ETA **Employment & Training Administration**

Labor Exchange
DRVS Software
Version 5.0

User's Guide

November 2005

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I. OVERVIEW

A. User Guide

The purpose of this User's Guide is to guide you through the process of using the ETA Data Reporting and Validation System (DRVS) Version 5.0 to produce the Labor Exchange (LX) 9002 and VETS 200 quarterly reports for submission to ETA. DRVS 5.0 incorporates ETA's new common measures reporting requirements specified in TEGL 28-04 and approved under OMB Control Number 1205-0420. DRVS 5.0 covers both LX and Workforce Investment Act (WIA) reporting as specified in these guidance documents. For LX, future versions of this software will include functionality to produce substate reports, to conduct report validation and data element validation, and to upload validation results to ETA.

This User's Guide contains the following sections:

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

III. **Tutorial:** Provides information on the menus and functions of the software. Describes how to build job seeker and job opening extract files, import data, generate 9002 and VETS 200 quarterly reports, and export those reports into formatted files that can be uploaded to ETA's Labor Exchange Reporting System (LERS). Also describes the DRVS database management functions.

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

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

Appendix B. **Record Layouts:** Provides the record layouts for the job seeker and job opening extract files. These record layouts provide field level and cross field error 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, and earnings increase measures.

Please contact **Mathematica Policy Research, Inc**. at ESTA@mathematica-mpr.com for information about application installation, LX data files, performance reports, or any other issues related to DRVS 5.0.

B. Overview of Data Directories

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

Application Folder or File	Directory Location
Application default directory	C:\ Program Files\DRVS (user can rename directory or install in another location)
Database default	C:\ProgramFiles\DRVS\User Data\ (user can create own named databases)
Error log default	C:\Program Files\DRVS\Logs
Exported numerators and denominators default	C:\Program Files\DRVS\Performance Groups Export\
Export files for LERS	C:\Program Files\DRVS\Labor Exchange Export\

II. INSTALLATION

This chapter provides DRVS system requirements and installation instructions.

Step 1—Minimum System Requirements

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

Item	Requirement
Processor	Pentium 4 CPU 1.80GHZ (more is recommended)
Operating System	Windows 2000 or Windows XP
Memory	512 MB (more is recommended)
Application Hard Disk Space	350 MB (more is recommended)
Database Hard Disk Space	Varies by state.
Database	Varies by state. States that exceed MSDE maximum per database must install SQL Server.
Display	1024x768 or higher-resolution display with 256 colors
Other	MSDE or SQL Server must be installed prior to installing DRVS 5.0.

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 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.

The DRVS will install all required .Net and Crystal Reports components.

Step 2—Uninstalling Prior Versions

It is recommended but not required that you uninstall previous versions of the software before you install the DRVS. Because DRVS 5.0 reflects substantial changes to the LX reporting requirements, states must use prior versions of the application to analyze or amend reports for Program Year 2004 and earlier. The participant counts and performance measures generated by DRVS 5.0 are in general not comparable to those generated by prior versions of the application.

Following are instructions for uninstalling LX version 2.01 or earlier on a Windows 2000 or Windows XP machine. Procedures for uninstalling may differ slightly on different machines, but are generally self-explanatory. On any machine, users should be sure to uninstall through the control panel rather than by deleting the installation directory for the prior version; uninstalling by deleting the installation directory may cause problems with the subsequent installation.

- Click the Start button, then select Settings, Control Panel.

- Click on Add/Remove Programs.

- Click on the ES Data Validation icon. (Click on the DRVS icon to uninstall DRVS 5.0.)

- Click on the Remove button.

- A message will display confirming that you want to remove the application. Click on Yes.
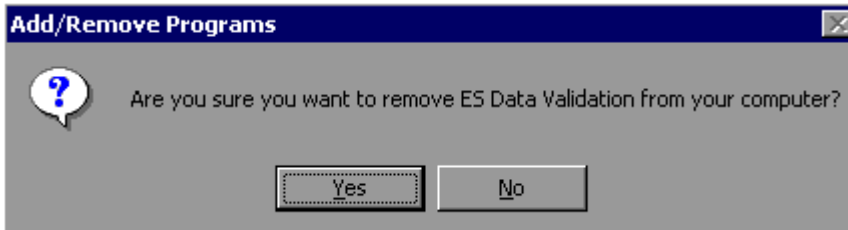
- When the uninstall progress window no longer displays, close the Add/Remove Programs window.

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

Step 3—Download from the Internet

To download DRVS 5.0 from the Internet:

1. Open your Internet browser and go to www.uses.doleta.gov/dv.

2. Click on the DRVS 5.0 link from the "In this section" side bar.

3. If a file download message displays, click on Save.

4. Select the location where you want to store the installation file. Suggestion: C:\Temp. Click on Save.

5. A dialog box will chart the progress of the download of the installation file. When the "Download Complete" message box appears, click on Open.

6.   A "WinZip Wizard – Unsupported Archive Type" message box may display. Choose "Open the archive using the classic interface" and then click on OK.
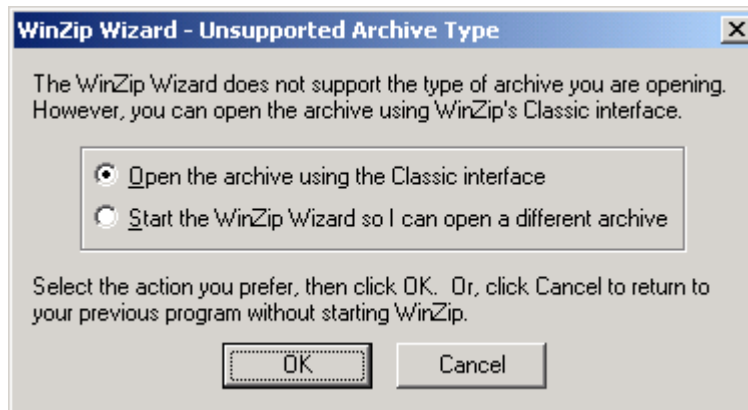
7.   Click on the DRVS.exe file and then click on Extract from the tool bar at the top of the WinZip application screen.

8.   Select a location for the extraction of the zip file. C:\Temp is the default.

9.   Click on the Extract button.

10.   If a Confirm File Overwrite message displays, click Yes.

11.   Close the WinZip window.

Step 4—Application Installation

Based on the size of the state's DRVS import file, either Microsoft SQL Server 2000 Desktop Engine (MSDE) or Microsoft SQL Server 2000 must be installed prior to installing the DRVS. MSDE is a free version of SQL Server that can be used with client applications. Users should go to http://www.microsoft.com/sql/msde/default.mspx for more information and to download MSDE.
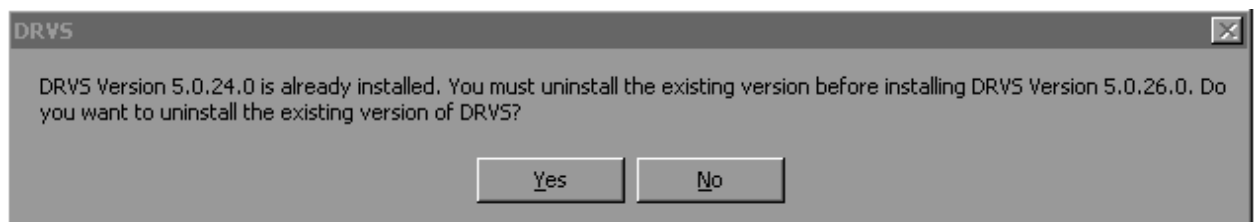
If the user's estimated database size exceeds the MSDE limit, then Microsoft SQL Server will need to be installed prior to installing the DRVS. Users can find more information about SQL Server at http://www.microsoft.com/sql/default.mspx.

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

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

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

2. Double click on DRVS.exe.

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

DRVS

DRVS Version 5.0.24.0 is already installed. You must uninstall the existing version before installing DRVS Version 5.0.26.0. Do you want to uninstall the existing version of DRVS?

Yes   No

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

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

6. Read the License Agreement and, if you accept, click on the "I accept the license agreement" button.
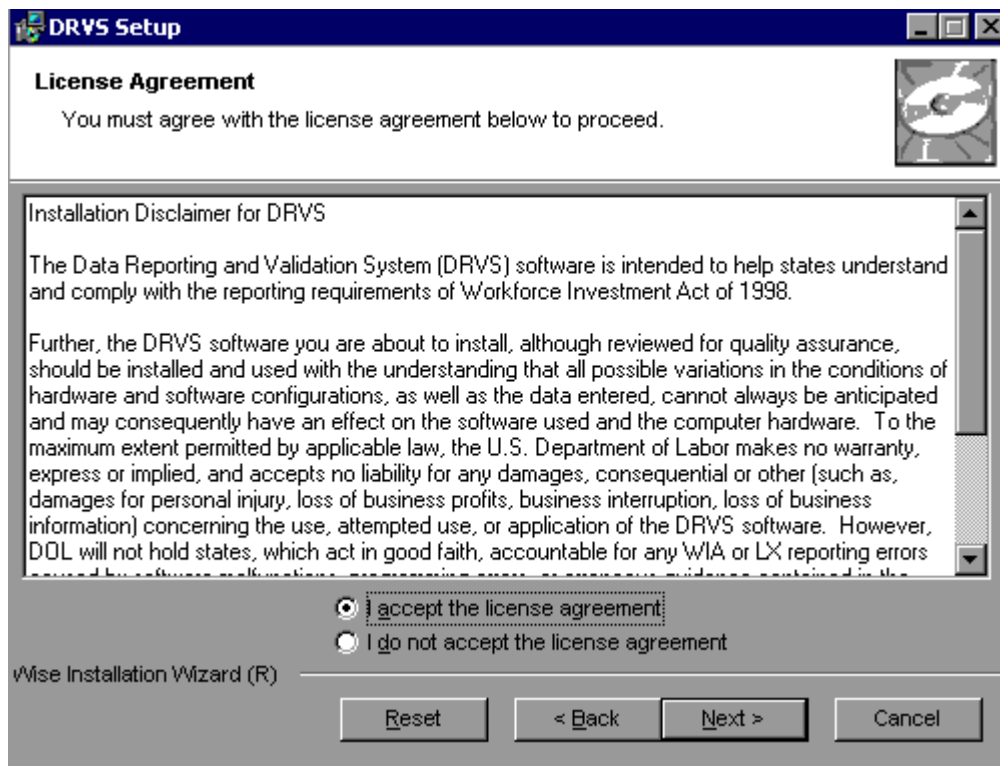
7. Read the Readme Information screen and click on Next.

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

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

10. If you prefer a different destination location, click on Browse on the Destination Folder screen to navigate to a different location. Click on Next.
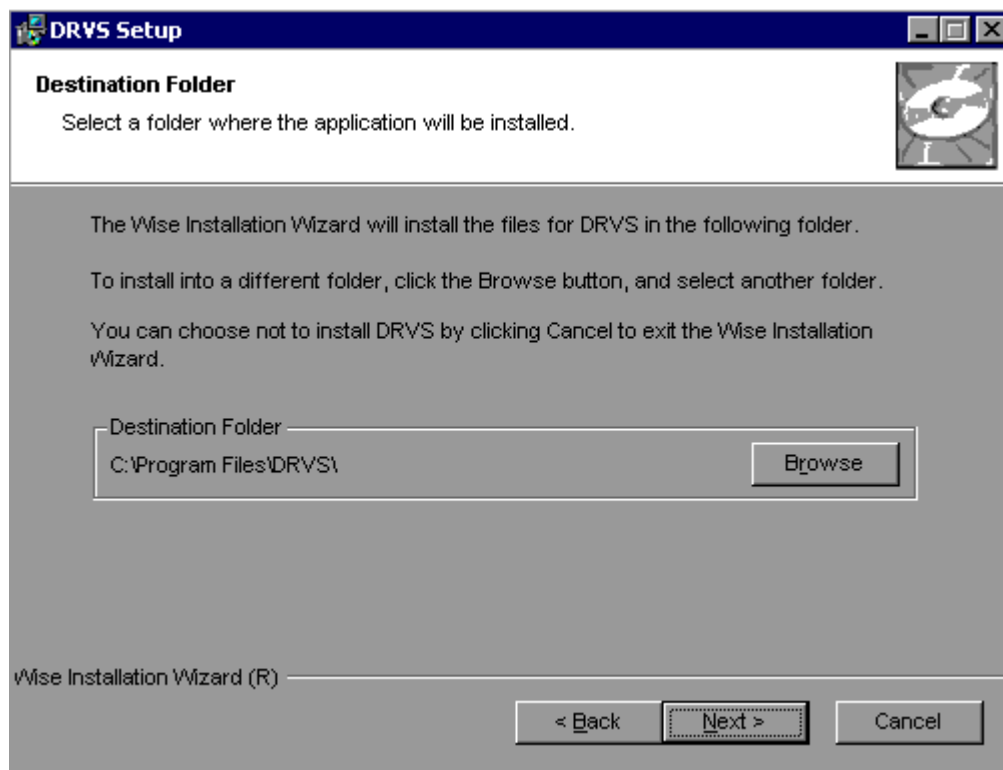
11. In the "SQL Server Connection" window, enter your database name in the SQL Server Name box. If you are using an MSDE platform, your database name is "(local)". This may also be your database name if you are using SQL Server. Otherwise, you may need to obtain your database name from your system administrator.

12. If you are using MSDE click on the Windows NT Authentication button. If you are using SQL, click on SQL Authentication and complete the SQL User Name and SQL Password boxes. Click on Next.
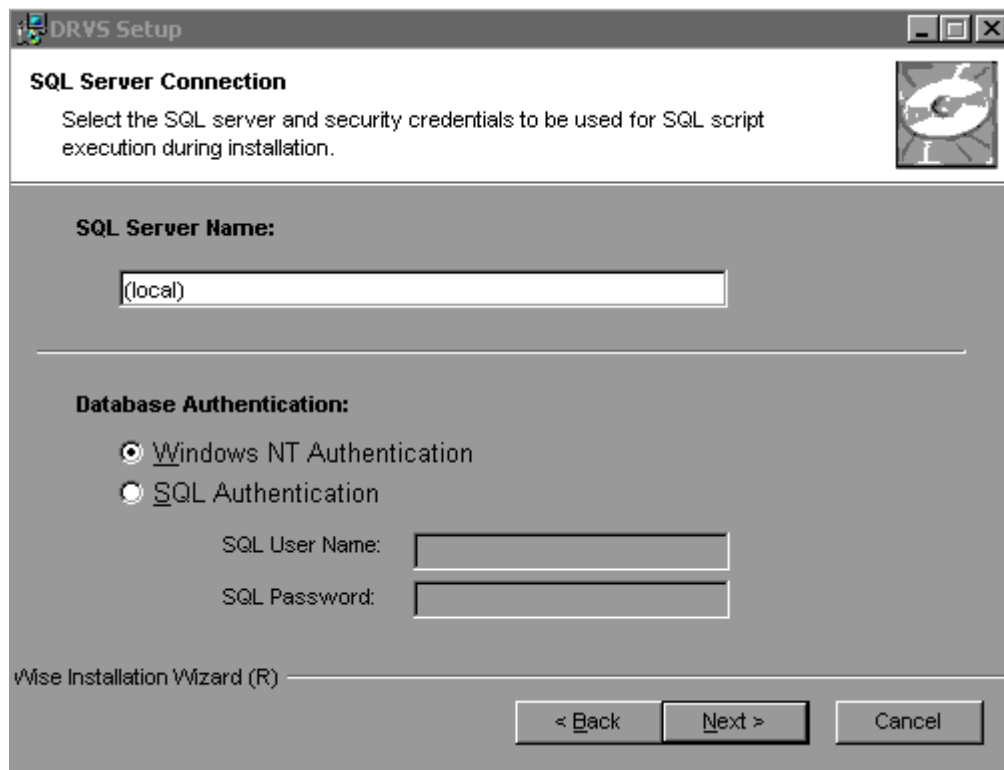
13. Click on Next on the "Ready to Install the Application" screen. This screen also allows you to exit the installation wizard or, if necessary, to return to the previous screen to change server connection information.

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

15. Click on Finish on the "DRVS has been successfully installed." screen to exit the DRVS Installation Wizard.
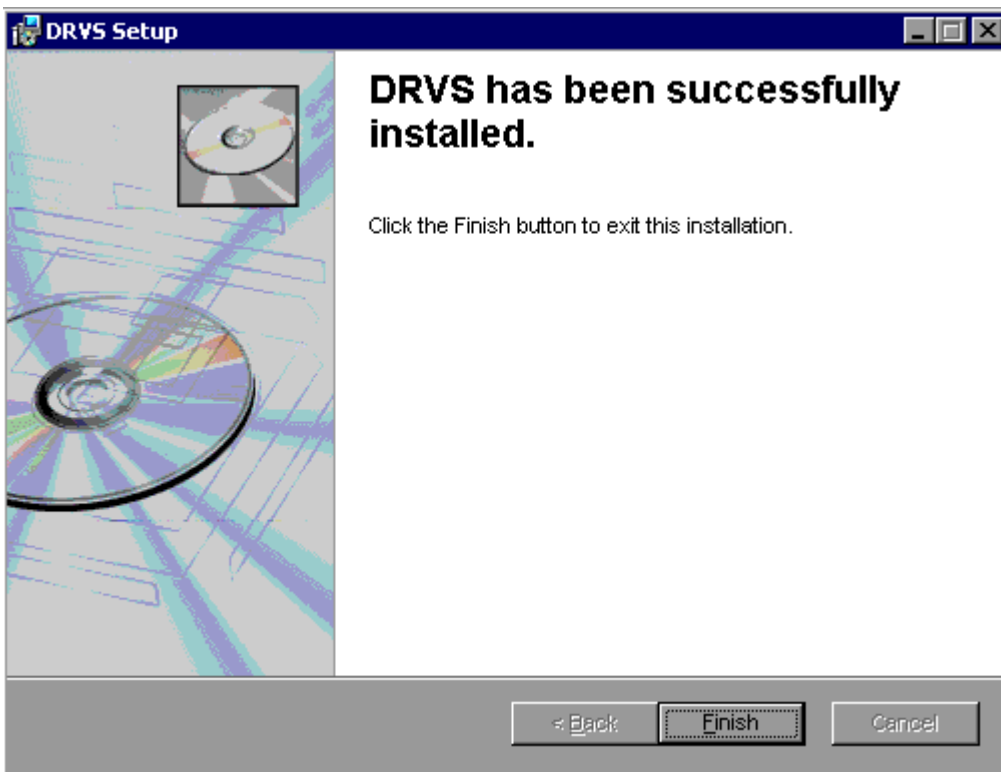
There are no further installation steps. You do not need to reboot your computer after completing the DRVS installation. You may delete the DRVS.exe used to install the application once the installation process is successfully completed.

III. TUTORIAL

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

A. Signing In

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

B. Importing Records

Section B describes how to build and import files of job seeker and job opening records so the application can produce the ETA 9002 and VETS 200 quarterly reports. This section also describes how to access and review duplicate detection and error reports of records rejected by the DRVS during the import process.

C. Reporting

Section C describes how to access and review the ETA 9002 and VETS 200 quarterly report facsimiles, and how to export the quarterly reports to formatted files which can be uploaded to LERS to fulfill ETA's quarterly reporting requirements. This section also describes how to access and analyze records by performance outcome group and by the numerators and denominators of the performance measures.

D. Database Management

Section D describes how to create new databases to use with the DRVS, how to open existing databases, and how to save databases in alternate locations. Users must create separate databases prior to importing the job seeker and job opening extract files. This section also describes how to maintain database security.
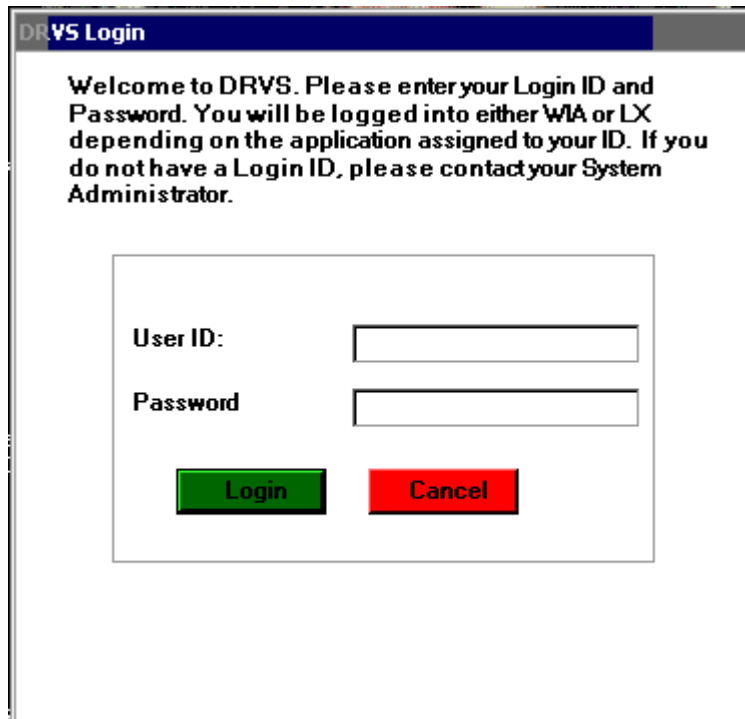
A. Signing In

Step 1—Opening the Application

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

The DRVS Log In screen will display. This is your indication that the application has installed properly. Log on using the default User ID and Password: **LXAdmin4, LXAdmin4**. 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 LX component of the DRVS. For access to the WIA component of the DRVS, the defaults are WIAAdmin, WIAAdmin. 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.

| Group: | | State: | |

| Program Year: | | Quarter: | |

Date Ranges

	Start Date	End Date
Participants/Job Openings		
Exiters		
Entered Employment		
Employment Retention/Earnings		

Reset to Default

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

Save   Clear All

The Reporting Options screen provides several blank fields that the user must complete so that the DRVS will produce the correct quarterly ETA 9002 and VETS 200 reports.

- Select the Group from the drop down menu, either group 1/9002A-D, VETS 200A-C for job seekers, or group 2/9002E for job openings.

- A warning will appear that changing the group will invalidate any data currently in the application database. Section D of this chapter provides more information on creating two separate databases, one for the job seeker group and one for the job opening group, to retain all imported data. Click Yes if appropriate.

Confirm

Changing the Group invalidates the existing data in the database. A fresh import/load of data has to be done. Are you Sure?

Yes   No
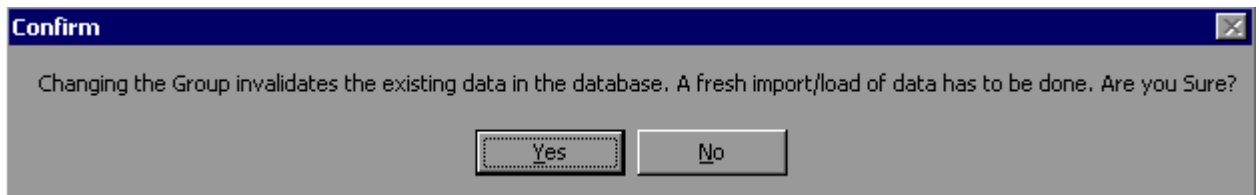
- Select the appropriate Program Year from the drop down menu.

III. TUTORIAL

Enter the state's postal abbreviation in capital letters from the following list.

State	Abbr.	State	Abbr.
ALABAMA	AL	NEBRASKA	NE
ALASKA	AK	NEVADA	NV
ARIZONA	AZ	NEW HAMPSHIRE	NH
ARKANSAS	AR	NEW JERSEY	NJ
CALIFORNIA	CA	NEW MEXICO	NM
COLORADO	CO	NEW YORK	NY
CONNECTICUT	CT	NORTH CAROLINA	NC
DELAWARE	DE	NORTH DAKOTA	ND
DISTRICT OF COLUMBIA	DC	OHIO	OH
FLORIDA	FL	OKLAHOMA	OK
GEORGIA	GA	OREGON	OR
HAWAII	HI	PENNSYLVANIA	PA
IDAHO	ID	PUERTO RICO	PR
ILLINOIS	IL	RHODE ISLAND	RI
INDIANA	IN	SOUTH CAROLINA	SC
IOWA	IA	SOUTH DAKOTA	SD
KANSAS	KS	TENNESSEE	TN
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MAINE	ME	VERMONT	VT
MARYLAND	MD	VIRGIN ISLANDS	VI
MASSACHUSETTS	MA	VIRGINIA	VA
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY
MONTANA	MT		

- Select the report due date from the Quarter drop down menu. The applicable date ranges for the participant/job opening, exiter, entered employment, and employment retention/earnings cohorts will then auto fill based on the reporting schedule in Appendix A of this guide.

- The case manager, office name, WIB name and two user field drop down menus are derived from the unique values in those fields in the import file. Therefore, these fields will be blank on the initial sign in.

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. Before moving to the next function, be sure to click on Labor eXchange on the left sidebar.

The functionality to change reporting options after the initial sign in will be provided in a future release.

Group:	9002 A-D, VETS 200▼	**State:**	AL
Program Year:	PY 2005 ▼	**Quarter:**	11/15 ▼

Date Ranges

	Start Date	End Date
Participants/Job Openings	10/1/2004 ▼	9/30/2005 ▼
Exiters	7/1/2004 ▼	6/30/2005 ▼
Entered Employment	1/1/2004 ▼	12/31/2004 ▼
Employment Retention/Earnings	7/1/2003 ▼	6/30/2004 ▼

Reset to Default

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

Save   **Clear All**

Reporting Options saved successfully.

B. Importing Records

After signing in, states must import an extract file containing the job seeker (both participant and exiter) records for all individuals included in the ETA 9002 and VETS 200 quarterly reports selected on the Reporting Options screen. States must also import a separate file of job openings to create the 9002 E report. Section D of this chapter provides instructions for creating separate databases for the job seeker and job opening imports. See Appendix A for a reporting schedule which specifies the participant/exiter and job opening cohorts included on each quarterly 9002 and VETS 200 report.

Step 1—Create Job Seeker and Job Opening Files Based on Record Layouts

Job Seeker File Instructions

To view the job seeker extract file layout, make sure you are signed in to group 1. Then select Import from the menu bar at the top of the screen and choose Source Table Record Layout. The record layout is also in Appendix B of this User's Guide, together with the field level and cross-field edit checks. Users should also download the LX conversion rules from http://www.doleta.gov/performance/ reporting/tools_datavalidation.cfm. This document cross-references each field on the current record layout to the corresponding field(s) on the record layout used in prior versions of the reporting/validation software. Both the Appendix B record layout and the conversion rules should be used in building the import file.

The extract file type is ASCII, comma-delimited. Fields must be in the order listed on the record layout. Eighty-two fields (81 commas) 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 includes all the fields necessary for generating the 9002 A-D and VETS 200 A-C reports, with the addition of six fields. The additional six fields are observation number, WIB name, office name, case manager, and two user fields.

The user fields are for any additional data (e.g. participant's name or SSN) that the state wishes to include.

The observation number (field 1), individual identifier (field 2), and date of program participation (field 5) are mandatory fields and, if left blank, will result in the record being rejected. If possible, states should include the participant's Social Security Number (SSN) as the individual identifier (field 2) or in one of the user fields, because SSNs are required to obtain wage records and to measure performance outcomes.

Users should pay special attention to how their job seeker files are saved and resaved. There are two fields in the record layout that require two digit numerical codes—field 21/Highest School Grade Completed and field 66/Other Reasons for Exit—and some of the codes have lead zeros. Various file management programs (including .csv) may drop the lead zeros in these two fields as the files are saved and resaved. The DRVS will reject records when codes in these two fields are missing lead zeros. States can treat these two fields as text fields to preserve the lead zeros.

Users must also be sure to include the Most Recent Date Received Staff Assisted Services in fields 27, 28, and/or 29 if the job seeker received one of the staff assisted services recorded in fields 30-35, or 37-64. If the job seeker received a Wagner-Peyser staff assisted service then the most recent date of that service must appear in the applicable service type field as well as in field 27. If the job seeker received a DVOP staff assisted service then the most recent date of that service must appear in the applicable DVOP service type field as well as in fields 27 and 28. If the job seeker received an LVER staff assisted service then the most recent date of that service must appear in the applicable LVER service type field as well as in fields 27 and 29.

The group 1 file will always contain nine quarters worth of data on job seeker registrations, services, exits and post-exit employment. In the group 1 file, the state should include a separate record for each discrete participation spell for a given job seeker. A participation spell ends when the job seeker has not received

any services for 90 days. When 90 days have passed since the last service, the last service date is also the exit date for that spell of participation.

The previous LX concept of reporting discrete registration years for a given job seeker is not applicable under the common measures reporting requirements. Therefore, states will need to create new job seeker records and cannot build on the registration year records used for reporting in Program Year 2004 and prior.

To create new job seeker records, first determine the earliest service date on or after July 1, 2003. This will be the first Date of Program Participation in a new record. Starting from the Date of Program Participation, look for a "chain" of services provided by Wagner-Peyser, DVOP/LVER, or partner programs. In a chain of services, each subsequent service date is no more than 90 calendar days after the last service date. As long as the gap between each successive service is less than 90 consecutive calendar days, the services are part of one record.

When the chain breaks—meaning that the job seeker has not received any services funded by the program or a partner program for 90 consecutive calendar days, has no planned gap in service, and is not scheduled for future services—then the date of exit is applied retroactively to the last day on which the job seeker received a service funded by the program or a partner program. For many job seekers, the Date of Program Participation may also be the Date of Exit. A new record for that individual will begin the first time a service is received after an exit date.

Job Opening File Instructions

To view the job opening extract file layout, make sure you are signed in to group 2. Then select Import from the menu bar at the top of the screen and choose Source Table Record Layout. The record layout is also in Appendix B of this User's Guide, together with the edit checks. The Appendix B record layout should be used in building the import file.

The group 2 extract file will always contain the most recent four quarters worth of job openings, as specified in Appendix A. States may need one of the user fields

as a workaround for preparing the group 2 job openings file. If the state's system cannot easily generate records of job openings, but only of job orders, the state will need to convert its job order file into a job openings file. This can be done with the user field if in the state every job opening within a job order is identical for reporting purposes. Following the group 2 record layout, pull an extract of job order records putting the number of job openings for the job order in one of the user fields. Then create a routine that will multiply that job order record by the number in the user field to obtain the proper number of job opening records to load into the DRVS.

Step 2—Load Extract Data

Once the job seeker and job opening data files are prepared according to the record layouts, they can be imported. The state can import either the job seeker or job opening file first by following the instructions in this section. However, the user should rename the initial database to distinguish it as containing either job seeker or job opening records. The user must create a new database for the second and all subsequent imports by following the instructions for database creation in Section D of this chapter. **If the user does not create new databases for subsequent imports, previously imported data will be overwritten.**

Click on Import on the menu bar and select Import File. The Load File to Database screen will appear.
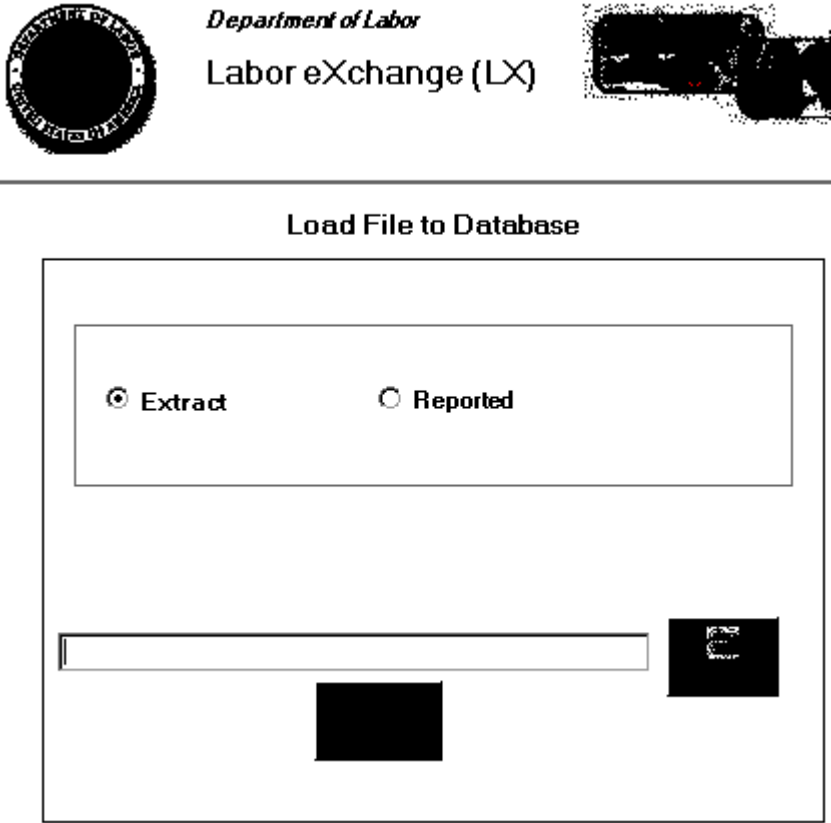
Click on Extract. DRVS 5.0 should be preset to Extract. Then select the file to be imported using the Browse button. Click Open and navigate to find the correct file. Click the Load File button when the correct file appears in the Browse box.

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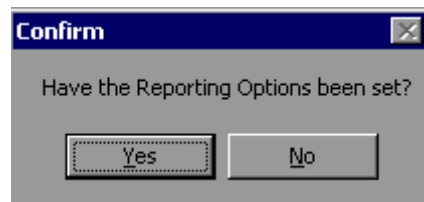
To terminate the import process, click on the X in the upper right corner of the Load File to Database screen.

During import, the Load File to Database screen will display a progress bar and status messages. The status messages appear from bottom to top.
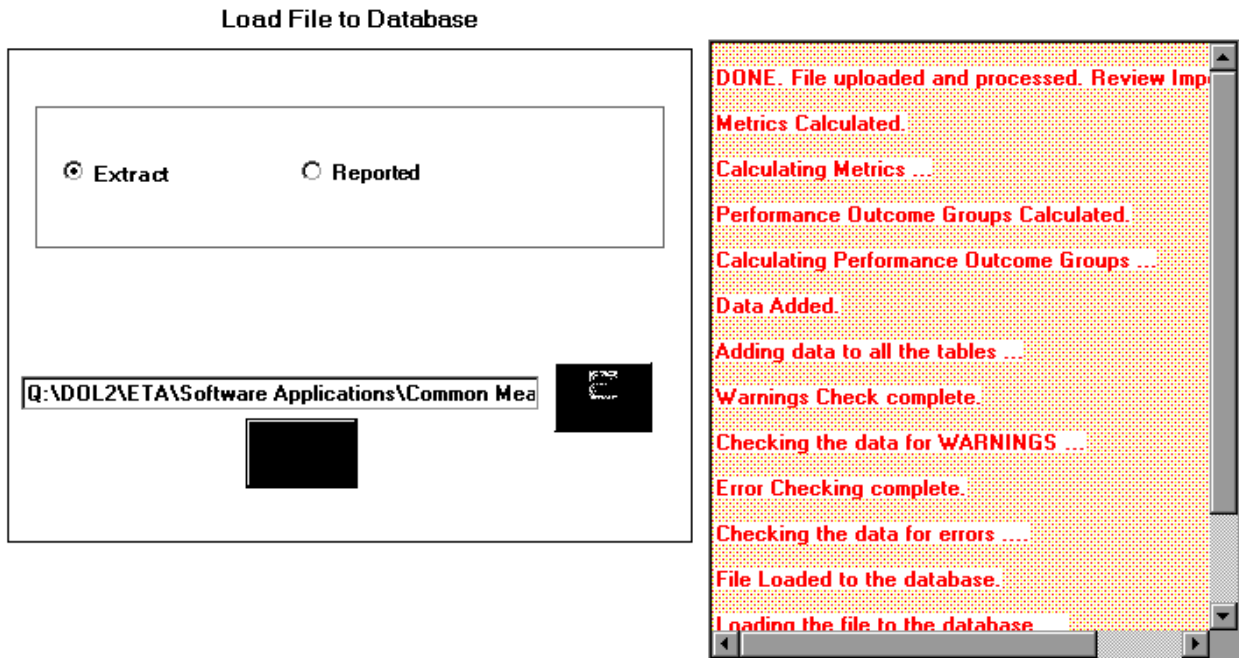
When the import is complete, the progress bar will disappear and the following message will appear in the status message section: "DONE. File upload, processing and calculations successful. Please view the Import Errors file for possible errors and warnings."

The file import time will vary based on system capabilities, the number of records in the extract file, and the density of the records. Regardless of file size, the minimum import time is approximately five minutes. If the MSDE database has reached its maximum capacity, the software may generate a critical error.

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. 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	ProgramParti	DisabilityStat	NativeAmeric
90	45	19720905	1	20050630	2	(null)
171	68	19720905	1	20041231	2	(null)
174	69	19720905	1	20041231	2	(null)
189	74	19720905	1	20031230	2	(null)
190	74	19720905	1	20040330	2	(null)
191	74	19720905	1	20040629	2	(null)
192	74	19720905	1	20040928	2	(null)
193	74	19720905	1	20041228	2	(null)
194	74	19720905	1	20050329	2	(null)
195	74	19720905	1	20050628	2	(null)
196	74	19720905	1	20050928	2	(null)
197	75	19720905	1	20030701	2	(null)
198	75	19720905	1	20030930	2	(null)
201	75	19720905	1	20040629	2	(null)

Step 4—Review Error Reports

When the extract file is loaded, the application reads each record to ensure that all fields are valid based on the record layout and the edit check specifications in Appendix B of the User's Guide. The edit checks ensure that data are in the proper format, values are within the specified range of values, and data are consistent across fields. Duplicate records and any records with missing 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. Up to 15,000 reject errors and 50,000 warning errors will be reported. 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

Case Manager		WIB Name		Office Name	
User Field 1	Group 01			User Field 2	3Q prior

OBS Number	Individual Identifier	Field Name	Field Value	Error Description	Error Type
10000001	10000001	OtherExitReasons	0	OtherExitReasons Incorrect Reference Error	Reject
20000001	20000001	OtherExitReasons	0	OtherExitReasons Incorrect Reference Error	Reject
30000001	30000001	OtherExitReasons	0	OtherExitReasons Incorrect Reference Error	Reject
40000001	40000001	OtherExitReasons	0	OtherExitReasons Incorrect Reference Error	Reject
50000001	50000001	OtherExitReasons	0	OtherExitReasons Incorrect Reference Error	Reject

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

Click on the **envelope icon** to display an Export popup where you 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 on and organize the errors for analysis.

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 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 participation spells 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.

LX Duplicate Records

Row ID	Individual Identifier	Office Name	Program Participation Date	Program Exit Date
1	1	PP =Exit	20030101	20030101
2	1	PP =Exit	20030101	20030101
3	2	PP =Exit	20030401	20030401
4	2	PP =Exit	20030401	20030401
5	3	PP =Exit	20030701	20030701
6	3	PP =Exit	20030701	20030701
7	4	PP =Exit	20031001	20031001
8	4	PP =Exit	20031001	20031001
9	5	PP =Exit	20040101	20040101
10	5	PP =Exit	20040101	20040101

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

Click on the **envelope icon** to display an Export popup where you can select a name, format and location for the report. For example, the duplicates report can be exported to an Excel file, so that the user can sort on and organize the errors for analysis.

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

C. Reporting

The DRVS produces the ETA 9002 and VETS 200 quarterly reports from the import files of job seekers and of job openings. Prior to submitting these reports to ETA, states may analyze the ETA 9002 and VETS 200 counts and performance rates by viewing the job seeker 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 imported records assigned to the entered employment, retention and earnings performance outcome groups. The performance outcome groups are specified in Appendix C of this user's guide. No data entry is required; this function is for analytical purposes only.

Click on Report Validation on the menu bar. Two tabs are displayed. The LX Adult Performance Group Validation tab shows the total number of records and dollar amounts for each performance outcome group. The Performance column on the summary tab provides the group number corresponding to the performance outcome group numbers in Appendix C.

GroupID	Performance	NumberOfRe	DateOfExit	EmpStatusAt	EmpQtrPlus1	TypeEmpMat	EmpQtrPlus2
222	A-1(1)	4	9/28/2004	Yes	Yes	(null)	(null)
223	A-1(2)	0	9/28/2004	Yes	Yes	(null)	(null)
224	A-1(3)	0	9/28/2004	Yes	Yes	(null)	(null)
225	A-1(4)	0	9/28/2004	Yes	Yes	(null)	(null)
226	A-1(5)	0	9/28/2004	Yes	Yes	(null)	(null)
227	A-1(6)	4	9/28/2004	Yes	Yes	(null)	(null)
228	A-1(7)	0	9/28/2004	Yes	Yes	(null)	(null)
229	A-1(8)	0	9/28/2004	Yes	Yes	(null)	(null)
230	A-1(9)	0	9/28/2004	Yes	Yes	(null)	(null)
231	A-1(10)	0	9/28/2004	Yes	Yes	(null)	(null)

Tabs: LX Adult Performance Group Validation | LX Participant Data

Click on the far left column to highlight a performance outcome group row on the performance group tab.

	GroupID	Performance	NumberOfRe	DateOfExit	EmpStatusAt	EmpQtrPlus1	TypeEmpMat	EmpQtrPlus2
	222	A-1(1)	4	9/28/2004	Yes	Yes	(null)	(null)
	223	A-1(2)	0	9/28/2004	Yes	Yes	(null)	(null)
	224	A-1(3)	0	9/28/2004	Yes	Yes	(null)	(null)
	225	A-1(4)	0	9/28/2004	Yes	Yes	(null)	(null)
	226	A-1(5)	0	9/28/2004	Yes	Yes	(null)	(null)
▶	227	A-1(6)	4	9/28/2004	Yes	Yes	(null)	(null)
	228	A-1(7)	0	9/28/2004	Yes	Yes	(null)	(null)

The detailed records for the highlighted group will then be displayed on the LX Participant Data tab.

	ParticipantID	ObservationN	IndividualIden	DateOfBirth	GenderID	Race	ServiceDate	ServiceDateN	EmploymentS
▶	190	190	74	9/5/1972	Male	White	Mar 30 2004	Most Recent	Yes

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 record is still coded as pending, the application will change the

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

It is important to note that if the user decides to change the report due date or program year after the file has been imported, 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 Performance Groups

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 job seeker 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 Performance Groups. A message box will ask the user to confirm that the performance groups should be exported. Click on Yes to export.
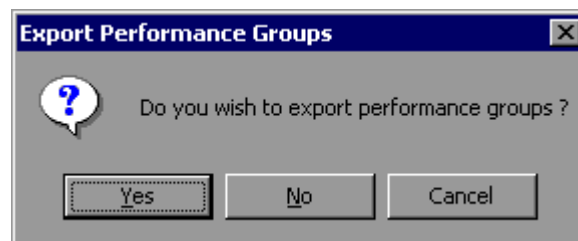
The application will indicate when the files have been exported by displaying an Export Completed message that specifies the location in which the exported files have been saved. The export files are saved to a subfolder titled "Performance Groups Export" in the DRVS install location. If the DRVS is 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.

```
Export Completed                                                    [×]

  (i)    Export completed.

         The exported files are in: C:\Program Files\DRVS\Performance Groups Export\10_24_2005_09_41_37

                           [        OK        ]
```
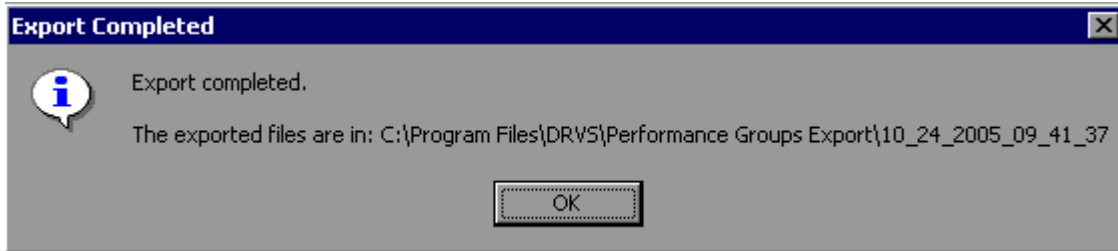
Following is a sample of the LX_Retention_Rate_Denominator.txt export file.

```
211,76,19720905,1,20040629,2,,,,,1,,2,4,,,,,,2,87,5,4,2,,,20040629,,,,,,,,,,,,,,,,,,,,,,
,,,,,,,,,,,,,,,,20040629,,1,1,1,1,1,1,5000,5000,5000,5000,5000,Perfect,,<91 days after
previous,Duplicate,Reject,211,7/1/2003,6/30/2004,LX Retention Rate Denominator
220000004,220000004,19720905,1,20040630,2,,,,,1,,2,4,,,,,,1,87,5,4,2,,,20040630,,,,,,,,,
,,,,,,,,,,,,,,,,,,,,,,,20040630,,1,5,1,2,1,5,,,0,5000,,,,,Group 22,5Q
prior,324,7/1/2003,6/30/2004,LX Retention Rate Denominator
370000002,370000002,19720905,1,20031231,2,,,,,1,,2,4,,,,,,2,87,5,4,2,,,20031231,,,,,,,,,
,,,,,,,,,,,,,,,,,,,,,,,20031231,,1,1,2,,1,1,0,999999.99,5000,,5000,,,,Group 37,7Q
prior,339,7/1/2003,6/30/2004,LX Retention Rate Denominator
380000006,380000006,19720905,1,20031231,2,,,,,1,,2,4,,,,,,2,87,5,4,2,,,20031231,,,,,,,,,
,,,,,,,,,,,,,,,,,,,,,,,20031231,,1,1,2,,2,,0,999999.99,5000,,,,,Group 38,7Q
prior,340,7/1/2003,6/30/2004,LX Retention Rate Denominator
390000004,390000004,19720905,1,20031231,2,,,,,1,,2,4,,,,,,1,87,5,4,2,,,20031231,,,,,,,,,
,,,,,,,,,,,,,,,,,,,,,,,20031231,,1,5,2,,2,,,0,,,,,,Group 39,7Q
prior,341,7/1/2003,6/30/2004,LX Retention Rate Denominator
```

Step 3—View Facsimiles

The Facsimile function displays the values generated by the DRVS in the formats of the ETA 9002 and VETS 200 reports.

Click on **Report Validation** from the menu bar and select **Facsimiles**. Then select the applicable facsimile. If you are signed in to group 1, then select one of the 9002 A-D or VETS 200 reports. The 9002 E will be grayed out. If you are signed in to group 2, then the only available selection is the 9002 E.

<div align="center">Sample Facsimile Report</div>

ETA 9002 A Quarterly Report
Services to Participants

State: AL		Report Due: 11/15/2005
		Report Period: 07/01/2005

Current Reporting Period Ending 09/30/2005	A	B		C	D	
	Total	Employment Status at Participation		Eligible Claimant	Hispanic or Latino	
		Employed	Not Employed	Total	Yes	No
	1	2	3	4	5	6
1 Total Participants	8388	2916	5472	0	0	8388

The header of the facsimile indicates the pertinent information from the sign in screen including the type of report, the state name and the report due date.

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

Click on the **envelope icon** to display an Export popup where you 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 4—Export Reports

The state can export the reported values generated by the DRVS to files formatted to upload to LERS. On the Report Validation menu select LERS Export. A window will appear confirming that you want to create LERS export files.

Export ETA 9002

? Do you wish to export ETA 9002 reports ?

[Yes]   [No]   [Cancel]
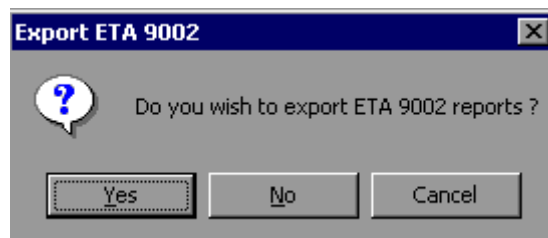
Click on Yes to export all of the reports for the selected group. Another window will indicate that the export files have been saved to the installation directory, in a date and time stamped folder under the Labor Exchange Export subfolder.

Export Completed

i Export completed.

The exported files are in: C:\Program Files\DRVS\Labor Exchange Export\11_09_2005_20_38_18

[OK]
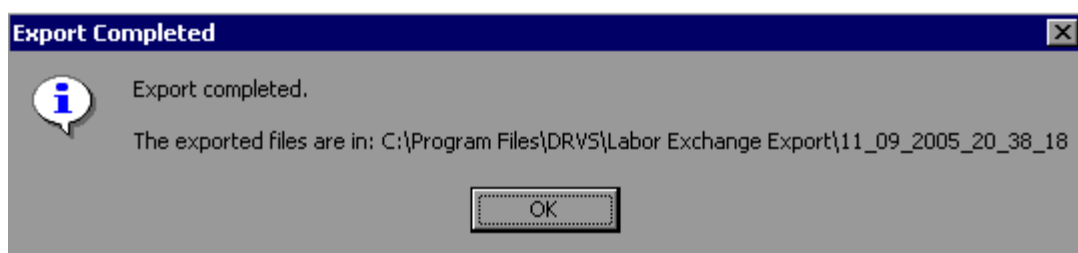
Before the files can be uploaded to LERS, states must make minor changes to five of the eight export files. This change should be necessary only for the PY 2005 first quarter submission, as LERS is in the process of changing its upload format. Specifically, users must add a comma at the end of each of the following rows in the applicable export files:

> 9002 C – Rows 8, 9, 10, 11, 12, 13, and 14
> 9002 E – Rows 22, 23, and 24
> VETS 200A – Rows 2, 3, 16, and 29
> VETS 200 B – Rows 2, 3, 16, and 29
> VETS 200 C – Rows 16 and 29

States should contact their regional office or the ETA LERS informational website at http://www.uses.doleta.gov/laborexchangereport.asp for more information about procedures for submitting quarterly reports. Once the state accesses ETA's LERS upload function, the files created by the DRVS LERS export function can be uploaded directly through the LERS web interface.

D. Database Management

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

The database creation and management functions are necessary for importing discrete job seeker and job opening files, without losing one or the other data set. States must set up two separate databases to load and preserve group 1 and group 2 data. Users can open and close the two separate databases to run the group 1 and group 2 reports.

Step 1—Database Security

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

| Old Password | |
| Confirm New Password | |

Change Password

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

Step 2—Create a New Database

To create a new database, go to the File menu and select **New DB**. This opens the Enter a New Database Name dialog box where you can create a new DRVS database in the User Data folder. Type in the name of your new database in the File Name field. Click on Open.
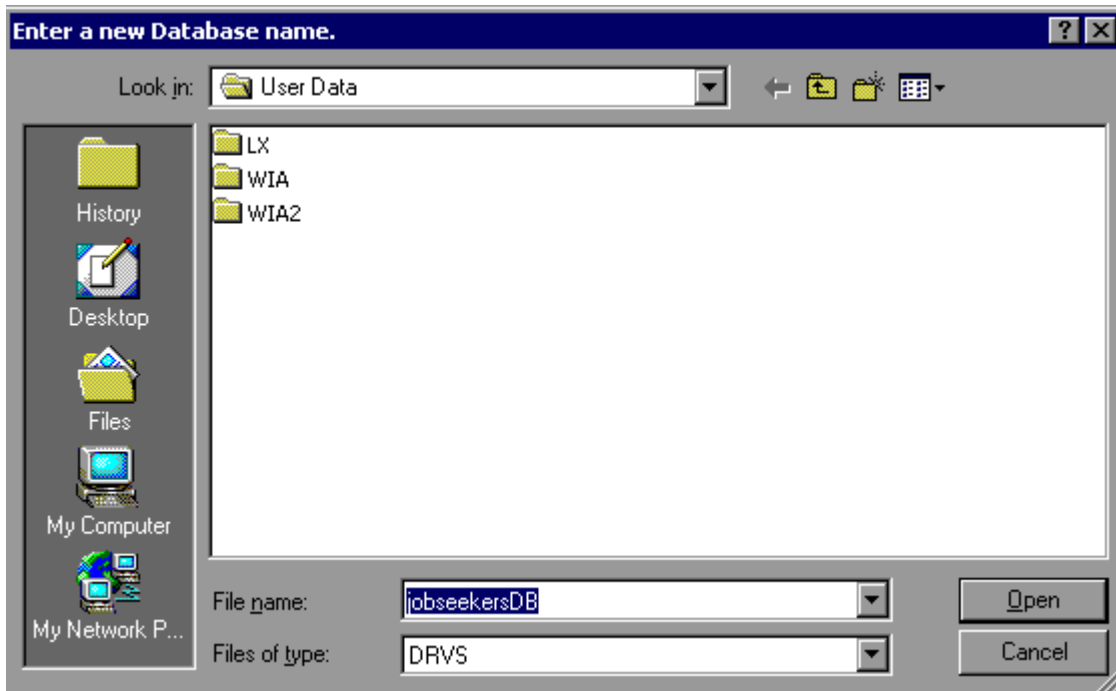
A message box will appear indicating that the new database was successfully created. Click OK.
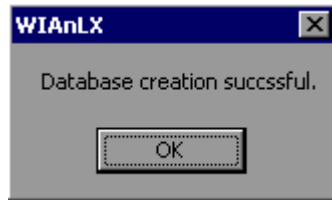
The DRVS Login box will display. Enter your User ID and Password (or the default User ID and Password) and click on Login. The new database name should display in the footer of the application screen. If it does not, check the source table to confirm that you are in the new database. The new database 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.
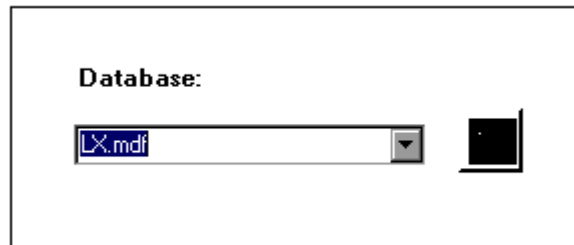
Click on the open folder button. The following message will display.
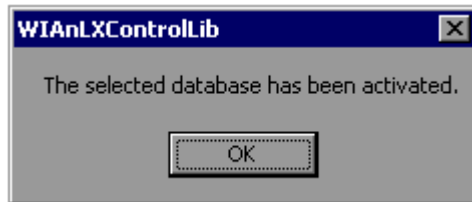
Click OK. The Login box will then display. Enter your User ID and Password and click Login. You will now be in the selected database. The new database name should display in the footer of the application screen. If it does not, check the source table to confirm that you are in the new database.

The open database functionality is necessary for preserving job seeker and job opening imports, without losing one or the other. This functionality will also be helpful if you:

- Have archived prior quarterly file imports but still want to easily access them through the application.

- Have split the import file into two databases to keep the size manageable in large states.

Step 4—Save a Database

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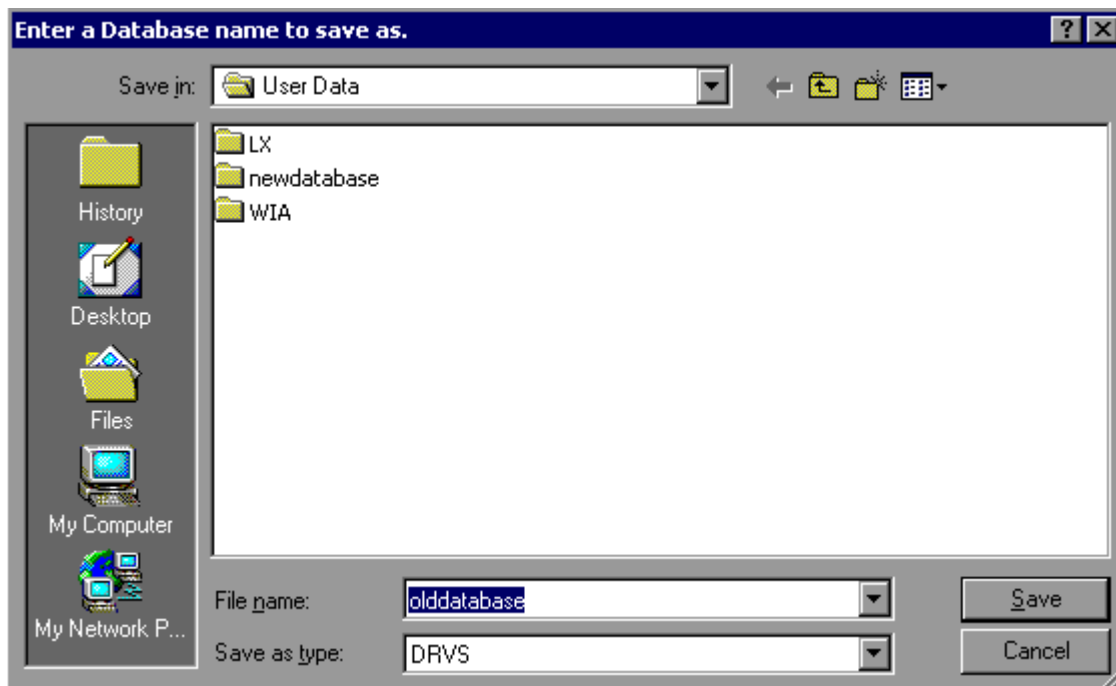
Enter the new file name for the database and then click on Save. A message box will indicate that the newly named database was successfully saved. Click OK.

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

IV. REFERENCE GUIDE

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

A. File Menu

Options in this menu include:

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

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

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

4. **e-Submit**—This function will be provided in a future release.

5. **Exit**—Select this to exit the DRVS.

B. Import Menu

Options in this menu include:

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

2. **Source Table Record Layout**—This selection displays the record layout used in developing the job seeker import file. A copy of the record layout can be found in Appendix B of this User's Guide.

3. **9002 E Source Table Record Layout**—This selection displays the record layout used in developing the job opening import file. A copy of the record layout can be found in Appendix B of this User's Guide.

4. **Reported Counts Record Layout—**This function will be provided in a future release.

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

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

7. **Import 9002 E Errors Report**—This selection displays the Import Errors Report displaying the edit check errors for the job opening file. Appendix B includes the import error messages for each edit check.

8. **View 9002 E Source Table**—This selection displays all of the records from the job opening extract file that were imported by the DRVS.

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

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. The functionality to change reporting options will be provided in a future release.

D. Report Validation Menu

Options in this menu are:

1. **View Validation Tables**

   This selection provides a window to view a summary of each performance outcome group and totals of records and dollar amounts, where applicable, for each group. Highlight a performance outcome group row to view the detailed records for that group.

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

3. **Facsimiles**—The Facsimile selection produces the 9002 and VETS 200 quarterly reports in the formats specified by the ET 406 Handbook.

4. **LERS Export**—This function allows the user to export the 9002 and VETS 200 reports into files formatted to upload directly to ETA's LERS reporting system.

5. Export Performance Groups

This selection creates an export file for the numerator and denominator of each performance measure. These export files are saved to the installation directory, and can be used for analyzing the state's performance.

The remaining items on this menu are not applicable or will be provided in a future release.

E. Admin Menu

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

2. **De-Activate User**—This function will be provided in a future release.

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

F. Utilities Menu

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

G. Help Menu

Options in this menu include:

1. **LX User's Guide**—This feature provides this user's guide on-line.

2. **Contacts**—This feature provides contact information for users who would like additional assistance using the application. For questions on installing the software, LX data files, or performance reports users should e-mail <u>ESTA@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.

3. **About**—This feature provides the application version number and version release date for the application.

APPENDIX A. REPORTING SCHEDULE

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

Reporting Item	Program Year 2005 Time Periods to Be Reported			
Report Quarter	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June
Report Due Date	Nov. 14	Feb. 14	May 15	Aug. 14
9002 A and B; VETS 200 Participants and Exiters				
Total Participants—job seekers who received self services or staff assisted services during the time period	10/01/04 to 09/30/05	01/01/05 to 12/31/05	04/01/05 to 03/31/06	07/01/05 to 06/30/06
Total Exiters—job seekers with exit dates during the time period	07/01/04 to 06/30/05	10/01/04 to 09/30/05	01/01/05 to 12/31/05	04/01/05 to 03/31/06
9002 C and D, VETS 200 Performance Measures				
Entered Employment Rate—job seekers with exit dates during the time period	01/01/04 to 12/31/04	04/01/04 to 03/31/05	07/01/04 to 06/30/05	10/01/04 to 09/30/05
Employment Retention Rate—job seekers with exit dates during the time period	07/01/03 to 06/30/04	10/01/03 to 09/30/04	01/01/04 to 12/31/04	04/01/04 to 03/31/05
Six Months Earnings Increase—job seekers with exit dates during the time period	07/01/03 to 06/30/04	10/01/03 to 09/30/04	01/01/04 to 12/31/04	04/01/04 to 03/31/05
9002 E				
Job Openings—job openings received during the time period	10/01/04 to 09/30/05	01/01/05 to 12/31/05	04/01/05 to 03/31/06	07/01/05 to 06/30/06

Reporting Item	Program Year 2006			
	Time Periods to Be Reported			
Report Quarter	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June
Report Due Date	Nov. 14	Feb. 14	May 15	Aug. 14
9002 A and B; VETS 200 Participants and Exiters				
Total Participants—job seekers who received self services or staff assisted services during the time period	10/01/05 to 09/30/06	01/01/06 to 12/31/06	04/01/06 to 03/31/07	07/01/06 to 06/30/07
Total Exiters—job seekers with exit dates during the time period	07/01/05 to 06/30/06	10/01/05 to 09/30/06	01/01/06 to 12/31/06	04/01/06 to 03/31/07
9002 C and D, VETS 200 Performance Measures				
Entered Employment Rate—job seekers with exit dates during the time period	01/01/05 to 12/31/05	04/01/05 to 03/31/06	07/01/05 to 06/30/06	10/01/05 to 09/30/06
Employment Retention Rate—job seekers with exit dates during the time period	07/01/04 to 06/30/05	10/01/04 to 09/30/05	01/01/05 to 12/31/05	04/01/05 to 03/31/06
Six Months Earnings Increase—job seekers with exit dates during the time period	07/01/04 to 06/30/05	10/01/04 to 09/30/05	01/01/05 to 12/31/05	04/01/05 to 03/31/06
9002 E				
Job Openings—job openings received during the time period	10/01/05 to 09/30/06	01/01/06 to 12/31/06	04/01/06 to 03/31/07	07/01/06 to 06/30/07

Reporting Item	Program Year 2007 Time Periods to Be Reported			
Report Quarter	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June
Report Due Date	Nov. 14	Feb. 14	May 15	Aug. 14
9002 A and B; VETS 200 Participants and Exiters				
Total Participants—job seekers who received self services or staff assisted services during the time period	10/01/06 to 09/30/07	01/01/07 to 12/31/07	04/01/07 to 03/31/08	07/01/07 to 06/30/08
Total Exiters—job seekers with exit dates during the time period	07/01/06 to 06/30/07	10/01/06 to 09/30/07	01/01/07 to 12/31/07	04/01/07 to 03/31/08
9002 C and D, VETS 200 Performance Measures				
Entered Employment Rate—job seekers with exit dates during the time period	01/01/06 to 12/31/06	04/01/06 to 03/31/07	07/01/06 to 06/30/07	10/01/06 to 09/30/07
Employment Retention Rate—job seekers with exit dates during the time period	07/01/05 to 06/30/06	10/01/05 to 09/30/06	01/01/06 to 12/31/06	04/01/06 to 03/31/07
Six Months Earnings Increase—job seekers with exit dates during the time period	07/01/05 to 06/30/06	10/01/05 to 09/30/06	01/01/06 to 12/31/06	04/01/06 to 03/31/07
9002 E				
Job Openings—job openings received during the time period	10/01/06 to 09/30/07	01/01/07 to 12/31/07	04/01/07 to 03/31/08	07/01/07 to 06/30/08

APPENDIX B. RECORD LAYOUT AND EDITS

The following two tables list the field number, field name, valid values, edit checks, and error messages for every field in the DRVS record layouts for job seekers and job openings. The record layouts can also be viewed through the software by selecting Import / Source Table Record Layout. See Chapter III for detailed instructions for preparing the import files using the record layouts. Also see Appendix A for the reporting schedule and the date ranges of participants/exiters and job openings to be included in each quarterly import file.

Data Reporting and Validation Software (DRVS) Release 5.0

LABOR EXCHANGE 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 Labor Exchange programs. DRVS for Labor Exchange 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 import file field numbers from the current DRVS to the new DRVS Release 5.0 is also provided.

Current DRVS Field No.	New DRVS Release 5.0 Field 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 (field 2), then no record can have a Date of Program Participation (field 5) or a Date of Exit (field 65) between the Date of Program Participation and the Date of Exit plus 90 days of any other record with the same Individual Identifier. B. 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	
		Edit check for Employed, Type of Employment Match, and Wages -- 1st Quarter After Exit Quarter		A. If field 67 (Employed in 1st Quarter after Exit Quarter) is 3, field 68 (Type of Employment Match 1st Quarter After Exit Quarter) is 6, and field 75 (Wages 1st Quarter After Exit Quarter) is 999999.99, and the report quarter is 3 or more quarters after the exit quarter, then change field 67 to 2, field 68 to 0 and field 75 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 field 69 (Employed in 2nd Quarter after Exit Quarter)is 3, field 70 (Type of Employment Match 2nd Quarter After Exit Quarter) is 6, and field 76 (Wages 2nd Quarter After Exit Quarter) is 999999.99, and the report quarter is 4 or more quarters after the exit quarter, then change field 69 to 2, field 70 to 0, and field 76 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 field 71 (Employed in 3rd Quarter after Exit Quarter) is 3, field 72 (Type of Employment Match 3rd Quarter After Exit Quarter) is 6, and field 77 (Wages 1st Quarter After Exit Quarter) is 999999.99, and the report quarter is 5 or more quarters after the exit quarter, then change field 71 to 2, field 72 to 0, and field 77 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.
Individual Information						
1	1	Observation Number	000000000 (No hyphens)	A. Mandatory field in DRVS version 5.0. B. Must be unique for each record.	Reject	A. OBS Number is missing or is not unique.
2	2	Individual Identifier	XXXXXXXXX (No hyphens)	A. Mandatory field in DRVS version 5.0.	Reject	A. Individual Identifier is missing or invalid.
3	3	Date of Birth	YYYYMMDD blank = not self-identified	A. Age (calculated at the Date of Program Participation) cannot be <9 or >100.	Warning	A. Date of Birth is missing or invalid.
4	4	Gender	1 = Male 2 = Female 0 or blank = not self-identified	No additional edit checks.		
5	5	Date of Program Participation	YYYYMMDD	A. Mandatory field in DRVS version 5.0.	Reject	A. Date of Program Participation is missing or invalid.
6		Program Source of Registration		Data Element Eliminated from Labor Exchange Reporting System		
7	6	Individual with a Disability	1 = Yes 2 = No 0 or blank = not self-identified	No additional edit checks.		
8	7	Race: American Indian or Alaska Native	1 = Yes 0 or blank = not self-identified	No additional edit checks.		
9	8	Race: Asian	1 = Yes 0 or blank = not self-identified	No additional edit checks.		
10	9	Race: Black or African American	1 = Yes 0 or blank = not self-identified	No additional edit checks.		
11	10	Race: Hawaiian Native or other Pacific Islander	1 = Yes 0 or blank = not self-identified	No additional edit checks.		
12	11	Race: White	1 = Yes 0 or blank = not self-identified	No additional edit checks.		
13		Race: Other		Data Element Eliminated from Labor Exchange Reporting System		
14	12	More Than One Race	1 = Yes 0 or blank = not self-identified	No additional edit checks.		

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LABOR EXCHANGE PROGRAMS
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Current DRVS Field No.	New DRVS Release 5.0 Field 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
15	13	Ethnicity Hispanic/Latino	1 = Yes; 2 = No; 0 or blank = not self-identified	No additional edit checks.		
16	14	Eligible Veteran Status	1 = Yes <= 180 days; 2 = Yes, Eligible Veteran; 3 = Yes, Other Eligible Person; 4 = No; 0 or blank = unknown	A. Must be 2 if field 15 (Campaign Veteran) is 1. B. Must be 2 if field 16 (Disabled Veteran) is 1 or 2. C. Must be 2 if field 17 (Recently Separated Veteran) is 1. D. Must be 1 or 2 if field 18 (Homeless Veteran) is 1.	Warning	A-D. 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). - Eligible Veteran Status must be 2 (Yes, Eligible Veteran) if Homeless Veteran is 1 (Yes).
17	15	Campaign Veteran	1 = Yes; 2 = No; 0 or blank = unknown	A. Must be 1 or 2, if field 14 (Eligible Veteran Status) is 1 or 2.	Warning	A. Campaign Veteran cannot be blank or 0 if participant is an Eligible Veteran.
18	16	Disabled Veteran	1 = Yes; 2 = Yes, special disabled; 3 = No; 0 or blank = unknown	A. Must be 1, 2 or 3 if field 14 (Eligible Veteran Status) is 1 or 2.	Warning	A. Disabled Veteran cannot be blank or 0 if participant is an Eligible Veteran.
19	17	Recently Separated Veteran (3 yrs)	1 = Yes; 2 = No; 0 or blank = unknown	A. Must be 1 or 2 if field 14 (Eligible Veteran Status) is 1 or 2.	Warning	A. Recently Separated Veteran cannot be blank or 0 if participant is an Eligible Veteran.
20		Special Disabled Veteran		Data Collection Integrated with New Field # 16 on Record Layout		
New Element	18	Homeless Veteran	1 = Yes; 2 = No; 0 or blank = unknown	A. Must be 1 or 2 if field 14 (Eligible Veteran Status) is 1 or 2.	Warning	A. Homeless Veteran cannot be blank or 0 if participant is an Eligible Veteran.
21	19	Transitioning Service Member	1 = Yes; 2 = No; 0 or blank = unknown	No additional edit checks.		
22 23	20	Employment Status at Participation	1 = Employed; 2 = Employed, but Received Notice of Termination of Employment or Military Separation; 3 = Not Employed; 0 or blank = unknown	No additional edit checks.		
Part of 25-27	21	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; 0 or blank = unknown	No additional edit checks.		
Part of 24-26	22	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; H.S. Dropout; 5 = Not attending school; H.S. graduate; 0 or blank = unknown	A. Must be 1, 2 or 4 if field 21 (Highest School Grade Completed) is 00-12. B. Must be 3 or 5 if field 21 is 13-17, 87-88, or 90.	Warning	A-B. School Status at Participation and Highest School Grade Completed values are contradictory.
28	23	UC Eligible Status	1 = Claimant Referred by WPRS; 2 = Claimant Not Referred by WPRS; 3 = Exhaustee; 4 = Neither Claimant nor Exhaustee; 0 or blank = unknown	No additional edit checks.		
29	24	MSFW	1 = Yes; 2 = No; 0 or blank = unknown	No additional edit checks.		

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				Edit Check Logic *(all references refer to new DRVS field numbers)*	Error Type	ERROR MESSAGES
30	25	Interstate	1 = Yes 0 or blank = unknown	No additional edit checks.		
31	26	Date of Actual Qualifying Dislocation	YYYYMMDD Blank = No date of actual qualifying dislocation	No additional edit checks.		

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Current DRVS Field No.	New DRVS Release 5.0 Field 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
Services & Activities						
32	27	**Most Recent Date Received Staff Assisted Services**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65, if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Staff Assisted Services is before the Date of Program Participation or after the Date of Exit.
33	28	**Most Recent Date Received Staff Assisted Services (DVOP)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Staff Assisted Services (DVOP) is before the Date of Program Participation or is after the Date of Exit.
34	29	**Most Recent Date Received Staff Assisted Services (LVER)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Staff Assisted Services (LVER) is before the Date of Program Participation or is after the Date of Exit.
35	30	**Most Recent Date Received Intensive Services**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Intensive Services is before the Date of Program Participation or is after the Date of Exit.
36	31	**Most Recent Date Received Intensive Services (DVOP)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Intensive Services (DVOP) is before the Date of Program Participation or is after the Date of Exit.
37	32	**Most Recent Date Received Intensive Services (LVER)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Intensive Services (LVER) is before the Date of Program Participation or is after the Date of Exit.
38	33	**Most Recent Date Received Career Guidance**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Career Guidance is before the Date of Program Participation or is after the Date of Exit.
39	34	**Most Recent Date Received Career Guidance (DVOP)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Career Guidance (DVOP) is before the Date of Program Participation or is after the Date of Exit.
40	35	**Most Recent Date Received Career Guidance (LVER)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Career Guidance (LVER) is before the Date of Program Participation or is after the Date of Exit.
41-43		Most Recent Date Referred to Support Services	Data Elements Eliminated from Labor Exchange Reporting System			
New Element	36	**Most Recent Date Received Self-Service Workforce Information Services**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Self-Service Workforce Information Services is before the Date of Program Participation or is after the Date of Exit.
New Element	37	**Most Recent Date Received Staff Assisted Workforce Information Services**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Staff Assisted Workforce Information Services is before the Date of Program Participation or is after the Date of Exit.

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New Element	38	**Most Recent Date Attended TAP Employment Workshop (DVOP)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received TAP Employment Workshop (DVOP) is before the Date of Program Participation or is after the Date of Exit.
New Element	39	**Most Recent Date Attended TAP Employment Workshop (LVER)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received TAP Employment Workshop (LVER) is before the Date of Program Participation or is after the Date of Exit.
44	40	**Most Recent Date Received Job Search Activities**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Job Search Activities is before the Date of Program Participation or is after the Date of Exit.
45	41	**Most Recent Date of Job Search Activities (DVOP)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Job Search Activities (DVOP) is before the Date of Program Participation or is after the Date of Exit.
46	42	**Most Recent Date of Job Search Activities (LVER)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Received Job Search Activities (LVER) is before the Date of Program Participation or is after the Date of Exit.
47	43	**Most Recent Date Referred to WIA Services**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Referred to WIA Services is before the Date of Program Participation or is after the Date of Exit.
48		Most Recent Date Referred to WIA Services (DVOP)		Data Element Eliminated from Labor Exchange Reporting System		
49		Most Recent Date Referred to WIA Services (LVER)		Data Element Eliminated from Labor Exchange Reporting System		
50	44	**Most Recent Date Referred to Employment**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Referred to Employment is before the Date of Program Participation or is after the Date of Exit.
51	45	**Most Recent Date Referred to Employment (DVOP)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Referred to Employment (DVOP) is before the Date of Program Participation or is after the Date of Exit.
52	46	**Most Recent Date Referred to Employment (LVER)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Referred to Employment (LVER) is before the Date of Program Participation or is after the Date of Exit.
53	47	**Most Recent Date Referred to Federal Training**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Referred to Federal Training is before the Date of Program Participation or is after the Date of Exit.
54	48	**Most Recent Date Referred to Federal Training (DVOP)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Referred to Federal Training (DVOP) is before the Date of Program Participation or is after the Date of Exit.

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55	49	Most Recent Date Referred to Federal Training (LVER)	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Referred to Federal Training (LVER) is before the Date of Program Participation or is after the Date of Exit.
56	50	Most Recent Date Placed in Federal Training	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Placed in Federal Training is before the Date of Program Participation or is after the Date of Exit.
57	51	Most Recent Date Placed in Federal Training (DVOP)	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Placed in Federal Training (DVOP) is before the Date of Program Participation or is after the Date of Exit.
58	52	Most Recent Date Placed in Federal Training (LVER)	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Placed in Federal Training (LVER) is before the Date of Program Participation or is after the Date of Exit.
59	53	Most Recent Date Referred to Federal Job	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Referred to Federal Job is before the Date of Program Participation or is after the Date of Exit.
60	54	Most Recent Date Referred to Federal Job (DVOP)	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Referred to Federal Job (DVOP) is before the Date of Program Participation or is after the Date of Exit.
61	55	Most Recent Date Referred to Federal Job (LVER)	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Referred to Federal Job (LVER) is before the Date of Program Participation or is after the Date of Exit.
62	56	Most Recent Date Entered Into Federal Job	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Entered Into Federal Job is before the Date of Program Participation or is after the Date of Exit.
63	57	Most Recent Date Entered Into Federal Job (DVOP)	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Entered Into Federal Job (DVOP) is before the Date of Program Participation or is after the Date of Exit.
64	58	Most Recent Date Entered Into Federal Job (LVER)	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Entered Into Federal Job (LVER) is before the Date of Program Participation or is after the Date of Exit.
65	59	Most Recent Date Referred to a Federal Contractor Job	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Referred to a Federal Contractor Job is before the Date of Program Participation or is after the Date of Exit.
66	60	Most Recent Date Referred to a Federal Contractor Job (DVOP)	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	Warning	A. Most Recent Date Referred to a Federal Contractor Job (DVOP) is before the Date of Program Participation or 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
67	61	**Most Recent Date Referred to a Federal Contractor Job (LVER)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Referred to a Federal Contractor Job (LVER) is before the Date of Program Participation or is after the Date of Exit.
68	62	**Most Recent Date Entered Into Federal Contractor Job**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Entered Into a Federal Contractor Job is before the Date of Program Participation or is after the Date of Exit.
69	63	**Most Recent Date Entered Into Federal Contractor Job (DVOP)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Entered Into a Federal Contractor Job (DVOP) is before the Date of Program Participation or is after the Date of Exit.
70	64	**Most Recent Date Entered Into Federal Contractor Job (LVER)**	YYYYMMDD Blank = Has not received service	A. Must be >= field 5 (Date of Program Participation). B. Must be <= field 65 if field 65 (Date of Exit) is not blank.	**Warning**	A. Most Recent Date Entered Into a Federal Contractor Job (LVER) is before the Date of Program Participation or is after the Date of Exit.
New Element	65	**Date of Exit**	YYYYMMDD Blank = Has not exited	A. Must be blank or >= field 5 (Date of Program Participation). B. Must not be blank if field 66 (Other Reasons for Exit) is 01 , 02, 03, 04, or 05.	**A. Reject** **B. Reject**	A. 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.
New Element	66	**Other Reasons for Exit**	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Family Care 05 = Reservists Called to Active Duty 99 = Invalid SSN 00 or Blank = Participant Has Not Exited or Exited for Reason Other Than One of Conditions Listed Above	A. Must be blank, 00, 01, 02, 03, 04, 05, or 99. B. Must be blank, 00, or 99 if field 65 (Date of Exit) is blank.	**A. Reject** **B. 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), but no Date of Exit is given.

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Current DRVS Field No.	New DRVS Release 5.0 Field 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
Employment Outcomes						
New Element	67	**Employed in 1st Quarter after Exit Quarter**	1 = Yes 2 = No 3 = Information not yet available	A. Must be 1 if field 68 (Type of Employment Match 1st Quarter After Exit Quarter) is 1-5. B. Must be 2 if field 68 is 0 or blank. C. Must be 3 if field 68 is 6. D. Must not be 3 if report quarter is 3 or more quarters after the exit quarter E. Must be 3 if field 65 (Date of Exit) is blank.	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 exit quarter.
New Element	68	**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 0 or blank = Not employed	A. Must be 1-4 if field 75 (Wages 1st Quarter After Exit Quarter) is >0 and less than 999999.99. B. Must be 5, 0 or blank if field 75 is 0 or blank. C. Must be 6 if field 75 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).
New Element	69	**Employed in 2nd Quarter after Exit Quarter**	1 = Yes 2 = No 3 = Information not yet available	A. Must be 1 if field 70 (Type of Employment Match 2nd Quarter After Exit Quarter) is 1-5. B. Must be 2 if field 70 is 0 or blank. C. Must be 3 if field 70 is 6. D. Must not be 3 if report quarter is 4 or more quarters after the exit quarter E. Must be 3 if field 65 (Date of Exit) is blank.	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 exit quarter.
New Element	70	**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 0 or blank = Not employed	A. Must be 1-4 if field 76 (Wages 2nd Quarter After Exit Quarter) is >0 and less than 999999.99. B. Must be 5, 0 or blank if field 76 is 0 or blank. C. Must be 6 if field 76 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).

Data Reporting and Validation Software (DRVS) Release 5.0

LABOR EXCHANGE 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 Labor Exchange programs. DRVS for Labor Exchange 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 import file field numbers from the current DRVS to the new DRVS Release 5.0 is also provided.

Current DRVS Field No.	New DRVS Release 5.0 Field 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
New Element	71	Employed in 3rd Quarter after Exit Quarter	1 = Yes 2 = No 3 = Information not yet available	A. Must be 1 if field 72 (Type of Employment Match 3rd Quarter After Exit Quarter) is 1-5. B. Must be 2 if field 72 is 0 or blank. C. Must be 3 if field 72 is 6. D. Must not be 3 if report quarter is 5 or more quarters after the exit quarter. E. Must be 3 if field 65 (Date of Exit) is blank.	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 exit quarter.
New Element	72	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 0 or blank = Not employed	A. Must be 1-4 if field 77 (Wages 3rd Quarter After Exit Quarter) is >0 and less than 999999.99. B. Must be 5, 0 or blank if field 77 is 0 or blank. C. Must be 6 if field 77 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).
New Element	73	Wages 3rd Quarter Prior to Participation Quarter	000000.00 Blank = Does not apply	A. Must be >=0 and <= 999999.99, or blank. B. Must be <=100000.00 or = 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.
New Element	74	Wages 2nd Quarter Prior to Participation Quarter	000000.00 Blank = Does not apply	A. Must be >=0 and <= 999999.99, or blank. B. Must be <=100000.00 or = 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.
71		Wages 1st Quarter Prior to Registration Quarter		Data Element Eliminated from Labor Exchange Reporting System		
72	75	Wages 1st Quarter After Exit Quarter	000000.00 Blank = Does not apply	A. Must be >=0 and <= 999999.99, or blank. B. Must be <=50000.00 or = 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.
73	76	Wages 2nd Quarter After Exit Quarter	000000.00 Blank = Does not apply	A. Must be >=0 and <= 999999.99, or blank. B. Must be <=50000.00 or = 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.
74	77	Wages 3rd Quarter After Exit Quarter	000000.00 Blank = Does not apply	A. Must be >=0 and <= 999999.99, or blank. B. Must be <=50000.00 or = 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.
75		Wages 4th Quarter After Registration Quarter		Data Element Eliminated from Labor Exchange Reporting System		
76-78		Employer Identification Number		Data Elements Eliminated from Labor Exchange Reporting System		
79	78	WIB Name	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		
79, 80	79	Office Name	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		
80	80	Case Manager	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		
81	81	User Field 1	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		
81	82	User Field 2	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.		

Data Reporting and Validation Software (DRVS) Release 5.0

LABOR EXCHANGE 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 Labor Exchange programs. DRVS for Labor Exchange 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 import file field numbers from the current DRVS to the new DRVS Release 5.0 is also provided.

Current DRVS Field No.	New DRVS Release 5.0 Field 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
Job Opening Information					
1	1	Observation Number	Numeric - **000000000** (No hyphens)	A. Mandatory field in DRVS version 5.0. B. Must be unique for each record.	Reject
2	2	Date Received Job Opening	Numeric - **YYYYMMDD**	A. Mandatory field in DRVS version 5.0.	Reject
3	3	Employer Type	Alphanumeric - 4 characters maximum: **FCJL** **or blank**	No additional edit checks.	
4	4	O*NET SOC Code	Small Integer - 2 characters maximum: **11,13,15,17,19,21,23,25,27,29,31,33,35,37,39,41,43,45,47,49,51,53,55**	No additional edit checks.	
5	5	NAICS Code	Small Integer - 2 characters maximum: **11,21,22,23,31,32,33,42,44,45,48,49,51,52,53,54,55,56,61,62,71,72,81,92**	No additional edit checks.	
6	6	Employer Identification Number	Alphanumeric - 75 characters maximum	No additional edit checks.	
7	7	WIB Name	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.	
7,8	8	Office Name	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.	
8	9	Case Manager	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.	
9	10	User Field 1	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.	
9	11	User Field 2	Alphanumeric - 75 characters maximum	Not Applicable. User defined field.	

APPENDIX C. PERFORMANCE GROUPS

The attached table specifies the LX performance outcome groups.

TABLE C-1: PERFORMANCE OUTCOME GROUPS TABLE for EER, Retention, and Earnings

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Group		# of Records	Date of Exit	Emp Status at Part	Emp qtr+1	Source of Emp qtr+1	Emp qtr+2 & qtr+3	Source of Emp qtr+3	Valid Pre-Earn Earn	Other Reasons for Exit	EER Num	EER Den	ERR Num	ERR Den	Earn
28			5&6 qtrs prior to report qtr	Emp	Emp	Supp	UnEmp	N/A	N/A	No	No	No	No	Yes	No
29			7&8 qtrs prior to report qtr	N/A	Emp	Wage	Emp	Wage	Yes	No	No	No	Yes	Yes	Yes
30			7&8 qtrs prior to report qtr	N/A	Emp	Wage	Emp	Wage	No	No	No	No	Yes	Yes	No
31			7&8 qtrs prior to report qtr	N/A	Emp	Wage	Emp	Supp	N/A	No	No	No	Yes	Yes	No
32			7&8 qtrs prior to report qtr	N/A	Emp	Supp	Emp	Wage	N/A	No	No	No	Yes	Yes	No
33			7&8 qtrs prior to report qtr	N/A	Emp	Supp	Emp	Supp	N/A	No	No	No	Yes	Yes	No
34			7&8 qtrs prior to report qtr	N/A	Emp	Wage	UnEmp	Wages	Yes	No	No	No	No	Yes	Yes
35			7&8 qtrs prior to report qtr	N/A	Emp	Wage	UnEmp	N/A	Yes	No	No	No	No	Yes	Yes
36			7&8 qtrs prior to report qtr	N/A	Emp	Wage	UnEmp	Supp	N/A	No	No	No	No	Yes	No
37			7&8 qtrs prior to report qtr	N/A	Emp	Wage	UnEmp	Wages	No	No	No	No	No	Yes	No
38			7&8 qtrs prior to report qtr	N/A	Emp	Wage	UnEmp	N/A	No	No	No	No	No	Yes	No
39			7&8 qtrs prior to report qtr	N/A	Emp	Supp	UnEmp	N/A	N/A	No	No	No	No	Yes	No
40			7&8 qtrs prior to report qtr	N/A	UnEmp	N/A	N/A	N/A	N/A	No	No	No	No	No	No
41			3 to 6 qtrs prior to report qtr	Emp	UnEmp	N/A	N/A	N/A	N/A	No	No	No	No	No	No
42			3 to 8 qtrs prior to report qtr	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No	No	No	No	No

Rows 29–40: **Group C**
Rows 41–42: **Group D**