



**Employment & Training
Administration**

**Labor Exchange
DRVS Software
Version 6.2**

User's Guide

October 2006

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I. OVERVIEW

A. Structure of User Guide

The purpose of this User's Guide is to guide states through the process of using the ETA Data Reporting and Validation System (DRVS) to produce and validate the Labor Exchange (LX) 9002 and VETS 200 quarterly reports. The DRVS incorporates ETA's common measures reporting requirements as specified in TEGL 28-04 and approved under OMB Control Number 1205-0420. The DRVS covers both LX and Workforce Investment Act (WIA) reporting as specified in these guidance documents. This User's Guide contains the following sections:

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

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

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

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

Appendix B. **Job Seeker Record Layout:** Provides the record layout for the job seeker extract file. The record layout provides field level and cross field error checks and the accompanying error messages that may occur during a data import.

Appendix C. **Job Opening Record Layout:** Provides the record layout for the job opening extract file. This record layout provides field level and cross field edit checks and the accompanying error messages that may occur during a data import.

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Appendix D. **Performance Outcome Groups:** Specifies the performance outcome groups used in calculating the entered employment, retention, and earnings increase measures.

Appendix E. **Client Server Setup:** Provides instructions for installing the DRVS using a client/server setup.

Appendix F. **Troubleshooting:** Provides solutions for common problems that may occur while installing or using the DRVS.

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

B. List of Data Directories

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

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

II. INSTALLATION

This chapter provides DRVS system requirements and installation instructions.

Step 1—Minimum System Requirements

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

Item	Requirement
Processor	Pentium 4 CPU 1.80GHZ (more is recommended)
Operating System	Windows 2000 or Windows XP
Memory	1 GB (more is recommended)
Application Hard Disk Space	350 MB (more is recommended)
Database Hard Disk Space	Varies by state.
Database	Varies by state. States that exceed MSDE maximum per database must install SQL Server.
Display	1024x768 or higher-resolution display with 256 colors
Other	MSDE or SQL Server must be installed prior to installing the DRVS. Latest Windows service packs and critical updates should also be installed.

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Hard disk requirements will vary depending on the state's database size. For example, some states may exceed the current MSDE 2000 2 GB per database size limit. If any database exceeds the MSDE 2000 limit, users will need to license, install, and set up Microsoft SQL Server to run the DRVS. Any licensed version of SQL Server should allow the user to install and run the DRVS. SQL Express (MSDE 2005) has not yet been fully tested for compatibility with the DRVS.

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

DRVS installation requires Read/Write access to the system registry, Program Files folder, Windows\System32 folder and the Global Assembly Cache. Registry entries are made in HKEY_LOCAL_MACHINE\SOFTWARE\DRVS and in HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft uninstall areas. DRVS users will need Read access to the registry and Read/Write access to the Program File folders, as well as Read/Write/Delete access to the SQL database.

Step 2—Uninstalling Prior Versions

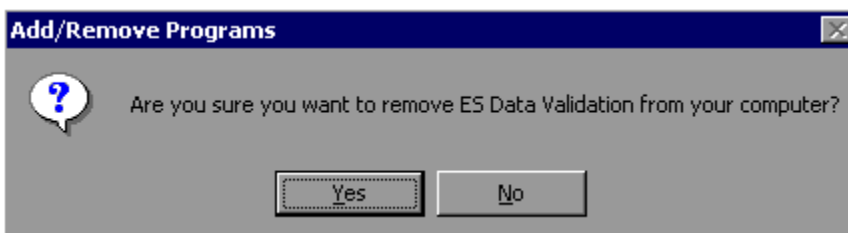
Users should uninstall previous versions of the software before installing the DRVS. DRVS versions 5.0, 5.1, 5.2, 6.0, or 6.1 will automatically uninstall during the 6.2 installation process.

Following are instructions for uninstalling LX version 2.01 or earlier on a Windows 2000 or Windows XP machine. These instructions can also be used to uninstall the DRVS, if the user prefers to uninstall prior to beginning installation of version 6.2. Procedures for uninstalling may differ slightly on different machines, but are generally self-explanatory. On any machine, users should be sure to uninstall through the control panel rather than by deleting the installation directory for the prior version; uninstalling by deleting the installation directory may cause problems with the subsequent installation.

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

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- Click on Add/Remove Programs.
- Click on the ES Data Validation icon. (Click on the DRVS icon to uninstall the DRVS.)
- Click on the Remove button.
- A message will display confirming that you want to remove the application. Click on Yes.



- When the uninstall progress window no longer displays, close the Add/Remove Programs window.

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

Because DRVS 5.0 through 6.2 reflect substantial changes to the LX reporting requirements, states must use version 2.01 of the LX reporting/validation application to analyze or amend reports for Program Year 2004 and earlier. The participant counts and performance measures generated by DRVS 6.2 are in general not comparable to those generated by prior versions of the application.

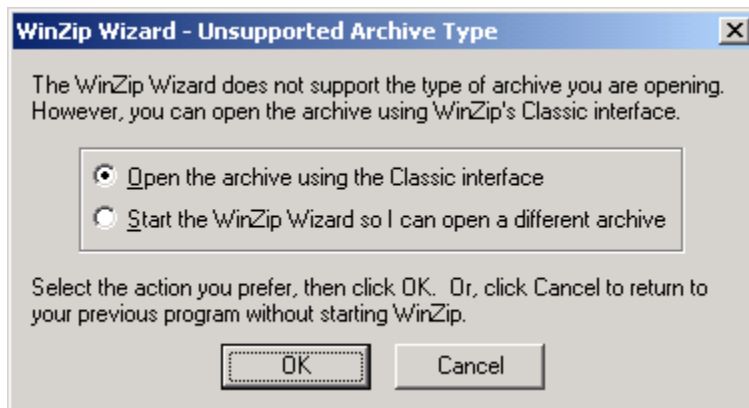
Step 3—Download from the Internet

To download DRVS 6.2 from the Internet:

1. Open your Internet browser and go to:
www.doleta.gov/performance/reporting/tools_datavalidation.cfm.

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2. Click on the DRVS 6.2 software link from the "In this section" side bar.
3. If a file download message displays, click on Save.
4. Select the location where you want to store the installation file. Suggestion: C:\Temp. Click on Save.
5. A dialog box will chart the progress of the download of the installation file. When the "Download Complete" message box appears, click on Open. (If "close this dialog box when download completes" is checked, when download is complete, you should go to C:\Temp or wherever you stored the installation file to open it.)
6. A "WinZip Wizard – Unsupported Archive Type" message box may display. Choose "Open the archive using the classic interface" and then click on OK.



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7. Click on the DRVS.exe file and then click on Extract from the tool bar at the top of the WinZip application screen.
8. Select a location for the extraction of the zip file. C:\Temp is the default.
9. Click on the Extract button.
10. If a Confirm File Overwrite message displays, click Yes.
11. Close the WinZip window.

Step 4—Application Installation

Based on the size of the state's DRVS import file, either Microsoft SQL Server 2000 Desktop Engine (MSDE) or Microsoft SQL Server 2000 must be installed prior to installing the DRVS. MSDE is a free version of SQL Server that can be used with client applications. When installing MSDE, users must set a “strong” password. Users should go to <http://www.microsoft.com/sql/msde/default.mspx> for more information about MSDE and to download MSDE. SQL Express (MSDE 2005) is not compatible with the DRVS.

If the user's estimated database size exceeds the MSDE limit, then Microsoft SQL Server will need to be installed prior to installing the DRVS. Users can find more information about SQL Server at <http://www.microsoft.com/sql/default.mspx>.

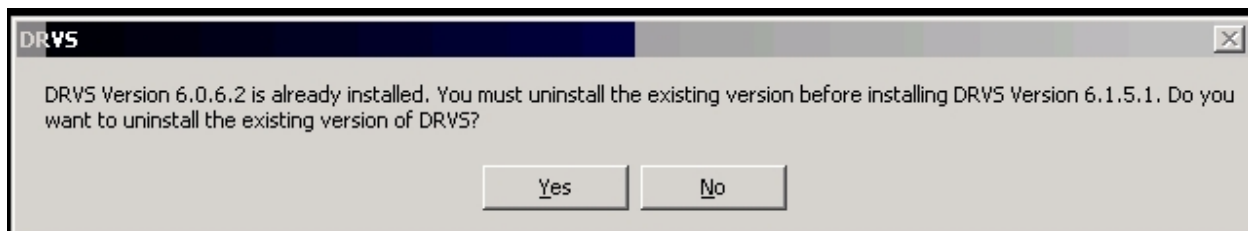
Users may need to contact their system administrator to install MSDE or SQL Server. Installation procedures may differ slightly on different machines, but are generally self-explanatory.

Users who prefer a client/server setup should review Appendix E in conjunction with the instructions in this section. Only users with full SQL Server with Enterprise Manager should use a client/server setup.

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

1. Open Windows Explorer and go to C:\Temp (or wherever you stored the application files).
2. Double click on DRVS.exe.
3. If you haven't uninstalled prior versions of the DRVS, the DRVS will display a window asking if you would like to.



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

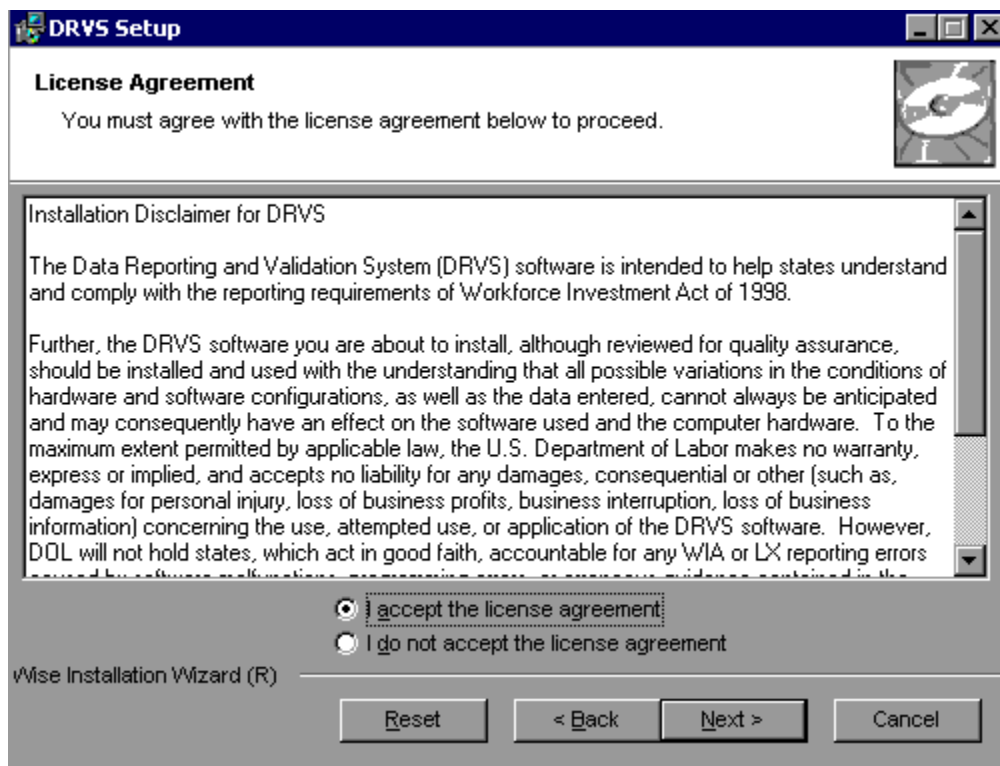
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5. At the Welcome to the DRVS Installation Wizard window click on Next. If you are installing the DRVS for the first time, you may be prompted to reboot prior to beginning the installation routine.



II. INSTALLATION

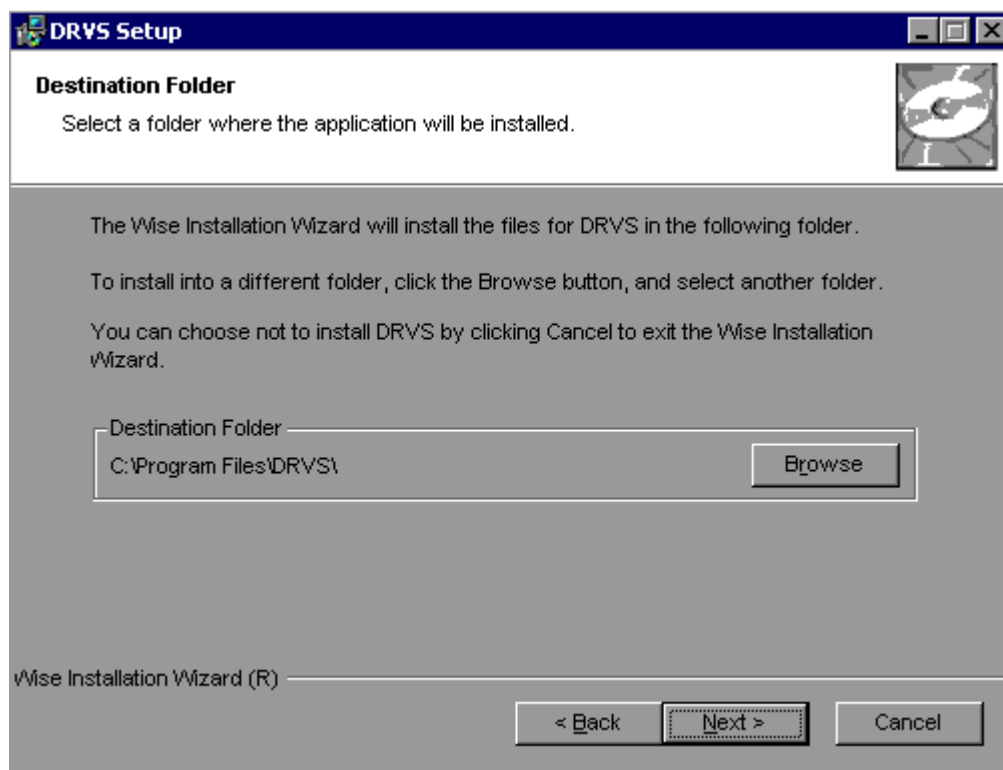
6. Read the License Agreement and, if you accept, click on the “I accept the license agreement” button.



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

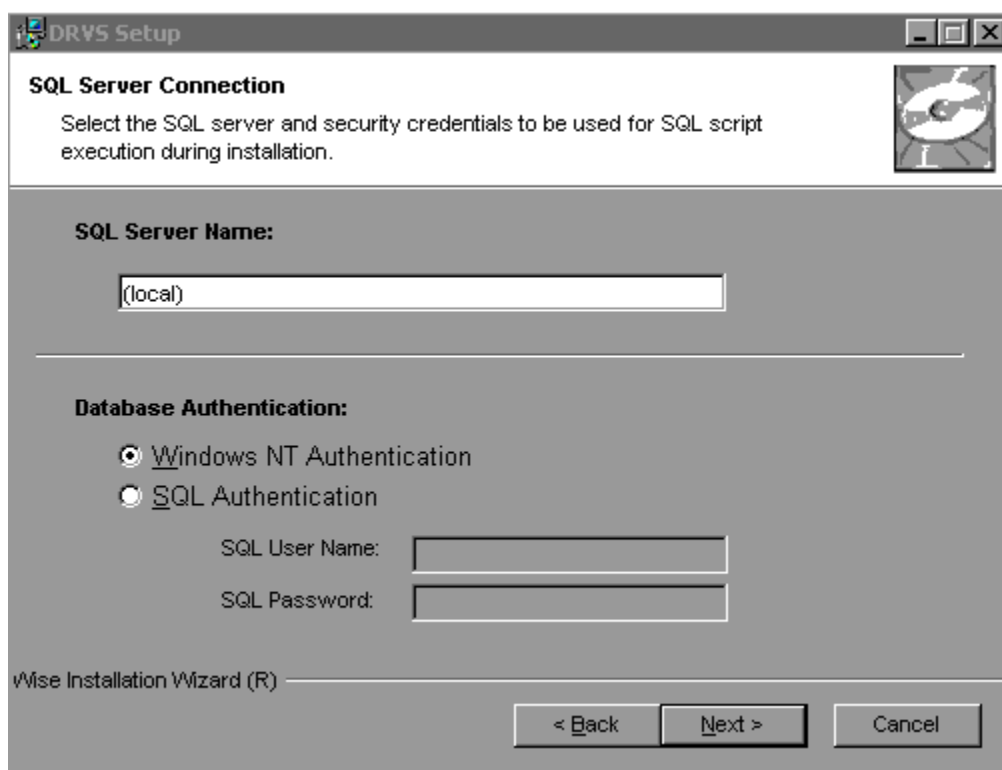
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9. On the Destination Folder screen, the destination location will default to C:\Program Files\DRVS.
10. If you prefer a different destination location, click on Browse on the Destination Folder screen to navigate to a different location. Click on Next.



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11. In the “SQL Server Connection” window, enter your server name in the SQL Server Name box. If you did not name your database instance, your server name is “(local)”. If you don’t know the name of your database instance, contact your system administrator.
12. For Database Authentication, click on Windows NT Authentication. If you can’t use Windows Authentication (e.g. Win 98 or ME users), click on SQL Authentication and complete the SQL User Name and SQL Password boxes. Click on Next.



The screenshot shows a Windows-style dialog box titled "DRVS Setup". The main heading is "SQL Server Connection". Below the heading is a descriptive text: "Select the SQL server and security credentials to be used for SQL script execution during installation." To the right of this text is a small icon of a CD-ROM. Below the text is a text input field labeled "SQL Server Name:" containing the text "(local)". A horizontal line separates this section from the "Database Authentication:" section. In the "Database Authentication:" section, there are two radio buttons: "Windows NT Authentication" (which is selected) and "SQL Authentication". Below these are two text input fields: "SQL User Name:" and "SQL Password:". At the bottom left, it says "Wise Installation Wizard (R)". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

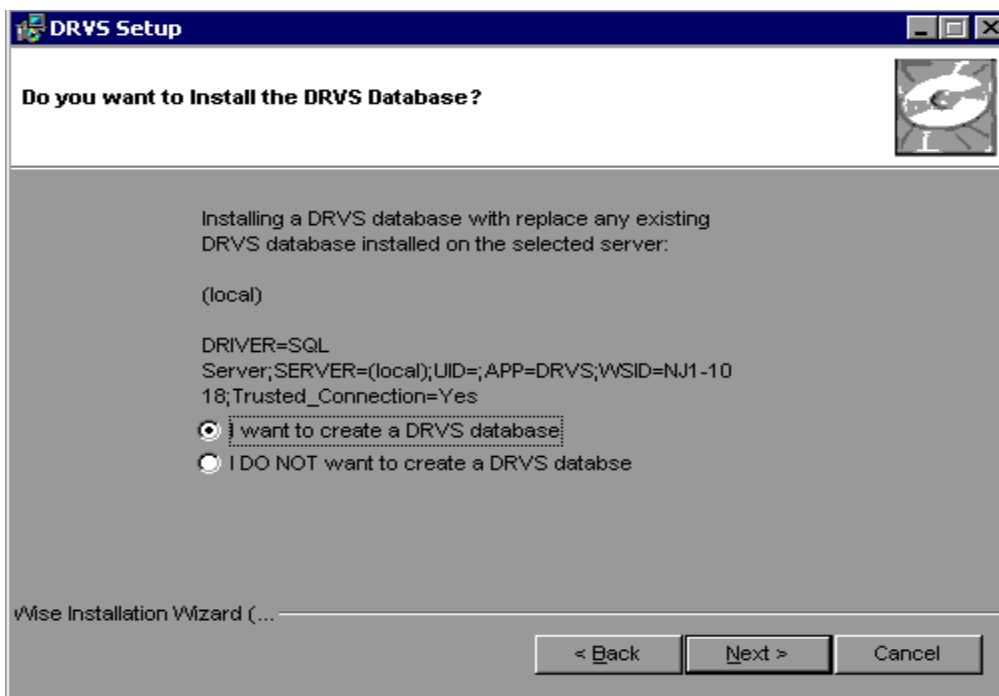
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If the DRVS Installation Wizard does not progress beyond this point, the user must determine if an incorrect or inactive server name has been entered in the SQL Server Name field. If a name that does not match any of the state's servers is entered, there will be a delay or a failure to progress to the next screen.

If a name is entered that matches one of the servers, but the server is inactive, the Installation Wizard may also stop at this point. To find out if the server is active go to Start/Settings/Control Panel/Administrative Tools/Services. Microsoft SQL Server should be on the list of services and the task/service should be started. If it is on the list but not started, start it and reboot. If it is not on the list, SQL Server was not installed. There should also be a SQL Service icon on the bottom part of your screen, on the desk tray as a little box with a green arrow or red square. The green arrow indicates the service is started and the red square indicates it is not. Right click on the icon to open the SQL Service manager, then start the service.

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13. On the “Install the DRVS Database Screen” check “I want to create a DRVS database.” If the user instead checks “I DO NOT want to create a DRVS database” the DRVS will continue to use the database from the prior version of the DRVS, yielding performance results that appear valid but in fact may not be. However, states using a client/server setup should check “I DO NOT want to create a DRVS database”, and refer to the instructions in Appendix E of this guide.



14. Click on Next on the “Ready to Install the Application” screen. This screen also allows you to exit the installation wizard or, if necessary, to return to the previous screen to change server connection information.
15. The “Updating System” screen will display, showing installation progress. However, this screen may display for several minutes with no indication of progress.

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16. Click on Finish on the “DRVS has been successfully installed.” screen to exit the DRVS Installation Wizard.



17. Reboot your computer after completing the DRVS installation. You may delete the DRVS.exe used to install the application once the installation process is successfully completed.
18. There are no further installation steps for a PC setup.

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

Following are brief summaries of each section of the tutorial.

A. Signing In

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

B. Preparing and Importing Records

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

C. ETA 9002 and VETS 200 Reporting

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

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D. Report Validation

This section describes how to complete ETA's report validation (RV) requirements, and the minimized RV requirements applicable to states that generate their quarterly 9002 and VETS 200 reports from the DRVS or DART. Specifically, this section describes how to import reported values for comparison to validation values on the report validation summary. This section also describes how to view the report validation summary and submit the results to ETA.

E. Data Element Validation

This section describes how to select a sample of job seeker records, validate the sampled records, generate the summary/analytical report, and submit the results to ETA.

F. Database Management

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

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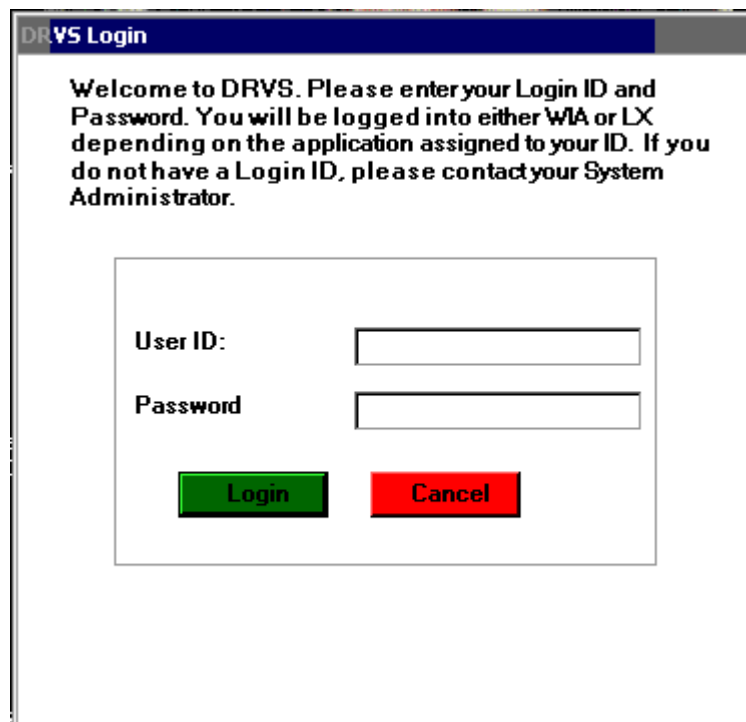
A. Signing In

Step 1—Opening the Application

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

The DRVS Log In screen will display. This is your indication that the application has installed properly. Log on using the default User ID and Password: **LXAdmin4, LXAdmin4**. The User ID is not case sensitive, but the Password is case sensitive.

Click Login.



The screenshot shows a dialog box titled "DRVS Login". The text inside reads: "Welcome to DRVS. Please enter your Login ID and Password. You will be logged into either WIA or LX depending on the application assigned to your ID. If you do not have a Login ID, please contact your System Administrator." Below the text are two input fields: "User ID:" and "Password". At the bottom of the dialog box are two buttons: "Login" (green) and "Cancel" (red).

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This default User ID and Password will provide access to the LX component of the DRVS. For access to the WIA component of the DRVS, the defaults are WIAAdmin, WIAAdmin. As described in the database management section of this chapter, the user may change his or her own password to ensure database security.

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Step 2—Reporting Options Screen

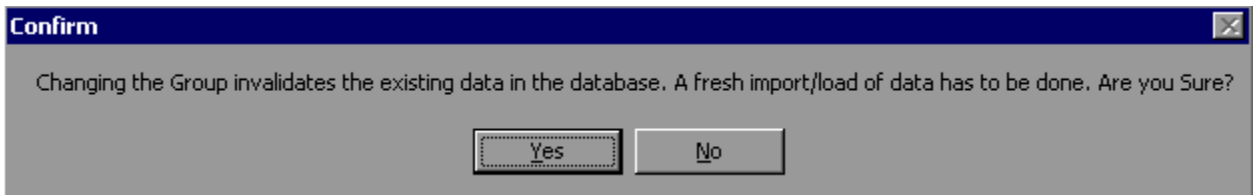
After the user logs in with an acceptable User ID and Password, the Reporting Options screen appears. The user should maximize the screen to ensure that all DRVS screens can be viewed in their entirety. The screen is maximized when the user can see “Database: (name of open database)” in the lower left corner.

Group:	<input type="text"/>	State:	<input type="text"/>
Program Year:	<input type="text"/>	Quarter:	<input type="text"/> <input type="button" value="Refresh"/>
Date Ranges			
	StartDate	EndDate	
Participants/Job Openings	<input type="text"/>	<input type="text"/>	
Exiters	<input type="text"/>	<input type="text"/>	
Entered Employment	<input type="text"/>	<input type="text"/>	
Employment Retention/Earnings	<input type="text"/>	<input type="text"/>	
<input type="button" value="Reset to Default"/>			
Case Manager:	<input type="text"/>	WIB Name:	<input type="text"/>
Office Name:	<input type="text"/>		
User Field 1:	<input type="text"/>	User Field 2:	<input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Clear All"/>	
<input type="button" value="Re-Calculate"/>			

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

- Select the Group from the drop down menu, either group 1/9002A-D, VETS 200A-C for job seekers, or group 2/9002E for job openings.
- A warning will appear that changing the group will invalidate any data currently in the application database. Section D of this chapter provides more information on creating two separate databases, one for the job seeker group and one for the job opening group, to retain all imported data. Click Yes if appropriate.



- Select the applicable State name from the drop down menu.
- Select the appropriate Program Year from the drop down menu.
- Select the report due date from the Quarter drop down menu. The applicable date ranges for the participant/job opening, exiter, entered employment, and employment retention/earnings cohorts will then auto fill based on the reporting schedule in Appendix A of this guide.
- After all options are selected, click on **Save**. “Reporting options saved successfully” will then appear in red type at the bottom left of the screen.

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The Refresh button on the upper right resets the screen if the user changes the Group or the Date Ranges. The Clear All button clears the screen of all dates.

The Re-Calculate button will recalculate the 9002 and VETS 200 report values for the active database, based on changes in the Date Ranges on the Reporting Options screen. Users must click Save, then Re-Calculate, and then the Refresh button to ensure that the correct recalculation is done.

The Re-Calculate button should only be used when Date Ranges are changed to subsets of the Date Ranges entered for the initial file import. For example, the user may import a file of job seekers for the four quarter report period ending 12/31/05. The user can select the final quarter of the four quarter reporting period—10/1/05 through 12/31/05—on the Participant row, and then click on Re-Calculate to obtain the counts of participants in just the last quarter of the original reporting period. The Re-Calculate button cannot be used to obtain accurate counts or performance outcomes for Date Ranges that start earlier or end later than those selected for the original import, because edit checks have not been applied based on the new Date Ranges.


The DRVS has the functionality to filter import files after the initial sign-in based on the WIB name, case manager, office name, and the two user fields. The options in the drop down menus for each of these fields are derived from the unique values in these fields in the import file. Users can filter on these fields to create subsets of the state level reports.


After all options are selected or refreshed, click on Save and then Re-Calculate to calculate reports for the selected filter(s) only. A message box will appear, asking users to confirm recalculation. Click Yes. “Re-Calculation successful” will appear in red type at the bottom left of the screen. Click the Refresh button after recalculation is complete. Whenever a filter is used, the report facsimile will display the selected filter(s) on the last page of the facsimile.

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File Import Reporting Options Report Validation Data Element Validation Admin Utilities Help

☐ Labor eXchange

 **Department of Labor**
Labor eXchange (LX)



[Refresh Menu](#)

Group: 9002 A-D, VETS 200 **State:** NEW JERSEY

Program Year: PY 2005 **Quarter:** 08/15

Date Ranges

	Start Date	End Date
Participants/Job Openings	7/1/2005	6/30/2006
Exiters	4/1/2005	3/31/2006
Entered Employment	10/1/2004	9/30/2005
Employment Retention/Earnings	4/1/2004	3/31/2005

Case Manager: **WIB Name:**

Office Name:

User Field 1: **User Field 2:**

Reporting Options saved successfully.

Database: LX.mdf

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B. Preparing and Importing Records

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

Step 1—Create Job Seeker File Based on Record Layouts

The job seeker extract file layout is in Appendix B of this User's Guide, together with the field level and cross-field edit checks. Users should also download the LX conversion rules from http://www.doleta.gov/performance/reporting/reporting_requirements.cfm. This document cross-references each field on the current record layout to the corresponding field(s) on the record layout used in version 2.01 of ETA's LX reporting/validation software. Both the Appendix B record layout and the conversion rules should be used in building the import file. The import file should include a separate record for each spell of participation that falls within the reporting schedule parameters in Appendix A; for some participants there will be multiple records in the import file.

The extract file type is ASCII, comma-delimited. Files can be in *.txt or *.csv format, but *.dat or other file types are not accepted. Fields must be in the order listed on the record layout. Eighty-two fields (81 commas) are accepted by the application. If the exact number of fields or columns listed in the record layout is not included, all the records will be rejected.

The job seeker record layout includes all the fields necessary for generating the 9002 A-D and VETS 200 A-C reports, with the addition of six fields. The additional six fields are observation number (at the beginning of the record), and

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WIB name, office name, case manager, and two user fields (at the end of the record). The user fields are for any additional data (e.g. participant's name) that the state wishes to include.

Data Element Issues

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

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

Several fields in the record layout relate to the participant's status as an eligible veteran (field 14), campaign veteran (field 15), disabled or special disabled veteran (field 16), recently separated veteran (field 17), and homeless veteran (field 18). Appendix B details a number of edit checks that are applied to these fields to ensure that the veteran status data values are consistent within a participant record. If the participant is a disabled or special disabled veteran as indicated in field 16, then the participant's record should have a code of 2=Yes, Eligible Veteran in field 14 even if the participant served in the military for 180 days or less. Campaign and recently separated veterans cannot be so designated unless they are also eligible veterans who served greater than 180 days. Therefore, campaign and recently separated veterans would also have a code of 2=Yes, Eligible Veteran in field 14. If the participant is a homeless veteran as indicated in field 18, then either a 1 or 2 is acceptable in field 14.

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In PY 2004, states were required to start a new registration year record if a Transitioning Service Member (TSM, field 19) became a veteran while receiving LX services. Beginning in PY 2005, states should no longer start a new record simply because the participant's status changes from TSM to veteran. If the participant's status changes from TSM to veteran during the same participation cycle, simply retain the TSM code of 1=Yes in field 19, and code the applicable veteran fields when the participant becomes a veteran. The participant can thus be counted in both TSM and applicable veteran fields based on the same record.

Two fields relate to the participant's educational status—Highest School Grade Completed (field 21) and School Status at Participation (field 22). DRVS edit checks are applied to these two fields to ensure that the data are consistent for a given participant. However, there may not always be data in both fields for self-service customers, so ETA has provided decision rules for how to address missing data. First, the user should ensure that PY 04 data values have been properly converted to PY 05 data values using the LX conversion rules. For example, if there are a lot of records with a code of 12=number of elementary/secondary school grades completed in field 21, then you may not have followed the conversion document, which instructs you to convert PY 04 12s to 87=Attained HS Diploma. Once all values have been converted, then fill missing data as follows:

- If field 21= 00-12 then field 22=1
- If field 21= 13-15 then field 22=3
- If field 21= 16-17, 87-91 then field 22=5

Users should also note that the DRVS record layout includes fields 38 and 39 for Most Recent Date Attended TAP Employment Workshop (DVOP) and Most Recent Date Attended TAP Employment Workshop (LVER). The DRVS uses these fields to calculate Row 9—Attended TAP Employment Workshop on the VETS 200 A, B and C reports. Because OMB has not yet approved the requirement to report attendance at TAP employment workshops, states have two options with respect to fields 38 and 39: 1) leave these fields blank until OMB approves the reporting requirement; 2) collect TAP employment workshop data

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and place it in fields 38 and 39 as appropriate. If option 2 is chosen, users should be sure to advise ETA that the LERS upload is reporting on TAP workshop attendance.

It is no longer necessary to place a Most Recent Date Received Staff Assisted Services in fields 27, 28, and/or 29 if the job seeker received one of the staff assisted services recorded in fields 30-35, or 37-64. The DRVS calculates Row 13 on the 9002 A, Row 8 on the 9002 B, Rows 10-12 on the 9002 D, and Rows 8 and 17-19 on the VETS 200 A-C reports using the specific service type fields rather than fields 27, 28, and 29.

For participants who receive only self-assisted services, often from the Internet, the participant record may only have a Date of Program Participation. There would be no specified service dates, and possibly no exit date even if the Date of Program Participation is well in the past. This is because there is no self-service data field on the record layout, but self-services are reportable. Self-service participant records may not have employment status so would be excluded from the entered employment rate. States should still conduct wage record matches to determine if the self-service participants can be measured in the retention and earnings measures. However, if the state does not have SSNs for these participants (e.g. because they received services through the Internet) then the state should place a code of 99=Invalid SSN in the Other Reasons for Exit field.

Identifying Exit Dates

The group 1 file should always contain nine quarters worth of data on job seeker registrations, services, exits and post-exit employment. In the group 1 file, the state should include a separate record for each discrete participation spell for a given job seeker. A participation spell ends when the job seeker has not received any services for 90 days. When 90 days have passed since the last service, the last service date is also the exit date for that spell of participation.

The previous LX concept of reporting discrete registration years for a given job seeker is not applicable under the common measures reporting requirements. As mentioned, the previous LX concept of starting a new registration year when a

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TSM becomes a veteran is also not applicable under the new common measures requirements. Therefore, states will need to create new job seeker records and cannot build on the registration year records used for reporting in Program Year 2004 and prior.

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

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

For example, the job seeker first receives a service on July 1, 2005. The seeker’s Date of Program Participation and applicable service date are both recorded as July 1, 2005. The job seeker’s next service date is September 30, 2005. The gap between these two service dates—the count of days from July 2 to September 29 inclusive—is 90 days. Therefore, the first participation record for the job seeker is given an exit date of July 1, 2005. A second participation record is created with a Date of Program Participation and an applicable service date of September 30, 2005. In this scenario, September 30 is the earliest date that a new service would generate a new participation record.

Data Values in Post-Exit Fields

Regardless of the participant's exit and employment status, there must be consistency across the post-exit fields in every record in the group 1 file.

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Appendix B details the numerous edit checks that are applied to the post-exit fields, and these edit checks are summarized below.

There are three sequences of post-exit fields:

- 1st quarter after exit—fields 67, 68, 75
- 2nd quarter after exit—fields 69, 70, 76
- 3rd quarter after exit—fields 71, 72, 77

The first field in each sequence (67, 69, 71) indicates the participant's employment status in the relevant quarter after the exit quarter. There must be a value of 1 (employed), 2 (not employed), or 3 (information not yet available) in each of these three fields. These three fields cannot be left blank or the record will be rejected by the DRVS.

If the participant exited and was employed in a post-exit quarter, place a 1 in field 67, 69, or 71 respectively. Place a 1, 2, 3, 4, or 5 as appropriate in field 68, 70 or 72 (type of employment match). If the type of employment match field has a value of 1, 2, 3, or 4, there should be wages greater than zero in field 75, 76, or 77. If the type of employment match field has a value of 5, then the wages should be zero or blank in fields 75, 76, or 77.

If the participant exited and was unemployed in a post-exit quarter, place a 2 in field 67, 69, or 71 respectively. Place a zero or blank in field 68, 70 or 72 (type of employment match) respectively. Also place a zero or blank in field 75, 76, or 77 (wages).

If the participant has not yet exited, or if the participant exited so recently that employment status and wage data are not yet available, place a 3 in field 67, 69, or 71 respectively. Place a 6 in field 68, 70 or 72 (type of employment match). Place 999999.99 in field 75, 76, or 77 to indicate that wages are pending.

If the data in each sequence of post-exit quarters are not consistent as described above, the DRVS will reject the record.

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In addition, if the participant exited and the post-exit quarter fields indicate that employment status and wage data are not yet available, yet sufficient time has passed that these data should be available, the DRVS will change the data values to indicate that the participant was unemployed in the relevant post-exit quarter. The DRVS will generate a warning message for each record where these data values have been changed.

Step 2—Create Job Opening File Based on Record Layout

The job opening extract file layout is in Appendix C of this User's Guide, together with the edit checks. The Appendix C record layout should be used in building the import file. The import file should include a separate record for each job opening that has a job opening received date within the reporting schedule parameters in Appendix A.

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

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Step 3—Load Extract Data

Once the job seeker and job opening data files are prepared according to the record layouts, they can be imported. The state can import either the 9002A-D job seeker or 9002E job opening file first by following the instructions in this section. However, the user should rename the initial database to distinguish it as containing either job seeker or job opening records. The user must create a new database for the second and all subsequent imports by following the instructions for database creation in Section D of this chapter. **If the user does not create new databases for subsequent imports, previously imported data will be overwritten.**

Click on Import on the menu bar and select Import File. The Load File to Database screen will appear.

Click on Extract. The DRVS should be preset to Extract. Then select the file to be imported using the Browse button.

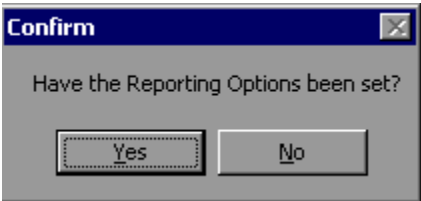
Click Open. Then click Add File to move the file into the Load File box. Click on the Load File button.

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Load File to Database

The dialog box is titled "Load File to Database". It contains an "Import" section with two radio buttons: "Extract" (selected) and "Reported". Below this is a text input field and a "Browse" button with a folder icon. A "Add File" button with a downward arrow is positioned above a large empty rectangular area. A close button (X) is in the top right corner. At the bottom center is a "Load File" button with an upward arrow icon.

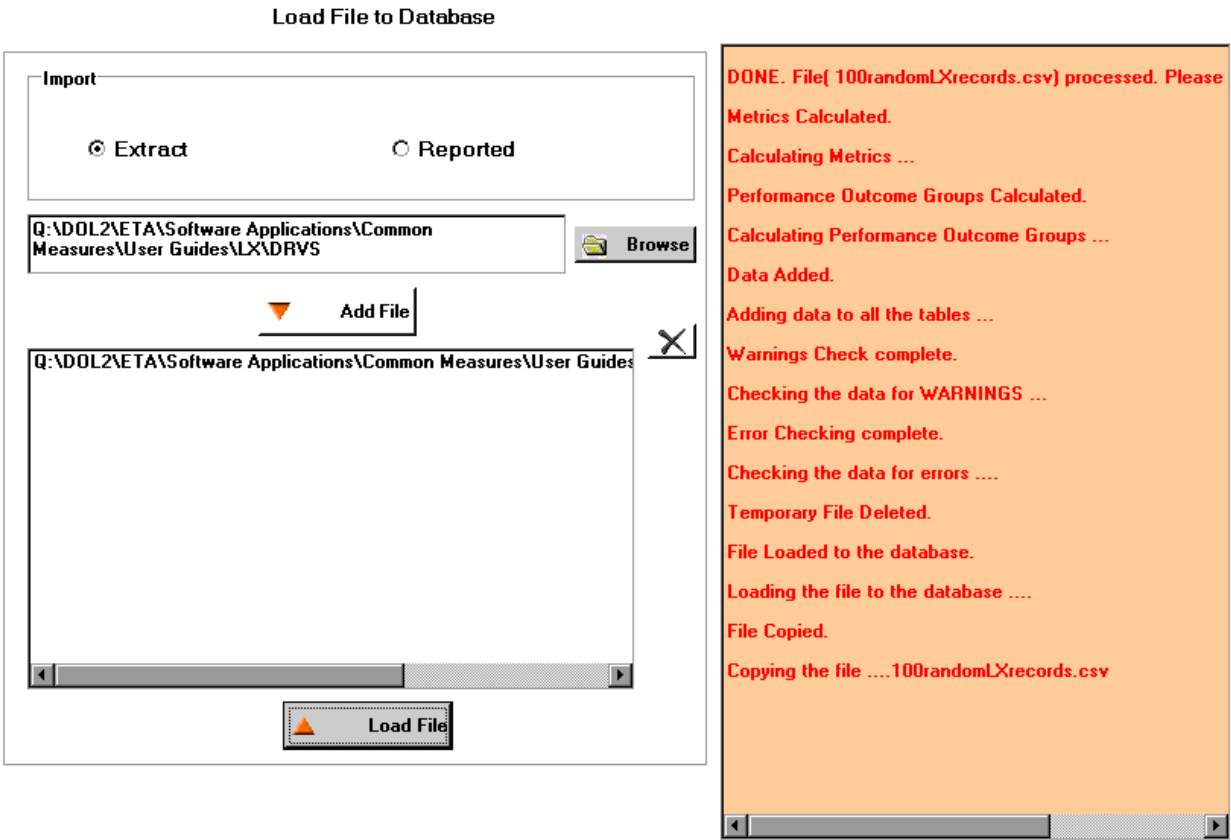
A message box will appear, asking for confirmation that reporting options have been set. Click on Yes to confirm, or No to return to the Reporting Options screen.



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To terminate the import process, click on the **X** in the upper right corner of the Load File to Database screen.

During import, the Load File to Database screen will display a progress bar and status messages. The status messages appear from bottom to top.



When the import is complete, the progress bar will disappear and the following message will appear at the top of the status message section: “DONE. File (file name) processed. Please review the Error report.”

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The file import time will vary based on system capabilities, the number of records in the extract file, and the density of the records. If the MSDE database has reached its maximum capacity, or if there are a significant number of edit check failures, the software may generate a critical error. If the import fails, the progress bar will stop before reaching completion and an error message will appear in the status window.

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Step 4—View Imported File

To view the imported file click on **Import** from the menu bar and select **View Source Table**. This is a read-only screen and records are displayed in the order in which they appeared in the import file. The source table displays all records that passed the import edit checks or received only “warning” errors. Rejected records are not displayed in the source table or included in any report calculations.

Users can sort on any column in the source table by clicking once on the relevant column header. Note however that the source table does not assume lead zeros because fields are recognized as text in the source table. So, for example, resorting on OBSNumber will cause records to appear out of order. The example below shows a source table sorted by Date of Birth.

	OBSNumber	Individualden	DateOfBir	Gender	ProgramParti	DisabilityStat	NativeAmeric
▶	7673	00000017	19301120	1	20050608	2	1
	179197	000000244	19380212	1	20050504	1	1
	1295112	000000687	19410322	2	20050427	2	1
	954209	000000558	19410327	2	20050119	2	1
	100752	000000143	19420807	1	20050104	2	1
	1613102	000001140	19430216	1	20050204	2	1
	104894	000000151	19430627	1	20050217	2	1
	104895	000000152	19430627	1	20050624	2	1
	1564320	000001052	19440902	2	20050428	2	1
	76857	000000169	19450213	2	20050422	2	1
	1513283	000000929	19460927	1	20041026	2	1
	551562	000000392	19461231	1	20041020	2	1
	1535638	000000986	19470716	1	20041022	2	1
	251600	000000303	19480303	1	20041104	2	1
	118445	000000174	19480415	1	20050214	2	1
	1394229	000000755	19481019	2	20050314	2	1
	108906	000000155	19481124	1	20050107	1	1
	849624	000000516	19490208	2	20041216	2	1
	849625	000000517	19490208	2	20050510	2	1
	1444148	000000817	19490603	2	20050201	2	1

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Step 5—Review Error Reports

When the extract file is loaded, the application reads each record to ensure that all fields are valid based on the record layout and the edit check specifications in Appendix B (job seekers) and Appendix C (job openings) of the User's Guide. The edit checks ensure that data are in the proper format, values are within the specified range of values, and data are consistent across fields. Duplicate records and any records with missing or invalid data in mandatory fields are rejected. Other types of data errors will generate warning messages.

Import Errors can be viewed by clicking **Import** from the menu bar and selecting **Import Errors Report**. The Import Errors report will display a separate row for each error identified in the import file. Reject errors appear first, followed by warnings. Up to 15,000 records with reject conditions and 50,000 records with warning conditions will be reported.

Errors are sorted by WIB Name, Office Name, and Case Manager if there are data in these fields in the extract file.

If the number of errors in the file exceeds these limits, the file import will abort although an error report is still produced. Excessive errors may be indicated in the status messages if the processing stalls at the “Checking the data for errors” or “Checking the data for warnings” messages. In some instances, this may be indicated by a critical error message. Additional errors will be reported on the next import of the file, as long as errors from the first import are corrected.

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Import Errors Report

OBS Number	Individual Identifier	Field Number	Field Name	Field Value	Error Description	Error Type
1149178	000000630	72	ExitEmployedMatch3	6	A-C. The value for Type of Employment Match 3rd Quarter After Exit Quarter does not meet one of the following conditions - Type of Employment Match 3rd Quarter After Exit Quarter must be 1 -4 (Wage or Employment Records) if Wages is >0. - Type of Employment Match 3rd Quarter After Exit Quarter must be 5, blank or 0 (Supplemental or Not Employed) if Wages is blank or 0. - Type of Employment Match 3rd Quarter After Exit Quarter must be 6 (Information Not Yet Available) if Wages are 999999.99 (Not Yet Available).	Reject

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

Click on the **envelope icon** to display an Export popup where users can select a name, format and location for the report. For example, the Error Report can be exported to an Excel file, so that the user can sort on and organize the errors for analysis. This feature is very helpful when there are a large number of errors.

The Import Error report is not automatically saved to the DRVS install location folder. To save an error report, the user must export the error report using the envelope icon.

After reviewing error reports generated by the application, users should determine if the extract must be regenerated or reformatted and reloaded. Note that rejected records do not appear in the source table or in any report calculations. However, records that receive warning errors are displayed in the source table and included

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in all report calculations. Because warning errors may indicate data problems that impact the calculations, users are strongly encouraged to review and correct warning errors in addition to rejected records. If only a small number of records are rejected, it may not be necessary to re-import the file.

Step 6—View Duplicates

This step allows the user to view the duplicate records identified and rejected by the application. No data entry is required; this option is for analytical purposes only. The duplicate detection criteria for job seeker records are specified in Appendix B as cross-field edit checks. For job opening records, the observation number must be unique for each record.

Click on **Import** from the menu bar and select **View Duplicates**.

A report will display the duplicate records from the import file. DRVS rejects job seeker records with duplicate observation numbers and records with the same Individual Identifier that have overlapping participation spells based on the Date of Program Participation and Date of Exit.

LX Duplicate Records

Row ID	Individual Identifier	Program Participation Date	Program Exit Date
1	1	20030101	20030101
2	1	20030101	20030101
3	2	20030331	20030701
4	2	20030929	20030930
7	4	20040101	
8	4	20041001	

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If the user determines it is necessary to fix the import file, the duplicate records must be removed and the file reimported.

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

Click on the **envelope icon** to display an Export popup where users can select a name, format and location for the report. For example, the duplicates report can be exported to an Excel file, so that the user can sort on and organize the errors for analysis. This feature is very helpful when there are a large number of duplicates.

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

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C. ETA 9002 and VETS 200 Reporting

The DRVS produces the ETA 9002 and VETS 200 quarterly reports from the import files of job seekers and of job openings. Prior to submitting these reports to ETA, states may analyze the ETA 9002 and VETS 200 counts and performance rates by viewing the job seeker performance outcome groups and the numerators and denominators as described in steps 1 and 2 below.

Step 1—View Report Validation Table

This function allows the user to view the imported records assigned to the entered employment, retention and earnings performance outcome groups. The performance outcome groups are specified in Appendix D of this user’s guide. No data entry is required; this function is for analytical purposes only.

Click on Report Validation on the menu bar. Select View Validation Tables from the drop down menu. Two tabs are displayed. The LX Adult Performance Group Validation tab shows the total number of records for each performance outcome group. The Performance column on the summary tab provides the group number corresponding to the performance outcome group numbers in Appendix D.

LX Adult Performance Group Validation		LX Participant Data								
GroupID	Performance	NumberOfRe	DateOfExit	EmpStatusAt	EmpQtrPlus1	SourceOfEmp	EmpQtrPlus2	SourceOfEmp	ValidPreEam	
222	A-1(1)	233	3&4 qtrs prior	UnEmp	Emp	Wage	Pend	Pend	N/A	
223	A-1(2)	0	3&4 qtrs prior	UnEmp	Emp	Supp	Pend	Pend	N/A	
▶ 224	A-1(3)	225	3&4 qtrs prior	UnEmp	UnEmp	N/A	Pend	Pend	N/A	
225	A-1(4)	67	3&4 qtrs prior	Emp	Emp	Wage	Pend	Pend	N/A	
226	A-1(5)	0	3&4 qtrs prior	Emp	Emp	Supp	Pend	Pend	N/A	
227	A-1(6)	0	5&6 qtrs prior	UnEmp	Emp	Wage	Emp	Wage	Yes	
228	A-1(7)	0	5&6 qtrs prior	UnEmp	Emp	Wage	Emp	Wage	No	
229	A-1(8)	0	5&6 qtrs prior	UnEmp	Emp	Wage	Emp	Supp	N/A	
230	A-1(9)	0	5&6 qtrs prior	UnEmp	Emp	Supp	Emp	Wage	N/A	

Click on the far left column to highlight a performance outcome group row on the performance group tab. In this example, outcome group 3 is highlighted.

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The detailed records for the highlighted group will then be displayed on the LX Participant Data tab which is the right-most tab in this function. The ParticipantID column numbers all of the participants in a given performance outcome group, so that the ParticipantID number in the last row of the Participant Data tab will correspond to the number of participants listed on the summary tab for that group.

LX Adult Performance Group Validation		LX Participant Data				
	RecordID	Observation	Individual Ide	Date Of Birth	Gender	Date of Progr
▶	1	10000001	10000001	19550905	2	20050401
	2	10000002	10000002	19550905	2	20050401
	3	10000003	10000003	19550905	2	20050401
	4	10000004	10000004	19550905	2	20050401
	5	10000005	10000005	19550905	2	20050401
	6	10000006	10000006	19550905	2	20050401
	7	10000007	10000007	19550905	2	20050401
	8	10000008	10000008	19550905	2	20050401
	9	10000009	10000009	19550905	2	20050401
	10	10000010	10000010	19550905	2	20050401
	11	10000011	10000011	19550905	2	20050401
	12	10000012	10000012	19550905	2	20050401
	13	10000013	10000013	19550905	2	20050401
	14	10000014	10000014	19550905	2	20050401
	15	10000015	10000015	19550905	2	20050401

The participant data records can be sorted by clicking once on the header of the column to sort by. Note however that the table does not assume lead zeros because fields are recognized as text in the report validation table. So, for example, resorting on OBSNumber will cause records to appear out of order.

To increase the width of a column, click the mouse on the intersection of the relevant column heading and drag to the desired width.

The DRVS only assigns records to performance measure cohorts if sufficient time has passed for the state to determine the outcomes for the cohort. If sufficient time

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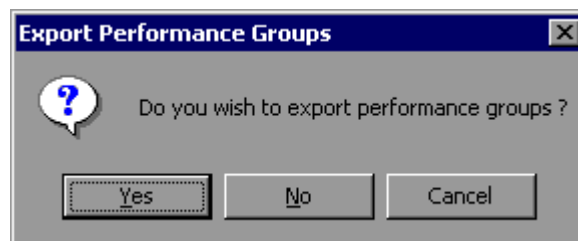
has passed and the post-exit employment fields are still coded as pending, the application will change the employment status to unemployed and assign the record accordingly. This default edit is specified in more detail in Appendix B.

It is important to note that if the user decides to change the report due date or program year after the file has been imported, and clicks on the Re-Calculate button, the counts displayed in each performance outcome group in the report validation table may not accurately reflect the report period selected. The user must change the program year or the report due date and then re-import the file to obtain the correct performance outcomes.

Step 2—Export Numerators, Denominators, and Counts

This function will create individual files of participant records (with the addition of age and performance outcome group at the end of each record) for the numerators and denominators of each core performance measure. These export files can be used for analytical purposes, or they can be used to generate files to match against wage records. The export file will retain the format of the job seeker import file. Functionality to create files of records included in the participant and exiter counts will be provided in a future release.

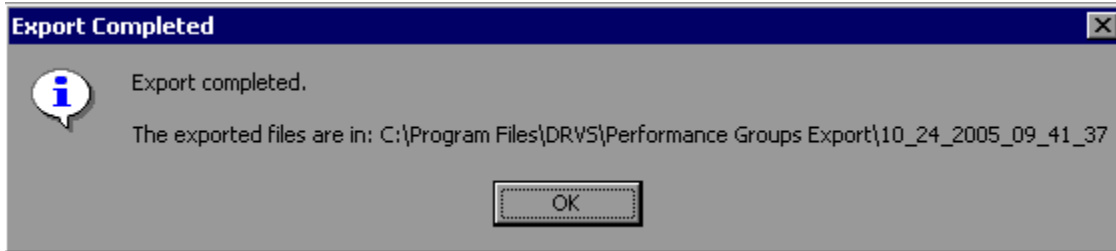
Click on Report Validation from the menu bar. Then click on Export Numerators, Denominators, and Counts. A message box will ask the user to confirm that the numerators, denominators, and counts should be exported. Click on Yes to export.



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The application will indicate when the files have been exported by displaying an Export Completed message that specifies the location in which the exported files have been saved. The export files are saved to a subfolder titled “Performance Groups Export” in the DRVS install location. If the DRVS is installed in the default location, the export files will be saved to a C:\Program Files\DRVS\Performance Groups Export\

Each export creates its own subfolder indicated by the date and time of the export, so that the export files will not be overwritten by subsequent exports.



Following is a sample of the LX_EER_Denominator.txt export file.

```
LX_EER_Denominator.txt - Notepad
File Edit Format Help
100651,000000142,19750618,1,20041025,2,1,,,,,1,2,2,1,3,1,2,2,3,90,5,,2,,,20041025,,20041
025,,,,,20041025,,20041025,,,,,20041025,,20041025,,,,,20041025,,2,0,2,0
,2,0,9214.17,9214.17,0,0,0,,,,,end,142,10/1/2003,9/30/2004,LX EER Denominator
100752,000000143,19420807,1,20050104,2,1,,,,,1,2,4,,,,,3,11,4,,2,,,20050104,,20050104,
,,20050104,,,,,20050104,,,,,20050104,,1,1,1,1,2,0,4550.65,4323.7,7
105.5,6270.44,0,,,,,end,143,10/1/2003,9/30/2004,LX EER Denominator
1013753,000000573,19771114,2,20041015,1,1,,,,,1,2,3,,,,,3,90,5,1,2,,,20041228,,20041228
,,,,,20041015,,20041015,,,,,20041228,,1,1,1,1,2,0,7648.92,8262.3
5,7054.94,11636.55,0,,,,,end,573,10/1/2003,9/30/2004,LX EER Denominator
101457,000000144,19821224,2,20050302,2,1,,,,,1,2,4,,,,,3,90,5,,2,,,20050302,,,,,
,,,,,20050302,,,,,20050302,,1,1,1,1,2,0,0,1583.75,4900.35,2612.76,0,,,,,
end,144,10/1/2003,9/30/2004,LX EER Denominator
102415,000000145,19800702,2,20041029,2,1,,,,,1,1,4,,,,,3,12,4,,2,,,20050107,,20041029,,
,,,,,20050107,,20041029,,,,,20050107,,,,,20050107,,2,0,2,0,2,0,8508.29,
6622.48,0,0,0,,,,,end,145,10/1/2003,9/30/2004,LX EER Denominator
1026795,000000577,19840705,2,20041012,2,1,,,,,1,2,4,,,,,3,90,5,1,2,,,20050329,,,,,2005
0208,,,,,20050208,,,,,20050329,,,,,20050329,,,,,20050329,,2,0,2,0,2,0,0,2506
0,0,0,,,,,end,577,10/1/2003,9/30/2004,LX EER Denominator
1028531,000000578,19821101,1,20050106,2,1,,,,,1,1,4,,,,,3,16,5,,2,,,20050215,,20050215
,,20050215,,,,,20050125,,,,,20050106,,,,,20050215,,1,1,1,1,2,0,0,887.5
4,2708.54,2520.77,0,,,,,end,578,10/1/2003,9/30/2004,LX EER Denominator
103178,000000148,19770714,2,20050201,2,1,,,,,1,1,4,,,,,3,13,5,1,2,,,20050201,,,,,
,,,,,20050201,,2,0,2,0,2,0,5508.85,2225.31,0,0,0,,,,,end,148,10/1/
2003,9/30/2004,LX EER Denominator
```

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Step 3—View Facsimiles

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

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

Sample Facsimile Report

ETA 9002 A Quarterly Report

Services to Participants

State: AL		Report Due: 11/15/2005					
		Report Period 07/01/2005					
Current Reporting Period Ending 09/30/2005		A	B		C	D	
		Total	Employment Status at Participation		Eligible Claimant	Hispanic or Latino	
			Employed	Not Employed	Total	Yes	No
	1	2	3	4	5	6	
1	Total Participants	8388	2916	5472	0	0	8388

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The header of the facsimile indicates the pertinent information from the sign in screen including the type of report, the state name and the report due date. Users will note however that some of the facsimile date headers do not match the reporting period entered on the Reporting Options screen. This labeling error does not impact calculations and will be corrected in a future release, together with other facsimile formatting issues.

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

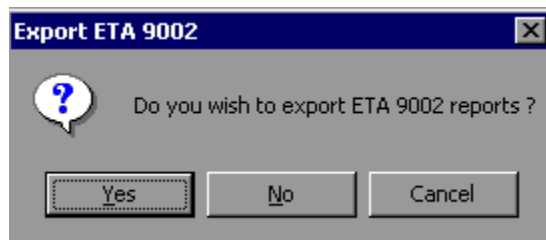
Click on the **envelope icon** to display an Export popup where users can select a name, format and location for the report. For example, the facsimile report can be exported to a PDF.

The facsimile is not automatically saved by the software, so the user must export the facsimile report to retain it for future use.

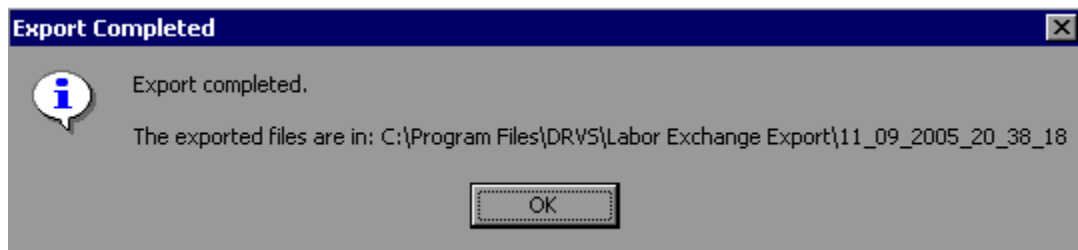
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Step 4—Export Reports

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



Click on Yes to export all of the reports for the selected group. Another window will indicate that the export files have been saved to the installation directory, in a date and time stamped folder under the Labor Exchange Export subfolder. The job seeker import file can be used generate the 9002 A through D and VETS 200 A through C LERS files. The job opening import file can be used to generate the 9002 E LERS file.



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This is an example of the 9002 A LERS export file:

```
9002A_20051231_02062006.txt - Notepad
File Edit Format Help
1,NJ,20051231,9002A,735,119,616,289,265,470,735,0,0,0,0,0,150,234,17,277,123,0,0
2,NJ,20051231,9002A,137,29,108,63,54,83,137,0,0,0,0,0,21,34,15,48,123,0,0
3,NJ,20051231,9002A,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
4,NJ,20051231,9002A,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
5,NJ,20051231,9002A,353,55,298,133,127,226,353,0,0,0,0,0,59,131,10,121,88,0,0
6,NJ,20051231,9002A,382,64,318,156,138,244,382,0,0,0,0,0,91,103,7,156,35,0,0
7,NJ,20051231,9002A,11,3,8,0,3,8,11,0,0,0,0,0,6,5,0,0,0,0,0,0,0,0,0
8,NJ,20051231,9002A,724,116,608,289,262,462,724,0,0,0,0,0,144,229,17,277,123,0,0
9,NJ,20051231,9002A,637,99,538,251,240,397,637,0,0,0,0,0,135,210,16,225,103,0,0
10,NJ,20051231,9002A,67,14,53,29,17,50,67,0,0,0,0,0,8,13,0,41,15,0,0
11,NJ,20051231,9002A,20,3,17,9,5,15,20,0,0,0,0,0,1,6,1,11,5,0,0
12,NJ,20051231,9002A,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
13,NJ,20051231,9002A,735,119,616,289,265,470,735,0,0,0,0,0,150,234,17,277,123,0,0
14,NJ,20051231,9002A,199,11,188,113,59,140,199,0,0,0,0,0,28,59,6,81,37,0,0
15,NJ,20051231,9002A,183,10,173,108,52,131,183,0,0,0,0,0,26,57,5,75,31,0,0
16,NJ,20051231,9002A,485,104,381,129,169,316,485,0,0,0,0,0,114,157,8,178,59,0,0
17,NJ,20051231,9002A,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
18,NJ,20051231,9002A,976,171,805,374,343,633,976,0,0,0,0,0,188,307,22,372,161,0,0
```

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

Users who have calculated values in Row 9 of the VETS 200 export file, but who do not want to report TAP workshop attendance for the period prior to OMB approval, may overwrite the calculated values in Row 9 with zeros.

Users should also be aware that LERS edit checks require the 9002 B to be uploaded prior to the 9002 A, so cross-report edit checks can be applied.

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D. Report Validation

All states are required to e-submit report validation results to ETA every August. However, states that use the DRVS or DART to generate their ETA 9002 and VETS 200 reports do not need to import reported values and conduct a full report validation. After loading their extract files into the DRVS as described in section B of this chapter, DRVS and DART states should skip directly to Steps 2 and 3 below to view the report validation summaries and e-submit them to ETA.

To conduct a full report validation, states that do not use the DRVS or DART for reporting must first import their job seeker and job order validation extract files into the DRVS as described in section B. The software will generate ETA 9002 and VETS 200 validation values from these files. States must then prepare and import a separate file of reported counts for each 9002 and VETS 200 report being validated. Once each reported counts file has been loaded, the DRVS compares the validation values derived by the software to the actual values reported by the state on each of the reports. The software will then generate a separate RV Summary for each 9002 and VETS 200 report.

Step 1—Import Reported Values

The format for the reported values import file mirrors the import file format required for the LERS quarterly submission, and the state may simply import their LERS files.

Click on the **Import** menu and select **Import File**. The Load File to Database screen will appear. Click on **Reported**. Use the **Browse** functionality to find the reported values file or files to upload; up to seven files can be selected at one time.

Click Open, then click Add File to move the selected file(s) to the Load File box. The selected files should appear in the box. Click on the Load File button to import the files. A message box will appear, asking for confirmation that reporting options have been set. Click on Yes to confirm, or No to return to the Reporting Options screen. The Import File screen will show the progress of the import.

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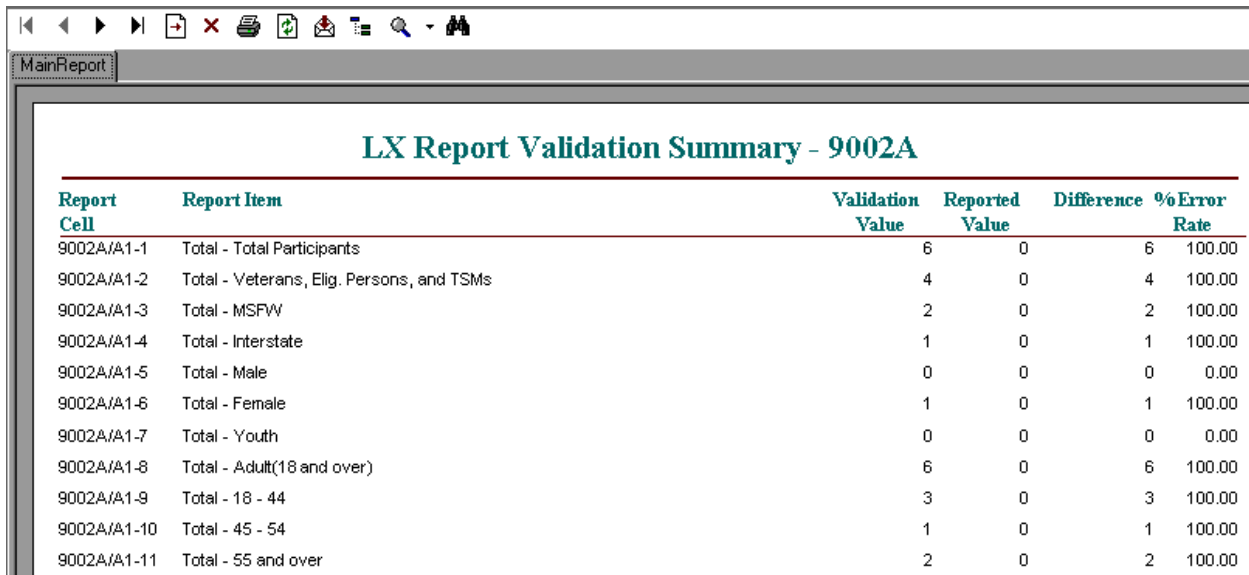
Step 2—View Report Validation Summary

This function allows the user to view the Report Validation Summary, which displays the validation values generated by the DRVS, the state's reported values, the difference between these two sets of values, and a percentage difference for each value. No data entry is required; this option is a read only function.

For DRVS and DART states, no values will appear in the Reported Values column and the summary will show percent differences of 100% for all values. States should verify the accuracy of their reports prior to submitting the results to ETA.

Click on the **Report Validation** menu and select **Report Validation Summary**. Select the applicable summary from the sidebar. Only one RV summary can be viewed at a time. It may take several minutes for the first summary to open after the reported counts file has been loaded.

Sample RV Summary



The screenshot shows a web browser window with a toolbar at the top. The main content area displays a table titled "LX Report Validation Summary - 9002A". The table has five columns: "Report Cell", "Report Item", "Validation Value", "Reported Value", and "Difference % Error Rate". The data rows show various categories with their respective validation and reported values, and the percentage error rate.

Report Cell	Report Item	Validation Value	Reported Value	Difference	% Error Rate
9002A/A1-1	Total - Total Participants	6	0	6	100.00
9002A/A1-2	Total - Veterans, Elig. Persons, and TSMs	4	0	4	100.00
9002A/A1-3	Total - MSFW	2	0	2	100.00
9002A/A1-4	Total - Interstate	1	0	1	100.00
9002A/A1-5	Total - Male	0	0	0	0.00
9002A/A1-6	Total - Female	1	0	1	100.00
9002A/A1-7	Total - Youth	0	0	0	0.00
9002A/A1-8	Total - Adult(18 and over)	6	0	6	100.00
9002A/A1-9	Total - 18 - 44	3	0	3	100.00
9002A/A1-10	Total - 45 - 54	1	0	1	100.00
9002A/A1-11	Total - 55 and over	2	0	2	100.00

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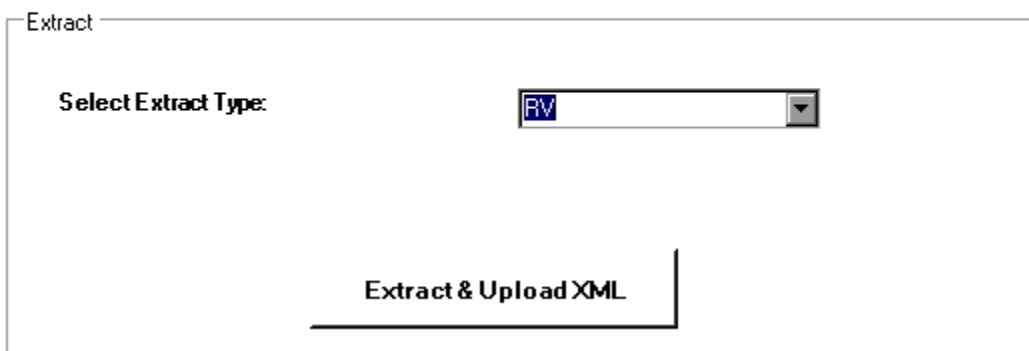
Users can enter comments for each individual RV Summary by selecting the **Enter RV Comments** menu item under **Report Validation** after importing their reported counts. Users may also enter comments about the RV summary in ETA's RV summary upload screen.

If users have selected a WIB, Office, or Case Manager filter on the Reporting Options screen, RV summaries will be generated for that substate level only. The footer of the report will display the substate unit selected.

Step 3—Submit Report Validation Summaries to National Office

To submit the 9002 and VETS 200 report validation results to the National Office, click on the **e-Submit** function under the **File** menu. The LX E-Submission screen will appear. The drop down menu allows the user to select RV, DEV, or both.

Labor eXchange (LX) E-Submission



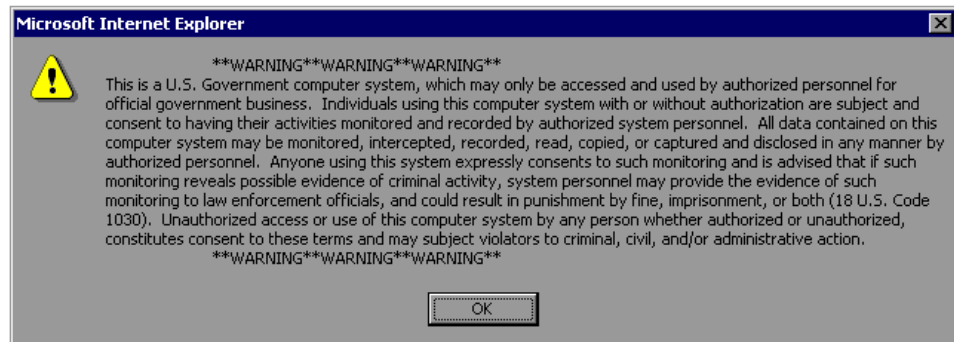
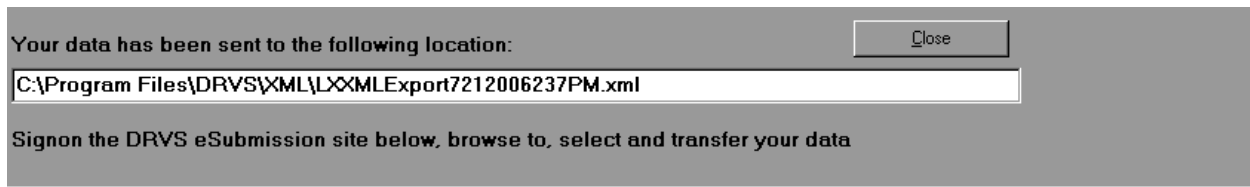
The screenshot shows a web interface titled "Extract". It contains a label "Select Extract Type:" followed by a dropdown menu. The dropdown menu is open, showing the selected option "RV". Below the dropdown menu is a button labeled "Extract & Upload XML".

Select RV if you are ready to submit RV results, but have not yet completed data element validation. Click on the Extract & Upload XML button.

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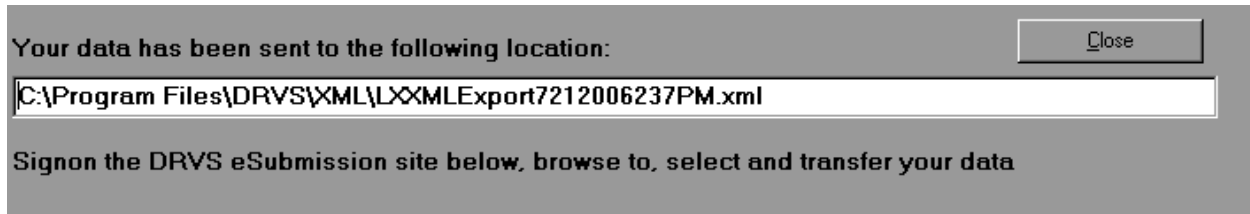
A screen will appear providing the location of the RV XML files as well as a warning. The XML file location is the default data directory for XML files, which is C:\Program Files\DRVS\XML.

After reading and accepting the warning, click OK.



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After clicking OK, the Grantee Reporting System login screen appears. It may take a minute or two for the software to open the web browser.



Grantee Reporting System

Please Login:

Enter the Password for the grantee you are reporting on



The login form consists of a grey rectangular box. On the left side, the word "Password:" is written in a bold font. To its right is a white rectangular input field. Below the input field is a small grey button with the word "Login" written on it.

[Department of Labor Privacy and Security Statement.](#)

Enter the state's *validation password* provided by ETA and click on the Login button (Please note that the validation password is different from the reporting password, which is used to submit reports and WIASRD record. There are separate validation passwords for the LX and WIA programs). Users should enter their name, email address, and telephone number in the appropriate fields. Then click on Browse. Use the Choose File window to find the XML file created by the DRVS. The location and name of the file are listed in the white cell at the top of the web browser. Click on the Open button and the name of the selected file will appear in the Locate File box.

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Using the **Report Source** dropdown menu, select the type of software that the state uses for generating its quarterly reports (e.g., ETA (DRVS), DART, or another program). Then click the Submit button in the web browser.

It may take some time for the XML file to upload. Once the file has been successfully transmitted, a DRVS Confirmation of Submission screen will appear. Users can print a copy of the confirmation, request an email copy of the confirmation, or logout.

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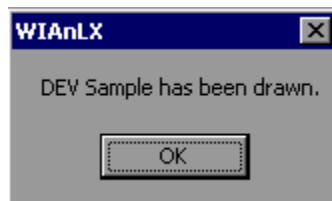
E. Data Element Validation

In data element validation (DEV), the software selects a sample of 25 records from the state's extract file. The state must verify the accuracy of specific data elements in each record using its source databases. After the sample is drawn, the software displays the data elements from the sampled records on automated and printed worksheets that provide a means for states to indicate whether each data element passed or failed the validation. Once the state enters its pass/fail determinations for all sampled records, the software produces a DEV Summary/Analytical Report that lists the error rates for each data element validated. States submit this report to ETA every August using the DRVS e-Submit functionality.

Step 1—Create the Validation Sample

In the DRVS states select their DEV sample after the state's validation file has been fully imported. The sample is not automatically selected during import. Click on the **Data Element Validation** menu and select **Sample DEV**. A screen will appear asking for confirmation that the sample should be selected. Click OK.

The software will then draw a validation sample of 25 records from the extract file. A message box will appear to confirm the sampling is complete.



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Step 2—Validate Sampled Cases

Click on the **Data Element Validation** menu and select **Edit Worksheets**. This opens a window that displays a summary of the sample of 25 job seeker records. The summary screen is read only.

Click on the arrow to open the worksheet for a particular record.

Sample Worksheet Summary

Number of Records in Sample:		25		0 of 25 Records Validated		Refresh Sample			
IsValidated	Comment	OBSNumber_	Individualden	Individualden	DateOfBirth_	DateOfBirthD	Gender_Valu	GenderDEVIn	ProgramParti
False		310000010	310000010		09051955		2		04012004
False		310000011	310000011		09051955		2		04012004
False		320000010	320000010		09051955		2		04012004
False		320000013	320000013		09051955		2		04012004
False		330000005	330000005		09051955		2		04012004
False		330000007	330000007		09051955		2		04012004
False		290000002	290000002		09051955		2		04012004
False		290000010	290000010		09051955		2		04012004
False		300000006	300000006		09051955		2		04012004
False		300000031	300000031		09051955		2		04012004
False		600000001	600000001		09051955		2		10012004
False		600000045	600000045		09051955		2		10012004
False		600000059	600000059		09051955		2		10012004
False		700000075	700000075		09051955		2		10012004
False		700000088	700000088		09051955		2		10012004
False		70000121	70000121		09051955		2		10012004
False		800000001	800000001		09051955		2		10012004
False		800000014	800000014		09051955		2		10012004
False		800000016	800000016		09051955		2		10012004
False		900000016	900000016		09051955		2		10012004
False		900000022	900000022		09051955		2		10012004
False		900000026	900000026		09051955		2		10012004
False		100000002	100000002		09051955		2		10012004

Individualden	DateOfBirth	Gender	ProgramParti	DisabilityStat	NativeAmeric	Asian	Black	PacificIsk
0	0	0	0	0	0	0	0	0

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When all data elements of a record have been validated (i.e. either Pass or Fail is checked), the record displays "True" under the IsValidated column. If any data element is left blank, the record displays "False" and users should open the record to complete validation.

When performing DEV and editing individual records be mindful not to navigate to and from the Edit Worksheets and the individual record worksheets. From time to time, a critical error could occur during this type of navigation. A critical error could erase the state's sample, requiring that the sample be redrawn. If DEV has been completed on an individual worksheet and the user does not want to continue to validate other DEV records, either save and close out of DEV by going to another function or save and close out of the application.

To access, update, or print individual sampled cases, double click on the row of the selected record. This will open a validation worksheet for the record. The worksheet is on three tabs, for validation fields 1 through 31, 32 through 61, and 62 through 77 respectively. This allows easier navigation though all of the data elements.

For each data element, the data on the worksheet should be compared to the data in the state system. The validator begins validation by looking at the first data element on the worksheet and then locating the corresponding documentation in the state system. This entails checking all necessary screens or other source documentation to determine if this data element is accurate. For example, wage record information must be checked against the state wage record files.

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Sample On-Line Validation Worksheet

OBS

Case Manager

WIB Name

Office Name

User Field 1

User Field 2

Not Completed.

<= 31 | 32 - 61 | 62 - 77

Data Element	Reported Value	Validation Indicator	Data Element	Reported Value	Validation Indicator
2. IndividualIdentifier	<input type="text" value="310000010"/>	<input type="text" value="Pass"/>	17. VeteranRecentlySeparated	<input type="text" value="1"/>	<input type="text"/>
3. DateOfBirth	<input type="text" value="09051955"/>	<input type="text" value="Pass"/>	18. VeteranHomeless	<input type="text" value="1"/>	<input type="text"/>
4. Gender	<input type="text" value="2"/>	<input type="text" value="Pass"/>	19. VeteranTransition	<input type="text" value="1"/>	<input type="text"/>
5. ProgramParticipationDate	<input type="text" value="04012004"/>	<input type="text" value="Fail"/>	20. EmploymentStatus	<input type="text" value="2"/>	<input type="text"/>
6. DisabilityStatus	<input type="text" value="1"/>	<input type="text"/>	21. HighestGradeCompleted	<input type="text" value="12"/>	<input type="text"/>
7. NativeAmerican	<input type="text" value="1"/>	<input type="text"/>	22. SchoolParticipation	<input type="text" value="4"/>	<input type="text"/>
8. Asian	<input type="text" value="1"/>	<input type="text"/>	23. UCEligibleStatus	<input type="text" value="1"/>	<input type="text"/>
9. Black	<input type="text" value="1"/>	<input type="text"/>	24. MSPW	<input type="text" value="1"/>	<input type="text"/>
10. PacificIslander	<input type="text" value="1"/>	<input type="text"/>	25. Interstate	<input type="text" value="1"/>	<input type="text"/>
11. White	<input type="text" value="1"/>	<input type="text"/>	26. DislocationDate	<input type="text" value="04012005"/>	<input type="text"/>
12. MultiRace	<input type="text" value="1"/>	<input type="text"/>	27. StaffAssistedServices	<input type="text" value="04012004"/>	<input type="text"/>
13. Hispanic	<input type="text" value="2"/>	<input type="text"/>	28. StaffAssistedServicesDVOP	<input type="text" value="04012004"/>	<input type="text"/>
14. VeteranStatus	<input type="text" value="2"/>	<input type="text"/>	29. StaffAssistedServicesLVER	<input type="text" value="04012004"/>	<input type="text"/>
15. VeteranCampaign	<input type="text" value="1"/>	<input type="text"/>	30. IntensiveServices	<input type="text" value="04012004"/>	<input type="text"/>
16. VeteranDisabled	<input type="text" value="2"/>	<input type="text"/>	31. IntensiveServicesDVOP	<input type="text" value="04012004"/>	<input type="text"/>

Save
 Print
 Exit

1 of 25

Check either pass or fail for each element using the validation indicator dropdown, or leave the checkbox blank if appropriate and select pass or fail later. When finished, select Save at the bottom of the screen. A message box will appear asking if users want to print the row. Check Yes or No as appropriate. A message will appear on the worksheet indicating “Not Completed” if the validator has not completely validated a record. When each record has been validated in its entirety, the worksheet summary will display the updated information from the tabbed worksheets.

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Step 3—Print Validation Worksheets for Sampled Cases

At the state’s discretion, sampled cases can be validated on printed worksheets first and then entered into the DRVS as a separate step. To print the validation worksheets for the sample in batch mode, select **Print Worksheets** on the **Data Element Validation** menu. Click the printer icon at the top left of the screen to begin printing.

Sample Printed Worksheet

The screenshot shows a software window titled 'MainReport'. Inside the window, there is a section titled 'DEV Work Sheet'. Below this title is a table with three columns: 'Data Element', 'Value', and 'DEV Indicator'. The table contains several rows of data, including a summary row and a detailed validation row.

Data Element	Value	DEV Indicator
OBS Number: 310000010 Individual Identifier: 310000010 WIB Name:		
Office Name:		Case Manager:
User Field 1: Group 31		User Field 2: 7Q prior
Comments:		
OBSNumber	310000010	
IndividualIdentifier	310000010	Pass
DateOfBirth	09051955	Pass
Gender	2	Pass
ProgramParticipationDate	04012004	Fail

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Step 4—View, Print, and Annotate Summary/Analytical Report

After the validation worksheets have been completed, the software generates a summary/analytical report which summarizes the errors identified during the data element validation process. Click on the **Print Summary/Analytical Report** function under the **Data Element Validation** menu to view and print the summary/analytical report. No data entry is required on this screen. The Number of Records Invalid field on the report indicates the number of validated records with at least one error. Records with one or more data errors fail the validation.

Sample Summary and Analytical Report (prior to completion of DEV)

The screenshot shows a software window titled "MainReport" with a standard toolbar at the top. The main content area displays the following report:

LX Summary and Analytical Report

State: NJ Report Validated: 07/21/2006

Number of Records Sampled: 25
Number of Records Validated: 0
Number of Records Invalid: 0

Data Element	Element #	# Records w/ Element Present	# of Errors
IndividualIdentifier	2	25	0
DateOfBirth	3	25	0
Gender	4	25	0
ProgramParticipationDate	5	25	0
DisabilityStatus	6	25	0
NativeAmerican	7	25	0
Asian	8	25	0
Black	9	25	0
PacificIslander	10	25	0
White	11	25	0
MultiRace	12	25	0
Hispanic	13	25	0
VeteranStatus	14	25	0

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After analyzing the errors, states may choose to annotate the report with comments about the error causes and planned corrections. To do so, click on the **Enter Data Validation Comments** function under the **Data Element Validation** menu. Select DEV from the drop down menu. This opens a box that allows users to enter comments of up to 250 words. After entering comments, click on the Save button—the comments will then appear on the DEV Summary/Analytical Report.

Step 5—Submit DEV Results to the National Office

To submit the 9002 and VETS 200 data element validation results to the National Office, click on the **e-Submit** function under the **File** menu. The LX E-Submission screen will appear. The drop down menu allows the user to select RV, DEV, or both. Select DEV if only the summary/analytical reports are being submitted, or both if the summary/analytical reports are being submitted together with the RV summaries.

Follow the instructions in Section D, Step 3 of this chapter, which described how to upload RV XML results.

Data validation results and documentation should be retained for at least three years after completion. Retention methods are at the state's discretion and may include an archived database, printed worksheets and reports, or other methods.

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F. Database Management

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

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

Step 1—Database Security

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

Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>

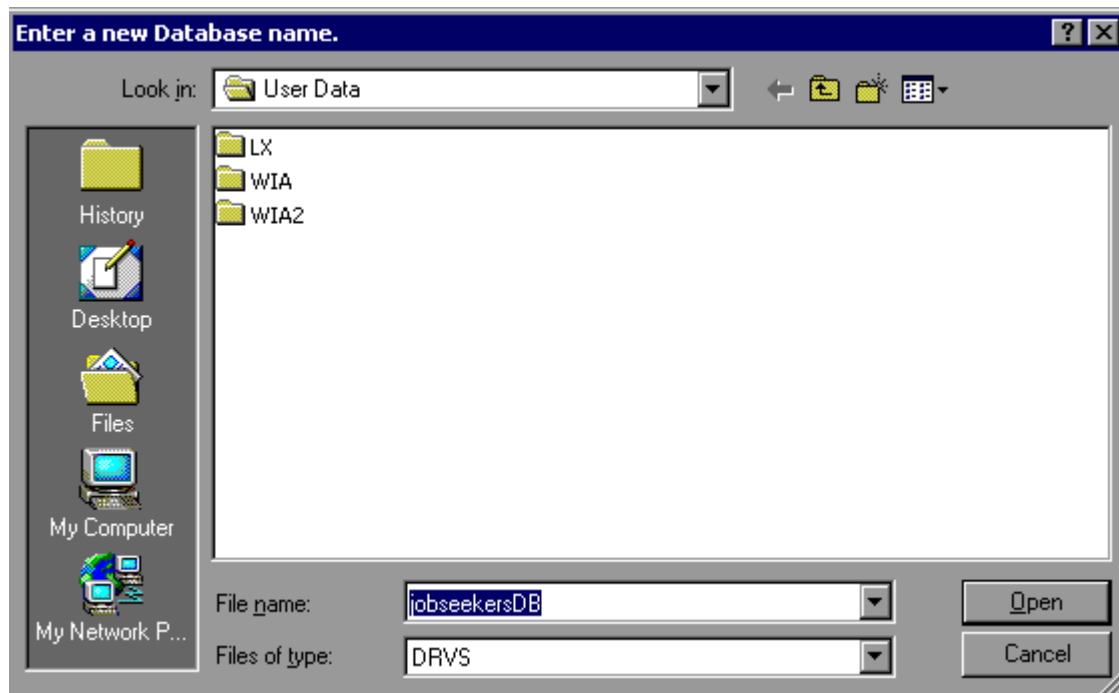
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Future versions of the DRVS will allow database administrators to set up and modify multiple DRVS user profiles, each with a unique User ID and Password and access to specified databases.

Step 2—Create a New Database

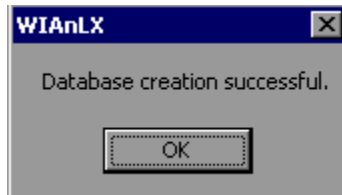
To create a new database, go to the File menu and select **New DB**. This opens the Enter a New Database Name dialog box where you can create a new DRVS database in the User Data folder. Type in the name of your new database in the File Name field. Database names must start with a letter, although numbers can be included in the name. Database names cannot include spaces or non-alphanumeric symbols. The DRVS blocks data entry of invalid database names and provides an error message when improper names are entered.

Click on Open.



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A message box will appear indicating that the new database was successfully created. Click OK.

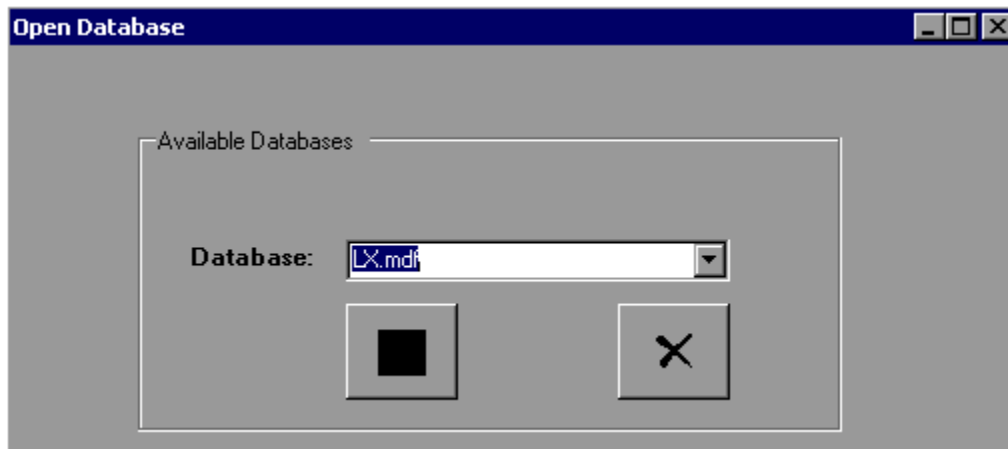


The DRVS Login box will display. Enter your User ID and Password (or the default User ID and Password) and click on Login. The new database name should display in the footer of the application screen when the screen size is maximized. If it does not, check the source table to confirm that you are in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

Step 3—Open An Existing Database

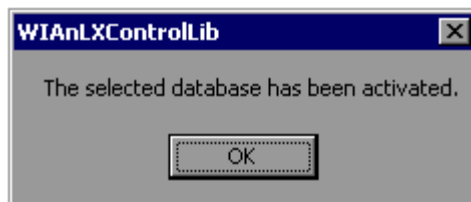
The DRVS will automatically default to the database you were using the last time you logged out of the application. That database name is displayed in the bottom left footer of the application screen. To open a different database, go to the File menu and select **Open DB**. This opens a dialog box where you can select an existing database to open from the drop down menu.

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Click on the drop down menu to access the list of databases that can be selected. If no new databases have been created, a message will display stating that only the default database exists. Choose a database and then click on the open database button on the left of this screen. Click on the X button to exit this function and return to the existing database.

Click on the open folder button. The following message will display.



Click OK. The Login box will then display. Enter your User ID and Password and click Login. You will now be in the selected database. The new database name should display in the footer of the application screen when the screen size is maximized. If it does not, check the source table to confirm that you are in the new database.

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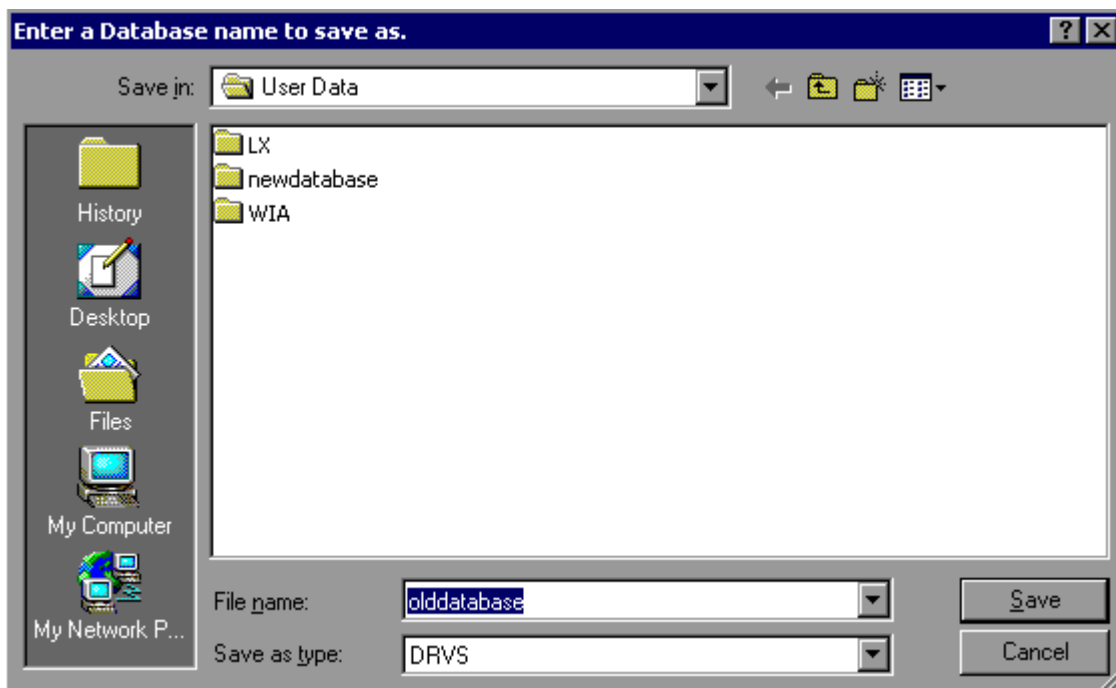
The open database functionality is necessary for preserving job seeker and job opening imports, without losing one or the other. This functionality will also be helpful if you:

- Have archived prior quarterly file imports but still want to easily access them through the application.
- Have split the import file into two databases to keep the size manageable in large states.

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Step 4—Save a Database

To save an existing database go to the File menu and select **Save As**. This opens the Save As dialog box where you can save a database and give the database a new name or location.



Enter the new file name for the database and then click on Save. A message box will indicate that the newly named database was successfully saved. Click OK.

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

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

A. File Menu

Options in this menu include:

1. **New DB**—Opens a dialog box where you can create a new database.
2. **Open DB**—Opens a dialog box where you can select another database to open.
3. **Save As**—Opens a dialog box where you can save a database or file and give the database a new name.
4. **Link to Server**—Opens a window where users can switch servers.
5. **e-Submit**—Opens a window where the user begins the process of uploading XML files of RV and DEV results to ETA.
6. **Exit**—Select this to exit the DRVS.

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B. Import Menu

Options in this menu include:

1. **Import File**—Select this option to import data into the application. See the source table record layouts for the appropriate data record format.
2. **Source Table Record Layout**—This selection will be available in a future release. It will display the record layout to use in developing the job seeker import file. The record layout can currently be found in Appendix B of this User's Guide.
3. **9002 E Source Table Record Layout**—This selection will be available in a future release. It will display the record layout to use in developing the job opening import file. The record layout can currently be found in Appendix B of this User's Guide.
4. **Reported Counts Record Layout**—This function will be provided in a future release.
5. **View Source Table**—This selection displays all of the records from the job seeker extract file that were imported by the DRVS.
6. **Import Errors Report**—This selection displays the Import Errors Report displaying the field level and cross-field edit check errors for the job seeker file. Appendix B includes the import error messages for each edit check.
7. **Import 9002 E Errors Report**—This selection displays the Import Errors Report displaying the edit check errors for the job opening file. Appendix B includes the import error messages for each edit check.
8. **View 9002 E Source Table**—This selection displays all of the records from the job opening extract file that were imported by the DRVS.

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

C. Reporting Options Menu

The only option in this menu is **Change**. This selection opens an expanded version of the Reporting Options screen that allows the user to change the program year, report quarter due date, state name, program year start and end dates, and to select subsets of participant records for analytical and management purposes. The functionality to change reporting options, to generate local level or other substate reports, will be provided in a future release.

D. Report Validation Menu

Options in this menu are:

1. **View Validation Tables**—This selection provides a window to view a summary of each performance outcome group and totals of records for each group. Highlight a performance outcome group row to view the detailed records for that group.
2. **Report Validation Summary**—This function allows the user to select from the sidebar the applicable RV summary to be viewed and printed.
3. **Facsimiles**—The Facsimile selection produces the 9002 and VETS 200 quarterly reports in the formats specified by the ET 406 Handbook.
4. **LEERS Export**—This function allows the user to export the 9002 and VETS 200 reports into files formatted to upload directly to ETA's LERS reporting system.

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5. **Export Numerators, Denominators, and Counts** — This selection creates an export file for the numerator and denominator of each performance measure. These export files are saved to the installation directory, and can be used for analyzing the state's performance. Functionality to export participant and exiter counts will be included in a future version of the DRVS.

6. **Enter RV Comments** — This function allows users to enter comments for each individual RV Summary after importing their reported counts.

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E. Data Element Validation Menu

1. **Sample DEV**—This function directs the DRVS to select the data element validation sample of 25 records.
2. **Edit Worksheets**—This function accesses the worksheets for each of the sampled records.
3. **Print Worksheets**—This function prints the worksheets in batch mode.
4. **Print Summary/Analytical Report**—This function prints the summary/analytical report.
5. **Enter Data Validation Comments**—This function provides a way for the user to record comments about the DEV on the summary/analytical report.

F. Admin Menu

1. **Add User**—This function will be provided in a future release.
2. **Modify User Details**—This function will be provided in a future release.
3. **Delete/Deactivate User**—This function will be provided in a future release.

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G. Utilities Menu

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

H. Help Menu

Options in this menu include:

- 1. LX User's Guide**—This feature provides the DRVS user's guide on-line. To make the latest version of the user's guide accessible through the software, copy the guide from the ETA website into C:\Program Files\DRVS\Help Documents with the title file name DRVS LX Users Guide.pdf, and replace the existing guide. The file name must have the spaces indicated.
- 2. Contacts**—This feature provides contact information for users who would like additional assistance using the application. For questions on installing the software, LX data files, or performance reports users should e-mail ESTA@mathematica-mpr.com by clicking on the email link. Specify the version of the application being used, the question, and the user's contact information.
- 3. About**—This feature provides the application version number and version release date for the application.