



Introduction to the UI Benefits Data Validation Knowledge Management System

How to Use the Knowledge Management System

The UI Data Validation Knowledge Management System (DVKMS) consolidates information from multiple sources into a single repository allowing users to quickly find information about any aspect of data validation and reporting for UI transactions and statuses.

UI reports count both UI transactions and the status of a UI activity at a point in time. Most reported activities are transactions that occur on a specific day (claims, payments, etc.). Three populations count statuses at the end of the month or quarter: the age of pending appeals at the end of the month (populations 9 and 10); and the amounts of outstanding overpayments balances at the end of the quarter (population 14).

Transactions and Statuses

The DVKMS is organized based on the UI transactions and statuses selected for validation. The table below lists all the UI transactions and statuses validated by the DV population they belong to and shows how the DVKMS organizes the information into various documents that readers can access from a master index. The DVKMS first defines each transaction or status that is validated. The user can then view all available information about each transaction or status, each data element, and values that programmers must extract from the system for validators to validate to determine that the transaction or status has been reported correctly.

Validated Transactions and Statuses by Population

All validated UI activities are transactions except for undecided appeals and overpayments balances (denoted by *), which are statuses.

Population	Validated Transactions/Statuses	Knowledge Management System Documents
1. Weeks Claimed	Weeks Claimed	Weeks Claimed
2. Final Payments	Final Payments	Final Payments
3. Claims	New Claims	Claims
	Interstate Filed from Agent Claims	
	Interstate Taken as Agent Claims	
	Transitional Claims	
	New CWC Claims	
	New Claims Field in Prior Quarter	
	Entering Self-Employment	
	Additional Claims	
4. Payments	First Payments	Payments
	Continued Payments	
	Adjusted Payments	
	Self-Employment Payments	
	CWC First Payments	
	CWC Weeks Compensated – Not First Payment	
5. Nonmonetary Determinations	Nonmonetary Determinations	Nonmonetary Determinations Redeterminations
	Redeterminations	
6. Lower Authority Appeals Filed	Lower Authority Appeals Filed	Appeals
7. Higher Authority Appeals Filed	Higher Authority Appeals Filed	
8. Lower Authority Appeals Decisions	Lower Authority Appeals Decisions	
9. Higher Authority Appeals Decisions	Higher Authority Appeals Decisions	
10. Lower Authority Appeals Aging	Lower Authority Appeals Aging*	
11. Higher Authority Appeals Aging	Higher Authority Appeals Aging*	
12. 15. Overpayments Established	Overpayments Established	Overpayments
	Cause of Overpayment	
	Method of Detection	
13. Overpayment Reconciliation Activities	Overpayment Reconciliation Activities	
14. Age of Overpayments	Overpayment Balances at the end of the Quarter*	

Master Index

The Master Index provides access to the DV Overview and the seven transaction and status categories. Users select one of the eight items from the Master Index. After the document opens, click one of the subtopics in the Table of Contents. The user will find information about UI DV or each type of transaction or status and related data elements in that area.

Users must first select from the master index either general information about UI DV or the type of transaction or status they want to investigate. Users can choose from the eight topics in the Master Index to find information about reporting and validating each transaction or status:

Master Index

- a. UI DV Overview
- b. Weeks Claimed – Population 1
- c. Final Payments – Population 2
- d. Claims – Populations 3 and 3A
- e. Payments – Population 4
- f. Nonmonetary Determinations and Redeterminations – Population 5
- g. Appeals – Populations 6-11
- h. Overpayments – Populations 12-15

If users want to find information about a different type of transaction or status, they click on the “Master Index” box at the top of the current document. They can then select to read about another category of UI activity. For example, if a user is reading information about payments and wants to read about appeals, they would select “master index” at the top of the screen and then select “Appeals – Populations 6 – 11.”

Because some information is relevant to multiple topics and populations, the DVKMS links users to descriptions of this information from each topic to which they relate. For example, many validated items and populations require that programmers extract the program type (UI, UCFE, UCX) and include it in the record loaded into the DV software. Information about program type is only stored once in the DVKMS, so users can quickly access this information from any validated item for which program type is a required data element by clicking on the link.

Data elements are equivalent to each column in Appendix A in the DV Handbook. The UI DV KMS clearly labels them as “Data Elements.” Some data elements require specific values to identify the particular transaction type or status being validated. For example, the column “program type” can have values of “UI,” “UCFE,” or “UCX.” Throughout the DVKMS, these values are clearly labeled as “Values.”

For example, to learn about the validation and reporting of First Payments, a user of the DVKMS would first select “Payments – Population 4” in the Master Index. That will take the user to the Payments Section of the KVKMS.

The user would then select “First Payments” from the Payments Table of Contents. The user can then scroll through 12 pages of information about first payments, including the definition and other details about first payments from the following official UI reporting and DV documentation:

- UI DV Handbook (ETA 361)
- Benefits Module 3 Validation Instructions

- UI Reporting Handbook (ETA 401)
- UI DV Operations Guide (ETA 411)

After reviewing the specific information about first payments, the user can select from a series of links to other information about first payments related to other types of transactions.

Users can select a link to view all relevant information about each of the 17 data elements used to report and validate First Payments.

For example, a user can click on the link “Type of Compensation” to find all relevant information about this data element, identifying whether payments are first payments or other types of payments.

After a user selects that link and reviews the information on “Type of Compensation,” they can click another link to return to the First Payments section. Whenever users link to information from a type of transaction or status, there is a link to return them to the section from which they came.

Alternatively, a user can use the “bookmarks pane” to navigate to any header within the currently opened document. Clicking on any of the headings in the bookmark pane brings the user to the selected section. Users can always return to their previous location by using links at the end of the current section, using the browser navigation to go back to the last location, or selecting the browser tab *if* the document is open in the browser.