Employment & Training Administration

ETA

TAA
Data Validation
Software

User's Guide

November 2004

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I. OVERVIEW

This User's Guide has been written to guide you through the process of using the TAA Data Validation Software (TAADV) to import and validate data from the Trade Act Participant Report (TAPR).

The User's Guide contains the following sections:

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

III. **Tutorial:** Provides information on the menus and functions of the software and describes how to import data and validate a performance outcome group.

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

V. **Record Layout:** Provides the record layout for the validation import file.

After reviewing this guide, users should contact Mathematica Policy Research, Inc. by emailing TAATA@mathematica-mpr.com with any questions on using the software.

II. INSTALLATION

Step 1 – Uninstalling the Application

Before you install a newer version of the TAADV software it is recommended that you uninstall the existing version of the software. Please follow the normal process for uninstalling software on your computer.

Step 2—Load CD ROM/Download from Internet

Before starting installation of the software, quit any other programs that may be running. Insert the setup CD into the CD-ROM or download the software from the internet at www.uses.doleta.gov/dv. Click on "setup.exe".   The InstallShield Wizard window will pop up. Click on the "Next" button. Complete the Customer Information window as necessary, and click on "Next."

Minimum Hardware Requirements:

Operating System – Microsoft Office 98 or better
RAM - 128 megabytes
Disk Space - 250 megabytes
Processor – 100 mhz Pentium III (or equivalent processor)
Suggested screen area – 800x600

Step 3—Choose Destination Location

The Choose Destination Location window of the InstallShield Wizard Setup allows the user to select the installation directory. The software defaults to C:\Program Files\TAA, as shown in the Destination Folder text box. To install the software in a different folder, click on the *Browse* function and navigate to the desired location. Make note of the software directory that is selected if using a location other than the default C:\Program Files.

Even if you have completely uninstalled a previous version of the software, it is possible that there are registry remnants which can be detected by the InstallShield Wizard. Consequently, the following screen <u>may</u> appear. If this screen does not appear, simply follow the ensuing prompts by clicking "Next", as the Setup Type window is not a required element for successful installation. If the Setup Type screen does appear, select Typical and then click Next.
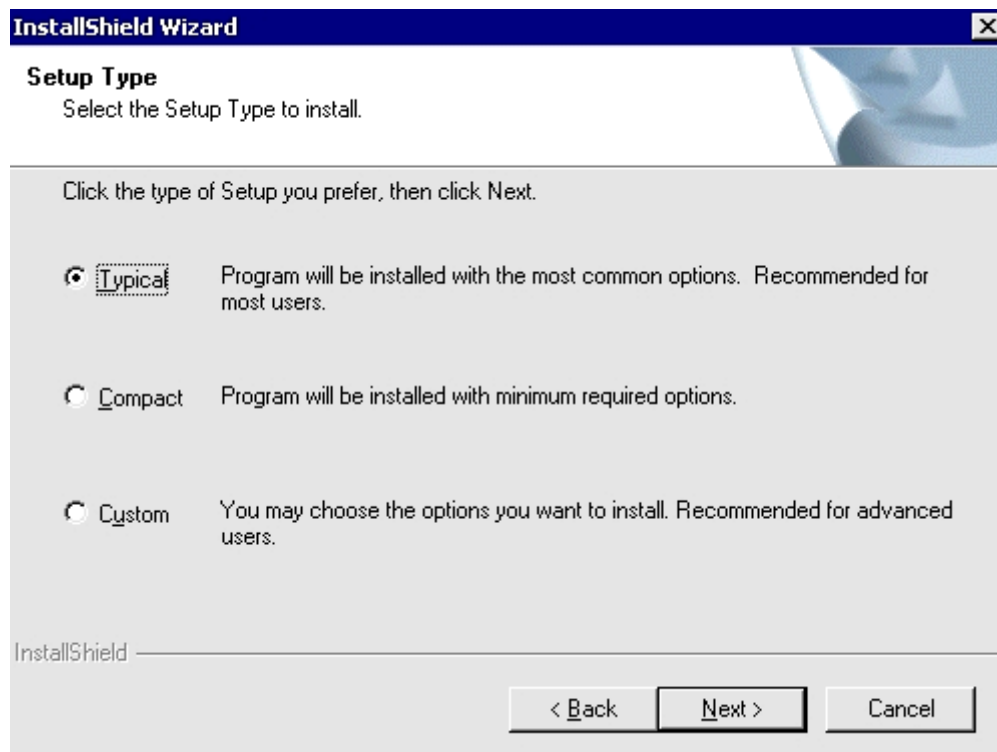
The Start Copying Files window will appear next. You will not have to change any settings in this window, so click "Next". When installation is complete, the InstallShield Wizard Complete window will pop up. This screen may prompt you to restart your computer.

Step 4—Restarting Computer

After completing the TAA InstallShield Wizard installation setup, reboot your computer before continuing any further. If the InstallShield Wizard Complete window does not prompt you to restart your computer, simply restart the computer as you would normally.

III. TUTORIAL

A. Signing In

B. Importing Records

C. Report Validation

D. Data Validation

A. Signing In

Step 1 – Opening the Software

Go to the start menu, click on programs, and then scroll to find **TAA**. Click on the TAA sidebar to open the software.
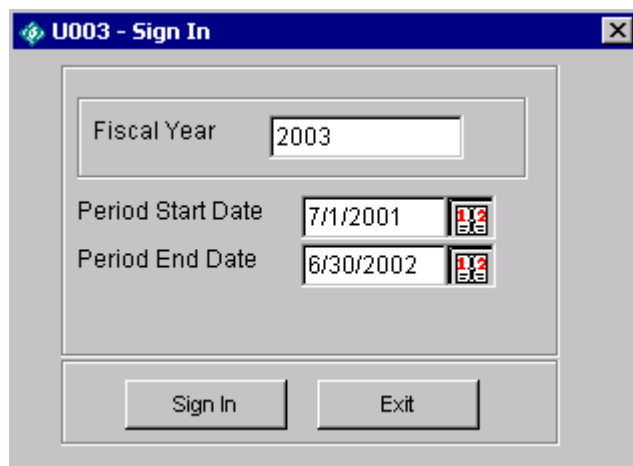
Step 2 –Creating an New Database or Opening an Existing Database

To create a new database, go to File and click on New. Then, use the Create Database window find the appropriate location at which to save the database. Type a name for the database in the file name cell.

To open an existing database, go to File and click on Open. Use the Create Database window to find the appropriate database. Click on the database name and then click on Open.

Step 2 – Start-up Screen Sign In

The user may either enter the Fiscal Year being validated (period start and end dates range will automatically fill based on the FY entered) or leave the Fiscal Year blank and manually enter the desired date range for validation.

Click on the "**Sign-In**" button after specifying the FY or date range being validated.

After logging in a list of tips will pop up that provides brief explanations of each function.

B. Importing Records

State should consolidate the four TAPR submissions for the Fiscal Year being validated to import into the 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 TAPR format with the addition of six fields, as detailed in chapter V of this user's guide. The additional fields are observation number, sampling unit, WIB name, office name, case manager, and user field. The user field and the sampling unit are user-defined fields. User field can be used for any additional data element that the state wishes to include, such as the participant name or Social Security Number (SSN). It is not mandatory that you use this field. The sampling unit field, however, is a mandatory field. It is a required numeric designator for the office, which is used to create a clustered sample. If the state does not currently have a numeric office designator, it must create one for each office or the software will reject the record. No two offices should have the same sampling unit number.

The extract file type is ASCII, comma-delimited columns. The software will accept files with/without double quotes around each element. In addition to accepting text (*.txt) files, the software will also accept comma separated values (*.csv) files. Fields must be in the order listed on the record layout. Mandatory fields are specified. Blanks are acceptable in optional fields. Blank or null values are not valid for mandatory fields and will result in the record being rejected.

The table on the next page specifies the date ranges for the exiters to be included in the file for the performance measure calculations and the data validation. These date ranges are based on the due date of the report. The "quarter of exit" is the quarter in which the participant exited the program. The "reporting quarter" is the quarter during which the records for the exiters should be compiled. The "due date" is the date on which states must submit their quarterly file of exiters to ETA. Users submit a file of participant records five and a half quarters after the

participant's exit date, which provides sufficient time to obtain the wage data needed for calculating the retention rate.

For the purposes of validation, users should combine the four quarterly submissions for the fiscal year into one file. For example, for FY 2004, the users should combine the records submitted in February 2004, May 2004, August 2004, and November 2004. These files should contain exiters from July 1, 2002 through June 30, 2003.

TAA Report Specifications

Definitions:
1. FY = Current fiscal year
2. FY-1 = Prior fiscal year
3. FY-2 = Fiscal year prior to the prior fiscal year

Quarter of Exit	Reporting Quarter	Due Date
July FY-2 – September FY-2	October FY-1– December FY-1	February FY
October FY-2 – September FY-2	January FY – March FY	May FY
January FY-1 – March FY-1	April FY – June FY	August FY
April FY-1 – June FY-1	July FY – September FY	November FY

For example, if the report due date is May 2003, the report must contain records for exiters who exited between October 2001 through December 2001. In order to calculate the report and   In order to calculate the annual performance measures and do data validation for the entire Fiscal Year, the extract file must contain records for exiters for all four quarters. For instance, for FY2003, all participants who exited from July 2001 through June 2002.

Step 2 – Load Extract Data

Once the data are formatted according to the record layout, 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. The **Import File** box will show the number of records imported.

Once the file is imported, the user can view the imported file. Open the **Import Data** menu and select **View Source Table**. This is a read only screen; however, the columns in the source table can be sorted, which facilitates state review of the imported records. Users can sort on any column in the source table. If the cursor is placed on a particular row of a column, the application will show that row number in red at the bottom of the screen.

This feature enables the user to easily count the number of records with a particular characteristic in the source table. The total number of records is provided on the lower left corner of the screen.

TAA Data Validation System. - [U002 - Source Data Table]

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

OBS	State	SSN	DOB	Gender	Disability	Hispanic	NativeAmer	Asian	AfricanAme	PacificIslan	White	Vet	LimitedEng
1	State ABC	1	19510708	1	3	2	2	2	2	2	2	2	2
2	State ABC	2	19340827	2	3	2	2	2	2	2	1	2	2
3	State ABC	3	19630216	1	3	2	2	2	1	2	2	2	2
4	State ABC	4	19571030	2	3	2	2	1	2	2	2	3	2
5	State ABC	5	19510228	1	3	2	2	2	2	2	1	3	2
6	State ABC	6	19590121	1	3	2	2	2	1	2	2	2	2
7	State ABC	7	19690608	1	3	2	2	2	1	2	2	3	2
8	State ABC	8	19521125	2	3	1	2	2	2	2	2	3	2
9	State ABC	9	19770511	2	3	2	2	2	2	2	1	3	2
10	State ABC	10	19721107	1	3	2	2	2	1	2	2	3	2
11	State ABC	11	19610202	2	3	2	2	2	2	2	1	3	2
12	State ABC	12	19480401	2	3	2	2	2	1	2	2	3	2
13	State ABC	13	19450811	2	3	2	2	2	1	2	2	3	2
14	State ABC	14	19540126	1	3	2	2	2	1	2	2	3	2
15	State ABC	15	19610925	2	3	2	2	2	1	2	2	3	2
16	State ABC	16	19751229	1	3	2	2	2	2	2	1	3	2
17	State ABC	17	19421025	2	3	2	2	2	2	2	1	3	2
18	State ABC	18	19421014	2	3	2	2	2	1	2	2	3	2
19	State ABC	19	19561115	2	3	2	2	2	2	2	1	3	2
20	State ABC	20	19560509	1	3	2	2	2	1	2	2	2	2
21	State ABC	21	19570921	2	3	2	2	2	1	2	2	3	2
22	State ABC	22	19501022	2	3	2	2	2	1	2	2	3	2
23	State ABC	23	19411016	2	3	2	2	2	2	2	2	3	2
24	State ABC	24	19560902	2	3	2	2	2	1	2	2	3	2
25	State ABC	25	19490802	1	3	2	2	2	2	2	1	2	2
26	State ABC	26	19750525	2	3	2	2	2	1	2	2	3	2
27	State ABC	27	19700514	1	3	2	2	2	1	2	2	3	2
28	State ABC	28	19530615	2	3	2	2	2	2	2	1	3	2
29	State ABC	29	19741018	1	3	2	2	2	2	2	1	3	2
30	State ABC	30	19660623	2	3	1	2	2	2	2	2	3	2
31	State ABC	31	19461106	2	3	2	2	2	2	2	1	3	2
32	State ABC	32	19630626	2	3	2	2	2	1	2	2	3	2
33	State ABC	33	19631009	2	3	2	2	2	2	2	1	3	2
34	State ABC	34	19581119	2	3	2	2	2	1	2	2	3	2

Current Row Number 26   Exit

Number of Records in Source Table: 673   Reporting Period - 7/1/2002 - 6/30/2003   DB: TAADemo.mdb   11/8/2004   Filter (OFF)

Step 3 – Review Error Reports

While the extract files are loading, 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.

An error report listing the rejected records is produced. If no errors are found, no error report is produced. The error report is automatically saved to the TAA folder and is titled Importerror.txt. To save each error report, the Importerror.txt file should be renamed so that it is not overwritten by subsequent error reports.

The users should view the reports as a diagnostic tool that identifies the records with errors and the type of error. There are three types of errors. The first are performance edit checks. These errors occur when there is incorrect or inconsistent data. For example, if a record lists the participant as unemployed for the quarter, yet they have earnings, that is an error. Second, "application-defined or object-defined" errors may be produced when there is an incorrect number of columns in the extract file compared to the number that is specified in the record layout or the file does not have the specified date ranges for the fiscal year. Third, "data type errors" are produced when the records do not contain the data expected for a particular participant record. This error may occur, for example, when field values have incorrect format, especially if text values are placed in a number field or dates are not in the proper format.

III. TUTORIAL

Following are two examples of Import error reports:

Sample Error Report 1

Sample Error Report 2

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. Duplicate records are two or more records that have the same SSN and exit date The software rejects all duplicates. No data entry is required, this option is only for analysis purposes.

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

This opens a window that displays the duplicate records rejected by the software, including their observation number, SSN, and Date of Exit. The user must determine if it is necessary to fix the extract. If so, the user must determine which observations to remove from the extract file and then re-import the data.

TAA Duplicate Records Report

OBS	SSN	Exit Date
10	10	20030406
13	10	20030406
2	2	20021219
11	2	20021219
5	5	20020801
12	5	20020801

C. Report Validation

Step 1 — View Performance Report

This function displays a report that calculates the values of the TAA performance measures, as specified in Appendix D of the TAA Validation Handbook. No data entry is required; this is a read-only function.

Click on the **Report Validation** menu and select **View Performance Report**. It may take several minutes for the report validation summary to open after loading the validation file.

Performance Measure Calculation - TAA
Period 7/1/99 - 1/1/02

RptCell	Description	Validation Value
1	EER Numerator	7
2	EER Denominator	8
3	EE Rate	88%
4	Retention Numerator	5
5	Retention Denominator	7
6	Retention Rate	71%
7	Earnings Replacement Numerator	110,210
8	Earnings Replacement Denominator	27,293
9	Earnings Replacement Rate	404%

Step 3 - View Performance Outcome Groups

This step allows the user to view the individual records in the performance outcome groups. No data entry is required, this function is for analytical purposes only.

Click on the **Report Validation** menu. Then click on **View Report Validation Tables**. This opens a window that displays a summary of the performance outcome groups and the total number of records and dollar amounts, where applicable, for each performance outcome group.

	Performance Outcome Group	Number in Group	1 Emp Status at Registration	2 Emp Exit Q+1	3 Exit Q+1 Wage/ Sup. Sources	4 Emp Exit Q+3	5 Exit Q+3 Wage/ Sup. Sou
▶	1	92	Worker	Yes	Wage Records	Yes	Wage Rec
	2	0	Worker	Yes	Wage Records	Yes	Suppleme
	3	3	Worker	Yes	Supplementary	Yes	Wage Rec
	4	0	Worker	Yes	Supplementary	Yes	Suppleme
	5	10	Worker	Yes	Wage Records	No	N/A
	6	3	Worker	Yes	Supplementary	No	N/A
	7	31	Worker	No	N/A	N/A	N/A

Summary   Detail

Trade Adjustment Assistance Report Validation.

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

Detailed Records for Group 1

Summary						Detail for Group 2 order by obs				
						Total Number of Records: 13				

OBS	State	SSN	DOB	Gender	Disability	Hispanic	NativeAmer	Asian	AfricanAme	PacificIsla
338	State ABC	338	19561004	2		1	2	2	2	
394	State ABC	394	19501117	1		2	2	2	2	
415	State ABC	415	19430105	1		2	2	2	2	
425	State ABC	425	19531119	1	3	2	2	2	1	
428	State ABC	428	19650502	1	3	2	2	2	1	
446	State ABC	446	19630410	1		1	2	2	2	
448	State ABC	448	19691010			1	2	2	2	

Sort Detailed Records

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

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.

D. Data Validation

Step 1 – Validate Sampled Records

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

This opens the detailed summary of TAA data validation worksheet. The validation software automatically samples records and displays the data from these records on validation worksheets. This summary screen is read only. Worksheets that have been completely validated will be shaded in purple.

Summary Worksheet

Detailed Summary of TAA Data Validation Worksheet

| Number in sample: | 143 | Wrong SSN: | 0 | Unable to Locate: | 0 |
| Total inspected: | 1 | Invalid Record: | 1 | Missing Record: | 0 |

Detail

	obs	ssn	SamplingUnit	Vet	Pass/Fail	DislocDate	
1	2	2	0	2		20010817	
2	15	15	0			20000218	
3	16	16	0			20000212	
4	17	17	0			20010817	
5	18	18	0			20010803	
6	24	24	0			20010721	
7	26	26	0			20000718	
8	29	29	0			20001215	
9	36	36	0			20010622	
10	37	37	0			20010622	
11	41	41	0	2		20010321	
12	43	43	0			20000102	
13	51	51	0	2		20010510	
14	58	58	0			20010615	

	Vet	DislocDate	AppDate	Petition	EnterTrainDate	TrainEndDate	TrainComp	TRA	Waiver	WIA
▶										

Exit

Users can search for worksheets that contain specific data by clicking the right mouse button in the field in which they wish to search. A find window will open. Then enter in the value for which the user wishes to search. If the user is looking for the exact value, put a checkmark in the Exact Match box.. Finally, click the "Find Next" button. The location of the record that contains the searched for value will be listed in blue.

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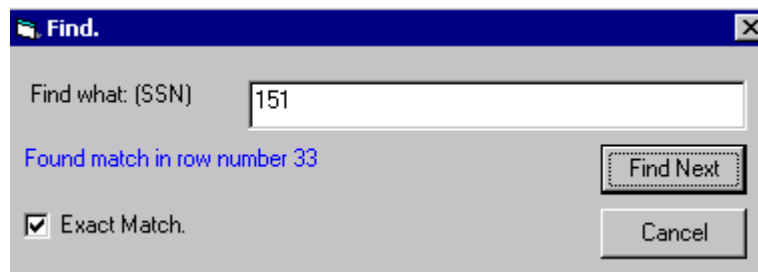
To access, update, and print individual sampled records, double click in any column of the applicable record. This will open a condensed validation worksheet for the particular record. The condensed worksheet is tabbed. These tabs allow the user to easily navigate through all of the data elements.

Validation Worksheet

The validation worksheet includes all of the data elements to be validated. Validation is required for each data element where check boxes are present on the worksheets. Shaded check boxes represent elements for a given record that do not require validation.

Follow the validation instructions, as specified in Appendix A of the validation handbook, by checking all necessary documentation and other sources to determine if the data element is valid. The data element reference numbers in the worksheet correspond to the data element reference numbers in the validation instructions.

Check either pass or fail for each element. When finished select "Save and Exit," "Print," or "Exit without Saving" at the bottom of the screen. The summary worksheet will then display the updated information from the tabbed worksheets. Follow this same series of steps for each record in the sample.

To print all of the worksheets in batch mode, click on the **Data Validation** menu and then click on **Print Worksheets**. All sampled records will be formatted for printing. Click the printer icon at the top left of the screen to begin printing. The sampled records will print by WIB.

Step 2 – DV Summary/Analytical Comments

Click on the **Data Validation** menu and select **Summary/Analytical Comments**.
This opens a box that allows users to enter comments of up to 250 words. The user
would type comments in the box. To save the comments, the user would click on
the Update button. To return to the previous comments, the user would click on
the Cancel button. To close the window, click on the Exit button.
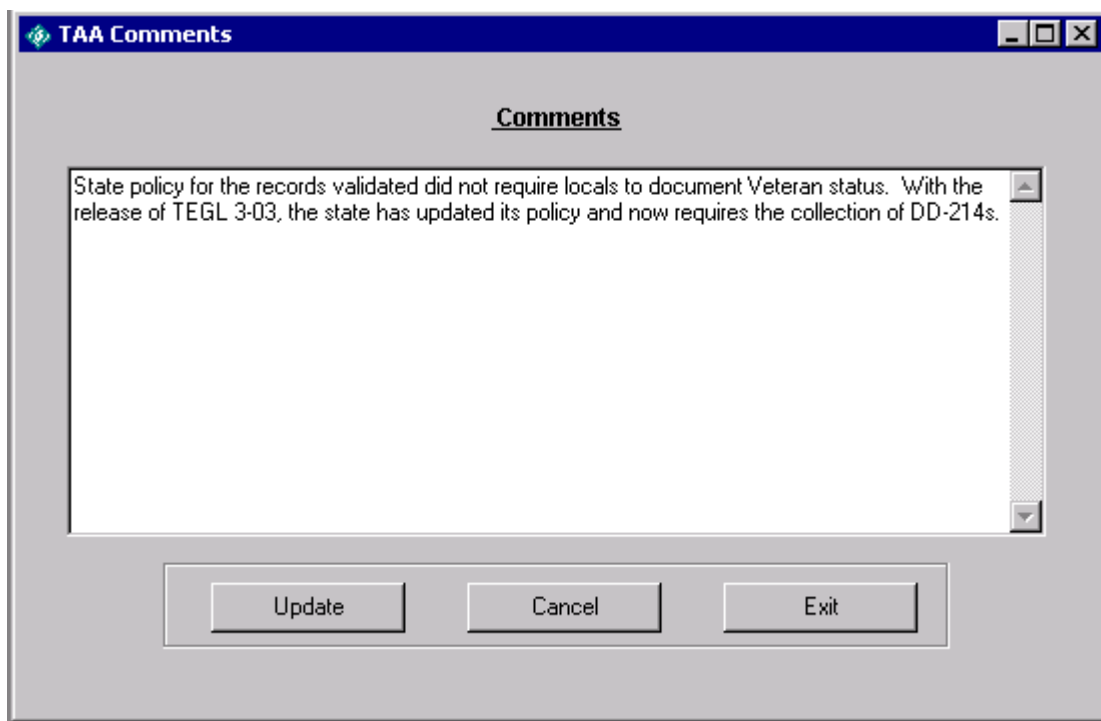
Step 3 – DV Summary/Analytical Report

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

This opens a summary report that is generated after the data validation sample worksheets have been completed. The report shows the number of errors and the percent of errors. The two types of errors are generated as the worksheets are being validated. Please refer to Appendix F of the handbook for an explanation of the two types of error. No data entry is required, this screen is used for analysis only.

TAA Data Validation Summary and Analytical Report

Period: 6/30/2003
State: State ABC

Number of Cases:	143	Number of Cases Completed:	4	
Wrong SSNs:	0	Missing Records:	0	
Invalid Records:	1	Unable To Locate Records:	0	

Data Element	Ref. #	# of Errors	Overall Error Rate	Reported Data Error Rate
Vet	01	0	0.0%	0.0%
DislocDate	02	1	0.4%	23.8%
AppDate	03	1	0.4%	23.8%
Petition	04	1	0.4%	23.8%
EnterTrainDate	05	1	0.4%	23.8%
TrainEndDate	06	1	0.4%	23.8%
TrainComp	07	1	0.4%	50.0%
TRA	08	1	0.4%	31.3%
Waiver	09	0	0.0%	0.0%
ExitDate	10	1	0.4%	23.8%
EmpQtr+1	11	1	0.9%	52.4%
EmpQTR+3	12	1	0.9%	52.4%
Earn3rdQTRPriorToDisloc	13	1	0.9%	52.4%
Earn2ndQTRPriorToDisloc	14	1	0.9%	52.4%
EarnQTR+1	15	0	0.0%	0.0%
EarnQTR+2	16	0	0.0%	0.0%
EarnQTR+3	17	0	0.0%	0.0%

Comments:

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 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

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.

A. File Menu

The first menu on the toolbar is called "File." Options in this menu include:

1. New

Users can create a new database in which to load their extract file.

2. Open

Users can open an existing database.

3. Save As

Users can save the database that they are currently using under a new name, and continue working with this new database.

4. Show Tips at Start-Up

Users can choose whether or not the tips appear at start-up.

5. Exit

Select this to exit the program.

B. Import Data Menu

The second menu on the toolbar is called "Import Data."   Options in this menu include:

1.   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.

2.   View Duplicates

This function displays a report that lists duplicates identified and rejected by the software when importing the extract file.

3.   Source Table Record Layout

This function displays the record layout used in developing the validation file. The record layout is in the TAPR format with the addition of six fields. A copy of the record layout can be found in Chapter V of this User's Guide.

4.   View Source Table

This function displays all of the records from the extract file that were imported into the software.

C. Change Reporting Options Menu

The third menu on the toolbar is called "Change Reporting Options." The only option in this menu is:

Change Reporting Options

This function opens an expanded version of the Sign In pop-up window, where the user can change the fiscal year, and the period start and end dates. The user can also select WIB Name, Office Name, and Case Manager filters to view subsets of participant records for management purposes.

D. Report Validation Menu

The fourth menu on the toolbar is called "Report Validation." Options in this menu include:

1. View Performance Outcome Groups

This function provides a window where you can see 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.

2. View Performance Report

This function displays a report that calculates the values for the TAA performance measures.

3. Export Performance Outcome Groups

This function allows users to export the performance outcome groups into individual text files. These files are saved are saved in the c:\Program Files\TAA\Participant Extract directory.

E. Data Element Validation Menu

The fifth menu on the toolbar is called "Data Element Validation." Options in this menu include:

1. Edit Worksheets

a. Detailed Summary of TAA Validation Worksheets

This window displays a list of the records sampled. Double click on the relevant record view the online version of the worksheet. Any worksheets shaded in purple have been completely validated. To search for a record with specific data in a field, right click on the field name that you wish to search, and fill out the Find box.

b. Online Worksheet

The online validation worksheet allows users to enter pass or fail for the data elements for the sampled record. The worksheet is tabbed to allow the user to easily navigate though all of the data elements.

2. Print Worksheets

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

3. Print Summary/Analytical Report

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

4. Print Sampled Counts Report

This function displays a report that provides the number of records sampled by WIB name, Office name, and sampling unit..

5. 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.

6. 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.

F. Utilities Menu

The sixth menu on the toolbar is called "Utilities." Options in this menu include:

1. Compact Database

Eliminates the temporary memory storage by compacting the database.

G. Window Menu

The seventh menu on the toolbar is called "Window." Options in this menu include:

1. Cascade

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

2. Tile Horizontal

Realign open windows horizontally.

3. Tile Vertical

Realign open windows vertically.

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

H. Help Menu

The eighth menu on the toolbar is called "Help." Options in this menu include:

1. Help Contents

This feature is under development.

2. Contacting Mathematica Policy Research, Inc.

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

3. About

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

Attached is the record layout for the extract file of performance outcome records. This file must be ASCII, comma delimited columns. Fields must be in the order listed on the record layout. Mandatory fields are specified. Blanks are acceptable in optional fields. Blank or null values are not valid for mandatory fields and will result in the record being rejected.

Trade Act Assistance Record Layout

Extract file type is - ASCII, comma delimited columns. The record layout should be used to create a reconstruction file of all TAA 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.

Number	Field Name	Field Description	Data Type/Format
1	OBS	Sequential number, starting at 1	Number (Mandatory)
2	State Name	Record the full name of the reporting State.	Text (Mandatory)
3	Individual Identifier	The State should develop a process for assigning a nine-character identification number to each person. This identification number may be an encrypted Social Security number or another identification number developed by the State. This identification number for a person should be the same for every period of participation and in every local area and statewide program in the State. The identifier may have both numeric and alphabetic characters, and must be between 1 and 9 characters long.	Text
4	Date of Birth	Record the individual's date of birth in the following format: YYYYMMDD. NOTE: this is changed from the original TAPR which used the MMDDYYYY format.	Date: YYYYMMDD
5	Gender	Record the individual's gender.	Number: 1= Male 2= Female
6	Individual with a disability	Record the code which indicates the individual's disability status.	Number: 1 = Yes, but not a substantial barrier to employment 2 = Yes, and a substantial barrier to employment 3 = No, individual does not have a disability NOTE: Codes 1 and 2 are reversed from the original TAPR
7	Ethnicity - Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	Number: 1 = Yes 2 = No

Number	Field Name	Field Description	Data Type/Format
8	American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	Number: 1 = Yes 2 = No
9	Asian	A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	Number: 1 = Yes 2 = No
10	Black or African American	A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	Number: 1 = Yes 2 = No
11	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.	Number: 1 = Yes 2 = No
12	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	Number: 1 = Yes 2 = No
13	Veteran status	Record the code that indicates whether the individual served in the active U.S. military, naval, or air service for a period less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or whether the individual met the conditions above for more than 180 days.	Number: 1 = 180 days or less 2 = over 180 days 3 = No
14	Limited English language proficiency	Record the proficiency status of the individual: 1= An individual who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language. 2= Does not meet any of the criteria in (1) above.	Number: 1= Yes 2= No

Number	Field Name	Field Description	Data Type/Format
15	Unemployment compensation status	Record the code indicating which of the following classifications best describes the individual's UC status at time of application: 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 compensation programs, and who has not exhausted benefit rights or whose benefit period has not ended. 2. Exhaustee: an individual who has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights. 3. None	Number: 1= Claimant 2= Exhaustee 3= None
16	Pell Grant recipient	Record whether the individual has been notified that he/she will be receiving a Pell Grant.	Number: 1= Yes 2= No
17	Highest school grade completed	Enter the highest school grade completed by the individual, using the following codes:	Number: 00 = No School grade completed 01-11 = Number Elementary/Secondary Grades Completed 12 = High School Graduate 88 = Attained certificate of equivalency for HS diploma 13-15 = Number of school years completed 16 = Bachelor's Degree 17 = Education beyond Bachelor's degree
18	Most recent qualifying separation	Record the most recent date of separation from trade-impacted employment that qualifies the individual to receive benefits and/or services under the Trade Act. Use the YYYYMMDD format.	Date: YYYYMMDD
19	Tenure with employer at qualifying separation	Record the total number of months that the applicant was employed with the employer of record as of the applicant's most recent qualifying separation.	Number: 000
20	Date of application	Record the date, using YYYYMMDD format, on which the individual first applied for Trade Act services/benefits under the applicable certification.	Date: YYYYMMDD

Number	Field Name	Field Description	Data Type/Format
21	Petition number	Record the petition number of the certification which applies to the individual's worker group. If there is more than one petition number (for example, certifications under both the TAA and NAFTA-TAA programs), record the petition number of the program from which the training is paid, unless a waiver was issued. Do NOT include any alphabetic suffix; record the petition number only.	Number:
22	Program of participation	Enter the program under which the individual received services and benefits, using the following codes:	Number: 1= TAA 2= NAFTA-TAA 3= Both
23	Date of participation	Record the date (using YYYYMMDD format) on which the individual BEGAN to receive Trade Act-funded program benefits and/or services. An applicant becomes a participant upon first receipt of training (including travel and/or subsistence), TRA, job search allowance, or relocation allowance.	Date: YYYYMMDD
24	Date entered training	Record the date (using YYYYMMDD format) when the participant's approved training began. NOTE: Trade Act-approved training which begins under the WIA dislocated worker program may have a date entered training that is earlier than the participant's application date	Date: YYYYMMDD
25	Date completed, or withdrew from, training	Record the date (using YYYYMMDD format) when the participant completed training or withdrew permanently from training.	Date: YYYYMMDD
26	Training completed	Record the appropriate code	Number: 1= Yes 2= No
27	Travel while in training	Record the appropriate code	Number: 1= Yes 2= No
28	Subsistence while in training	Record the appropriate code	Number: 1= Yes 2= No
29	Occupational skill training code	Record the 8-digit O*NET version 3.0 code, the 5-digit OES code, or the 9-digit DOT code that best describes the occupation that the training leads to. DOT codes are now obsolete. States must transition to O*NET version 3.0 codes. If the participant's training was not related to any specific occupational skills, record 999999999.	Alphanumeric:

Number	Field Name	Field Description	Data Type/Format
30	Occupational code system	Record the code system used in 29 above.	Number: 1= 5-digit OES code 2 = 8-digit O*NET Version 3.0 code 3 = 9-digit DOT code 0 = None
31	Received occupational skills (classroom) training	Record whether the participant received occupational (classroom) training.	Number: 1= Yes 2= No
32	Received on-the-job training	Record whether the participant received on-the-job training.	Number: 1= Yes 2= No
33	Received remedial training	Record whether the participant received remedial training.	Number: 1= Yes 2= No
34	Trade Readjustment Allowance (TRA)	Record whether the participant received any Trade Readjustment Allowances (TRA).	Number: 0= Did not receive any TRA 1= Received basic TRA 2= Received additional TRA 3= Received both basic and additional TRA
35	Waiver from training requirement	Record whether the participant received a waiver from the training requirement: 1= Received a waiver from the training requirement in order to receive basic TRA (TAA program only) 2= Did not receive a waiver	Number: 1= Yes 2= No
36	Job search allowance	Record whether the participant received a job search allowance.	Number: 1= Yes 2= No
37	Relocation allowance	Record whether the participant received a relocation allowance.	Number: 1= Yes 2= No
38	Date of registration	If the participant was registered for a WIA Title I program, record the date (using YYYYMMDD format) of the registration.	Date: YYYYMMDD

Number	Field Name	Field Description	Data Type/Format
39	Other Federal coenrollment	Record whether the participant was coenrolled in any of the following Federal programs: NOTE: Receipt of a Pell Grant is no longer recorded in this field, as it was in the original TAPR. Use field 16 to record Pell Grant status.	Number: 0= Not coenrolled 1= Dislocated Worker 2= National Emergency Grant 3= Both 1 and 2 above 4= Other training, in addition to 1 and/or 2 5= Other training, not including either 1 or 2
40	Date of exit	Record the last date on which Trade Act-funded services or WIA Title I partner services were received by the participant. There are two ways to determine exit: 1. A participant who has a date of completion or known exit from Trade Act-funded services (or, if later, from WIA Title I-funded services for coenrollees) (hard exit), or 2. A participant who does not receive any Trade Act-funded or non-TAA partner services for 90 days and is not scheduled for future services (soft exit) NOTE: this definition is functionally equivalent to the definition of terminee in the original TAPR.	Date: YYYYMMDD
41	Employed in first full quarter after exit	Record whether the participant was employed in the first full quarter after exit.	Number: 1=Yes 2= No
42	Occupational code (if available)	Record the occupational code that best describes the exiter's employment. Occupation can be recorded using 8-digit O*NET codes, 5-digit OES codes, or 9-digit DOT codes.	Alphanumeric:
43	Occupational code system	Record the system of occupational codes used in field 42 above: NOTE: because the DOT code system is being phased out, the use of OES or O*NET codes is strongly encouraged.	Number: 0= None 1= 5-digit OES code 2= 8-digit O*NET version 3.0 code 3= 9-digit DOT code 0= None
44	Employed in third full quarter after exit	Record whether the participant was employed in the third full quarter after exit.	Number: 1 = Yes 2 = No 3 = Individual has exited, but employment information is not yet available
45	Three quarters prior to most recent qualifying separation	Earnings in the third full quarter prior to the participant's most recent qualifying separation.	Number: 00000.00

Number	Field Name	Field Description	Data Type/Format
46	Two quarters prior to most recent qualifying separation	Earnings in the second full quarter prior to the participant's most recent qualifying separation.	Number: 00000.00
47	First quarter following exit	Earnings in the first full quarter after the participant has exited.	Number: 00000.00
48	Second quarter following exit	Earnings in the second full quarter after the participant has exited.	Number: 00000.00
49	Third quarter following exit	Earnings in the third full quarter after the participant has exited.	Number: 00000.00
50	Recalled by layoff employer	Record whether the participant was recalled by the employer where the qualifying separation took place.	Number: 1= Yes 2= No
51	Sampling Unit	Indicate the sampling unit number of the office from which the participant was provided services.	Number
52	WIB Name	Indicate the WIB name of the office from which the participant was provided services.	Text
53	Office Name	Indicate the office name from which the participant was provided services.	Text
54	Case Manager	Indicate the case manager form which the participant was provided services.	Text
55	User Field	This is a user-defined field. Users can put any information they would like into this field including participant's name, SSN, indentifiers, or other useful information.	Text