

## Labor Exchange / VETS

### Contact Information

| <b>AGENCY Information</b>                                    |  |
|--|--|
| Name   |  |
| Address  |  |
| City   |  |
| State / ZIP  |  |
| Phone  |  |
| Fax  |  |
| E-Mail   |  |
| <b>Primary Contact Information</b>                           |  |
| This is the person the Password and PIN will be assigned to. |  |
| Name   |  |
| Address  |  |
| City   |  |
| State / ZIP  |  |
| Phone  |  |
| Fax  |  |
| E-Mail   |  |
| <b>Secondary Contact Information</b>                         |  |
| Name   |  |
| Address  |  |
| City   |  |
| State / ZIP  |  |
| Phone  |  |
| Fax  |  |
| E-Mail   |  |

# LABOR EXCHANGE 9002/VETS 200 REPORTING SYSTEM

Please e-mail to [ocabina@doleta.gov](mailto:ocabina@doleta.gov) no later than September 30, 2002.

## User's Guide



**ETA**  
U.S. Department of Labor  
Employment and Training Administration

**Grantee Reporting System**

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**Please Login:**

*Enter the Password for the grantee you are reporting on*

Password:

Login

---

ETA Grantee Reporting System



**ETA**

U.S. Department of Labor  
Employment and Training Administration

Documentation **Version: Draft**, August 19, 2002

The **Labor Exchange 9002/VETS 200 Reporting System**  
was designed, programmed, and documented for the:

United States Department of Labor  
Employment and Training Administration  
Office of National Programs

# Contents

|  |           |
|--|-----------|
| <b>Access Labor Exchange 9002/VETS 200 Reporting System .....</b>          | <b>1</b>  |
| <b>Enter VETS DVOP Report (Form 200A) .....</b>                            | <b>3</b>  |
| Access VETS DVOP Report .....  | 3         |
| Enter/Submit VETS DVOP Report .....  | 6         |
| Submit Data by Uploading File .....  | 6         |
| Submit Data Manually.....  | 9         |
| <b>Enter VETS LVER Report (Form 200B).....</b>                             | <b>10</b> |
| Access VETS LVER Report .....  | 10        |
| Enter/Submit VETS LVER Report.....   | 12        |
| Submit Data by Uploading File .....  | 12        |
| Submit Data Manually.....  | 15        |
| <b>Enter VETS DVOP/LVER (Form 200C).....</b>                               | <b>16</b> |
| Access VETS DVOP/LVER Report.....  | 16        |
| Enter/Submit VETS DVOP/LVER Report .....                                   | 18        |
| Submit Data by Uploading File .....  | 18        |
| Submit Data Manually.....  | 21        |
| <b>Enter Labor Exchange Service to Job Seeker Report (Form 9002A).....</b> | <b>22</b> |
| Access Labor Exchange Service to Job Seeker Report .....                   | 22        |
| Enter/Submit Labor Exchange Service to Job Seeker Report.....              | 25        |
| Submit Data by Uploading File .....  | 25        |
| Submit Data Manually.....  | 28        |

|   |           |
|---|-----------|
| <b>Enter Labor Exchange Service to Veterans Report (Form 9002B)</b> ..... | <b>29</b> |
| Access Labor Exchange Service to Veterans Report.....                     | 29        |
| Enter/Submit Labor Exchange Service to Veterans Report.....               | 31        |
| Submit Data by Uploading File .....                                       | 31        |
| Submit Data Manually.....   | 34        |

|  |           |
|--|-----------|
| <b>Enter Labor Exchange Performance Outcomes - Job Seekers/Employers Report (Form 9002C)</b> ..... | <b>35</b> |
| Access Labor Exchange Performance Outcomes - Job Seekers/Employers Report .....                    | 35        |
| Enter/Submit Labor Exchange Performance Outcomes- Job Seekers/Employers Report.....                | 37        |
| Submit Data by Uploading File .....  | 37        |
| Submit Data Manually.....  | 40        |

|   |           |
|---|-----------|
| <b>Enter Labor Exchange Performance Outcomes – Veterans Report (Form 9002D)</b> ..... | <b>41</b> |
| Access Labor Exchange Performance Outcomes – Veterans Report .....                    | 41        |
| Enter/Submit Labor Exchange Performance Outcomes – Veterans Report .....              | 43        |
| Submit Data by Uploading File .....   | 43        |
| Submit Data Manually.....   | 46        |

|   |           |
|---|-----------|
| <b>Enter Labor Exchange Job Openings Received Report (Form 9002E)</b> ..... | <b>47</b> |
| Access Labor Exchange Job Openings Received Report .....                    | 47        |
| Enter/Submit Labor Exchange Job Openings Received Report.....               | 49        |
| Submit Data by Uploading File .....   | 49        |
| Submit Data Manually.....   | 52        |

|  |           |
|--|-----------|
| <b>Appendix A: EIMS - Labor Exchange Reporting System - Zero Report Handling</b> ..... | <b>53</b> |
|--|-----------|

|   |           |
|---|-----------|
| <b>Appendix B: Record Layout VETS 200 A (DVOP) Quarterly Report</b> ..... | <b>54</b> |
|---|-----------|

|   |           |
|---|-----------|
| <b>Appendix C: Record Layout VETS 200 B (LVER) Quarterly Report</b> ..... | <b>55</b> |
|---|-----------|

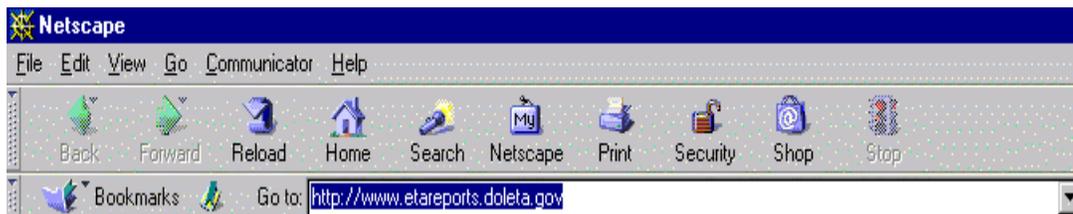
|  |           |
|--|-----------|
| <b>Appendix D: Record Layout VETS 200 C (DVOP/LVER) Quarterly Report</b> ..... | <b>56</b> |
|--|-----------|

|                    |  |           |
|--------------------|--|-----------|
| <b>Appendix E:</b> | <b>Record Layout ETA 9002 A (Service to Job Seekers) Quarterly Report ..</b>   | <b>57</b> |
| <b>Appendix F:</b> | <b>Record Layout ETA 9002 B (Service to Veterans) Quarterly Report .....</b>   | <b>58</b> |
| <b>Appendix G:</b> | <b>Record Layout ETA 9002 C (Performance Outcomes – Job Seekers/Employers) Quarterly Report.....</b>                                   | <b>59</b> |
| <b>Appendix H:</b> | <b>Record Layout ETA 9002 D (Performance Outcomes – Veterans) Quarterly Report .....</b>   | <b>60</b> |
| <b>Appendix I:</b> | <b>Record Layout ETA 9002 E (Job Openings Received) Quarterly Report.</b>  | <b>61</b> |
| <b>Appendix J:</b> | <b>State and National Summary Edit checks ETA 9002A (Service to Job Seekers) Quarterly Report .....</b>                                | <b>62</b> |
| <b>Appendix K:</b> | <b>State and National Summary Edit checks ETA 9002B (Service to Job Seekers) Quarterly Report .....</b>                                | <b>63</b> |
| <b>Appendix L:</b> | <b>State and National Summary Edit checks ETA 9002C (Performance Outcomes-Job Seekers/Employers) Quarterly Report .....</b>            | <b>64</b> |
| <b>Appendix M:</b> | <b>State and National Summary Edit checks ETA 9002D (Performance Outcomes – Veterans) Quarterly Report .....</b>                       | <b>65</b> |
| <b>Appendix N:</b> | <b>State and National Summary Edit checks ETA 9002E (Job Openings Received) Quarterly Report .....</b>                                 | <b>66</b> |
| <b>Appendix O:</b> | <b>State and National Summary Edit Checks ETA VETS 200 A (DVOP), VETS 200 B (LVER),VETS 200 C (DVOP / LVER) Quarterly Reports.....</b> | <b>67</b> |

# Access Labor Exchange 9002/VETS 200 Reporting System

Follow the steps below to access the **ETA Labor Exchange 9002 /VETS 200 Reporting System**.

1. Open your Web browser and type the following address in the URL **Location** field at the top of the window: <http://www.etareports.doleta.gov> (Figure 1).



**Figure 1:** Web Browser – Location Field Displayed

2. Press **Enter**. The **ETA Login** window is displayed (Figure 2).

A screenshot of the "ETA Grantee Reporting System" login window. The top left features the ETA logo (a blue diamond with a white star) and the text "ETA U.S. Department of Labor Employment and Training Administration". The top right says "Grantee Reporting System". A horizontal red line separates the header from the main content. Below the line, it says "Please Login:" followed by the instruction "Enter the Password for the grantee you are reporting on". There is a "Password:" label next to a text input field containing seven asterisks. Below the input field is a "Login" button. Another horizontal red line is at the bottom of the main content area. At the very bottom, it says "ETA Grantee Reporting System".

**Figure 2:** ETA Login Window

3. Type the Password. Click . The **Labor Exchange 9002/VETS 200 Reporting System Choose Report Program Window** is displayed (Figure 3).

The screenshot shows a web interface for the Labor Exchange 9002/VETS 200 Reporting System. At the top left is the logo for ETA (U.S. Department of Labor, Employment and Training Administration). To the right of the logo is the title "Labor Exchange 9002 / VETS 200 Reporting System". Below the title is a horizontal line. Underneath the line, the text "Please Choose the Report Program" is centered, followed by "State: ME". Below this, there are two buttons: "VETS 200 Forms" and "Labor Exchange 9002 Forms". At the bottom center, there is a link labeled "Log Out".

**Figure 3:** Choose Report Program Window

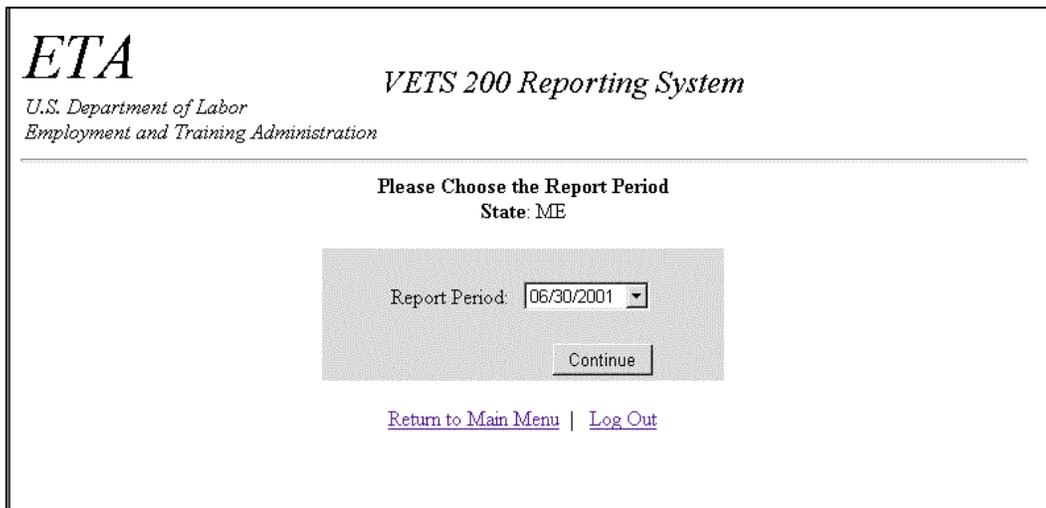
# Enter VETS DVOP Report (Form 200A)

## Access VETS DVOP Report

---

Follow the steps below to access the **VETS DVOP** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 4) is displayed.



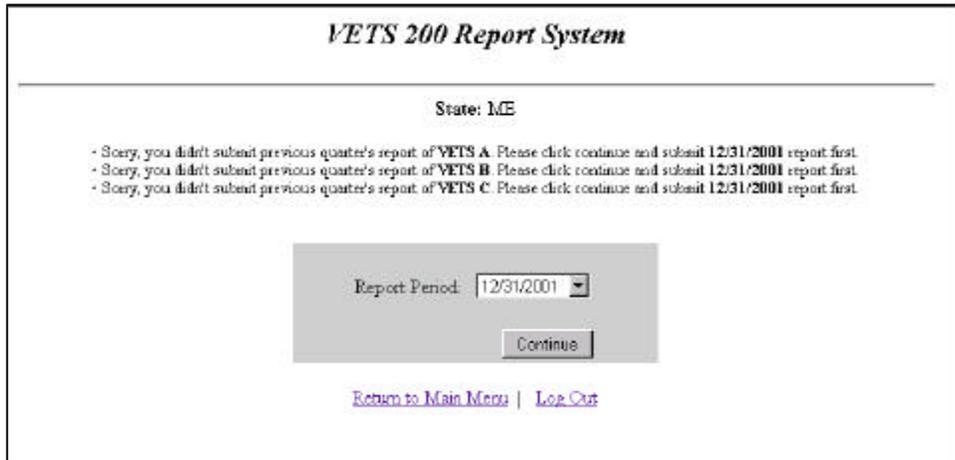
The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. The title 'VETS 200 Reporting System' is centered at the top. Below the title, the text 'Please Choose the Report Period' and 'State: ME' is displayed. A central form area contains a 'Report Period' dropdown menu with '06/30/2001' selected and a 'Continue' button. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

**Figure 4:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 7) is displayed. Continue to step 4. If you get an error message, see **Note A** below.

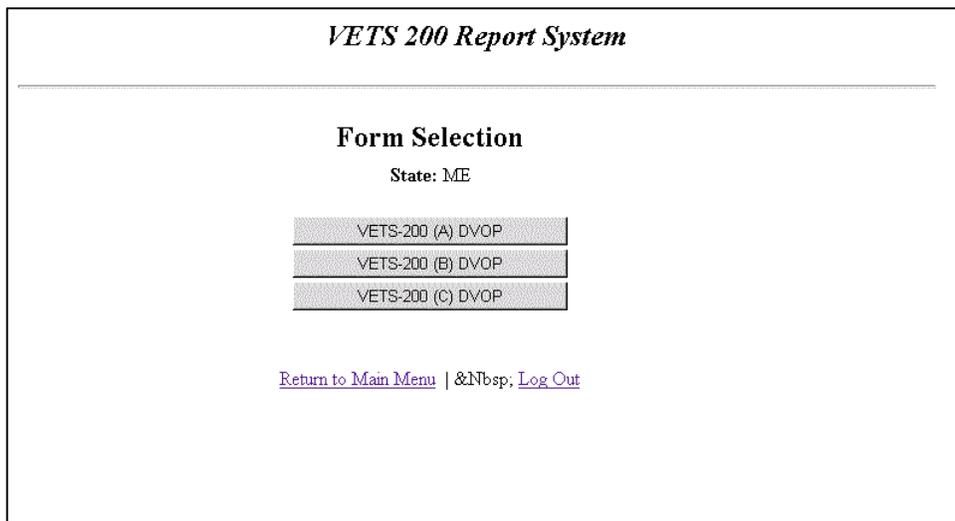
**Note A:** You must submit VETS 200 quarterly reports in order. If you fail to select the correct quarter in the step above, an error message (Figure 5) and a follow-up message (Figure 6) are displayed.

The error message tells you what reports must be filed. Click  in the error message window to view the follow-up message, which guides you through the process of filing the missing reports.



The screenshot shows a web page titled "VETS 200 Report System". Below the title is a horizontal line, followed by the text "State: ME". There are three bullet points: "- Sorry, you didn't submit previous quarter's report of VETS A. Please click continue and submit 12/31/2001 report first.", "- Sorry, you didn't submit previous quarter's report of VETS B. Please click continue and submit 12/31/2001 report first.", and "- Sorry, you didn't submit previous quarter's report of VETS C. Please click continue and submit 12/31/2001 report first." Below the text is a grey box containing a "Report Period:" label, a dropdown menu showing "12/31/2001", and a "Continue" button. At the bottom of the page are two links: "Return to Main Menu" and "Log Out".

**Figure 5:** VETS 200 Report Selection Error Message



The screenshot shows a web page titled "VETS 200 Report System". Below the title is a horizontal line, followed by the text "Form Selection" and "State: ME". There are three buttons: "VETS-200 (A) DVOP", "VETS-200 (B) DVOP", and "VETS-200 (C) DVOP". At the bottom of the page are two links: "Return to Main Menu" and "Log Out".

**Figure 6:** VETS 200 Error Follow-Up Window

The screenshot shows the 'Form Selection' window of the VETS 200 Reporting System. At the top left is the 'ETA' logo and the text 'U.S. Department of Labor Employment and Training Administration'. At the top right is the title 'VETS 200 Reporting System'. The main content area is titled 'Form Selection' and displays the following information: 'State: ME' and 'Report Quarter: 12/31/2001'. Below this, there are three buttons: 'DVOP (VETS 200A)', 'LVER (VETS 200B)', and 'DVOP/LVER (VETS 200C)'. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

**Figure 7:** Form Selection Window

4. Click  in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 8).

The screenshot shows the 'Please Select Method to Submit Your Data' window of the VETS 200 Reporting System. At the top left is the 'ETA' logo and the text 'U.S. Department of Labor Employment and Training Administration'. At the top right is the title 'VETS 200 Reporting System'. The main content area is titled 'Please Select Method to Submit Your Data' and displays the following information: 'Form Name: DVOP', 'State: ME', and 'Report Quarter: 12/31/2001'. Below this, there are two bullet points: 'Submit your data by uploading a file' and 'Submit your data manually'. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

**Figure 8:** DVOP Data Submission Options Window

## Enter/Submit VETS DVOP Report

---

You may submit the **VETS DVOP** Report by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

1. To use the **upload data option**, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 9) is displayed.

*ETA*  
U.S. Department of Labor  
Employment and Training Administration

*VETS 200 Reporting System*

Form Name: DVOP ( VETS 200 A )  
State: ME  
Report Quarter: 03/31/2002

To upload data, type in your filename (include complete path)  
or browse your system for the file:

-OR-

**Figure 9:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click . The **File Upload** window (Figure 10) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



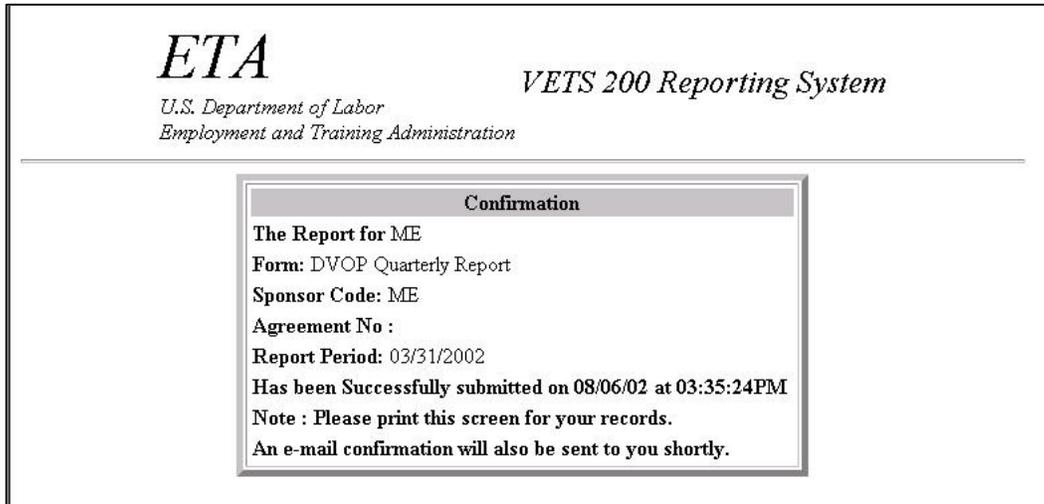
**Figure 10:** File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 9) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **DVOP Quarterly Report** form is displayed (Figure 11).

| VETS-200 (A) _____ DVOP Quarterly Report  |                  | U.S. Department of Labor                  |                      |                         |                   |                       |                                    |                 |
|---|------------------|---|----------------------|-------------------------|-------------------|-----------------------|------------------------------------|-----------------|
| DRAFT 9/27/01   |                  | Veterans' Employment and Training Service |                      |                         |                   |                       |                                    |                 |
| State : ME  | Program Year     |   | Quarter              |                         |                   |                       | OMB Approval No. Expiration Date : |                 |
|   | A.               | B.  | C.                   | D.                      | E.                | F.                    | G.                                 | H.              |
| Current Reporting Period Data   | Total Applicants | Total Veterans & Eligible Persons         | Vietnam Era Veterans | Campaign Badge Veterans | Disabled Veterans | Special Disabled Vets | Newly Separated Veterans           | Female Veterans |
| 1 Total Applicants  | 2999             | 168                                       | 0                    | 36                      | 2                 | 0                     | 0                                  | 19              |
| 2 Male  | 2817             | 149                                       | 0                    | 30                      | 1                 | 0                     | 0                                  |                 |
| 3 Female  | 176              | 19  | 0                    | 6                       | 1                 | 0                     | 0                                  |                 |
| 4 19-44   | 1479             | 85  | 0                    | 14                      | 2                 | 0                     | 0                                  | 11              |
| 5 45-54   | 982              | 61  | 0                    | 16                      | 0                 | 0                     | 0                                  | 8               |
| 6 55 And Over   | 522              | 21  | 0                    | 0                       | 0                 | 0                     | 0                                  | 0               |
| <b>a. Services Provided</b>   |                  |   |                      |                         |                   |                       |                                    |                 |
| 7 Received Staff Assisted Services  | 3464             | 216                                       | 0                    | 45                      | 3                 | 0                     | 0                                  | 25              |
| 8 Received Career Guidance  | 0                | 0   | 0                    | 0                       | 0                 | 0                     | 0                                  | 0               |
| 9 Provided Case Mgmt. Services  | 49               | 16  | 0                    | 1                       | 0                 | 0                     | 0                                  | 4               |
| 10 Referred to Federal Training   | 136              | 13  | 0                    | 1                       | 0                 | 0                     | 0                                  | 1               |
| 11 Referred to WIA Services   | 19               | 3   | 0                    | 2                       | 0                 | 0                     | 0                                  | 1               |
| 12 Referred to Support Services   | 600              | 35  | 0                    | 11                      | 0                 | 0                     | 0                                  | 4               |
| 13 Received Job Search Activities   | 2213             | 145                                       | 0                    | 30                      | 1                 | 0                     | 16                                 | 16              |
| 14 Referred to Employment   | 1198             | 88  | 0                    | 17                      | 1                 | 0                     | 0                                  | 15              |
| 15 Referred to Federal Job  | 0                | 0   | 0                    | 0                       | 0                 | 0                     | 0                                  | 0               |
| 16 Referred to FCJL Job   |                  |   | 0                    | 0                       |                   | 0                     | 0                                  |                 |
| <b>b. Results And Outcomes</b>  |                  |   |                      |                         |                   |                       |                                    |                 |
| 17 Entered Employment   | 824              | 45  | 0                    | 10                      | 0                 | 0                     | 0                                  | 1               |
| 18 Entered Employment Rate Base   | 1245             | 71  | 0                    | 15                      | 0                 | 0                     | 0                                  | 3               |
| 19 Entered Employment Rate  | 66               | 63  | 0                    | 67                      | 0                 | 0                     | 0                                  | 33              |
| 20 Employment Retention At Six Months   |                  | 30  | 0                    | 2                       | 0                 | 0                     | 0                                  | 1               |
| 21 Employment Retention At Six Months Base  |                  | 37  | 0                    | 4                       | 0                 | 0                     | 0                                  | 1               |
| 22 Employment Retention At Six Months Rate  |                  | 81  | 0                    | 50                      | 0                 | 0                     | 0                                  | 100             |
| 23 Entered Employment Following Staff Assisted Services   |                  | 46  | 0                    | 9                       | 0                 | 0                     | 0                                  | 1               |
| 24 Entered Employment Following S/A Services Base   |                  | 61  | 0                    | 10                      | 0                 | 0                     | 0                                  | 3               |
| 25 Entered Employment Following S/A Services Rate   |                  | 75  | 0                    | 90                      | 0                 | 0                     | 0                                  | 33              |
| 26 Entered Employment Following Case Management   |                  | 3   | 0                    | 0                       | 0                 | 0                     | 0                                  | 0               |
| 27 Entered Employment Following Case Management Base  |                  | 4   | 0                    | 0                       | 0                 | 0                     | 0                                  | 0               |
| 28 Entered Employment Following Case Management Rate  |                  | 75  | 0                    | 0                       | 0                 | 0                     | 0                                  | 0               |
| 29 Federal Training Placements  | 6                | 0   | 0                    | 0                       | 0                 | 0                     | 0                                  | 0               |
| 30 Placed in Federal Job  | 0                | 0   | 0                    | 0                       | 0                 | 0                     | 0                                  | 0               |
| 31 Placed in FCJL Job   |                  |   | 0                    | 0                       |                   | 0                     | 0                                  |                 |
| 32 Job Seeker Satisfaction Score*   |                  |   |                      |                         |                   |                       |                                    |                 |
| <p>VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.</p> <p>Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, Washington, D.C. 20210 ( Paperwork Reduction Project 1205-0240 ).</p> <p style="text-align: center;">VETS-200(A)</p> <p>Please enter your PIN here : <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/></p> |                  |   |                      |                         |                   |                       |                                    |                 |

**Figure 11: DVOP Quarterly Report Form**

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 12).



**Figure 12:** Confirmation Message

### Submit Data Manually

1. **To enter report data manually**, click Submit your data manually in the **Data Submission Options** window (Figure 8). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 12).

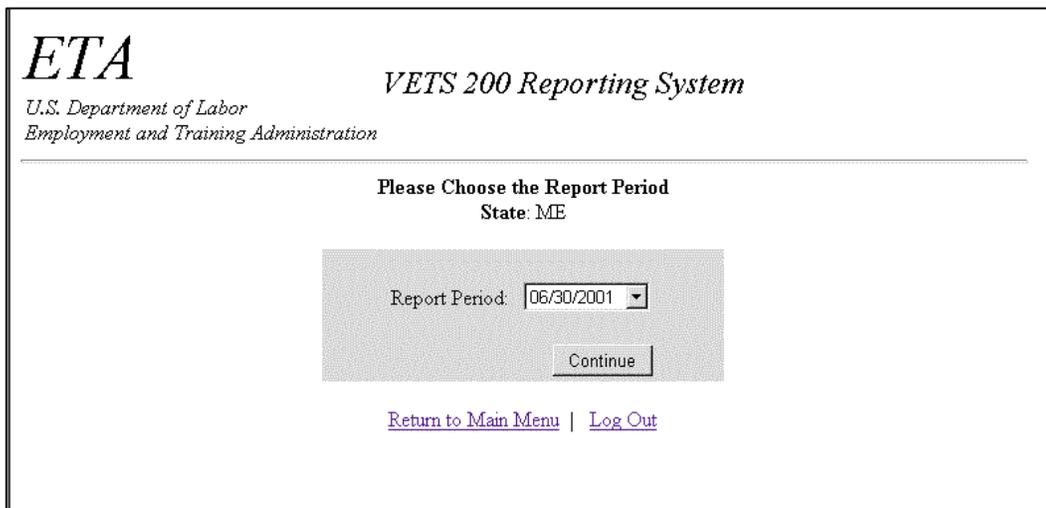
## Enter VETS LVER Report (Form 200B)

### Access VETS LVER Report

---

Follow the steps below to access the **VETS LVER** Report

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 13) is displayed.



The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. The title 'VETS 200 Reporting System' is centered at the top. Below the title, the instruction 'Please Choose the Report Period' is displayed, followed by 'State: ME'. A shaded box contains a 'Report Period' field with a dropdown arrow and the date '06/30/2001', and a 'Continue' button below it. At the bottom of the shaded box, there are two links: 'Return to Main Menu' and 'Log Out'.

**Figure 13:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 14) is displayed. Continue to step 4. If you get an error message, see **Note A** above.

**ETA**  
*U.S. Department of Labor  
Employment and Training Administration*

**VETS 200 Reporting System**

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**Form Selection**

State: ME  
Report Quarter: 12/31/2001

DVOP (VETS 200A)  
LVER (VETS 200B)  
DVOP/LVER (VETS 200C)

[Return to Main Menu](#) | [Log Out](#)

**Figure 14:** Form Selection Window

4. Click  in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 15).

**ETA**  
*U.S. Department of Labor  
Employment and Training Administration*

**VETS 200 Reporting System**

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**Please Select Method to Submit Your Data**

Form Name: DVOP  
State: ME  
Report Quarter: 12/31/2001

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

**Figure 15:** DVOP Data Submission Options Window

## Enter/Submit VETS LVER Report

---

You may submit the **VETS LVER** Report by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

1. To use the **upload data option**, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 16) is displayed.

*ETA*  
U.S. Department of Labor  
Employment and Training Administration

*VETS 200 Reporting System*

Form Name: LVER ( VETS 200 B)  
State: ME  
Report Quarter: 03/31/2002

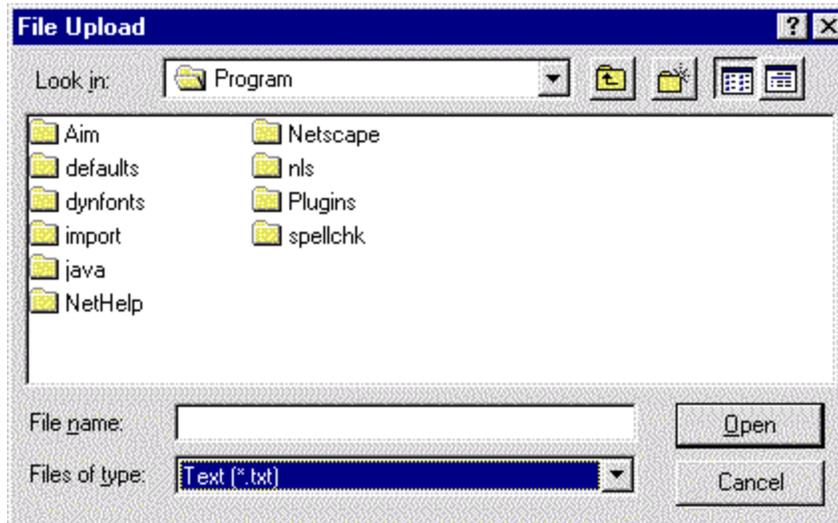
To upload data, type in your filename (include complete path)  
or browse your system for the file:

C:\ My Documents\ Labo

-OR-

**Figure 16:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click . The **File Upload** window (Figure 17) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 17:** File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 16) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **LVER Quarterly Report** form is displayed (Figure 18).

VETS-200 (B) LVER Quarterly Report U.S. Department of Labor  
DRAFT 9/27/01 Veterans' Employment and Training Service

| State : ME  | Program Year        |                                      | Quarter                 |                            |                      |                          | OMB Approval No. Expiration Date : |                    |
|---|---------------------|--------------------------------------|-------------------------|----------------------------|----------------------|--------------------------|------------------------------------|--------------------|
|   | A. Total Applicants | B. Total Veterans & Eligible Persons | C. Vietnam Era Veterans | D. Campaign Badge Veterans | E. Disabled Veterans | F. Special Disabled Vets | G. Newly Separated Veterans        | H. Female Veterans |
| <b>Current Reporting Period Data</b>                    |                     |                                      |                         |                            |                      |                          |                                    |                    |
| 1 Total Applicants                                      | 7487                | 492                                  | 0                       | 120                        | 5                    | 0                        | 0                                  | 61                 |
| 2 Male  | 6815                | 430                                  | 0                       | 104                        | 4                    | 0                        | 0                                  |                    |
| 3 Female  | 662                 | 61                                   | 0                       | 16                         | 1                    | 0                        | 0                                  |                    |
| 4 19-44   | 4028                | 266                                  | 0                       | 60                         | 4                    | 0                        | 0                                  | 52                 |
| 5 45-54   | 2234                | 162                                  | 0                       | 41                         | 0                    | 0                        | 0                                  | 7                  |
| 6 55 And Over   | 1194                | 61                                   | 0                       | 0                          | 1                    | 0                        | 0                                  | 2                  |
| <b>a. Services Provided</b>                             |                     |                                      |                         |                            |                      |                          |                                    |                    |
| 7 Received Staff Assisted Services                      | 9207                | 609                                  | 0                       | 146                        | 5                    | 0                        | 0                                  | 71                 |
| 8 Received Career Guidance                              | 0                   | 0                                    | 0                       | 0                          | 0                    | 0                        | 0                                  | 0                  |
| 9 Provided Case Mgmt. Services                          | 175                 | 29                                   | 0                       | 4                          | 0                    | 0                        | 0                                  | 7                  |
| 10 Referred to Federal Training                         | 92                  | 9                                    | 0                       | 3                          | 0                    | 0                        | 0                                  | 2                  |
| 11 Referred to WIA Services                             | 119                 | 9                                    | 0                       | 0                          | 0                    | 0                        | 0                                  | 2                  |
| 12 Referred to Support Services                         | 1750                | 157                                  | 0                       | 41                         | 1                    | 0                        | 0                                  | 21                 |
| 13 Received Job Search Activities                       | 6171                | 424                                  | 0                       | 102                        | 2                    | 0                        | 49                                 | 49                 |
| 14 Referred to Employment                               | 3252                | 229                                  | 0                       | 51                         | 1                    | 0                        | 0                                  | 29                 |
| 15 Referred to Federal Job                              | 0                   | 0                                    | 0                       | 0                          | 0                    | 0                        | 0                                  | 0                  |
| 16 Referred to FCJL Job                                 |                     |                                      | 0                       | 0                          |                      | 0                        | 0                                  |                    |
| <b>b. Results And Outcomes</b>                          |                     |                                      |                         |                            |                      |                          |                                    |                    |
| 17 Entered Employment                                   | 1790                | 102                                  | 0                       | 16                         | 1                    | 0                        | 0                                  | 18                 |
| 18 Entered Employment Rate Base                         | 2912                | 179                                  | 0                       | 35                         | 2                    | 0                        | 0                                  | 25                 |
| 19 Entered Employment Rate                              | 61                  | 57                                   | 0                       | 46                         | 50                   | 0                        | 0                                  | 72                 |
| 20 Employment Retention At Six Months                   |                     | 72                                   | 0                       | 17                         | 1                    | 0                        | 0                                  | 14                 |
| 21 Employment Retention At Six Months Base              |                     | 83                                   | 0                       | 21                         | 1                    | 0                        | 0                                  | 17                 |
| 22 Employment Retention At Six Months Rate              |                     | 87                                   | 0                       | 81                         | 100                  | 0                        | 0                                  | 82                 |
| 23 Entered Employment Following Staff Assisted Services |                     | 118                                  | 0                       | 18                         | 1                    | 0                        | 0                                  | 18                 |
| 24 Entered Employment Following S/A Services Base       |                     | 186                                  | 0                       | 32                         | 2                    | 0                        | 0                                  | 23                 |
| 25 Entered Employment Following S/A Services Rate       |                     | 63                                   | 0                       | 56                         | 50                   | 0                        | 0                                  | 78                 |
| 26 Entered Employment Following Case Management         |                     | 12                                   | 0                       | 1                          | 0                    | 0                        | 0                                  | 2                  |
| 27 Entered Employment Following Case Management Base    |                     | 20                                   | 0                       | 2                          | 0                    | 0                        | 0                                  | 3                  |
| 28 Entered Employment Following Case Management Rate    |                     | 60                                   | 0                       | 50                         | 0                    | 0                        | 0                                  | 67                 |
| 29 Federal Training Placements                          | 19                  | 2                                    | 0                       | 0                          | 0                    | 0                        | 0                                  | 0                  |
| 30 Placed in Federal Job                                | 0                   | 0                                    | 0                       | 0                          | 0                    | 0                        | 0                                  | 0                  |
| 31 Placed in FCJL Job                                   |                     |                                      | 0                       | 0                          |                      | 0                        | 0                                  |                    |
| 32 Job Seeker Satisfaction Score*                       |                     |                                      |                         |                            |                      |                          |                                    |                    |

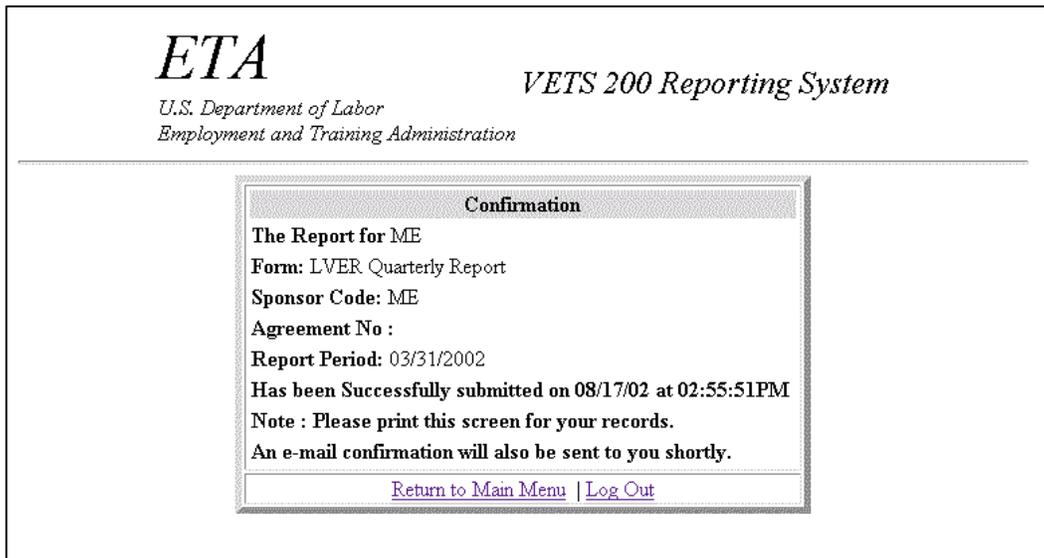
VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, Washington, D.C. 20210 ( Paperwork Reduction Project 1205-0240 ). VETS-200(B)

Please enter your PIN here :

Figure 18: LVER Quarterly Report Form

- To submit this form, you must enter your PIN in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 19).



**Figure 19:** Confirmation Message

### Submit Data Manually

1. **To enter report data manually**, click Submit your data manually in the **Data Submission Options** window (Figure 15). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 19).

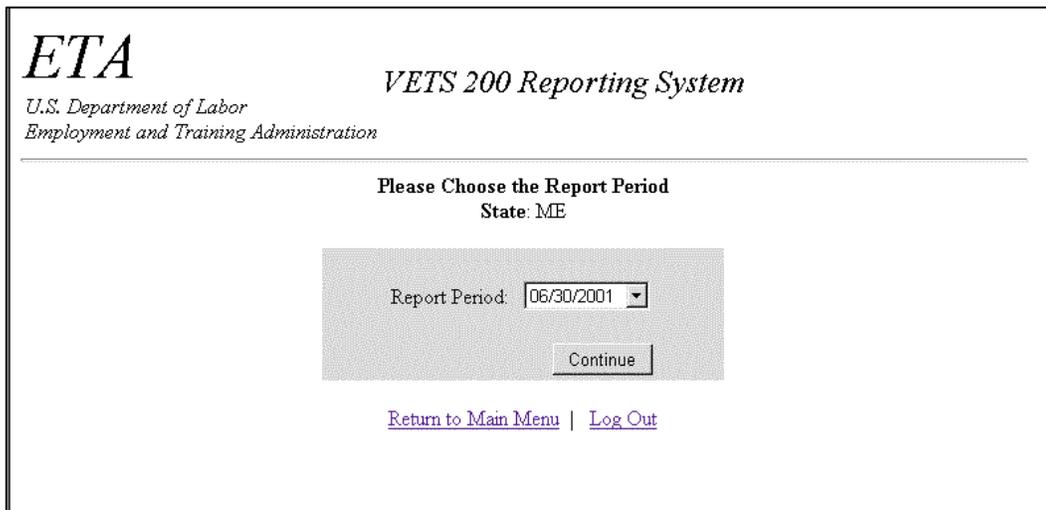
# Enter VETS DVOP/LVER (Form 200C)

## Access VETS DVOP/LVER Report

---

Follow the steps below to access the **VETS DVOP/LVER** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 20) is displayed.



The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. The title 'VETS 200 Reporting System' is centered. Below the title, it says 'Please Choose the Report Period' and 'State: ME'. A central grey box contains a 'Report Period' dropdown menu set to '06/30/2001' and a 'Continue' button. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

**Figure 20:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 21) is displayed. Continue to step 4. If you get an error message, see **Note A** above.

The screenshot shows the 'Form Selection' window of the VETS 200 Reporting System. At the top left is the 'ETA' logo and the text 'U.S. Department of Labor Employment and Training Administration'. At the top right is the title 'VETS 200 Reporting System'. Below this is a horizontal line. The main content area is titled 'Form Selection' and displays the following information: 'State: ME' and 'Report Quarter: 12/31/2001'. There are three buttons stacked vertically: 'DVOP (VETS 200A)', 'LVER (VETS 200B)', and 'DVOP/LVER (VETS 200C)'. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

**Figure 21:** Form Selection Window

4. Click **DVOP/LVER (VETS 200C)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 22).

The screenshot shows the 'Data Submission Options' window of the VETS 200 Reporting System. At the top left is the 'ETA' logo and the text 'U.S. Department of Labor Employment and Training Administration'. At the top right is the title 'VETS 200 Reporting System'. Below this is a horizontal line. The main content area is titled 'Please Select Method to Submit Your Data'. It displays the following information: 'Form Name: DVOP/LVER', 'State: ME', and 'Report Quarter: 03/31/2002'. There are two bullet points with links: 'Submit your data by uploading a file' and 'Submit your data manually'. At the bottom, there are two links: 'Return to Main Menu' and 'Log Out'.

**Figure 22:** DVOP/LVER Data Submission Options Window

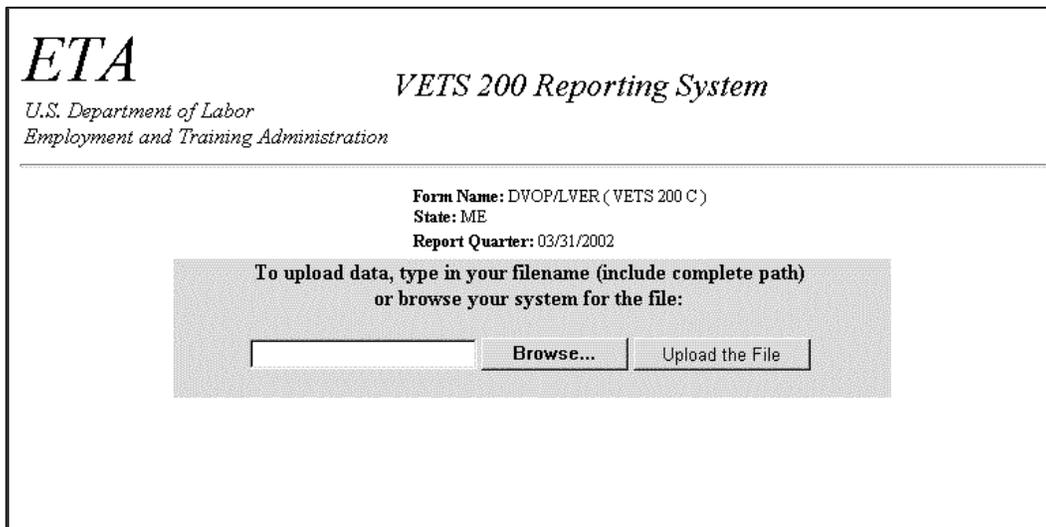
## Enter/Submit VETS DVOP/LVER Report

---

You may submit the **DVOP/LVER** Report by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

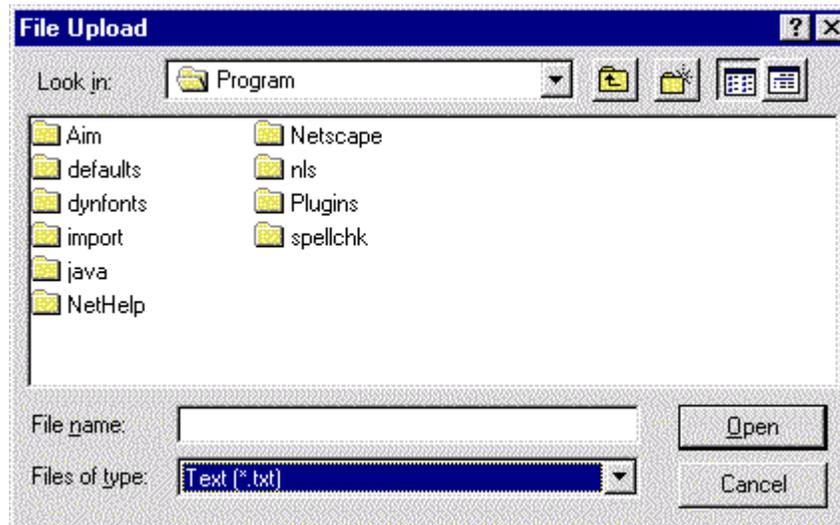
1. To use the **upload data option**, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 23) is displayed.



The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo and the text 'U.S. Department of Labor Employment and Training Administration'. The title 'VETS 200 Reporting System' is centered. Below this, the form displays the following information: 'Form Name: DVOP/LVER (VETS 200 C)', 'State: ME', and 'Report Quarter: 03/31/2002'. A central instruction box reads: 'To upload data, type in your filename (include complete path) or browse your system for the file:'. Below this instruction is a text input field, a 'Browse...' button, and an 'Upload the File' button.

**Figure 23:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 24) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 24:** File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 23) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **DVOP/LVER Quarterly Report** form is displayed (Figure 25).

| VETS-200 (C) _____ DVOP/LVER Quarterly Report |  | U.S. Department of Labor                  |                      |                         |                   |                       |                          |                 |  |
|---|--|---|----------------------|-------------------------|-------------------|-----------------------|--------------------------|-----------------|--|
| DRAFT 9/27/01                                 |  | Veterans' Employment and Training Service |                      |                         |                   |                       |                          |                 |  |
| State : ME                                    | Program Year   |   | Quarter              |                         |                   |                       | OMB Approval No.         |                 |  |
|   | A.   | B.  | C.                   | D.                      | E.                | F.                    | G.                       | H.              |  |
|   | Total Applicants                                     | Total Veterans & Eligible Persons         | Vietnam Era Veterans | Campaign Badge Veterans | Disabled Veterans | Special Disabled Vets | Newly Separated Veterans | Female Veterans |  |
| 1   | Total Applicants                                     | 10486                                     | 660                  | 0                       | 156               | 7                     | 0                        | 80              |  |
| 2   | Male   | 9632                                      | 579                  | 0                       | 134               | 5                     | 0                        |                 |  |
| 3   | Female   | 838                                       | 80                   | 0                       | 22                | 2                     | 0                        |                 |  |
| 4   | 19-44  | 5507                                      | 351                  | 0                       | 74                | 6                     | 0                        | 63              |  |
| 5   | 45-54  | 3216                                      | 223                  | 0                       | 57                | 0                     | 0                        | 15              |  |
| 6   | 55 And Over  | 1716                                      | 82                   | 0                       | 0                 | 1                     | 0                        | 2               |  |
| <b>a. Services Provided</b>                   |  |   |                      |                         |                   |                       |                          |                 |  |
| 7   | Received Staff Assisted Services                     | 11620                                     | 731                  | 0                       | 170               | 7                     | 0                        | 88              |  |
| 8   | Received Career Guidance                             | 0   | 0                    | 0                       | 0                 | 0                     | 0                        | 0               |  |
| 9   | Provided Case Mgmt. Services                         | 218                                       | 41                   | 0                       | 4                 | 0                     | 0                        | 9               |  |
| 10  | Referred to Federal Training                         | 228                                       | 22                   | 0                       | 4                 | 0                     | 0                        | 3               |  |
| 11  | Referred to WIA Services                             | 138                                       | 12                   | 0                       | 2                 | 0                     | 0                        | 3               |  |
| 12  | Referred to Support Services                         | 2317                                      | 186                  | 0                       | 51                | 1                     | 0                        | 23              |  |
| 13  | Received Job Search Activities                       | 8073                                      | 541                  | 0                       | 126               | 2                     | 0                        | 60              |  |
| 14  | Referred to Employment                               | 4236                                      | 304                  | 0                       | 67                | 2                     | 0                        | 43              |  |
| 15  | Referred to Federal Job                              | 0   | 0                    | 0                       | 0                 | 0                     | 0                        | 0               |  |
| 16  | Referred to FCJL Job                                 |   |                      | 0                       | 0                 | 0                     | 0                        |                 |  |
| <b>b. Results And Outcomes</b>                |  |   |                      |                         |                   |                       |                          |                 |  |
| 17  | Entered Employment                                   | 2418                                      | 133                  | 0                       | 22                | 1                     | 0                        | 19              |  |
| 18  | Entered Employment Rate Base                         | 3865                                      | 226                  | 0                       | 45                | 2                     | 0                        | 28              |  |
| 19  | Entered Employment Rate                              | 63  | 59                   | 0                       | 49                | 50                    | 0                        | 68              |  |
| 20  | Employment Retention At Six Months                   |   | 102                  | 0                       | 19                | 1                     | 0                        | 15              |  |
| 21  | Employment Retention At Six Months Base              |   | 120                  | 0                       | 25                | 1                     | 0                        | 18              |  |
| 22  | Employment Retention At Six Months Rate              |   | 85                   | 0                       | 76                | 100                   | 0                        | 83              |  |
| 23  | Entered Employment Following Staff Assisted Services |   | 135                  | 0                       | 22                | 1                     | 0                        | 19              |  |
| 24  | Entered Employment Following S/A Services Base       |   | 211                  | 0                       | 37                | 2                     | 0                        | 26              |  |
| 25  | Entered Employment Following S/A Services Rate       |   | 64                   | 0                       | 59                | 50                    | 0                        | 73              |  |
| 26  | Entered Employment Following Case Management         |   | 15                   | 0                       | 1                 | 0                     | 0                        | 2               |  |
| 27  | Entered Employment Following Case Management Base    |   | 24                   | 0                       | 2                 | 0                     | 0                        | 3               |  |
| 28  | Entered Employment Following Case Management Rate    |   | 63                   | 0                       | 50                | 0                     | 0                        | 67              |  |
| 29  | Federal Training Placements                          | 25  | 2                    | 0                       | 0                 | 0                     | 0                        | 0               |  |
| 30  | Placed in Federal Job                                | 0   | 0                    | 0                       | 0                 | 0                     | 0                        | 0               |  |
| 31  | Placed in FCJL Job                                   |   |                      | 0                       | 0                 | 0                     | 0                        |                 |  |
| 32  | Job Seeker Satisfaction Score*                       |   |                      |                         |                   |                       |                          |                 |  |

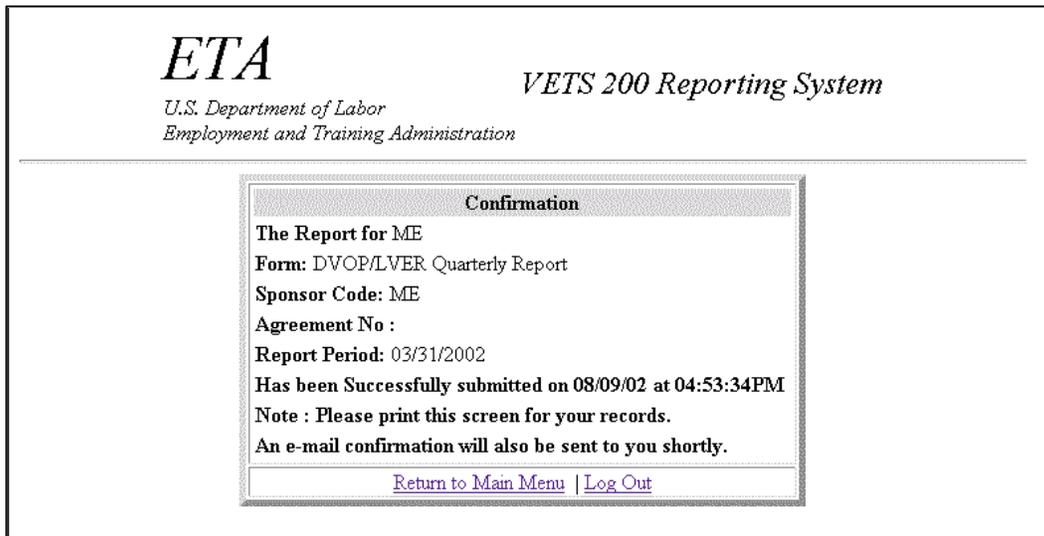
VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, W ashington, D.C. 20210 ( Paperwork Reduction Project 1205-0240 ). VETS-200(C)

Please enter your PIN here :

**Figure 25: DVOP/LVER Quarterly Report Form**

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 26).



**Figure 26:** Confirmation Message

### Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 22). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 26).

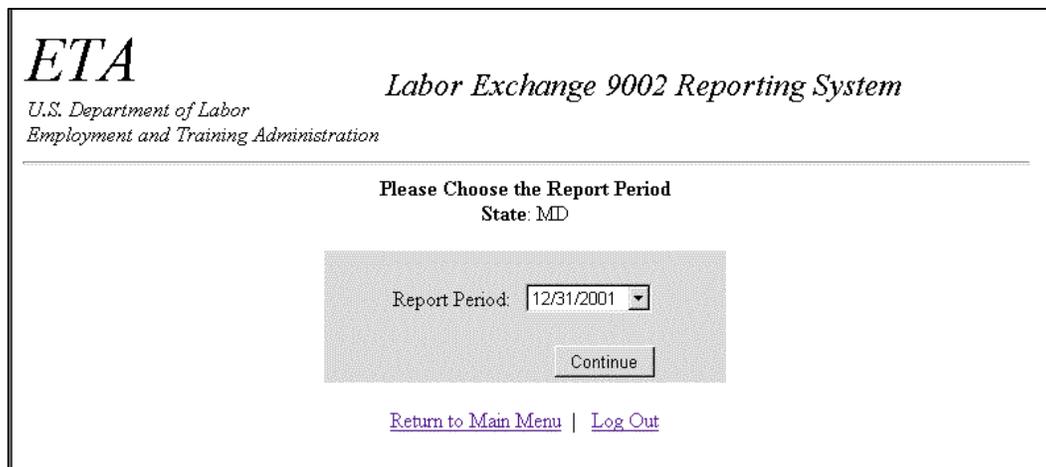
# Enter Labor Exchange Service to Job Seeker Report (Form 9002A)

## Access Labor Exchange Service to Job Seeker Report

---

Follow the steps below to access the **Labor Exchange Service to Job Seeker Report**.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 27) is displayed.



*ETA*  
U.S. Department of Labor  
Employment and Training Administration

*Labor Exchange 9002 Reporting System*

Please Choose the Report Period  
State: MD

Report Period: 12/31/2001

Continue

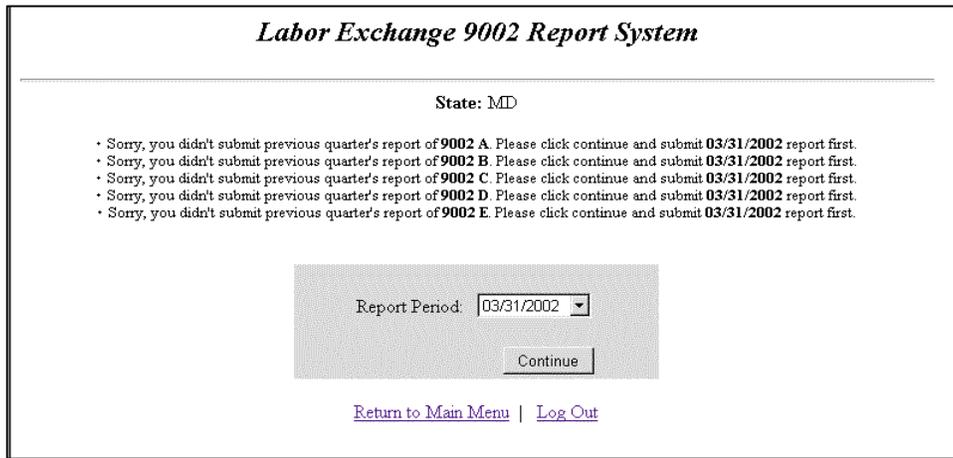
[Return to Main Menu](#) | [Log Out](#)

**Figure 27:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 30) is displayed. Continue to step 4. If you get an error message, see **Note B** below.

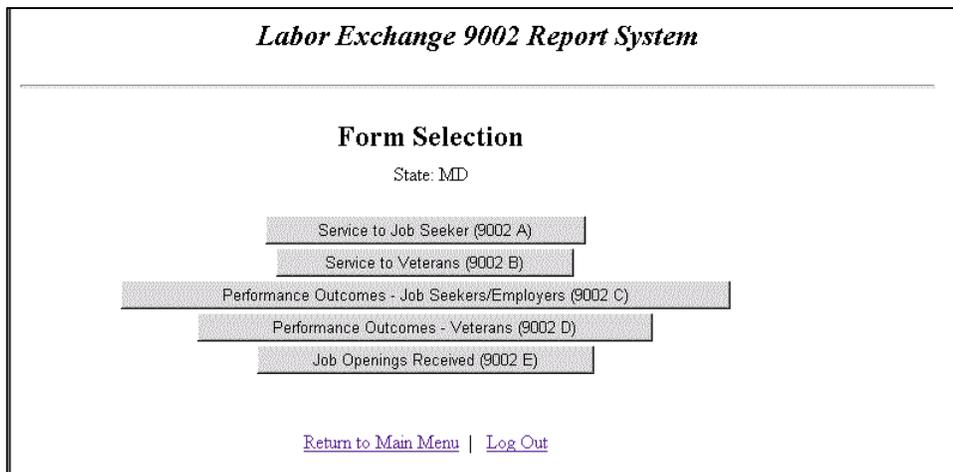
**Note B:** You must submit Labor Exchange 9002 quarterly reports in order. If you fail to select the correct quarter in the step above, an error message (Figure 28) and a follow-up message (Figure 29) are displayed.

The error message tells you what reports must be filed. Click  in the error message window to view the follow-up message, which guides you through the process of filing the missing reports.



The screenshot shows a web page titled "Labor Exchange 9002 Report System". Below the title, it says "State: MD". There is a list of five error messages, each starting with "Sorry, you didn't submit previous quarter's report of 9002 [A-E]. Please click continue and submit 03/31/2002 report first." Below the list is a "Report Period:" label with a dropdown menu showing "03/31/2002" and a "Continue" button. At the bottom, there are two links: "Return to Main Menu" and "Log Out".

**Figure 28:** Labor Exchange 9002 Report Selection Error Message



The screenshot shows a web page titled "Labor Exchange 9002 Report System". Below the title, it says "Form Selection" and "State: MD". There are five buttons stacked vertically, each representing a different report type: "Service to Job Seeker (9002 A)", "Service to Veterans (9002 B)", "Performance Outcomes - Job Seekers/Employers (9002 C)", "Performance Outcomes - Veterans (9002 D)", and "Job Openings Received (9002 E)". At the bottom, there are two links: "Return to Main Menu" and "Log Out".

**Figure 29:** Labor Exchange 9002 Error Follow-Up Window

**Labor Exchange 9002 Report System**

---

**Form Selection**

State: MD

[Service to Job Seeker \(9002 A\)](#)

[Service to Veterans \(9002 B\)](#)

[Performance Outcomes - Job Seekers/Employers \(9002 C\)](#)

[Performance Outcomes - Veterans \(9002 D\)](#)

[Job Openings Received \(9002 E\)](#)

[Return to Main Menu](#) | [Log Out](#)

**Figure 30:** Form Selection Window

4. Click [Service to Job Seeker \(9002 A\)](#) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 31).

**ETA**  
U.S. Department of Labor  
Employment and Training Administration

**Labor Exchange 9002 Reporting System**

---

**Please Select Method to Submit Your Data**

**Form Name:** Service to Job Seeker (9002 A)  
**State:** MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

**Figure 31:** Service to Job Seeker Data Submission Options Window

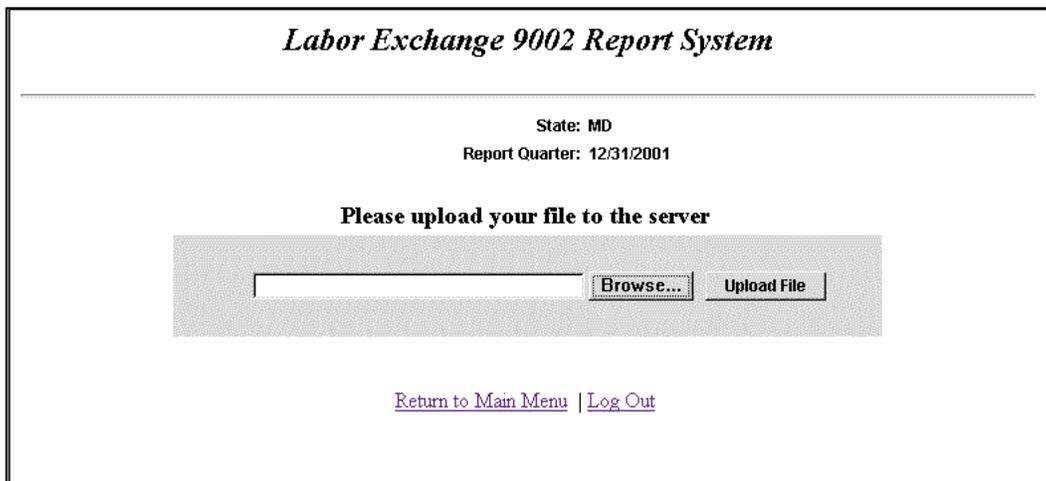
## Enter/Submit Labor Exchange Service to Job Seeker Report

---

You may submit the **Labor Exchange Service to Job Seeker Report** by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

1. To use the **upload data option**, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 31). The **Upload File to Server** window (Figure 32) is displayed.



The screenshot shows a web interface titled "Labor Exchange 9002 Report System". Below the title, it displays "State: MD" and "Report Quarter: 12/31/2001". A central instruction reads "Please upload your file to the server". Below this is a shaded rectangular area containing a text input field, a "Browse..." button, and an "Upload File" button. At the bottom of the window, there are two links: "Return to Main Menu" and "Log Out".

**Figure 32:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 33) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 33:** File Upload Window

3. When the desired file appears in the **File name** field, click . The **Upload File to Server** window (Figure 32) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click . The **Service to Job Seekers Quarterly Report** form is displayed (Figure 34).

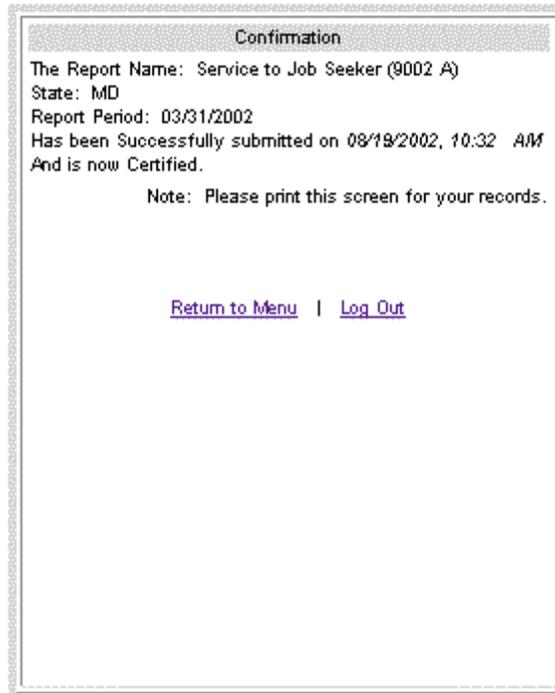
**Labor Exchange 9002 Report System**

**ETA 9002 A Quarterly Report  
Service to Job Seeker**

|   |                         |   |            |       |                      |                       |    |   |       |                                  |   |       |                             |       |               |                                |  |   |                          |      |                       |   |
|---|-------------------------|---|------------|-------|----------------------|-----------------------|----|---|-------|----------------------------------|---|-------|-----------------------------|-------|---------------|--------------------------------|--|---|--------------------------|------|-----------------------|---|
| State: MD   |                         | Report Due: 03/31/2002<br>Report Period: 12/31/2001 |            |       |                      |                       |    |   |       |                                  |   |       |                             |       |               |                                | OMB No. 1208-0240<br>Expires: 03/31/2002 |   |                          |      |                       |   |
| Cumulative for Four Quarters Ending<br>mm-dd-yyyy | A                       | B   |            |       | C                    |                       | D  |   | E     |                                  |   |       |                             |       |               | F                              |  |   |                          | G    | H                     | I |
|   | Total<br>Job<br>Seekers | Employment Status at<br>Registration                |            |       | Eligible<br>Claimant | Hispanic or<br>Latino |    | Race                                      |       |                                  |   |       |                             |       | Education     |                                |  |   | Persons<br>w/ Disability | MSFW | Dislocated<br>Workers |   |
|   |                         | Employed  | Unemployed | Total |                      | Yes                   | No | American<br>Indian or<br>Alaska<br>Native | Asian | Black or<br>African-<br>American | Hawaiian<br>Native or<br>other<br>Pacific<br>Islander | White | More<br>Than<br>one<br>Race | Other | In-<br>School | Not High<br>School<br>Graduate | High<br>School<br>Graduate<br>or<br>GED  | Post<br>Secondary<br>Degree or<br>Certification |                          |      |                       |   |
|   | 1                       | 2   | 3          | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 1   | 110                     | 75  | 35         | 25    | 25                   | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 2   | 88                      | 75  | 13         | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 3   | 72                      | 50  | 22         | 17    | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 4   | 28                      | 25  | 3          | 8     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 5   | 65                      | 50  | 15         | 20    | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 6   | 35                      | 25  | 10         | 5     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 7   | 5                       | 2   | 3          | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 8   | 80                      | 55  | 25         | 20    | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 9   | 40                      | 30  | 10         | 15    | 4                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 10  | 30                      | 20  | 10         | 2     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 11  | 10                      | 5   | 5          | 3     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 12  | 5                       | 2   | 3          | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 13  | 5                       | 2   | 3          | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 14  | 5                       | 2   | 3          | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 15  | 5                       | 2   | 3          | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 16  | 5                       | 2   | 3          | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| 17  | 5                       | 2   | 3          | 4     | 5                    | 6                     | 7  | 8   | 9     | 10                               | 11  | 12    | 13                          | 14    | 15            | 16                             | 17                                       | 18  | 19                       | 20   |                       |   |
| Reports Comments:                                 |                         | <input type="text"/>                                |            |       |                      |                       |    |   |       |                                  |   |       |                             |       |               |                                |  |   |                          |      |                       |   |
| Your PIN Number:                                  |                         | <input type="text"/>                                |            |       |                      |                       |    |   |       |                                  |   |       |                             |       |               |                                |  |   |                          |      |                       |   |

**Figure 34:** Service to Job Seekers Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click **Submit**. When the **Submit** is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 35).



**Figure 35:** Confirmation Message

### Submit Data Manually

1. To enter report data manually, click [Submit your data manually](#) in the **Data Submission Options** window (Figure 31). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 35).

# Enter Labor Exchange Service to Veterans Report (Form 9002B)

## Access Labor Exchange Service to Veterans Report

Follow the steps below to access the **Labor Exchange Service to Veterans Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 36) is displayed.



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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

Please Choose the Report Period  
State: MD

Report Period: 12/31/2001

Continue

[Return to Main Menu](#) | [Log Out](#)

**Figure 36:** Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 37) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

**Labor Exchange 9002 Report System**

---

**Form Selection**

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

**Figure 37:** Form Selection Window

4. Click **Service to Veterans (9002 B)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 38).

**ETA** **Labor Exchange 9002 Reporting System**

*U.S. Department of Labor  
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---

**Please Select Method to Submit Your Data**

**Form Name:** Service to Veterans (9002 B)  
**State:** MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

**Figure 38:** Service to Veterans Data Submission Options Window

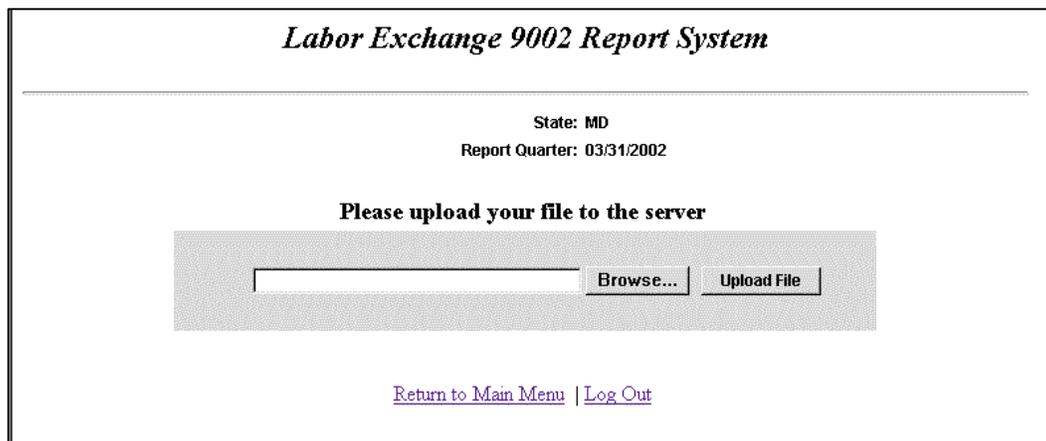
## Enter/Submit Labor Exchange Service to Veterans Report

---

You may submit the **Labor Exchange Service to Veterans Report** by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

1. To use the **upload data option**, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 38). The **Upload File to Server** window (Figure 39) is displayed.



*Labor Exchange 9002 Report System*

---

State: MD  
Report Quarter: 03/31/2002

**Please upload your file to the server**

[Return to Main Menu](#) | [Log Out](#)

**Figure 39:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click . The **File Upload** window (Figure 40) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 40:** File Upload Window

3. When the desired file appears in the **File name** field, click  . The **Upload File to Server** window (Figure 39) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click  . The **Service to Veterans Quarterly Report** form is displayed (Figure 41).

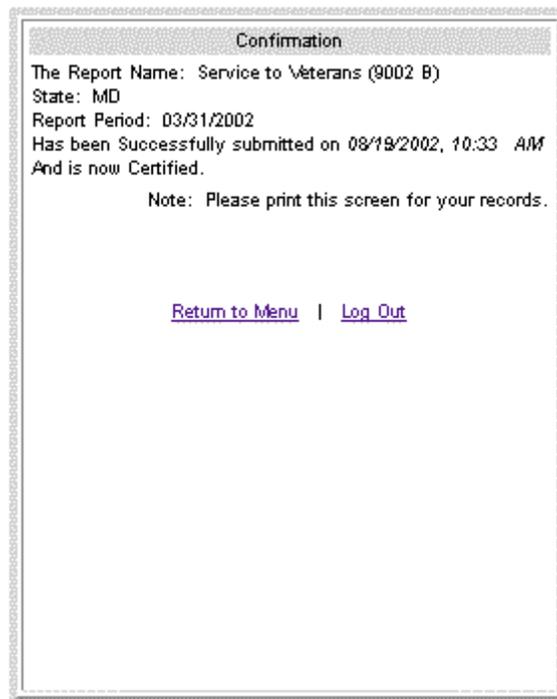
**Labor Exchange 9002 Report System**

**ETA 9002 B Quarterly Report  
Service to Veterans**

|  |   |       |      |       |                        |       |     |       |                           |       |      |       |  |       |     |       |                                |       |     |       |                          |
|--|---|-------|------|-------|------------------------|-------|-----|-------|---------------------------|-------|------|-------|--|-------|-----|-------|--------------------------------|-------|-----|-------|--------------------------|
| State: MD                                      | Report Due: 06/30/2002<br>Report Period: 03/31/2002 |       |      |       |                        |       |     |       |                           |       |      |       | OMB No. 1205-0240<br>Expires: 06/30/2002 |       |     |       |                                |       |     |       |                          |
| Cumulative for Four Quarters Ending mm-dd-yyyy | A<br>Total Veterans and Eligible Persons            |       |      |       | B<br>Campaign Veterans |       |     |       | C<br>Vietnam Era Veterans |       |      |       | D<br>Disabled Veterans                   |       |     |       | E<br>Special Disabled Veterans |       |     |       | F<br>Newly Sep. Veterans |
|  | 19-44   | 45-54 | 55+  | Total | 19-44                  | 45-54 | 55+ | Total | 19-44                     | 45-54 | 55+  | Total | 19-44                                    | 45-54 | 55+ | Total | 19-44                          | 45-54 | 55+ | Total | Total                    |
|  | 1   | 2     | 3    | 4     | 5                      | 6     | 7   | 8     | 9                         | 10    | 11   | 12    | 13                                       | 14    | 15  | 16    | 17                             | 18    | 19  | 20    | 21                       |
| 1 Total_Active_Veteran_Job_Seekers             | 6864  | 3996  | 2085 | 12978 | 429                    | 1071  | 478 | 1981  | 251                       | 3260  | 1183 | 4697  | 613                                      | 437   | 134 | 1189  | 258                            | 216   | 59  | 534   | 179                      |
| 2 Male   | 6042  | 3815  | 2035 | 11922 | 389                    | 1053  | 472 | 1917  | 240                       | 3165  | 1165 | 4573  | 486                                      | 403   | 132 | 1025  | 196                            | 193   | 58  | 447   | 155                      |
| 3 Female                                       | 815   | 177   | 46   | 1041  | 40                     | 18    | 5   | 63    | 11                        | 92    | 16   | 119   | 127                                      | 33    | 2   | 163   | 62                             | 23    | 1   | 87    | 24                       |
| 4 Received Staff-Assisted Services             | 6806  | 3970  | 2073 | 12882 | 426                    | 1066  | 473 | 1968  | 250                       | 3240  | 1173 | 4666  | 609                                      | 429   | 130 | 1173  | 256                            | 212   | 58  | 527   | 179                      |
| 5 Career Guidance                              | 0   | 0     | 0    | 0     | 0                      | 0     | 0   | 0     | 0                         | 0     | 0    | 0     | 0  | 0     | 0   | 0     | 0                              | 0     | 0   | 0     | 0                        |
| 6 Job Search Activities                        | 4747  | 2795  | 1466 | 9028  | 340                    | 827   | 375 | 1543  | 152                       | 2261  | 862  | 3277  | 435                                      | 309   | 96  | 844   | 180                            | 151   | 44  | 376   | 172                      |
| 7 Referred to Employment                       | 2826  | 1577  | 674  | 5087  | 192                    | 459   | 160 | 811   | 98                        | 1258  | 398  | 1755  | 247                                      | 168   | 46  | 463   | 92                             | 75    | 21  | 188   | 107                      |
| 8 Referred to WIA Services                     | 90  | 57    | 33   | 180   | 9                      | 18    | 9   | 36    | 3                         | 48    | 18   | 69    | 14                                       | 10    | 3   | 27    | 6                              | 5     | 2   | 13    | 2                        |
| 9 Referred to Support Services                 | 1657  | 775   | 407  | 2847  | 148                    | 203   | 105 | 456   | 38                        | 587   | 223  | 848   | 180                                      | 122   | 40  | 346   | 87                             | 61    | 20  | 169   | 82                       |
| 10 Provided Case Management Services           | 126   | 85    | 32   | 245   | 3                      | 30    | 6   | 39    | 7                         | 69    | 16   | 92    | 59                                       | 36    | 8   | 105   | 31                             | 26    | 6   | 64    | 6                        |
| 11 Referred to Federal Training                | 150   | 72    | 34   | 256   | 25                     | 24    | 6   | 55    | 4                         | 61    | 16   | 81    | 20                                       | 20    | 6   | 46    | 10                             | 11    | 5   | 26    | 20                       |
| 12 Placed in Federal Training                  | 26  | 13    | 10   | 49    | 1                      | 3     | 3   | 7     | 3                         | 10    | 7    | 20    | 3  | 2     | 1   | 6     | 1                              | 2     | 0   | 3     | 0                        |
| 13 Referred to Federal Job                     | 152   | 84    | 35   | 271   | 14                     | 29    | 7   | 50    | 6                         | 61    | 24   | 91    | 29                                       | 21    | 5   | 55    | 11                             | 9     | 1   | 21    | 18                       |
| 14 Placed in Federal Jobs                      | 15  | 10    | 1    | 26    | 1                      | 3     | 0   | 4     | 0                         | 6     | 1    | 7     | 6  | 3     | 0   | 9     | 2                              | 1     | 0   | 3     | 1                        |
| 15 Referred to FCJL Jobs                       |   |       |      |       | 109                    | 202   | 64  | 375   | 45                        | 587   | 175  | 807   |  |       |     |       | 46                             | 49    | 9   | 104   | 69                       |
| 16 Placed in FCJL Jobs                         |   |       |      |       | 12                     | 38    | 4   | 54    | 12                        | 84    | 16   | 112   |  |       |     |       | 7                              | 5     | 0   | 12    | 3                        |
| Reports Comments:                              |   |       |      |       |                        |       |     |       |                           |       |      |       |  |       |     |       |                                |       |     |       |                          |
| Your PIN Number:                               |   |       |      |       |                        |       |     |       |                           |       |      |       |  |       |     |       |                                |       |     |       |                          |
|  | <input type="button" value="Submit"/>               |       |      |       |                        |       |     |       |                           |       |      |       |  |       |     |       |                                |       |     |       |                          |

**Figure 41: Service to Veterans Quarterly Report Form**

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 42).



**Figure 42:** Confirmation Message

### Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 38). The **Quarterly Report** form is displayed.
2. Type the report data in the fields within the white boxes. These fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 42).

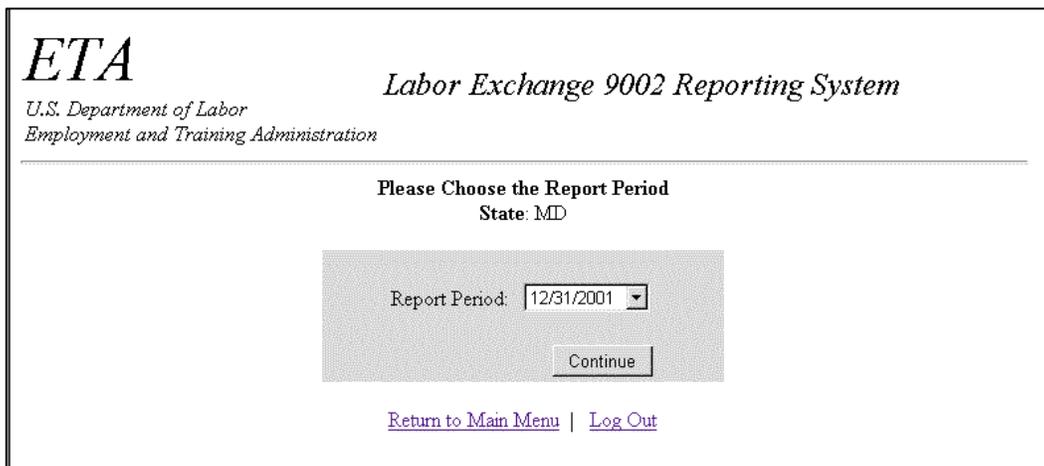
# Enter Labor Exchange Performance Outcomes - Job Seekers/Employers Report (Form 9002C)

## Access Labor Exchange Performance Outcomes - Job Seekers/Employers Report

---

Follow the steps below to access the **Labor Exchange Performance Outcomes - Job Seekers/Employers Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 43) is displayed.



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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

Please Choose the Report Period  
State: MD

Report Period: 12/31/2001

Continue

[Return to Main Menu](#) | [Log Out](#)

**Figure 43:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 44) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

**Labor Exchange 9002 Report System**

---

**Form Selection**

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

**Figure 44:** Form Selection Window

4. Click Performance Outcomes - Job Seekers/Employers (9002 C) in the **Form Selection Window**. The **Data Submission Options** window is displayed (Figure 45).

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**Labor Exchange 9002 Reporting System**

---

**Please Select Method to Submit Your Data**

**Form Name:** Performance Outcomes - Job Seekers/Employers (9002 C)

**State:** MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

**Figure 45:** Performance Outcomes – Job Seekers/Employers Data Submission Options Window

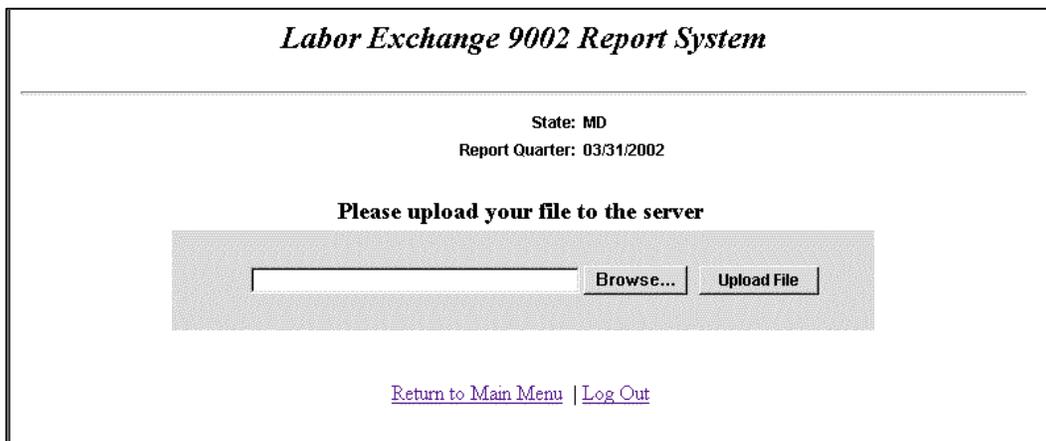
## Enter/Submit Labor Exchange Performance Outcomes- Job Seekers/Employers Report

---

You may submit the **Labor Exchange Performance Outcomes – Job Seekers/Employers Report** by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 45). The **Upload File to Server** window (Figure 46) is displayed.



The screenshot shows a web interface titled "Labor Exchange 9002 Report System". Below the title, it displays "State: MD" and "Report Quarter: 03/31/2002". A central instruction reads "Please upload your file to the server". Below this is a shaded rectangular area containing a text input field, a "Browse..." button, and an "Upload File" button. At the bottom of the window, there are two links: "Return to Main Menu" and "Log Out".

**Figure 46:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 47) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 47:** File Upload Window

3. When the desired file appears in the **File name** field, click . The **Upload File to Server** window (Figure 46) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click . The **Performance Outcomes – Job Seekers/Employers Quarterly Report** form is displayed (Figure 48).

**Labor Exchange 9002 Report System**

**ETA 9002 C Quarterly Report**  
**Performance Outcomes - Job Seekers/Employers**

|  |                        |   |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
|--|------------------------|---|-------|------------------------|-------------------------|-------|-----------|-----|------|----|-------|-----|----------------|-----|------|----------------------------|--|------------------------|----|-----|
| State: MD                                      |                        | Report Due: 06/30/2002<br>Report Period: 03/31/2002 |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            | OMB No. 1206-0240<br>Expires: 06/30/2002 |                        |    |     |
| Cumulative for Four Quarters Ending mm-dd-yyyy | A<br>Total Job Seekers | B<br>Employment Status at Registration              |       | C<br>Eligible Claimant | D<br>Hispanic or Latino |       | E<br>Race |     |      |    |       |     | F<br>Education |     |      | G<br>Persons w/ Disability | H<br>MSFW                                | I<br>Dislocate Workers |    |     |
|  | 1                      | 2   | 3     | 4                      | 5                       | 6     | 7         | 8   | 9    | 10 | 11    | 12  | 13             | 14  | 15   | 16                         | 17                                       | 18                     | 19 | 20  |
|  |                        |   |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 1 Entered Employment                           | 40073                  | 1320  | 38753 | 7269                   | 1683                    | 38390 | 324       | 230 | 2081 | 21 | 10613 | 144 | 0              | 459 | 8297 | 28015                      | 3328                                     | 489                    | 2  | 425 |
| 2 Entered Employment (Youth)                   | 3897                   | 101   | 3796  | 80                     | 211                     | 3686  | 27        | 19  | 153  | 6  | 1009  | 17  | 0              | 116 | 1792 | 1980                       | 8  | 9                      | 0  | 5   |
| 3 Entered Employment (19-44)                   | 29982                  | 1095  | 28887 | 5345                   | 1328                    | 28654 | 243       | 177 | 1657 | 14 | 7439  | 109 | 0              | 308 | 5658 | 21711                      | 2330                                     | 300                    | 1  | 293 |
| 4 Entered Employment (45-55)                   | 4574                   | 98  | 4476  | 1358                   | 102                     | 4472  | 40        | 29  | 212  | 0  | 1504  | 17  | 0              | 25  | 582  | 3212                       | 756                                      | 145                    | 1  | 97  |
| 5 Entered Employment (55 and over)             | 1620                   | 26  | 1594  | 486                    | 42                      | 1578  | 14        | 5   | 59   | 1  | 661   | 1   | 0              | 10  | 265  | 1112                       | 234                                      | 35                     | 0  | 30  |
| 6 Entered_Employment_Rate_Base                 | 60636                  |   |       | 12350                  |                         |       |           |     |      |    |       |     |                |     |      |                            |  | 905                    | 5  | 726 |
| 7 Entered Employment Rate                      | 66                     |   |       | 59                     |                         |       |           |     |      |    |       |     |                |     |      |                            |  | 54                     | 40 | 59  |
| 8 Employment Refention at Six Mo. Base         | 19623                  | 1030  | 18593 | 3137                   | 126                     | 19497 | 84        | 16  | 481  | 3  | 1687  | 54  | 0              | 292 | 3331 | 14543                      | 1481                                     | 356                    | 2  | 300 |
| 9 Employment Retention Rate at Six Mo. Base    | 23168                  |   |       | 3664                   |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 10 Employment Retention Rate at Six Mo.        | 85                     |   |       | 86                     |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 11 Entered Employment Follow S-A Services      | 31682                  |   |       | 6197                   |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 12 Job Seeker Customer Satisfaction Score      | 65                     |   |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 13 # of Completed Surveys                      | 1034                   |   |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 14 Sample Size                                 | 5000                   |   |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 15 Employer Customer Satisfaction Score        | 78                     |   |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 16 # of Completed Surveys                      | 6000                   |   |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |
| 17 Sample Size                                 | 10500                  |   |       |                        |                         |       |           |     |      |    |       |     |                |     |      |                            |  |                        |    |     |

Reports Comments:

Your PIN Number:

**Figure 48:** Performance Outcomes – Job Seekers/Employers Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 49).

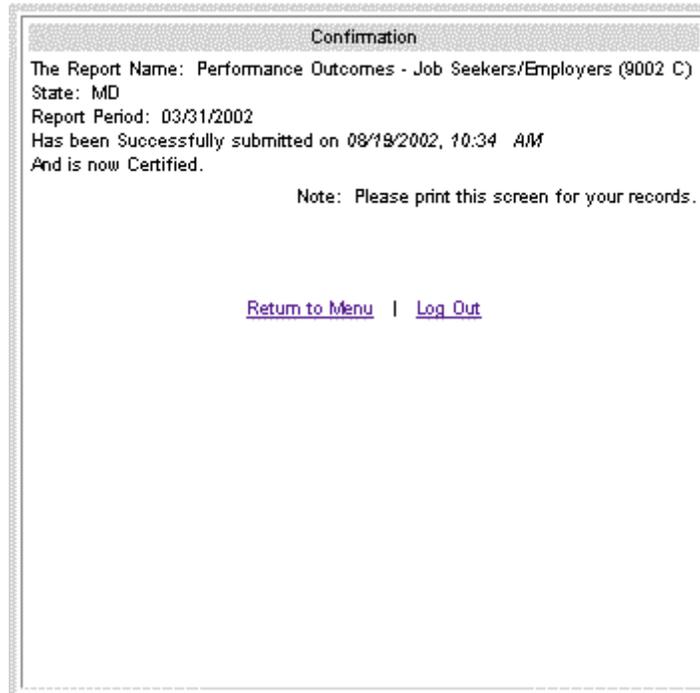


Figure 49: **Confirmation Message**

### Submit Data Manually

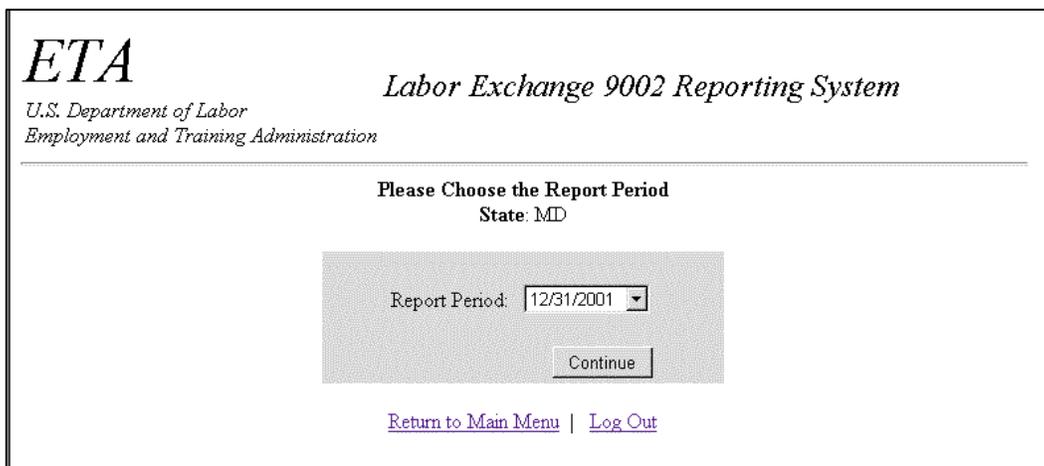
1. **To enter report data manually**, click Submit your data manually in the **Data Submission Options** window (Figure 45). The **Quarterly Report** form is displayed.
2. Type the report data in the fields within the white boxes. These fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 49).

# Enter Labor Exchange Performance Outcomes – Veterans Report (Form 9002D)

## Access Labor Exchange Performance Outcomes – Veterans Report

Follow the steps below to access the **Labor Exchange Performance Outcomes – Veterans Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 50) is displayed.



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*Labor Exchange 9002 Reporting System*

Please Choose the Report Period  
State: MD

Report Period: 12/31/2001

Continue

[Return to Main Menu](#) | [Log Out](#)

**Figure 50:** Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 51) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

***Labor Exchange 9002 Report System***

---

**Form Selection**

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

**Figure 51:** Form Selection Window

4. Click Performance Outcomes - Veterans (9002 D) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 52).

***ETA*** *Labor Exchange 9002 Reporting System*

*U.S. Department of Labor*  
*Employment and Training Administration*

---

**Please Select Method to Submit Your Data**

**Form Name:** Performance Outcomes - Veterans (9002 D)  
**State:** MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

**Figure 52:** Performance Outcomes – Veterans Data Submission Options Window

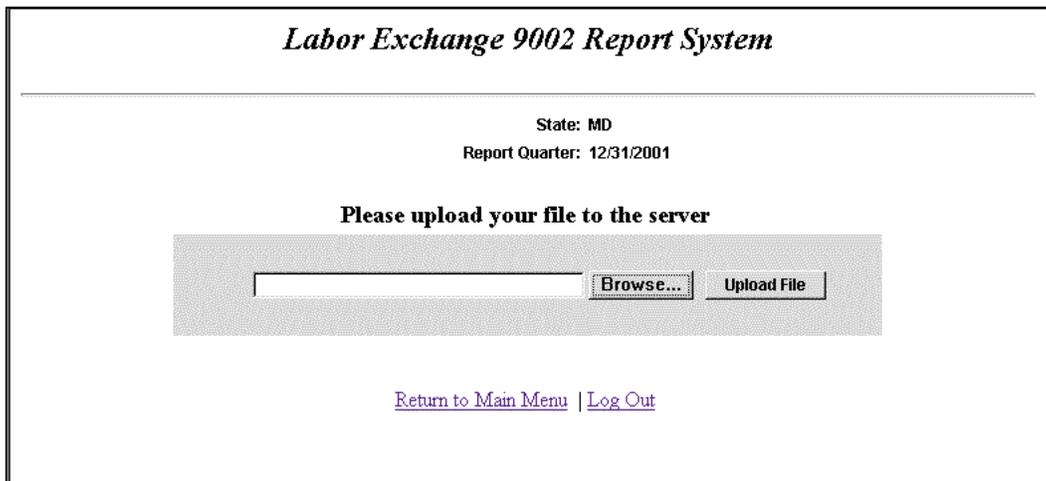
## Enter/Submit Labor Exchange Performance Outcomes – Veterans Report

---

You may submit the **Labor Exchange Performance Outcomes – Veterans Report** by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 52). The **Upload File to Server** window (Figure 53) is displayed.



*Labor Exchange 9002 Report System*

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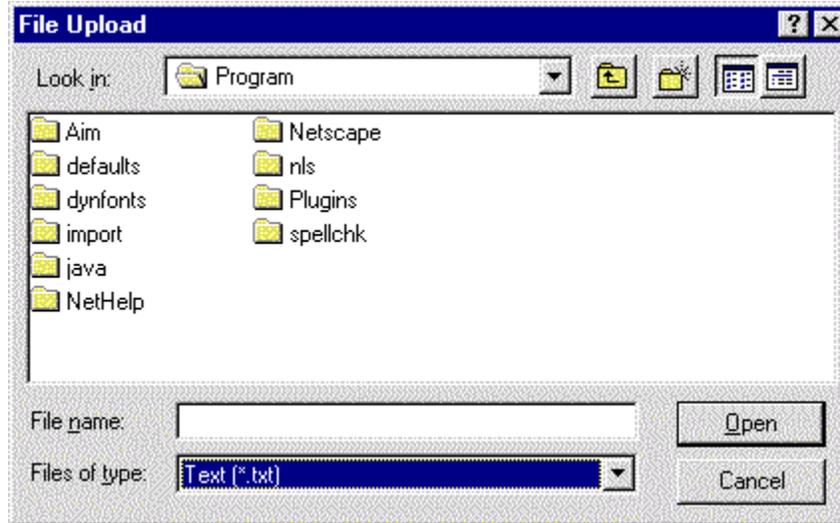
State: MD  
Report Quarter: 12/31/2001

**Please upload your file to the server**

[Return to Main Menu](#) | [Log Out](#)

**Figure 53:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click . The **File Upload** window (Figure 54) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 54:** File Upload Window

3. When the desired file appears in the **File name** field, click  . The **Upload File to Server** window (Figure 53) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click  . The **Performance Outcomes – Veterans Quarterly Report** form is displayed (Figure 55).

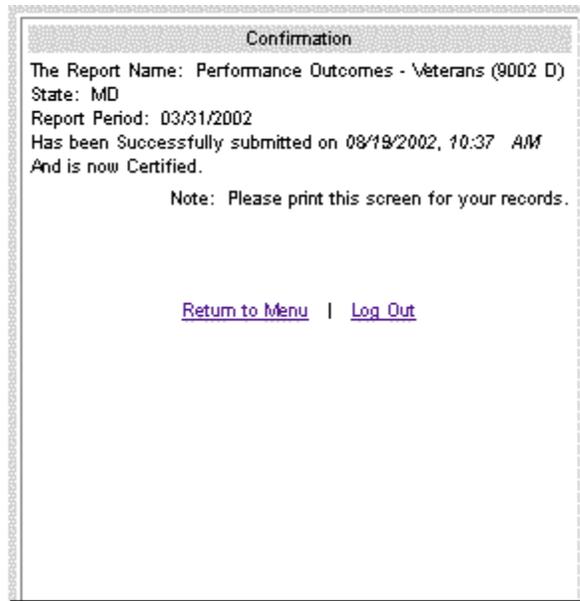
*Labor Exchange 9002 Report System*

**ETA 9002 D Quarterly Report  
Performance Outcomes - Veterans**

|   |   |       |     |       |                              |       |     |       |                           |       |     |       |                        |       |     |       |  |       |     |       |                             |
|---|---|-------|-----|-------|------------------------------|-------|-----|-------|---------------------------|-------|-----|-------|------------------------|-------|-----|-------|--|-------|-----|-------|-----------------------------|
| State: MD   | Report Due: 06/30/2002<br>Report Period: 03/31/2002 |       |     |       |                              |       |     |       |                           |       |     |       |                        |       |     |       | OMB No. 1205-0240<br>Expires: 06/30/2002 |       |     |       |                             |
| Veteran Performance Outcomes                      | A<br>Total Veterans and Eligible Persons            |       |     |       | B<br>Campaign Badge Veterans |       |     |       | C<br>Vietnam Era Veterans |       |     |       | D<br>Disabled Veterans |       |     |       | E<br>Special Disabled Veterans           |       |     |       | F<br>Newly Sep.<br>Veterans |
|   | 19-44   | 45-54 | 55+ | Total | 19-44                        | 45-54 | 55+ | Total | 19-44                     | 45-54 | 55+ | Total | 19-44                  | 45-54 | 55+ | Total | 19-44                                    | 45-54 | 55+ | Total | Total                       |
|   | 1   | 2     | 3   | 4     | 5                            | 6     | 7   | 8     | 9                         | 10    | 11  | 12    | 13                     | 14    | 15  | 16    | 17                                       | 18    | 19  | 20    | 21                          |
| 1 Entered Employment                              | 1782  | 786   | 324 | 2902  | 73                           | 189   | 54  | 316   | 111                       | 665   | 182 | 958   | 154                    | 93    | 11  | 260   | 62                                       | 45    | 6   | 114   | 7                           |
| 2 Entered Employment Rate Base                    | 2714  | 1363  | 612 | 4704  | 107                          | 341   | 111 | 560   | 173                       | 1164  | 331 | 1668  | 249                    | 163   | 30  | 444   | 103                                      | 80    | 12  | 196   | 11                          |
| 3 Entered Employment Rate (%)                     | 66  | 58    | 53  | 62    | 68                           | 55    | 49  | 56    | 64                        | 57    | 55  | 57    | 62                     | 57    | 37  | 59    | 60                                       | 56    | 50  | 58    | 64                          |
| 4 Employment Retention at Six Months              | 1200  | 476   | 145 | 1829  | 45                           | 96    | 18  | 159   | 92                        | 422   | 92  | 606   | 122                    | 63    | 10  | 195   | 46                                       | 29    | 4   | 79    | 5                           |
| 5 Employment Retention Rate at Six Months Base    | 1386  | 565   | 191 | 2142  | 47                           | 111   | 20  | 178   | 112                       | 492   | 114 | 718   | 144                    | 75    | 11  | 230   | 57                                       | 32    | 5   | 94    | 6                           |
| 6 Employment Retention Rate at Six Months (%)     | 87  | 84    | 76  | 85    | 96                           | 86    | 90  | 89    | 82                        | 86    | 81  | 84    | 85                     | 84    | 91  | 85    | 81                                       | 91    | 80  | 84    | 83                          |
| 7 Entered Employment Follow S-A Services          | 1635  | 731   | 304 | 2679  | 62                           | 171   | 53  | 286   | 104                       | 621   | 171 | 896   | 143                    | 89    | 10  | 244   | 58                                       | 42    | 6   | 107   | 6                           |
| 8 Entered Employment Follow S-A Services Base     | 2318  | 1130  | 500 | 3959  | 85                           | 280   | 88  | 454   | 141                       | 962   | 279 | 1382  | 218                    | 137   | 24  | 381   | 89                                       | 64    | 10  | 164   | 9                           |
| 9 Entered Employment Follow S-A Services Rate (%) | 71  | 65    | 61  | 68    | 73                           | 61    | 60  | 63    | 74                        | 65    | 61  | 65    | 66                     | 65    | 42  | 64    | 65                                       | 66    | 60  | 65    | 67                          |
| Reports Comments:                                 |   |       |     |       |                              |       |     |       |                           |       |     |       |                        |       |     |       |  |       |     |       |                             |
| Your PIN Number:                                  |   |       |     |       |                              |       |     |       |                           |       |     |       |                        |       |     |       |  |       |     |       |                             |
|   | <input type="button" value="Submit"/>               |       |     |       |                              |       |     |       |                           |       |     |       |                        |       |     |       |  |       |     |       |                             |

**Figure 55: Performance Outcomes – Veterans Quarterly Report Form**

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 56).



**Figure 56:** Confirmation Message

### Submit Data Manually

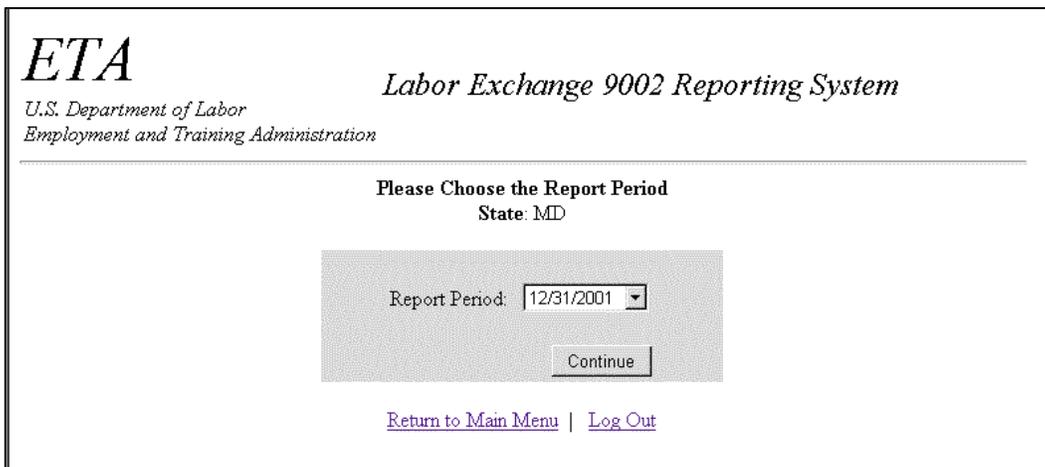
1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 52). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 56).

# Enter Labor Exchange Job Openings Received Report (Form 9002E)

## Access Labor Exchange Job Openings Received Report

Follow the steps below to access the **Labor Exchange Job Openings Received Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 57) is displayed.



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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

Please Choose the Report Period  
State: MD

Report Period: 12/31/2001

Continue

[Return to Main Menu](#) | [Log Out](#)

**Figure 57:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 58) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

**Labor Exchange 9002 Report System**

---

**Form Selection**

State: MD

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#)

**Figure 58:** Form Selection Window

4. Click **Job Openings Received (9002 E)** in the **Form Selection** window, the **Data Submission Options** window is displayed (Figure 59).

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Employment and Training Administration

**Labor Exchange 9002 Reporting System**

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**Please Select Method to Submit Your Data**

**Form Name:** Job Openings Received (9002 E)  
**State:** MD

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#)

**Figure 59:** 9002E Data Submission Options Window

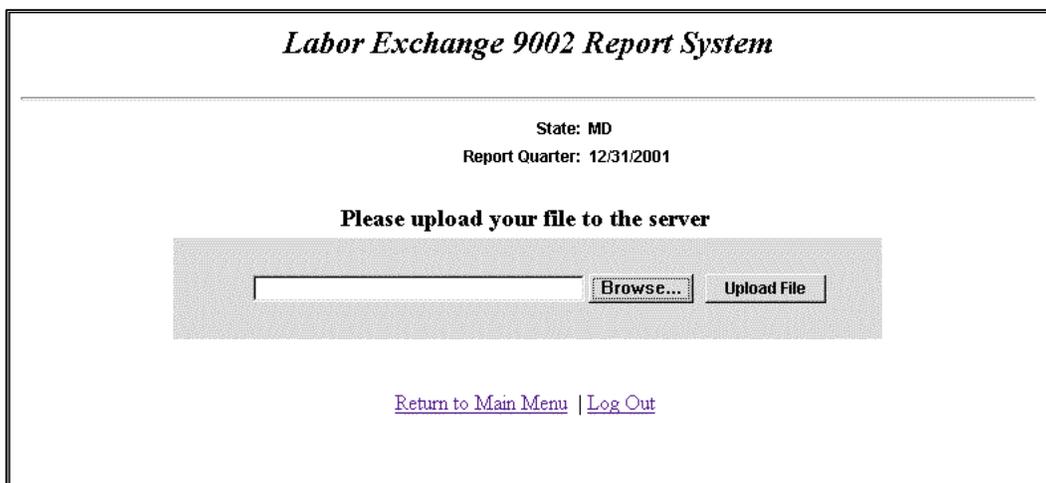
## Enter/Submit Labor Exchange Job Openings Received Report

---

You may submit the **Labor Exchange Job Openings Received Report** by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

1. To use the **upload data option**, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 59). The **Upload File to Server** window (Figure 60) is displayed.



*Labor Exchange 9002 Report System*

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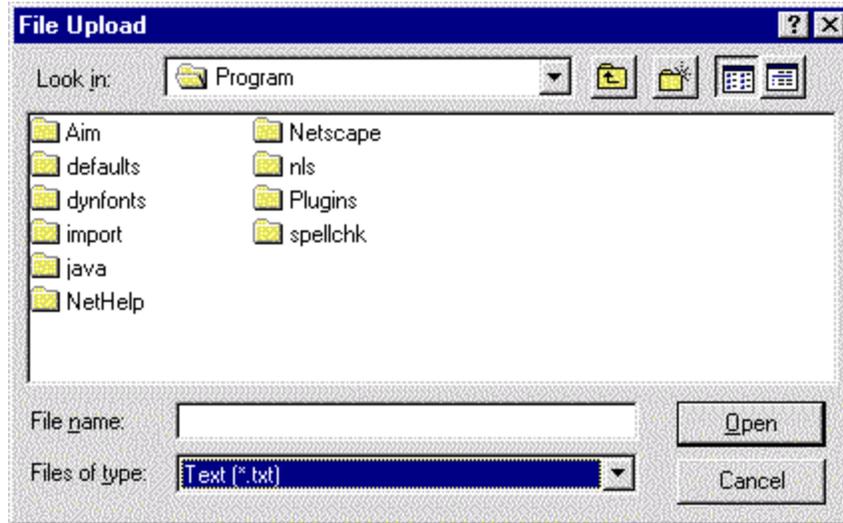
State: MD  
Report Quarter: 12/31/2001

**Please upload your file to the server**

[Return to Main Menu](#) | [Log Out](#)

**Figure 60:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click . The **File Upload** window (Figure 61) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 61:** File Upload Window

3. When the desired file appears in the **File name** field, click  . The **Upload File to Server** window (Figure 60) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click  . The **Quarterly Report** form is displayed (Figure 62).

Labor Exchange 9002 Report System

ETA 9002 E Quarterly Report  
Job Openings Received

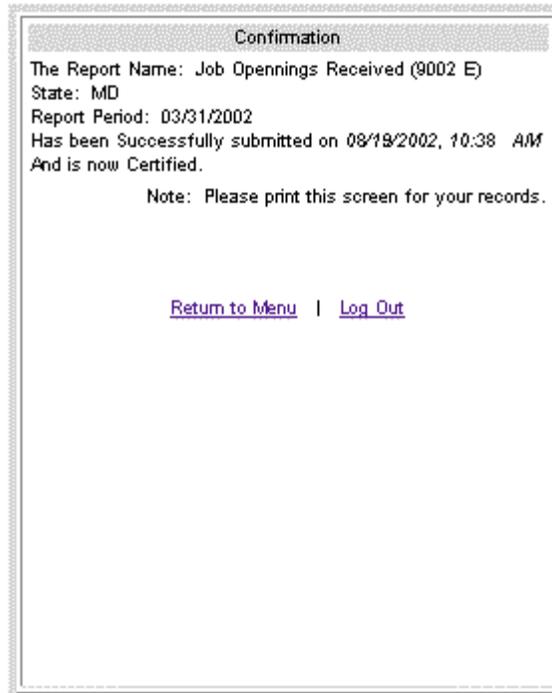
| State: MO |  | Report Due 06/30/2002<br>Report Period 03/01/2002 |                        |   |                                       |  |   |   |                   |  |   |   |                                |                                |  | OMB No. 5035-0040<br>Expires 06/30/2002      |                                       |                               |   |  |   |  |                        |  |                               |
|-----------|--|---|------------------------|---|---------------------------------------|--|---|---|-------------------|--|---|---|--------------------------------|--------------------------------|--|--|---------------------------------------|-------------------------------|---|--|---|--|------------------------|--|-------------------------------|
|           |  | A   | B                      | C   | D                                     | E  | F   | G   | H                 | I  | J   | K   | L                              | M                              | N  | O  | P                                     | Q                             | R   | S  | T                                       | U  | V                      | W  | X                             |
|           |  | PNWETDC   | 11-0000                | 13-0000                                       | 15-0000                               | 17-0000                                  | 19-0000                                       | 21-0000                                   | 23-0000           | 25-0000                                      | 27-0000   | 29-0000   | 31-0000                        | 32-0000                        | 35-0000  | 37-0000                                      | 39-0000                               | 41-0000                       | 43-0000                                       | 45-0000                                    | 47-0000                                 | 49-0000  | 51-0000                | 53-0000  | 55-0000                       |
|           |  | Total   | Management Occupations | Business and Financial Operations Occupations | Computer and Mathematical Occupations | Architecture and Engineering Occupations | Life, Physical and Social Science Occupations | Community and Social Services Occupations | Legal Occupations | Education, Training, and Library Occupations | Arts, Design, Entertainment, Sports and Media Occupations | Healthcare Practitioner and Technical Occupations | Healthcare Support Occupations | Protective Service Occupations | Food Preparation and Serving Related Occupations | Building and Grounds Maintenance Occupations | Personal Care and Service Occupations | Sales and Related Occupations | Office and Administrative Support Occupations | Farming, Fishing, and Forestry Occupations | Construction and Extraction Occupations | Installation, Maintenance, and Repairs Occupations | Production Occupations | Transportation and Material Moving Occupations | Military Specific Occupations |
| 1-NAET    | Total Openings Received                          | 1449  | 44                     | 51  | 12                                    | 12                                       | 15  | 9   | 3                 | 14   | 23  | 16  | 21                             | 40                             | 101  | 73   | 46                                    | 138                           | 246   | 12   | 124                                     | 66   | 205                    | 149  | 0                             |
| 11        | Agriculture, Forestry, Fishing, and Hunting      | 12  | 0                      | 0   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 0   | 0   | 0                              | 0                              | 0  | 0  | 0                                     | 1                             | 9   | 0  | 0                                       | 0  | 0                      | 0  | 0                             |
| 21        | Mining   | 0   | 0                      | 0   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 0   | 0   | 0                              | 0                              | 0  | 0  | 0                                     | 0                             | 0   | 0  | 0                                       | 0  | 0                      | 0  | 0                             |
| 22        | Utilities  | 14  | 0                      | 0   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 0   | 0   | 0                              | 0                              | 0  | 0  | 0                                     | 12                            | 1   | 0  | 0                                       | 0  | 1                      | 0  | 0                             |
| 23        | Construction                                     | 121   | 2                      | 0   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 0   | 0   | 0                              | 0                              | 2  | 0  | 1                                     | 6                             | 0   | 75   | 15                                      | 7  | 13                     | 0  | 0                             |
| 31-33     | Manufacturing                                    | 179   | 1                      | 3   | 1                                     | 5  | 0   | 0   | 0                 | 0  | 0   | 0   | 0                              | 0                              | 1  | 0  | 2                                     | 10                            | 0   | 8  | 0                                       | 127  | 12                     | 0  | 0                             |
| 42        | Wholesale Trade                                  | 60  | 0                      | 1   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 0   | 0   | 0                              | 0                              | 2  | 0  | 2                                     | 12                            | 0   | 2  | 2                                       | 8  | 39                     | 0  | 0                             |
| 44-47     | Retail Trade                                     | 120   | 6                      | 0   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 1   | 0   | 1                              | 0                              | 0  | 0  | 59                                    | 26                            | 0   | 2  | 6                                       | 3  | 14                     | 0  | 0                             |
| 48-49     | Transportation and Warehousing                   | 71  | 2                      | 1   | 0                                     | 3  | 0   | 0   | 0                 | 10   | 0   | 0   | 1                              | 0                              | 0  | 0  | 0                                     | 2                             | 0   | 1  | 6                                       | 7  | 36                     | 0  | 0                             |
| 51        | Information                                      | 52  | 0                      | 0   | 0                                     | 0  | 0   | 0   | 0                 | 4  | 0   | 0   | 0                              | 0                              | 3  | 0  | 4                                     | 15                            | 0   | 0  | 0                                       | 24   | 2                      | 0  | 0                             |
| 52        | Finance and Insurance                            | 104   | 4                      | 7   | 1                                     | 6  | 0   | 1   | 0                 | 1  | 0   | 0   | 0                              | 0                              | 6  | 0  | 24                                    | 57                            | 0   | 0  | 0                                       | 1  | 2                      | 0  | 0                             |
| 53        | Real Estate and Rental and Leasing               | 40  | 0                      | 1   | 0                                     | 0  | 0   | 0   | 1                 | 0  | 0   | 0   | 1                              | 0                              | 6  | 0  | 7                                     | 5                             | 0   | 16   | 8                                       | 3  | 2                      | 0  | 0                             |
| 54        | Professional, Scientific, and Technical Services | 71  | 3                      | 41  | 0                                     | 0  | 2   | 0   | 2                 | 2  | 0   | 0   | 2                              | 4                              | 1  | 0  | 7                                     | 5                             | 0   | 0  | 0                                       | 2  | 0                      | 0  | 0                             |
| 55        | Management of Companies and Enterprises          | 8   | 0                      | 0   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 0   | 0   | 0                              | 0                              | 0  | 0  | 5                                     | 0                             | 0   | 0  | 2                                       | 0  | 1                      | 0  | 0                             |
| 56        | Admin. and Spt. Wkst. Mgt. and Remediation Svcs. | 76  | 1                      | 2   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 0   | 1   | 6                              | 0                              | 11   | 0  | 6                                     | 8                             | 1   | 8  | 10                                      | 10   | 10                     | 0  | 0                             |
| 61        | Educational Services                             | 22  | 0                      | 2   | 7                                     | 6  | 0   | 0   | 0                 | 0  | 0   | 0   | 1                              | 3                              | 5  | 0  | 0                                     | 2                             | 0   | 0  | 0                                       | 0  | 2                      | 0  | 0                             |
| 62        | Health Care and Social Assistance                | 127   | 7                      | 0   | 1                                     | 6  | 5   | 0   | 11                | 0  | 14  | 20  | 0                              | 12                             | 0  | 23   | 5                                     | 12                            | 0   | 10   | 3                                       | 0  | 3                      | 0  | 0                             |
| 71        | Arts, Entertainment and Recreation               | 17  | 1                      | 1   | 0                                     | 0  | 0   | 0   | 0                 | 1  | 0   | 0   | 0                              | 8                              | 0  | 0  | 2                                     | 0                             | 0   | 0  | 2                                       | 0  | 0                      | 0  | 0                             |
| 72        | Accommodation and Food Services                  | 115   | 3                      | 0   | 0                                     | 0  | 0   | 0   | 0                 | 0  | 0   | 0   | 0                              | 66                             | 22   | 2  | 0                                     | 7                             | 0   | 0  | 10                                      | 1  | 4                      | 0  | 0                             |
| 81        | Other Services                                   | 41  | 0                      | 0   | 0                                     | 0  | 3   | 0   | 0                 | 0  | 0   | 0   | 0                              | 2                              | 4  | 2  | 3                                     | 11                            | 1   | 2  | 6                                       | 5  | 2                      | 0  | 0                             |
| 90        | Public Administration                            | 191   | 14                     | 2   | 2                                     | 3  | 10  | 1   | 2                 | 0  | 5   | 1   | 0                              | 36                             | 6  | 2  | 18                                    | 1                             | 53  | 0  | 20                                      | 4  | 6                      | 6  | 0                             |
| 3         | Federal Contractor Job Listings                  | 6333  |                        |   |                                       |  |   |   |                   |  |   |   |                                |                                |  |  |                                       |                               |   |  |   |  |                        |  |                               |
| 4         | Federal Contractors                              | 659   |                        |   |                                       |  |   |   |                   |  |   |   |                                |                                |  |  |                                       |                               |   |  |   |  |                        |  |                               |
| 5         | Total Employees                                  | 5021  |                        |   |                                       |  |   |   |                   |  |   |   |                                |                                |  |  |                                       |                               |   |  |   |  |                        |  |                               |

Reports Comments:

Your PIN Number:

Figure 62: ETA 9002E Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 63).



**Figure 63:** Confirmation Message

### Submit Data Manually

1. To enter report data manually, click [Submit your data manually](#) in the **Data Submission Options** window (Figure 59). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 63).

# Appendix A: EIMS - Labor Exchange Reporting System - Zero Report Handling

| Report 1 |    |    |    | Report 2  |    |    |    | Report 3<br>"ZERO REPORT" |    |    |    | Report 4  |    |    |    | Report 5 |    |    |    |
|----------|----|----|----|-----------|----|----|----|---------------------------|----|----|----|-----------|----|----|----|----------|----|----|----|
| 900,000  |    |    |    | 1,000,000 |    |    |    | 1,000,000                 |    |    |    | 1,100,000 |    |    |    | 975,000  |    |    |    |
| Q1       | Q2 | Q3 | Q4 | Q2        | Q3 | Q4 | Q5 | Q2                        | Q3 | Q4 | Q5 | Q4        | Q5 | Q6 | Q7 | Q5       | Q6 | Q7 | Q8 |
| *        | *  | *  | *  | *         | *  | *  | *  | -                         | *  | *  | *  | *         | *  | *  | *  | *        | *  | *  | *  |

This is the example of the Rolling 4 quarters reporting

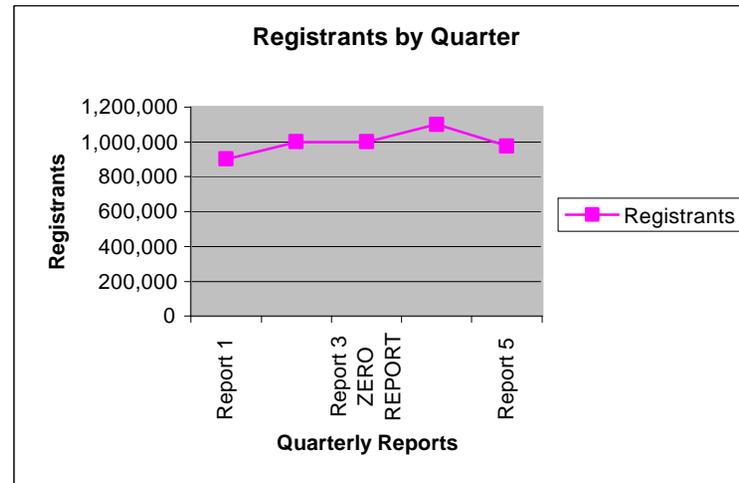
Three quarters of data (3,4&5) would have been included in the report. Therefore, the report is off by 1 quarter of data.

A Zero Report allows the state 45 days from the end of the reporting period (which is 45 days after the end of the quarter) to fix the problem before or 90 days before the next report is due.

After fixing the system problem the state reports 4 full quarters of data from the correct quarters.

Upon certification of Report 4, Report 3 is **LOCKED**. A state could correct Report 3 before entering and certifying Report 4. This would not be required however.

Using the figures above, the following chart shows a possible Zero Report scenario and the effect of an un-corrected Zero Report.



# Appendix B: Record Layout VETS 200 A (DVOP) Quarterly Report

| Row # | State | Rep Qtr  | Form Name | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
|-------|-------|----------|-----------|----|----|----|----|----|----|----|----|
| 1     | VA    | 20011231 | 200 A     | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |

"1","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "2","VA","20011231","200A",99,99,99,99,99,99,99,,  
 "3","VA","20011231","200A",99,99,99,99,99,99,99,,  
 "4","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "5","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "6","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "7","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "8","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "9","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "10","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "11","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "12","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "13","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "14","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "15","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "16","VA","20011231","200A",99,99,99,99,99,99,,  
 "17","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "18","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "19","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "20","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "21","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "22","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "23","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "24","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "25","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "26","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "27","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "28","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "29","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "30","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "31","VA","20011231","200A",99,99,99,99,99,99,,

# Appendix C: Record Layout VETS 200 B (LVER) Quarterly Report

| Row # | State | Rep Qtr  | Form Name | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
|-------|-------|----------|-----------|----|----|----|----|----|----|----|----|
| 1     | VA    | 20011231 | 200 B     | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |

"1","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "2","VA","20011231","200B",99,99,99,99,99,99,99,,  
 "3","VA","20011231","200B",99,99,99,99,99,99,99,,  
 "4","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "5","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "6","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "7","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "8","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "9","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "10","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "11","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "12","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "13","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "14","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "15","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "16","VA","20011231","200B",99,99,99,99,99,99,,  
 "17","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "18","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "19","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "20","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "21","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "22","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "23","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "24","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "25","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "26","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "27","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "28","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "29","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "30","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "31","VA","20011231","200B",99,99,99,99,99,99,,

## Appendix D: Record Layout VETS 200 C (DVOP/LVER) Quarterly Report

| Row # | State | Rep Qtr  | Form Name | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
|-------|-------|----------|-----------|----|----|----|----|----|----|----|----|
| 1     | VA    | 20011231 | 200 C     | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |

"1","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "2","VA","20011231","200C",99,99,99,99,99,99,99,,  
 "3","VA","20011231","200C",99,99,99,99,99,99,99,,  
 "4","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "5","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "6","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "7","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "8","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "9","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "10","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "11","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "12","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "13","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "14","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "15","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "16","VA","20011231","200C",99,99,99,99,99,99,,  
 "17","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "18","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "19","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "20","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "21","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "22","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "23","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "24","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "25","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "26","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "27","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "28","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "29","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "30","VA","20011231","200C",99,99,99,99,99,99,99,99  
 "31","VA","20011231","200C",99,99,99,99,99,99,,



## Appendix F: Record Layout ETA 9002 B (Service to Veterans) Quarterly Report

| Row # | State | Rep Qtr  | Form Name | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|-------|-------|----------|-----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1     | MD    | 20011231 | 9002B     | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |

“1”, “MD”, “20011231”, “9002B”, 99  
 “2”, “MD”, “20011231”, “9002B”, 99  
 “3”, “MD”, “20011231”, “9002B”, 99  
 “4”, “MD”, “20011231”, “9002B”, 99  
 “5”, “MD”, “20011231”, “9002B”, 99  
 “6”, “MD”, “20011231”, “9002B”, 99  
 “7”, “MD”, “20011231”, “9002B”, 99  
 “8”, “MD”, “20011231”, “9002B”, 99  
 “9”, “MD”, “20011231”, “9002B”, 99  
 “10”, “MD”, “20011231”, “9002B”, 99  
 “11”, “MD”, “20011231”, “9002B”, 99  
 “12”, “MD”, “20011231”, “9002B”, 99  
 “13”, “MD”, “20011231”, “9002B”, 99  
 “14”, “MD”, “20011231”, “9002B”, 99  
 “15”, “MD”, “20011231”, “9002B”, 99  
 “16”, “MD”, “20011231”, “9002B”, 99



## Appendix H: Record Layout ETA 9002 D (Performance Outcomes – Veterans) Quarterly Report

| Row # | State | Rep Qtr  | Form Name | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|-------|-------|----------|-----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1     | MD    | 20011231 | 9002D     | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |

“1”, “MD”, “20011231”, “9002D”, 99  
 “2”, “MD”, “20011231”, “9002D”, 99  
 “3”, “MD”, “20011231”, “9002D”, 99  
 “4”, “MD”, “20011231”, “9002D”, 99  
 “5”, “MD”, “20011231”, “9002D”, 99  
 “6”, “MD”, “20011231”, “9002D”, 99  
 “7”, “MD”, “20011231”, “9002D”, 99  
 “8”, “MD”, “20011231”, “9002D”, 99  
 “9”, “MD”, “20011231”, “9002D”, 99



# **Appendix J: State and National Summary Edit Checks ETA 9002A (Service to Job Seekers) Quarterly Report**

For every row on the 9002 A, the value in Column A1 is equal to the sum of the values in Column B2 plus Column B 3 for that row.

*Column A1 Row 1 = Column B2 Row 1 + Column B3 Row 1*

*Column A1 Row 2 = Column B2 Row 2 + Column B3 Row 2*

*Column A1 Row 3 = Column B2 Row 3 + Column B3 Row 3*

*Column A1 Row 4 = Column B2 Row 4 + Column B3 Row 4*

*Column A1 Row 5 = Column B2 Row 5 + Column B3 Row 5*

*Column A1 Rows 6 – 15 = Columns B2 Rows 6-15 + Columns B3 Rows 6-15*

For every column on the 9002 A, the value in Row 1 is equal to or greater than the value in every other row for that column.

*Column A1 Row 1 >= Column A1 Row 2 thru A1 Row 15*

*Column B2 Row 1 >= Column B2 Row 2 thru B2 Row 15*

*Column B3 Row 1 >= Column B3 Row 2 thru B3 Row 15*

*Column C4 Row 1 >= Column C4 Row 2 thru C4 Row 15*

For every column on the 9002 A, the value in Row 1 is equal to or greater than the sum of the values in Row 5 plus Row 6 for that column.

*Column A1 Row 1 >= Column A1 Row 5 + Column A1 Row 6*

*Column B2 Row 1 >= Column B2 Row 5 + Column B2 Row 6*

*Column B3 Row 1 >= Column B3 Row 5 + Column B3 Row 6*

*Column C4 Row 1 >= Column C4 Row 5 + Column C4 Row 6*

For every column on the 9002 A, the value in Row 1 is equal to or greater than the sum of the values in Row 7 plus Row 8 for that column.

*Column A1 Row 1 >= Column A1 Row 7 + Column A1 Row 8*

*Column B2 Row 1 >= Column B2 Row 7 + Column B2 Row 8*

*Column B3 Row 1 >= Column B2 Row 7 + Column B2 Row 8*

*Column C4 Row 1 >= Column C4 Row 7 + Column C4 Row 8*

For every column on the 9002 A, the value in Row 8 is equal to the sum of the values in Row 9 plus Row 10 plus Row 11 for that column.

*Column A1 Row 8 = Column A1 Row 9 + Column A1 Row 10 + Column A1 Row 11*

*Column B2 Row 8 = Column B2 Row 9 + Column B2 Row 10 + Column B2 Row 11*

*Column B3 Row 8 = Column B3 Row 9 + Column B3 Row 10 + Column B3 Row 11*

*Column C4 Row 8 = Column C4 Row 9 + Column C4 Row 10 + Column C4 Row 11*

# Appendix K: State and National Summary Edit Checks ETA 9002B (Service to Job Seekers) Quarterly Report

For every column on the 9002 B, the value in Row 1 is equal to or greater than the value in every other row for that column.

*Column A1 Row 1* >= *Columns A1 Row 2 thru A1 Row 14*  
*Column A2 Row 1* >= *Columns A2 Row 2 thru A2 Row 14*  
*Column A3 Row 1* >= *Columns A3 Row 2 thru A3 Row 14*  
*Column A4 Row 1* >= *Columns A4 Row 2 thru A4 Row 14*  
*Columns B5 - 8 Row 1* >= *Columns B5-8 Row 2 thru B5-8 Row 16*  
*Columns C9-10 Row 1* >= *Columns C9-10 Row 2 thru C9-10 Row 16*  
*Columns D13-14 Row 1* >= *Columns D13-16 Row 2 thru D13-16 Row 14*  
*Columns E17-20 Row 1* >= *Columns E17-20 Row 2 thru E17-20 Row 16*  
*Columns F21 Row 1* >= *Columns F21 Row 2 thru F21 Row 16*

For the value in Column A4 Row 4 is equal to or greater than the value in Rows 5 - 14.  
For the value in Column B8 Row 4 is equal to or greater than the value in Rows 5 - 16.  
For the value in Column C12 Row 4 is equal to or greater than the value in Rows 5 - 16.  
For the value in Column D16 Row 4 is equal to or greater than the value in Rows 5 - 14.  
For the value in Column E20 Row 4 is equal to or greater than the value in Rows 5 - 16.  
For the value in Column F21 Row 4 is equal to or greater than the value in Rows 5 - 16.

*Column A4 Row 4* >= *Columns A4 Row 5 thru A4 Row 14*  
*Column B8 Row 4* >= *Columns B8 Row 5 thru A4 Row 16*  
*Column C12 Row 4* >= *Columns C12 Row 5 thru A4 Row 16*  
*Column D16 Row 4* >= *Columns D16 Row 5 thru A4 Row 14*  
*Column E20 Row 4* >= *Columns E20 Row 5 thru A4 Row 16*  
*Column F21 Row 4* >= *Columns F21 Row 5 thru A4 Row 16*

For Sections A through E on the 9002 B, the value in the Total column of each section is greater than or equal to the sum of the three age breakdown columns in that section.

*Column A4 Row 1* >= *Column A1 Row 1 + Column A2 Row 1 + Column A3 Row 1*  
*Column A4 Row 2* >= *Column A1 Row 2 + Column A2 Row 2 + Column A3 Row 2*  
*Column A4 Rows 3-14* >= *Column A1 Rows 3-14 + Columns A2 Rows 3-14 + Columns A3 Rows 3-14*  
*Column B8 Row 1* >= *Column B5 Row 1 + Column B6 Row 1 + Column B7 Row 1*  
*Column B8 Rows 2 - 16* >= *Column B5 Row 2 - 16 + Column B6 Rows 2 - 16 + Column B7 Rows 2 - 16*  
*Column C12* >= *Column C9 Row 1 + Column C10 Row 1 + Column C11 Row 1*  
*Column C12* >= *Column C9 Rows 2 - 16 + Column C10 Rows 2-16 + Column C11 Rows 2-16*  
*Column D16* >= *Column D13 Row 1 + Column D14 Row 1 + Column D15 Row 1*  
*Column D16* >= *Column D13 Row 2-14 + Column D14 Rows 2 - 14 + Columns D15 Rows 2-14*  
*Column E20* >= *Column 17 Row 1 + Column 18 Row 1 + Column 19 Row 1*  
*Column E20* >= *Column 17 Row 2-16 + Column 18 Row 2-16 + Column 19 Row 2-16*

For Sections A through F, the value in Row 1 of each column is equal to or greater than the sum of the values in Row 2 plus Row 3 for that column.

*Column A1 Row 1* >= *Column A1 Row 2 + Column A1 Row 3*  
*Column A2 Row 1* >= *Column A2 Row 2 + Column A2 Row 3*  
*Column A3 Row 1* >= *Column A3 Row 2 + Column A3 Row 3*  
*Column A4 Row 1* >= *Column A4 Row 2 + Column A4 Row 3*

# **Appendix L: State and National Summary Edit Checks ETA 9002C (Performance Outcomes-Job Seekers/Employers) Quarterly Report**

For every column on the 9002 C, the value in Row 1 of that column is equal to or greater than the sum of the values in Row 2 plus Row 3 plus Row 4 plus Row 5 for that column.

*ColumnA1 Row1 >= ColumnA1 Row2 + ColumnA1 Row3 + ColumnA1 Row4 + ColumnA1 Row5*

*ColumnB2 Row1 >= ColumnB2 Row2 + ColumnB2 Row3 + ColumnB2 Row4 + ColumnB2 Row5*

*ColumnB3 Row1 >= ColumnB3 Row2 + ColumnB3 Row3 + ColumnB3 Row4 + ColumnB3 Row5*

*ColumnC4 Row1 >= ColumnC4 Row2 + ColumnC4 Row3+ ColumnC4 Row4 + ColumnC4 Row5*

For every unshaded row on the 9002 C, the value in Column A1 is equal to or greater than the sum of the values in Column B2 plus Column B 3 for that row.

*Column A1 Row 1 >= Column B2 Row 1 + Column B3 Row 1*

*Column A1 Row 2 >= Column B2 Row 2 + Column B3 Row 2*

*Column A1 Row 3 >= Column B2 Row 3 + Column B3 Row 3*

*Column A1 Row 4 >= Column B2 Row 4 + Column B3 Row 4*

*Column A1 Row 5 >= Column B2 Row 5 + Column B3 Row 5*

*Column A1 Row 8 >= Column B2 Row 8 + Column B3 Row 8*

The value in Column A1 Row 7 is equal to the value in Column A1 Row 1 divided by the value in Column A1 Row 6 and rounded to the next whole number

*Column A1 Row 7 = Column A1 Row 1 divided by Column A1 Row 6*

The value in Column A1 Row 10 is equal to the value in Column A1 Row 8 divided by the value in Column A1 Row 9 and rounded to the next whole number

*Column A1 Row 10 = Column A1 Row 8 divided by Column A1 Row 9*

The value in Column A1 Row 12 is to be rounded to the next whole number

The value in Column A1 Row 15 is to be rounded to the next whole number

# Appendix M: State and National Summary Edit Checks ETA 9002D (Performance Outcomes – Veterans) Quarterly Report

For Sections A through E on the 9002 D, the value in the Total column of each section is greater than or equal to the sum of the three age breakdown columns in that section.

*Column A4 Row 1* >= *Column A1 Row 1* + *Column A2 Row 1* + *Column A3 Row 1*

*Column A4 Row 2* >= *Column A1 Row 2* + *Column A2 Row 2* + *Column A3 Row 2*

*Column A4 Row 4* >= *Column A1 Row 4* + *Columns A2 Row 4* + *Columns A3 Row 4*

*Column A4 Row 5* >= *Column A1 Row 5* + *Columns A2 Row 5* + *Columns A3 Row 5*

*Column A4 Row 7* >= *Column A1 Row 7* + *Columns A2 Row 7* + *Columns A3 Row 7*

*Column A4 Row 8* >= *Column A1 Row 8* + *Columns A2 Row 8* + *Columns A3 Row 8*

*Column B8 Row 1* >= *Column B5 Row 1* + *Column B6 Row 1* + *Column B7 Row 1*

*Column B8 Rows 2 – 9* >= *Column B5 Rows 2 – 9* + *Column B6 Rows 2 – 9* + *Column B7 Rows 2 – 9*

*Column C12* >= *Column C9 Row 1* + *Column C10 Row 1* + *Column C11 Row 1*

*Column C12* >= *Column C9 Rows 2 – 9* + *Column C10 Rows 2-9* + *Column C11 Rows 2-9*

*Column D16* >= *Column D13 Row 1* + *Column D14 Row 1* + *Column D15 Row 1*

*Column D16* >= *Column D13 Row 2-9* + *Column D14 Rows 2 – 9* + *Columns D15 Rows 2-9*

*Column E20* >= *Column I7 Row 1* + *Column I8 Row 1* + *Column I9 Row 1*

*Column E20* >= *Column I7 Row 2-9* + *Column I8 Row 2-9* + *Column I9 Row 2-9*

For every column on the 9002 D, the value in Row 3 is equal to the value in Row 1 divided by the value in Row 2 for that column.

*Column A1 Row 3* = *Column A1 Row 1* divided by *Column A1 Row 2*

*Column A2 Row 3* = *Column A2 Row 1* divided by *Column A2 Row 2*

*Column A3 Row 3* = *Column A3 Row 1* divided by *Column A3 Row 2*

*Column A4 Row 3* = *Column A4 Row 1* divided by *Column A4 Row 2*

*Columns B 5-8 Row 3* = *Columns B5 – 8 Row 1* divided by *Columns B5 – 8 Row 2*

*Columns C 9-12 Row 3* = *Columns C9 – 12 Row 1* divided by *Columns C9 – 12 Row 2*

*Columns D 13-16 Row 3* = *Columns D13 – 16 Row 1* divided by *Columns D 13 – 16 Row 2*

*Columns E 17-20 Row 3* = *Columns E 17 – 20 Row 1* divided by *Columns E17 – 20 Row 2*

*Column F 21 Row 3* = *Column F21 Row 1* divided by *Column F21 Row 2*

For every column on the 9002 D, the value in Row 6 is equal to the value in Row 4 divided by the value in Row 5 for that column.

*Column A1 Row 6* = *Column A1 Row 4* divided by *Column A1 Row 5*

*Column A2 Row 6* = *Column A2 Row 4* divided by *Column A2 Row 5*

*Column A3 Row 6* = *Column A3 Row 4* divided by *Column A3 Row 5*

*Column A4 Row 6* = *Column A4 Row 4* divided by *Column A4 Row 5*

*Column B5-8 Row 6* = *Column B5 – 8 Row 4* divided by *Columns B5 – 8 Row 5*

*Column C 9-12 Row 6* = *Column C9-12 Row 4* divided by *Columns C9-12 Row 5*

*Column D13-16 Row 6* = *Column D13-16 Row 4* divided by *Columns D13-16 Row 5*

*Column E17-20 Row 6* = *Column E17-20 Row 4* divided by *Columns E17 –20 Row 5*

*Column F21 Row 6* = *Column F21 Row 4* divided by *Column F21 Row 5*

For every column on the 9002 D, the value in Row 9 is equal to the value in Row 7 divided by the value in Row 8 for that column.

*Column A1 Row 9* = *Column A1 Row 7* divided by *Column A1 Row 8*

*Column A2 Row 9* = *Column A2 Row 7* divided by *Column A2 Row 8*

*Column A3 Row 9* = *Column A3 Row 7* divided by *Column A3 Row 8*

*Column A4 Row 9* = *Column A4 Row 7* divided by *Column A4 Row 8*

*Columns B5-8 Row 9* = *Columns B5 – 8 Row 7* divided by *Columns B 5 – 8 Row 8*

*Columns C9-12 Row 9* = *Columns C9-12 Row 7* divided by *Columns C9-12 Row 8*

*Columns E17-20 Row 9* = *Columns E17-20 Row 7* divided by *Columns E17 –20 Row 8*

*Column F21 Row 9* = *Column F21 Row 7* divided by *Column F21 Row 8*

# **Appendix N: State and National Summary Edit Checks ETA 9002E (Job Openings Received) Quarterly Report**

For every column on the 9002 E, the value in Row 1 is equal to the sum of the values in Row 11 through Row 92 for that column.

*Column A Row 1 = the sum of Rows 11 - 92*

*Column B Row 1 = the sum of Rows 11 - 92*

*Column C Row 1 = the sum of Rows 11-92*

*Column D - W Row 1 = the sum of Rows 11-92*

For every row on the 9002 E, the value in Column A is equal to the sum of the values in Column B through Column X for that row.

*Column A Row 1 = the sum of Column B Row 1 thru Column W Row 1*

*Column A Row 21 = the sum of Columns B Row 11 thru Column W Row 11*

*Column A Row 22 = the sum of Columns B Row 22 thru Column W Row 22 (23, 31-33, 42,44-45,48-49,51,52,53,54,55,56,61,62,71,72,81,92)*

# **Appendix O: State and National Summary Edit Checks ETA VETS 200 A (DVOP), VETS 200 B (LVER), VETS 200 C (DVOP / LVER) Quarterly Reports**

For Column A Row 1 is equal to or greater than the sum of the values in Column A Row 2 plus Column A Row 3.

For Column B Row 1 is equal to or greater than the sum of the values in Column B Row 2 plus Column B Row 3.

*Column A Row 1 >= Column A Row 2 + Column A Row 3*

*Column B Row 1 >= Column B Row 2 + Column B Row 3*

For Column A Row 1 is equal to or greater than the sum of the values in Column A Row 4 plus Column A Row 5 plus Column A Row 6.

For Column B Row 1 is equal to or greater than the sum of the values in Column B Row 4 plus Column B Row 5 plus Column B Row 6.

*Column A Row 1 >= Column A Row 4 + Column A Row 5 + Column A Row 6*

*Column B Row 1 >= Column B Row 4 + Column B Row 5 + Column B Row 6*

For Column A Row 7 is equal to or greater than or equal to the values in Column A Row 8 thru Column A Row 15.

For Column B Row 7 is equal to or greater than or equal to the values in Column B Row 8 thru Column B Row 16.

*Column A Row 7 >= Column A Row 8 thru Row 15*

*Column B Row 7 >= Column B Row 8 thru Row 16*

For Column A Row 7 value in equal to or greater than Column A Row 1.

*Column A Row 7 >= Column A Row 1*

For Column B Row 7 value in equal to or greater than Column B Row 1.

*Column A Row 7 >= Column A Row*

The value in Column A Row 19 is equal to the Column A Row 17 divided by the value in Column A Row 18 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 19 is equal to the Column B Row 17 divided by the value in Column B Row 18 multiplied by 100 and rounded to the next whole number.

*Column A Row 19 = Round (Column A Row 17 / Column A Row 18 \* 100)*

*Column B Row 19 = Round (Column B Row 17 / Column B Row 18 \* 100)*

The value in Column B Row 22 is equal to the Column B Row 20 divided by the value in Column B Row 21 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 25 is equal to the Column B Row 23 divided by the value in Column B Row 24 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 28 is equal to the Column B Row 26 divided by the value in Column B Row 27 multiplied by 100 and rounded to the next whole number.

*Column B Row 22 = Round (Column B Row 21 / Column B Row 23 \* 100)*

*Column B Row 25 = Round (Column B Row 23 / Column B Row 24 \* 100)*

*Column B Row 28 = Round (Column B Row 26*