

TAA DATA ELEMENT VALIDATION USER GUIDE

ACCESSING TAA DEV MODULE

1. Go to www.ETA-reports.doleta.gov and enter the state password information. States that do not know their password should send a request to EBSS.HELP@DOL.GOV and copy their ETA regional Performance contact, as well as Nick Adamopoulos at adamopoulos.nick@dol.gov. Please complete the following new information and have your FPO approve and request it.
Grant Name: TAPR TAA\DEV for state
Primary Contact Name:
Primary Contact Email Address:
Primary Contact Phone Number:

HOME SCREEN OPTIONS

2. Home Screen option is the initial page following log in. By clicking the button “DE Validation”, a drop down menu will be generated. These options included:
 - a. Draw Sample
 - b. Edit Worksheets
 - c. Print Worksheets
 - d. Summary/Analytical Reports
 - e. Certify DEV

State Quarterly Report Summary

FY	Report Period	Report Due Date	Status	Status Date
2013	09/30/2013	11/14/2013	Not Submitted	
2013	06/30/2013	08/14/2013	Successful Submission	08/16/2013 03:17 PM
2013	03/31/2013	05/15/2013	Successful Submission	04/18/2013 02:44 PM
2013	12/31/2012	02/14/2013	Successful Submission	04/16/2013 12:14 PM

TEGL Guideline Help/User Guide DE Validation Refresh Logout

These reporting instructions have been approved under the Paperwork Reduction Act (5 CFR 1320.106) and do not have a currently valid OMB number. Obligation to respond is required to obtain or retain benefits from the collection of information, which is to assist with planning and program management of the State Quarterly Report. Existing data sources, gather and maintain the data needed, and complete and review of this collection, including suggestions for reducing this burden, to the U. S. Department of Labor, Office of Trade Adjustment Assistance, Room N-5428, 200 Constitution Avenue, NW, Washington, DC 20210. Average Response Time: 15 minutes. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Trade Adjustment Assistance, Room N-5428, 200 Constitution Avenue, NW, Washington, DC 20210. Average Response Time: 15 minutes. This page will refresh automatically every thirty (30) seconds. [Click here to stop this refresh.](#)

Draw Sample

Edit Worksheets

Print Worksheets

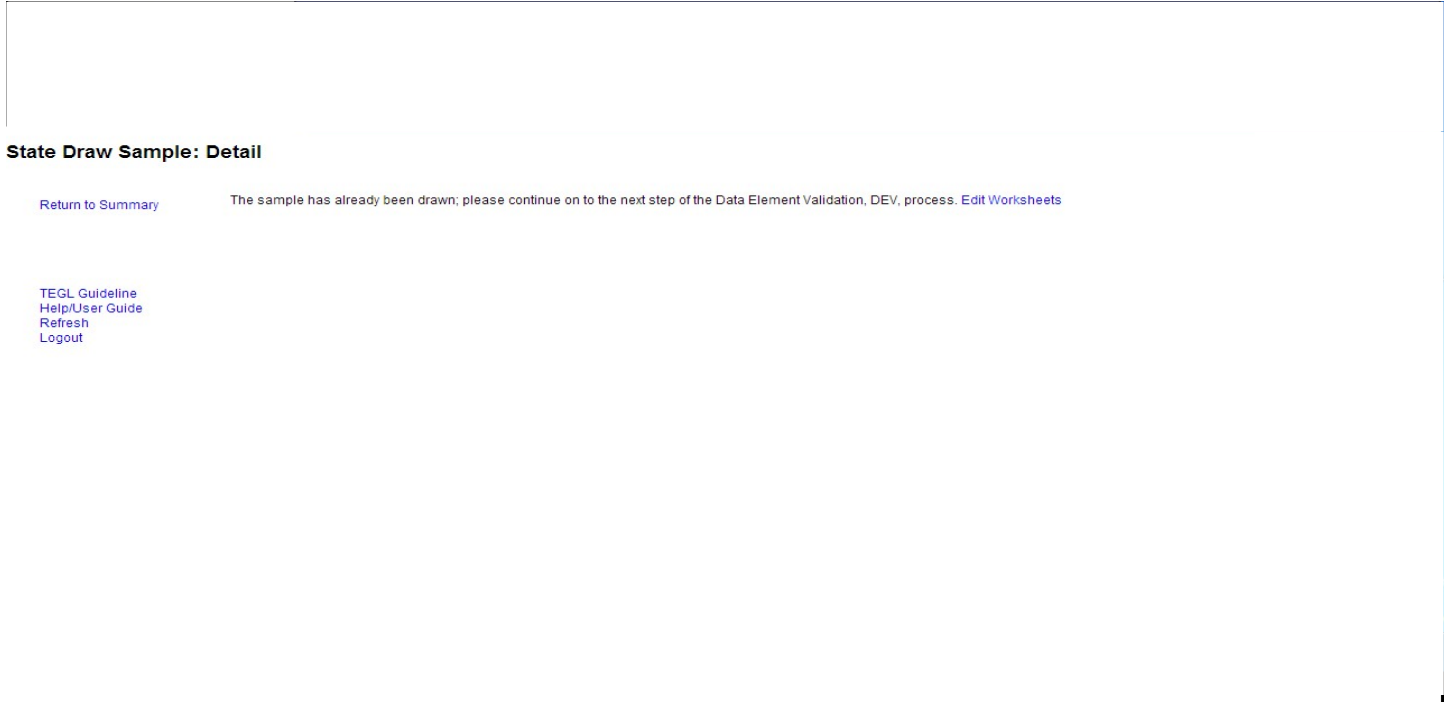
Summary/Analytical Report

Certify DEV

3. To return to this page and the associated drop down options under the DE Validation button at a later point in this application, use the “Return to Summary” link that will appear in the left side menu list on other pages of the application.

DRAW SAMPLE

4. Click the top item, [Draw Sample](#) . This will generate the randomized file sample that will be used in DE Validation. NOTE: **This process may only be done once per fiscal year!** Once a sample is drawn for the annual TAA DEV, it may not be redrawn (in which case it will result in the screen below.) Further, once a sample is drawn, the 6/30 file submission will be locked, and the state will not have the opportunity to resubmit for the 6/30 report quarter of the designated fiscal year. Thus the “Draw Sample” option should only be selected when the state is confident that the 6/30 file is final.



EDIT WORKSHEET/STATE EDIT SAMPLE LIST

5. The next step, [Edit Worksheets](#), is available both through the Home Screen drop down menu and in the screen that follows “Draw Sample” Clicking on this link brings the user to the “State Edit Sample List, or the list of sample records drawn for DEV based on the report quarter ending June 30th. The samples are numbered consecutively and will never exceed 350. (See page 3 for “State Edit Sample List” screenshot.)

State Edit Sample: List

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Fiscal Year: 2013

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Sample #	Processing	Petition Number	Individual Identifier	Participation Date	Date of Birth
1	Certified	61811	V4372190J	June 30, 2009 20090630	September 21, 1966 19660921
2	Certified	56668	V0268668K	January 19, 2007 20070119	July 2, 1957 19570702
3	Certified	51877	V0252896H	February 12, 2007 20070212	March 16, 1974 19740316
4	Certified	888888	V8508101Q	October 1, 2009 20091001	July 31, 1963 19630731

6. To access individual records for validation, click on the numbered links that appear under the column heading for "Sample#". This will give you access to the individual record worksheets that you will use to data enter the DEV information. Clicking on this link will lead to a page headed "State Edit Sample: Detail" (shown in screenshot on page 4.)

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processing Fiscal Year: 2013

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Sample Number	1
Wrong SSN	<input type="checkbox"/>
Unable to locate	<input type="checkbox"/>
Invalid Record	<input type="checkbox"/>
Missing Record	<input type="checkbox"/>
Individual Identifier	010004268 (XXXXXXXXXXXX)
Eligible Veteran Status	<input type="checkbox"/> (0, 1, 2, 3)
Most Recent Date of Qualifying Separation	<input type="text"/> (mm/dd/yyyy)
Date of Exit	<input type="text"/> (mm/dd/yyyy)
Petition Number	<input type="text"/> (XXXXXXXX)
TAA Application Date	<input type="text"/> (mm/dd/yyyy)
Date Entered Training #1	<input type="text"/> (mm/dd/yyyy)
Training Completed #1	<input type="text"/> (0, 1)
Date Completed, or Withdrew from, Training #1	<input type="text"/> (mm/dd/yyyy)
Waiver from Training Requirement-Type	<input type="checkbox"/> (1, 2, 3, 4, 5, 6)
Date Received First Basic TRA payment	<input type="text"/> (mm/dd/yyyy)
Employed in 1st Quarter After Exit Quarter	<input type="checkbox"/> (0, 1, 3)
Employed in 3rd Quarter After Exit Quarter	<input type="checkbox"/> (0, 1, 3)
Wages 3rd Quarter Prior to Participation Quarter	<input type="text"/> (00000000.00)
Wages 2nd Quarter Prior to Participation Quarter	<input type="text"/> (00000000.00)
Wages 1st Quarter After Exit Quarter	<input type="text"/> (00000000.00)
Wages 2nd Quarter After Exit Quarter	<input type="text"/> (00000000.00)
Wages 3rd Quarter After Exit Quarter	<input type="text"/> (00000000.00)

STATE EDIT SAMPLE; DETAIL

7. Enter data for all available fields provided on the “state sample; edit detail” page. Greyed out fields represent data fields for which no data was entered for the record in question, and therefore cannot be validated.
8. Note that there are guides for entering correct coding values for each field as indicated next to each of the relevant data fields.
9. When you click “submit record” button at bottom of screen, this will save the data entered for the record. However, if the coding value or date format is incorrect, this will generate a pop up window showing what must be corrected in order for the data to be submitted successfully. Once you have corrected the data, you may click the “submit record” to successfully save the record.

STATE PRINT SAMPLE: DETAIL

10. To review the individual record data that was just entered through the “submit record”, and see the results, click “Print Detail” button, which will appear in the screen after “Submit Record.” In

the next screen, click on the link for Print Detail, to see how you did on that sample. Results should appear as follows:

- The first four fields of the data entry screen that appears in the “Edit Worksheet” are checkboxes that, if checked, will “fail” some or all of the data entered for the record will as follows:
 - Wrong SSN will fail all wage fields
 - “Missing Record” or “Invalid record” or “Fail Record” will fail all fields
- All other data should appear as entered, along with a result of “Pass” or “Fail” depending on whether it matches the data that was submitted for the 6/30 report quarter of the Fiscal Year.

Back to list Edit Next Item TEGL Guideline Help/User Guide Refresh Logout	Field Name or sample number	DEV Value	Pass/Fail
	Sample Counter	1	
	Petition Number		Fail
	Participation Date		
	Date of Birth		
	Wrong SSN	<input type="checkbox"/>	
	Unable to locate	<input type="checkbox"/>	
	Invalid Record	<input type="checkbox"/>	
	Missing Record	<input type="checkbox"/>	
	Individual Identifier	010004268	Pass
	Eligible Veteran Status		
	Most Recent Date of Qualifying Separation		Fail
	Date of Exit		Fail
	TAA Application Date		Fail
	Date Entered Training #1		Fail
	Training Completed #1		Fail
	Date Completed, or Withdrew from, Training #1		Fail
	Waiver from Training Requirement-Type		
	Date Received First Basic TRA payment		
	Employed in 1st Quarter After Exit Quarter		Fail
	Employed in 3rd Quarter After Exit Quarter		Fail
	Wages 3rd Quarter Prior to Participation Quarter	\$0.00	Fail
	Wages 2nd Quarter Prior to Participation Quarter	\$0.00	Fail
	Wages 1st Quarter After Exit Quarter	\$0.00	
	Wages 2nd Quarter After Exit Quarter	\$0.00	
	Wages 3rd Quarter After Exit Quarter	\$0.00	

11. To edit the data after reviewing results, click on the “Edit” link (look in the left hand list of links). This will return you to the “State Edit Sample: Detail” (shown in screenshot on page 4.)

12. Otherwise, you may click on “Next Item” , also on left hand side, to enter data for the next record

STATE PRINT SAMPLE: LIST

13. To review whether all records have been entered, go to original home screen, and click on “Print Worksheets” link available in drop down under “DE Validation”. Note that there is also a button for “Back to List”, which will also bring you back to original home screen. All records that have been accessed will have the word “Started” under the column headed with “Processing” title, while records that have nothing entered indicate that they have not been accessed. Note that there is no status that will provide feedback as to whether all data has been entered for each record, only whether the state has accessed all the records that are drawn for validation.

State Quarterly Report Summary

FY	2013	GO	Report Period	Report Due Date	Status	Status Date
2013	09/30/2013	11/14/2013	Not Submitted	↑		
2013	06/30/2013	08/14/2013	Successful Submission	✓	08/13/2013 09:37 PM	
2013	03/31/2013	05/15/2013	Successful Submission	✓	05/15/2013 12:21 PM	
2013	12/31/2012	02/14/2013	Successful Submission	✓	03/12/2013 11:46 AM	

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- Draw Sample
- Edit Worksheets
- Print Worksheets**
- Summ
- Certify DEV

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DOWNLOAD A SPREADSHEET

14. To view an excel worksheet that displays all data entered for all records thus far in the TAA DEV process, select “Download a Spreadsheet” available on the left hand menu list in any of the “State Edit Sample” pages. This affords the user an opportunity to see both the data entered, as well as the results, for all data entry done on the TAA DEV.

STATE VALIDATION RESULT SUMMARY

15. This option is available under the Home Screen drop down option for the “Summary/Analytical Report” link. The “Reported Data Error Rate” accessed through this link will provide the error rate for the TAA DEV data submitted when compared to the data records with positive values submitted for the 6/30 report quarter. The “Overall Error Rate” will provide the error rate for the TAA DEV data submitted when compared to all data records submitted for the 6/30 report quarter, whether they reflect positive values or not.

State Validation Result Summary

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Fiscal Year: 2013

Reported Data Error Rate: 100.00%

Overall Error Rate: 0.27%

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CERTIFY DEV

16. This option is available under the home screen drop down, and should be selected when the state is confident that the data is complete and correct. In order to complete certification, the state should use the PIN number that was originally assigned to the state along with the original password. To ask for this information to be resent, the state should send an email to the contacts listed in #1 of this user guide. **Note that TAA DEV may only be submitted once per fiscal year so this option may only be selected once.**

State Certify DEV

[Return to Summary](#)

Fiscal Year: 2013

By entering the PIN and clicking the button below affirms that the TAA DEV file is complete and ready for final submission to DOL. Once the button below is selected, the TAA DEV for functionality for this fiscal year will be removed.

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Enter Your Assigned PIN: