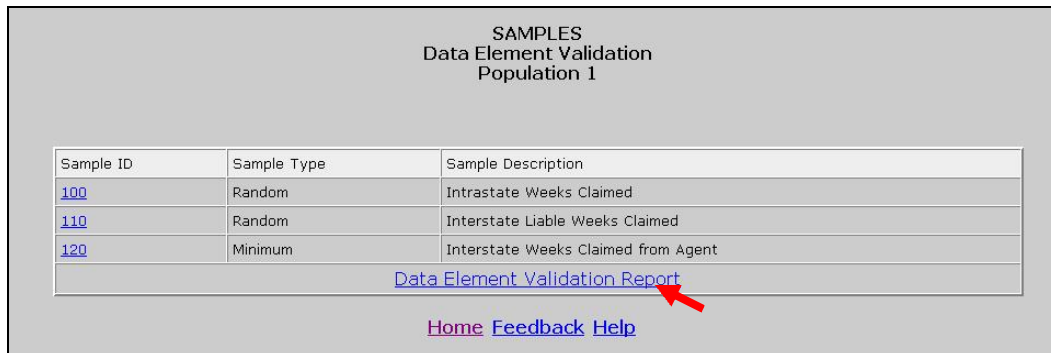


- If you want to save a screen shot click **Save As** and follow the steps described in the previous section.

Viewing the Data Element Validation Report

The *Data Element Validation Report* screen provides summary information about completed sample investigations for a given population. This report is for informational purposes only. It provides, for example, the number of cases in error and the derived percent of errors established through the sample investigation process. The report can be printed and/or saved outside the application, but there is no **Transmit** button for export to DOL. To access this screen follow the next steps.

- Click on the link *Data Element Validation Report* screen located at the bottom of the *Samples* screen.



The screen will show results that you have entered for all samples. You can print this screen by clicking on **Print** and save it outside the software by clicking on **Save As**.

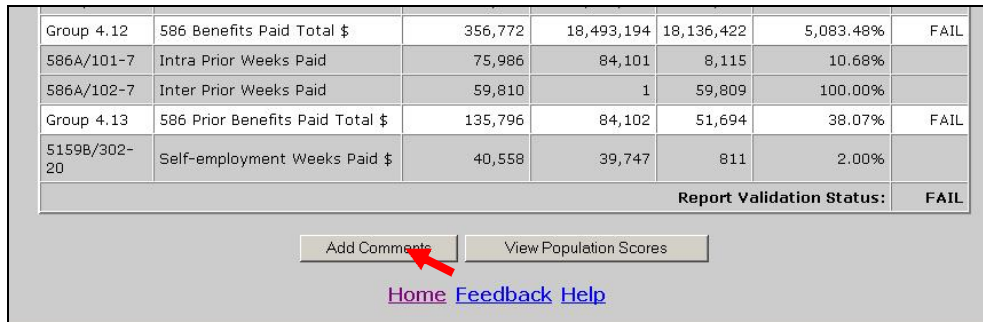
Data Element Validation Report						
Population 1						
Sample ID	100	110	120			
Sample Name	Intrastate Weeks Claimed	Interstate Liabile Weeks Claimed	Interstate Weeks Claimed from Agent			
Sample Type	Random	Random	Minimum			
Size	60/200	30/100	6			
Universe (subpops)	1.1 - 1.3	1.4 - 1.6	1.7 - 1.9			
Cases Reviewed	60	30	0			
Cases in Error	0	6	0			
% Error	0%	20%	0%			
Pass/Fail	Pass	Fail	N/A			
Invalid Weeks Claimed				100	110	120
1&2 (Step 1A) Match	Cases in Error	0	2	0		
	% Error	0%	6.67%	0%		
6 (Step 11) Rule 1 Date Week Claimed	Cases in Error	0	1	0		
	% Error	0%	3.33%	0%		
7 (Step 11) Rule 2 Mon. Elig or Pending	Cases in Error	0	0	0		
	% Error	0%	0%	0%		
8&9 (Step 11) Rule 3 Excess Earnings	Cases in Error	0	0	0		
	% Error	0%	0%	0%		
Reporting Errors				100	110	120
3 (Step 2) Type UI Program	Cases in Error	0	2	0		
	% Error	0%	6.67%	0%		
4 (Step 4) Prog Type	Cases in Error	0	2	0		
	% Error	0%	6.67%	0%		
5 (Step 5) Intra/Inter	Cases in Error	0	0	0		
	% Error	0%	0%	0%		

Submitting Results to DOL

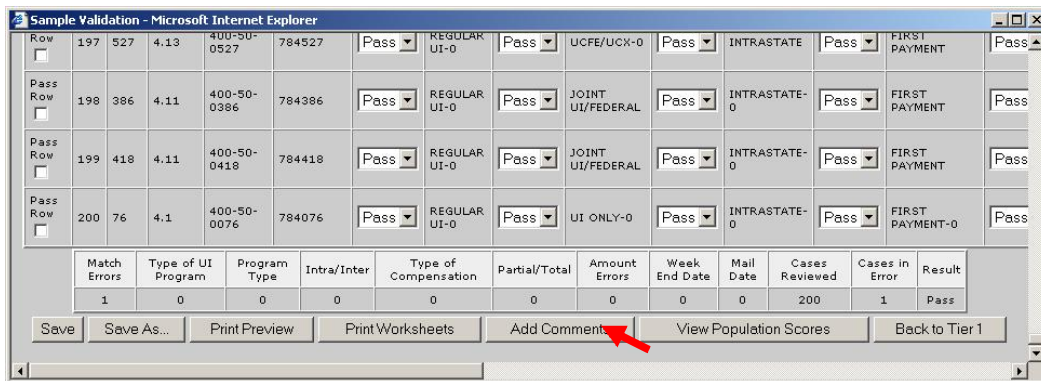
Adding Comments

You can add comments to your RV and sample results before transmitting them to DOL by using the **Comments** button at the bottom of the RV and sample screens. To add comments, follow the steps below.

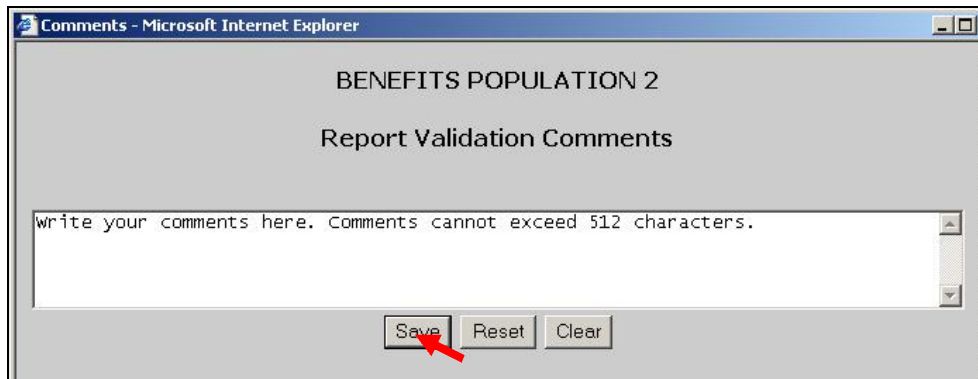
- 1 Click on the **Comments** button. For RV, the **Comments** button is located at the bottom of the screen.



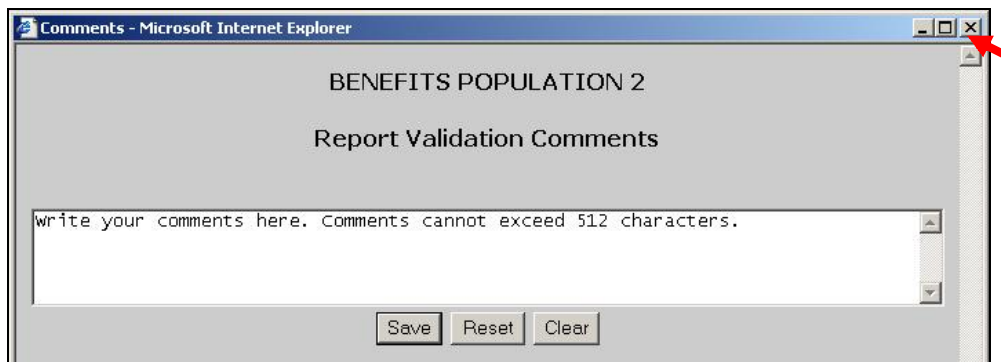
For samples, the **Comments** button at the top and bottom of the screen. Click on either one.



- 2 Write your comments in the comment box and click **Save**. You have a limit of 512 characters.



- 3 Close the comments window by clicking on the **X** located on the top right corner of the window.




The **Clear** button at the bottom of the *Comments* screen will erase the comment box. The **Reset** button will erase any additional comments written after the comments were last saved.

Transmitting Results

After you complete RV and DEV, you can transmit the results to DOL with or without comments. Only completed and conclusive sample investigations can be transmitted. Results are transmitted jointly for RV and DEV samples.



You may choose not to submit the results of a validation exercise, but keep in mind that any results resident in the software for a given population will be lost when a new extract file for that population is imported and overwrites prior data.

 When you transmit results to DOL, only summary information and comments are transmitted. Detailed information from individual records is not transmitted to DOL. This means that sensitive information, such as SSNs, stays at the state level.

You can forward RV and DEV results to DOL using the **Transmit** button at the bottom of the *Population Scores* screen. Submissions are transferred to DOL overnight, so they will be received the next day. To submit results along with comments saved, if any, follow the next steps.

- 1 From the *Benefits Selection Criteria* screen select the [Population](#) for which you want to submit results.

DATA VALIDATION - BENEFITS i

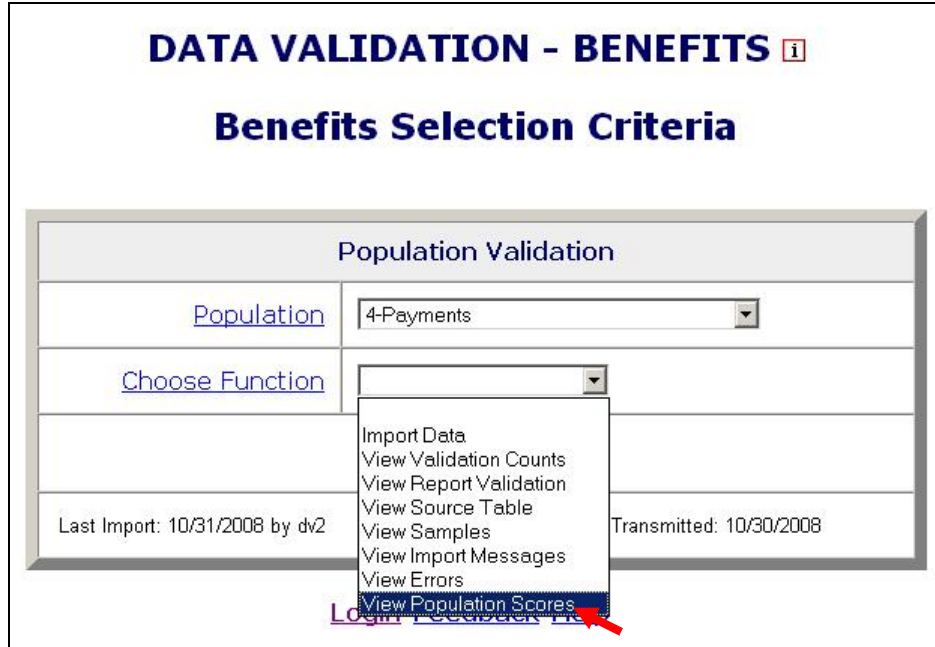
Benefits Selection Criteria

Population Validation

Population	<div style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; height: 20px;"></div> <div style="padding: 2px;"> <ul style="list-style-type: none"> 1-Weeks Claimed 2-Final Payments 3-Claims Filed 3a-Additional Claims Filed <li style="background-color: #000080; color: white; padding: 2px;">4-Payments 5-Nonmonetary Determinations 6-Appeals Filed, Lower Authority 7-Appeals Filed, Higher Authority 8-Appeals Decisions, Lower Authority 9-Appeals Decisions, Higher Authority </div> </div>
Choose Function	
Last Import: 10/30/2008 by dv2	0/2008

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- 2 Select *View Population Scores* from the **Choose Function** drop-down menu and click on **Go**.



The *Population Scores* screen can also be accessed from the *Report Validation* screen or any of the sample screens by clicking on the **View Population Scores** button.

Group 4.12	586 Benefits Paid Total \$	356,772	18,493,194	18,136,422	5,083.48%	FAIL
586A/101-7	Intra Prior Weeks Paid	75,986	84,101	8,115	10.68%	
586A/102-7	Inter Prior Weeks Paid	59,810	1	59,809	100.00%	
Group 4.13	586 Prior Benefits Paid Total \$	135,796	84,102	51,694	38.07%	FAIL
5159B/302-20	Self-employment Weeks Paid \$	40,558	39,747	811	2.00%	
Report Validation Status:						FAIL

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Row	Match Errors	Type of UI Program	Program Type	Intra/Inter	Type of Compensation	Partial/Total	Amount Errors	Week End Date	Mail Date	Cases Reviewed	Cases in Error	Result
197	527	4.13	400-50-0527	784527	REGULAR UI-0	Pass	UCFE/UCX-0	Pass	INTRASTATE	Pass	FIRST PAYMENT	Pass
198	386	4.11	400-50-0386	784386	REGULAR UI-0	Pass	JOINT UI/FEDERAL	Pass	INTRASTATE-0	Pass	FIRST PAYMENT	Pass
199	418	4.11	400-50-0418	784418	REGULAR UI-0	Pass	JOINT UI/FEDERAL	Pass	INTRASTATE-0	Pass	FIRST PAYMENT	Pass
200	76	4.1	400-50-0076	784076	REGULAR UI-0	Pass	UI ONLY-0	Pass	INTRASTATE-0	Pass	FIRST PAYMENT-0	Pass
<input type="button" value="Save"/> <input type="button" value="Save As..."/> <input type="button" value="Print Preview"/> <input type="button" value="Print Worksheets"/> <input type="button" value="Add Comments"/> <input type="button" value="View Population Scores"/> <input type="button" value="Back to Tier 1"/>												

The *Population Scores* screen displays scores for the RV and all the random samples, and an overall score for the population. It also displays the date when results for the population were last transmitted to the National Office.

POPULATION SCORES
Benefits Population 4

Period: 06/01/2006 - 06/30/2006

Data Validation Item	Score
Report Validation	Fail
Sample 400	Pass
Sample 420	Incomplete
Sample 435	Incomplete
Overall Population Score: Incomplete	

Last Transmitted: 10/30/2008

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3 Click on the **Transmit** button located at the bottom of the screen.

POPULATION SCORES
Benefits Population 4

Period: 06/01/2006 - 06/30/2006

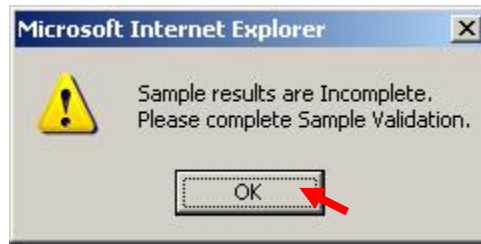
Data Validation Item	Score
Report Validation	Fail
Sample 400	Pass
Sample 420	Incomplete
Sample 435	Incomplete
Overall Population Score: Incomplete	

Last Transmitted: 10/30/2008



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You can only transmit results if you have validated all samples. If you haven't, you will get the following message.



Click **OK** and complete all samples. After you complete all samples return to the *Population Scores* screen. Click on the **Transmit** button to submit your results.

POPULATION SCORES
Benefits Population 4

Period: 06/01/2006 - 06/30/2006

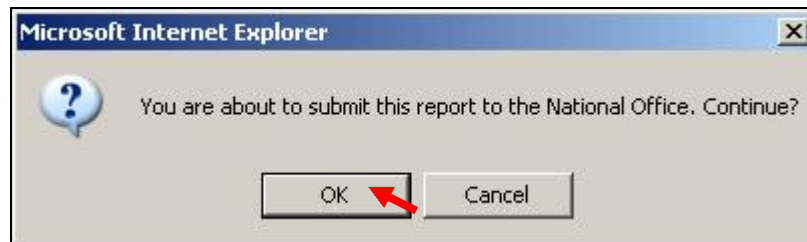
Data Validation Item	Score
Report Validation	Fail
Sample 400	Pass
Sample 420	Pass
Sample 435	Pass

Overall Population Score: Fail

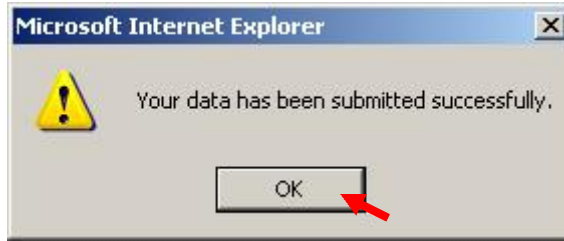
Last Transmitted: 10/30/2008

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- 4** Click **OK** on the pop up window if you want to transmit the results. Click **Cancel** if you don't.



You will get a message confirming that your results were submitted. Click **OK**.



In the *Population Scores* and *Benefits Selection Criteria* screens, the *Last Transmitted* date should reflect the date when you last transmitted results for the population. If you have never submitted results the field would display “Never”.

POPULATION SCORES
Benefits Population 4

Period: 06/01/2006 - 06/30/2006

Data Validation Item	Score
Report Validation	Fail
Sample 400	Pass
Sample 420	Pass
Sample 435	Pass
Overall Population Score: Fail	
Last Transmitted: 11/03/2008	

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DATA VALIDATION - BENEFITS ⓘ

Benefits Selection Criteria

Population Validation

Population	4-Payments ▾
Choose Function	View Population Scores ▾
<input type="button" value="Go"/>	

Last Import: 10/31/2008 by dv2
Last Transmitted: 11/03/2008

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