
DATA VALIDATION MODULE 3 SOFTWARE

State Tutorial
Version 1.1.0

U.S. Department of Labor
Employment and Training Administration
Office of Unemployment Insurance

March, 2010

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About This Software Tutorial

This document provides instructions for state users on how to use the Data Validation (DV) Module 3 Software, Version 1.1.0.

Technical Support

If any problems are encountered with the software, contact the Office of Unemployment Insurance (OUI) Technical Support Staff (Hotline) at 1-800-473-0188 or send an email to hotline@uis.doleta.gov.

Software Training

The Minnesota Training Center will soon offer training on the DV Module 3 Software. Check for future offerings at <http://www.tc.state.mn.us/calendar.html>. You can register for courses online, by email (wanda.burth@state.mn.us) or by calling the training center at 651-297-3393.

Typographic Conventions

This document uses the following typographic conventions.

Visual Cue	Meaning
1	Sequenced steps to follow when completing a task
Black bold type	Button
Blue type	Box title
Purple type	Tab or Drop-down menu
<u>Purple underlined type</u>	Links on the software that you can click on
<u>Blue underline type</u>	Web or email address
<i>Italics</i>	Documents, screen names and menu options
	Indicates where to click on the software screen
	Indicates a highlighted area interest of an image for the user
	Note with additional information

Software Requirements

The DV Module 3 Software was developed for Internet Explorer Version 6.0 or higher, and Adobe Acrobat Version 5.0 or higher.

To use the application, you need a user name and a password that you can obtain from your system administrator. Instructions and forms for requesting access to the application are posted on the DV Web page at <http://www.oui.doleta.gov/dv/> .

Features Included in Version 1.1.0

The Data Validation (DV) Module 3 Software Release 1.1.0 implements a security module that allows National Office, Regional Office and State users to use a single centralized system to view or publish content for Module 3 State Handbooks. The application converts two MS Access databases into a single web-based Content Management System for Module 3 State Handbooks.

Data Validation (DV) Module 3 Software Release 1.1.0 contains the following web-based functionality:

- Content Management for Module 3 State Handbooks
- Certification of State Handbook Contents

The above report and data entry modules have been implemented as follows.

Content Management for Module 3 State Handbooks

Feature	Description
Sub Step Form	The system allows the user to: <ul style="list-style-type: none"> • select a Sub Step within a Step; • edit comments related to the selected Sub Step; • add Documents with Validation instructions to any of the Rules within the selected Sub Step; • edit Documents and Validation instructions from any of the Rules within the selected Sub Step; and • delete Documents and their Validation instructions from any of the Rules within the selected Sub Step.

Feature	Description
Publish State Data Form	<ul style="list-style-type: none"> The system displays the current published Steps, Sub Steps, Rules, Comments and Documents in the system. The system displays changes made since the previous publication. The system allows the user to publish their state-specific data and document the reason for publishing a new version of the state handbook. The system notifies the user whether the data was successfully published, and when it was published.
Handbook Preview	<ul style="list-style-type: none"> The system allows the user to preview a PDF copy of the handbook before publishing it The system also allows the user to preview an only-text copy of the handbook with modifications and additions highlighted.
Publication Log	<ul style="list-style-type: none"> The system maintains a log of all publications. The user can select any of the publications displayed in the log and view it as a PDF file

Certification of State Handbook Contents

Feature	Description
Certify State Review Form	<ul style="list-style-type: none"> The system provides the user with a form where they can certify every year (between April 1 to June 10) that they have reviewed the current published data. The system requires the user to provide comments with their certification.
Certification Log	<ul style="list-style-type: none"> The system maintains a log of all data certifications. State users can review all entries related to their state.

Field Names and Format Changes in Module 3

The following table shows the original field names in the previous MS Access database and their corresponding names in the new system. Some field names were renamed to reflect the new application.

Field Name in MS Access Database	Field Name in DV Module 3 Software	Field Description	Editable by
Step	Step	Number field that identifies the data elements (columns) of an extract file record, as described in the Subpopulation Specifications in Appendix A and the Record Layouts. In Module 3, a Step contains information on how to validate that element. The column headers on the DV software sample screens refer to the Steps and Sub Steps, so users can locate	Federal users

Field Name in MS Access Database	Field Name in DV Module 3 Software	Field Description	Editable by
		the corresponding information in Module 3. Some Steps are no longer used, because the DV software validates that field automatically.	
Substep	Sub Step	Character field used to describe subdivisions of a Step.	Federal users
Function	Rule	This text field contains the general rules that states need to follow to validate a specific data element. All Steps and Sub Steps have at least one Rule.	Federal users
Definition	Federal Definition	This text field includes any federal definitions related to the data element as described in ET Handbook 401. These are the same for all states.	Federal users
Comments	State Comments	This text field can be used by states to add any comments on a Step or Sub Step.	State users
Definitional Issues	Definitional Issues	When a state practice conflicts with a federal definition, the state can use this text field to provide information regarding such a practice.	State users
Document	Document	This text field is used to record the document, screen or source that the state needs to reference in order to conduct validation for the Rule given. States can now add as many Documents as needed for each Rule.	State users
Rule	Validation	This text field is used to record how the source recorded in the Document field is used to validate whether the data element satisfies the Rule.	State users

Fields have also been reordered in the new Module 3 layout. The following image shows an example of how a Module 3 page of looked in the old system.

Step 14 Payment Mail or Deposit Date

Instructions : Select "Pass" on the sample validation screen for the element if all of the following conditions are met. Otherwise, select "Fail."

Rules for this step/substep apply to Population 4

1. Document : CLAIMRECORD (UCLR1) screen

Rule : The EFF OR ISS DT for the selected payment matches the payment mail date on the worksheet and falls within the month being validated.

Function : This rule validates that the date the payment was mailed or deposited matches the date on the worksheet and that the payment was mailed during the month that is being validated.

Comments: The process (authorized) date is stored by the system. The mail date is the date payment was authorized plus one day unless the payment was authorized on a Saturday or on a holiday. If the payment was authorized on a Saturday or on a holiday, the mail date is the next business day plus one day.

Definitional Issues: Definitions: Date of Payment: The date on which the check is paid in person, mailed, electronically transmitted to the Claimant's bank account, or an offset or intercept is applied on the claim.

 The mail date is the date the SESA actually mails the first payments to the claimant. SESAs determine the mail date and provide DOL with it's procedure (s) to drive it in the comments section.

Definitions: Date of Payment: The date on which the check is paid in person, mailed, electronically transmitted to the claimant's bank account, or an offset or intercept is applied on the claim. The mail date is the date the SESA actually mails the first payment to the claimant. SESAs determine the mail date and provide DOL with its procedure(s) to derive it in the Comments section. (ETA 401, pp. IV-1-5, V-1-8)

The following image shows how the same page looks in the new system.

Step 14. Payment Mail or Deposit Date	
<i>Rules for this step/substep apply to Population 4</i>	
<i>Select "Pass" on the sample validation screen for the element if all of the following conditions are met. Otherwise, select "Fail".</i>	
Rule 1: This rule validates that the date the payment was mailed or deposited matches the date on the worksheet and that the payment was mailed during the month that is being validated.	
Document 1: CLAIM RECORD (UCLR1) screen	
Validation: The EFF OR ISS DT for the selected payment matches the payment mail date on the worksheet and falls within the month being validated.	
Federal Definition:	Date of Payment: The date on which the check is paid in person, mailed, electronically transmitted to the claimant's bank account, or an offset or intercept is applied on the claim. The mail date is the date the SESA actually mails the first payment to the claimant. SESAs determine the mail date and provide DOL with its procedure(s) to derive it in the Comments section. (ETA 401, pp. IV-1-5, V-1-8)
State Definitional Issues:	Definitions: Date of Payment: The date on which the check is paid in person, mailed, electronically transmitted to the Claimant's bank account, or an offset or intercept is applied on the claim. The mail date is the date the SESA actually mails the first payments to the claimant. SESAs determine the mail date and provide DOL with it's procedure (s) to drive it in the comments section.
State Comments:	The process (authorized) date is stored by the system. The mail date is the date payment was authorized plus one day unless the payment was authorized on a Saturday or on a holiday. If the payment was authorized on a Saturday or on a holiday, the mail date is the next business day plus one day.

The new handbook also contains a table of contents.

Introduction

The Data Validation Program

States are required to file Unemployment Insurance (UI) operations standardized reports to the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). Reports covered by the Data Validation program are required on a monthly or quarterly basis.

These reports are used to establish the volume of activity conducted by state UI administrations and are a factor in establishing funding levels. They provide information about state compliance with UI requirements. They also provide information about the amount of benefits paid, the number of claimants served and other information useful in measuring the U.S. economy and projecting trends.

Since state programs differ significantly within established parameters and states utilize a variety of accounting and data processing arrangements, the issue of the comparability among state reports has emerged. State reporting requirements are standardized, but states use a variety of reporting procedures and must interpret reporting requirements within the context of their own laws and accounting conventions.

The UI Data Validation (DV) program was established in an attempt to identify inaccuracies in reported numbers so that they can be addressed. The program requires that states recreate reported numbers independently from their reporting process and compare these numbers with actual numbers reported to DOL. States must address any discrepancies found that exceed the established error tolerance. The DV program also requires that states examine samples of reported cases to verify that the correct information is being counted. To validate these samples, states use Module 3, a state-specific document that maps the data elements in the samples to elements in individual state systems.

Module 3 provides the actual state-specific set of instructions that the validator uses in data element validation. It lists the state system screens or documents that contain the data to be validated as well as the rules to validate them. State definitions or procedures which impact validation are also documented to help state and federal staffs interpret the validation results and improve procedures.

Module 3 is not included in the UI DV Handbook. It is maintained in a database that contains data for every state. Since these instructions are state-specific, each state is responsible for reviewing and updating its Module 3 regularly. Every year by June 10, States need to certify that they have reviewed their Module 3 and that is up to date. The Module 3 software is the interface that states use to update their Module 3 and certify it every year.

Navigating the System

The Module 3 software is a web-based application with certain characteristics that the user should be aware of.

- *Multiple users.* The software supports multiple, concurrent users. However, it was not designed to allow, for example, multiple users to update the same data at the same time. The system will make updates in the order they are requested. If a user deletes a field that another user is editing, when the second user tries to save its change, the software will give an error message.
- *Time Out.* You will be automatically logged out from the application if you are inactive for more than 30 minutes. To maintain your session hit a key or move your mouse. You should “save” your work if you are going to be inactive for a long period of time.
- *Use of the **Back** button.* The Internet browser has a **Back** button that allows the user to return to a previous screen. Users should be aware that use of this button may result in unexpected results. This problem can be avoided by using the links on the software screens that were designed to navigate to previous screens.
- *Exit from Screens.* The user can exit from a secondary window within the application using the "Close" button (the “X” in the upper right corner of the window). Be aware that the "Close" button of a primary screen (the “X” at the extreme upper corner) will exit the user from the entire application. This may result in lost data.

The [Home](#) link at the bottom of the screen will close the application and return you to the State Menu while still being logged to the system.

The [Logout](#) link at the bottom of the screen will close the application, log you out, and return you to the State Menu.

- *Help functions.* The application has [Help](#) links on certain screens. Click on this link to display information relevant to the data or functions available on the screen. The [Feedback](#) link accesses contact information for technical problems.



Screen shots in this tutorial might look different (fonts and colors) from your screen due to your desktop and browser settings.

Login Screen

To log on to the Module 3 software, follow the next steps.

- 1 Go to the Office of Unemployment Insurance *State Menu* screen. Select [Data Validation](#) and then select [Module 3](#).



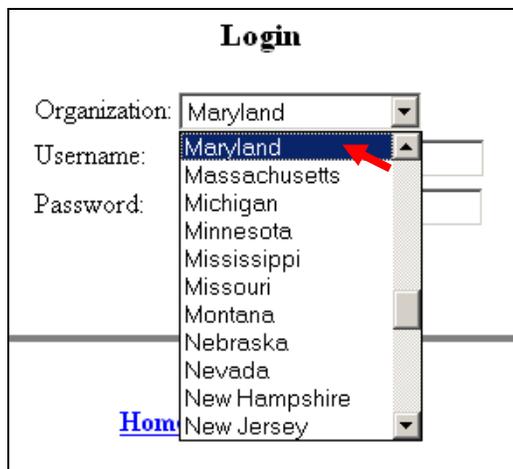
- 2 Select [Benefits](#) or [Tax](#).



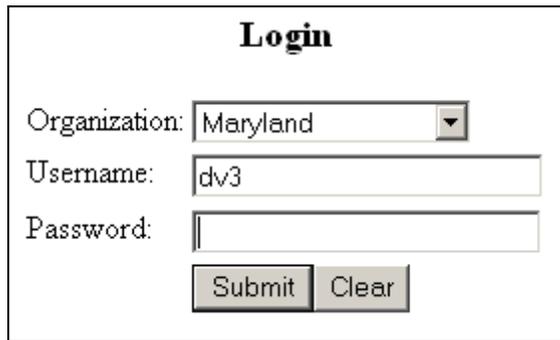
- The following *Security Alert* window will be displayed. This window requests you to accept a security certificate that is issued by the Department of Labor. This window will appear whenever the user enters the application the first time. To continue, click **Yes**.



- On the *Module 3* login screen, select your state from the **Organization** drop-down menu.



- 5 Enter your **Username**. Example: dv3



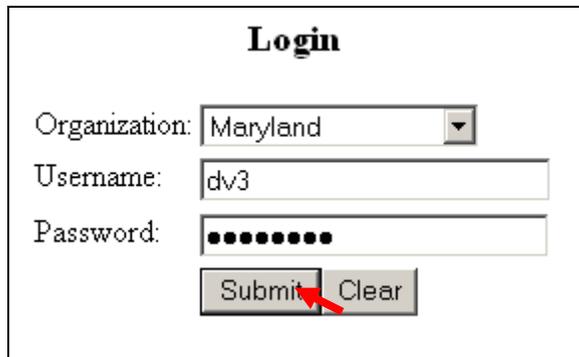
Login

Organization:

Username:

Password:

- 6 Enter your **Password** and click **Submit**.



Login

Organization:

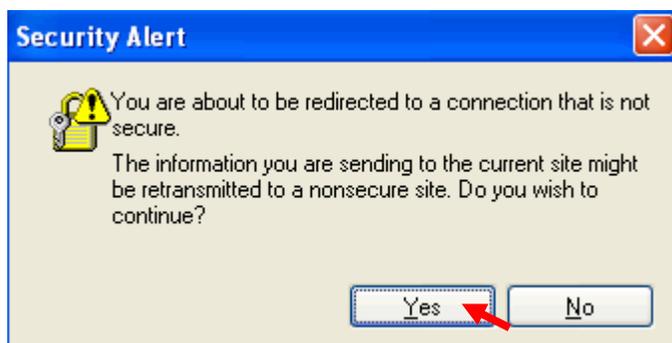
Username:

Password:



User name and password must be requested from the OUI National Office. Instructions and request forms have been posted on the DV web page at <http://www.oui.doleta.gov/dv/>

- 7 You will see the following screen. The reason that this message appears is that the system requires you to log in using a secure connection. Once you have logged into the system the secure connection is no longer needed to run the application. The browser is informing you that you are now leaving the secure page. Click **Yes**.



You should see the *Main* screen.



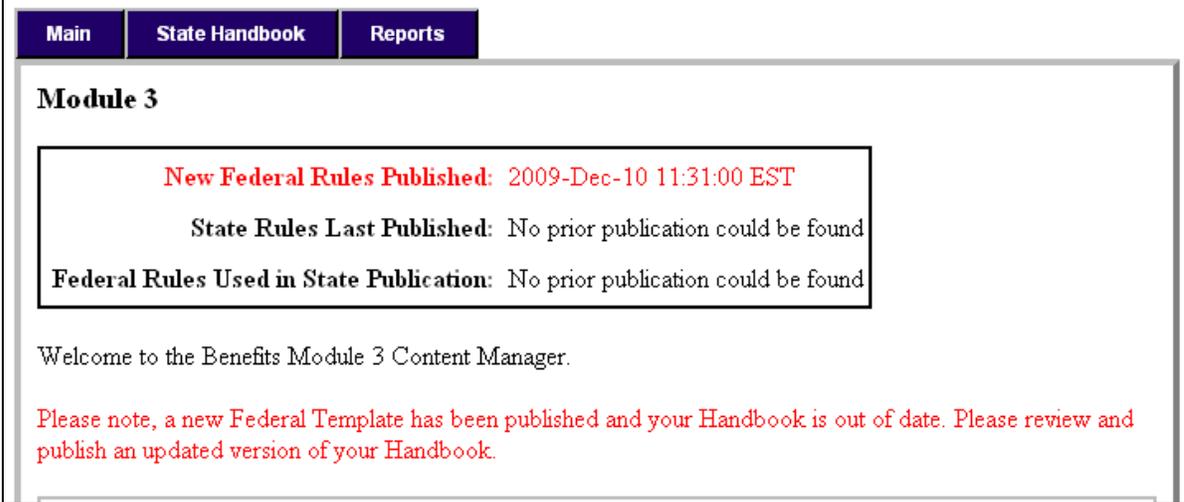
From any screen of the software you can access the following tabs that will help you navigate through the application:

- Main
- State Handbook
- Reports

Main Screen

When you log into the application, you will see the *Main* screen.

The first time that you access the *Main* screen after the National Office has published the federal template for the first time, you will see the following.

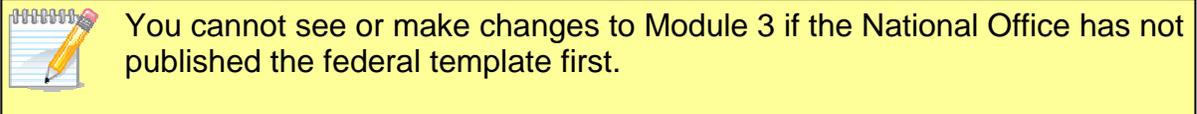


The screenshot shows a web application interface with a navigation bar at the top containing three buttons: "Main", "State Handbook", and "Reports". Below the navigation bar, the page title is "Module 3". A central box contains the following information:

- New Federal Rules Published:** 2009-Dec-10 11:31:00 EST
- State Rules Last Published:** No prior publication could be found
- Federal Rules Used in State Publication:** No prior publication could be found

Below this box, the text reads: "Welcome to the Benefits Module 3 Content Manager." At the bottom of the page, a red message states: "Please note, a new Federal Template has been published and your Handbook is out of date. Please review and publish an updated version of your Handbook."

There will be an announcement in red alerting you that a new federal template has been published. This message will be cleared when you publish Module 3.



 You cannot see or make changes to Module 3 if the National Office has not published the federal template first.

On the *Main* screen, you can see the dates and times when your state's Module 3 was published and of the federal template used.

During the Module 3 Handbook certification period, from April 1st to June 10, the *Main* screen will also display the *State Data Certification* form until you certify your handbook.

Main	State Handbook	Reports
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Module 3

State Rules Last Published: 2010-Jan-13 10:35:50 EST

Federal Rules Used in State Publication: 2009-Dec-10 11:31:00 EST

Welcome to the Benefits Module 3 Content Manager.

State Data Certification

Every year States are required to certify that they have reviewed and verified that their Module 3 data are complete and accurate. Your state has not certified its data for the current year. Please review the data and complete the following certification form.

I have thoroughly reviewed the state's Module 3 data and certify that it is complete and accurate.

Notes:

State Handbook

From the **State Handbook** tab, you can access the following options:

- Edit
- Draft PDF
- Preview/Publish
- Certify Review (only available during the certification window between April 1 and June 10 of every year)



The following sections discuss these options in detail.

Editing the Handbook

State and National Office users collaborate in editing Module 3. National Office users are responsible for updating and maintaining the parts of the document that are generic to all states, referred to as the federal template. These include the format, headers, and the following fields:

- Step
- Sub Step
- Rule
- Federal Definition

The following image is an example of a page of the federal template. All the information on the page is updated by the National Office.

Federal Template	Module 3
<p>Step 4. Program Type</p> <p>Sub Step A. UI</p> <p><i>Rules for this step/substep apply to Populations 1, 2, 3, 3a, 4, 5, 8, 9, 12, 13, and 14</i></p> <p><i>Select "Pass" on the sample validation screen for the element if all of the following conditions are met. Otherwise, select "Fail".</i></p> <hr/> <p>Rule 1: This rule validates that the State's program type code indicates a State UI claim. The code may indicate a joint claim for all populations other than Population 4. For Population 4, the code may indicate a joint claim if it is the last payment on a joint claim using only UI funds.</p> <hr/> <p>Rule 2: This rule validates that the employer code number is within the range for a State UI claim.</p> <hr/> <p>Rule 3: This rule validates that there was a regular UI employer during the base period by checking the employer name.</p> <hr/> <p>Federal Definition: State Unemployment Insurance (UI): A State program that provides benefits to individuals financed wholly from State trust funds (UI) or partially from State trust funds and partially from UCFE and/or UCX program funds (joint UI/UCFE, UI/UCX, UI/UCFE/UCX claim). (ETA 401, p. V-1-8)</p>	

State users are responsible for editing their state-specific data contained in the following fields:

- State Comments
- State Definitional Issues
- Document
- Validation

These fields are identified in the following image.

Step 14. Payment Mail or Deposit Date

Rules for this step/substep apply to Population 4

Select "Pass" on the sample validation screen for the element if all of the following conditions are met. Otherwise, select "Fail".

Rule 1: This rule validates that the date the payment was mailed or deposited matches the date on the worksheet and that ~~the payment was mailed during the month that is being validated.~~

Document 1: CLAIM RECORD (UCLR1) screen

Validation: The EFF OR ISS DT for the selected payment matches the payment mail date on the worksheet and falls within the month being validated

Federal Definition: Date of Payment: The date on which the check is paid in person, mailed, electronically transmitted to the claimant's bank account, or an offset or intercept is applied on the claim. The mail date is the date the SESA actually mails the first payment to the claimant. SESAs determine the mail date and provide DOL with its procedure(s) to derive it in the Comments section. (ETA 401, pp IV-1-5, V 1-8)

State Definitional Issues: Definitions: Date of Payment: The date on which the check is paid in person, mailed, electronically transmitted to the Claimant's bank account, or an offset or intercept is applied on the claim.

The mail date is the date the SESA actually mails the first payments to the claimant. SESAs determine the mail date and provide DOL with it's procedure (s) to drive it in the comments section.

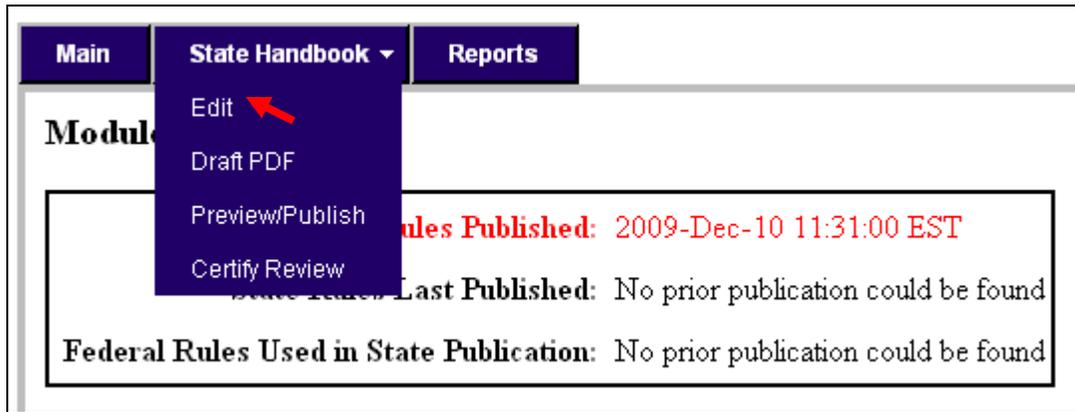
State Comments: The process (authorized) date is stored by the system. The mail date is the date payment was authorized plus one day unless the payment was authorized on a Saturday or on a holiday. If the payment was authorized on a Saturday or on a holiday, the mail date is the next business day plus one day.

The following sections explain how to edit these fields.

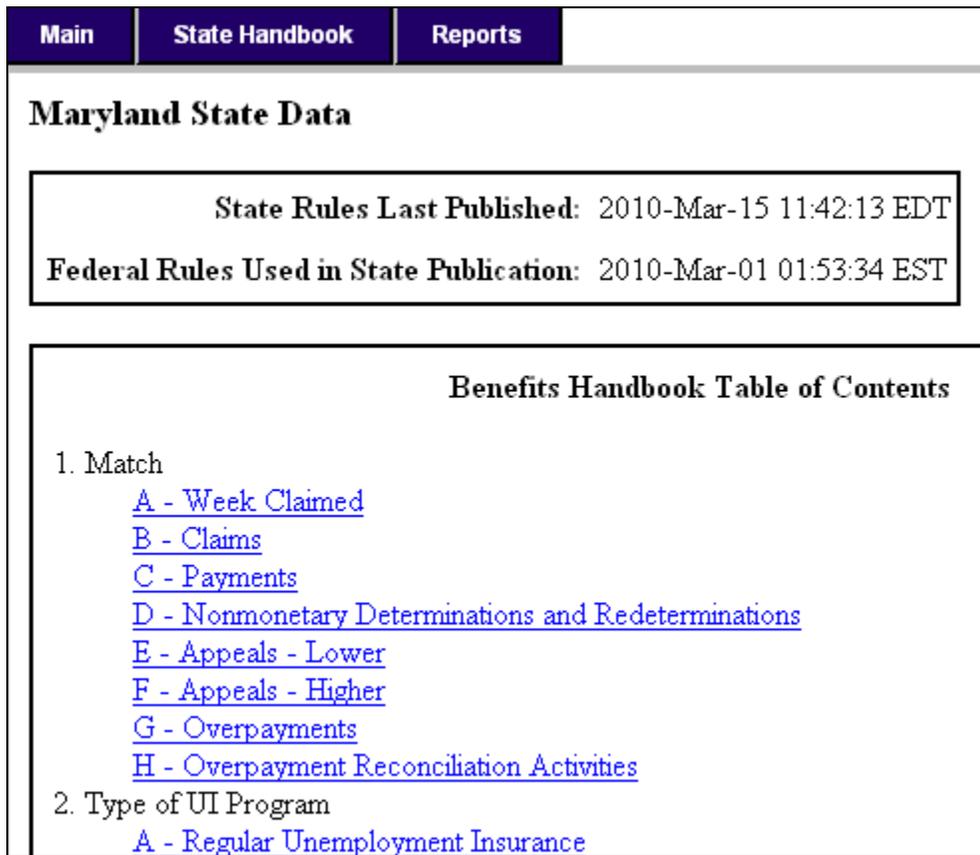
Editing State Comments and Definitional Issues

To edit state comments or definitional issues follow the next steps.

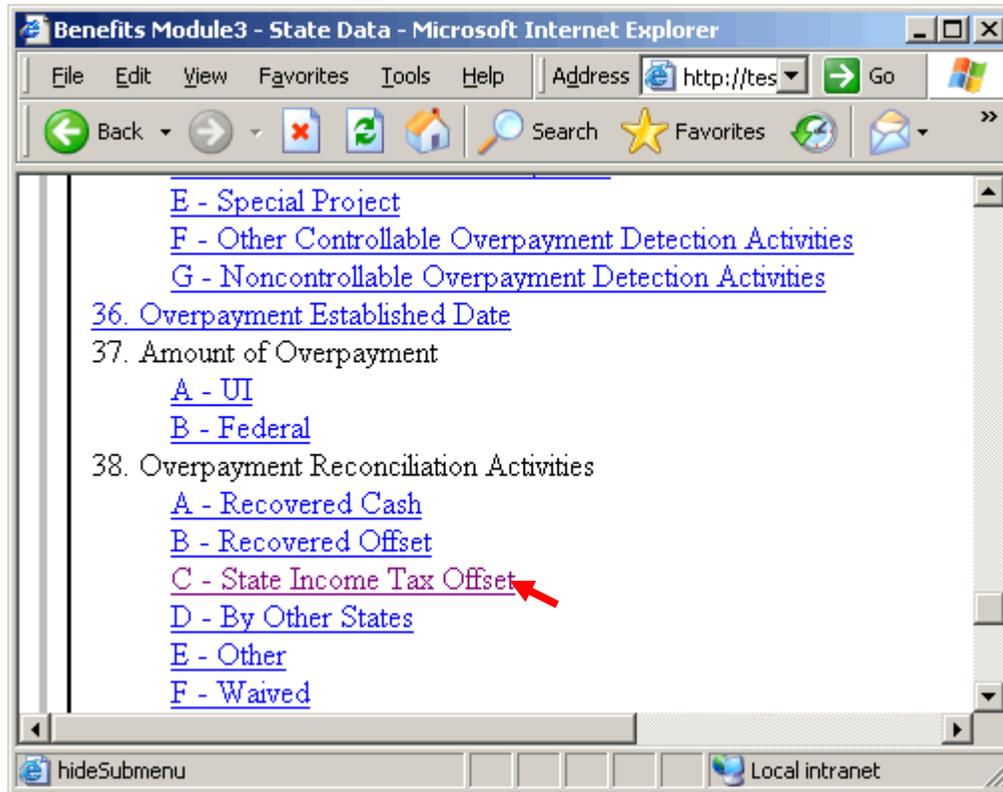
- 1 Click on [Edit](#) from the [State Handbook](#) tab.



This will bring up the *Table of Contents* that lists the various Steps and Sub Steps as a series of links.



- 2 Click on the Step or Sub Step for which you want to edit Comments or Definitional Issues. Use the Scroll Down on your browser if necessary to find the Step or Sub Step you want to edit.



The Edit Sub Step Form will be displayed.

Edit Sub Step
X

Step: 38. Overpayment Reconciliation Activities

Sub-Step: C. State Income Tax Offset

Populations: Rules for this step/substep apply to Population 13

Federal Definition: State Income Tax Offset: Money from a State income tax refund that is withheld from a claimant by the State taxing authority and transferred to the State agency to repay a benefit overpayment.

Enter the amounts withheld from claimants by the state taxing authority and transferred to the state agency during the quarter to repay benefit overpayments.

(ETA 401, pp. IV-3-10, 14)

State Comments:

State Definitional Issues:

Rules

1 This rule validates that the type of overpayment transaction was a State income tax offset by checking an indicator.

Documents

The Edit Sub Step form indicates the Step and Sub Step that you are editing, and describes the data element that is being validated. It also indicates the populations for which the step applies, any federal definitions related to the data element, and the rules established by the National Office to validate the element. It provides states with a data entry interface to enter state-specific instructions on how to validate the element. For each Rule specified by the National Office, the state will record in the **Document** box the source they need to look up in their state to validate the element. For each Document, the state will provide specific instructions on the **Validation** box on how to use the source to validate the data element.



If you select a Step, the Edit Sub Step form will display the step number and its description, but no Sub Step letter and “null null” as its description.

Edit Sub Step

Step: 11. Weeks Claimed

Sub-Step: null null

Populations: Rules for this step/substep apply to Population 1

Federal Definition: Weeks Claimed: Weeks covered by intrastate continued claims for which waiting period credit or payment

3 Type your comments in the [State Comments](#) box.

Edit Sub Step

Step: 38. Overpayment Reconciliation Activities

Sub-Step: C. State Income Tax Offset

Populations: Rules for this step/substep apply to Population 13

Federal Definition: State Income Tax Offset: Money from a State income tax refund that is withheld from a claimant by the State taxing authority and transferred to the State agency to repay a benefit overpayment.

Enter the amounts withheld from claimants by the state taxing authority and transferred to the state agency during the quarter to repay benefit overpayments.

(ETA 401, pp. IV-3-10, 14)

State Comments: Ask programmer to run CX-1.

State Definitional Issues:

Save Cancel

4 Type any definitional issues in the **State Definitional Issues** box.

Edit Sub Step
✕

Step: 38. Overpayment Reconciliation Activities

Sub-Step: C. State Income Tax Offset

Populations: Rules for this step/substep apply to Population 13

Federal Definition: State Income Tax Offset: Money from a State income tax refund that is withheld from a claimant by the State taxing authority and transferred to the State agency to repay a benefit overpayment.

Enter the amounts withheld from claimants by the state taxing authority and transferred to the state agency during the quarter to repay benefit overpayments.

(ETA 401, pp. IV-3-10, 14)

State Comments:

State Definitional Issues:

If after typing your comments or issues you decide you don't want to save them, click on the **Cancel** button and the text in the boxes will be restored to the original text.

If you close the window before saving your changes, your edits will be lost. Once you save your changes, you cannot restore the previous text.

5 Click the **Save** button.

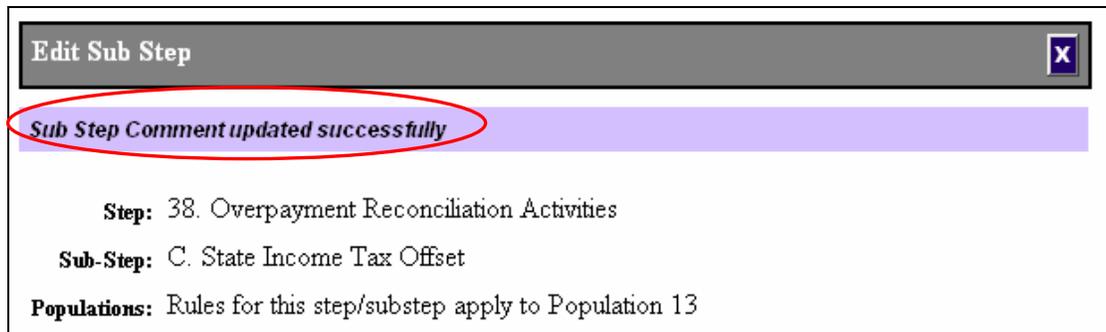
transferred to the state agency during the quarter to repay benefit overpayments.

(ETA 401, pp. IV-3-10, 14)

State Comments:

State Definitional Issues:

You will see the following message confirming that your changes have been saved.



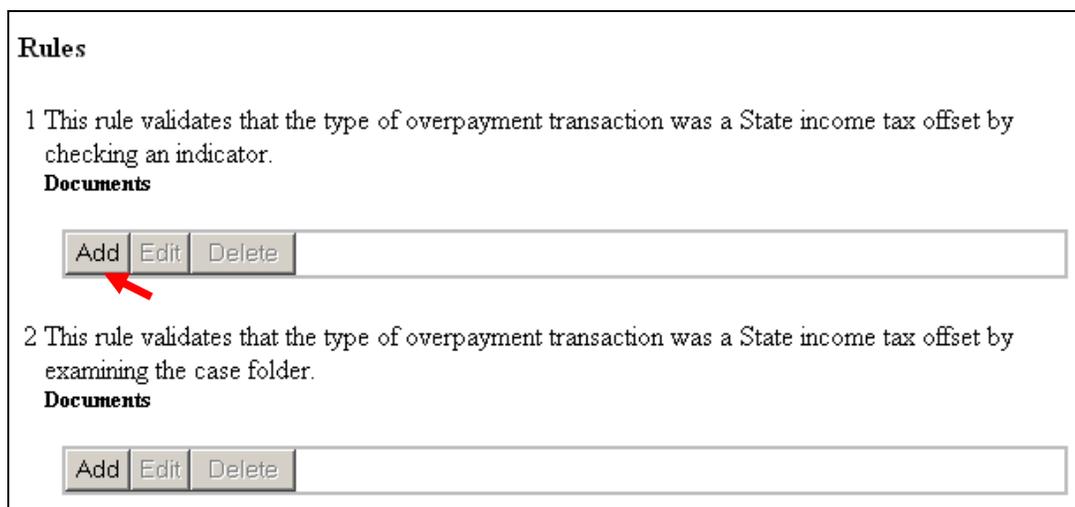
The screenshot shows a window titled "Edit Sub Step" with a close button (X) in the top right corner. A purple banner at the top of the window contains the text "Sub Step Comment updated successfully", which is circled in red. Below the banner, the following information is displayed:

- Step:** 38. Overpayment Reconciliation Activities
- Sub-Step:** C. State Income Tax Offset
- Populations:** Rules for this step/substep apply to Population 13

Adding Documents

Besides editing state comments and state definitional issues, you can use the *Edit Sub Step* form to see the rules that the National Office has established to validate the data element described by a Step or Sub Step, and add state-specific validation instructions for that element by using the Add document feature. Follow the next steps to add state-specific validation instructions.

- 1 On the *Edit Sub Step* form go to the *Rules* section (scroll down if necessary). Click on the **Add** button below the rule for which you want to add validation instructions.



The screenshot shows the "Rules" section of the form. It contains two rules, each with a description and a "Documents" section. The "Add" button in the first rule's "Documents" section is highlighted with a red arrow.

Rules

1 This rule validates that the type of overpayment transaction was a State income tax offset by checking an indicator.
Documents
Add Edit Delete

2 This rule validates that the type of overpayment transaction was a State income tax offset by examining the case folder.
Documents
Add Edit Delete

The *Document* form will be displayed.

Rules

1 This rule validates that the type of overpayment transaction was a State income tax offset by checking an indicator.

Documents

	Add	Edit	Delete
<input type="radio"/>	<input type="text"/>	Document:	
		Validation:	

Save Cancel

- 2 Each document you add must have a number. You can select any number you want, but ideally you will the number your documents sequentially, starting with number 1. Type a number for the new document in the box provided next to the radio button.

Rules

1 This rule validates that the type of overpayment transaction was a State income tax offset by checking an indicator.

Documents

	Add	Edit	Delete
<input checked="" type="radio"/>	1	Document:	
		Validation:	

Save Cancel



If you already have documents under a rule and you try to repeat a document number, the software will give you an error message when you try to save the document.

2 This rule validates that the type of overpayment transaction was a State income tax offset by examining the case folder.

Documents

Document could not be updated:

- Number already exists for this Rule

Add Edit Delete

1 Document: Screen 1230.
Validation: OV code must be "S".

Document: Screen 1231
Validation: OV Code must be "S1"

Save Cancel

 After you add documents to a rule, the software will automatically reorder them by their number when you exit the *Edit Sub Step* form. For example, if you have documents numbered 1 and 3, and you add number 2, you will see them sorted as 1, 2, 3 the next time you access the form.

- 3 In the **Document** box, type the source you will need to look up when validating the data element. In the **Validation** box, type what you will need to check in that source to make sure that the element passes validation.

Rules

1 This rule validates that the type of overpayment transaction was a State income tax offset by checking an indicator.

Documents

Add Edit Delete

Document: Screen 4509
Validation: OV code must be "S234"

Save Cancel

4 Click the **Save** button.

You should see a message saying that the document was updated.

Rules

1 This rule validates that the type of overpayment transaction was a State income tax offset by checking an indicator.

Documents

Document updated successfully

Deleting Documents

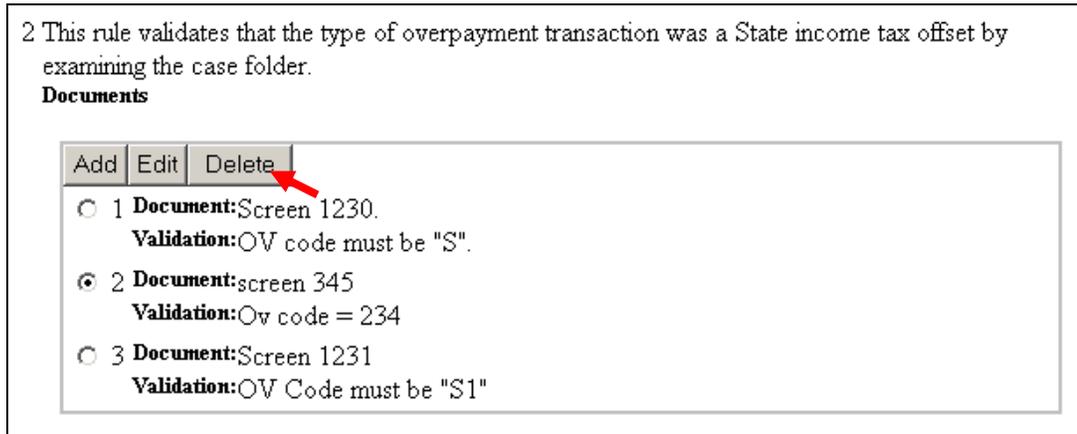
To delete a document follow the steps below.

1 Select the *Document* you want to delete.

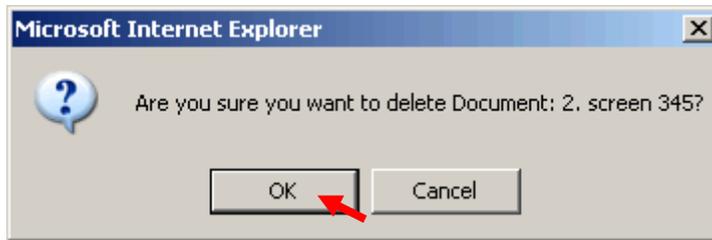
2 This rule validates that the type of overpayment transaction was a State income tax offset by examining the case folder.

Documents

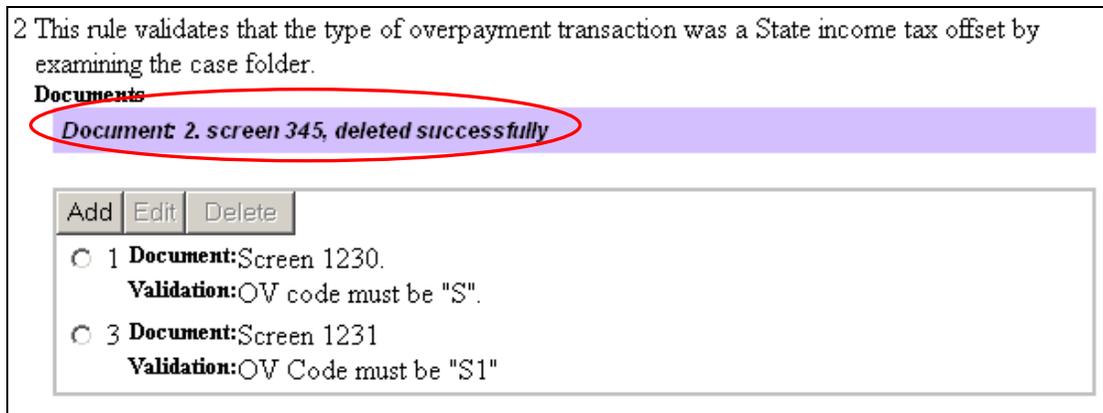
2 Click on the **Delete** button.



3 The following window will come up asking you to confirm the deletion. Click **OK**.



You should see a message saying that the document was deleted.



 The software will not renumber documents. In the previous example, if you want Document 3 to be numbered Document 2, you will need to change the number in Document 3 to 2. Follow the steps in the next section to edit the document number.

Editing Documents

To edit a document follow the steps below.

- 1 Select the *Document* you want to edit.

Rules

1 This rule ensures that the validator has correctly identified the weeks claimed to be validated on the supporting documentation by matching on the SSN.

Documents

Add Edit Delete

- 1 **Document:** WEEKS CLAIMED HISTORY (Z03)
Validation: The SSN matches the SSN of the week claimed on the worksheet.
- 2 **Document:** Type document name here
Validation: Type instructions on how to validate the data element using this document

- 2 Click on the **Edit** button.

Rules

1 This rule ensures that the validator has correctly identified the weeks claimed to be validated on the supporting documentation by matching on the SSN.

Documents

Add Edit Delete

- 1 **Document:** WEEKS CLAIMED HISTORY (Z03)
Validation: The SSN matches the SSN of the week claimed on the worksheet.
- 2 **Document:** Type document name here
Validation: Type instructions on how to validate the data element using this document

- 3 Type any changes in the **Document** and **Validation** boxes.

Rules

1 This rule ensures that the validator has correctly identified the weeks claimed to be validated on the supporting documentation by matching on the SSN.

Documents

Add Edit Delete

- 1 **Document:** WEEKS CLAIMED HISTORY (Z03)
Validation: The SSN matches the SSN of the week claimed on the worksheet.
- 2 **Document:** Type document name here. Make any changes to this text.
Validation: Type instructions on how to validate the data element using this document. Make any changes to this text.

Save Cancel

4 Click on the **Save** button.

The screenshot shows a document editor window with a title bar containing 'Add', 'Edit', and 'Delete' buttons. Below the title bar, there are two document entries:

- Entry 1: Document: WEEKS CLAIMED HISTORY (Z03), Validation: The SSN matches the SSN of the week claimed on the worksheet.
- Entry 2 (Selected): Document: Type document name here. Make any changes to this text., Validation: Type instructions on how to validate the data element using this document. Make any changes to this text.

At the bottom of the window, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a grey background.

You should see a message saying that the document was updated.

The screenshot shows a 'Rules' section with a red arrow pointing to the title. Below the title, there is a list of rules:

- 1 This rule ensures that the validator has correctly identified the weeks claimed to be validated on the supporting documentation by matching on the SSN.

Below the rules, there is a 'Documents' section with a purple bar containing the text 'Document updated successfully', which is circled in red. Below this, there is a document editor window with a title bar containing 'Add', 'Edit', and 'Delete' buttons. Below the title bar, there are two document entries:

- Entry 1: Document: WEEKS CLAIMED HISTORY (Z03), Validation: The SSN matches the SSN of the week claimed on the worksheet.
- Entry 2 (Selected): Document: Type document name here. Make changes to text., Validation: Type instructions on how to validate the data element using this document. Make changes to text.

Previewing the Handbook

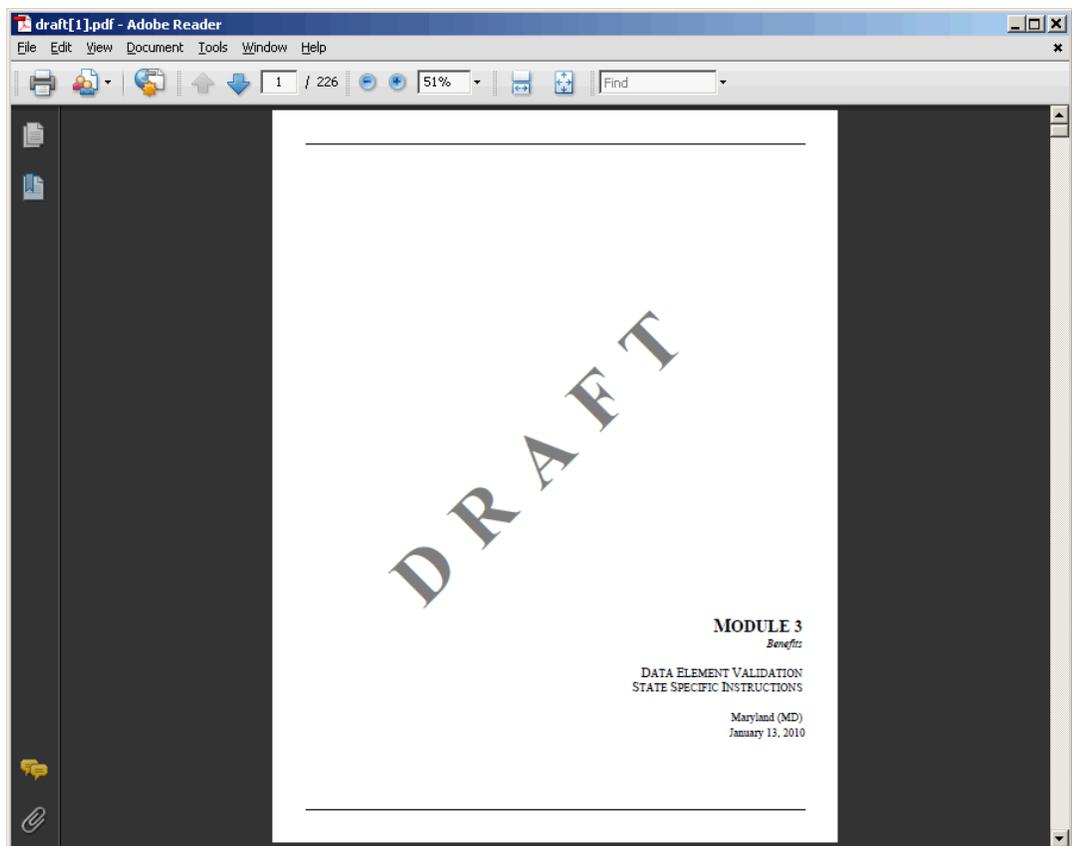
There are two ways of previewing the changes you have made to the handbook. You can browse a PDF of the handbook or you can go to the *Preview/Publish* screen where changes made since the last publication are highlighted (refer to *Publishing the Handbook* section of this tutorial for instructions on the latter).

To preview a PDF of the handbook, follow the next steps.

- 1 Select [Draft PDF](#) from the [State Handbook](#) tab.



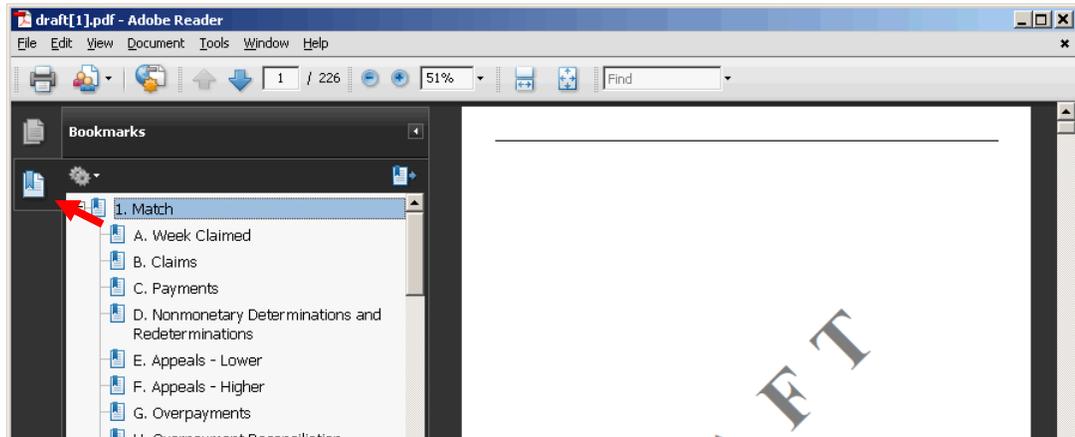
The following screen will be displayed.



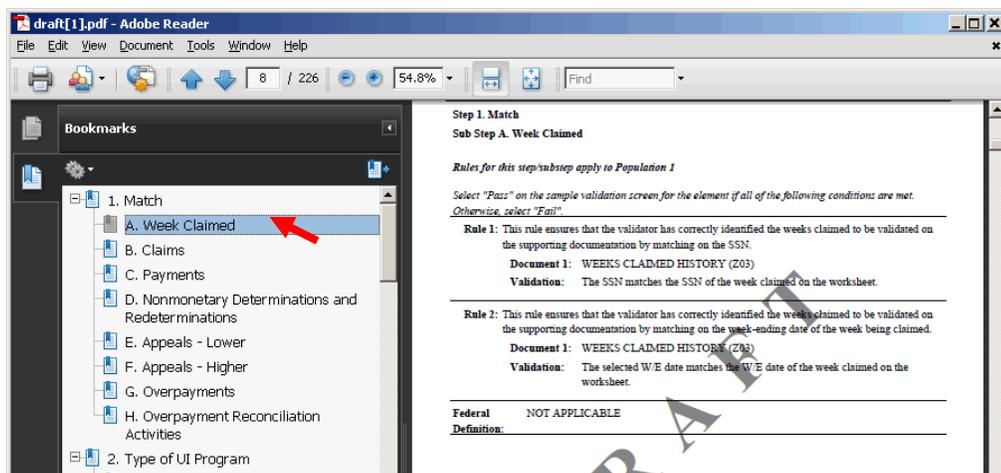
You can browse, save, or print the document using the Adobe Reader commands.

The PDF is bookmarked so you can go directly to the step you want to view. To do this, follow the next steps.

2 Click the **Bookmarks** button.



3 Click on the step you want to view.



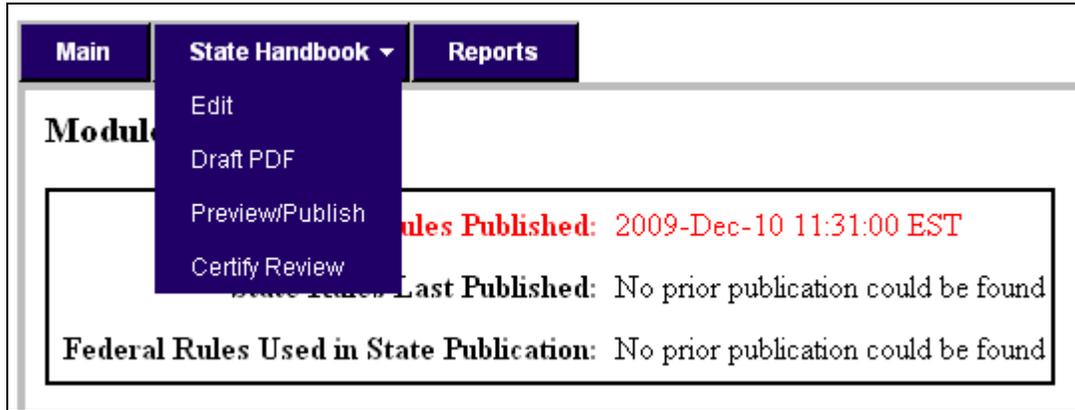
To print the handbook or parts of it, use the **Print** button.

 The preview function displays a draft copy of the handbook that includes all changes since the last publication. To get a copy of the latest official published handbook, go to the **Reports** tab, select the [All Publications](#) link, and use the *Publications Log* screen.

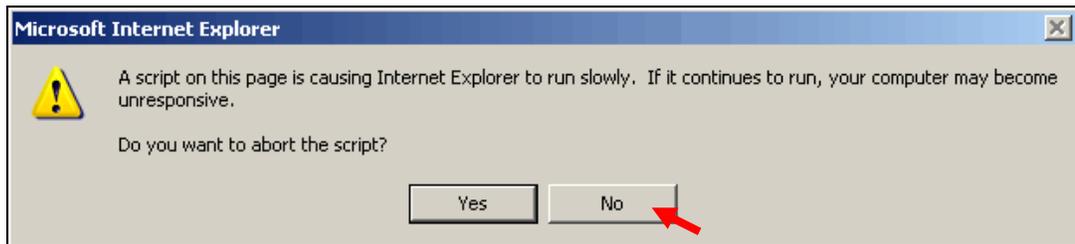
Publishing the Handbook

To publish the handbook, follow the next steps.

- 1 Select Preview/Publish from the State Handbook tab.



If you get the following screen, click **No**. This is a known bug for Version 1.1.0 that will be fixed in a future release. If you click **Yes** the *Preview/Publish* screen will not be generated



- 2 On the *Preview/Publish* screen, any text that the state has added to the handbook since the last publication is highlighted in blue and all text that has been modified is highlighted in green. By clicking on the **Added** or **Modified** box you can select the text to be displayed.

View: Added Modified

Step 1. Match
 Step: 1 - Match
 Appeals Related: No

Substep A. Week Claimed
 Sub-Step: A - Week Claimed
 Instruction: Rules for this step/substep apply to Population 1
 Federal NOT APPLICABLE
 Definition:

Substep state data modified
 State Type definitional issues here.
 Definitional
 Issues:
 State Editing after first publication
 Comments:

Rules

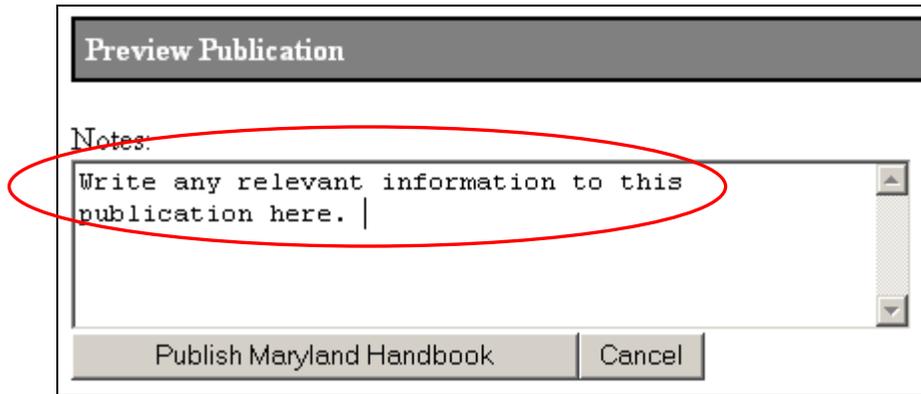
Rule 1
 1 This rule ensures that the validator has correctly identified the weeks claimed to be validated on the supporting documentation by matching on the SSN.

Documents
 1 Document: WEEKS CLAIMED HISTORY (Z03)
 Validation: The SSN matches the SSN of the week claimed on the worksheet.

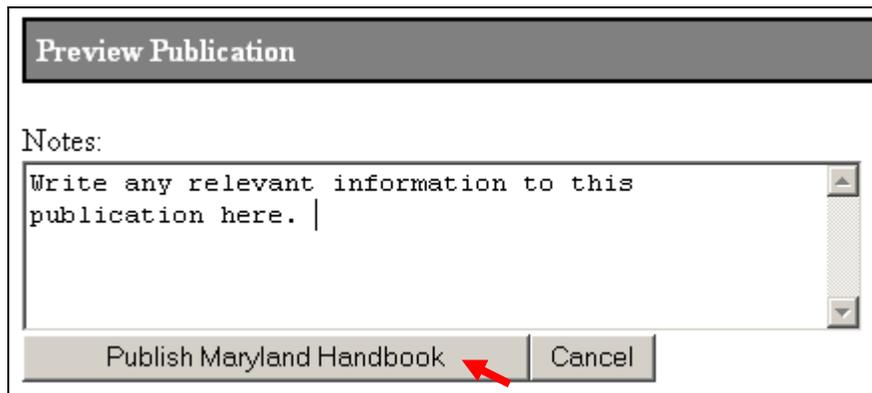
Document 2: added
 2 Document: new document added here
 Validation: validation steps added here

Rule 2
 2 This rule ensures that the validator has correctly identified the weeks claimed to be validated on the supporting documentation by matching on the SSN.

- 3 After you determine that the changes you made are correct, you should enter comments regarding this publication on the **Notes** box. For example, you can give the reason you are updating the handbook, who made the changes, etc. The software will not allow you to publish the handbook unless you have entered some text on the **Notes** box.



- 4 Click on **Publish 'State' Handbook**, to publish your handbook, or click **Cancel** if you are not ready to publish it yet.



After you click **Publish**, the software will take you to the *Publications Log* screen where information regarding the publication will be displayed.

Main		State Handbook		Reports	
Publications Log					
State Rules Last Published: 2010-Jan-13 10:35:50 EST					
Federal Rules Used in State Publication: 2009-Dec-10 11:31:00 EST					
	State	Publication Date	Publisher	Notes	
PDF	MD	2010-Jan-13 10:35:50 EST	memberstate_MD\user.test	Write any relevant information to this publication here	

Certifying the Handbook

The data in Module 3 has to be certified as accurate by the state every year, by June 10. Between April 1 and June 10 of every year, a *State Data Certification* form will appear on the *Main* screen and the option *Certify Review* will appear under the *State Handbook* tab. Before certifying the handbook the state should make sure that their handbook is up to date with the federal template and with the state's UI system.

If the handbook is not up to date with the federal template, you will see the following message.

State Data Certification

Every year States are required to certify that they have reviewed and verified that their Module 3 data are complete and accurate. Your state has not certified its data for the current year. Please review the data and complete the following certification form.

I have thoroughly reviewed the state's Module 3 data and certify that it is complete and accurate.

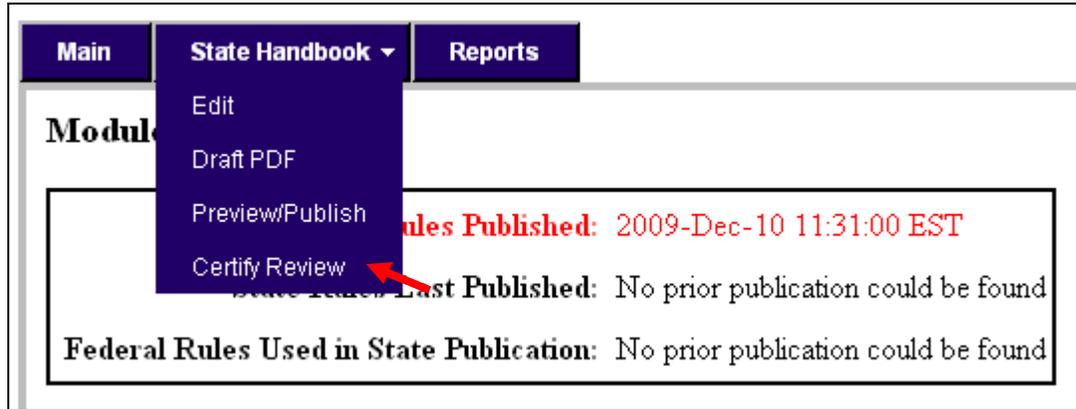
You must first update your State Handbook before you can certify.

Notes:

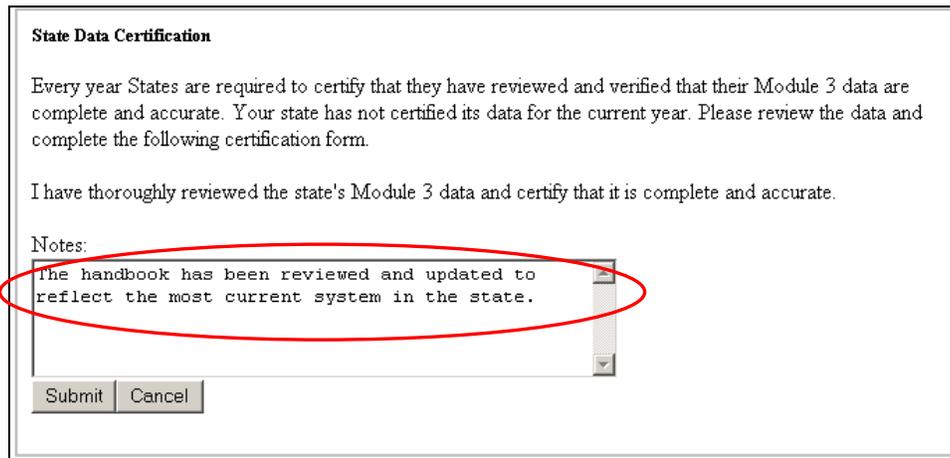
Follow instructions on how to publish your handbook in the *Publishing the Handbook* section.

After verifying that the handbook is up to date with the federal template and with your state's UI system, follow the next steps to certify your handbook.

- 1 Access the *State Data Certification* form by clicking on the **Main** tab or selecting **Certify Review** from the **State Handbook** tab.



- 2 Type comments in the **Notes** box of the *State Data Certification* form.



3 Click **Submit**.

State Data Certification

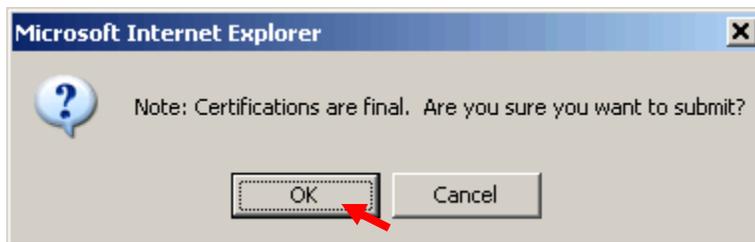
Every year States are required to certify that they have reviewed and verified that their Module 3 data are complete and accurate. Your state has not certified its data for the current year. Please review the data and complete the following certification form.

I have thoroughly reviewed the state's Module 3 data and certify that it is complete and accurate.

Notes:

The handbook has been reviewed and updated to reflect the most current system in the state.

4 Click **OK**.



Once you certify your handbook, the *State Data Certification* form will disappear from the Main menu and you will not be able to undo this action.

After you certify the handbook, the *Certification Log* screen will be displayed.

Main	State Handbook	Reports								
<p>Certifications Log</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">State Rules Last Published: 2010-Jan-13 10:35:50 EST</p> <p style="text-align: center;">Federal Rules Used in State Publication: 2009-Dec-10 11:31:00 EST</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">State</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">User</th> <th style="text-align: left;">Notes</th> </tr> </thead> <tbody> <tr> <td>MD</td> <td>2010-Jan-13 16:02:16 EST</td> <td>memberstate_MD\user.test</td> <td>The handbook has been reviewed and updated to reflect the most current system in the state.</td> </tr> </tbody> </table>			State	Date	User	Notes	MD	2010-Jan-13 16:02:16 EST	memberstate_MD\user.test	The handbook has been reviewed and updated to reflect the most current system in the state.
State	Date	User	Notes							
MD	2010-Jan-13 16:02:16 EST	memberstate_MD\user.test	The handbook has been reviewed and updated to reflect the most current system in the state.							

Reports

From the **Reports** tab, you can access the following options:

- All Publications
- Certifications

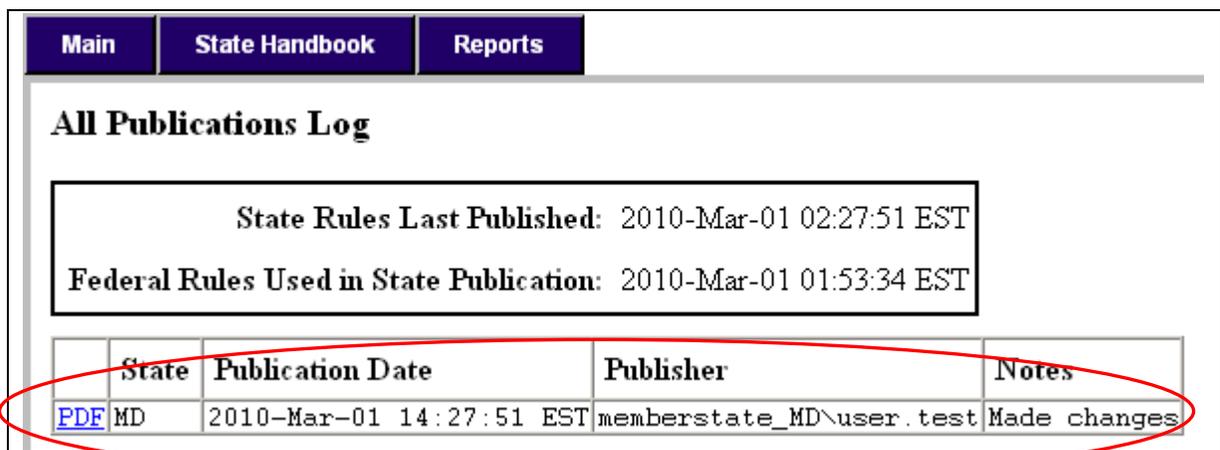
Viewing All Publications

To view a list of all publications follow the next steps.

- 1 Select [All Publications](#) from the **Reports** tab.



You will see a list of all publications for your state.



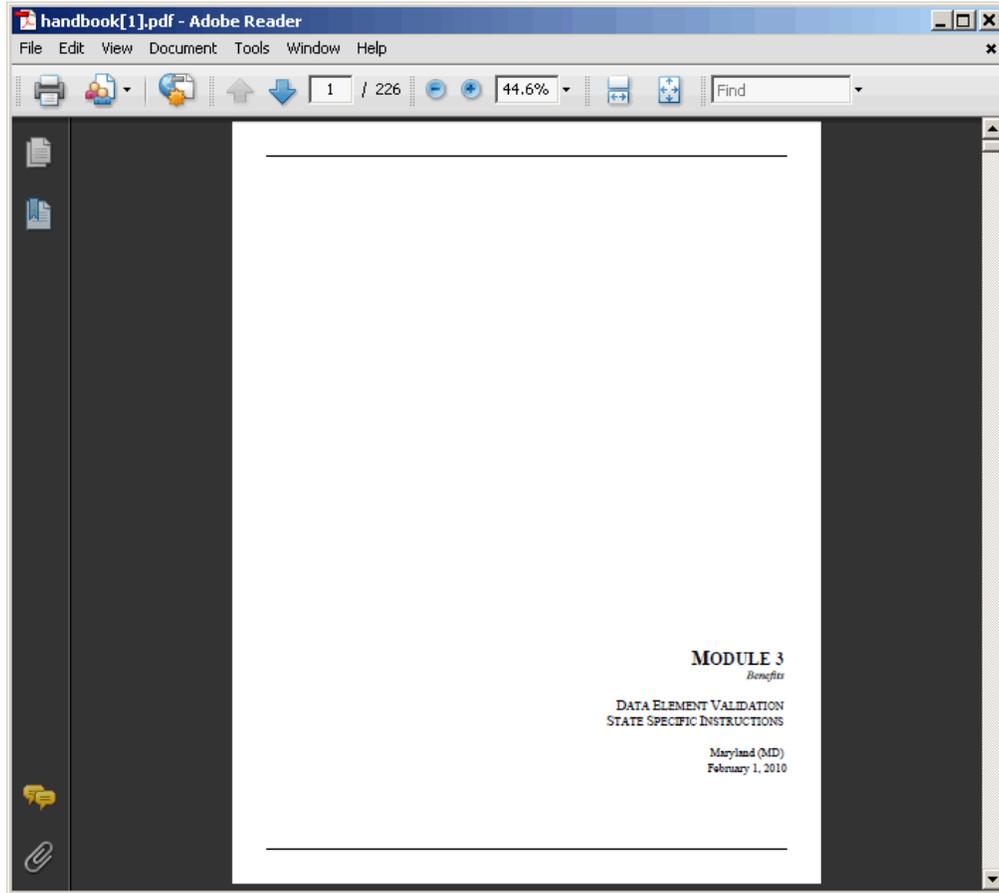
If there are no publications you will see the following message.

Main	State Handbook	Reports
All Publications Log		
<p>New Federal Rules Published: 2010-Feb-24 12:27:12 EST</p> <p>State Rules Last Published: No prior publication could be found</p> <p>Federal Rules Used in State Publication: No prior publication could be found</p> <p>Your request returned zero publications</p>		

- To view any publication, click on the [PDF](#) link next to the date of the publication you want.

Main	State Handbook	Reports		
All Publications Log				
<p>State Rules Last Published: 2010-Mar-01 02:27:51 EST</p> <p>Federal Rules Used in State Publication: 2010-Mar-01 01:53:34 EST</p>				
	State	Publication Date	Publisher	Notes
PDF	MD	2010-Mar-01 14:27:51 EST	memberstate_MD\user.test	Made changes

This will bring up a copy of the publication on Adobe Reader.



You can browse, print and/or save this copy using the Adobe Reader functions.

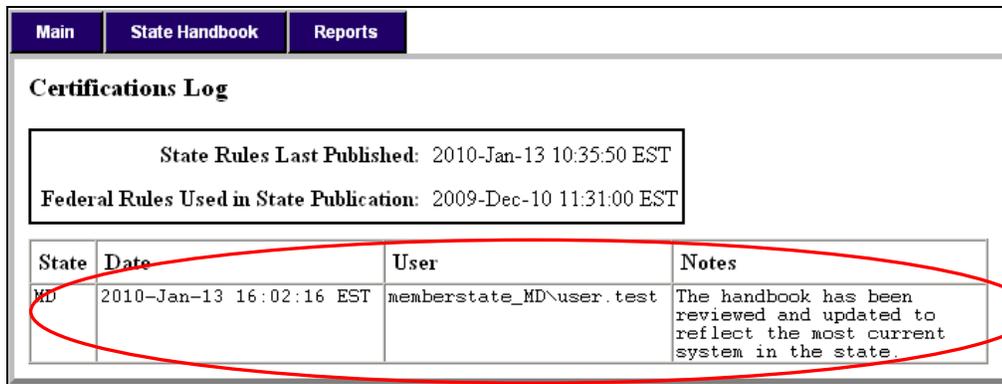
Viewing Certifications

To view a list of all certifications follow the next steps.

- 1 Select [Certifications](#) from the [Reports](#) tab.



You will see a list of all certifications for your state.

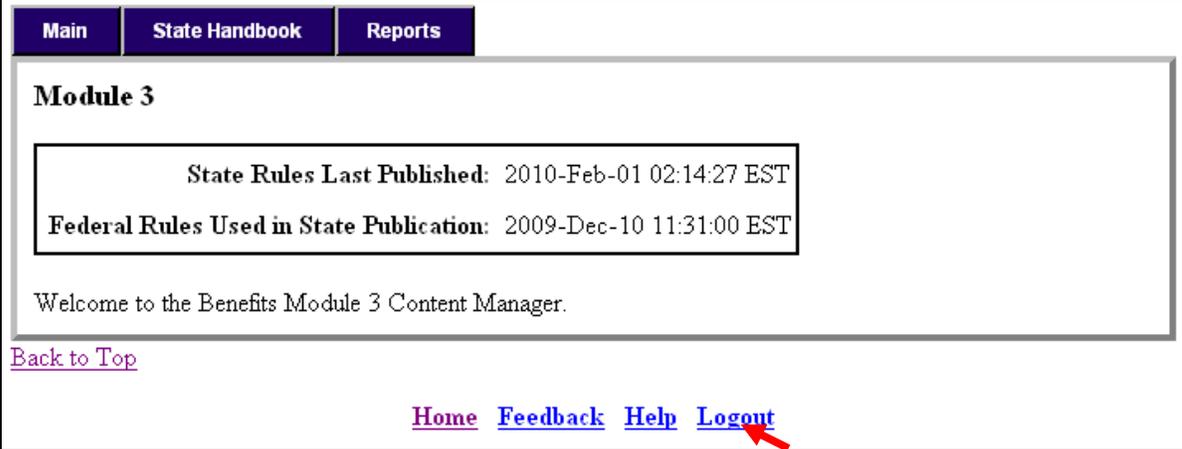


If there are no publications you will see the following message.



Logging Out

To log out from the system, click on the [Logout](#) link at the bottom of the page.



Main **State Handbook** **Reports**

Module 3

State Rules Last Published: 2010-Feb-01 02:14:27 EST
Federal Rules Used in State Publication: 2009-Dec-10 11:31:00 EST

Welcome to the Benefits Module 3 Content Manager.

[Back to Top](#)

[Home](#) [Feedback](#) [Help](#) [Logout](#)

This will end the session, log you out from the system, and return you to the *State Application Menu*.



If you have access to both Benefits and Tax applications and want to switch from one to the other, click on the [Home](#) link at the bottom of the screen. This will close the application and return you to the *State Application Menu*, but you will still be logged in. Click on [Benefits](#) or [Tax](#) and the application will open on the *Main* screen without the need to log in again.