Employment & Training Administration

ETA

Workforce Investment Act

Data Reporting and Validation System (DRVS)

User Handbook for DRVS 7.2

April 2009

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Appendix

I. OVERVIEW

A. Introduction

The goal of the Workforce Investment Act (WIA) program is to help participants enter suitable employment or educational opportunities and to be retained in those opportunities. States submit WIA Standardized Record Data (WIASRD) records and an annual performance report, the ETA 9091, to the Employment and Training Administration (ETA) on an annual basis, and submit a quarterly performance report, the ETA 9090, on a quarterly basis. This submission helps ETA determine the success of the WIA program in achieving its goal.

ETA requires states to validate the accuracy of their annual submissions to ensure that ETA decisions about WIA policy and funding are made based on a true picture of program outcomes. ETA provides states with a two stage process for ensuring the accuracy of their ETA 9091 and WIASRD submissions.

First, ETA provides all states with complete technical specifications for preparation of the ETA 9091 and the WIASRD, together with the Data Reporting and Validation System (DRVS) described in this Handbook. The DRVS is free to all users and can be used to generate the ETA 9091, ETA 9090, and WIASRD uploads to ETA. In addition, ETA provides all states with free technical assistance on ETA 9091, ETA 9090, and WIASRD preparation.

Second, ETA requires all states to validate their ETA 9091 and WIASRD submissions by conducting report validation and data element validation. These validation methods address two basic sources of reporting errors. First, the state's reporting software could calculate performance outcomes incorrectly. Second, if the state is correctly calculating outcomes, some of the data used in these calculations could be incorrect. Report validation checks the accuracy of the state calculations and data element validation checks the accuracy of the data used to perform the calculations.

In report validation, states compare their ETA 9091 reported values to 9091 validation values generated by the DRVS. States that use the DRVS to prepare their 9091 reports do not need to conduct a full report validation. In data element validation, all states compare key data elements in a sample of WIA participant

records to source documentation, to ensure that the state uses accurate data to generate its ETA 9091 and WIASRD submissions.

B. Structure of Handbook

This Handbook explains the process of using the DRVS to produce the 9090 quarterly report, 9091 annual report, and WIASRD submissions to ETA. This Handbook also explains how to prepare for validation and conduct report and data element validation using the DRVS. The DRVS incorporates ETA's common measures reporting requirements specified in TEGL 28-04 and approved under OMB Control Number 1205-0420. The DRVS covers both WIA and Labor Exchange (LX) reporting as specified in these guidance documents.

This Handbook contains the following sections:

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

III. **Getting Started:** Describes how to log into the DRVS and how to build and import a WIASRD-formatted extract file to use for reporting and validation. Also describes the DRVS database management functions.

IV. **ETA 9090 and 9091 Reporting:** Describes how to generate quarterly and annual reports, and submit these reports to ETA's Enterprise Business Support System (EBSS).

V. **Data Validation:** Describes the concept and goals of validation, how to prepare for the validation process, and how to conduct report and data element validation using the DRVS.

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

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

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

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

Appendix D. **DEV Documentation / Instructions:** Specifies the source documentation to be used by states in conducting data element validation, and provides instructions for comparing data values on the DEV worksheets to the corresponding source documentation.

Appendix E. **DEV Sampling Methodology:** Specifies the methodology used by the DRVS to select the data element validation sample.

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

Appendix G. **Troubleshooting**: Provides solutions for common problems that may occur while installing or using the DRVS.

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

C. List of Data Directories

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

Application Folder or File	Directory Location
Application default directory	C:\Program Files\DRVS (user can install in another location or with a different directory name)
Database default	C:\ProgramFiles\DRVS\User Data (user can create and name additional databases)
Error log default	C:\Program Files\DRVS\Logs
Exported numerators and denominators default	C:\Program Files\DRVS\Performance Groups Export
EBSS export files	C:\Program Files\DRVS\EBSS
RV XML results	C:\Program Files\DRVS\XML
WIASRD export file	C:\Program Files\DRVS\WIASRD
DRVS Handbooks	C:\Program Files\DRVS\Help Documents
Exported Worksheets	C:\Program Files\DRVS\DRVSWorksheetExport
File Formats	C:\Program Files\DRVS\File Formats

II. INSTALLATION

This chapter provides the DRVS system requirements and installation instructions.

Step 1—Minimum System Requirements

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

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

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

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

Step 2—Create Backup Databases

If users want to use their databases in the upgrade version of DRVS, they should always create backup databases prior to uninstalling the current version and installing the upgrade version. Users that have Enterprise Manager should contact their Database Administrator to backup databases. For users that do not have Enterprise Manager, the instructions for creating backup databases of WIADB and WIATempDB are below:

1. Create a folder **C:\DRVSbackups**
2. Go to Start>>Run and type in **cmd**
3. At C:\> prompt, connect to your instance by typing **osql -E**
4. At the 1> prompt, to backup the WIADB, type **BACKUP DATABASE WIADB TO DISK = 'C:\DRVSbackups\WIADB.bak'**
5. At the 2> prompt, type **Go**
6. Repeat 3 and 4 to backup WIATempDB (both WIADB and WIATempDB should be backed up)

To backup databases with other names, follow the same instructions and replace WIADB with other names. For example, if a user names its database as

WIADEVPY05, then step 4 above will be: type **BACKUP DATABASE WIADEVPY05 TO DISK = 'C:\DRVSbackups\WIADEVPY05DB.bak'**

Step 3—Uninstalling Prior Versions

Users should uninstall previous versions of the software before installing the DRVS 7.2. Following are instructions for uninstalling prior versions of the DRVS on a Windows 2000 or Windows XP machine. Procedures for uninstalling may differ slightly on different machines, but are generally self-explanatory.

Users should be sure to uninstall through the **Control Panel** rather than by deleting the installation directory for the prior version; uninstalling by deleting the installation directory may cause problems with the subsequent installation.

- Click the Start button, then select Settings, Control Panel.
- Click on Add/Remove Programs.
- Click on the WIA or DRVS icon to uninstall any prior version.
- Click on the Change/Remove button.
- On the Select Uninstall Method screen, select Automatic and then click on Next.
- On the Perform Rollback screen, click on No and then click on Next.
- On the Perform Uninstall screen click on Finish.
- If a Remove Shared Component message displays, click on Yes to All.
- Close the Add/Remove Programs window.

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

Step 4—Download from the Internet

To download the DRVS from the Internet:
1. Open the Internet browser and go to www.doleta.gov/performance/reporting/tools_datavalidation.cfm.

2. Click on the DRVS 7.2 link from the "In this section" side bar.
3. If a file download message displays, click on Save.
4. Select the location where to store the installation file. Suggestion: C:\Temp. Click on Save.
5. A dialog box will chart the progress of the download of the installation file. When the "Download Complete" message box appears, click on Open. (If "close this dialog box when download completes" is checked, the user will need to go to the location where the installation file was stored [e.g. C:\Temp in step 4] to open the file.)
6. A "WinZip Wizard – Unsupported Archive Type" message box may display. Choose "Open the archive using the classic interface" and then click on OK.

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

Step 5—Application Installation

Based on the size of the state's DRVS import file, either Microsoft SQL Server 2000 Desktop Engine (MSDE) or Microsoft SQL Server 2000 must be installed prior to installing the DRVS. MSDE is a free version of SQL Server that can be used with client applications. (When installing MSDE, users must set a "strong"

password.) Users should go to http://www.microsoft.com/sql/msde/default.mspx for more information about MSDE and to download MSDE. SQL Express (MSDE 2005) is not compatible with the DRVS.

If the user's estimated database size exceeds the MSDE limit, then Microsoft SQL Server will need to be installed prior to installing the DRVS. Users can find more information about SQL Server at http://www.microsoft.com/sql/default.mspx.

Users may need to contact their system administrator to install MSDE or SQL Server. Installation procedures may differ slightly on different machines, but are generally self-explanatory.

Users who prefer a client/server setup should review (Appendix F: Client Server Setup) in conjunction with the instructions in this section. Only users with full SQL Server with Enterprise Manager should use a client/server setup.

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

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

2. Double click on DRVS.exe.

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

4. Read the License Agreement and, if you accept, click on the "I accept the license agreement" button and click on Next. If this option is not selected, the installation will end and users cannot continue reporting and validation.
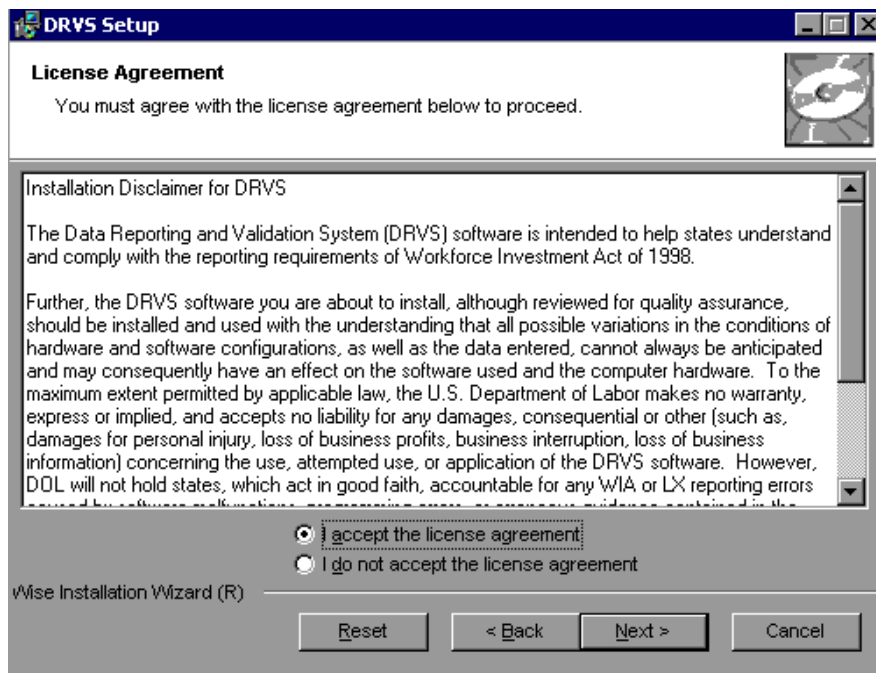
5. On the User Information screen, make any necessary modifications to the user information. Then click on Next.

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

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

DRVS Setup

Destination Folder
Select a folder where the application will be installed.

The Wise Installation Wizard will install the files for DRVS in the following folder.

To install into a different folder, click the Browse button, and select another folder.

You can choose not to install DRVS by clicking Cancel to exit the Wise Installation Wizard.

Destination Folder
C:\Program Files\DRVS\   Browse

Wise Installation Wizard (R)

< Back   Next >   Cancel

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

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

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

If a name is entered that matches one of the servers, but the server is inactive, the Installation Wizard may also stop at this point. To find out if the server is

active go to Start/Settings/Control Panel/Administrative Tools/Services. Microsoft SQL Server should be on the list of services and the task/service should be started. If it is on the list but not started, start it and reboot. If it is not on the list, SQL Server was not installed. There should also be a SQL Service icon on the bottom part of your screen, on the desk tray as a little box with a green arrow or red square. The green arrow indicates the service is started and the red square indicates it is not. Right click on the icon to open the SQL Service manager, then start the service.

10. On the "Install the DRVS Database" screen check "I want to create a DRVS database" option.

    Important Note: Users should always create backup databases prior to installing the upgrade (refer to Step 2 above for instructions on creating backup databases). If the prior version of DRVS was not uninstalled, creation of a new DRVS database will overwrite the prior existing database.
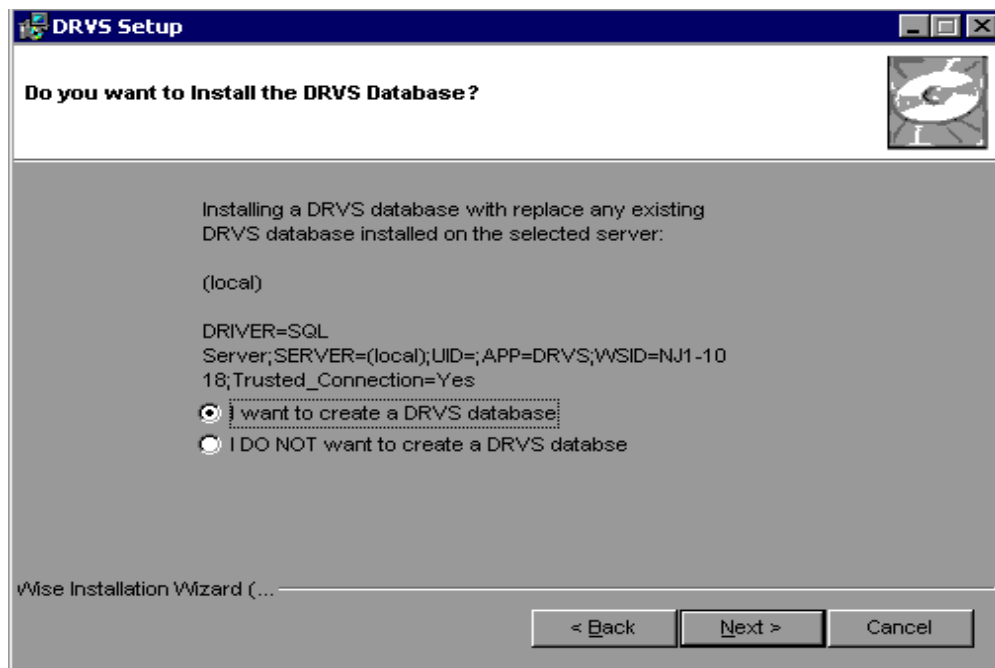
11. Click on Next on the "Ready to Install the Application" screen. This screen also allows you to exit the installation wizard or, if necessary, to return to the previous screen to change server connection information.

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

13. Click on Finish on the "DRVS has been successfully installed." screen to exit the DRVS Installation Wizard.
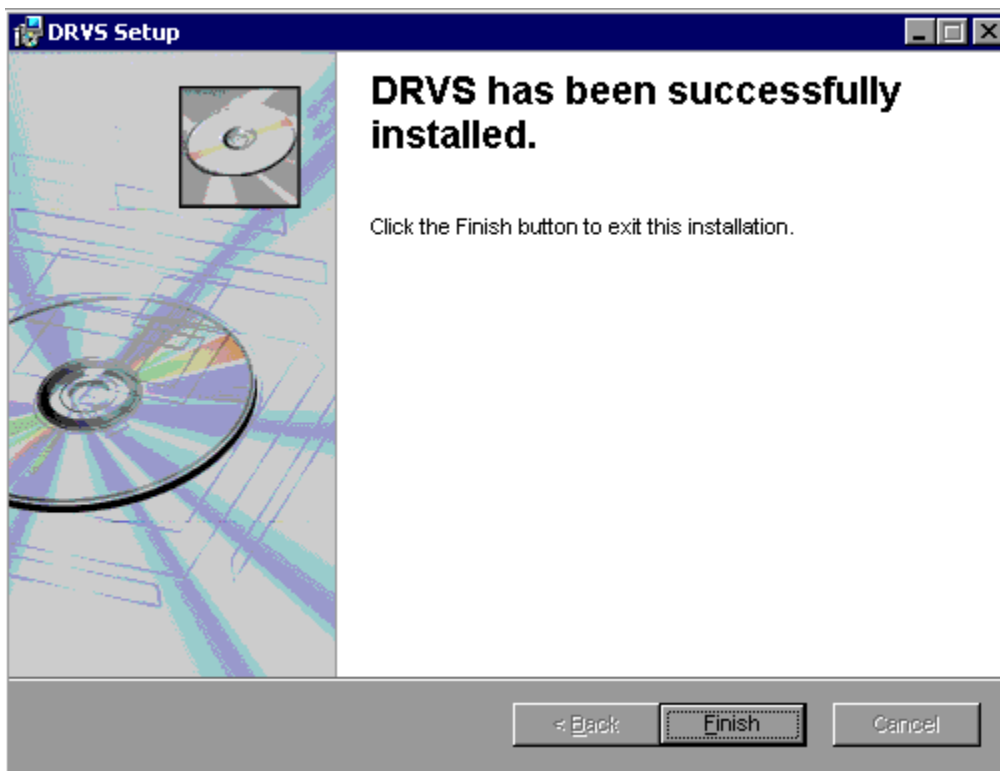
14. Reboot your computer after completing the DRVS installation. You may delete the DRVS.exe used to install the application once the installation process is successfully completed.

Step 6 – Restore Backup Databases

For users who create backup databases from prior versions of the software for use in DRVS 7.2, after DRVS 7.2 is installed, users should restore their backup databases. Users that have Enterprise Manager should contact their Database Administrator to backup databases. For users that do not have Enterprise Manager, the instructions for restoring backup databases of WIADB and WIATempDB are below:

1. Go to Start>>Run and type in **cmd**
2. At C:\> prompt, connect to your instance by typing **osql -E**
3. At the 1> prompt, type **RESTORE DATABASE WIADB FROM DISK ='C:\DRVSbackups\WIADB.bak'**
4. At the 2> prompt, type **Go**
5. Repeat 3 and 4 to restore WIATempDB (both WIADB and WIATempDB must be restored).

To restore backup databases with other names, follow the same instructions and replace WIADB with other names. For example, if a user names its database as WIADEVPY05, then step 3 above will be: type **RESTORE DATABASE WIADEVPY05 FROM DISK ='C:\DRVSbackups\WIADEVPY05.bak'**

Step 7 – Client/Server Setup

To create a client server setup please refer to instructions in Appendix F: Client Server Setup of this Handbook.

III. GETTING STARTED

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

Following are brief summaries of each section of this chapter.

A. Signing In

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

B. Preparing and Importing Records

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

C. Database Management

Section C describes how to create new databases to use with the DRVS, how to open existing databases, how to save databases in alternate locations, and how to maintain database security. This section describes how to add, deactivate, or delete users, as well as modify user details.
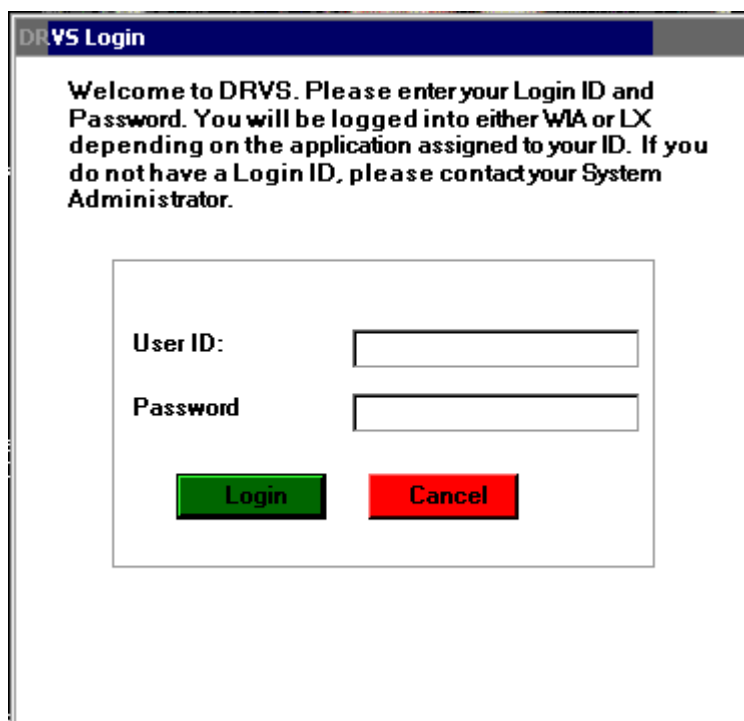
A. Signing In

Step 1—Opening the Application

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

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

Click Login.

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

Step 2—Reporting Options Screen

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

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

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

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

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

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

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

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

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

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

Department of Labor

Workforce Investment Act (WIA)

Refresh Menu

Report

○ Annual   ⊙ Quarterly

State: ALASKA

Program Year: PY 2005   ⟳ Refresh

Report Quarter Due: 08/15

Participant Counts | Retention & Earnings Rates | Exiters/Youth | Entered Employment | Other

Defaults

Program Start Date

4/1/2006

Program End Date

6/30/2006

Program Start Date

4/1/2006

Program End Date

6/30/2006

Restore To Default

Save | Clear All | Re-Calculate

After all options are selected, click on **Save**. "Reporting options saved successfully" will then appear in red type at the bottom left of the screen. If users do not click Save, the file may not be properly uploaded and the results may be from the prior report options. The **Refresh** button resets the screen if the user makes a change. After changing reporting options, users should click Refresh and then Save before loading a file or using the Re-Calculate functionality.

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

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

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

B. Preparing and Importing Records

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

Step 1—Create a File Based on the Record Layout

The WIA participant record layout is in Appendix B of this Handbook, together with the field level and cross-field edit checks. Users should also download the WIA conversion rules from http://www.doleta.gov/performance/reporting/reporting_requirements.cfm.   This document cross-references each field on the current record layout to the corresponding field(s) on the record layout used prior to the DRVS. Both the Appendix B record layout and the conversion rules should be used in building the import file.

The import file should include a separate record for each record of participation that falls within the reporting schedule parameters in Appendix A. For some participants there may be multiple records in the import file. Because state databases are dynamic, it is essential to run the state programs that generate the extract file immediately at the close of the applicable reporting period. This will eliminate discrepancies caused by changes in the database over time.

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

The record layout is in the WIASRD format with the addition of six fields. The additional six fields are 1) observation number at the beginning of the file; 2)WIB

name; 3) office name; 4) case manager; and 5) two user fields at the end of the file. The user fields are for any additional data (e.g. participant's name or SSN) that the state wishes to include.

Data Element Issues

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

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

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

veterans cannot be so designated unless they are also eligible veterans who served greater than 180 days. Therefore, campaign and recently separated veterans would also have a code of 2=Yes, Eligible Veteran in field 12.

Data Values in Post-Exit Fields

Regardless of the participant's exit and employment status, there must be consistency across the post-exit fields in the file. Appendix B details the numerous edit checks that are applied to the post-exit employed fields. These are summarized below.

There are four sequences of post-exit employed fields:

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

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

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

If the participant exited and was unemployed in a post-exit quarter, place a 2 in field 84, 89, 91, or 93 respectively. Place a 0 or blank in the corresponding field

85, 90, 92, or 94 (type of employment match). Place a 0 or blank in field 98, 99, 100, or 101 (wages).

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

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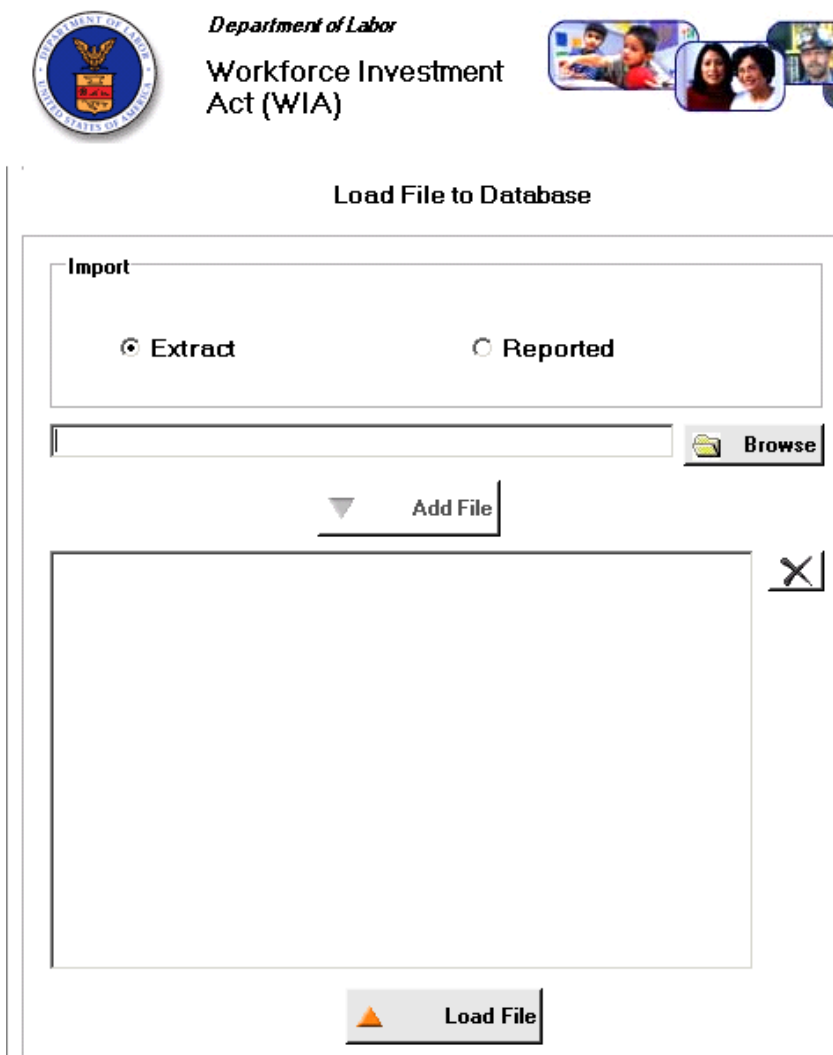
In addition, if the participant exited and the post-exit fields indicate that employment status and wage data are not yet available, yet sufficient time has passed that these data should be available, the DRVS will change the data values to indicate that the participant was unemployed in the relevant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

Step 2—Load Extract Data

On the Reporting Options Screen, select the reporting options that match the file to be imported. Click **Save**.

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

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

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

A message box will appear, asking users to confirm that reporting options have been set. Click on Yes if appropriate, or No to return to the Reporting Options screen.
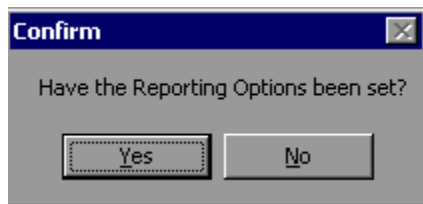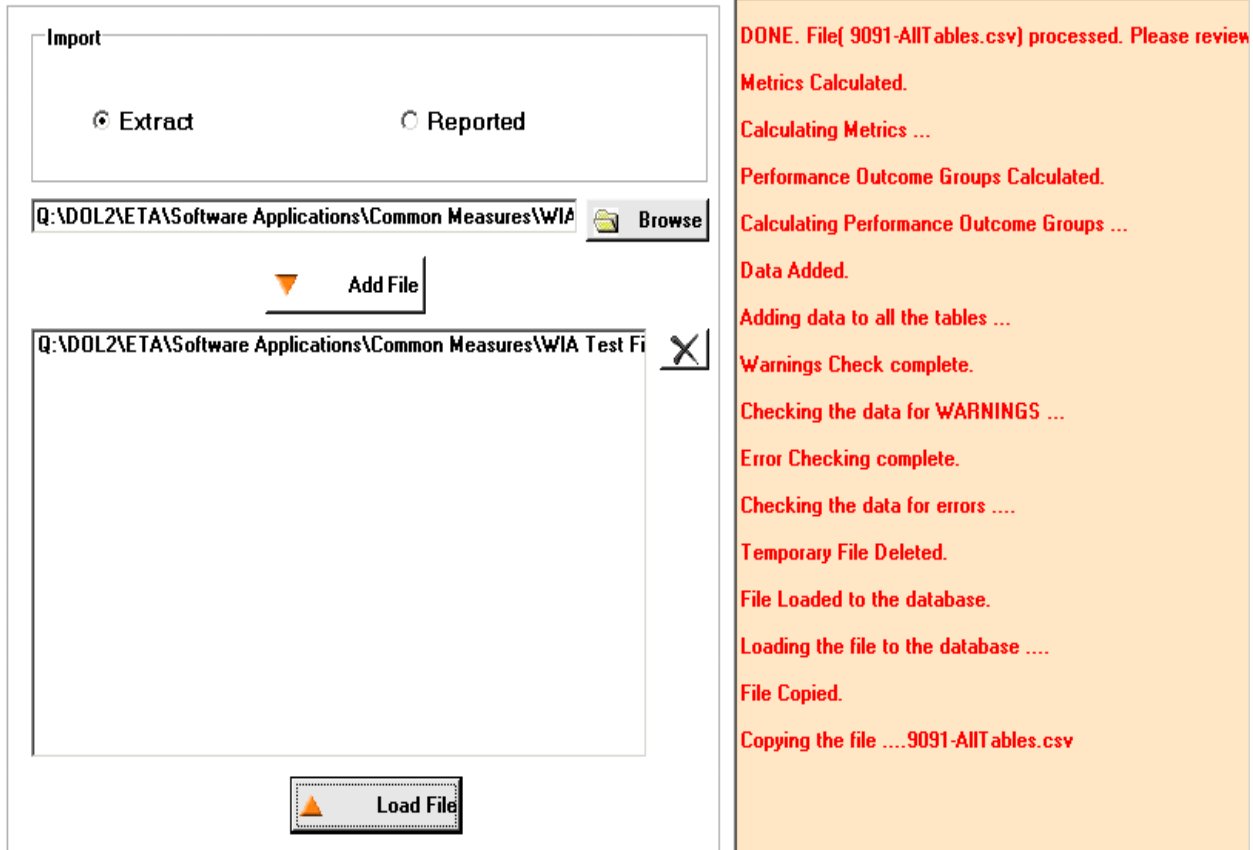
To terminate the import process, click on the **X** in the upper right corner of the Load File to Database screen.

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

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

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

Step 3—View Imported File

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

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

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

Step 4—Review Error Reports

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

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

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

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

Import Errors Report

WIB:	Not Assigned					
Office:	Not Assigned					

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

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

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

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

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

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

Step 5—View Duplicates

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

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

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

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

WIA Duplicate Records Report

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

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

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

The Duplicate Records Report is not automatically saved to the DRVS install location folder. To save a Duplicate Records Report, the user must export the report using the envelope icon.
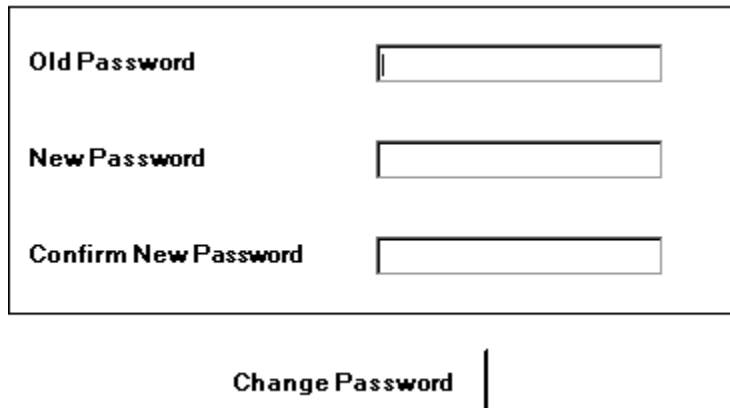
C. Database Management

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

Step 1—Database Security

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

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

Step 2—Create a New Database

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

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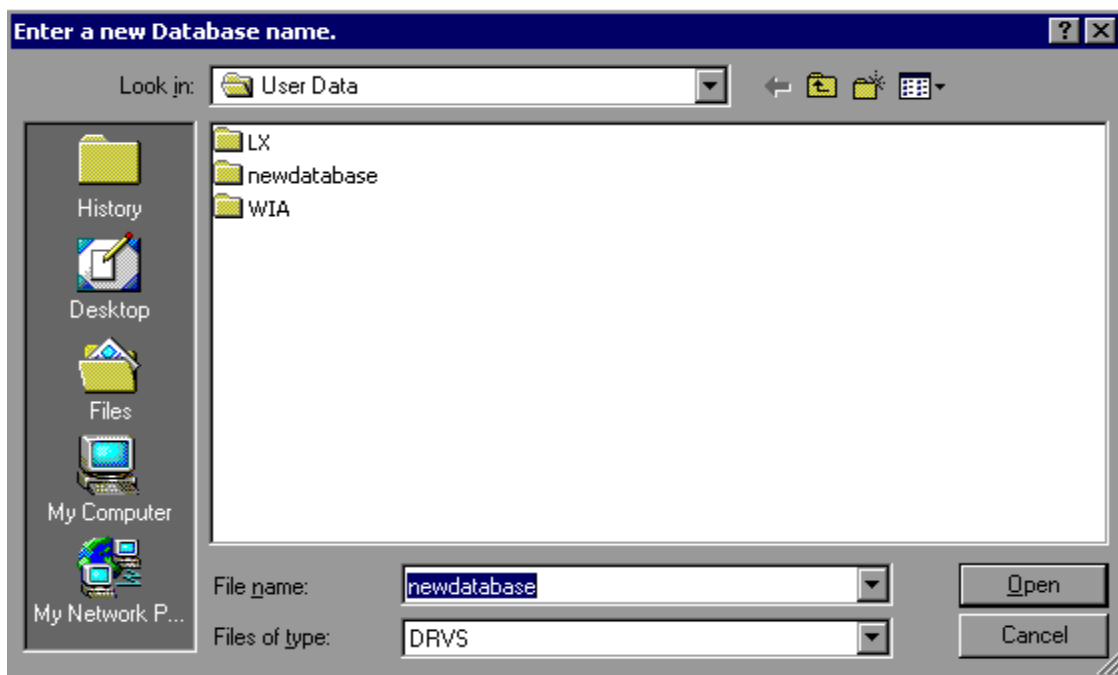
A message box will appear indicating that the new database was successfully created. Click OK.
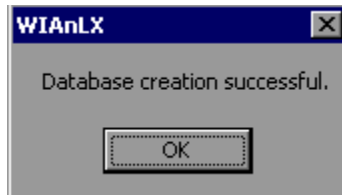
The DRVS Login box will display. Enter your User ID and Password (or the default User ID and Password) and click on Login. The new database name should display in the footer of the application screen when the screen size is maximized. If it does not, check the source table to confirm that you are in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

Step 3—Open An Existing Database

The DRVS will automatically default to the database you were using the last time you logged out of the application. That database name is displayed in the bottom left footer of the application screen. To open a different database, go to the File menu and select **Open DB**. This opens a dialog box where you can select an existing database to open from the drop down menu.
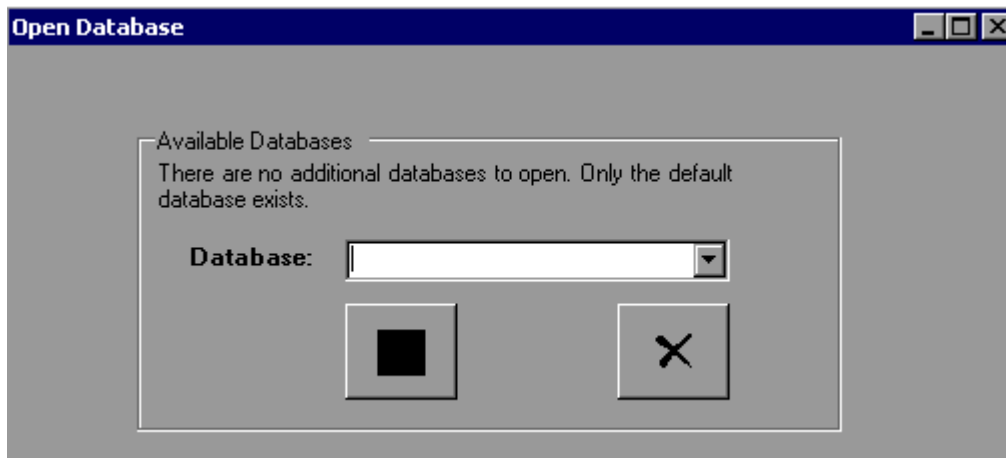
Click on the drop down menu to access the list of databases that can be selected. If no new databases have been created, a message will display saying that only the default database exists. Choose a database and then click on the open database button on the left of this screen. Click on the X button to exit this function and return to the existing database.

Click on the open folder button. The following message will display.
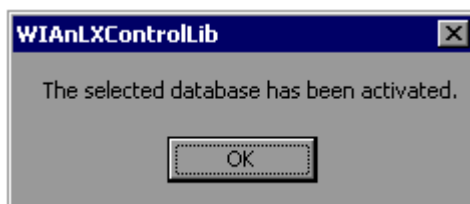
Click OK. The Login box will then display. Enter your User ID and Password and click Login. You will now be in the selected database. The new database name should display in the footer of the application screen when the screen size is maximized. If it does not, check the source table to confirm that you are in the new database.

The open database function may be helpful if you:

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

Step 4—Save a Database

To save an existing database go to the File menu and select **Save As**. This opens the Save As dialog box where you can save a database and give the database a new name or location.
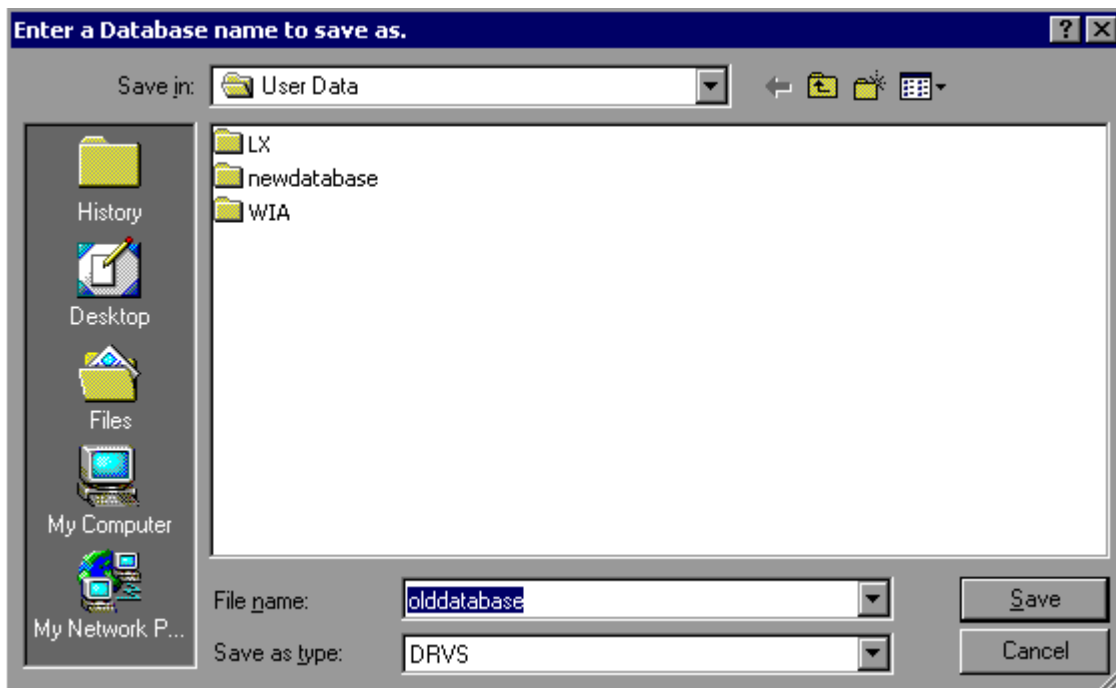
Enter the new file name for the database and then click on Save. A message box will indicate that the newly named database was successfully saved. Click OK.

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

Step 5—Add Users

To add wage or non-wage users, go to the Admin menu and select **Add User**. Assign an ID and password for the user and fill in the user name and email address. Choose "User" from the Level drop-down menu, and select "Wage User" or "Non-Wage User" in the User Type box. The difference between wage user and non-wage user is that the wage information in the database will be accessible to wage user but not accessible to non-wage user. Select the appropriate database for the Authorized Databases(s) and the Active Database boxes. Click Add User. The message "User added successfully" will appear at the bottom of the screen.

Step 6—Delete/Deactivate Users and Modify User Details

Database administrators can delete/deactivate users or manage user details. Go to the Admin menu, select **Delete/Deactivate User**, and choose the user name from the drop-down menu that you wish to delete or deactivate. Click on **Modify User Details** under the Admin menu and select a user name to update user details.

IV. ETA 9090 and 9091 REPORTING

Chapter IV describes how to use the DRVS to produce the state's ETA 9090 quarterly report and 9091 annual report facsimiles, the 9091 EBSS upload file, and the WIASRD EBSS export. These functions allow states to use the DRVS to fulfill ETA's quarterly and annual reporting requirements.

This chapter also describes how to access and analyze records by performance outcome group and by the numerators and denominators of the performance measures. These functions are useful for analyzing changes in performance over time and across outcome groups. Performance outcome groups are the mutually exclusive types of outcomes that a WIA participant may have after exiting the WIA program, and the DRVS assigns each record to the appropriate performance outcome group during file import.

After the state's WIASRD formatted file is imported as described in Chapter III, the DRVS produces the ETA 9090 quarterly report and 9091 annual report. Prior to submitting the ETA 9090 and 9091 to ETA, states may analyze the ETA 9090 and 9091 counts and performance rates by viewing the performance outcome groups and the numerators and denominators as described in Steps 1 and 2 below.

Step 1—View Report Validation Table

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

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

IV. ETA 9090 and 9091 REPORTING

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

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

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

Depending on the funding stream selected, additional tabs will be displayed.

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

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

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

- Youth funding stream: three additional tabs will display. The tab on the left provides a summary of each placement and attainment measure outcome group and the tab on the right will display detailed records for each outcome group selected from the left or middle tabs. **Note: The Literacy Numeracy tab no longer provides meaningful results. This feature was discontinued in Version 7.2.**

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

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

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

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

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

The DRVS only assigns records to performance measure cohorts if sufficient time has passed for the state to determine the outcomes for the cohort. If sufficient time has passed and the post exit employment fields in a record are still coded as pending, the application will change the employment status to unemployed and assign the record accordingly. This default edit is specified in more detail in Appendix B.

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

Step 2—Export Numerators, Denominators, and Counts

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

Click on Report Validation from the menu bar. Then click on Export Numerators, Denominators, and Counts. A message box will ask the user to confirm that the performance groups should be exported. Click on Yes to export.
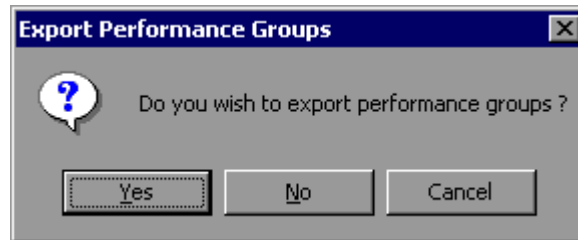
The application will indicate when the files have been exported by displaying an Export Completed message that specifies the location in which the exported files have been saved. The export files are saved to a subfolder titled "Performance Groups Export" in the DRVS install location. If the DRVS is installed in the default location, the export files will be saved to a C:\Program Files\DRVS\Performance Groups Export\<export date and time> subfolder.

Each export creates its own subfolder indicated by the date and time of the export, so that the export files will not be overwritten by subsequent exports.
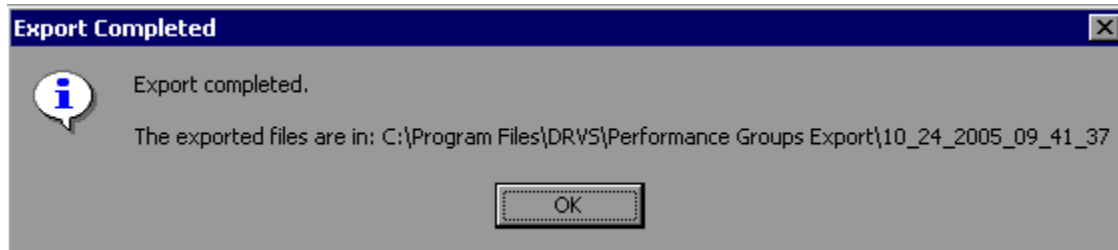
Following is a sample of the Adult_EER_Denominator.txt export file.

```
Adult_EER_Denominator.txt - Notepad                                                                    - |5|
File  Edit  Format  Help
421,2421,19470728,1,2,2,,,,,1,4,2,3,2,3,2,2,4,2,2,2,87,2,,2,2,2,2,5,2,2,22025,20030701,20041031,1,2,,3,2,2,2,2,,,,,,,,,,2,,,
2,,,,,,2,2,2,1,20030701,1,20030731,,,2,2,2,,,,2,2,2,2,2,2,2,1,1,23201100,2,2,1,1,3,6,3,6,975,810,36,4521,50001,999999.99,9999
99.99,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,0,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,616,Fail,,,End,9,56
,10/1/2004,12/31/2004,Table A-1 Group Number 1,Adult EER Denominator
421,2421,19470728,1,2,2,,,,,1,4,2,3,2,3,2,2,4,2,2,2,87,2,,2,2,2,2,5,2,2,22025,20030701,20041031,1,2,,3,2,2,2,2,,,,,,,,,,2,,,
2,,,,,,2,2,2,1,20030701,1,20030731,,,2,2,2,,,,2,2,2,2,2,2,2,1,1,23201100,2,2,1,1,3,6,3,6,975,810,36,4521,50001,999999.99,9999
99.99,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,0,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,616,Fail,,,End,9,56
,10/1/2004,12/31/2004,Table A-1 Group Number 1,Adult EER Denominator
422,2422,19470728,1,2,2,,,,,1,4,2,3,2,3,2,2,4,2,2,2,87,2,,2,2,2,2,5,2,2,22025,20030701,20041031,1,2,,3,2,2,2,2,,,,,,,,,,2,,,
2,,,,,,2,2,2,1,20030701,1,20030731,,,2,2,2,,,,2,2,2,2,2,2,2,1,1,23201100,2,2,1,1,3,6,3,6,975,810,36,4521,999999.98,999999.99,
999999.99,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,0,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,616,Fail,,,End,
10,56,10/1/2004,12/31/2004,Table A-1 Group Number 1,Adult EER Denominator
422,2422,19470728,1,2,2,,,,,1,4,2,3,2,3,2,2,4,2,2,2,87,2,,2,2,2,2,5,2,2,22025,20030701,20041031,1,2,,3,2,2,2,2,,,,,,,,,,2,,,
2,,,,,,2,2,2,1,20030701,1,20030731,,,2,2,2,,,,2,2,2,2,2,2,2,1,1,23201100,2,2,1,1,3,6,3,6,975,810,36,4521,999999.98,999999.99,
999999.99,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,0,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,616,Fail,,,End,
10,56,10/1/2004,12/31/2004,Table A-1 Group Number 1,Adult EER Denominator
423,2423,19470728,1,2,2,,,,,1,4,2,3,2,3,2,2,4,2,2,2,87,2,,2,2,2,2,5,2,2,22025,20030701,20041031,1,2,,3,2,2,2,2,,,,,,,,,,2,,,
2,,,,,,2,2,2,1,20030701,1,20030731,,,2,2,2,,,,2,2,2,2,2,2,2,1,1,23201100,2,2,1,1,3,6,3,6,975,810,36,4521,999999,999999.99,
999.99,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,0,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,616,Fail,,,End,11,
56,10/1/2004,12/31/2004,Table A-1 Group Number 1,Adult EER Denominator
423,2423,19470728,1,2,2,,,,,1,4,2,3,2,3,2,2,4,2,2,2,87,2,,2,2,2,2,5,2,2,22025,20030701,20041031,1,2,,3,2,2,2,2,,,,,,,,,,2,,,
2,,,,,,2,2,2,1,20030701,1,20030731,,,2,2,2,,,,2,2,2,2,2,2,2,1,1,23201100,2,2,1,1,3,6,3,6,975,810,36,4521,999999,999999.99,999
999.99,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,0,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,616,Fail,,,End,11,
```

Step 3—Data Enter Negotiated Values

If users want the DRVS to display Table A, Table N, and the negotiated values for Tables B, E, H.1, H.2, J, and O in the 9091 annual report facsimile, or if they want these results included in the EBSS export file, they need to data enter these values into the software. If users do not data enter these values, they will not be included in the export file, and DRVS will display blanks or 0.0 in the appropriate cells.

To enter Table A, Table N, and the negotiated values, go to **Report Validation** menu, then click on **Negotiated Values Data Entry**. A screen will appear showing the tabs for Tables A, B, E, H.1, H.2, J, N and O. Click the tab of each table and type in the values as appropriate. After all values are entered, click Save A-N and Save O at the bottom, then OK when the message box "Saved Successfully" appears. The Annual Report Facsimile will then display the values for Table A, Table N, and the negotiated values for Tables B, E, H.1, H.2, J, and O.

Users must first import a file into the software to allow the Negotiated Values Data Entry function to become operational.

Step 4—View Facsimiles

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

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

Sample Quarterly Report Facsimile

WIA Quarterly Report (ETA Form 9090)

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

OMB No. 1205-0420

State: AL

Expires: 09/30/2005

Quarterly Report Form - ETA 9090

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

IV. ETA 9090 and 9091 REPORTING

Sample Annual Report Facsimile

WIA Annual Report (ETA Form 9091)

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

Filters Set:

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

WIA Title IB

Annual Report Form (ETA 9091)

I. Narrative Section

A.   A discussion of the cost of workforce investment activities relative to the effect of the activities on the performance of participants.

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

II. Table Section

Table A - Workforce Investment Act Customer Satisfaction Results

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

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

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

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

Step 5—Generate Table O

Table O, which displays performance by local area for records that have local funding, can be calculated and displayed using the Table O functionality. Click on the **Table O** menu and select **Table O Import** to load the Table O extract file.
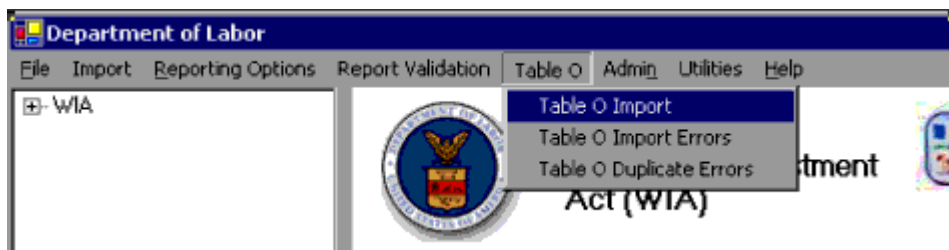
Next, select Browse to find the file to be loaded, click Add File, and then click Load File.

Table O extract file type is ASCII, comma-delimited. The file can be in either *.txt or *.csv format, which is the same as the state extract file. The record layout for Table O is also the same as for the state extract.

Note that if a file has already been imported as a state extract, the software does not use that file to generate Table O results. Different edits and duplicate detection

criteria are applied to the Table O extract file, so states must import it through the Table O Import functionality to generate Table O results. For example, Table O does not accept records that are state-funded only, and the Table O duplicate detection allows records with the same Individual Identifier that have overlapping participation dates if the ETA-code is different.

As with the state extract, the DRVS will produce an import errors report and duplicate records report as it processes the file. Click on the **Table O** menu and select **Table O Import Errors** or **Table O Duplicate Errors** to view file errors.

Table O results are displayed on the 9091 facsimile. To view Table O results, click on the **Report Validation** menu, select **Facsimiles**, and then select **Annual Report Form (ETA 9091)**. (Note that the Reporting Options must be set to Annual Report for the 9091 to display.)
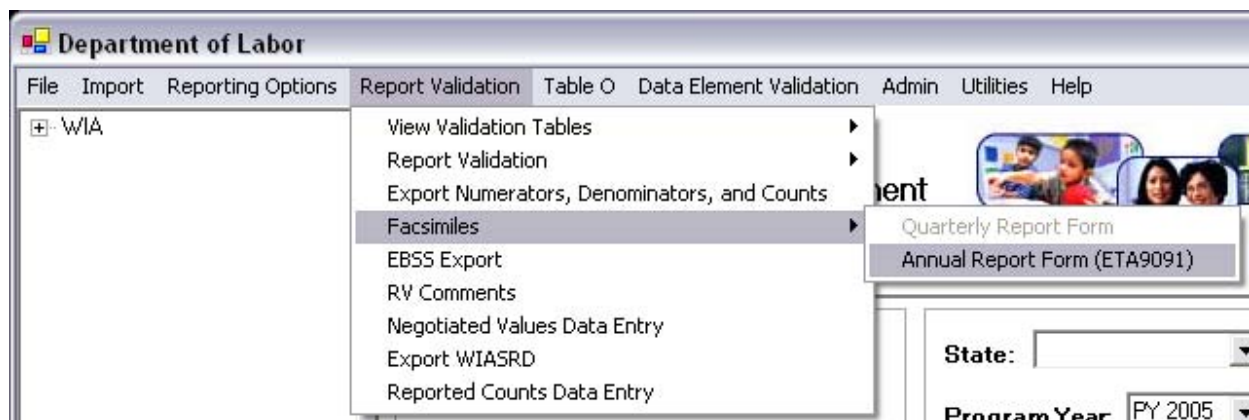
Table O displays a separate page of results for each WIB, organized in ascending order according to ETA-assigned code.

Table O - Local Performance

Local Area Name	Total Participants Served	Adults	1
		Dislocated Workers	0
BWIB		Older Youth (19 - 21)	2
		Younger Youth (14 - 18)	2
	Total Exiters	Adults	1
ETA Assigned #		Dislocated Workers	1
22025		Older Youth (19 - 21)	3
		Younger Youth (14 - 18)	3

Reported Information		Negotiated Performance Level	Actual Performance Level
Customer Satisfaction	Program Participants	0.0	0.0
	Employers	0.0	0.0
Entered Employment Rates	Adults	0.0	50.0
	Dislocated Workers	0.0	75.0
	Older Youth	0.0	75.0
Retentiont Rates	Adults	0.0	33.3
	Dislocated Workers	0.0	25.0
	Older Youth	0.0	20.0
	Younger Youth	0.0	40.0
Average Earnings (Adults/DWs)	Adults	0.0	4245.0

Step 6—Generate EBSS Export

For the ETA 9091 annual report, states can use the DRVS to export the validation values in the EBSS format for submission to ETA. To do so, click on the **Report Validation** menu and select **EBSS Export**. Click Browse to find the location where the export files will be saved, then click Export. A message box will appear asking for confirmation.

WIA EBSS Export

Export

C:\Program Files\   Browse

EBSS Export   ☒

EBSS Export. Click OK to continue.

OK   Cancel
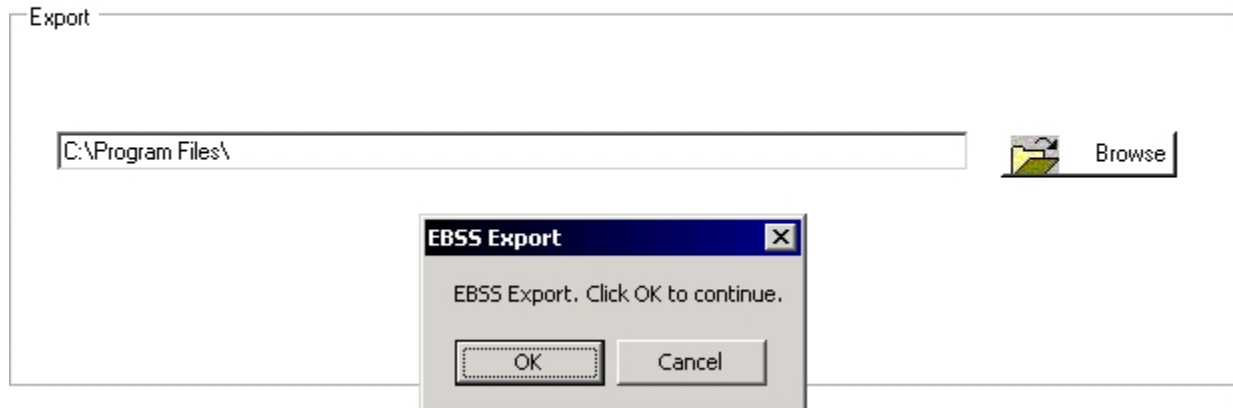
Click OK. After the export finishes, the message "Exported and the Files created successfully" will appear in red at the bottom of the screen. Go to the selected location to find the exported files to be submitted to the ETA EBSS website. States should contact their regional office or the ETA performance website at www.doleta.gov/performance for more information about procedures for submitting the ETA 9090 quarterly or 9091 annual reports.

The ETA 9091 EBSS export can be uploaded to the ETA website at www.etareports.doleta.gov. States can also data enter the values from the ETA 9090 or 9091 report facsimile onto ETA's EBSS to fulfill states' quarterly and annual filing requirements.

Step 7—Generate WIASRD Export

After the state's WIA file has been imported into the DRVS, a WIASRD file containing all exiter records, as well as youth participants that are included in the Skill Attainment and/or Literacy-Numeracy measures, can be exported to the DRVS directory. To export the WIASRD, click on the **Report Validation** menu and select **Export WIASRD**.
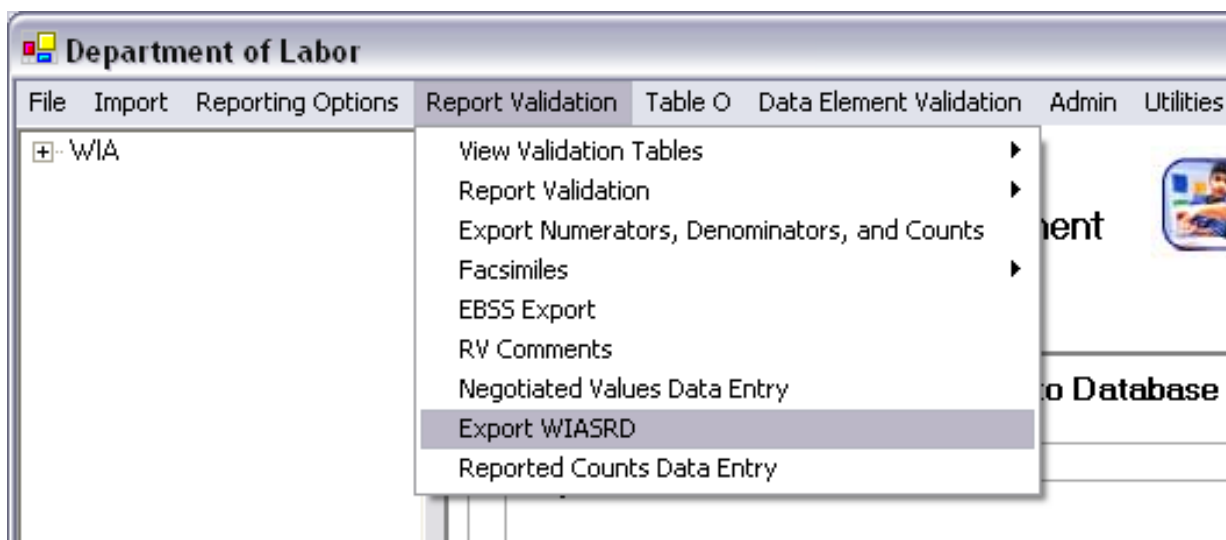
Then click OK when the Export WIASRD window appears.
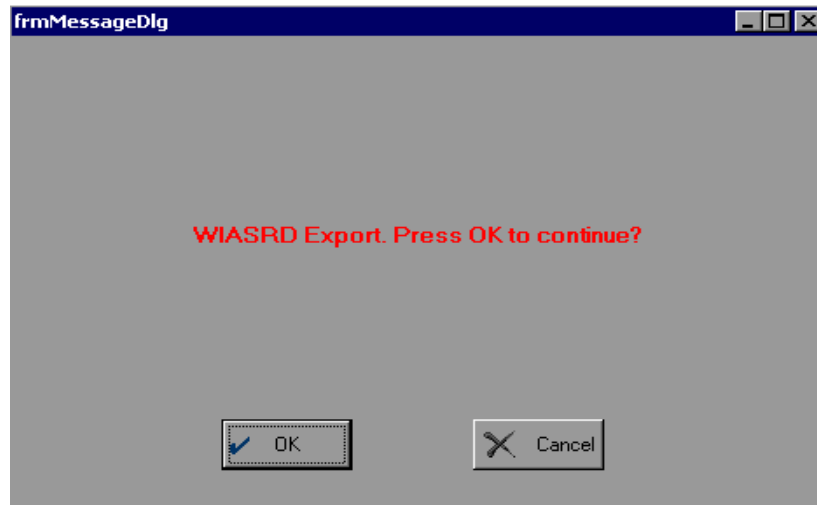
To view the file, navigate to the WIASRD folder in the DRVS directory and open the file.

For more information on ETA's reporting requirements and guiding documents, please visit http://www.doleta.gov/performance/guidance/wia.cfm

A. Overview of Data Validation

Data validation consists of two separate functions: report validation and data element validation. Because there are two basic sources of reporting error, validation requires two methods. First, state reporting software could calculate performance outcomes incorrectly. Second, the state may use correct calculations but some of the data used in those calculations could be incorrect. Report validation checks the accuracy of the state calculations used to generate the ETA 9090 quarterly report and ETA 9091 annual report. Data element validation checks the accuracy of the data used by the state to perform the calculations. ETA only requires states to perform report and data element validation for the ETA 9091 annual report.

The validation process is intended to accomplish the following goals:

- Detect and identify specific problems with a state's WIA reporting process, including software and data problems, so as to enable the state to correct the problems;

- Ensure that critical performance data used to direct incentives and sanctions and to meet ETA's GPRA responsibilities are reasonably accurate by calculating an error rate for selected data elements validated on the ETA 9091;

- Provide tools that help states and local areas analyze the causes of their performance successes and failures by displaying participant data organized by performance outcomes;

- Minimize the burden on states in conducting the validation by providing standardized software (DRVS) that reads records in the WIASRD format and performs all of the processing required to conduct the validation; and

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

Responsibility for completing data validation tasks will be divided among various staff and varies across states. The following is an example of how states can divide labor to ensure effective validation.

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

Programmers have the primary responsibility for building the validation extract file in the format specified in the record layout. Programming staff will also be responsible for loading the file into the DRVS.

Validators conduct the data validation once the extract file has been imported into the DRVS. Validators must be state staff who are independent of the data collection process. In other words, local staff cannot validate their own data. Also, state staff who do wage record matches and/or cross-matches with other databases cannot validate their own cross-matches. Validators should also work closely with programming staff to determine which data elements best meet the requirements specified in the record layout.

B. Report Validation

Report validation is designed to assess whether the state software used to generate the ETA 9091 report accurately calculates performance outcomes. States must use the DRVS to conduct report validation. As described in Chapter IV, states can also use the DRVS to generate the 9090 and 9091 reports for submission to ETA.

The state's report validation process consists of building the import file as specified in Chapter III, loading the file into the DRVS, creating a reported counts file if the DRVS was not used to prepare the 9091 report, and loading the reported counts file into the DRVS.

All states are required to e-submit report validation results to ETA. However, states that use the DRVS to generate their ETA reports do not need to import reported values and conduct a full report validation. After loading their extract files into the DRVS as described in Chapter III, DRVS states should skip directly to Steps 2 and 3 below to view the report validation summaries and e-submit those summaries to ETA.

Step 1—Import Reported Values

To conduct a full report validation, states that do not use the DRVS for reporting must first import their state extract file into the DRVS as described in Chapter III, section B. The software will generate ETA 9091 validation values from this file. States must then either prepare and import separate files of reported counts for each table in the 9091 report being validated, or data enter their reported values (as described below). Once each reported counts file has been loaded, or each reported value has been data entered, the DRVS compares the validation values derived by the software to the actual values reported by the state on each of the tables. The software will then generate a separate Report Validation (RV) Summary for each table in 9091 report.

The format for the reported values import file mirrors the import file format required for the EBSS submission, and the state may simply import their EBSS files. The reported values import file must be named Table**Letter**.csv. There can be no spaces or periods in the file name. For example, Table H.1 should be TableH1.csv.

Click on the **Import** menu and select **Import File**. The Load File to Database screen will appear. Click on **Reported**. Use the **Browse** functionality to find the reported values file or files to add to the upload box. Users can add multiple files and upload them at the same time.

Click Open, then click Add File to move the selected file(s) to the Load File box. The selected files should appear in the box. Click on the Load File button to import the files. A message box will appear, asking for confirmation that reporting options have been set. Click on Yes to confirm, or No to return to the Reporting Options screen. The Import File screen will show the progress of the import.

Alternatively, states can data enter their reported values. Click on the **Report Validation** menu and select **Reported Counts Data Entry**. Select the applicable funding stream from the drop down list, enter the data in the Reported Value column, and click Save after all data are entered. The reported counts will appear in the RV Summaries.

Step 2—View Report Validation Summary

This function allows the user to view the Report Validation Summary, which displays the validation values generated by the DRVS, the state's reported values, the difference between these two sets of values, and a percentage difference for each value. No data entry is required; this option is a read only function.

For DRVS states, no values will appear in the Reported Values column and the summary will show percent differences of 100% for all values. States should verify the accuracy of their reports prior to submitting the results to ETA.

Click on the **Report Validation** menu and select **Report Validation**. Select the applicable summary from the sidebar. Only one RV summary can be viewed at a time. It may take several minutes for the first summary to open after the reported counts file has been loaded.

Sample RV Summary

WIA Report Validation Summary - Adult

Comments:

Report Cell	Report Item	Validation Value	Reported Value	Difference	% Error Rate
9091/B3	EER Numerator	680	0	680	100.00
9091/B4	EER Denominator	712	0	712	100.00
9091/B2	EER Rate	95.5	0	95	95.50
9091/B7	Retention Numerator	544	0	544	100.00
9091/B8	Retention Denominator	1256	0	1,256	100.00
9091/B6	Retention Rate	43.3	0	43	43.30
9091/B11	Earnings Change Numerator	1306638	0	1,306,638	100.00
9091/B12	Earnings Change Denominator	360	0	360	100.00
9091/B10	Earnings Change	3629.6	0	3,629	100.00
9091/B15	Employment and Credential Numerator	72	0	72	100.00
9091/B16	Employment and Credential Denominator	566	0	566	100.00
9091/B14	Employment and Credential Rate	12.7	0	12	12.70
9091/C2	Public Assistance EER Numerator	340	0	340	100.00
9091/C3	Public Assistance EER Denominator	356	0	356	100.00
9091/C1	Public Assistance EER Rate	95.5	0	95	95.50
9091/C14	Public Assistance Retention Numerator	272	0	272	100.00
9091/C15	Public Assistance Retention Denominator	648	0	648	100.00
9091/C13	Public Assistance Retention Rate	42.0	0	42	42.00
9091/C26	Public Assistance Earnings Change Numerator	705798	0	705,798	100.00
9091/C27	Public Assistance Earnings Change Denominator	200	0	200	100.00
9091/C25	Public Assistance Earnings Change	3529.0	0	3,529	100.00
9091/C38	Public Assistance Employment and Credential Numerator	72	0	72	100.00
9091/C39	Public Assistance Employment and Credential Denominator	433	0	433	100.00

Users may add comments about their RV summary through DRVS. Click on the **Report Validation** menu and select **RV Comments**. Choose one of five funding streams from the drop down list, type in comments in the box, and click Save after

all comments are entered. Comments will display at the top of the appropriate RV summary, and will be included in the DRVS upload file of RV results.

Step 3—Submit Report Validation Summaries to National Office
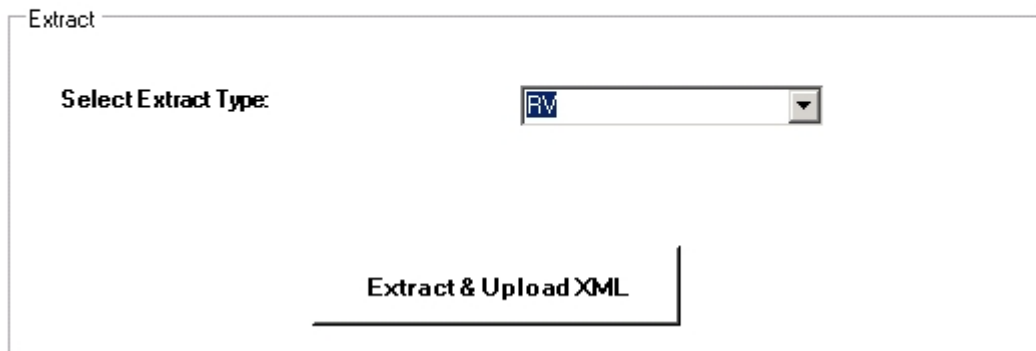
To submit the ETA 9091 report validation results to the National Office, click on the **e-Submit** function under the **File** menu. The WIA E-Submission screen will appear. The drop down menu allows the user to select RV, DEV, or both. Select RV and click on the Extract & Upload XML button.

Workforce Investment Act (WIA) E-Submission

Extract

Select Extract Type: RV ▾

Extract & Upload XML

A screen will appear providing the location of the RV XML files as well as a warning. The XML file location is the default data directory for XML files, which is C:\Program Files\DRVS\XML. After reading and accepting the warning, click OK.

Your data has been sent to the following location: Close

C:\Program Files\DRVS\XML\WIAXMLExport972006409PM.xml

Signon the DRVS eSubmission site below, browse to, select and transfer your data

Microsoft Internet Explorer

WARNINGWARNING**WARNING**
This is a U.S. Government computer system, which may only be accessed and used by authorized personnel for official government business. Individuals using this computer system with or without authorization are subject and consent to having their activities monitored and recorded by authorized system personnel. All data contained on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed in any manner by authorized personnel. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials, and could result in punishment by fine, imprisonment, or both (18 U.S. Code 1030). Unauthorized access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms and may subject violators to criminal, civil, and/or administrative action.
WARNINGWARNING**WARNING**

OK

After clicking OK, the Grantee Reporting System login screen appears. It may take a minute or two for the software to open the web browser.

Your data has been sent to the following location: Close

C:\Program Files\DRVS\XML\WIAXMLExport972006409PM.xml

Signon the DRVS eSubmission site below, browse to, select and transfer your data

Grantee Reporting System

Please Login:

Enter the Password for the grantee you are reporting on

Password: [   ]

[Login]

Department of Labor Privacy and Security Statement.

Enter the state's **validation password** provided by ETA and click on the Login button (Please note that the validation password is different from the reporting password, which is used to submit reports and WIASRD record. There are separate validation passwords for the WIA and LX programs). Users should enter their name, email address, and telephone number in the appropriate fields. Then click on Browse. Use the Choose File window to find the XML file created by the DRVS. The location and name of the file are listed in the white cell at the top of the web browser. Click on the Open button and the name of the selected file will appear in the Locate File box.

Using the **Report Source** dropdown menu, select the type of software that the state uses for generating its quarterly reports (e.g., ETA (DRVS), DART, or another program). Then click the Submit button in the web browser.

It may take some time for the XML file to upload. Once the file has been successfully transmitted, a DRVS Confirmation of Submission screen will appear. Users can print a copy of the confirmation, request an email copy of the confirmation, or logout.

C. Data Element Validation

In data element validation (DEV), states evaluate the accuracy of the participant data used to generate the ETA 9091 annual report, whether that report is generated by the DRVS or the state's own reporting software. DEV produces an estimate of the error rate for each data element that has been selected for validation. The error rate is computed by examining a sample of participant records to determine whether the accuracy of the selected data elements is supported by source documentation, such as wage records.

ETA has redesigned the WIA DEV sampling algorithms to make the samples more efficient and to provide more precise estimates of error rates for specific data elements. ETA's ultimate goal is to set accuracy standards for data element validation. DRVS 7.2 incorporates sampling features to move closer to that goal. In addition to the sampling features in WIA 3.1, DRVS 7.2 weights for the "density" of the participant records in addition to weighting for risk, and it attempts to overcome the clustering limitations of WIA 3.1 by selecting offices or WIBs based on all funding streams and not separately by funding stream.

Not all data elements are subject to validation. Data elements are selected for validation based on three factors:

- **Feasibility** – ETA can validate data elements only when it is practical and efficient to locate and examine supporting evidence within the state records. Therefore, such items as race, ethnicity, and gender will not be validated because these data elements are self-reported by participants, and it is not efficient to locate the participant to document these characteristics. It is also not practical to validate for data entry errors.

- **Risk** – The process for validating data elements is based partly on the likelihood that the data element may be inaccurate. Data elements involving human judgment are more prone to error than data elements that do not involve human judgment. For example, determination of employment based on supplemental sources is more likely to be in error than determination of employment from wage records.

- **Importance** – Data elements are selected for validation based primarily on their importance to the integrity of the ETA 9091 report. DRVS

automatically selects samples from the records for each group—adults, dislocated workers, NEG, older youth, and younger youth—and displays the sampled data on a validation worksheet. Records are oversampled if they are important for the calculation of performance measures and if they have a higher risk of error.

In addition, the DEV process is designed to compute a reliable error rate using the smallest possible sample to minimize the state's burden in performing the validation. Because it is impractical for state staff to conduct the validation on-site for a small number of cases in a large number of locations, the DEV sample for each group can be selected from a sample of offices or WIBs within the state, rather than from every office. Two sampling techniques are used:

1) **Clustering**: The software selects the sample of exiters from a relatively small number of locations within the state where source documentation is stored. This approach reduces the burden that on-site validation imposes on the state by limiting the number of locations to visit.

2) **Stratification**: Cases that have a higher potential for error that will affect performance (positive employment or education outcomes) and more data elements to be validated are sampled in greater proportion than cases with a reduced chance of error (negative employment or education outcomes) and fewer elements to validate.

These sampling methods ensure that the state examines as few records as possible, in as few locations as possible, while still achieving a reliable estimate of error. Once the state has validated the sampled records, the software weights the results of the validation to correct for over- and under-sampling that results from the clustering and stratification. Appendix E provides more detailed information.

In the DEV process, the validator applies a series of validity criteria to each sampled record. These criteria, which are based on federal requirements that determine how data are reported, instruct the validator to locate specified source documentation and to verify that the state's data record is correct as compared to the source documentation. Appendix D provides detailed instructions for this process and specifies the source documentation to be used for each data element that is validated.

Because of the time lag for obtaining wage records, the outcomes reported on the ETA 9091 report cannot be validated until approximately one year after the person exits. Therefore, data element validation of exiters must occur after the data for the report have been compiled.

Step 1—Developing a DEV Strategy

One of the key issues in conducting DEV is locating source documentation. The term "source documentation" does not necessarily imply paper case files. Source documentation could include automated records in state systems and image files. For example, wage records must be reviewed using state databases. States may also have educational records, automated records documenting participation in other programs, or other types of automated records that they can access to validate WIA data.

For example, some state WIA systems import automated case files from the state's TANF databases. These detailed case files constitute valid source documentation and make it unnecessary for such states to validate this data element in local offices. It is not sufficient, however, to simply maintain a code or indicator in the state WIA system that the participant was enrolled in TANF.

Unless a state has a comprehensive imaging system it will still be necessary to review case files stored at the local level. The validation, therefore, can be conducted in two stages: 1) state staff validate some data elements against data files at the state level; and 2) other data elements using case files stored at the local level.

Case files should be reviewed where they are stored if possible. Storage of case files varies across states and local areas. Files may be stored at the administrative offices of the WIB, at One-Stop offices, or at the offices of providers. In the worst case, case files for a single participant may be stored in multiple locations.

All wage and earnings information must be validated no matter what the source— UI wage records, WRIS, federal wages, or other administrative sources. However, states only need to validate that the wages on the validation worksheet match the wages in the source documentation; they do not need to validate the accuracy of the source documentation. Wage record information must be checked against the

state's wage record files. To do so, the state needs to include the participant's SSN in the extract file to be loaded into the validation software in order to perform a wage match. This information can be included in Individual Identifier field or in either of the two user fields in the DRVS software's record layout. This match can be performed as a separate step before or after the visit to the One-Stop center. There may be other data elements that the state can validate centrally. States have the flexibility to determine the most efficient source to use to validate the information when more than one source is specified.

There are several reasons why it is important to review the documents at the location where they are stored rather than moving the files prior to the review:

- If the files are not moved, the files will be readily available to local staff;

- Reviewing files onsite ensures the integrity of the validation process;

- If the files are incomplete, it will be easier to obtain the missing information if the validator is onsite;

- Questions pertaining to the information in the case files can be efficiently resolved during an onsite review; and

- Both state and local staff will benefit from face to face discussions about local data collection procedures, federal requirements and the validation process.

In some cases, it may not be feasible to perform an onsite review in all locations. This would occur in a state such as Alaska where it is impractical to travel to each location. There may be isolated examples in other large states where it is impractical to visit a small and very remote office. In these situations state staff must contact their regional office to discuss shipping selected files to a more convenient location for review.

State staff should notify local staff well in advance of when the onsite validation will occur to ensure that local staff are available to assist in the validation. State staff should also inform local staff which records have been sampled one to two days in advance of the onsite review. This will make the review more efficient, while minimizing the possibility for changes to the case files. States that want to

give local staff more than two days notice must get approval from ETA's regional office.

Although state staff do not perform the sampling, to some extent, they can control the degree of clustering done by the software. The approach that states use will depend on:

- whether the state can identify the location (office or provider or WIB) of the case files and include it in the DRVS extract file;

- whether all or some WIBs within the state store case files centrally in the WIB's administrative offices; and

- whether there are more than 15 locations where case files are located as determined by the WIB name and Office name fields.

Step 2—Create the Validation Sample

After the state's extract file has been imported into the DRVS, click on the **Data Element Validation** menu, select **Draw Sample** and then **Basic Sample**. A sub-menu will appear, asking users to choose one of the following sampling units: Record, Office or WIB. If states choose to sample by Record, the software selects a sample of records for each funding stream no matter what offices or WIBs the records are located. If states choose to sample by Offices or WIBs, the software first draws a clustered sample of offices or WIBs, and from the sampled offices or WIBs, the software selects samples of records. The software uses the information in the WIB name and Office name field to determine the location of the records. Appendix E: DEV Sampling Methodology provides a detailed explanation of how the DRVS draws samples by Record, Office, or WIB.

States have leeway when sampling. They can choose to sample by record (no clustering), by WIB, or by office. There are at least two factors that should impact states' decisions on when and how to cluster. First, there must be values in the WIB or office name field for the software to determine the sampling units. Second, the software must select at least fifteen sampling units; if there are fifteen or fewer sampling units, then the software cannot cluster. As a consequence, many states will not be able to sample by WIB.

If the user chooses WIB or office as the sampling unit and there are fifteen or fewer WIBs or offices, the software defaults to a sample by records, and a message will appear saying the minimum number of WIBs or offices required for clustering is not present in the file.
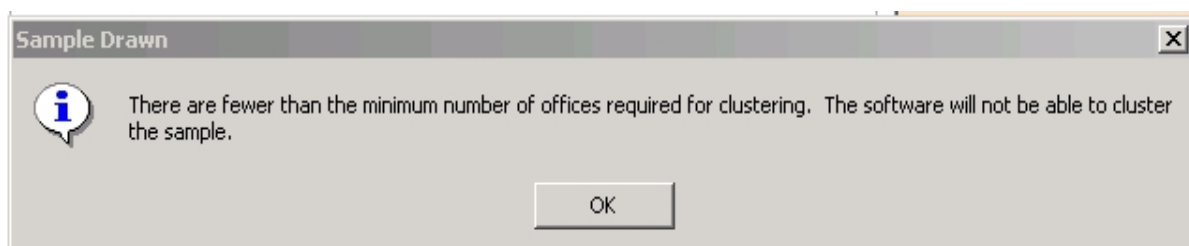
After the user has selected the sampling unit, a screen will appear asking for confirmation that the sample should be selected. Click OK.

V. DATA VALIDATION

The software will then draw validation samples of records for each of the five funding streams from the extract file. Depending on the file size, the time to draw DEV sample varies across states. A message box will appear confirming the sampling is complete.

```
WIAnLX                    [X]

DEV Sample has been drawn.

        [   OK   ]
```
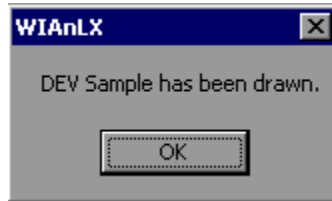
Step 3—Validate Sampled Records

To access the validation worksheets, click on the **Data Element Validation** menu and select **Edit Worksheets**. A sub-menu will appear displaying the five funding streams. Click on the appropriate selection to open a window that displays a summary of the sample records for the selected funding stream. The summary screens are read only.

Sample Summary Validation Worksheet

ADULT WORKSHEET

Number of Records in Sample: 64   1 of 64 Records Validated   Refresh Sam

ParticipantID	IsValidated	WrongSSN	UnableToLoc	InvalidRecord	MissingRecor	OBSNumber_	IndividualIden	DateOfBirth_	DateOfBirth_	Vete
72	True	False	False	False	False	72	136563	05/04/1938	P	4
1664	False	False	False	False	False	1664	153750	08/30/1949	(null)	4
2352	False	False	False	False	False	2352	123198	08/06/1951	(null)	4
3343	False	False	False	False	False	3343	156005	01/14/1954	(null)	4
4165	False	False	False	False	False	4165	154787	09/14/1955	(null)	4
4779	False	False	False	False	False	4779	156597	11/21/1956	(null)	4
5338	False	False	False	False	False	5338	138697	11/24/1957	(null)	4
6323	False	False	False	False	False	6323	123972	10/19/1959	(null)	2
6611	False	False	False	False	False	6611	121805	05/05/1960	(null)	4
6802	False	False	False	False	False	6802	133097	09/10/1960	(null)	4
7510	False	False	False	False	False	7510	154782	01/16/1962	(null)	4
7772	False	False	False	False	False	7772	153680	07/24/1962	(null)	4
7873	False	False	False	False	False	7873	130960	09/23/1962	(null)	4
9110	False	False	False	False	False	9110	141243	12/29/1964	(null)	4
9560	False	False	False	False	False	9560	135193	10/28/1965	(null)	4
9764	False	False	False	False	False	9764	153922	03/17/1966	(null)	4

If a record is labeled True in the "IsValidated" column, it means that all data elements in the record have been validated (i.e. receiving a Pass or Fail); if it is False, it means at least one data element in this record has not yet been validated. For the columns WrongSSN, UnableToLocate, InvalidRecord and MissingRecord, a True or False indicates whether the information is valid. For example, when a record shows True in Wrong SSN column, it means this record has a wrong SSN, whereas if a record shows False in Wrong SSN column, it means the SSN of this record is true or accurate. Next to each element to be validated, there is another column with the same element name as column header. This contains either P for

Pass validation, F for Fail validation or "{null}" which signifies that the element has not yet been validated.

Note that the records in the worksheet are sorted by the ParticipantID, which is a database number assigned by the software for accessing sampled records. ParticipantID is **NOT** necessarily the same as the observation (OBS) number. Users should be sure to verify the OBS number displayed on the actual worksheet when validating records.

To access, update, or print individual sampled cases, double click in the left hand column next to a particular record. This will open a validation worksheet for that record.

Sample Individual Validation Worksheet

For each record, the data on the worksheet should be compared to the data in the state source documentation or database to determine if each data element is accurate. For example, wage information must be checked against wage records in the state database, while attainment of a diploma or degree may be verified by locating a copy of the certificate in the participant's files. For a complete list of source documentation, refer to Appendix D.

Check either Pass or Fail for each element using the validation indicator dropdown. Users can click on the **Comments** tab to enter comments for the record. Users can also click the **Print** button to print a copy of the validation worksheet for the record. When finished validating the record, click on **Save** at the bottom of the screen. A message box will appear asking if the user wants to print the row (i.e., a copy of the completed validation worksheet for the record). Select Yes or No as appropriate.
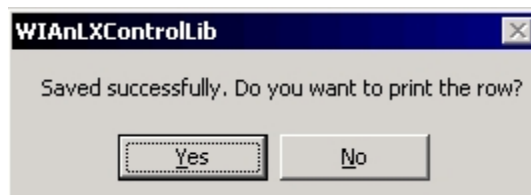
A "Completed" or "Not Completed" message will appear on the upper right corner of the worksheet indicating whether or not the validator has completely validated each data element of the record. Click the right arrow to go to the next record or click **Exit** to return to the DEV summary worksheet. When all data elements of a record have been validated (i.e. either Pass or Fail is checked), the summary row displays "True" under the IsValidated column for the record. If any data element is left blank, the record displays "False" and users should open the record to complete the validation.

There are four boxes on the upper right corner of the worksheet that are used to describe higher level data problems. If a record is missing from the office in which it is supposed to be, the validator should check the "Missing Record" box; if the validator cannot determine where a record is supposed to be located, check the "Unable to Locate" box; if a record for a person not registered in WIA has wrongly been included in the extract file, check the "Invalid Record" box. When any of these three boxes is checked, no other elements should be validated and all validation indicators will automatically set to Fail. Click on Save and proceed to

the next record. If a record has a wrong Social Security Number, the validator should check the "Wrong SSN" box *and* validate all data elements listed on the worksheet.

If validation has been completed on an individual worksheet and the user does not want to continue validating other records, either save and navigate to another DRVS function, or save and close out of the DRVS application.

The validation worksheets can be completed online, or they can be printed and completed by hand. The DRVS may also be loaded onto the state's central server, allowing multiple validators to complete the worksheets from workstations or computers connected to the server. If validators complete by hand, the information must be data entered onto the automated worksheet later.

To **Export** in .csv format a summary of the current validation results for all DEV worksheets in a sample, select the **Data Element Validation** menu and then select **Export Worksheet.** There are six possible selections for exporting the worksheet summary; the user may export the worksheet summary for each of the five funding streams separately or by a single export containing the summary for all funding streams. Once the selection is made, click Export. The exported files automatically save to C:\Program Files\DRVS\DEVWorksheetExport.   This exported file contains the validation results for the selected sample(s).

Note that when opening the .csv file for the Younger Youth worksheet summary, the following message appears.
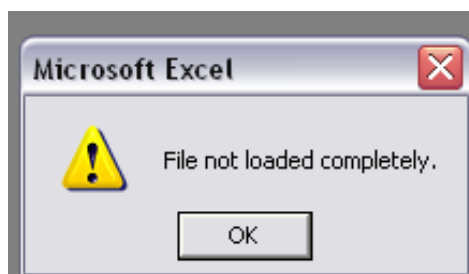
This message appears because there are too many columns to display in Excel format. To resolve this problem, six columns must be removed using the following steps:

Open the Excel application. Click on the open (folder) icon to open the YY export file in excel, browse for the file in the C:/Program Files/DRVS/DEVWorksheetExport folder, and click "Open". Choose "Delimited" and click next. Choose "Comma" and click next. Then scroll to the right and choose a field that does not need to be displayed (e.g., PostTestDate1Y3_Value). Highlight the column by clicking in the column header, then select "Do not import column (skip)". Do the same for at least 5 other columns.

After designating at least 6 columns with "Do not import," click on "Finish" to display the file in excel format.

Step 4—Print Validation Worksheets for Sampled Records

At the state's discretion, sampled records can be validated on printed worksheets first and then entered into the DRVS as a separate step. To print the validation worksheets for the sample in batch mode by funding stream, select **Print Worksheets** on the **Data Element Validation** menu, and choose the appropriate funding stream to be printed. Note that all data elements required to be validated for that funding stream are displayed in the printed worksheet, however, states only need to assign Pass or Fail to those data elements not highlighted in gray color. Data elements in gray highlights do not need to be validated because they are non-positive values and do not have Pass/Fail drop-downs in the individual validation worksheet.

Click the printer icon at the top left of the screen to begin printing. States can also save the worksheet in other formats (such as PDF) by clicking the envelope button and selecting the appropriate format.

Sample Printed Worksheet

Adult DEV Work Sheet

Element #	Data Element	Value	DEV Indicator

OBS Number: 9	Individual Identifier A21DW863	WIB Name: CWIB	
Office Name: C2Office		Case Manager AdultCore	
User Field 1: Group 21		User Field 2: 6Q Prior	
Wrong SSN:	Unable To Locate:	Invalid Record:	Missing Record:
Comments: P/F/P/F			

Element #	Data Element	Value	DEV Indicator
3	DateOfBirth	10/02/1947	Pass
12	VeteranStatus	3	Fail
16	EmploymentStatus	1	Pass
20	LowIncomeStatus	2	
21	NeedyFamilyStatus	2	
22	OtherPublicAssistanceStatus	1	Fail
34	ProgramParticipationDate	10/01/2002	Pass
35	ProgramExitDate	12/31/2004	Fail

Step 5—Sample Reports

State validators should notify local offices prior to an onsite review to give the offices, but no more than two days notice. This will give the offices time to assemble the necessary source documentation for validating the sampled records. The Sample Reports functionality allows states to print out a list that contains the basic identifying information of the sampled records for each funding stream. This information includes OBS Number, Individual Identifier, WIB Name, Office Name, Case Manager, User Field1, and User Field2. States can choose to sort the report by one or more of these fields. For example, states can sort the sample report by WIB for distribution to different WIBs prior to the onsite visit.

Under the **Data Element Validation** menu, click **Sample Reports** and choose a funding stream. To sort the report, select the field(s) from the Available Fields box

on the left, and click the right arrow to move the selected field(s) to the Order By box on the right. Use the left arrow to remove a selected field(s) from the box.

Click **Print**. A report will display listing the sampled records ordered by the selected field(s). The following screen print shows a sample report ordered by WIB Name.

Print Sample

MainReport

Sample Report

OBS Number	Individual Identifier	WIB Name	Office Name	Case Manager	User Field1	User Field2
16	131588	BWIB	B3Office	Lewis	123-45-6804	End
665	112907	BWIB	B3Office	Williams	123-45-7453	End
816	149655	BWIB	B3Office	Lewis	123-45-7604	End
478	131818	CWIB	C5Office	Hall	123-45-7266	End
696	123200	EWIB	E2Office	Lewis	123-45-7484	End
56	107756	FWIB	F1Office	Lewis	123-45-6844	End
560	136090	FWIB	F1Office	Miller	123-45-7348	End
217	126695	GWIB	G1Office	Robinson	123-45-7005	End
361	153963	GWIB	G1Office	Smith	123-45-7149	End
370	130137	GWIB	G3Office	Jones	123-45-7158	End
85	128359	IWIB	I1Office	Williams	123-45-6873	End
239	150855	IWIB	I1Office	Walker	123-45-7027	End
735	140993	IWIB	I1Office	Lee	123-45-7523	End
740	155687	IWIB	I1Office	Miller	123-45-7528	End
881	110938	IWIB	I1Office	Smith	123-45-7669	End
598	155137	JWIB	J4Office	Hall	123-45-7386	End
897	106844	JWIB	J4Office	Robinson	123-45-7685	End
111	139166	LWIB	L1Office	Thomas	123-45-6899	End
415	120666	LWIB	L1Office	Lee	123-45-7203	End
762	138209	LWIB	L1Office	Black	123-45-7550	End
629	130994	MWIB	M1Office	Taylor	123-45-7417	End
437	155346	NWIB	N5Office	Robinson	123-45-7225	End
787	125428	NWIB	N5Office	Davis	123-45-7575	End

Click the print icon at the top to print the report. To export and save the report, click the envelope button and choose the appropriate format. States can export the sample report in Microsoft Excel Data Only format and create separate worksheets for each WIB, office, case manager, or the two user fields.

Step 6—Sub-Samples

The sub-sample functionality allows states to assign sections of the sample to multiple validators and then to import their completed results into the master database.

While in a master database, click on the **Data Element Validation** menu, select **Sub-Sample** and then **Export Sub-Sample**. A dialog box will appear asking the user to select the funding stream, WIB, and office for which the sub-sample is to be exported. Select the appropriate choices.

The user must then designate whether or not wage information should be included in the sub-sample by selecting or un-selecting the **Include Wage Data** checkbox. The check box appears operational for all users, however, even if the box is checked, the sub-samples created by non-wage user accounts will not include any wage information, because non-wage users do not have access to wage information in the DRVS database.

Note that if sub-samples containing wage information are created by a wage user, non-wage users who access these sub-samples will also be able to view the wage information in the sub-samples since the sub-sample data are stored in XML files rather than the DRVS database. ***Therefore, sub-samples must be created without wage information (i.e. the Include Wage Data box not checked) if they are to be accessed by non-wage users.***

For information about how to create non-wage users, refer to Section C: Database Management in Chapter III of this Handbook.

Export Sub Sample

Select Funding Stream: [Dislocated Worker (local for ▼]

Select WIB: [KWIB ▼]

Select Office: [K1Office ▼]

☐ Include Wage Data

Select File

[   ] 📂

Export

The Select File cell is for designating a file name and path for the sub-sample export. Click on the open folder icon on the right side of the cell. This will open the "Enter a File Name to export" screen. Type a name for the sub-sample export file in the File name cell, then click Open.
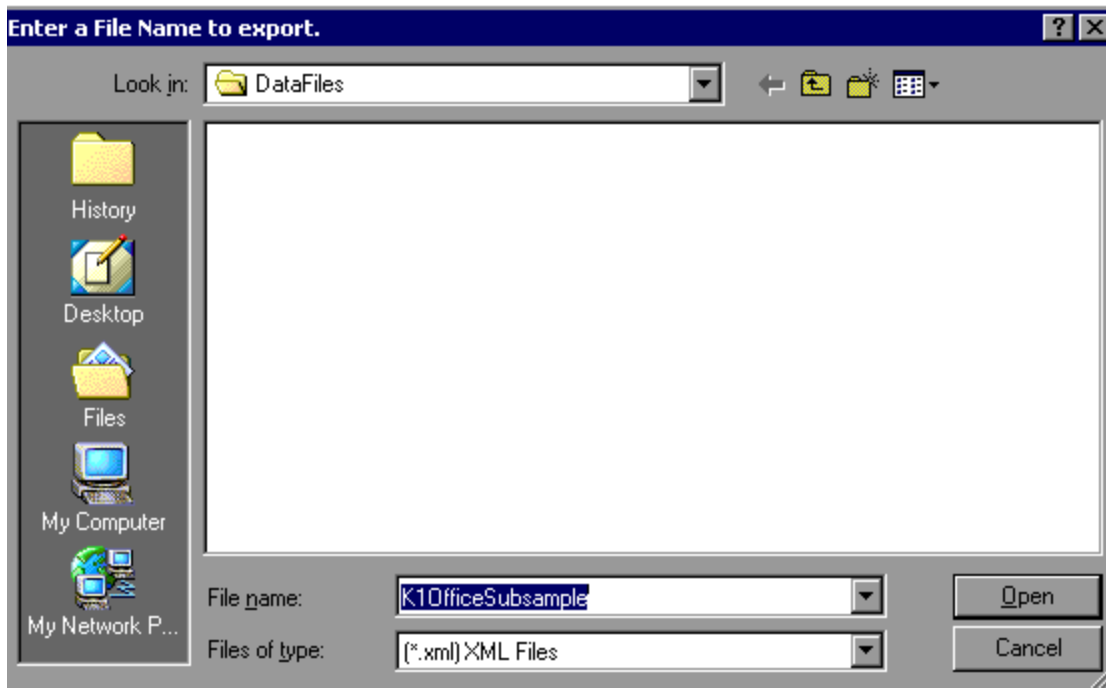
The file name (including the path to the directory in which the file will be stored) will then appear in the Select file cell. Then click **Export** to create the sub-sample XML file. By default, the DRVS exports the sub-sample to the C:\Program Files\DRVS\Data Files folder unless another path is specified by the user in the file name.

Select File

C:\Program Files\DRVS\DataFiles\K1OfficeSubsample.xml

Export

Below are some additional notes on the Sub-Sample functionality:

1) Do not include a specific sampling unit in more than one sub-sample. For example, do not export the validation information for a particular office into two sub-samples, one for wage users and the other for non-wage users. When the validated sub-sample results are imported back into the master database, the results from one of the sub-samples will overwrite any existing results from the other sub-sample already in the database.

2) If the state extract file is re-sampled after import, the original samples in the master database will be overwritten by the new samples. However, sub-sample files in the C:\Program Files\DRVS\Data Files folder will remain. These existing sub-samples become invalid and cannot be imported back into the master database.

Once the sub-sample has been exported, it is available for validation. Click on the **Data Element Validation** menu, select **Sub-Sample**, and then click on **Validate Sub-Sample**. This opens the directory in which the sub-sample XML files have been saved. Click on the sub-sample file to be validated and click Open. The user

must choose the same funding stream as the one to be exported, otherwise the export will not contain any information. This opens a summary screen which displays all of the records in the selected sub-sample. The summary screens are read only.

Double click in the left hand column next to a specific record to open the validation worksheet for that record.

Sample Summary Validation Worksheet for Sub-Sample

ADULT WORKSHEET

Number of Records in Sample: 216   3 of 216 Records Validated   [Refresh Sample]

ParticipantID	IsValid	Wrong	UnableTo	InvalidRec	MissingRe	OBSNumb	IndividualIden	DateOfBirth_	DateOfBirth_	Veter
72	True	True	True	True	True	72	136563	05/04/1938	F	4
141	False	False	False	False	False	141	116436	01/26/1941	(null)	4
560	False	False	False	False	False	560	136090	07/13/1945	(null)	4
602	False	False	False	False	False	602	115742	10/09/1945	(null)	4
708	False	False	False	False	False	708	107576	05/19/1946	(null)	4
739	True	False	False	False	True	739	154433	08/06/1946	F	4
1021	False	False	False	False	False	1021	154444	06/30/1947	(null)	2
1151	False	False	False	False	False	1151	124677	12/28/1947	P	4
1183	False	True	False	False	False	1183	106781	02/01/1948	(null)	4
1242	False	False	False	False	False	1242	156409	04/15/1948	(null)	2
1251	False	False	False	False	False	1251	151846	04/29/1948	(null)	4
1766	False	False	False	False	False	1766	117178	01/02/1950	(null)	4
1778	True	False	False	True	False	1778	142590	01/15/1950	F	4
1957	False	False	False	False	False	1957	151449	07/26/1950	(null)	4
1958	False	False	False	False	False	1958	126377	07/27/1950	(null)	4
2107	False	False	False	False	False	2107	156494	12/17/1950	(null)	4
2145	False	False	False	False	False	2145	117258	01/16/1951	(null)	4

After validating the data elements of a record in the sub-sample, click **Save** to transfer the results to the sub-sample summary screen. Click **Exit** to return to the sub-sample summary screen.

V. DATA VALIDATION

Sample Individual Validation Worksheet for Sub-Sample

Data Element	Reported Value	Validation Indicator		Data Element	Reported Value	Validation Indicator
3. DateOfBirth	10/01/1947	Pass	68.	FirstIntensiveService	10/31/2002	
12. VeteranStatus	1	Pass	69.	DateEnterTraining		
16. EmploymentStatus	2	Fail	70.	DateExitTraining		
20. LowIncomeStatus	2		74.	TrainingService1		
21. NeedyFamilyStatus	2		84.	ExitEmployed1	1	
22. OtherPublicAssistance	1		85.	ExitEmployedMatch1	1	
34. ProgramParticipationDa	10/01/2002		89.	ExitEmployed2	1	
35. ProgramExitDate	03/31/2005		90.	ExitEmployedMatch2	1	
61. OtherExitReasons	98		91.	ExitEmployed3	1	
66. FirstCoreServiceDate			92.	ExitEmployedMatch3	1	

OBS 133 — Case Manager: AdultCore — User Field 1: Group 6 — User Field 2: 5Q Prior
SSN A600133 — WIB Name 55 — Office Name — Not Completed
Exceptions: Wrong SSN, Unable to locate, Invalid Record, Missing Record

Write XML   Save   Exit   1 of 18

Users may continue validating additional records in the same manner. When ready to exit the sub-sample, users should **Save** the validation results of the last record validated and then click on **Write XML** to save the results to the sub-sample file.

A message box will then appear asking users to confirm that the source sub-sample XML file will be overwritten. Click Yes.

The message "Exported the validated XML file successfully" will display showing the file name and location. By default, the XML files are saved in the C:\Program Files\DRVS\Data Files folder unless another path is specified by the user when exporting sub-sample.

Whenever users click on the Write XML button, the software will overwrite all prior sub-sample results with those currently saved in the sub-sample summary screen. *Sub-Sample validation results are NOT saved in the DRVS until users click on Write XML to overwrite the sub-sample XML file.* The Save button does NOT save validation results to the sub-sample file; it only provides a temporary
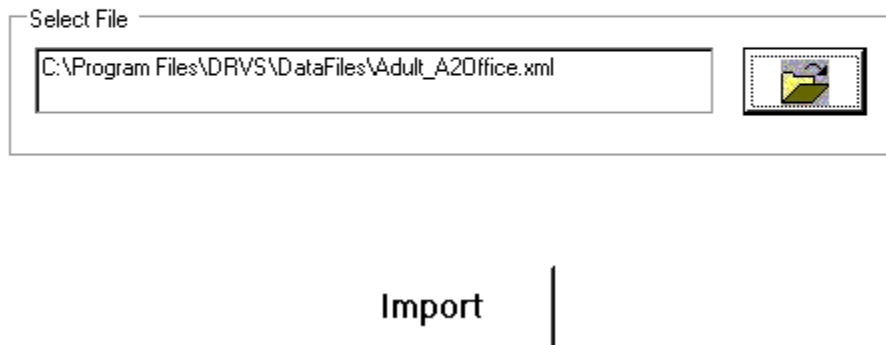
means for retaining results as users progress from one validation worksheet to the next.

When all records in the sub-sample have been validated and the final XML file has been written, the sub-sample XML file may be imported into the master database through the **Import Sub-Sample** function in the **Sub-Sample** menu under **Data Element Validation**. The Import Sub-Sample screen will appear, asking users to select a sub-sample file to import. Click on the envelope icon and browse for the appropriate sub-sample.

Import Sub Sample

Select File

C:\Program Files\DRVS\DataFiles\Adult_A2Office.xml

Import

After a file is selected, click Import. The import process may take several minutes depending on the size of the sub-sample import file. When the import is completed, an "Import Completed" message will appear.

Sub-Sample XML. ☒

Import Completed.

OK
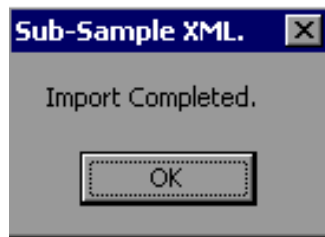
When the sub-sample validation results are imported back into the master database, the results stored in the sub-sample XML file will overwrite any prior results for the sub-sample which are already in the database. Users can click on Edit Worksheet to open the updated worksheet summary.

To produce a Sub-Sample Report, select **Sub-Sample** and then **Sub-Sample Reports**, and choose a funding stream. The Sub-Sample Reports functionality is the same as the Sample Reports functionality except that it produces a list containing the basic identifying information (OBS Number, Individual Identifier, WIB Name, Office Name, Case Manager, User Field1, and User Field2) of the sub-sample records for a funding stream, instead of the whole sample for that funding stream. Similarly, to sort the report, select the field(s) from the Available Fields box on the left, and click the right arrow to move the selected field(s) to the Order By box on the right. Use the left arrow to remove a selected field(s) from the box.

Step 7—Submit DEV Summary/Analytical Report to ETA

Once the state enters its pass/fail determinations for all sampled records, the DRVS will produce a DEV Summary/Analytical Report that lists the error rates for each data element validated. States submit this report to ETA using the DRVS e-Submit functionality. Users may add comments to the Summary/Analytical Report by using the **DEV comments** function under the **Data Element Validation** menu.

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

WIA Summary/Analytical Report

State: ALABAMA   Report Validated: PY 2005

Funding Stream: Adult

Number of Records Sampled:	330		Wrong SSNs:		1
Number of Records Validated:	2		Invalid Records:		1
			Missing Records:		1
			Unable to Locate Records:		1

Data Element	Element #	# Records with Element Present	No. of Errors	Overall Errors Rate	Reported Errors Rate
DateOfBirth	3	330	3	1.97%	1.97 %
VeteranStatus	12	18	1	0.59%	12.63 %
EmploymentStatus	16	85	0	0.00%	0.00 %
LowIncomeStatus	20	249	6	3.79%	5.13 %
NeedyFamilyStatus	21	9	0	0.00%	0.00 %
OtherPublicAssistanceS	22	8	0	0.00%	0.00 %
ProgramParticipationD;	34	330	7	4.44%	4.44 %
ProgramExitDate	35	330	6	3.85%	3.85 %
OtherExitReasons	61	24	1	0.80%	7.89 %
FirstCoreServiceDate	66	273	5	3.20%	4.28 %
FirstIntensiveService	68	325	7	4.78%	4.81 %

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.

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.

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 will not 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**.

To submit data element validation results to the National Office, click on the **e-Submit** function under the **File** menu. The WIA E-Submission screen will appear. Select DEV from the drop-down menu and click on the Extract & Upload XML button.

Workforce Investment Act (WIA) E-Submission

Extract

Select Extract Type: DEV

Extract & Upload XML

Data validation results and documentation should be retained for at least three years after completion. Retention methods are at the state's discretion and may include an archived database, printed worksheets and reports, or other methods.

VI. REFERENCE GUIDE

This chapter of the Handbook provides a condensed list of all the application menus and functions for quick reference.

A. File Menu

Options in this menu include:

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

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

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

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

5. **E-Submit** – Opens a window where the user begins the process of uploading XML files of RV and DEV results to ETA.

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

B. Import Menu

Options in this menu include:

1. **Import File**—This function allows users to import data into the application. See the source table record layout for the appropriate data record format.

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

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

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

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

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

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

C. Reporting Options Menu

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

D. Report Validation Menu

Options in this menu are:

1. **View Validation Tables**—This function provides a window to view a summary of each performance outcome group and totals of records assigned to each group. Highlight a performance outcome group row to view the detailed records for that group.

2. **Report Validation**—This function allows the user to select from the sidebar the applicable RV summary to be viewed and printed.

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

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

5. **EBSS Export**—This function allows the user to export the 9091 annual report into files formatted to upload directly to ETA's reporting system.

6. **RV Comments**—This function allows the user to enter comments about the state's report validation. These comments display on the RV summaries and are included in the XML submitted to ETA.

7. **Negotiated Values Data Entry**—This function allows the user to data enter Table A, Table N, and the negotiated values for Tables B, E, H.1, H.2, J, and O that will be displayed in the 9091 annual report.

8. **Export WIASRD**—This function allows the user to export to the DRVS directory a WIASRD file containing all exiter records, as well as youth participants that are included in the Skill Attainment and/or Literacy-Numeracy measures.

9. **Reported Counts Data Entry**—This function allows the user to data enter reported counts that will be displayed in RV summary.

E. Table O Menu

1. **Table O Import**—This function allows the user to load the Table O extract file.

2. **Table O Import Errors**—This function displays Table O Import Errors Report displaying the field level and cross-field edit check errors.

3. **Table O Duplicate Errors**—This function displays a report that lists the duplicate records identified and rejected by the DRVS when importing the Table O extract file.

F. Data Element Validation Menu

1. **Draw Sample**—This function allows the user to draw a basic sample by Office, Record or WIB. The functions of Advanced/Local Sample and Monitoring Sample will be provided in a future release.

2. **Edit Worksheet**—This function displays the validation worksheets that display sampled records for each funding stream to be used in data element validation.

3. **Print Worksheet**—This function allows the user to print the data element validation results in worksheet for each funding stream.

4. Summary/Analytical Report—This function allows the user to generate a report with the number and the percent of errors for each data element.

5. Sample Reports—This function allows the user to generate a report for each funding stream sample. The report can be sorted by particular fields and then distributed to local validators.

6. Sub-Sample—This function contains four sub-functions: **Export Sub-Sample** allows the user to export sub-samples by funding stream, WIB and/or Office. The export files are in XML format. **Import Sub-Sample** function allows the user to import sub-samples by funding stream, WIB and/or Office. The export files are in XML format. **Validate Sub-Sample** allows the user to validate the data elements in the sub-sample export files. **Sub-Sample Reports** produces a report that contains the basic identifying information of the sub-sampled records for a funding stream.

7. DEV Comments—This function on the validation worksheet enables the validator to note any additional information regarding the data element or the validation process at the end of the data elements.

8. Export Worksheet—This function allows the user to export, by funding stream and all funding streams, worksheets in .csv format.

G. Admin Menu

1. Add User—This function allows database administrator to add wage or non-wage users.

2. Modify User Details—This function allows database administrator to modify the DRVS database user details.

3. Delete/Deactivate User—This function allows database administrator to delete or deactivate users.

H. Utilities Menu

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

I. Help Menu

Options in this menu include:

> **WIA User Guide**—This function provides the link to this User Handbook for DRVS 7.2.

> **Contacts**—This function provides contact information for users who would like additional assistance using the application. For questions on installing the software, WIA data files, or performance reports users should e-mail <u>WIATA@mathematica-mpr.com</u> by clicking on the email link. Specify the version of the application being used, the question, and the user's contact information.

> **About**—This function provides the application version number and version release date for the application.

APPENDIX A. REPORTING SCHEDULE

The following tables provide the program participation and exiter date ranges for each ETA 9090 quarterly report for program years 2005 through 2007. Revised reporting cohort tables were not available at the time of the printing of this handbook. Please refer to Appendix A of the WIA Quarterly Report (ETA 9090) General Reporting Instructions posted on ETA's performance web site at http://www.doleta.gov/performance/guidance/wia.cfm .

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

Additional Notes:

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

APPENDIX A. REPORTING SCHEDULE

Note:
- For Skill Attainment, the date ranges apply to dates of measurable outcomes (i.e., goal attainment dates, exit dates, or one-year anniversary dates). For Literacy and Numeracy Gains, only participants with Dates of First Youth Service in the date range who have achieved a measurable outcome will be included in the measure.
- Six Months Earnings Increase is changed to Average Earnings for PY 2006 reports.

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

Additional Notes:
(2) Only partial data will continue to be reported. Because it takes five calendar quarters for full data to become available on any quarterly youth participant cohort, the reporting schedule reflects the Department's expectation that full outcomes data on youth participants enrolled between July 1, 2005 and June 30, 2006 will be reported on the August 2007 quarterly report.
(3) Only partial data will be available. Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2006. Only partial data will be available on the quarterly reports for youth who begin participation in the program during PY2006. States report outcomes as they become available.

APPENDIX A. REPORTING SCHEDULE

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

Additional Notes:

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

APPENDIX A. REPORTING SCHEDULE

The following tables provide the program participation and exiter date ranges for each ETA 9091 annual report for program years 2005 through 2007. Revised reporting cohort tables were not available at the time of the printing of this handbook. Please refer to Appendix A of the WIA Annual Report General Reporting Instructions posted on ETA's performance web site at
http://www.doleta.gov/performance/guidance/wia.cfm .

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

Additional Notes:

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

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

APPENDIX A. REPORTING SCHEDULE

Time Periods for Reporting Performance Information on the WIA Annual Report

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

Additional Notes:

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

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

APPENDIX B. RECORD LAYOUT AND EDITS

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

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

New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)*	Additional Edit Checks		
				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
Additional Global Edit Rules						
		Duplicate Record Detection Logic		A. If multiple records have the same Individual Identifier (WIASRD 101), then no record can have a Date of Program Participation (WIASRD 302) or a Date or Exit (WIASRD 303) between the Date of Program Participation and the Date of Exit of any other record with the same Individual Identifier. B. If multiple records have the same Individual Identifier (WIASRD 101), then no record can have a Date of Program Participation (WIASRD 302) or a Date or Exit (WIASRD 303) between the Date of Program Participation and the Date of Exit plus 90 days (inclusive) of any other record with the same Individual Identifier. **Important Note:** Edit check B will become effective for all participants who exit on or after July 1, 2006. C. If multiple records have the same Individual Identifier, then only the record with the most recent Date of Program Participation can have a blank Date of Exit.	**Reject**	
		Required Program Funding Stream Edit Logic		A. WIASRD 304 (Adult (local formula)) must be 1 or WIASRD 305 (Dislocated Worker (local formula)) must be 1 or WIASRD 306 (Date of First Youth Service)) must have a valid date or WIASRD 308 (Dislocated Worker (Statewide 15% Activities)) must be 1 or WIASRD 310 (Adult (Statewide 15% Activities)) must be 1 or WIASRD 312 (Rapid Response (Additional Assistance)) must be 1 or WIASRD 313a (NEG Project ID) must not be null or WIASRD 313c (Third NEG Project ID/Special Projects) must not be null.	**Reject**	A. No funding stream is specified.

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

New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values (DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)	Additional Edit Checks		
				Edit Check Logic (all references refer to new DRVS field numbers)	Error Type	ERROR MESSAGES
		Required Services Received Edit Logic		A. [WIASRD 331 (Received Core Self-Services and Informational Activities) must be 1 or WIASRD 332 (Date of First Staff Assisted Core Service) must not be null or WIASRD 334 (Date of First Intensive Service) must not be null or WIASRD 335 (Date Entered Training) must not be null] if [WIASRD 304 (Adult (local formula)) = 1 or WIASRD 305 (Dislocated Worker (local formula)) = 1 or WIASRD 308 (Dislocated Worker (Statewide 15% Activities)) = 1 or WIASRD 310 (Adult (Statewide 15% Activities)) = 1 or WIASRD 312 (Rapid Response (Additional Assistance)) = 1]. B. [WIASRD 330 (Received Disaster Relief Assistance) must be 1 or WIASRD 331 (Received Core Self-Services and Informational Activities) must be 1 or WIASRD 332 (Date of First Staff Assisted Core Service) must not be null or WIASRD 334 (Date of First Intensive Service) must not be null or WIASRD 335 (Date Entered Training) must not be null] if WIASRD 313a (NEG Project ID) is not null.	Reject	A. No service listed. Adults and Dislocated Workers must have Received Core Self-Services and Informational Activities, Date of First Staff Assisted Core Service, Date of First Intensive Service, or Date Entered Training. B. No service listed. NEG records must have Received Disaster Relief Assistance, Received Core Self-Services and Informational Activities, Date of First Staff Assisted Core Service, Date of First Intensive Service, or Date Entered Training.
		Age Edits for Youth and Non-Youth Funding Streams		A. Age for youth funding stream (calculated at the Date of First Youth Service WIASRD 306) cannot be <14 or >21 if WIASRD 306 has a valid date. B. Age cannot be <14 or >100 if WIASRD 306 is null and Date of Birth (WIASRD Element 102) is not null.	A. Reject B. Warning	A. Participant identified as being served by youth funds is not between 14 and 21 years of age on date of first youth service. B. Invalid age - Participant cannot be younger than 14 or older than 100 years old at participation.

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

New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)*	Additional Edit Checks		
				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
		Edit Check for Employed, Type of Employment Match, and Wages -- 1st Quarter After Exit Quarter		A. If WIASRD 601 (Employed in 1st Quarter After Exit Quarter) is 3 and WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) is 6 and WIASRD 615 (Wages 1st Quarter After Exit Quarter) is 999999.99 and the report quarter is 3 or more quarters after the exit quarter, then change WIASRD 601 to 2, WIASRD 602 to 0, and WIASRD 615 to 0.	Default Warning	A. Employment, Type of Employment Match, and Wages 1st Quarter After Exit Quarter cannot be pending when the report quarter is 3 or more quarters after the exit quarter. Values for these fields have been changed to Unemployed.
		Edit Check for Employed, Type of Employment Match, and Wages -- 2nd Quarter After Exit Quarter		A. If WIASRD 606 (Employed in 2nd Quarter After Exit Quarter) is 3 and WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) is 6 and WIASRD 616 (Wages 2nd Quarter After Exit Quarter) is 999999.99 and the report quarter is 4 or more quarters after the exit quarter, then change WIASRD 606 to 2, WIASRD 607 to 0, and WIASRD 616 to 0.	Default Warning	A. Employment, Type of Employment Match, and Wages 2nd Quarter After Exit Quarter cannot be pending when the report quarter is 4 or more quarters after the exit quarter. Values for these fields have been changed to Unemployed.
		Edit Check for Employed, Type of Employment Match, and Wages -- 3rd Quarter After Exit Quarter		A. If WIASRD 608 (Employed in 3rd Quarter After Exit Quarter) is 3 and WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) is 6 and WIASRD 617 (Wages 3rd Quarter After Exit Quarter) is 999999.99 and the report quarter is 5 or more quarters after the exit quarter, then change WIASRD 608 to 2, WIASRD 609 to 0, and WIASRD 617 to 0.	Default Warning	A. Employment, Type of Employment Match, and Wages 3rd Quarter After Exit Quarter cannot be pending when the report quarter is 5 or more quarters after the exit quarter. Values for these fields have been changed to Unemployed.
		Edit Check for Employed, Type of Employment Match, and Wages -- 4th Quarter After Exit Quarter		A. If WIASRD 610 (Employed in 4th Quarter After Exit Quarter) is 3 and WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) is 6 and WIASRD 618 (Wages 4th Quarter After Exit Quarter) is 999999.99 and the report quarter is 6 or more quarters after the exit quarter, then change WIASRD 610 to 2, WIASRD 611 to 0, and WIASRD 618 to 0.	Default Warning	A. Employment, Type of Employment Match, and Wages 4th Quarter After Exit Quarter cannot be pending when the report quarter is 6 or more quarters after the exit quarter. Values for these fields have been changed to Unemployed.

Data Reporting and Validation Software (DRVS) Release 6.0

WORKFORCE INVESTMENT ACT PROGRAMS
Import File Specifications & Edit Checks

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

New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)*	Additional Edit Checks — Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
SECTION I - INDIVIDUAL INFORMATION						
1	N/A	OBS Number	000000000 (No hyphens)	A. Mandatory field in DRVS version 5.0. B. Must be unique for each record.	**Reject**	A-B. OBS number is missing or is not unique.
2	101	Individual Identifier	XXXXXXXXX (No hyphens)	A. Mandatory field in DRVS version 5.0.	**Reject**	A. Individual Identifier is missing or invalid.
3	102	Date of Birth	YYYYMMDD Blank	A. Mandatory field in DRVS version 5.0 for youth B. Must not be blank if DateOfFirstIntensiveService (WIASRD 334) is not null or DateEnteredTraining (WIASRD 335) is not null (for Adult, DW, and NEG only). (Note: To be implemented in DRVS 6.0)	**Reject**	A. Date of Birth is missing or invalid.
4	103	Gender	1 = Male 2 = Female Blank or 0 = did not self-identify	No additional edit checks.		
5	104	Individual with a Disability	1 = Yes 2 = No Blank or 0 = did not self identify	No additional edit checks.		
6	105	Ethnicity Hispanic/ Latino	1 = Yes 2 = No Blank or 0 = did not self identify	No additional edit checks.		
7	106	American Indian or Alaska Native	1 = Yes Blank or 0 = did not self identify	No additional edit checks.		
8	107	Asian	1 = Yes Blank or 0 = did not self identify	No additional edit checks.		

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New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)*	Additional Edit Checks: Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
9	108	Black or African American	1 = Yes Blank or 0 = did not self identify	No additional edit checks.		
10	109	Hawaiian Native or other Pacific Islander	1 = Yes Blank or 0 = did not self identify	No additional edit checks.		
11	110	White	1 = Yes Blank or 0 = did not self identify	No additional edit checks.		
12	111	Eligible Veteran Status	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 4 = No Blank = not applicable (Younger Youth only)	A. Must be 2 if WIASRD 112 (Campaign Veteran) is 1. B. Must be 2 if WIASRD 113 (Disabled Veteran) is 1 or 2 C. Must be 2 if WIASRD 114 (Recently Separated Veteran) is 1	**Warning**	A-C. The value for Eligible Veteran Status does not meet one of the following conditions: - Eligible Veteran Status must be 2 (Yes, Eligible Veteran) if Campaign Veteran is 1 (Yes). - Eligible Veteran Status must be 2 (Yes, Eligible Veteran) if Disabled Veteran is 1 or 2 (Yes). - Eligible Veteran Status must be 2 (Yes, Eligible Veteran) if Recently Separated Veteran is 1 (Yes).
13	112	Campaign Veteran	1 = Yes 2 = No Blank or 0 = Not known (all funding streams) or Not Applicable (Younger Youth only)	A. Must be 1 or 2 if WIASRD 111 (Eligible Veteran Status) is 1 or 2.	**Warning**	A. Campaign Veteran cannot be blank or 0 if participant is an Eligible Veteran.
14	113	Disabled Veteran	1 = Yes 2 = Yes, special disabled 3 = No Blank or 0 = Not known (all funding streams) or Not Applicable (Younger Youth only)	A. Must be 1, 2 or 3 if WIASRD 111 (Eligible Veteran Status) is 1 or 2.	**Warning**	A. Disabled Veteran cannot be blank or 0 if participant is an Eligible Veteran.
15	114	Recently Separated Veteran	1 = Yes 2 = No Blank or 0 = Not known (all funding streams) or Not Applicable (Younger Youth only)	A. Must be 1 or 2 if WIASRD 111 (Eligible Veteran Status) is 1 or 2.	**Warning**	A. Recently Separated Veteran cannot be blank or 0 if participant is an Eligible Veteran.

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
16	115	Employment Status at Participation	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed Blank or 0 = Unknown	A. Must be 1, 2, or 3 if Adult, Dislocated Worker, or NEG who received more than self services. B. Must be 1, 2, or 3 if Youth	Reject	A. Employment Status at Participation cannot be blank if participant received more than self-services. B. Employment Status at Participation cannot be blank for Youth.
17	116	Limited English Language Proficiency	1 = Yes 2 = No Blank or 0 = Adult or Dislocated Worker/NEG core services only	No additional edit checks.		
18	117	Single Parent	1 = Yes 2 = No Blank or 0 = Adult or Dislocated Worker/NEG core services only	No additional edit checks.		
19	118	UC Eligible Status at Participation	1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 4 = Neither Claimant nor Exhaustee Blank or 0 = Adult or Dislocated Worker/NEG core services only	No additional edit checks.		
20	119	Low Income	1 = Yes 2 = No Blank or 0 = Adult core services only and for dislocated worker/NEG	No additional edit checks.		
21	120	Temporary Assistance to Needy Families (TANF)	1 = Yes 2 = No Blank or 0 = Adult core services only and for dislocated worker/NEG	No additional edit checks.		
22	121	Other Public Assistance Recipient	1 = Yes 2 = No Blank or 0 = Adult core services only and for dislocated worker/NEG	No additional edit checks.		

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23	122	Highest School Grade Completed	00 = No school grades completed 01 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 87 = Attained High School Diploma 88 = Attained GED or Equivalent 89 = Attained Certificate of Attendance/Completion 90 = Attained other post-secondary degree or certification 91 = Attained Associates Diploma or Degree Blank = Adult, Dislocated Worker, or NEG Core Services only	No additional edit checks.		
24	123	Displaced Homemaker	1 = Yes 2 = No Blank or 0 = Adult and Youth Only	No additional edit checks.		
25	124	Date of Actual Qualifying Dislocation	YYYYMMDD Blank = no date of dislocation	No additional edit checks.		
26	125	Homeless Individual and/or runaway youth	1 = Yes 2 = No Blank or 0 = Adults and Dislocated worker/NEG	No additional edit checks.		
27	126	Offender	1 = Yes 2 = No Blank or 0 = Adults and Dislocated worker/NEG	No additional edit checks.		
28	127	Pregnant or Parenting Youth	1 = Yes 2 = No Blank or 0 = Adult only and for dislocated worker/NEG	No additional edit checks.		

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	
29	128	Youth Who Needs Additional Assistance	1 = Yes 2 = No Blank or 0 = Adult only and for dislocated worker/NEG	No additional edit checks.		
30	129	School Status at Participation	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school or H.S. Dropout 5 = Not attending school; H.S. graduate Blank or 0 = Adult only and for dislocated worker/NEG	A. Must be 3 or 5 if WIASRD 122 (Highest School Grade Completed) is 13-17, 87, 88, 90, or 91. (For Youth only) B. Must be 1, 2, or 4 if WIASRD 122 (Highest School Grade Completed) is 00-12. (For Youth only)	Reject for Youth	A-B. School Status at Participation and Highest School Grade Completed values are contradictory.
31	130	Basic Literacy Skills Deficiency	1 = Yes 2 = No Blank or 0 = Adult only and for dislocated worker/NEG	No additional edit checks.		
32	131	Foster Care Youth	1 = Yes 2 = No Blank or 0 = Not Known	No additional edit checks.		

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				Edit Check Logic (all references refer to new DRVS field numbers)	Error Type	ERROR MESSAGES
SECTION II - PROGRAM ACTIVITIES AND SERVICES INFORMATION						
SECTION II.A - PROGRAM PARTICIPATION DATA						
33	301	**ETA-Assigned Local Board/Statewide Code**	00000	A. The last digit of the ETA-assigned Local Board/Statewide code must end in a 0 or 5 if funded with local Adult, Dislocated Worker or Youth funds (WIASRD 304 = 1, WIASRD 305 = 1, or (WIASRD 306 = valid date and and WIASRD 307 [Youth(Statewide 15% Activities)] = 2 or 3). B. Cannot have the last three digits end in 000. C. The last three digits of the ETA-assigned Local Board/Statewide code must end in 903 if funded with statewide (15%) Youth, statewide (15%) Dislocated Worker, or statewide (15%) Adult (WIASRD 307 = 1, WIASRD 308 = 1, or WIASRD 310 = 1) but not local funds--WIASRD 304 [Adult (Local)] ≠ 1, WIASRD 305 [Dislocated Worker (Local)] ≠ 1, and (WIASRD 306 (Date of First Youth Service) is not null and WIASRD 307 [Youth(Statewide 15% Activities)] = 1).	Warning	A-F. The ETA-assigned Local Board/Statewide code is invalid or does not correspond to the funding stream indicated for the participant.
				D. The last three digits of the ETA-assigned Local Board/Statewide code must end in 901 if funded by National Emergency Grant (WIASRD 313a, 313b, or 313c has a valid four-digit number) but not local or statewide funds–WIASRD 304 [Adult (Local)] ≠ 1, WIASRD 305 [Dislocated Worker (Local)] ≠ 1, and WIASRD 306 (Date of First Youth Service) is null, WIASRD 308 [Dislocated Worker (Statewide (15% Activities)] ≠ 1, WIASRD 309 [Incumbent Worker (Statewide (15%) Activities)] ≠ 1, and WIASRD 310 [Adult (Statewide (15%) Activities)] ≠ 1.		

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				E. The last three digits of the ETA-assigned Local Board/Statewide code must end in 902 if funded with Rapid Response (WIASRD 311 = 1) or Rapid Response (Additional Assistance) (WIASRD 312 = 1), but not local, statewide, or national emergency grants–WIASRD 304 [Adult (Local)] ≠ 1, WIASRD 305 [Dislocated Worker (Local)] ≠ 1, and WIASRD 306 (Date Of First Youth Service) is null, WIASRD 308 [Dislocated Worker (Statewide (15%) Activities)] ≠ 1, WIASRD 309 [Incumbent Worker (Statewide (15%) Activities)] ≠ 1, and WIASRD 310 [Adult (Statewide (15%) Activities)] ≠ 1, and WIASRD 313a (national emergency grant) is blank, WIASRD 313b (second national emergency grant) is blank, and WIASRD 313c (third national emergency grant) is blank. F. Must be greater than 1000.		
34	302	**Date of Program Participation**	YYYYMMDD	A. Mandatory field in DRVS version 5.0.	**Reject**	A. Date of Program Participation is missing or invalid.
35	303	**Date of Exit**	YYYYMMDD Blank = has not exited	A. Must be blank or greater than or equal to WIASRD 302 (Date of Program Participation). B. Must be a valid date if WIASRD 327 (Other Reasons for Exit) is 01, 02, 03, 04, 05, or 06.	**Reject**	A-B. Date of Exit must be greater than or equal to the Date of Program Participation, and cannot be blank if Other Reasons for Exit is 01 - 06.
36	304	**Adult (local formula)**	1 = Yes 2 = No Blank or 0 = Dislocated Worker/NEG or Youth only	No additional edit checks.		
37	305	**Dislocated Worker (local formula)**	1 = Yes 2 = No Blank or 0 = Adult or Youth only	No additional edit checks.		

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
38	306	Date of First Youth Service	YYYYMMDD Blank = no youth service	A. Must be blank or greater than or equal to WIASRD 302 (Date of Program Participation). B. Must be blank or less than or equal to WIASRD 303 (Date of Exit). C. Must have valid date if WIASRD 307 (Youth (Statewide 15% Activities)) is 1 or 2.	Reject	A-C. Error in Date of First Youth Service field caused by one of the following conditions: - Date of First Youth Service is before the Date of Program Participation or after the Date of Exit. - Date of First Youth Service cannot be blank if Youth (Statewide 15% Activities) funding is 1 or 2 (Yes).
39	307	Youth (Statewide 15% Activities)	1 = Yes, Received Statewide 15% Funded Services only 2 = Yes, Received Both Statewide 15% and Local Formula Funded Services 3 = No, Did Not Receive Statewide 15% Funded Services Blank or 0 = Adult or dislocated worker/NEG only	No additional edit checks.		
40	308	Dislocated Worker (Statewide 15% Activities)	1 = Yes 2 = No Blank or 0 = Adult or Youth only	No additional edit checks.		
41	309	Incumbent Worker (Statewide 15% Activities)	1 = Yes 2 = No	No additional edit checks.		
42	310	Adult (Statewide 15% Activities)	1 = Yes 2 = No Blank or 0 = Dislocated worker/NEG or Youth only	No additional edit checks.		
43	311	Rapid Response	1 = Yes 2 = No Blank or 0 = Adult or Youth only	No additional edit checks.		
44	312	Rapid Response (Additional Assistance)	1 = Yes 2 = No Blank or 0 = Adult or Youth only	No additional edit checks.		
45	313a	NEG Project ID	XXXX Blank or 0000 = no services received	No additional edit checks.		

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46	313b	Second NEG Project ID	XXXX Blank or 0000 = no services received	A. Must be Blank or 0000 if WIASRD 313a is Blank or 0000.	Warning	A. Second NEG Project ID is specified, but First NEG Project ID is not given.
47	313c	Third NEG Project ID	XXXX Blank or 0000 = no services received	A. Must be Blank or 0000 if WIASRD 313b is Blank or 0000.	Warning	A. Third NEG Project ID is specified, but Second NEG Project ID is not given.
48	314	Adult Education	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		
49	315	Job Corps	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		
50	316	National Farmworker Jobs Program	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		
51	317	Indian and Native American Programs	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		
52	318	Veterans' Programs	1 = Yes, DVOP/LVER 2 = Yes, VWIP Blank or 0 = no services received or unknown	No additional edit checks.		
53	319	Trade Adjustment Assistance (TAA)	1 = Yes 2 = No Blank or 0 = Youth only	No additional edit checks.		
54	320	Vocational Education	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		
55	321	Vocational Rehabilitation	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		
56	322	Wagner-Peyser Act	1 = Yes 2 = No	No additional edit checks.		
57	323	YouthBuild (Dept. of Housing and Urban Development)	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		
58	324	Title V Older Worker Program	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		

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				Edit Check Logic (all references refer to new DRVS field numbers)	Error Type	ERROR MESSAGES
59	325	Employment and Training Services Related to Food Stamps	1 = Yes Blank or 0 = no services received or unknown	No additional edit checks.		
60	326	Other Non-WIA Programs	1 = ~~Yes~~ participant received services financially assisted other WIA or non-WIA program not listed elements 314-325. 2 = the participant received services financially assisted in full or in part by funds from the American Recovery and Reinvestment Act of 2009. 3 = the participant received services financially assisted from any other WIA or non-WIA program not listed in elements 314-325 AND received services financially assisted in full or part by funds from the American Recovery and Reinvestment Act of 2009. Blank or 0 = no services received or unknown	No additional edit checks.		
61	327	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Family Care 05 = Reservists Called to Active Duty 06 = Relocated to Mandated Residential Program 85-95 = Other ETA exclusions 96 = TAA demonstration 97 = Hurricane exclusion 98 = Retirement 99 = Invalid SSN. Blank or 00 = Participant has not exited or exited for reason other than one of the conditions listed above.	A. Must be blank, 00-06 or 85-99. B. Must be blank, 00, or 99 if WIASRD 303 (Date of Exit) is blank.	Reject	A-B. Error in Other Reasons for Exit field caused by one of the following conditions: - Other Reasons for Exit value is invalid. - Other Reasons for Exit is specified (01 - 06, 98), but no Date of Exit is given.

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
SECTION II.B - SERVICES AND OTHER RELATED ASSISTANCE DATA						
62	328	**Received Supportive Services (except needs-related payments)**	1 = Yes 2 = No	No additional edit checks.		
63	329	**Needs-Related payments (Adults/Dislocated Workers in training services) or stipends (Youth in training)**	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG core services only	No additional edit checks.		
64	330	**Received Disaster Relief Assistance**	1 = Yes 2 = No Blank or 0 = Not Known	No additional edit checks.		
65	331	**Received Core Self-Services and Informational Activities**	1 = Yes 2 = No Blank or 0 = unknown	No additional edit checks.		
66	332	**Date of First Staff Assisted Core Service**	YYYYMMDD Blank = no services received	A. Must be blank or be less than or equal to WIASRD 303 (Date of Exit).	**Warning**	A. Date of First Staff Assisted Core Service is after the Date of Exit.
67	333	**Received Workforce Information Services**	1 = Yes 2 = No Blank or 0 = unknown	No additional edit checks.		
68	334	**Date of First Intensive Service**	YYYYMMDD Blank = no services received	A. Must be blank or less than or equal to WIASRD 303 (Date of Exit).	**Warning**	A. Date of First Intensive Service is after the Date of Exit.

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
69	335	Date Entered Training	YYYYMMDD Blank = no training services received	A. Must be blank or less than or equal to WIASRD 303 (Date of Exit). B. Must have a valid date if WIASRD 340 or 341 (Types of Training) is 1-6. C. Must have a valid date for Adults, Dislocated Workers, and Older Youth if WIASRD 342 (Occupational Skills Training Code) has a valid code.	A. & B. Reject C. Warning	A-B. Type of Training is specified, but no Date Entered Training is given or Date Entered Training is after the Date of Exit. C. Occupational Skills Training Code is specified, but no Date Entered Training is given.
70	336	Date Completed or Withdrew From Training	YYYYMMDD Blank = no training services received	A. Must be blank if WIASRD 335 (Date Entered Training) is blank. B. Must be greater than or equal to WIASRD 335 (Date Entered Training) if WIASRD 335 has a valid date.	Warning	A-B. Date Completed or Withdrew From Training is specified but is prior to Date Entered Training, or no Date Entered Training is given.
71	337	Established Individual Training Account (ITA)	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG core services only or Youth	No additional edit checks.		
72	338	Pell Grant Recipient	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG core services only	No additional edit checks.		
73	339	Received Pre-Vocational Activities	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG core services only or Youth	No additional edit checks.		

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
74	340	Type of Training Service #1	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = Adult Education & Literacy Activities in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training Blank or 0 = no services received	A. Must be 1, 2, 3, 4, 5, or 6 if WIASRD 335 (Date Entered Training) has a valid date. B. Must be 0 or blank if WIASRD 335 (Date Entered Training) is blank.	Warning	A-B. If Date Entered Training or Type of Training is specified, the other must also be specified.
75	341	Type of Training Service #2	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = Adult Education & Literacy Activities in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training Blank or 0 = no services received	A. Must be 0 or blank if WIASRD 340 (Type of Training Service #1) is 0 or blank.	Warning	A. Type of Training #2 is specified, but no Type of Training #1 is given.
76	342	Occupational Skills Training Code	00000000 Blank or 00000000 = unavailable or unknown	No additional edit checks.		
SECTION II.C - ADDITIONAL YOUTH SERVICES DATA						
77	343	Enrolled in Education	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG only	A. Must be 1 if WIASRD 670 (School Status at Exit) is 1, 2, or 3.	Warning	A. Enrolled in Education and School Status at Exit values are contradictory.
78	344	Received Educational Achievement Services	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG only	No additional edit checks.		
79	345	Received Employment Services	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG only	No additional edit checks.		

Data Reporting and Validation Software (DRVS) Release 6.0

WORKFORCE INVESTMENT ACT PROGRAMS
Import File Specifications & Edit Checks

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New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values (DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)	Additional Edit Checks		
				Edit Check Logic (all references refer to new DRVS field numbers)	Error Type	ERROR MESSAGES
80	346	Received Summer Employment Opportunities	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG only	No additional edit checks.		
81	347	Received Additional Support for Youth Services	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG only	No additional edit checks.		
82	348	Received Leadership Development Opportunities	1 = Yes 2 = No Blank or 0 = Adult or dislocated worker/NEG only	No additional edit checks.		
83	349	Received Follow-up Services	1 = Yes 2 = No Blank or 0 = Adult, dislocated worker, NEG, or youth who are still active or who exited within the past year	A. Must be 1 or 2 if the report date is after the end of the fourth quarter after the exit quarter (for Youth only).	Warning	

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colspan SECTION III - PROGRAM OUTCOMES INFORMATION						
SECTION III.A - EMPLOYMENT AND JOB RETENTION DATA						
84	601	**Employed in 1st Quarter After Exit Quarter**	1 = Yes 2 = No 3 = Information not yet available	A. Must be 1 if WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) is 1-5. B. Must be 2 if WIASRD 602 is Blank or 0. C. Must be 3 if WIASRD 602 is 6. D. Must not be 3 if report quarter is 3 or more quarters after exit quarter. E. Must be 3 if WIASRD 303 (Date of Exit) is null.	**Reject**	A-E. Error in Employed in 1st Quarter After Exit Quarter field caused by one of the following conditions: - Employed in 1st Quarter After Exit Quarter must be 1 (Yes) if Type of Employment Match is 1-5 (Wage records, Employment records, or Supplemental). - Employed in 1st Quarter After Exit Quarter must be 2 (No) if Type of Employment Match is blank or 0 (Not Employed). - Employed in 1st Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Type of Employment Match is 6 (Information Not Yet Available). - Employed in 1st Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Date of Exit is blank. - Employed in 1st Quarter After Exit Quarter cannot be 3 (Information Not Yet Available) if report quarter is 3 or more quarters after the exit quarter.
85	602	**Type of Employment Match 1st Quarter After Exit Quarter**	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available Blank or 0 = not employed	A. Must be 1-4 if WIASRD 615 (Wages 1st Quarter After Exit Quarter) is >0 and <999999.99. B. Must be 0, 5, or blank if WIASRD 615 is 0 or blank. C. Must be 6 if WIASRD 615 is 999999.99.	**Reject**	A-C. The value for Type of Employment Match 1st Quarter After Exit Quarter does not meet one of the following conditions: - Type of Employment Match 1st Quarter After Exit Quarter must be 1 -4 (Wage or Employment Records) if Wages is >0. - Type of Employment Match 1st Quarter After Exit Quarter must be 5, blank or 0 (Supplemental or Not Employed) if Wages is blank or 0. - Type of Employment Match 1st Quarter After Exit Quarter must be 6 (Information Not Yet Available) if Wages are 999999.99 (Not Yet Available).

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86	**603**	**Occupational Code (if available)**	00000000 Blank or 00000000 = unavailable or unknown (No hyphens or periods)	A. Must be blank or 00000000 if WIASRD 601 (Employed 1st Quarter After Exit Quarter) is 2 or 3	**Warning**	A. Occupational Code cannot be given unless Employed 1st Quarter After Exit Quarter is 1 (Yes).
87	**604**	**Entered Training-Related Employment**	1 = Yes 2 = No Blank or 0 = not applicable Younger Youth, not applicable Adult or Dislocated Worker/NEG core services only	A. Must be 1 or 2 if WIASRD 335 (Date Entered Training) has a valid date and WIASRD 601 (Employed in 1st Quarter After Exit Quarter) is 1 [for Adults and Dislocated Workers only]. B. Must be 1 or 2 if WIASRD 601 (Employed in 1st Quarter After Exit Quarter) is 1 [for Older Youth only].	**Warning**	A-B. Entered Training-Related Employment cannot be blank or 0 for Older Youth or for any participant that has a Date Entered Training and was Employed in 1st Quarter after Exit Quarter .
88	**605**	**Entered non-Traditional Employment**	1 = Yes 2 = No Blank or 0 = not applicable Younger Youth only	A. Must be 1 or 2 if WIASRD 601 (Employed in 1st Quarter After Exit Quarter) is 1.	**Warning**	A. If participant was Employed in 1st Quarter after Exit Quarter, Entered Non-Traditional Employment cannot be blank or 0.
89	**606**	**Employed in 2nd Quarter After Exit Quarter**	1 = Yes 2 = No 3 = Information not yet available Blank or 0 = not applicable (Younger Youth only)	A. Must be 1 if WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) is 1-5. B. Must be 2 if WIASRD 607 is Blank or 0. (Not for Younger Youth) C. Must be 3 if WIASRD 607 is 6 D. Must not be 3 if report quarter is 4 or more quarters after exit quarter. (Not for Younger Youth) E. Must be 3 if WIASRD 303 (Date of Exit) is null. (Not for Younger Youth)	**Reject**	A-E. Error in Employed in 2nd Quarter After Exit Quarter field caused by one of the following conditions: - Employed in 2nd Quarter After Exit Quarter must be 1 (Yes) if Type of Employment Match is 1-5 (Wage records, Employment records, or Supplemental). - Employed in 2nd Quarter After Exit Quarter must be 2 (No) if Type of Employment Match is blank or 0 (Not Employed). - Employed in 2nd Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Type of Employment Match is 6 (Information Not Yet Available). - Employed in 2nd Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Date of Exit is blank. - Employed in 2nd Quarter After Exit Quarter cannot be 3 (Information Not Yet Available) if report quarter is 4 or more quarters after the exit quarter.

Data Reporting and Validation Software (DRVS) Release 6.0

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	
90	607	Type of Employment Match 2nd Quarter After Exit Quarter	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available Blank or 0 = not employed	A. Must be 1-4 if WIASRD 616 (Wages 2nd Quarter After Exit Quarter) is >0 and <999999.99. B. Must be 0, 5, or blank if WIASRD 616 is 0 or blank. C. Must be 6 if WIASRD 616 is 999999.99.	Reject	A-C. The value for Type of Employment Match 2nd Quarter After Exit Quarter does not meet one of the following conditions: - Type of Employment Match 2nd Quarter After Exit Quarter must be 1 -4 (Wage or Employment Records) if Wages is >0. - Type of Employment Match 2nd Quarter After Exit Quarter must be 5, blank or 0 (Supplemental or Not Employed) if Wages is blank or 0. - Type of Employment Match 2nd Quarter After Exit Quarter must be 6 (Information Not Yet Available) if Wages are 999999.99 (Not Yet Available).
91	608	Employed in 3rd Quarter After Exit Quarter	1 = Yes 2 = No 3 = Information not yet available	A. Must be 1 if WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) is 1-5. B. Must be 2 if WIASRD 609 is Blank or 0. C. Must be 3 if WIASRD 609 is 6 ~~D. Must not be 3 if report quarter is 5 or more quarters after exit quarter.~~ E. Must be 3 if WIASRD 303 (Date of Exit) is null.	Reject	A-E. Error in Employed in 3rd Quarter After Exit Quarter field caused by one of the following conditions: - Employed in 3rd Quarter After Exit Quarter must be 1 (Yes) if Type of Employment Match is 1-5 (Wage records, Employment records, or Supplemental). - Employed in 3rd Quarter After Exit Quarter must be 2 (No) if Type of Employment Match is blank or 0 (Not Employed). - Employed in 3rd Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Type of Employment Match is 6 (Information Not Yet Available). - Employed in 3rd Quarter After Exit Quarter must be 3 (Information Not Yet Available) if Date of Exit is blank. - Employed in 3rd Quarter After Exit Quarter cannot be 3 (Information Not Yet Available) if report quarter is 5 or more quarters after the exit quarter.

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

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	
94	611	**Type of Employment Match 4th Quarter After Exit Quarter**	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available Blank or 0 = not employed	A. Must be 1-4 if WIASRD 618 (Wages 4th Quarter After Exit Quarter) is >0 and <999999.99. B. Must be 0, 5, or blank if WIASRD 618 is 0 or blank. C. Must be 6 if WIASRD 618 is 999999.99.	**Warning**	A-C. The value for Type of Employment Match 4th Quarter After Exit Quarter does not meet one of the following conditions: - Type of Employment Match 4th Quarter After Exit Quarter must be 1 -4 (Wage or Employment Records) if Wages is >0. - Type of Employment Match 4th Quarter After Exit Quarter must be 5, blank or 0 (Supplemental or Not Employed) if Wages is blank or 0. - Type of Employment Match 4th Quarter After Exit Quarter must be 6 (Information Not Yet Available) if Wages are 999999.99 (Not Yet Available).

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
SECTION III.B - WAGE RECORD DATA						
95	612	**Wages 3rd Quarter Prior to Participation Quarter**	000000.00 Blank = not applicable	A. Must be >=0 and <=999999.99 or blank. B. Must not be >100000.00 and <999999.99.	**A. Reject** **B. Warning**	A. Wages 3rd Quarter Prior to Participation are invalid. B. Wages 3rd Quarter Prior to Participation cannot be > 100000.
96	613	**Wages 2nd Quarter Prior to Participation Quarter**	000000.00 Blank = not applicable	A. Must be >=0 and <=999999.99 or blank. B. Must not be >100000.00 and <999999.99.	**A. Reject** **B. Warning**	A. Wages 2nd Quarter Prior to Participation are invalid. B. Wages 2nd Quarter Prior to Participation cannot be > 100000.
97	614	**Wages 1st Quarter Prior to Participation Quarter**	000000.00 Blank = not applicable	A. Must be >=0 and <=999999.99 or blank. B. Must not be >100000.00 and <999999.99.	**A. Reject** **B. Warning**	A. Wages 1st Quarter Prior to Participation are invalid.. B. Wages 1st Quarter Prior to Participation cannot be > 100000.
98	615	**Wages 1st Quarter After Exit Quarter**	000000.00 Blank = not applicable	A. Must be >=0 and <=999999.99 or blank. B. Must not be >50000.00 and <999999.99.	**A. Reject** **B. Warning**	A. Wages 1st Quarter After Exit Quarter are invalid. B. Wages 1st Quarter After Exit Quarter cannot be > 50000.
99	616	**Wages 2nd Quarter After Exit Quarter**	000000.00 Blank = not applicable	A. Must be >=0 and <=999999.99 or blank. B. Must not be >50000.00 and <999999.99.	**A. Reject** **B. Warning**	A. Wages 2nd Quarter After Exit Quarter are invalid. B. Wages 2nd Quarter After Exit Quarter cannot be > 50000.
100	617	**Wages 3rd Quarter After Exit Quarter**	000000.00 Blank = not applicable	A. Must be >=0 and <=999999.99 or blank. B. Must not be >50000.00 and <999999.99.	**A. Reject** **B. Warning**	A. Wages 3rd Quarter After Exit Quarter are invalid. B. Wages 3rd Quarter After Exit Quarter cannot be > 50000.
101	618	**Wages 4th Quarter After Exit Quarter**	000000.00 Blank = not applicable	A. Must be >=0 and <=999999.99 or blank. B. Must not be >50000.00 and <999999.99.	**A. Reject** **B. Warning**	A. Wages 4th Quarter After Exit Quarter are invalid. B. Wages 4th Quarter After Exit Quarter cannot be > 50000.
SECTION III.C - EDUCATION, CREDENTIAL, AND SKILL ATTAINMENT DATA						

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102	**619**	**Type of Recognized Credential**	1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills Licensure 5 = Occupational Skills Certificate or Credential 6 = Other Recognized Educational or Occupational Skills Credential/Certificate 0 = Individual received training, but no recognized credential received. Blank = Individual did not receive training. Blank = Information not yet available; individual has not exited. Blank = information not available. (Younger Youth only)	Important Note: The following edit checks differ by program funding stream: A. Must be 0-6 if WIASRD 340 (Type of Training Service #1) = 1-6 or WIASRD 341 (Type of Training Service #2) = 1-6 and the report date is after the end of the third quarter after the quarter of exit [Adults and Dislocated Workers only]. C. Must not be 1 if WIASRD 129 (School Status at Participation) is 3 or 5	**Reject**	A-D. Error in Type of Recognized Credential field caused by one of the following conditions: - Type of Recognized Credential and School Status at Participation values are contradictory. - If the report date is after the end of the third quarter after the exit quarter, Type of Recognized Credential cannot be blank for Older Youth or any other participant for whom Type of Training Service is specified.
103	**620**	**Goal #1 Type**	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = goal #1 is not set	A. Must be 1, 2, **or** 3 if WIASRD 129 (School Status at Participation) is 1 or 2, or WIASRD 129 is 3 and WIASRD 130 (Basic Skills Deficient) is 1 (for Younger youth only).	**Warning**	A. Goal Type 1 cannot be blank or 0 if participant is In School or Basic Skills Deficient at Participation (WIASRD Elements 129 and 130).
104	**621**	**Date Goal #1 Was Set**	YYYYMMDD Blank = goal #1 is not set	A. Must be valid date (YYYYMMDD) if WIASRD 620 (Goal #1 Type) is 1, 2, or 3. B. Must be blank if WIASRD 620 (Goal #1 Type) is blank or 0. C. Must be greater than or equal to WIASRD 306 (Date of First Youth Service). (Younger Youth only)	**Warning**	A-B. Improper correspondence between Goal #1 Type and Date Goal #1 Was Set.

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105	622	Attainment of Goal #1	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending Blank or 0 = goal #1 is not set	A. Must be 1, 2, or 3 if WIASRD 620 (Goal #1 Type) is 1, 2, or 3. B. Must be 1 if WIASRD 623 (Date Attained Goal #1) is a valid date. C. Must be blank or 0 if WIASRD 620 (Goal #1 Type) is blank or 0. D. Must not be 3 if WIASRD 303 (Date of Exit) is a valid date.	**Warning**	A-D. Error in Attainment of Goal #1 field caused by one of the following conditions: - Attainment of Goal #1 cannot be blank or 0 if Goal #1 Type is specified. - Values in the Goal #1 Attainment fields (WIASRD Elements 622 and 623) are contradictory. - Attainment of Goal #1 must be blank or 0 if no Goal #1 Type is specified. - Attainment of Goal #1 cannot be 3 (pending) if participant has a Date of Exit.
106	623	Date Attained Goal #1	YYYYMMDD Blank = goal #1 is not set	A. Must be greater than or equal to WIASRD 621 (Date Goal #1 Was Set) if WIASRD 622 (Attainment of Goal #1) is 1.	**Reject**	A. Date Attained Goal #1 is missing or is before Date Goal #1 Was Set.
107	624	Goal #2 Type	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = goal #2 is not set	No additional edit checks.		
108	625	Date Goal #2 Was Set	YYYYMMDD Blank = goal #2 is not set	A. Must be greater than or equal to WIASRD 621 (Date Goal #1 Was Set) if WIASRD 624 (Goal #2 Type) is 1, 2, or 3. B. Must be blank if WIASRD 624 (Goal #2 Type) is blank or 0.	**Warning**	A-B. Error in Date Goal #2 Was Set field caused by one of the following conditions: - Date Goal #2 Was Set is missing or is before the Date Goal #1 Was Set. - Participant has a Date Goal #2 Was Set, but no Goal #2 Type is specified.
109	626	Attainment of Goal #2	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending Blank or 0 = goal #2 is not set	A. Must be 1, 2, or 3 if WIASRD 624 (Goal #2 type) is 1, 2, or 3. B. Must be blank or 0 if WIASRD 624 (Goal #2 type) is blank or 0. C. Must not be 3 if WIASRD 303 (Date of Exit) is a valid date.	**Warning**	A-D. Error in Attainment of Goal #2 field caused by one of the following conditions: - Attainment of Goal #2 cannot be blank or 0 if Goal #2 Type is specified. - Attainment of Goal #2 must be blank or 0 if no Goal #2 Type is specified. - Attainment of Goal #2 cannot be 3 (pending) if participant has a Date of Exit.

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110	627	Date Attained Goal #2	YYYYMMDD Blank = goal #2 is not set	A. Must be greater than or equal to WIASRD 625 (Date Goal #2 Was Set) if WIASRD 626 (Attainment of Goal #2) is 1. B. Must be blank if WIASRD 626 (Attainment of Goal #2) is 2, 3, 0 or blank.	**Warning**	A-B. Date Attained Goal #2 must correspond to the values specified for the other Goal #2 fields (WIASRD Elements 624-627).
111	628	Goal #3 Type	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = goal #3 is not set	No additional edit checks.		
112	629	Date Goal #3 Was Set	YYYYMMDD Blank = goal #3 is not set	A. Must be greater than or equal to WIASRD 625 (Date Goal #2 Was Set) if WIASRD 628 (Goal #3 Type) is 1, 2, or 3. B. Must be blank if WIASRD 628 (Goal #3 Type) is blank or 0.	**Warning**	A-B. Error in Date Goal#3 Was Set field caused by one of the following conditions: - Date Goal #3 Was Set is missing or is before the Date Goal #2 Was Set. - Participant has a Date Goal #3 Was Set, but no Goal #3 Type is specified.
113	630	Attainment of Goal #3	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending Blank or 0 = goal #3 is not set	A. Must be 1, 2, or 3 if WIASRD 628 (Goal #3 Type) is 1, 2, or 3. B. Must be blank or 0 if WIASRD 628 (Goal #3 Type) is blank or 0. C. Must not be 3 if WIASRD 303 (Date of Exit) is a valid date.	**Warning**	A-D. Error in Attainment of Goal #3 field caused by one of the following conditions: - Attainment of Goal #3 cannot be blank or 0 if Goal #3 Type is specified. - Attainment of Goal #3 must be blank or 0 if no Goal #3 Type is specified. - Attainment of Goal #3 cannot be 3 (pending) if participant has a Date of Exit.
114	631	Date Attained Goal #3	YYYYMMDD Blank = goal #3 is not set	A. Must be greater than or equal to WIASRD 629 (Date Goal #3 Was Set) if WIASRD 630 (Attainment of Goal #3) is 1. B. Must be blank if WIASRD 630 (Attainment of Goal #3) is 2, 3, 0 or blank.	**Warning**	A-B. Date Attained Goal #3 must correspond to the values specified for the other Goal #3 fields (WIASRD Elements 628-631).
115 to 150	632 to 667	Information on Additional Youth Goals	Same values as WIASRD 628 through 631 - corresponding to goal type, date goal was set, attainment of goal, and date attained goal.	Same edit checks as WIASRD 628 through 631 - corresponding to goal type, date goal was set, attainment of goal, and date attained goal.	**Warning**	Same error messages as WIASRD 628 through 631 - corresponding to goal type, date goal was set, attainment of goal, and date attained goal.

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New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)*	Additional Edit Checks		ERROR MESSAGES
				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	
151	668	Attained Diploma, GED, or Certificate	1 = Individual attained a secondary school (high school) diploma. 2 = Individual attained a GED or high school equivalency diploma. 3 = Individual attained a certificate in recognition of attainment of technical or occupational skills. 4 = Individual did not attain a diploma, GED, or certificate Blank or 0 = Not applicable (Adult, Dislocated Worker, or NEG funding streams only) or Not Known (Older Youth 19-21 only) Blank or 0 = Information not yet available; individual has not exited. (Younger Youth)	A. Must not be 1 or 2 if WIASRD 129 (School Status at Participation) is 3 or 5. B. Must be 1, 2, 3, or 4 if WIASRD 129 (School Status at Participation) is 1, 2, or 4 and report date is greater than the end of the first quarter after the exit quarter. (For Younger Youth only)	A. Reject B. Warning	A. Attained Diploma, GED, or Certificate and School Status at Participation values are contradictory. B. For younger youth participants, Attained Diploma, GED, or Certificate cannot be blank or 0 if School Status at Participation is In School or H.S. Dropout.
152	669	Date Attained Degree or Certificate	YYYYMMDD Blank = did not attain a diploma, GED, or certificate	A. Must be greater than WIASRD 302 (Date of Program Participation) if WIASRD 668 (Attained Diploma, GED, or Certificate) is 1, 2, or 3.	Warning	A. Date Attained Degree or Certificate is missing or is not after the Date of Program Participation.
153	670	School Status at Exit	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school or H.S. Dropout 5 = Not attending school; H.S. graduate Blank or 0 = Not Known	A. Must not be 1, 2, or 4 if WIASRD 129 (School Status at Participation) is 3 or 5.	Warning	A. School Status at Exit and School Status at Participation values are contradictory.
154	671	Youth Placement Information	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship 0 = did not enter any activities Blank = not applicable (Adult, Dislocated Worker, or NEG funding streams only) Blank = Information not yet available; individual has not exited. (Youth)	A. Must be 0, 1, 2, 3, or 4 if the report date is after the end of the third quarter after the quarter of exit (WIASRD 303). (For Youth only) B. Must not be blank or 0 if DATE OF EXIT is not null and Younger Youth.	Reject	A. For youth participants, Youth Placement Information cannot be blank if the report quarter is after the end of the third quarter after the exit quarter.

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

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New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values (DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)	Additional Edit Checks — Edit Check Logic (all references refer to new DRVS field numbers)	Error Type	ERROR MESSAGES
SECTION III.D - ADDITIONAL YOUTH LITERACY AND NUMERACY ASSESSMENT DATA						
156	701	Category of Assessment	1 = ABE 2 = ESL 3 = Both ABE and ESL Blank or 0 = no assessment	A. Must be 1, 2, or 3 if WIASRD 129 (School Status at Participation) is 3, 4, or 5 and WIASRD 130 (Basic Literary Skills Deficient) = 1 and Date of First Youth Service >= LitNum Start Date. (For Youth only) **Important Note:** Edit check A will not be implemented until 7/1/2006.	Warning	A. Category of Assessment cannot be blank or 0 if ~~participant~~ youth is Out-of-School, Basic Literacy Skills Deficient.
157	702	Type of Assessment Test	1 = TABE 9-10 2 = CASAS (Life Skills) 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = TABE Class E 9 = Wonderlic 10 = Other Approved Assessment Tool Blank or 0 = no assessment	A. Must be 1, 2, 3, 4, 5, 6, 7, 8, 9, or 10 if WIASRD 701 (Category of Assessment) is 1, 2, or 3.	Warning	A. Category of Assessment is specified for OBS#, but no Type of Assessment Test is indicated.
158	703	Functional Area	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Listening 8 = Other Functional Area Blank or 0 = no assessment	A. Must be 1, 2, 3, 4, 5, 6, 7, or 8 if WIASRD 702 (Type of Assessment Test) is 1, 2, 3, 4, 5, 6, 7, 8, 9, or 10.	Warning	A. Type of Assessment Test is specified for OBS#, but no Functional Area is indicated.
159	704	Date Administered Pre-Test	YYYYMMDD Blank = no assessment	A. Must have a valid date if WIASRD 702 (Type of Assessment Test) is 1, 2, 3, 4, 5, 6, 7, 8, 9, or 10. B. Must be less than WIASRD 707 (Date Administered Post-Test (Year#1)) if WIASRD 707 has a valid date. C. Must have a valid date if WIASRD 707 or WIASRD 710 or WIASRD 713 (Dates Administered Post-Test) has a valid date. D. Must have a valid date if end of report period is greater than Date of First Youth Services + 90 days.	A. Warning C. Reject D. Warning	A-B. The value for Date Administered Pre-Test does not meet one of the following conditions: A. Date Administered Pre-Test cannot be blank if Type of Assessment is specified. - Date Administered Pre-Test must be before Date Administered Post-Test (Year#1). C. Date Administered Pre-Test cannot be blank if Date Administered Post-Test (Year1, Year2, or Year3) is given. D. Date Administered Pre-Test cannot be blank for Out-of-School, Basic Skills Deficient youth who has been in the program more than 90 days.

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New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)*	Additional Edit Checks		ERROR MESSAGES
				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	
160	705	Pre-Test Score	000 Blank or 000 = no assessment	A. Must be greater than 000 if WIASRD 704 (Date Administered Pre-Test) is not blank. B. Must be greater than 000 if WIASRD 706 (Educational Functioning Level) is 1, 2, 3, 4, 5, 6, 7, or 8.	Warning	A-B. Date Administered Pre-Test and/or Educational Functioning Level is specified, but no Pre-Test Score is given.
161	706	Educational Functioning Level	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = no assessment	A. Must be 1, 2, 3, 4, 5, 6, 7, or 8 if WIASRD 705 (Pre-Test Score) is greater than 000.	Warning	A. Pre-Test Score is specified, but no Educational Functioning Level is given.
162	707	Date Administered Post-Test (Year #1)	YYYYMMDD Blank = no post-test	A. Must be greater than WIASRD 704 (Date Administered Pre-Test) . B. Must be greater than or equal to WIASRD 306 (Date of First Youth Service) and less than or equal to WIASRD 306 + 1 year	Warning Reject	A. Date Administered Post-Test (Year #1) must be after Date Administered Pre-Test. B. Date Administered Post-Test (Year #1) is not within the youth's first participation year.
163	708	Post-Test Score (Year #1)	000 Blank or 000 = no post-test	A. Must be greater than 000 if WIASRD 707 (Date Administered Post-Test Year #1) is not blank. B. Must be greater than 000 if WIASRD 709 (Educational Functioning Level Year #1) is 1, 2, 3, 4, 5, 6, 7, or 8.	Warning	A-B. Date Administered Post-Test and/or Educational Functioning Level (Year #1) is specified, but no Post-Test Score (Year #1) is given.
164	709	Educational Functioning Level (Year #1)	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = no assessment	A. Must be 1, 2, 3, 4, 5, 6, 7, or 8 if WIASRD 708 (Post-Test Score Year #1) is greater than 000.	Warning	A. Post-Test Score (Year #1) is specified, but no Educational Functioning Level (Year #1) is given.

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New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)*	Additional Edit Checks — Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
165	**710**	**Date Administered Post-Test (Year #2)**	YYYYMMDD Blank = no post-test	A. Must be greater than WIASRD 704 (Date Administered Pre-Test) ~~greater than WIASRD 707 (Date Administered Post-Test Year #1)~~ . B. Must be greater than WIASRD 306 (Date of First Youth Service) + 1 year and less than or equal to WIASRD 306 + 2 years	~~Warning~~ **Reject**	A. Date Administered Post-Test (Year #2) must be after Date Administered Pre-Test ~~Post-Test (Year #1)~~. B. Date Administered Post-Test (Year #2) is not within the youth's second participation year.
166	**711**	**Post-Test Score (Year #2)**	000 Blank or 000 = no post-test	A. Must be greater than 000 if WIASRD 710 (Date Administered Post-Test Year #2) is not blank. B. Must be greater than 000 if WIASRD 712 (Educational Functioning Level Year #2) is 1, 2, 3, 4, 5, 6, 7, or 8.	Warning	A-B. Date Administered Post-Test and/or Educational Functioning Level (Year #2) is specified, but no Post-Test Score (Year #2) is given.
167	**712**	**Educational Functioning Level (Year #2)**	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = no assessment	A. Must be 1, 2, 3, 4, 5, 6, 7, or 8 if WIASRD 711 (Post-Test Score Year #2) is greater than 000.	Warning	A. Post-Test Score (Year #2) is specified, but no Educational Functioning Level (Year #2) is given.
168	**713**	**Date Administered Post-Test (Year #3)**	YYYYMMDD Blank = no post-test	A. Must be greater than WIASRD 704 (Date Administered Pre-Test) ~~greater than WIASRD 710 (Date Administered Post-Test Year #2)~~ . B. Must be greater than WIASRD 306 (Date of First Youth Service) + 2 years and less than or equal to WIASRD 306 + 3 years	~~Warning~~ **Reject**	A. Date Administered Post-Test (Year #3) must be after Date Administered Pre-Test ~~Post-Test (Year #2)~~. B. Date Administered Post-Test (Year #3) is not within the youth's third participation year.
169	**714**	**Post-Test Score (Year #3)**	000 Blank or 000 = no assessment	A. Must be greater than 000 if WIASRD 713 (Date Administered Post-Test Year #3) is not blank. B. Must be greater than 000 if WIASRD 715 (Educational Functioning Level Year #3) is 1, 2, 3, 4, 5, 6, 7, or 8.	Warning	A-B. Date Administered Post-Test and/or Educational Functioning Level (Year #3) is specified, but no Post-Test Score (Year #3) is given.

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New DRVS Release 5.0 Field No.	New WIASRD No.	Data Element Name	Edit Checks - Valid Values *(DRVS will identify invalid codes and display, where appropriate, warning errors for each field.)*	Additional Edit Checks		
				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
170	715	**Educational Functioning Level (Year #3)**	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = no assessment	A. Must be 1, 2, 3, 4, 5, 6, 7, or 8 if WIASRD 714 (Post-Test Score Year #3) is greater than 000.	Warning	A. Post-Test Score (Year #3) is specified, but no Educational Functioning Level (Year #3) is given.
171 to 198	716 to 743	**Information on Additional Functional Areas**	Same values as WIASRD 702 through 715 - corresponding to type of assessment, functional area, test dates, test scores, and educational functioning levels.	Same edit checks as WIASRD 702 through 715 - except do not repeat the edit for WIASRD 702. (There are no additional edit checks for WIASRD elements 716 and 730 .)	Warning	Same error messages as WIASRD 702 through 715.
Additional User Defined Fields						
199		**WIB Name**	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		
200		**Office Name**	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		
201		**Case Manager**	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		
202		**User Field 1**	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		
203		**User Field 2**	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		

APPENDIX C. PERFORMANCE GROUPS

The following tables specify the WIA performance outcome groups.

TABLE C-1

PERFORMANCE OUTCOME GROUPS TABLE FOR ADULT, DW, AND NEG EER, RETENTION, AND EARNINGS

1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Group	Date of Exit	Emp Status at Part	Emp qtr+1	Source of Emp qtr+1	Emp qtr+2 & qtr+3	Source of Emp qtr+2 & qtr+3	Other Reasons for Exit	EER Num	EER Den	ERR Num	ERR Den	Earn
Group A	1	3&4 qtrs prior to report qtr	UnEmp	Emp	Wage	Pend	Pend	No	Yes	Yes	Pend	Pend	No
	2	3&4 qtrs prior to report qtr	UnEmp	Emp	Supp	Pend	Pend	No	Yes	Yes	Pend	Pend	No
	3	3&4 qtrs prior to report qtr	UnEmp	UnEmp	N/A	N/A	N/A	No	No	Yes	No	No	No
	4	3&4 qtrs prior to report qtr	Emp	Emp	Wage	Pend	Pend	No	No	No	Pend	Pend	No
	5	3&4 qtrs prior to report qtr	Emp	Emp	Supp	Pend	Pend	No	No	No	Pend	Pend	No
Group B	6	5&6 qtrs prior to report qtr	UnEmp	Emp	Wage	Emp	Wage	No	Yes	Yes	Yes	Yes	Yes
	7	5&6 qtrs prior to report qtr	UnEmp	Emp	Wage	Emp	Supp	No	Yes	Yes	Yes	Yes	No
	8	5&6 qtrs prior to report qtr	UnEmp	Emp	Wage	UnEmp	N/A	No	Yes	Yes	No	Yes	No
	9	5&6 qtrs prior to report qtr	UnEmp	Emp	Supp	Emp	Wage	No	Yes	Yes	Yes	Yes	No
	10	5&6 qtrs prior to report qtr	UnEmp	Emp	Supp	Emp	Supp	No	Yes	Yes	Yes	Yes	No
	11	5&6 qtrs prior to report qtr	UnEmp	Emp	Supp	UnEmp	N/A	No	Yes	Yes	No	Yes	No
	12	5&6 qtrs prior to report qtr	UnEmp	UnEmp	N/A	N/A	N/A	No	No	Yes	No	No	No
	13	5&6 qtrs prior to report qtr	Emp	Emp	Wage	Emp	Wage	No	No	No	Yes	Yes	Yes
	14	5&6 qtrs prior to report qtr	Emp	Emp	Wage	Emp	Supp	No	No	No	Yes	Yes	No
	15	5&6 qtrs prior to report qtr	Emp	Emp	Wage	UnEmp	N/A	No	No	No	No	Yes	No
	16	5&6 qtrs prior to report qtr	Emp	Emp	Supp	Emp	Wage	No	No	No	Yes	Yes	No

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

TABLE C-2

PERFORMANCE OUTCOME GROUPS TABLE FOR THE ADULT AND DW EMPLOYMENT AND CREDENTIAL RATE

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

TABLE C-3

NEW YOUTH PLACEMENT AND ATTAINMENT RATES PERFORMANCE GROUP TABLE

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

TABLE C-4

OLDER YOUTH EER, RETENTION AND EARNINGS PERFORMANCE OUTCOME GROUP TABLE

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

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Group	# of Records	Date of Exit	Emp Status at Part	Emp qtr+1	Source of Emp qtr+1	In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter	Emp qtr+3	Source of Emp qtr+3	In Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter	Valid Pre-Earn	Other Reasons for Exit	EER Num	EER Den	ERR Num	ERR Den	Earn	
16		5&6 qtrs prior to report qtr	UnEmp	Emp	Supp	N/A	UnEmp	N/A	Yes	N/A	No	Yes	Yes	No	No	No	
17		5&6 qtrs prior to report qtr	UnEmp	UnEmp	N/A	No	N/A	N/A	N/A	N/A	No	No	Yes	No	No	No	
18		5&6 qtrs prior to report qtr	UnEmp	UnEmp	N/A	Yes	N/A	N/A	N/A	N/A	No	No	No	No	No	No	
19		5&6 qtrs prior to report qtr	Emp	Emp	Wage	N/A	Emp	Wage	N/A	Yes	No	No	No	Yes	Yes	Yes	
20		5&6 qtrs prior to report qtr	Emp	Emp	Wage	N/A	Emp	Wage	N/A	No	No	No	No	Yes	Yes	No	
21		5&6 qtrs prior to report qtr	Emp	Emp	Wage	N/A	Emp	Supp	N/A	N/A	No	No	No	Yes	Yes	No	
22		5&6 qtrs prior to report qtr	Emp	Emp	Supp	N/A	Emp	Wage	N/A	N/A	No	No	No	Yes	Yes	No	
23		5&6 qtrs prior to report qtr	Emp	Emp	Supp	N/A	Emp	Supp	N/A	N/A	No	No	No	Yes	Yes	No	
24		5&6 qtrs prior to report qtr	Emp	Emp	Wage	N/A	UnEmp	N/A	No	Yes	No	No	No	No	Yes	Yes	

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Group	# of Records	Date of Exit	Emp Status at Part	Emp qtr+1	Source of Emp qtr+1	In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter	Emp qtr+3	Source of Emp qtr+3	In Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter	Valid Pre-Earn	Other Reasons for Exit	EER Num	EER Den	ERR Num	ERR Den	Earn
	34		7&8 qtrs prior to report qtr	N/A	Emp	Wage	N/A	UnEmp	N/A	No	Yes	No	No	No	No	Yes	Yes
	35		7&8 qtrs prior to report qtr	N/A	Emp	Wage	N/A	UnEmp	N/A	No	No	No	No	No	No	Yes	No
	36		7&8 qtrs prior to report qtr	N/A	Emp	Wage	N/A	UnEmp	N/A	Yes	N/A	No	No	No	No	No	No
	37		7&8 qtrs prior to report qtr	N/A	Emp	Supp	N/A	UnEmp	N/A	No	N/A	No	No	No	No	Yes	No
	38		7&8 qtrs prior to report qtr	N/A	Emp	Supp	N/A	UnEmp	N/A	Yes	N/A	No	No	No	No	No	No
	39		7&8 qtrs prior to report qtr	N/A	UnEmp	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	No	No	No
Group D	40		3 to 6 qtrs prior to report qtr	Emp	UnEmp	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	No	No	No
	41		3 to 8 qtrs prior to report qtr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No	No	No	No	No

TABLE C-5

PERFORMANCE OUTCOME GROUPS TABLE FOR THE OLDER YOUTH CREDENTIAL RATE

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

TABLE C-6

PERFORMANCE OUTCOME GROUPS TABLE FOR YOUNGER YOUTH DIPLOMA RATE

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

TABLE C-7

PERFORMANCE OUTCOME GROUPS TABLE FOR YOUNGER YOUTH RETENTION RATE

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

APPENDIX D. DEV DOCUMENTATION/ INSTRUCTIONS

WORKFORCE INVESTMENT ACT DATA VALIDATION INSTRUCTIONS AND SOURCE DOCUMENTATION

Validation Instruction: These instructions present the data elements, reference numbers, formats, element definitions, federal sources, state/grantee sources, and validation rules needed to perform data element validation. The federal sources are the generic, federally recommended source documentation. The "State Sources" column can be used to enter state-specific versions of the federally approved documentation.

A. VALIDATION RULES

Two types of validation rules exist:

1. If the validation instruction says MATCH: Enter a checkmark in the box in the pass column if the data on the worksheet match the data in the source documentation. Enter a checkmark in the box in the fail column if the data on the worksheet do not match the data in the source documentation or if no source documentation is found.

    To match, the data on the worksheet must be the same as the data in the source documentation. For example, if the worksheet says a participant's date of birth is July 1, 1975, then the source documentation must also have July 1, 1975 as the birth date.

    The validator must validate data elements that have checkboxes next to them.

2. If the validation instruction says SUPPORT: Enter a checkmark in the box in the pass column if the data on the worksheet are supported by the data in the source documentation. Enter a checkmark in the box in the fail column if the data on the worksheet are not supported by the data in the source documentation or if no source documentation is found.

APPENDIX D. DEV DOCUMENTATION/ INSTRUCTIONS

To support, the data on the worksheet, the source documentation must provide evidence that the data on the worksheet is correct. This instruction is used when information must be interpreted or processed before it can be used to assess the accuracy of the data on the participant's records. For example, source documentation is used to support youth who needs additional assistance because validators must interpret policy and determine if the documentation supports that policy.

B. MISSING AND INVALID RECORDS

There are four conditions used to describe higher level data problems:

1. If a record is missing from the office in which it is supposed to be, the validator should check the box at the top of the worksheet that says "Missing Record." No other elements should be validated.

2. If the validator cannot determine where a record is supposed to be located, the validator should check the box at the top of the worksheet that says "Unable to Locate." No other elements should be validated.

3. If a record for a person not registered in WIA has wrongly been included in the extract file, the validator should check the box at the top of the worksheet that says "Invalid Record." No other elements should be validated.

4. If a record has a wrong Social Security Number (SSN), the validator should check the "Wrong SSN" checkbox AND validate all data elements listed on the worksheet.

C. TYPES OF SOURCE DOCUMENTATION

For most data elements, the validation instructions provide multiple forms of acceptable source documentation. If the state collects multiple sources for the

same data element and the sources conflict, the most reliable source should be used to determine if the element passes or fails. For example, for Education Status at Participation (DRVS Field# 16), copies of records from an educational institution are a more reliable source than participant self-attestation. Validators should use their best judgment when deciding the most reliable source to validate an element.

For the most part, the definition of a particular source is clear. States have, however, had questions about four sources—Cross-Match, State Management Information System (MIS), Self-Attestation, and Case Notes. Definitions for these four types of source documentation are:

1. Cross-Match: A cross-match requires validators to find detailed supporting evidence for the data element. An indicator or presence of an SSN in a non-WIA database is not sufficient evidence. For example, TANF participation can be determined by a cross-match with the state's public assistance database. It is not sufficient to find that the sampled SSN is present in the public assistance database; validators must also find dates of participation and services rendered.

2. State MIS: Unless otherwise noted, state MIS refers to specific, detailed information that is stored in the states information system that supports an element. An indicator, such as a checkmark on a computer screen, alone is not acceptable source documentation. For example, state MIS is an acceptable source documentation for date of first training service. To be an acceptable source to validate date of first training service, in addition to the date of first training, the state MIS should have detailed information about the type of training and the organization that provided the training. This detailed information makes valid source documentation and makes it unnecessary for such states to validate this data element in local offices.

3. Self-Attestation: Self-attestation occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-

identification.   The form and signature can be on paper or in the state management information system, with an online signature.

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

PLEASE NOTE: For DRVS field #s 12, 16, 21, 21, 22, and 24, the sources differ for those adults, dislocated workers, and NEGs, where applicable, who received intensive and/or training services from those who received staff-assisted services only. If a date is in field # 68 or 69, the participant received intensive and/or training services.

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
3	Date of Birth #102	Record the individual's date of birth.	YYYYMMDD	Yes	Yes	No	Yes	Yes	Match	Copy of I.D., Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, Federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
12	Veteran's Status #111	**Record 1** if the individual is a person who served in the active U.S. military, naval, or air service for a period of 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 served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 4 = No	Yes	Yes	Yes	Yes	No	Support	*Adults/DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *Older Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:* DD-214, cross match with veterans data

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
		Record 3 if the individual is a person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. **Record 4** if the individual does not meet any one of the conditions described above.								

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
16	Employment Status at Participation #115	**Record 1** if the participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as un unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. **Record 2** if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member. **Record 3** if the individual does not meet any one of the conditions described above.	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed	Yes	Yes	Yes	Yes	Yes	Support	*Adults/DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:* Pay stub, case notes showing information collected from participant

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DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
20	Low Income #119	**Record 1** if the individual is a person who: (A) receives, or is a members of a family which receives, cash payments under a federal, state or local income-based public assistance program, or (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (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; or (C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); or	1 = Yes 2 = No	Yes	No	No	Yes	Yes	Support	*Adults Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults Exiters who received Intensive or Training Services:* Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, social security benefits,

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
		(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; or (F) is a person with a disability whose own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria. **Record 2** if the individual does not meet the criteria presented above.								public assistance records, quarterly estimated tax for self-employed persons, Social Security benefits, UI documents

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
21	TANF (Needy Family Status) #120	**Record 1** if the individual is a person who: (A) receives, or is a members of a family which receives, cash payments under a federal, state or local income-based public assistance program, or (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (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; or (C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); or	1 = Yes 2 = No	Yes	Yes	No	Yes	Yes	Support	*Adults/DW Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults/DW Exiters who received Intensive or Training Services:* Cross match with TANF public assistance records

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
		(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; or								
		(F) is a person with a disability whose own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria.								
		Record 2 if the individual does not meet the criteria presented above.								

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
22	Other Public Assistance Recipient #121	**Record 1** if the individual is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Food Stamp Assistance, and Supplemental Security Income (SSI-SSA Title XVI). Do not include foster child payments. **Record 2** if the individual does not meet the above criteria.	1 = Yes 2 = No	Yes	Yes	No	Yes	Yes	Support	*Adults/DW Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults/DW Exiters who received Intensive or Training Services:* Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance, refugee assistance records, cross match with public assistance database

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
24	Displaced Homemaker #123	**Record 1** if the individual is a person who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No	No	Yes	Yes	No	No	Support	*DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *DW/NEG Exiters who received Intensive or Training Services:* Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self attestation
25	Date of Actual Qualifying dislocation #124	Record the date of separation or dislocation from employment. This date is the last day of employment at the dislocation job (e.g. displaced homemaker), leave "blank."	YYYYMMDD	No	Yes	Yes	No	No	Match	Verification from employer, rapid response list, notice of layoff, public announcement with follow-up cross-match with UI, self attestation

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DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
26	Homeless individual and/or runaway youth #125	**Record 1** if the individual (adult or youth) is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately 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; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Written statements from an individual providing residence, shelter or social service agency, WIA registration form, self attestation

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
27	Offender #126	**Record 1** if the individual (adult or youth) is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. **Record 2** if the individual does not meet any one of the conditions described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Documentation from juvenile or adult criminal justice system, documentation phone call with court representatives, WIA registration form, self attestation
28	Pregnant or parenting youth #127	**Record 1** if the individual is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. **Record 2** if the individual does not meet the described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Copy of child's birth certificate, baptismal record, observation, doctor's note confirming pregnancy, self attestation
29	Youth who needs additional assistance #128	**Record 1** if the individual is a person who is between the ages of 14 and 21, and 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. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	See state policy and state plan, individual service strategy, case notes, WIA registration form, state MIS, self attestation

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
30	School Status at Participation #129	**Record 1** if the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. **Record 2** if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time. **Record 3** if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. **Record 4** if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. **Record 5** if the individual is not attending any school and has either graduated from high school or holds a GED.	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school; H.S. Dropout 5 = Not attending school; H.S. graduate	No	No	No	Yes	Yes	Support	Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation), WIA registration form, State MIS, self attestation

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
31	Basic literacy skills deficiency (as defined in 664.205) #130	**Record 1** if the participant is a person who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic literacy skills determination. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Standardized assessment test, school records, case notes
32	Foster Care Youth #131	**Record 1** if the individual is a person who is in foster care or has been in the foster care system. **Record 2** if the individual does not meet the condition described above.	1 = Yes 2 = No	No	No	No	No	Yes	Support	Confirmation from social services agency, case notes
34	Date of Program Participation #302	Record the date on which the individual begins receiving his/her first service funded by the program following a determination of eligibility to participate in the program.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	state MIS information

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
35	Date of Exit #303	Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.	YYYYMMDD	Yes	Yes	Yes	Yes	Yes	Match	WIA status/exit forms, state MIS data, Case notes
38	Date of First Youth Service #306	Record the date on which the individual began receiving his/her first service funded by the WIA Youth program following a determination of eligibility to participate in the program.	YYYYMMDD	No	No	No	Yes	Yes	Match	WIA status/exit forms, state MIS data, case notes
45-47	National Emergency Grant Project Numbers #313a, #313b and #313c	Record the Project I.D. Number where the individual received services financially assisted under a National Emergency Grant (NEG). (For example, Utah projects may be numbered UT-02, so the WIASRD entry would be UT02) - WIA title ID, section 173. **Record 0000** or leave "blank" if the individual did not receive any services funded by a NEG.	XXXX	No	No	Yes	No	No	Match	Case notes or other file data specifying the particular layoff or emergency that precipitated enrollment, which should include the project number for the grant(s) should be included.

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
61	Other reasons for exit #327	**Record 01** if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days. Record 02 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. **Record 03** if the participant was found to be deceased or no longer living. **Record 04** if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. **Record 05** if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days.	01 = Institutionalized 02= Health/Medical 03 = Deceased 04 = Family Care 05 = Reserve Forces Called to Active Duty 06 = Relocated to Mandated Residential Program 98 = Retirement 99 = Not a Valid SSN	Yes	Yes	Yes	Yes	Yes	Support	Information from partner services MIS systems, WIA exit form, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
		Record 06 if the youth participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only).								
		Record 98 if the participant retired from employment.								
		Record 99 if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN.								
		Record 00 or blank if the participant exited for a reason other than one of the conditions described above.								
		Additional Note: Exit Reason "98 = Retirement" has been added for program management purposes only and individuals who exit the program based on this reason will not be excluded from calculation of the performance measures. Rather, these individuals will be included in the performance measure calculations.								

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
66	Date of First Staff Assisted Core Service #332	Record the date on which the individual received his/her first staff assisted core service (excluding self-service and informational activities). Otherwise, leave "blank" if the individual did not receive staff assisted core services.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	State MIS data
68	Date of First Intensive Service #334	Record the date on which the individual received his/her first intensive service. Otherwise, leave "blank" if the individual did not receive intensive services.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	State MIS data, case notes
69	Date Entered Training #335	Record the date on which the individual's training actually began. If multiple training services were received, record the earliest date on which the individual entered training. Otherwise, leave "blank" if the individual did not receive training services.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	Cross match between dates of service and vendor training information, vendor training documentation, state MIS, case notes
70	Date Completed or Withdrew from Training #336	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the individual completed training. Otherwise, leave "blank" if the individual did not receive training services.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	Cross match between dates of service and vendor training information, vendor training documentation, state MIS, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
74	Type of Training Service #1 #340	Use the appropriate code to indicate the type of approved training being provided to the individual. Record 0 or leave "blank" if the individual did not receive training services.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = ABE or ESL in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training	Yes	Yes	Yes	No	No	Support	Vendor training documentation, certificates, state MIS data, case notes
77	Enrolled in Education #343	**Record 1** if the individual is enrolled in secondary school, post-secondary school, adult education programs, or any other organized program of study. States may use this coding value if the youth was either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. **Record 2** if the individual was not enrolled in education.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Applicable records from education institution certifying enrollment, case notes with verification from education institution or training provider that they are enrolled in education

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DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
78	Received Educational Achievement Services #344	**Record 1** if the participant received 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. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, sign-in sheets, attendance record, vendor contract, state MIS, case notes
79	Received Employment Services #345	**Record 1** if the participant received employment services. Employment services include paid and unpaid work experiences, including internships, and job shadowing; and occupational skills training. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, vendor contract, attendance rosters, state MIS, case notes
80	Received Summer Employment Opportunities #346	**Record 1** if the participant received summer employment opportunities directly linked to academic and occupational learning. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, work agreement, sign-in sheets, attendance roster, state MIS system, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
81	Received Additional Support for Youth Services #347	**Record 1** if the participant received supports for youth services that include, but are not limited to, the following: (a) adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation or (b) 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. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, pay stub, sign-in sheets, attendance rosters, state MIS, vendor contract, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
82	Received Leadership development opportunities #348	**Record 1** if the participant received services that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as (a) exposure to post-secondary 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. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, vendor contract, attendance roster, state MIS, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
	Received follow-up services #349	**Record 1** if the participant received 12 months of follow-up services. Follow-up services for youth include (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, attendance rosters, receipt for follow-up support services, state MIS, case notes
83		**Record 2** if the individual did not receive 12 months of follow-up services. **Record 0** or leave "blank" if the youth has not exited or has exited and is continuing to receive follow-up services, but has not yet received 12 months of follow-up services. Additional Note: If a youth reenrolls in WIA within 12 months of exit, **Record 1** if follow-up services were provided throughout the period from exit to re-enrollment.								

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
84	Employed in 1st Quarter after Exit Quarter #601	**Record 1** if the participant was employed in the first quarter after the quarter of exit. **Record 2** if the participant was not employed in the first quarter after the quarter of exit. **Record 3** if information on the participant's employment status in the first quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Yes	Yes	Yes	Yes	Yes	Support	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05 State MIS

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
85	Type of Employment Match 1st Quarter After Exit Quarter #602	Use the appropriate code to identify the method used in determining the individual's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the first quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	Yes	Yes	Yes	Yes	Yes	Support	Follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
89	Employed in 2nd Quarter After Exit Quarter #606	**Record 1** if the participant was employed in the second quarter after the quarter of exit. **Record 2** if the individual was not employed in the second quarter after the quarter of exit. **Record 3** if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Yes	Yes	Yes	No	No	Support	UI wage records, WRIS, supplemental data sources as defined in TEGL 17-05

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
90	Type of Employment Match 2nd Quarter After Exit #607	Use the appropriate code to identify the method used in determining the individual's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the second quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	Yes	Yes	Yes	No	No	Support	Follow-up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
91	Employed in 3rd Quarter After Exit Quarter #608	**Record 1** if the participant was employed in the third quarter after exit. **Record 2** if the individual was not employed in the third quarter after exit. **Record 3** if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Yes	Yes	Yes	Yes	Yes	Support	UI wage records, WRIS, supplemental data sources as defined in TEGL 17-05

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
92	Type of Employment Match 3rd Quarter After Exit #609	Use the appropriate code to identify the method used in determining the individual's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the third quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	Yes	Yes	Yes	Yes	Yes	Support	Follow-up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
95	Wages 3rd Quarter Prior to Participation Quarter #612	Record total earnings from wage records for the third quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	No	Match	UI wage records, WRIS, other state wage records, federal wage databases
96	Wages 2nd Quarter Prior to Participation Quarter #613	Record total earnings from wage records for the second quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	No	Match	UI wage records, WRIS, other state wage records, federal wage databases
98	Wages 1st Quarter After Exit Quarter #615	Record total earnings from wage records for the first quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	Yes	Match	UI wage records, WRIS, other state wage records, federal wage databases
99	Wages 2nd Quarter After Exit Quarter #616	Record total earnings from wage records for the second quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	No	Match	UI wage records, WRIS, other state wage records, federal wage databases

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
100	Wages 3rd Quarter After Exit Quarter #617	Record total earnings from wage records for the third quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	Yes	Match	UI wage records, WRIS, other state wage records, federal wage databases
102	Type of Recognized Credential #619	Use the appropriate code to record the type of recognized educational or occupational certificate/credential/diploma/degree attained by the individual who received training services. **Record 0** if the individual received training services, but did not attain a recognized credential. Credentials must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).	1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills Licensure 5 = Occupational Skills Certificate/Credential 6 = Other Recognized Educational or Occupational Skills Certificate/Credential	Yes	Yes	No	Yes	No	Support	Transcripts, certificates, diploma, surveys, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
103-150	*Goals Type *Date Goal Was Set *Attainment of Goal *Date Goal Was Attained #620-667	*Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the youth is basic literacy skills deficient. * Record the date on which the goal was set for the youth, except that the date of the first goal set must be recorded as the registration date. * **Record 1** if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. **Record 2** if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. **Record 3** if the goal was set, but attainment is pending. This code should not be used after exit. When the youth exits, this field should be marked with a "1" or "2" for all goals that have been set.	* 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills *YYYYMMDD *1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending	No	No	No	No	Yes	Support for Goal Type and Attainment of Goal Match for Dates	Test Records, Transcripts, School/Employer Notification, State MIS, Case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
		* Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the participant had a planned gap in service where he/she was placed in hold status during which services were not received, but the participant planned to return to the program.	*YYYYMMDD							

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
151	Attained Diploma, GED, or Certificate #668	**Record 1** if the individual attained a secondary school (high school) diploma recognized by the State. **Record 2** if the individual attained a GED or high school equivalency diploma recognized by the State. **Record 3** if the individual attained a certificate in recognition of an individual's attainment of technical or occupational skills or other post-secondary degree/diploma.. **Record 4** if the individual did not attain a diploma, GED, or certificate. **SPECIAL NOTE**: Fields #668 and #669 will be used to calculate both the current WIA Younger Youth Diploma Rate and the common measure Attainment of a Degree or Certificate for all youth (14-21). To achieve positive outcomes on both measures, the state should make sure that coding values 1 or 2 are reported when the youth receives a diploma or equivalent either during participation in the program or by the end of the first quarter after the quarter of exit. If the youth receives another degree or certificate beyond the first quarter after the quarter of exit, the state should not update the record.	1 = Individual attained a secondary school (high school) diploma. 2 = Individual attained a GED or high school equivalency diploma. 3 = Individual attained a certificate or other post-secondary degree/diploma. 4 = Individual did not attain a diploma, GED, or certificate	No	No	No	Yes	Yes	Support	Transcripts, certificates, diploma, letter from school system

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
		If the youth <u>did not</u> receive a high school diploma or GED by the end of the first quarter after exit, but did receive one or more certificates while either participating in the program or by the end of the third quarter after exit, the state should record the most recent certificate attained.								
152	Date Attained Degree or Certificate #669	Record the date on which the individual attained a diploma, GED, or certificate. Leave "blank" if the individual did not attain a diploma, GED, or certificate. Additional Note: For recording multiple degrees or certificates, please see the special note under WIASRD Element #668.	YYYYMMDD	No	No	No	Yes	Yes	Match	Transcripts, certificates, diploma, letter from school system

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
153	School Status at Exit #670	**Record 1** if the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. **Record 2** if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time. **Record 3** if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. **Record 4** if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. **Record 5** if the individual is not attending any school and has either graduated from high school or holds a GED.	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school; H.S. Dropout 5 = Not attending school; H.S. graduate	No	No	No	Yes	Yes	Support	Transcripts, certificates, diploma, letter from school system, case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
154	Youth Placement Information #671	Use the appropriate code to record the primary activity the youth entered in the first quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4. **Record 0** if the youth did not enter any one of the activities listing in the coding value.	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship	No	No	No	Yes	Yes	Support	Cross match with other agencies, apprenticeship verification, military service, advanced training, post secondary education, transcripts, registration forms, community college info, employer contacts, U.I. wage records, WRIS, Case notes
155	Youth Retention Information #672	Use the appropriate code to record the primary activity the youth entered in the third quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4. **Record 0** if the youth did not enter any one of the activities listing in the coding value.	1 = In post-secondary education 2 = In advanced training 3 = In military service 4 = In a qualified apprenticeship	No	No	No	Yes	Yes	Support	Cross match with other agencies, apprenticeship verification, military service, advanced training, post secondary education, transcripts, registration forms, community college info, employer contacts, U.I. wage records, WRIS, Case notes

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
156-198	*Category of Assessment *Type of Assessment Test *Functional Area *Date Administered Test *Educational Functioning Level #701-743	*Record 1 if the participant was assessed using approved tests for Adult Basic Education (ABE) Record 2 if the participant was assessed using approved tests for English-As-A-Second Language (ESL) Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy. *Use the appropriate code to record the type of assessment test that was administered to the youth participant. Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy. *Use the appropriate code for the functional area of the assessment test that was administered to the youth participant. Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy.	* 1 = ABE 2 = ESL *1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved Assessment Tool * 1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Other Literacy Functional Area 8 = Other Numeracy Functional Area	No	No	No	Yes	Yes	Support for non-date fields. Match for date fields	Test records, case notes documenting the necessary details for each element of testing. States should refer to TEGL 17-05, Attachment C for the list of approved Educational tests for Literacy/Numeracy measures. Front line staff should make sure a copy of the participant's test and scores are kept in the case file. Case notes should also detail the participant's progress.

DRVS FIELD #	DATA ELEMENT	DATA_ELEMENT_DEFINITION	CODE VALUE	ADULT	DW	NEG	OY	YY	MATCH/ SUPPORT	Source Documentation Requirements
		* Record the date on which the pre-assessment test was administered to the youth participant. Leave "blank" if the individual was not assessed in literacy or numeracy.	*YYYYMMDD							
		* Record the educational functioning level that is associated with the youth participant's raw scale score. Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy.	* 1 = Beginning ABE/ESL Literacy 2 = Beginning ABE/ESL Basic Education 3 = Low Intermediate ABE/ESL Education 4 = High Intermediate ABE/ESL Education 5 = Low Adult Secondary Education/Advanced ESL 6 = High Adult Secondary Education/Advanced ESL							

APPENDIX E. DEV SAMPLING METHODOLOGY

DATA ELEMENT VALIDATION SAMPLING
AND ERROR RATE ESTIMATION

The primary objective of data element validation (DEV) is to determine the accuracy of key data elements, whether or not they are used to calculate performance measures. The DRVS software accomplishes this goal by drawing a sample of exiter records for each of five funding streams (adult, dislocated worker, NEG, older youth, and younger youth). These samples are selected from a subset of records used to calculate the performance measures on the ETA 9091.[1] Users then validate selected data elements to determine if they are accurate. The software uses the results of the validation to calculate error rates for each of these elements. This appendix discusses the general approach to sampling and error rate estimation (section A) and the sampling approach for data element validation of exiter records (section B).

A. General Approach

The ultimate goal of ETA's validation initiative is to determine the accuracy of the information reported to ETA. DEV provides ETA with an estimate of the error rates for the data that states report to ETA.[2] In order to evaluate the accuracy of these elements, the DRVS calculates two error rates for each data element selected for validation: an overall error rate and a reported data error rate.[3] The *overall error rate* equals the number of records in error divided by the total number of records sampled for that funding stream, weighted to account for the over- and under-sampling of particular types of records. Because certain data elements may not be present in every sampled record, the DRVS also calculates a *reported data error rate*. This reported date error rate includes in the denominator only those

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[1] Even though NEGs are not included on the annual report, they are submitted as part of the WIASRD and included on the quarterly report. ETA, therefore, includes these records as part of the validation.

[2] Please note that the sample is drawn to calculate state level error rates. The DRVS software does not calculate precise local-level error rates, no matter what type of sample (record, office, WIB) is drawn.

[3] The Data Element Validation Summary and Analytical report, which provides the error rates, will be included in a future release of the DRVS software.

APPENDIX E. DEV SAMPLING METHODOLOGY

records for which the particular data element was validated.[4] In this situation, the error rate equals the number of records in error divided by the total number of records for which the particular data element was validated, weighted to account for the over- and under-sampling of particular records. For example, if 100 records are sampled, only 50 have a particular data element, and there are 5 errors, the *overall error rate* would be 5 divided by 100, or 5 percent, and the *reported data error rate* would be 5 divided by 50, or 10 percent.[5]

Sample sizes vary by state, with smaller states having smaller samples than larger states for two reasons. First, to achieve a given level of precision, smaller states need smaller sample sizes than larger states. Second, to reduce the burden on smaller states, precision requirements are relaxed.

The sample design for exiters allows states to cluster the sample by office/WIB and differential sampling rates by type of record. This design yields estimates that have a variance that exceeds the variance of a simple random sample. Currently, we assume the variance to be twice that of a simple random sample (a "design effect" of 2). After data element validation is fully implemented, an analysis will be conducted to estimate the true design effect and to determine how much it varies from current estimates. The results of that analysis will be used to refine the sample design.

The DRVS uses information on the distribution of exiters by office and funding group—adults, dislocated workers, older youth, younger youth, and National Emergency Grant (NEG)—to select samples of offices and of exiters by group.[6] Finally, the software uses the validation results from the sampled records to produce error rate estimates by funding group.

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[4] For most elements, the state does not validate negative values. Negative values refer to blanks, zeros or no values. For example, a negative value for eligible veteran status is 4, which means not a veteran.

[5] In this example, the calculation is not weighted.

[6] Office refers to the physical location of the participant's case file, which may include the One-Stop office, a community college, a high school, etc.

APPENDIX E. DEV SAMPLING METHODOLOGY

B. SAMPLING FOR VALIDATION OF EXITERS

To limit the burden validation imposes on states and the local offices while also providing sufficiently precise results, records of exiters from April 1, Program Year (PY) - 1 through March 31, PY are sampled to measure error rates for selected data elements.[7] The software selects five samples of exiters, one each for adults, dislocated workers, NEGs, older youth, and younger youth. It does this by creating a clustered, stratified sample for each funding group.[8] The software first selects a sample of offices.[9] From the sampled offices, the software selects samples of records.[10] The size of the samples vary by state with precision estimates for small states (and funding streams) reduced to minimize the burden validation imposes on them.

To decide which offices to sample, the software assigns risk and density weights to each exiter record. *Risk weights* are based on the risk that the most important data in the record are incorrect. For adults, dislocated workers, NEGs, and older youth, employment and the source of employment information are the variables with the highest risk and importance. Supplemental sources for employment information are the riskiest data, followed by wage records for wage data. Data that indicate an individual is unemployed present the least risk. Based upon this assessment, records that use supplemental sources to demonstrate an individual's employment in the first, second, or the third quarter after exit are assigned a risk weight of 3,

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[7] The goal is to sample from records of exiters that are included in most of the core performance measures.

[8] Clustering involves first sampling an aggregate unit and then selecting the units being studied only from within the selected aggregate units. In this case, we want to study the records of individuals. Because of the potential burden imposed by traveling to every office within a state, the software will first select a sample of offices and then select records from those offices.
Stratification involves grouping all the units being studied into strata and sampling randomly from each stratum. Each stratum, however, is not necessarily sampled equally.

[9] Some states may receive data by Workforce Investment Boards (WIBs), not by offices. In this case, the software selects WIBs as the primary sampling unit instead of offices.

[10] The software draws these samples for each funding group. Thus, the DRVS software first selects a sample of offices, and then samples records for each funding stream from these offices. In prior versions of the validation software, the software selected a sample of offices for each funding stream. For example, it selected a sample of adult offices from which it will sample adult records, and then selects offices from which it samples dislocated worker records, and so forth. In an attempt to reduce the burden of validation, the DRVS software selects one sample of offices for all five funding streams.

records that use wage records to demonstrate an individual's employment are assigned a risk weight of 2, and records for individuals who are unemployed are assigned a risk weight of 1.

For younger youth, data related to whether or not the individual attained a diploma after entering the program are the variables with the highest importance. Records for individuals who attained a diploma after entering the program are the most important, followed by those for individuals who did not attain a diploma; records of younger youth who received a diploma prior to entering WIA are the least important. Based upon this assessment, records for those who attained a diploma by the end of the first quarter after the exit quarter receive a risk weight of 3, records for those who did not attain a diploma by the end of the first quarter after the exit quarter receive a risk weight of 2, and records for individuals who entered the program with a diploma receive a risk weight of 1.

Density weights are based on the amount of data in the record that is used in measuring performance. For all funding groups, density weights are assigned by tallying the number of positively-valued data elements in the record that ETA has decided should be validated for the designated funding group.[11] Because of the differences in data collection requirements and performance measures, the data elements included in the density weight will also differ by funding group. A value of 1 is assigned for data element that has a positive value for the designated funding group. Thus, a dislocated worker record that has positive values in 18 of the data elements selected for data element validation for dislocated workers receives a dislocated worker density weight of 18. Records that have more than one funding stream receive a separate density weight for each funding group in the record.

If the state chooses to sample by WIB or office, the software calculates the total weight for each WIB or office by summing *composite weight* for each participant

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[11] A positive value refers to a field value that can be verified by source documentation. For instance, attainment of a diploma can be verified by a copy of the diploma in the participant's file, but no source documentation exists to verify lack of attainment of a diploma.

record with exit dates in the appropriate range, regardless of funding group.[12] If a record is in two funding groups, its weight will be included for both funding groups. The software then selects specific WIBs/offices with a probability of selection proportional to their weight for the group being analyzed. The number of WIBs/offices selected is a function of the distribution of records across WIBs/offices. The more WIBs/offices that contain multiple funding groups, the fewer WIBs/offices that the software will select. At a minimum, the software will select 15 WIB/offices. If the state has fewer than 15 WIBs/offices, the DRVS software will not cluster the sample.

When selecting WIBs/offices, the software automatically selects very large WIBs/offices. The remaining offices will be randomly selected with a probability of selection proportional to the weight of the WIB/office.

Next, the software selects the individual records to validate. It selects a sample of records for each group—adults, dislocated workers, NEG, older youth, and younger youth—from the sampled WIBs/offices. As with the WIB/office sample, the probability of a record being selected is proportional to the record's composite weight. Consequently, records with supplemental wage data and other positively-valued performance data is selected than would be selected in a simple random sample. For younger youth, a greater proportion of records of those who received diplomas after entering WIA and who had other positively-valued performance data is selected than would be selected in a simple random sample.

After the sampled records of exiters are validated, the software determines the error rate by funding group. Because the software clusters and stratifies the samples, it must weight the validation results. Using these weights, the software determines the weighted error rate.

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[12] We use the term *composite weight* to refer to the sum of the risk and density weight. Each record in the sample frame has a composite weight

APPENDIX F. CLIENT SERVER SETUP

This appendix provides client server setup instructions. Section A provides server side setup instructions and Section B provides client side setup instruction. It is recommended that the state's Database Administrator (DBA) perform all of the client server setups tasks. Client server setups are only recommended for those users who have full SQL Server with Enterprise Manager.

A. Server Side Setup

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

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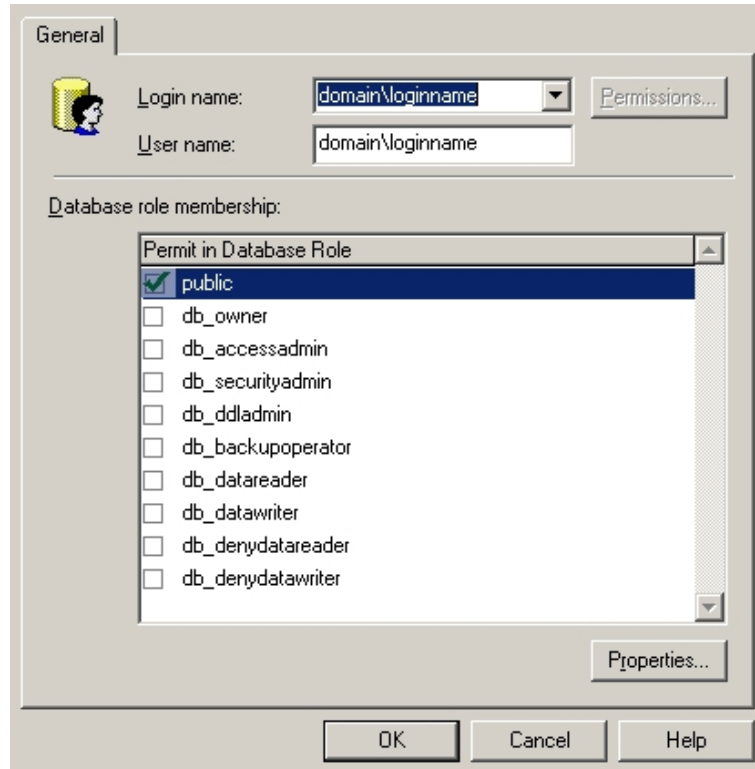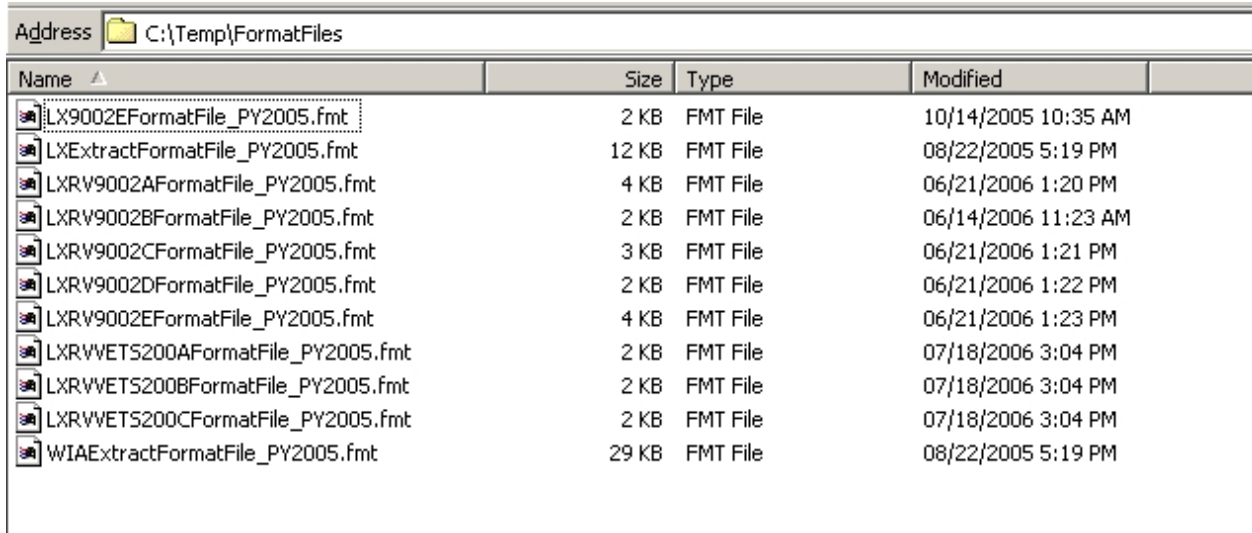
3. Create a shared folder on the server (i.e. C:\Temp) giving full control security permissions to clients.

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

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

Address: C:\Temp\FormatFiles

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

APPENDIX F. CLIENT SERVER SETUP

B. Client Side Setup

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

2.   After clicking Next, in the "Do you want to install the DRVS Database?" page, select "**I want to create a DRVS database**." Click **Next**.
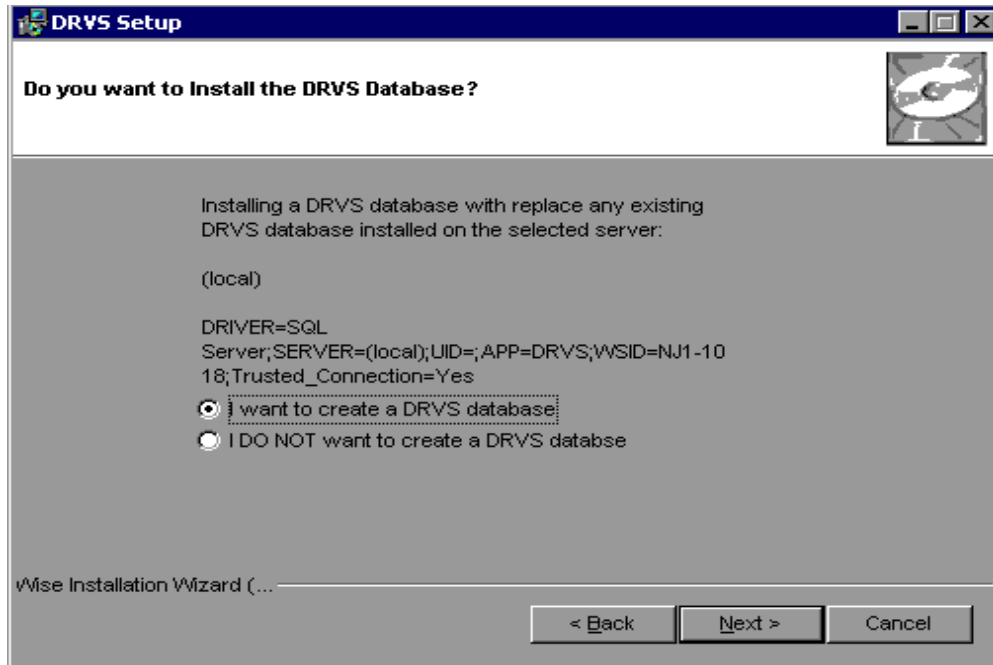
3.   The rest of the installation should proceed normally. You might receive an error saying that the login failed for the user (the user is expressed in the error as the computer name of the user). Click **OK** on the error and continue. This will not affect the installation on the client side.

4. After installation is complete, you must map a network drive from the client to the shared folder on the server. To do this, open Explorer and click **Tools>>Map Network Drive.** Select the name of your drive in the **Drive** box and then click **Browse** to find the servername\folder that is shared. This is how the file on the client side is copied and loaded onto the server database. Click **Finish** once the folder is found.
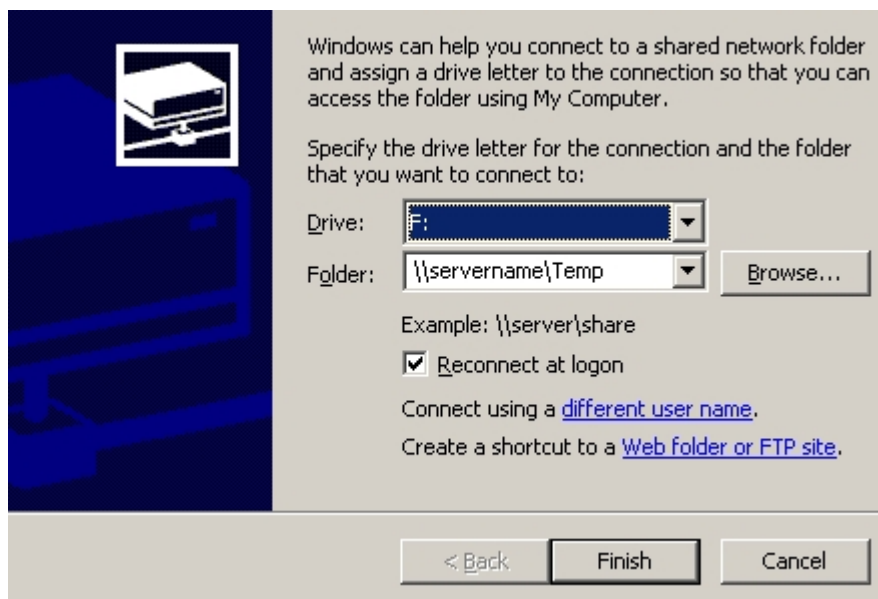
5. Go to the install directory and find the **WIAnLXApplication.config** file (the default location is C:\Program Files\DRVS\WIAnLX\bin\Config). Right-click on the file and remove the Read-Only attribute in Properties.

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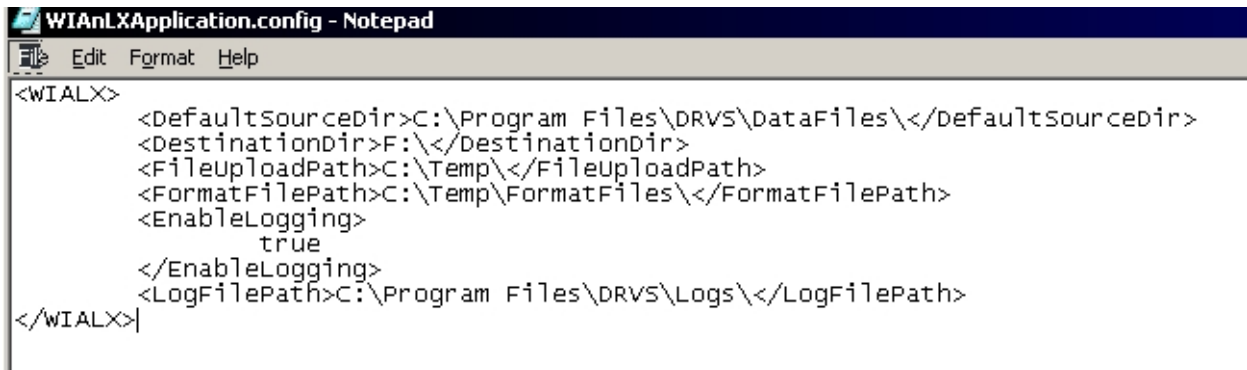
In our example it would look like this –

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

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

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

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

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

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

APPENDIX G. TROUBLESHOOTING

This chapter provides solutions for common problems that may occur while using the DRVS. Section A provides solutions for problems that may occur while signing in and Section B for problems that may occur while importing records.

A. Signing In

Following are solutions for three problems that may occur at sign in:

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

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

   - Click on Start - Settings - Control Panel.

   - Double click Administrative Tools, then Event Viewer.

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

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

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

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

Welcome to DRVS. Please enter your Login ID and Password. You will be logged into either WIA or LX depending on the application assigned to your ID. If you do not have a Login ID, please contact your System Administrator.

User ID: wiaadmin

Password   ********

Login   Cancel

Login failed for user 'DRVSUser'. Reason: Not associated with a trusted SQL Server connection.

APPENDIX G. TROUBLESHOOTING

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

Event ID: STOREDPROCEDURE_EXECUTION_ERROR
Error Message: System.Data.SqlClient.SqlException: Login failed for user 'DRVSUser.' Reason: Not associated with a trusted SQL Server connection.
   at   System.Data.SqlClient.ConnectionPool.GetConnection(Boolean& isInTransaction)
   at
System.Data.SqlClient.SqlConnectionPoolManager.GetPooledConnection (SqlConnectionString options, Boolean& isInTransaction)
   at System.Data.SqlClient.SqlConnection.Open()
   at Microsoft.Practices.EnterpriseLibrary.Data.Database.OpenConnection()
   at   Microsoft.Practices.EnterpriseLibrary.Data.Database.ExecuteReader (DBCommandWrapper command)
   at   WIAnLXControlLib.frmLogon.btnLogin_Click(Object   sender, EventArgs e)
Error executing the stored procedure. Stored Procedure Name = spGetApplicationUser

APPENDIX G. TROUBLESHOOTING

MSDE users must update the registry setting as follows:

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

HKEY_LOCAL_MACHINE/SOFTWARE/Microsoft/MSSQLServer/ MSSQLServer

Double click on the LoginMode file. This opens the Edit DWORD Value box. In the Value data box change the value from 1 to 2. Confirm that Hexadecimal is selected in the Base box. Then click OK.
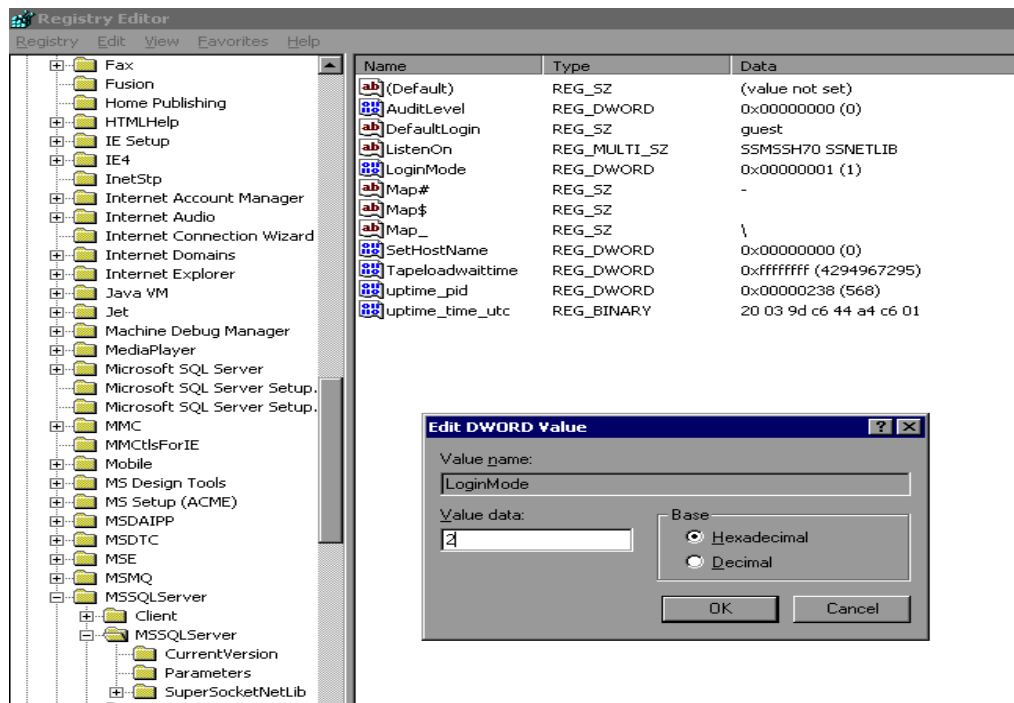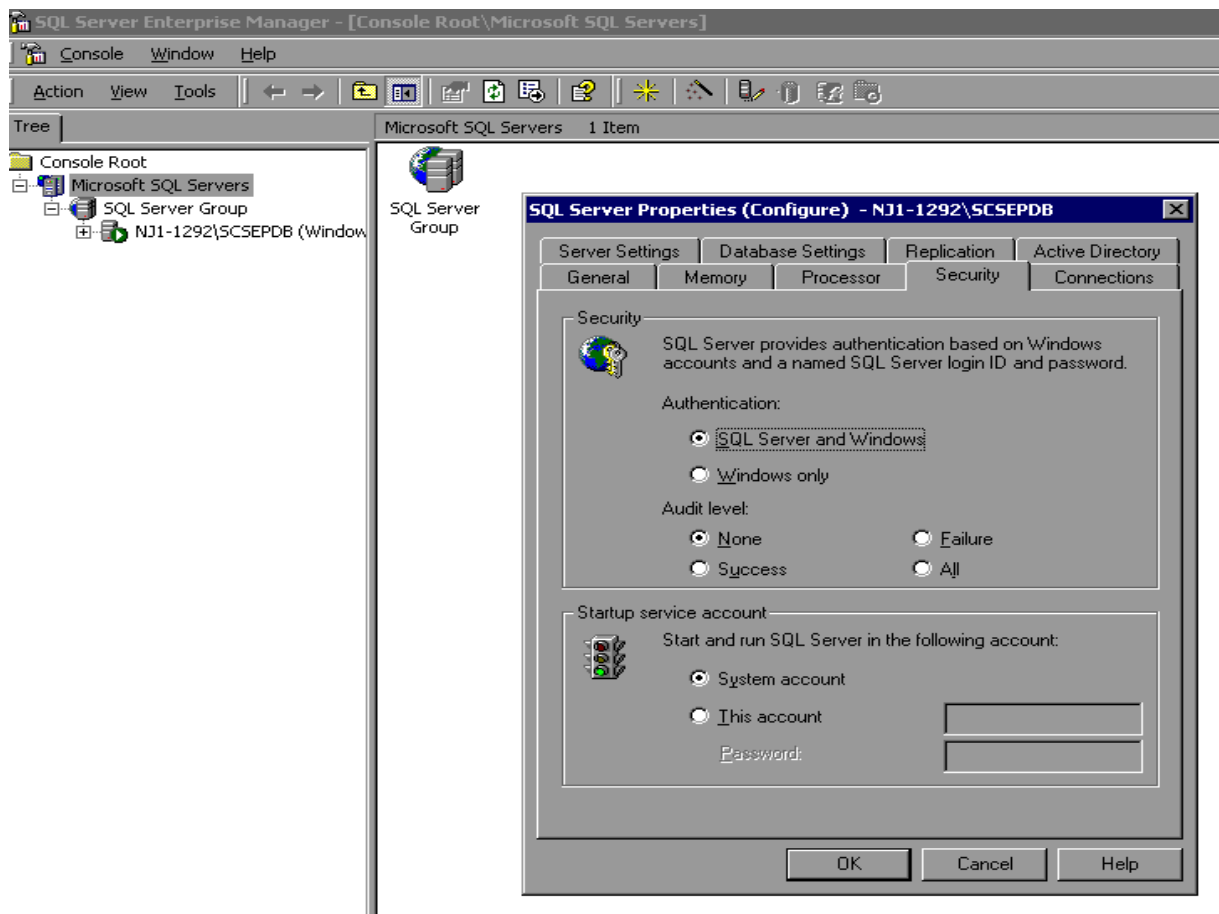

Reboot the PC and then reopen the DRVS. If the Login fails again, then the user does not have the proper administrative rights to run the DRVS.

APPENDIX G. TROUBLESHOOTING

SQL Server users must update the registry setting as follows:

Open SQL Server Enterprise Manager and drill down to the SQL Server Group, then right click the server name entered in step 8 of the installation. Choose **Properties** from the menu displayed. This will open the SQL Server Properties (Configure) window for the selected server. Click on the Security tab. Under Authentication, select SQL Server and Windows. Click OK.

You may be asked to restart SQL Server Service. Click Yes. Reboot the PC and then reopen the DRVS. If the Login fails again, then the user does not have the proper administrative rights to run the DRVS.

APPENDIX G. TROUBLESHOOTING

B. Importing Records

<u>Common File Errors</u>

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

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

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

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

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