



**Employment & Training  
Administration**

# **NFJP Data Validation Handbook**

*for*

*NFJPDV Software  
Release 2.0*

*April 2007*

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## ***I. OVERVIEW***

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The National Farmworker Jobs Program (NFJP) program aims to strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency. This workforce investment program is run by grantees in 49 states and Puerto Rico, and is overseen by the U.S. Department of Labor's Employment and Training Administration (ETA). Grantees submit WIASPR records to ETA on a quarterly basis. The WIASPR records contain data on NFJP participant characteristics and services, and are used by ETA to measure the extent to which each grantee is meeting its performance goals.<sup>1</sup>

Participants who exit the NFJP program after receiving employment and training services are included in four performance measures:

1. The entered employment measure is based on whether the exiter entered employment.
2. The employment retention measure is based on employment status during the second and third quarters after exit for exiters who entered employment.
3. The average earnings measure is based on the earnings of exiters who entered and were retained in employment after exit.
4. The six month earnings increase measure is based on the post-program earnings as compared to pre-program earnings of exiters who entered and were retained in employment six months after exit.

For each grant, the grantee is required to validate the records of participants included in these measures in order to ensure that the data used to calculate the NFJP performance measures are accurate. Grantees that administer multiple NFJP grants must perform a separate data validation for each grant. According to TEGL 3-03, TEN 9-06, and recent ETA guidance, grantees are required to validate their Program Year (PY) 2006 quarter 3 exiter records by June 15, 2007. Grantees conduct data validation after these WIASPR records have been submitted to ETA on May 15, 2007. However, as described in Chapter II, some validation preparation tasks should be conducted prior to May 15.

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<sup>1</sup> Based on Preliminary Performance Report, PY06.

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This NFJP data validation handbook describes the procedures that grantees should follow during the validation process and provides instructions on using the NFJPDV software that ETA provides to grantees to validate their WIASPR submission.

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## A. WIASPR REPORTING GUIDELINES

The NFJP program year runs from July 1<sup>st</sup> through June 30<sup>th</sup>. For example, PY 2006 runs from July 1, 2006 to June 30, 2007. Each grantee is required to make four quarterly submissions of WIASPR records to ETA according to the guidelines shown in Tables I.1 and I.2 for PY 2006 and 2007 respectively. To calculate performance measures, the WIASPR file must contain exiter records spanning a six quarter period as shown in the tables. For the May 15 submission, the NFJPDV software then selects the validation sample only from participant records with exit dates in the four quarters corresponding to the prior program year. For example, the PY 2006 quarter 3 file must contain records for all participants who exited between July 1, 2005 and December 31, 2006, but the validation sample drawn from that file is only of participants who exited between July 1, 2005 and June 30, 2006.

In the tables below, the **WIASPR Due Date** row specifies when the quarterly WIASPR submission is due to ETA. The **Exit Date Range for Performance** row lists the participant exit date ranges to be included in that WIASPR submission. For example, to assemble the PY 2006 Q3 WIASPR due on May 15, 2007, the grantee should assemble records for all participants who exited the NFJP program between 7/1/2005 and 12/31/2006. The **Exit Date Range for Validation** row lists the participant exit date range used by the software for the data validation sample. As described above, these dates are a subset of the date range for performance.

**Table I.1**

<b>Program Year 2006 – Report Periods<sup>2</sup></b>				
<b>WIASPR Due Date</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
	11/15/2006	2/15/2007	5/15/2007	8/15/2007
<b>Exit Date Range for Performance</b>	1/1/2005 – 6/30/2006	4/1/2005 – 9/30/2006	7/1/2005 – 12/31/2006	10/1/2005 – 3/31/2007
<b>Exit Date Range for Validation</b>			7/1/2005 – 6/30/2006	

<sup>2</sup> Shading indicates that data validation is not required in these report quarters.

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**Table I.2**

<b>Program Year 2007 – Report Periods<sup>3</sup></b>				
<b>WIASPR Due Date</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
	11/15/2007	2/15/2008	5/15/2008	8/15/2008
<b>Exit Date Range for Performance</b>	1/1/2006 – 6/30/2007	4/1/2006 – 9/30/2007	7/1/2006 – 12/31/2007	10/1/2006 – 3/31/2008
<b>Exit Date Range for Validation</b>			7/1/2006 – 6/30/2007	

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<sup>3</sup> Shading indicates that data validation is not required in these report quarters.

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## B. OVERVIEW OF DATA VALIDATION

Data validation is designed to accomplish the following goals:

1. Detect and identify problems with a grantee's WIASPR data to enable the grantee to correct the problems.
2. Ensure that critical performance data used to direct incentives and sanctions and to meet ETA's Government Performance and Results Act (GPRA) responsibilities are reasonably accurate by calculating an error rate for each data element validated.
3. Provide tools that help grantees analyze the causes of their performance successes and failures by displaying participant data organized by performance outcomes.
4. 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 automated validation reports.
5. Further minimize the burden on the grantees by selecting the smallest possible validation samples necessary to compute valid error rates.

Data validation typically involves two distinct processes—report validation and data element validation. **Report validation** assesses the accuracy of grantee reports by comparing the values calculated by grantees to values calculated by the NFJPDV software. Because ETA itself calculates performance measures for all NFJP participants, report validation is unnecessary. However, grantee staff can use the NFJPDV software to view and analyze the performance of individual exiters. The software also calculates the grantee's overall performance and generates a performance measure report.

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***Data element validation*** confirms the accuracy of key data elements in the WIASPR 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 specified data elements in the WIASPR record to source documentation for that participant.

Data element validation results in an estimate of the error rate for each data element selected for 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 verify 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 has higher risk of inaccuracy 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.

Error rates are computed by determining the percentage of the selected data elements for which the values coded in the WIASPR are supported by evidence in the case files or by other sources (such as wage records).



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The validation process is designed to compute a reliable error rate using the smallest possible sample to minimize the grantee's burden in performing the validation. To accomplish this objective, participant records are over-sampled if they are determined to be 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 of each data element in the grantee's WIASPR.

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## **C. HANDBOOK OVERVIEW**

The following chapters and appendices guide grantees through the process of validating data from their WIASPR submission using the NFJPDV software.

- **Chapter II—Validation Procedures**

Chapter II provides a step-by-step description of how to conduct data validation using the NFJPDV software. This chapter describes how to build and import a validation extract file, validate the sample that is selected by the software, and generate performance measure and summary and analytical reports.

- **Chapter III—Record Layout**

Chapter III provides the record layout specification for creating the NFJP validation extract file.

- **Appendix A—Performance Measure Specifications**

Appendix A provides detailed performance measure specifications used by ETA and by the NFJPDV software to generate the NFJP performance measures.

- **Appendix B—DEV Sampling and Error Rate Estimation**

Appendix B provides the specifications for sampling and error rate estimation that are used by the NFJPDV software to select the data element validation sample, and to calculate error rates on the summary and analytical report.

- **Appendix C—DEV Instructions**

Appendix C provides the instructions used by the validator to validate each data element on the data element validation worksheet.

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- **Appendix D—NFJPDV Software Installation**

Appendix D provides a step-by-step description of how to install the NFJPDV software on a PC.

- **Appendix E—NFJPDV Software Reference Guide**

Appendix E provides a condensed list of all the menus and functions of the NFJPDV software for quick reference.

### **D. PREPARING FOR VALIDATION**

As indicated, Chapter II of this handbook describes each task that grantees should follow to complete validation. Responsibility for completing these tasks will be divided among various staff.

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

**Programmers** have the primary responsibility for building the validation extract file in the format specified in the record layout. Programming staff may also be responsible for importing the file into the NFJPDV software.

**Validators** conduct the validation once the extract file has been imported into the software. Validators should also work closely with programming staff to determine which grantee data elements best meet the requirements specified in the record layout.

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Table I.3 summarizes the preparation tasks that grantees should complete before embarking on the validation effort, and the staff who will likely be responsible for completing each task. All of these tasks can begin immediately, so that the grantee can maximize the time available to validate its sample of WIASPR records.

<b>Table I.3</b>		
<b>Preparing for Data Validation</b>		
<b>Preparation Activity</b>	<b>Responsible Staff</b>	<b>Handbook Reference</b>
Assemble validation team.	Managers	Chapter I
Review handbook.	Validators, programmers	All chapters and appendices
Install NFJPDV software.	Programmers	Appendix D
Develop a data validation schedule and make staff assignments.	Managers, validators, programmers	Chapters I & II
Build and test validation extract file of all NFJP PY 2006 Quarter 3 exiters. The final file should be generated as soon as possible after the WIASPR submission on May 15, 2007, to maximize the time available to conduct data validation.	Programmers, validators	Chapter II—Sections A and B, Chapter III
Review data validation instructions and update grantee version of sources column.	Validators, programmers	Appendix C

After reviewing this handbook, grantees should contact Mathematica Policy Research, Inc. by emailing [NFJPTA@mathematica-mpr.com](mailto:NFJPTA@mathematica-mpr.com) with any questions on validating their WIASPR submission.

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This chapter provides a step-by-step description of how to conduct data validation. Following are brief summaries of each section of the chapter.

### **A. Accessing the NFJPDV Software**

Section A describes how to access the NFJPDV software and how to identify the reporting period to be validated. This section also describes how the user can change the reporting options after the initial sign in.

### **B. Creating and Importing a Validation Extract File**

Section B describes how to build and import a program year file of NFJP exiters. This section also describes how to access and review duplicate detection and error reports of records rejected by the validation software during the import process.

### **C. Report Validation**

Section C describes how to review the performance measure report generated by the software, and how to access and analyze records by performance outcome groups.

### **D. Data Element Validation**

Section D describes how to conduct data element validation for a sample of exiter records, using the worksheets generated by the software. This section also describes how to access the summary and analytical report and submit results to ETA. Section D concludes with a summary table and flowchart of the DEV steps.

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### **A. Accessing the Validation Software**

#### **Task 1—Install the Application**

Users should refer to Appendix D for detailed instructions on installing the NFJPDV software.

#### **Task 2—Open the Validation Software**

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

#### **Task 3—Create a New Database or Open an Existing Database**

To create a new database, go to File and click on New. Then use the Create Database window to find the appropriate location to save the database. Type a name for the database in the file name cell. This functionality should be used whenever grantees are validating a new report or calculating performance for a new report.

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

#### **Task 4—Sign In Screen**

On the Sign In screen, the user can either choose to validate records for an entire program year or for one of the four quarters within that program year.

Enter the program year to be validated in the cell labeled Program Year. Select the submission month from the drop down menu. Move the cursor to any other cell and the validation period start and end date range will automatically fill based on

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the program year and submission due date entered. The start and end date range is the period during which participants must have exited the NFJP program to be included in the WIASPR for the program year data validation and annual performance measure calculations. As specified in Tables I.1 and I.2, the PY 2006 validation extract file must contain records for all participants who exited between July 1, 2005 and December 31, 2006. The PY 2007 file must contain records for all participants who exited between July 1, 2006 and December 31, 2007.

Alternatively, users can manually enter a date range or use the calendar buttons to select a date range, as long as it is within the range of exit dates in the validation file. This function allows users to review their data and performance for the period selected. The Sign In screen for the May 15, 2007 submission is shown below.



The screenshot shows a dialog box titled "NFJP - Sign In". It contains the following fields and controls:

- Program Year:** A text box containing "2006" and a "YYYY" label.
- Submission Due:** A dropdown menu showing "May".
- Most Recent Report Qtr.:** A text box containing "01/01/2007 - 03/31/2007".
- Record Inclusion Start Date:** A text box containing "07/01/2005" and a calendar icon.
- Record Inclusion End Date:** A text box containing "12/31/2006" and a calendar icon.
- Buttons:** "Sign In" and "Exit" buttons at the bottom.

Click on the “**Sign In**” button after specifying the PY or date range to be validated.

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### **Task 5—Change Reporting Options**

To change the reporting parameters after signing in to the software, open the **Change Reporting Options** menu and select **Change Reporting Options**. This function enables the grantee to produce performance reports based on selected subgroup options.

In the Change Reporting Options screen, the user can select and change several options: the program year, submission due date, record inclusion start and end dates, grantee number, office name, WIB name, and case manager's name.

While date ranges are auto filled based on the program year selected, users may overwrite these date ranges to analyze performance for specific time periods. If the user decides to change the program year after importing the data, the performance measure report and the performance outcome groups will not accurately reflect the new selection. For the software to calculate an accurate report, the user must re-import data for the selected time period after changing the program year.

The WIB, office, and case manager drop down menus include the unduplicated values in each of these fields in the import file. After the user selects filters from the drop down menus and clicks on Save, the source table, performance outcome group table, and performance measure report will all be reconfigured to reflect the data and results for the selected subgroup. The subgroup parameters appear in the footer of the performance measure report to distinguish it from the grantee level report. Users should note that changing these filters does not change the sample of exiters selected for validation.



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After selecting filters to create the desired report, click on **Save** to save the options.

**U003r - Change Report Options**

Program Year	<input type="text" value="2006"/>	YYYY
Submission Due	<input type="text" value="May"/>	
Most Recent Report Qtr.	<input type="text" value="01/01/2007 - 03/31/2007"/>	
Record Inclusion Start Date	<input type="text" value="7/1/2005"/>	
Record Inclusion End Date	<input type="text" value="12/31/2006"/>	

Grantee Number	<input type="text" value="5436"/>	
Office Name	<input type="text" value="Office4"/>	
Wib Name	<input type="text" value="WIBB"/>	
Case Mgr.	<input type="text" value="Brown"/>	

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### **B. Create and Import a Validation Extract File**

Grantees should consolidate the four WIASPR submissions for the program year being validated, and import the file into the NFJPDV software.

#### **Task 1—Create a File Based on the Record Layout**

To view the record layout see Chapter III of this handbook, or open the **Import Data** menu and select **Source Table Record Layout**. The record layout is in the WIASPR format with the addition of five fields. The additional fields are observation number (field #1), WIB name (field #96), office name (field #97), case manager (field #98), and user field (field #99).

The validation extract file must be in ASCII comma-delimited format. The software will also accept comma separated (csv) files. Fields must be in the order and format listed on the record layout. Mandatory fields are specified in the record layout. Blanks are acceptable in optional fields. However, blank or null values are not valid for mandatory fields and will result in the record being rejected. Quotation marks around data elements cause the software to reject the file.

Grantees must create their extract file for validation after submitting their May WIASPR file to ETA. The file will contain unduplicated exiter records spanning a six quarter period, using the most recent record for each participant. The date ranges for the exiters to be included in the extract file are given in tables I.A and I.B on pages 3 and 4.

One way that grantees can create the extract file is to aggregate all of their WIASPR submissions for the six quarter period included in the file. Before aggregating the files, grantees should mark each record to indicate which WIASPR submission it came from (e.g., 1<sup>st</sup> through 6<sup>th</sup>). Grantees can then unduplicate the aggregated file by retaining only the last record submitted for exiters with multiple records. The file can be completed by adding observation numbers to the unduplicated records, and then extracting from the grantee data base the WIB name, office name, case manager, and any user field applicable to each record.

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The original marker for submission quarter may be retained in the user field if grantees choose to do so.

Alternatively, grantees may develop an extract routine to pull the most recent data for each exiter directly from the grantee's data base, in the format specified in the record layout. Grantees using this approach should ensure that they run the extract routine as close as possible to their last quarterly submission, to minimize any differences between the data in the WIASPR submission and in the validation extract file.

### Data Issues

Field #99 is an optional user-defined field which appears on the validation worksheet; this field can be filled with any additional data element that the grantee wishes to have available on the DEV worksheet. For example, grantees can include the participant name or other identifying information that should appear on the validation worksheet to help locate case folders for sampled participants. If this field is populated, the data should not include any punctuation, which may cause file import problems.

The exit date field (field #70) can represent either the date the participant exited the NFJP program, or the date the participant exited the WIA program if the participant was co-enrolled in a partner program. However, for co-enrolled participants grantees should be sure to use the exit date that was used to obtain post-exit wages.

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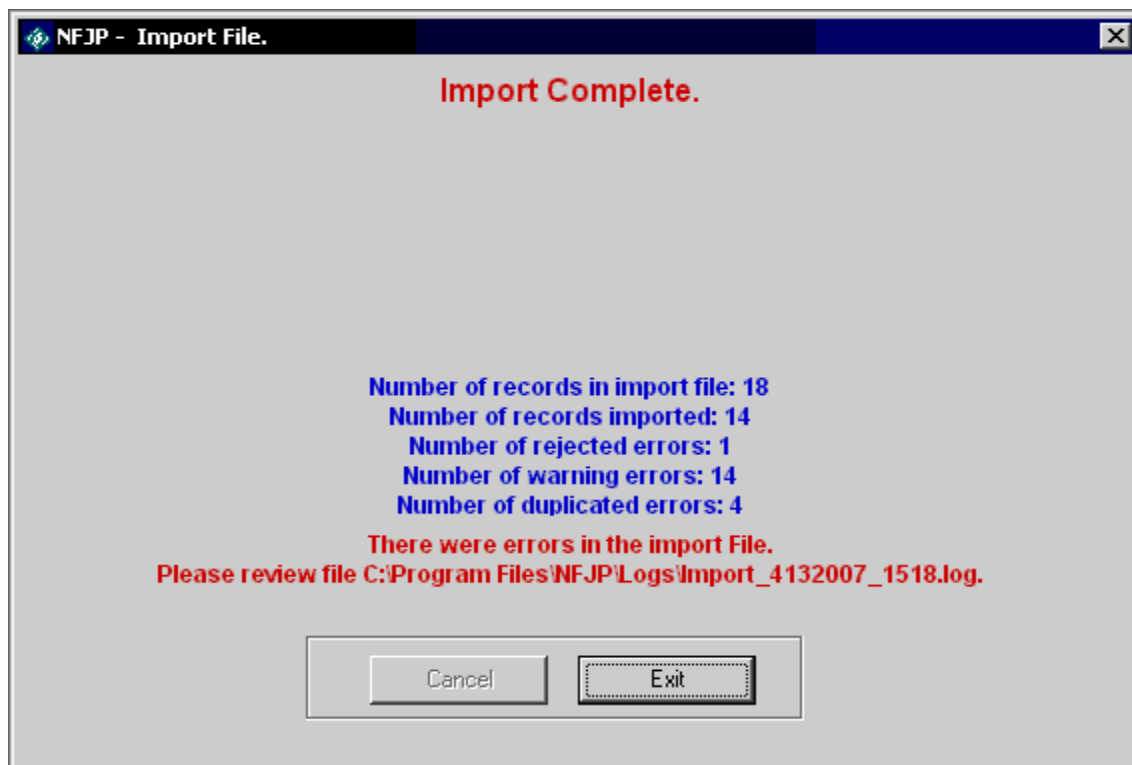
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### Task 2—Import Extract Data

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. A message box will appear notifying the user that the import process will reload the master validation table. Click Yes to continue or No to abort.

Once this is done, the **Import File** box will display counters for the number of records in the import file, the number of records imported successfully, and the number of records with errors (rejects, warnings, or duplicates). The software will also display the import error report. The duplicate report, however, must be accessed separately through the Duplicate Report item on the Import Data menu. The Import File box 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.



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To 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 are sortable to facilitate review of the imported records. Users can sort on any column in the source table by double clicking in the header row for the particular column. The records can be sorted in either ascending or descending order by double clicking a second time in the header row for the column.

The total number of records in the source table is provided on the lower left corner of the screen. If the cursor is placed on a particular row of a column, the software 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. For example, on the following source table the cursor is on row 7 as shown on the lower right.

OBS	Grantee	StateCode	CountyCod	SSH	EnrollDate	DOB	Gender	NativeAmer	Asian	AfricanA
9	5436	5	41	100000009	20040721	19810108	1	0	0	
4	5436	5	41	100000004	20050421	19810101	1	0	0	
14	5436	5	93	100000014	20050102	19841025	2	0	0	
13	5436	5	93	100000013	20040831	19690207	2	0	0	
11	5436	5	93	100000011	20041102	19841025	2	0	0	
8	5436	5	93	100000008	20040930	19690207	2	0	0	
6	5436	5	93	100000006	20050102	19841125	2	0	0	
2	5436	5	93	100000002	20051102	19841025	2	0	0	
10	5436	5	123	100000010	20041012	19720408	1	1	0	
5	5436	5	123	100000005	20050112	19720408	1	1	0	
16	5436	5	131	100000016	20040817	19561227	1	0	1	
15	5436	5	131	100000015	20040817	19551227	1	0	1	
12	5436	5	131	100000012	20040712	19800214	1	0	0	
7	5436	5	131	100000007	20050312	19800225	1	0	0	
3	5436	5	131	100000003	20050712	19800224	1	0	0	

Current Row Number 7

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### **Task 3 – Review Error Report**

During file import, the NFJPDV software reads each record to ensure that all fields are valid based on the record layout and the WIASPR edit check logic specified in Chapter III. For example, any records with missing data in mandatory fields—such as Observation Number or Date of Birth—are rejected. Duplicate records or records with invalid values are also rejected. The software will also generate an error if the number of columns in the extract file does not match the number of columns specified in the record layout, if text values are placed in a number field, or if dates are not in the proper format.

When the NFJPDV software has completed the file import process, it displays an error report listing the rejected records and records with warning errors. The error report is also automatically saved to the NFJP folder (C:\Program Files\NFJP\Logs) and is titled import\_date\_time.log.

The error report indicates which observation has an error and the corresponding error message. Grantees should use the error report in conjunction with the Chapter III record layout and edit check document to determine why records have been rejected or identified as having warning errors.

After reviewing any error reports generated by the software, staff should determine if the validation file 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 before beginning validation.

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### **Task 4—View Duplicates**

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

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

This opens a report that displays duplicate records, including their observation numbers, SSNs, and exit dates. All records that have the same SSN and exit date are considered to be duplicates and are rejected by the software. If duplicates exist, the user must decide if it is necessary to fix the extract file. If so, it must be determined which observations to include in the extract and the file must be corrected and re-imported before beginning validation.

### **NFJP Duplicate Records Report**

<b>OBS</b>	<b>SSN</b>	<b>Date of Exit</b>
1	100,000,001	20050910
17	100,000,001	20050910

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### **C. Report Validation**

Because ETA calculates performance measures for all NFJP exiters, report validation is unnecessary. However, grantee staff can use the NFJPDV software to view and analyze the performance of individual exiters. The software also calculates the grantee's performance and generates a performance measure report.

#### **Task 1—View Performance Outcome Groups**

The NFJPDV software assigns each participant record to a performance outcome group following the specifications in Appendix A of this handbook. Organizing the records into outcome groups serves two purposes. First, it provides the numerical counts used to calculate the performance measures. Second, it serves as a tool for analyzing performance outcomes and factors that may influence performance. Appendix A describes in detail how the software assigns each exiter who received employment and training services to one of 16 performance outcome groups for the entered employment, employment retention, average earnings, and optional six month earnings increase measures.

Click on the **Report Validation** menu. Then click on **View Performance Outcome Groups**. This opens a window that displays the 16 performance outcome groups and the total number of records that have been assigned to each group. A section of the performance outcome group summary screen is shown below. Exhibit A.1 in Appendix A displays the full performance outcome group table. No data entry is required; this function is for analytical purposes only.



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Summary												Detail
	Group	Exit Qtr	Number in Group	Category of Exit	Emp Status at Part	Emp Qtr+1	Emp Qtr+2/+3	EER Num	EER Den	ERR Num	ERR Den	
▶	1	1&2 qtrs prior to report qtr	8	E&T	Unemp	Yes	Pend	Yes	Yes	No	No	
	2	1&2 qtrs prior to report qtr	6	E&T	Unemp	No	N/A	No	Yes	No	No	
	3	1&2 qtrs prior to report qtr	6	E&T	Emp	Yes	Pend	No	No	No	No	
	4	3&4 qtrs prior to report qtr	4	E&T	Unemp	Yes	Yes	Yes	Yes	Yes	Yes	
▲	5	3&4 qtrs prior to report qtr	12	E&T	Unemp	Yes	No	Yes	Yes	No	Yes	
	6	3&4 qtrs prior to report qtr	36	E&T	Unemp	No	N/A	No	Yes	No	No	
	7	3&4 qtrs prior to report qtr	4	E&T	Emp	Yes	Yes	No	No	Yes	Yes	
	8	3&4 qtrs prior to report qtr	12	E&T	Emp	Yes	No	No	No	No	Yes	
	9	5&6 qtrs prior to report qtr	4	E&T	Unemp	Yes	Yes	No	No	Yes	Yes	
	10	5&6 qtrs prior to report qtr	12	E&T	Unemp	Yes	No	No	No	No	Yes	
	11	5&6 qtrs prior to report qtr	36	E&T	Unemp	No	N/A	No	No	No	No	
	12	5&6 qtrs prior to report qtr	4	E&T	Emp	Yes	Yes	No	No	Yes	Yes	
	13	5&6 qtrs prior to report qtr	12	E&T	Emp	Yes	Yes	No	No	No	Yes	
	14	1-6 qtrs prior to report qtr	36	E&T	Emp	No	N/A	No	No	No	No	
	15	1-6 qtrs prior to report qtr	18	Exclusion	NA	NA	NA	No	No	No	No	
	16	1-6 qtrs prior to report qtr	8	Asssit	NA	NA	NA	No	No	No	No	

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

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### Task 2—View Detailed Records

By double clicking the arrow in the far left corner of a performance outcome group, the user can view the detailed records assigned to that group.

Summary					Detail for group 16 order by obs					
Total Number of Records:										
OBS	Grantee	StateCode	CountyCod	SSN	EnrollDate	DOB	Gender	NativeAmer	Asian	AfricanAr
211	5436	5	131	100000211	20040817	19560130	1	0	1	
212	5436	5	131	100000212	20040817	19560228	1	0	1	
213	5436	5	131	100000213	20040817	19560330	1	0	1	
214	5436	5	131	100000214	20040817	19560430	1	0	1	
215	5436	5	131	100000215	20040817	19560530	1	0	1	
216	5436	5	131	100000216	20040817	19560630	1	0	1	
217	5436	5	131	100000217	20040817	19560730	1	0	1	
218	5436	5	131	100000218	20040817	19560830	1	0	1	

### Sort Detailed Records

Users can sort on any column in the performance outcome group display by double clicking in the header row for the particular column. The records can be sorted in either ascending or descending order by double clicking a second time in the header for the column.

### Widen Columns

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

## **II. VALIDATION PROCEDURES**

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### **Task 3—View Performance Measure Report**

This function displays a report that calculates the values for the four NFJP performance measures, based on the specifications in Appendix A of this handbook.

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

Click on the printer icon to print the report using a live printer. To produce the report in Adobe Acrobat (PDF) format, click on the export report button to the right of the printer icon and follow the prompts.

### Performance Measure Report - NFJP Period 7/1/2004 - 12/31/2005

<b>RptCell</b>	<b>Description</b>	<b>Validation Value</b>
1	EER Rate	50%
2	EER Numerator	2
3	EER Denominator	4
4	ERR Rate	50%
5	ERR Numerator	4
6	ERR Denominator	8
7	Average Earnings	40,050
8	Average Earnings Numerator	160,200
9	Average Earnings Denominator	4
10	Six Month Earnings Increase	20,378
11	Six Month Earnings Increase Numerator	163,020
12	Six Month Earnings Increase Denominator	8

If users have selected a WIB, office and/or case manager filter on the Change Reporting Options screen, the performance measure report will be generated for that subgroup. The footer of the report will display the selected subgroup.

## ***II. VALIDATION PROCEDURES***

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### **D. Data Element Validation**

#### **Task 1—Access Sampled Records**

The first tasks in DEV are to identify the records that must be validated and to assemble the validation worksheets and source documentation corresponding to those records.

The software selects a sample of the NFJP exiter records that have been imported into the software, and displays the data to be validated for each sampled record on a worksheet. To minimize the validation effort, grantees validate only the subset of data elements in each sampled record that are most important for calculating grantee performance. Appendix B of this handbook provides the validation sampling specifications.

Click on the **Data Validation** menu and select **Edit Worksheets**. This will open the data validation worksheet summary of sampled records. The summary screen is read only. Identifying information on this summary list (and on the individual worksheet for each sampled record) helps grantee staff locate the source documents for each of the selected records. The summary rows for sampled records that have been completely validated will be shaded in green.

## II. VALIDATION PROCEDURES

### Summary Worksheet

Total sampled 12      Total inspected: 0      Total number of records unable to validate: 0

Summary Validation Worksheets

Detail								
	obs	ssn	EnrollDate	Pass/Fail	DOB	Pass/Fail	Sec 167	Pas
1	22	100000022	20050421		19810104		1	
2	23	100000023	20050421		19810106		1	
3	25	100000025	20050112		19810712		1	
4	26	100000026	20050112		19720408		1	
5	27	100000027	20050112		19721108		1	
6	28	100000028	20050112		19730408		1	
7	29	100000029	20050112		19720409		1	
8	30	100000030	20050112		19720410		1	
9	31	100000031	20050112		19720411		1	
10	32	100000032	20050112		19720412		1	
11	33	100000033	20050112		19720413		1	
12	35	100000035	20050112		19720415		1	

EnrollDate	DOB	Sec167	FarmStatus	Family	EmpStatus	ProgEarn6Month	LongAqEmp	IntensiveServD	Tr

Unable to validate     Completed     Not completed   

To access, update, and print individual sampled records, double click anywhere on the row of the applicable record on the worksheet summary. This will open a validation worksheet for the selected record.

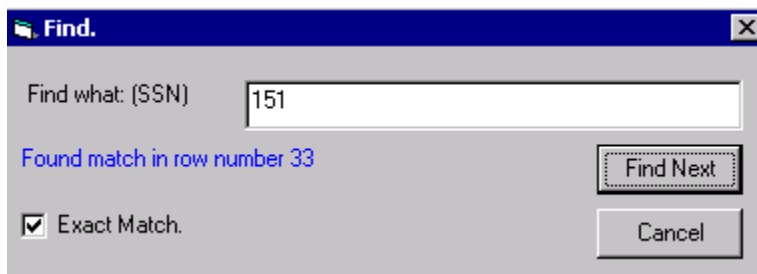
## **II. VALIDATION PROCEDURES**

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Users can also 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. In the Find What box, enter the value that the NFJPDV software should search for in the sampled records. If the value needs to match exactly, check the Exact Match box. Then click the Find Next button. The row number of the record that contains the value in the Find What box will be displayed in blue.

### **Find Window**



The online worksheet is on three tabs, one for validation fields 1-10, one for validation fields 11-18 and one for comments. Identifying information at the top of the worksheet helps validation staff locate the case file for the selected record.

The validation worksheet lists all of the data elements to be validated with their corresponding field number from the Chapter III record layout. Validation is required for each data element where check boxes are present and unshaded on the worksheet. Grantees do not need to validate data elements for which check boxes are shaded.

## II. VALIDATION PROCEDURES

### Sample Online Data Validation Worksheet

Not Completed.

OBS  Grantee  Office  Case Mgr.   
SSN  WIB Name  User Field  State Code   
Missing Record  Unable to Locate  Invalid Record

Validation Field 1 - 10		Validation Field 11 - 18		Comments	
Data Elements	Reported Value	Pass	Fail		
4. Date of Participation	<input type="text" value="20050421"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5. Date of Birth	<input type="text" value="19810104"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
9. Sec 167	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
11. Farmworker Status	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
13b. Number of Individuals in the Family	<input type="text" value="4"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
16. Employment Status at Participation	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17. Six Month Pre-Program Earnings	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
21e. Long-term Agricultural Employment	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
24. Date of First Intensive Service	<input type="text" value="20050421"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
25. Date of First Training Service	<input type="text" value="20050501"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

The validation worksheets can be completed online on a desktop or laptop computer, or they can be printed and completed by hand. The NFJPDV software may also be loaded onto the grantee's central server, allowing multiple validators to complete the worksheets on workstations or computers connected to the server. If validators use paper worksheets, the findings must later be data-entered in the online worksheet.

Task 4 of this section provides detailed instructions for completing the online worksheet. "Not Completed" is displayed in red in the upper right corner of the online worksheet until the validator has completed every data element on the worksheet that requires validation and the results have been saved. At that point, the message will indicate "Completed". If the user selects Missing Record, Unable

## **II. VALIDATION PROCEDURES**

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to Locate, or Invalid Record, no further validation is required and the message will indicate “Completed.” See Task 4 in this section for more information.

### **Task 2—Print Worksheets**

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

### **Sample Printed Worksheet**

#### **NFJP Data Validation Worksheet**

OBS: 4	StateCode: 5	WIB Name:WIB C
SSN: 10000004	User Field: POG4	Office Name:Office4
	Grantee: 5436	Case Mgr.:Ramirez

**Missing Record:** No  
**Unable to Locate:** No  
**Invalid Record:** No

Data Element	WIASPR#	Value	Pass/Fail
Date of Participation	04	20050421	
Date of Birth	05	19810101	
Sec 167	09	1	
Farmworker Status	11	1	
Number of Individuals in the Family	13b	1	
Employment Status at Participation	16		
Six Month Pre-Program Earnings	17	0	
Long-term Agricultural Employment	21e	1	
Date of First Intensive Service	24	20050421	
Date of First Training Service	25	20050501	
Date of Exit	33	20050610	
Category of Exit	34	1	
Other Reasons for Exit	35		



## ***II. VALIDATION PROCEDURES***

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### **Task 3—Print Sampled Cases Report**

To simplify the task of identifying which offices must be visited for NFJP validation, the software produces a Sampled Cases Report that lists the number of records in the sample by Office name and WIB name.

To obtain the Sampled Cases Report, click on the **Data Validation** menu and then click on **Sampled Cases Report**. This report shows the distribution of the sample by location. No data entry is required, this report is for analytical purposes only.

### **Count of Sampled Records by Office and WIB**

<b><u>NFJP Sampled Cases Report</u></b>		
<b>Office Name</b>	<b>WIB Name</b>	<b>Total</b>
Office1	WIBA	3
Office2	WIBB	1
Office4	WIBC	3
Office5	WIBD	3
Office6	WIBC	2
Office7	WIBA	1
<b>Total Cases: 13</b>		

## ***II. VALIDATION PROCEDURES***

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### **Task 4—Assemble Supporting Documentation and Complete Worksheets**

Grantee staff must obtain the source documentation for each sampled record in order to complete the validation worksheets. If some of the information is not available at the grantee level, the validator must travel to the physical location where the case files are stored to access the relevant source documentation for each sampled record. (If the grantee wishes to follow a different procedure, it must obtain approval from its project officer.) The validator reviews the local office's sampled case files for each data element present on the worksheet, using the validation instructions and criteria in Appendix C. Some elements (such as wage records) may be validated against central computer files. Instructions for validating elements against central computer files are also included in Appendix C.

Some of the data elements may be blank on the worksheet due to two factors. First, not every data element applies to each participant. For example, if the participant has not entered training, the data element for Date of First Training Service will be blank on the worksheet for that participant. Similarly, if the individual was an employment and training exiter, the data element for Other Reason for Exit will be blank on the worksheet.

Second, negative values are generally not validated and therefore not included on the worksheets. For example, if the individual was not employed at participation (i.e., has a value of 2 or 3), the data element will be blank on the worksheet.

Blank data elements do not need to be validated unless the instructions specifically direct the validator to do so. The validator should carefully read the Appendix C instructions for each data element because they indicate when blank data elements must be validated. For example, earnings fields are validated whether or not they are blank.

Appendix C provides separate instructions for each data element; the instructions are presented in the same order in which the data elements appear on the worksheet. The data element reference numbers on the worksheet correspond to the data element reference numbers in the record layout and validation instructions. Each instruction specifies the recommended sources for validating the data

## ***II. VALIDATION PROCEDURES***

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element. If the validator locates an equivalent source document that is not specified in the instructions, the validator should record the new source in the state version of sources column in the validation instructions.

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. Check Pass if the element was supported by/matched the source documentation
2. Check Fail if the source documentation showed that the data element was incorrect or if no source documentation was available

The validation worksheets can be completed online by one or more validators accessing the same database (see Task 8 of Appendix D for more information on setting this up). If validators complete paper worksheets, the results must later be data-entered into the corresponding online worksheet.

If the source file for a particular record is missing from the local office where it is supposed to be kept, the validator should check the missing record box on the validation worksheet. If the data validation staff is not able to determine where the case file for a particular record is kept, the validator should check the unable to locate box. No further validation is required for these individuals.

The worksheet also includes a comments section. Any comments related to the validation of a particular record can be entered in the comments text box on the third tab of the online worksheet. These comments will appear on the printed version of the worksheet. Comments can include the reason a data element failed validation, definitional problems encountered by the validator, the validator's name if the grantee chooses to record it, or other relevant information.

After completing the Pass or Fail checkbox for each data element to be validated in a sampled record and entering any relevant comments, the validator should click

## ***II. VALIDATION PROCEDURES***

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on the Save and Close button on the online worksheet (as shown in Task 1 of this section).

Validators should follow this same series of tasks for each record in the sample.

### **Task 5—Data Validation Summary/Analytical Report**

The NFJPDV software generates a summary and analytical report after all the validation worksheets have been completed. This report shows the number of errors and the error rates for each data element validated.

Two types of error rates—Overall Error Rate and Reported Data Error Rate—are calculated using the information entered on the worksheets by the validators. For each element, the Overall Error Rate is the number of records in which that data element is in error divided by the total number of records sampled, weighted to account for the over- and under-sampling of particular types of records. As values may not be present for every data element in each record sampled, the Reported Data Error Rate includes in the denominator only those records for which the particular data element was validated. See Appendix B for more information about the two types of error rates.

To access the Summary/Analytical Report, click on the **Data Validation** menu and select **Summary/Analytical Report**. No data entry is required; this screen is for analytical purposes only. To print the report, click on the printer icon on the tool bar at the top of the screen.

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### NFJP Data Validation Summary and Analytical Report

State: **NV**      Period: 7/1/2004 - 12/31/2005      Report Due: **May**  
 # of Cases: **12**      # Completed: **12**      # Unable to validate: **6**

Data Element	WIASPR #	# of Errors	Overall Error Rate	Reported Data Error Rate
Date of Participation	4	6	50.00	50.00
Date of Birth	5	6	50.00	50.00
Sec 167	9	7	58.33	58.33
Farmworker Status	11	7	58.33	58.33
Number of Individuals in the Family	13b	7	58.33	58.33
Employment Status at Participation	16	0	0.00	0.00
Six Month Pre-Program Earnings	17	6	50.00	50.00
Long-term Agricultural Employment	21e	3	25.00	42.86
Date of First Intensive Service	24	7	58.33	58.33
Date of First Training Service	25	6	50.00	50.00
Date of Exit.	33	6	50.00	50.00
Category of Exit.	34	6	50.00	50.00
Other Reasons for Exit.	35	6	50.00	66.67
Date Placed in Unsubsidized Employment.	36	8	66.67	66.67
Employed in the 1st Quarter After Exit Quarter.	41	8	66.67	66.67
Employed in the 2nd Quarter After Exit Quarter.	42	4	33.33	66.67
Employed in the 3rd Quarter After Exit Quarter.	43	4	33.33	66.67
Wages 2nd & 3rd Quarters After Exit Quarter.	44	7	58.33	58.33

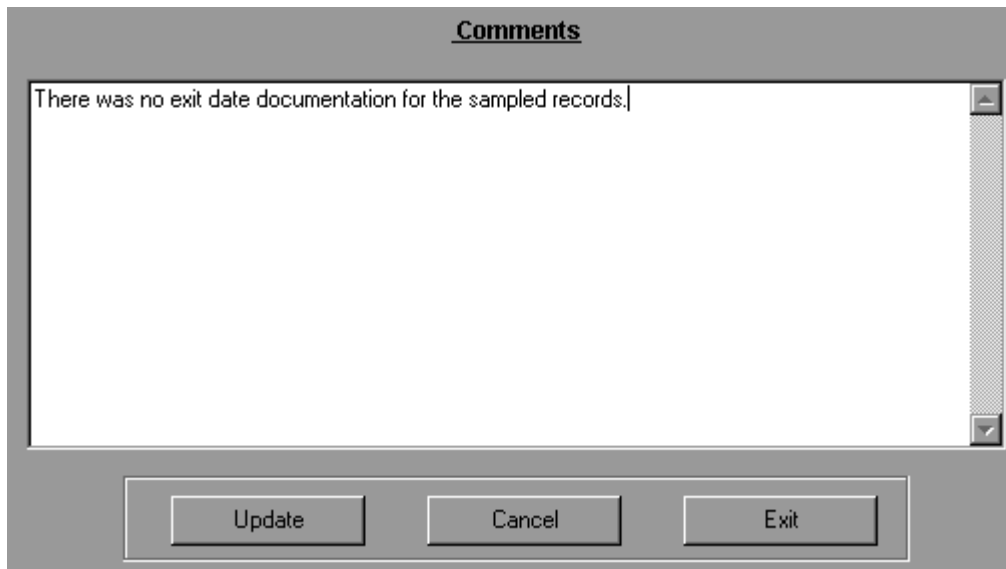
Comments:      Summary/Analytical report screen print.

Grantees may include comments on the summary and analytical report to describe issues encountered during the validation. To enter comments, click on the **Data Validation** menu and select **Summary/Analytical Comments**. In the text box, enter any comments applicable to the data validation effort, up to 250 words. Click the Update button to transfer the comments to the summary and analytical report. Click Cancel to return to previously entered comments.

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The image shows a screenshot of a software dialog box titled "Comments". The dialog box has a white background and a grey border. At the top, the title "Comments" is centered. Below the title is a large text area with a vertical scrollbar on the right side. The text area contains the text "There was no exit date documentation for the sampled records." Below the text area, there are three buttons arranged horizontally: "Update", "Cancel", and "Exit".

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 6 – Submit Validation Results to ETA**

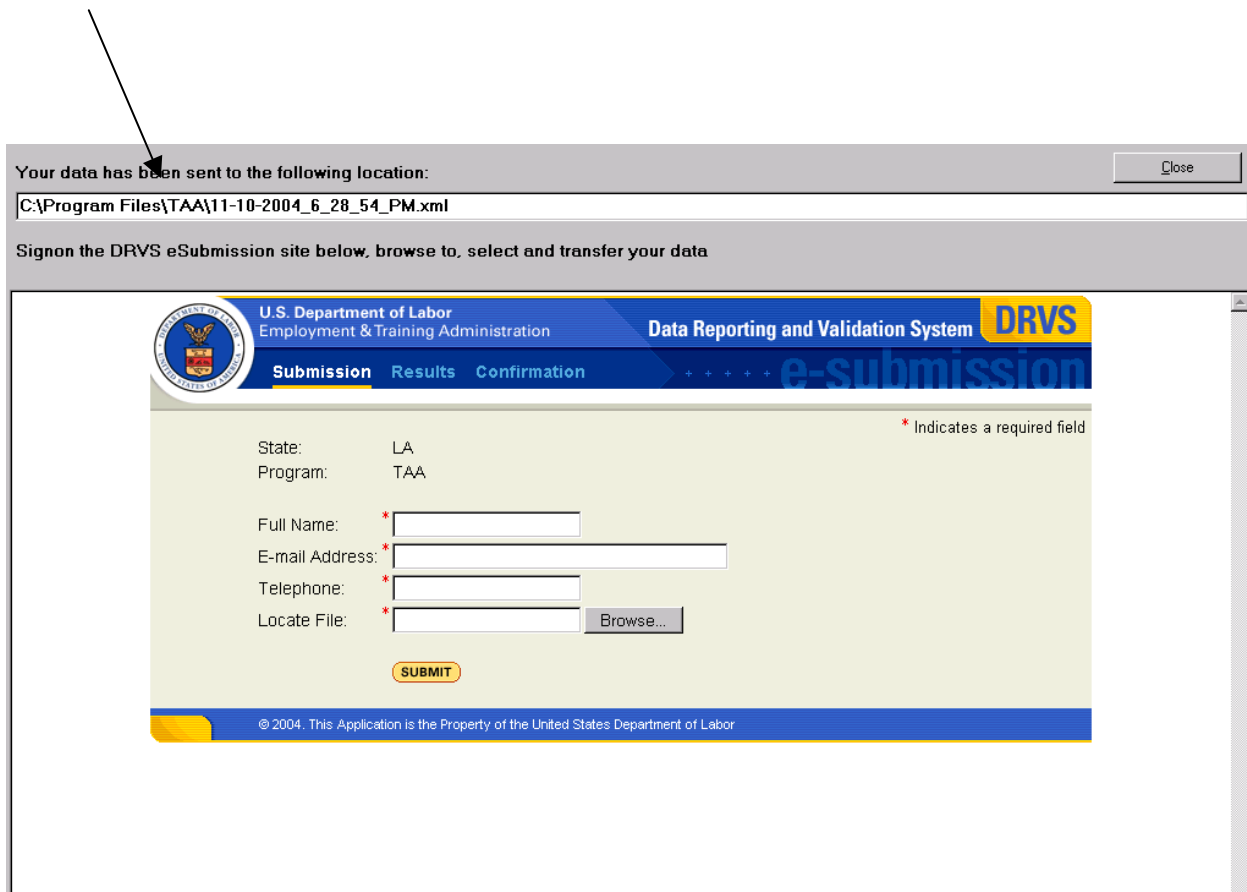
After all validation worksheets have been completed, grantees must submit their Summary and Analytical Report to ETA via the e-submit functionality of the validation software. Data validation files, including the completed worksheets, summary and analytical reports, and copies of supporting documentation, should be retained on-site for three years for monitoring purposes.

To submit the report, click on the **Data Validation** menu and select **Upload Summary/Analytical**. After a minute or two, the software will open a web browser. Enter the validation password provided by Traci DiMartini at ETA ([DiMartini.Traci@dol.gov](mailto:DiMartini.Traci@dol.gov)) and click on the Login button. The ETA-provided password must be the NFJP validation password, not the WIASPR submission password.

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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<sup>4</sup>



The screenshot shows a web browser window with a message box at the top. The message box contains the text "Your data has been sent to the following location:" followed by a text input field containing the file path "C:\Program Files\TAA\11-10-2004\_6\_28\_54\_PM.xml". Below the message box is a navigation bar for the "Data Reporting and Validation System DRVS" with tabs for "Submission", "Results", and "Confirmation". The main content area is a form with the following fields: "State:" (LA), "Program:" (TAA), "Full Name:" (required field), "E-mail Address:" (required field), "Telephone:" (required field), and "Locate File:" (required field) with a "Browse..." button. A "SUBMIT" button is located below the form. A footer at the bottom of the page reads "© 2004. This Application is the Property of the United States Department of Labor".

<sup>4</sup> The path name and program will indicate NFJP rather than TAA as shown above.


## II. VALIDATION PROCEDURES

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.<sup>5</sup> Users can choose to print a copy of the confirmation, have a copy e-mailed to them, or log out.

Your data has been sent to the following location: OK

C:\Program Files\TAA\11-10-2004\_6\_28\_54\_PM.xml

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

After closing the e-submission window, the DRVS will display the message “Export has completed.”

<sup>5</sup> The file path and program will indicate NFJP rather than TAA as shown above.



## **II. VALIDATION PROCEDURES**

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Table II.1 and Figure II.1 summarize the NFJP data element validation process.

**Table II.1: Overview of Data Validation**

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<b>Task</b>	<b>Task Description</b>
1	The validator assembles validation worksheets for the sampled WIASPR records and retrieves the case files corresponding to those records.
2	After obtaining the case file for a sampled case, the validator uses the validation worksheet to locate the first relevant data element that must be validated. Fields for data that are not relevant to a particular record may be blank. For elements where data are present or where the absence of data requires validation, the validator uses the reference number to locate the validation instruction for that data element in Appendix C. Each data element listed in Appendix C gives instructions and acceptable source documentation for validating that element only. An edited definition of the data element is also included in the instructions.
3	The validator obtains one or more of the source documents listed as an acceptable source to validate the element.
4	Following the instructions in Appendix C, the validator determines whether the data element meets the validation criteria based on the information in the source document(s). If the data element is supported by/matches the source document(s), the validator enters a checkmark in the <i>Pass</i> box on the worksheet.
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 enters a checkmark in the <i>Fail</i> box on the worksheet, indicating an error. If the source file for a particular record is missing from the local office where it is supposed to be kept, the validator should check the missing record box on the validation worksheet. If the data validation staff is not able to determine where the case file for a particular record is kept, the validator should check the unable to locate box. No further validation is required for these individuals.

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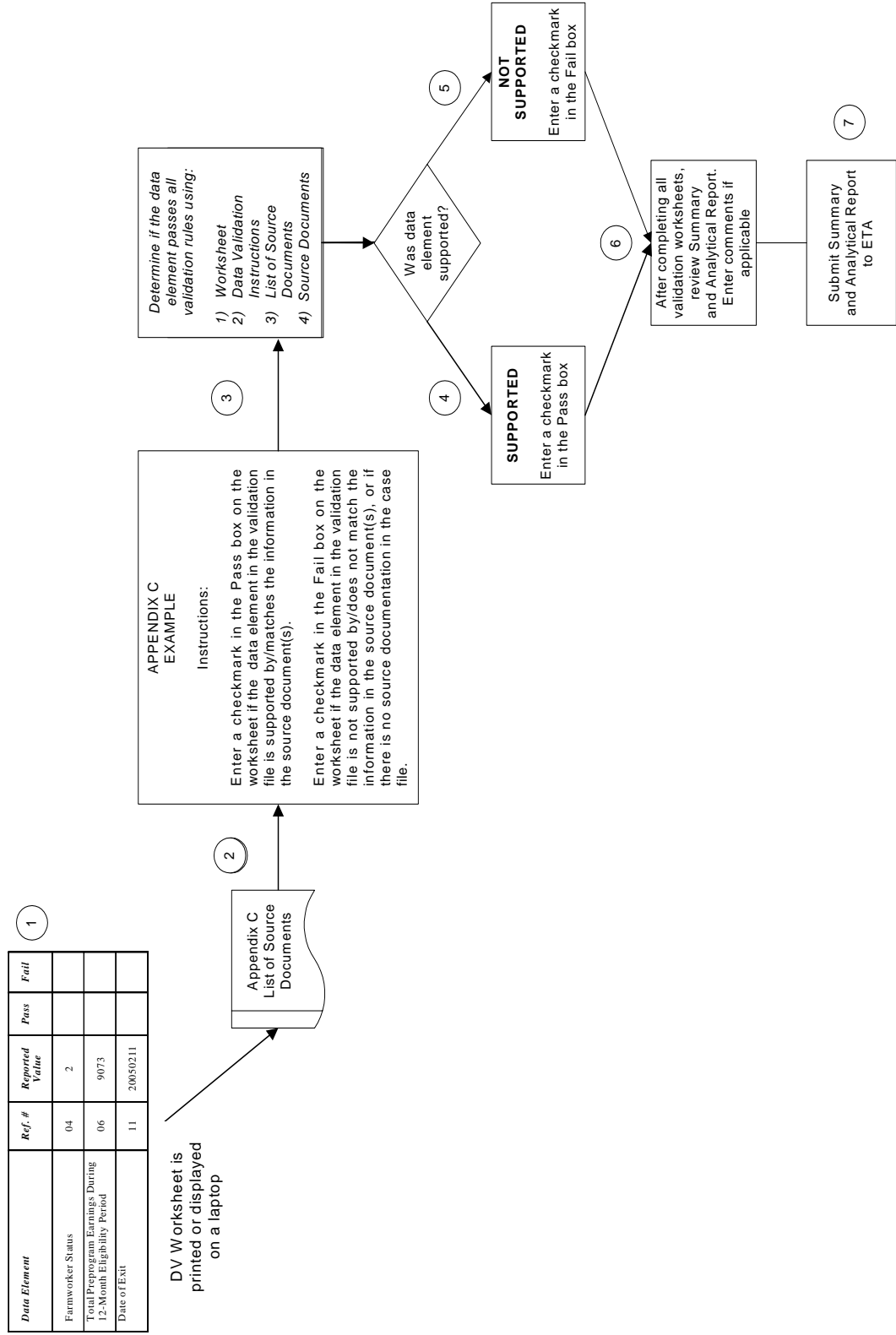
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- 6 The validator proceeds through each data element for each sampled record in the same manner. The “Comments” section of the worksheet can be used to record notes or to document issues that may be helpful in future validations.
  - 7 After each data element has been validated for every sampled record, the validator reviews the Summary and Analytical Report generated by the software. The validator then e-submits the report to ETA.
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# II. VALIDATION PROCEDURES

FIGURE II.1 Flowchart of Data Validation Tasks



### ***III. RECORD LAYOUT***

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Attached is the record layout that should be used to create the extract file of NFJP exiters as specified in Section B of Chapter II of this handbook. The file must be in ASCII comma-delimited format or comma separated (.csv) format. Fields must be in the specified order and in the format listed on the record layout. Quotation marks around data elements cause the software to reject the file.

The record layout provides the following information:

- Field number and type in NFJPDV validation file
- New WIASPR field number and data element name
- Old NFJPDV field number and type
- Old data element name
- Valid values – the record will be rejected if the data element does not meet the valid value criteria
- Edit check logic – the record will be rejected or will receive a warning error if the data element does not meet the edit check logic criteria
- Error message – the text displayed on the import error report when the data element fails to meet the edit check logic
- Error type – whether failure to meet the edit check logic results in a warning or reject error

**WIA SECTION 167 MIGRANT AND SEASONAL FARMWORKER  
WORKFORCE INVESTMENT ACT STANDARDIZED PARTICIPANT RECORD (WIASPR)**

Note: Invalid value will automatically receive a Reject and will have a standardized error message. (For illustration purpose and simplicity of the table only first 5 fields show the error message and error type for invalid values.)

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
1 Numeric	OBS	1	OBS	Sequential number		(A) OBS number is missing or invalid	(A) Reject
2 Numeric	1. ETA-Assigned Grantee Code	2	ETA-Assigned Section 167 Grantee Code	0000		(A) ETA-Assigned Grantee Code is missing, invalid, or doesn't correspond to the code for the grantee submitting the data	(A) Reject
3 Numeric	2a. Field Office Identifier (FIPS Code of State)	3	Field Office Identifier (FIPS Code of the State)	00		(A) FIPS code of state is missing or invalid	(A) Reject
4 Numeric	2b. Field Office Identifier (FIPS Code of County)	4	Field Office Identifier (FIPS Code of County)	000		(A) FIPS code of county is missing or invalid	(A) Reject
5 Alphanu- meric	3. Participant Identification Number	5	Participant Identification Number	000000000		(A) Participant Identification Number is missing or invalid	(A) Reject
6 Date	4. Date of Participation	6	Date of Enrollment	YYYYMMDD			
7 Date	5. Date of Birth	7	Date of Birth	YYYYMMDD	(A) In combination with date of enrollment, must imply an age of 14 to 85.	(A) The participant is younger than 14 or older than 85.	(A) Warning
8 Numeric	6. Gender	8	Gender	1 = Male 2 = Female Blank or 0 = did not self-identify			

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
	7. Race						
9 Numeric	7a. American Indian or Alaskan Native	9	American Indian or Alaskan Native	1 = Yes Blank or 0 = did not self-identify			
10 Numeric	7b. Asian	10	Asian	1 = Yes Blank or 0 = did not self-identify			
11 Numeric	7c. Black or African American	11	Black or African American	1 = Yes Blank or 0 = did not self-identify			
12 Numeric	7d. Hawaiian Native or Other Pacific Islander	12	Hawaiian Native or Other Pacific Islander	1 = Yes Blank or 0 = did not self-identify			
13 Numeric	7e. White	13	White	1 = Yes Blank or 0 = did not self-identify			
14 Numeric	8. Ethnicity	14	Ethnicity	1 = Yes 2 = No Blank or 0 = did not self-identify			
15 Numeric	9. Qualifies for Sec. 167 Program as a:	15	Qualifies for Sec. 167 Program as a:	1 = Farmworker 2 = Dependent or Spouse of a Farmworker			

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
16 Numeric	10a. Enter FIPS Code of State of the Primary Domicile	16	Enter FIPS Code of State of the Primary Domicile	00 77 = All other countries 88 = Mexico 99 = Canada			
17 Numeric	10b. Enter FIPS Code of County of the Primary Domicile	17	Enter FIPS Code of County of the Primary Domicile	000 777 = All Other Countries 888 = Mexico 999 = Canada	(A) Must be 777, 888, or 999 if field 16 is 77, 88, or 99.	(A) FIPS Code of County of the Primary Domicile must be 777, 888, or 999 if FIPS Code of State of the Primary Domicile is 77, 88, or 99.	(A) Warning
18 Numeric	11. Farmworker Status	18	Farmworker Status	1 = Migrant Farmworker 2 = Seasonal Farmworker			
19 Numeric	12. Public Assistance Recipient	19	Temporary Assistance to Needy Families (TANF)	1 = Yes 2 = No			
20 Numeric	12b – Other Public Assistance	20	Other Cash Assistance	1 = Yes 2 = No			
21 Numeric	12c - Food Stamps (Food Stamp Act of 1977)	21	Food Stamps (Food Stamp Act of 1977)	1 = Yes 2 = No			
22 Numeric	13a. Number of Dependents in the family Under Age 18	22	Number of Dependents in the Family under Age 18	00			

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
23 Numeric	13b. Number of Individuals in Family	23	Number of Individuals in the Family	00			



Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
24 Numeric	14. Highest School Grade Completed			00 = No school grades completed 01 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 87 = individual completed the 12th grade and attained a high school diploma. 88 = individual completed the 12th grade and attained a GED or equivalent. 90 = individual attained another post-secondary degree or certification. 91 = individual attained an associates diploma or degree (AS/AA).			
			Highest School Grade Participant Completed				
		24					

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
25 Numeric	15. Student Status at Time of Participation	25	Student Status at Time of Registration	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school or H.S. Dropout 5 = Not attending school; H.S. graduate			
26 Numeric	16. Employment Status at Participation	26	Labor Force Status at Entry	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed			
27 Numeric	17. Six Month Pre-Program Earnings			00000			
28 Numeric	18. Total Preprogram Earnings During the 12-month Eligibility Determination Period.	27	Total Preprogram Earnings During the 12-Month Eligibility Determination Period	00000	(A) Can only be 0 if field 15 is 2.	(A) Total Preprogram Earnings During the 12-month Eligibility Determination Period can only be 0 if individual is a dependent or spouse of a farmworker.	(A) Warning
29 Numeric	19. Unemployment Insurance Status	28	Unemployment Insurance Status	1 = Claimant 2 = Exhaustee 3 = Neither Claimant nor Exhaustee			

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
30 Numeric	20. Veteran Status	29	Veteran Status	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 4 = No			
31 Numeric	21a. Limited English Language Proficiency	30	Limited English Language Proficiency	1 = Yes 2 = No			
32 Numeric	21b. Offender/Criminal Justice Barrier	31	Offender/Criminal Justice Barrier	1 = Yes 2 = No			
33 Numeric	21c. Homeless	32	Homeless	1 = Yes 2 = No			
34 Numeric	21d. Lacks Significant Work History	34	Lacks Significant Work History	1 = Yes 2 = No			
35 Numeric	21e. Long-term Agricultural Employment	35	Long-term Agricultural Employment	1 = Yes 2 = No			
36 Numeric	21f. Lacks Transportation	38	Lacks Transportation	1 = Yes 2 = No			
37 Numeric	21g. Single Parent with Dependents Under Age 18	39	Single Parent with Dependents Under Age 18	1 = Yes 2 = No			

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
38 Numeric	21h. Individual with a Disability	40	Individual with a disability	1 = Yes 2 = No Blank or 0 = did not disclose disability status			
39 Numeric	22. Basic Literacy Skills Deficient	42	Basic Literacy Skills Deficient	1 = Yes 2 = No 9 = Not applicable/Not reported			
40 Date	23. Date of Eligibility Determination			YYYYMMDD Blank = did not receive core services	(A) Must be on or before the date in field 6 (Date of Participation).	(A) Date of Eligibility Determination is after the Date of Participation.	(A) Warning
41 Date	24. Date of First Intensive Service	47	Date of First Intensive Service	YYYYMMDD Blank = did not receive intensive services	(A) Must be on or later than the date in field 6 (Date of Participation). (B) Must be on or earlier than the date in field 70 (Date of Exit).	(A) Date of First Intensive Service is before the Date of Participation. (B) Date of First Intensive Service is after the Date of Exit.	(A) Warning (B) Warning
42 Date	25. Date of First Training Service	48	Date of First Training Service	YYYYMMDD Blank = did not receive training services	(A) Must be on or later than the date in field 6 (Date of Participation). (B) Must be on or earlier than the date in field 70 (Date of Exit).	(A) Date of First Training Service is before the Date of Participation. (B) Date of First Training Service is after the Date of Exit.	(A) Warning (B) Warning
	26. Actual Total Hours						

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
43 Numeric	26a. Basic Skills Training funded by 167 grant.	49	Basic Skills Training funded by 167 grant	0000	(A) Values above 5,000 will be flagged for review. (B) Must be 0 if field 41 is blank.	(A) Total hours of Basic Skills Training funded by 167 grant is above 5000. (B) Basic Skills Training funded by 167 grant must be 0 if participant did not receive Intensive Service.	(A) Warning (B) Warning
44 Numeric	26b. Occupational Skills Training (Non-OJT) funded by 167 grant.	50	Occupational Skills Training (Non-OJT) funded by 167 grant	0000	(A) Values above 5,000 will be flagged for your review. (B) Must be 0 if field 42 is blank.	(A) Total hours of Occupational Skills Training (Non-OJT) funded by 167 grant is above 5000. (B) Occupational Skills Training (Non-OJT) funded by 167 grant must be 0 if participant did not receive Training Service.	(A) Warning (B) Warning
45 Numeric	26c. Integrated Basic/Occupational Skills Training funded by 167 grant.	51	Integrated Basic/Occupational Skills Training funded by 167 grant	0000	(A) Values above 5,000 will be flagged for your review. (B) Must be 0 if field 42 is blank.	(A) Total hours of Integrated Basic/Occupational Skills Training funded by 167 grant is above 5000. (B) Integrated Basic/Occupational Skills Training funded by 167 grant must be 0 if participant did not receive Training Service	(A) Warning (B) Warning
46 Numeric	26d. On-the-job Training (OJT) funded by 167 grant	52	On-the-Job Training (OJT) funded by 167	0000	(A) Values above 5,000 will be flagged for your review. (B) Must be 0 if field 42 is blank.	(A) Total hours of On-the-job Training (OJT) funded by 167 grant is above 5000. (B) On-the-job Training (OJT) funded by 167 grant must be 0 if participant did not receive Training Service.	(A) Warning (B) Warning
47 Numeric	26e. Work Experience funded by 167 grant	53	Work Experience funded by 167 grant	0000	(A) Values above 5,000 will be flagged for your review. (B) Must be 0 if field 41 is blank.	(A) Total hours of Work Experience funded by 167 grant is above 5000. (B) Work Experience funded by 167 grant must be 0 if participant did not receive Intensive Service.	(A) Warning (B) Warning

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
48 Numeric	27. Received Worker Safety Training	54	Received Worker Safety Training	1 = Yes 2 = No	(A) Must be 2 if fields 41 and 42 are blank.	(A) Must not receive Worker Safety Training if participant did not receive Intensive Service and Training Service.	(A) Warning
49 Numeric	28. Enrolled in a program or activity leading to an educational or occupational credential or license.	55	Enrolled in a program or activity leading to an educational or occupational credential or license	1 = Yes 2 = No	(A) Must be 2 if fields 41 and 42 are blank.	(A) Must not enroll in a program or activity leading to an educational or occupational credential or license if participant did not receive Intensive Service and Training Service.	(A) Warning
50 Numeric	29. Occupational Skills Training Code		Occupational Skills Training Code	00000000 Blank or 0 = not available or not known.	(A) Must not be blank if any of fields 44 45 or 46 are greater than 0. (B) Must be blank if fields 44, 45 and 46 are all 0.	(A) Occupational Skills Training Code must not be blank if any of the Occupational Skills Training (Non-OJT) funded by 167 grant, Integrated Basic/Occupational Skills Training funded by 167 grant, and On-the-job Training (OJT) funded by 167 grant are greater than 0. (B) Occupational Skills Training Code must be blank if Occupational Skills Training (Non-OJT) funded by 167 grant, Integrated Basic/Occupational Skills Training funded by 167 grant, and On-the-job Training (OJT) funded by 167 grant are ALL 0.	(A) Warning (B) Warning
51 Numeric	30. Related Assistance Services Received 30a. Transportation	58	Transportation	1 = Yes 2 = No			
52 Numeric	30b. Health Care	59	Health Care	1 = Yes 2 = No			

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
53 Numeric	30c. Family Care (including child care)	60	Family Care (including child care)	1 = Yes 2 = No			
54 Numeric	30d. Housing, Resettlement, or Rental Assistance	61	Housing, Resettlement, or Rental Assistance	1 = Yes 2 = No			
55 Numeric	30e. Nutritional Assistance	62	Nutritional Assistance	1 = Yes 2 = No			
56 Numeric	30f. Translation and Interpretation Services	63	Translation and Interpretation Services	1 = Yes 2 = No			
57 Numeric	30g. Other	64	Other	1 = Yes 2 = No			
	31. Partner Program Participation						
58 Numeric	31a. Concurrent Participation: WIA Title I State/local program (Subtitle B)	67	Concurrent Participation: WIA Title I State/local program (Subtitle B)	1 = Yes Blank or 0 = did not receive any services financially assisted under WIA Title I-B.			
59 Numeric	31b. Concurrent Participation: Adult Education	68	Concurrent Participation: Adult Education	1 = Yes Blank or 0 = did not receive any services financially assisted under WIA Title II.			

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
60 Numeric	31c. Concurrent Participation: Native American Programs	70	Concurrent Participation: Native American programs	1 = Yes Blank or 0 = did not receive any services financially assisted under WIA Title I-D.			
61 Numeric	31d. Concurrent Participation: Veterans Workforce Investment Programs	71	Concurrent Participation: Veterans' Workforce Investment Programs	1 = Yes Blank or 0 = did not receive any services financially assisted by either DVOP/LVER funds (WIA section 121(b)(1)(B)(ix)) or WIA section 168.			
62 Numeric	31e. Concurrent Participation: Trade Adjustment Act (TAA)	72	Concurrent Participation: Trade Adjustment Act (TAA)	1 = Yes Blank or 0 = did not receive any services financially assisted under TAA (WIA section 121(b)(1)(B)(viii)).			
63 Numeric	31f. Concurrent Participation: Vocational Education	74	Concurrent Participation: Vocational Education	1 = Yes Blank or 0 = did not receive any services financially assisted under the Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2471) (WIA section 121(b)(1)(B)(vii))			



Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
64 Numeric	31g. Concurrent Participation: Vocational Rehabilitation	75	Concurrent Participation: Vocational Rehabilitation	1 = Yes Blank or 0 = did not receive any services financially assisted parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.) WIA title IV			
65 Numeric	31h. Concurrent Participation: Wagner-Peyser	76	Concurrent Participation: Wagner-Peyser	1 = Yes Blank or 0 = did not receive any services financially assisted under the Wagner-Peyser Act (29 USC 49 et seq.) WIA section 121(b)(1)(B)(ii).			
66 Numeric	31i. Concurrent Participation: Title V activities	78	Concurrent Participation: Title V activities	1 = Yes Blank or 0 = did not receive any services financially assisted under the Older Americans Act of 1998 (WIA section 121(b)(1)(B)(vi).			
67 Numeric	31j. Concurrent Participation: Employment and Training Programs under Dept. HUD	80	Concurrent Participation: Employment and Training programs carried out by the Dept. of Housing and Urban Development	1 = Yes Blank or 0 = did not receive any employment and training services financially assisted by the U.S. Department of Housing and Urban Development			

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
68 Numeric	31k. Concurrent Participation: Other WIA and non-WIA programs	81	Concurrent Participation: Other non-WIA programs	1 = Yes Blank or 0 = did not receive any services financially assisted by any other WIA and non-WIA program not listed above			
69 Numeric	32. Pell Grant Recipient	82	Pell Grant Recipient	1 = Yes 2 = No			
70 Date	33. Date of Exit	83	Date of Exit	YYYYMMDD	(A) Must be on or after the date in field 6 (Date of Participation)	(A) Date of Exit must not be before the Date of Participation.	(A) Reject

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
71 Numeric	34. Category of Exit	84	Category of Exit	<p>1 = Employment and Training Exiter</p> <p>2 = Related Assistance Services ONLY Exiter</p> <p>3 = Other Reasons for Exit</p>	<p>(A) Must equal 1 or 3 if either field 41 or field 42 is not blank, or if any of fields 43-47 are greater than 0.</p> <p>(B) May only equal 2 if field 42 is blank and all of fields 43-47 are 0.</p> <p>(C) If equals 2, then at least one of fields 51-57 must be 1.</p>	<p>(A) Must be Employment and Training Exiter or Other Reasons Exiter if either Date of First Intensive Service (field 41) or Date of First Training Service (field 42) is not blank, or if any of the total hours of Basic Skills Training, Occupational Skills Training, Integrated Basic/Occupational Skills Training, OJT, and Work Experience funded by 167 grant (fields 43-47) is greater than 0.</p> <p>(B) May only be Related Assistance Services ONLY Exiter if Date of First Training Service (field 42) is blank and all of the total hours of Basic Skills Training, Occupational Skills Training, Integrated Basic/Occupational Skills Training, OJT, and Work Experience funded by 167 grant (fields 43-47) are 0.</p> <p>(C) If Related Assistance Services ONLY Exiter, then at least one of Transportation, Healthcare, Family Care, Housing/Resettlement/Rental Assistance, Nutritional Assistance, Translation and Interpretation Services, and Other (fields 51-57) must be 1.</p>	<p>(A) Reject</p> <p>(B) Reject</p> <p>(C) Reject</p>

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
72 Numeric	35. Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)			1 = Institutionalized 2 = Health/Medical 3 = Deceased 4 = Entered Advanced Training 5 = Entered Post-Secondary Education 6 = Moved/Cannot Locate/Voluntary Separation 7 = Family Care 8= Reserve Forces Called to Active Duty 9 = Not a Valid SSN Blank or 0 = exited for a reason other than one of the conditions above.	(A) Must be blank or 0 unless field 71=3. (B) Must be in the range of 1 to 9 if field 71=3.	(A) Other Reasons for Exit must not be 1-9 if Category of Exit is 1 or 2. (B) Other Reasons for Exit must be 1-9 if Category of Exit is 3.	(A) Warning (B) Warning
73 Date	36. Date Placed in Unsubsidized Employment	85	Other Reasons for Exit	YYYYMMDD Blank = did not enter unsubsidized employment.	(A) Must be blank if field 71 is not 1. (B) If not blank, then date must be on or after the date in field 6 (Date of Participation). (D) Must be on or before the date in field 70 (Date of Exit).	(A) Date Placed in Unsubsidized Employment must be blank if participant is not an Employment and Training Exiter (B) If Date Placed in Unsubsidized Employment is not blank, it must not be before the Date of Participation. (C) Date Placed in Unsubsidized Employment must not be after the Date of Exit.	(A) Warning (B) Warning (C) Warning
	37. For Those Who Were Placed in Employment, Check Yes for All that Apply	86	Date Entered Unsubsidized Employment				

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
74 Numeric	37a. Entered Qualified Apprenticeship Program	87	Entered Qualified Apprenticeship Program	1 = Yes 2 = No	(A) Must be 2 if field 73 is blank.	(A) Participant must not enter Qualified Apprenticeship Program if Date Placed in Unsubsidized Employment is blank.	(A) Warning
75 Numeric	37b. Entered Military Service	88	Entered Military Service	1 = Yes 2 = No	(A) Must be 2 if field 73 is blank.	(A) Participant must not enter Military Service if Date Placed in Unsubsidized Employment is blank.	(A) Warning
76 Numeric	37c. Self-Employment	89	Self-Employment	1 = Yes 2 = No	(A) Must be 2 if field 73 is blank.	(A) Participant must not have self-employment if Date Placed in Unsubsidized Employment is blank.	(A) Warning
77 Numeric	38. For Those Who Were Placed in Employment, Provide Employment Information						
	38a. Hours Worked per Week	90	Hours Worked per Week	00	(A) Must be 00 if field 73 is blank. (B) Must be in the range 1 through 99 if field 73 has a valid date.	(A) Hours Worked per Week must be 0 if Date Placed in Unsubsidized Employment is blank. (B) Hours Worked per Week must be from 1-99 if there is a valid Date Placed in Unsubsidized Employment.	(A) Warning (B) Warning
78 Currency	38b. Hourly Wage at Placement	91	Hourly Wage at Placement	00.00	(A) Must be 00.00 if field 73 is blank. (B) Must be in the range of 1.00 to 99.99 if field 73 has a valid date (C) Must not be below 5.15 if field 73 has a valid date	(A) Hourly Wage at Placement must be 00.00 if Date Placed in Unsubsidized Employment is blank. (B) Hourly Wage at Placement must be from 1.00-99.00 if there is a valid Date Placed in Unsubsidized Employment. (C) Hourly Wage at Placement must not be below \$5.15 if there is a valid Date Placed in Unsubsidized Employment.	(A) Warning (B) Warning (C) Warning

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
79 Numeric	38c. Fringe Benefits Available/Received	92	Fringe Benefits Available/Received	1 = Yes 2 = No 0 = not placed into unsubsidized employment.	(A) Must be 1 or 2 if field 73 is not blank. (B) Cannot be 1 unless field 73 has a valid date.	(A) Fringe Benefits Available/Received must be 1 or 2 if Date Placed in Unsubsidized Employment is not blank. (B) Fringe Benefits Available/Received cannot be 1 unless Date Placed in Unsubsidized Employment has a valid date.	(A) Warning (B) Warning
80 Numeric	38d. Occupational Code:	94	Occupational Code	00000000 Blank or 00000000 = not available or not known.	(A) If field 73 is not blank, then must be a valid O*Net code. (B) If field 73 is not blank then must not be blank. (C) If field 73 is blank then must be blank.	(A) Occupational Code must be a valid O*Net code if there is a valid Date Placed in Unsubsidized Employment. (B) Occupational Code must not be blank if Date Placed in Unsubsidized Employment is not blank. (C) Occupational Code must be blank if Date Placed in Unsubsidized Employment is blank.	(A) Warning (B) Warning (C) Warning
81 Numeric	38e. FIPS Code of State Where Job is Located	95	FIPS Code of State Where Job is Located	00	(A) If field 73 is not blank then must be a valid FIPS state code (B) Must be 00 if field 73 is blank.	(A) There must be a valid FIPS state code if Date Placed in Unsubsidized Employment is not blank. (B) FIPS state code must be 00 if Date Placed in Unsubsidized Employment is blank.	(A) Warning (B) Warning
82 Numeric	38f. Job Covered by Unemployment Insurance	96	Job Covered by Unemployment Insurance	1 = Yes 2 = No Blank = not placed in unsubsidized employment	(A) Must be 1 or 2 if field 73 is not blank. (B) Must be blank (or 2) if field 73 is blank.	(A) If there is a valid Date Placed in Unsubsidized Employment, then Job Covered by Unemployment Insurance must be 1 or 2. (B) If Date Placed in Unsubsidized Employment is blank, then Job Covered by Unemployment Insurance must be blank (or 2).	(A) Warning (B) Warning

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
83 Numeric	38g. Was Employment Training Related	97	Was Employment Training Related?	1 = Yes 2 = No Blank = not placed in unsubsidized employment	(A) Must be 1 or 2 if field 73 is not blank. (B) Must be blank (or 2) if field 73 is blank	(A) If there is a valid Date Placed in Unsubsidized Employment, then Was Employment Training Related must be 1 or 2. (B) If Date Placed in Unsubsidized Employment is blank, then Was Employment Training Related must be blank (or 2).	(A) Warning (B) Warning
84 Numeric	38h. Entered Non-Traditional Employment	99	Entered Non-Traditional Employment	1 = Yes 2 = No Blank = not placed in unsubsidized employment	(A) Must be 1 or 2 if field 73 is not blank. (B) Must be blank (or 2) if field 73 is blank	(A) If there is a valid Date Placed in Unsubsidized Employment, then Entered Non-Traditional Employment must be 1 or 2. (B) If Date Placed in Unsubsidized Employment is blank, then Entered Non-Traditional Employment must be blank (or 2).	(A) Warning (B) Warning
85 Numeric	39. Attainment of recognized educational or occupational certificate, credential, diploma or degree	100	Attainment of state recognized educational or occupational certificate, credential, diploma or degree	1 = Yes 2 = No	(A) Cannot equal 1 if field 49 equals 2.	(A) If participant was not enrolled in a program or activity leading to an educational or occupational credential or license (field 49=2), then there should be no Attainment of recognized educational or occupational certificate, credential, diploma or degree.	(A) Warning
86 Numeric	40. Type of recognized educational or occupational certificate, credential, diploma or degree 40a. High school diploma or equivalent (including GED).	101	High school diploma or Equivalent (including GED)	1 = Yes 2 = No	(A) Cannot be 1 unless field 85=1.	(A) If participant didn't attain recognized certificate, credential, diploma or degree, then high school diploma or equivalent (including GED) cannot be 1.	(A) Warning

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
87 Numeric	40b. AA or AS diploma or degree	102	AA or AS Diploma or Degree	1 = Yes 2 = No	(A) Cannot be 1 unless field 85=1.	(A) If participant didn't attain recognized certificate, credential, diploma or degree, then AA or AS diploma or degree cannot be 1.	(A) Warning
88 Numeric	40c. BA or BS diploma or degree	103	BA or BS Diploma or Degree	1 = Yes 2 = No	(A) Cannot be 1 unless field 85=1.	(A) If participant didn't attain recognized certificate, credential, diploma or degree, then BA or BS diploma or degree cannot be 1.	(A) Warning
89 Numeric	40d. Occupational skills license	104	Occupational Skills License	1 = Yes 2 = No	(A) Cannot be 1 unless field 85=1.	(A) If participant didn't attain recognized certificate, credential, diploma or degree, then Occupational skills license cannot be 1.	(A) Warning
90 Numeric	40e. Occupational skills certificate or credential	105	Occupational Skills Certificate or Credential	1 = Yes 2 = No	(A) Cannot be 1 unless field 85=1.	(A) If participant didn't attain recognized certificate, credential, diploma or degree, then Occupational skills certificate or credential cannot be 1.	(A) Warning
91 Numeric	40f. Other	106	Other	1 = Yes 2 = No	(A) Cannot be 1 unless field 85=1.	(A) If participant didn't attain recognized certificate, credential, diploma or degree, then other types of credential cannot be 1.	(A) Warning



Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
92 Numeric	41. Employed in the 1 <sup>st</sup> Quarter After Exit Quarter			1 = Yes 2 = No 3 = Information Not Yet Available Blank = doesn't apply	(A) Must be 1, 2, or 3 if field 71=1 or if Field 71 = 3 and Field 72 equals 4, 5, or 6. (B) Must be blank if field 71=2 or if field 71=3 AND field 72 equals 1, 2,3, 7, 8, or 9). (C) Cannot equal 3 unless date in field 70 is within current reporting quarter. (D) Must equal 3 if date in field 70 is within current reporting quarter.	(A) Employed in Q1 after Exit must be 1, 2, or 3 if Category of Exit (field 71) is 1, or if Category of Exit (field 71) is 3 and Other Reasons for Exit (field 72) is 4, 5, or 6. (B) Employed in Q1 after Exit must be blank if Category of Exit is 2 or if Category of Exit is 3 AND Other Reasons for Exit is 1, 2,3, 7, 8, or 9). (C) Employed in Q1 after Exit cannot equal 3 unless Date of Exit is within current reporting quarter. (D) Employed in Q1 after Exit must equal 3 if Date of Exit is within current reporting quarter.	(A) Warning (B) Warning (C) Warning (D) Warning
93 Numeric	42. Employed in the 2 <sup>nd</sup> Quarter After Exit Quarter		Has participant been employed at any time during the 4th, 5th, or 6th months after placement?	1 = Yes 2 = No 3 = Information Not Yet Available Blank = doesn't apply	(A) Must be blank if field 71=2 or if field 71=3 AND field 72 equals 1, 2,3, 7, 8, or 9) or Field 92=2. (B) Cannot equal 3 unless date in field 70 is within current or prior reporting quarter. (C) Must equal 3 if date in field 70 is within current or prior reporting quarter.	(A) Employed in Q2 after Exit must be blank if Category of Exit is 2 or if Category of Exit is 3 AND Other Reasons for Exit is 1, 2,3, 7, 8, or 9) or Employed in the 1 <sup>st</sup> Quarter After Exit Quarter (field 92) is 2. (B) Employed in Q2 after Exit cannot equal 3 unless Date of Exit is within current or prior reporting quarter. (C) Employed in Q2 after Exit must equal 3 if Date of Exit is within current or prior reporting quarter.	(A) Warning (B) Warning (C) Warning

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
94 Numeric	43. Employed in the 3 <sup>rd</sup> Quarter After Exit Quarter			1 = Yes 2 = No 3 = Information Not Yet Available Blank = doesn't apply	(A) Must be blank if field 71=2 or if field 71=3 AND field 72 equals 1, 2,3, 7, 8, or 9) or Field 92=2. (B) Cannot equal 3 unless date in field 70 is within current or 2 prior reporting quarters. (C) Must equal 3 if date in field 70 is within current or 2 prior reporting quarters.	(A) Employed in Q3 after Exit must be blank if Category of Exit is 2 or if Category of Exit is 3 AND Other Reasons for Exit is 1, 2,3, 7, 8, or 9) or Employed in the 1 <sup>st</sup> Quarter After Exit Quarter (field 92) is 2. (B) Employed in Q3 after Exit cannot equal 3 unless Date of Exit is within current or 2 prior reporting quarters. (C) Employed in Q3 after Exit must equal 3 if Date of Exit is within current or 2 prior reporting quarters.	(A) Warning (B) Warning (C) Warning
95 Numeric	44. Wages 2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters After Exit Quarter		Is participant currently employed at follow-up	00000 99999 = data not available Blank = doesn't apply	(A) Must be greater than or equal to 0 if field 71=1 or if Field 71 = 3 (and Field 72 equals 4, 5, or 6) and Field 92=1. (B) Must be blank if field 71=2 or if field 71=3 AND field 72 equals 1, 2,3, 7, 8, or 9) or Field 92=2. (C) Cannot equal 99999 unless date in field 70 is within current or 2 prior reporting quarters. (D) Must equal 99999 if date in field 70 is within current or 2 prior reporting quarters.	(A) Wages 2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters After Exit Quarter must be greater than or equal to 0 if Category of Exit (field 71) is 1, or if Category of Exit (field 71) is 3 (and Other Reasons for Exit (field 72) is 4, 5, or 6) and Employed in the 1 <sup>st</sup> Quarter After Exit Quarter (field 92) is 1. (B) Wages 2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters After Exit Quarter must be blank if Category of Exit is 2 or if Category of Exit is 3 AND Other Reasons for Exit is 1, 2,3, 7, 8, or 9) or Employed in the 1 <sup>st</sup> Quarter After Exit Quarter (field 92) is 2. (C) Wages 2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters After Exit Quarter cannot equal 99999 unless Date of Exit is within current or 2 prior reporting quarters. (D) Wages 2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters After Exit Quarter must equal 99999 if Date of Exit is within current or 2 prior reporting quarters.	(A) Warning (B) Warning (C) Warning (D) Warning
			Hourly wage if employed at follow-up				

Field Number & Type	WIASPR Item and Description	Old Field Number & Type	Old Data Item and Description	Valid Values	Edit Check Logic	Error Message	Error Type
96	WIB Name	129	WIB Name				
97	Office Name	130	Office Name				
98	Case Manager	131	Case Manager				
99	User Field	132	User Field				

## **APPENDIX A**

### **PERFORMANCE MEASURE SPECIFICATIONS**

This appendix provides the specifications used to assign the NFJP exit records to performance outcome groups and to calculate the entered employment, employment retention, average earnings, and optional six months earnings increase measures.

## I. PERFORMANCE OUTCOME GROUP SPECIFICATIONS

NFJP calculates its measures using a rolling four quarters. The four NFJP performance measures are the Entered Employment Rate (EER), Employment Retention Rate (ERR), Average Earnings, and Six Months Earnings Increase. They are calculated as follows:

**EER:** *of those who are not employed at the date of participation*, the number of participants who are employed in the first quarter after the exit quarter (i.e., WIASPR field 91=1) divided by the number of participants who exit during the quarter (and who receive job-related core, intensive, or training services; i.e., WIASPR field 70=1 or 3 [if field 71=4, 5, or 6]).

**ERR:** *of those who are employed in the first quarter after the exit quarter* (i.e., WIASPR field 91=1), the number of participants who are employed in both the 2<sup>nd</sup> and 3<sup>rd</sup> quarters after the exit quarter (WIASPR Fields 92 and 93=1) divided by the number of participants who exit during the quarter.

**Average Earnings:** This measure is calculated as follows: *of those who are employed in the first, second, and third quarters after the exit quarter* (i.e., WIASPR fields 91, 92 and 93=1), total earnings in the 2<sup>nd</sup> and 3<sup>rd</sup> quarters after exit (i.e., WIASPR field 94) divided by the number of participants who exit during the report period.<sup>1</sup>

**Six Months Earnings Increase:** *of those who are employed in the first quarter after the exit quarter* (i.e., WIASPR field 91=1), total earnings in the 2<sup>nd</sup> and 3<sup>rd</sup> quarters after exit (i.e., WIASPR field 94) minus total six-month pre-program earnings (i.e., WIASPR field 26). This total is then divided by the number of participants who exit during the report period.<sup>1</sup>

The Performance Measure report generated by the NFJPDV software lists the four NFJP performance measures as well as the numerators and denominators used to

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<sup>1</sup> See Table A.2 on page A.11.

calculate each measure. The numerators and denominators are derived from the number of participants assigned to each of the corresponding performance outcome groups by the NFJPDV software.

Figure A.1 shows how the individual records in the NFJP file are assigned by the software to one of 16 performance outcome groups based on the participants' pre- and post-program employment status, employment retention status, exit quarter, and the source used for recording participant earnings. The NFJPDV determines the number of participants who fit each outcome group and computes the four performance measures based on the number of participants in each group. Table A.1. below shows the specific date ranges for the exit cohorts in Figure A.1.

Organizing the records into outcome groups serves two purposes. First, it provides the numerical counts used in calculating the performance outcome measures (see Section II for the detailed specifications). Second, it serves as a useful tool for analyzing performance outcomes and factors that may influence performance.

Columns 8 through 13 of Figure A.1 show how the count of participants in each group, or the sum of their earnings for the average earnings measure, is used in the calculation of each performance measure. For example, participants in group 4 are included in the numerators and denominators of the entered employment and retention rates, and their earnings are included in the numerators of the average earnings and six month earnings increase measures.

FIGURE A.1

16 GROUPS OF NFJP EXITERS USED TO CALCULATE ENTERED EMPLOYMENT, RETENTION, AVERAGE EARNINGS, AND SIX MONTH EARNINGS INCREASE

1	2	3	4	5	6	7	8	9	10	11	12	13
	Group	Exit Qtr	Category of Exit	Emp Status at Part	Emp Qtr+1	Emp Qtr+2/+3	EER Num	EER Den	ERR Num	ERR Den	Avg Earnings	Six Month Earnings Increase
Group A	1	1&2 qtrs prior to report qtr	E&T	Unemp	Yes	Pend	Yes	Yes	No	No	No	No
	2	1&2 qtrs prior to report qtr	E&T	Unemp	No	N/A	No	Yes	No	No	No	No
	3	1&2 qtrs prior to report qtr	E&T	Emp	Yes	Pend	No	No	No	No	No	No
Group B	4	3&4 qtrs prior to report qtr	E&T	Unemp	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	5	3&4 qtrs prior to report qtr	E&T	Unemp	Yes	No	Yes	Yes	No	Yes	No	Yes
	6	3&4 qtrs prior to report qtr	E&T	Unemp	No	N/A	No	Yes	No	No	No	No
	7	3&4 qtrs prior to report qtr	E&T	Emp	Yes	Yes	No	No	Yes	Yes	Yes	Yes
Group C	8	3&4 qtrs prior to report qtr	E&T	Emp	Yes	No	No	No	No	Yes	No	Yes
	9	5&6 qtrs prior to report qtr	E&T	Unemp	Yes	Yes	No	No	Yes	Yes	Yes	Yes
	10	5&6 qtrs prior to report qtr	E&T	Unemp	Yes	No	No	No	No	Yes	No	Yes
	11	5&6 qtrs prior to report qtr	E&T	Unemp	No	N/A	No	No	No	No	No	No

Group D	12	5&6 qtrs prior to report qtr	E&T	Emp	Yes	Yes	No	No	Yes	Yes	Yes
	13	5&6 qtrs prior to report qtr	E&T	Emp	Yes	No	No	No	Yes	No	Yes
	14	1-6 qtrs prior to report qtr	E&T	Emp	No	N/A	No	No	No	No	No
	15	1-6 qtrs prior to report qtr	Exclusion	NA	NA	NA	No	No	No	No	No
	16	1-6 qtrs prior to report qtr	Related Assist	NA	NA	NA	No	No	No	No	No

TABLE A.1. EXIT COHORT TABLE

A	B		C		D		E	
	1 <sup>st</sup> Quarterly Report	2 <sup>nd</sup> Quarterly Report	3 <sup>rd</sup> Quarterly Report	4 <sup>th</sup> Quarterly Report	Start Date:	End Date:	Start Date:	End Date:
Exit Quarter	Due: November PY	Due: February PY+1	Due: May PY+1	Due: August PY+1				
1&2 Quarters Prior	Start Date: 1/1/PY End Date: 6/30/PY	Start Date: 4/1/PY End Date: 9/30/PY	Start Date: 7/1/PY End Date: 12/31/PY	Start Date: 10/1/PY End Date: 3/31/PY+1	Start Date: 10/1/PY End Date: 3/31/PY+1	Start Date: 10/1/PY End Date: 3/31/PY+1	Start Date: 10/1/PY End Date: 3/31/PY+1	Start Date: 10/1/PY End Date: 3/31/PY+1
3&4 Quarters Prior	Start Date: 7/1/PY-1 End Date: 12/31/PY-1	Start Date: 10/1/PY-1 End Date: 3/31/PY	Start Date: 1/1/PY End Date: 6/30/PY	Start Date: 4/1/PY End Date: 9/30/PY	Start Date: 7/1/PY-1 End Date: 12/31/PY-1	Start Date: 10/1/PY-1 End Date: 3/31/PY	Start Date: 10/1/PY-1 End Date: 3/31/PY	Start Date: 10/1/PY-1 End Date: 3/31/PY
5&6 Quarters Prior	Start Date: 1/1/PY-1 End Date: 6/30/PY-1	Start Date: 4/1/PY-1 End Date: 9/30/PY-1	Start Date: 7/1/PY-1 End Date: 12/31/PY-1	Start Date: 10/1/PY-1 End Date: 3/31/PY	Start Date: 10/1/PY-1 End Date: 3/31/PY	Start Date: 10/1/PY-1 End Date: 3/31/PY	Start Date: 10/1/PY-1 End Date: 3/31/PY	Start Date: 10/1/PY-1 End Date: 3/31/PY
1-6 Quarters Prior	Start Date: 1/1/PY-1 End Date: 6/30/PY	Start Date: 4/1/PY-1 End Date: 9/30/PY	Start Date: 7/1/PY-1 End Date: 12/31/PY	Start Date: 10/1/PY-1 End Date: 3/31/PY+1	Start Date: 10/1/PY-1 End Date: 3/31/PY+1	Start Date: 10/1/PY-1 End Date: 3/31/PY+1	Start Date: 10/1/PY-1 End Date: 3/31/PY+1	Start Date: 10/1/PY-1 End Date: 3/31/PY+1



## **II. PERFORMANCE MEASURE CALCULATION SPECIFICATIONS**

The following specifications are used by the NFJPDV software to calculate the four NFJP performance measures.

**Numerator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**

(CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND**

(EMPLOYMENT STATUS AT PARTICIPATION = 2 **OR** EMPLOYMENT STATUS AT PARTICIPATION = 3)

**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

**Entered  
Employment  
Rate**

**divided by**

**Denominator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**

(CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND**

(EMPLOYMENT STATUS AT PARTICIPATION = 2 **OR** EMPLOYMENT STATUS AT PARTICIPATION = 3)

**Employment  
Retention Rate**

**Numerator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**

(CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1**

**AND EMPLOYED IN 2ND QUARTER AFTER EXIT QUARTER = 1**

**AND EMPLOYED IN 3RD QUARTER AFTER EXIT QUARTER = 1**

**divided by**

**Denominator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**

(CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1**

**Numerator:**

Sum of (WAGES 2nd and 3rd QUARTERS AFTER THE EXIT QUARTER) where DATE OF EXIT is within the reporting period **AND**

(CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

**AND** EMPLOYED IN 2ND QUARTER AFTER EXIT QUARTER = 1

**AND** EMPLOYED IN 3RD QUARTER AFTER EXIT QUARTER = 1

**Average  
Earnings**

**divided by**

**Denominator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**

(CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))

**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

**AND** EMPLOYED IN 2ND QUARTER AFTER EXIT QUARTER = 1

**AND** EMPLOYED IN 3RD QUARTER AFTER EXIT QUARTER = 1

**Numerator:**

Sum of (WAGES 2ND & 3RD QUARTERS AFTER EXIT QUARTER) MINUS (SIX MONTHS PRE-PROGRAM EARNINGS) where DATE OF EXIT is within the reporting period **AND**  
(CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))  
**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

**Six Month  
Earnings  
Increase**

**divided by**

**Denominator:**

Count of unique RECORDs where DATE OF EXIT is within the reporting period **AND**  
(CATEGORY OF EXIT = 1 **OR** (CATEGORY OF EXIT = 3 **AND** (OTHER REASONS FOR EXIT = 4 **OR** OTHER REASONS FOR EXIT = 5 **OR** OTHER REASONS FOR EXIT = 6)))  
**AND** EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1

These NFJP measures are calculated using the most recent four quarters of available data to calculate each measure. Consequently, there are different exit cohorts used to calculate the measures – one exit cohort for the entered employment rate and another exit cohort for the retention and earnings measures. Table A.2 provides these exit date ranges for each report quarter.

TABLE A.2 PERFORMANCE MEASURE EXIT COHORTS TABLE

A	B		C		D		E	
<b>Performance Measure</b>	<b>1<sup>st</sup> Quarterly Report</b>		<b>2<sup>nd</sup> Quarterly Report</b>		<b>3<sup>rd</sup> Quarterly Report</b>		<b>4<sup>th</sup> Quarterly Report</b>	
Entered Employment Rate Exit Cohort	Due: November PY	Start Date: 7/1/PY-1	Due: February PY+1	Start Date: 10/1/PY-1	Due: May PY+1	Start Date: 1/1/PY	Due: August PY+1	Start Date: 4/1/PY
Retention and Earnings Exit Cohorts	End Date: 6/30/PY	End Date: 1/1/PY-1	End Date: 9/30/PY	End Date: 4/1/PY-1	End Date: 12/31/PY	End Date: 7/1/PY -1	End Date: 3/31/PY+1	End Date: 10/1/PY-1
	End Date: 12/31/PY-1		End Date: 3/31/PY		End Date: 6/30/PY		End Date: 9/30/PY	

## **APPENDIX B**

### **DEV 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 an error rate for selected data elements whether or not they are used in calculating performance results.

This appendix discusses the general approach to data validation and error rate estimation (section A) and provides 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 two methods to calculate the error rate estimates for each element subject to validation. With the first method (overall error rate), the error rate for each data element equals the total number of records in error for the element divided by the total number of records 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) only includes in the denominator those records for which a particular data element was validated. With this method of calculation, the error rate equals 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 types of records.

For example, 100 records are sampled, only 50 of those 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.<sup>1</sup>

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<sup>1</sup>This calculation is not weighted.



## B. SAMPLING FOR DATA VALIDATION

Sampling for data validation of NFJP is straightforward. First, the software weights the records based on the importance of the data in measuring performance. Records that are not included in performance (i.e., records where Category of Exit = 2 or Category of Exit = 3 and Other Reason for Exit = 1, 2, 3, 7, 8, or 9) receive a weight of 1. Records that are included in performance (i.e., records where Category of Exit = 1 or Category of Exit = 3 and Other Reason for Exit = 4, 5, or 6) and are unemployed in the 1st quarter after the exit quarter receive a weight of 2. Records that are included in performance and are employed in the 1st quarter after the exit quarter receive a weight of 3.

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

Table B.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.<sup>2</sup> Column C provides a range for the number of records to be sampled for data validation. For example, as shown 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.

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<sup>2</sup>Precision 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.

**TABLE B.1  
EXITER RECORD SAMPLING**

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

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.<sup>5</sup>

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<sup>3</sup>Several factors are incorporated into the calculation of the confidence interval. Because of the small sample size, the finite population correction (fpc) is 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.

<sup>4</sup>No grantee will be required to sample more than 150 exiters per group.

<sup>5</sup>The validation methodology determines when errors of inclusion, that is participant records that were wrongly included in the reported performance measure calculations, have occurred. The methodology is unlikely to identify errors of exclusion, that is participant records that were wrongly excluded from the reported performance measure calculations.

## **APPENDIX C**

### **NFJP DATA ELEMENT VALIDATION INSTRUCTIONS**

This appendix presents the data elements to be validated with their associated WIASPR number, element definitions, valid values, federal validation sources, state/grantee sources, and validation instructions 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.

Two types of validation rules exist:

1. If the validation instruction cell says MATCH: Enter a checkmark in the box in the pass column if the data on the validation 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.
2. If the validation instruction says SUPPORT: Enter a checkmark in the box in the pass column if the data on the validation 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 must be similar to the data in the source documentation. This instruction is used when information must be interpreted or processed before it can be applied to the participant's records. For example, source documentation can support farmworker status in different ways, by a code or narrative or other information.

For the most part, the definition of a particular source is clear. Grantees may, however, have questions about three sources—Grantee Management Information System (MIS), Self-Attestation, and Case Notes. Definitions for these three types of source documentation are:

1. MIS: Unless otherwise noted, MIS refers to specific, detailed information which supports an element that is stored in the grantee's information system. An indicator alone, such as a checkmark on a computer screen, is not acceptable source documentation. For example, a grantee's MIS is acceptable source documentation for date of exit if it identifies the last service received in addition to the date on which that service was received.
2. Self-Attestation: Self-attestation occurs when a participant states his or her status for a particular data element 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) the signing and dating of a form attesting to this self-identification. The form and signature can be on paper or in the state management information system, with an online signature.
3. Case Notes: Case notes refer to either paper or online statements by the case manager that identify 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.

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
4. Date of Enrollment	Record the date on which the individual begins receiving his/her first service funded by the program following a determination of eligibility to participate in the program. Record the individual's date of birth.	YYYYMMDD	Grantee Administrative Records		Match
5. Date of Birth	Record the individual's date of birth.	YYYYMMDD	Family bible; birth certificate; passport; driver's license; baptismal record		Match
9. Qualifies for Sec. 167 Program as a:	Record appropriate status of the participant. <b>SPECIAL NOTE:</b> If a participant qualifies as eligible under both categories, use Code 1 – Farmworker.	1 = Farmworker 2 = Dependent or Spouse of a Farmworker	Pay stubs; W-2 forms; IRS 1040 forms; case manager/counselor intake notes; self attestation		Support
11. Farmworker Status	Use the appropriate code to record the status of the participant at the time of eligibility determination. <b>SPECIAL NOTE:</b> Where participant is a dependent of a farmworker, record the status of the eligible farmworker.	1 = Migrant Farmworker 2 = Seasonal Farmworker	Pay stubs; W-2 forms; IRS 1040 forms; case manager/counselor intake notes; self attestation		Support
13b. Number of Individuals in the Family	Record the total number of individuals in the family, including the participant.	00	Birth certificate; family bible; IRS 1040 forms		Match

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
16. Employment Status at Participation	<p>Record 1 if the participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.</p> <p>Record 2 if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is currently on active military duty and has been provided with a date of separation from military service.</p> <p>Record 3 if the participant does not meet any one of the conditions described above.</p>	<p>1 = Employed  2 = Employed, but Received Notice of Termination of Employment or Military Separation  3 = Not Employed</p>	<p>Pay stub, case notes showing information collected from participant</p>		<p>Support</p>

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
17. Six Month Pre-Program Earnings	Record the total pre-program earnings of the participant for the 6-month period prior to the date of application in the program. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, and commissions or overtime pay earned. Record 00000 if there were no earnings during this period.	00000	Pay stubs; W-2 forms; employer payroll records; IRS 1040 forms; administrative/UI wage records		Match
21e. Long-term Agricultural Employment	Record 1 if the participant is a person who has engaged in agricultural work as the primary source of income for a minimum of four (4) years prior to intake/eligibility determination. Record 2 if the participant does not meet the conditions described above.	1 = Yes 2 = No	IRS 1040 forms; pay stub; intake application; case manager/counselor progress notes; self-attestation		Support
24. Date of First Intensive Service	Record the date on which the participant first received intensive services. Intensive services include specialized assessments of skill levels, work experience, diagnostic testing, adult basic education or English as a Second Language (ESL) training, development of an individual employment plan, group or individual counseling, case management for participants seeking training services, short-term prevocational services, and remedial reading, writing, or communication skills training. Otherwise, leave "blank" if the participant did not receive intensive services.	YYYYMMDD	Case manager/counselor progress notes with signature; IEP assessment and diagnostic testing		Match



<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
25. Date of First Training Service	Record the date 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. Otherwise, leave "blank" if the participant did not receive training services.	YYYYMMDD	Case manager/counselor certification signature; employer signed document; attendance records from institution or instructor		Match
33. Date of Exit	Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.	YYYYMMDD	Case manager/counselor termination notice; case manager/counselor progress tracking report; grantee MIS		Match

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
34. Category of Exit	<p>Record 1 if the participant received and/or completed any job-related core (beyond core informational or self-services, and eligibility determination), intensive, or training services.</p> <p>Record 2 if the participant received non-job related services, without having received job-related core, intensive, or training services.</p> <p>Record 3 if the participant did not complete the program and exited for other reasons, as specified in Item 35 below.</p> <p><b>SPECIAL NOTE:</b> Individuals who receive training-related services AND intensive, or training services should be coded 1.</p>	<p>1 = Employment and Training Exiter</p> <p>2 = Related Assistance Services ONLY Exiter</p> <p>3 = Other Reasons for Exit</p>	Grantee administrative records		Support

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
<p>35. Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)</p>	<p>Record 1 if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.  Record 2 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the 167 program. Does not include temporary conditions expected to last for less than 90 days.  Record 3 if the participant was found to be deceased or no longer living.  Record 4 if the participant entered advanced training. Advanced training includes 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.  Record 5 if the participant entered post-secondary education. Post-secondary education includes 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>1 = Institutionalized  2 = Health/Medical  3 = Deceased  4 = Entered Advanced Training  5 = Entered Post-Secondary Education  6 = Moved/Cannot Locate/Voluntary Separation  7 = Family Care  8 = Reserve Forces Called to Active Duty  9 = Not a Valid SSN</p>	<p>Grantee administrative records</p>		<p>Support</p>

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
35. Other Reasons for Exit (continued)	<p>Record 6 if the 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>Record 7 if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.</p> <p>Record 8 if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days.</p> <p>Record 9 if the social security number of the participant is not valid.</p> <p>Record 0 or leave "blank" if the participant exited for a reason other than one of the conditions described above.</p>				
36. Date Placed in Unsubsidized Employment	Record the date on which the participant was placed into unsubsidized employment. Leave this field blank if the participant did not enter unsubsidized employment.	YYYYMMDD	Case manager/counselor progress notes		Match

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
41. Employed in the 1 <sup>st</sup> Quarter After Exit Quarter	Record 1 if the participant was employed in the first quarter after the quarter of exit. Record 2 if the participant was not employed in the first quarter after the quarter of exit. Record 3 if information on the participant's employment status in the first quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information Not Yet Available	Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation		Support
42. Employed in the 2 <sup>nd</sup> Quarter After Exit Quarter	Record 1 if the participant was employed in the second quarter after the quarter of exit. Record 2 if the participant was not employed in the second quarter after the quarter of exit. Record 3 if information on the participant's employment status in the second quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information Not Yet Available	Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation		Support
43. Employed in the 3 <sup>rd</sup> Quarter After Exit Quarter	Record 1 if the participant was employed in the third quarter after the quarter of exit. Record 2 if the participant was not employed in the third quarter after the quarter of exit. Record 3 if information on the participant's employment status in the third quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information Not Yet Available	Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation		Support

<b>WLASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
44. Wages 2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters After Exit Quarter	<p>Record the total earnings earned by the participant in the second and third calendar quarters after the quarter of exit. Total earnings include any bonuses, tips, gratuities, commissions, and overtime pay earned.</p> <p>Note: Enter whole dollar amounts (00000). Enter 99999 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.</p>	00000	Pay stubs; employer payroll records; IRS tax forms; administrative/UI wage records; case manager/counselor progress notes with signature		Match

## **APPENDIX D**

### **NFJPDV SOFTWARE INSTALLATION**

This appendix provides instructions on how to install the NFJPDV software.

### **Task 1—Uninstall the Prior Version of NFJP Data Validation Software**

Before you install a new version of the NFJPDV software, it is recommended that you uninstall the existing version of the software using the following steps:

- Uninstall the prior version of NFJPDV through the Add/Remove Programs feature found in Windows. For Windows 2000 or Windows XP, select Start, then Settings, and then Control Panel. In the Control Panel, double click on Add/Remove Programs. Click on NFJP. Then, click on Change/Remove and follow the InstallShield instructions to remove the software.
- The uninstall process removes all components that were originally installed and does not remove any other files created in the NFJP folder after the initial installation. Since this is the case, users will also need to delete the NFJP folder from where the prior version was installed (typically C:\Program Files\NFJP). **Important Note: If there is a need to keep the prior version of NFJPDV software, rename the C:\Program Files\NFJP folder to something else. If the prior NFJP folder is renamed, it does not need to be deleted.**
- If the NFJP shortcut is still found on the desktop, delete it by right clicking on the icon and selecting the Delete option.
- If the NFJP shortcut is still found in the Start → Programs menu, delete it by right clicking on the NFJP shortcut and selecting the Delete option.

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



## **Task 2—Download Software**

Before starting installation of the NFJPDV software, quit any other programs that may be running. Download the software to your PC from the Internet at [http://www.doleta.gov/performance/reporting/tools\\_datavalidation.cfm](http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm). Do not download the software to your C:\Program Files folder as this is the default installation location.

Click on “NFJP2.0\_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.” Users may need to contact their system administrator in order to install the application.

**Important Note: After installing the software, users should open the C:/Program Files/NFJP folder and double click on the DRVSESubmission.EXE application to enable the e-submission functionality.**

### Minimum system requirements

Operating System - Microsoft Windows 2000 or better

RAM - 256 megabytes

Disk Space - 500 megabytes

Processor - 100 mhz Pentium III (or equivalent processor)

Suggested screen area - 800x600

## **Task 3—Restart Computer**

After completing installation of the NFJPDV, reboot your computer before continuing any further.

## **Task 4—Fix Database/Data Source Errors During Installation**

For some users of Windows 2000, XP and NT, the data source may not be linked to the correct database or to any databases, which prevents the NFJPDV software from functioning.

To determine if the correct database is selected, select the Data Sources (ODBC) in the Control Panel—Administrative Tools, User DSN tab. Check that the NFJPDV is linked to the right database. To do this, double click on the NFJPDV Data Source (ODBC) and check the path under the “database” section. If the application was saved to the C:\ drive then the database should be in the C:\Program Files\NFJP folder. If the software was saved to another location, check to make sure that the data source points to this other folder and database.

Some users of Windows 2000, XP, and NT may also need to set up the ODBC in the System DSN tab under Administrative Tools. Users should try this solution if the application freezes on the initial splash screen. This setup procedure is identical to the procedure used for the User DSN tab.

If you are still experiencing difficulties accessing the software after checking the data source, you should consult your system administrator.

## Task 5—Manually Register Files

While installing the NFJPDV software, users may get an error message stating that a file is not registered or cannot be found. In certain cases, users may get this error message after the software has been installed instead of during the installation process.

These error messages can be resolved by manually registering the specific files that failed to register. First, users should check for the unregistered file on their hard drive. The file should be located in C:\Program Files\NFJP, in C:\winnt\system32 or in a different directory if the software was not installed in the default directory. If the file is on the hard drive, users should follow the steps outlined below to manually register the file. If the file cannot be found, users should contact NFJPTA@mathematica-mpr.com.

To manually register the files, go to the Start menu and select Run. In the Run box, in the Open field, type in the regsvr32 command in the following format:

```
regsvr32 "PathName"
```

where “Pathname” is the full location of the file including the file name given in the error message. Type in the entire pathname and filename with quotes around it.

For example, users with Windows 2000 or XP would type the following in response to an error message noting that the file crviewer.dll is not registered:

```
regsvr32 "c:\program files\NFJP\crviewer.dll"
```

Windows NT users would type in:

```
regsvr32 "C:\winnt\system32\crviewer.dll"
```

After typing in the regsvr32 command click “OK”. This manually registers the file that did not register during the batch installation process.

Users should see a regsvr32 message that the manual registration succeeded. Repeat this process for each unregistered file.

## Task 6—Database Setup for Multi-User Access

The following instructions apply to states that want to provide multi-user access to a pre-loaded database.

### Definitions:

In the instructions, the term *local* is used to describe when a change is made on the user's machine, and

the term *central* is used to describe when a change is made to a database not located on the user's machine.

### Instructions:

1. One user loads the extract file to be validated to user's local machine.
2. Compact the database (under the Utilities Menu) and close out the software.
3. Find the local NFJP software directory (note the default directory is C:\Program Files\NFJP).
4. Find the NFJP database called "NFJP.mdb" (or the database into which the extract was loaded); note that this database contains the extract file that was imported in addition to the DV worksheets that will be completed for validation.
5. Save the local NFJP database to a central location where other users can access it in order for them to individually complete the validation worksheets. Typically, this location will be a drive on a network server.

Users who are completing the validation worksheets using the database on the server must know where the database is stored and the name of the database. They must also have the NFJPDV software loaded locally on their machines (note that all of the users will need to have the same version of the software).

## **APPENDIX E**

### **NFJPDV SOFTWARE REFERENCE GUIDE**

This appendix provides a condensed list of all of the software menus and functions for quick reference.

## **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. 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 that the software identifies and rejects when importing the extract file.

### **3. 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 six fields. A copy of the record layout can be found in Chapter III of this handbook.

### **4. View Source Table**

This function displays all of the records 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:

### **1. Change Reporting Options**

This function opens an expanded version of the Sign In pop-up window, where the user can change the program year, report due date, and the record inclusion start and end dates. The user can also select an Office Name, WIB Name, and/or Case Manager filter to view subsets of records and to generate substate reports 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 for each group. By double 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. Print Performance Measure Calculations**

This function displays a report that calculates the values for the four performance measures for the NFJP program. The report may be printed by clicking the printer icon on the tool bar.

## **E. DATA ELEMENT VALIDATION MENU**

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

### **1. Edit Worksheets**

#### **a. Detailed Summary of NFJP Validation Worksheets**

This window displays a list of the records sampled. Double click on the relevant record to view the online version of the worksheet. Any worksheets shaded in green 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. 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.

#### **4. Summary/Analytical Comments**

This opens a data entry screen where users can enter in comments related to their data validation results. The comments then appear on the Summary and Analytical Report.

#### **5. Sampled Cases Report**

This function displays a report showing the distribution of sampled cases by Office Name and WIB Name.

#### **6. Upload Summary/Analytical Report**

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

## **F. WINDOW MENU**

The sixth menu on the toolbar is called “Window.” Options in this menu include:

### **1. Cascade**

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

### **2. Tile Horizontal**

Realigns open windows horizontally.

### **3. Tile Vertical**

Realigns open windows vertically.

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

## **G. HELP MENU**

The seventh menu on the toolbar is called “Help.” Options in this menu include:

### **1. Validation Handbook**

This feature displays the Data Validation Handbook for NFJPDV software version 2.0.

### **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 [NFJPTA@mathematica-mpr.com](mailto:NFJPTA@mathematica-mpr.com), and specify the software version being used, the specific question, and the user’s contact information.

### **3. About**

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