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Welcome to the world of automation! This guide is both an introduction to the required Benefits Quality Control (BQC) automated system and a reference source for continuing use.

**Purpose.** A significant part of any evaluation program is the collection and processing of data. The Unemployment Insurance Service (UIS) staff developed a sophisticated automated system using microcomputers. This guide provides instructions for operating this system.

The guide provides a detailed description of the menu-driven system designed specifically for Benefits Quality Control. It covers each operation of the system that QC staff use regularly. It does not attempt a detailed description of the UNIX operating system nor the commercial software packages available with the system. For help in these areas, use the manuals created by the vendors of these commercial software packages.

This guide is for users with little or no automated data processing (ADP) experience. The remainder of this chapter discusses automated processing in a broad, general manner, including commonly used terminology and definitions.

February 1993

**Hardware.** Hardware is the physical equipment that operates the system, such as the **central processing unit** (cpu), terminal, modem and printer. The cpu inside the computer receives data from information entered from the keyboard, another input devise or program. The **terminal** is the screen (monitor) and the keyboard. More than one terminal can use a single cpu. There are two ways to join the terminal with the cpu. One way is directly (hard-wired) through electrical cables. The other way uses a **modem** that sends the signals from the keyboard over a telephone line to the cpu. The **printer** produces a paper or hard copy of information contained in the computer.

A **disk** is a flat circular plate with a magnetic surface where data and programs reside. The **hard disk** is a
Introduction

permanent, internal part of the computer. A floppy disk, also called a diskette, is portable and stores copies of the software or other information produced by the computer. Magnetic tape is like a floppy disk but stores much more information. The BQC computer system currently uses only magnetic tape; specifically either 9 track tape or 8 mm cartridge (exabyte). A tape (or a floppy disk) can transfer its contents to other machines, archive old data, or restore information accidentally removed from the hard disk.

Software. Software is the collection of programs (step-by-step instructions) written in a language that the computer understands and can execute. Some programs do a particular task that the user initiates. Other programs work without the user's knowledge to internally control the computer's operation.

A menu is a list of options appearing on the monitor. It maybe a list of programs or commands. Chapter two of this handbook describes different types of menus used in the BQC system. A menu-driven system allows you to execute complicated tasks without knowing technical computer language and commands.

Everyone using the system has an account with a unique login name. Anyone using an account may access the files and functions granted that specific account. For example, usually investigators can only update cases assigned to themselves. The computer identifies those cases from the login. This is why it is important to keep your password private. It helps to ensure that only you access the records and data assigned to your account.

Data are an aggregate collection of information stored in the system. Data reside in files. The file structure is a logical way of storing data. Understanding this structure helps you to find the data you need and to create new databases.

Files reside in directories. A directory is a hierarchical way of grouping data and programs contained on the system. The BQC software contains a standardized directory structure for each account.
Introduction

Another piece of the software is the **database system**. A database system is a collection of data stored on the system in a logical and consistent manner. A database is the basic UNIX product that supports the implementation of multiple applications using a common database. Also, the database system allows the computer to store data efficiently and yet allow easy retrieval.

**INFORMIX.** This commercial software product created the BQC software you are using. INFORMIX-SQL is the database management component of the package. It has useful programs or modules that do the data management task. It organizes, stores, and retrieves data. INFORMIX-4GL is a fourth-generation language designed specifically for database applications. Fourth-generation languages are less complex than general purpose languages like COBOL or C, and more closely approximate natural language. Once you become familiar with the User Guide received with the INFORMIX package, you can begin to create useful programs and reports yourself.

**INFORMIX Database.** An INFORMIX database has tables, rows, columns, screen forms, reports, and files. A **table** organizes data into rows and columns. A **row** is a record in the table containing all the data fields. A **column** contains the data of a specific field for each record. A **screen form** enters data into the system from the keyboard. Create a screen form by selecting a table name. Then compile it to the newly generated form name. A **report** allows you to arrange and format database information. You can then direct the resulting output to the monitor, to a printer, or to a file. A database **file** is a collection of records or rows.

For example, you may decide to make a database for information relating to distances traveled during an investigation. You decide the information contained in the table should be: login id, distance, case1, case2, case3, case4, action1, action2, action3, and action4. This information for each login id is a row. The individual items, such as login id, etc. are column or field names. Several rows make a table, and several related tables make a database.
ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE

Introduction
Files do not always contain data. They may contain text, such as a Word Processing file (a letter) or instructions for the computer to follow (a program). In using the system, you may create and name files. Remember to create a unique name for each file so that the computer will know where to find the information stored in them.

Relational Database. A relational database has two or more tables that share a common column-name that joins the tables together in a single database. This allows the user to create relationships across tables when querying a database. The user can look at data stored in several tables as if it were a single table.

To create a relational database, the user must first create a database and then several tables. All the tables should have a common column to link the tables together. Link tables by naming one column in each table the same. A join field is a single field that represents data from columns in different tables. All the tables must belong to the same database.

The Master-Detail Relationship is a relationship between two tables represented on a screen form. A master-detail relationship simplifies queries that involve data from several tables. In a master-detail relationship, one table is the master table, and the other is a detail table. Several master-detail relationships can be defined for the same form. A table may have several detail tables but only one master table.

Downloading. When downloading data from the State's mainframe into an Informix database, the data files need field separators, such as a pipe sign (vertical bar symbol). This symbol also serves as a default delimiter. The user creates a command file specifying the actions to carry out. DBLOAD is a utility that provides a method of transferring databases created by other database management systems. DBNAME is the name of the database receiving the information. The errlog stores error-logging information into the errlog file. The dbload command is:

dload -d dbname -c comfile -l errlog
Chapter II
The LOGIN and MENU SYSTEM

**Introduction.** This chapter explains how to access the Benefits Quality Control software. It explains how to log on the system and how to execute the programs of the software from the various menus.

**Login.** Once the software is loaded and the terminal is ready for use, the following prompt should appear on the screen:

```
Login:
```

A prompt is the computer's way of asking the user to enter information by typing on the keyboard. The System Administrator in each agency provides each user with a login name. This name also is known as the user name or the account name. Type your login name when the Login prompt appears, and then press the Return key.

Another prompt appears asking for the password. The password should be known to you alone to ensure that others cannot use your account. You decide the password. Check with your System Administrator to learn how to set and change your password. The password should be changed frequently and should not be a common dictionary word. Ideally, it should incorporate Capital letters and numbers in unusual positions in the word. This deters hackers from successfully breaking your password. As only the first eight letters are "read" by the computer, additional characters will be ignored. Enter the password and press Return as you did at the Login prompt. This time the letters entered from the keyboard do not appear on the screen.

If you made a mistake entering either the Login name or the password, the Login prompt appears again. Reenter your Login and password until a new screen appears. If no new screen appears after a couple of tries, ask your System Administrator for help. The screen that appears after a successful login may contain messages from your System Administrator or it may be the Main Menu.
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Login and Menu System

Message Screen. The System Administrator's message screen could look something like this:

```
SunOS Release 4.1.1 (UIS1A) #3: Tue Dec 16:26:38 EDT 1992
===================================================================
* DO NOT OPEN OR SERVICE THE SYSTEM PRINTERS!!!
  User damage is not covered under the maintenance contract.

* UIDE data questions?  - Roggee Shub
* Informix questions?  - Camry Nagaer

* Please keep your directories cleaned up!!

* Change your password frequently using the passwd command.

===================================================================
FOR ASSISTANCE, CONTACT Art Monk(thelonius), Gary Clark(ge), or Ricky Sanders(posse)
===================================================================
```
Vertical Menu. After a successful Login, the UIS main menu appears on the terminal screen.

** m D **

UIS MAIN MENU

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(D)esk Management</td>
</tr>
<tr>
<td>2</td>
<td>(U)I Required Reports</td>
</tr>
<tr>
<td>3</td>
<td>(B)enefits Quality Control Rel. 4.1</td>
</tr>
<tr>
<td>4</td>
<td>UI Release (N)otes</td>
</tr>
<tr>
<td>5</td>
<td>(T)utorials</td>
</tr>
<tr>
<td>6</td>
<td>E(x)it from UI Menu</td>
</tr>
</tbody>
</table>

To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN, or press the number preceding the option or the letter in parentheses.

<Ctrl-w> Help  <Ctrl-c> Cancel  <Ctrl-x> Logout

This type of menu is a vertical menu. These menus lead you to the particular software program that you want to run. You pick an item from the menu by moving the cursor. There are two ways to move the cursor one menu item at a time. Press either the up and down arrow keys, or press the space bar. Once the cursor is on the selection that you want, press the **Return** key. You can skip items by pressing the item number or the letter in parentheses of the option you want. Do not use **Return** if you use the number/letter method as the next screen appears without it.

Now look at the top left corner of the main menu. There you see the screen id. This is also the "path" name on vertical menus. Each menu has a unique path name. Experienced users can avoid the subsequent menus and go
Login and Menu System

directly to the program they wish to run if they know the correct path name.
The screen id also is important because it identifies where you are in the system at any given time. This is good to know when discussing the system with others, especially the Hotline staff. They can more easily resolve problems that occur if they know what screen you were on when things went wrong. A list of the vertical menu paths appears Appendix A of this guide.

Note also the bottom line. This shows you additional commands that are available. The command line shows help is available if you press Ctrl-w. This may be the most important feature of the BQC software for you to learn. The notation Ctrl-w means that you should press the key marked "Ctrl" while you press the letter "w". It is like using the shift key on a manual typewriter. When you use the Ctrl-w, a new screen will appear with additional information about the item at the cursor. It also is available for most prompts. Try Ctrl-w even if there is no specific notation on the screen. Most times "Help" will appear on the monitor.

Continue making selections from the vertical menus until you reach the program you want to run.

Once you arrive at the program you want to run, different screens or menus appear depending on the program.
Prompt Screen. Prompt screens, although they may look like vertical menus, require you to make a response to a specific prompt. Simple prompt screens may ask you to affirm or deny a statement (y/n). This means you should enter y for yes, or n for no with regard to the prompt. A colon (:) always follows a prompt with the cursor positioned to accept your entry. Another prompt may ask you to enter the batch range for a report. The following prompt screen looks somewhat like a vertical menu.

```
<table>
<thead>
<tr>
<th>b_cr2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Review Report</td>
</tr>
<tr>
<td>1. View report</td>
</tr>
<tr>
<td>2. Printer (system)</td>
</tr>
<tr>
<td>3. Local printer</td>
</tr>
<tr>
<td>4. Save report</td>
</tr>
<tr>
<td>Select an option:</td>
</tr>
<tr>
<td>&lt;Ctrl-w&gt; Help &lt;Ctrl-g&gt; GotoMenu &lt;Ctrl-c&gt; Cancel</td>
</tr>
</tbody>
</table>
```

This screen allows you to choose where to direct a report. You press either the number or letter in bold of your choice. You can repeatedly make selections from this screen. When done, the way to exit this screen is by pressing Ctrl-g or Ctrl-c.
Login and Menu System

Another commonly encountered screen is a Ring Menu. The following example appears when you select Query Staff Table option from the Staff Table option from the Environment Settings option of the Benefits Quality Control menu.

```
QUERY STAFF: Query First Next Previous Last Screen Exit
Query on staff table

login id:  fname:  lname:
location:  STAFF id:  QCS id:
```

A ring menu appears most often when you wish to access a record or several records in a database. Note the horizontal list across the top line of the screen. Place the cursor on the item Query and press Return. This moves the cursor to the items between the dotted lines. Enter identifying information for the record(s) you want to access and then press Ctrl-[-]. If the program finds these records, the fields of the first record appear below the dotted line and the cursor returns to the top command line. This program only allows you to "read" records in the database. First, Next, Previous and Last cause any other records that you selected to appear. Use Screen to show more fields than those shown between the dotted lines. Move the cursor along the top one item at a time by using the Space Bar or arrow keys, then press Return. Alternatively, enter the first letter of the command you want to use. As with the vertical menu, do not press Return when you use the letter method. When done, move the cursor to Exit to return to the vertical menu that originally called the program.
Customizing. The designers of the BQC software tried to provide as many opportunities as possible for SESAs to customize the programs to best suit individual State operations. Some of these programs are new and some are similar to programs previously used on the PRO380 system.

States may wish to use the (S)tamp option shown on the Supervisor Case Management menu (path /0327). This option allows the State to preset any data collection item that is always coded the same because of a State law or policy. For example, States with no dependency allowance provisions in their law may wish to "Stamp" the four dependency items as "not applicable."

Validation Limits (path /0333) and Local Office Table (path /0332) appear on the Environment Settings menu.

In addition to State Option (/0335) fields that the State defines, Error Option (/0336) is a new program that appends State-defined fields to specific detected issues.

Staff Table, under Environment Settings (path /0331) has a few new features. Supervisors can identify specific programs they want individual staff members to run. Also if States have more than one supervisor, the QC manager can group staff by supervisor. Once this change occurs to the staff table, the cases from each sample can be allocated to the supervisors, who in turn can assign them to their investigators.

Hard edits identify data inconsistencies that must be satisfied before closing a case. The new system includes soft edits that identify unusual data relationships as possible coding errors. The Case Review program (path /0334) applies the soft edits, but does not prevent case closing. Supervisors decide which soft edits to use, if any, and when the program runs against the case data.
Login and Menu System

Benefits Quality Control. Select the third option from the UIS Main Menu. A new vertical menu appears.

```
** m_03 **          BQC MAIN MENU - RELEASE 4.1
-----------------------------------------------------------------------------------------------------------------------------------
1 (I)nvestigator Case Management
2 (S)upervisor Case Management
3 (E)nvironment Settings
4 Statistical (A)nalysis
5 (B)QC ADF User Guide
6 E(x)it
-----------------------------------------------------------------------------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN, or press the number preceding the option or the letter in parentheses.
<Ctrl-w> Help          <Ctrl-c> Cancel          <Ctrl-x> Logout
-----------------------------------------------------------------------------------------------------------------------------------
```

The following handbook chapters describe the programs developed specifically for Benefits Quality Control applications in the order of their respective positions on the menu.

Investigator Case Management is covered in Chapter III:
  Section A - New Investigative Assignments,
  Section B - Update Cases,
  Section C - DCI Report, and
  Section D - Case Review Report.
Supervisor Case Management is covered in Chapter IV:
Section A - Case Conversion,
Section B - Case Assignment,
Section C - Reopen Completed Cases,
Section D - Fast Supervisory Signoff,
Section E - Time Lapse,
Section F - Change Control Information, and
Section G - Stamp.

Environment Settings is covered in Chapter V:
Section A - Staff Table,
Section B - Local Office Table,
Section C - Validation Limits,
Section D - Case Review Control,
Section E - State Option Control, and
Section F - Error Option Control.

Statistical Analysis is covered in Chapter VI:
Section A - Sample Validation,
Section B - Sample Characteristics,
Section C - Rates Calculation, and
Section D - Standard Reports.

On-line BQC ADP User Guide. The BQC ADP User Guide choice on the
menu provides a complete and up-to-date on-line version
of the ET Handbook 400, Benefits Quality Control ADP User
Guide. When selected it takes the user to a "pick" screen
(see Appendix F for details regarding use of the "pick"
utility). From the pick screen users can select one
section of the ET Handbook 400, ADP User Guide at a time
for viewing or printing. Once you have selected the
section you wish to view, hit Ctrl-[. This will
automatically load the selected document to WordPerfect
view only mode. While viewing the manual section you will
NOT be able to edit the document. If you are on a
character based terminal (i.e. VT220, VT320) the document
selected will be displayed in character mode (i.e. no
graphics). Users with X-Terminal capabilities will be
able to view the documents using X-WordPerfect and will
be able to view the graphics on their screen. Even though
the chapter sections can NOT be edited the user may copy
the section and rename it for later editing. When you are
finished viewing, exit the document and you are returned
Login and Menu System
To the "pick" screen. Either select another chapter section to view or Ctrl-g to return to the menu.
** m 031 **

INVESTIGATOR CASE MANAGEMENT MENU

```
1  (N)ew Investigative Assignments
2  (U)pdate Case
3  (D)CI Report
4  (C)ase Review Report
5  E(x)it
```

To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN or press the number preceding the option or the letter in parentheses.

<Ctrl-w> Help       <Ctrl-c> Cancel       <Ctrl-x> Logout

Subsections A-D of this chapter describe these menu options.
New Investigative Assignments Assignments. When you choose this option, the message, "One moment please", flashes on the monitor. This shows that the program is checking your authority to access this program.

If you have All or Group access permission, screen b_nial appears. If you have Individual access this screen does not

b_nial

------------------------------------------

New Investigative Assignments

------------------------------------------

I For Sorted by Investigator ID, or
S For Sorted by Social Security Number

Enter Your Sorting Selection (I/S):

<Ctrl-w> Help      <Ctrl-g> GotoMenu       <Ctrl-c> Cancel

Default value is "Sorted by Investigator"

Choose I to sort the output report by Investigator ID or S to sort the report by Social Security Number. The program then Searches the database for cases assigned or reassigned to you and your unit since the last downloaded batch.

The message, "Selecting cases, please wait . . . ", appears at the bottom of b_nial. This shows that the program is identifying the cases and formatting the report. A message informs you when the program finds no cases. Otherwise, a summary message appears showing the number of assigned and reassigned cases. The screen looks like this.
The total number of ASSIGNED cases: 12
The total number of RE-ASSIGNED cases: 0
Press <RETURN> to continue:

b_nia2
-------------------------------------------
New Investigative Assignments
-------------------------------------------
1. View report
2. Printer (system)
3. Local printer
4. Save report
Select an option:
<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
Default value is "View report"

After this message, the next screen, b_nia2, appears. Press 1, V, or v to view the report on your monitor. Press q, to return to b_nia2. Enter 2, P, or p to print on the system printer, or press 3, L, or l to print at a local printer. Press 4, S, or s to save the report in your home directory. The report's path name appears on the screen for a few seconds. You may continue to select options as long as screen b_nia2 remains on the monitor.

Press Ctrl-g, GotoMenu, to end the session and return to the Investigator Case Management Menu.

The report's format for users with individual access privileges looks like the following example
The next example shows the report's format for a user with **group** or **all** access privileges.

<table>
<thead>
<tr>
<th>ID</th>
<th>SSN</th>
<th>KW</th>
<th>BATCH</th>
<th>SEQ.NO</th>
<th>CASE</th>
<th>LO</th>
<th>DATE</th>
<th>A/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>470730750</td>
<td>09/05/1992</td>
<td>9238</td>
<td>11</td>
<td>0</td>
<td>0140</td>
<td>11/12/1992</td>
<td>A</td>
</tr>
<tr>
<td>45</td>
<td>214422617</td>
<td>10/06/1992</td>
<td>9238</td>
<td>1</td>
<td>0</td>
<td>0086</td>
<td>11/12/1992</td>
<td>A</td>
</tr>
<tr>
<td>45</td>
<td>579569290</td>
<td>09/29/1992</td>
<td>9238</td>
<td>8</td>
<td>0</td>
<td>0067</td>
<td>11/12/1992</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>SSN</th>
<th>KW</th>
<th>BATCH</th>
<th>SEQ.NO</th>
<th>CASE</th>
<th>LO</th>
<th>DATE</th>
<th>A/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>363786607</td>
<td>09/29/1992</td>
<td>9238</td>
<td>23</td>
<td>0</td>
<td>1234</td>
<td>11/12/1992</td>
<td>A</td>
</tr>
<tr>
<td>40</td>
<td>268929912</td>
<td>10/03/1992</td>
<td>9238</td>
<td>13</td>
<td>0</td>
<td>2312</td>
<td>11/12/1992</td>
<td>A</td>
</tr>
<tr>
<td>75</td>
<td>376200115</td>
<td>10/01/1992</td>
<td>9238</td>
<td>22</td>
<td>0</td>
<td>1234</td>
<td>11/12/1992</td>
<td>A</td>
</tr>
<tr>
<td>75</td>
<td>380561658</td>
<td>09/29/1992</td>
<td>9238</td>
<td>7</td>
<td>0</td>
<td>0102</td>
<td>11/12/1992</td>
<td>A</td>
</tr>
</tbody>
</table>
Update Cases. The first screen of this program is the Update Cases Menu, m_0312.

** m 0312 **

UPDATE CASES MENU

1  Update using (K)ey Codes
2  Update using (Q)uery
3  Update (S)tate Options
4  Update (E)rror Options
5  (U)nlock Cases
6  E(x)it

To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN or press the number preceding the option or the letter in parentheses.

<Ctrl-w> Help  <Ctrl-c> Cancel  <Ctrl-x> Logout

This menu provides options for updating the required data collection instrument (DCI) items for each case and any state option or error option data items added by the State. Note also option 5, (U)nlock Cases. The system locks cases to prevent two users from simultaneously updating the same case. Normally the system unlocks the case when you exit. But, occasionally the lock remains. If you have Individual access permission to Update Cases, this option unlocks all locked cases assigned to you. Those with All or Group permission to Update, can pick the cases to unlock by individual investigator number(s) or the entire unit.

If you want to Update using Key Codes, press 1, k, or K from
Update Cases /0312
the regular keyboard or the numeric key pad. To Update
using Query, press 2, q or Q. Similarly, to update a state or error option element only, press the appropriate menu number or letter. An alternate method is to highlight your menu choice, and then press Enter or Return.

After you select an update option, there may be a slight pause while the computer begins the update program. Then a message appears to inform you that the computer is checking your authorization to run this program. The screen returns to the previous menu if you do not have permission to continue. Otherwise new screens appear.

**Update Using Key Codes.** If you select Update Using Key Codes, the screen b_ucl appears.

```

b ucl

-----------------------------------------
Update Using Key Codes
-----------------------------------------

  S to search by SSN/KEY WEEK/CASE TYPE, or
  B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

Enter Query Type (S/B):
<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
Default value is "S"
```

You can choose the cases by selecting either the SSN/KW/Case Type or the Batch/Sequence/Case Type codes. Note the bottom of the screen. The last line informs you that the default value is "s". A default is a preset
/0312 Update Cases
response to a prompt that the program uses when you press
Enter or Return. In this instance, you may enter s or S or Enter or Return to select cases using Social Security Number, Key Week, and Case Type. Use b or B to select cases for updating by Batch, Sequence Number, and Case Type.

Using SSN/KW/Case Type. If you select the s option from screen b_uc1, screen b_uc2a appears.

<table>
<thead>
<tr>
<th>SSN:</th>
<th>KW:</th>
<th>Case Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>s</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Using SSN/KW/Case Type. If you select the s option from screen b_uc1, screen b_uc2a appears.

Enter the full Social Security Number. The cursor will advance to the Key Week item without pressing Enter or Return. Enter the Key Week in MMDDYY format followed by Enter or Return. For example, May 25, 1991 should be entered as 052591. The program converts this and displays the Key Week as 05/25/1991. Enter the case type or if the case type is 0, simply hit Enter or Return. The program catches some errors at the time of entry. It does not allow you to continue until you make the correction. For
Update Cases /0312

instance, you must correct the entry if you enter the letter
Instead of the number 0. After you successfully enter the three key codes, the program searches for the case in the database. An error message appears at the bottom of the screen when no case matches your entry. The cursor returns to the first field, so you can try again. The program also informs you when you select a previously closed case. If you are an investigator, you may access only open cases assigned to you. If you are a supervisor, you can access all cases within your group or unit if data item h9 (supervisory review completed) is null. When the program locates the case, the cursor advances to the next empty Social Security Number space. You may enter data to select eleven more cases. When you complete entering the key codes for the cases you want to update, press Ctrl-]. The next screen to appear is the ring menu to update the DCI.
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Update Cases /0312
Using Batch/Sequence/Case Type. If you select the b option from screen b_uc1, the screen b_uc2b appears.

<table>
<thead>
<tr>
<th>b uc2b</th>
<th>Update Using Key Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
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<td>Batch:</td>
<td>Sequence #:</td>
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<td>Batch:</td>
<td>Sequence #:</td>
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<td>Batch:</td>
<td>Sequence #:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
</tr>
</tbody>
</table>

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl->] Accept

Enter the Batch Number

Enter the required information. Many features of updating using SSN/KW/Case Type also apply here. Enter the four digit Batch Number. The cursor advances to the Batch Sequence # without pressing Enter or Return. Enter the sequence number. If you enter 1 through 9, it must be followed by Enter or Return. If you enter two digits, for example 05, you do not need Enter or Return. The program drops the leading 0 and displays 5 on the screen. Enter the case type, or if the case type is 0, simply hit Enter or Return. The program catches some errors that must be corrected before continuing. After you enter the three key codes successfully, the program checks to locate the case in the database. If it cannot find the case, an error message
/0312 Update Cases

appears at the bottom of the screen, and the cursor moves to the beginning of the row. It also informs you if you
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selected a closed case. If the program finds the case, the cursor advances to the next empty Batch Week space. You may enter eleven more cases. After you enter the data for the cases you want to update, press Ctrl-[- for the ring menu to update the DCI to appear.

**Update Using Query.** If you selected Update Using Query from the Update Cases Menu, there will likely be a slight pause while the computer accesses the update program. Then a message informing you that the program is checking your access privileges briefly flashes upon the screen. If the program denies you access, the screen returns to the previous menu. If you have permission to run this program, the following screen appears.

```
--------------------------
|                      |
|                      |
|                      |
|                      |

h_uquery

---

Update Using Query

---

SSN:       Key Week:

Batch:     Sequence #:

Case Type: Local Office:

Investigator:

Select Criteria For The Query:
= equal to, <> not equal to, >= greater or equal to, <= less or equal to,

Enter Social Security Number
```

Use this screen to choose the cases to update by specifying Social Security Number, Key Week, Batch, Seq #, Case Type, Local Office, or Investigator. Note that you can use
"wildcards", Boolean expressions, such as greater than or less than, or a range of data. You can use this query option if you know only the Social Security Number but not the Key Week. Remember if you enter only the batch, you will get all the cases within the batch that you have permission to access. The same is true for the Key Week. Use the Arrow keys or the Enter or Return key to move the cursor to the entry you want. Next, type the selection data.

When finished, press Ctrl-[] for the ring menu to update the DCI to appear.

**Update Ring Menu.** This is what the Update ring menu looks like. It appears when you have successfully entered the key or query information.

Note that the letter B appears in reverse video. Also the
Update Cases /0312

line below shows the name of that update screen, Claimant
/0312 Update Cases

Information. Use the **Arrow** keys to move along the top row and notice how the name of the screen changes as the highlighted area changes. Note also the Key Code information that appears below these two lines. If you highlight the word Next, the Update screen information changes to next screen, meaning the next case. If you press **Enter** or **Return**, the Key Codes change to the next case you selected. If there is no additional case, a message will appear at the bottom of the screen. Move the cursor and press **Enter** or **Return**, or simply press the letter of the screen you want to update.

**Data Entry Screens.** The screen looks like this if you select the B screen.

```
Screen B    Claimant Information
            Method Information Obtained    b1:
            Citizenship                  b2:
            Education                    b3:
            Vocational or Technical School b4:
            Training Status              b5:
            Occupation Code - Last        b6:
            Occupation Code - Usual       b7:
            Normal Hourly Wage           b8:
            Occupational Code - Seeking   b9:
            Lowest Acceptable Hourly Wage b10:
            Date of Birth                b11:
            Sex                         b12:
            Ethnic Code                  b13:
<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
Enter questionnaire method code.
```
The screen looks like this if you select the C screen.

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Benefit Year Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
</tr>
</tbody>
</table>

Keys:
- **Update**: F4
- **ClrField**: Ctrl-d
- **NxtScreen**: Ctrl-n
- **PrvScreen**: Ctrl-p
- **UnDo**: Ctrl-u
- **NxtField**: Ctrl-f
- **PrvField**: Ctrl-b

**SSN**: 315-48-0739 **KW**: 03/30/1991 **Case**: 0 **Batch**: 9114 **Sequence #:** 1

**Screen C**

Enter program code.
The screen looks like this if you select the D screen.

```
Update <Ctrl-d> ClrField  <Ctrl-n> NxtScreen  <Ctrl-p> PrvScreen  
      <Ctrl-u> UnDo           <Ctrl-p> NxtField  <Ctrl-b> PrvField  
SSN: 315-48-0739  KW: 03/30/1991  Case: D  Batch: 9114  Sequence #: 1
Screen D  Separation  Information

Before Investigation              After Investigation

Reason for Separation             d1: d2:
Date of Separation                d3: d4:
Recall Status                     d5: d6:
Tax Rate - Last Employer           d7:
Industry Code - Last Employer     d8:

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-{ } Accept
Enter separation reason code (before investigation).
```
Update Cases /0312

The screen looks like this if you select the ME screen.

<table>
<thead>
<tr>
<th>Screen E</th>
<th>Monetary Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Investigation</td>
<td>After Investigation</td>
</tr>
<tr>
<td>Number of Base Period Employers</td>
<td>e1:</td>
</tr>
<tr>
<td>Base Period Wages</td>
<td>e3:</td>
</tr>
<tr>
<td>High Quarter Wages</td>
<td>e5:</td>
</tr>
<tr>
<td>Number of Weeks Worked</td>
<td>e7:</td>
</tr>
<tr>
<td>Weekly Benefit Amount</td>
<td>e9:</td>
</tr>
<tr>
<td>Maximum Benefit Amount</td>
<td>e11:</td>
</tr>
<tr>
<td>Number of Dependents</td>
<td>e13:</td>
</tr>
<tr>
<td>Dependents' Allowance</td>
<td>e15:</td>
</tr>
</tbody>
</table>

Industry Code - Primary Employer | e17: |
Monetary Redetermination | e18: |
Remaining Balance | e19: |

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-|> Accept
Enter number of base period employers before investigation.
The screen looks like this if you select the F screen.

<table>
<thead>
<tr>
<th>Screen F</th>
<th>Benefit</th>
<th>Payment</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before Investigation</td>
<td>After Investigation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KW Earnings</td>
<td>f1:</td>
<td>f2:</td>
<td></td>
</tr>
<tr>
<td>KW Earnings Deduction</td>
<td>f3:</td>
<td>f4:</td>
<td></td>
</tr>
<tr>
<td>Total Other Deductible Income in KW</td>
<td>f5:</td>
<td>f6:</td>
<td></td>
</tr>
<tr>
<td>Other Income Deduction Amount for KW</td>
<td>f7:</td>
<td>f8:</td>
<td></td>
</tr>
<tr>
<td>First Compensated Week Ending Date</td>
<td>f9:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of First Payment</td>
<td>f10:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Week Filing Method</td>
<td>f11:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Week Certification Procedure</td>
<td>f12:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Amount Paid and/or Offset for Key Week</td>
<td>f13:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter total earnings for kw before investigation.
**Update Cases /0312**

The screen looks like this if you select the G screen.

<table>
<thead>
<tr>
<th>Update</th>
<th>&lt;Ctrl-d&gt; ClrField</th>
<th>&lt;Ctrl-n&gt; NxtScreen</th>
<th>&lt;Ctrl-p&gt; PrvScreen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;Ctrl-u&gt; UnDo</td>
<td>&lt;Ctrl-f&gt; NxtField</td>
<td>&lt;Ctrl-b&gt; PrvField</td>
</tr>
</tbody>
</table>

SSN: 315-48-0719  KW: 03/20/1991  Case: 0  Batch: 9114  Sequence #: 1

**Screen G**  
Registration / Work Search

<table>
<thead>
<tr>
<th>WS Requirements</th>
<th>g1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS Req</td>
<td>g2:</td>
</tr>
<tr>
<td>JS Defer</td>
<td>g4:</td>
</tr>
<tr>
<td>Regis Priv Agency</td>
<td>g6:</td>
</tr>
<tr>
<td>Union Status</td>
<td>g8:</td>
</tr>
<tr>
<td>KW Contacts</td>
<td>g10:</td>
</tr>
</tbody>
</table>

| Contacts Inv    | g12: |
| Contacts Acc    | g13: |
| Contacts Unacc  | g14: |
| Contacts Unver  | g15: |

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-|> Accept  
Enter the work search requirements code.
The screen looks like this if you select the H screen.

```
Update  <Ctrl-d> ClrField  <Ctrl-n> NxtScreen  <Ctrl-p> PrvScreen
   <Ctrl-u> Undo  <Ctrl-f> NxtField  <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991  Case: 0  Batch: 9114  Sequence #: 1

Screen H                Error   Classification
   Key Week Action Code Flag
   Amount That Claimant Should Have Been Paid
   Total Dollar Amount of Overpayment(s)
   Total Dollar Amount of Underpayment
   Total Overpayment Amount for the KW
   Total Underpayment Amount for the KW
   Investigation Completed
   Investigation Completion Date
   Supervisory Review Completed
   Supervisor Completion Date
   Supervisor Identification

<Ctrl-w> Help  <Ctrl-q> GotoMenu  <Ctrl-c> Cancel  <Ctrl-{x} Accept
Enter the key week action code flag.
```

When the code 1 is placed in item h7, Investigation Completed, and the case is properly updated, the case is closed to the investigator. To remand the case back to the investigator after supervisory review, press Ctrl-d when the cursor is on item h7. This erases the code and makes the case available to the investigator once more. If the case passes supervisory review, the proper code should appear in item h9. Properly updated, this case is closed to further data changes from the Update program. Any later changes to the case data must be made from the Reopen option.
Update Cases /0312

The screen looks like this if you select the I screen.

---

**Data Entry.** When you select the screen you want to update, the cursor is on the first item of the screen. Now you can begin to enter the data. Use **Enter** or **Return** after each entry.

Use the top three **PF** keys of the key pad. They enter nonarithmetic information which allows you to continue entering data without moving your hand from the key pad area. **PF1** enters a -1 in the field to show that the data is missing or unavailable. Mathematical computations skip fields with -1 codes. **PF2** enters a -2 in the field to show that the information does not apply. Mathematical computations omit fields with -2 codes. **PF3** enters the same value as that of a related field.
The screen automatically advances to the next screen when you fill the last field. Otherwise you can make the screens advance by pressing **Ctrl-n**. Note the other control options available. They appear at the top and bottom of the screen. If the case lacks issues, enter 1, 2, or 3 for the first element on screen H, h1 (KW Action Code Flag), and continue as you have for the previous screens. If the case has one or more issues, enter 9 in h1. This will cause screen I to appear on the monitor. Code the required eight fields. If you want to enter another issue for this case, press **Return** after the code for ei8. If you want to return to screen H, press **Ctrl-p**. You can delete an issue by placing the cursor on the issue to be deleted and pressing **Ctrl-e**. Once the issue is deleted, you will automatically be placed in Screen H so that fields h5 and h6 can be corrected accordingly. If you want to add Error Option data or State Option data, press **Ctrl-[**, and then select O or S from the ring menu. You may then want to complete any remaining items on Screen H. You can update the case, move on to the next case or exit.

**Hard Edit Checks.** The program checks the data as you enter it to assure the validity of the value or code used. If you enter an invalid code, a message appears and you must correct the entry or skip the entry altogether to advance. After completing each data screen, the program performs a check of relational fields on that screen. When you code that the investigation is complete by entering 1 in data element h7, the computer makes an additional edit check.

**Case Review.** A new feature of the Benefit Quality Control automated system is the implementation of a series of "soft" edit checks. These edits identify instances where a data element seems inconsistent with other data items in the DCI. There are about 40 different soft edit checks available. The State may use all, some, or none of these checks by accessing the Case Review Control program on the Environment Settings Menu. The State also decides who may run these edits. The report runs automatically for an "authorized" person (as contained in the Staff Table under Environment Settings) who codes the data in element h7 (Investigation Completed). Other users with proper authorization
Update Cases /0312

You can run the report directly from the menu using path /0314. See the section beginning on page III-D-1 of this handbook. When the program has applied the Case Review checks, a menu appears which allows you to View, Print or Save the resulting report. The report shows if no inconsistencies were found, or identifies any questionable element codes. When you are done, press Ctrl-g. This returns you to the H screen when there are no inconsistencies. If there are questionable codes, your monitor screen asks if you want to disregard the message. A No response returns you to the H screen and removes the h7 (Case Completion) code. Make any code corrections necessary, then reenter code 1 in h7. A yes response indicates that despite the warning you feel the codes are correct, and the H screen reappears. Press Ctrl-[] to return to the ring menu and Update the case.

Update. When you have completed entering the data for the case, press Ctrl-[] to save the data and return to the ring menu. You should now move the cursor to Update and press Enter. Your changes now become a permanent part of the database. You may now continue data entry for any other cases you may have selected.

Abort. If you want to return to the ring menu without keeping the entries you made for a case, you may press either Ctrl-g or Ctrl-c. Ctrl-g or Ctrl-c at this point in the program generates a warning message and before you can continue, you must respond to the prompt. If you made a mistake and do want to keep the new entries or changes, press n or Enter (the default). This returns the cursor to the data entry screen, and you may proceed by using Ctrl-[] to save the data for updating the database. If on the other hand, you really do want to erase any changes or entries just made for the case, press y.

DCI Report. When you press Update from the ring menu, a prompt asks if you want to print the DCI for the case identified on the screen (y); not to print the DCI for the case (n); or to print the DCI for all the cases updated (a). If you chose to print (options y or a), the program prompts you to select the system (p) printer or local (l) printer. Then the screen informs you that it is generating the report. When done, the cursor returns to the ring menu options.
Exiting. To end the Update session, move the cursor to Exit on the ring menu. A message advises if data was entered but not updated. If you respond negatively to the prompt, the cursor returns to the ring menu for you to proceed. Otherwise, the previous selection menu (b_uc2a or b_uc2b) appears on the screen. Ctrl-g returns the screen to a vertical menu, where you can logout (Ctrl-x) or continue with another menu option.

Update State Option. These data elements supplement the DCI data elements. The State may wish to collect data regarding claimant name, phone number, employer names, or anything else. The program that defines these elements is State Option Control (path /0335). You can access these elements two ways. One way is to select S from the Update ring menu. The other way is to select option 3 (Update (S)tate Options) from screen m_0312. This approach requires you to enter the key codes of the case(s) you want. Unlike Update using (K)ey Codes and Update using (Q)uery, Update State Options can access either open or closed cases. Federal automatic pickup does not retrieve data from this table.

Update Error Option. These data elements supplement the DCI to provide additional data specifically related to a BQC detected issue. Create these elements by using Error Option Control (path/0336). Access these elements either of two ways. First, select O from the Update ring menu. Alternatively, select option 4 (Update (E)rror Options) from screen m_0312. This approach requires you to enter the key codes of the case(s) you want. Unlike Update using (K)ey Codes and Update using (Q)uery, Update Error Options can access either open or closed cases. Federal automatic pickup does not retrieve data from this table.

Unlock Cases. Note also option 5, (U)nlock Cases. Routinely the system locks a case to prevent two users from simultaneously updating the same case. Normally, the system unlocks the case when you exit. Occasionally the lock remains. If you have Individual access permission to Update Cases, this option unlocks all locked cases assigned to you. Those with All or Group permission to Update, can pick the cases to
Update Cases /0312

unlock by individual investigator or the entire unit.
DCI Report. Select DCI Report from the Investigator Case Management Menu by pressing 3, d, or D, or by highlighting the option and pressing Enter or Return. The program checks if you have permission to run this program. If you have the correct authority, the screen looks like this.

```
b_dcil
-----------------------------------------------
DCI REPORT
-----------------------------------------------

$s$ to search by SSN/KEY WEEK/CASE TYPE, or
$b$ to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

Enter Query Type (S/B):
```

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Default value is "S".
Using SSN/KW/Type. If you select the s or default option the screen looks like this.

<table>
<thead>
<tr>
<th>SSN:</th>
<th>KW:</th>
<th>Case Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN:</td>
<td>KW:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>SSN:</td>
<td>KW:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>SSN:</td>
<td>KW:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>SSN:</td>
<td>KW:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>SSN:</td>
<td>KW:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>SSN:</td>
<td>KW:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>SSN:</td>
<td>KW:</td>
<td>Case Type:</td>
</tr>
</tbody>
</table>

Enter the Social Security Number, Key Week and Case Type of the cases you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor advances from the Social Security Number to the key week when you enter nine digits. Do not press Enter or Return. Enter the month, day, and year of the Key Week using two positions for each part (MMDDYY). The program rejects dates in any other format. Months up to October may be preceded by 0. Days less than 10 must have a leading 0. Use the last two digits of the year, e.g., 92 for 1992. There is no need to enter slashes or other separators. The program automatically displays the slashes between the month and day and the day and year part of the Key Week code. If
you enter less than six numbers for the key week, press
Enter or Return to advance to the Case Type entry portion of the screen. Otherwise, the cursor advances automatically to the Case Type field. Enter the case type. If it is 0, then enter it from the keypad or typewriter part of the keyboard, or simply hit Enter or Return. The program tells you immediately if it cannot locate the social security number. It also informs you if the key week is incorrect. You must enter the correct information before entering key codes for another case. When finished, press Ctrl-[] and the program prepares the DCI Records for the cases you have entered.

Using Batch/Sequence/Type. If you select the b option the screen looks like this.

```
   b dci2b
   ---------------------------------------------
   DCI Report Using Batch, Sequence #, Case Type
   ---------------------------------------------
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:
   Batch:  Sequence #:  Case Type:

   <Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
   <Ctrl-l> Accept

   Enter the batch number.
```

Enter the required information. Many features of updating using SSN/KW/Case Type also apply here. Enter the four
digit Batch Number. The cursor advances to the Batch Sequence # without pressing Enter or Return. Enter the sequence number. If you enter 1 through 9, it must be followed by Enter or Return. If you enter two digits, for example 05, you do not need Enter or Return. The program drops the leading 0 and displays 5 on the screen. Enter the case type, or if the case type is 0, simply hit Enter or Return. The program catches some errors that you must correct before continuing. After you enter the three key codes successfully, the computer checks to locate the case in the database. If it cannot find the case, an error message appears at the bottom of the screen, and the cursor moves to the beginning of the row. If the program finds the case, the cursor advances to the next empty Batch field. You may enter eleven more cases. When finished, press Ctrl-[ and the program prepares the DCI Reports.

**Seeing the Report.** The next screen provides some options for producing the reports. The key codes used to select the cases appear in bold, above the options. The example uses the SSN/KW/Case Type codes.

---

**DCI REPORT**

---

SSN #: 312592677  KW: 04/28/1990  CASE TYPE: 0

1. View report
2. Next record
3. Previous record
4. Single_print
5. All_print

Enter Selection Type:

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Default value is "View report".
Press v to display the DCI Report of the first case.

Press n (or p) to display the next (or previous) DCI.

Press s to print the DCI Report for a single case. Press a to print all the DCI Reports. If you chose to print (s or a) a message appears asking you to enter the printer type; either the system printer or the local printer.

Continue to make selections from this menu until you want to end the session. If you want to go back to the vertical menu that called the DCI Report program, press Ctrl-g. To go back to the original Key Codes entry screen, press Ctrl-c.

Coding Sheet. When the program produces this report before the investigator closes the case, "dots" appear in any empty fields. This DCI report also provides space for coding up to five issues. Thus the DCI report can be used as a coding sheet. (The DCI program can accommodate up to twenty separate issues per case.)

If the DCI report is run after the investigation results have been entered, issue codes appear only when the investigation detected an issue. The DCI Report for clean cases shows NO ACTIVITY TO REPORT FOR THIS CASE under the heading ERROR ISSUES. The DCI also shows the most recent reopen date, reopen reason, and id of the person who reopened the case. The "Reopen Table" contains any prior reopened data. If the case has no reopened data in the table, the DCI Report shows NO ACTIVITY TO REPORT FOR THIS CASE under the heading REOPENED.

Case assignment information is also included in the DCI Report as well as a code indicating any reassignment activity. Any reassignment information appears along with the original assignment data. This data resides in a separate database table called "Assigndate Table".
**Data Collection Instrument (DCI) Report**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>mbatch Batch</td>
<td>mseq Sequence #</td>
</tr>
<tr>
<td>mstate State</td>
<td>mlo LO</td>
</tr>
<tr>
<td>b1 Method Info Obt</td>
<td>e15 Depend Allow Before</td>
</tr>
<tr>
<td>b2 Citizen</td>
<td>e16 Depend Allow After</td>
</tr>
<tr>
<td>b3 Education</td>
<td>e17 Ind Code Primary Emp</td>
</tr>
<tr>
<td>b4 Voc/Tech School</td>
<td>e18 Mon. Redet Before</td>
</tr>
<tr>
<td>b5 Currently In Training</td>
<td>e19 Remain Balance</td>
</tr>
<tr>
<td>b6 Occ Code Last</td>
<td>f1 KW Earnings Before</td>
</tr>
<tr>
<td>b7 Occ Code Usual</td>
<td>f2 KW Earnings After</td>
</tr>
<tr>
<td>b8 Normal Hr Wage</td>
<td>f3 Earn Deduct Before</td>
</tr>
<tr>
<td>b9 Occ Code Seeking</td>
<td>f4 Earn Deduct After</td>
</tr>
<tr>
<td>b10 Lowest Hr Wage</td>
<td>f5 Other Income Before</td>
</tr>
<tr>
<td>b11 Birth Date</td>
<td>f6 Other Income After</td>
</tr>
<tr>
<td>b12 Sex</td>
<td>f7 Other Deduct Before</td>
</tr>
<tr>
<td>b13 Ethnic</td>
<td>f8 Other Deduct After</td>
</tr>
<tr>
<td>c1 Program</td>
<td>f9 First CWK Date</td>
</tr>
<tr>
<td>c2 CWC</td>
<td>f10 Date First Pay</td>
</tr>
<tr>
<td>c3 Ben Yr Beg</td>
<td>f11 KW File Meth</td>
</tr>
<tr>
<td>c4 Init Clm File</td>
<td>f12 KW Cert</td>
</tr>
<tr>
<td>c5 BRI</td>
<td>f13 Orig Amt Pd</td>
</tr>
<tr>
<td>c6 ERPs</td>
<td>g1 WS Requirement</td>
</tr>
<tr>
<td>c7 Last ERPS</td>
<td>g2 JS Req</td>
</tr>
<tr>
<td>c8 Prior Nonsep Issues</td>
<td>g3 Act/Cur Regist</td>
</tr>
<tr>
<td>c9 Prior Nonsep Disq</td>
<td>g4 JS Defer</td>
</tr>
<tr>
<td>d1 Reason Sep Before</td>
<td>g5 JS Refers</td>
</tr>
<tr>
<td>d2 Reason Sep After</td>
<td>g6 Regis Priv Agency</td>
</tr>
<tr>
<td>d3 Date Sep Before</td>
<td>g7 Priv Agency Refers</td>
</tr>
<tr>
<td>d4 Date Sep After</td>
<td>g8 Union Status</td>
</tr>
<tr>
<td>d5 Recall Stat Before</td>
<td>g9 Union Refs</td>
</tr>
<tr>
<td>d6 Recall Stat After</td>
<td>g10 KW Contacts</td>
</tr>
<tr>
<td>d7 Tax Rate Last Emp</td>
<td>g11 Prior KW Contacts</td>
</tr>
<tr>
<td>d8 Ind Code Last Emp</td>
<td>g12 Contacts Inv</td>
</tr>
<tr>
<td>e1 BP Emps Before</td>
<td>g13 Contacts Acc</td>
</tr>
<tr>
<td>e2 BP Emps After</td>
<td>g14 Contacts Unacc</td>
</tr>
<tr>
<td>e3 BP Wages Before</td>
<td>g15 Contacts Unver</td>
</tr>
<tr>
<td>e4 BP Wages After</td>
<td>h1 Action Code</td>
</tr>
<tr>
<td>e5 High Qtr Wages Before</td>
<td>h2 Amt Should Have Been Pd</td>
</tr>
<tr>
<td>e6 High Qtr Wages After</td>
<td>h3 Total Amt OP</td>
</tr>
<tr>
<td>e7 Wks Worked Before</td>
<td>h4 Total Amt UP</td>
</tr>
<tr>
<td>e8 Wks Worked After</td>
<td>h5 Total KW OP</td>
</tr>
<tr>
<td>e9 WBA Before</td>
<td>h6 Total KW UP</td>
</tr>
<tr>
<td>e10 WBA After</td>
<td>h7 Inv Completed</td>
</tr>
<tr>
<td>e11 MBA Before</td>
<td>h8 Inv Completed Date</td>
</tr>
<tr>
<td>e12 MBA After</td>
<td>h9 Supv Rev Completed</td>
</tr>
<tr>
<td>e13 Depend Before</td>
<td>h10 Supv Completed Date</td>
</tr>
<tr>
<td>e14 Depend After</td>
<td>h11 Supv ID</td>
</tr>
</tbody>
</table>

**ET HANDBOOK NO. 400**

**BENEFITS QUALITY CONTROL ADP USER GUIDE**

**DCI Report /0313**
ERROR ISSUE #: 1

ei1 Amt KW Error:  
ei2 KW Action:  
ei3 Error Cause:  
ei4 Error Response:  
ei5 QC Detection Pt:  
ei6 Prior Agency Action:  
ei7 Prior Emp Action:  
ei8 Detection Pt:

ERROR ISSUE #: 2

ei1 Amt KW Error:  
ei2 KW Action:  
ei3 Error Cause:  
ei4 Error Response:  
ei5 QC Detection Pt:  
ei6 Prior Agency Action:  
ei7 Prior Emp Action:  
ei8 Detection Pt:

ERROR ISSUE #: 3

ei1 Amt KW Error:  
ei2 KW Action:  
ei3 Error Cause:  
ei4 Error Response:  
ei5 QC Detection Pt:  
ei6 Prior Agency Action:  
ei7 Prior Emp Action:  
ei8 Detection Pt:

ERROR ISSUE #: 4

ei1 Amt KW Error:  
ei2 KW Action:  
ei3 Error Cause:  
ei4 Error Response:  
ei5 QC Detection Pt:  
ei6 Prior Agency Action:  
ei7 Prior Emp Action:  
ei8 Detection Pt:

ERROR ISSUE #: 5

ei1 Amt KW Error:  
ei2 KW Action:  
ei3 Error Cause:  
ei4 Error Response:  
ei5 QC Detection Pt:  
ei6 Prior Agency Action:  
ei7 Prior Emp Action:  
ei8 Detection Pt:

REOPEN CASE #: 1

ro1 Reopen Case:  
ro2 Reopen Date:  
ro3 Reopen ID:

ASSIGNMENT #: 1

ag1 Assign Date:  
ag2 INV. ID:  
ag3 QCS ID:  
ag4 A/R:
Case Review Report. When you select 4, C, or highlight, Case Review Report, from the Investigator Case Management Menu, the program advises you that it is checking to assure that you have permission to run this program. If you have permission, the screen on your monitor looks like this.

```
b_crpt1

-----------------------------------
CASE REVIEW REPORT
-----------------------------------

  S to search by SSN/KEY WEEK/CASE TYPE, or
  B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

Enter Query Type (S/B):

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
Default value is "S"
```
Using SSN/KW/Type. If you select the s or default option the screen looks like this.

<table>
<thead>
<tr>
<th>Case Review Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>SSN:</td>
</tr>
<tr>
<td>SSN:</td>
</tr>
</tbody>
</table>

Enter the Social Security Number, Key Week and Case Type of the case(s) you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor advances from Social Security Number to the key week when you enter nine digits. Do not press Enter or Return. Enter the month, day, and year of the Key Week using two positions for each part (MM DD YY). The program rejects dates in a different format. Months up to October may be preceded by 0. Days less than 10 must have a leading 0. Use the last two digits of the year, e.g., 92 for 1992. There is no need to enter slashes or other separators. The computer automatically displays the slashes between the month and day and the day and year part of the Key Week code. If you enter less than six numbers for the key week, press Enter or
**Return** to advance to the Case Type entry portion of the screen. Otherwise, the cursor advances automatically to the Case Type field. Enter the case type. If it is 0, then you may enter either 0 from keypad or typewriter part of the keyboard, or simply hit **Enter** or **Return** to use the default. The program tells you immediately if the social security number is not in the database. It also informs you if the key week is incorrect. You must enter the correct information before entering key codes for another case. When finished, press **Ctrl-[]** and the program prepares the Case Review Records for the cases you have entered.

**Using Batch/Sequence/Type.** If you select the b option the screen look like this.

```
<table>
<thead>
<tr>
<th>Batch:</th>
<th>Sequence #:</th>
<th>Case Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
</tbody>
</table>

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[]> Accept
```

Enter the required information. Many features of updating using SSN/KW/Case Type also apply here. Enter the four
digit Batch Number. The cursor advances to the Sequence # without pressing **Enter** or **Return**. Enter the sequence number. If you enter 1 through 9, it must be followed by **Enter** or **Return**. If you enter two digits, for example 05, you do not need **Enter** or **Return**. The computer drops the leading 0 and displays 5 on the screen. Enter the case type, or if the case type is 0, simply hit **Enter** or **Return**. The program catches some errors that you must correct before continuing. After you enter the three key codes successfully, the program checks to locate the case in the database. If it cannot find the case, an error message appears at the bottom of the screen, and the cursor moves to the beginning of the row. It also informs you if you selected a closed case. If the program finds the case, the cursor advances to the next empty Batch Week space. You may enter eleven more cases. After you enter all the cases you want to update, press **Ctrl-[^]**.

**Case Review Report.** The typical View, Print or Save screen next appears. This screen provides some options for producing the reports.

```
b_cr2
---------------------------------------------
Case Review Report
---------------------------------------------
1. View report
2. Printer (system)
3. Local printer
4. Save report

Select an option:

<Ctrl-v> Help     <Ctrl-g> GotoMenu     <Ctrl-c> Cancel
Default value is "View report".
```
Press 1, or v, or V, or Enter or Return to have the report appear on the screen. Note the available commands at the bottom. Type h for help, Space Bar for more of the report to appear, and q to quit and return to screen b_cr2. Press 2, or p, or P to print the report on the system printer.
Press 3, or l, or L to print locally.
Press 4, or s, or S to save the report for use with word processing or other software.
You may continue to make selections from this menu until you want to end the session. To return to the original menu, press either Ctrl-g or Ctrl-c.

Report Facsimile. Here is an example of what the report looks like.

```
CASE REVIEW REPORT

Run Date: 09/30/92

Batch No. 5220  Seq No: 1
SSN: 547936857  Key Week: 04/11/1992  Case Type: 0

Warning - Primary Method by which Claimant QC Information Obtained (bl) is equal to 1, 2, or 3 and one or more "b" elements are equal to PF2, Missing. Have you addressed this?

******************************End of Report******************************

(92%) -Press h for help, q to quit, Space Bar to see more -
```
If you have developed an ACE report to identify additional agency specific conditions, use the following set of rules for your ACE report to run properly.

1. The database used must be the same as that used by the BQC software, which is 'uidb';

2. Three parameters must be defined in the DEFINE section of the ACE report. These parameters would contain the values for the Batch Number, Sequence Number, and Case Type. For example, the DEFINE section could be coded as follows:
   
   DEFINE
   PARAM [1] vbatch SMALLINT
   PARAM [2] vseq SMALLINT
   PARAM [3] vcatyp SMALLINT
   END

3. In the OUTPUT section, DO NOT INCLUDE the phrase "report to ..." For example, do not use statements such as: report to pipe "less"; report to printer; and report to "/homedir/smith/database/filename".

4. If you want to use any variable defined by the PARAM statement in the SELECT section, you must precede the variable name with a dollar sign. For example,

   SELECT
   mlo, ei3, eil, ei4
   from b_master, b_errisu
   where mp4 = eip5 and
   mbatch = $vbatch and
   mseq = $vseq and
   mcatyp = $vcatyp and
   ei4[3,3] = 3
   order by ei3[1,2]
   END

If your ACE report follows these rules, it will run and the
output will append to the Case Review Report. You can then view, print and save the output of your ACE report with the output of the Case Review Report.
Chapter IV
SUPERVISOR CASE MANAGEMENT

The screen that appears after you select the Supervisor Case Management option looks like this:

```
m 032

SUPERVISOR CASE MANAGEMENT MENU

1 (C)ase Conversion
2 Case (A)ssignment
3 (R)ecognize Completed Cases
4 (P)ast Supervisory Signoff
5 (T)ime Lapse
6 Change Control (I)nformation
7 (S)tore
8 E(x)it

Use the directional arrow keys or the space bar and press RETURN or press the number preceding or the letter in parentheses to select the application you wish to run

<Ctrl-w> Help <Ctrl-c> Cancel <Ctrl-x> Logout
```

The remainder of Chapter Four discusses these options in greater detail.
**Case Conversion.** The screen on The monitor looks like this when you select the Case Conversion option from the Supervisor Case Management Menu.

<table>
<thead>
<tr>
<th></th>
<th>CASE CONVERSION MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(A)utomatic Conversion</td>
</tr>
<tr>
<td>2</td>
<td>(C)omparison Data/Sample Case Entry</td>
</tr>
<tr>
<td>3</td>
<td>(E)nter Comparison Data</td>
</tr>
<tr>
<td>4</td>
<td>(S)ample Case Entry</td>
</tr>
<tr>
<td>5</td>
<td>(R)eview Comparison Data</td>
</tr>
<tr>
<td>6</td>
<td>S(t)ratified Case Entry</td>
</tr>
<tr>
<td>7</td>
<td>E(x)it</td>
</tr>
</tbody>
</table>

Use the directional arrow keys or the space bar and press RETURN or press the number preceding or the letter in parentheses to select the application you wish to run.

- `<Ctrl-w>` Help
- `<Ctrl-c>` Cancel
- `<Ctrl-x>` Logout

After you load the new batch on the Sun system, you convert the sample cases to the Informix format using the options on this menu. A screen b_ccl appears when you use any option from this menu.
If you load the sample to the Sun using Sunlink or a 9 track tape, press A, a, or 1. Enter the batch number or Return, and the program converts the data for the SFSUM and REC1.DAT files. Now you can assign the sample cases in the batch. Use options 2 (C, c), 3 (E, e), and 4 (S, s) for manual entry of Comparison Data and Sample Cases. Use option 5 (R, r) to revise Comparison Data regardless of automatic or manual entry. Use option 2, C, c when you want to manually enter both the Batch Comparison Data and the specific case information. Enter the Comparison Data first. Use Options 3, E, e and 5, R, r for entry of Batch Comparison Data only and use option 4, S, s for entry of sample cases only. The following screens are for manual data entry of Batch Case Conversion Data and Sample Cases.
These screens appear when option 2, \((C, c)\), Comparison Data/Sample Case Entry or option 5, \((R, r)\), Revise Comparison Data is selected. You must complete all the data elements on these three screens if you are using option 2. Only then does the Sample Case Entry screen, b_cc5, appear for manual entry of the sample case information.

Option 5, \((R, r)\) only allows you to change Comparison Data. Therefore only b_cc2, b_cc3, and b_cc4 screens appear. Unlike option 2, b_cc5 does not appear.
### Case Conversion

**Batch: 0230 Comparison Data**

<table>
<thead>
<tr>
<th>Group</th>
<th>Sample</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age &lt; 25</td>
<td>1</td>
<td>2127</td>
</tr>
<tr>
<td>Age 25-24</td>
<td>14</td>
<td>15260</td>
</tr>
<tr>
<td>Age 35-44</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Age 45-64</td>
<td>9</td>
<td>7465</td>
</tr>
<tr>
<td>Age 65+</td>
<td>0</td>
<td>395</td>
</tr>
<tr>
<td>Age Missing</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Enter the Age < 25 Sample Count.
<table>
<thead>
<tr>
<th>Group</th>
<th>Sample</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount &lt;= $50</td>
<td>1</td>
<td>481</td>
</tr>
<tr>
<td>Amount $51-$100</td>
<td>2</td>
<td>2718</td>
</tr>
<tr>
<td>Amount $101-$150</td>
<td>2</td>
<td>2006</td>
</tr>
<tr>
<td>Amount $151-$200</td>
<td>2</td>
<td>2172</td>
</tr>
<tr>
<td>Amount $200+</td>
<td>17</td>
<td>18868</td>
</tr>
<tr>
<td>Amount Missing</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Case Conversion
Batch: 9238 Comparison Data

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-|> Accept <Ctrl-b> PrvField <Ctrl-p> PrvScreen <Ctrl-n> NxtScreen
Enter the Amount <= $50 Sample Count.
Screen b_cc5 appears after you enter the Comparison Data using menu option 2, (C,c). Before the sample case information enters the database, you must complete the data elements for each case in the sample.

The Control keys work the same on each screen. Use Ctrl-w to see the Help information for each data entry field. Ctrl-g, GotoMenu, takes you to the Case Conversion menu without updating or changing the data on the screen. Ctrl-c cancels the current process and takes you to the previous screen. Ctrl-[ updates the record with the data you enter. Ctrl-b moves the cursor to the previous field. Ctrl-p takes you to the previous screen. Ctrl-n moves you to the next screen.

Stratified Case Entry. If the BQC samples are stratified, select
/0321 Case Conversion
Option 6 from the Case Conversion menu (screen m_0321) in order to enter information into the b_strata and b_weight tables of the UI database.

The first time you select stratified case entry, you will be prompted to enter the number of strata (between 2 and 20) from which your State selects samples. Enter the number of strata and press return.

```
b sue1
                                 Stratified Case Entry Report
                                 -------------------------------------------
                                 Batch   Seq #   Case Type   Stratum #
                                 -------------------------------------------
                                 Please enter a Stratum number between 2 and 20 and press return. [ ]
                                 Enter the stratum number.
                                 -------------------------------------------
                                 Available Cases to Stratify = 21
                                 <Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[]> Accept
                                 <Ctrl-t> Change Stratum for Current Batch
```
The number of strata you have specified will be displayed, and you will be asked to confirm that this information is correct.

<table>
<thead>
<tr>
<th>Batch</th>
<th>Seq #</th>
<th>Case Type</th>
<th>Stratum #</th>
</tr>
</thead>
</table>

Please enter Y to save or N to reenter =>
You have selected 4 strata.

Available Cases to Stratify = 21

<Ctrl-w> Help    <Ctrl-q> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
<Ctrl-t> Change Stratum for Current Batch
/0321 Case Conversion

After you have confirmed the number of strata, screen b_scel will be displayed. Enter the stratum from which each case was selected. This information will be stored in the b_strata table.

```
<table>
<thead>
<tr>
<th>Batch</th>
<th>Seq #</th>
<th>Case Type</th>
<th>Stratum #</th>
</tr>
</thead>
<tbody>
<tr>
<td>9515</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>4</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>5</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>7</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>8</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Available Cases to Stratify = 21
```

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[]> Accept
<Ctrl-t> Change Stratum for Current Batch
ET HANDBOOK NO. 400
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Case Conversion /0321
If you change the number of strata from which the BQC sample is selected, enter Ctrl-t. You will be asked if you want to change the number of strata.

```
b_sccl

-----------------------------------------------
<table>
<thead>
<tr>
<th>Stratified Case Entry Report</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Batch</th>
<th>Seq #</th>
<th>Case Type</th>
<th>Stratum #</th>
</tr>
</thead>
</table>

Please enter [Y or y] for yes and [N or n] for no. ==> You have selected 4 strata.

Available Cases to Stratify = 21

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[]> Accept
<Ctrl-t> Change Stratum for Current Batch
```
If you answer yes ('Y'), you will be prompted to enter the new number of strata (between 2 and 20). You will be prompted to confirm that the number you entered is the correct number of strata.

After you have entered the strata for all cases, press return. The message, "Reached the last record", will be displayed, and screen b_sce2 will be displayed.

```
<table>
<thead>
<tr>
<th>Batch</th>
<th>Stratum #</th>
<th>Size</th>
<th>Population</th>
<th>Population Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>9515</td>
<td>1</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>2</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>4</td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-{> Accept
Enter the number of UI weeks and dollars paid in the population for each strata. After entering the population data for all fields, press Ctrl-[- to accept the information. The message, "Inserting b_weight. Please wait...", will be displayed.

After accepting the population data, screen b_sce3 will be displayed. Select 1 or V to view the stratified case entry summary report. Select 2 or P to print the report on the system printer. Select 3 or L to print the report on the local printer. Select 4 or S to save the report. The message, "/[home_dir]/bqc/sce[login_id][process_id] is being saved" will be displayed.

```
b sce3

-------- Stratified Case Entry --------

1. View report
2. Printer (system)
3. Local printer
4. Save report

Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "View report".
```
/0322 Case Assignment

Case Assignment. The screen on your monitor looks like this when you select the Case Assignment option from the Supervisor Case Management menu.

<table>
<thead>
<tr>
<th></th>
<th>CASE ASSIGNMENT MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(A)ssign Case</td>
</tr>
<tr>
<td>2</td>
<td>(R)assign Cases</td>
</tr>
<tr>
<td>3</td>
<td>A(u)tomatically Allocate Cases</td>
</tr>
<tr>
<td>4</td>
<td>(M)anually Allocate/Reallocate Case</td>
</tr>
<tr>
<td>5</td>
<td>A(s)ignment Report</td>
</tr>
<tr>
<td>6</td>
<td>E(x)it</td>
</tr>
</tbody>
</table>

To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN, or press the number preceding the option or the letter in parentheses.

<Ctrl-w> Help       <Ctrl-c> Cancel       <Ctrl-x> Logout

The remainder of this section describes these options in greater detail.
**Assign Cases.** If this is the highlighted option, just press Enter or Return. Otherwise select the Assign Cases option using a, A, or 1. There is a slight pause while the computer checks your permission to run this program. A screen like this appears if you are cleared to run the program.

<table>
<thead>
<tr>
<th>SSN</th>
<th>Key Week</th>
<th>Batch</th>
<th>Seq No</th>
<th>Case Type</th>
<th>Local Office</th>
<th>Inv Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>310563065</td>
<td>03/28/92</td>
<td>9214</td>
<td>1</td>
<td>0</td>
<td>0350</td>
<td></td>
</tr>
<tr>
<td>545347904</td>
<td>03/28/92</td>
<td>9214</td>
<td>2</td>
<td>0</td>
<td>0352</td>
<td></td>
</tr>
<tr>
<td>563642786</td>
<td>01/21/92</td>
<td>9214</td>
<td>3</td>
<td>0</td>
<td>0360</td>
<td></td>
</tr>
<tr>
<td>618414085</td>
<td>03/28/92</td>
<td>9214</td>
<td>4</td>
<td>0</td>
<td>0352</td>
<td></td>
</tr>
<tr>
<td>5700017236</td>
<td>01/21/92</td>
<td>9214</td>
<td>5</td>
<td>0</td>
<td>0370</td>
<td></td>
</tr>
<tr>
<td>606008244</td>
<td>03/28/92</td>
<td>9214</td>
<td>6</td>
<td>0</td>
<td>0380</td>
<td></td>
</tr>
<tr>
<td>620244885</td>
<td>03/07/92</td>
<td>9214</td>
<td>7</td>
<td>0</td>
<td>0390</td>
<td></td>
</tr>
<tr>
<td>565775972</td>
<td>03/28/92</td>
<td>9214</td>
<td>8</td>
<td>0</td>
<td>0400</td>
<td></td>
</tr>
</tbody>
</table>

Total Cases to Assign = 36

Enter The Investigator Id

This screen provides a list of the cases selected for investigation. Note that the cursor waits at the Inv Id column. The number that you enter should refer to the investigator who conducts the investigation. Although only 8 cases appear on the screen at one time, the total cases available for assignment appears at the bottom. If there are more than 8 cases, the next case will show at the bottom of the list after you enter the id for the 8th case. The list will continue to scroll until the last case appears.

You can skip cases on the list by using the **down arrow** key. You can return to a previously passed case by using the **up**
**arrow** key. You can change the investigator id. You do not need to assign all the cases in one session. When the session is complete, press **Ctrl-[** to update the database with the newly entered investigator id(s). The Asigndate Table retains this information, the key codes and index codes for the case, the assignment date (taken from the system clock), the investigator id, the QCS id (if any), and a reassigned code.

When you successfully complete case assignment, a message appears and then the previous menu returns to the screen.

**Reassign Cases.** Highlight this option and just press **Enter** or **Return**. Otherwise select the Reassign Cases option using **r**, **R**, or **2**. There is a slight pause while the computer checks that your permission to run this program. A screen like this appears when you have permission to run the program.

```
# caseqry1
---------------------------------------------------------------------
Reassign Case Query Screen
---------------------------------------------------------------------
SSN:  Key Week:
Batch:  Sequence #:
Case Type:  Local Office:
Investigator:

Enter Select Criteria For Query
= equal to, <> not equal to, >= greater or equal to, <= less or equal to,

<Ctrl-c>  Cancel    <Ctrl-[> Accept

Please Enter Social Security Number
```
Use this screen to choose the case(s) to reassign by specifying Social Security Number, Key Week, Batch, Seq No, Case Type, Local Office, or Investigator. Note that you can use "wildcards", Boolean expressions, such as greater than or less than, or even a range. You can use this query option if you know the Social Security Number but not the Key Week. Remember if you enter only the batch, you will get all the cases within the batch that you have permission to access. This is true for the Key Week also.

Use the **Arrow** keys or the **Enter** or **Return** key to move the cursor to the entry you want. Next, type the selection data.

When finished, press **Ctrl-[-]**.

The Reassignment screen looks like this:

```
b ca2

Case Reassignment

<table>
<thead>
<tr>
<th>SSN</th>
<th>Key Week</th>
<th>Batch</th>
<th>Seq No</th>
<th>Case Type</th>
<th>Local Office</th>
<th>Inv Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>310563066</td>
<td>01/28/1992</td>
<td>9214</td>
<td>1</td>
<td>0</td>
<td>0750</td>
<td>88</td>
</tr>
<tr>
<td>545347904</td>
<td>03/28/1992</td>
<td>9214</td>
<td>2</td>
<td>0</td>
<td>0352</td>
<td>88</td>
</tr>
<tr>
<td>555660793</td>
<td>02/29/1992</td>
<td>9210</td>
<td>22</td>
<td>0</td>
<td>0769</td>
<td>88</td>
</tr>
<tr>
<td>567325510</td>
<td>02/08/1992</td>
<td>9209</td>
<td>24</td>
<td>0</td>
<td>0210</td>
<td>88</td>
</tr>
<tr>
<td>551020690</td>
<td>02/01/1992</td>
<td>9208</td>
<td>25</td>
<td>0</td>
<td>0785</td>
<td>88</td>
</tr>
<tr>
<td>568995895</td>
<td>03/21/1992</td>
<td>9213</td>
<td>32</td>
<td>0</td>
<td>0261</td>
<td>88</td>
</tr>
<tr>
<td>556487757</td>
<td>02/22/1992</td>
<td>9212</td>
<td>34</td>
<td>0</td>
<td>1234</td>
<td>88</td>
</tr>
</tbody>
</table>

Total Cases to Reassign = 7
```

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[-]> Accept

Enter The Investigator Id, To Whom The Case Will Be Reassigned

This screen appeared when 88 was entered as the investigator id on the Query screen. Perhaps this investigator will be
off work unexpectedly for a few weeks. You can reassign these cases to other investigators by entering the new ids over the old ones. Press Ctrl-[ to update the Asigndate Table. Now the new investigators can access these cases. After updating, the screen returns to the calling menu.

**Automatic Allocation.** This option passes the sampled cases to an intermediary supervisor. Then that person assigns the cases to the available investigators. You select this option by pressing u, U, or 3. Highlight the option and only press Enter or Return.

The screen that appears is similar to this:

```
Note that the Supervisor ids already appear with the cases in the sample. The computer got this information from the local office table (/0332) in Environment Settings. You can look through the list to assure correct allocation of the cases. If they are not, you can enter the correct id. If they are all right, press Ctrl-]. Now the intermediary
```
Case Assignment /0322

Supervisors can access these cases to assign them. After updating the table, the screen returns to the calling menu.

Manually Allocate/Reallocate. This option passes the sampled cases to an intermediary supervisor. Then that person assigns the cases to the available investigators.

<table>
<thead>
<tr>
<th>b_ca4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Allocation/Reallocation</td>
</tr>
<tr>
<td>A for Case Allocation, or R for Case Reallocation</td>
</tr>
<tr>
<td>Enter letter (A/R)</td>
</tr>
</tbody>
</table>

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Indicate if you want to allocate a new batch of cases manually. This means that the Local Office table does not contain the QCS id associated to particular offices. If this is the case, press a. A screen similar to the following one appears.
Enter the id of the intermediate supervisor. Press `Ctrl-[]` when done.

If you need to reallocate cases previously allocated, press `r` when screen b-ca4 is on the monitor. This will cause a query screen to appear that looks like this.
Use this screen to choose the case(s) to reallocate by specifying Social Security Number, Key Week, Batch, Seq No, Case Type, Local Office, or Investigator. Note that you can use "wildcards", Boolean expressions, such as greater than or less than, or even a range. You can use this query option if you know the Social Security Number but not the Key Week. Remember, if you enter only the batch, you will get all the cases within the batch that you have permission to access. This is true for the Key Week also.

Use the **Arrow** keys or the **Enter** or **Return** key to move the cursor to the entry you want. Next, type the selection data.

When finished, press **Ctrl-[]**.
The Reallocation screen looks like this.

<table>
<thead>
<tr>
<th>SSN</th>
<th>Key Week</th>
<th>Batch</th>
<th>Seq No</th>
<th>Case Type</th>
<th>Local Office</th>
<th>QCS Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>310563066</td>
<td>03/28/1992</td>
<td>9214</td>
<td>1</td>
<td>0</td>
<td>0350</td>
<td>5</td>
</tr>
<tr>
<td>545347904</td>
<td>03/28/1992</td>
<td>9214</td>
<td>2</td>
<td>0</td>
<td>0352</td>
<td>5</td>
</tr>
<tr>
<td>561642786</td>
<td>03/21/1992</td>
<td>9214</td>
<td>3</td>
<td>0</td>
<td>0360</td>
<td>5</td>
</tr>
<tr>
<td>618414088</td>
<td>03/28/1992</td>
<td>9214</td>
<td>4</td>
<td>0</td>
<td>0362</td>
<td>5</td>
</tr>
<tr>
<td>570017236</td>
<td>03/21/1992</td>
<td>9214</td>
<td>5</td>
<td>0</td>
<td>0370</td>
<td>5</td>
</tr>
<tr>
<td>600000244</td>
<td>03/28/1992</td>
<td>9214</td>
<td>6</td>
<td>0</td>
<td>0380</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Cases to Reallocate = 6

Note that the Supervisor ids already appear with the cases. Change the ids to the new assigning supervisor, and press Ctrl-[. Now the new supervisor(s) can access these cases and assign them. After updating the table, the screen returns to the calling menu.

**Assignment Report.** You select this option by pressing s, S, or 5. Highlight this option and press Enter or Return. A PICK Screen appears to select the investigator(s) for whom you want the report. The typical View, Print or Save screen next appears.

This screen provides options for producing the reports.
Assignment Report

1. View report
2. Printer (system)
3. Local printer
4. Save report

Select an option:

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Default value is "View report".

If you want to view the report on the screen, type 1, v, or V. If you want the report to print to the system printer, press 2, p, or P. If there is a printer attached directly to your terminal, type 3, 1, or L for the hard copy to print there. If there is no printer attached to your terminal, the report scrolls on the screen but the margins may be jumbled. Lastly, you can save the report to your home directory by pressing 4, s, or S. You may select as many options from this menu as you like.

If you want to run Assignment Report again using other selection criteria, press Ctrl-c to retreat menu-by-menu. When you are ready to end the session, press Ctrl-g.
Reopen Completed Cases. The screen on your monitor looks like this when you select the Reopen Completed Cases option from the Supervisor Case Management menu and the program allows you access.

Use this screen to select the case(s) you want to reopen by entering either set of key codes.

Note the bottom of the screen. The last line informs you that the default value is "S". A default is a preset value that the computer uses when you press Enter or Return. In this instance, enter either s or S or Enter or Return to select cases using the Social Security Number, Key Week, and Case Type. Use b or B to select cases for reopening by Batch, Sequence Number, and Case Type.
ET HANDBOOK NO. 400  
BENEFITS QUALITY CONTROL ADP USER GUIDE  

Reopen Completed Cases /0323  

**Using SSN/KW/Case Type.** If you select the s or default option from screen b_rcc1, the monitor looks like this.

<table>
<thead>
<tr>
<th>SSN</th>
<th>KW</th>
<th>Case Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the full Social Security Number. The cursor advances to the Key Week item without **Enter** or **Return**. Enter the Key Week in MMDDYY format followed by **Enter** or **Return**. For example, May 25, 1991 should be entered as 052591. The program converts this and displays the Key Week as 05/25/1991. Enter the case type or if the case type is 0, simply hit **Enter** or **Return**. The program catches some errors at the time of entry. For instance, if you enter the letter "o" instead of the number 0, you must retype the entry before continuing. After you enter the three key codes (SSN/KW/Case Type) successfully, the program checks to locate the case in the database. A message appears if the program cannot locate the case you entered. Then the program places the cursor for reentry. The program informs you, if the case is still open. If so you must update the

---

Enter the social security number for this case.
ET HANDBOOK NO. 400
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/0323 Reopen Completed Cases

Reopen Completed Cases using path (/0312), rather than this program. If the program finds the case, the cursor advances to the next empty field, the Social Security Number. You may enter eleven more cases. When you complete entering all the cases you want to reopen, press <Ctrl-[]> and a ring menu appears.

Using Batch/Sequence/Case Type. If you select the b option from the b_rcc1 screen, the monitor looks like this.

```
<table>
<thead>
<tr>
<th>Batch:</th>
<th>Sequence #:</th>
<th>Case Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
<tr>
<td>Batch:</td>
<td>Sequence #:</td>
<td>Case Type:</td>
</tr>
</tbody>
</table>
```

Many features of Reopen Completed Cases using SSN/KW/Case Type also apply here. Enter the four digit Batch Number. The cursor advances to the Batch Sequence # without you pressing Enter or Return. Enter the sequence number. If you enter 1 through 9 it must be followed by Enter or Return. If you enter two digits, for example 05, do not press Enter or Return. The program drops the leading 0 and displays 5 on the screen. Enter the case type. If the case
Reopen Completed Cases /0323

type is 0, simply hit Enter or Return. The program catches some entry errors that you must correct before continuing. After you successfully enter the three key codes (Batch and Sequence Number and Case Type), the program attempts to locate the case in the database. A message appears at the bottom of the screen if it cannot find the case you entered. Then the program positions the cursor for reentry. The program also informs you, if the case is not yet closed. If the program finds the case, the cursor advances to the next empty field, the Batch Week. You may enter eleven more cases. When you complete entering all the cases you want to reopen, press Ctrl-[ and the ring menu appears.

Reopen Ring Menu. This is what the Reopen ring menu looks like. It appears on the screen when you successfully enter the case(s) you want to Reopen.
Note the highlighted letter B and the line below that shows the name of the screen, Claimant Information. Use the Arrow keys to move along the top row and notice how the name of the screen changes as the highlighted area changes. Note also the Key Code information below these two lines. If you highlight the word NEXT, the Reopen screen information line shows "Next Screen". Actually this indicates a change to the next case. If you press Enter or Return, the Key Codes for another case you selected appear where the previous key codes had been. If you did not select any other cases, a message appears at the bottom of the screen. You can either use the Arrow keys followed by Enter or Return to select the part of the DCI you want to access or simply press the initial letter of the screen that you want to change. When you make the necessary changes to the data, press Ctrl-[ to return the cursor to the top line of the ring menu. To save the change, move the cursor to the Reopen command and press Enter or Return. This causes Screen R to appear on the monitor.
You must complete this screen in order to save the changes you made. Enter the code that reflects the reason you reopened the case. If you want a quick reminder of the codes available, press Ctrl-w. Use 3 if the SESA recognized an error in the data and reopened the completed case to correct the error. Use 4 if an appeal decision of a QC case affects the data originally entered for the case. Use 5 to correct exceptions resulting from a monitor review. Note that you can reopen the case while awaiting further information, if you use code 6. Then when the information is available, the case should be accessed through this menu option (not Update Cases), the data corrected, and the appropriate code entered. The program fills the other two items on the Screen R. It
/0323 Reopen Completed Cases

enters the current date and your login name. There is no limit to the number of times a case may be reopened and subsequently closed. To complete the process, press Update. You may now proceed to change data in any other case(s) you may have selected for reopening. When finished and the cursor is on the top line of the ring menu, move the cursor to exit and press Enter or Return. If there were no changes, or no reopen code, a message will query if you really want to exit without updating the case. If you enter no, the cursor returns to the ring menu. If you enter yes, the screen returns to the SSN or Batch entry screen (b_rcc2a or b_rcc2b).
Fast Supervisory Signoff. The screen on your monitor looks like this when you select the Fast Supervisory Signoff option from the Supervisor Case Management menu. The user selects the search method preferred from this screen.

This program allows the Quality Control Manager (QCM) or other designated individuals to sign off case(s) without using the usual data entry methods. This relieves the QCM of the need to scroll through many screens to sign off a case. The program checks to insure that the person attempting to run the program has access permission. There are five (5) levels of access associated with the program. The QCM or QCS may modify staff table (path /03312) to grant or deny access to this program. These five levels are:
a. If the user has "All" accessibility (a QCM), the user may sign off any case.
b. If the user has "Group" accessibility (a QCS), the user may sign off any case that belongs to the group.
c. If the user has "Individual" accessibility, the user signoffs only their cases.
d. If the user has no authorization to sign off cases, the system generates an informational message, and returns the screen to the calling menu. (A BQC user without permission to run this program)
e. If the user is not included in the staff table, the system generates an informational message, and returns the screen to the calling menu (a non-BQC user).

Valid entries to the above screen (b_fss1) are S, s or B, b. Entering s allows searching by Social Security Number, Key Week, and Case Type. Entering b allows searching by Batch, Sequence Number, and Case Type. "S" is the default value.

Using SSN/KW/Type. If you select the s or default option the screen looks like this.

```
b_fss2a
---------------------------------------------
 Fast Supervisory Sign Off
        (Query by SSN / Key Week / Case Type)
---------------------------------------------

 SSN:             Key Week:             Case Type:

 <Ctrl-w> Help   <Ctrl-b> Pryfield <Ctrl-g> GoToMenu <Ctrl-c> Cancel
 Enter the Social Security Number.
```
After selecting this method of search, the Social Security/Key Week/Case Type Data Query screen appears. This screen prompts for the minimum data required to perform this search. After filling each field, the program prompts for the next field. When all fields are complete, the program checks the validity of the fields. If the program finds an incorrect field, it displays a message and re-prompts the user.

Enter the Social Security Number, Key Week and Case Type of the case you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor automatically advances from Social Security Number to the Key Week when you enter nine digits. Do not press Enter or Return between these two fields. Enter the month, day, and year of the Key Week using two positions for each part (MMDDYY).

Months up to October may be preceded by 0. Days less than 10 must have a leading 0. The system accepts the last two digits of the year, i.e., 92 for 1992. Slashes or other separators may be skipped. If you enter only six numbers for the Key Week, press Enter or Return to advance to the Case Type entry portion of the screen. If you enter the full date (MM/DD/YYYY), the cursor automatically advances to the Case Type field. The programs displays slashes between the month and day and the day and year part of the Key Week text.

Enter the case type. If it is 0, then enter either 0 from keypad or typewriter part of the keyboard, or simply hit Enter or Return to use the default. The program tells you immediately that it is searching for the record.

If the program cannot find the Social Security Number, it sends a message to the screen. It informs you if the key week is incorrect, or if it locates the SSN but cannot match the Key Week to it.
Using Batch/Sequence #. If you select the b option the screen looks like this.

After the entered data passes validity checks, the program searches for the record(s) in the database. If the program cannot find the record, a message appears, and the program reprompts for the correct key code(s). Enter the Batch Number, Sequence Number, and Case Type of the case you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor advances to the Sequence Number when you enter the four digits of the Batch Number. Do not press Enter or Return between these two fields. Enter the case type. If it is 0, then enter either 0 from keypad or typewriter part of the keyboard, or simply hit Enter or Return to use the default. The program tells you immediately that it is searching for the record. If it cannot find the record, it will send a message to the screen.
Fast Sign Off Data Entry. If the program locates the open QC case, the data entry screen b_fss3 appears.

The only field open for data entry on this screen is the "Sign Off Code" field. Enter 1 if case review followed completion by the investigator. Enter 0 if no review followed investigation.

When you enter a valid "Sign Off Code" press Return, the program automatically updates the record. Once you update the case, the program asks whether you wish a DCI Report for this record. The options offered are yes or no. Next the program asks you to direct the report to the system printer or your local printer. The monitor then displays whichever case entry screen (b_fss2a or b_fss2b) you originally selected. You may now enter another case or exit this program using Ctrl-g or Ctrl-c.
Time Lapse. The screen on your monitor looks like this when you select the Time Lapse option from the Supervisor Case Management menu.

<table>
<thead>
<tr>
<th>m_0325</th>
<th>TIME LAPSE MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(U)ser Defined TL Report</td>
</tr>
<tr>
<td>2</td>
<td>(O)fficial TL Report</td>
</tr>
<tr>
<td>3</td>
<td>E(x)it</td>
</tr>
</tbody>
</table>

Use the directional arrow keys or the space bar and press RETURN or press the number preceding or the letter in parentheses to select the application you wish to run.

<Ctrl-w> Help  <Ctrl-c> Cancel  <Ctrl-x> Logout

There are two choices. User Defined Time Lapse Report (path /03251) allows you to create a case aging or time lapse report that meet various criteria. You may select opened cases, closed cases or both. You can choose a summary format that displays the number of cases that fall into each time category. You also can choose a list of each case that meets the selection criteria you entered. This program combines features of Case Aging and Old Format software used on the Pro380. Use the Official Time Lapse Report (path /03252) primarily for monitoring purposes. The time lapse measures from the batch week ending date to the supervisory review date or reopened date when the Reopen Case code (ro1) equals 3. Cases must be in the system at least 13 weeks.
User Defined TL Report. The first screen appearing on the monitor asks you to provide the batch range covered in the report.

The default fault for the beginning batch is the first batch of the current year. If this is what you want, simply press Enter or Return. If not, type the beginning batch number you do want. The cursor advances opposite the prompt, Ending Batch. The default for this prompt is the current batch number. If you want the report to apply to cases in only one batch, enter the same batch number for both prompts. If you use the defaults, press Enter or Return to advance to the next screen. Note that you can use Ctrl-b if the cursor is at the Ending Batch prompt and you want to go back and change the Beginning Batch entry.
The next screen asks you to enter the Case Type you want to include in the report.

<table>
<thead>
<tr>
<th>User Defined Time Lapse Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Type Menu</td>
</tr>
</tbody>
</table>

1. Core only
2. Select all Special Studies
3. Pick One or More Special Studies
4. All Case Types

Select an Option:

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Default is "Core".

The Case Type code can range from 0 to 9. The Core only option automatically selects all Case Types equal to 0. The Select all Special Studies automatically selects all case types from 1 to 9. Pick allows the user to pick one or more individual special studies (case types from 1 to 9) residing in the database. The All Case Types automatically selects all case types from 0 to 9.
If you choose the Pick option, the screen shows the special Case Types that occur within your batch range.
Use this screen to select the special cases you want to include in the report. When your selection of special case codes is complete, press Ctrl-[ to accept the codes chosen, and the program processes a report for each separate pick session. See Appendix F for more information about using the Pick utility.

The next screen asks you whether to include any reassigned cases in the report. Simply respond by typing "y" for yes or "n" for no. The default is to include any reassigned cases in the batch range.
The next screen asks you to choose the format for the report. The **Summary** option produces a chart that shows the number of cases falling into the various time lapse categories, 60 days, 90 days, 120 days, and more than 120 days. The **Listing** option formats the report to provide a list, case-by-case, of the cases in the batch range. If you want both, enter **3**, **b**, or **B** when the following screen appears.
The next screen asks you to choose the status of the cases for the report. The "Open cases only" option selects cases that have not yet been closed by the supervisor. The report shows two types of open cases; those still in investigation and those awaiting supervisory action. The "Closed cases only" option selects only those cases the supervisor closed, with or without review. If you want both, show this by typing 3, b, or B when the following screen appears.
The next screen varies depending on permission recorded for you in the Staff table. If you have individual access permission for the User Defined Time Lapse program, the screen informs you that it is processing your report. If you have "group" privileges, the program can combine all cases belonging to your group in the batch range into a single report, or create individual report(s) for one or more of your investigators, or produce a single report of only your cases. The following examples of screens appear when you have "All" privilege to run User Defined Time Lapse.
Select **Total unit** for a single report that shows all cases for the BQC unit. If you select **Group(s)**, a "Pick" screen listing the group supervisor numbers appears. "Pick" one or more groups. A separate report will be generated for each group picked. If you select **Investigator(s)**, a pick screen will appear listing the various investigator id numbers available. As with the group reports, a separate report will be produced for each investigator selected. If you want a report of only your cases, select **Own cases**.
The screen on your monitor looks like this while it is processing the data for the report. Then the output screen follows.

<table>
<thead>
<tr>
<th>b udtl7c</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Defined Time Lapse Report</td>
</tr>
<tr>
<td>Preparing Aggregate Summary .....</td>
</tr>
<tr>
<td>Batch No. in progress : 9225</td>
</tr>
<tr>
<td>Finish aggregate summary.</td>
</tr>
<tr>
<td>Listing in Progress .....</td>
</tr>
<tr>
<td>Batch No. in progress : 9225</td>
</tr>
</tbody>
</table>
If you want to view the report on the screen, type 1, v, or V. If you want the report to print to the system printer, press 2, p, or P. If there is a printer attached directly to your terminal, type 3, l, or L for the hard copy to be printed there. If there is no printer attached to your terminal, the report will scroll on the screen but the margins may be jumbled. Lastly, you can save the report to your home directory by pressing 4, s, or S. You may select as many options from this menu as you like. If you want to run User Defined Time Lapse again using other selection criteria, press Ctrl-c to retreat menu-by-menu. When you are ready to end the session, press Ctrl-g.
User Defined Summary. The summary looks like this:

User Defined Time Lapse Report
SUMMARY

| State Name: XX | Run Date: 11/03/92 |
| Batches: 9220 - 9225 | Status: OPEN AND CLOSED |
| Case Type: 0 |

<table>
<thead>
<tr>
<th>Total cases in selected batch range</th>
<th>within 60 days</th>
<th>61-90 days</th>
<th>91-120 days</th>
<th>more than 120 days</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>48</td>
<td>7</td>
<td>8</td>
<td>94</td>
<td></td>
</tr>
</tbody>
</table>

| All open cases | 0 | 0 | 0 | 0 | 4 | 4 |
| (h7=Null or 1+h9=Null) |   |   |   |   |   |   |

| Cases being investigated | 0 | 0 | 0 | 0 | 4 | 4 |
| (h7=Null + h9=Null) |   |   |   |   |   |   |

| Cases awaiting final review | 0 | 0 | 0 | 0 | 4 | 4 |
| (h7=1 + h9=Null) |   |   |   |   |   |   |

| Percent of Open Cases | 0.00 | 0.00 | 0.00 | 4.26 | 4.26 |

| All closed cases | 31 | 48 | 7 | 4 | 90 |
| (h7=1 + h9=1 or 0) |   |   |   |   |   |

| Cases closed w/out review | 15 | 30 | 1 | 2 | 48 |
| (h7=1 + h9=0) |   |   |   |   |   |

| Cases closed with review | 16 | 18 | 6 | 2 | 42 |
| (h7=1 + h9=1) |   |   |   |   |   |

| Percent of closed Cases | 32.98 | 51.06 | 7.45 | 4.26 | 95.74 |
Follow the commands at the bottom to manipulate the report on the screen and use h for additional commands. After the last summary report appears, the first report in listing format appears.
User Defined Listing. The program sorts the cases by investigator or group, then elapsed days, batch and sequence number.

**User Defined Time Lapse Report Listing**

<table>
<thead>
<tr>
<th>Run Date: 11/03/92</th>
<th>Batch: 9220 - 9225</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: OPEN AND CLOSED</td>
<td>Case Type: ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State: XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion: Supervisor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Cases: 94</th>
<th>Percent Cases Completed: 95%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Case Completed: 90</td>
<td>Percent Completed 60 Days: 87%</td>
</tr>
<tr>
<td>Mean Completion Time: 63</td>
<td>Percent Completed 90 Days: 87%</td>
</tr>
<tr>
<td>Mode Completion Time: 65</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Batch</th>
<th>SEQ</th>
<th>SSN</th>
<th>LO</th>
<th>ID</th>
<th>Closed</th>
<th>Days Reopened</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9224</td>
<td>12</td>
<td>476468794</td>
<td>0840</td>
<td>39</td>
<td></td>
<td>149</td>
<td></td>
</tr>
<tr>
<td>9220</td>
<td>9</td>
<td>472890708</td>
<td>0720</td>
<td>48</td>
<td>10/05/92</td>
<td>148</td>
<td></td>
</tr>
<tr>
<td>9225</td>
<td>1</td>
<td>022388196</td>
<td>0172</td>
<td>32</td>
<td>10/07/92</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td>9222</td>
<td>6</td>
<td>326665244</td>
<td>0450</td>
<td>39</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of Cases: 4**

<table>
<thead>
<tr>
<th>120 DAYS</th>
<th>***********************</th>
</tr>
</thead>
<tbody>
<tr>
<td>9223</td>
<td>11</td>
</tr>
<tr>
<td>9220</td>
<td>2</td>
</tr>
<tr>
<td>9223</td>
<td>6</td>
</tr>
<tr>
<td>9223</td>
<td>13</td>
</tr>
</tbody>
</table>

**Number of Cases: 4**

<table>
<thead>
<tr>
<th>90 DAYS</th>
<th>***********************</th>
</tr>
</thead>
<tbody>
<tr>
<td>9222</td>
<td>19</td>
</tr>
<tr>
<td>9221</td>
<td>9</td>
</tr>
<tr>
<td>9225</td>
<td>6</td>
</tr>
</tbody>
</table>

**Number of Cases: 3**

<table>
<thead>
<tr>
<th>60 DAYS</th>
<th>***********************</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>End of Report ***************</td>
</tr>
</tbody>
</table>
Official Time Lapse. After you choose the Official Time Lapse Report option, the program retrieves your login id from the system. The program then performs a privilege check. If you have no permission, the program sends a message and exits to the calling menu. If you have permission, the following series of data entry screens and menus appear.

The screen on your monitor looks like the next illustration when you select the first option, for a report based on the batch range selected.

The program performs the several validations.

The beginning batch number and ending batch number must be 4 digits.
The beginning batch number must be greater than or equal to 8540 and less than or equal to the most recent batch number (latest batch number) in the system.
The week digits (the 2 positions on the right) of the batch number must be a valid week depending on the year (53 or 52 weeks depending on leap year or non-leap year).
The ending batch number cannot be greater than the most recent batch number.
The beginning batch number should be less than or equal to ending batch number.
If the batch numbers entered are not valid, appropriate error messages appear and the user must reenter the batches.

At this point Ctrl-c and Ctrl-g returns the user to the calling menu. The user can go to the beginning batch number field while in the ending batch number field by pressing Ctrl-b.

After entering the batch range, the Case type menu appears. Choose the Case Type by pressing the number or the
Time Lapse /0325
highlighted character.

**Case Type Selection Screen.** The screen on your monitor looks like this after you select the desired batch range for the time lapse report.

<table>
<thead>
<tr>
<th>Case Type Selection Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Time Lapse Report</td>
</tr>
<tr>
<td>Case Menu</td>
</tr>
<tr>
<td>1. Core</td>
</tr>
<tr>
<td>2. Select all Special Studies</td>
</tr>
<tr>
<td>3. Pick One or More Special Studies</td>
</tr>
<tr>
<td>4. All Case Types</td>
</tr>
<tr>
<td>Select an Option:</td>
</tr>
</tbody>
</table>

The case type can be a value ranging from 0 to 9.

1) **c**, or Core automatically selects all case types equal to 0.
2) **s**, or Select all Special Studies automatically selects all case types from 1 to 9.
3) **p**, or Pick allows the user to pick any special studies case types from 1 to 9, which are in the database.
4) **a**, or All Case Types automatically selects all case types from 0 to 9.
If the user chooses the **Pick** option, then a pick screen appears.
Now the user chooses one or more case types.
Use this screen to select the type of case(s) you want to include in the report. When your selection of special case codes is complete, press Ctrl-[ to accept the codes chosen. Then the program processes a report for each pick item. If your database includes Special Studies cases, only those special studies codes will be available. This Option lets you pick specific non-0 type cases. Each pick will produce an individual report(s). See Appendix F for more information about pick.
The screen looks like this when the program processes the data for the report on all core QC cases.

```
Official Time Lapse Report

Preparing Case Time Lapse Summary...
Batch No. in progress:
```

**Time Lapse Report Display Options.** The screen on your monitor will look like this after it has finished processing the data for the report on all core QC cases.
If the user chooses to View, then the reports appear one-by-one.
If the user chooses to print, then the report goes either to the system Printer or to the Local printer.

If the user selects 4, Save report, the system automatically saves the information to the user's home directory under the /bqc subdirectory. The name of the file is "olt_summ". The system will overwrite any older file with the same name. If you want to keep older timelapse reports, you must rename the file containing the report, before selecting this option.
Time Lapse Report Output Display. The view option displays a screen that looks like this.

--- Table ---

**Official Time Lapse Report**

**Run Date:** 09/27/91

**Batches:** 9125 - 9138

**No. of cases sampled:** 213

---

<table>
<thead>
<tr>
<th>DAYS</th>
<th>60</th>
<th>90</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Cases in System</td>
<td>110</td>
<td>28</td>
</tr>
<tr>
<td>Number of Cases Completed</td>
<td>64</td>
<td>27</td>
</tr>
<tr>
<td>Percent of closed Cases</td>
<td>58.18</td>
<td>96.43</td>
</tr>
</tbody>
</table>

- A minimum of 70 percent of cases must be completed within 60 days of the week ending date of the batch, and
- A minimum of 95 percent of cases must be completed within 90 days of the week ending date of the batch.

(95%) Press h for help, q to quit, Space Bar to see more -
ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE

/0326 Change Control Information

Change Control Information. The screen on your monitor looks like this when you select the Change Control Information option from the Supervisor Case Management menu.

```
 b_cci1

Change Control Information

 g to search by SSN/KEY WEEK/CASE TYPE, or
 B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

Enter Query Type (S/B):

<Ctrl-w> Help       <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "S"
```

Only the QCM or other privileged user can execute this function. The program checks to verify the permission level of the current user. Unauthorized access of the program sends a warning message to the screen and exits to the calling menu.

This program gives an authorized user the ability to change control information in the b_master table except for the batch number and sequence number. The control information that can be changed are the Social Security Number, the Key Week, the Local Office Number, the Investigator Signoff Date, and the Case Type. If the Batch Number or Sequence Number is incorrect, call the Hotline for help.

The user selects the case using the SSN/KEY WEEK/CASE TYPE or BATCH #/SEQUENCE #/CASE TYPE key codes. A prompt for S
Change Control Information /0326

or B, representing both query types, appears. The user enters S or B using either upper or lower case. The default is S, so pressing Enter or Return automatically selects the SSN option. Ctrl-c returns the user to the query screen, and Ctrl-g returns the user to the Supervisor Case Management menu. Ctrl-w displays a help message for the selection type prompt.

**SSN Selection Screen.** The screen on your monitor looks like this when you select the Social Security Number selection option from the Change Control Information screen.

```
b_cci2a

Change Control Information
(Query by SSN / Key Week / Case Type)

SSN:    Key Week:    Case Type:

<Ctrl-w> Help    <Ctrl-b> PrvField    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel

Enter the Social Security Number.
```

Ctrl-b (Backup) allows the user to move the cursor back one field before generating action within the current field. The backspace key will not work here.

Enter the Social Security Number, Key Week, and Case Type of the case whose control information fields needs changing. This insures that you select the one specific case that needs modifying and not another case that has the same SSN
but a different key week or case type. Enter all three fields. The program checks for proper format and length.
The program also checks the Key Week to assure that it is a valid date, and not a future date.

Enter the month, day, and year of the Key Week using two positions for each part (MMDDYY). The program rejects any other format. Months up to October may be preceded by 0. Days less than 10 must have a leading 0. Use the last two digits of the year, i.e., 92 for 1992. No need to enter slashes or other separators, but if you do enter slashes as separators, the cursor moves automatically to the next field. You must use Enter or Return, after you enter the date with only numbers and no separators. The program displays the slashes between the month and day and the day and year part of the Key Week code even if you did not enter them.

The case type is a single numeric character between 0 and 9. The default for the case type is zero (0). Case Types 1 through 9 belong to special study cases.

**Batch Number Selection Screen.** The screen looks like this when you select the Batch Number selection option from the Change Control Information screen.

```
+----------------------------------+
<table>
<thead>
<tr>
<th>b cci2b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Control Information</td>
</tr>
<tr>
<td>(Query by Batch / Sequence # / Case Type)</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Batch:    Sequence #:    Case Type:</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>&lt;Ctrl-w&gt; Help  &lt;Ctrl-b&gt; PrvField  &lt;Ctrl-q&gt; GotoMenu  &lt;Ctrl-c&gt; Cancel</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
```

Enter the Batch Number.
This screen selects the case by the Batch Number, Sequence Number, and Case Type. All three items must be entered. Remember only the SSN, Key Week, Local Office Number, Investigator Signoff Date, and the Case Type can be changed through this process, even though you use batch and sequence number to select the case. The default value for Case Type is 0. Press Enter when the cursor is in this field and the program automatically searches for the case with a Case Type of 0. If the program cannot locate the case you entered, it generates an appropriate message.

**Case Update.** Once you enter the case key codes for the case you want, the program attempts to locate the case in the database. If the program finds the case, the control information appears above and below the headings. The cursor is active on the bottom row only, allowing the user to change the Social Security Number, Key Week, Local Office Number, Investigator Signoff Date, and the Case Type of the selected case.

<table>
<thead>
<tr>
<th>SSN</th>
<th>Key Week</th>
<th>LO</th>
<th>Inv Signoff Date</th>
<th>Case Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>234567890</td>
<td>12/17/1994</td>
<td>3629</td>
<td>01/11/1995</td>
<td>0</td>
</tr>
</tbody>
</table>

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-!] Accept  <Ctrl-u> Undo
Enter the Key Week.
This screen appears when the program is ready to receive your entry. The existing case control information appears on the top and bottom line of the display. The cursor automatically advances to the next field once you fill the current field. Enter or Return advances the cursor one field without affecting the current field.

You can make the original value return by pressing Ctrl-u. After you fill each field, the cursor moves automatically to the next field. The program validates each field prior to moving on to the next field. Specifically, the program verifies the following:

- that the Key Week is a valid date and not a future date;
- that the Local Office number is an office number contained in the Local Office Table; and
- that the Investigator Signoff Date is not null.

If any of the validations fail, an error message appears on the screen.

Typing past the Case Type field will cause the cursor to wrap to the SSN field. Typing to the left of the SSN field will cause the cursor to wrap to the Case Type field. The up arrow key moves the cursor left and the down arrow key moves it to the right.

The program checks each field for proper length and format. After you make the desired changes to the control information, press Ctrl-[ to enter the changes as a permanent part of the database. The program then returns the selection screen of the type that you previously used. To exit the Change Control Information screens, press Ctrlg, GotoMenu, to return to the Supervisory Case Management Menu. Press Ctrl-c, Cancel, to cancel the current screen and retreat one screen at a time until the user reaches the Supervisory Case Management Menu.
**Stamp.** Only the QCM and privileged users can execute this function. The program checks to verify the permission level of the current user. The program sends a warning message when unauthorized user attempts to access the program, and the screen returns to the calling menu.

The BQC Stamp program gives the privileged user(s) the ability to create a stamp or modify a previous stamp. Because State law or policy cause some data items always to have the same coded value, use this program to prefill the items for each case entering the database. For example, States that only pay on a bi-weekly schedule may decide to stamp field f12 with code 2. Once created, the program places code 2 in field f12 for all downloaded cases. Additionally, the user can print a status report showing all current stamps.

The user creates or modifies any of the 16 fields identified by the Stamp program. These 16 fields are:

<table>
<thead>
<tr>
<th>Label</th>
<th>Short Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>c4</td>
<td>Init Clm File</td>
</tr>
<tr>
<td>e7</td>
<td>Wks Worked Before</td>
</tr>
<tr>
<td>e8</td>
<td>Wks Worked After</td>
</tr>
<tr>
<td>e13</td>
<td>Depend Before</td>
</tr>
<tr>
<td>e14</td>
<td>Depend After</td>
</tr>
<tr>
<td>e15</td>
<td>Depend Allow Before</td>
</tr>
<tr>
<td>e16</td>
<td>Depend Allow After</td>
</tr>
<tr>
<td>f11</td>
<td>KW File Meth</td>
</tr>
<tr>
<td>f12</td>
<td>KW Cert</td>
</tr>
<tr>
<td>g1</td>
<td>W S Requirements</td>
</tr>
<tr>
<td>g2</td>
<td>JS Req</td>
</tr>
<tr>
<td>g3</td>
<td>Act/Cur Regist</td>
</tr>
<tr>
<td>g4</td>
<td>JS Defer</td>
</tr>
<tr>
<td>g10</td>
<td>KW Contacts</td>
</tr>
<tr>
<td>g11</td>
<td>Prior KW Contacts</td>
</tr>
<tr>
<td>g12</td>
<td>Contacts Inv</td>
</tr>
</tbody>
</table>
The first screen looks like this when you select the Stamp option from the Supervisor Case Management menu.

<table>
<thead>
<tr>
<th>b_stmp1:</th>
<th>&lt;Ctrl-w&gt; Help</th>
<th>&lt;Ctrl-g&gt; GotoMenu</th>
<th>&lt;Ctrl-c&gt; Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;Ctrl-n&gt; NxtScreen</td>
<td>&lt;Ctrl-p&gt; PrvScreen</td>
<td>&lt;Ctrl-[&gt; Accept</td>
</tr>
</tbody>
</table>

**BQC Stamp**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>c4</td>
<td>Initial Claim Filing</td>
<td>2</td>
</tr>
<tr>
<td>e7</td>
<td># Weeks Worked Before</td>
<td>-2</td>
</tr>
<tr>
<td>e8</td>
<td># Weeks Worked After</td>
<td>-2</td>
</tr>
<tr>
<td>e13</td>
<td># Dependents Before</td>
<td>-2</td>
</tr>
<tr>
<td>e14</td>
<td># Dependents After</td>
<td>-2</td>
</tr>
<tr>
<td>e15</td>
<td>Depend Allow Before</td>
<td>$-2</td>
</tr>
<tr>
<td>e16</td>
<td>Depend Allow After</td>
<td>$-2</td>
</tr>
<tr>
<td>f11</td>
<td>KW Filing Method</td>
<td>1</td>
</tr>
<tr>
<td>f12</td>
<td>KW Certification Proc</td>
<td>1</td>
</tr>
</tbody>
</table>

Enter the initial claim filing method.

If a BQC Stamp data file exists, the current settings of the stamp show on the screen. Any field that is null does not display a value.

Appropriate data entry messages for each field appear at the bottom of the screen. The program checks each field for valid entries. If the entry is valid, the cursor automatically goes to the next field. If the entry is invalid, the program sends an appropriate message to the bottom of the screen. Pressing the **Enter** key or the **up** or **down arrow** keys causes the cursor to move to the next data entry field.

**Ctrl-w** provides online help text for the specific data
After filling the last data element field on the first screen, the next screen appears. The screen looks like this.

<table>
<thead>
<tr>
<th>g1</th>
<th>Work Search Requirements</th>
<th>-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>g2</td>
<td>JS Registration Req</td>
<td></td>
</tr>
<tr>
<td>g3</td>
<td>Act/Cur Registered JS</td>
<td></td>
</tr>
<tr>
<td>g4</td>
<td>JS Deferred</td>
<td></td>
</tr>
<tr>
<td>g10</td>
<td># KW Job Contacts</td>
<td></td>
</tr>
<tr>
<td>g11</td>
<td>Prior KW Contacts</td>
<td></td>
</tr>
<tr>
<td>g12</td>
<td>Contacts Investigated</td>
<td>0</td>
</tr>
</tbody>
</table>

Enter work search requirement code.

Use Ctrl-n and Ctrl-p to move among the Stamp screens. After entering data in the last data field, the user returns to the previous Stamp screen. Press the Ctrl-[ to save the current settings. After pressing Ctrl-[, a message asks whether the user wishes to print a copy of the current Stamp settings.
After entering either y or n, the user returns to the Supervisor Case Management Menu.
Ctrl-c cancels any newly made entries and returns the user to the Supervisor Case Management Menu.
Ctrl-g returns the user to the Supervisor Case Management Menu.
Ctrl-p returns the user to the previous BQC Stamp Screen.
Ctrl-n takes the user to the next BQC Stamp Screen.
The screen that appears after you select the Environment Settings option looks like this.

<table>
<thead>
<tr>
<th></th>
<th>ENVIRONMENT SETTINGS MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff (T)able</td>
</tr>
<tr>
<td>2</td>
<td>(L)ocal Office</td>
</tr>
<tr>
<td>3</td>
<td>(V)alidation Limits</td>
</tr>
<tr>
<td>4</td>
<td>(C)ase Review Control</td>
</tr>
<tr>
<td>5</td>
<td>(S)tate Options</td>
</tr>
<tr>
<td>6</td>
<td>E(x)it</td>
</tr>
</tbody>
</table>

To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN or press the number preceding the option or the letter in parentheses.

<typename><typename><Ctrl-x> Logout</typename>
**Staff Table**. The screen on your monitor looks like this when you select the Staff Table option from the Environment Settings menu.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>m_0331</strong></td>
<td><strong>STAFF TABLE MENU</strong></td>
</tr>
<tr>
<td>1</td>
<td>(A)dd staff</td>
</tr>
<tr>
<td>2</td>
<td>(C)hange staff record</td>
</tr>
<tr>
<td>3</td>
<td>(D)elete staff record</td>
</tr>
<tr>
<td>4</td>
<td>(P)rint staff table</td>
</tr>
<tr>
<td>5</td>
<td>(Q)uery staff table</td>
</tr>
<tr>
<td>6</td>
<td>E(x)it</td>
</tr>
</tbody>
</table>

Use the directional arrow keys or the space bar and press RETURN or press the number preceding or the letter in parentheses to select the application you wish to run. 

<Ctrl-w> Help <Ctrl-c> Cancel <Ctrl-x> Logout
Add Staff. This screen appears when you select the Add Staff option from the Staff Table menu.

<table>
<thead>
<tr>
<th>Login id:</th>
<th>Fname:</th>
<th>Lname:</th>
<th>Staff ID:</th>
<th>QCS ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

First, enter the login id of the new staff person followed by Enter. The System Administrator provides this id or name when the system accepts a new account. Enter the first name next; then the last name. Enter the location where the person works. This can be any designation that has meaning for your organization. For example, it could be central QC office or local office #5 or Southwest District. Try to make the entries consistent with regard to capitalization and phrasing. The computer doesn't know that local office #5 and Local Office 05 are the same. Later when you want to select a record, the identifying information must exactly match the way the information appears in the database.

Enter the staff id. This number must be unique to the individual. If the new staff member is an investigator, enter the investigator id here. If not, assign any unused
If you press Ctrl-[ after entering the Staff id, the program enters the default QCS id of 5. You can also enter the QCS id yourself. This item allows States to delegate specific management responsibilities such as case assignment or supervisory case review to designated staff members. The QC manager's QCS id report directly to the QC manager should show 05 in the QCS field. Other staff records should show the staff id of their supervisors. The individual with designated responsibilities needs to have the same QCS id as their Staff id in order for this feature to work.

A prompt now appears, asking you to enter a number that relates to the job classification of the new staff member. Enter 1 for Clerk; 2 for Investigator; 3 for Analyst; 4 for QCS; 5 for QCM. The program uses this information to set the default access privileges for the various BQC programs. In States that do not delegate management responsibilities the QC Supervisor is synonymous with QCM. The QCM classification allows access to all the software for all the staff. Other staff members can receive all or some of these same privileges if granted by the QCM. For those States that do delegate responsibility, the QCS designation represents a second managerial level.
After you enter the job classification, the screen shows the contents of the staff table for the new staff member.

<table>
<thead>
<tr>
<th>Login id:</th>
<th>Login: tocjas</th>
<th>Staff id: 93</th>
<th>QCS id: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fname:</td>
<td>Jenevive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>lname:</td>
<td>Sumthin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>my local office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>All</th>
<th>Group</th>
<th>Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Cases</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>Interstate Request Logs</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>DCI Report</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>New Investigative Assignments</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>Fast Supervisory Signoff</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>User Defined Time Lapse</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
</tbody>
</table>

Note that various software programs appear in vertical rows. There are three columns labeled "All", "Group", and "Individual" opposite each program. Where the columns and rows intersect, either the letter n (for No) or the letter y (for Yes) appears. You must decide whether these designations are appropriate. For example, suppose that the new staff person is a BQC investigator. The first program listed is Update Cases. The default is "n" across all three columns. If you do not change this, the new investigator cannot update any case. If you change the "All" column to "y", then the new investigator can update all assigned BQC cases. If you change the "Group" column to "y", then the investigator can update only cases assigned to staff with the same QCS id as the investigator's. Lastly, if you change the "Individual" column to "y", the investigator can update only cases assigned to their staff id.
When you come to the end of the first screen, the next screen automatically appears containing additional software programs. There are a total of three screens. The second screen looks like this.

Note the four N/As in the Individual column. The software does not permit individuals to assign or reassign their cases. Neither can individuals change control information or reopen cases assigned to them. These are functions that logically belong to someone with supervisory authority.
The third screen looks like this.

<table>
<thead>
<tr>
<th>ADD STAFF: Query Delete First Next Previous Last Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>login id: tocjas</td>
</tr>
<tr>
<td>location: my local office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASE Conversion</th>
<th>y</th>
<th>Official Time Lapse</th>
<th>y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set BQC Functions</td>
<td>y</td>
<td>Set Validation Limits</td>
<td>y</td>
</tr>
<tr>
<td>Set Local Office Tabley</td>
<td>Sample Validation</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>Sample Characteristics</td>
<td>Rates Calculations</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>Standard Reports</td>
<td>y</td>
<td>Stamp</td>
<td>y</td>
</tr>
<tr>
<td>BQC Select Rights</td>
<td>y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record: 1 of 1  
staff screen 3

When finished with this individual, press **Ctrl-[]** for the record to be added to the authorization table. You may now add more staff or terminate the session by pressing either **Ctrl-c** or **Ctrl-g**.
Change Staff Record. This screen appears when you select the change staff record option from the Staff Table menu.

Highlight Query at the top of the ring menu and press Return.
This will move the cursor to the identification portion of the screen. Use Tab to move to the item you want to use to select the record(s) that need changing. The entry you make must exactly match the way the record appears in the database. You may decide to use the STAFF id field because numbers have only one form, unlike letters that can be either upper or lower case. When you have entered enough information to obtain the record, press Ctrl-[-. If successful, the bottom portion of the screen appears, with the remainder of the identification fields. Note the highlighted word Update at the top of the ring menu. To proceed with changing the record, press Return and the cursor moves to the record identification portion of the form. Continue pressing Return until you reach the item you want to change, if any.
any. Enter the new data. **Ctrl-d** clears the field of the
any data. To change a permission, continue pressing
**Return** until you reach the correct one. Then press either
**y** for yes or **n** for no. After you make all the changes to
this specific record, press **Ctrl-[**. You may now proceed
with changing any other records that you selected. When
done, move the cursor to the top of the ring menu. Then
highlight the word **Exit**. The menu that initially called
the program returns to the screen.

**Delete Staff Record.** This screen appears when you select the
delete staff record option from the Staff Table menu.

---

**DELETE STAFF: Query  Delete  First  Next  Previous  Last  Exit**

**Query on staff table**

<table>
<thead>
<tr>
<th>login id:</th>
<th>fname:</th>
<th>lname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>location:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAFF id:</td>
<td></td>
<td>QCS id:</td>
</tr>
</tbody>
</table>
First, select **Query** by highlighting this word at the top of the ring menu. The commands on the top line change and the cursor moves into the area of the screen that begins with the field "login id". The screen now appears like this:

```
<table>
<thead>
<tr>
<th>login id:</th>
<th>fname:</th>
<th>lname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>location:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAFF id:</td>
<td>QCS id:</td>
<td></td>
</tr>
</tbody>
</table>
```

Move the cursor to the field(s) you want to use to select the record. Enter the identifying information and press **Ctrl-[-]**. Remember you must enter the information exactly as it appears in the database in order for the record to be found by the program. If the record is not found, check the case (upper or lower) of your entry, highlight Query, and reenter the information. If this fails, try again using other identifying information. You can select more records than you need without harm.

The commands at the top change again. The remainder of the identifying information appears. The first page of the record appears at the lower part of the screen. Now the screen looks like this:
The default is No. This returns the cursor to the top of
the ring menu for you to find the correct record to
delete or to exit. If the record is the one to be
deleted, press \textit{y} or \textbf{Y}. The screen informs you that you
have deleted one record. The cursor moves to the top of
the ring menu. You may continue to delete other records.
When the deleting session is over, you highlight the word
\textit{Exit}. The screen returns to the previous vertical menu.
Print Staff Table. This screen appears when you select the Print Staff Table option from the Staff Table menu.

<table>
<thead>
<tr>
<th>PRINT STAFF TABLE: &lt;Ctrl-c&gt;  Cancel &lt;Ctrl-[]&gt; Accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter criteria for selection</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>login id:</td>
</tr>
<tr>
<td>fname:</td>
</tr>
<tr>
<td>lname:</td>
</tr>
<tr>
<td>location:</td>
</tr>
<tr>
<td>STAFF id:</td>
</tr>
<tr>
<td>QCS id:</td>
</tr>
</tbody>
</table>

Move the cursor to the item you want to use for the query. Enter the value and press **Ctrl-[]**. The first record appears and the program prompts you to confirm printing all records. If you indicate "no", the cursor returns to the login id field, so that you can reenter selection criteria. When the correct record appears, confirm printing by pressing **y** for yes. The program informs you it sent the record(s) to the printer. In this situation, the program sends the record to the system printer. There is no provision in the current BQC software for printing the staff table records locally. Press **Return**. Now enter another record or terminate the session by pressing **Ctrl-c**.
ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE

Staff Table /0331

**Query Staff Table.** This program provides information only. This is the first screen of the Query Staff Table option.

<table>
<thead>
<tr>
<th>QUERY STAFF: &lt;Ctrl-c&gt; Cancel  &lt;Ctrl-[]&gt; Accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter criteria for selection</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>login id:      fname:      lname:</td>
</tr>
<tr>
<td>location:      STAFF id:     QCS id:</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
</tbody>
</table>

Enter the user's login name

```
staff screen 0
```

Move the cursor to the item you want to use, enter the identifying information, and press **Ctrl-[]**. The first case appears on the screen. Press **n** for the next record and **e** to terminate the program.
<table>
<thead>
<tr>
<th>QUERY STAFF: Query First Next Previous Last Screen Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query on staff table</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>login id: t0cjas  name: Jenevive  lname: Sunthin</td>
</tr>
<tr>
<td>location: my local office</td>
</tr>
<tr>
<td>STAFF id: 93   QCS id: 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>All</th>
<th>Group</th>
<th>Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Cases</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>Interstate Request Logs</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>DCI Report</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>New Investigative Assignments</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>Fast Supervisory Signoff</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>User Defined Time Lapse</td>
<td>y</td>
<td>y</td>
<td>y</td>
</tr>
</tbody>
</table>

Record 1 of 5 staff screen 1
Local Office Table

The Local Office Table contains information associated with each local office including a QCS in the b_qcslo table. The Local Office Table program allows the user with "All" access permission to add, change, delete, print, and query the information in the table.

The information contained in this table is useful in individualizing form letters and report preparation.

The screen looks like this when you select the Local Office Table option from the Environment Settings menu.

```
* 0332 LOCAL OFFICE TABLE MENU

  1  (A)d  dd  local  office
  2  (C)hange  local  office
  3  (D)elete  local  office
  4  (P)rint  local  office  table
  5  (Q)uery  local  office  table
  6  (X)it

To  select  an  option:  Use  the  directional  arrow keys or the  space bar  to highlight  an  option and  press RETURN  or press  the number  preceding or the letter in parentheses.
<br> <Ctrl-w> Help <Ctrl-c> Cancel <Ctrl-x> Logout
```
Add Local Office. This screen appears when you select the Add Local Office option from the Local Office Table menu.

<table>
<thead>
<tr>
<th>Office ID:</th>
<th>Name:</th>
<th>Assigned QCS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area:</td>
<td>Manager:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
<td>Zipcode:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Fax number:</td>
<td></td>
</tr>
</tbody>
</table>

Enter Local Office number

Local Office Screen

staff screen 0

Enter the Office ID number of the local office followed by
Enter. The program expects four numerals. Next enter the name of the office. If your QC staff has broad supervisory functions at the local level, enter that person's id as contained in the staff table. This linkage is critical to the successful execution of the Case Allocation program. If you don't want this flexibility, simply press Enter, and the program enters the default id, 05. Enter the local office area. This field is optional. If you do not use this information, press Enter and the cursor advances to the next item. Enter the manager's name, address of the office, City, State, Zipcode, and pertinent phone numbers. The zipcode field provides for the extended 9-digit code and automatically places the hyphen before the last four digits, and the telephone numbers provide for an area code. When finished with this local office, press Ctrl-[ for the record to be added to the table. You may now add more local offices or terminate the session by pressing either Ctrl-c or Ctrl-g.

Change Local Office. This screen appears when you select the change local office option from the Local Office Table menu.
<table>
<thead>
<tr>
<th>Change Local Office: Query Update First Next Previous Last Exit Query on local office table</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCAL OFFICE TABLE</td>
</tr>
<tr>
<td>Office ID: Name: Assigned QCS:</td>
</tr>
<tr>
<td>Area: Manager:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City: State: Zipcode:</td>
</tr>
<tr>
<td>Telephone: Fax number:</td>
</tr>
</tbody>
</table>

Local Office Screen

staff screen
Highlight the word **Query** at the top of the ring menu and press **Return**. Use **Return** or **Tab** to go to the item you are using to select the record(s). The entry you make must match exactly the way the record is in the table. You may want use a number field because numbers have only one form. Letters can be either upper or lower case or abbreviated in numerous ways. When you have entered enough information to obtain the record(s), press **Ctrl-[]**. If successful, the information contained in the first record displays on the screen. The highlighted word on the ring menu is **Update**. The number of this record and the total number of records selected shows at the bottom left.

Decide if this is the record that you want to change. If not, press **n** for next (or highlight **Next** and press **Return**). Continue until the record you want appears on the screen. When you get to the correct record, press **Return** until you reach the item you want to change. Enter the new data. **Ctrl-d** clears the field of any data. When you make all the changes necessary, press **Ctrl-n** to go to the next record, if any. Continue until there are no more changes to any other record you selected. When done, press **Ctrl-[]**. This updates the records and the screen that allows you to query another collection of local office records appears. When you finish making the changes, press **e** for exit (or highlight the word **Exit** and press **Return**). The menu that called the program returns to the screen.

**Delete Local Office.** This screen appears when you select the delete Local Office option from the Local Office Table menu.
**DELETE LOCAL OFFICE:** Query Delete First Next Previous Last Exit

Query on Local Office table

---

**LOCAL OFFICE TABLE**

---

<table>
<thead>
<tr>
<th>Office ID:</th>
<th>Name:</th>
<th>Assigned QCS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area:</td>
<td>Manager:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
<td>Zipcode:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Fax number:</td>
<td></td>
</tr>
</tbody>
</table>

Local Office Screen

staff screen
Highlight the word **query** and press **Return**. Move the cursor to the field(s) you want to use to select the record. Enter the identifying information and press **Ctrl-[**. Remember you must enter the information exactly as it appears in the database in order for the program to find the record. If the record is not found, check the case (upper or lower) of your entry, highlight **Query**, and reenter the information.

If this fails, try again using some other identifying information. It is sometimes easier to use a number field as there is less ambiguity. You can select more records than you need without harm, even though you only want to delete one record.

If the query is successful, the information contained in the first record displays on the screen. **Delete** on the ring menu is highlighted. Also the number of this record and the total number of records selected shows at the bottom left.

Decide if this is the record that you want to delete. If not, press **n** for next (or highlight **Next** and press **Return**). Continue until the record you want appears on the screen. When you get to the correct record, press **Return**. A message appears at the bottom left of the screen asking you to confirm the deletion of this record. If this record should NOT be deleted, press **n** for no or **Return** (which is the default). Otherwise press **y** and the record is removed from the database. You may now continue to delete other records selected by the query. When you are finished highlight **Exit** and return to the previous vertical menu.
Print Local Office Table. This screen appears when you select the Print Local Office Table option from the Local Office Table menu.

Local Office Table /0332

PRINT LOCAL OFFICE TABLE:  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter criteria for selection

---------------------------------
LOCAL OFFICE TABLE
---------------------------------

Office ID:  Name:  Assigned QCS:
Area:       Manager:
Address:    
City:        State:  Zipcode:
Telephone:  Fax number:

Local Office Screen

staff screen  0
Enter the query criteria for the record(s) that you want to print. The default collects ALL records for printing. To use the default, press Ctrl-[, Remember all the cautions regarding entering exact query criteria. It's often better to use number fields as character fields can be upper or lower case and contain variable abbreviations. When the program locates the records, the screen prompts you to confirm printing these records. The number of records selected appears beneath the Local Office Table title. If you've made a mistake or for some other reason wish to change or cancel the session, press n for No. If it's OK to print, press y for Yes or Return which is the default. The screen on the monitor returns to the previous vertical menu.

The program sorts the records by QCS ID. The program begins a new page when the QCS ID changes. Four records can fit on a single sheet of standard 8.5 x 11 inch paper.

**Query Local Office Table.** This screen appears when you select the Query Local Office Table option from the Local Office Table menu.
This option allows the user to read the information contained in the local office table. Move the cursor to the item you want to use to select the record(s) and enter the identifying information. Then press Ctrl-[
If you select more than one record, you can page through using f for first, n for next, p for previous, and l for last record in a collection. Another method of changing to another record is to highlight the desired ring option and press Return.
Press e for Exit, or highlight the word and press Return, to terminate the session.
Validation Limits. This option allows you to set and/or alter the upper and lower numeric values for specific data elements based on your State law and policy. There is only one screen in this option. There are twenty-four data fields through which you can scroll using the Return key or arrow directional keys. Each of these fields can be set or changed when you select the Validation Limits option from the Environment Settings menu. The first twelve elements appear below.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Absolute Minimum</th>
<th>Absolute Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>b8</td>
<td>0</td>
<td>99999</td>
<td>0</td>
<td>99999</td>
</tr>
<tr>
<td>b10</td>
<td>0</td>
<td>99999</td>
<td>0</td>
<td>99999</td>
</tr>
<tr>
<td>e1</td>
<td>1</td>
<td>50</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>e2</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>e3</td>
<td>1</td>
<td>999999</td>
<td>1</td>
<td>999999</td>
</tr>
<tr>
<td>e4</td>
<td>0</td>
<td>100000</td>
<td>0</td>
<td>100000</td>
</tr>
<tr>
<td>e5</td>
<td>1</td>
<td>99999</td>
<td>1</td>
<td>99999</td>
</tr>
<tr>
<td>e6</td>
<td>0</td>
<td>99999</td>
<td>0</td>
<td>99999</td>
</tr>
<tr>
<td>e7</td>
<td>1</td>
<td>53</td>
<td>1</td>
<td>53</td>
</tr>
<tr>
<td>e8</td>
<td>0</td>
<td>53</td>
<td>0</td>
<td>53</td>
</tr>
<tr>
<td>e9</td>
<td>1</td>
<td>400</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>e10</td>
<td>0</td>
<td>400</td>
<td>0</td>
<td>400</td>
</tr>
</tbody>
</table>

You can only enter values in the "Minimum" and "Maximum" columns. The screen shows default values set for the elements. Change these values to coincide with your State's law or policy up to the values specified in the "Absolute Minimum and Maximum" columns. For example, normally you want to restrict entries to any number between your State's minimum and maximum WBA and MBA. You can enter the limits under your State law, thus tightening the validation and reducing entry errors. Only the National Office can change the values in the "Absolute Minimum and Maximum" columns.
Validation Limits /0333

Use the arrow keys or press the Return or Enter key to move from field to field. Use the space bar to delete an entry.

Press Ctrl-w to see a help screen listing the data elements with their long and short names. Highlight the word Screen and press Return to scroll down the list. If you want to exit this option without saving changes, press Ctrl-c, cancel or Ctrl-g, GotoMenu; both take you back to the Supervisor menu. Press Ctrl-[, to update the data entry fields. This saves any new values entered during the session.

The remaining twelve of the twenty-four data element fields appear below with the default values.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Absolute Minimum</th>
<th>Absolute Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>e11</td>
<td>1</td>
<td>999999</td>
<td>1</td>
<td>999999</td>
</tr>
<tr>
<td>e12</td>
<td>0</td>
<td>999999</td>
<td>0</td>
<td>999999</td>
</tr>
<tr>
<td>e13</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>e14</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>e15</td>
<td>0</td>
<td>999</td>
<td>0</td>
<td>999</td>
</tr>
<tr>
<td>e16</td>
<td>0</td>
<td>999</td>
<td>0</td>
<td>999</td>
</tr>
<tr>
<td>g5</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>g7</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>g9</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>g10</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>g11</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>mcatyp</td>
<td>0</td>
<td>9</td>
<td>0</td>
<td>9</td>
</tr>
</tbody>
</table>

Try to avoid changing the values to the "absolute". For example, the system allows any value between one and 25 for Base Period Employers Before Investigation. Pick a reasonable value. When a case with more Base Period Employers Before Investigation occurs, try this. Before
entering the case data, increase the maximum value to the new number. Then enter the data. After closing the case, return the maximum to the reasonable value.
Case Review Control. Case Review Control is a new feature of the BQC software. This option allows the State to select any, all or none of the 40 Case Review items. These forty items are soft edits or warnings. They recognize unusual code relationships. This menu option provides the case review statements, all carrying the default "yes". The program applies the DCI codes to any Case Review statement you leave with the "yes" designation. If you change the designation in this option to "no", the program disregards that statement.

The BQC Supervisor/Manager determines when the Case Review program runs. Some may want the investigator to be warned if any these unusual codes occur when they complete the case (i.e., when they enter code 1 in h7 of the DCI). This happens when investigators have permission to run the Case Review program in the Staff Table (path /0331). Under these conditions, the investigator changes the offending DCI code or documents why the codes are valid. Other managers may want to use Case Review as a tool for their review of cases. In this case, only the supervisor(s) should have permission in the Staff Table to run the program. In this instance, the program runs at case closure, i.e., when h9 of the DCI contains code 1 or 0.

The case review program can be run at anytime from the Investigator Case Management menu. Use this method if you want the Case Review report before final review of the case.

The default for all forty items is "yes". This means if you want all the unusual conditions to apply, do nothing. Please review the list of conditions (located in Appendix E) and change any that do not apply or in your judgement are not worth checking on every case.
The following screen appears when you press **Case Review Control** from the Environment Settings menu (c, C, or 4). That is, if you have permission in the staff table, under

<table>
<thead>
<tr>
<th>b_crl1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Review Control</td>
</tr>
<tr>
<td>croe1: Y</td>
</tr>
<tr>
<td>croe2: Y</td>
</tr>
<tr>
<td>croe3: Y</td>
</tr>
<tr>
<td>croe4: Y</td>
</tr>
<tr>
<td>croe5: Y</td>
</tr>
<tr>
<td>croe6: Y</td>
</tr>
<tr>
<td>croe7: Y</td>
</tr>
<tr>
<td>croe8: Y</td>
</tr>
<tr>
<td>croe9: Y</td>
</tr>
<tr>
<td>croe10: Y</td>
</tr>
<tr>
<td>croe11: Y</td>
</tr>
<tr>
<td>croe12: Y</td>
</tr>
<tr>
<td>croe13: Y</td>
</tr>
<tr>
<td>croe14: Y</td>
</tr>
<tr>
<td>croe15: Y</td>
</tr>
<tr>
<td>croe16: Y</td>
</tr>
<tr>
<td>croe17: Y</td>
</tr>
<tr>
<td>croe18: Y</td>
</tr>
<tr>
<td>croe19: Y</td>
</tr>
<tr>
<td>croe20: Y</td>
</tr>
<tr>
<td>Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10).</td>
</tr>
</tbody>
</table>

Notice the statement at the bottom of the croe columns. This is the condition that the computer looks for if you keep the Y for yes. If you want to keep this condition, simply press Enter. The cursor advances to the next item. If you don't want the condition, type the letter n. It appears on the screen as "N". The cursor automatically advances to the next item. When you finish with croe20, press Ctrl-n to address croe21 through croe40.QC functions.
Screen two looks like this:

<table>
<thead>
<tr>
<th>b_crc2</th>
<th>Case Review Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>croe21: Y</td>
<td>croe25: Y</td>
</tr>
<tr>
<td>croe22: Y</td>
<td>croe26: Y</td>
</tr>
<tr>
<td>croe23: Y</td>
<td>croe27: Y</td>
</tr>
<tr>
<td>croe24: Y</td>
<td>croe28: Y</td>
</tr>
<tr>
<td>croe25: Y</td>
<td>croe29: Y</td>
</tr>
<tr>
<td>croe30: Y</td>
<td>croe31: Y</td>
</tr>
<tr>
<td>cr_ace:</td>
<td>croe32: Y</td>
</tr>
<tr>
<td></td>
<td>croe34: Y</td>
</tr>
<tr>
<td></td>
<td>croe35: Y</td>
</tr>
</tbody>
</table>

Key Week Action (ei2) is equal to 14. (Would be used only in states that do not have a formal warning policy.)

Note that you can return to screen one by pressing Ctrl-P.

Note also the item cr_ace: beneath croe25. Enter here the full path and name of your ACE report, if you want additional agency specific conditions added to the Case Review report. Otherwise, this field should be left blank.

**If you have developed an ACE report, the full path of the user developed ACE report must be specified.** For example:

```
/home/dir/smth/myace.arc
```

In this example, the user 'smth' has developed an ACE report, named 'myace.arc'. Remember compiled ACE reports must use the file extension .arc. The full path and name of the ACE report must not exceed 50 characters. After entering the full path of the ACE report, you must press the Enter key for the program to accept the name in the cr_ace field.
Case Review Control /0334

Please refer to Chapter III-D, Case Review Report, for more information on user-developed ACE report. When done, press Ctrl-[ to save any changes that you made.

The Case Review program checks for only those conditions that are marked Y. If successful, the vertical menu appears on the monitor.
State Options. The screen on your monitor looks like this when you select the State Options menu item on the Environment Settings menu.

```
1 (S)tate Option Control
2 (E)rror Option Control
3 State Option (D)ata Dictionary
4 State Option (V)alidation
5 Error (O)ption Validation
6 E(x)it
```

To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN or press the number preceding the option or the letter in parentheses.

<Ctrl-w> Help   <Ctrl-c> Cancel   <Ctrl-x> Logout

The remainder of this chapter discusses the first three menu options (State Option Control, Error Option Control, and State Options Data Dictionary). The other two options will be available at a later date.
State Options /0335

State Option Control. This menu option allows the State to define additional fields to be collected for all cases investigated by BQC. Such fields could be the Claimant's name, address, specific operational items or general comments.

Once you define these fields, you can enter the data either from the ring menu (option S) of the Update Cases by Key Code or by Query options (path /03121 or /03122). You also can enter data into these fields directly from the Update State Options menu item (path /03123). Use the Update State Options item to add State option data even to an already closed and reviewed case.

If the State wants to collect data relating specifically to errors found by BQC, those fields must be created separately using the Error Option Control menu item described in the next section of this chapter. The screens may appear somewhat different from the screens you have encountered elsewhere in the BQC software. This is because this option evokes the INFORMIX isql commercial software without intervening BQC customization. Refer to your INFORMIX isql documentation for specific procedures to use.

Before you start, plan very carefully the fields and definitions you want to add. Consider also the order of these fields. The b_stateoption table can contain up to seven screens of entry items. Note that a character field cannot exceed 512 characters in size. Check isql documentation for other limitations and definitions. You'll probably want to write definitions, codes, and instructions for these fields as well.

When you are ready to start, select State Option Control (S, S, or 5) from the State Options Menu, m_0335. This is path /03351. If you have permission to run this program, the following isql screen appears on the monitor.
Add the case-specific fields to an existing table called b_stateoption. This table contains three identifying fields that link the new fields to the other DCI fields for each case. These identifying fields are sbatch (batch), sseq (sequence), and scatyp (case type). DO NOT DELETE or MODIFY THESE FIELDS. They associate the additional State-defined fields with the appropriate case.

Move the cursor to the fourth line before **Add**ing the first element. If you don't, the program accepts the new field, but sends an error message to the screen. More importantly, the fields won't append properly to the regular DCI fields.

It is a good practice always to add a new field to the end of the list of column names in the database, especially when the database contains data for previously created fields.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Type</th>
<th>Length</th>
<th>Index</th>
<th>Nulls</th>
</tr>
</thead>
<tbody>
<tr>
<td>sbatch</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>sseq</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>scatyp</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
Follow the instructions to add the name, type, length, index and null indicator for the first field. Continue to enter all fields. Press Enter to return the cursor to the ALTER TABLE b_stateoption ring menu.

You may now change any of the new fields that you entered. For example, you could decide that the claimant's first name should be 20 characters in length, not the 25 you originally thought. Using the arrow keys highlight the item that needs changing, press M for Modify and make the new entry. Then press Enter to return to the ring menu.

You also can discard a field that you have entered. Follow the same procedure as described for changing a field, only press D for Drop.

Use S for Screen when you have more than one screen of data fields.
When you have finished entering and changing the data fields, press **E** for **Exit**. A new screen appears.

---

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Type</th>
<th>Length</th>
<th>Index</th>
<th>Nulls</th>
</tr>
</thead>
<tbody>
<tr>
<td>sbatch</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>sseq</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>scatyp</td>
<td>Smallint</td>
<td></td>
<td>Dups</td>
<td>Yes</td>
</tr>
<tr>
<td>lname</td>
<td>Char</td>
<td>25</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>fname</td>
<td>Char</td>
<td>20</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

If you're happy with the table you've created, press **Enter**. If you want to scrap your changes, press **D** or use the arrow key to highlight **Discard-new-table** and press **Enter**. The monitor now shows.

```
bsoc1  
-----------------------------------------  
| State Option Control                   |
-----------------------------------------  
| Generating field type records.         | Done.  |
| Generating state option forms.         | 1 Done.|

Press **Return** to return to State Options Menu, m_0335. Remember to update the Data Dictionary (/03353) for any
State Options /0335

revisions you may have made.

**Error Option Control.** This menu option allows the State to define additional fields that relate specifically to errors detected by BQC. Such fields could be the employer name, address, specific operational items or general comments.

Once you define these fields, you can enter data either from the ring menu (option O) of the Update Cases by Key Code or by Query options (path /03121 or /03122). You can also enter data into these fields directly from the Update Error Options menu item (path /03124). Use the Update Error Options item to add error data even to an already closed/reviewed case.

The screens may appear somewhat different from the screens you have encountered elsewhere in the BQC software. This is because this option evokes the INFORMIX isql commercial software without intervening BQC customization. Refer to your INFORMIX isql documentation for specific procedures to use.

Before you start, plan very carefully the fields and definitions to be added. Consider also the order of these fields. The b_eroption table can contain up to seven screens of entry items. Note that a character field cannot exceed 512 characters in size. Check isql documentation for other limitations and definitions. You'll probably want to write definitions, codes, and instructions for these fields as well.

When you are ready to start, select Error Option Control (o, O, or 6) from the State Options Menu, m_0335. This is path /03352. If the program allows you access, the following isql screen appears on the monitor.
ALTER TABLE b_erpoption:

Add Modify Drop Screen Exit

Adds columns to the table above the line with the highlight.

---Page 1 of 1---- uidd----------Press Ctrl-w for Help-----

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Type</th>
<th>Length</th>
<th>Index</th>
<th>Nulls</th>
</tr>
</thead>
<tbody>
<tr>
<td>esbatch</td>
<td>Smallint</td>
<td></td>
<td>Yss</td>
<td></td>
</tr>
<tr>
<td>esseq</td>
<td>Smallint</td>
<td></td>
<td>Yss</td>
<td></td>
</tr>
<tr>
<td>escatyp</td>
<td>Smallint</td>
<td></td>
<td>Yss</td>
<td></td>
</tr>
<tr>
<td>esidx</td>
<td>Smallint</td>
<td></td>
<td>Yss</td>
<td></td>
</tr>
</tbody>
</table>

Add the error-specific fields to the existing table called b_erpoption. This table contains four identifying fields that link the fields to a specific error detected by BQC.

These fields are esbatch (batch), esseq (sequence), escatyp (case type), and esidx (error index). The error index associates the data to the correct issue in multiple issue cases. DO NOT DELETE or MODIFY THESE FIELDS. They associate the additional State-defined fields with the proper error.

Move the cursor to the fifth line before **adding** the first element. If you don't, the program accepts the new field, but sends an error message to the screen. More importantly, the new fields won't append correctly to the DCI error fields. It is a good practice always to add a new field to the end of the list of column names in the database, especially when the database contains data for previously created fields.
ADD NAME >>
Enter column name. RETURN adds it. INTERRUPT returns to CREATE/ALTER menu

---Page 1 of 1---  uidb-------------Press Ctrl-w for Help-------------

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Type</th>
<th>Length</th>
<th>Index</th>
<th>Nulls</th>
</tr>
</thead>
<tbody>
<tr>
<td>esbatch</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>essg</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>escatyp</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Follow the instructions to add the name, type, length, index and null indicator for the first field. Continue to add fields until finished. Press Enter to return the cursor to the ALTER TABLE b_eroption ring menu. You may now change any of the new fields that you entered. For example, you could decide that the employer name should be 20 characters in length, not the 25 you originally planned. Using the arrow keys highlight the item that needs changing, press M for Modify and make the new entry. Then press Enter to return to the ring menu. You also can discard a field that you have entered. Follow the same procedure as described for changing a field, only press D for Drop.
Use S for Screen when you have more than one screen of data fields.
When you have finished entering and changing the data fields, press **E** for **Exit**. A new screen appears.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Type</th>
<th>Length</th>
<th>Index</th>
<th>Nulls</th>
</tr>
</thead>
<tbody>
<tr>
<td>esbatch</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>esseq</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>escatyp</td>
<td>Smallint</td>
<td></td>
<td>Dups</td>
<td>Yes</td>
</tr>
<tr>
<td>esidx</td>
<td>Smallint</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>filename</td>
<td>Char</td>
<td>25</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>employer</td>
<td>Char</td>
<td>20</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

If you're happy with the table you've created, press **Enter**.

If you want to start from scratch another time, press **D** or use the arrow key to highlight **Discard-new-table** and press **Enter**. This keeps the old table (discards changes) and returns you to the Table Menu. The next screen shows you what the program is doing.
State Options /0335

Press Return to return to State Options Menu, m_0335.
**State Options Data Dictionary.** Use the data dictionary to define the location of the fields that you created under the State Option Control program. The data dictionary accommodates three situations: fields that are downloaded from the State's mainframe, a field to link the State Option table (b_Stateoption) to other tables in the bqc database, and fields that are manually entered. The defaults are set for manual entry. Therefore, if all the fields result from the investigation, there is no need to change the defaults. However, if you want a field passed through the automatic conversion process from your mainframe, you must enter the line number and position of the field in this data dictionary.

If you have permission to run this program, the following screen will appear when you select State Options Data Dictionary.

<table>
<thead>
<tr>
<th>Field_Name</th>
<th>Line_Number</th>
<th>Column_Position</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>aaaaa</td>
<td>5</td>
<td>1, 20</td>
<td>0</td>
</tr>
<tr>
<td>bbbbb</td>
<td>0</td>
<td>0, 20</td>
<td>1</td>
</tr>
<tr>
<td>ccccc</td>
<td>0</td>
<td>0, 22</td>
<td>2</td>
</tr>
</tbody>
</table>

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-/> Accept
Enter the row number. Row number must be > 4.

Lines 1-4 are reserved for the given DCI fields. Lines 5 through 23 are available. Positions 1 through 78 are available per line. In the example above, the first field is located at line 5 and occupies position 1 through 20. Option 0 indicates that the field exists in recl.dat and is to be converted and loaded. The second example is not
State Options /0335
located on the rec1.dat file (0 Line Number and 0,0
column position) but option 1 shows that this field is
equal to the value of the b_master Serial Number (mp4).
The third field in this example is not located on the
rec1.dat file and option 2 indicates that its value will
be set to null. The value for this field can then be
entered manually by the update case program (path /0312).
Error messages will appear in a window of your monitor if
you have assigned two fields to the same line and
position. Also, You may not "wrap" a field at the end of
one line and continue the same field to the start of the
following line. Remember, if you modify the State Option
Table, the data dictionary must be updated to address any
revisions made.

State Options Validation. This menu option allows the privileged
user to create specific field validations for the data
elements contained in the b_stateoption table. Once the
validations have been set, the BQC Unit has field level
validation for their State Option fields. Only one user may
execute this program during a session. This prevents
multiple users setting different validations for the same
field(s) at the same time. You can also generate a report
displaying the field validations created during the session.
The State Options Editor program, which is called during
updating, reads the field validations created. The Editor
responds accordingly, acknowledging the field level
validations.
NOTE: The screens in this section are examples only. More
specific information can be obtained by pressing \<Ctrl-w>Help
in the executable. Also, fields sbatch, sseq, and
scatyp are the control field links to the b_master table
and are NOT accessible within this program.
When you select this menu option, the following statements
are displayed, "Checking access privilege. Please wait." If
you do not have access to the executable, an error message
advising you of denied access will be shown. If you have
permission to access the executable, the "main" screen is
displayed with a description of the first data entry field
in your b_stateoption table under the "Field Type" and "Data
Type" headings.
An example of the "Main" or initial screen is displayed below. In this example the first field in the b_stateoption table is "sgp5" as shown under the Field Type heading and it is a small integer as described under the Data Type heading.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (N/Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>sgp5</td>
<td>SMALL INTEGER</td>
<td></td>
</tr>
</tbody>
</table>

If you press N, the next data field name will appear in the Field Name column with the data type for that field in the Data Type column. Pressing N in the Validation column denotes, "no validation" for the specific data element. The
State Options /0335

N will remain in the Validation column until you press Y to create a validation for the field.

Selecting Y is the first step to creating field validations for the State Option fields. As you make your choices, boxes with prompts will appear until all conditions for the specific field validation have been set.
Once you press **Y**, the **FIELD ATTRIBUTE** window will appear with the following prompts: Not Required, **Required**, and Display Only, as shown in the next screen.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>sgp5</td>
<td>SMALL INTEGER</td>
<td>Y</td>
</tr>
</tbody>
</table>

The validation options permitted are based upon the **INFORMIX** field **data type** of the respective **b_stateoption** field. Numerical fields, such as "sgp5" in this example, have a baseline numerical validation option. The next screen you see will be displayed when you select **Required**.
## State Options Validation

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (N/Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>sgp5</td>
<td>SMALL INTEGER</td>
<td>Y</td>
</tr>
</tbody>
</table>

- **NUMERIC VAL**
  - Condition: not required.
  - Inclusion: not required.
  - Range: not required.
  - Delete: not required.
  - Exit: not required.

<Ctrl-w>  Help
If you chose a numerical **conditional** validation, the next window will be displayed.
On this screen, four (4) conditions are available:
> greater than,
>= greater than or equal to,
<  less than, and
=  less than or equal to.

Exit is provided as an escape to allow you leave the Condition option if you decide you want another option.

When the > option is selected, you will see the next screen.
State Options /0335
Numerical fields are allowed entries of five (5) digits or less. In this example, 10 is entered as the conditional value. Once the entry is made, the NUMERIC COND and NUMERIC CONDITION VALUE windows will close and you are placed back in the NUMERIC VAL window. Selecting Exit from this window will save the validation you set. If you choose any other option, the numeric validation previously set will be deleted.
This screen is displayed after 10 was entered in the NUMERIC CONDITION VALUE field.

---

<table>
<thead>
<tr>
<th>b_sov</th>
<th>State Options Validation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (N/Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>sgp5</td>
<td>SMALL INTEGER</td>
<td>_</td>
</tr>
</tbody>
</table>

- **CURRENT VALIDATION**
- The field is **required**.
- Field accepts values greater than 10.

---

Also, validations permitted are **one validation type to one field type**. Therefore, you can not set a numerical
conditional validation AND a numerical inclusion validation at the same time, for example.

Note: The validation you set will not be displayed until you exit from all the validation option windows and return to the main window.
The following screens display examples of program actions for a character data type.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (N/Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>street_address</td>
<td>CHARACTER</td>
<td>Y</td>
</tr>
</tbody>
</table>

When setting validations for a character field, you may
State Options /0335

specify both a **Type** and a **Size** validation. You may not, however, set a **Type** and a **Format** validation, for example.
### State Options Validation

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (N/Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>street_address</td>
<td>CHARACTER</td>
<td>Y</td>
</tr>
</tbody>
</table>

Once the character is identified, you can include punctuation. The next screen displays the punctuation validation window, **PUNCTUATION ALLOWED**.
Each punctuation group is inclusive to the group identified above it. Thus, **Quantity** includes the characters "s", ",", ",", and "@", as well as all the characters in the **Normal** category. If **Exit** is chosen, no punctuation would be allowed.
/0335 State Options

The next screen appears when **Quantity** is selected here.
After the punctuation is selected, the **CHAR TYPE** and **PUNCTUATION ALLOWED** windows are cleared. The validation is set by selecting **Exit** from the **CHAR VAL** window. Choosing any other option will delete the character validation previously set.
/0335 State Options
The next two screens are examples of **Numeric Inclusions** and **Character Value** validations. The following screen is an example of an initial entry.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (N/Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>last_name</td>
<td>CHARACTER</td>
<td>Y</td>
</tr>
</tbody>
</table>

```
$Description$ $CHARACTER$ $CHARACTER VALUES$
$Type$ $ALIDATION$ $Enter allowed values: _$ $is not required.$
$Size$
$Format$
$Delete$
$Exit$
```

<Ctrl-w> Help
State Options /0335

This screen displays when a user wishes to modify the Value validations set in the previous screen. **Note:** you can NOT use the delete option from the MODIFY VALUES window to delete all of the entries.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emp_code</td>
<td>CHARACTER</td>
<td>Y</td>
</tr>
</tbody>
</table>

**State Options Validation**

- **Type**
  - **ALIDATIO**
  - a
  - Next
  - Previous
  - g, h.
  - EXIT

**Delete**

**Help**
The following screen is a format example. Look at the setting for the phone number validation: the "#" means numeric characters only, the parenthesis and dashes are "hard coded" into the field, thus you do NOT have to enter this information during data entry. The field becomes a "form" entry field. The user enters the numbers and the field reacts accordingly. So, if you enter 1234567890, the field displays, (123)-(456)-(7890), which is the actual value updated into the respective b_stateoption field.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Validation (N/Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone_Number</td>
<td>CHARACTER</td>
<td>Y</td>
</tr>
</tbody>
</table>

**State Options Validation**

- Enter Format: `###-###-(####)`
- Size
- Value is not required.
- Format
- Delete
- Exit

<Ctrl-w> Help
When all the validations have been set, press <Ctrl-\>. The validations are saved and a GENERATE REPORT window displays, as shown below.

If you do not want a report, press No and the program exits to the STATE OPTIONS MENU.
State Options /0335

Press Yes to generate a report and you will see the next screen.
Selecting **System** will send your report to the system printer. If **Local** is chosen, the report will be printed at your local printer. Pressing **Exit** will return you to the STATE OPTIONS MENU.
State Options /0335

Error Option Validation. This option functions the same as the State Option Validation module. The validations generated are with respect to the b_eroption table and its respective fields.
The screen that appears after you select the Statistical Analysis option looks like this:

```
   m_034
  STATISTICAL ANALYSIS MENU

  1  Sample (Y)alidation
  2  Sample (C)haracteristics
  3  (R)ates Calculations
  4  (S)tandard Reports
  5  E(X)it

   To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN or press the number preceding the option or the letter in parentheses.
   <Ctrl-w> Help   <Ctrl-c> Cancel   <Ctrl-x> Logout
```

The following sections discuss these options in greater detail.
Sample Validation. The purpose of the sample validation program is to detect errors in the BQC sampling frame or sample selection procedure. For a description of the BQC sampling procedure, see ET Handbook No. 395, Chapter III or ET Handbook No. 397, Chapter II.

The program compares the proportion of sample cases falling into each "Dollars Paid" (benefit amount paid to claimant) category with the known population proportion in that category. The program also compares the average amount paid to the sample with the average amount paid to the population. Statistical tests are conducted to estimate the probability of observing a sample value, given the known population value and sampling error. The test fails if the probability that the difference between the sample and population is attributable to chance (sampling error) is less than five percent. If any of the tests fail, a note flagging the problem is included on the report. A failed test may indicate a problem with the construction of the sampling frame, although it is important to note that a failed test also may reflect the normal week-to-week variation in the UI payment population. Nonetheless, it is also important to check the accuracy of the sampling frame promptly to avoid any negative impact on BQC estimates.

For individual batches, an additional test compares the number of UI weeks and total dollars paid in the population with statistical control limits, which are based on the UI weeks and dollars paid in the population for the previous fifty-two batches. The purpose of this test is to identify potential problems with the BQC sampling frame, indicated by unusually large or small values for the population. After you select the Sample Validation option from the Statistical Analysis menu, enter a batch range in screen b_svl.
A batch range can include one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them). For a report covering a single batch, enter the one batch number and press Return. The ending batch defaults to the one already entered.

The program validates your entries by ensuring that they are legitimate batch numbers and that comparison reports are available for every batch in the range.

If you enter a batch range greater than a single batch, the program prompts you to select the type of report you wish to generate.

The Sample Validation program includes three reporting options for each specified batch range: aggregate, exceptions, and individual. The aggregate option prepares a single validation report for the entire batch range. The
exceptions option displays only diagnostic error messages (failed tests) for each batch in the given range. The individual option prepares a separate validation report for each batch in the given range.

When the report is ready, the screen b_sv4 appears. You can select as many options on this screen as you like. If you select View, the report is displayed on the screen using the Unix less command. If you are unfamiliar with the less command, press h for help. If you select Printer (System), the report is directed to the default system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select Local Printer the report queues to the terminal printer. If the program can't locate the terminal printer, the report displays on the screen. Saved reports have an assigned default name. These files reside in your "bqc"
Subdirectory. The program assigns the following default file names:

- Aggregate report: sv_aggXXXXYYYY
- Exceptions report: sv_excXXXXYYYY
- Individual report: sv_indXXXX

Where XXXX is the beginning batch and YYYY is the ending batch.

If you want to generate additional reports for the same batch range, press Ctrl-c. This takes you back one screen to b_sv2, if you selected a multi-batch range. Pressing Ctrl-g takes you back to the Statistical Analysis menu.
Here is an example of the aggregate report.

QC SAMPLE SELECTION VALIDATION REPORT

BATCH 9401 - 9402 (Tue Sep. 15, 1994)

<table>
<thead>
<tr>
<th>SAMPLE</th>
<th>n</th>
<th>p</th>
<th></th>
<th></th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>UI Weeks Paid</td>
<td>28</td>
<td>.0357</td>
<td>478,744</td>
<td>$68,080,763</td>
<td>OK</td>
</tr>
<tr>
<td>Dollars Paid</td>
<td>$4,024</td>
<td>15,765</td>
<td>.0329</td>
<td>OK</td>
<td></td>
</tr>
<tr>
<td>$1 - $50</td>
<td>6</td>
<td>.2143</td>
<td>106,739</td>
<td>.2230</td>
<td>OK</td>
</tr>
<tr>
<td>$51 - $100</td>
<td>5</td>
<td>.1786</td>
<td>87,423</td>
<td>.1826</td>
<td>OK</td>
</tr>
<tr>
<td>$101 - $150</td>
<td>4</td>
<td>.1429</td>
<td>59,546</td>
<td>.1223</td>
<td>OK</td>
</tr>
<tr>
<td>$151 - $200</td>
<td>12</td>
<td>.4286</td>
<td>210,272</td>
<td>.4392</td>
<td>OK</td>
</tr>
<tr>
<td>$201+</td>
<td>0</td>
<td>.0000</td>
<td>0</td>
<td>.0000</td>
<td>OK</td>
</tr>
<tr>
<td>Amt. Missing</td>
<td>0</td>
<td>.0000</td>
<td>0</td>
<td>.0000</td>
<td>OK</td>
</tr>
<tr>
<td>Average</td>
<td>$143.71</td>
<td>$142.21</td>
<td>OK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sample Characteristics. The purpose of the sample characteristics program is to detect errors in the BQC sampling frame or sample selection procedure. For a description of the BQC sampling procedure, see ET Handbook No. 395, Chapter III or ET Handbook No. 397, Chapter II.

The program compares the proportion of sample and population cases falling into specified categories for three data elements -- sex, race, and age -- to determine whether the claimants comprising the sample accurately represent the claimant population. The test fails if the probability that the difference between the sample and population proportions is attributable to chance (sampling error) is less than five percent. A failed test may indicate a problem with the sample frame or sampling procedure, although it is important to note that a failed test also may reflect the normal weekto-week variation in the UI payment population.

Nonetheless, it is important to check the accuracy of the sampling procedures promptly to avert any negative impact on BQC estimates.
A batch range can include one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them). For a report covering a single batch, enter the one batch number and press Return. The ending batch defaults to the one already entered.

The program validates your entries by ensuring that they are legitimate batch numbers and that comparison reports are available for every batch in the range.

If you enter a batch range greater than a single batch, the program prompts you to select the type of report you wish to generate.

The Sample Characteristics program includes three reporting options for each specified batch range: aggregate, exceptions, and individual. The aggregate option prepares a single characteristics report for the entire batch range. The exceptions option displays only diagnostic error messages (failed tests) for each batch in the given range.
The individual option prepares a separate characteristics report for each batch in the given range.

When the report is ready, the screen b_scr4 appears. You can select as many options on this screen as you like. If you select View, the report is displayed on the screen using the Unix less command. If you are unfamiliar with the less command, press h for help. If you select Printer (System), the report is directed to the default system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select Local Printer the report queues to the terminal printer. If the program can't locate the terminal printer, the report displays on the screen. Saved reports have an assigned default name. These files reside in your "bqc" subdirectory. The program assigns the following default file names:
Sample Characteristics /0342

aggregate report scr_ag.XXXXYYYY
exceptions report scr_ex.XXXXYYYY
individual report scr_in.XXXX

where XXXX is the beginning batch and YYYY is the ending batch.

---

b scr4

Sample Validation

1. View report
2. Printer (system)
3. Local printer
4. Save report

Select an option:

<Ctrl-w> Help       <Ctrl-g> GotoMenu       <Ctrl-c> Cancel

Default value is "View report".

---

If you want to generate additional reports for the same batch range, press Ctrl-c. This takes you back one screen to b_sc2, if you specified a multi-batch range. Pressing Ctrl-g takes you back to the Statistical Analysis menu.
Here is an example of the aggregate report.

QC AGGREGATE SAMPLE CHARACTERISTICS COMPARISON REPORT
BATCH 9401 - 9413  Tuesday, September 15, 1992

<table>
<thead>
<tr>
<th></th>
<th>SAMPLE</th>
<th>POPULATION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>n</td>
<td>p</td>
<td>N</td>
</tr>
<tr>
<td>Total</td>
<td>442</td>
<td></td>
<td>7105454</td>
</tr>
<tr>
<td>Sex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>295</td>
<td>0.6674</td>
<td>4751034</td>
</tr>
<tr>
<td>Female</td>
<td>147</td>
<td>0.3326</td>
<td>2353410</td>
</tr>
<tr>
<td>Missing</td>
<td>0</td>
<td>0.0000</td>
<td>1010</td>
</tr>
<tr>
<td>Race</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>201</td>
<td>0.4548</td>
<td>3406230</td>
</tr>
<tr>
<td>Nonwhite</td>
<td>236</td>
<td>0.5339</td>
<td>3608481</td>
</tr>
<tr>
<td>Missing</td>
<td>5</td>
<td>0.0113</td>
<td>90743</td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-25</td>
<td>50</td>
<td>0.1131</td>
<td>789609</td>
</tr>
<tr>
<td>25-34</td>
<td>284</td>
<td>0.6425</td>
<td>4432263</td>
</tr>
<tr>
<td>35-44</td>
<td>0</td>
<td>0.0000</td>
<td>0</td>
</tr>
<tr>
<td>45-64</td>
<td>95</td>
<td>0.2149</td>
<td>1727144</td>
</tr>
<tr>
<td>65+</td>
<td>13</td>
<td>0.0294</td>
<td>156438</td>
</tr>
<tr>
<td>Missing</td>
<td>0</td>
<td>0.0000</td>
<td>0</td>
</tr>
</tbody>
</table>
Rates Calculations. The Rates Calculation software produces user-defined summaries of the Benefits Quality Control (BQC) data. The software generates statistically valid inferences about the Unemployment Insurance (UI) claimant population, based on the completed BQC sample cases. The software allows you to specify the type of report and the key week (KW) action, cause, and responsibility subgroups. You can save these rates reports and run them at a later time. The screen on your monitor looks like this when you select the Rates Calculations option from the Statistical Analysis menu.

<p>| b rc1 |</p>
<table>
<thead>
<tr>
<th>-------------------------------------------------</th>
<th>-----</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATES CALCULATIONS</td>
<td>-----</td>
</tr>
<tr>
<td>1. Create Error Rate Construction</td>
<td>-----</td>
</tr>
<tr>
<td>2. Use Error Rate Construction</td>
<td>-----</td>
</tr>
<tr>
<td>3. Sec Error Rate Construction</td>
<td>-----</td>
</tr>
<tr>
<td>4. Delete Error Rate Construction</td>
<td>-----</td>
</tr>
<tr>
<td>Select One:</td>
<td>-----</td>
</tr>
<tr>
<td>&lt;Ctrl-w&gt; Help</td>
<td>&lt;Ctrl-g&gt; GotoMenu</td>
</tr>
<tr>
<td>Default is &quot;Create Error Construction&quot;</td>
<td>-----</td>
</tr>
</tbody>
</table>
If you select "Create Error Rate Construction" (1/C/c), the following menu queries for the type of rates report.

---

**h_rc2a**

---

**RATES CALCULATIONS**

1. Overpayments
2. Underpayments
3. Net Payments
4. Proper Payments
5. Case Errors
6. End Construction

Select One:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default is "Overpayment".

**Overpayments.** BQC cases with one or more overpayment issues are included in this summary, depending on the KW action, cause, and responsibility codes selected by you.

**Underpayments.** BQC cases with one or more underpayment issues are included in this summary, depending on the KW action, cause, and responsibility codes selected by you.

**Net Payments.** The software subtracts field h2 of the master table, the amount that should have been paid, from field f13, the original amount paid, to determine the net payment error.

**Proper Payments.** The case proper payment rate includes BQC cases with no payment error (KW action code 01) or cases in which a reversal resulted in a proper payment (KW action codes 02 and 03). The dollar proper payment rate includes
the original amount paid for proper payment cases (KW action codes 01, 02, and 03), the original amount paid for cases with only underpayment issues (KW action codes 20, 21, 22, and 23), and the difference between the original amount paid and the total KW overpayments (field h5), if h5 is less than the original amount paid, for cases with overpayment issues (KW action codes 10, 11, 12, 13, 14, 15, and 16).

Case Errors. The report consists of the distribution of cases by payment status (proper payment, overpayment, underpayment), including the the number of cases with 1, 2, 3, or more than 3 overpayment and/or underpayment issues coded.

End Construction. This option is selected after all rates calculation reports have been defined. You are prompted to name the rates construction. This option saves the rates construction for future use under the name selected by you.

If you select option 1, Overpayments, you are prompted to choose whether the report should consist of rates for weeks, dollars, or both.

Please choose week rates, dollar rates, or both (w/d/b)

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel

Default is "Week".
Next, you are prompted:

Would you also like to use the action field for this rate? (y/n)

If you choose to include KW action, the following pick screen appears with several KW overpayment codes and code combinations to select.
After you complete your selection of the KW action code, or if you decided not to specify the KW action code in the rates construction, you are prompted about error responsibility.
Responsibility is a four-digit code. The first digit is coded 1 if the claimant is responsible for the error and 0 if the claimant is not responsible. The second digit is coded 2 if the employer is responsible for the error and 0 if the employer is not responsible. The third digit is coded 3 if the agency is responsible for the error and 0 if the agency is not responsible. The fourth digit is coded 4 if a third (other) party is responsible for the error and 0 if a third party is not responsible.

There are 16 possible code combinations. Up to four parties can be coded responsible for an error issue (code 1234). If only the employer is responsible, the issue is coded 0200. If the claimant and employer are responsible, the code is 1200.

If you choose yes, you are prompted whether or not to include (i), exclude (e), or leave unspecified (u) each of the four responsibility categories: claimant, employer, agency, and other. These terms are defined as follows:

- **include (i)** - The party must be responsible
- **exclude (e)** - The party must not be responsible
- **unspecified (u)** - The party may or may not be responsible
Example. If you include claimant and exclude all other parties, only cases with error issues coded 1000 would be selected. If you include claimant, leave employer unspecified, and excluded agency and other, cases with error issues coded 1000 and 1200 would be included. Finally, if you included claimant, excluded employer, and left agency and other parties unspecified, cases with error codes 1000, 1030, 1004, and 1034 would be included.

For each responsibility code, choose to include it, exclude it, or leave it unspecified.

1. Claimant (i/e/u).
2. Employer (i/e/u).
3. Agency (i/e/u).
4. Other (i/e/u).

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
After you complete your responsibility specifications, or if you decided not specify the responsibility codes in the rates construction, you are prompted about error cause.

Would you also like to use the cause field for this rate? (y/n)

Default is "Yes".

If you choose to include error cause, the following pick screen appears with several cause code categories to select.
Screen 1:

Rates Calculations

-> 100-159 All BY Earnings

Unreported Earnings = No. of selected items:
100-109
110-119 Incorrect Recording
120-129 Severance
130-139 Vacation
140-149 Social Security/Pension

150-159 Other BY Earnings
200-229 All BF Earnings
200-209 Earnings Reporting
210-219 BF Employers
220-229 Other BF Earnings
300-329 All Separation
300-309 Voluntary Quits
310-319 Discharges

<Ctrl-w> Help    <Ctrl-q> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[]> Accept  <Return> Select Items  <e> Edit Mode  <r> Remove
<table>
<thead>
<tr>
<th>Rates Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>--&gt; 320-329 Other Separation</td>
</tr>
<tr>
<td>400-409 All Eligibility</td>
</tr>
<tr>
<td>400-409 Ability to Work</td>
</tr>
<tr>
<td>410-419 Availability for Work</td>
</tr>
<tr>
<td>420-429 Work</td>
</tr>
<tr>
<td>430-439 Refusal</td>
</tr>
<tr>
<td>440-449 Self-employment</td>
</tr>
<tr>
<td>450-459 Illegal Alien</td>
</tr>
<tr>
<td>460-469 Other</td>
</tr>
<tr>
<td>500-519 All Dependents</td>
</tr>
<tr>
<td>510-519 Other Dependents Iss.</td>
</tr>
<tr>
<td>600-639 All Other Causes</td>
</tr>
<tr>
<td>600-609 Disqualification</td>
</tr>
<tr>
<td>610-619 Redetermination</td>
</tr>
<tr>
<td>620-629 Back Pay Award</td>
</tr>
<tr>
<td>630-639 Other Causes</td>
</tr>
</tbody>
</table>

<Ctrl-w> Help  <Ctrl-q> GotoMenu  <Ctrl-c> Cancel  <Ctrl-i> Accept  <Return> Select Items  <e> Edit Mode  <r> Remove
After you complete your cause specifications, or if you decided not to specify the cause codes in the rates construction, a summary of the rates construction that you have specified is displayed.

<table>
<thead>
<tr>
<th>RATES CALCULATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Wait...</td>
</tr>
<tr>
<td>Rates Construction</td>
</tr>
</tbody>
</table>

Overpayment
You have just constructed a rate for the following:
Both
Action Code:
10-12 Total Official Action
Responsibility Code:
Responsibility 1. Claimant included.
Responsibility 2. Employer unspecified.
Responsibility 3. Agency unspecified.
Responsibility 4. Other unspecified.
Cause Code:
100-159 All BY Earnings

-Pres h for help, q to quit, Space Bar to see more - (END)
Next, you are asked to confirm that this is the rates construction wanted.

If you confirm the construction by entering \textit{y}, the software prompts if you would like to build another rates construction.

If you want to build another rates construction, the software returns to screen b_rc2a to repeat the rates construction prompts.

If you do not want to build another rates construction, the
software returns to screen b_rc2a where you select option 6, End Construction.
If you respond that the rates construction is not correct, the software repeats the queries about weeks/dollars, KW action code, responsibility and cause. If you select option 2, Underpayments, from screen b_rc2, choose whether the report should consist of rates for weeks, dollars, or both.

b_rc2a

--------------------------------------------------
--------------------------------------------------

RATES CALCULATIONS

--------------------------------------------------

Please choose week rates, dollar rates, or both (w/d/b)

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Default is "Week".

Next, you are prompted:

b_rc4a

--------------------------------------------------
--------------------------------------------------

RATES CALCULATIONS

--------------------------------------------------

Would you also like to use the action field for this rate? (y/n)

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Default is "Yes".
If you choose to include KW action, the following pick screen appears with several KW overpayment codes and code combinations to select.

After you complete your selection of the KW action code, or if you decided not to specify the KW action code in the rates construction, you are prompted about error responsibility.
b_rc5a

-----------------------------------------

RATES CALCULATIONS

Would you also like to use the Resp. field for this rate? (y/n)

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
Default is "Yes".
If you choose yes, you are prompted whether or not to include (i), exclude (e), or leave unspecified (u) each of the four responsibility categories: claimant, employer, agency, and other. These terms are defined as follows:

- **include (i)** - The party must be responsible
- **exclude (e)** - The party must not be responsible
- **unspecified (u)** - The party may or may not be responsible

See the previous example of specifying responsibility codes.

---

For each responsibility code, choose to include it, exclude it, or leave it unspecified.

1. Claimant (i/e/u).
2. Employer (i/e/u).
3. Agency (i/e/u).
4. Other (i/e/u).

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
After you complete your responsibility specifications, or if you decided not to specify the responsibility codes in the rates construction, you are prompted about error cause.

Would you also like to use the cause field for this rate? (y/n)

Default is "Yes".
If you choose to include error cause, the following pick screen appears with several cause code categories to select.

Screen 1

---

Rates Calculations

---> 100-159 All BY Earnings

100-109

Unreported Earnings

No. of selected items: 0/1

110-119 Incorrect Recording

120-129 Severance

Vacation

130-139

Security/Fension

140-149 Social

150-159 Other BY Earnings

200-229 All BF Earnings

200-209 Earnings Reporting

210-219 BP Employers

220-229 Other BF Earnings

300-329 All Separation

300-309 Voluntary Quits

310-319 Discharges

Ctrl-w Help  Ctrl-g GotoMenu  Ctrl-c Cancel

Ctrl-] Accept  Return Select Items  e Edit Mode  r Remove
<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>320-329</td>
<td>Other Separation</td>
</tr>
<tr>
<td>400-469</td>
<td>All Eligibility</td>
</tr>
<tr>
<td>400-409</td>
<td>Ability to Work</td>
</tr>
<tr>
<td>410-419</td>
<td>Availability for Work</td>
</tr>
<tr>
<td>420-429</td>
<td>Work</td>
</tr>
<tr>
<td>430-439</td>
<td>Refusal</td>
</tr>
<tr>
<td>440-449</td>
<td>Self-employment</td>
</tr>
<tr>
<td>450-459</td>
<td></td>
</tr>
<tr>
<td>460-469</td>
<td>Other</td>
</tr>
<tr>
<td>500-519</td>
<td>All Dependents</td>
</tr>
<tr>
<td>500-509</td>
<td>Incorrect Reporting</td>
</tr>
<tr>
<td>510-519</td>
<td>Other Dependents Iss.</td>
</tr>
<tr>
<td>600-639</td>
<td>All Other Causes</td>
</tr>
<tr>
<td>600-609</td>
<td>Disqualification</td>
</tr>
<tr>
<td>610-619</td>
<td>Redetermination</td>
</tr>
<tr>
<td>620-629</td>
<td>Back Pay Award</td>
</tr>
<tr>
<td>630-639</td>
<td>Other Causes</td>
</tr>
</tbody>
</table>

**Screen 2**

- **Help**: <Ctrl-w>
- **Goto Menu**: <Ctrl-g>
- **Cancel**: <Ctrl-c>
- **Accept**: <Ctrl-]>
- **Select Items**: <Enter>
- **Edit Mode**: <e>
- **Remove**: <r>
After you complete your cause specifications, or if you decided not to specify the cause codes in the rates construction, a summary of the rates construction that you have specified is displayed.

RATES CALCULATIONS

Please Wait...

Rates Construction

Underpayment
You have just constructed a rate for the following:
Both
Action Code:
20-23 All UP Total
Responsibility Code:
Responsibility 1. Claimant included.
Responsibility 2. Employer included.
Responsibility 3. Agency unspecified.
Responsibility 4. Other unspecified.
Cause Code:
200-229 All EP Issues

-Press h for help, q to quit, Space Bar to see more - (END)
Next, you are asked to confirm that this is the rates construction wanted.

If you confirm the construction by entering y, the software prompts if you would like to build another rates construction.

If you want to build another rates construction, the software returns to screen b_rc3a to repeat the rates construction prompts.
If you do not want to build another rates construction, the software returns to screen b_rc2a where you select option 6, End Construction.

If you respond that the rates construction is not correct, the software repeats the queries about weeks/dollars, KW action code, responsibility and cause.

If you select option 3, Net Payments, or option 5, Case Errors, next select option 6, End Construction, which causes screen b_rc11 to appear. Use this screen to either save the construction under the default name or rename the construction.

If you select option 4, Proper Payments, from screen b_rc2a, the program prompts you to choose whether the report should consist of rates for weeks, dollars, or both.
/0343 Rates Calculations

After you make your selection, a summary of the rates construction that you have specified is displayed.

Please Wait...

Rates Construction

Proper Payment
You have just constructed a rate for the following:
Week Rate
-Press h for help, q to quit, Space Bar to see more - (END)

After you select quit (q), you are returned to screen b_rc2a to End Construction (option 6).

If you select End Construction (option 6) from screen b_rc2a, the following screen queries you about the file name of the rates construction.
Default file is rc const.login name

If renamed, file will be saved as rc [entered name].login name.

K to keep the default name

R to rename reports.

Enter Report Type (K/R):

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel

Default is "Keep the default name".
If you select K, screen b_rcl1 appears. If you select R, the program prompts you to enter a name.

```
b_rcl1a
---------------------------------------------------------------

RATES CALCULATIONS

Default file is rc_const.login_name

Enter K to keep the default name

R to rename reports.

Enter name up to 10 characters:

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
```

A message echos on the screen confirming that the file is saved before returning to screen b_rcl1.

If you select "Use Error Rate Construction" (2/U/u) from screen b_rcl1, the following menu queries you for the default values.
The Default Values are:

The batch range: 9101-9113

Do you want the default option? (y/n)

If you answer yes, a pick screen appears with a list of all rates constructions that have been saved.
You move the cursor using the up and down arrow keys and select the rates construction by hitting Return. The rates construction appears in the window. When you select all the rates constructions press Ctrl-[] to exit.

The program then executes the rates constructions selected. While the program is running, the following message appears on the screen.
Rates Calculations /0343

When done, the program asks whether you want to view the report on the monitor, print the report on the printer located with the Sun ADP system, print the report on the local printer located with your terminal, or save the report to a file in the bqc subdirectory of your home directory.

The output file is in ASCII format and can be input to a WordPerfect document.
If you do not want to use the default values, the following query screen appears.

Please choose between batch or local office & batch (b/l)

Default is "Batch".
If you select **batch**, the following screen appears.

```
<table>
<thead>
<tr>
<th>b_rc4b</th>
</tr>
</thead>
<tbody>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>RATES CALCULATIONS</td>
</tr>
<tr>
<td>Beginning Batch:</td>
</tr>
<tr>
<td>Ending Batch:</td>
</tr>
</tbody>
</table>
```

If you select **local office and batch**, the batch selection screen (b_rc4b) is displayed, followed by the local office pick screen. Select the desired local offices using the procedure described above for pick screens.
After you define the default values, the pick screen consisting of the list of rates constructions appears. You select the desired constructions from the list.
If, on screen b_rc1, you select option 3, See Error Rate Construction, a pick screen with a list of all the rates constructions appears.

Move the cursor using the up and down arrow keys and select the rates construction by hitting the Return key.

The rates construction appears in the window. When you select the rates construction, press Ctrl-­| to end pick. The selected rates construction then appears on the screen.
Rates Construction

Overpayment
You have just constructed a rate for the following:
Both
Action Code:
10-12 Total Official Action
Responsibility Code:
Responsibility 1. Claimant included.
Responsibility 2. Employer included.
Responsibility 3. Agency unspecified.
Responsibility 4. Other unspecified.
Cause Code:
100-159 All BY Issues
-Press h for help, q to quit, Space Bar to see more - (END)

The program will asks if you want to see another construction.

h_rc2c
--------------------------------------------------------------- -----
----------------------------------------------- RATES CALCULATIONS
---------------------------------------------------------------

Do you want to see another file? (n/y)

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel
Default option is "No".
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Rates Calculations /0343

If you answer yes, you return to the pick screen to select another rates construction. If you answer no, you return to screen b_rcl.

If, on screen b_rcl, you select option 4, Delete Error Rate Construction, a pick screen with a list of all the rates constructions appears.

---

b_p7

Deleting Construction File:

---

-> rc_constr.andy

rc_constr.win  No. of selected items: 0  
rc_constr.yvette

rc_netpay.andy  rc_op1.andy
rc_op2.yvette   rc_up1.win

---

<Ctrl-w> Help  <Ctrl-q> GotoMenu  <Ctrl-c> Cancel
<Ctrl-|> Accept  <Returns> Select Items  <a> Edit Mode  <r> remove

---

Move the cursor using the up and down arrow keys and select the rates construction by hitting Return. The rates construction appears in the window. After you select the rates construction, press Ctrl-[ to end pick. The program then deletes the selected rates construction.
The program next asks if you want to delete another construction.

Do you want to delete another file? (y/n)

If you answer **yes**, the pick screen appears for you to select another rates construction to delete. If you answer **no**, you return to screen b_rcl.

On the following pages are examples of Rates Calculations output.
Thursday, May 7, 1992

**PAYMENT RATES**

Batches 9101 to 9102
No Local Offices.

Sample Size 80
Sample Dollars $10,721
Population Size 915713
Population Dollars $123,183,204

Overpayment Rates

Payment rate for the following codes:
Both Week and Dollar Rate
Action 10-16 All OP Total

**Week Rate:**

<table>
<thead>
<tr>
<th>% of Week</th>
<th>95% C.I.</th>
<th>Nbr. of Weeks</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.50</td>
<td>5.15-19.85</td>
<td>114,464</td>
<td>47,160-181,768</td>
</tr>
</tbody>
</table>

**Dollars Paid**

Largest Dollar Amount Paid in Error

<table>
<thead>
<tr>
<th>% of $</th>
<th>95% C.I.</th>
<th>Amt. of $</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.26</td>
<td>0.12- 6.40</td>
<td>$4,015,040</td>
<td>$143,209-$7,886,872</td>
</tr>
</tbody>
</table>

**Dollars Paid in Error**

<table>
<thead>
<tr>
<th>% of $</th>
<th>95% C.I.</th>
<th>Amt. of $</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
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**Dollars Paid in Error**

<table>
<thead>
<tr>
<th>% of $</th>
<th>95% C.I.</th>
<th>Amt. of $</th>
<th>95% C.I.</th>
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</thead>
<tbody>
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<td>$4,015,040</td>
<td>$143,209-$7,886,872</td>
</tr>
</tbody>
</table>
Thursday, May 7, 1992
PAYMENT RATES

Batches 9101 to 9106
No Local Offices.

Sample Size 240
Sample Dollars $32,288
Population Size 2792350
Population Dollars $376,825,894

Underpayment Rates

Payment rate for the following codes:
  Both Week and Dollar Rate
  Action 20-23 All Up Total
Week Rate:

<table>
<thead>
<tr>
<th>% of Week</th>
<th>95% C.I.</th>
<th>Nbr. of Weeks</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.45</td>
<td>2.57-8.33</td>
<td>152,213</td>
<td>71,796-232,631</td>
</tr>
</tbody>
</table>

Dollars Paid

Largest Dollar Amount Paid in Error

<table>
<thead>
<tr>
<th>% of $</th>
<th>95% C.I.</th>
<th>Amt. of $</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.31</td>
<td>0.08- 0.55</td>
<td>$1,176,833</td>
<td>$291,253-$2,062,414</td>
</tr>
</tbody>
</table>

Dollars Paid in Error

<table>
<thead>
<tr>
<th>% of $</th>
<th>95% C.I.</th>
<th>Amt. of $</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$291,253-$2,062,414</td>
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</table>

Dollars Paid in Error

<table>
<thead>
<tr>
<th>% of $</th>
<th>95% C.I.</th>
<th>Amt. of $</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0.08- 0.55</td>
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<td>$291,253-$2,062,414</td>
</tr>
</tbody>
</table>
Thursday, May 7, 1992
PAYMENT RATES

Batches 9101 to 9106
No Local Offices.

Sample Size 240
Sample Dollars $32,288
Population Size 2792350
Population Dollars $376,825,894

Net Payment Rates

Dollars Paid

<table>
<thead>
<tr>
<th>% of $</th>
<th>95% C.I.</th>
<th>Amt. of $</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.98</td>
<td>0.18- 5.78</td>
<td>$11,229,412</td>
<td>$678,287-$21,780,537</td>
</tr>
</tbody>
</table>
Thursday, May 7, 1992
PAYMENT RATES

Batches 9101 to 9102
No Local Offices.

Sample Size 80
Sample Dollars $10,721
Population Size 915713
Population Dollars $123,183,204

Proper Payment Rates

Payment rate for the following codes:
Both Week and Dollar Rate

Week Rate:

<table>
<thead>
<tr>
<th>% of Week</th>
<th>95% C.I.</th>
<th>Nbr. of Weeks</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.05</td>
<td>72.35-89.76</td>
<td>742,189</td>
<td>662,476-821,903</td>
</tr>
</tbody>
</table>

Dollars Paid

Dollars Paid Properly

<table>
<thead>
<tr>
<th>% of $</th>
<th>95% C.I.</th>
<th>Amt. of $</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.74</td>
<td>93.60-99.88</td>
<td>$119,168,164</td>
<td>$115,296,332-$123,039,995</td>
</tr>
</tbody>
</table>
### Case Error Rates

**Thursday, May 7, 1992**

**PAYMENT RATES**

======

Batches 9101 to 9102
No Local Offices.
Sample Size 80
Sample Dollars $10,721
Population Size 915713
Population Dollars $123,183,204

Case Error Report

<table>
<thead>
<tr>
<th>Cases</th>
<th>Counts</th>
<th>Pop %</th>
<th>95% C.I.</th>
<th>Pop Total</th>
<th>95% C.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proper</td>
<td>65</td>
<td>81.05</td>
<td>72.35-89.76</td>
<td>742189</td>
<td>662476-821903</td>
</tr>
<tr>
<td>Improper</td>
<td>15</td>
<td>18.95</td>
<td>10.24-27.65</td>
<td>173524</td>
<td>93810-253237</td>
</tr>
</tbody>
</table>

One Issue

- 1 Overpayment 9 11.18 4.20-18.16 102409 38486-166331
- 1 Underpayment 5 6.45 0.98-11.92 59060 8933-109186

Two Issues

- 2 Overpayment 0
- 2 Underpayment 0
- 1 Over, 1 Under 1 1.32 0.00-4.97 12056 0-45472

Three Issues

- 3 Overpayments 0
- 3 Underpayments 0
- 3 Underpayments 0
- 1 Over, 2 Under 0
- 2 Over, 1 Under 0

Over 3 Issues

- > 3 Overpayments 0
- > 3 Underpayments 0
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/0343 Rates Calculations
> 3 Over Under 0
Standard Reports. The screen on your monitor looks like this when you select the Standard Reports option from the Statistical Analysis menu.

** m 0344 **

STANDARD REPORTS MENU

1  (A)nnual Report
2  Error (R)ates
3  Payment (S)tatus Report
4  Error (C)ausage Report
5  (E)rror Responsibility Summary
6  (P)oint of Detection Error Summary
7  (W)ork Search Summary
8  (B)PW/WFA/WFAA Report
9  E(x)it

To select an option: Use the directional arrow keys or the space bar to highlight an option and press RETURN or press the number preceding the option or the letter in parentheses.

<Ctrl-w> Help   <Ctrl-c> Cancel   <Ctrl-x> Logout

Annual Report. The Benefits Quality Control software produces weighted estimates of the population proper payment, overpayment, and underpayment rates. The software also computes the 95 percent confidence interval for each of these three rates, reports the number of BQC sample cases completed (BQC Supervisor sign-off) as of the date that the report is run, and provides the total amount of UI benefits paid to the claimant population. The Annual Report software also generates supplemental data of UI benefits overpaid by responsibility and cause. The supplemental data consists of up to 16 responsibility categories and 6 cause categories.

The proper payment rate consists of the amount paid to the claimant for cases with no overpayment error or cases in
which a reversal resulted in a proper payment (Key Week (KW) action codes 01, 02, and 03). KW action codes 14, 16, and 23 are also counted as proper payments for the Annual Report. For cases with overpayments, if the amount overpaid is less than the amount paid, the difference between the amount paid and the amount overpaid is included in the proper payment rate. The proper payment rate also includes the amount paid for UI weeks with only underpayment errors.

The overpayment rate consists of the amounts overpaid for all issues with KW action codes 10, 11, 12, 13, and 15. The dollar amount included in the overpayment rate calculation cannot exceed the amount paid to the claimant.

The underpayment rate consists of the amounts underpaid for all issues with KW action codes 20, 21, and 22. After selecting the Annual Report option, you are prompted to select the version you wish to run.

<table>
<thead>
<tr>
<th>QC Annual Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Data Elements Version</td>
</tr>
<tr>
<td>2. Original Version</td>
</tr>
<tr>
<td>3. Stratified Version</td>
</tr>
</tbody>
</table>

Enter option (N/O/S):

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "New Data Elements version".
If you select the stratified version, you must specify whether you want to generate a separate report for each stratum (the default), separate reports for selected strata, or a single report for all strata combined.

If you select separate reports for selected strata, the following pick screen appears.
After you select the version of the Annual Report, you are prompted to specify an annual, quarterly, or other batch range report. Note the screen identifier. If you are running the original version, this screen is b_arom2. It is b_arn2 if you are running the new data elements version and b_ars2 if you are running the stratified version.
If you select "Annual", you are then prompted to enter the report year. If you select "Quarterly", the same screen appears and you enter the quarter after you enter the report year.

```
b aro3
-------------------------------------
 QC Annual Report
-------------------------------------

 Report Year:  1991

 Quarter: (1/2/3/4)

 <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
```
If you select "Other", you are prompted to enter them beginning batch number and the ending batch number.

After you select the year, quarter, or batch range, the next screen prompts for inclusion or exclusion of EUC cases.

Next, the program asks if you want diagnostics. If you answer "Yes", the file goes to the bqc subdirectory of your home directory. The file name is [ST]. diag. [login_id], and it includes sample and population data for each batch in the
range you specified that are used in the calculation of the rates and confidence intervals for the report. In most cases, diagnostics are not needed, and the output file will take up space on the disk unnecessarily. You should only request a diagnostics file if you have questions concerning a previously run Annual Report and you want to examine some of the batch by batch data in order to check the calculations used for the report.

Would you like diagnostics? (y/n)

Default value is "y".

When you have responded to these prompts, the screen next displays the batch range and informs you of the processes the program is running.
b aro7

QC Annual Report

Now running report for state:
Beginning batch : 9301
Ending batch : 9352
Unload data from b master table ...
Unload data from b error table ...
Unload data from b comparison table ...
Generating report. Please wait ...

After the program runs, the program asks if you want to view, print, or save the report.
QC Annual Report

1. View report
2. Printer (system)
3. Local printer
4. Save report

Select an option:

<Ctrl-w> Help
<Ctrl-g> GotoMenu
<Ctrl-c> Cancel

Default value is "View report".
Standard Reports /0344

View report sends the output to your monitor. Printer (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. Local printer sends the output to the printer connected to your terminal. Save report saves the output to a file in the bqc subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the period covered by the report (from CY 1995 to CY 1994, for example), press Ctrl-c to go to screen b_ar2. If you want to return to menu m_0344 to select a different Standard Report, press Ctrl-g.

An example of the program output is on the following pages.
Unemployment Insurance Quality Control
Annual Report for Calendar Year 1994

Total Dollars Paid in Population
$1,954,209,114

Sample Size 691

<table>
<thead>
<tr>
<th>Percentage of Dollars</th>
<th>95% Confidence Interval (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proper Payments</td>
<td>91.8%</td>
</tr>
<tr>
<td>Overpayments</td>
<td>8.2%</td>
</tr>
<tr>
<td>1.8%</td>
<td></td>
</tr>
<tr>
<td>Underpayments</td>
<td>1.4%</td>
</tr>
<tr>
<td>0.5%</td>
<td></td>
</tr>
</tbody>
</table>
Responsibility for Overpayments (Percent of Dollars Overpaid)
Claimant Only
52.4
Employer Only
25.7
Agency Only
10.7
Claimant + Agency
5.5
Claimant + Employer
4.0
Employer + Agency
1.7
Other Only
0.0
Claimant + Other
0.0
Agency + Other
0.0
Claimant + Employer + Other
0.0
Claimant + Agency + Other
0.0
Employer + Agency + Other
0.0
Claimant + Employer + Agency + Other
0.0
Claimant + Employer + Agency
0.0
Responsibility Not Specified
0.0
Cause for Overpayments (Percent of Dollars Overpaid)
Work Search Issues
37.3
Base Period Wage Issues
27.4
<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Year Earnings Issues</td>
<td>16.4</td>
</tr>
<tr>
<td>Separation Issues</td>
<td>13.9</td>
</tr>
<tr>
<td>Eligibility Issues Excluding Work Search</td>
<td>4.6</td>
</tr>
<tr>
<td>Other Issues</td>
<td>0.4</td>
</tr>
</tbody>
</table>
Standard Reports /0344

**Error Rates.** This menu option produces the Error Rates Report. The Error Rates Report provides weighted and unweighted estimates of the proper payment, overpayment, and underpayment rates for both weeks paid and dollars paid. Percentages of dollars overpaid by cause and responsibility are also reported. The 95 percent confidence intervals are computed for all estimates. The number of completed sample cases (QC supervisor sign off), UI dollars paid to the sample, population size, and UI dollars paid to the population are also reported. The case proper payment rate consists of cases with no overpayment or underpayment errors or cases in which a reversal resulted in a proper payment (Key Week (KW) action codes 01, 02, and 03). KW action codes 14, 16, and 23 are also counted as proper payments for the Error Rates Report, in order to maintain consistency with the Annual Report.

The dollar proper payment rate consists of the amount paid to the claimant for cases with no overpayment errors or cases in which a reversal resulted in a proper payment (KW action codes 01, 02, and 03). For cases with overpayments, if the amount overpaid is less than the amount paid, the difference between the amount paid and the amount overpaid is included in the proper payment rate. The proper payment rate also includes the amount paid for UI weeks with only underpayment errors or only overpayment errors with KW action codes 14 and 16.

The case overpayment rate consists of cases with KW action codes 10, 11, 12, 13, and 15. The dollar overpayment rate consists of the amounts overpaid for all issues with KW action codes 10, 11, 12, 13, and 15. The dollar amount included in the overpayment rate calculation cannot exceed the amount paid to the claimant.

The case underpayment rate consists of cases with KW action codes 20, 21, and 22. The dollar underpayment rate consists of the amounts underpaid for all issues with KW action codes 20, 21, and 22.
/0344 Standard Reports

After selecting the Error Rates Report option, you are asked to specify the beginning and ending batch.

---

b er1

Error Rates Report
[Batch Range Selection Entry Screen]

Beginning Batch:

Ending Batch:

Ctrl-w Help  Ctrl-b PrvField  Ctrl-g GotoMenu  Ctrl-c Cancel

Enter the Beginning Batch.

---

After entering the batch range, you are asked to specify the type of report you want to produce.

---

b_er2

Error Rates Report

Would you like Weighted/Unweighted/Both estimates (W/U/B)?

Ctrl-w Help  Ctrl-b Backup  Ctrl-g GotoMenu  Ctrl-c Cancel

Default is "both".
While the program is running, the following screen will appear.

It may take several minutes, please wait...
After the program runs, you will be asked if you want to view, print, or save the report.

**View report** sends the output to your monitor. **Printer** (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. **Local printer** sends the output to the printer local to your terminal. **Save report** saves the output to a file in the bqc subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the period covered by the report by entering a different batch range, press Ctrl-c to go to screen b_er1. If you want to return to menu m_0244 to select a different Standard Report, press Ctrl-g.
Standard Reports /0344

An example of the program output is on the following pages.
Thu, Oct. 01, 1992 14:51:57

PAYMENT RATES

Batches : 9101 to 9102
Sample Size : 80
Sample Dollars : $10,721
Population Size : 915713
Population Dollars: $123,183,204

<table>
<thead>
<tr>
<th>Weighted Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dollars (+/-)</strong></td>
</tr>
<tr>
<td>Proper Payments</td>
</tr>
<tr>
<td>Overpayments</td>
</tr>
<tr>
<td>Fraud</td>
</tr>
<tr>
<td>NonFraud</td>
</tr>
<tr>
<td>Underpayments</td>
</tr>
</tbody>
</table>

Overpayments by Responsibility

<table>
<thead>
<tr>
<th>Claimant Only</th>
<th>60.8</th>
<th>44.3</th>
<th>40.0</th>
<th>34.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimant+Employer</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Agency</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Others</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Employer+Agency</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Employer+Others</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Agency+Others</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Employer+Agency+Others</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Employer Only</td>
<td>39.2</td>
<td>44.3</td>
<td>60.0</td>
<td>34.4</td>
</tr>
<tr>
<td>Employer+Agency</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Employer+Others</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Employer+Agency+Others</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Agency Only</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Agency+Others</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Others Only</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
### ERROR RATES REPORT

Thu, Oct. 01, 1992 14:51:57

<table>
<thead>
<tr>
<th>Overpayments by Cause</th>
<th>Dollars (+/-)</th>
<th>Cases (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Year Earning</td>
<td>60.8</td>
<td>40.0</td>
</tr>
<tr>
<td>Base Period Wages</td>
<td>39.2</td>
<td>60.0</td>
</tr>
<tr>
<td>Separation Issues</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Work Search</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Other Eligibility Issues</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Dependents Allowance</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Other Causes</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>Dollars (+/-)</td>
<td>Cases (+/-)</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Proper Payments</td>
<td>96.8</td>
<td>81.3</td>
</tr>
<tr>
<td>Overpayments</td>
<td>3.2</td>
<td>12.5</td>
</tr>
<tr>
<td>Fraud</td>
<td>0.7</td>
<td>2.5</td>
</tr>
<tr>
<td>NonFraud</td>
<td>2.5</td>
<td>10.0</td>
</tr>
<tr>
<td>Underpayments</td>
<td>0.2</td>
<td>7.5</td>
</tr>
</tbody>
</table>

**Overpayments by Responsibility**

<table>
<thead>
<tr>
<th></th>
<th>Dollars (+/-)</th>
<th>Cases (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimant Only</td>
<td>60.4</td>
<td>40.0</td>
</tr>
<tr>
<td>Claimant+Employer</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Agency</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Others</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Employer+Agency</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Employer+Others</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Agency+Others</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Claimant+Employer+Agency+Others</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Employer Only</td>
<td>39.6</td>
<td>60.0</td>
</tr>
<tr>
<td>Employer+Agency</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Employer+Others</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Employer+Agency+Others</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Agency Only</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Agency+Others</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Others Only</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
ERROR RATES REPORT
Thu, Oct. 01, 1992 14:51:58

<table>
<thead>
<tr>
<th>Overpayments by Cause</th>
<th>Dollars (+/-)</th>
<th>Cases (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Year Earning</td>
<td>60.4</td>
<td>40.0</td>
</tr>
<tr>
<td>Base Period Wages</td>
<td>39.6</td>
<td>60.0</td>
</tr>
<tr>
<td>Separation Issues</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Work Search</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Other Eligibility Issues</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Dependents Allowance</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Other Causes</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

* This estimate should be used with caution as it is relatively imprecise. Any conclusions that are based on this estimate could be misleading due to the large sampling error compared to the estimate. It is recommended that the estimate be recomputed using additional sample cases.

** The sampling error associated with this estimate is so large compared to the estimate that the estimate is extremely unreliable. It is strongly recommended that this estimate not be used until additional sample cases are included.
Payment Status Report. The Payment Status Report provides information about the status of completed cases. It displays the number of completed cases, the number and percentage that are proper and improper, and the number of issues overpaid and underpaid broken down by a userspecified list option. Four list options are offered: Local Office, All Investigators, QC Supervisor, and Individual Investigator. The batch selection screen will appear on your monitor when you select the Payment Status Report option from the Standard Reports menu.

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them).

For a report covering a single batch, enter the one batch number and press Return. The program will validate your entries, ensuring that they are legitimate batch numbers. Once you've entered a batch range the screen will prompt you to choose the list option.
The Local Office option lists the status of cases by local office number. The All Investigators option lists the status of cases by investigator ID. The QC Supervisor option lists the status of cases by investigator ID, subgrouped by a user-selected set of supervisor IDs. The Individual investigator option lists the status of cases for a user-selected set of investigator IDs. If you select option 3, "QC Supervisor", a PICK screen like the one below will appear allowing you to select supervisor IDs.
If you select option 4, "Individual Investigators", a PICK screen like the one below will appear allowing you to select investigator IDs.

The program will prepare the report and prompt you with the following screen.
If you select **view** the report will appear on the screen. **Printer (system)** sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select **local printer**, the report will be queued to the printer defined as being local in your .cshrc file. If you select **save** the report will be assigned a default name residing in your "bqc" subdirectory. Default file names are assigned according to the following scheme:

- local office: psr_locXXXXYYYY
- all investigators: psr_allXXXXYYYY
- QC supervisors: psr_qcsXXXXYYYY
- individual investigators: psr_invXXXXYYYY

where XXXX is the beginning batch and YYYY is the ending batch.

An example of the program output follows (file psr_loc92019213):
### Payment Status Report

**Beginning Batch:** 9201  **Run Date:** Sep 15, 1992  **Ending Batch:** 9213

<table>
<thead>
<tr>
<th>Local Office</th>
<th># Cases Completed</th>
<th>KW Payment Status (# of cases)</th>
<th>Improper Payments (# of issues)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Proper</td>
<td>Improper</td>
</tr>
<tr>
<td>0005</td>
<td>7</td>
<td>7</td>
<td>100.0%</td>
</tr>
<tr>
<td>0009</td>
<td>7</td>
<td>5</td>
<td>71.4%</td>
</tr>
<tr>
<td>0011</td>
<td>7</td>
<td>7</td>
<td>100.0%</td>
</tr>
<tr>
<td>0012</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0020</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0022</td>
<td>6</td>
<td>4</td>
<td>66.7%</td>
</tr>
<tr>
<td>0040</td>
<td>6</td>
<td>4</td>
<td>66.7%</td>
</tr>
<tr>
<td>0052</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0060</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0061</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0070</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0071</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0079</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0080</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0100</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0103</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0110</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0111</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0120</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0140</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0146</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0150</td>
<td>5</td>
<td>5</td>
<td>100.0%</td>
</tr>
<tr>
<td>0160</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0170</td>
<td>6</td>
<td>5</td>
<td>83.3%</td>
</tr>
<tr>
<td>0172</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0200</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>0210</td>
<td>6</td>
<td>6</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**TOTALS:** 164  147  89.6%  17  10.4%  12  7
Error Cause Report. The Error Cause Report displays the number of issues grouped by error cause (field ei3) and a user-specified list option. Four list options are offered: Local Office, All Investigators, QC Supervisor, and Individual Investigator.

The cause categories and their matching codes are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Error Cause Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>KW Reporting</td>
<td>100-199</td>
</tr>
<tr>
<td>Base Period Reporting</td>
<td>200-299</td>
</tr>
<tr>
<td>Separation Issues</td>
<td>300-399</td>
</tr>
<tr>
<td>Work Search</td>
<td>420-429</td>
</tr>
<tr>
<td>Eligibility Issues</td>
<td>400-499, excluding 420-429</td>
</tr>
<tr>
<td>Other Issues</td>
<td>500-699</td>
</tr>
</tbody>
</table>

When you select Error Cause Report from the Standard Reports menu, you will see the batch entry screen below.

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them). For a report covering a single batch, enter the one batch number and press Return. The program will validate your entries, ensuring that they are legitimate batch numbers.

Once you've entered a batch range the screen will prompt you to choose the list option.

Once you've entered a batch range the screen will prompt you to choose the list option.
The Local Office option lists the number of issues by local office number. The All Investigators option lists the number of issues by investigator ID. The QC Supervisor option lists the number of issues by investigator ID, subgrouped by a user-selected set of supervisor IDs. The Individual Investigator option lists the number of issues by a user-selected set of investigator IDs.
If you select option 3, a PICK screen like the one below will appear allowing you to select by supervisor IDs.

If you select option 4, a PICK screen like the one below will appear allowing you to select by investigator IDs.
The program will prepare the report and prompt you with the following screen.

<table>
<thead>
<tr>
<th>b_ecr4</th>
<th>Error Cause Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. View report</td>
<td></td>
</tr>
<tr>
<td>2. Print (system)</td>
<td></td>
</tr>
<tr>
<td>3. Local printer</td>
<td></td>
</tr>
<tr>
<td>4. Save report</td>
<td></td>
</tr>
</tbody>
</table>

Select an option:

CTRL-w Help  CTRL-g GotoMenu  CTRL-c Cancel

Default value is "View report".

If you select View, the report will appear on the screen. Print (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select Local printer, the report will be queued to the printer defined as being local in your .cshrc file. If you select Save the report will be assigned a default name and placed in your "bqc" subdirectory.

Default file names are assigned according to the following scheme:
- local office: ec_loc.XXXXYYYY
- all investigators: ec_all.XXXXYYYY
- QC supervisors: ec_sup.XXXXYYYY
- individual investigators: ec_ind.XXXXYYYY

where XXXX is the beginning batch and YYYY is the ending batch.

An example of the program output follows (file ec_loc.92019213):
### Error Cause Report

**Beginning Batch:** 9201  **Run Date:** Sep 15, 1992  
**Ending Batch:** 9213

<table>
<thead>
<tr>
<th>Local Office</th>
<th>Ben. Yr.</th>
<th>BPW</th>
<th>Sep.</th>
<th>Work</th>
<th>Other Elig.</th>
<th>Other Iss.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Earn.</td>
<td>Rept.</td>
<td>Iss.</td>
<td>Srch.</td>
<td>Iss.</td>
<td>Iss.</td>
</tr>
<tr>
<td>0005</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
</tr>
<tr>
<td>0011</td>
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</tr>
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<td>0</td>
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</tr>
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<td>1</td>
</tr>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0060</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0061</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0070</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td>0</td>
</tr>
<tr>
<td>0079</td>
<td>1</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0111</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0120</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0140</td>
<td>1</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0146</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0150</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>0160</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0170</td>
<td>1</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>0172</td>
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<td>0</td>
<td>0</td>
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<td>0200</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0210</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTALS** 6  9  2  1  1  1

**PERCENTAGES** 30.0  45.0  10.0  5.0  5.0  5.0
/0344 Standard Reports

Error Responsibility Report. The Error Responsibility Report displays the number of error issues for which various parties bear responsibility. It is a crosstabulation between error responsibility (field ei4) and a user-specified list option. Four list options are offered: local office, all investigators, QC supervisor, and individual investigator.

The responsibility categories and their matching codes are shown below.

<table>
<thead>
<tr>
<th>Responsibility Category</th>
<th>Matching Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimant</td>
<td>1000</td>
</tr>
<tr>
<td>Employer</td>
<td>0200</td>
</tr>
<tr>
<td>Agency</td>
<td>0030</td>
</tr>
<tr>
<td>Other</td>
<td>0004</td>
</tr>
<tr>
<td>Multiple</td>
<td>1200, 1030, 1004, 0230, 0204, 0034, 1230, 1204, 1034, 0234, 1234</td>
</tr>
</tbody>
</table>

When you select Error Responsibility Report from the Standard Reports menu, you will see the batch entry screen.

```
b_ersl
Error Responsibility Summary Report
(Batch Range Selection Entry Screen)

Beginning Batch:
Ending Batch:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
Enter the Beginning Batch.
```
A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them).

For a report covering a single batch, enter the one batch number and press Return. The program will validate your entries, ensuring that they are legitimate batch numbers. Once you've entered a batch range the screen will prompt you to choose the list option.

The Local Office option lists the number of error issues by local office number. The All Investigators option lists the number of error issues by investigator ID. The QC Supervisor option lists the number of error issues by investigator ID, subgrouped by a user-selected set of supervisor IDs. The Individual Investigator option lists the number of error issues by a user-selected set of investigator IDs.
If you select option 3, a PICK screen like the one below will appear allowing you to select by supervisor IDs.

```
<table>
<thead>
<tr>
<th>Supervisor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>
```

If you select option 4, a PICK screen like the one below will appear allowing you to select by investigator IDs.

```
<table>
<thead>
<tr>
<th>Investigator ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>
```
The program will prepare the report and prompt you with the following screen.

b_ers4
---------------------------------------
Date: 01/01/94
Error Responsibility Summary Report
---------------------------------------

1. View report
2. Print (system)
3. Local printer
4. Save report

Select an option:

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel

Default value is "View report".

If you select View, the report will appear on the screen. Printer (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file.

If you select Local printer, the report will be queued to the printer defined as being local in your .cshrc file.

If you select Save, the report will be assigned a default name and placed in your "bqc" subdirectory.

Default file names are assigned according to the following scheme:

- local office: ers_locXXXXYYYY
- all investigators: ers_allXXXXYYYY
- QC supervisors: ers_qcsXXXXYYYY
- individual investigators: ers_indXXXXYYYY

where XXXX is the beginning batch and YYYY is the ending batch.
An example of the program output follows (file ers_loc92019213):

ERROR RESPONSIBILITY SUMMARY REPORT
Begining Batch: 9201 Run Date: Sep. 15, 1992
Ending Batch: 9213

<table>
<thead>
<tr>
<th>Local Office</th>
<th>Claimant</th>
<th>Employer</th>
<th>Agency</th>
<th>Other</th>
<th>Multiple</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0009</td>
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</tr>
<tr>
<td>0012</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>0022</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0040</td>
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<td>1</td>
<td>0</td>
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</tr>
<tr>
<td>0052</td>
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<td>0</td>
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</tr>
<tr>
<td>0060</td>
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<tr>
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<tr>
<td>0079</td>
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<td>0</td>
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</tr>
<tr>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0120</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0140</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0146</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>0150</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0160</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0170</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0212</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0222</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0250</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0260</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>0290</td>
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</tr>
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</tr>
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<td>0352</td>
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<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

**TOTALS** 22 15 3 1 3
**PERCENTAGES** 50.0 34.1 6.8 2.3 6.8
Standard Reports /0344

**Point of Detection Error Summary.** The Point of Detection Error Summary provides you with information on the number of payment error issues and percentage distribution by the seven point of detection categories (field ei5 in the errisu table):

10 - Verification of work search contact  
20 - Verification of wages and/or separation  
30 - Claimant interview  
40 - Verification of eligibility with 3rd parties  
50 - UI records  
60 - Job or Employment Service records  
70 - Verification with union

After selecting the Point of Detection Summary option, you are asked to specify the beginning and ending batch.

```
Point of Detection Payment Error Summary Report
(Batch Range Selection Entry Screen)

Beginning Batch:   
Ending Batch:      

<Ctrl-w> Help    <Ctrl-b> PrvField    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel

Enter the Beginning Batch.
```
Next, you are prompted to specify the type of summary.

<table>
<thead>
<tr>
<th>b_pdpes2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Detection Payment Error Summary Report</td>
</tr>
</tbody>
</table>

1. Local office report  
2. All investigators report  
3. QC supervisor group report  
4. Individual investigator report

Enter Report Type (L/A/Q/I):

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel

Default value is "Local office report".

The **Local office report** will produce point of detection data for each local office.  
The **All investigators report** will produce point of detection data for each QC investigator.  
The **QC Supervisor (Group) report** will produce point of detection data for each QC investigator assigned to the specified QC supervisor. A pick screen will appear with a list of QCS IDs.
The Individual Investigator Report will produce point of detection data only for each QC investigator selected from the list of QC investigators, which appears on a pick screen.
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BENEFITS QUALITY CONTROL ADP USER GUIDE
/0344 Standard Reports

While the program is running, the following screen will appear, with information appropriate to the type of report and batch range selected.

After the program runs, the following screen appears for you to direct the output report.
b_pdpes4

Point of Detection Payment Error Summary Report

1. View report
2. Printer (system)
3. Local printer
4. Save report

Select an option:

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Default value is "view report".

View report sends the output to your monitor. Printer (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. Local printer sends the output to the printer local to your terminal. Save report saves the output to a file in the bqc subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the type of summary (All Investigators versus Local Office, for example), press Ctrl-c to go to screen b_pdpes2. If you want to return to menu m_0244 to select a different Standard Report, press Ctrl-g.

An example of the program output is on the following page.
### Point of Detection Payment Error Summary Report

**Beginning Batch:** 9101  
**Ending Batch:** 9104  
**Run Date:** Apr 23, 1992

<table>
<thead>
<tr>
<th>Inv. ID</th>
<th>Work Search</th>
<th>Wages Sep.</th>
<th>Claim Intv.</th>
<th>Third Party</th>
<th>UI Recs.</th>
<th>JS/ES Recs.</th>
<th>Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Totals:**
- Work Search: 2
- Wages Sep.: 24
- Claim Intv.: 0
- Third Party: 0
- UI Recs.: 0
- JS/ES Recs.: 0
- Union: 0

**Percentages:**
- Work Search: 7.7%
- Wages Sep.: 92.3%
- Claim Intv.: 0.0%
- Third Party: 0.0%
- UI Recs.: 0.0%
- JS/ES Recs.: 0.0%
- Union: 0.0%
Standard Reports /0344

Work Search Summary. The Work Search Summary provides you with information on the number of work search contacts investigated (field g12 in the master table), the number of work search contacts accepted (field g13), the number of work search contacts unacceptable (field g14), and the number of work search contacts unverifiable (field g15). Both number of cases and percentages are reported. Averages for each category are also printed on the last line of the report. After selecting the Work Search Summary option, you are asked to specify the beginning and ending batch.

b_wss1

---------------------------------------------------------------------
Work Search Summary Report
(Batch Range Selection Entry Screen)
---------------------------------------------------------------------

Beginning Batch:

Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter the Beginning Batch.
Next, you are prompted to specify the type of summary.

<table>
<thead>
<tr>
<th>Work Search Summary Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Local Office Report</td>
</tr>
<tr>
<td>2. All Investigators Report</td>
</tr>
<tr>
<td>3. QC Supervisor Group Report</td>
</tr>
<tr>
<td>4. Individual Investigator Report</td>
</tr>
</tbody>
</table>

Select Report Type (L/A/Q/I):

- <Ctrl-w> Help
- <Ctrl-g> GotoMenu
- <Ctrl-c> Cancel

Default value is "Local Office Report".

The **Local Office Report** will produce work search summary data for each local office. The **All Investigators Report** will produce work search summary data for each QC investigator. The **QC Supervisor Group Report** will produce work search summary data for each QC investigator assigned to the specified QC supervisor. A pick screen will appear with a list of QCS IDs.
The Individual Investigator Report will produce work search summary data only for each QC investigator selected from the list of QC investigators, which appears on a pick screen.
While the program is running, the following screen will appear, with information appropriate to the type of report and batch range selected.
After the program runs, you will be asked if you want to view, print, or save the report.

1. View report
2. Printer (system)
3. Local printer
4. Save report

Select an option:

View report sends the output to your monitor. Printer (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. Local
printer sends the output to the printer local to your terminal. **Save report** saves the output to a file in the bqc subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the type of summary (All Investigators versus Local Office, for example), press **Ctrl-c** to go to screen b_wss2. If you want return to menu m_0244 to select a different Standard Report, press **Ctrl-g**.

An example of the program output is on the following page.
### WORK SEARCH SUMMARY

**Beginning Batch:** 9101  
**Run Date:** Apr. 23, 1992  
**Ending Batch:** 9104

<table>
<thead>
<tr>
<th>Inv ID</th>
<th>Cases Assigned</th>
<th>W.S. Total</th>
<th>W.S. Average</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Unverifiable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>7</td>
<td>1.40</td>
<td>2</td>
<td>28.6</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>6</td>
<td>1.20</td>
<td>1</td>
<td>16.7</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>5</td>
<td>6</td>
<td>1.20</td>
<td>1</td>
<td>16.7</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>5</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>5</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>5</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>5</td>
<td>6</td>
<td>1.20</td>
<td>3</td>
<td>50.0</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>5</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
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<td>14</td>
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<td>1</td>
<td>0.20</td>
<td>1</td>
<td>100.0</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>5</td>
<td>0</td>
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<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>5</td>
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<td>0.20</td>
<td>1</td>
<td>100.0</td>
<td>0</td>
</tr>
<tr>
<td>19</td>
<td>5</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>20</td>
<td>5</td>
<td>6</td>
<td>1.20</td>
<td>2</td>
<td>33.3</td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>5</td>
<td>4</td>
<td>0.80</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>22</td>
<td>5</td>
<td>4</td>
<td>0.80</td>
<td>1</td>
<td>25.0</td>
<td>0</td>
</tr>
<tr>
<td>23</td>
<td>5</td>
<td>5</td>
<td>1.00</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>31</td>
<td>5</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>32</td>
<td>5</td>
<td>1</td>
<td>0.20</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
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<td>5</td>
<td>1</td>
<td>0.20</td>
<td>1</td>
<td>100.0</td>
<td>0</td>
</tr>
<tr>
<td>41</td>
<td>5</td>
<td>3</td>
<td>0.60</td>
<td>1</td>
<td>33.3</td>
<td>0</td>
</tr>
<tr>
<td>44</td>
<td>5</td>
<td>2</td>
<td>0.40</td>
<td>2</td>
<td>100.0</td>
<td>0</td>
</tr>
<tr>
<td>50</td>
<td>5</td>
<td>4</td>
<td>0.80</td>
<td>1</td>
<td>25.0</td>
<td>0</td>
</tr>
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<td>51</td>
<td>4</td>
<td>9</td>
<td>2.00</td>
<td>1</td>
<td>12.5</td>
<td>0</td>
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<td>4</td>
<td>5</td>
<td>1.25</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>53</td>
<td>4</td>
<td>1</td>
<td>0.25</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>62</td>
<td>4</td>
<td>5</td>
<td>1.25</td>
<td>3</td>
<td>60.0</td>
<td>0</td>
</tr>
<tr>
<td>63</td>
<td>4</td>
<td>3</td>
<td>0.75</td>
<td>1</td>
<td>33.3</td>
<td>0</td>
</tr>
<tr>
<td>72</td>
<td>4</td>
<td>7</td>
<td>1.75</td>
<td>0</td>
<td>0.0</td>
<td>1</td>
</tr>
<tr>
<td>73</td>
<td>4</td>
<td>6</td>
<td>1.50</td>
<td>1</td>
<td>16.7</td>
<td>1</td>
</tr>
<tr>
<td>77</td>
<td>4</td>
<td>12</td>
<td>3.00</td>
<td>2</td>
<td>16.7</td>
<td>2</td>
</tr>
<tr>
<td>87</td>
<td>4</td>
<td>2</td>
<td>0.50</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Average**  
- **Requests:** 3.42  
- **Acceptable:** 0.72  
- **Unacceptable:** 0.80  
- **Unverifiable:** 23.39  
- **Unverifiable:** 0.23  
- **Unverifiable:** 6.73  
- **Unverifiable:** 2.39  
- **Unverifiable:** 69.88

**NOTE:** Data in the AVERAGE row have been rounded to two decimal places for display. The percentage calculations are based on unrounded data,
/0344 Standard Reports
and may not equal the percentages obtained using rounded data.
Standard Reports /0344
BPW/WBA/MBA Report. The Base Period Wages report displays the number and percentage of cases for which the Base Period Wages, Weekly Benefit Amount, and Maximum Benefit Amount were stated correctly, overreported or underreported. The report also gives unweighted estimates of the average overstated amounts and the average understated amounts.

The screen on your monitor will look like this when you select the BPW/WBA/MBA option from the Standard Reports menu.

```
\texttt{b_wss4}
-------------------------------------------------------
Work Search Summary Report
-------------------------------------------------------

1. View report

2. printer (system)

3. Local printer

4. Save report

Select an option:

\texttt{<Crlt-w> Help} \quad \texttt{<Ctrl-g> GotoMenu} \quad \texttt{<Ctrl-c> Cancel}

Default value is "View Report".
```

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press Return between them).

For a report covering a single batch, enter the one batch number and press Return. The program will validate your entries, ensuring that they are legitimate batch numbers.
Once you've entered a batch range the report will be generated and the following screen will appear.

```
 b_bpw

 BPW/WBA/MBA Summary Report

 1. View report
 2. Printer (system)
 3. Local printer
 4. Save report

 Select an option:

 <Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

 Default value is "View report".
```

If you select view the report will appear on the screen. Printer (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select local printer, the report will be queued to the printer defined as being local in your .cshrc file. If you select save the report will be assigned a default name and placed in your "bqc" subdirectory.

Default file names are of the form "bpw.XXXXYYYY", where XXXX is the beginning batch and YYYY is the ending batch.
An example of the program output follows (file bpw.92019213):

**BPW/WBA/MBA Summary Report**

Beginning Batch: 9201 Run Date: Sep 15, 1992
Ending Batch: 9213

<table>
<thead>
<tr>
<th>Cases Where Base Period Wages Were</th>
<th># of Cases</th>
<th>% of Cases</th>
<th>Ave Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct (e3-e4)</td>
<td>360</td>
<td>83.2%</td>
<td></td>
</tr>
<tr>
<td>Understated (e3≤e4)</td>
<td>37</td>
<td>8.4%</td>
<td>-$2,923</td>
</tr>
<tr>
<td>Overstated (e3&gt;e4)</td>
<td>37</td>
<td>8.4%</td>
<td>$1,272</td>
</tr>
<tr>
<td>Total</td>
<td>442</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cases Where Weekly Benefit Amt. Was</th>
<th># of Cases</th>
<th>% of Cases</th>
<th>Ave Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct (e9=e10)</td>
<td>404</td>
<td>91.4%</td>
<td></td>
</tr>
<tr>
<td>Understated (e9≤e10)</td>
<td>20</td>
<td>4.5%</td>
<td>-$17</td>
</tr>
<tr>
<td>Overstated (e9&gt;e10)</td>
<td>18</td>
<td>4.1%</td>
<td>$17</td>
</tr>
<tr>
<td>Total</td>
<td>442</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cases Where Maximum Benefit Amt. Was</th>
<th># of Cases</th>
<th>% of Cases</th>
<th>Ave Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct (e11=e12)</td>
<td>398</td>
<td>90.0%</td>
<td></td>
</tr>
<tr>
<td>Understated (e11≤e12)</td>
<td>22</td>
<td>5.0%</td>
<td>-$527</td>
</tr>
<tr>
<td>Overstated (e11&gt;e12)</td>
<td>22</td>
<td>5.0%</td>
<td>$577</td>
</tr>
<tr>
<td>Total</td>
<td>442</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>
Path and Menu Options

/01  (D)esk Management
/02  (U)I Required Reports Rel. 3.5.1
/03  (B)enefits Quality Control Rel. 4.3
/031 (I)nvestigator Case Management
/0311 (N)ew Investigative Assignments
/0312 (U)pdate Case
/03121 Update using (K)ey Codes
/03122 Update using (Q)uery
/03123 Update (S)tate Options
/03124 Update (E)rror Options
/03125 (U)nlock Cases
/03126 E(x)it
/0313 (D)CI Report
/0314 (C)ase Review Report
/0315 E(x)it
/032 (S)upervisor Case Management
/0321 (C)ase Conversion
/03211 (A)utomatic Conversion
/03212 (C)omparison Data/Sample Case Entry
/03213 (E)nter Comparison Data
/03214 (S)ample Case Entry
/03215 (R)eview Comparison Data
/03216 E(x)it
/0322 Case (A)ssignment
/03221 (A)ssign Cases
/03222 (R)eassign Cases
/03223 A(u)tomatically Allocate Cases
/03224 (M)anually Allocate/Reallocate Case
/03225 A(s)ignment Report
/03226 E(x)it
/0323 (R)eopen Completed Cases
/0324 (F)ast Supervisory Signoff
/0325 (T)ime Lapse
/03251 (U)ser Defined TL Report
/03252 (O)fficial TL Report
/03253 E(x)it
/0326 Change Control (I)nformation
/0327 (S)tamp
/0328 E(x)it
ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL USER GUIDE

Path and Menu Options

/033  (E)nvironment Settings
/0331  (S)taff Table
/03311  (A)dd Staff
/03312  (C)hange Staff Record
/03313  (D)elete Staff Record
/03314  (P)rint Staff Table
/03315  (Q)uery Staff Table
/03316  E(x)it
/0332  (L)ocal Office Table
/03321  (A)dd Local Office
/03322  (C)hange Local Office
/03323  (D)elete Local Office
/03324  (P)rint Local Office
/03325  (Q)uery Local Office
/03326  E(x)it
/0333  (V)alidation Limits
/0334  (C)ase Review Control
/0335  State (O)ption
/03351  (S)tate Option Control
/0336  (E)rror Option Control
/03361  State Option (D)ate Dictionary
/03364  State Option (V)alidation
/03365  Error (O)ption Validation
/03366  E(x)it
/0337  E(x)it
/0338  Statistical (A)nalyses
/0339  Sample (V)alidation
/03391  Sample (C)haracteristics
/03392  Rates Calculations
/034  (S)tandard Reports
/0341  (A)nnual Report
/03411  Error (R)ates
/03412  Payment (S)tatus Report
/03413  Error (C)ause Report
/03414  (E)rror Responsibility Summary
/03415  (P)oint of Detection Error Summary
/03417  Work Search Summary
/03418  (B)PW/WBA/MBA Report
/03419  E(x)it
/0345  E(x)it
/035  E(x)it
/04  (T)utorials

ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL USER GUIDE

Path and Menu Options

/05  (L)og Into Old System
/06  E(x)it from UI Menu
There are eleven programs that can be run non-interactively using the UNIX command line or /etc/cron (the clock). These programs are listed below in groups according to types of data input. (If you use the CRUN Driver you can drop the .4ge extension.) The first group of programs require only a beginning and ending batch number.

1. Annual Report: ar.4ge begin_batch end_batch
2. BPW/MBA/MBA Report: bpw.4ge begin_batch end_batch
3. User Defined TL: udtl.4ge begin_batch end_batch

The second group of programs require a sorting option with the beginning and ending batch numbers. The options are sorting and displaying by investigator or sorting and displaying by local office.

4. Error Cause Report: ecr.4ge { inv | loc } begin_batch end_batch
5. Error Responsibility Summary: ers.4ge { inv | loc } begin_batch end_batch
6. Point of Detection Error Summary: pdpes.4ge { inv | loc } begin_batch end_batch
7. Payment Error Report (Error Rates): per.4ge { inv | loc } begin_batch end_batch
8. Payment Status Report: psr.4ge { inv | loc } begin_batch end_batch
9. Work Search Summary: wss.4ge { inv | loc } begin_batch end_batch

The third group of programs require a report type option with the beginning and ending batch numbers. The options are aggregate, exceptions, or individual.

10. Sample Characteristics Report: scr.4ge { agg | exc | ind } begin_batch end_batch
11. Sample Validation Report: sv.4ge { agg | exc | ind } begin_batch end_batch
Since the programs access the UIS database UIDB, several environment variables must be set for proper execution. The Bourne shell driver, 'crun', resides in /usr2/bgc/bin, and is supplied for executing these listed programs. The user may wish to modify a copy of this program for their own use. Note that the extension, .4ge, is dropped from the syntax statement when the CRUN DRIVER is used.

/******************** CRUN DRIVER ********************/

#!/bin/sh

# This program is the driver for the BQC state system modules.
# It allows for execution of modules that can be invoked from the
# command line. This program initializes the environment
# variables commonly used among all of the state software modules
# and then invokes the specified modules.
#
# Usage:

usage_msg() {
  ${FIVEBIN}/echo "
Using the "$0" driver, the following
BQC State system's modules could be"
  ${FIVEBIN}/echo "executed from the command line with syntax
shown below:n"
  ${FIVEBIN}/echo " $BQCBIN/$0 ar begin_batch end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 bpw begin_batch end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 ecr { inv | loc } begin_batch
end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 ers { inv | loc } begin_batch
end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 pdpes { inv | loc }
begin_batch end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 per { inv | loc } begin_batch
end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 psw { inv | loc } begin_batch
end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 scr { agg | exe | ind}
begin_batch end_batch"

  ${FIVEBIN}/echo " $BQCBIN/$0 sv { agg | exe | ind}
begin_batch end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 udt1 begin_batch end_batch"
  ${FIVEBIN}/echo " $BQCBIN/$0 wss { inv | loc } begin_batch"
end_batch
$(FIVEBIN)/echo "(Example) $BQCBIN/$0 sv agg \${beg}
\${end}" 
$(FIVEBIN)/echo "where \${beg} is the beginning batch number and \${end} is the ending" 
$(FIVEBIN)/echo "batch number passed to the \"$0\" driver from a user's script.\n" 
$(FIVEBIN)/echo "NOTE: ( inv | loc ) means there are two options to this program." 
$(FIVEBIN)/echo "which are \"inv\" and \"loc\". This same is true [3 options] for" 
$(FIVEBIN)/echo "agg", "exe", and "ind"."
}

# This function tests the existence of the "$HOME/bqc" directory, and if it does not exist create it. We may want to # envoke this function only for the modules that are using # "$HOME/bqc" directory.

TEST_BQC_DIR()
{
  if [ ! -d "$HOME/bqc" ]
  then
    mkdir "$HOME/bqc"
    chmod 744 "$HOME/bqc"
  fi
}
# This group of variables is defined in this script for now. But # since they might be common for all applications at the state # level they may need to be defined prior to execution of the # main menu and deleted from this program when all of the state # systems are integrated together.

```
DBPATH=/database
SQLEXEC=/BIN/informix/lib/sqlexec
DBEDIT=vi
DBDATE=MDY4/
INFORMIXDIR=/BIN/informix
INFORMIXTERM=vt220
DBDELIMITER="|
```

export SQLEXEC DBPATH DBEDIT DBDATE DBDELIMITER
export INFORMIXDIR INFORMIXTERM

# This group of variables is specific to the BQC state software.

```
FIVEBIN=/usr/5bin
BQCSYS=/usr2/bqc
BQCBIN=${BQCSYS}/bin
BIN=${BQCSYS}/bin
BQCLIB=${BQCSYS}/lib
BQCTMP=${BQCSYS}/tmp
TERM=cap=${BIN}/termcap
TMPDIR=/tmp
```

# Check all the directories that are listed in the variable #"PATH" and if they are not needed remove them and if other # directory path is needed we must add them.

```
PATH=.:/bin:/usr/ucb:/usr/bin:/usr/5bin:/BIN/wplib:/BIN/informix/
bin:/usr2/bin:${BIN}
```

export BQCSYS BQCBIN BIN BQCLIB BQCTMP TERM=cap TMPDIR PATH

if [ $# -gt 4 ]
then
usage_msg
exit 1
fi
Clock Programs

TEST_BQC_DIR

cd ${BIN}

case "${1}" in
  ar) ${BIN}/ar.4ge ${2} ${3} ${4} ;;
  bpw) ${BIN}/bpw.4ge ${2} ${3} ${4} ;;
  ecr) ${BIN}/ecr.4ge ${2} ${3} ${4} ;;
  ers) ${BIN}/ers.4ge ${2} ${3} ${4} ;;
  pdpes) ${BIN}/pdpes.4ge ${2} ${3} ${4} ;;
  per) ${BIN}/per.4ge ${2} ${3} ${4} ;;
  psr) ${BIN}/psr.4ge ${2} ${3} ${4} ;;
  scr) ${BIN}/scr.4ge ${2} ${3} ${4} ;;
  sv) ${BIN}/sv.4ge ${2} ${3} ${4} ;;
  udt1) ${BIN}/udt1.4ge ${2} ${3} ;;
  wss) ${BIN}/wss.4ge ${2} ${3} ${4} ;;
  *) usage_msg
exit 1 ;;
esac
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Control Key Commands

<table>
<thead>
<tr>
<th>Ctrl Key</th>
<th>Command</th>
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</thead>
<tbody>
<tr>
<td>Ctrl-a</td>
<td>Inserts data rather than type over previous data.</td>
</tr>
<tr>
<td>Ctrl-b</td>
<td>Moves the cursor back one field on data entry screens.</td>
</tr>
<tr>
<td>Ctrl-c</td>
<td>Cancels data entry operation without saving new data; moves back one step in a program.</td>
</tr>
<tr>
<td>Ctrl-d</td>
<td>Deletes or clears data already in a field.</td>
</tr>
<tr>
<td>Ctrl-f</td>
<td>Moves the cursor forward to the next data field.</td>
</tr>
<tr>
<td>Ctrl-g</td>
<td>Exits the program and returns the user to the original calling menu.</td>
</tr>
<tr>
<td>Ctrl-h</td>
<td>Moves cursor one position to the left, as far as the first position in a field.</td>
</tr>
<tr>
<td>Ctrl-j</td>
<td>Moves cursor one row or record down.</td>
</tr>
<tr>
<td>Ctrl-k</td>
<td>Moves cursor one row or record up.</td>
</tr>
<tr>
<td>Ctrl-l</td>
<td>Moves cursor one position to the right.</td>
</tr>
<tr>
<td>Ctrl-n</td>
<td>Moves to next screen when there are multiple entry screens.</td>
</tr>
<tr>
<td>Ctrl-p</td>
<td>Moves to the previous screen when there are multiple entry screens.</td>
</tr>
<tr>
<td>Ctrl-r</td>
<td>Refreshes or redraws screen.</td>
</tr>
<tr>
<td>Ctrl-u</td>
<td>Undoes changes to a field and the value in that field reverts to the last saved value.</td>
</tr>
</tbody>
</table>
Control Key Commands

Ctrl-w  Provides "Help" specific to the field or menu option at the cursor position.

Ctrl-x  Deletes a single character at the cursor position.

Ctrl-[  Completes a query entry(s). Returns cursor to top of ring menu in update cases so that Update command can be used to save recently made entries. This sequence is called "Control Left Bracket". The [ key is on the right of the letter p on the keyboard.
The data elements in the Master Table, Asigndate Table, Reopen Table, Errisu (Error Issue) Table, Eroption (Error Options) Table, Stateoption (State Options) Table, Comparison Table, Stratum Table, Weight Table and Gen (General) Table are provided below.

**Table Name: Master**

1. **(mssn) NAME: Social Security Number**
   - **SHORT NAME: SSN**
   - **DEFINITION:** Enter Social Security Number (actual, not transformed) of claimant as provided by the sample selection program.
   - **FIELD SIZE:** 9 Digits
   - **TYPE:** Character
   - **EDITS:** 
     - All numeric greater than zero (0)

2. **(mkw) NAME: Compensable Week Ending Date of Key Week (KW)**
   - **SHORT NAME: Key Week**
   - **DEFINITION:** Enter month, day, and year (MM/DD/YYYY) of compensable week ending date of Key Week (e.g., March 6, 1986 coded as 03/06/1986). This date is provided as output from the sample selection program.
   - **FIELD SIZE:** 10 Digits (Positions 3 and 6 reserved for delimiters)
   - **TYPE:** Date
   - **EDITS:**
     - Must be MM/DD/YYYY format
     - Must be less than current system date.

3. **(mcatyp) NAME: Case Type**
   - **SHORT NAME: Case Type**
   - **DEFINITION:** Enter the code for the case selected. Normally, the code will be '0' identifying the case as a regular Core QC case. Another code in this field indicates that the case was selected for some special purpose or study.
   - **FIELD SIZE:** 1 Digit
   - **TYPE:** Smallint
   - **EDITS:**
     - Validation range set by SESA
     - Must be 0 for Core QC case

4. **(mp4) NAME: Serial Number**
Data Elements and Definitions

SHORT NAME: Serial #  
DEFINITION: The unique number assigned to each case by the QC software.  
FIELD SIZE: 5 Digits  
TYPE: Integer  
EDITS:  
- Must be greater than 0 (zero)  
- Cannot be equal to a serial number assigned to any other case

NAME: Batch Number  
SHORT NAME: Batch #  
DEFINITION: Enter number provided as output from computer program that selects all sample cases - indicates calendar year and week (YYWW).  
FIELD SIZE: 4 Digits  
TYPE: Smallint  
EDITS:  
- Must be YYWW format -YY = 00-99, WW = 01-53 -WW 01 always 1st Saturday in January of each year

NAME: Sequence Number  
SHORT NAME: Sequence #  
DEFINITION: This number identifies the location of the case in the batch. It is a secondary key to the database when combined with Case Type.  
FIELD SIZE: 2 Digits  
TYPE: Smallint  
EDITS:  
- Must be greater than 0 (zero)  
- Must be equal to or less than cm1

NAME: Case Modification User Identification Number  
SHORT NAME: Case Modification UID  
DEFINITION: The user identification number of the person currently updating/modifying a selected case. This data field will only be filled while the user is working on the selected case. It will be null or blank when the user releases the case.  
FIELD SIZE: 2 Digits  
TYPE: Smallint
EDITS: N/A

(ma2) NAME: Last Modification Date
SHORT NAME: Last Modification Date
DEFINITION: Date of the last update/modification to case.
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -MM/DD/YYYY format

(mstate) NAME: FIPS State Abbreviation Code
SHORT NAME: State Code
DEFINITION: Enter State alpha abbreviation.
FIELD SIZE: 2 Digits
TYPE: Character
EDITS: -All FIPS State abbreviation codes, each SESA unique

(mlo) NAME: Local Office Number
SHORT NAME: LO #
DEFINITION: Enter SESA local office or itinerant point number through
which the Key Week claim was filed.
FIELD SIZE: 4 Digits
TYPE: Character
EDITS: -Valid SESA LO #
-#s Assigned by SESA
-Must be in validation table
-Must be greater than 0 (zero)

(minv) NAME: Investigator Identification Code
SHORT NAME: Inv Id
DEFINITION: Enter code of investigator or supervisor to whom the case
was assigned. The QC supervisor assigns these codes. If more than one
investigator worked on the case, enter code of investigator who
determined whether claimant was correctly or incorrectly paid for Key
Week. Entry of this code will automatically enter current date in computer
as assignment date.
Data Elements and Definitions

FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: - SESA assigned #'s
- Must be in staffing file
- Range 01-98
- Set by assignment routine
- Changed only by Reassignment routine

(b1) NAME: Primary Method by which Claimant QC Information Obtained
SHORT NAME: Method Info Obt
DEFINITION: Enter the code which best describes the method by which the information contained on the claimant questionnaire was obtained.
   1 = In-person interview
   2 = Telephone interview
   3 = Mail
PF1 (-1) = Not obtained
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS: - Must be 1, 2, 3, or -1

(b2) NAME: United States Citizenship
SHORT NAME: Citizen
DEFINITION: Enter applicable code after appropriate verifications.
   1 = U.S. Citizen
   2 = Alien eligible under 3304(a)(14)FUTA
   3 = Alien ineligible under 3304(a)(14)FUTA
PF1 (-1) = Information not available
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS: - Must be 1, 2, 3, or -1
   - If b2 equals 3, then ei3 must contain a 200 or 400 series error.

(b3) NAME: Education
SHORT NAME: Education
DEFINITION: Enter highest level of academic education completed after appropriate verifications.
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**0** = Never attended school
01 thru 11 = Highest grade completed
12 = High school graduate or GED
14 = Some college (but no degree)
15 = Associate's degree
16 = BA or BS Degree
20 = Graduate Degree (Masters, MD, PhD, JD, etc.)

PF1 (-1) = Information not available

Note regarding this element and (b4): A distinction must be made between education and training. Attendance at one institution or facility cannot be coded under both categories.

**FIELD SIZE:** 2 Digits
**TYPE:** Character
**EDITS:** -Must be 0-12, 14-16, 20 or -1

(b4)
**NAME:** Vocational or Technical School Training
**SHORT NAME:** Voc/Tech School
**DEFINITION:** Enter applicable code after appropriate verification.
- **1** = Never attended
- **2** = Attended, but not certified
- **3** = Attended and received certificate

PF1 (-1) = Missing or information not available

Note regarding this element and (b3): A distinction must be made between education and training. Attendance at one institution or facility cannot be coded under both categories.

**FIELD SIZE:** 2 Digits (Position 1 reserved for minus sign)
**TYPE:** Character
**EDITS:** -Must be 1, 2, 3, or -1

(b5)
**NAME:** Training Status during Key Week
**SHORT NAME:** In Training
**DEFINITION:** Enter the applicable code after verification.
- **0** = Not in training

**UI Approved Training:**
- **11** = Tech./voc.
- **12** = JTPA
- **13** = Academic
- **14** = Other

**Not UI Approved Training:**
- **21** = Tech./voc.
- **22** = JTPA
- **23** = Academic
- **24** = Other

PF1 (-1) = Missing or information not available
FIELD SIZE: 2 Digits
TYPE: Character
EDITS: -Must be 0, 11-14, 21-24, or -1

(b6) NAME: Occupational Code (Last job prior to most recent Initial/Additional Claim)
SHORT NAME: Occ Code Last
PF1 (-1) = Missing or information not available
FIELD SIZE: 3 Digits
TYPE: Character
EDITS: -Numeric DOT (first 3 digits) or -1
-Cannot be 0

(b7) NAME: Occupational Code For Usual Job
SHORT NAME: Occ Code Usual
PF1 (-1) = Missing or information not available
PF3 = Same as B6 (Occupational Code for Last Job)
FIELD SIZE: 3 Digits
TYPE: Character
EDITS: -Numeric DOT (first 3 digits) or -1
-Cannot be 0

(b8) NAME: Normal Hourly Wage, Usual Job
SHORT NAME: Normal Hr Wage
DEFINITION: Enter normal hourly wage for the claimant's primary occupation after appropriate verifications. Express without decimal point in dollars and cents per hour. (e.g., $5.00 per hour is coded as 500.) Use State conversion formula when other than hourly wages are given. If no State formula, use the appropriate formula provided below:
Weekly wages - divided by 40 or normal weekly hours for claimant's usual occupation.
Monthly wages - divide by 4.33, then divide by 40 or normal weekly hours for claimant's usual occupation.
Yearly wages - divide by 52, then divide by 40 or normal weekly hours for claimant's usual occupation.

PF1 (-1) = Missing or information not available
FIELD SIZE: 5 Digits
TYPE: Money
EDITS:  
- Dollars and cents
- Validation range set by SESA
- Can be -1

(b9) NAME: Occupational Code (Seeking Work)
SHORT NAME: Occ Code Seeking
DEFINITION: Enter major occupational group code for type of work that claimant was seeking during the Key Week. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977 and 4th Edition Supplement 1982.)
PF1 (-1) = Information missing or not available
PF3 = Same as B6 (Occupational Code for Last Job)
FIELD SIZE: 3 Digits
TYPE: Character
EDITS:  
- Numeric DOT (first 3 digits) or -1
- Cannot be 0

(b10) NAME: Lowest Acceptable Hourly Wage
SHORT NAME: Lowest Hr Wage
DEFINITION: Enter lowest hourly wage that the claimant was willing to accept during the Key Week. Express without decimal point in dollars and cents per hour. If no State formula use appropriate formula provided below:
Weekly wages - divided by 40 or normal weekly hours for the occupation claimant is seeking.
Monthly wages - divide by 4.33, then divide by 40 or normal weekly hours for the occupation claimant is seeking.
Yearly wages - divide by 52, then divide by 40 or normal weekly hours for the occupation claimant is seeking.
PF1 (-1) = Missing or information not available
FIELD SIZE: 5 Digits
TYPE: Money
EDITS:  
- Dollars and cents,
- Validation range set by SESA,
(b11) NAME: Date of Birth
SHORT NAME: Birth Date
DEFINITION: Enter Date of Birth (MM/DD/YYYY). If month of birth is not available, code "MM" as 06. If day of birth is not available, code "DD" as 01.
PF1 (-1) = date unknown or missing.
FIELD SIZE: 10 Digits (positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS:  
- MM/DD/YYYY format: MM = 01-12, DD = 01-31, YYYY = 1880-1999
  - Can be -1

(b12) NAME: Sex
SHORT NAME: Sex
DEFINITION: Enter appropriate code.
  1 = Male
  2 = Female
PF1 (-1) = Not available from any source
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS:  
- Must be 1, 2, or -1

(b13) NAME: Ethnic Classification Code
SHORT NAME: Ethnic
DEFINITION: Enter appropriate ethnic code.
  1 = White, not Hispanic
  2 = Black, not Hispanic
  3 = Hispanic
  4 = American Indian or Alaskan Native
  5 = Asian or Pacific Islander
PF1 (-1) = Not available from any source
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS:  
- Must be 1 to 5 or -1
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(c1) NAME: Program Code
SHORT NAME: Program
DEFINITION: Enter the code that identifies the type of claim that was taken:
  1 = UI
  2 = UI-UCFE
  3 = UI-UCX
  4 = UI-UCFE-UCX
  5 = UCFE
  6 = UCFE-UCX
  7 = UCX
  8 = EUC
FIELD SIZE: 1 Digit
TYPE: Character
EDITS:  
  -Must be 1 to 8
  -If c1 equals 2, 3, 4, or 6, then e1 must be greater than 1.

(c2) NAME: Combined Wage Claim
SHORT NAME: CW Claim
DEFINITION: Enter code which applied at the time the Key Week payment was made.
  1 = Yes
  2 = No
  3 = Pending
Use code 1 if out-of-State wages were used for the Key Week payment. Use code 2 if there are no out-of-State wages OR if claimant declined to combine wages. Use code 3 if out-of-state wages had been requested but not received or acted upon at the time that the Key Week payment was made.
FIELD SIZE: 1 Digit
TYPE: Smallint
EDITS:  
  -Must be 1, 2, or 3
  -Cannot equal 1 if E-1 equals 1

(c3) NAME: Benefit Year Beginning
SHORT NAME: Ben Year Beg
DEFINITION: Enter effective date of most recent new or transitional claim, not reopened or additional (MM/DD/YYYY).
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
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TYPE: Date
EDITS: -MM/DD/YYYY format
-Must be earlier than compensable weekending date of key week
-Must be earlier than C7
-Must be earlier than F9

(c4) NAME: Initial Claim Filing Method
SHORT NAME: Init Clm File
DEFINITION: Enter filing method for the most recent new, additional, or transitional claim.
   1 = In Person Claim
   2 = Mail Claim
   3 = Telephone Claim
   4 = Employer Filed Claim
   5 = Other
PF1 (-1) = Missing or information not available
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS: -Must be 1 to 5 or -1

(c5) NAME: Benefit Rights Given
SHORT NAME: BRI
DEFINITION: Enter all codes that apply regarding method by which claimant was given Benefit Rights Interview.
   0 = Not Given
   1 = In-person (individual) Interview
   2 = Group Interview
   3 = Booklet/Pamphlet
   4 = Slides/Movie
PF1 (-1) = Missing or information not available
FIELD SIZE: 4 Digits (variable entries)
TYPE: Character
EDITS: -Can be 0, 1 to 4 or -1
-Variable entry (1-4)
-No duplicates

(c6) NAME: Number of Eligibility Review Program Interviews (ERPs) Held, Current Benefit Year
SHORT NAME: ERPs
DEFINITION: Enter number of ERPs (1-9) held during the claimant's current benefit year up to and including the Key Week. If more than 9 were held, enter 9.
and including the Key Week. If more than 9 were held, enter 9.

0 = Claimant should have had ERP but did not
PF1 (-1) = Missing or information not available
PF2 (-2) = Not applicable (claimant not required have ERP or first ERP
scheduled after the KW)
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Smallint
EDITS:  -Must be 0 to 9, -1 or -2
        -If -1, C7 must be '1/1/0001'
        -If 0 or -2, C7 must be '2/2/0002'

NAME: Last ERP Date 
SHORT NAME: Last ERP
DEFINITION: Enter date (MM/DD/YYYY) of claimant's most recent 
ERP up to and including Key Week.
PF1 (-1) = Missing or information not available
PF2 (-2) = Not applicable
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS:  -Must be MM/DD/YYYY format
        -Must be greater than C3
        -Must be less than or equal to mkw
        -Must be '1/1/0001'if C6 is -1
        -Must be '2/2/0002'if C6 is 00 or -2
        -Cannot be '1/1/0001' if C6 is greater than 00
        -Cannot be '2/2/0002' if C6 is greater than 00

NAME: Number of Prior Nonseparation Determinations Made 
SHORT NAME: Prior Nonsep Issues
DEFINITION: Enter number of prior nonseparation issues disposed of in 
current benefit year through the Key Week. This includes both formal and
informal determinations meeting workload validation criteria made during 
this period. Exclude issues detected by the QC process.

0 = None
FIELD SIZE: 2 Digits 
TYPE: Smallint 
EDITS:  -Must be 0 to 99
        -Must be equal to or greater than C9
(c9) NAME: Number of Prior Disqualifications for Nonseparation Issues
SHORT NAME: Prior Nonsep Disq
DEFINITION: Enter number of prior disqualifications which resulted from nonseparation issues identified in C8. Exclude denials reversed by appeal if the decision was issued before the Key Week ending date.
   0 = None
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Must be 0 to 99
   -Must be less than or equal to C8

(d1) NAME: Reason for Separation Before Investigation
SHORT NAME: Reason Sep Before
DEFINITION: Enter the code that identifies the reason the claimant was separated from the last job prior to Key Week. The separation to be coded is that separation which precedes the period of unemployment (new/additional claim) in which the Key Week occurred. Code only the most recent adjudicable (according to State law) separation.
   10 = Lack of Work (e.g., RIF, temporary lay off)
   20 = Voluntary Quit
   30 = Discharge
   40 = Labor Dispute
   50 = Other (include military separation)
   60 = Not separated (e.g., leave of absence, partial).
The second digit of the code is reserved for SESA use. For example, at the SESA's option different reasons for Voluntary Quit or Discharge could be identified.
FIELD SIZE: 2 Digits
TYPE: Character
EDITS: -Must be 10 to 69

(d2) NAME: Reason for Separation After Investigation
SHORT NAME: Reason Sep After
DEFINITION: Enter the code that correctly identifies why the claimant was separated from the job that preceded the period of unemployment in which the Key Week occurred. The separation to be coded is that separation which precedes the period of unemployment (new/additional claim) in which the Key Week occurred. Code only the most recent adjudicable (according to state law) separation.
PF3 = Same as D1 (Reason for Separation Before Investigation)
   10 = Lack of Work (e.g., RIF, temporary lay off)
   20 = Voluntary Quit
   30 = Discharge
   40 = Labor Dispute
   50 = Other (include military separation)
   60 = Not separated (e.g., leave of absence, partial).

The second digit of the code is reserved for SESA use. For example, at the
SESA's option different reasons for Voluntary Quit could be identified.

FIELD SIZE: 2 Digits
TYPE: Character
EDITS: -Must be 10 to 69

(d3) NAME: Date of Separation Before Investigation
SHORT NAME: Date Sep Before
DEFINITION: Enter date of separation from last employer used to
determine code assigned in D1 (MM/DD/YYYY). Exception - Enter the
last day worked if code in D1 is 60-69.
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -MM/DD/YYYY format
        -Must be less than or equal to mkw

(d4) NAME: Date of Separation After Investigation
SHORT NAME: Date Sep After
DEFINITION: Enter the date of separation from last employer used to
determine the code assigned in D2. Enter last day worked if code in D2 is
60-69.
PF1 (-1) = Missing or information not available
PF3 = Same as D3
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -MM/DD/YYYY format
        -Must be less than or equal to mkw
        -Can be '1/1/0001'

(d5) NAME: Recall Status Before Investigation
SHORT NAME: Recall Stat Before
Data Elements and Definitions

DEFINITION: Enter code which indicates claimant's recall status for the Key Week.

0 = No recall
1 = Definite recall (specific return date)
2 = Indefinite recall (no specific return date)

PF1 (-1) = Missing or information not available
PF2 (-2) = Not applicable (e.g., partial)

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS: -Must be 0, 1, 2, -1, or -2

(d6) NAME: Recall Status After Investigation
SHORT NAME: Recall Stat After
DEFINITION: Enter correct recall status code as of Key Week.

0 = No recall
1 = Definite recall (specific return date)
2 = Indefinite recall (no specific return date)

PF1 (-1) = Missing or information not available
PF2 (-2) = Not applicable (e.g., partial)
PF3 = Same as D5

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS: -Must be 0, 1, 2, -1, or -2

(d7) NAME: Tax Rate for Last Employer
SHORT NAME: Tax Rate Last Emp
DEFINITION: Enter last employer's UI tax rate at the time of filing for the most recent new or additional claim. Round to nearest hundredth of a percent (i.e., 14.92% should be entered as 1492; 3.6% should be entered as 360; 7.478% should be entered as 748). Enter 9999 if employer reimburses fund. (Decimal field will display "99.99".) Enter PF1 (-1) if non-subject employing unit or information is not available.

FIELD SIZE: 4 Digits
TYPE: Decimal
EDITS: -Format is XX.XX, decimal is assumed.
-Can be all zeros
-Can be -1

(d8) NAME: Industry Code (Last Employer)
SHORT NAME: Ind Code Last Emp
DEFINITION: Enter four digit industry code (SIC) for the claimant's last employer, prior to most recent new or additional claim as of the Key Week. If only a two digit major group is available on the State's computer system, enter the two digits followed by two zeros. For example, if the only industry code available is 17, enter 1700. Enter PF1 (-1) if missing or information not available.
FIELD SIZE: 4 Digits
TYPE: Character
EDITS: -Edit on valid first 2 digits
-First 2 digits must be: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 78-84, 86-89, 91-97 or 99
-Can be -1

(e1)
NAME: Number of Base Period Employers Before Investigation
SHORT NAME: BP Emps Before
DEFINITION: Enter number of subject base period employers, before investigation, that were used in calculating Weekly Benefit Amount (WBA) and Maximum Benefit Amount (MBA) for the monetary determination in effect as of the Key Week. Include seasonal, school, and out of state employers if they paid wages which were used in the monetary determination from which the Key Week payment was made.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Validation range set by SESA
-Cannot equal 0
-Must be greater than 1 if C2 equals 1
-Must be greater than 1 if C1 equals 2, 3, 4, or 6

(e2)
NAME: Number of Base Period Employers After Investigation
SHORT NAME: BP Emps After
DEFINITION: Enter number of subject base period employers after investigation. Include seasonal, school, and out of state employers if they should have been used in calculating the monetary determination from which the Key Week payment was made.
0 = no base period employers as a result of the investigation (monetarily ineligible).
PF3 = no change from the number of base period employers before investigation(E1).
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Validation range set by SESA
-Can be 0
(e3) NAME: Base Period Wages Before Investigation
SHORT NAME: BP Wages Before
DEFINITION: Enter total amount of all wages from employers identified in E1. Express in whole dollars. Include seasonal, school, and out of state wages if they were used in the monetary determination from which the Key Week payment was made.
FIELD SIZE: 6 Digits
TYPE: Money
EDITS:
- Validation range set by SESA
- Cannot equal 0
- Must be greater than or equal to E5

(e4) NAME: Base Period Wages After Investigation
SHORT NAME: BP Wages After
DEFINITION: Enter total amount of all wages from employers identified in E2 even if claimant is determined to be monetarily ineligible. Express in whole dollars.
PF3 = Same as E3 (Base Period Wages Before Investigation) Must be zero (0) if E2 is zero.
FIELD SIZE: 6 Digits
TYPE: Money
EDITS:
- Validation range set by SESA
- Must be 0 if E2 is 0
- Cannot be 0 if E2 is greater than 0
- Must be greater than or equal to E6

(e5) NAME: High Quarter Wages Before Investigation
SHORT NAME: High Qtr Wages Before
DEFINITION: If available from State records, enter total whole dollar amount of claimant's high quarter base period wages (before investigation) used in the monetary determination from which original Key Week payment was made. Include seasonal wages and school wages, if used. Enter 99999 if greater than $99999. Enter PF2 (-2) if not applicable AND/OR not in State records.
FIELD SIZE: 5 Digits
TYPE: Money
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EDITS:
- Validation range set by SESA
- Must be less than or equal to E3
- Cannot equal 0
- Can be -2

(e6) NAME: High Quarter Wages After Investigation
SHORT NAME: High Qtr Wages After
DEFINITION: Enter total whole dollar amount of claimant's high quarter base period wages from those employers identified in E2, after investigation, that should have been used for the monetary determination for the Key Week. Enter 99999 if greater than $99999. PF3 = Same as E5 (High Quarter Wages Before Investigation). Enter zero (0) if E2 is zero. PF2 (-2) = Not applicable AND not obtained by the investigation
FIELD SIZE: 5 Digits
TYPE: Money
EDITS:
- Validation range set by SESA
- Must be less than or equal to E4
- Must be 0 if E2 is 0
- Cannot be 0 if E4 is greater than 0
- Can be -2

(e7) NAME: Number of Weeks Worked in Base Period Before Investigation
SHORT NAME: Wks Worked Before
DEFINITION: Enter number of actual weeks, as defined by State law and procedures, claimant worked in base period before investigation. Complete this item if required by State law for eligibility. PF2 (-2) = Weeks of work not required
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS:
- Validation range set by SESA
- Can be -2

(e8) NAME: Number of Weeks Worked in Base Period After Investigation
SHORT NAME: Wks Worked After
DEFINITION: Enter number of actual weeks claimant worked in base period after investigation. Complete this item if required by State law for eligibility. PF3 = Same as E7 (Number of Weeks Worked in Base Period Before Investigation). PF2 (-2) = Weeks of work are not required. Must be zero (0) if E2 is zero.
FIELD SIZE: 2 Digits
TYPE: Smallint
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EDITS:
- Validation range set by SESA
- Must be 0 if E2 equals 0
- Can be -2
- Cannot be 0 if E2 is greater than 0

(e9)
NAME: Weekly Benefit Amount (WBA) Before Investigation
SHORT NAME: WBA Before
DEFINITION: Enter claimant's maximum WBA for the Key Week, based on the monetary determination from which the original Key Week payment was made. Express in whole dollars. Disregard dependents' allowances, pension deductions, or Key Week earnings (if any). Do not use adjusted WBA based on monetary redetermination made as a result of nonmonetary issues (i.e., a separation issue or administrative penalty).
FIELD SIZE: 3 Digits
TYPE: Money
EDITS:
- Validation range set by SESA
- Cannot be 0
- Must be less than or equal to E11
- E9 + E15 (if any) must be greater than or equal to F13
- E9 + E15 must be greater than F3
- E9 + E15 must be greater than F7
- E9 + E15 must be greater than or equal to sum of F13 + F3 + F7

(e10)
NAME: Weekly Benefit Amount (WBA) After Investigation
SHORT NAME: WBA After
DEFINITION: Enter claimant's correct maximum WBA based on the monetary determination which should have applied at the time original Key Week payment was made. Express in whole dollars. Disregard dependents' allowances, pension deductions, or Key Week earnings (if any). Disregard WBA resulting from a monetary redetermination caused by nonmonetary issues (i.e., a separation issue or administrative penalty).
PF3 = Same as E9 (Weekly Benefit Amount Before Investigation). Must be zero (0) if E2 is zero.
FIELD SIZE: 3 Digits
TYPE: Money
EDITS:
- Validation range set by SESA
- Must be 0 if E2 is 0
- Must be less than or equal to E12
- E10 + E16 must be greater than or equal to F4 + F8
- If 0, then H1 must be greater than 3

(e11)
NAME: Maximum Benefit Amount (MBA) Before Investigation
SHORT NAME: MBA Before
DEFINITION: Enter maximum benefit amount, based on monetary
determination from which original Key Week payment was made. Express
in whole dollars. Do not use adjusted MBA based on monetary
redetermination made as a result of nonmonetary issues (i.e., a separation
issue or administrative penalty). Disregard any EB or FSC benefit
entitlement, State supplemental payments, dependents' allowances or any
deductions.
FIELD SIZE: 5 Digits
TYPE: Money
EDITS:   -Validation range set by SESA
         -Cannot be 0
         -Must be greater than E19
         -Must be equal to or greater than E9

NAME: Maximum Benefit Amount (MBA) After Investigation
SHORT NAME: MBA After
DEFINITION: Enter maximum benefit amount based on the monetary
determination which should have applied to Key Week at the time that the
original payment for Key Week was made. Express in whole dollars.
Disregard MBA resulting from a monetary redetermination caused by
nonmonetary issues (i.e., a separation issue or administrative penalty).
Disregard any EB or FSC benefit entitlement, State supplemental
payments, dependents' allowances or any deductions. Must be zero (0) if
E2 is zero. Enter PF3 if the MBA in E11 did not change after QC
investigation.
FIELD SIZE: 5 Digits
TYPE: Money
EDITS:   -Validation range set by SESA
         -Must be 0 if E2 is 0
         -Must be equal to or greater than E10

NAME: Number of Dependents Claimed Before Investigation
SHORT NAME: Depend Before
DEFINITION: Enter the number of dependents claimed. Enter zero (0) if
none and State has a dependency provision. Enter PF2 (-2) if State does
not have a dependency provision.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS:   -Validation range set by SESA
         -Can be 0
         -Can be -2
         -Must be 0 if E15 is 0
         -Must be -2 if E15 is -2
         -Cannot be 0 if E15 is not 0
(e14) NAME: Number of Dependents Claimed After Investigation  
SHORT NAME: Depend After  
DEFINITION: Enter the correct number of dependents that should be claimed. Enter zero (0) if none and State has a dependency provision. PF3 = Same as E13 (Number of Dependents Claimed Before Investigation). PF2 (-2) = State does not have a dependency provision  
FIELD SIZE: 2 Digits  
TYPE: Smallint  
EDITS:  
- Validation range set by SESA  
- Can be -2  
- Must be 0 or -2 if E2 is 0  
- Must be 0 if E16 is 0  
- Must be -2 if E16 is -2  
- Cannot be -2 if E16 is not -2  
- Cannot be 0 if E16 is not 0

(e15) NAME: Dependents' Allowance Before Investigation  
SHORT NAME: Depend Allow Before  
DEFINITION: Enter the whole dollar amount of dependents' allowance before investigation, if any, that was paid to the claimant for the Key Week. Enter zero (0) if claimant is not eligible for allowance and State has a dependency provision. PF2 (-2) = State does not have a dependency provision  
FIELD SIZE: 3 Digits  
TYPE: Money  
EDITS:  
- Validation range set by SESA  
- If FIPS code does not equal AK, must be less than E9  
- Must be 0 if E13 is 0  
- Cannot be 0 if E13 is greater than 0  
- Must be -2 if E13 is -2  
- Can be -2  
- Cannot be -2 if E13 is not -2

(e16) NAME: Dependents' Allowance After Investigation  
SHORT NAME: Depend Allow After  
DEFINITION: Enter the correct whole dollar amount of dependents' allowance that should have been paid to the claimant during the Key Week. Enter zero (0) if claimant not eligible for allowance and State has a dependency provision. PF3 = Same as E15 (Dependents' Allowance Before Investigation) PF2 (-2) = State does not have a dependency provision  
FIELD SIZE: 3 Digits
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**TYPE:** Money
**EDITS:**
- Validation range set by SESA
- FIPS code does not equal AK, then must be less than or equal to E10
- Must be 0 or -2 if E2 is 0
- Must be 0 if E14 is 0
- Cannot be 0 if E14 is greater than 0
- Must be -2 if E14 is -2
- E10 + E16 must be greater than or equal to F4 + F8
- Can be -2
- Cannot be -2 if E14 is not -2

(e17) **NAME:** Industry Code (Primary Base Period Employer)
**SHORT NAME:** Ind Code Primary Emp
**DEFINITION:** Enter four digit industry code for claimant's primary base period employer from whom the most wages were earned. If only two digit major group is available on the State's computer system, enter the two digits followed by two zeros. For example, if the only industry code available is 17, enter 1700.
**PF1 (-1) = Information missing or not available**
**FIELD SIZE:** 4 Digits
**TYPE:** Character
**EDITS:**
- Edits on valid first 2 digits
- First 2 digits must be: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 78-84, 86-89, 91-97 or 99
- Can be -1

(e18) **NAME:** Monetary Redetermination Before Investigation
**SHORT NAME:** Mon Redet Before
**DEFINITION:** Enter appropriate code which indicates if SESA redetermined claimant's monetary eligibility prior to Key Week payment date. Do not consider redeterminations resulting from a nonmonetary issue (i.e., a separation issue or administrative penalty).
  1 = Yes
  2 = No
**FIELD SIZE:** 1 Digit
**TYPE:** Character
**EDITS:**
- Must be 1 or 2

(e19) **NAME:** Remaining Balance (RB) as of KW Ending Date
**SHORT NAME:** Remaining Bal
DEFINITION: Enter remaining balance of claimant's benefits at the time the Key Week was claimed even though it was paid at a later date. Deduct amount of Key Week payment regardless of date paid when computing remaining balance. Exclude amounts for dependency allowances.

0 = balance is exhausted

EXAMPLE: Week 01 is Key Week. MBA is $2600 and WBA is $100. Key Week was paid the week after week 02 was paid. The SESA record will indicate a balance of $2400 based on the Key Week payment date. However, for QC purposes, the remaining balance is $2500 since payments are arrayed chronologically by compensable week ending date.

COMPUTE REMAINING BALANCE AS FOLLOWS:

Array payments in chronological order by compensable week ending date. Sum dollar amount of all weeks paid up to and including Key Week. Deduct this amount from Maximum Benefit Amount. Result is remaining balance.

FIELD SIZE: 5 Digits
TYPE: Money
EDITS:  
- Must be less than E11
- Can be 0

(f1) NAME: Total Earnings for Key Week Before Investigation  
SHORT NAME: KW Earnings Before  
DEFINITION: Enter whole dollar amount of earnings during KW regardless of effect on the amount paid. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 999 if $999 or more.
Enter zero (0) if none.

FIELD SIZE: 3 Digits
TYPE: Money
EDITS:  
- Can be 0
- If 0 then F3 must be 0
- Must be equal to or greater than F3

(f2) NAME: Total Earnings for Key Week After Investigation  
SHORT NAME: KW Earnings After  
DEFINITION: Enter whole dollar amount of earnings during KW regardless of effect on the amount paid. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 999 if $999 or more.
PF3 = Same as F1 (Total Earnings for Key Week Before Investigation)
Enter zero (0) if none.
FIELD SIZE: 3 Digits
TYPE: Money
EDITS: -Can be 0
-Must be equal to or greater than F4

(f3)
NAME: Earnings Deduction for Key Week Before Investigation
SHORT NAME: Earn Deduct Before
DEFINITION: Enter actual amount, in whole dollars, deducted from WBA because of earnings. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. This amount may be less than amount reported on the certification by claimant because of earnings disregarded by law in computation of amount deducted. Enter zero (0) if no earnings deduction.
FIELD SIZE: 3 Digits
TYPE: Money
EDITS: -Must be 0 if F1 is 0
-Must be less than or equal to F1
-Must be less than E9 plus E15 (if any)
-If FIPS code does not equal 55 then: the sum of F3 plus F13 plus F7 must be less than or equal to E9 plus E15
-If FIPS code does equal 55 then: the sum of F3 plus F13 plus F7 must be less than or equal to E9 plus E15 times 2 minus 1

(f4)
NAME: Earnings Deduction for Key Week After Investigation
SHORT NAME: Earn Deduct After
DEFINITION: Enter whole dollar amount that should have been deducted from WBA because of earnings. Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. Enter zero (0) if no earnings deduction.
PF3 = Same as F3 (Earnings Deduction for Key Week Before Investigation)
FIELD SIZE: 3 Digits
TYPE: Money
EDITS: -Must be 0 if F2 is 0
-Must be less than or equal to F2
-Must be less than or equal to E10 plus E16 (if any)
The sum of F4 plus F8 must be less than or equal to E10 plus E16
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(f5) NAME: Total Other Deductible Income for KW Before Investigation
SHORT NAME: Other Income Before
DEFINITION: Enter total whole dollar amount of other income deductible under State law (or prorated) before the provisions of State law are applied to deduct it from benefits paid. Include pension received for the Key Week, regardless of effect on the payment amount, using the SESA's method to determine the weekly amount of the pension. Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.
Enter zero (0) if none.
FIELD SIZE: 3 Digits
TYPE: Money
EDITS:  
- Can be 0 (zero)  
- If data is 0, F7 must be 0  
- Must be equal to or greater than F7

(f6) NAME: Total Other Deductible Income for KW After Investigation
SHORT NAME: Other Income After
DEFINITION: Enter total whole dollar amount of other income deductible under State law (or prorated) before the provisions State law are applied to deduct it from benefits paid. Include pension received for the Key Week, regardless of effect on the payment amount, using the SESA's method to determine the weekly amount of the pension. Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.
Enter zero (0) if none.
PF3 = Same as F5 (Total Other Deductible Income for KW Before Investigation)
FIELD SIZE: 3 Digits
TYPE: Money
EDITS:  
- Can be 0  
- If data is 0, F8 must be 0  
- Must be equal to or greater than F8

(f7) NAME: Other Income Deductions for Key Week Before Investigation
SHORT NAME: Other Deduct Before
Definitions: Enter actual amount, in whole dollars, deducted from WBA due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. before investigation of Key Week.
Enter zero (0) if no other income deduction.
FIELD SIZE: 3 Digits
TYPE: Money
EDITS:
- Must be 0 if F5 is 0
- Must be less than or equal to F5
- Must be less than E9 plus E15 (if any)
- If FIPS code does not equal 55, then: the sum of F13 plus F3 plus F7 must be less than or equal to E9 plus E15 (if any)
- If FIPS code does equal 55, then: the sum of F13 plus F3 plus F7 must be less than or equal to E9 plus E15 times 2 minus 1
- Can be 0 (zero)

(f8) NAME: Other Income Deductions for Key Week After Investigation
SHORT NAME: Other Deduct After
DEFINITION: Enter whole dollar amount that should have been deducted from WBA for the Key Week due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. Enter zero (0) if no other income deduction.
PF3 = Same as F7 (Other Income Deductions for Key Week Before Investigation)
FIELD SIZE: 3 Digits
TYPE: Money
EDITS:
- Can be 0 if F6 is 0
- Must be 0 if F6 is 0
- Must be less than or equal to F6
- Must be less than or equal to E10 plus E16 (if any)
- Sum of F4 plus F8 must be less than or equal to E10 plus E16 (if any)

(f9) NAME: First Compensated Week Ending Date
SHORT NAME: First CWE Date
DEFINITION: Enter Week Ending Date (MM/DD/YYYY) of first week compensated (paid/offset, totally or partially) in the benefit year as defined for the Claims and Payment Activities Report (ETA 5-159, Part B).
Note: This is not necessarily the first compensable week as used for computation of time lapse, i.e., the definition in Part B includes part-total and partial compensation which are included in the QC population, but generally excluded from Part C which is used for time lapse.
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS:
- Must be MM/DD/YYYY format
- Must be greater than C3
- Must be less than or equal to F10

(f10) NAME: Date of First Payment
SHORT NAME: Date First Pay
DEFINITION: Enter date payment was made (or offset applied) for the first compensated week identified in F9. (MM/DD/YYYY)
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -MM/DD/YYYY format
-Must be greater than or equal to F9

NAME: Key Week Filing Method
SHORT NAME: KW File Meth
DEFINITION: Enter filing method for Key Week claim.
1 = Mail Claim
2 = In-person Claim
3 = Employer filed (i.e., partial)
4 = Telephone
5 = Other (i.e., electronic)
PF1 (-1) = Missing or information not available
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS: -Must be 1, 2, 3, 4, 5 or -1

NAME: Key Week Certification Procedure
SHORT NAME: KW Cert
DEFINITION: Enter appropriate code.
1 = Key Week claimed on a weekly cycle.
2 = Key Week claimed on a bi-weekly cycle.
3 = Other (greater than bi-weekly cycle)
FIELD SIZE: 1 Digit
TYPE: Character
EDITS: -Must be 1, 2 or 3

NAME: Original Amount Paid and/or Offset for Key Week
SHORT NAME: Orig Amt Pd
DEFINITION: Enter original whole dollar amount paid and/or offset (including dependent allowance and child support intercept, if any) for Key Week. Code $98.00 as 98 without a leading zero.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS:
- Cannot equal 0
- If FIPS code equals WI then: must be less than or equal to E9 plus E15 (if any) times 2 minus 1
- The sum of F13 plus F3 plus F7 must be less than or equal to E9 plus E15 times 2 minus 1
- If FIPS code does not equal WI then: must be less than or equal to E9 plus E15 (if any)
- The sum of F13 plus F3 plus F7 must be less than or equal to E9 plus E15
- Must equal H5 if H2 equals 0
- Must equal H2 if H5 and H6 equal 0

(g1) NAME: Work Search Requirements
SHORT NAME: WS Requirements
DEFINITION: Enter the appropriate code which applied at the time eligibility for the Key Week was determined.
1 = Required to actively seek work (in addition to union contact if applicable)
2 = An agency directive (written or verbal) temporarily suspended the claimant's normal work search for the Key Week.
3 = Union deferral (seeking work only through union)
4 = Job attached deferral (temporary lay-off, recall, partial, industry attached)
5 = Other deferrals (disability, school, etc.)
PF2 (-2) = No active work search policy

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS:
- Must be 1 to 5 or -2
- If G10 is -2, G1 cannot equal 1

(g2) NAME: Job Service Registration Required for the KW
SHORT NAME: JS Req
DEFINITION: Enter the appropriate code which applies to the Key Week according to law and policy.
1 = Yes
2 = No

Use code 2 only if the State does not require registration OR there is written law/policy that provides for non-registration under certain circumstances (e.g., temporary lay-off, union
membership), and such non-registration policy is applicable to claimant.
FIELD SIZE: 1 Digit
TYPE: Smallint
EDITS: -Must be 1 or 2
  -If data is 1, G4 must be -2
  -If data is 2, G4 must be 1 to 6

(g3) NAME: Actively/Currently Registered with Job Service as of KW
SHORT NAME: Act/Cur Regist
DEFINITION: Enter the appropriate code which applies to the Key Week.
  1 = Yes
  2 = No
PF1 (m) = Information is missing or not available.
Use code 1 if Job Service records provide enough information to refer the
claimant to a job during Key Week. Use code 2 if Job Service has no
current application for the claimant, application does not provide sufficient
information for referral, or Job Service application is an inactive file.
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Smallint
EDITS: -Must be 1, 2, or -1
  -If 1, G5 cannot be -2

(g4) NAME: Reason JS Registration Deferred
SHORT NAME: JS Defer
DEFINITION: Enter appropriate code.
  1 = Union member
  2 = Job attached
  3 = Partial
  4 = Seasonal
  5 = Approved training
  6 = Other
PF2 (-2) = claimant not deferred
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Smallint
EDITS: -Must be 1 to 6 or -2
  -Must be -2 if G-2 equals 1
(g5)  
NAME: Number of Job Service Referrals  
SHORT NAME: JS Refers  
DEFINITION: Enter number of times Job Service referred claimant for employment during current benefit year (CBY) up to and including Key Week.  
Enter zero 0 if no referrals while registered in CBY.  
PF1 (-1) = Information missing or not available.  
PF2 (-2) = Claimant not registered during CBY.  
FIELD SIZE: 2 Digits  
TYPE: Smallint  
EDITS:  
-Validation range set by SESA  
-May be -1 or -2  
-Cannot be -2 if G3 equals 1

(g6)  
NAME: Registered with Private Employment Agency  
SHORT NAME: Regis Priv Agency  
DEFINITION: Enter code which applied as of the Key Week.  
1 = registered with private agency  
2 = not registered with private agency  
PF1 (-1) = Information missing or not available.  
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)  
TYPE: Smallint  
EDITS:  
-Must be 1, 2 or -1  
-If 2, G7 must be -2  
-If 1, G7 cannot be -2  
-If -1, then G7 must be -1

(g7)  
NAME: Number of Private Employment Agency Referrals  
SHORT NAME: Priv Agency Refers  
DEFINITION: Enter number of times the claimant was referred for employment by a Private Employment Agency during Key Week.  
Enter zero (0) if registered but not referred.  
PF1 (-1) = Information missing or not available.  
PF2 (-2) = Claimant not registered.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS:  
- Validation range set by SESA
- Cannot be -2 if G6 is 1
- Cannot be -1 if G6 is 2
- Must be -2 if G6 is 2
- Must equal -1 if G6 equals -1

(g8)  
NAME: Union Referral Status
SHORT NAME: Union Status
DEFINITION: Enter appropriate code which applies to the Key Week after appropriate verification.
0 = Claimant NOT a member of a union.
1 = Claimant is a member of a union with a hiring hall and was eligible to be referred by the union during the Key Week.
2 = Claimant is a member of a union with a hiring hall but was not eligible for union referral during the Key Week.
3 = Claimant is a member of a non-hiring hall union.
PF1 (-1) = Missing or not available
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Smallint
EDITS:  
- Must be 0, 1, 2, 3, or -1
- If -1, G9 must be -1
- If 0, 2, or 3, G9 must be -2

(g9)  
NAME: Number of Union Referrals for the Key Week
SHORT NAME: Union Refers
DEFINITION: Enter number of times that a union with a hiring hall referred claimant for employment during the Key Week. All such referrals should be verified. Do not include referrals associated with a non hiring hall union; however, contacts resulting from such referrals may be included in G10.
PF1 (-1) = Information Not Available, or G-8 coded PF1.
PF2 (-2) = Not Applicable, or G8 is code 0, 2, or 3.
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Smallint
EDITS:  
- Validation range set by SESA
- Must be -1 if G8 is -1
- Must be -2 if G8 is 0, 2, or 3
- Can be 0 only when G8 is 1
(g10) NAME: Number of Job Contacts Listed for KW
SHORT NAME: KW Contacts
DEFINITION: Enter number of all Key Week job contacts indicated from any source. Note: If claimant sought work in Key Week although not required to do so, enter number of contacts and make appropriate verifications. Enter zero (0) if no contacts were indicated. Enter PF1 (-1) if claimant does not know or INA. Enter PF2 (-2) if not required to and did not seek work. Cannot be PF2 (-2) if G1 equals code 1.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Validation range set by SESA
-Can be 0, -1, or -2
-Cannot be -2 if G1 is 1

(g11) NAME: Number of Job Contacts Made Prior to Key Week but Used to Satisfy Work Search Requirements for KW
SHORT NAME: Prior KW Contacts
DEFINITION: Enter number of work search contacts made prior to Key Week only if used to satisfy the State's work search requirements. Enter PF2 (-2) if State does not allow contacts outside the KW to satisfy work search requirements. Enter zero (0) if no contacts were indicated or KW contacts were sufficient to meet the requirements. Enter PF1 (-1) if claimant does not know or INA.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Validation range set by SESA
-Can be 0, -1, or -2

(g12) NAME: Number of Work Search Contacts Investigated for Key Week Eligibility
SHORT NAME: Contacts Inv
DEFINITION: Enter total number of work search contacts investigated by the QC unit, regardless of investigation determination regarding acceptability. Do not include here any work-search contacts that were not investigated by QC unit. Enter zero (0) if no job contacts were investigated and enter zeros for G13, G14 and G15. Enter PF3 (same) if G12 is the same as G10. This number cannot exceed the sum of G10 and G11.
FIELD SIZE: 2 Digits
NAME: Number of Acceptable Work Search Contacts
SHORT NAME: Contacts Acc
DEFINITION: Include only work search contacts for which documentation exists in QC file that such contacts were made by claimant and were acceptable contacts within State's written law/policy on active search for work. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Must be 0 if G12 is 0
-Must be less than or equal to G12
-If G13 equals G12, then G14 and G15 must be 0
-The sum of G13 plus G14 plus G15 must equal G12

NAME: Number of Unacceptable Work Search Contacts
SHORT NAME: Contacts Unacc
DEFINITION: Include only job contacts for which written documentation exists in QC file that such contacts were not made at all by claimant or were made but are unacceptable within the framework of State's written law or policy. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Must be 0 if G12 is 0
-Cannot be greater than G12
-If G12 and G13 are equal, then G14 and G15 must be 0
-G12 must be equal to the sum of G13 plus G14 plus G15
-If G14 and G12 are equal, then G13 and G15 must be 0

NAME: Number of Work Search Contacts for KW that Could not be Verified as Either Acceptable or Unacceptable
SHORT NAME: Contacts Unver
DEFINITION: Include here the work search contacts for which there was insufficient information to make a judgment of either acceptable or unacceptable, within the State's written law/policy on work search. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.
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FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS:
- Must be 0 if G12 equals 0
- Must be 0 if G12 and G13 are equal
- Cannot be greater than G12
- If equals G12, then G13 and G14 must be 0
- The sum of G13 plus G14 plus G15 must equal G12

(h1) NAME: Key Week Action Code Flag
SHORT NAME: Action Code Flag
DEFINITION: Enter code 1, 2, or 3 for a Proper Payment. Enter code 9 for an Improper Payment. When code 9 is entered, the Error Issue (Errisu) Table is retrieved by the system for data entry.

1 = Correct Payment/Offset
2 = Overpayment established or WBA, Key Week dependents' allowance (KWDA) entitlement, MBA, or remaining balance (RB) decreased which was later "officially" reversed. QC agrees with the "official" action.
3 = Supplemental check issued/offset applied, which was later "officially" reversed. QC agrees with the "official" action.
9 = Improper Payment - Improper payment codes are defined in the Errisu (Error Issue) Table. Data entry of code 9 in this data element field will trigger the errisu table for data input.

FIELD SIZE: 1 Digit
TYPE: Smallint
EDITS:
- If 1, 2 or 3, H2 must equal F13
- Can be 9
- If E10 equals 0, then must be 9

(h2) NAME: Amount That Claimant Should Have Been Paid
SHORT NAME: Amt Should Have Been Paid
DEFINITION: Enter the whole dollar amount that the claimant should have received for the Key Week if the payment had been made correctly. Include all issues regardless of whether they are "technically proper." Only exclude action codes 14, 16, and 23. If H1 is coded 1, 2, or 3 the system will automatically stamp the amount in F13 in this field.

FIELD SIZE: 3 Digits
TYPE: Money
EDITS:
- Cannot exceed SESA's MWBA plus dependent allowance
- Validation range set by SESA
- Must equal F13 if H1 is 1, 2, or 3
- Must equal F13, if H5 and H6 equal 0
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Data Elements and Definitions

(h3) NAME: Total Whole $ Amount of Overpayments (include KW)
SHORT NAME: Total Amt OP
DEFINITION: Enter whole dollar amount of all overpayments, voided offsets, or adjustments (to either the WBA or MBA), including Key Week, OFFICIALLY ESTABLISHED as a result of QC investigation. Include in this figure only overpayments, etc., officially established for weeks claimed or paid. Include EB and FSC programs if applicable. Do not adjust (i.e., net) amount due to the establishment of underpayments. Exclude any prospective savings relating to weeks not claimed and any penalty or interest amount. If an overpayment established as a result of QC investigation is reversed on appeal, this amount must be reduced by the amount involved in the reversal. Include amounts from prior benefit years if applicable.
Note: Code only overpayments for this claimant.
FIELD SIZE: 5 Digits
TYPE: Money
EDITS: -Range must be from 0 to 50,000

(h4) NAME: Total Whole $ Amount of Underpayments (include KW)
SHORT NAME: Total Amt UP
DEFINITION: Enter whole dollar amount of all underpayments, offsets applied, or adjustment (to either WBA or MBA), including Key Week, established as a result of QC investigation. Include in this figure only underpayments, etc., established for weeks actually claimed or paid. Include EB and FSC programs, if applicable. Do not adjust (i.e., net) amount due to establishment of overpayments. Exclude any prospective errors relating to weeks not claimed. If supplemental check was issued or offset applied which was later officially reversed on appeal and QC agrees with the official action (code 03) then this amount must be reduced by the amount involved in the reversal. Include amounts from prior benefit years if applicable.
Note: Code only underpayments for this claimant.
FIELD SIZE: 5 Digits
TYPE: Money
EDITS: -Range must be from 0 to 50,000

(h5) NAME: Total Overpayment Amount for the Key Week
SHORT NAME: Total KW OP
DEFINITION: Enter the whole dollar amount of the total overpayment due to overpayment issues. It must not exceed the original amount paid (item F13). Exclude action codes 14 and 16. Determine amount overpaid using the same criteria as for the Annual Report. (Refer to the Annual Report, Volume II, Rate Calculations section.)
NAME: Total Underpayment Amount for the Key Week
SHORT NAME: Total KW UP
DEFINITION: Enter the whole dollar amount of the total underpayment due to underpayment issues. Include all underpayment issues regardless of whether they are "technically proper." Exclude action code 23. Determine underpaid amount using the same criteria as for the Annual Report. (Refer to the Annual Report, Volume II, Rate Calculations section.)
FIELD SIZE: 3 Digits
TYPE: Money
EDITS: -Include all underpayment issues
-Cannot exceed the sum of the dollar amounts of ei1 of all issues with action code 20, 21, or 22, ei2 for this case
-Cannot exceed MWBA plus maximum dependent allowance minus original amount paid

NAME: Investigation Completed
SHORT NAME: Inv Completed
DEFINITION: Enter code of 1 when case investigating has been completed, i.e., after the investigator has finished all field work, reports, determinations, and coding. Entry of this character will only be allowed if all previous data elements have been coded. It will cause the current system date to be stamped in H8.
FIELD SIZE: 1 Digit
TYPE: Character
EDITS: -Must be null or 1
-Can only be set by investigator who was assigned the case (or QCS)
-All DCI fields must be completed

NAME: Investigation Completion Date
SHORT NAME: Inv Complete Date
DEFINITION: The QC software will automatically enter the current date when Investigation Completed (H7) has been coded 1.
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: 
- Must be MM/DD/YYYY format
- Must be greater than or equal to ag1
- Must be less than or equal to H10

(h9) NAME: Supervisory Review Completed
SHORT NAME: Supv Rev Completed
DEFINITION: Enter code of 1 when QC Manager/QC Supervisor has reviewed and approved completed case. Data entry in this field will cause the QC software to enter the current date in H10 and the login ID of the user in H11.
0 = the completed case has not been reviewed
When either 1 or 0 is entered the case will be closed. Subsequent adjustments to the case data must be made by reopening the case.
Field size: 1 Digit
TYPE: Character
EDITS: 
- Must be 0, 1, or null
- Can only be entered if H7 equals 1

(h10) NAME: Supervisor Completion Date
SHORT NAME: Supv Complete Date
DEFINITION: The QC software will automatically enter the current date when Supervisory Review Completed (H9) has been coded 1 or 0.
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: 
- Must be MM/DD/YYYY format
- Must be greater than or equal to H8

(h11) NAME: Supervisor Identification
SHORT NAME: Supv ID
DEFINITION: The QC software will automatically enter the login ID of the person performing this supervisory function.
FIELD SIZE: Not to exceed eight (8) characters/digits
TYPE: Character
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Data Elements and Definitions

EDITS: -Cannot be greater than eight (8) characters/digits

(mdp)

NAME: Master Table Data Pick Up Flag
SHORT NAME: Master Data Pick Up Flag
DEFINITION: DateTime field that shows when a record was last
updated/modified or when a new record is added to the database. This
field will be used by the Database Pick Up routine.
FIELD SIZE: 16 Digits
TYPE: Datetime
EDITS: Format is MM/DD/YYYY hh:mm
Table Name: Asigndate

(abatch) NAME: Batch Number
SHORT NAME: Batch #
DEFINITION: Enter number provided as output from computer program that selects all sample cases - indicates calendar year and week (YYWW).
FIELD SIZE: 4 digits
TYPE: Smallint
EDITS: -YYWW format
   -YY = 00-99, WW = 01-53
   -WW 01 always includes 1st Saturday in January of each year

(aseq) NAME: Sequence Number
SHORT NAME: Sequence #
DEFINITION: Entered by the QC software. It identifies the location of the case in the batch.
FIELD SIZE: 2 Digits
TYPE: Smallint
Edit: -Must be greater than 0

(acatyp) NAME: Case Type
SHORT NAME: Case Type
DEFINITION: Enter 0 identifying this case as regular Core QC. Another code in this field indicates that the case is for some special purpose or study.
FIELD SIZE: 1 Digit
TYPE: Smallint
EDITS: -Validation range set by SESA

(aidx) NAME: Assignment Index
SHORT NAME: Assign Index
DEFINITION: Internal index key assigned to each case by the QC software and used to retrieve the most recent record.
FIELD SIZE: 1 to 5 Digits
Data Elements and Definitions

**TYPE**: Smallint
**EDITS**: -must be greater than zero (0)

**(agp5)**  
**NAME**: Serial Number  
**SHORT NAME**: Serial #  
**DEFINITION**: The unique number assigned to the case by the QC software.  
**FIELD SIZE**: 5 Digits  
**TYPE**: Integer  
**EDITS**:  
- must be greater than 0 (zero)  
- cannot be equal to a serial number assigned to any other case

**(ag1)**  
**NAME**: Assignment Date  
**SHORT NAME**: Assign Date  
**DEFINITION**: Entered by the QC software when the Investigator Identification Code (ag2) is entered.  
**FIELD SIZE**: 10 Digits (Positions 3 and 6 reserved for delimiters)  
**TYPE**: Date  
**EDITS**:  
- MM/DD/YYYY format  
- Must be less than or equal to H8  
- Set by case assignment/reassignment routine

**(ag2)**  
**NAME**: Investigator Identification Code  
**SHORT NAME**: Inv Id  
**DEFINITION**: Enter code of investigator or supervisor to whom the case was assigned. The QC Manager/Supervisor assigns these codes. If more than one investigator worked on the case, enter code of investigator who determined whether claimant was correctly or incorrectly paid for Key Week. Data entry in this field will cause the QC software to enter the current date in ag1.  
**FIELD SIZE**: 2 Digits  
**TYPE**: Smallint  
**EDITS**:  
- SESA assigned #s  
- Must be in staffing file  
- Range 01-98  
- Set by assignment routine  
- Changed only by reassignment routine
(ag3) NAME: QCS Identification Code
SHORT NAME: QCS ID
DEFINITION: Enter identification of the supervisor who assigned the case.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS:
- SESA assigned number
- Range 01 - 98
- Must be in staffing file
- Set by assignment routine
- Changed only by reassignment routine

(ag4) NAME: Assignment/Reassignment Code
SHORT NAME: A/R
DEFINITION: Identifies cases as assigned or reassigned to an investigator.
FIELD SIZE: 1 digit
TYPE: Character
EDITS: Must be 0 or 1

(adp) NAME: Asigndate Table Data Pick Up Information
SHORT NAME: Asigndate Data Pick Up Flag
DEFINITION: DateTime field that indicates when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
FIELD SIZE: 16 Digits
TYPE: DateTime
EDITS: Format is MM/DD/YYYY hh:mm
Table Name: Reopen

(rbatch) NAME: Batch Number
SHORT NAME: Batch #
See Master table

(rseq) NAME: Sequence Number
SHORT NAME: Sequence #
See Master table

(rcatyp) NAME: Case Type
SHORT NAME: Case Type
See Master Table

(ridx) NAME: Reopen Index
SHORT NAME: Reopen Index
DEFINITION: Internal index key entered by the QC software.
FIELD SIZE: 1 to 5 Digits
TYPE: Smallint
EDITS: -must be greater than zero (0)

(rop5) NAME: Serial Number
SHORT NAME: Serial #
DEFINITION: The unique number assigned to the case by the QC software.
FIELD SIZE: 5 Digits
TYPE: Integer
EDITS: -must be greater than 0 (zero)
-cannot be equal to a serial number assigned to any other case

(ro1) NAME: Reopen Case
SHORT NAME: Reopen Case
DEFINITION: Enter one of the following codes:

3 = SESA has recognized an error in the data of this closed case and has made the correction(s).
4 = an appeal decision requires changes to the data of a closed case.
5 = data of a closed case were changed as a result of a monitor review.
6 = case reopened pending further information.

FIELD SIZE: 1 Digit
TYPE: Character
EDITS: -Valid codes: 3, 4, 5, 6 or null

(ro2) NAME: Reopen Case Date
SHORT NAME: Reopen Case Date
DEFINITION: The current system date entered by the QC software when ro1 is 3, 4, or 5. The system will enter 00/00/0000 when the Reopen Case (ro1) code is 6.
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -Must be MM/DD/YYYY format

(ro3) NAME: Reopen Case Identification
SHORT NAME: Reopen ID
DEFINITION: The login ID of the person performing the reopen function.
FIELD SIZE: Eight (8) characters/digits
TYPE: Character
EDITS: -Cannot be greater than eight (8) characters/digits

(rdp) NAME: Reopen Table Data Pick Up Flag
SHORT NAME: Reopen Data Pick Up Flag
DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
FIELD SIZE: 16 Digits
TYPE: DateTime
Edit: Format is MM/DD/YYYY hh:mm
Table Name: Errisu

(ebatch) NAME: Batch Number
  SHORT NAME: Batch #
  See Master table

(eseq) NAME: Sequence Number
  SHORT NAME: Sequence #
  See Master table

(ecatyp) NAME: Case Type
  SHORT NAME: Case Type
  See Master Table

(eidx) NAME: Error Issue Index
  SHORT NAME: Error Issue Index
  DEFINITION: Internal index key used to identify error issue. This key identifies the number of the error, e.g. third or seventh error. It does not identify the type of error.
  FIELD SIZE: 1 to 5 Digits
  TYPE: Smallint
  EDITS: -must be greater than zero

(eip5) NAME: Serial Number
  SHORT NAME: Serial #
  DEFINITION: The unique number assigned to the case by the system software. This number is primarily used by the National Office to locate individual cases when assistance is requested by the SESA.
  FIELD SIZE: 5 Digits
  TYPE: Integer
  EDITS: -cannot be equal to a serial number assigned to any other case

(ei1) NAME: Dollar Amount of Key Week Error
  SHORT NAME: Amt KW Error
DEFINITION: Enter total amount of error for the Key Week only as determined by QC investigation. Round to nearest whole dollar amount.
FIELD SIZE: 3 Digits
TYPE: Money
EDITS: 
- Cannot exceed SESA Maximum WBA plus dependents allowance
- Cannot exceed F-13 if ei2 is 10-16
- If FIPS code does not equal 55 then: ei1 must be less than or equal to E-10 plus E-16 if ei2 is 20-23
- If FIPS code is equal to 55 then: ei1 must be less than or equal to E-10 plus E-16 times 2 minus 1

NAME: Key Week Action
SHORT NAME: KW Action
DEFINITION: Improper Payment codes in H1 will trigger this table. Valid codes for improper payments are listed below:
Overpayment Codes:
10 = Fraud Overpayment/Voided Offset.
11 = Nonfraud Recoverable Overpayment/Voided Offset.
12 = Nonfraud Non-recoverable Overpayment or official action taken to adjust future benefits by decreasing WBA, MBA, KWDA or RB.
13 = QC determines payment was too large, although payment "technically" proper due to finality rules.
14 = QC determines payment was too large except where formal warning rules for unacceptable work search efforts prohibit official action. Payment "technically" proper due to law/rules requiring formal warnings for unacceptable work search efforts.
15 = QC determines payment was too large, although payment "technically" proper due to rules other than finality or formal warning rules for unacceptable work search efforts.
16 = Overpayment established or WBA, KWDA, entitlement, MBA, or RB decreased which was later "officially" reversed, revised, adjusted, or modified and QC disagrees with "official" action.
Underpayment Codes:
20 = Supplemental Check Issued/Offset applied or increase in WBA, KWDA entitlement, MBA, or RB.
21 = QC determines payment was too small, although payment "technically" proper due to finality rules.
22 = QC determines payment was too small, although payment "technically" proper due to rules other than finality.
23 = Supplemental check issued/offset applied which was later "officially" reversed, revised, adjusted, or modified, and QC disagrees with "official" action.
FIELD SIZE: 2 Digits
TYPE: Character
EDITS:  
- Valid codes 10-16 or 20-23  
- If 10-16, Ei1 must not exceed F13  
- If 20-23, and if FIPS code does not equal 55 then:  
  Ei1 must be less than or equal to E10 plus E16  
- If 20-23 and FIPS code is equal to 55 then:  
  Ei1 must be less than or equal to E10 plus E16 times 2 minus 1

(NAME: Error Cause)  
SHORT NAME: Error Cause  
DEFINITION: For each payment error a code is assigned to indicate the cause (reason) of the error. Enter appropriate code from below. The last digit of this code is reserved for SESA use to provide greater detail as to cause of error.

(a) In the Benefit Year, unreported or errors in reporting/recording earnings or days/hours of work affecting the Key Week due to:
- 100 = Unreported (concealed) earnings or days/hours of work.  
- 110 = Earnings or days/hours of work incorrectly estimated/reported/recorded or deducted.  
- 120 = Errors in reporting or unreported Severance Pay.  
- 130 = Errors in reporting or unreported Vacation Pay.  
- 140 = Errors in reporting or unreported Social Security or Pension Benefits.  
- 150 = Other causes related to reporting or recording of earnings or days/hours of work.

(b) In the Base Period, errors in Reporting/Recording Earnings or Weeks, Days, or Hours of Work affecting the Key Week Due to:
- 200 = Earnings or weeks/days/hours of work incorrectly estimated/recorded.  
- 210 = One or more base period employers not reported by claimant.  
- 220 = Other causes related to errors in reporting or recording earnings or weeks/days/hours of work for base period.

(c) Separation Issues Due to:
- 300 = Voluntary Quits  
- 310 = Discharges  
- 320 = Other causes related to separation issues.

(d) Eligibility Issues Due to:
- 400 = Ability to work  
- 410 = Availability for work  
- 420 = Active work search  
- 430 = Refusal of suitable work  
- 440 = Self-employment  
- 450 = Illegal Alien Status  
- 460 = Job Service Registration  
- 470 = Other causes related to eligibility issues.
(e) Dependents' Allowances Incorrect Due to:
   500 = Dependents' information incorrectly reported/recorded or
         allowance incorrectly calculated.
   510 = Other causes related to dependents' allowances.

(f) Other Causes Due to:
   600 = Benefits paid during a period of disqualification, even
         though a stop-pay order was in effect.
   610 = Redetermination (at deputy level) or reversal (appeal or
         higher authority).
   620 = Back Pay Award.
   630 = All other causes.

FIELD SIZE: 3 Digits
TYPE: Character
EDITS: -Valid codes: 100-159, 200-229, 300-329, 400-479, 500-519, 600-639
       -Cannot be 300-329, 400-479, 600-609, 620-629 if ei2 is
         20-23
       -Must be 420 if ei2 equals 14

(ei4) NAME: Error Responsibility
SHORT NAME: Error Respons
DEFINITION: Enter ALL the appropriate codes that apply. Do not repeat
a given code even if more than one was responsible or more than one third
party was responsible.
   1 = Claimant
   2 = Employer
   3 = Agency
   4 = Third Party
FIELD SIZE: 1 - 4 Digits (variable entry)
TYPE: Character
Key: Yes
EDITS: -Can be 1, 2, 3, or 4
       -Variable entry, NO duplicates
       -Cannot contain a 2 if Ei7 equals 70
       -Must contain a 3 if Ei6 equals 30, 40, or 50

(ei5) NAME: QC Detection Point
SHORT NAME: Detection Pt
DEFINITION: For each payment error enter the code which indicates the
point where the error was first detected by the QC investigation. The last
digit of this code is reserved for SESA use in providing greater detail.
10 = Verification of work search contact
20 = Verification of wages and/or separation
30 = Claimant Interview
40 = Verification of eligibility with 3rd Parties
50 = UI Records
60 = Job Service/Employment Service Records
70 = Verification with Union

FIELD SIZE: 2 Digits
TYPE: Character
EDITS: -Valid codes: 10-79

NAME: Prior Agency Action
SHORT NAME: Prior Agency Action
DEFINITION: For each payment error a code is assigned which indicates any action(s) taken by the SESA on the Key Week (KW) issue as of the date sample selected. Enter appropriate code from below. The last digit is reserved for SESA use to provide greater detail regarding prior action.

10 = Official procedures had been followed and forms had been fully completed but KW issue was not detectable by normal procedures.
20 = SESA was in the process of resolving KW issue prior to sample being selected or SESA had correctly resolved issue between the time the original record for the KW was created and the time the QC sample was selected thereby resulting in the correct action being taken and all issues resolved before the QC investigation was completed.
30 = SESA identified KW issue prior to KW selection but took incorrect action.
40 = SESA had sufficient documentation to identify that there was a KW issue but did not resolve the issue.
50 = Official procedures/forms had not been properly followed/completed by SESA thereby precluding ability to detect KW issue.

FIELD SIZE: 2 Digits
TYPE: Character
EDITS: -Valid codes: 10-59
-Cannot equal 30, 40, or 50 if Ei4 does not contain a 3

NAME: Prior Employer Action
SHORT NAME: Prior Emp Action
DEFINITION: For each payment error a code is assigned to indicate action(s) taken by the employer affecting the KW issue as of the date sample was selected. Enter appropriate code from below. The last digit is reserved for State use to provide greater detail regarding employer actions.

10 = Employer provided adequate information to SESA in a timely manner for determination.
20 = Employer provided adequate information after due date for determination.
30 = Employer provided inadequate/incorrect information in a timely manner for determination.
40 = Employer provided inadequate/incorrect information after due date for determination.
50 = Employer did not respond to request for information.
60 = Employer, as an interested party, was not requested by agency to provide information for determination.
70 = Not an employer related issue.

FIELD SIZE: 2 Digits
TYPE: Character
EDITS: -Valid codes: 10-79
-Cannot equal 70 if Ei4 contains a 2

(NAME: QC Action Regarding Key Week Appealed
SHORT NAME: QC Action Appealed
DEFINITION: For each payment error enter the appropriate code from below:
1 = No appeal filed against QC determination, or not applicable.
2 = Claimant appealed QC determination, and employer was an interested party.
3 = Claimant appealed QC determination, and employer was not an interested party.
4 = Employer appealed QC determination, and claimant was an interested party.
5 = Both claimant and employer appealed QC determination.
6 = SESA appealed QC determination.
FIELD SIZE: 1 Digit
TYPE: Character
EDITS: -Valid codes: 1 to 6

(NAME: Errisu Table Data Pick Up Flag
SHORT NAME: Errisu Data Pick Up Flag
DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
FIELD SIZE: 16 Digits
TYPE: DateTime
EDITS: Format is MM/DD/YYYY hh:mm
Table Name: Eroption (State)

(esbatch)  NAME: Batch Number  
            SHORT NAME: Batch #  
            See Master Table

(esseq)  NAME: Sequence Number  
            SHORT NAME: Sequence #  
            See Master Table

(escatyp)  NAME: Case Type  
            SHORT NAME: Case Type  
            See Master Table

(esidx)  NAME: Error Issue Index  
            SHORT NAME: Err Issue Index  
            DEFINITION: Internal index key used to identify error issue. This key identifies the number of the error, e.g. third or seventh error. It does not identify the type of error.  
            FIELD SIZE: 1 Digit  
            TYPE: Smallint  
            EDITS: - must be greater than zero
## Table Name: Stateoption

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<tr>
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<th>NAME: Batch Number</th>
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<tbody>
<tr>
<td>(sbatch)</td>
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<td>SHORT NAME: Batch #</td>
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<td>SHORT NAME: Sequence #</td>
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<td>See Master Table</td>
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<th>NAME: Case Type</th>
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<td></td>
<td>SHORT NAME: Case Type</td>
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<td></td>
<td>See Master Table</td>
</tr>
</tbody>
</table>
Table Name: Comparison

(cbatch)  NAME: Batch Number  
SHORT NAME: Batch #  
See Master Table

(cidx)   NAME: Comparison Data Index  
SHORT NAME: Comp Index  
DEFINITION: Internal index key used to maintain a record of changes that states make to their Comparison Data. This key identifies the number of revisions states make to the Comparison Data.  
FIELD SIZE: 1 Digit  
TYPE: Smallint  
EDITS: -must be greater than zero

(cm1)  NAME: S_Size  
SHORT NAME: Samp  
DEFINITION: Number of UI weeks in the sample.  
FIELD SIZE: 2 Digits  
TYPE: Smallint  
EDITS: -All numeric greater than 0

(cm2)  NAME: P_Size  
SHORT NAME: Pop  
DEFINITION: Number of UI weeks in the population (sampling frame).  
FIELD SIZE: 6 Digits  
TYPE: Integer  
EDITS: -All numeric greater than 0

(cm3)  NAME: S_Dollar  
SHORT NAME: Samp Dols  
DEFINITION: Amount of UI benefits paid in the sample.
FIELD SIZE: 5 Digits
TYPE: Money
EDITS: -All numeric greater than 0

(cm4) NAME: P_Dollar
SHORT NAME: Pop Dols
DEFINITION: Amount of UI benefits paid to the population of UI claimants (sampling frame).
FIELD SIZE: 9 Digits
TYPE: Money
EDITS: -All numeric greater than 0

(cm5) NAME: S_Var
SHORT NAME: Samp Variance
DEFINITION: Variance of the UI dollars paid in the sample. Express with two digits to the right of the decimal point (e.g., 6278.53).
FIELD SIZE: 10 Digits
TYPE: Decimal
EDITS: -All numeric

(cm6) NAME: P_Var
SHORT NAME: Pop Variance
DEFINITION: Variance of the UI dollars paid in the population. Express with two digits to the right of the decimal point (e.g., 6278.53).
FIELD SIZE: 10 Digits
TYPE: Decimal
EDITS: -All numeric greater than 0

(cm7) NAME: S_Male
SHORT NAME: Samp Male
DEFINITION: Number of males in the sample.
FIELD SIZE: 2 Digits
(cm8)  NAME: P_Male
SHORT NAME: Pop Male
DEFINITION: Number of males in the population.
FIELD SIZE: 6 Digits
TYPE: Integer
Key: No
EDITS: -All numeric

(cm9)  NAME: S_Female
SHORT NAME: Samp Fem
DEFINITION: Number of females in the sample.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm10) NAME: P_Female
SHORT NAME: Pop Fem
DEFINITION: Number of females in the population.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm11) NAME: S_Sex_Miss
SHORT NAME: Samp Sex Miss
DEFINITION: Number of cases in the sample where sex is missing.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

NAME: P_Sex_Miss
SHORT NAME: Pop Sex Miss
DEFINITION: Number of cases in the population where sex is missing.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

NAME: S_White
SHORT NAME: Samp Whites
DEFINITION: Number of whites in the sample.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

NAME: P_White
SHORT NAME: Pop Whites
DEFINITION: Number of whites in the population.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

NAME: S_Non__White
SHORT NAME: Samp Non-whites
DEFINITION: Number of non-whites in the sample.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric
(cm16) NAME: P_Non_White
SHORT NAME: Pop Non-whites
DEFINITION: Number of non-whites in the population.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm17) NAME: S_Race_Miss
SHORT NAME: Samp Race Miss
DEFINITION: Number of cases in the sample where race is missing.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm18) NAME: P_Race_Miss
SHORT NAME: Pop Race Miss
DEFINITION: Number of cases in the population where race is missing.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm19) NAME: S_Age_Under_25
SHORT NAME: Samp Age < 25
DEFINITION: Number of cases in the sample where age is less than 25.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm20) NAME: P_Age_Under_25
SHORT NAME: Pop Age < 25
DEFINITION: Number of cases in the population where age is less than 25.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: All numeric

NAME: S_Age_25_34
SHORT NAME: Samp Age 25-34
DEFINITION: Number of cases in the sample where age is 25 to 34 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: All numeric

NAME: P_Age_25_34
SHORT NAME: Population Age 25-34
DEFINITION: Number of cases in the population where age is 25 to 34 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: All numeric

NAME: S_Age_35_44
SHORT NAME: Samp Age 35-44
DEFINITION: Number of cases in the sample where age is 35 to 44 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: All numeric

NAME: P_Age_35_44
SHORT NAME: Pop Age 35-44
DEFINITION: Number of cases in the population where age is 35 to 44 inclusive.
FIELD SIZE: 6 Digits
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Data Elements and Definitions

TYPE: Integer
EDITs: -All numeric

(cm25) NAME: S_Age_45_64
SHORT NAME: Samp Age 45-64
DEFINITION: Number of cases in the sample where age is 45 to 64 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITs: -All numeric

(cm26) NAME: P_Age_45_64
SHORT NAME: Pop Age 45-64
DEFINITION: Number of cases in the population where age is 45 to 64 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITs: -All numeric

(cm27) NAME: S_Age_65_Over
SHORT NAME: Samp Age 65+
DEFINITION: Number of cases in the sample where age is 65 and over.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITs: -All numeric

(cm28) NAME: P_Age_65_Over
SHORT NAME: Pop Age 65+
DEFINITION: Number of cases in the population where age is 65 and over.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITs: -All numeric
Data Elements and Definitions

(cm29) NAME: S_Age_Miss
SHORT NAME: Samp Age Miss
DEFINITION: Number of cases in the sample where age is missing.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm30) NAME: P_Age_Miss
SHORT NAME: Pop Age Miss
DEFINITION: Number of cases in the population where age is missing.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm31) NAME: S_Amt_50_Under
SHORT NAME: Samp Amt <= $50
DEFINITION: Number of cases in the sample where the UI payment is $50 or less.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm32) NAME: P_Amt_50_Under
SHORT NAME: Pop Amt <= $50
DEFINITION: Number of cases in the population where the UI payment is $50 or less.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm33) NAME: S_Amt_51_100


SHORT NAME: Samp Amt $51-$100
DEFINITION: Number of cases in the sample where the UI payment is $51 to $100 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

NAME: P_Amt_51_100
SHORT NAME: Pop Amt $51-$100
DEFINITION: Number of cases in the population where the UI payment is $51 to $100 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

NAME: S_Amt_101_150
SHORT NAME: Samp Amt $101-$150
DEFINITION: Number of cases in the sample where the UI payment is $101 to $150 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

NAME: P_Amt_101_150
SHORT NAME: Pop Amt $101-$150
DEFINITION: Number of cases in the population where the UI payment is $101 to $150 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

NAME: S_Amt_151_200
SHORT NAME: Samp Amt $151-$200
DEFINITION: Number of cases in the sample where the UI payment is $151 to $200 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: All numeric

NAME: P_Amt_151_200
SHORT NAME: Pop Amt $151-$200

DEFINITION: Number of cases in the population where the UI payment is $151 to $200 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: All numeric

NAME: S_Amt_Over_200
SHORT NAME: Samp Amt $200+
DEFINITION: Number of cases in the sample where the UI payment is $200 or more.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: All numeric

NAME: P_Amt_Over_200
SHORT NAME: Pop Amt $200+
DEFINITION: Number of cases in the population where the UI payment is $200 or more.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: All numeric

NAME: S_Amt_Miss
SHORT NAME: Samp Amt Pd Miss
DEFINITION: Number of cases in the sample where the UI payment amount is missing.
NAME: P_Amt_Miss
SHORT NAME: Pop Amt Pd Miss
DEFINITION: Number of cases in the population where the UI payment amount is missing.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: All numeric

NAME: Comparison Table Data Pick Up Flag
SHORT NAME: Comparison Data Pick Up Flag
DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
FIELD SIZE: 16 Digits
TYPE: DateTime
EDITS: Format is MM/DD/YYYY hh:mm
Table Name: Strata

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>stbatch</td>
<td>NAME: Batch Number, SHORT NAME: Batch #, See Master Table</td>
</tr>
<tr>
<td>stseq</td>
<td>NAME: Sequence Number, SHORT NAME: Sequence #, See Master Table</td>
</tr>
<tr>
<td>stcatyp</td>
<td>NAME: Case Type, SHORT NAME: Case Type, See Master Table</td>
</tr>
<tr>
<td>stratum</td>
<td>NAME: Stratum, SHORT NAME: Stratum, DEFINITION: The population subgroup from which the BQC sample is selected (for example, a region within the state), FIELD SIZE: 2, TYPE: Smallint, EDITS: - Must be greater than 0 (zero), - Valid codes: 1 to 20</td>
</tr>
<tr>
<td>sdp</td>
<td>NAME: Strata Table Data Pick Up Flag, SHORT NAME: Strata Table Data Pick Up Flag, DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine, FIELD SIZE: 16 Digits, TYPE: Datetime, EDITS: Format is MM/DD/YYYY hh:mm</td>
</tr>
</tbody>
</table>
Table Name: Weight

(wbatch) NAME: Batch Number
SHORT NAME: Batch #
See Master Table

(wstratum) NAME: Stratum
SHORT NAME: Stratum
DEFINITION: The population subgroup from which the BQC sample is selected (for example, a region within the state).
FIELD SIZE: 2
TYPE: Smallint
EDITS: - Must be greater than 0 (zero)
          - Valid codes: 1 to 20

(wsamp_size) NAME: S_Size
SHORT NAME: Samp
See Comparison Table

(wpop_size) NAME: P_Size
SHORT NAME: Pop
See Comparison Table

(wpop_dollars) NAME: P_Dollar
SHORT NAME: Pop_Dols
See Comparison Table

(wdp) NAME: Weight Table Data Pick Up Flag
SHORT NAME: Weight Table Data Pick Up Flag
DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used
FIELD SIZE: 16 Digits
TYPE: Datetime
EDITS: Format is MM/DD/YYYY hh:mm
Table Name: Gen

There are a total of 5 gen tables. The tables are named b_gen1, b_gen2, b_gen3, b_gen4, and b_gen5. All gen tables were originally created with 1 field called "state". Since the gen tables are for State use and are modifiable by the State the current field(s) may be different.
## Table: b_master

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE</th>
<th>EDIT SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>mssn</td>
<td>9 digits/Character</td>
<td>All numeric greater than 0</td>
</tr>
<tr>
<td>mkw</td>
<td>10 digits/Date</td>
<td>In MM/DD/YYYY format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Less than current system date</td>
</tr>
<tr>
<td>mcatyp</td>
<td>1 digit/Smallint</td>
<td>Validation range set by SESA</td>
</tr>
<tr>
<td>mp</td>
<td>4 5 digits/Integer</td>
<td>Must be more than 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cannot equal any other mp4</td>
</tr>
<tr>
<td>mbatch</td>
<td>4 digits/Smallint</td>
<td>YYWW format; YY=00-99, MM=01-55</td>
</tr>
<tr>
<td>ma1</td>
<td>2 digits/Smallint</td>
<td>Must be more than 0</td>
</tr>
<tr>
<td>ma2</td>
<td>10 digits/Date</td>
<td>In MM/DD/YYYY format</td>
</tr>
<tr>
<td>mseq</td>
<td>2 digits/Smallint</td>
<td>Must be more than 0</td>
</tr>
<tr>
<td>mstate</td>
<td>2 digits/Character</td>
<td>Postal FIPS code</td>
</tr>
<tr>
<td>mlo</td>
<td>4 digits/Character</td>
<td>Valid SESA LO #</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be in validation table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SESA assigned #'s</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be in staffing file</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Range 01 – 98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set by assignment routine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Changed by reassignment routine</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b1</td>
<td>2 digits/Character</td>
<td>Must be 1, 2, 3 or -1</td>
</tr>
<tr>
<td>b2</td>
<td>2 digits/Character</td>
<td>Must be 1, 2, 3 or -1</td>
</tr>
<tr>
<td>b3</td>
<td>2 digits/Character</td>
<td>Must be 00-12, 14-16, 20, or -1</td>
</tr>
<tr>
<td>b4</td>
<td>2 digits/Character</td>
<td>Must be 1, 2, 3, or -1</td>
</tr>
<tr>
<td>b5</td>
<td>2 digits/Character</td>
<td>Must be 0, 11-14, 21-24, or -1</td>
</tr>
<tr>
<td>b6</td>
<td>3 digits/Character</td>
<td>Numeric DOT or -1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cannot be 0</td>
</tr>
<tr>
<td>b7</td>
<td>3 digits/Character</td>
<td>Numeric DOT or -1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cannot be 0</td>
</tr>
<tr>
<td>b8</td>
<td>5 digits/Monetary</td>
<td>In XXX.XX format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be -1</td>
</tr>
<tr>
<td>b9</td>
<td>3 digits/Character</td>
<td>Numeric DOT or -1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cannot be 0</td>
</tr>
<tr>
<td>b10</td>
<td>5 digits/Monetary</td>
<td>In XXX.XX format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be -1</td>
</tr>
<tr>
<td>b11</td>
<td>4 digits/Date</td>
<td>In YYMM format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>YY = 00-99</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MM = 01-12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be -1</td>
</tr>
<tr>
<td>b12</td>
<td>2 digits/Character</td>
<td>Must be 1, 2 or -1</td>
</tr>
<tr>
<td>b13</td>
<td>2 digits/Character</td>
<td>Must be 1 to 5 or -1</td>
</tr>
</tbody>
</table>
Cont... Table: b_master

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE</th>
<th>EDIT SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>c1</td>
<td>1 digit/Character</td>
<td>- Must be 1 to 7</td>
</tr>
<tr>
<td>c2</td>
<td>1 digit/Smallint</td>
<td>- Must be 1 or 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be 1, if c1 is 1</td>
</tr>
<tr>
<td>c3</td>
<td>10 digits/Date</td>
<td>- In MM/DD/YYYY format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be earlier than mkw</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be earlier than c7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be earlier than f9</td>
</tr>
<tr>
<td>c4</td>
<td>2 digits/Character</td>
<td>- Must be 1 to 5 or -1</td>
</tr>
<tr>
<td>c5</td>
<td>4 digits/Character</td>
<td>- Must be 0, 1 to 4 or -1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- variable entry (1 to 4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- No duplicates</td>
</tr>
<tr>
<td>c6</td>
<td>2 digits/Smallint</td>
<td>- Must be 0 to 9, -1 or -2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If -1, c7 must = '1/1/0001'</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If 0 or -2, c7 must = '2/2/0002'</td>
</tr>
<tr>
<td>c7</td>
<td>10 digits/Date</td>
<td>- In MM/DD/YYYY format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be more than c3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be later than mkw</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must = '1/1/0001' if c6 = -1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must = '2/2/0002' if c6 = 0 or -2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be '1/1/0001' if c6 is more than 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be '2/2/0002' if c6 is more than 0</td>
</tr>
<tr>
<td>c8</td>
<td>2 digits/Smallint</td>
<td>- Must be 00 to 99</td>
</tr>
<tr>
<td>c9</td>
<td>2 digits/Smallint</td>
<td>- Must equal or be more than c9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must = 00 to 99</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be less than c8</td>
</tr>
<tr>
<td>d1</td>
<td>2 digits/Character</td>
<td>- Must be 10 to 69</td>
</tr>
<tr>
<td>d2</td>
<td>2 digits/Character</td>
<td>- Must be 10 to 69</td>
</tr>
<tr>
<td>d3</td>
<td>10 digits/Date</td>
<td>- In MM/DD/YYYY format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be less than mkw</td>
</tr>
<tr>
<td>d4</td>
<td>10 digits/Date</td>
<td>- In MM/DD/YYYY format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be less than mkw</td>
</tr>
<tr>
<td>d5</td>
<td>2 digits/Character</td>
<td>- Must be 1, 2, -1 or -2</td>
</tr>
<tr>
<td>d6</td>
<td>2 digits/Character</td>
<td>- Must be 0, 1, 2, -1 or -2</td>
</tr>
<tr>
<td>d7</td>
<td>4 digits/Decimal</td>
<td>- In XX.XX format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be -1</td>
</tr>
<tr>
<td>d8</td>
<td>4 digits/Character</td>
<td>- Valid codes: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 78-84, 86-89, 91-97, or 99</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be -1</td>
</tr>
</tbody>
</table>
## Cont... Table: b_master

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE:</th>
<th>EDIT SPECIFICATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>e1</td>
<td>2 digits/Smallint</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot equal 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be more than 1 if c2 = 1</td>
</tr>
<tr>
<td>e2</td>
<td>2 digits/Smallint</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- can be 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If 0, e4 must be 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If 0, e6, e8, e10 + e12 must = 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If 0, e14 and e16 = 0 or -2</td>
</tr>
<tr>
<td>e3</td>
<td>6 digits/Monetary</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot equal 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be more than e5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXXXXX (whole dollar) format</td>
</tr>
<tr>
<td>e4</td>
<td>6 digits/Monetary</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be 0 if e2 is 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be 0 if e2 is more than 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be more than e6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXXXXX (whole dollar) format</td>
</tr>
<tr>
<td>e5</td>
<td>5 digits/Monetary</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be less than e3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot equal to 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be -2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXXXXX (whole dollar) format</td>
</tr>
<tr>
<td>e6</td>
<td>5 digits/Monetary</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be less than e4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be 0 if e2 is 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be 0 if e4 is more than 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be -2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXXXXX (whole dollar) format</td>
</tr>
<tr>
<td>e7</td>
<td>2 digits/Smallint</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be -2</td>
</tr>
<tr>
<td>e8</td>
<td>2 digits/Smallint</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be 0 if e2 equals 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be 0 if e2 is more than 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be -2</td>
</tr>
<tr>
<td>e9</td>
<td>3 digits/Monetary</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal or be less than e11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- e9 + e15 must equal or exceed f13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- e9 + e15 must be more than f3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- e9 + e15 must be more than f7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- e9 + e15 must equal or exceed f13 + f3 + f7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXX (whole dollar) format</td>
</tr>
</tbody>
</table>
## ET HANDBOOK NO. 400
### BENEFITS QUALITY CONTROL ADP USER GUIDE
#### Tables, Labels and Edits

**Appendix E**

**Cont... Table: b_master**

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE</th>
<th>EDIT SPECIFICATION</th>
</tr>
</thead>
</table>
| e10   | 3 digits/Monetary | - Validation range set by SESA  
|       |             | - Must be 0 if e2 is 0  
|       |             | - Must equal or be less than e12  
|       |             | - e10 + e16 equal or exceed f4 + f8  
|       |             | - In XXX (whole dollar) format  
| e11   | 5 digits/Monetary | - Validation range set by SESA  
|       |             | - Cannot be 0  
|       |             | - Must be more than e19  
|       |             | - Must equal or exceed e9  
|       |             | - In XXXX (whole dollar) format  
| e12   | 5 digits/Monetary | - Validation range set by SESA  
|       |             | - Must be 0 if e2 is 0  
|       |             | - Must equal or exceed e10  
|       |             | - In XXXX (whole dollar) format  
| e13   | 2 digits/Smallint | - Validation range set by SESA  
|       |             | - Can be 0  
|       |             | - Can be -2  
|       |             | - Must be 0 if e15 is 0  
|       |             | - Must be -2 if e15 is -2  
|       |             | - Cannot be 0 if e15 is not 0  
| e14   | 2 digits/Smallint | - Validation range set by SESA  
|       |             | - Can be -2  
|       |             | - Must be 0 or -2 if e2 is 0  
|       |             | - Must be 0 if e16 is 0  
|       |             | - Must be -2 if e16 is -2  
|       |             | - Cannot be -2 if e16 is not -2  
|       |             | - Cannot be 0 if e16 is not 0  
| e15   | 3 digits/Monetary | - Validation range set by SESA  
|       |             | - If mstate does not equal AK, must be less than e9  
|       |             | - Must be 0 if e13 is 0  
|       |             | - Cannot be 0 if e13 is more than 0  
|       |             | - Must be -2 if e13 is -2  
|       |             | - Can be -2  
|       |             | - Cannot be -2 if e13 is not -2  
|       |             | - In XXX (whole dollar) format  
| e16   | 3 digits/Monetary | - Validation range set by SESA  
|       |             | - If mstate does not equal AK, must be less than e10  
|       |             | - Must be 0 or -2 if e2 is 0  
|       |             | - Must be 0 if e14 is 0  
|       |             | - Cannot be 0 if e14 exceeds 0  
|       |             | - Must be -2 if e14 is -2  
|       |             | - e10 + e16 must equal or exceed f4+f8 |
## Table: b_master

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE</th>
<th>EDIT SPECIFICATION</th>
</tr>
</thead>
</table>
| e17   | 4 digits/Character | - Can be -2  
- Cannot be -2 if e14 is not -2  
- In XXX (whole dollar) format  
- Valid codes: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 86-89, 91-97 or 99  
- Can be -1 |
| e18   | 1 digit/Character | - Must be 1 or 2  
- Can be 0  
- In XXX (whole dollar) format |
| e19   | 4 digits/Monetary | - Must be less than e11  
- Can be 0  
- In XXXX (whole dollar) format  
- Must be 1 or 2  
- Must be less than e11  
- Can be 0  
- In XXX (whole dollar) format  
- Must equal or exceed f3  
- Must be less than e9 + e15  
- If mstate does not equal WI, f3 + f13 + f7 must equal or be less than e9 + e15  
- If mstate equals WI, f3 + f13 + f7 must equal or be less than (e9 + e15) * 2 - 1  
- Must equal or be less than f1  
- Must equal or be less than e9 + e15 |
| f1    | 3 digits/Monetary | - Can be 0  
- Must equal or exceed f3  
- Must equal or be less than f1  
- Must be 0 if f1 is 0  
- Must equal or be less than e9 + e15  
- If mstate does not equal WI, f3 + f13 + f7 must equal or be less than e9 + e15  
- If mstate equals WI, f3 + f13 + f7 must equal or be less than (e9 + e15) * 2 - 1  
- Must equal or be less than e9 + e15  
- Must be 0 if f2 is 0  
- Must equal or be less than f2  
- Must be equal or be less than f1  
- Must be equal or be less than e10 + e16  
- The sum of f4 + f8 must equal or be less than e10 + e16  
- In XXX (whole dollar) format  
- Must be equal or exceed f7  
- In XXX (whole dollar) format  
- Can be 0  
- If 0, f7 must be 0  
- Must be equal or exceed f7  
- In XXX (whole dollar) format  
- Can be 0  
- If 0, f8 must be 0  
- Must equal or be more than f8  
- In XXX (whole dollar) format |
| f2    | 3 digits/Monetary | - Can be 0  
- Must equal or exceed f4  
- In XXX (whole dollar) format |
| f3    | 3 digits/Monetary | - Can be 0  
- Must be 0 if f1 is 0  
- Must be equal or be less than f2  
- Must be equal or be less than f1  
- Must be equal or be less than e10 + e16  
- The sum of f4 + f8 must equal or be less than e10 + e16  
- In XXX (whole dollar) format  
- Must equal or be less than e9 + e15  
- In XXX (whole dollar) format  
- Can be 0  
- If 0, f7 must be 0  
- Must be equal or exceed f7  
- In XXX (whole dollar) format  
- Can be 0  
- If 0, f8 must be 0  
- Must equal or be more than f8  
- In XXX (whole dollar) format  
- Can be 0  
- If 0, f7 must be 0  
- Must be equal or exceed f7  
- In XXX (whole dollar) format  
- Can be 0  
- If 0, f8 must be 0  
- Must equal or be more than f8  
- In XXX (whole dollar) format |
<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE</th>
<th>EDIT SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>f7</strong></td>
<td>3 digits/Monetary</td>
<td>- Must be 0 if f5 is 0&lt;br&gt; - Must equal or be less than f5&lt;br&gt; - Must be less than e9 + e15&lt;br&gt; - If mstate does not equal WI, f13 + f3 + f7 must equal or be less than e9 + e15&lt;br&gt; - If mstate equals WI, f13 + f3 + f7 must not exceed (e9 + e15) * 2 - 1&lt;br&gt; - Can be 0&lt;br&gt; - In XXX (whole dollar) format</td>
</tr>
<tr>
<td><strong>f8</strong></td>
<td>3 digits/Monetary</td>
<td>- Must be 0 if f6 is 0&lt;br&gt; - Must not exceed f6&lt;br&gt; - Must not exceed e10 + e16&lt;br&gt; - f4 + f8 must not exceed e10 + e16&lt;br&gt; - In XXX (whole dollar) format</td>
</tr>
<tr>
<td><strong>f9</strong></td>
<td>10 digits/Date</td>
<td>- Must equal or be earlier than mkw&lt;br&gt; - Must be more than c3&lt;br&gt; - Must equal or be earlier than f10</td>
</tr>
<tr>
<td><strong>f10</strong></td>
<td>10 digits/Date</td>
<td>- In MM/DD/YYYY format&lt;br&gt; - Must be later than or equal to f9</td>
</tr>
<tr>
<td><strong>f11</strong></td>
<td>2 digits/Character</td>
<td>- Must be 1, 2, 3, 4, 5 or -1</td>
</tr>
<tr>
<td><strong>f12</strong></td>
<td>1 digit/Character</td>
<td>- Must be 1, 2 or 3</td>
</tr>
<tr>
<td><strong>f13</strong></td>
<td>3 digits/Monetary</td>
<td>- Cannot equal 0&lt;br&gt; - If mstate equals WI,&lt;br&gt; - Must not exceed e9 + e15 * 2 - 1&lt;br&gt; - f13 + f3 + f7 must not exceed e9 + e15 * 2 - 1&lt;br&gt; - If mstate does not equal WI,&lt;br&gt; - Must not exceed e9 + e15&lt;br&gt; - f13 + f3 + f7 must not exceed e9 + e15&lt;br&gt; - In XXX (whole dollar) format</td>
</tr>
<tr>
<td><strong>g1</strong></td>
<td>2 digits/Smallint</td>
<td>- Must be 10 to 59 or -2&lt;br&gt; - If g10 is -2, g1 cannot be 1&lt;br&gt; - Cannot equal -2 if ei2 equals 14&lt;br&gt; - Cannot equal -2 if ei3 equals 420</td>
</tr>
<tr>
<td><strong>g2</strong></td>
<td>1 digit/Smallint</td>
<td>- Must be 1 or 2&lt;br&gt; - If 1, g4 must be -2&lt;br&gt; - If 2, g4 must be 1 to 6</td>
</tr>
<tr>
<td><strong>g3</strong></td>
<td>2 digit/Smallint</td>
<td>- Must be 1, 2, or -1&lt;br&gt; - If 1, g5 cannot be -2</td>
</tr>
<tr>
<td>LABEL</td>
<td>LENGTH/TYPE</td>
<td>EDIT SPECIFICATION</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>--------------------</td>
</tr>
</tbody>
</table>
| g4    | 2 digit/Smallint | Must be 1 to 6 or -2  
- Must be -2 if g2 is 1  
- Must be 1 to 6 if g2 is 2 |
| g5    | 2 digits/Smallint | Validation range set by SESA  
- Must be -1, -2 or 0  
- Cannot be -2 if g3 equals 1 |
| g6    | 2 digits/Smallint | Must be 1, 2 or -1  
- If 2, g7 must be -2  
- If 1, g7 cannot be -2 |
| g7    | 2 digits/Smallint | Validation range set by SESA  
- Must be 0, -2 or -1  
- Cannot be -2 if g6 is 1  
- Cannot be -1 if g6 is 2  
- Must be -2 if g6 is 2 |
| g8    | 2 digit/Smallint | Must be 0, 1, 2, 3 or -1  
- If -1, g9 must be -1  
- If 0, 2, or 3, g9 must be -2 |
| g9    | 2 digits/Smallint | Validation range set by SESA  
- Must be -1 if g8 is -1  
- Must be -2 if g8 is 0, 2, or 3  
- Can be 0 only when g8 is 1 |
| g10   | 2 digits/Smallint | Validation range set by SESA  
- Can be 0, -2 or -1  
- Cannot be -2 if g1 is 1 |
| g11   | 2 digits/Smallint | Validation range set by SESA  
- Can be 0, -2 or -1|
| g12   | 2 digits/Smallint | Can be 0  
- Must equal g13 + g14 + g15 |
| g13   | 2 digits/Smallint | Must be 0 if g12 is 0  
- Must be less than or equal g12  
- If g13 equals g12, then g14 and g15 must be 0  
- g13 + g14 + g15 must equal g12 |
| g14   | 2 digits/Smallint | Must be 0 if g12 is 0  
- Cannot be more than g12  
- If g12 and g13 are equal, then g14 and g15 must be 0  
- g12 equals g13 + g14 + g15  
- If g14 and g12 are equal, then g13 and g15 must be 0 |
### Table: b_master

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPe</th>
<th>EDIT SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>g15</td>
<td>2 digits/Smallint</td>
<td>- Must be 0 if g12 equals 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be 0 if g12 + g13 are equal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be more than g12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If g15 equals g12, then g13 and g14 must equal 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- g13 + g14 + g15 must equal g12</td>
</tr>
<tr>
<td>h1</td>
<td>1 digit/Smallint</td>
<td>- If 1, 2, or 3, h2 must equal f13 and h5 and h6 must equal 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can be 9</td>
</tr>
<tr>
<td>h2</td>
<td>3 digits/Monetary</td>
<td>- Cannot exceed e10 + e16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal f13 if h1 equals 1, 2, or 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXX (whole dollar) format</td>
</tr>
<tr>
<td>h3</td>
<td>5 digits/Monetary</td>
<td>- Range must be from 0 to 50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXXXX (whole dollar) format</td>
</tr>
<tr>
<td>h4</td>
<td>5 digits/Monetary</td>
<td>- Range must be from 0 to 50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXXXX (whole dollar) format</td>
</tr>
<tr>
<td>h5</td>
<td>3 digits/Monetary</td>
<td>- Must not exceed f13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must equal f13 if h2 equals 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be less than or equal to the summation of e11 for all issues if e12 is 10, 11, 12, 13, or 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Excludes codes 14 and 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Includes all overpayment issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- In XXX (whole dollar) format</td>
</tr>
<tr>
<td>h6</td>
<td>3 digits/Monetary</td>
<td>- Must be less than or equal to the summation of e11 for all error issues if e12 is 20, 21, or 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot exceed e10 + e16 - f13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Excludes action code 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Includes all underpayment issues</td>
</tr>
<tr>
<td>h7</td>
<td>1 digit/Character</td>
<td>- Must be null or 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Can only be set by investigator who was assigned the case (or QCS/QCM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- All DCI fields must be filled</td>
</tr>
<tr>
<td>h8</td>
<td>10 digits/Date</td>
<td>- In MM/DD/YYYY format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be greater than or equal to ag1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be less than or equal to h10</td>
</tr>
<tr>
<td>h9</td>
<td>1 digit/Character</td>
<td>- Must be 0, 1 or null</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Entered only when h7 equals 1</td>
</tr>
</tbody>
</table>
### Table: b_master

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE</th>
<th>EDIT SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>h10</td>
<td>10 digits/Date - In MM/DD/YYYY format</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be greater than or equal to h8</td>
</tr>
<tr>
<td>h11</td>
<td>8 digits/Character - Cannot be more than 8 characters</td>
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### Table: b_asigndate

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<tr>
<td>abatch</td>
<td>4 digits/Smallint - In YYWW format</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>- YY = 00-99, WW = 01-53</td>
</tr>
<tr>
<td>aseq</td>
<td>2 digits/Smallint - Must be more than 0</td>
<td></td>
</tr>
<tr>
<td>acatyp</td>
<td>1 digit/Smallint - Validation range set by SESA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be 0 for Core QC cases</td>
</tr>
<tr>
<td>aidx</td>
<td>5 digits/Smallint - Must be more than 0</td>
<td></td>
</tr>
<tr>
<td>agp5</td>
<td>5 digits/Integer - Must be more than 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot equal any other case's agp5</td>
</tr>
<tr>
<td>agl</td>
<td>10 digits/Date - In MM/DD/YYYY format, set by case assignment or reassignment routine</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be less than or equal to h8</td>
</tr>
<tr>
<td>ag2</td>
<td>2 digits/Smallint - SESA assigned numbers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be in staffing file</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Range 01 - 98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Set by assignment routine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Changed only by reassignment routine</td>
</tr>
<tr>
<td>ag3</td>
<td>2 digits/Smallint - SESA assigned numbers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Must be in staffing file</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Range 01 - 98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Set by assignment routine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Changed only by reassignment routine</td>
</tr>
<tr>
<td>ag4</td>
<td>1 digit/Character - Must be 0 or 1</td>
<td></td>
</tr>
</tbody>
</table>
## Table: b_reopen

<table>
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<tr>
<th>LABEL</th>
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<th>EDIT SPECIFICATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>rbatch</td>
<td>4 digits/Smallint</td>
<td>- In YYWW format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- YY = 00-99, WW = 01-53</td>
</tr>
<tr>
<td>rseq</td>
<td>2 digits/Smallint</td>
<td>- Must be more than 0</td>
</tr>
<tr>
<td>rcatyp</td>
<td>1 digit/Smallint</td>
<td>- Validation range set by SESA</td>
</tr>
<tr>
<td>ridx</td>
<td>5 digits/Smallint</td>
<td>- Must be more than 0</td>
</tr>
<tr>
<td>rop5</td>
<td>5 digits/Integer</td>
<td>- Must be more than 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cannot be equal to a serial number assigned to any other case</td>
</tr>
<tr>
<td>rol1</td>
<td>1 digit/Character</td>
<td>- Valid codes: 3, 4, 5 or 6 or null</td>
</tr>
<tr>
<td>ro2</td>
<td>10 digits/Date</td>
<td>- In MM/DD/YYYY format</td>
</tr>
<tr>
<td>ro3</td>
<td>8 digits/Character</td>
<td>- Cannot be more than 8 characters</td>
</tr>
<tr>
<td>LABEL</td>
<td>LENGTH/TYPE</td>
<td>EDIT SPECIFICATION</td>
</tr>
<tr>
<td>----------</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| ebatch   | 4 digits/Smallint | - In YYWW format  
- YY = 00-99, WW = 01-53                                                                                                                     |
| eseq     | 2 digits/Smallint | - Must be more than 0                                                                                                                               |
| ecatyp   | 1 digit/Smallint  | - Validation range set by SESA                                                                                                                      |
| eidx     | 1 digit/Smallint  | - Must be more than 0                                                                                                                               |
| eip5     | 5 digits/Integer  | - Cannot be equal to a serial number assigned to any other case                                                                                   |
| eil      | 3 digits/Monetary | - Cannot exceed e10 + e16  
- Cannot exceed f13 if ei2 is 10-16  
- If mstate does not equal WI, eil cannot exceed e10 + e16 if ei2 is 20-23  
- If mstate equals to WI, eil cannot exceed (e10 + e16) * 2 – 1  
- Must exceed 0 if ei2 is 10-16 or 20-23  
- Must be greater than or equal to h5 if ei2 is 10, 11, 12, 13, or 15  
- Must be greater than or equal to h6 if ei2 is 20, 21, or 22  
- In XXX (whole dollar) format                                                                                                      |
| ei2      | 2 digits/Character | - Valid codes: 10-16 or 20-23  
- If 10-16, eil cannot exceed f13  
- If 20-23 and mstate does not equal WI, eil must be less than or equal to e10 + e16  
- If 20-23 and mstate equals I, eil must be less than or equal to (e10 + e16) * 2 – 1  
- Cannot equal 14 if g1 equals -2                                                                                                       |
| ei3      | 3 digits/Character | - Valid codes: 100-159, 200-229, 300-329, 400-469, 500-519, 600-639  
- Cannot be 300-329, 400-469, 600-609, 620-629 if ei2 equals 20-23  
- Must be 420 if ei2 equals 14  
- Cannot equal 420 if g1 equals -2                                                                                                       |
### Cont... Table: b_errisu

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE</th>
<th>EDIT SPECIFICATION</th>
</tr>
</thead>
</table>
| ei4   | 4 digits/Character | - Can be 1, 2, 3, or 4  
|       |              | - Variable entry, NO duplicates  
|       |              | - Cannot contain 2 if ei7 is 70  
|       |              | - Must contain 3 if ei6 is 30, 40, or 50 |
| ei5   | 2 digits/Character | - Valid codes: 10-79 |
| ei6   | 2 digits/Character | - Valid codes: 10-59 |
| ei7   | 2 digits/Character | - Valid codes: 1-79 |
| ei8   | 1 digit/Character | - Valid codes: 1-6 |

### Table: b_eroption (State Defined)

<table>
<thead>
<tr>
<th>LABEL</th>
<th>LENGTH/TYPE</th>
<th>EDIT SPECIFICATION</th>
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<tbody>
<tr>
<td>esbatch</td>
<td>4 digits/Smallint</td>
<td>- YYWW format; YY=00-99, WW=01-53</td>
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<td>esseq</td>
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</tr>
<tr>
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<td>- Validation range set by SESA</td>
</tr>
<tr>
<td>esidx</td>
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### Table: b_stateoption (State Defined)

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<tr>
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<td>- YYWW format; YY=00-99, WW=01-53</td>
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<tr>
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<td>- Must be more than 0</td>
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<tr>
<td>scatyp</td>
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<td>- Validation range set by SESA</td>
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### Table: b_batch

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<td>- MMDDYY</td>
</tr>
<tr>
<td>end_date</td>
<td>10 digits/Date</td>
<td>- MMDDYY</td>
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## Table: b_comparison

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</tr>
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<tr>
<td>cm2</td>
<td>6 digits / Integer</td>
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</tr>
<tr>
<td>cm3</td>
<td>5 digits / Monetary</td>
<td>Must be more than 0</td>
</tr>
<tr>
<td>cm4</td>
<td>9 digits / Monetary</td>
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</tr>
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<td>10 digits / Decimal</td>
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<td></td>
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**LABEL:** | **LENGTH/TYP** | **EDIT SPECIFICATION:**
---|---|---
cm38 | 6 digits / Integer | - All numeric
cm39 | 2 digits / Smallint - All numeric | 
cm40 | 6 digits / Integer | - All numeric
cm41 | 2 digits / Smallint - All numeric | 
cm42 | 6 digits / Integer | - All numeric
CASE REVIEW REPORT MESSAGES

The following messages are warnings only. They are not intended to indicate that there is definitely a coding error. Please verify that the coding elements indicated are correct. If the coding element is not correct, please make the corrections. If a message asks you to address an item in your Summary of Investigation, please do so if you have not already done so. THANK YOU!

**croe1**

**Condition:** Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10).

**Message:** Warning - Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10). If this is correct, have you addressed this?

**croe2**

**Condition:** Base Period Wages After (e4) equals 0 and there is no entry in Error Cause (ei3) of 2** or 45*.

**Message:** Warning - Base Period Wages After (e4) equals zero and there is no 200 (base period error) or 450 (Illegal Alien Status error) series entry in Error Cause (ei3).

**croe3**

**Condition:** Weekly Benefit Amount Before (e9) and Weekly Benefit Amount After (e10) are not equal and the case is coded as a proper payment.

**Message:** Warning - Weekly Benefit Amount Before (e9) is not equal to Weekly Benefit Amount After (e10) and the case is coded as a proper payment.

**croe4**

**Condition:** Dependents' Allowance Before (e15) and Dependents' Allowance After (e16) are not equal and the case is coded as a proper payment.

**Message:** Warning - Dependent's Allowance Before (e15) and Dependent's Allowance After (e16) are not equal and the case is coded as a proper payment.
croe5  **Condition:** Earnings Deduction Before (f3) is not equal to Earnings Deduction After (f4) and there is no Error Cause (ei3) equal to 1**.

**Message:** Warning - Earnings Deduction Before (f3) is not equal to Earnings Deduction After (f4) and Error Cause (ei3) is not coded in the 100 series (benefit year earnings).

croe6  **Condition:** Key Week Action (ei2) equals 10, fraud overpayment/voided offset, and Error Responsibility (ei4) does not contain a 1 for claimant responsibility.

**Message:** Warning - Key Week Action (ei2) equals 10, fraud overpayment/voided offset and Error Responsibility (ei4) does not contain a 1 for claimant error responsibility.

croe7  **Condition:** The Key Week (mkw) is not equal to a Saturday.

**Message:** Warning - Key Week (mkw) is not a Saturday date.

croe8  **Condition:** Primary Method by Which Claimant QC Information Obtained (b1) is equal to 1, 2, or 3 and one or more "b" elements are equal to -1, MISSING.

**Message:** Warning - Primary Method by Which Claimant QC Information Obtained (b1) is equal to 1, 2, or 3 and one or more "b" elements are equal to -1, MISSING.

Have you addressed this?

croe9  **Condition:** Key Week (mkw) minus Birth Date (b11) is less than 12.

**Message:** Warning - Data indicates claimant is younger than 12. Please check the Key Week Ending Date (mkw) and the birth date (b11) fields for accuracy.
**croe10**  
**Condition:** Reason for Separation Before (d1) equals 6* and Recall Status Before (d5) does not equal -2, N/A.  
**Message:** Warning – Reason for Separation Before (d1) equals 60 series (echo value) and Recall Status Before (d5) does not equal -2, N/A.

**croe11**  
**Condition:** Reason for Separation After (d2) equals 6* series and Recall Status After (d6) does not equal -2, N/A.  
**Message:** Warning – Reason for Separation After (d2) equals 60 series (echo value) and Recall Status After (d6) does not equal -2, N/A.

**croe12**  
**Condition:** Reason for Separation Before (d1) equals 6* series and Date of Separation Before (d3) does not equal the range of the Key Week (mkw) through the Key Week minus 6.  
**Message:** Warning – Reason for Separation Before (d1) equals 60 series (echo value) and Date of Separation Before (d3) did not occur during the Key Week.

**croe13**  
**Condition:** Reason for Separation After (d2) equals 6* series and Date of Separation After (d4) does not equal the range of the Key Week (mkw) through the Key Week minus 6.  
**Message:** Warning – Reason for Separation After (d2) equals 60 series (echo value) and Date of Separation After (d4) did not occur during the Key Week.

**croe14**  
**Condition:** Reason for Separation Before (d1) equals 6* and Key Week Earnings Before (f1) is equal to zero.  
**Message:** Warning – Reason for Separation Before (d1) equals 60 series (echo value) and Key Week Earnings Before (f1) is equal to zero.
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**Tables, Labels and Edits**

**Appendix E**

croe15  
**Condition:** Reason for Separation After (d2) equals 6* series and Key Week Earnings After (f2) is equal to zero.  
**Message:** Warning - Reason for Separation After (d2) equals 60 series (echo value) and Key Week Earnings After (f2) is equal to zero.

croe16  
**Condition:** Date of Separation Before (d3) is within the range of the Key Week Ending Date (mkw) through mkw -6 and the Key Week Earnings Before (f1) is equal to 0.  
**Message:** Warning - Date of Separation Before (d3) occurred during the Key Week (mkw) and there are no earnings in Key Week Earnings Before (f1).

croe17  
**Condition:** Date of Separation After (d4) is within the range of the Key Week Ending Date (mkw) through mkw -6 and Key Week Earnings After (f2) is equal to 0.  
**Message:** Warning - Date of Separation After (d4) occurred during the Key Week and there are no earnings in Key Week Earnings After (f2).

croe18  
**Condition:** Weekly Benefit Amount Before (e9) is not equal to Weekly Benefit Amount After (e10) and High Quarter Wages Before (e5) is not equal to PF2 (N/A) and High Quarter Wages Before (e5) is equal to High Quarter Wages After (e6).  
**Message:** Warning - Weekly Benefit Amount Before (e9) is not equal to Weekly Benefit Amount After (e10), but High Quarter Wages Before (e5) is equal to High Quarter Wages After (e6).

croe19  
**Condition:** Error Cause (ei3) is 2**, base period earnings, and Error Responsibility (ei4) does not contain a 2, employer.  
**Message:** Warning - Error Cause (ei3) equals 200 series (echo value), base period earnings and Error Responsibility (ei4) does not contain a 2 for employer error responsibility.
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Tables, Labels and Edits Appendix E

croe20

**Condition:** Key Week Action (ei2) is equal to 12, 13, 14, or 15 (and there is no 10 or 11) and Total Whole Dollar Amount of Overpayments (h3) is greater than 0.

**Message:** Warning - Key Week Action (ei2) is equal to 12, 13, 14, or 15 (and there is no 10 or 11) and Total Whole Dollar Amount of Overpayments (h3) is greater than zero.

croe21

**Condition:** Key Week Action (ei2) is equal to 14.

(Would be used only in states that do not have a formal warning policy.)

**Message:** Warning - Key Week Action (ei2) is equal to 14, Payment Technically Proper Due to Formal Warning Rule. We do not have a formal warning policy. Please correct.

croe22

**Condition:** Recall Status Before (d5) equals 1, definite recall, Work Search Required (g1) is not equal to 4, job service deferral or Reason Job Service Deferred (g4) is not equal to 2, job attached. (Only if states can select to skip edits, primarily because of a variance in the coding of g1.)

**Message:** Warning - Recall Status Before (d5) equals 1, Definite Recall, but Work Search Required (g1) is not equal to 4, Job Service Deferral and Reason Job Service Deferred (g4) is not equal to 2, Job Attached. Is this correct?

croe23

**Condition:** Other Income Deductions for the Key Week Before Investigation (f7) and Other Income Deductions for the Key Week After Investigation (f8) are not equal and there is no Error Cause equal to 100 series, benefit year earnings.

**Message:** Warning - Other Income Deductions for the Key Week Before Investigation (f7) is not equal to Other Income Deductions for the Key Week After Investigation (f8) and there is no 100 series (benefit year earnings) entry Error Cause (ei3).
croe24  **Condition:** Registration Required for the KW (g2) equals 1, Actively/Currently Registered as of KW (g3) equals 2, and there is no entry in the 4** series.
**Message:** Registration Required for the KW (g2) equals 1, but Actively/Currently Registered as of KW (g3) equals 2 for no, and there is no 400 series error. Is this correct?

croe25  **Condition:** If QC Detection Point (ei5) equals 70, then Union Referral Status (g8) cannot equal 0 or 1, MISSING.
**Message:** QC Detection Point (ei5) equals 70 and Union Referral Status (g8) equals 0 or -1, MISSING (echo value). Is this correct?

croe26  **Condition:** If QC Detection Point (ei5) equals 30, then Primary Method Which Claimant Info Obtained (b1) cannot equal -1, MISSING.
**Message:** QC Detection Point equals 30 and Primary Method Which Claimant Info Obtained equals -1, MISSING. Is this correct?

croe27  **Condition:** If Error Responsibility (ei4) contains a 2 and Prior Employer Action (ei7) equals 10, there should be a warning message.
**Message:** Warning - Error Responsibility (ei4) contains 2 and Prior Employer Action (ei7) equals 10. Please check this.

croe28  **Condition:** If Work Search Requirements (g1) equals 3, then Union Referral Status (g8) should equal 1, 2, or -1, MISSING.
**Message:** Warning - Work Search Requirements (g1) equals 3, however, Union Referral Status (g8) is not equal to 1, 2, or -1, MISSING. Is this correct?
croe29  Condition: If Reason for Separation Before Investigation (d1) has a value in the 2* or 3* series, then Recall Status Before (d5) must be 0.
Message: Reason for Separation Before Investigation (d1) has a 20 or 30 series code (echo value), but Recall Status Before Investigation (d5) is not equal to 0. Is this correct?

croe30  Condition: If Reason for Separation After Investigation (d2) has a value in the 2* or 3* series, then Recall Status After Investigation (d6) must be 0.
Message: Reason for Separation After Investigation (d2) has a 20 or 30 series code (echo value), but Recall Status After Investigation (d6) is not coded 0. Is this correct?

croe31  Condition: If Prior Agency Action (ei6) equals 1*, then Error Responsibility (ei4) cannot equal 3.
Message: Prior Agency Action (ei6) has a 10 series code, but Error Responsibility (ei4) contains a 3. Is this correct?

croe32  Condition: If Key Week Action (ei2) is 10 or 11, official action overpayments, then Total Whole Dollar Amount of Overpayments including KW (h3) cannot equal 0.
Message: Key Week Action (ei2) is coded 10 or 11 (echo value), but Total Whole Dollar Amount of Overpayments including KW (h3) is equal to 0. Is this correct?

croe33  Condition: If Weekly Benefit Amount Before (e9) does not equal Weekly Benefit Amount After (e10) and Number of Base Period Employers Before (e1) is less than the Number of Base Period Employers After (e2), then Error Cause (ei3) must include the 2** series.
Message: An additional Base Period Employer was discovered and a change in the Weekly Benefit Amount has occurred, but there is no entry in the Error Cause (ei3) of series 200, (base period errors).
**Condition:** The Total Whole $ Amount of Overpayments (include KW) (h3) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11).

**Message:** The Total Whole $ Amount of Overpayments (include KW) (h3) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11). Is this correct?

croe35  
**Condition:** The Total Whole $ Amount of Underpayments (include KW) (h4) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11).

**Message:** The Total Whole $ Amount of Underpayments (include KW) (h4) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11). Is this correct?

croe36  
**Condition:** The Total Whole $ Amount of Overpayments (include KW) (h3) is greater than the quotient of the Maximum Benefit Amount (MBA) Before Investigation (e11) divided by the Weekly Benefit Amount (WBA) Before Investigation (e9) times the Dependents' Allowance Before Investigation (e15) plus the Maximum Benefit Amount (MBA) Before Investigation (e11).

**Message:** The Total Whole $ Amount of Overpayments (include KW) (h3) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11) plus the Dependents' Allowance Before Investigation (e15). Is this correct?

croe37  
**Condition:** The Total Whole $ Amount of Underpayments (include KW) (h4) is greater than the quotient of the Maximum Benefit Amount (MBA) Before Investigation (e11) divided by the Weekly Benefit Amount (WBA) Before Investigation (e9) times the Dependents' Allowance Before Investigation (e15) plus the Maximum Benefit Amount (MBA) Before Investigation (e11).
Investigation (e11) plus the Dependents' Allowance Before Investigation (e15). Is this correct?

**croe38**  
**Condition:** If the Total Overpayment for the Key Week (h5) is greater than zero (0) and the Total Underpayment Amount is greater than zero (0), then the **maximum** Amount That Claimant Should Have Been Paid (h2) must be less than or equal to the Original Amount Paid and/or Offset for Key Week (f13) plus the Total Underpayment Amount for the Key Week (h6) and the **minimum** Amount That the Claimant Should have Been Paid for the Key Week (h2) must be greater than or equal to the Original Amount Paid and/or Offset for the Key Week (f13) minus the Total Overpayment for the Key Week (h5).  
**Message:** For a case with an OP and an UP, the Amount that the Claimant Should Have Been Paid (h2) should be >= (f13 minus h5) and <= (f13 plus h6).

**croe39**  
**Condition:** If Key Week Action (ei2) is 10, Fraud Overpayment/Voided Offset, then the Amount Claimant Should Have Been Paid (h2) must be equal to zero (0) and Total Overpayment for the Key Week (h5) must be equal to the Original Amount Paid and/or Offset for the Key Week (f13).  
**Message:** This case has multiple overpayments and multiple underpayments. If ei2 equals 10, fraud, then the amount claimant should have been paid (h2) must equal 0.

**croe40**  
**Condition:** The Total Overpayment for the Key Week (h5) is less than the sum of the amounts coded in Dollar Amount of Key Week Error (e11) for key action codes 10, 11, 12, 13, and 15.  
**Message:** Warning - The amount coded in The Total Overpayment for the Key Week (h5) is less than the total amounts coded in the Dollar Amount of Key Week Error (e11) for key week action codes 10, 11, 12, 13, and 15.
**Introduction.** The pick program is a utility software which displays all the selection items passed as command line arguments on the item window and allows the user to select desired items as well as edit them after they are selected and displayed in the pick window. Warning messages appear when an unexpected entry occurs. The choices are printed on the monitor screen (if not redirected elsewhere). A user can execute the program from the command line.

**Program Description.** There are five open windows in the pick program: item window, pick window, message window, help window, and warning window. As the program is executed, all the selection items passed to the program are displayed in the item window with a pointer indicating the first item. The user can move the pointer up and down by using the arrow keys on the keyboard. The user select the indicated item by pressing Return. Items selected are displayed in the pick window. After choosing all the items desired, the user must hit Ctrl-[ to save the items picked. Also Ctrl-c can be used to go up one level; Ctrl-g can be used to abort the program; Ctrl-w can be used to bring help information.

**User Syntax.** The following statement at the command line calls the pick program.

```
pick [-rt] [-m ddd] [-f {file|-}] [-h "header"] [-i "id"] arg1...
```

- **r** = allow redundant items
- **t** = separate the selected with Tab
- **m ddd** = allow a maximum of ddd items to be selected
- **f file** = the list of items is extracted from the first column of the file. The file should be in prelude format. If the file name is '-', standard input is used.
- **h header** = print the header message on the screen between two dashed lines.
- **i id** = print the screen identifier on the screen in the upper, left corner.
- **arg1...** = use for the list of items if -f option is not used

**Example.** If "b_rc3a" is passed to the Pick utility as the screen identifier, "Local Offices" as the header, the local office...
The screen identifier "b_rc3a" appears in the upper, left corner, the header "Local Offices" on the third line between two dashed lines and the local office numbers from 0001 to 0005 as items on the left side of the screen. The symbol "- >" points to an item.

To select an item, move the pointer using the arrow keys opposite the item, and then press Return or Enter. The item picked appears in the box on the right of the screen. When finished, use Ctrl-[ to run the pick utility. If you want to change your selected items, invoke the edit mode.

**Edit Mode.** You may edit selected items by entering the edit mode. The edit mode is invoked by pressing the letter e on the keyboard. Of course, at least one item must have been
selected before the edit mode can be invoked. When edit mode is entered a list of commands appears at the bottom of the screen and the cursor moves to the box containing the items to be edited.

Items that may be edited appear in the box at the right. To remove an item you have already selected, first press the letter \texttt{s} and use the arrow keys to point to the item or items to be removed. These items will be highlighted. Press the letter \texttt{r} to remove the items from the screen. Be aware that these items are NOT ERASED and gone forever, but are temporarily stored in a buffer. Thus if you should want to retrieve the items, press either \texttt{i} to insert or \texttt{a} to append the items back to the box. You can repeat this process as often as you want. To return to the pick mode, press the letter \texttt{p}. The cursor moves to the list of items on the left. Now you can continue to pick more items if you wish. Press \texttt{Ctrl-\[} to run the pick utility.