# Data Validation – Ask Me Anything Session

## April 10, 2018

1. How do I get a password to sign on to DV in the SUN System or Module 3?

> **All access forms are located on the Data Validation webpage in the right column titled Software and Access. You must review and complete the UI Database Management System Access Request Form, Instructions for establishing an account and the Rules of Behavior. Follow the instructions provided on all forms and submit a copy of the UI Database Management System Access Request Form to Rachel Beistel Beistel.Rachel@dol.gov and the OUI hotline.**

2. At what point can the state change/modify Module 3 Rules?

> **States are authorized to change/modify the state-specific rules in the Module 3. States are encouraged to update system information in the Module 3 to reflect current and accurate details any time during the validation year. However, the period to certify Module 3 is April 1$^{st}$ through June 10th. Federal Rules are hardcoded and only DOL can change them, usually to provide additional clarity for the language used.**

3. For Module 3, how much detail should we include about how to arrive at a particular screen as opposed to just stating what screen the information is on?

> **Per ET Handbook No. 411 UI Data Validations Operations Guide, The Module 3 reference identifies the step where the state-specific values and/or codes are documented. Therefore, states should provide steps to navigate to the appropriate screens if the UI system requires multiple steps or clicks to view the information. It is imperative that the instructions are clear and concise. Once the general navigation steps or clicks have been documented in the module, it is acceptable to list only the location or screen of the data.**

4. For Module 3, does every "Rule" need to have a response for Document and Validation even if they do not apply to the State?

> **No, a reference or a state-specific value is not required if the rule does not apply to the state. However, the State should provide a statement indicating this step is not applicable or validated. This commonly occurs for steps relating to multi-claimants.**

5. Is there are a limit of characters that the state can put in the comments sections in the Module 3?

**There is a 250 character limit.**

6. Can we provide screen shots or video recording clips as a supplement for Mod 3?

**States may provide screen shots as an attachment to the Module 3. The document should be accessible to individuals conducting data validation and data validation monitoring. Although innovative, video recording clips may not be used as a supplement for Module 3.**

7. For states in transition to new systems, can we certify Module 3 as is for this DV year and make note that the process will change if not all the information for the new system is available to update all the steps?

**Yes, you may certify Module 3 for this validation year and include a comment on the transition to the new system. Update the Module 3 throughout the validation year as you become more familiar with the new system and referenced screens.**

8. Will there be a webinar pertaining to UI required reports? Is there a reports course similar to the DV one? Are there other resource persons to contact for report questions?

**There is no webinar currently scheduled or a planned training course similar to the DV class. The Regional and National offices of DOL can assist in answering any reporting questions you may have and will direct you to the appropriate subject matter expert.**

9. For Benefits Population 2, should we select a mail date of final payment or a processing date of the final payment?

**Per the [ET Handbook No. 401 – UI Reports](#), states should count payments and weeks compensated as of the date payments are made in person, mailed, or electronically deposited. The payment method will typically determine the date used for this population. For example, if the payment was electronically deposited to a claimant's bank account, then the state should use the processing date.**

10. For Benefits Population 3a, column 8 "Unclaimed Week" is blank. Is there a reason why?

**Per the ET Handbook No. 411 - Data Validation Operations Guide, Appendix A, the "Unclaimed Week" field is optional. States can leave this field blank or enter the week ending date of the unclaimed week prior to the additional claim in the mm/dd/yyyy format.**

11. For Benefits Population 8, why is Column 14 "Disposed of by Decision" an optional field?

**Field 14 "Disposed of by Decision" is an edit check for field 13 "Decision Date" and can remain blank or include a state-specific indicator code that the appeal has been decided.**

12. Our state is having trouble with high dollar overpayments (Benefits Population 12). For multi-year determinations, the overpayments are entered in our system separately for each benefit year and we're having trouble "putting them back together again" to satisfy Module 3, Step 45. Do you have any information on finding a solution?

**High dollar overpayments are rare since the threshold was raised to $25,000 in 2015 (UIPL 08-12, Change 1). The software will accept a zero or blank value in the UI Amount, Federal Amount, or EB Amount fields, but the corresponding accumulated amounts must be greater than zero to accommodate the special case when there is a claim that has no amount for a type of overpayment in the validation quarter but has an accumulated amount from previous quarters that need to be used to calculate a high dollar overpayment.**

**For each type of overpayment, you will need to build one record; and if parts of the overpayment amount for that type come from different claim series, use the most recent Benefit Year Begin (BYB) date in Field 14 (Date of Original Monetary). If the overpayments in the decision are of the same type—probably much more likely--build one record, and use the most recent BYB date in Field 14. For examples and more detailed information on building overpayment records, this guide will be helpful:**
https://oui.doleta.gov/dv/pdf/high_dollar_guide.pdf

13. For Module 4, are states able to choose the sampling method?

**Yes, states are able to choose the sampling method for Module 4 Benefits and Tax. Module 4 Benefits requires the State to select from the following methods: balanced systematic selection (ETA Handbook 301, Appendix A, pp. A-4 to A-6), systematic random sampling, or a utility that randomized the file. Module 4 Tax requires States to select one of the following methods: conventional interval sample or random start number provided by the Department of Labor. Please refer to the Module 4 handbooks for Benefits and Tax for more information.**

14. On Module 4, BTQ 3 Lower Authority Appeals, when using the adjustment line for the universe the module still fails. Does this get manually approved by the USDOL?

**No, manual approvals or override requests are assessed on a case-by-case basis. The state may seek assistance from the National Office on how to correctly enter data into the worksheet.**

15. For Tax Population 2, what is the best quarter to use for validating?

> **Because of the timing constraints for the Timely, Secured, and Resolved categories on line 201 of the 581 report, it is recommended states validate the April, May, June quarter. Data for the resolved category will not be available until the Report Quarter plus two additional quarters worth of the 581 reports have been submitted. For more detailed information, refer to this supplemental guide:** https://oui.doleta.gov/dv/pdf/taxpop.pdf

16. For Tax Population 2, the 581 for the second quarter data is really reported in third quarter file so would one load the third quarter?

> **No, load the extract file for the second quarter. The UI DV Tax Handbook contains useful information on the difference between the Employer Report Quarter (ERQ) and the ETA 581 Report Quarter (RQ).**

17. For Tax Population 2, an employer is active and delinquent for the 1Q/17 and 2Q/17 quarterly returns and is then suspended for 4Q/16 during the 3Q/17. Would this be reported as *resolved* for 1Q/17 on the 3Q/17 ETA 581 line 201? Would the 2Q/17 delinquent return be counted in the 4th quarter 2017 ETA 581 report as resolved in line 201?

> **This transaction would not be reportable on either the 3Q/17 or the 4Q/17 in line 201. Since the state retroactively suspended the account to 4Q/16, it would only be reportable on line 301, column or cell 20 in 3Q/17. Resolved reporting does include status transactions that deem the employer "no longer liable"; however, in this example it would be excluded because of the report quarter(s) used for the reporting period beyond the employer's span of liability would not be captured on the ETA 581 report**.

18. For tax account inactivations, what is the difference between the Inactive/Terminated "as of" date and the Inactivation/Termination "processing date"? For example, an employer closed on 10/13/17 and was marked as inactive on the state system on 1/1/18.

> **Generally states refer to the "as of" date to be when the employer ceases to be liable for reporting, commonly the last wages paid date or closed (providing the quarter when they are no longer required to submit contribution and wage reports). The "processing date" is when the state enters the transaction into its system (the transaction date is used to capture which reporting period to count the transaction). In the example above, the Inactive As Of date is 10/13/17 and the Inactivation Processing Date is 1/1/18.**