



**Employment & Training
Administration**

**NFJP
Validation
Handbook**
with user's guide

Revised Draft

March 2005

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I. INTRODUCTION

The National Farmworker Jobs Program (NFJP) aims to strengthen the ability of eligible migrant and seasonal farmworkers and their families to achieve economic self-sufficiency. This workforce investment program has 33 grantees in 46 states and Puerto Rico, and is overseen by the U.S. Department of Labor's Employment and Training Administration (ETA). Grantees submit participant records to ETA on an annual basis, and ETA calculates performance for each grantee using these records.¹ The NFJP Data Validation Handbook describes the procedures for grantees to follow to review the accuracy of the annual participant records that they submit to ETA.

The validation process is intended to accomplish the following goals:

- Detect and identify data problems with a grantee's reporting to enable the grantee to correct the problems.
- Ensure that critical performance data used to meet ETA's Government Performance and Results Act (GPRA) responsibilities are reasonably accurate by calculating an error rate for each data element validated.
- Provide tools that help grantees analyze the causes of their performance successes and failures by displaying participant data organized by performance outcomes.
- Minimize the burden on grantees in conducting the validation by providing standardized software that displays the individual participant records by outcome and provides built in random samples, validation worksheets, and an automated validation report.
- Further, minimize the burden on the grantees by selecting the smallest possible validation samples necessary to compute valid error rates.

Data validation confirms the accuracy of selected data elements by examining a sample of participant records to assess whether the data in the sampled records are correct. When a record is selected for validation, grantee staff compare it against the case documentation for that participant.²

¹ Based on Program Status Summary, PY 2003

² Report validation assesses the accuracy of performance reports submitted to ETA, by comparing performance measures calculated by the validation software using the participant file to the values reported to ETA. Since ETA calculates performance measures for all NFJP grantees, report validation is unnecessary. However, the grantee staff can view and analyze their performance outcome groups. The validation software also calculates the grantee's performance and generates a performance measure report.

Data validation uses the smallest possible validation samples necessary to calculate reliable error rates to minimize the burden on grantees. To accomplish this objective, two sampling techniques are used:

1. Variable sampling rates to reduce the burden on small grantees as much as possible
2. Over-sampling high risk and high importance cases to provide a more accurate estimate of error with a smaller sample

Data validation occurs after grantees have submitted final, complete participant records to ETA. These records are imported into the grantee's NFJP validation software. The software selects the sample from the imported records and presents the data for each sampled record on a worksheet. Grantee staff retrieve the source documentation for each sampled record, complete the worksheets for the entire sample, and then submit the summary and analytical report generated by the software.

Detailed procedures for conducting data validation are found in Chapter II. Appendix A contains the performance outcome group specifications. Appendix B contains the specifications for calculating the performance measures. Appendix C contains an example of the data validation worksheet that is generated by the software. Appendix D presents an example of the summary and analytical report generated by the software. Appendix E details the sampling and error rate estimation methodology. Appendix F contains the data validation instructions, which are used in conjunction with the worksheets.

II. DATA VALIDATION PROCEDURES

The NFJP data validation process measures the accuracy of the participant records that grantees submit to ETA. Data validation cannot be conducted until after February of the following program year when the grantees submit the final WIASPR records to ETA. This lag exists because retention and earnings data are not available until 210 days after the date the participant entered unsubsidized employment.

Grantees download a Visual Basic software application from ETA to use to conduct data validation. Next, they create an extract file and import the file into the validation software. The software selects a sample from the imported records and generates a data validation worksheet for each sampled record. Grantees conduct data validation for each sampled record and enter the results in the worksheet.

When all of the sampled records have been validated, the software produces a summary and analytical report documenting the findings of the validation. The summary and analytical report includes estimates of the error rate for each data element that has been selected for validation.

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

- Feasibility—ETA can validate data elements only where it is practical and efficient to locate and examine supporting evidence within the grantee case files. Therefore, such items as race, ethnicity, and gender will not be validated because these data elements are self-reported by participants, and it is not practical to locate the participant to document these characteristics.
- Risk—The process for data validation is based partly on the risk that the data element can be inaccurate. Data elements involving human judgment are more prone to error than data elements that do not involve human judgment. For example, determination of employment based on supplemental sources is higher-risk than determination of employment from wage records.
- Importance—Data elements are selected for validation based primarily on their importance to the integrity of the individual participant records and their significance for generating performance outcomes.

Participant records are oversampled if they are determined to be very important for calculating performance outcomes. The software weights the results of the validation to correct for over- and under-sampling so that the final results represent the overall error rate in the grantee's files.

The software automatically selects the sampled cases from the validation file based on the total number of exiters and the weighting criteria. To reduce the relative burden on smaller

grantees as much as possible, the sample size for these grantees is set to yield a less precise error rate than for larger grantees.

In the data validation process, the validator applies a series of validity criteria to each sampled record. These validity criteria are based on federal requirements that determine how data are reported, instructs the validator to locate specified source documentation and to verify that the grantee's data record is correct. When more than one source is specified, grantees have the flexibility to determine the most efficient source to use to validate the information.

Appendix C contains the worksheet that the validator uses to record the results of the validation for each sampled case, and Appendix F contains the data validation instructions. Validators may record comments and definitional problems on the worksheet. This will enable grantees to track federal report and data validation issues. This is important for documenting issues that may affect validation in the future and for explaining inconsistencies.

TASKS FOR DATA VALIDATION

Task 1: Install Software

Refer to the NFJP Software User's Guide in Appendix X for instructions on how to install and use the software.

Task 2: Create and Import Extract File

Users must generate a participant extract file to import into the NFJP software. The extract is in the Workforce Investment Act Standardized Participant Reporting (WIASPR) data record format with the addition of five fields. The import file format is found in the validation software as well as in the User's Guide. Grantees import the participant extract file following the instructions in the User's Guide.

Task 3: Review Performance Outcome Groups and Performance Measures

The software uses the individual participant records to build performance outcome groups based on the performance outcome specifications in Appendix A. Organizing the records into these groups provides a useful tool for analyzing performance outcomes and factors that may influence performance. The software also calculates performance based on these groups, and displays the performance rates on the performance measures report.

The following figures are examples of:

1. Summary Table — 21 Groups of NFJP Participants Used to Calculate Entered Employment Rate, Retention Rate, Educational or Occupational Credential Rate and Earnings Gain (Figure II.1)
2. Sample Detail for NFJP Performance Outcome Group 1 (Figure II.2)
3. Sample NFJP Performance Measures Report (Figure II.3)

FIGURE II.1

NFJP PERFORMANCE OUTCOME GROUP SUMMARY TABLE

NFJP Data Validation System. - [U006 - View RV Table]

File Import Data Change Reporting Options Report Validation Data Validation Utilities Window Help

Entered Employment, Retention, Earnings			Credential Rate				Detail for group 1 order by obs			
Group	Number in Group	(A) Employment and Training Terinee	(B) Entered Unsubsidized Employment	(C) Employed During 4th, 5th or 6th Month After Placement	(D) Earnings 6 months since Placement	(E) Entered Employment Rate Numerator	(F) Entered Employment Rate Denominator	(G) Retention Numerator	(H) Retention Denominator	(I) Included in Earnings
1	24	Yes	Yes	Yes	Yes	24	24	24	24	180130.5
2	0	Yes	Yes	Yes	Pending	0	0	0	0	Pending
3	0	Yes	Yes	Yes	No	0	0	0	0	No
4	0	Yes	Yes	No	Yes	0	0	No	0	
5	0	Yes	Yes	No	No	0	0	No	0	No
6	1	Yes	Yes	Pending	Pending	1	1	Pending	Pending	Pending
7	0	Yes	Yes	Pending	Yes	0	0	Pending	Pending	
8	0	Yes	No	NA	NA	No	0	NA	NA	NA
9	318	No	NA	NA	NA	NA	NA	NA	NA	NA

Close

FIGURE II.2

SAMPLE DETAIL FOR NFJP PERFORMANCE OUTCOME GROUP 1

NFJP Data Validation System. - [U006 - View RV Table]

File Import Data Change Reporting Options Report Validation Data Validation Utilities Window Help

Entered Employment, Retention, Earnings Credential Rate Detail for group 1 order by obs

Total Number of Records: 1

OBS	Grantee	StateCode	CountyCod	SSN	EnrollDate	DOB	Gender	NativeAmer	Asian	AfricanArne	PacificIslan	White	Hispc
9	7656	1111	11	132663738	20030326	19830423	1	2	2	2	2	2	1
21	7656	1111	11	142869032	20030303	19661002	2	2	2	2	2	2	1
22	7656	1111	5	143065690	20020430	19750709	1	2	2	2	2	2	1
30	7656	1111	11	147888861	20020521	19780318	2	2	2	2	2	2	1
31	7656	1111	5	148667324	20020722	19700901	1	2	2	2	2	2	1
41	7656	1111	11	169563999	20020708	19640312	1	2	2	2	2	2	1
76	7656	1111	5	535338417	20021021	19770422	1	2	2	2	2	2	1
105	7656	1111	5	581398741	20020130	19650808	1	2	2	2	2	2	1
119	7656	1111	11	581751188	20021204	19730918	2	2	2	2	2	2	1
122	7656	1111	11	581795170	20021015	19790318	1	2	2	2	2	2	1
136	7656	1111	11	581978051	20030312	19831028	2	2	2	2	2	2	1
212	7656	1111	1	583395700	20030317	19760717	1	2	2	2	2	2	1
257	7656	1111	1	584356164	20030320	19700126	1	2	2	2	2	2	1
262	7656	1111	11	584377646	20030422	19730704	2	2	2	2	2	2	1
281	7656	1111	11	584654509	20021223	19740219	2	2	2	2	2	2	1
300	7656	1111	1	589173066	20020719	19840219	1	2	2	1	2	2	2
306	7656	1111	1	591014377	20030225	19500420	1	2	2	1	2	2	2
307	7656	1111	1	591014378	20030303	19430403	1	2	2	1	2	2	2
309	7656	1111	1	591190562	20020719	19840530	2	2	2	1	2	2	2

Close

FIGURE II.3

SAMPLE NFJP PERFORMANCE MEASURE REPORT

Performance Measure Report - MSFW
 Period 7/1/2000 - 6/30/2001

RptCell	Description	Validation Value
1	EER Numerator	155
2	EER Denominator	155
3	EE Rate	100%
4	Retention Numerator	103
5	Retention Denominator	155
6	Retention Rate	66%
7	Credentials Numerator	135
8	Credentials Denominator	155
9	Credentials Rate	87%
10	Earnings Gain Numerator	18,200
11	Earnings Gain Denominator	52
12	Earnings Gain Rate	35,000%

Task 4: Assemble and Review Worksheets

The validator's first task is to assemble the worksheets for the sampled records. As shown in Figure II.4, the worksheets contain the reported values for the data elements to be validated for each sampled record. The worksheets also include checkboxes so the validator can record whether or not the source documentation supports the reported value for each data element.

The software sorts the worksheets by observation number. The worksheets can be completed online on a laptop computer, or they can be printed and completed by hand. The validation software may also be loaded onto a grantee's central server, which could allow multiple validators to complete the worksheets on workstations or computers connected to the server. If validators use paper worksheets, the information must later be data entered into the automated worksheet.

Task 5: Assemble Supporting Documentation and Complete Worksheets

When the validator arrives at the physical location where the case files are stored, the validator requests the sampled case files. The validator reviews the case files for each data element present on the worksheet, using the validation instructions in Appendix F. The case files should include the relevant source documentation for validating that record.

Many of the data elements will be blank on the worksheet because every data element does not apply to each participant. Blanks are generally not validated. For example, if the participant did not receive training services, the data element for date of first training service will be blank on the worksheet. There may be specific data elements where the blanks must be validated. In addition, some elements such as wage records, may be validated against central computer files.

There is a separate instruction in Appendix F for each data element; data element instructions are presented in the order in which the data elements appear on the worksheet. Each instruction specifies the recommended sources for validating the data element. If the validator locates equivalent source documentation that is not specified in the instructions, the validator should record the new source in the comment section of the worksheet.

After reviewing the source documentation and following the validation instructions, the validator records the result in the appropriate checkbox for each element. The two possible validation outcomes for each data element are:

1. Checkmark pass if the element was supported by/matched the source documentation
2. Checkmark fail if the source documentation showed that the data element was incorrect or that no source documentation was available

Task 6: Examine Summary and Analytical Reports

As shown in Exhibit II.5, the summary and analytical report summarizes and evaluates errors identified through the validation process. The software calculates two types of error rates for each data element, and displays both types on the summary and analytical report. The first type is the overall error rate, where the error rate equals the total number of records in error divided by the number of records that are sampled. The second type is the reported data error rate, and it equals the total number of records in error divided by the number of records for which the particular data element was validated. Both methods are weighted to account for the over- and under-sampling of particular records.

Grantees should determine whether their error rates are acceptable or unacceptable for each data element. Federal quality standards for determining unacceptable error rates will be developed after sufficient data have been collected on the validation results.

Task 7: E-Submit the Validation Results

Grantees submit their summary and analytical reports via the e-submit functionality of the validation software. The validation files, including the completed worksheets, summary and analytical reports and copies of supporting documentation, should be retained on-site for three years for monitoring purposes.

The following figures are examples of:

1. NFJP Data Validation Worksheet (Figure II.4)
2. NFJP Data Validation Summary and Analytical Report (Figure II.5)

FIGURE II.4

NFJP DATA VALIDATION WORKSHEET

NFJP Data Validation System. - [U015 - Data Validation Sampling.]

File Import Data Change Reporting Options Report Validation Data Validation Utilities Window Help

Not Completed

Validation Worksheet

OBS Grantee Office Case Mgr.

SSN WIB Name User Field State Code

Missing Record

Data Elements	Reported Value	Pass	Fail
1. Date of Enrollment	<input type="text" value="20020521"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Date of Birth	<input type="text" value="19780318"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sec 167	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Farmworker Status	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Number of Individuals in the Family	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Total Preprogram Earnings During 12-Month Eligibility Determination Period	<input type="text" value="8500"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Long-term Agricultural Employment	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Date of First Intensive Services	<input type="text" value="20020706"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Date of First Training Service	<input type="text" value="20020722"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reporting Period - 7/1/2003 - 6/30/2004 DB: OH Upload Tes 3/25/2005 Filter (OFF)

Start Inbo... NFJP... RE: ... Q:\D... Micr... NFJP... RE: ... RE: ... Q:\D... New ...

NFJP... FW: ... Micr... 02. ... 04. ... Tren... TAA ... 05. ...

12:37 PM

FIGURE II.5

NFJP DATA VALIDATION SUMMARY AND ANALYTICAL REPORT

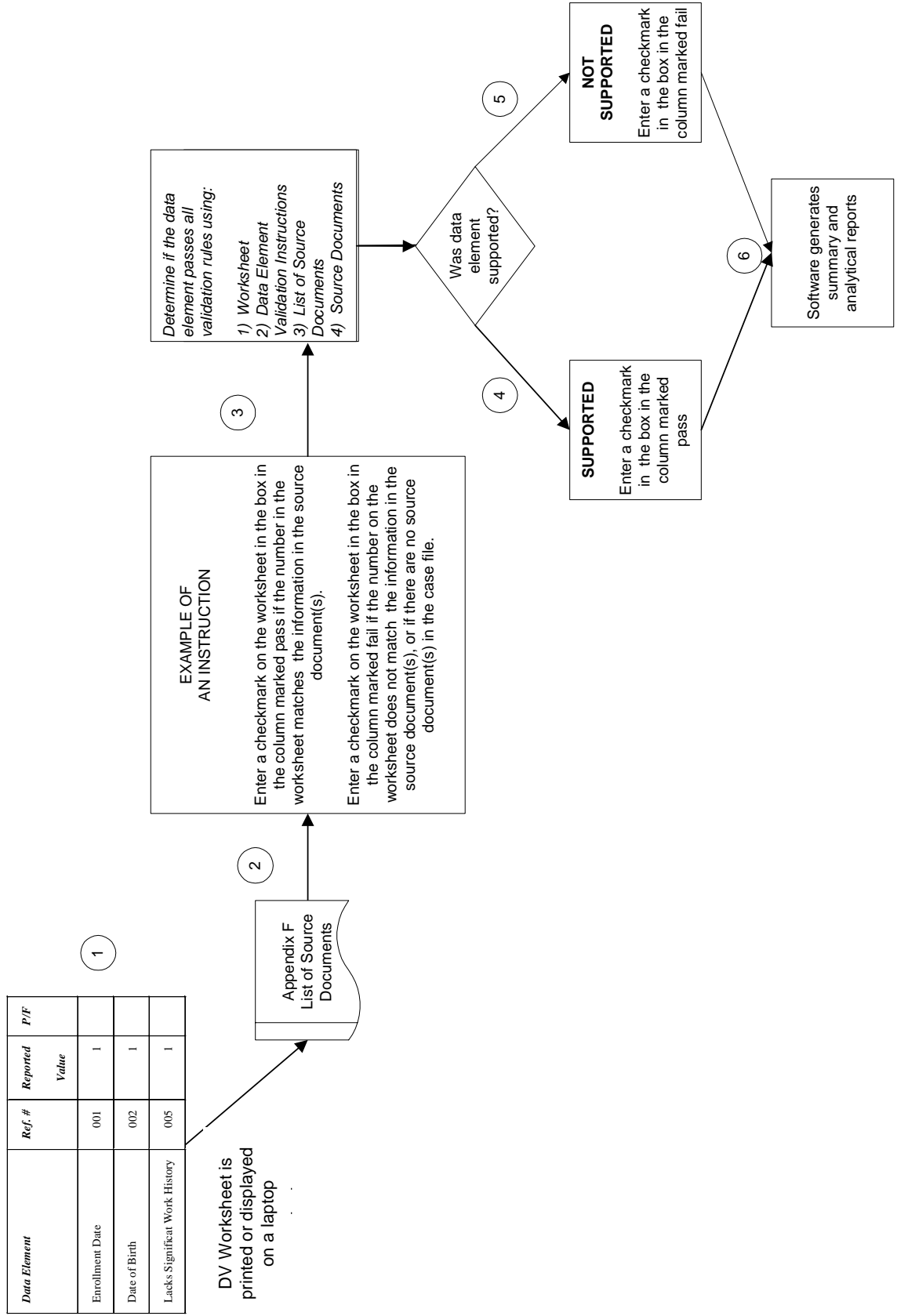
NFJP Data Validation Summary and Analytical Report				
State: 39		Period: 7/1/2003 - 6/30/2004		Report Due: Annual
Num. of Cases: 104	Num. Comp. 8	Num. Missing Records 1		
Data Element	Ref. #	# of Errors	Overall Error Rate	Reported Data Error Rate
Date of Enrollment	01	1.00	0.28	3.85
Date of Birth	02	1.00	1.11	15.38
Sec 167	03	1.00	1.11	15.38
Farmworker Status	04	1.00	1.11	15.38
Number of Individuals in the Family	05	0.00	0.00	0.00
Total Preprogram Earnings During 12-Month Eligibility Determination Period	06	1.00	1.11	15.38
Long-term Agricultural Employment	07	1.00	1.11	15.38
Date of First Intensive Services	08	0.00	0.00	0.00
Date of First Training Service	09	0.00	0.00	0.00
Enrolled in a program or activity leading to an educational or occupational credential or license	10	1.00	1.11	15.38
Date of Exit	11	1.00	1.11	15.38
Category of Exit	12	1.00	1.11	15.38
Other Reasons for Exit	13	0.00	0.00	0.00
Date Entered Unsubsidized Employment	14	0.00	0.00	0.00
Attainment of state recognized educational or occupational certificate, credential, diploma or degree	15	0.00	0.00	0.00
Total earnings during 6 months since placement	16	1.00	1.11	15.38
Has participant been employed at any time during the 4th, 5th, or 6th months after placement	17	1.00	0.28	50.00
Comments:				

TABLE II.1
OVERVIEW OF DATA VALIDATION (FIGURE II.6)

Step No.	Step Description	Who Performs Step
1	Once the validator has retrieved the case files for the sampled cases, the validator uses the worksheet to locate the first relevant data element. For each sampled record, certain data elements will be printed on the worksheet. Fields for data that are not relevant to a particular record may be blank. For elements where data are present or where blanks must be validated, the validator locates the reference number. The reference number refers to the location of the validation instruction for that data element in Appendix F. The validator proceeds through each data element for each sampled record in the same manner. Each data element instruction in Appendix F provides acceptable source documentation and an edited definition. The validator can document issues on the worksheet that may be helpful in future validations.	Validator
2	The validator obtains one or more of the source documents listed as an acceptable source to validate the element.	Validator
3	Following the instructions in Appendix F the validator determines whether the data element meets the validation criteria, based on the information in the source document(s).	Validator
4	If the data element is supported by/matches the source document(s), the validator records a pass in the appropriate box on the worksheet for that data element.	Validator
5	If the source document(s) does not support/match the data element or no source document(s) for the data element is in the case file, the validator records a fail in the appropriate box on the worksheet for that data element to indicate an error.	Validator
6	After each data element has been validated for every sampled record, the validator reviews the summary and analytical report generated by the software.	Validator
7	The validator e-submits the summary and analytical report to ETA	Validator

FIGURE III.3
OVERVIEW OF DATA ELEMENT VALIDATION OF EXITERS

Method for validating each data element for each sampled record on the worksheet



APPENDIX A

PERFORMANCE OUTCOME GROUP SPECIFICATIONS

APPENDIX A

PERFORMANCE MEASURE SPECIFICATIONS

This appendix provides the specifications used by the software to assign the NFJP exiters in the NFJP program to performance outcome groups and to calculate the entered employment, retention, credential achievement and earnings gain rates.

I. PERFORMANCE OUTCOME GROUP SPECIFICATIONS

The software uses two sets of performance outcome groups to classify participant records. The “Entered Employment, Retention, Earnings” groups categorize participant records to allow grantees to calculate and analyze their entered employment rate, retention rate, and earnings gain measures. The “Credential Rate” groups categorize participant records to allow grantees to calculate and analyze their credential rate.

A. Entered Employment, Retention, Earnings Performance Outcome Groups

The specifications in this section explain how the validation software logically groups records in successfully imported into the NFJP validation software into 9 performance outcome groups. Exhibit A.1 shows the possible outcomes for the NFJP entered employment rate, retention rate, and earnings gain measures:

- The entered employment measure is based on whether the NFJP exiter entered unsubsidized employment.
- The retention measure is based on employment status during the 4th, 5th or 6th month after placement, for the NFJP exiters who entered unsubsidized employment.
- The earnings measure is based on the change from pre-program to post-program earnings. This only includes NFJP exiters who entered unsubsidized employment and had valid wages in the six months after placement.

To be included in the performance measures, NFJP exiters must be employment and training terminees. These exiters are included in groups 1 through 8 and in the performance measure calculations. NFJP exiters who were not employment and training terminees are included in group 9 and excluded from the calculations.

Exiters with available and complete employment, retention, and earnings are included in group 1, 3 through 5, and 8.

Exiters are considered “pending” and placed in pending performance outcome groups if there is no information available about their outcomes and sufficient time has not passed for the grantee to determine their outcomes (that is, if it is fewer than 210 days since the date the participant entered unsubsidized employment). Exiters are also considered “pending” if only pending information is available about their outcomes, such as 99,999 in wage fields, and it is

fewer than 210 days since the date entered unsubsidized employment. For instance, if there is no employment information for the 4th, 5th, or 6th month after placement and 210 days has not passed since the date the individual entered unsubsidized employment, the software will assign that exiter to a pending performance outcome group. The pending performance outcome groups are 2, 6, and 7.

EXHIBIT A.1

NINE GROUPS OF NFJP EXITERS USED TO CALCULATE ENTERED EMPLOYMENT, RETENTION, AND EARNINGS GAIN

Participant Characteristics					Use of Each Group in Performance Measures				
Performance Outcome Group	Employment and Training Terminatee	Entered Unsubsidized Employment	Employed During 4th, 5th or 6th Month After Placement	Earnings During 6 Months Since Placement	Entered Employment		Retention		Earnings
					Count of Exiters Included In Numerator	Count of Exiters Included In Denominator	Count of Exiters Included In Numerator	Count of Exiters Included In Denominator	Included in Earnings
1	2	3	4	5	6	7	8	9	10
1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Yes	Yes	Yes	Pending	Yes	Yes	Yes	Yes	Pending
3	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No
4	Yes	Yes	No	Yes	Yes	Yes	No	No	Yes
5	Yes	Yes	No	No	Yes	Yes	No	No	No
6	Yes	Yes	Pending	Pending	Yes	Yes	Pending	Pending	Pending
7	Yes	Yes	Pending	Yes	Yes	Yes	Pending	Pending	Yes
8	Yes	No	NA	NA	No	Yes	No	No	No
9	No	NA	NA	NA	No	No	No	No	No

Columns 6 through 10 in the table show how the software uses the count of exiters in each group (or the sum of their earnings for the earnings gain measure) to calculate each performance measure. For example, group 1 contains NFJP exiters who were employment or training terminatees, placed in unsubsidized employment, employed in the 4th, 5th, or 6th month after placement, and had earnings during the 6 months since placement. These exiters are included in the numerator and denominator of the entered employment and retention rates, and in the earnings gain measure.

Group 6 contains exiters who received employment or training services and were placed in unsubsidized employment, but who have incomplete employment information for the 4th, 5th, or 6th month after placement and for earnings during the 6 months since placement. These exiters also participated in an educational/occupational/credential activity but did not receive a credential. Consequently, these are included in the numerator and denominator of the entered employment measure, but are not included in the retention and earnings gain measures.

A. Credential Rate Performance Outcome Groups

The specifications in this section explain how the validation software logically groups records in successfully imported into the NFJP validation software into five performance outcome groups. Exhibit A.2 shows the possible outcomes for the NFJP credential rate. The credential measure is based upon the NFJP exiter’s participation in an activity leading to an educational/occupational credential or a license and the receipt of a credential after such an activity.

To be included in the credential rate, NFJP exiters must be employment and training terminees. These exiters are included in groups 1 through 4 and in the performance measure calculation. NFJP exiters who were not employment and training terminees are included in group 5 and excluded from the calculation.

Exiters with available and complete credential information are included in group 1, 2, and 4.

Exiters are considered “pending” and placed in the pending performance outcome group, group 3, if there is no information available about the receipt of a credential and sufficient time has not passed for the grantee to determine their outcomes (that is, if it is fewer than 210 days since the date the participant entered unsubsidized employment).

EXHIBIT A.2

FIVE GROUPS OF NFJP EXITERS USED TO CALCULATE EDUCATIONAL/OCCUPATIONAL CREDENTIAL ACHIEVEMENT

Participant Characteristics				Use of Each Group in the Credential Rate	
1	2	3	4	5	6
Performance Outcome Group	Employment and Training Terminee	Educational Occupational Credential Activity	Received Credential	Count of Exiters Included In Numerator	Count of Exiters Included In Denominator
1	Yes	Yes	Yes	Yes	Yes
2	Yes	Yes	No	No	Yes
3	Yes	Yes	Pending	Pending	Pending
4	Yes	No	No	No	No
5	No	NA	NA	No	No

Columns 5 and 6 in the table show how the software uses the count of exiters in each group to calculate the credential rate. For example, group 1 contains NFJP exiters who were employment or training terminees, participated in a credential activity and received a credential. These exiters are included in the numerator and denominator of the credential rate.

Group 3 contains exiters who received employment or training services, participated in a credential activity, but who have incomplete information for attainment of a credential. These exiters are not included in the numerator or denominator of the credential rate.

II. WIASPR SUBMISSION TIME PERIOD

The NFJP program year runs from July 1 through June 30. Each quarterly submission is due 45 days after the end of the reporting quarter, and includes records of adult exiters and youth participants.

A fifth quarterly submission is due February of the following program year to update retention and earnings information. This lag is because of the need to wait 210 days after the date the participant entered unsubsidized employment to obtain retention and earnings measures.

Table A.1: Four Quarterly WIASPR Submissions

Definitions:

PY = Current program year

PY+1 = Program year following the current program year

Quarter (1)	Date Range (2)	Due Date (3)
1 st QTR PY	July 1, PY to September 30, PY	November PY
2 nd QTR PY	October 1, PY to December 31, PY	February PY
3 rd QTR PY	January 1, PY+1 to March 31, PY +1	May PY+1
4 th QTR PY	April 1, PY+1 to June 30, PY	August PY+1

Column 1 of Table 2 lists the four quarters of the program year, column 2 gives the quarter start and end dates, and column 3 provides the month in which the WIASPR for the specified quarter is submitted to ETA. The WIASPR submission for a given quarter must include records for all adults who exited from the program during the quarter. For example, the fourth quarter submission for the program year 2002 includes records of adults who left the program between April 1st 2003 and June 30th 2003. The records are due in August 2003.

III. PERFORMANCE MEASURE CALCULATION SPECIFICATIONS

Specifications detailing how ETA calculates the NFJP performance measures using the WIASPR submission are in Appendix B of this validation handbook.

APPENDIX B

PERFORMANCE MEASURE SPECIFICATIONS

Office of National Programs

National Farmworker Job Program Performance Measures

NFJP Performance Report

Number Report Element Report Specifications

1	Entered Employment Rate	Numerator: Count of unique PARTICIPANT IDENTIFICATION NUMBERS where DATE ENTERED UNSUBSIDIZED EMPLOYMENT is not null and CATEGORY OF EXIT = 1 and DATE OF EXIT is within the program year. Denominator: Count of unique PARTICIPANT IDENTIFICATION NUMBERS where CATEGORY OF EXIT = 1 and DATE OF EXIT is within the program year.
2	Retention in Unsubsidized Employment	Numerator: Count of unique PARTICIPANT IDENTIFICATION NUMBERS where DATE ENTERED UNSUBSIDIZED EMPLOYMENT is not null and HAS PARTICIPANT BEEN EMPLOYED AT ANY TIME DURING THE 4TH, 5TH, OR 6TH MONTHS AFTER PLACEMENT = 1 and CATEGORY OF EXIT = 1 and DATE OF EXIT is within the program year. Denominator: Count of unique PARTICIPANT IDENTIFICATION NUMBERS where DATE ENTERED UNSUBSIDIZED EMPLOYMENT is not null and CATEGORY OF EXIT = 1 and DATE OF EXIT is within the program year.
3	Earnings Gain	Numerator: Sum of WHAT WAS THE PARTICIPANT'S TOTAL EARNINGS DURING THE SIX MONTHS SINCE PLACEMENT minus the sum of (PRE-PROGRAM EARNINGS DURING THE 12 MONTH ELIGIBILITY DETERMINATION PERIOD/2) where WHAT WAS THE PARTICIPANT'S TOTAL EARNINGS DURING THE SIX MONTHS SINCE PLACEMENT is > 0 and <-> 99999 and CATEGORY OF EXIT = 1 and DATE OF EXIT is within the program year. Denominator: Count of unique PARTICIPANT IDENTIFICATION NUMBERS where WHAT WAS THE PARTICIPANT'S TOTAL EARNINGS DURING THE SIX MONTHS SINCE PLACEMENT is > 0 and <-> 99999 and DATE ENTERED UNSUBSIDIZED EMPLOYMENT is not null and CATEGORY OF EXIT = 1 and DATE OF EXIT is within the program year.
4	Educational or Occupational Credential Achievement Rate	Numerator: Count of unique PARTICIPANT IDENTIFICATION NUMBERS where ENROLLED IN A PROGRAM OR ACTIVITY LEADING TO AN EDUCATIONAL OR OCCUPATIONAL CREDENTIAL OR LICENSE = 1 and ATTAINMENT OF RECOGNIZED EDUCATIONAL OR OCCUPATIONAL CERTIFICATE, CREDENTIAL, DIPLOMA OR DEGREE = 1 and CATEGORY OF EXIT = 1 and DATE OF EXIT is within the program year. Denominator: Count of unique PARTICIPANT IDENTIFICATION NUMBERS where ENROLLED IN A PROGRAM OR ACTIVITY LEADING TO AN EDUCATIONAL OR OCCUPATIONAL CREDENTIAL OR LICENSE = 1 and CATEGORY OF EXIT = 1 and DATE OF EXIT is within the program year.
5	Grantee Identified Standard (Optional)	
6	Placement and Retention	
7	Attainment of Basic Skills	

APPENDIX C

DATA VALIDATION WORKSHEET

FIGURE C.1

DATA VALIDATION WORKSHEET

File Import Data Change Reporting Options Report Validation Data Validation Utilities Window Help

Not Completed

Validation Worksheet

OBS Grantee Office Case Mgr.

SSN WIB Name User Field State Code

Missing Record

Validation Field 1 - 9	Validation Field 10 - 17	Comments
Data Elements	Reported Value	Pass Fail
1. Date of Enrollment	<input type="text" value="20011204"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Date of Birth	<input type="text" value="19670328"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Sec 167	<input type="text" value="1"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Farmworker Status	<input type="text" value="2"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Number of Individuals in the Family	<input type="text" value="5"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Total Preprogram Earnings During 12-Month Eligibility Determination Period	<input type="text" value="15560"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Long-term Agricultural Employment	<input type="text" value="1"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Date of First Intensive Services	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
9. Date of First Training Service	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

APPENDIX D

SUMMARY AND ANALYTICAL REPORT

NFJP Data Validation Summary and Analytical Report

State: 1111 Period: 7/1/2002 - 6/30/2003 Report Due: Annual
Num. of Cases: 104 Num. Comp. 2 Num. Missing Records 0

Data Element	Ref. #	# of Errors	Overall Error Rate	Reported Data Error Rate
Date of Enrollment	01	1.00	1.17	50.00
Date of Birth	02	0.00	0.00	0.00
Sec 167	03	0.00	0.00	0.00
Farmworker Status	04	1.00	1.17	50.00
Number of Individuals in the Family	05	0.00	0.00	0.00
Total Preprogram Earnings During 12-Month Eligibility Determination Period	06	0.00	0.00	0.00
Long-term Agricultural Employment	07	0.00	0.00	0.00
Date of First Intensive Services	08	0.00	0.00	0.00
Date of First Training Service	09	0.00	0.00	0.00
Enrolled in a program or activity leading to an educational or occupational credential or license	10	0.00	0.00	0.00
Date of Exit	11	0.00	0.00	0.00
Category of Exit	12	1.00	1.17	50.00
Other Reasons for Exit	13	0.00	0.00	0.00
Date Entered Unsubsidized Employment	14	0.00	0.00	0.00
Attainment of state recognized educational or occupational certificate, credential, diploma or degree	15	0.00	0.00	0.00
Total earnings during 6 months since placement	16	0.00	0.00	0.00
Has participant been employed at any time during the 4th, 5th, or 6th months after placement	17	0.00	0.00	0.00

Comments:

APPENDIX E

DATA VALIDATION SAMPLING AND ERROR RATE ESTIMATION

APPENDIX E

DATA VALIDATION SAMPLING AND ERROR RATE ESTIMATION

The primary data validation objective is to compute error rates for performance measures. Further objectives are (1) to identify the sources of error (that is, which data elements or which kinds of cases are more prone to error) and (2) to provide information on error for selected data elements whether or not they are used to measure performance.

This appendix discusses the general approach to data validation and error rate estimation (section A) and detailed sampling specifications for NFJP (section B).

A. GENERAL APPROACH

The sample design for NFJP is a stratified random sample. The software randomly selects records with differential sampling rates by the type of record. Sample sizes vary by grantee, with smaller grantees having smaller samples than larger grantees for two reasons. First, to achieve a given level of precision, smaller grantees require smaller sample sizes than larger grantees. Second, to reduce the burden on smaller grantees, precision requirements are relaxed.

After the records are validated the software uses the validation results to generate error rate estimates, using two methods. With the first method (overall error rate), the error rates equal the total number of records in error divided by the number of records that are sampled, weighted to account for the over- and under-sampling of particular types of records.

Because particular data elements may not be present in every record and thus are not validated, the second method (reported data error rate) for calculating error rates includes in the denominator only those records for which a particular data element was validated. With this method of calculation, the error rates equal the total number of records in error divided by the number of records for which the particular data element was validated, weighted to account for the over- and under-sampling of particular records.

For example, 100 records are sampled but only 50 have a particular data element, and 5 errors are identified. The overall error rate is 5 divided by 100, or 5 percent, and reported data error rate is 5 divided by 50, or 10 percent.¹

¹This calculation is not weighted.

B. SAMPLING FOR DATA VALIDATION

Sampling for data validation of NFJP is straightforward. First, the software weights the records. The weights are based on the importance of the data in measuring performance. NFJP has four key performance measures: entered employment rate, retention rate, educational or occupational credential achievement rate, and earnings gain. These measures are used for determining sample selection. Records of individuals who are a success in at least 2 of these 4 performance measures receive a weight of 3. If an individual is a success in 1 of these 4 performance measures, the record receives a weight of 2. All other records receive a weight of 1.

Next, the software selects the individual records to validate. The probabilities of selection are proportional to the weights assigned to the records. Consequently, a greater proportion of records that are included in the numerators for both the entered employment rate and the retention rate are selected than would be selected in a simple random sample.

Table E.1 illustrates how the software determines the sample size. Column A provides ranges for the number of exiters. Depending upon the number of exiters, the software selects a level of precision, shown in Column B.² Column C provides a range for the number of records to be sampled for data validation. For example, as can be seen in Row 2, if a grantee has 200 exiters, the software selects a sample between 0 and 83 records to validate to provide a level of precision of 4 percent.

TABLE E.1
EXITER RECORD SAMPLING

	A	B	C
	# of Exiters	Confidence Interval ³	Range of Sample
1	300 or greater	3.5%	100-150 ⁴
2	0-299	4%	0-83

²Precision is determined by the confidence interval. Confidence intervals measure the accuracy of the estimate. For example, a data element might have a 7 percent +/- 2 percent error rate. The +/- 2 percent is the confidence interval. In this example, the confidence interval means that the actual error rate is between 5 percent and 9 percent.

³Several factors must be incorporated into the calculation of the confidence interval. Because of the small sample size, the finite population correction (fpc) needs to be incorporated into the calculations. Assumptions about the accuracy of the error estimate are also incorporated. The calculations assume a confidence interval at a 0.05 level for a two-tail test.

⁴No grantee will be required to sample more than 150 exiters per group.

After the sampled records are validated, the software determines the error rates for the data elements. Because the software stratifies the samples, it must weight the validation results. Using these weights, the software determines the weighted error rates.⁵

⁵ The validation methodology determines when errors of inclusion, that is participant records that were wrongly included in the reported performance measure calculations, have occurred. It is unlikely to determine if errors of exclusion, that is participant records that were wrongly excluded from the reported performance measure calculations, have occurred.

APPENDIX F

DATA VALIDATION INSTRUCTIONS

National Farmworker Job Program Data Element Validation Instructions

Validation Instruction: These instructions present the data elements, reference numbers, formats, element definitions, federal sources, state/grantee sources, and validation rules needed to perform data element validation. The federal sources are the generic, federally recommended source documentation. The "State/Grantee Sources" column can be used to enter grantee-specific versions of the federally approved documentation. For example, the date of exit lists case manager/counselor progress tracking report as an federal source. The grantee may call this form the "NFJP-PTR." The grantee may want to list "NFJP-PTR" in the state/grantee sources column for the date of exit.

Grantees cannot add their own acceptable sources that are not versions of the federal sources. In other words, if case notes are not listed as an acceptable federal source for an element, then the grantee cannot use case notes to validate that element. For example, date of birth does not list "case manager/counselor intake notes" as a federal source. Grantees, therefore, cannot use this source to validate date of birth.

VALIDATION RULES

Two types of validation rules exist:

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

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

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

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

To support, the data on the worksheet the source documentation must provide evidence that the data on the worksheet is correct. This instruction is used when information must be interpreted or processed before it can be used to assess the accuracy of the data on the participant's records. For example, source documentation can support basic skills deficient.

MISSING RECORDS

If the grantee is unable to find a record that it is supposed to validate, the validator should check the box at the top of the worksheet that says "Missing Record." No other elements should be validated.

TYPES OF SOURCE DOCUMENTATION

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

sources for the same data element and the sources conflict, the most reliable source should be used to determine if the element passes or fails. For example, for Total Preprogram Earnings During the 12-Month Eligibility Period (Ref# 6) UI wage records copies are a more reliable source than a IRS 1040 form. Validators should use their best judgment when deciding the most reliable source to validate an element.

For the most part, definition of a particular source is clear. Questions, however, have been raised about two sources -- Self-Attestation and Case Notes. Definitions for these elements are:

1. *Self-attestation: Self-attestation occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the grantee management information system, with an online signature.*

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

Data Element	Number	Ref #	Format	Definition	Federal Sources	State/Grantee Sources	Instructions
Date of Enrollment	004	1	Date: YYYYMMDD	Record the date (YYYYMMDD) on which the individual began to receive program services beyond core services that are informational or self-service.	IEP Certification self attestation case manager/counselor intake application with signature		Match
Date of Birth	005	2	Date: YYYYMMDD	Record the date (YYYYMMDD) of birth of the participant.	Copy of I.D. Baptismal Record birth certificate driver's license Federal, state or local identification passport hospital record of birth public assistance/social service records school records or ID cards work permit cross match with Department of Vital Statistics tribal records		Match
Qualifies for Sec. 167 Program as a:	009	3	Numeric: 1= Farmworker 2= Dependant or spouse of a Farmworker	Record appropriate status. NOTE: If a participant qualifies as eligible under both categories, use Code 1 - Farmworker.	Pay stubs W-2 forms IRS 1040 forms case manager/counselor intake notes self attestation		Support

State/Grantee Sources

Instructions

Federal Sources

Definition

Number Ref # Format

Data Element

Data Element	Number	Ref #	Format	Definition	Federal Sources	Instructions
Farmworker Status	11	4	Numeric: 1= Migrant farmworker 2= Seasonal farmworker	Record status, at the time of eligibility determination, of the participant. NOTE: Where participant is a dependent of a farmworker, record the status of the eligible farmworker.	Pay stubs W-2 forms IRS 1040 forms case manager/counselor intake notes self attestation	Support
Number of Individuals in the Family	13b	5	Numeric: 00	Record the total number of individuals in the Family, including the participant (00).	Birth certificate family bible IRS 1040 forms	Support
Total Preprogram Earnings During the 12-Month Eligibility Determination Period	17	6	Numeric: 00000	Record total preprogram earnings of the participant during the 12 months eligibility determination period. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, commissions or overtime pay earned (000000). Record "(000)" if there were no earnings during this period. NOTE: Terminee can have "0" earnings only if he/she is a dependent of a farmworker.	Pay stubs W-2 forms employer payroll records IRS 1040 forms Administrative/UI wage records	Match; Validate blanks
Long-term Agricultural Employment	20f	7	Numeric: 1= Yes 2= No	An individual who has engaged in agricultural work as the primary source of income for a minimum of four (4) years prior to intake.	IRS 1040 forms pay stub intake application case manager/counselor progress notes self-attestation	Support
Date of First Intensive Services	24	8	Date: YYYYMMDD	Record the date (YYYYMMDD) on which the participant first received intensive services. Intensive services include specialized assessments of skill levels, work experience, diagnostic testing, English as a Second Language (ESL) training, development of an individual employment plan, group or individual counseling, case management for participants seeking training services, work experience, short-term prevocational services, and remedial reading, writing, or communication skills training.	Case manager/counselor progress notes with signature IEP assessment and diagnostic testing	Match

State/Grantee Sources

Instructions

Federal Sources

Definition

Number Ref # Format

Data Element	Number	Ref #	Format	Definition	Federal Sources	Instructions
Date of First Training Service	25	9	Date: YYYYMMDD	Record the date (YYYYMMDD) on which the participant first received Training Services. Training services include, but are not limited to, occupational skills training; OJT; skill upgrading; entrepreneurial training; and job readiness training.	Case manager/counselor certification signature employer signed document attendance records from institution or instructor	Match
Enrolled in a program or activity leading to an educational or occupational credential or license	28	10	Numeric: 1= Yes 2= No	A credential is defined as any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees, recognized skills standards and licensure or industry recognized certificates.	Case manager/counselor progress notes with signature employer signed document attendance records from institution or instructor intake application	Support
Date of Exit	35	11	Date: YYYYMMDD	Record the date (YYYYMMDD) after which the participant is no longer receiving employment, training or other services (except post-termination services) funded under this program.	Case manager/counselor termination notice case manager/counselor progress tracking report	Match

Note: This can only be left blank if individual is a youth program participant (i.e., receiving services funded by a youth program grant) who has not yet exited the program. All adult program participants must have exited the program prior to being included in the data submission.

Record the appropriate category as defined below:

- 1= Employment and Training Terminee
- 2= Related Services ONLY Terminee
- 3=Other Reasons for Exit

1. Employment and Training Terminee - Received and/or completed any job-related core (beyond core informational or self-services, and eligibility determination), intensive, or training services.

2. Related Services ONLY Terminee - Received non-job related services, without having received job-related core, intensive, or training services.

3. Other Reasons for Exit - A participant who did not complete the program and exited for other reason, as specified in item 85 below (Other Reasons for Exit).

NOTE: Individuals who receive training-related services AND intensive, or training services should be coded 1.

- 1 = Institutionalized
- 2 = Health/Medical
- 3 = Deceased
- 4 = Entered Advanced Training
- 5 = Entered Post-secondary Education

Record the appropriate category as defined below:

1. Institutionalized - Participant is residing in an institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain in that institution for at least 90 days.
2. Health/Medical - The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the 167 program.
NOTE: Does not include temporary conditions expected to last for less than 90 days.

3. Deceased
4. Entered Advanced Training - Advanced training is an occupational skills employment/training program, not funded under Title 1 of WIA, which does not duplicate training received under Title I. Includes only training outside of the 167 program, one-stop, WIA, and partner system.
5. Entered Post-Secondary Education - Participant entered a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). This does not include entry into post-secondary education programs offered by degree-granting institutions that do not lead to an academic degree.
6. Moved/Cannot Locate/Voluntary separation - Participant cannot be located or has moved to an area that prevents them from completing their program, or has voluntarily left the program.

Support

Grantee Administrative Records

State/Grantee Sources

Instructions

Federal Sources

Definition

Number Ref # Format

Data Element	Number	Ref #	Format	Definition	Federal Sources	Instructions
Date Entered Unsubsidized Employment	38	14	Date: YYYYMMDD	Record the date (YYYYMMDD) on which the participant entered employment. Leave blank if participant did not enter employment.	Case manager/counselor progress notes Letter from employer	Match
Attainment of state recognized educational or occupational certificate, credential, diploma or degree	42	15	Numeric: 1= Yes 2= No	Record whether or not the individual attained any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees, recognized skills standards and licensure or industry recognized certificates.	Copy of diploma/degree record from Department of Education school sign-in sheet and certification completed by Instructor	Support
Total earnings during 6 months since placement	44a	16	Numeric: 00000	Record the total earnings by the participant during the six months since placement. Total earnings include any bonuses, tips, gratuities, commissions, and overtime pay earned. Note: Enter whole dollar amounts (000000). Enter 99999 for don't know.	Pay stubs employer payroll records IRS tax forms administrative/UI wage records case manager/counselor progress notes with signature	Match; Validate blanks
Has participant been employed at any time during the 4th, 5th, or 6th months after placement?	44b	17	Numeric: 1= Yes, employed during this period 2= No, not employed during this period 3 = Don't Know	1 = Yes, employed during this period 2 = No, not employed 3 = Don't know	Pay stubs employer payroll records IRS 1040 forms case manager/counselor progress notes self-attestation	Support

APPENDIX G

NFJP VALIDATION SOFTWARE USER'S GUIDE

Using NFJP Validation Software

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

1. Signing In

Section 1 describes how to open and sign in to the software for specified reporting periods. This section also describes how the user can change the reporting options after the initial sign in.

2. Importing Records

Section 2 describes how to build and import a file of NFJP exiters/participants so the software can produce performance measure reports and worksheets for validating the data on the reports. This section also describes how to access and review duplicate detection and error reports of records rejected by the software during the import process.

3. Report Validation

Section 3 describes how to review the performance measure calculations and how to access and analyze records by performance outcome groups.

4. Data Validation

Section 4 describes how to conduct data validation for a sample of exiter records. The data validation instructions cover how to access and utilize the on-line worksheets, and how to print and validate the worksheets.

Signing In

Step 1— Starting NFJP

Go to the Start menu, click on Programs, and then scroll to find **NFJP Data Validation**. Click on the **NFJP** sidebar to open the software.

Once NFJP is started the user will see the NFJP main screen.

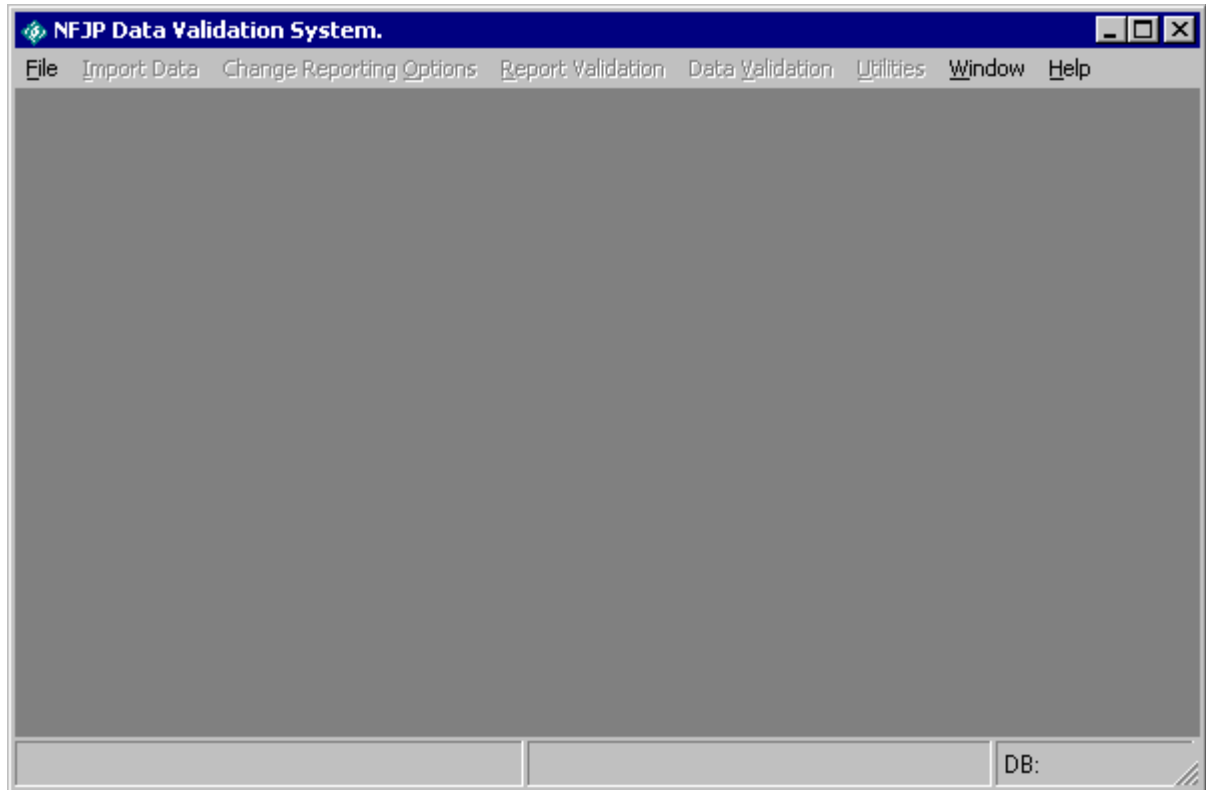


Figure 1: NFJP Main Screen

Step 2 — Opening A Database

The user can either create a new database or open an existing database. To create a new database, go to File option on the menu bar. Select “New.” Navigate to the Program Files/NFJP/Database folder. By convention, all database files should be saved into the Program Files/NFJP/Database folder. This will to organize the files.

To open an existing database, go “File” and choose the “Open” option. This will open a database selection dialog. Navigate to the Program Files/NFJP/Database folder. By convention, all database files should be saved into the Program Files/NFJP/Database folder. This will help to organize the files.

Step 3 — Sign In Screen

On the Sign In screen, the user can either choose to validate records for the annual report or for one of the four quarterly reports.

After the user chooses a database the Sign on Screen is displayed.




Figure 2: Sign on screen

To validate records for a specific program year, enter the program year being validated in the cell marked program year. If the validator wishes to validate the data for the entire program year, click in the box marked “Report Due” and select “Annual” from the drop down menu. Move the cursor to any other cell and the program year date ranges will automatically update to match the program year entered by the user.

Similarly, to validate the first two quarterly submissions for the program year that is due in February of the program year, click in the box marked “Report Due” and select “February.” Move the cursor to any other cell and the program year date ranges will automatically update to match the quarter of the submission due in February. Refer to

Click on the “**Sign-In**” button to register the sign-in screen selections.

Step 4—Change Reporting Options

The user can change the reporting parameters after signing in by choosing the **Change Reporting Options** menu and selecting **Change Reporting Options**.

In the Change Reporting Options screen, the user can select and change several options:

1. the program year
2. report due date
3. grantee number
4. office name
5. WIB name
6. case manager name

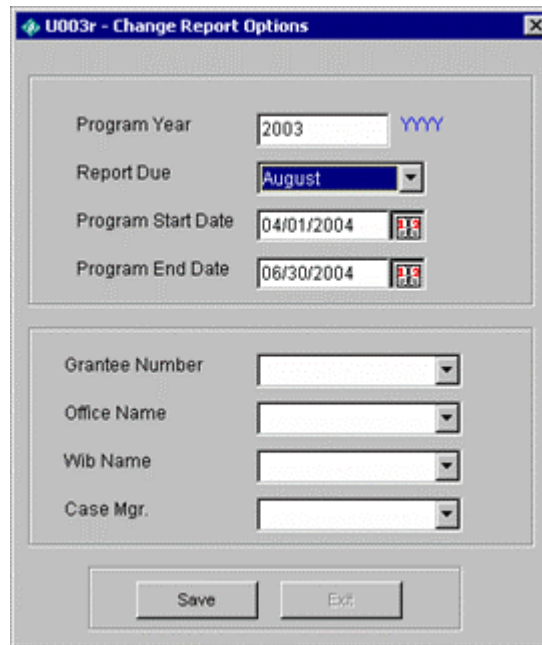


Figure 3: Change report options dialog box

While program year date ranges are auto filled based on the program year entered, users may overwrite these date ranges to analyze performance for specific time periods. If no program year is selected, the software will display an error message

If the user decides to change the program year after importing the data, the report and the performance outcome groups will not accurately reflect the program year selected. For the software to calculate an accurate report, the user must re-import the data after changing the filters, the program year, or the report due date.

The grantee number, WIB, office, and case manager drop down menus are the unduplicated values in each of these fields on the import file. After the user selects filters from the drop down menus and clicks on Save, the source table, the performance outcome group table, and performance measure report will all be reconfigured to reflect the data and results for the selected subgrantee unit. The selected subgrantee unit appears in the footer of the performance measure report to distinguish it from the grantee level reports.

After selecting options to create the desired report, the user should click on **Save** to save the options

B. Importing Records

Users must generate a participant extract file to import into the NFJP software.

Step 1—Create a File Based on the Record Layout

To view the record layout, open the **Import Data** menu and select **Source Table Record Layout**. The record layout is in the WIASPR format. It includes all the fields used in the WIASPR with the addition of five fields, as detailed in Appendix H of this user's guide, or by selecting Import Data and then Source Table Record Layout. The additional fields are:

1. observation number
2. WIB name
3. office name
4. case manager,
5. user field.

The user field can be used for any additional data element that the grantee wishes to include. However, it is not mandatory to put data into this field.

The extract file must be in ASCII, comma-delimited format. Fields must be in the order listed on the record layout. Mandatory fields are specified in the record layout. The mandatory fields include:

1. Observation Number
2. Participant Identification Number
3. Enrollment Date
4. Date of Birth
5. Exit Date (for participants greater than 21 years of age)

Blanks are acceptable in optional fields. Blank or null values are not valid for mandatory fields and will result in the record being rejected.

Grantees are not required by ETA to use UI or administrative wage records for performance measures. However, certain grantees may have access to and include UI or administrative wage record information in their extract file. If grantees choose to use wage records, they may want to include the participant's Social Security Numbers (SSNs) in the Participant Identification Number field so that wage records can be obtained and validated. If grantees choose not to include SSNs, they may develop a process for assigning an identification number to each person.

This identification number may be an encrypted Social Security number or another identification number developed by the grantee. The same identification number should be used for the same person for every period of participation and for every local area. The grantee may also choose to put the identification number in the user field.

Each grantee is required to make four quarterly submissions of participant records to ETA according to the guidelines shown in Table A.1 in Appendix A. The following table indicates,

for each report, the Program Start Dates and Program End Dates that are pre-filled into the sign-in screen to validate each submission.

Step 2—Load Extract Data

Once the data are formatted according to the record layout import the extract file it into the NFJP validation software.

The file(s) to be imported should be saved into the Program Files/NFJP/Import folder. This will help organize the extract files.

Open the **Import Data** menu and select **Import from Extract File**. Select the file to be imported using the **Select File** box. Click Open to import the extract file.

Once this is done, the **Import File** box will display counters for both the number of records imported successfully and the number of records with errors. The Import File box also includes a cancel button that can be used to stop the loading process. It may take several minutes to import the data, depending on the size of the file. Click Exit when a message appears that the import is complete.

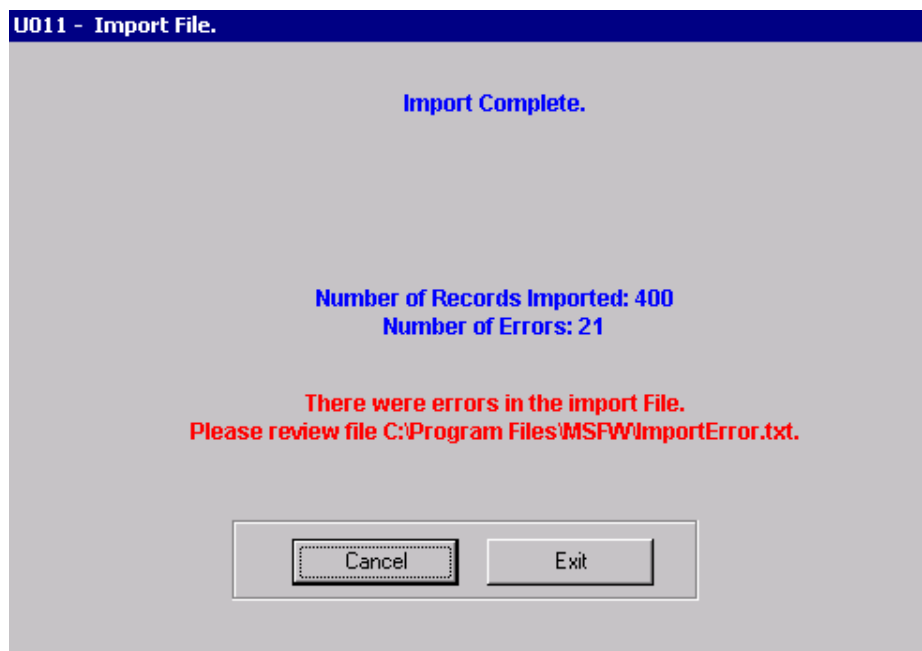
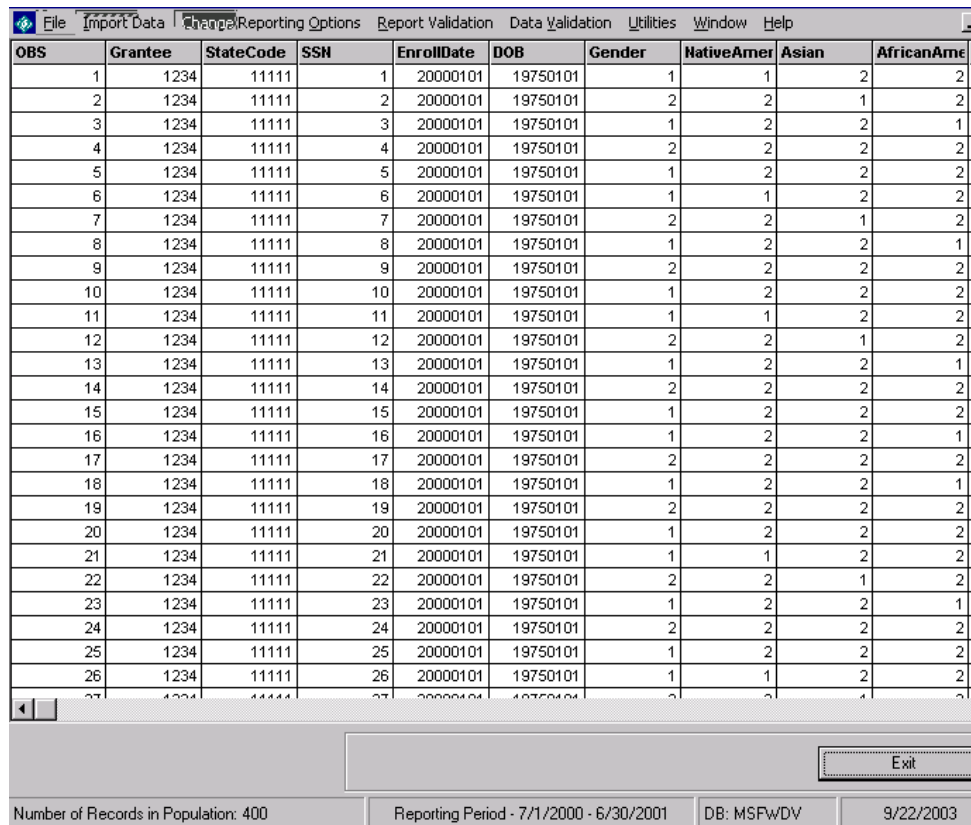


Figure 4: Import status screen

To view the imported file open the Import Data menu and select View Source Table. This is a read only screen. (See Figure 5) However, the columns in the source table are sortable to facilitate grantee review of the imported records. Users can sort on any column in the source table. If the user places the cursor on a particular row of a column and clicks the left mouse-button, the application will show that row number in red at the bottom of the screen. This feature enables the user to easily count the number of records with a particular characteristic in the source table. The total number of records is provided on the lower left corner of the screen. For

instance, the source table below shows in the lower left corner of the screen that it has 400 records.



OBS	Grantee	StateCode	SSN	EnrollDate	DOB	Gender	NativeAmer	Asian	AfricanAmc	P
1	1234	11111	1	20000101	19750101	1	1	2	2	
2	1234	11111	2	20000101	19750101	2		1	2	
3	1234	11111	3	20000101	19750101	1	2	2	2	1
4	1234	11111	4	20000101	19750101	2	2	2	2	2
5	1234	11111	5	20000101	19750101	1	2	2	2	2
6	1234	11111	6	20000101	19750101	1	1	2	2	2
7	1234	11111	7	20000101	19750101	2	2	1	2	2
8	1234	11111	8	20000101	19750101	1	2	2	2	1
9	1234	11111	9	20000101	19750101	2	2	2	2	2
10	1234	11111	10	20000101	19750101	1	2	2	2	2
11	1234	11111	11	20000101	19750101	1	1	2	2	2
12	1234	11111	12	20000101	19750101	2	2	1	2	2
13	1234	11111	13	20000101	19750101	1	2	2	2	1
14	1234	11111	14	20000101	19750101	2	2	2	2	2
15	1234	11111	15	20000101	19750101	1	2	2	2	2
16	1234	11111	16	20000101	19750101	1	2	2	2	1
17	1234	11111	17	20000101	19750101	2	2	2	2	2
18	1234	11111	18	20000101	19750101	1	2	2	2	1
19	1234	11111	19	20000101	19750101	2	2	2	2	2
20	1234	11111	20	20000101	19750101	1	2	2	2	2
21	1234	11111	21	20000101	19750101	1	1	2	2	2
22	1234	11111	22	20000101	19750101	2	2	1	2	2
23	1234	11111	23	20000101	19750101	1	2	2	2	1
24	1234	11111	24	20000101	19750101	2	2	2	2	2
25	1234	11111	25	20000101	19750101	1	2	2	2	2
26	1234	11111	26	20000101	19750101	1	1	2	2	2
27	1234	11111	27	20000101	19750101	1	2	2	2	2

Figure 5: Source table view

Step 3—Review Error Report

Whenever the user imports a file NFJP creates an import log. All errors are recorded in this log. If there are no errors the log file is still created but it will only contain the starting & ending time of the import.

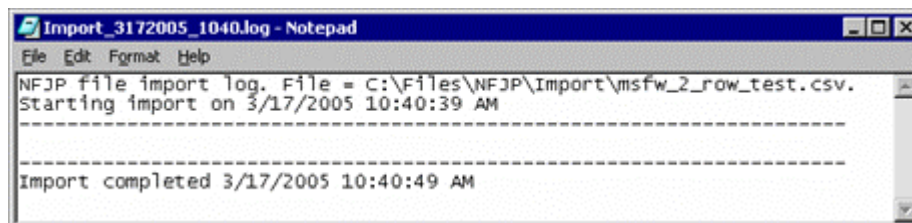


Figure 6: Sample import log with no errors

When the extract file is loaded, the software reads each record to ensure that all fields are valid based on the record layout. Any duplicate records or records with invalid data or missing data in mandatory fields are rejected. For example, records without a Date of Enrollment are rejected, as are records with a null for Observation Number.

The error report is automatically saved to the NFJP\Logs folder (C:\Program Files\NFJP\Logs) and is titled Import_#CurrentDate#_#CurrentTime.log. For example, an error file with the name "Import_3172005_1040.log" was created on 3/17/2005 at 10:40am. Each time the user runs an import a new error report is created with the current date and time.

The error report indicates which observation has an error and the general type of error that caused the record to be rejected. The error report does not, however, always indicate the specific field or fields in the record that are in error. Therefore, the error report should be viewed as a diagnostic tool to help grantees determine why records have been rejected.

The software generates two types of errors – import errors and assignment errors. Import errors may occur when the number of columns in the extract file does not match the number of columns specified in the record layout. This type of import error message is shown below. Grantees should compare their import file format to the source table record layout to determine why the number of fields/columns does not match.

```
errors in file: c:\program file\MSFW\MSFW test files\MSFW Test2 with formatting
errors - # of columns.csv on 9/17/2003 3:24:02 PM

Error with OBS code - 1. Application-defined or object-defined error - there was
an error reading a row from the input file. number of columns does not match
expected number of columns.
Error with OBS code - 2. Application-defined or object-defined error - there was
an error reading a row from the input file. number of columns does not match
expected number of columns.
Error with OBS code - 3. Application-defined or object-defined error - there was
an error reading a row from the input file. number of columns does not match
expected number of columns.
Error with OBS code - 4. Application-defined or object-defined error - there was
an error reading a row from the input file. number of columns does not match
expected number of columns.
Error with OBS code - 5. Application-defined or object-defined error - there was
an error reading a row from the input file. number of columns does not match
expected number of columns.
```

Figure 7: Sample error report

Import errors may also occur when the extract file contains incorrectly formatted data (as shown in sample error report 2). One example is when field values have an incorrect format, especially if text values are placed in a number field.

```
errors in file: Q:\DOL2\ETA\Software Applications\MSFW\MSFW test files\MSFW Test2
.csv on 9/17/2003 3:34:54 PM

Error with OBS code - 1. [Microsoft][ODBC Microsoft Access Driver] Data type
mismatch in criteria expression. - There was an error reading a row from the input
file due to incorrectly formatted data. Certain columns do not meet the
requirements as specified in the record layout (e.g text values may be placed in
fields which require numeric values).
```

Figure 8: Sample error report

An assignment error message will appear when records are accepted by the software but cannot be assigned because they do not conform to the assignment rules for any performance outcome group (as shown in sample error report 3).

```

errors in file: Q:\DOL2\ETA\Software
Applications\MSFW\MSFW test files\subpop
error.csv on 9/22/2003 4:22:33 PM

OBS #2,ID #2 - (Unable to assign a
subpopulation code. Some columns do not meet
data requirements.)
OBS #3,ID #3 - (Unable to assign a
subpopulation code. Some columns do not meet
data requirements.)
OBS #4,ID #4 - (Unable to assign a
subpopulation code. Some columns do not meet
data requirements.)
OBS #5,ID #5 - (Unable to assign a
subpopulation code. Some columns do not meet
data requirements.)

```

Figure 9: Sample error report

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

Step 4—View Duplicates

This step allows the user to view the duplicate records identified by the software. No data entry is required, this option is for analytical purposes only.

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

This opens a report that displays the duplicate records, including their observation number, SSN, and Date of Exit. Records that have the same SSN and Date of Exit are considered to be duplicates and are rejected. The user must determine if it is necessary to fix the extract. If so, the user must determine which observations to return to the extract file and then re-import the data.

NFJP Duplicate Records Report		
OBS	SSN	Date of Exit
23,717	23,717	20020320
12,457	23,717	20020320

Figure 10: Sample Duplicate data report

Step 5—Backing Up Database

Each time the user imports an extract file into the software, the previous file, sample, and sample results are deleted. Once the extract file has been fixed and imported into the software, the user should back up the database by selecting File and then Save As. The save database screen will open. The user should then select a new name for the file and location to store the file. After clicking Save, the software will give the user the option to exit the software or stay. Click Yes to exit the validation software, and No to continue using the software.

NOTE: If a file is loaded after the software has drawn the sample, the sample cannot be recovered. The validator will need to draw and validate a completely new sample. As a result, it is very import to backup the database frequently.

C. Report Validation

Step 1—View Performance Outcome Groups

This function allows the user to view the exiter records that have been assigned to each performance outcome group. No data entry is required; this function is for analytical purposes only.

Click on the **Report Validation** menu. Then click on **View Performance Outcome Groups**. This opens the performance view window.

Group	Number in Group	(A) Employment and Training Terminatee	(B) Entered Unsubsidized Employment	(C) Employed During 4th, 5th or 6th Month After	(D) Earnings 6 months since Placement	(E) Entered Employment Rate Numerator	(F) Entered Employment Rate Denominator	(G) Nun
1	0	Yes	Yes	Yes	Yes	0	0	0
2	0	Yes	Yes	Yes	Pending	0	0	0
3	0	Yes	Yes	Yes	No	0	0	0
4	0	Yes	Yes	No	Yes	0	0	No
5	0	Yes	Yes	No	No	0	0	No
6	0	Yes	Yes	Pending	Pending	0	0	Penc
7	0	Yes	Yes	Pending	Yes	0	0	Penc
8	0	Yes	No	NA	NA	No	0	NA
9	0	No	NA	NA	NA	NA	NA	NA

Figure 11: Performance view screen

This form has three (3) tabs:

1. Entered employment, retention earnings - By selecting the entered employment rate, retention, and earnings tab, the user is able to see the performance outcome groups for these three performance measures. For a discussion of these performance outcome groups, see Appendix A.
2. Credential rate - By selecting the credential rate tab, the user is able to see the performance outcome groups for this measure performance measures. For a discussion of these performance outcome groups, see Appendix A.
3. Details – Shows the detailed records for the above tabs

The first 2 tabs are the summary data. Double clicking on the arrow in the far left column of each group enables the user to view the detailed records in that group. When the user double clicks on this arrow, the details are displayed in the third tab.

BS	Grantee	StateCode	SSN	EnrollDate	DOB	Gender	NativeAmer	Asian	AfricanAm
1	1234	11111	1	20000101	19750101	1	1	2	2
2	1234	11111	2	20000101	19750101	2	2	1	2
3	1234	11111	3	20000101	19750101	1	2	2	1
4	1234	11111	4	20000101	19750101	2	2	2	2
5	1234	11111	5	20000101	19750101	1	2	2	2
106	1234	11111	106	20000901	19750101	1	1	2	2
107	1234	11111	107	20000901	19750101	2	2	1	2
108	1234	11111	108	20000901	19750101	1	2	2	1
109	1234	11111	109	20000901	19750101	2	2	2	2
110	1234	11111	110	20000901	19750101	1	2	2	2
211	1234	11111	211	20010301	19750101	1	1	2	2
212	1234	11111	212	20010301	19750101	2	2	1	2
213	1234	11111	213	20010301	19750101	1	2	2	1
214	1234	11111	214	20010301	19750101	2	2	2	2
215	1234	11111	215	20010301	19750101	1	2	2	2

Figure 12: Detailed record

To return to the summary tab simply click on the tab heading.

Sort Detailed Records

To sort records in ascending or descending order, double-click the heading of the column to be sorted.

Widen Columns

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

Step 2—View Performance Measure Calculations

This function displays a report that calculates the values of the NFJP performance measures. Only NFJP exiters who received employment and training services are included in the four measures

Detailed Specifications for calculating the performance measures are found in Appendix B of the user guide.

To view the performance measure report, click on the **Report Validation** menu and select **Print Performance Measure Calculations**. No data entry is required; this is a read-only function.

If users have selected a Grantee Number, WIB, Office and/or Case Manager filter on the Change Reporting Options screen, the performance measure report will be generated for that subgrantee level. The footer of the report will display the selected subgrantee unit.

Click on the printer icon to print the report using the live printer. To produce the report in Adobe Acrobat (PDF) format, click on the export report button to the right of the printer icon (the white envelope with a red arrow pointing towards it) and follow the prompts.

Performance Measure Report - NFJP		
Period 4/1/2004 - 6/30/2004		
RptCell	Description	Validation Value
1	EER Numerator	0
2	EER Denominator	0
3	EE Rate	0%
4	Retention Numerator	0
5	Retention Denominator	0
6	Retention Rate	0%
7	Credentials Numerator	0
8	Credentials Denominator	0
9	Credentials Rate	0%
10	Earnings Gain Numerator	0
11	Earnings Gain Denominator	0
12	Earnings Gain Rate	\$ 0

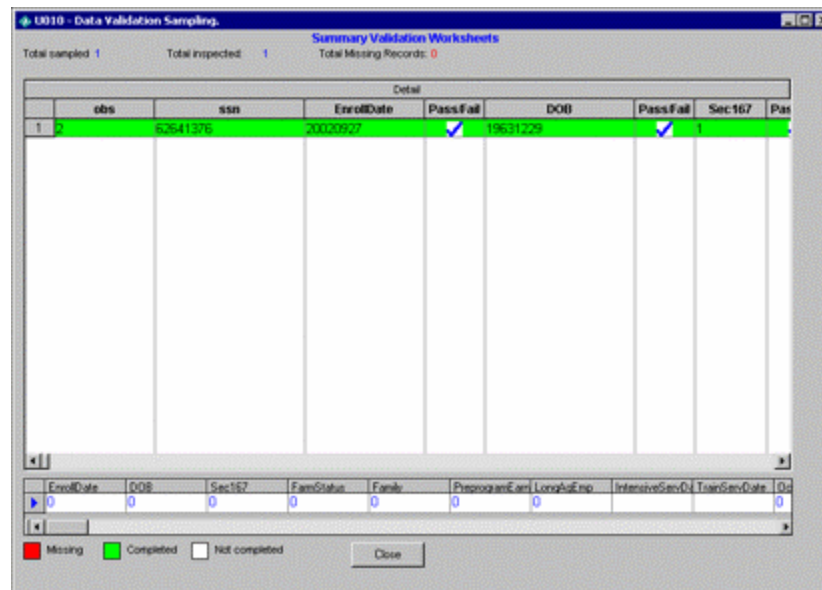
Figure 13: Performance Measure report

D. Data Validation

Step 1—Validate Sampled Records

Click on the **Data Validation** menu and select **Edit Worksheets**.

This will open the data validation worksheet summary for the sample selected. The validation software automatically selects sample records and displays the data from these records on validation worksheets. This summary screen is read only.



The screenshot shows a window titled "0010 - Data Validation Sampling" with a sub-tab "Summary Validation Worksheets". It displays a table with the following data:

obs	ssn	EnrollDate	Pass.Fail	DOB	Pass.Fail	Sec167	Pa
1	62641376	20030927	✓	19631228	✓	1	

At the bottom of the window, there are checkboxes for "Missing" (red), "Completed" (green), and "Not completed" (white), along with a "Close" button.

Figure 14: Summary worksheet

To access, update, and print individual sampled records, double click in any column of the applicable record. This will open a validation worksheet for the selected record.

The worksheet is on three tabs, one for validation fields 1 through 9, one for validating fields 10 through 17, and one for entering in comments related to the validation.

The screenshot shows a 'Validation Worksheet' window with a 'Completed' status in red. At the top, there are input fields for 'OBS' (2), 'Grantee' (7056), 'Office', 'Case Mgr.', 'SSN' (62641276), 'WIB Name', 'User Field' (none), and 'State Code' (34). A 'Missing Record' checkbox is present. Below this, there are tabs for 'Validation Field 1 - 9', 'Validation Field 10 - 17', and 'Comments'. The main area is a table with columns 'Data Elements', 'Reported Value', 'Pass', and 'Fail'. The data elements listed are: 1. Date of Enrollment (20000907), 2. Date of Birth (19621229), 3. Sec 167 (1), 4. Farmworker Status (2), 5. Number of Individuals in the Family (5), 6. Total Preprogram Earnings During 12-Month Eligibility Determination Period (6522), 7. Long-term Agricultural Employment (1), 8. Date of First Intensive Services, and 9. Date of First Training Service. Each row has a 'Reported Value' field and 'Pass'/'Fail' checkboxes. At the bottom, there are buttons for 'Save and Close', 'Print', and 'Close without Saving'.

Data Elements	Reported Value	Pass	Fail
1. Date of Enrollment	20000907	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Date of Birth	19621229	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sec 167	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Farmworker Status	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Number of Individuals in the Family	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Total Preprogram Earnings During 12-Month Eligibility Determination Period	6522	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Long-term Agricultural Employment	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Date of First Intensive Services		<input type="checkbox"/>	<input type="checkbox"/>
9. Date of First Training Service		<input type="checkbox"/>	<input type="checkbox"/>

Figure 15: Data validation screen

The validation worksheet includes all of the data elements to be validated. Because negative values are not validated, the software does not display them on the worksheet. For example, if a record has a value of “2” (No) for “Veteran Status” it will not be displayed on the worksheet. The two possible validation outcomes for each data element are:

1. Checkmark pass if the element was supported by/matched the source documentation.
2. Checkmark fail if the source documentation showed that the data element was incorrect or that no source documentation was available.

Missing Record Functionality

Check this option if the validator cannot find the record. If the validator checks the Missing Record checkbox a confirmation dialog pops up requiring that the user confirm.

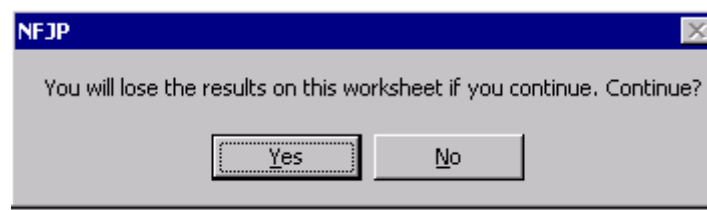


Figure 16: Missing record confirmation

If the user confirms that the record is missing all of the validation check boxes will be disabled, thereby preventing the user from validating this record. It is important to note that selecting missing record clears any pass/fail that were checked on the worksheet identified as missing.

Step 2—Print Sampled Cases and Validate Worksheets

To print all of the worksheets in batch mode, click on the **Data Validation** menu and then click on **Print Worksheets**.

The user's first task as a validator is to assemble the worksheets for the sampled records. The software sorts the worksheets by WIB and then by office within each WIB to simplify the task of identifying which offices must be visited, and which cases must be validated at each location. All worksheets for the sampled records will be formatted for printing. Click the printer icon at the top left of the screen to begin printing. If validators use paper worksheets, the information must later be data entered into the automated worksheet.

<u>NFJP Data Validation Worksheet</u>			
OBS: 2	State Code: 34	WIB Name:	
SSN: 62641376	User Field: none	Office Name:	
	Grantee: 7656	Case Mgr.:	
Data Element	Ref#	Value	Pass/Fail
Date of Enrollment	01	20020927	Pass
Date of Birth	02	19631229	Pass
Sec 167	03	1	Pass
Farmworker Status	04	2	Pass
Number of Individuals in the Family	05	5	Pass
Total Preprogram Earnings During 12-Month Eligibility Determination Period	06	6522	Pass
Long-term Agricultural Employment	07	1	Pass
Date of First Training Service	08		
Date of Most Training Service	09		

Figure 17: Sample printed worksheet

To validate the worksheet, the validator has to travel to the physical location where the case files are stored and request the sampled case files. The validator reviews the case files for each data element present on the worksheet, using the validation instructions in Appendix F. The case files should include the relevant source documentation for validating the records.

Many of the data elements on the worksheets will be blank, because not every data element applies to each participant. Blanks are generally not validated. For example, if the participant did not receive training services, the data element for date of first training service will be blank on the worksheet. There may be specific data elements where the blanks must be validated. In addition, some elements such as wage records, may be validated against central computer files.

The validation instructions have a separate instruction for each data element; data element instructions are presented in the order in which the elements appear on the worksheet. Each instruction specifies the recommended sources for validating the data element. If the validator locates equivalent source documentation that is not specified in the instructions, the validator should record the new source in the comment section of the worksheet.

After reviewing the source documentation and following the validation instructions, the validator records the result in the appropriate checkbox for each element (shown in the Sample Printed Worksheet).

Step 3—DV Summary/Analytical Report

Click on the **Data Validation** menu and select **Summary/Analytical Report**.

This opens a summary report that is generated after the data validation sample worksheet has been completed. The report shows the number of errors and the percent of errors. No data entry is required; this screen is for analytical purposes only. Two types of error rates (Overall Error Rate and Reported Data Error Rate) are generated as the worksheets are being validated. The # of Errors is generated only after the entire worksheet has been validated. Please see Appendix C of the validation user guide for more information about the two types of error rates.

NFJP Data Validation Summary and Analytical Report					
State:	34	Period:	4/1/2004 - 6/30/2004	Report Due:	August
Num. of Cases:	1	Num. Comp.:	1	Num. Missing Records:	0
Data Element	Ref. #	# of Errors	Overall Error Rate	Reported Data Error Rate	
Date of Enrollment	01	0.00	0.00	0.00	
Date of Birth	02	0.00	0.00	0.00	
Sec 167	03	0.00	0.00	0.00	
Farmworker Status	04	0.00	0.00	0.00	
Number of Individuals in the Family	05	0.00	0.00	0.00	
Total Preprogram Earnings During 12-Month Eligibility Determination Period	06	0.00	0.00	0.00	
Long-term Agricultural Employment	07	0.00	0.00	0.00	
Date of First Intensive Services	08	0.00	0.00	0.00	
Date of First Training Service	09	0.00	0.00	0.00	
Enrolled in a program or activity leading to an educational or occupational credential or license	10	0.00	0.00	0.00	
Date of Exit	11	0.00	0.00	0.00	
Category of Exit	12	0.00	0.00	0.00	
Other Reasons for Exit	13	0.00	0.00	0.00	
Date Entered Unsubsidized Employment	14	0.00	0.00	0.00	
Attainment of state recognized educational or occupational certificate, credential, diploma or degree	15	0.00	0.00	0.00	
Total earnings during 6 months since placement	16	0.00	0.00	0.00	

Figure 18: Sample summary & analytical report

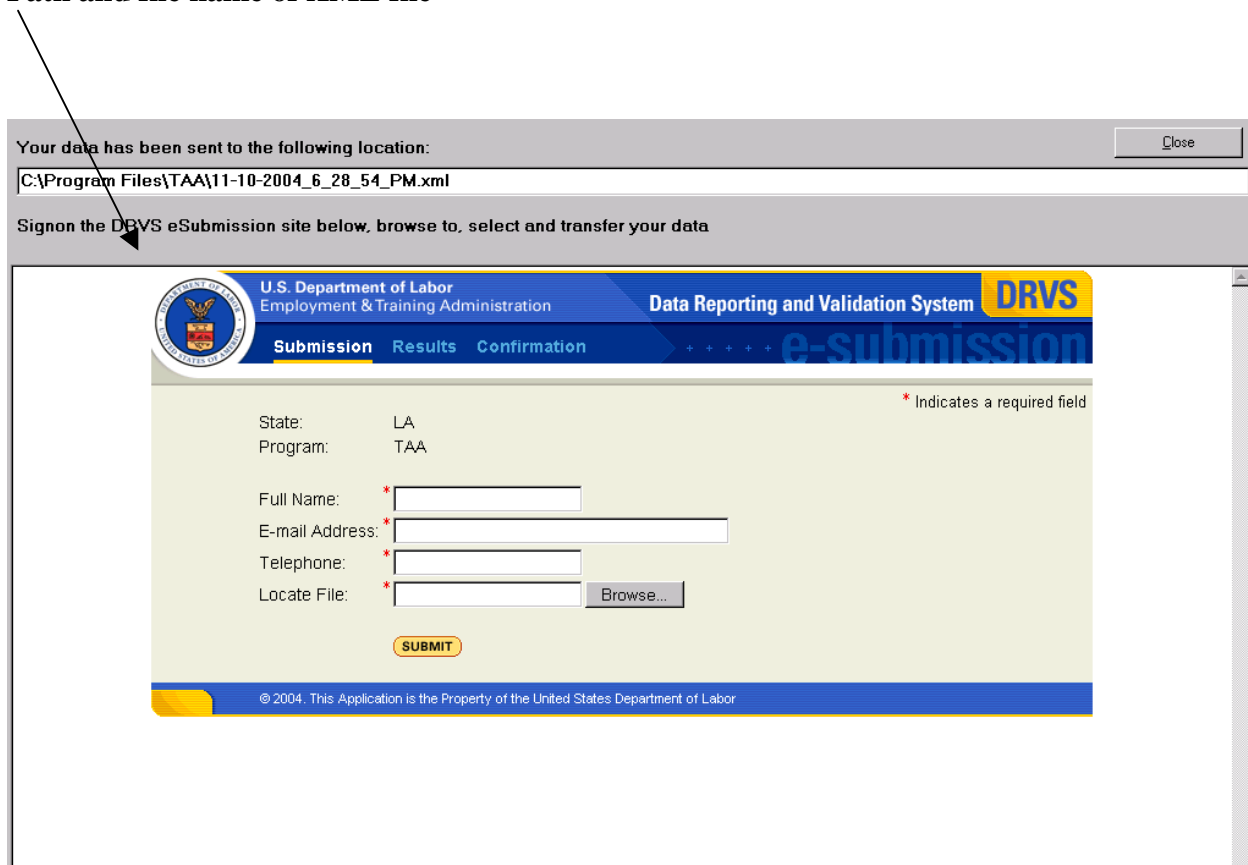
Grantees should determine whether their error rates are acceptable or unacceptable for each data element. Federal quality standards for determining unacceptable error rates will be developed after sufficient data have been collected on the validation results.

Step 4 – Export Summary/Analytical Report

Click on the **Data Validation** menu and select **Export Summary/Analytical**.

After a minute or two, the software will open a web browser. Enter the validation password provided by ETA and click on the Login button. Enter your name, e-mail address, and telephone number in the appropriate cells. Then, click on Browse. Use the Choose File window to find the XML file created by the software. The XML will be placed in the export folder in the software directory. The location and name of the file are listed in the white cell on the top of the web browser. Click on the Open button. Then click the Submit button in the web browser

Path and file name of XML file



The screenshot shows a web browser window with a grey header bar. The header contains the text "Your data has been sent to the following location:" followed by a text box containing the file path "C:\Program Files\TAA\11-10-2004_6_28_54_PM.xml". To the right of the text box is a "Close" button. Below the header bar is a grey bar with the text "Signon the DRVS eSubmission site below, browse to, select and transfer your data".

The main content area is a web page for the "Data Reporting and Validation System (DRVS)". The page has a blue header with the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". The page title is "Data Reporting and Validation System DRVS". The page has a navigation menu with "Submission", "Results", and "Confirmation" tabs. The "Submission" tab is selected.

The main content area is a form with the following fields:

- State: LA
- Program: TAA
- Full Name: *
- E-mail Address: *
- Telephone: *
- Locate File: *


A yellow "SUBMIT" button is located below the form fields. A red asterisk indicates a required field.

At the bottom of the page, there is a blue footer with the text "© 2004. This Application is the Property of the United States Department of Labor".

It may take up to a minute for the XML to upload. Once the file has been successfully transmitted, The DRVS Confirmation of Submission screen will appear. Users can choose to print a copy of the confirmation, have a copy e-mailed to them, or logout.

Your data has been sent to the following location:

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



U.S. Department of Labor
Employment & Training Administration

Data Reporting and Validation System **DRVS**

Submission Results **Confirmation** + + + + + e-submission

DRVS Confirmation of Submission

Your submission has been successful.

State: LA
Program: TAA
Report Name: DEV
Period: 10/01/2003 - 09/30/2004
Date: 11/10/2004
Time: 06:37:10 PM
Name: Joe Smith

Note: If you wish to print or E-mail this confirmation, you must do so from this page. Once you leave this page, you will not be able to return.

PRINT Print a copy of this confirmation for your records.
E-MAIL Email this confirmation to SMITH.JOE@STATE.GOV
LOGOUT

© 2004. This Application is the Property of the United States Department of Labor

NFJP Menu Structure

1. File Menu

- a. **New**
Allows the user to create a new, blank database to import an extract file into.
- b. **Open**
Allows the user to open an existing database.
- c. **Save As**
Allows the user to save an existing database (that the user previously created) under a new name. This feature is convenient for saving a copy of a database then modifying it without disturbing the original.
- d. **Show Tips at Start-Up**
Users can choose whether or not to have the tips appear at start-up by double-clicking on Show Tips at Start-Up.
- e. **Exit**
Exits the program.

2. Import Data Menu

- a. **Import From Extract File**
Select this tab to import data into the application. See the source table record layout for the appropriate data record format.
- b. **View Duplicates**
This function displays a report that lists duplicates that the software identifies and rejects when importing the extract file.
- c. **Source Table Record Layout**
This function displays the record layout used to develop the validation file. The record layout is in the WIASPR format with the addition of five fields. A copy of the record layout can be found in Chapter V of this User's Guide.
- d. **View Source Table**
This function displays all of the records that were imported into the software.

3. Change Reporting Options

- a. **Change Reporting Options**
This function opens an expanded version of the Sign In pop-up window. The user enters the program year and selects report due dates. The user can also select a grant number, office name, WIB name, and/or case manager filter to view subsets of records for management purposes.

4. Report Validation Menu

- a. **View Performance Outcome Groups**
This function provides a summary of each performance outcome group and totals of records and dollar amounts, where applicable, for each group. By clicking on the arrow in the far left column next to a performance outcome group, the user can view the detailed records in that group.
- b. **Print Performance Measure Calculations**
This function displays a report that calculates the values for the NFJP Performance measures

5. Data Validation Menu

a. Edit Worksheets

Allows the user to validate each sample row of data.

b. Summary of Samples Taken

This window displays a summary of the samples. Click on the summary row to view the worksheet summary.

c. Worksheet

The validation software automatically selects a sample of records and displays the sampled data on a summary worksheet. The summary worksheet is read only.

To access, update, and print individual sampled cases, double click in any column of the applicable case. This will open a condensed validation worksheet for the particular sampled record. The condensed worksheet is tabbed, to allow the user to more easily navigate through all of the data elements.

d. Print Worksheets

This function enables the user to print the worksheets in batch mode.

e. Summary/Analytical Report

This function displays a report that is generated after the worksheets are completed. The report calculates two types of error rates for each applicable data element.

f. Summary/Analytical Comments

This function provides user with the opportunity to enter comments about the validation that are displayed on the printed version of the Summary/Analytical Report.

g. Export Summary/Analytical

This function exports the Summary/Analytical Report into an XML and opens a web browser so that users can e-submit their validation results to ETA.

6. Utilities Menu

a. Compact Database

Eliminates the temporary memory storage by compacting the database.

7. Window Menu

a. Cascade

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

b. Tile Horizontal

Realign open windows horizontally.

c. Tile Vertical

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

8. Help Menu**a. Validation handbook**

The link to the NFJP validation handbook.

b. Contacting Mathematica Policy Research, Inc.

This feature provides contact information for users who would like additional assistance with installing or using the software. Users should e-mail NFJPTA@mathematica-mpr.com, and specify the software version being used, the specific question, and the user's contact information.

c. About

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

APPENDIX H
NFJP RECORD LAYOUT

NFJP Record Layout

Extract file type is - ASCII, comma delimited columns. The record layout should be used to create a reconstruction file of all NFJP exiters in the report period being validated. Data must be in the order and format listed in the Data Type/Format column. The Data Type/Format column also indicates the generic values for text fields. All fields listed as mandatory are required fields.

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
1	OBS	Sequential number, starting at 1	Numeric
2	ETA-Assigned Section 167 Grantee Code	Record the appropriate 4-digit ETA Assigned identification code. This code is the four digit segment of the grant number.	Numeric: 0000
3	Field Office Identifier (FIPS Code of the State)	Record the FIPS Code of the State where the field office is located.	Numeric: 00
4	Field Office Identifier (FIPS Code of County)	Record the FIPS Code of the County where the field office is located.	Numeric: 000
5	Participant Identification Number	Record the participant's identification number. Social Security Number (SSN) can be used if the applicant agrees to provide it. (To avoid duplication with Social Security numbers, grantee assigned numbers should be limited to no more than 8 digits, and the first two digits should be 99).	Numeric: 000000000
6	Date of Enrollment	The date (YYYYMMDD) on which the individual began to receive program services beyond core services that are informational or self-services.	Date: YYYYMMDD
7	Date of Birth	Record the date (YYYYMMDD) of birth of the participant.	Date: YYYYMMDD
8	Gender	Record whether male or female.	Numeric: 1 = Male 2 = Female
9	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.	Numeric: 1 = Yes 2 = No
10	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.	Numeric: 1 = Yes 2 = No
11	Black or African American	A person having origins in any of the black racial groups of Africa.	Numeric: 1 = Yes 2 = No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
12	Hawaiian Native or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Numeric: 1 = Yes 2 = No
13	White	A person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa.	Numeric: 1 = Yes 2 = No
14	Ethnicity	1. Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (including Spain), regardless of race. NOTE: Among persons from Central and South American countries, only those who are of Spanish origin, descent, or culture should be included in the Hispanic category. 2. Not Hispanic	Numeric: 1= Hispanic 2= Not Hispanic
15	Qualifies for Sec. 167 Program as a:	Record appropriate status: 1. Farmworker 2. Dependent or Spouse of a Farmworker (Note: If a participant qualifies as eligible under both categories, use Code 1 - Farmworker.) NOTE: If a participant qualifies as eligible under both categories, use Code 1 - Farmworker. If outside of U.S. enter 88 for Mexico, 99 for Canada, or 77 for all other.	Numeric: 1= Farmworker 2= Dependant or spouse of a Farmworker
16	Enter FIPS Code of State of the Primary Domicile	Record the FIPS Code of the State of the primary domicile of the participant. (Primary domicile is that location which is established or claimed as the permanent residence of the participant).	Numeric: 00
17	Enter FIPS Code of County of the Primary Domicile	Record the FIPS Code of the County of the primary domicile of the participant. (Primary domicile is that location which is established or claimed as the permanent residence of the participant).	Numeric: 000
18	Farmworker Status	Record status of the participant at the time of intake, as 1- Migrant Farmworker (or dependent or spouse of migrant farmworker; as defined in the Act), or 2- Seasonal Farmworker (or dependent or spouse of seasonal farmworker; as defined in the Act).	Numeric: 1= Migrant Farmworker 2= Seasonal Farmworker
19	Temporary Assistance to Needy Families (TANF)	Enter 1 for Yes or 2 for No	Numeric: 1= Yes 2= No
20	Other Cash Assistance	Other cash assistance includes General Assistance (GA), Refugee Cash Assistance (RCA), Supplemental Security Income (SSI).	Numeric: 1= Yes 2= No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
21	Food Stamps (Food Stamp Act of 1977)	Enter 1 for Yes or 2 for No	Numeric: 1= Yes 2= No
22	Number of Dependents in the Family under Age 18	Record number of individuals in the family under age 18.	Numeric: 00
23	Number of Individuals in the Family	Record number of Individuals in the Family, including the participant (00)	Numeric: 00
24	Highest School Grade Participant Completed	Record the highest educational level completed by the participant, using the following codes: 00 = No educational grades completed 01-11 = Number of elementary or secondary school grades completed [see note] 12 = High school graduate 88 = Attained Certificate of Equivalency for a high school degree (i.e., GED) 13-15 = If a high school graduate or equivalent, the number of school years completed including college, or full-time technical or vocational school 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree Note: Participants who completed 12th grade but did not receive a diploma or equivalent are to be coded "11".	Numeric: 00= No educational grades completed 01-11 = Number of elementary or secondary school grades completed 12 = High school graduate 88 = Attained high school equivalency degree(GED) 13-15 = If a high school graduate or equivalent, the number of school years completed including college, or full-time technical or vocational school 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree, Note: Participants who completed 12th grade but did not receive a diploma or equivalent are to be coded "11".
25	Student Status at Time of Registration	Record whether or not the participant (adult or youth) is attending any school (including elementary, intermediate, junior high school, secondary or post-secondary, or alternative school or program whether full- or part-time), or is between school terms and intends to return to school. NOTE: Record "yes" for those enrolled whether full-time or part-time and whether in secondary or post-secondary schooling	Numeric: 1= Yes 2= No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
26	Labor Force Status at Entry	<p>Record the appropriate code indicating the labor force status of the participant at time of intake, whether employed, or not employed.</p> <p>An employed individual is one who, during the 7 consecutive days prior to intake,</p> <p>a. did any work at all (at least 1 hour) as a paid employee or</p> <p>b. worked in his or her own business, profession or farm, or</p> <p>c. worked 15 hours or more as an unpaid worker in a enterprise operated by a member of the family,</p> <p>or</p> <p>d. is one who was not working, but has a job or business from which he or she was temporarily absent because of vacation, illness, bad weather, labor-management dispute, or other family or personal reasons, whether or not paid for the time off or were seeking other jobs.</p> <p>A not employed individual is one who does not meet the definition of employed.</p>	<p>Numeric:</p> <p>1 = Employed</p> <p>2 = Not Employed</p>
27	Total Preprogram Earnings During the 12-Month Eligibility Determination Period	<p>Record total preprogram earnings of the participant during the 12 months eligibility determination period. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, commissions or overtime pay earned (00000). Record "0" if there were no earnings during this period. NOTE: Terminee can have "0" earnings only if he/she is a dependent of a farmworker.</p>	<p>Numeric:</p> <p>00000</p>
28	Unemployment Insurance Status	<p>Record the participant's UI status in one of the following categories:</p> <p>1. Claimant - An individual who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment insurance programs, and who has not exhausted benefit rights or whose benefit period has not ended.</p> <p>2. Exhaustee - An individual who has exhausted all UI benefit rights for which the applicant has been determined monetarily eligible, including extended supplemental benefit rights.</p> <p>3. None - Neither category above applies.</p>	<p>Numeric:</p> <p>1 = Claimant</p> <p>2 = Exhaustee</p> <p>3 = None</p>

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
29	Veteran Status	Record whether or not the participant served in the active military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable.	Numeric: 1 = Yes 2 = No
30	Limited English Language Proficiency	Inability of a participant, whose native language is not English, to communicate in English, resulting in a barrier to employment.	Numeric: 1= Yes 2= No
31	Offender/Criminal Justice Barrier	An individual (adult or juvenile) who is or has been subject to any stage of the criminal justice process, resulting in a barrier to employment.	Numeric: 1= Yes 2= No
32	Homeless	An individual who lacks a fixed, regular, adequate nighttime residence, or any individual who has a primary nighttime residence that is a publicly or privately operated shelter for temporary accommodation, an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also included runaway youth. The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law. Participants who may temporarily be sleeping in a shack or in their car/pickup while away from home should not, as a result of that alone, be recorded as homeless.	Numeric: 1= Yes 2= No
33	Displaced Homemaker	An individual who has been providing unpaid services to family members in the home and who: (a) has been dependent on the income of another family member but is no longer supported by that income; and (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	Numeric: 1= Yes 2= No
34	Lacks Significant Work History	An individual who had not worked for any nonagricultural employer for longer than three (3) consecutive months in the 24 months prior to intake.	Numeric: 1= Yes 2= No
35	Long-term Agricultural Employment	An individual who has engaged in agricultural work as the primary source of income for a minimum of four (4) years prior to intake.	Numeric: 1= Yes 2= No
36	Pregnant or Parenting Youth	An individual under 22 years of age and who is pregnant, or who (male or female) is providing custodial care for one or more dependents under age 18.	Numeric: 1 = Yes 2 = No
37	Substance Abuse	An individual with an alcohol and/or drug problem.	Numeric: 1= Yes 2= No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
38	Lacks Transportation	An individual who lacks access to adequate/reasonable transportation services, resulting in a barrier to receiving training or accepting employment.	Numeric: 1= Yes 2= No
39	Single Parent with Dependents Under Age 18	A single, separated, divorced, or widowed individual who has responsibility for one or more dependent children under age 18.	Numeric: 1= Yes 2= No
40	Individual with a disability	Any individual who has a physical (motion, vision, hearing) or mental (learning or developmental) impairment that substantially limits one or more of such person's major life activities and has a record of such an impairment, or is regarded as having such an impairment.	Numeric: 1= Yes 2= No
41	TANF Exhaustee	An adult or youth who received assistance under the TANF program and eligibility for TANF is exhausted in the individual's state of residence.	Numeric: 1 = Yes 2 = No
42	Basic Literacy Skills Deficient	Record whether or not the participant is basic literacy skills deficient: 1. Yes - The individual meets the State or local level definition of basic literacy skills deficient. This definition must include a determination that an individual: (a) computes or solves problems, reads, writes or speaks English (Spanish in Puerto Rico) at or below grade level 8.9; or (b) It unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or society. 2. No - The individual does not meet the above definition. 9. Not Applicable/Not Reported - This information not obtained or report.	Numeric: 1 = Yes 2 = No 9 = Not Applicable/Not Reported

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
43	Reading Skills Grade Level	Record the grade level equivalent (to one decimal place precision) in English (Spanish in Puerto Rico) reading at which the participant is functioning at program entry as determined by a generally accepted standardized or criterion-referenced test (administered within the last 12 months) or a school record of reading level (determined within the last 12 months). Enter 13.0 if the participant is determined to read at a level above that of a high school graduate, or if testing is waived on account of degree holder status (BA, MA, or PhD). Enter 99.9 if the participant refused testing or who otherwise could not be tested or for whom testing was not needed (e.g. Related Assistance services-only participants). Note: Raw scores should not be entered in this field.	Numeric: 00.0
44	Name of Reading Test (if tested)	Record the name, if appropriate, of the test used, whether or not a grade-level equivalent can be provided.	Text: XXXXXXXXXX
45	Math Skills Grade Level	Record the grade level equivalent (to one decimal place precision) in computational (math) skills at which the participant is functioning at program entry as determined by a generally accepted standardized or criterion-referenced test (administered within the last 12 months) or a school record of computational level (determined within the last 12 months). Enter 13.0 if the participant is determined to have math skills at a level above that of a high school graduate, or if testing is waived on account of degree holder status (BA, MA, or PhD). Enter 99.9 if the participant refused testing or for whom testing was not needed (e.g., Related Assistance services- only participants). Note: Raw scores should not be entered into this field.	Numeric: 00.0
46	Name of Math Test (if tested)	Record the name, if appropriate, of the test used, whether or not a grade-level equivalent can be provided.	Text: XXXXXXXXXX
47	Date of First Intensive Service	Record the date (YYYYMMDD) on which the participant first received Intensive services Intensive services include specialized assessments of skill levels, work experience, diagnostic testing, English as a Second Language (ESL) training, development of an individual employment plan, group or individual counseling, case management for participants seeking training services, work experience, short-term prevocational services, and remedial reading, writing, or communication skills training.	Date: YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
48	Date of First Training Service	Record the date (YYYYMMDD) on which the participant first received Training Services. Training services include, but are not limited to, occupational skills training; OJT; skill upgrading; entrepreneurial training; and job readiness training.	Date: YYYYMMDD
49	Basic Skills Training funded by 167 grant	Training services include, but are not limited to, remedial reading, writing, communication, mathematics and/or English for non-English speakers. Record the actual hours of training under this category that were funded by the 167 grant. Enter 0 if no training was received.	Numeric: 0000
50	Occupational Skills Training (Non-OJT) funded by 167 grant	Training, including vocational education and classroom training, designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. Record the actual hours of training under this category that were funded by the 167 grant. Enter 0 if no training was received.	Numeric: 0000
51	Integrated Basic/Occupational Skills Training funded by 167 grant	A training program that combines elements of both Basic Skills Training and Occupational Skills Training (Non-OJT) as described immediately above. Record the actual hours of training under this category that were funded by the 167 grant. Enter 0 if no training was received.	Numeric: 0000
52	On-the-Job Training (OJT) funded by 167	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skills essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (c) is limited in duration appropriate to the occupation for which the participant is being trained, taking into account the content of training, the prior work experience of the participant, and the service strategy of the participant as appropriate. Enter 0 if no training was received.	Numeric: 0000
53	Work Experience funded by 167 grant	A short-term or part-time work activity that provides an individual with the opportunity to acquire appropriate work habits and behaviors. Record the actual hours of training under this category that were funded by the 167 grant. Enter 0 if no training was received.	Numeric: 0000

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
54	Received Worker Safety Training	Record whether or not the participant received any training that consists of instruction in any of the following: safe and proper ways to operate or maintain machinery, safe handling and use of toxic chemicals, proper use of protective clothing and devices, first aid, or other topics related to worker safety on the job site.	Numeric: 1= Yes 2= No
55	Enrolled in a program or activity leading to an educational or occupational credential or license	A credential is defined as any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees, recognized skills standards and licensure or industry recognized certificates.	Numeric: 1= Yes 2= No
56	Occupational Skills Training Code: Type of Code	For the occupation for which training was received and recorded under items 50-52, above, select the occupational code type. Note: If training was provided for more than one occupation, record the code for the last significant occupational training.	Numeric: 1 = 5-digit OES code 2 = 5- or 6-digit O*NET code 3 = 6-digit CIP code 9 = None
57	Occupational Skills Training Code	For the occupation for which training was received and recorded under field 57 above, determine and enter the occupational code. NOTE: Enter the specific code here without any punctuation.	Numeric: 00000000
58	Transportation	Transportation (public or private) assistance or cash paid to participants or members of their families for the purpose of transportation.	Numeric: 1 = Yes 2 = No
59	Health Care	A Related Assistance service that includes, but is not limited to, preventive and clinical medical treatment, voluntary family planning services, and necessary psychiatric, psychological, and prosthetic services	Numeric: 1 = Yes 2 = No
60	Family Care (including child care)	A Related Assistance service that helps participants meet their family care needs during program participation. Family care ranges from adult to child care inside or outside the home to after-school programs (inside or outside the home). It usually includes supervision and shelter.	Numeric: 1 = Yes 2 = No
61	Housing, Resettlement, or Rental Assistance	A Related Assistance service that assists participants in maintaining or obtaining adequate shelter, including utilities, for themselves and their families or relocating in order to accept or maintain employment or to obtain education or training while participating in the program.	Numeric: 1 = Yes 2 = No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
62	Nutritional Assistance	A Related Assistance service that includes the provision of food and other nutritional assistance (other than counseling) to eligible program participants and their dependents.	Numeric: 1= Yes 2= No
63	Translation and Interpretation Services	A Related Assistance service that involves a bilingual agent who hears or reads the language of one party and speaks or writes another language for another party. One of the two parties will be a program participant.	Numeric: 1= Yes 2= No
64	Other	Any other appropriate Related Assistance service provided that it is not listed above.	Numeric: 1= Yes 2= No
65	Referred by One-Stop Partner	Identifies whether the participant was referred to the grantee by a One-Stop.	Numeric: 1= Yes 2= No
66	Participant referred to One-Stop Partner by the Section 167 grantee	Identifies whether the participant was referred to another One-Stop Partner by the Section 167 grantee.	Numeric: 1= Yes 2= No
67	Concurrent Participation: WIA Title I State/local program (Subtitle B)	Record whether or not the individual is participating in WIA Title I State/local program (Subtitle B), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1= Yes 2= No
68	Concurrent Participation: Adult Education	Record whether or not the individual is participating in Adult Education (funded by WIA Title I Subtitle C), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1= Yes 2= No
69	Concurrent Participation: Job Corps	Record whether or not the individual is participating in Job Corps (funded by WIA Title I - Subtitle C), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1= Yes 2= No
70	Concurrent Participation: Native American programs	Record whether or not the individual is participating in Native American Programs (funded by WIA Title I - Subtitle D), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No
71	Concurrent Participation: Veterans' Workforce Investment Programs	Record whether or not the individual is participating in Veterans Workforce Investment Programs, only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
72	Concurrent Participation: Trade Adjustment Act (TAA)	Record whether or not the individual is participating in the Trade Adjustment Act (TAA), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No
73	Concurrent Participation: NAFTA-TAA	Record whether or not the individual is participating in NAFTA-TAA, only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No
74	Concurrent Participation: Vocational Education	Record whether or not the individual is participating in Vocational Education (as described in the Perkins Vocational and Applied Tech Education Act), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No
75	Concurrent Participation: Vocational Rehabilitation	Record whether or not the individual is participating in Vocational Rehabilitation (funded by WIA Title IV), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No
76	Concurrent Participation: Wagner-Peyser	Record whether or not the individual is participating in Wagner-Peyser (funded under WIA Title III), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1= Yes 2= No
77	Concurrent Participation: Welfare-to-Work	Record whether or not the individual is participating in Welfare-to-Work (described in 20CFR part 645), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1= Yes 2= No
78	Concurrent Participation: Title V activities	Record whether or not the individual is participating in Title V activities (authorized under Title V of the Older Americans Act of 1965), only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No
79	Concurrent Participation: Employment and Training programs carried out under the Community Services Block Grant Act	Record whether or not the individual is participating in Employment and Training Programs under Community Services Block Grant, only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
80	Concurrent Participation: Employment and Training programs carried out by the Dept. of Housing and Urban Development	Record whether or not the individual is participating in Employment and Training Programs under HUD, only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No
81	Concurrent Participation: Other non-WIA programs	Record whether or not the individual is participating in any non-WIA program not listed above that provided the individual with services authorized under WIA, only if the program is coordinated, possibly through a formal co-enrollment, by inclusion in the individual's service plan or through follow-up services.	Numeric: 1 = Yes 2 = No
82	Pell Grant Recipient	<p>The individual is or has been notified that they will be receiving a Pell Grant.</p> <p>NOTE: This item may be updated at any time while the individual is enrolled in Section 167 services (except follow-up services).</p> <p>Record yes if the participant received a Pell grant at any time during WIA participation.</p>	Numeric: 1= Yes 2= No
83	Date of Exit	<p>Record the date (YYYYMMDD) after which the participant is no longer receiving employment, training or other services (except post-termination services) funded under this program.</p> <p>Note: This can only be left blank if individual is a youth program participant (i.e., receiving services funded by a youth program grant) who has not yet exited the program. All adult program participants must have exited the program prior to being included in the data submission.</p>	Date: YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
84	Category of Exit	<p>Record the appropriate category as defined below:</p> <p>1. Employment and Training Terminatee - Received and/or completed any job-related core (beyond core informational or self-services, and eligibility determination), intensive, or training services.</p> <p>2. Related Services ONLY Terminatee - Received non-job related services, without having received job-related core, intensive, or training services.</p> <p>3. Other Reasons for Exit - A participant who did not complete the program and exited for other reason, as specified in item 85 below (Other Reasons for Exit).</p> <p>NOTE: Individuals who receive training-related services AND intensive, or training services should be coded 1.</p>	<p>Numeric:</p> <p>1= Employment and Training Terminatee</p> <p>2= Related Services ONLY Terminatee</p> <p>3=Other Reasons for Exit</p>
85	Other Reasons for Exit	<p>1. Institutionalized - Participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.</p> <p>2. Health/Medical - The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the 167 program. Note: Does not include temporary conditions expected to last for fewer than 90 days.</p> <p>3. Deceased</p> <p>4. Entered Advanced Training - Advanced training is an occupational skills employment/training program, not funded under Title I of WIA, which does not duplicate training received under Title I. This category includes only training outside of the 167 program, One-Stop, WIA, and partner system.</p> <p>5. Entered Post-Secondary Education - Participant entered a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). This does not include entry into post-secondary education programs offered by degree-granting institutions that do not lead to an academic degree.</p> <p>6. Moved/Cannot Locate/ Voluntary separation - Participant cannot be located or has moved to an area that prevents them from completing their program, or has voluntarily left the program.</p>	<p>Numeric:</p> <p>1 = Institutionalized</p> <p>2 = Health/Medical</p> <p>3 = Deceased</p> <p>4 = Entered Advanced Training</p> <p>5 = Entered Post-secondary Education</p>

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
86	Date Entered Unsubsidized Employment	Record the date (YYYYMMDD) on which the participant entered unsubsidized employment. Leave this field blank if the participant did not enter unsubsidized employment.	Date: YYYYMMDD
87	Entered Qualified Apprenticeship Program	An apprenticeship program which is operated jointly by an employer and a union, under an agreement with a State Apprenticeship agency.	Numeric: 1= Yes 2= No
88	Entered Military Service	Joined the Army, Navy, Air Force, Marines or Coast Guard, or, entered into active duty from Reserve or National Guard units in cases of unplanned military buildup.	Numeric: 1= Yes 2= No
89	Self-Employment	Self-directed work in which goods or services produced by, or obtained by, the individual (or others working for him/her) are offered for sale.	Numeric: 1= Yes 2= No
90	Hours Worked per Week	Record the usual number of hours of work scheduled per week (00), including overtime. If the participant did not enter unsubsidized employment, this field should be 0.	Number: 00
91	Hourly Wage at Placement	Record the hourly wage at placement (00.00). Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned.	Numeric: 00.00
92	Fringe Benefits Available/Received	Record whether or not the employer makes available (or will make available following completion of a probationary period) to the individual (whether or not the individual accepts) fringe benefits beyond those required by law (e.g., Unemployment insurance, worker's compensation), including health insurance benefits, holiday or vacation pay, sick leave, or a pension plan (not including Social Security). For individuals holding multiple jobs, this item should be recorded as "yes" if any job provides fringe benefits.	Numeric: 1 = Yes 2 = No
93	Occupational Code: Type of Code	Indicate the occupational code type used to describe the job attained by the terminatee. For individuals who are holding multiple jobs, record the code for the primary job. The primary job is the one associated with the greatest number of hours worked. 1 = 5-digit OES code 2 = 5- or 6-digit O*NET code 0 = None	Numeric: 1 = 5-digit OES code 2 = 5- or 6-digit O*NET code 0 = None
94	Occupational Code: Code	Record the occupational code most appropriate for the job attained by the terminatee. For individuals who are holding multiple jobs, record the code for the primary job. The primary job is the job associated with the greatest number of hours worked.	Number: 00000000

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
95	FIPS Code of State Where Job is Located	Enter the FIPS Code of the State where the job is located.	Numeric: 00
96	Job Covered by Unemployment Insurance	Enter whether or not the job is covered by Unemployment Insurance.	Numeric: 1 = Yes 2 = No
97	Was Employment Training Related?	Training-related employment is employment in which the individual uses a substantial portion of the skills taught in the training received by the individual.	Numeric: 1 = Yes 2 = No
98	Method used to determine whether placement was training related	Training-related employment may be determined by any appropriate method or methods selected by the grantee, including comparison of the occupation of employment with the occupation of training, comparison of the industry of employment with the occupation of training using valid crosswalks, by a comparison of the job's activities with the skills taught in the training program, or other method. Methods used should be documented. Categories to be used are: 1 = Comparison between occupation codes of training activity and the job. 2 = Comparison of the industry of employment with the occupation of training using an appropriate crosswalk. 3 = Other appropriate method.	Numeric: 1 = Comparison between occupation codes of training activity and the job. 2 = Comparison of the industry of employment with the occupation of training using an appropriate crosswalk. 3 = Other appropriate method.
99	Entered Non-Traditional Employment	Record whether the participant entered employment in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work.	Numeric: 1=Yes 2=No
100	Attainment of state recognized educational or occupational certificate, credential, diploma or degree	Record whether or not the individual attained any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees, recognized skills standards and licensure or industry recognized certificates.	Numeric: 1= Yes 2= No
101	High school diploma or Equivalent (including GED)	Record whether the participant has received a GED Certificate or high school diploma, or equivalency.	Numeric: 1= Yes 2= No
102	AA or AS Diploma or Degree	Record whether the participant has received an AA or AS diploma or degree.	Numeric: 1= Yes 2= No
103	BA or BS Diploma or Degree	Record whether the participant has received a BA or BS diploma or degree.	Numeric: 1= Yes 2= No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
104	Occupational Skills License	Record whether the participant has received an occupational skills license.	Numeric: 1= Yes 2= No
105	Occupational Skills Certificate or Credential	Record whether the participant has received an occupational skills certificate or credential.	Numeric: 1= Yes 2= No
106	Other	Record whether the participant has received any other license, diploma degree, or equivalent.	Numeric: 1= Yes 2= No
107	Total earnings during 6 months since placement	Record the total earnings by the participant during the six months since placement. Total earnings include any bonuses, tips, gratuities, commissions, and overtime pay earned. Note: Enter whole dollar amounts (000000). Enter 99999 for don't know.	Numeric: 00000
108	Has participant been employed at any time during the 4th, 5th, or 6th months after placement?	1 = Yes, employed during this period 2 = No, not employed 3 = Don't know	Numeric: 1 = Yes, employed during this period 2 = No, not employed 3 = Don't know
109	Is participant currently employed at follow-up	Record the participant's current employment status (at the 6th month follow-up point). Note: The 6 month follow-up must occur between 181 and 210 days after the date of employment.	Numeric: 1= Yes, employed 2= No, not employed 3= Don't Know
110	Hourly wage if employed at follow-up	For those employed as of the 6th month after placement, record the participant's hourly wage (00.00). Enter 99.99 for don't know.	Numeric: 00.00
111	Educational Achievement Services	Record whether the participant received educational achievement services, which include, but are not limited to, tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies, and alternative secondary school service.	Numeric: 1 = Yes 2 = No
112	Employment Services	Record whether the participant received employment services, which include, but are not limited to, paid and unpaid work experiences (including internships, and job shadowing), and occupational skills training.	Numeric: 1 = Yes 2 = No
113	Received Summer Youth Employment Opportunities	Record whether the participant received summer employment opportunities Note: Summer employment opportunities must be directly linked to academic and occupational learning.	Numeric: 1 = Yes 2 = No

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
114	Additional Support for Youth Services	Record whether the participant received supports for youth services, which include, but are not limited to, providing mentoring, comprehensive guidance and counseling (which may include drug and alcohol abuse counseling and referral) primarily provided to assist a youth in achieving employment-related success.	Numeric: 1 = Yes 2 = No
115	Citizen and Leadership Services	Record whether the participant received citizen and leadership services, which are intended to develop the potential of youth as citizens and leaders and include, but are not limited to, leadership development opportunities (which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours).	Numeric: 1 = Yes 2 = No
116	Received Follow-Up Services	Record whether the participant received 12 months of follow-up services.	Numeric: 1 = Yes 2 = No
117	Goal #1 Type	Record the type of goal set for the participant: 1. Basic Skills 2. Occupational Skills 3. Work Readiness Skills 4. Unsubsidized Employment	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills 4 = Unsubsidized Employment
118	Date goal #1 was set	Record the date (YYYYMMDD) on which goal # 1 was set.	Date: YYYYMMDD
119	Attainment of goal #1	Record the status of the participant's progress toward attaining goal # 1: 1. Attained - Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques. 2. Set, but not attained - Goals not attained include goals whose anniversary date has passed without the attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. 3. Set, but attainment pending - Includes goals that have not been attained, but have anniversary dates after the end of the report quarter. This category also includes goals that have been postponed because of gaps in service where the participant was placed in a hold status during which services were not received, but the participant planned to return to the program.	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
120	Date attained goal #1	Record the date (YYYYMMDD) on which goal # 1 was attained.	Date: YYYYMMDD
121	Goal #2 Type	Record the type of goal set for the participant: 1. Basic Skills 2. Occupational Skills 3. Work Readiness Skills 4. Unsubsidized Employment	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills 4 = Unsubsidized Employment
122	Date goal #2 was set	Record the date (YYYYMMDD) on which goal # 2 was set.	Date: YYYYMMDD
123	Attainment of goal #2	Record the status of the participant's progress toward attaining goal # 2: 1. Attained - Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques. 2. Set, but not attained - Goals not attained include goals whose anniversary date has passed without the attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. 3. Set, but attainment pending - Includes goals that have not been attained, but have anniversary dates after the end of the report quarter. This category also includes goals that have been postponed because of gaps in service where the participant was placed in a hold status during which services were not received, but the participant planned to return to the program.	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
124	Date attained goal #2	Record the date (YYYYMMDD) on which goal # 2 was attained.	Date: YYYYMMDD
125	Goal #3 Type	Record the type of goal set for the participant: 1. Basic Skills 2. Occupational Skills 3. Work Readiness Skills 4. Unsubsidized Employment	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills 4 = Unsubsidized Employment
126	Date goal #3 was set	Record the date (YYYYMMDD) on which goal # 3 was set.	Date: YYYYMMDD

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
127	Attainment of goal #3	<p>Record the status of the participant's progress toward attaining goal # 3:</p> <p>1. Attained - Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques.</p> <p>2. Set, but not attained - Goals not attained include goals whose anniversary date has passed without the attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set.</p> <p>3. Set, but attainment pending - Includes goals that have not been attained, but have anniversary dates after the end of the report quarter. This category also includes goals that have been postponed because of gaps in service where the participant was placed in a hold status during which services were not received, but the participant planned to return to the program.</p>	<p>Numeric:</p> <p>1 = Attained</p> <p>2 = Set, but not attained</p> <p>3 = Set, but attainment pending</p>
128	Date attained goal #3	Record the date (YYYYMMDD) on which goal # 3 was attained.	<p>Date:</p> <p>YYYYMMDD</p>
129	WIB Name	Indicate the WIB name of the office from which the participant was provided services.	Text
130	Office Name	Indicate the office name from which the participant was provided services.	Text
131	Case Manager	Indicate the case manager from which the participant was provided services	Text
132	User Field	User-defined field.	Text