

**ETA 9002 and VETS 200
DATA PREPARATION HANDBOOK
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ETA 9002 REPORT and VETS 200 REPORT



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OVERVIEW

Employment Services in the One-Stop Delivery System

Passage of the Workforce Investment Act of 1998, (WIA), and the incorporation of Wagner-Peyser activities into that legislation, supported landmark change for the way the public employment services are to be delivered. Wagner-Peyser Act employment and information services are now an integral part of the One-Stop delivery system providing seamless services to customers with a variety of other One-Stop system partners.

Seven key principles have guided the implementation of WIA, and perhaps the most significant of these is increased accountability. Investors in the nation's workforce development system are eager to learn the impact of our investments in the public labor exchange and how effectively our system is helping individuals find jobs and giving employers access to skilled workers.

Wagner-Peyser services are a critical component of One-Stops to meet this challenge. With the implementation of the Labor Exchange Performance Measurement System, which consists of labor exchange performance measures, data collection and reporting requirements and ultimately the establishment of expected levels of performance, there will be a more complete story that will aid Congress, the States, the business community and other partners and stakeholders in assessing the value of labor exchange services for our customers.

The ET Handbook No. 406

The ET 406 Handbook is the roadmap for the data collection and reporting process to support the labor exchange performance measurement system. The five (5) sections comprising the ETA 9002 reporting instructions can be divided into three distinct areas: services (9002 A and B), outcomes (9002 C and D) and job openings received (9002 E). Services are reported on the 9002 A for all job seekers and on the 9002 B for veteran job seekers. The 9002 C and D follow this sequence by separately capturing the employment outcomes resulting from the provision of labor exchange services for all job seekers (9002 C) and veteran job seekers (9002 D). The 9002 C and D also capture job seeker and employer customer satisfaction data.

VETS 200 Report and Specifications

The Veterans' Employment and Training Service (VETS) 200 Reports are, in essence, a subset of the ETA 9002 data. The data reported contain the same data elements as the ETA 9002, but only apply to the activities of Local Veterans Employment Representatives (LVERs) and Disabled Veteran Outreach Program staff (DVOPs). This enables VETS to evaluate the outcomes of the more intensive services offered under these two programs specifically to veterans.

The VETS 200 reports (VETS 200A, services/outcomes by DVOP staff; VETS 200 B, services/outcomes by LVER staff; VETS 200C, unduplicated count of services/outcomes provided by DVOP/LVER staff) and their report specifications are included in a separate section of ET Handbook No. 406.

I. INTRODUCTION

A. HANDBOOK PURPOSE

Reporting requirements for labor exchange services and performance outcomes of the State Administered Public Employment Service Program are contained in this Handbook. Data to be reported on the ETA 9002 A, 9002 B, 9002 C, 9002 D, and 9002 E reports and VETS 200 A, 200 B, and 200 C reports are comprised of information entered by each State from their records of Work Applications and Job Orders; through matching information on job seekers with employment outcome information obtained from unemployment insurance (UI) wage records, the State Directory of New Hires (SDNH) database, or other sources; and from job seeker and employer customer satisfaction surveys.

To ensure that data reported on the ETA 9002 A through 9002 E and the VETS 200 reports reflect accurate information, required report forms and reporting specifications, including definitions for each reporting element, are included in this Handbook. States will submit the ETA 9002 and VETS 200 reports electronically, and this Handbook also includes instructions for submitting the reports using ETA's web based reporting system.

B. BACKGROUND

States are required to submit quarterly reports to the Employment and Training Administration (ETA) to comply with the Wagner-Peyser Act, (29 U.S.C. 49), with 38 U.S.C. 4107 (b) and (c), and with 38 U.S.C. 4112(c). The ET Handbook No. 406 (ETA 9002 Data Preparation Handbook) is the official source for reporting requirements on the ETA 9002 through 9002 E and the VETS 200 reports.

This Handbook was developed to facilitate completion of the ETA 9002 and VETS 200 quarterly reports. Should changes in definitions resulting from new legislation and/or related regulations occur, appropriate revisions will be issued to reflect these changes. Handbook revisions are distributed through Handbook Transmittals issued from the National Office. Dates of issuance are displayed at the bottom of each revised page.

C. PAPERWORK REDUCTION ACT

States are not required to respond to these reporting requirements unless they display an OMB approval number. Respondents' obligation to reply to these reporting requirements are mandatory per Wagner-Peyser Act sec.10(c), 29 U.S.C. 49i(c). Public reporting burden for this collection of information is estimated to average one hour response for the 9002 A and B reports, three hours per response for the 9002 C and D reports, and 45 minutes per response for the 9002 E report including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and reviewing the collection of information. Each State will submit one index score derived from the WIA-administered survey for employers and one index score for job seeker responses. A total of 27,000 job seeker responses will be collected on annual basis. If you have any comments regarding this estimate or any other aspect of this

collection of information, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Security, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0240).

II. REPORTING INSTRUCTIONS

A. GENERAL REPORTING GUIDANCE

State agencies will report data on labor exchange services provided to job seekers, including veterans, and on job openings employers list with the labor exchange, based on information contained in administrative records. State agencies are required to collect and maintain information to support labor exchange program reporting under OMB No. 1205-0001, Work Application/Job Order Recordkeeping.

State agencies also will report employment outcomes of job seekers, including veterans, as well as the job seeker and employer customer satisfaction scores. Because employment outcome information is dependent on wage record data, it will not be available at the same time as information on the number of job seekers who are registered job seekers or who receive labor exchange services. Therefore, outcome information for job seekers and veterans will be collected on separate reports from information on services. Exhibit II.1 describes the information that will be collected on each of the proposed ETA 9002 and the VETS 200 reports.

EXHIBIT II.1

ETA 9002 and VETS 200 Reports

Report Page	Description
ETA 9002 A	Services to Job Seekers
ETA 9002 B	Services to Veterans
ETA 9002 C	Performance Outcomes - Job Seekers/Employers
ETA 9002 D	Performance Outcomes - Veterans
ETA 9002 E	Job Openings Received by Occupation (O*NET - SOC) and Industry (NAICS)

Report Page	Description
VETS 200 A	Services/Outcomes by DVOP Staff
VETS 200 B	Services/Outcomes by LVER Staff
VETS 200 C	Unduplicated Counts of Services/Outcomes Provided by DVOP/LVER Staff

The employment outcomes of job seekers registered with the labor exchange will be derived by matching the social security numbers of registered job seekers with employment information contained in State databases, including the UI wage record database, the SDNH database, or any other records the State agency may have access to that reliably indicate entry into employment.

It is the policy of the Office of Workforce Security (OWS) to assure accuracy, uniformity, and comparability in the reporting of statistical data derived from State employment service operations through State adherence to Federal definitions of reporting items, use of specified formats, observance of reporting due dates, and regular verification of reporting items.

The National Office assists State agencies in meeting these requirements by establishing definitions and reporting specifications and through the data validation process (to be developed). Appendix A to this Handbook contains facsimiles of the 9002 A through 9002 E reports. Appendix B contains report specifications for preparing the 9002 A through 9002 E. Each report section in Appendix B contains the following documentation:

Description of form
Specifications for reporting

Appendix C contains edit tests that States should use to ensure that the reports are internally consistent. Appendix D provides reporting schedules for the 9002 A through 9002 E reports as well as a timeline of hypothetical job seekers. Appendix E provides technical guidance for reporting and validating the entered employment and employment retention performance measures included on the 9002 reports, and Appendix F provides guidance for administering the customer satisfaction surveys for registered job seekers and employers. Appendix G contains facsimiles of the VETS 200 A through 200 C reports. Appendix H contains report specifications for preparing the 200 A through 200 C reports.

B. REPORTING SCHEDULE

ETA is establishing a rolling four-quarter reporting period for the ETA 9002 and VETS 200 reports. For the reports on job seekers and veterans, cohorts of registered job seekers are identified according to their quarter of registration. Reports are to include the most current data available for each reporting element for a four-quarter reporting period. States are to report information on the Services to Job Seekers (ETA 9002 A), Services to Veterans (ETA 9002 B)

and Job Openings Received by Occupation and Industry (ETA 9002 E) reports forty-five days following the completion of each quarter as outlined in the reporting schedule. The report will cover persons who registered or received services within the prior four quarters.

Information on performance outcomes on the ETA 9002 C and D reports is also to be reported using a rolling four-quarter reporting period. As outcome data become available for different performance measures at different times, and because of the importance of reporting outcome data as soon as they are available, ETA will require reports to be submitted according to a staggered schedule. The schedule is based on the time required for performance outcomes to become available.

States are to report information on the ETA 9002 C and D for four consecutive cohorts of registered job seekers, as outlined in the reporting schedule. The cohorts of registered job seekers for which data are being reported are identified on the reports next to each performance measure. (Note: During transition to the new reporting system, less than four consecutive quarters of data may be reported until the system is fully implemented.)

The reporting schedule allows States six and one-half months to process wage record reports from employers, merge the wage data with the job seeker file, and generate the report. For example, if a job seeker registered in February, their employment is measured from April through September.

Once complete information for the four cohorts registering during a particular program year becomes available, final program year reports are to be assembled. This information is then to be used to assess a State's success in meeting its performance goals.

Information on the ETA 9002 reports is provided in Appendix D. There is a separate schedule for each 9002 report. The VETS 200 reports follow the same reporting schedule as the ETA 9002 reports.

C. KEY DEFINITIONS

1. REGISTERED JOB SEEKERS

State agencies are required to report information on individuals who are *Registered Job Seekers* with the public labor exchange.

Total Registered Job Seekers: Job seekers who complete registration or receive a service with the labor exchange during a reporting period consisting of four consecutive calendar quarters.

Job seekers may be registered upon contacting the labor exchange through the One-Stop delivery system or as required by State law or policy; however, job seekers receiving staff-assisted services funded under the Wagner-Peyser Act must be registered. Job seekers who use self-services or facilitated self-help services also may be registered, but this is not required.

A job-seeking customer will be counted as a registered job seeker during the quarter in which registration occurs (registration quarter) and the subsequent three quarters. This four quarter period constitutes the **registration year**. A registered job seeker who engages in any labor exchange activity after the registration year has ended (after the third quarter after the quarter in which registration occurs) will begin a new **registration year**. States are not required to formally re-register the job seeker, but for purposes of reporting, any Labor Exchange activity in which a job seeker engages after initial registration and after a **registration year** expires will begin a new **registration year** and will thus be equivalent to re-registration. Such a job seeker would then be counted again as a registered job seeker during each of the four reporting periods covering that **registration year**.

For reporting purposes, a job seeker is counted under *Total Active Job Seekers* if, during the four quarter reporting period, that job seeker either initially registered with the labor exchange or received a service after having previously registered. Appendix D, Exhibit D.4, provides a timeline for various hypothetical job seekers, and when those hypothetical job seekers and the services they receive would be reported on the 9002 A and B reports.

2. JOB OPENINGS

State agencies are required to report information on job openings listed with the public labor exchange on the 9002 E report. The format for job openings listed is consistent with the Occupational Information Network – Standard Occupational Classification System (O*NET – SOC) and the North American Industry Classification System (NAICS).

NAICS replaces the U.S. Standard Industrial Classification System (SIC), and is the first industry classification system to encompass the U.S., Canada and Mexico. NAICS allows for comparable industrial production statistical analysis across the three North American Free Trade Agreement (NAFTA) countries. NAICS is a more flexible system than the SIC and is based on the grouping together of economic units that use like processes.

Job Opening: A job vacancy which an employer intends to fill.

Job openings will be reported according to the date they were listed with the public labor exchange. Job openings listed through staff funded under the Wagner-Peyser Act must be included in the count of job openings. Job openings listed through staff of other partner programs *may be included* in the count of job openings in accordance with State policy. Job openings initially listed with America's Job Bank and imported into the State job bank may be included in the State's count of job openings.

3. EMPLOYER (20 CFR 651.10)

A person, firm, corporation or other association or organization (1) which currently has a location within the United States to which U.S. workers may be referred for employment, and which proposes to employ a worker at a place within the United States and (2) which has an employer relationship with respect to employees under this subpart as indicated by the fact that it

hires, pays, fires, supervises and otherwise controls the work of such employees. An association of employers shall be considered an employer if it has all of the indicia of an employer set forth in this definition. Such an association, however, shall be considered as a joint employer with the employer member if either shares in exercising one or more of the definitional indicia.

4. ESTABLISHMENT (20 CFR 651.10)

A public or private economic employing unit generally at a single physical location which produces and/or sells goods or services, for example, a mine, factory, store, farm, orchard or ranch. It is usually engaged in one, or predominantly one, type of commercial or governmental activity. Each branch or subsidiary unit of a large employer in a geographical area or community should be considered an individual establishment, except that all such units in the same physical location shall be considered a single establishment. A component of an establishment which may not be located in the same physical structure (such as the warehouse of a department store) should also be considered as part of the parent establishment. For the purpose of the “seasonal farmworker” definition, farm labor contractors and crew leaders are not considered establishments; it is the organizations to which they supply the workers that are the establishments.

5. FIRM

A business organization consisting of one or more domestic establishments in the same State and industry that were specified under common ownership or control. The firm and the establishment are the same for single-establishment firms.

6. REGISTRATION QUARTER

The calendar quarter in which a job seeker completed an initial registration with the labor exchange or in which a previously registered job seeker began a new registration year.

D. ELECTRONIC REPORTING

All reports must be submitted through ETA’s web-based reporting system and must be sent in time to arrive in the National Office by the due date, which is the date the report is electronically submitted. All five sections of the ETA 9002 report (9002 A through 9002 E) and all three sections of the VETS 200 report (200 A through 200 C) must be complete in order for the reports to be successfully transmitted to the National Office. *Incomplete reports will not be accepted by the on-line system.* [Note: Instructions will be forthcoming from ETA on the procedures for submitting the ETA 9002 and VETS 200 reports using ETA’s web-based reporting system.]

E. TIMELINESS

All reports must be transmitted in time to arrive in the National Office by the due date. Every attempt should be made to certify quarterly report data in order to avoid delinquent reports.

F. REPORT COMMENTS

Comments concerning policies, procedures, and/or local economic conditions that account for fluctuations in the data reported or that have special significant effects on the meaning of certain items in a report are useful in interpreting reports and reducing communications concerning reports. Provisions have been made to include comments for all electronic reports. Using meaningful abbreviations, the space provided should generally be adequate. States are encouraged to use this section of the report at their discretion.

G. EDIT TEST PROCEDURES

States should ensure that the reports are internally consistent. Specifications for edit tests to ensure consistency between row and column totals and elements on the ETA 9002 reports are found in Appendix C. Reports will not be accepted if these edit tests are not followed.

H. PROCEDURES FOR ROUNDING NUMBERS

Unless otherwise noted, the 5/4 rounding method is to be used. That is, if the digit to the right of the digit to be rounded is 5 or more, round up to the next higher digit. If the digit to the right of the digit to be rounded is 4 or less, round down or truncate. Values which are totals of other values appearing on the same form should be the sum of the rounded sub-part figures.

I. RECORDS RETENTION

Unless otherwise noted in specific instructions, source data supporting counts should be retained for at least two years after the report due date.

[Note: 20 CFR 652.8(5) requires that State agencies retain basic documents (Work Application and Job Order) for one year. 20 CFR 658.604(c)(4) also refers to a State's requirement to retain data, but provides no time frame.]

III. PERFORMANCE MEASURES

Four performance measures apply to the public labor exchange and are reported on the 9002 C and 9002 D:

- 1) Job Seeker Entered Employment Rate
- 2) Job Seeker Employment Retention Rate at Six Months
- 3) Job Seeker Customer Satisfaction
- 4) Employer Customer Satisfaction

1) *Job Seeker Entered Employment Rate (JSEER):*

$$\text{JSEER} = \frac{\text{Number Entered Employment with a New Employer}}{\text{[Number New Registered Job Seekers – Number Employed or Re-employed with Same Employer]}}$$

Elements of the measure are defined as follows:

Entered Employment with a New Employer: The number of registered job seekers who, in the first or second quarter following the registration quarter, earned wages from a new employer if the job seeker was previously not employed, or earned wages from a different employer than that from which the registered job seeker earned wages in the quarter prior to the registration quarter if the job seeker was previously employed.

Registered Job Seekers: Job seekers who registered with the labor exchange during the registration quarter; job seekers who were re-registered after their registration year expired; job seekers who were not formally re-registered, but who engaged in a labor exchange activity after their registration year expired.

Employed or Re-employed with Same Employer: Those job seekers whose only wages earned in the first and second quarter following registration were exclusively with the same employer from which wages were earned in the quarter prior to the registration quarter.

Registration Quarter: The calendar quarter in which a job seeker completed an initial registration with the labor exchange or in which a previously registered job seeker began a new registration year.

According to this measure, a successful employment outcome is recorded for a job seeker who enters employment with a new employer, whether the job seeker was employed or unemployed at the time of registration. This outcome is determined by comparing the employer identification numbers (EIN) of registered job seekers' employers prior to and following registration based on information contained in the UI wage record database, the State Directory of New Hires (SDNH) database, or other available records. An unsuccessful outcome is recorded for a job seeker who does not enter employment with a new employer during the

measurement period. Job seekers who remain employed exclusively with the same employer during the measurement period are excluded from the calculation.

Exhibit III.1 depicts how the job seeker entered employment rate is calculated and identifies which registered job seekers are to be included in the numerator and denominator according to their employment characteristics.

EXHIBIT III.1

Job Seeker Entered Employment Rate

	Quarter Before Registration	Registration Quarter	Post Registration Quarter 1	Post Registration Quarter 2	Include in Numerator	Include in Denominator
1	Either Employed or Not Employed	Registered May have received services	Got a job with a new employer	Employment status is not used in the calculation	Yes	Yes
2	Either Employed or Not Employed	Registered May have received services	Did not get a job with a new employer	Got a job with a new employer	Yes	Yes
3	Either Employed or Not Employed	Registered May have received services	Not Employed	Not Employed	No	Yes
4	Employed	Registered May have received services	Employed, not a new employer	Not Employed	No	No
5	Employed	Registered May have received services	Not Employed	Employed, not a new employer	No	No
6	Employed	Registered May have received services	Employed, not a new employer	Employed, not a new employer	No	No

2) Job Seeker Employment Retention Rate at Six Months (JSERR):

$$\text{JSERR} = \frac{\text{\# Retained Employment Two Quarters after Entered Employment with a New Employer (age 19 and over)}}{\text{\# Entered Employment with a New Employer (age 19 and over)}}$$

Elements of the measure are defined below:

Retained Employment Two Quarters after Entered Employment with a New Employer (age 19 and over): The number of registered job seekers age 19 and older at the time of registration who earned wages in the second quarter following the quarter in which they *Entered Employment with a New Employer*.

Entered Employment with New Employer (age 19 and over): The number of registered job seekers age 19 and older at the time of registration who, in the first or second quarter following the registration quarter, earned wages from a new or different employer than that from which the registered job seeker earned wages in the quarter prior to the registration quarter.

According to this measure, a successful employment retention outcome is recorded for job seekers, age 19 and over at the time of registration, who were determined to have entered employment according to the job seeker entered employment rate measure, and who were found through wage record matching to be employed in the second quarter following the quarter in which they first were determined to have entered employment. A successful outcome for retention is recorded for employment identified through wage record matching with any employer.

Exhibit III.2 depicts how the job seeker employment retention rate at six months is calculated and identifies which registered job seekers are to be included in the numerator and denominator according to their employment characteristics.

EXHIBIT III.2

Job Seeker Employment Retention Rate at Six Months

	Post Registration Quarter 1	Post Registration Quarter 2	Post Registration Quarter 3	Post Registration Quarter 4	Include in Numerator	Include in Denominator
1	Got a job with a new employer	Employment status is not used in the calculation	Employed with any employer(s)	Employment status is not used in the calculation	Yes	Yes
2	Got a job with a new employer	Employment status is not used in the calculation	Not Employed	Employment status is not used in the calculation	No	Yes
3	Did not get a job with a new employer	Got a job with a new employer	Employment status is not used in the calculation	Employed with any employer(s)	Yes	Yes
4	Did not get a job with a new employer	Got a job with a new employer	Employment status is not used in the calculation	Not Employed	No	Yes

Appendix E, Technical Guidance for Reporting and Validating Performance Measures, includes detailed programming specifications that States can use to calculate the ES entered employment and employment retention performance measures.

3) Job Seeker Customer Satisfaction

Specifications for the labor exchange job seeker customer satisfaction survey are as follows:

The job seeker customer satisfaction score is a weighted average of job seeker ratings on each of three questions regarding overall satisfaction, and is reported on a 0-100 point scale. The score is a weighted average, not a percentage.

All registered job seekers of labor exchange services are eligible to be chosen for inclusion in the random sample. As the population of job seekers registering with the labor exchange is different from the population of participants exiting WIA services, a separate survey is required to adequately gauge the satisfaction of job seeker customers.

Per Training and Employment Guidance Letter No. 6-00, Change 1, States may randomly sample job seekers (and employers) to obtain the desired number of completed surveys. States are required to determine the appropriate sample sizes and sampling percentages using the required response rate and the required number of interviews. Five hundred completed job seeker surveys must be obtained each year (four consecutive quarters) for calculation of the measure. Job seekers should be contacted within 60-90 days of the date of registration or the beginning of a new registration year. A completed job seeker survey is defined as a survey in which all three questions regarding overall satisfaction have been answered. The response rate from the sample with valid contact information must be a minimum of 50 percent. The standard of 500 from a sample of the whole population of customers provides accuracy such that there is only a 5 in 100 chance that the results would vary by more than ± 5 points from the score obtained from surveying the whole population.

The surveys should be conducted using a uniform telephone methodology. The rationale for only using telephone surveys is that (1) the comparability of the measure for assessing performance levels is most reliably obtained with a telephone survey, (2) telephone surveys are easily and reliably administered, and (3) defining procedures for mailed surveys is more difficult than defining procedures for telephone surveys.

See Appendix F, Section I, for further information and for questions that will be asked on the Job Seeker Customer Satisfaction survey.

4) Employer Customer Satisfaction

The results of the American Customer Satisfaction Index (ACSI) used to measure employer customer satisfaction under WIA also is used to measure employers' satisfaction with labor exchange services. Accordingly, States are encouraged to conduct one survey of employers to measure their satisfaction with One-Stop employer services to meet both the WIA and the public labor exchange employer customer satisfaction measurement requirements. Specifications for the employer customer satisfaction survey are described in TEGL 14-00, Attachment D.

Using a uniform telephone methodology, States must achieve at least 500 completed interviews and meet the minimum required response rates. The surveys should be conducted on a rolling basis throughout the program year. To obtain sufficient numbers, smaller States will need to survey on an ongoing basis. Employers should be contacted within 60 days of the completion of the service or 30-60 days after a job order has been listed where no referrals have been made. The employer customer satisfaction score is a weighted average of employer ratings on each of three questions regarding overall satisfaction, and is reported on a 0-100 point scale. The score is a weighted average, not a percentage.

See Appendix F, Section II, for further information and for questions that will be asked on the Employer Customer Satisfaction survey.

APPENDIX A

REPORT FORMATS FOR ETA 9002 A THROUGH 9002 E

APPENDIX B

REPORT SPECIFICATIONS

The following specifications use two key data elements to determine how to generate the counts: **registration date** and **activity date**. The definitions of these elements are critical to the reporting process.

Registration Date is the most recent of the following events:

- 1) initial registration with the labor exchange
- 2) re-registration with the labor exchange after a previous registration year has expired
- 3) the engagement in a labor exchange activity for a job seeker whose previous registration year has expired and who has not been formally re-registered

Activity Date is the most recent date that the job seeker engaged in a labor exchange activity.

ETA 9002 REPORT SPECIFICATIONS

A. Section 1 - ETA 9002 A

The following specifications define the rows and columns on the 9002 A report on services to job seekers. In order to calculate the counts for all report elements in the 9002 A, you must combine the specifications for each intersecting row and column. Capitalized text represents the data elements needed to perform the specification. States should use data elements in their system that correspond to the capitalized text. For example, to calculate the unduplicated count of males employed at registration, you would combine COL.B2 and ROW.5:

Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and EMPLOYMENT STATUS - EMPLOYED is Yes

and

GENDER is Male.

Employment Service Report Specifications

ETA 9002 A - Services to Job Seekers

<i>Number</i>	<i>Reporting Element</i>	<i>Definition</i>	<i>Reporting Specification</i>
COL.A1	Total Job Seekers	Count of individuals who began a registration year or utilized the public labor exchange during the four quarter reporting period.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters.
COL.B	Employment Status at Registration	The status of job seekers at date of registration.	Column Heading
COL.B2	Employed	Count of job seekers at date of registration (a) who are currently working as paid employees, or who work in their own businesses, professions; or on their own farms; and (b) who are not working, but who have jobs or businesses from which they are temporarily absent because of temporary lay-off, illness, bad weather, vacation, labor management disputes, or personal reasons, whether they are paid for the time off or are seeking other jobs. Members of the Armed Forces stationed in the U.S. are included.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and EMPLOYMENT STATUS - EMPLOYED is Yes.
COL.B3	Unemployed	Count of job seekers at date of registration (a) who are not employed; or (b) who, although employed, have received notice of termination of employment.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and EMPLOYMENT STATUS - UNEMPLOYED is Yes.
COL.C4	Eligible Claimant - Total	Count of registered job seekers who have filed a claim for unemployment compensation and who, during the registration year, have been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and the job seeker is MONETARILY ELIGIBLE for State or Federal unemployment compensation benefit payments during the REGISTRATION YEAR.
COL.D	Hispanic or Latino	Registered job seekers may select whether they are of Hispanic or Latino ethnicity. NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories. NOTE: Information on ethnicity should be collected before information on race.	Column Heading

Number

Reporting Element

Definition

Reporting Specification

COL.D5	Hispanic or Latino - Yes	Count of registered job seekers who are of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and HISPANIC OR LATINO is Yes.
COL.D6	Hispanic or Latino - No	NOTE: Information on ethnicity should be collected before information on race. Count of registered job seekers who are not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories. NOTE: Information on ethnicity should be collected before information on race.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and HISPANIC OR LATINO is No.
COL.E	Race	Registered job seekers may select one or more racial designations.	Column Heading
COL.E7	Race - American Indian or Alaska Native	Count of registered job seekers having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and RACE - AMERICAN INDIAN OR ALASKA NATIVE is Yes.
COL.E8	Race - Asian	Count of registered job seekers having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and RACE - ASIAN is Yes.
COL.E9	Race - Black or African American	Count of registered job seekers having origins in any of the black racial groups of Africa.	Count of unique SOCIAL SECURITY NUMBERS where REGISTRATION DATE or ACTIVITY DATE is within the last four quarters and RACE - BLACK OR AFRICAN AMERICAN is Yes.

