TAA DATA ELEMENT VALIDATION (DEV) USER GUIDE

ACCESSING TAA DEV MODULE

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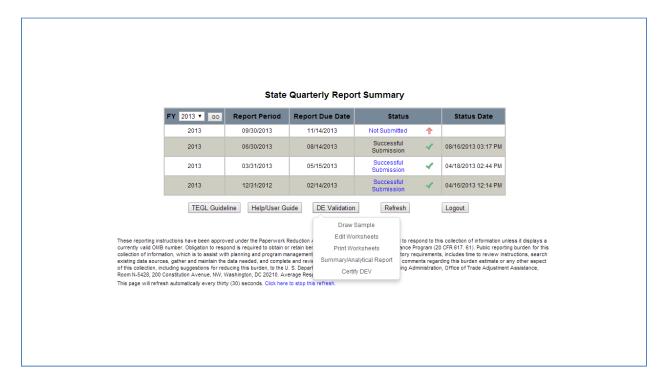
   Grant Name: TAPR TAA\DEV for state
   Primary Contact Name:
   Primary Contact Email Address:
   Primary Contact Phone Number:

HOME SCREEN OPTIONS

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

State Quarterly Report Summary

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

TEGL Guideline   Help/User Guide   DE Validation   Refresh   Logout

Draw Sample
Edit Worksheets
Print Worksheets
Summary/Analytical Report
Certify DEV

These reporting instructions have been approved under the Paperwork Reduction A[...] to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain ben[...]ance Program (20 CFR 617. 61). Public reporting burden for this collection of information, which is to assist with planning and program management [...]tory requirements, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and revi[...] comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Depart[...]ng Administration, Office of Trade Adjustment Assistance, Room N-5428, 200 Constitution Avenue, NW, Washington, DC 20210. Average Resp[...]

This page will refresh automatically every thirty (30) seconds. Click here to stop this refresh.

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

DRAW SAMPLE

4. Click the top item, Draw Sample . This will generate the randomized file sample that will be used in DE Validation.

   NOTE: **This process may only be done once per fiscal year**! The "Draw Sample" option should only be selected when the state is confident that the 6/30 file is final. Once a sample is drawn, the 6/30 file submission will be locked, and the state will **not** have the opportunity to resubmit for the 6/30 report quarter of the designated fiscal year (in which case it will result in the screen below.)

State Draw Sample: Detail

Return to Summary   The sample has already been drawn; please continue on to the next step of the Data Element Validation, DEV, process. Edit Worksheets

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EDIT WORKSHEET/STATE EDIT SAMPLE LIST

5. The next step, Edit Worksheets, is available both through the Home Screen drop down menu, and in the screen that follows "Draw Sample." Clicking on this link brings the user to the "State Edit Sample List," which is the list of sample records drawn for DEV. The samples are numbered consecutively and will never exceed 350. (See page 3 for "State Edit Sample List" screenshot.)

State Edit Sample: List

Return to Summary   Fiscal Year: 2013

Download a Spreadsheet

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

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

Return to Summary	processing Fiscal Year: 2013	
	Sample Number	1
	Wrong SSN	☐
	Unable to locate	☐
TEGL Guideline	**Invalid Record**	☐
Help/User Guide	**Missing Record**	☐
Refresh	**Individual Identifier**	010004268 (XXXXXXXXXXXX)
Logout	**Eligible Veteran Status**	(0, 1, 2, 3)
Back to Sample list	**Most Recent Date of Qualifying Separation**	(mm/dd/yyyy)
	Date of Exit	(mm/dd/yyyy)
	Petition Number	(XXXXXXX)
	TAA Application Date	(mm/dd/yyyy)
	Date Entered Training #1	(mm/dd/yyyy)
	Training Completed #1	(0, 1)
	Date Completed, or Withdrew from, Training #1	(mm/dd/yyyy)
	Waiver from Training Requirement-Type	(1, 2, 3, 4, 5, 6)
	Date Received First Basic TRA payment	(mm/dd/yyyy)
	Employed in 1st Quarter After Exit Quarter	(0, 1, 3)
	Employed in 3rd Quarter After Exit Quarter	(0, 1, 3)
	Wages 3rd Quarter Prior to Participation Quarter	(00000000.00)
	Wages 2nd Quarter Prior to Participation Quarter	(00000000.00)
	Wages 1st Quarter After Exit Quarter	(00000000.00)
	Wages 2nd Quarter After Exit Quarter	(00000000.00)
	Wages 3rd Quarter After Exit Quarter	(00000000.00)

[Submit] [Next Record] [Reset] [Back to List]

STATE EDIT SAMPLE; DETAIL

7. Enter data for all available fields provided on the "State Sample; Edit Detail" page. Greyed out fields represent data fields for which no data was entered for the record in question, and therefore are not counted in DEV results.
8. Note that there are guides for entering correct coding values for each field to the right of each data field.
9. When you click "Submit Record" button at bottom of screen, this will save the data entered for the record. A pop up window will appear if the format of the data does not match the valid format for each field. Once you have corrected the data, you may click the "Submit Record" to successfully save the record.

STATE PRINT SAMPLE: DETAIL

10. To review the individual record data that was just entered through the "Submit Record", and see the results, click "Print Detail" button, which will appear in the screen after "Submit Record." In the next screen, click on the link for "Print Detail," to see the results of the record submission. Results should appear as follows:

- The first four fields of the data entry screen that appears in the "Edit Worksheet" are checkboxes that, if checked, will "fail" some or all of the data entered for the record will as follows:
  - "Missing Record" or "Invalid record" or "Fail Record" will fail all fields
- All other data should appear as entered, along with a result of "Pass" or "Fail" depending on whether it matches the 6/30 TAPR report submission.
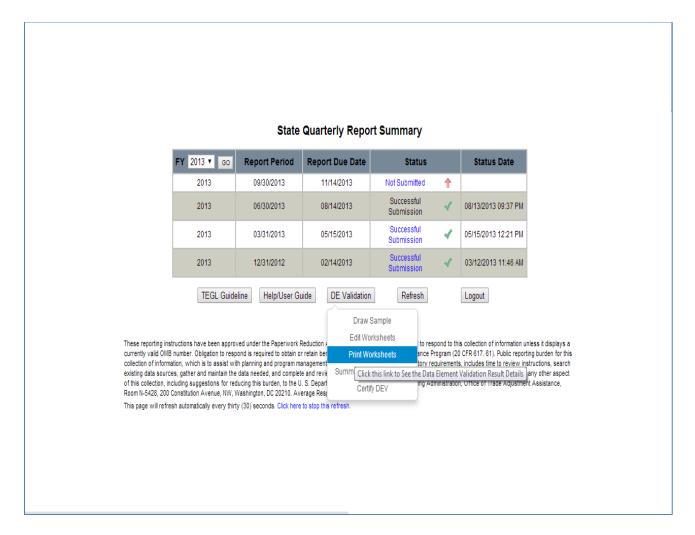
Back to list

Edit

Next Item

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Field Name or sample number	DEV Value	Pass/Fail
Sample Counter	1	
Petition Number		Fail
Participation Date		
Date of Birth		
Wrong SSN	☐	
Unable to locate	☐	
Invalid Record	☐	
Missing Record	☐	
Individual Identifier	010004268	Pass
Eligible Veteran Status		
Most Recent Date of Qualifying Separation		Fail
Date of Exit		Fail
TAA Application Date		Fail
Date Entered Training #1		Fail
Training Completed #1		Fail
Date Completed, or Withdrew from, Training #1		Fail
Waiver from Training Requirement-Type		
Date Received First Basic TRA payment		
Employed in 1st Quarter After Exit Quarter		Fail
Employed in 3rd Quarter After Exit Quarter		Fail
Wages 3rd Quarter Prior to Participation Quarter	$0.00	Fail
Wages 2nd Quarter Prior to Participation Quarter	$0.00	Fail
Wages 1st Quarter After Exit Quarter	$0.00	
Wages 2nd Quarter After Exit Quarter	$0.00	
Wages 3rd Quarter After Exit Quarter	$0.00	

11. To edit the data after reviewing results, click on the "Edit" link (located on the list of links on left side of page.) This will return you to the "State Edit Sample: Detail" (shown in screenshot on page 4.)
12. Otherwise, you may click on "Next Item," also on left hand side, to enter data for the next record.

STATE PRINT SAMPLE: LIST

13. To review whether all records have been entered, go to original home screen, and click on "Print Worksheets" link available in drop down under "DE Validation." Note that there is also a button for "Back to List," which will also bring you back to original home screen. All records that have been accessed will have the word "Started" under the column headed with "Processing" title, while records that have nothing entered indicate that they have not been accessed.

Note that there is no status that will provide feedback as to whether all data has been entered for each record, only whether the state has accessed all the records that are drawn for validation.

State Quarterly Report Summary

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

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Draw Sample
Edit Worksheets
Print Worksheets
Summ Click this link to See the Data Element Validation Result Details
Certify DEV

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DOWNLOAD A SPREADSHEET

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

STATE VALIDATION RESULT SUMMARY

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

State Validation Result Summary

Return to Summary

Fiscal Year: 2013

Reported Data Error Rate: 100.00%

Overall Error Rate: 0.27%

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16. This option is available under the "Home Screen" drop down, and should be selected when the state is confident that the data is complete and correct. In order to complete certification, the state should use the PIN number that was originally assigned to the state along with the original password. To ask for this information to be resent, the state should send an email to the contacts listed in #1 of this user guide.

   Note that TAA DEV may only be submitted once per fiscal year so this option may only be selected once.

State Certify DEV

Return to Summary

Fiscal Year: 2013

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

TEGL Guideline
Help/User Guide
Refresh
Logout

Enter Your Assigned PIN: [＿＿＿＿＿] [Certify DEV]