

**Welfare-to-Work Data
Validation Software**

User's Guide
December 12, 2002

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I. OVERVIEW

This User's Guide has been written to guide you through the process of using the Welfare-to-Work Data Validation Software (WTWDV) to import and validate data from the WtW Quarterly Report.

The User's Guide contains the following sections:

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

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

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

- V. **Record Layout:** Contains the record layout specifications for creating the files to import into the data validation software.

After reviewing this guide, users should contact Mathematica Policy Research, Inc. by emailing WTWTA@mathematica-mpr.com with any inquiries regarding the software or for technical assistance.

For questions related to WtW policy, performance and reporting, or validation project strategies, please contact Gretchen Sullivan of the Division of WtW at gasullivan@doleta.gov. Questions related to the reporting and validation technical guidance handbook, building participant files, or operating the reporting and validation software should be addressed to DTI staff at the following email address: wtwdatahelp@dtihq.com.

II. INSTALLATION

Step 1 – Load CD ROM/Download Software

The minimum system requirements for the software are:

- OS - Windows 97 or better
- RAM - 128mb
- Disk Space – 5mb
- MHz - 400
- Suggested Screen Area - 800x600

Prior to installing the WtW software, quit any other programs that may be running. Insert the CD into the CD-ROM drive and open up the CD-ROM directory, or download the software through the Department of Labor website (http://wtw.doleta.gov/documents/tech_guide_handbk.asp#content) and open the directory to which it was downloaded. Make certain that the following files have been downloaded and saved to the same directory prior to installation:

- WtW.cab
- Setup.lst
- Setup.exe

In addition, you should download the **Technical Guidance for WtW Reporting and Validation** and the **WtW Software User’s Guide**.

After the download is completed and you have saved the 3 files to the same directory, click on “Setup.exe”. This will distribute the files and set up the application in a folder on your hard drive. Do not open the WtW.cab file.

Click “OK”. Follow the directions in Step 2.

II. INSTALLATION

Step 2 – Choose a location for the software

The default location for the software is shown in the Directory text box. To install the software in a different folder, click the Change Directory button on the text box and navigate to the desired location. Make a note of the directory where the files are being saved.

After selecting the destination folder, click “Begin Installation”. This is a button that has a picture of a computer on it.

Click “Continue”. You may have to wait awhile for this step to finish as the software is installed. When finished, you will get a message that the set up has been successfully completed.

Click “OK.”

****Note:** If error messages stating that the file being installed is not newer than the one currently saved to your machine, click “Yes” to save the newer version of the file.

Step 3 – Reboot computer

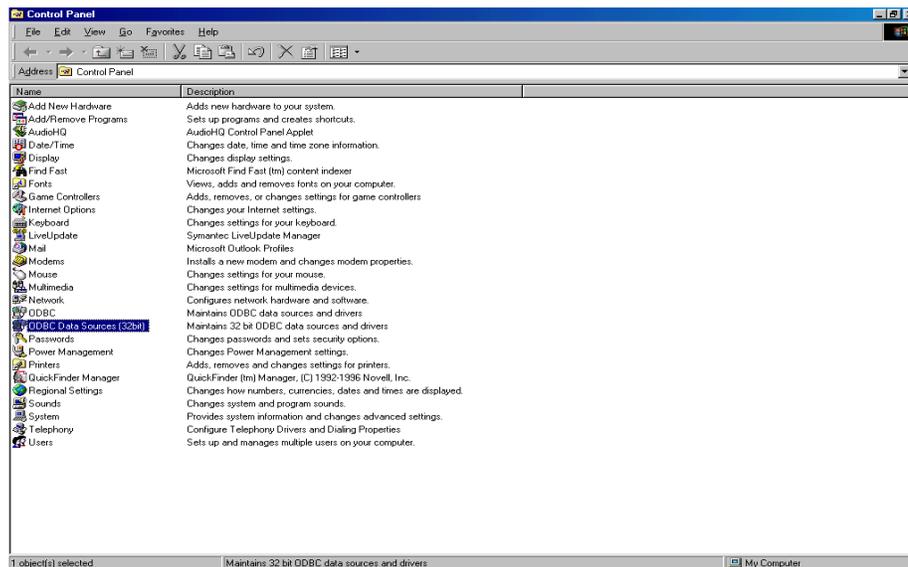
Reboot your computer after completing the installation. If you are loading the database for the first time, this is the final step in the installation process.

II. INSTALLATION

Step 4 -- Select the Driver – For MS ACCESS Database

Step 4 is only needed if you are adding a database, accessing the demo database, changing the default database, or installing the application to a directory other than Program Files.

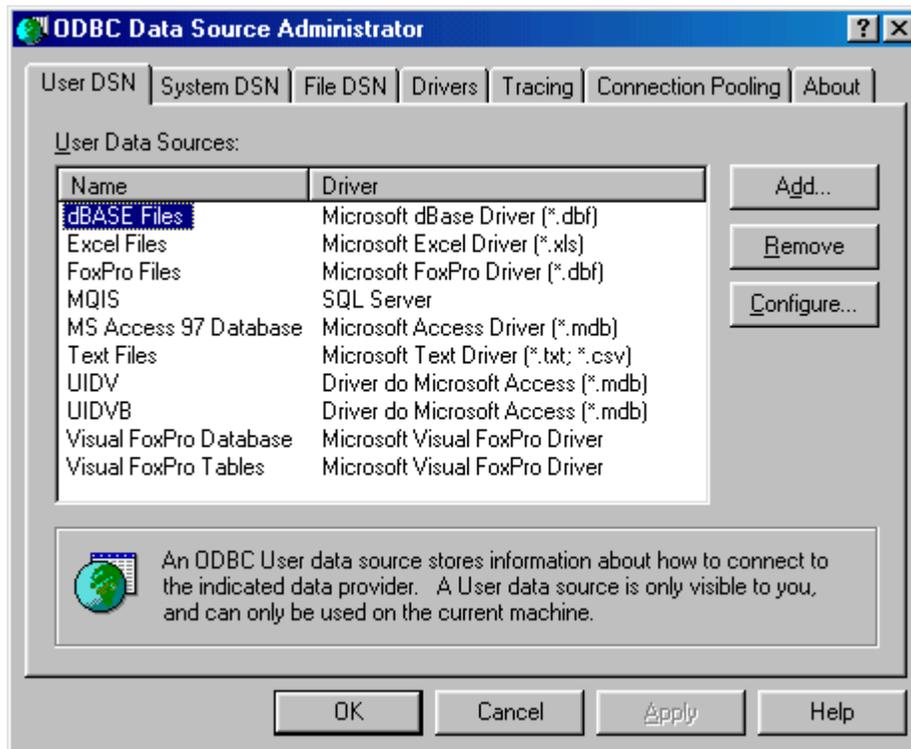
Go to the Start button on your window screen and select Settings and then select Control Panel. Then select ODBC Data Sources {32bit} if using Windows 98. Double click.



Those not using Windows 98 may find the ODBC Data Sources in the Control Panel by selecting Administrative Tools.

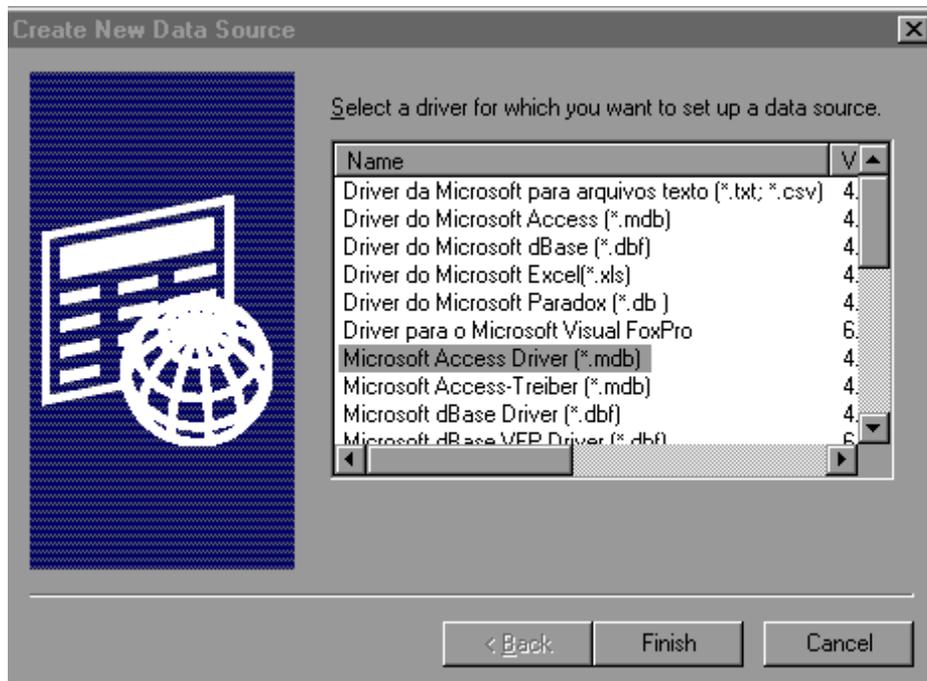
II. INSTALLATION

In the ODBC Data Source Administrator window, go to the User DSN tab, and click “Add.”



II. INSTALLATION

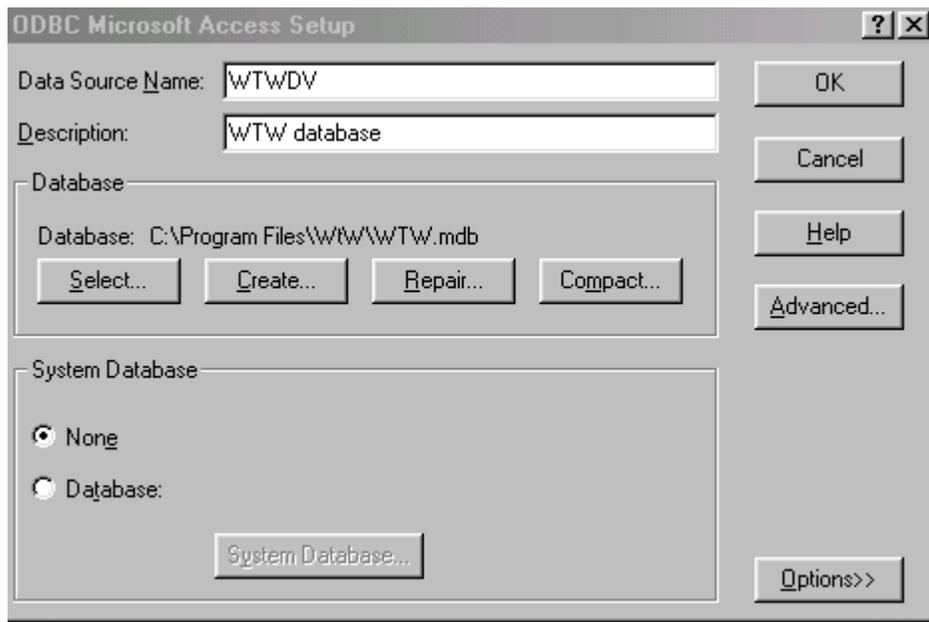
In the “Create New Data Source” window, select the Microsoft Access Driver (.mdb) and click “Finish.”



II. INSTALLATION

The ODBC Microsoft Access Setup window will pop up. Enter the data source name, which is “WTWDV” and the description, “WTW database.” Then go down to the “Database” option and click the “Select” button.

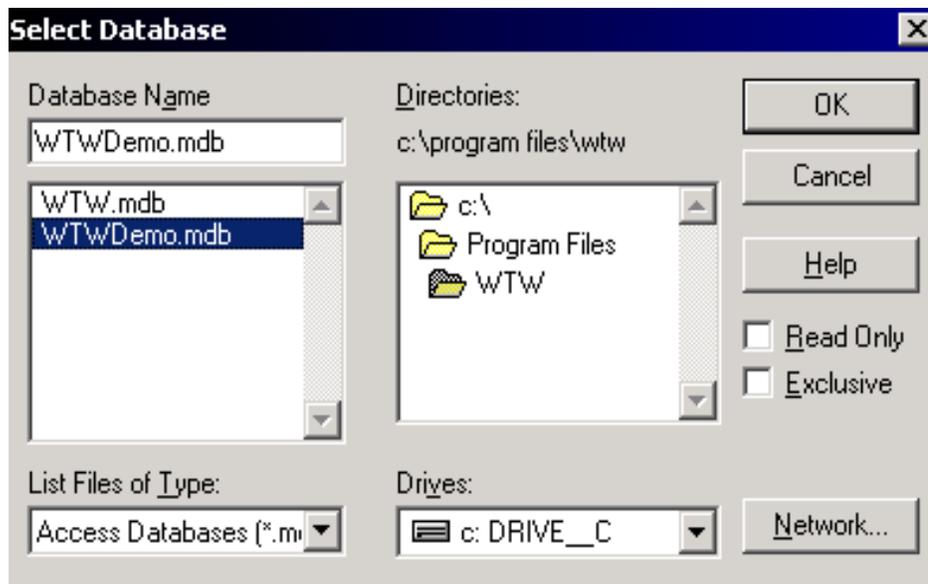
Please note that all database setups for the WtWDV software must have a Data Source Name beginning with “WTWDV” and each must be entered without spaces. For example, users should enter WtWDVDemo as the Data Source Name if they are connecting to the WtW demo database. This ensures that any additional databases will appear in the Switch Database function from within the software.



II. INSTALLATION

After clicking “Select,” the Select Database window will pop up with your C: drive and file folders (unless you have chosen to save the file elsewhere). Open the Program Files folder and scroll down until you see the WTW folder. When you open this folder up, the WTW.mdb and the WTWDemo.mdb should appear in the left window. Highlight the applicable file and click “OK.”

If the software was installed in a different directory, follow this procedure, using the appropriate directory.



Click “OK” on each of the open screens to close them.

II. INSTALLATION

The following applies to users of Win 2000, XP and NT:

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

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

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

Step 5 -- Uninstalling the application

Before you install a newer version of the WTWDV software it is recommended that you uninstall the existing version of the software. It is suggested that users utilize the Add/Remove Programs feature of Windows. Otherwise, please follow the normal process of uninstalling software on your computer.

III. TUTORIAL

A. Signing In

B. Importing Records

C. Report Validation

D. Data Element Validation

III. TUTORIAL

A. Signing In

Step 1 – Opening the Software

Go to the start menu, click on Programs, and then scroll to find **Welfare-to-Work Data Validation System**. Click on the **Welfare-to-Work Data Validation System** sidebar to open the software.

Step 2 – Sign In Screen

Enter the Grant Start Date by clicking on the calendar and selecting the appropriate date. This date should correspond with the start of the earliest grant.

Enter the appropriate Report Due Date by using the drop down menu. Select the Month-Day and the Year.

Select Sample Start Date to indicate the date for which the software will select samples. You must select a month, day and year for the software to accept the new date. Note that the fields are pre-filled but are overwritten with your selections.

** If you are using the Demo Database, enter 1/1/98 as the Grant Start Date, select Nov 15 02 as the Report Due Date, and enter Sample Start Date of 1/1/98.



The screenshot shows a window titled "Change Reporting Options" with a close button in the top right corner. The window contains three rows of input fields:

- Grant Start Date: A text box containing "1/2/95" and a calendar icon.
- Report Due Date: Two dropdown menus. The first shows "Nov 15" and the second shows "02".
- Sample Start Date: A text box containing "1/1/95" and a calendar icon.

At the bottom of the window, there are two buttons: "Sign In" and "Exit".

Click on **“Sign-In”** button.

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Change Reporting Options

An important but related feature to the sign in screen is the Change Reporting Options function of the WtW Software. Note that the third menu on the toolbar is called “Change Reporting Options.”

This menu feature returns the user to the Change Reporting Options window where the user can change the period start and end dates, sample start date, office, case manager, and fiscal year. This screen enables the grantee to select and view subsets of participant records for management purposes. If the user does not wish to select a particular office or case manager, these cells should be blank. On the other hand, if the user wants to select all participant records that have no data in the office or case manager fields, then select “<blank>” for the appropriate cell.

The screenshot shows a window titled "U003r - Change Reporting Options". It contains the following fields and controls:

- Grant Start Date:** A text box containing "1/2/95" with a calendar icon to its right.
- Report Due Date:** Two dropdown menus. The first contains "Nov 15" and the second contains "02".
- Sample Start Date:** A text box containing "1/1/95".
- Office Name:** A dropdown menu.
- Case Manager:** A dropdown menu.
- Fiscal Year:** A text box.
- Buttons:** "Save" and "Exit" buttons at the bottom.

III. TUTORIAL

B. Importing Records

Grantee data for the period being validated are imported into the software.

Step 1 – Create a File Based upon the Record Layout Specifications

To view the record layout, open the **Import Data** menu, and select **Source Table Record Layout**. This document shows the format for the participant record extract file to be imported into the software. The Record Layout is provided in Chapter V of this User's Guide.

The extract file must be in ASCII, comma delimited ***.txt**, or comma separated values ***.csv** format. Fields must be formatted in the extract file in the same order listed on the Record Layout. Mandatory fields are specified and must be entered for successful import and validation. Blanks (not spaces) are acceptable in optional fields. Blank or null values are not valid for mandatory fields and will result in the record being rejected.

There is an extra field called "User Field/Name" listed at the end of the record layout. The grantee can use this field for the participant's name. Whatever data are put in this field will be present at the top of the data element validation worksheets. However, this field is not mandatory.

Step 2 – Load Extract Data

Once the data are formatted according to the record layout, open the **Import Data** menu and select **Import from Extract File**. If the file is saved as a *.csv file, in the files of type box, select the "Comma Separated Values File (.csv)" option. Select the file to be imported using the **Select File** box. Click Open to continue. The **Import File** box will show the number of records imported.

It may take several minutes to import the data, depending on the size of the file. Click "Exit" when a message appears that the import is complete. To view the

III. TUTORIAL

imported file open the **Import Data** menu and select **View Source Table**. This is a read only screen.

Step 3 – Review Error Reports

When the extract files are loaded, the software checks each record to ensure that all fields are valid based on the specifications in Appendix A of the Technical Guidance for WtW Reporting and Validation. Duplicate records and any records with invalid data or missing data in mandatory fields are rejected and an error report is generated.

The error report is automatically saved to the WtW directory as a text file and is titled importerror.txt. To save each error report, the importerror.txt file should be renamed so that it is not overwritten by subsequent error reports.

Several common error messages include:

- “Object required error in column ##. Item required.” This error appears when records have the wrong number of fields when compared to the record layout.
- “Data type mismatch.” This error commonly occurs when text values are put in fields that require numbers or other field types are incorrect.

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

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Sample Error Report

Error with OBS code - 123. Object required error in column #45 The number of columns imported does not match table count.

123,C,142,12/11/71,M,,,,Y,,Y,,,,,,,,,04/05/01,,Y,20,,,0,0,0,0,350,0,,3,,0,1,9857141

Error with OBS code - 105. Object required error in column #45 The number of columns imported does not match table count.

105,C,32,12/09/71,M,Y,,Y,,,,Y,,,,,,,,,02/01/01,,Y,20,,,0,0,0,0,300,250,,3,,0,1,8335491

Some common errors that occur when creating the extract file include:

1. Not filling in all mandatory fields. According to the WtW Record Layout Fields 1 (OBS), 2 (Grantee Type), and 24 (First Service Date) are mandatory.
2. Having an Unsubsidized Placement Date (Field 23) without having wages in either Wages Base Quarter (Field 30) or Other Source Base Quarter (Field 31). This requirement is explained Technical Guidance for WtW Reporting and Validation.
3. Having a “Y” for Employed at Entry (Field 26) without having wages in either Wages Base Quarter (Field 30) or Other Source Base Quarter (Field 31).

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Step 4 – View Duplicates

This step allows the user to view the duplicate records identified by the software. Records are considered to be duplicates if they have the same SSN and First Service Date. There is no data entry required; it is for analytical purposes only.

Click on the **Report Validation** menu and select **View Duplicates**.

This opens a window that displays all of the duplicate records for this extract file. The software rejects all duplicates. The grantee must determine which observations to return to the extract file, and then re-import the data.

WTW Data Element Duplicates Report

OBS	SSN	First Service Date
197	104260	04/01/2000
93	104260	04/01/2000
196	1244256	04/05/2001
195	1244256	04/05/2001

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C. Report Validation

Step 1 – Enter Reported Counts

Click on the **Report Validation** menu and select **Enter Reported Counts**.

This opens a data entry screen for entering the reported values. Reported values are added on two separate tabs – **Performance Measures** and **Participant Characteristics**. The first column, **Report/Cell**, displays the applicable report cell numbers from the WtW Quarterly Report. The second column, **Description**, provides a text description of each report item.

In the **Value** column of each tab, enter all of the reported values from the Participant Summary report corresponding to the reporting period and report/cell selected. Values entered into these cells remain until new values are entered.

The screenshot shows a window titled "U007 - Reported Values Entry." It contains two tabs: "Performance Measures" and "Participant Characteristics". The "Performance Measures" tab is active, displaying a table with three columns: "Report/Cell", "Description", and "Value". The table contains the following data:

Report/Cell	Description	Value
1	Unsubsidized Placement	1
1a	Unsubsidized Num	2
1b	Unsubsidized Denum	3
2	Retention Rate	4
2a	Retention Num	0
2b	Retention Denum	0
3	Earnings Gained	0
3a	Earnings Num	0
3b	Earnings Denum	0

An arrow points from the text "Enter Reported Values" to the "Value" column of the table. Below the table is an "Exit" button.

Enter Reported Values

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Step 2 - View Report Validation Summary

This step allows the user to view the report validation summary. There is no data entry required. It is a read-only function.

Click on the **Report Validation** menu and select **View Report Validation Summary**.

This function displays a report that calculates the difference between the validation values and the reported values. A percentage difference is generated for each report item.

Report Validation Summary

RptCell	Description	Validation Value	Reported Value	Difference	% Diff
1	Unsubsidized Placement	51 %	47 %	4	7.8
1a	Unsubsidized Num	1,564	61	1,503	96.1
1b	Unsubsidized Denom	3,085	129	2,956	95.8
2	Retention Rate	9 %	64 %	55	611.1
2a	Retention Num	168	81	87	51.8
2b	Retention Denom	1,784	127	1,657	92.9
3	Earnings Gained	-60 %	0 %	60	100.0
3a	Earnings Num	-271,111	-51	271,060	100.0
3b	Earnings Denom	449,111	48,281	400,830	89.2
10/24	Total Participants Served	3,333	178	3,155	94.7
10a/24a	GE/Noncust. Parents	1,878	92	1,786	95.1
10a1/24a1	LT TANF	772	26	746	96.6
10a2/24a2	Noncust. Parents	28	24	4	14.3

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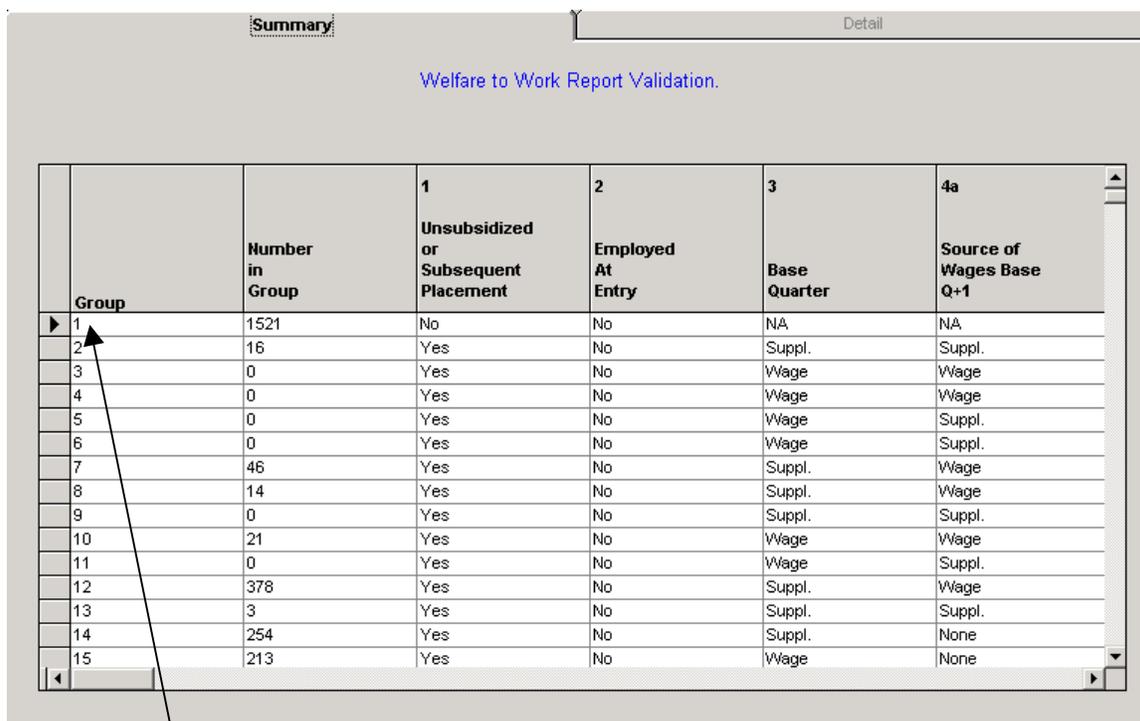
Step 3 - View Report Validation Table

This step allows the user to view the participant groups. There is no data entry required, it is used for analytical purposes only.

Click on the **Report Validation** menu and select **View Report Validation Table**.

This opens a window displaying a summary of each participant group and the total number of records and dollar amounts, where applicable, for each participant group.

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



Summary Detail

Welfare to Work Report Validation.

	Group	Number in Group	1 Unsubsidized or Subsequent Placement	2 Employed At Entry	3 Base Quarter	4a Source of Wages Base Q+1
▶	1	1521	No	No	NA	NA
	2	16	Yes	No	Suppl.	Suppl.
	3	0	Yes	No	Wage	Wage
	4	0	Yes	No	Wage	Wage
	5	0	Yes	No	Wage	Suppl.
	6	0	Yes	No	Wage	Suppl.
	7	46	Yes	No	Suppl.	Wage
	8	14	Yes	No	Suppl.	Wage
	9	0	Yes	No	Suppl.	Suppl.
	10	21	Yes	No	Wage	Wage
	11	0	Yes	No	Wage	Suppl.
	12	378	Yes	No	Suppl.	Wage
	13	3	Yes	No	Suppl.	Suppl.
	14	254	Yes	No	Suppl.	None
	15	213	Yes	No	Wage	None

Double click row 1 to view detailed records in Group 1

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Detailed Records for Group 1

Summary					Detail					
Total Number of Records: 17										
OBS	GranteeTyp	SSN	DOB	Gender	AmericanIn	Asian	AfricanAme	PacificIslan	White	Ethnicity
15	F	130	3/10/1972	m		y				
33	F	28	10/6/1952	F	Y					
40	F	148	12/3/1971	M					Y	
60	F	68	10/6/1952	F	Y					
74	F	72	12/3/1971	M					Y	
79	F	53	12/3/1971	M					Y	
85	F	125	10/6/1952	F	Y					
93	F	53	12/3/1971	M					Y	
141	F	175	12/3/1971	M					Y	
145	F	125	10/6/1952	F	Y					
148	F	193	10/6/1952	F	Y					
177	F	54	10/6/1952	F	Y					
179	F	187	10/6/1952	F	Y					
186	F	156	12/3/1971	M					Y	
190	F	114	12/3/1971	M					Y	
206	F	134	12/3/1971	M					Y	
210	F	116	10/6/1952	F	Y					

Sort Detailed Records

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

Widen Columns

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

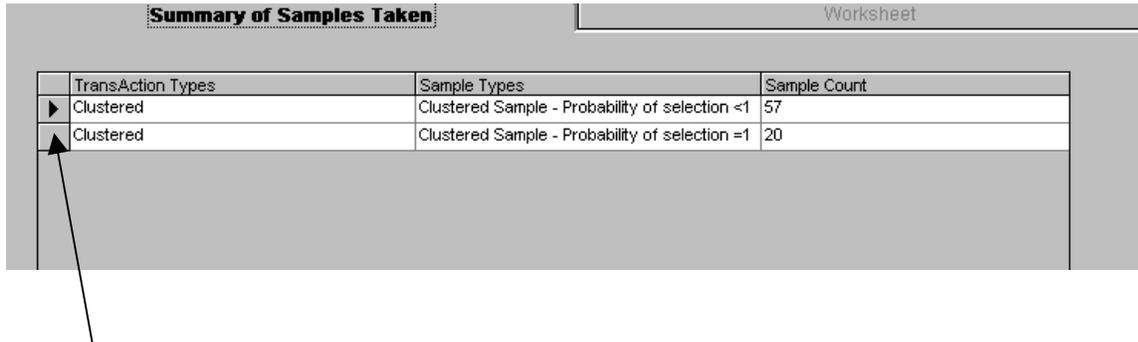
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D. Data Element Validation

Step 1 – Validate Sampled Records

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

This opens a window that displays a summary of the samples for the participant group. Double click on a sample row to view the records chosen for that sample.



Transaction Types	Sample Types	Sample Count
▶ Clustered	Clustered Sample - Probability of selection <1	57
Clustered	Clustered Sample - Probability of selection =1	20

Double click on arrow to open summary worksheet for each sample

This will open up the Data Element Validation Worksheet Summary for the sample selected (pictured on next page). The validation software automatically selects samples from the participant groups and displays the sampled data on a validation worksheet. This summary screen is read only. To access, update, and print individual sampled cases, double click on the applicable case.

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Summary of Samples Taken

Number samples inspected: 0

	OBS	Office	Group	Individual Identifier	Pass/Fail	F
1	54	17	1.1	1813		8/21/200
2	80	17	1.1	1823		12/17/19
3	110	17	1.1	1836		11/2/200
4	165	17	1.7	1748		3/18/199
5	381	17	1.12	1032		3/23/199
6	492	17	1.1	2018		3/12/199
7	616	17	1.15	125		8/23/199
8	632	17	1.12	1228		7/1/1998
9	708	17	1.14	1301		3/19/200
10	830	17	1.12	1321		11/5/200
11	849	17	1.1	2179		11/26/20
12	851	17	1.26	1690		11/30/19
13	929	17	1.29	185		9/11/200

Individual Identif	FirstServiceDate	LongTermTANF	NonCustodial	TANFExhaust	TANFDepend	TANFBarrie

Refresh Counts

Double click in any column of the first observation to be validated. This will open up a condensed validation worksheet for the particular sampled record. The condensed worksheet has two tabs, for validation Fields 1 through 17, and 18 through 29. This allows easier navigation though all of the data elements. (pictured on next page)

The validation worksheet includes all of the data elements to be validated. Follow the rules specified in Appendix D of the Technical Guidance for WtW Reporting and Validation for each data element and check all necessary screens and other documentation to determine if each data element is valid.

Check either pass or fail for each element, or leave the checkbox blank if appropriate. When finished select either Save and Exit or Print. The Summary Worksheet displays the updated information from the tabbed worksheets. Follow this same series of steps for each observation in the sample.

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WTW Sample Validation.

OBS Sampling Unit

Individual Identifier WIB Name

Validation Field 1-17				Validation Field 18-29			
Data Elements	Reported Value	Pass	Fail	Data Elements	Reported Value	Pass	Fail
OBS	<input type="text" value="54"/>			9. Custodial100pct	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="text" value="17"/>			10. 70pctEligible	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Individual Identifier	<input type="text" value="1813"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. 30pctEligible	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. First Service Date	<input type="text" value="8/21/2000"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. TermDate	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. LongTermTANF	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. HoursWorked	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. NonCustodial	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. SubHoursWorked	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. TANFExhaust	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. EntryHours	<input type="text" value="40"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. TANFDepend	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. DatePlaced	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. TANFBarriers	<input type="text" value="Y"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. PlacedSubDate	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. FosterCare	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>				

To print all of the worksheets, click on the **Data Element Validation** menu and select **Print Worksheets**. All sampled records will be formatted for printing. Click the printer icon at the top left of the screen to begin printing.

The sampled records will print sequentially. For example, if there are 50 records in the first sample, the first cases to print will be 1 - 50. If there are 10 cases in the second sample, they will follow immediately after the first 50 cases.

III. TUTORIAL

Step 2 – View Summary/Analytical Report

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

This opens a summary report that is generated after the data validation sample worksheets have been completed. No data entry is required, this screen is used for analytical purposes only.

The report shows the number of errors and the percent of errors for each data element.

WTW Data Element Validation Summary and Analytical Report

Grantee:	Formula	Period:	1/1/98	Number of Cases:	271
Data Element	Ref. #	# of Errors	% Error	% Error 2	
IndividualIdentifier	01	0	0.00 %	0.00%	
FirstServiceDate	02	0	0.00 %	0.00%	
LongTermTANF	03	0	0.00 %	0.00%	
NonCustodial	04	0	0.00 %	0.00%	
TANFExhaust	05	0	0.00 %	0.00%	
TANFDepend	06	0	0.00 %	0.00%	
TANFBarriers	07	0	0.00 %	0.00%	
FosterCare	08	0	0.00 %	0.00%	
Custodial100pct	09	0	0.00 %	0.00%	
70pctEligible	10	0	0.00 %	0.00%	
30pctEligible	11	0	0.00 %	0.00%	
TermDate	12	0	0.00 %	0.00%	

See the Technical Guidance for WtW Reporting and Validation for explanations about error rates and their calculations.

IV. REFERENCE GUIDE

A. File Menu

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

1. Show Tips at Start-Up

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

2. Exit

Select this to exit the program.

B. Import Data Menu

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

1. Import from Extract File

Select this tab to import data into the application. See the record layout for the appropriate data record format.

2. Source Table Record Layout

This function displays a copy of the record layout. A copy of the Record Layout can also be found in Chapter V of this User’s Guide.

3. View Source Table

This function displays all of the records in the extract file, except for any cases that were rejected by the software for not meeting participant group and validation period specifications, or because they were duplicate records.

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C. Report Validation Menu

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

1. View Report Validation Table

This function provides a window where you can see a summary of each participant group description and totals of records and dollar amounts, where applicable, for each group. Click on the arrow in the far left column next to a group number to view the detailed records in that group.

2. Enter Reported Counts

This function displays the data entry screen for entering reported values into the respective fields based on the report item.

3. View Report Validation Summary

This function displays a report that calculates the difference between the validation value and the report value for each report item.

4. View Duplicates

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

IV. REFERENCE GUIDE

E. Data Element Validation Menu

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

1. Edit Worksheets

a. Summary of Samples Taken

This window displays a summary of the samples taken. Click on the relevant summary row to view the worksheet summary for that sample.

b. Worksheet

This will open the data element validation worksheet summary for the sample selected. The validation software automatically selects samples from the participant groups and displays the sampled data on a validation worksheet. This summary screen is read only. To access, update, and print individual sampled cases, double click on the applicable case.

Double click in any column of the first record to be validated. This will open up a condensed validation worksheet for the particular sampled record. The condensed worksheet is on two tabs, for validation fields 1 through 17, and 18 through 29. This allows easier navigation though all of the data elements.

2. Print Worksheets

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

IV. REFERENCE GUIDE

3. Summary/Analytical Report:

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

F. Utilities Menu

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

1. Compact Database

Eliminates the temporary memory storage by compacting the database. In order for the software to function properly and efficiently during the import of large files, the user should compact the database prior to every import. Otherwise, errors may result even if the underlying source file is properly formatted. These errors may show up as “overload” errors in the importerror.txt file.

2. Fix Database

In the event the user receives an error message that says the database is damaged, this function will repair the database.

3. Switch Database

Allows the user to have access to multiple databases so that new data can be imported without overwriting the current database. Situations where this function would be used include:

- a. archiving prior validation findings
- b. splitting the validation file into two databases to keep the size manageable for large grantees.

IV. REFERENCE GUIDE

To use this feature, the user must add databases using the ODBC data Sources discussed in the Installation section of this user's guide.

G. Window Menu

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

1. Cascade

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

2. Tile Horizontal

Realign open windows horizontally.

3. Tile Vertical

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

IV. REFERENCE GUIDE

H. Help Menu

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

1. Help Contents

This feature is under development.

2. Contacting Mathematica Policy Research, Inc.

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

3. About

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

V. RECORD LAYOUT

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

Welfare-to-Work Record Layout

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

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
1	OBS	Sequential number, Starting at 1	Number (Mandatory)
2	Grantee Type	Indicate the grantee type as formula or competitive.	Text – C;F (Mandatory)
3	SSN	Social Security Number	Number – 000000000
4	Date of Birth	Date of birth of participant.	Date – MM/DD/YYYY (Mandatory)
5	Gender	Male or Female	Text – M;F
6	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.	Text – Y(or blank)
7	Asian	A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.	Text – Y(or blank)
8	Black or African American	A person having origins in any of the black racial groups of Africa.	Text – Y(or blank)
9	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Text – Y(or blank)
10	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	Text – Y(or blank)
11	Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.	Text – Y(or blank)
12	Individual with a Disability	Participant has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities and has a record of such an impairment.	Text – Y(or blank)

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
13	Long-Term TANF Recipient	An individual who is currently receiving TANF assistance under a State TANF program, and who has received assistance under TANF or its predecessor program for at least 30 months, although the months don't have to be consecutive; or An individual who is currently receiving TANF assistance under a State TANF program, and who will become ineligible for TANF assistance within 12 months due to either Federal or State-imposed time limits on the receipt of TANF assistance. This includes individuals (as well as children of noncustodial parents) exempted from the time limits due to hardship under section 408(a)(7)(C) of the Act or due to a waiver because of domestic violence under section 402(a)(7) of the Act, who would become ineligible for assistance within 12 months without the exemption or waiver.	Text – Y(or blank)
14	TANF Exhaustee	An individual who is no longer receiving TANF assistance because s(he) has reached either the Federal five-year limit or a State-imposed time limit on receipt of TANF assistance.	Text – Y(or blank)
15	TANF Dependence	An individual who has characteristics associated with, or predictive of, long-term welfare dependence, such as having dropped out of school, teenage pregnancy, or having a poor work history. States, in consultation with the operating entity, may designate additional characteristics associated with or predictive of long-term welfare dependence.	Text – Y(or blank)
16	TANF Barriers	An individual who has significant barriers to self-sufficiency, under criteria established by the local board or alternate administering agency.	Text – Y(or blank)
17	Noncustodial Parents	An individual who is a parent of a minor child and is: (1) unemployed, underemployed, or having difficulty paying child support, and (2) in compliance with the terms of a written or oral personal responsibility contract; and (3) at least one of the following applies: (a) the minor child (or custodial parent) meets the long-term TANF receipt requirements; or (b) the minor child is receiving or eligible for TANF benefits and services; or (c) the minor child received TANF benefits and services during the preceding year; or (d) the minor child is receiving or eligible for assistance under the Food Stamp program, Supplemental Security Income Program, Medicaid, or Children's Health Insurance Program.	Text – Y(or blank)

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
18	Foster Care	Individuals who were in foster care under the responsibility of the State before 18 years of age and who are between the ages of 18 - 24 at the time of applying for the WtW program.	Text – Y(or blank)
19	Custodial Below 100%	Custodial parents with family incomes below 100% of the poverty line, determined in accordance with the most recent HHS Poverty Guidelines, and custodial parents with disabilities whose own income is below 100% of the poverty line but who are members of families whose income does not fall below 100% of the poverty line. Income is defined as total family income for the last six months exclusive of unemployment compensation, child support payments, and old-age survivors benefits.	Text – Y(or blank)
20	Termination Date	Date participant is terminated from the WtW program.	Date – MM/DD/YYYY
21	General Eligibility/Noncustodial Parents (70%)	For Competitive Grantees: Participants served who enrolled before 1/1/2000 in the 70% category. For Formula Grantees: Participants served who enrolled before 7/1/2000 in the 70% category.	Text – Y(or blank)
22	Other Eligibles (30%)	For Competitive Grantees: Participants served who registered before 1/1/2000 in the 30% category. For Formula Grantees: Participants served who registered before 7/1/2000 in the 30% category.	Text – Y(or blank)
23	Initial Unsubsidized Placement Date	Date the participant is placed in an unsubsidized job for the first time, i.e. the Social Security Number is linked with the job placement, while receiving WtW services. Grantees may not report a placement for a participant more than once unless the participant is terminated from the WtW program and comes back after not receiving WtW services for at least 90 days. Exclude participants who are placed in any job for which the employer receives a wage subsidy. Also exclude participants who are placed in on-the-job training until after the OJT is completed and the participant is retained in an unsubsidized job.	Date – MM/DD/YYYY
24	First Service Date	Date the individual is classified as a "participant served" by receiving one or more of the WtW allowable services for the first time.	Date – MM/DD/YYYY (Mandatory)
25	Hours Worked	Number of hours the participant worked per week at placement in unsubsidized employment.	Number – 00
26	Employed at Entry	An individual who was employed in unsubsidized employment when becoming a participant in WtW.	Text – Y(or blank)

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
27	Entry Hours Worked	Number of hours the participant worked per week at program entry for those already employed in unsubsidized employment at entry.	Number – 00
28	Initial Subsidized Placement Date	Date the participant is placed in a subsidized job for which the wage subsidy is less than 100% of the participant's total income and for which the subsidized job placement is not workfare, i.e. the total amount paid to the individual exceeds the amount of the subsidy.	Date – MM/DD/YYYY
29	Subsidized Hours Worked	Number of hours the participant worked per week at placement in subsidized employment.	Number – 00
30	Wages Base Quarter	Sum of earnings of the participant in the base quarter, obtained from wage records.	Number – 00000.00 (Either Wages Base Quarter or Other Source Base Quarter must have wages if the participant is either employed at entry or has an initial unsubsidized placement date. A dummy value of 1 can be used if wages are not yet known.)
31	Other Source Base Quarter	Sum of earnings of the participant in the base quarter, obtained from other sources.	Number – 00000.00 (Either Wages Base Quarter or Other Source Base Quarter must have wages if the participant is either employed at entry or has an initial unsubsidized placement date. A dummy value of 1 can be used if wages are not yet known.)
32	Wages Base Quarter +1	Sum of earnings of the participant in the first quarter following the base quarter, obtained from wage records.	Number – 00000.00
33	Wages Base Quarter +2	Sum of earnings of the participant in the second quarter following the base quarter, obtained from wage records.	Number – 00000.00
34	Other Source Base Quarter +1	Sum of earnings of the participant in the first quarter following the base quarter, obtained from other sources.	Number – 00000.00
35	Other Source Base Quarter +2	Sum of earnings of the participant in the second quarter following the base quarter, obtained from other sources.	Number – 00000.00

<i>Number</i>	<i>Field Name</i>	<i>Field Description</i>	<i>Data Type/Format</i>
36	Sampling Unit	Indicate the sampling unit number of the office from which the participant was provided services.	Number (Mandatory for formula grantees)
37	WIB Name	Indicate the WIB name of the office from which the participant was provided services..	Text
38	Office Name	Indicate the office name from which the participant was provided services.	Text
39	Case Manager	Indicate the case manager from which the participant was provided services	Text
40	Fiscal Year	Indicate fiscal year of report being validated.	Date - YYYY
41	User Field/Name	User-defined field.	Text