LABOR EXCHANGE 9002/VETS 200 REPORTING SYSTEM

User's Guide

ETA
U.S. Department of Labor
Employment and Training Administration

Documentation **Version: 1.2**, October 8, 2002

The **Labor Exchange 9002/VETS 200 Reporting System**
was designed, programmed, and documented for the:

United States Department of Labor
Office of Workforce Investment
Office of Adult Services
Division of United States Employment Service

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Access Labor Exchange 9002/VETS 200 Reporting System

Follow the steps below to access the **ETA Labor Exchange 9002 /VETS 200 Reporting System**.

1. Open your Web browser and type the following address in the URL **Location** field at the top of the window: http://www.etareports.doleta.gov (Figure 1).

Figure 1: Web Browser – Location Field Displayed

2. Press **Enter.** The **ETA Login** window is displayed (Figure 2).

Figure 2: ETA Login Window

3. Type the Password. Click Login . The **Labor Exchange 9002/VETS 200 Reporting System Choose Report Program Window** is displayed (Figure 3).

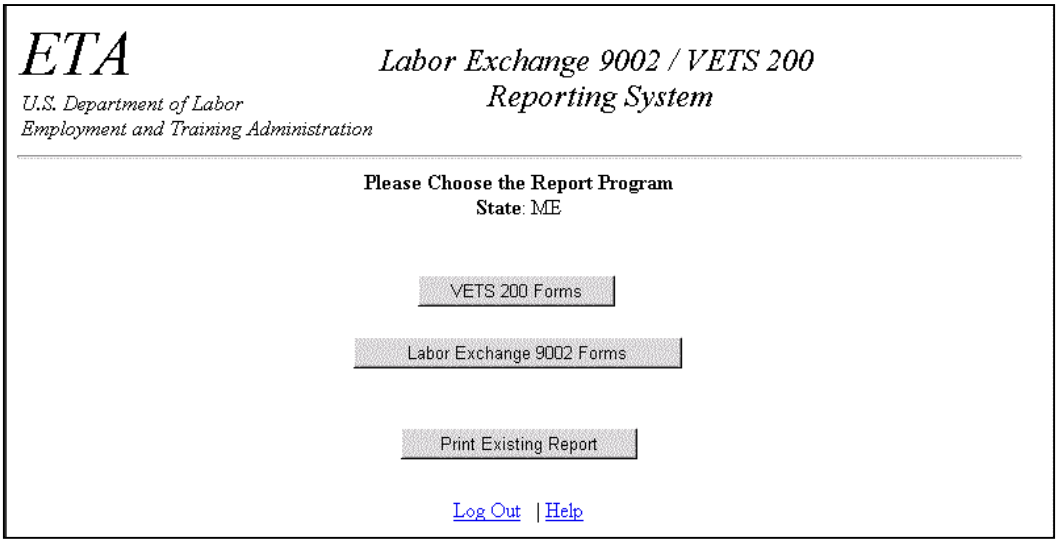


Figure 3: Choose Report Program Window

4. You may print any previously saved form by clicking Print Existing Report in the Choose Report Program window. The **Print Selection Window** is displayed (Figure 4).

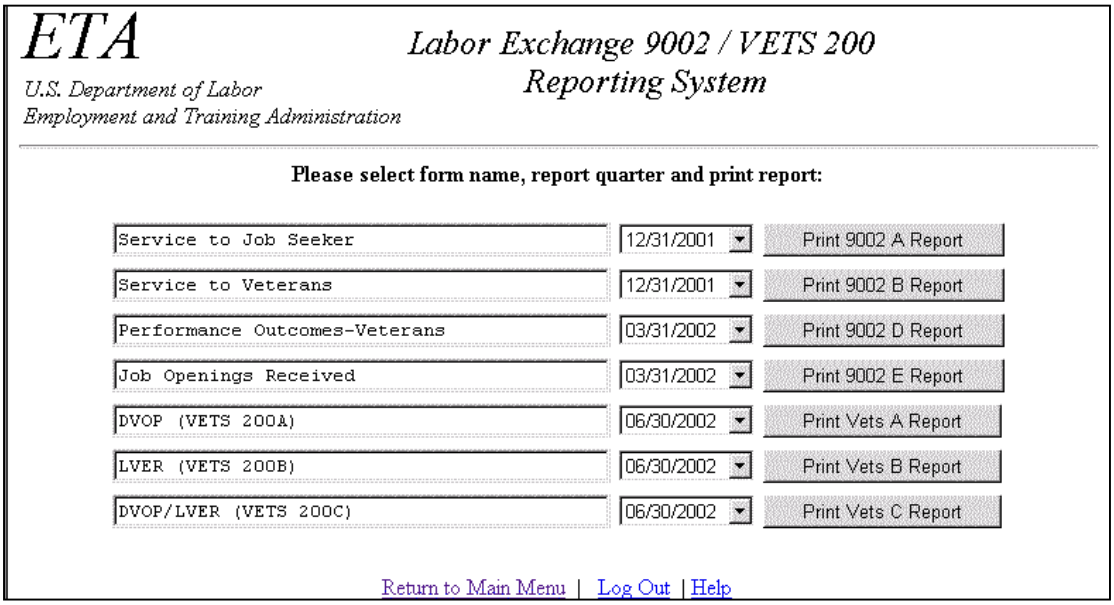
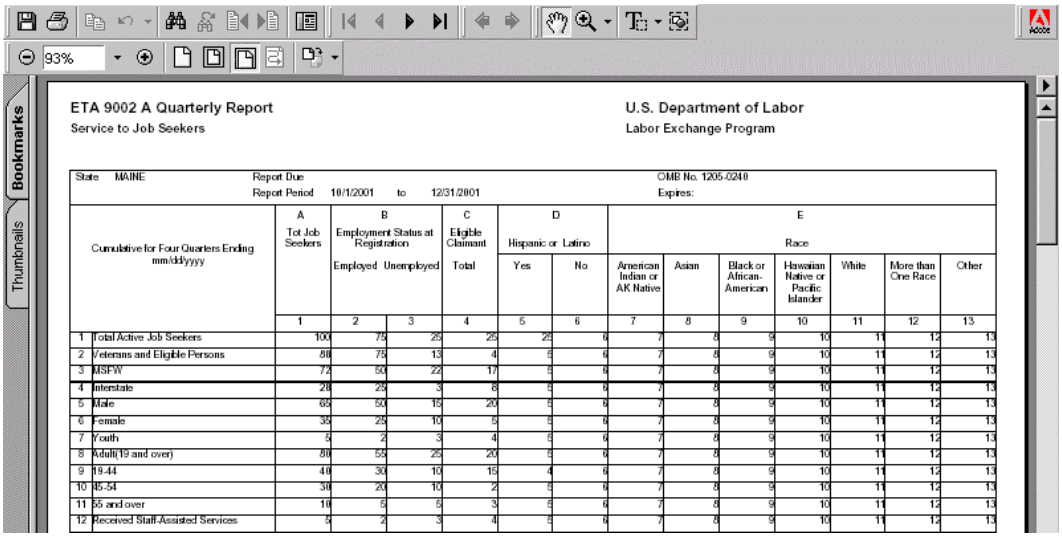


Figure 4: Print Selection Window

To print a previously saved report, select the desired form name and report quarter from the **Print Selection** window, then click the **Print…Report** button. The selected report appears in an Adobe Acrobat window (Figure.5).



ETA 9002 A Quarterly Report
Service to Job Seekers

U.S. Department of Labor
Labor Exchange Program

State MAINE | Report Due | Report Period 10/1/2001 to 12/31/2001 | OMB No. 1205-0240 | Expires:

Cumulative for Four Quarters Ending mm/dd/yyyy	A Tot Job Seekers	B Employment Status at Registration		C Eligible Claimant	D Hispanic or Latino		E Race						
		Employed	Unemployed	Total	Yes	No	American Indian or AK Native	Asian	Black or African-American	Hawaiian Native or Pacific Islander	White	More than One Race	Other
	1	2	3	4	5	6	7	8	9	10	11	12	13
1 Total Active Job Seekers	100	75	25	25	25	6	7	8	9	10	11	12	13
2 Veterans and Eligible Persons	88	75	13	4	5	6	7	8	9	10	11	12	13
3 MSFW	72	50	22	17	5	6	7	8	9	10	11	12	13
4 Interstate	28	25	3	8	5	6	7	8	9	10	11	12	13
5 Male	65	50	15	20	5	6	7	8	9	10	11	12	13
6 Female	35	25	10	5	5	6	7	8	9	10	11	12	13
7 Youth	5	2	3	4	5	6	7	8	9	10	11	12	13
8 Adult(19 and over)	80	55	25	20	5	6	7	8	9	10	11	12	13
9 19-44	40	30	10	15	4	6	7	8	9	10	11	12	13
10 45-54	30	20	10	2	5	6	7	8	9	10	11	12	13
11 55 and over	10	5	5	3	5	6	7	8	9	10	11	12	13
12 Received Staff-Assisted Services	5	2	3	4	5	6	7	8	9	10	11	12	13

Figure 5: VETS Report in Adobe Acrobat Window

Click the **Print icon** in the Acrobat window. The **Print Dialogue Box** is displayed (Figure 6).

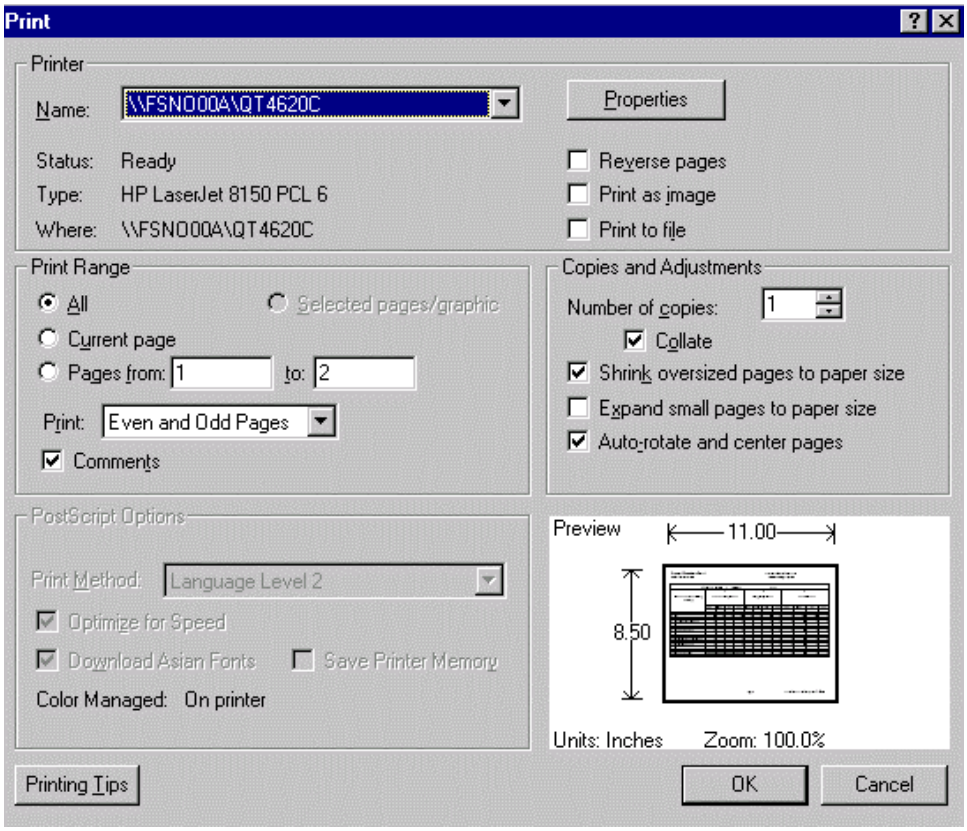


Figure 6: Print Dialogue Box

Select **Shrink oversized pages to paper size** and **Auto-rotate and center pages** in the print dialogue box, then click **OK** to print your report.

5. At any point in the application process you may click **Log Out** to exit the system, or **Help** to get additional guidance.

6. When you click Help, a **Help Links** window is displayed directing you to additional resources (Figure 7).

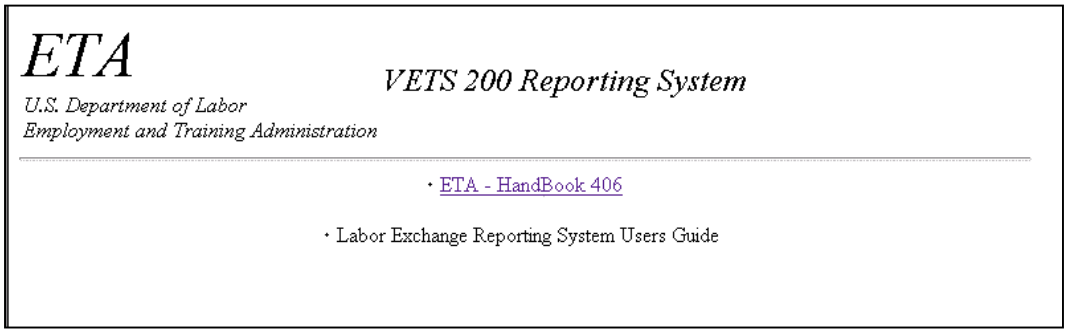


Figure 7: Help Links Window

Enter VETS DVOP Report (Form 200A)

Access VETS DVOP Report

Follow the steps below to access the **VETS DVOP** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.

2. Click [VETS 200 Forms] in the **Choose Report Program** window. The **Choose Report Period** window (Figure 8) is displayed.

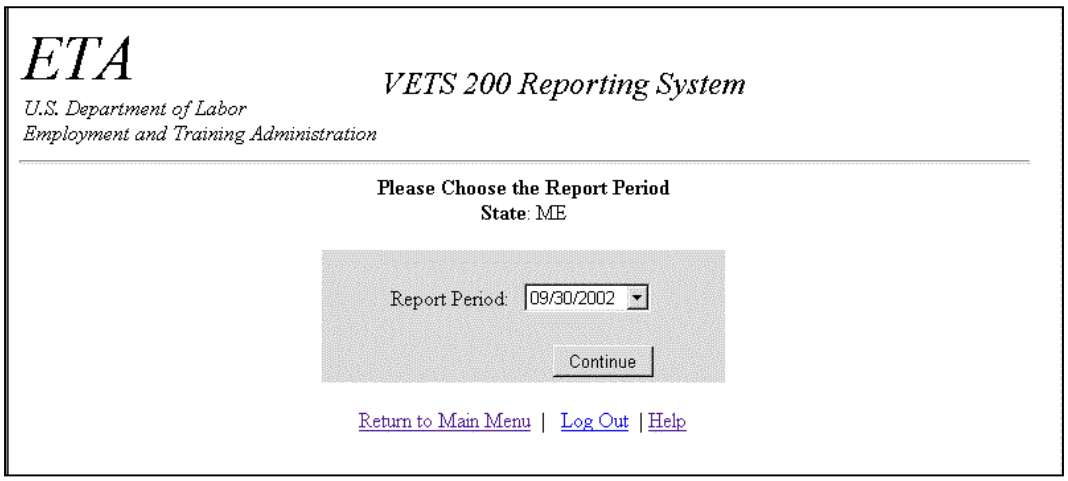


Figure 8: Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click [Continue]. If your report submissions are up to date, the **Form Selection** window (Figure 11) is displayed. Continue to step 4. If you get an error message, see **Note A** below.

Note A: You must submit VETS 200 quarterly reports in order. If you fail to select the correct quarter in the step above, an error message (Figure 9) and a follow-up message (Figure 10) are displayed.

The error message tells you what reports must be filed. Click Continue in the error message window to view the follow-up message, which guides you through the process of filing the missing reports.

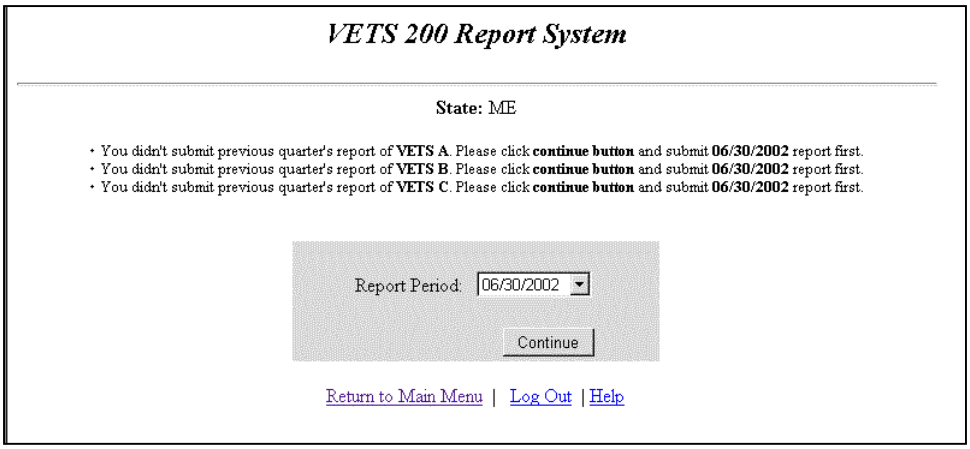


Figure 9: VETS 200 Report Selection Error Message

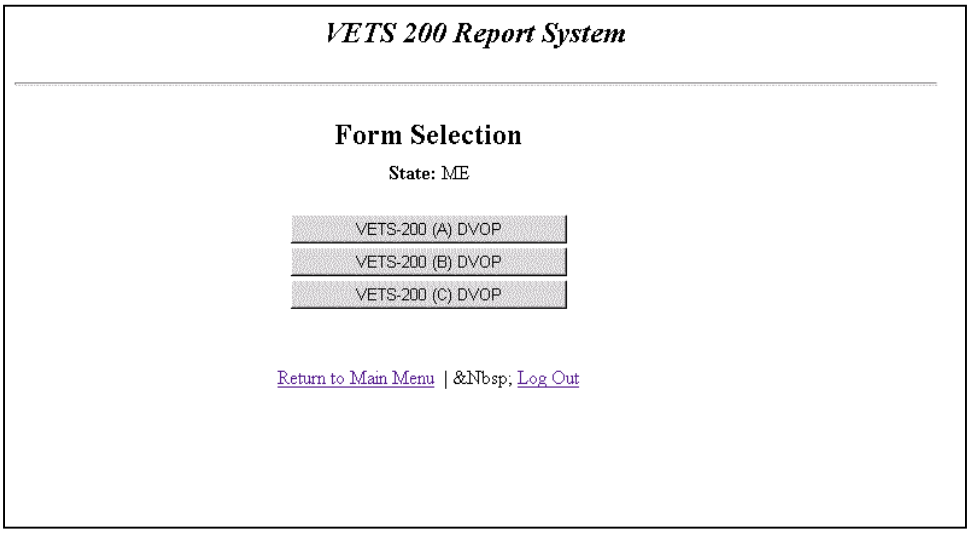


Figure 10: VETS 200 Error Follow-Up Window

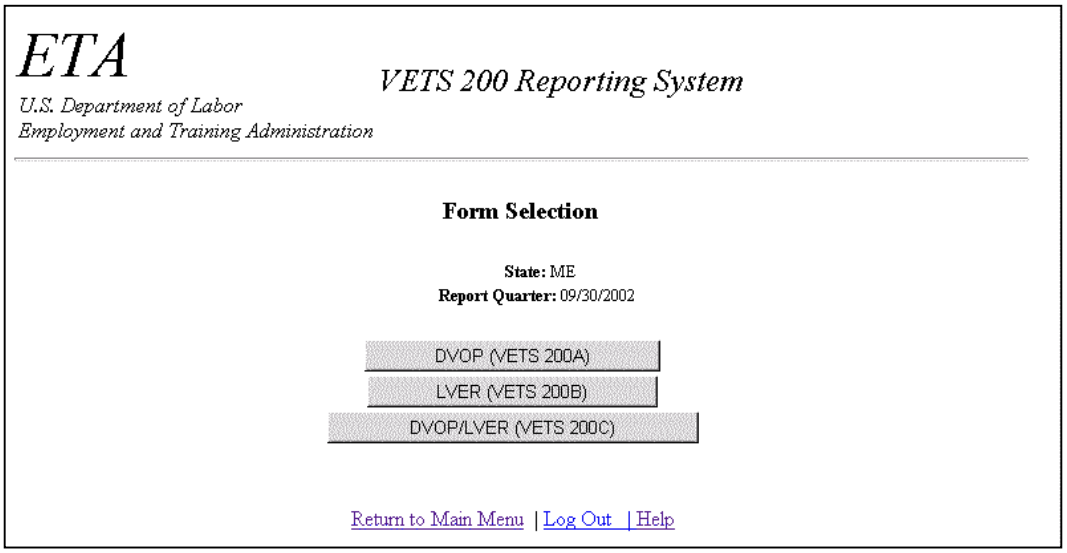


Figure 11: Form Selection Window

4. Click DVOP (VETS 200A) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 12).

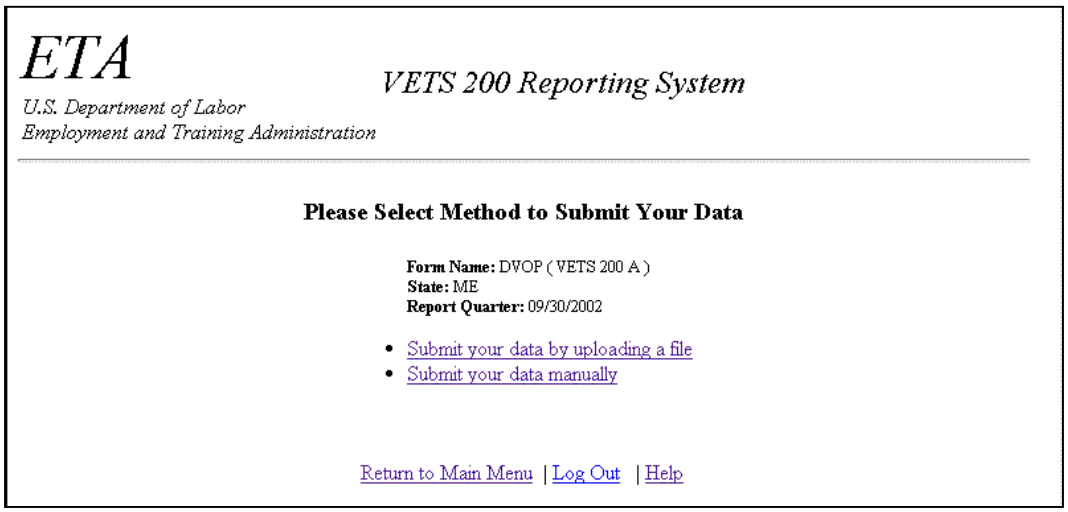


Figure 12: DVOP Data Submission Options Window

Enter/Submit VETS DVOP Report

You may submit the **VETS DVOP** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. **To use the upload data option,** click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 13) is displayed.

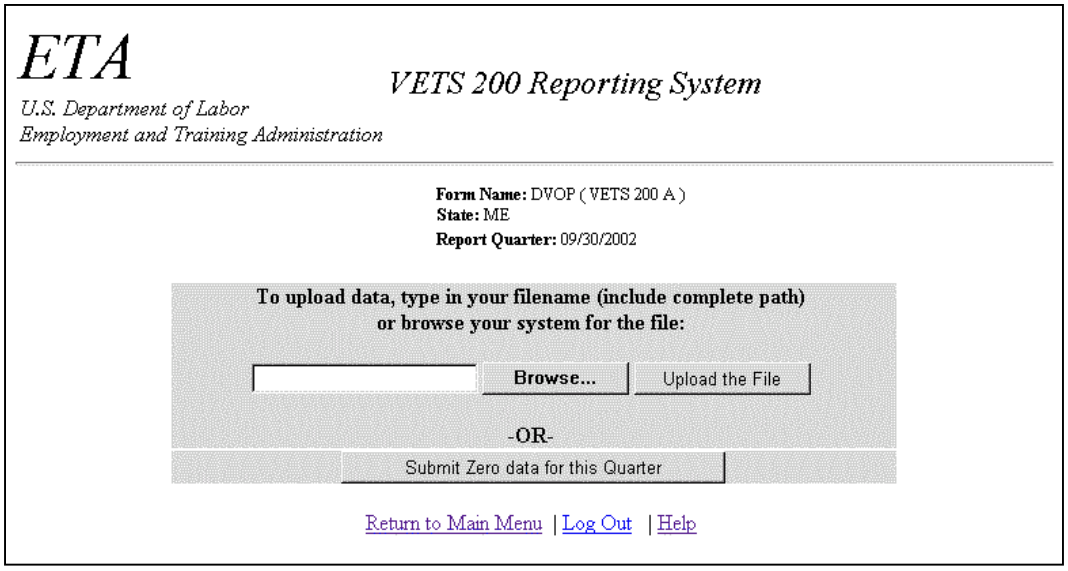


Figure 13: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click Browse... . The **File Upload** window (Figure 14) is displayed. Select **Text[*.txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

Figure 14: File Upload Window

3. When the desired file appears in the File name field, click [Open]. The Upload File to Server window (Figure 13) is displayed again. The path and name for the selected file should appear in the Browse field.

4. Click [Upload File]. The **DVOP Quarterly Report** form is displayed (Figure 15).

ETA

U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

VETS-200 (A) _____ DVOP Quarterly Report

U.S. Department of Labor

DRAFT 9/27/01

Veterans' Employment and Training Service

State : ME

OMB Approval No : 1205-0240
Expiration Date : 4/30/05

	Current Reporting Period Data	**A. Total Applicants**	**B. Total Veterans & Eligible Persons**	**C. Vietnam Era Veterans**	**D. Campaign Badge Veterans**	**E. Disabled Veterans**	**F. Special Disabled Vets**	**G. Newly Separated Veterans**	**H. Female Veterans**
1	Total Applicants	2999	168	0	36	2	0	0	19
2	Male	2817	149	0	30	1	0	0	
3	Female	176	19	0	6	1	0	0	
4	19-44	1479	85	0	14	2	0	0	11
5	45-54	982	61	0	16	0	0	0	8
6	55 And Over	522	21	0	0	0	0	0	0
a.	**Services Provided**								
7	Received Staff Assisted Services	3464	216	0	45	3	0	0	25
8	Received Career Guidance	0	0	0	0	0	0	0	0
9	Provided Case Mgmt. Services	49	16	0	1	0	0	0	4
10	Referred to Federal Training	136	13	0	1	0	0	0	1
11	Referred to WIA Services	19	3	0	2	0	0	0	1
12	Referred to Support Services	600	35	0	11	0	0	0	4
13	Received Job Search Activities	2213	145	0	30	1	0	16	16
14	Referred to Employment	1198	88	0	17	1	0	0	15
15	Referred to Federal Job	0	0	0	0	0	0	0	0
16	Referred to FCJL Job		1	0	0		0	0	
b.	**Results And Outcomes**								
17	Entered Employment	824	45	0	10	0	0	0	1
18	Entered Employment Rate Base	1245	71	0	15	0	0	0	3
19	Entered Employment Rate	66	63	0	67	0	0	0	33
20	Employment Retention At Six Months		30	0	2	0	0	0	1
21	Employment Retention At Six Months Base		37	0	4	0	0	0	1
22	Employment Retention At Six Months Rate		81	0	50	0	0	0	100
23	Entered Employment Following Staff Assisted Services		46	0	9	0	0	0	1
24	Entered Employment Following S/A Services Base		61	0	10	0	0	0	3
25	Entered Employment Following S/A Services Rate		75	0	90	0	0	0	33
26	Entered Employment Following Case Management		3	0	0	0	0	0	0
27	Entered Employment Following Case Management Base		4	0	0	0	0	0	0
28	Entered Employment Following Case Management Rate		75	0	0	0	0	0	0
29	Federal Training Placements	6	0	0	0	0	0	0	0
30	Placed in Federal Job	0	0	0	0	0	0	0	0
31	Placed in FCJL Job		2	0	0		0	0	
32	Job Seeker Satisfaction Score*								
	VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.								

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions , searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0240). VETS-200(A)

Report Comments:

Your PIN Number : *****

Submit

Figure 15: DVOP Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit. When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 16).

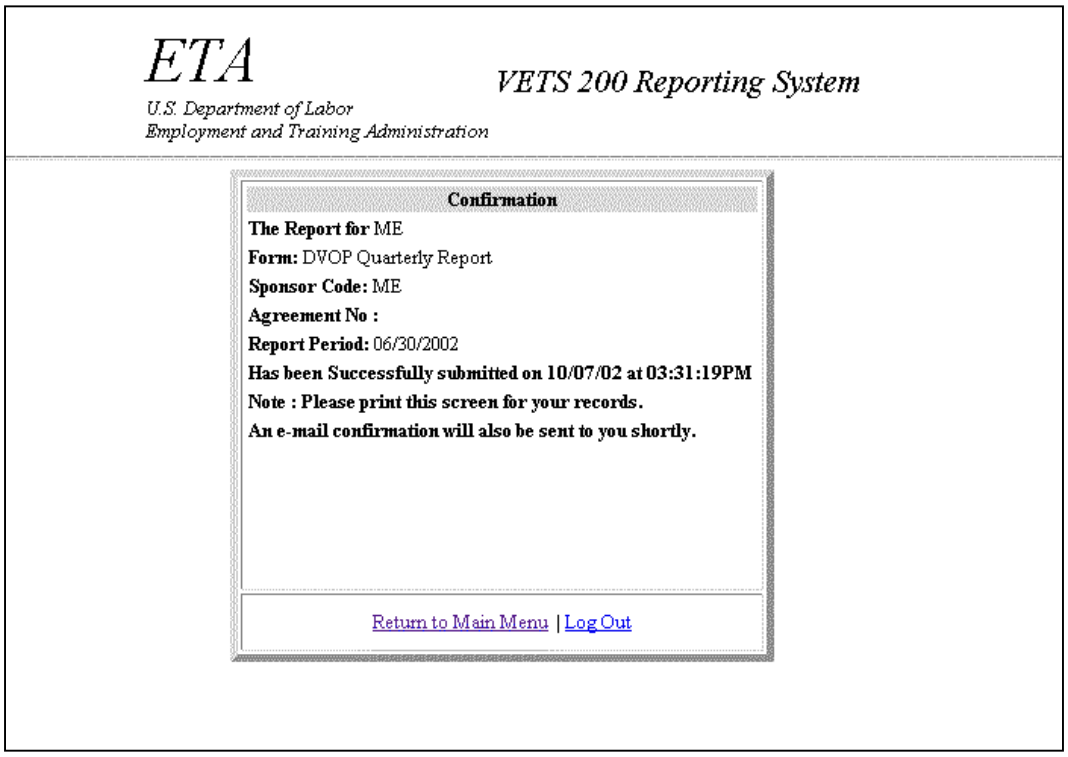


Figure 16: DVOP Confirmation Message

Submit Data Manually

1. **To enter report data manually,** click Submit your data manually in the **Data Submission Options** window (Figure 12). The **Quarterly Report** form is displayed.

2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.

3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.

4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit. When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 16).

Enter VETS LVER Report (Form 200B)

Access VETS LVER Report

Follow the steps below to access the **VETS LVER** Report

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.

2. Click VETS 200 Forms in the **Choose Report Program** window. The **Choose Report Period** window (Figure 17) is displayed.

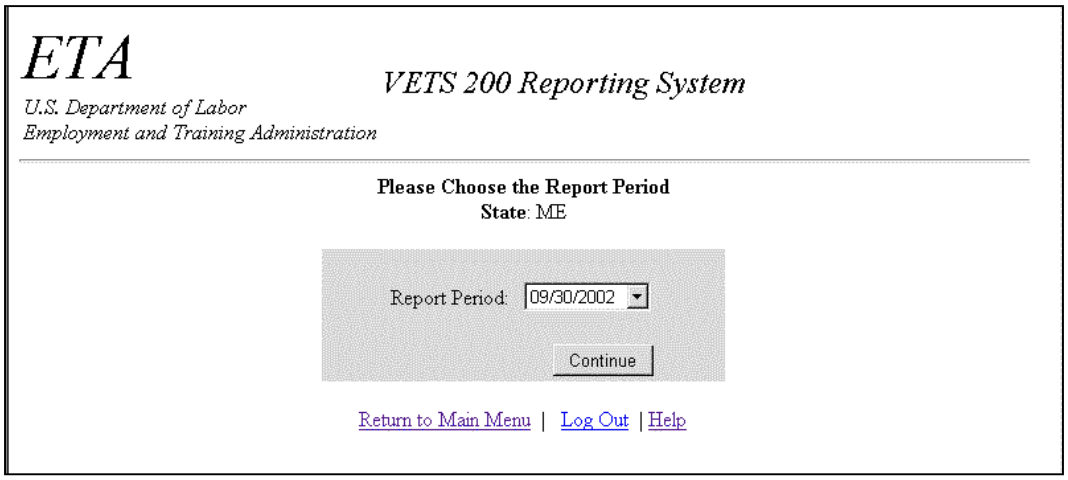


Figure 17: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click Continue. If your report submissions are up to date, the **Form Selection** window (Figure 18) is displayed. Continue to step 4. If you get an error message, see **Note A** above.

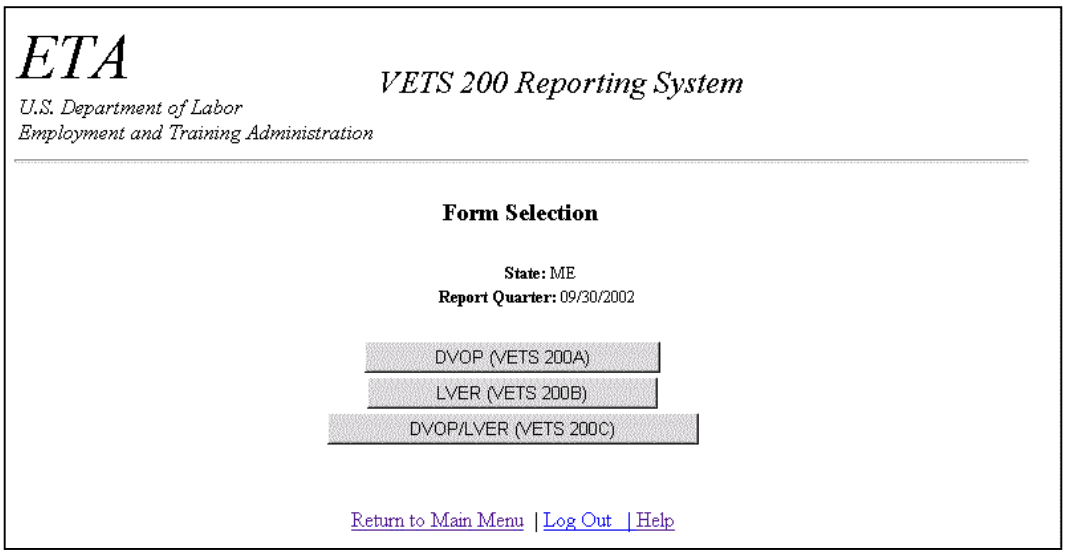


Figure 18: Form Selection Window

4. Click LVER (VETS 200B) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 19).

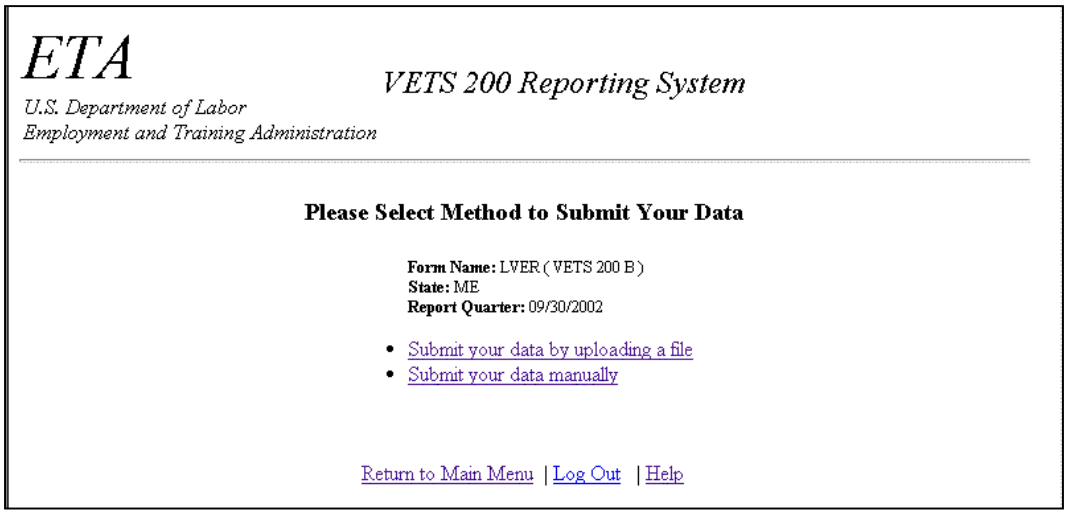


Figure 19: LVER Data Submission Options Window

Enter/Submit VETS LVER Report

You may submit the **VETS LVER** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. **To use the upload data option,** click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 20) is displayed.

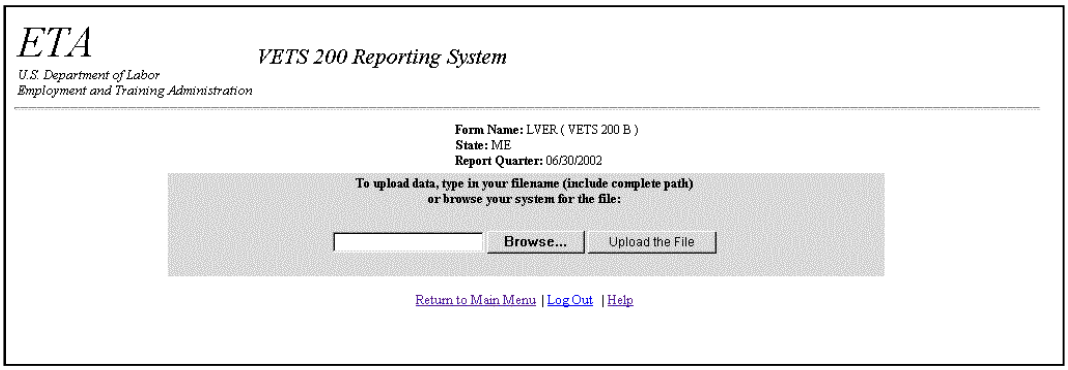


Figure 20: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click Browse... . The **File Upload** window (Figure 21) is displayed. Select **Text[*.txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

Figure 21: File Upload Window

3. When the desired file appears in the File name field, click [Open]. The Upload File to Server window (Figure 20) is displayed again. The path and name for the selected file should appear in the Browse field.

4. Click [Upload File]. The **LVER Quarterly Report** form is displayed (Figure 22).

ETA

U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

VETS-200 (B) _____ LVER Quarterly Report

U.S. Department of Labor

DRAFT 9/27/01

Veterans' Employment and Training Service

State : ME

OMB Approval No : 1205-0240
Expiration Date : 4/30/05

	Current Reporting Period Data	A. Total Applicants	B. Total Veterans & Eligible Persons	C. Vietnam Era Veterans	D. Campaign Badge Veterans	E. Disabled Veterans	F. Special Disabled Vets	G. Newly Separated Veterans	H. Female Veterans
1	Total Applicants	7487	492	0	120	5	0	0	61
2	Male	6815	430	0	104	4	0	0	
3	Female	662	61	0	16	1	0	0	
4	19-44	4028	266	0	60	4	0	0	52
5	45-54	2234	162	0	41	0	0	0	7
6	55 And Over	1194	61	0	0	1	0	0	2
a.	**Services Provided**								
7	Received Staff Assisted Services	9207	609	0	146	5	0	0	71
8	Received Career Guidance	0	0	0	0	0	0	0	0
9	Provided Case Mgmt. Services	175	29	0	4	0	0	0	7
10	Referred to Federal Training	92	9	0	3	0	0	0	2
11	Referred to WIA Services	119	9	0	0	0	0	0	2
12	Referred to Support Services	1750	157	0	41	1	0	0	21
13	Received Job Search Activities	6171	424	0	102	2	0	49	49
14	Referred to Employment	3252	229	0	51	1	0	0	29
15	Referred to Federal Job	0	0	0	0	0	0	0	0
16	Referred to FCJL Job		1	0	0		0	0	
b.	**Results And Outcomes**								
17	Entered Employment	1790	102	0	16	1	0	0	18
18	Entered Employment Rate Base	2912	179	0	35	2	0	0	25
19	Entered Employment Rate	61	57	0	46	50	0	0	72
20	Employment Retention At Six Months		72	0	17	1	0	0	14
21	Employment Retention At Six Months Base		83	0	21	1	0	0	17
22	Employment Retention At Six Months Rate		87	0	81	100	0	0	82
23	Entered Employment Following Staff Assisted Services		118	0	18	1	0	0	18
24	Entered Employment Following S/A Services Base		186	0	32	2	0	0	23
25	Entered Employment Following S/A Services Rate		63	0	56	50	0	0	78
26	Entered Employment Following Case Management		12	0	1	0	0	0	2
27	Entered Employment Following Case Management Base		20	0	2	0	0	0	3
28	Entered Employment Following Case Management Rate		60	0	50	0	0	0	67
29	Federal Training Placements	19	2	0	0	0	0	0	0
30	Placed in Federal Job	0	0	0	0	0	0	0	0
31	Placed in FCJL Job		2	0	0		0	0	
32	Job Seeker Satisfaction Score*								

VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions , searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, W ashington, D.C. 20210 (Paperwork Reduction Project 1205-0240). VETS-200(B)

Report Comments:

Your PIN Number :

Submit

Figure 22: LVER Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 23).

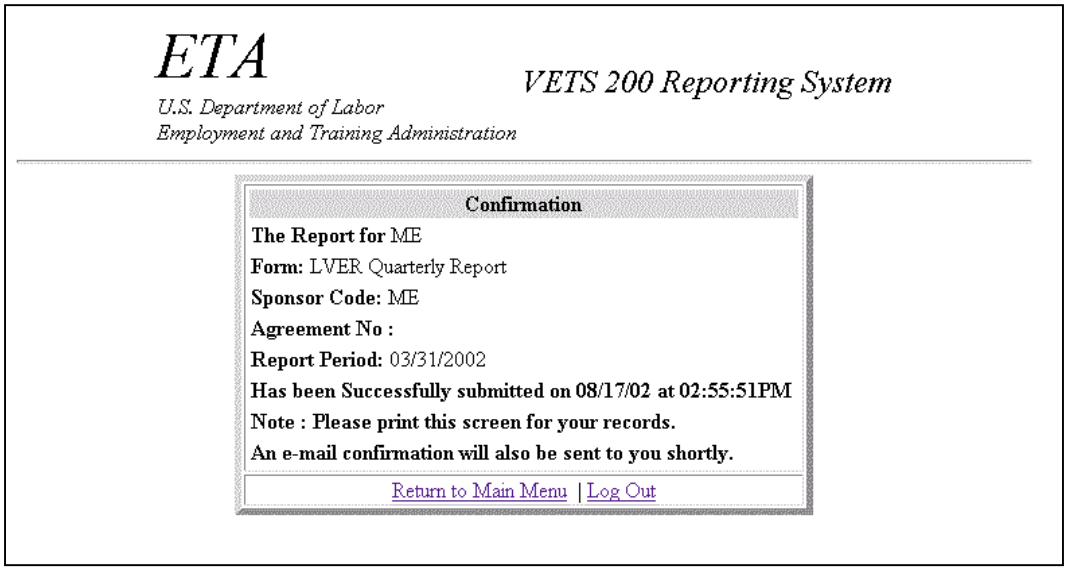


Figure 23:LVER Confirmation Message

Submit Data Manually

1. **To enter report data manually,** click Submit your data manually in the **Data Submission Options** window (Figure 19). The **Quarterly Report** form is displayed.

2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.

3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.

4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit. When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 23).

Enter VETS DVOP/LVER (Form 200C)

Access VETS DVOP/LVER Report

Follow the steps below to access the **VETS DVOP/LVER** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.

2. Click [VETS 200 Forms] in the **Choose Report Program** window. The **Choose Report Period** window (Figure 24) is displayed.

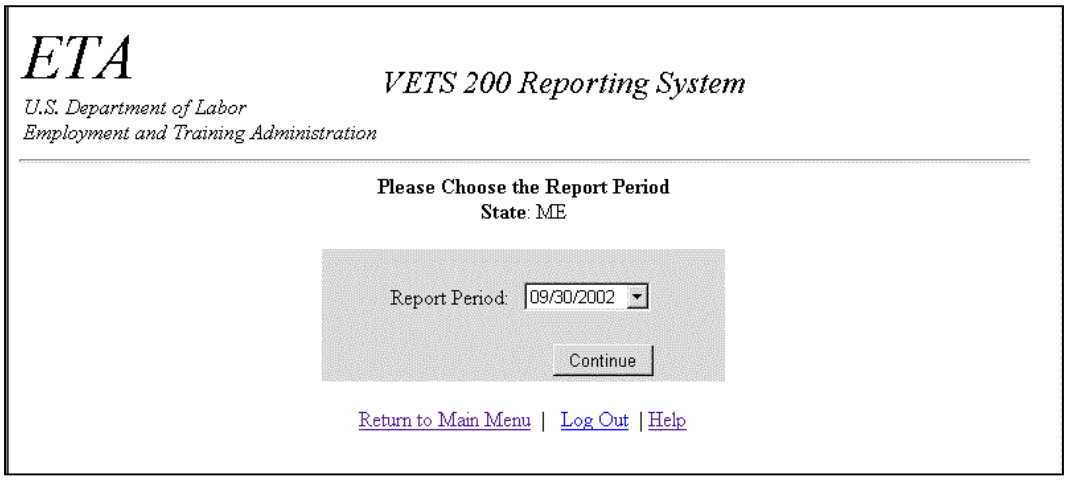


Figure 24: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click [Continue]. If your report submissions are up to date, the **Form Selection** window (Figure 25) is displayed. Continue to step 4. If you get an error message, see **Note A** above.

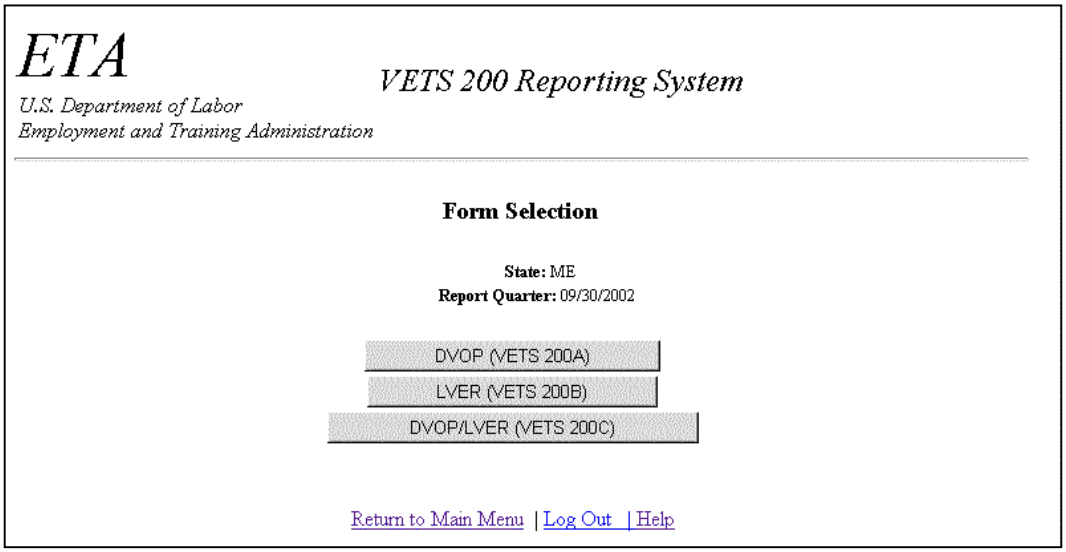


Figure 25: Form Selection Window

4. Click DVOP/LVER (VETS 200C) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 26).

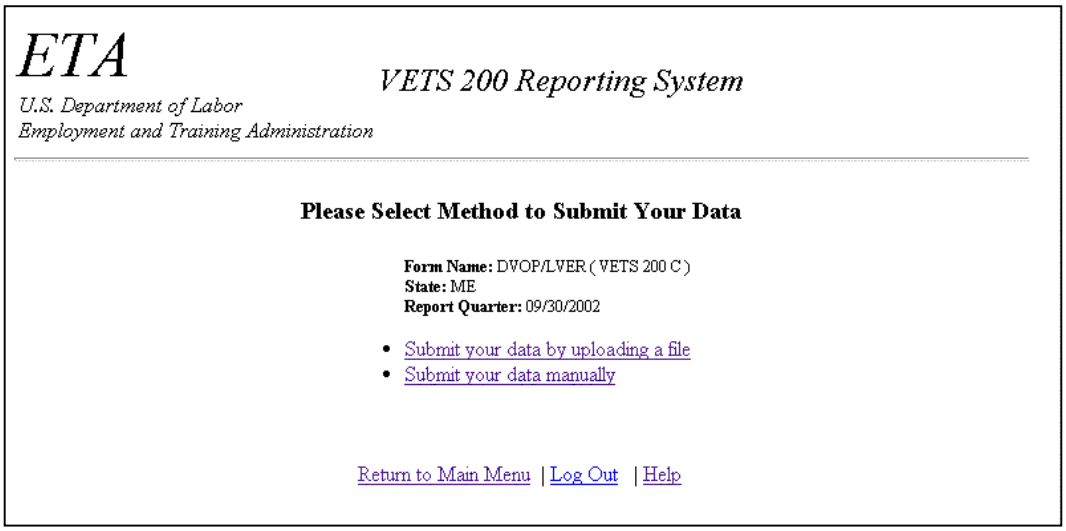


Figure 26: DVOP/LVER Data Submission Options Window

Enter/Submit VETS DVOP/LVER Report

You may submit the **DVOP/LVER** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. **To use the upload data option,** click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 27) is displayed.

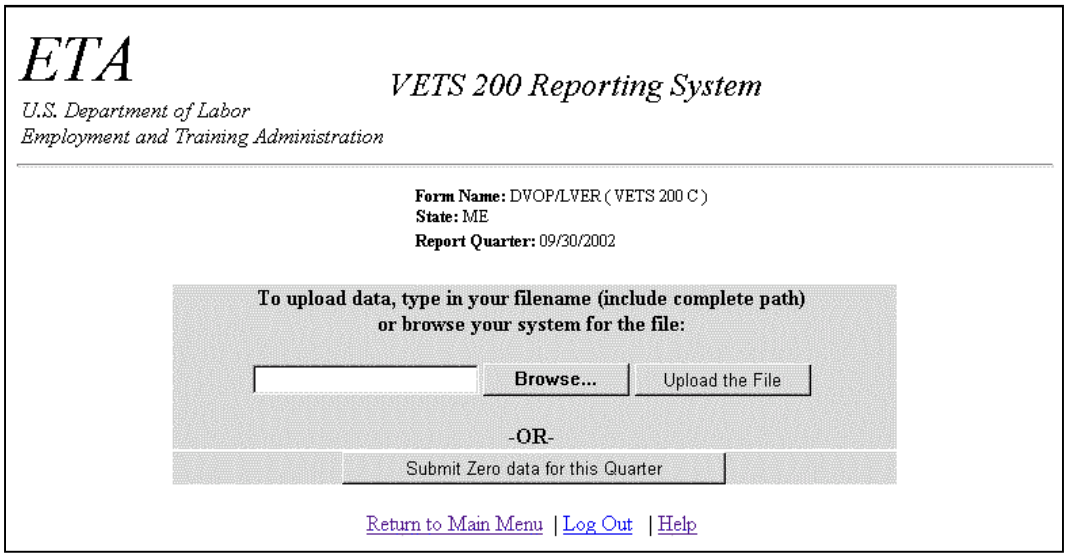


Figure 27: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click Browse... . The **File Upload** window (Figure 28) is displayed. Select **Text[*.txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

Figure 28: File Upload Window

3. When the desired file appears in the File name field, click [Open]. The Upload File to Server window (Figure 27) is displayed again. The path and name for the selected file should appear in the Browse field.

4. Click [Upload File]. The **DVOP/LVER Quarterly Report** form is displayed (Figure 29).

ETA

U.S. Department of Labor
Employment and Training Administration

VETS 200 Reporting System

VETS-200 (C) _____ DVOP/LVER Quarterly Report

U.S. Department of Labor

DRAFT 9/27/01

Veterans' Employment and Training Service

State : ME

OMB Approval No : 1205-0240
Expiration Date : 4/30/05

	Current Reporting Period Data	A. Total Applicants	B. Total Veterans & Eligible Persons	C. Vietnam Era Veterans	D. Campaign Badge Veterans	E. Disabled Veterans	F. Special Disabled Vets	G. Newly Separated Veterans	H. Female Veterans
1	Total Applicants	10486	660	0	156	7	0	0	80
2	Male	9632	579	0	134	5	0	0	
3	Female	838	80	0	22	2	0	0	
4	19-44	5507	351	0	74	6	0	0	63
5	45-54	3216	223	0	57	0	0	0	15
6	55 And Over	1716	82	0	0	1	0	0	2
a	**Services Provided**								
7	Received Staff Assisted Services	11620	731	0	170	7	0	0	88
8	Received Career Guidance	0	0	0	0	0	0	0	0
9	Provided Case Mgmt. Services	218	41	0	4	0	0	0	9
10	Referred to Federal Training	228	22	0	4	0	0	0	3
11	Referred to WIA Services	138	12	0	2	0	0	0	3
12	Referred to Support Services	2317	186	0	51	1	0	0	23
13	Received Job Search Activities	8073	541	0	126	2	0	60	60
14	Referred to Employment	4236	304	0	67	2	0	0	43
15	Referred to Federal Job	0	0	0	0	0	0	0	0
16	Referred to FCJL Job		1	0	0		0	0	
b.	**Results And Outcomes**								
17	Entered Employment	2418	133	0	22	1	0	0	19
18	Entered Employment Rate Base	3865	226	0	45	2	0	0	28
19	Entered Employment Rate	63	59	0	49	50	0	0	68
20	Employment Retention At Six Months		102	0	19	1	0	0	15
21	Employment Retention At Six Months Base		120	0	25	1	0	0	18
22	Employment Retention At Six Months Rate		85	0	76	100	0	0	83
23	Entered Employment Following Staff Assisted Services		135	0	22	1	0	0	19
24	Entered Employment Following S/A Services Base		211	0	37	2	0	0	26
25	Entered Employment Following S/A Services Rate		64	0	59	50	0	0	73
26	Entered Employment Following Case Management		15	0	1	0	0	0	2
27	Entered Employment Following Case Management Base		24	0	2	0	0	0	3
28	Entered Employment Following Case Management Rate		63	0	50	0	0	0	67
29	Federal Training Placements	25	2	0	0	0	0	0	0
30	Placed in Federal Job	0	0	0	0	0	0	0	0
31	Placed in FCJL Job		1	0	0		0	0	
32	Job Seeker Satisfaction Score*								

Report Comments:

Your PIN Number :

Submit

Figure 29: DVOP/LVER Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 30).

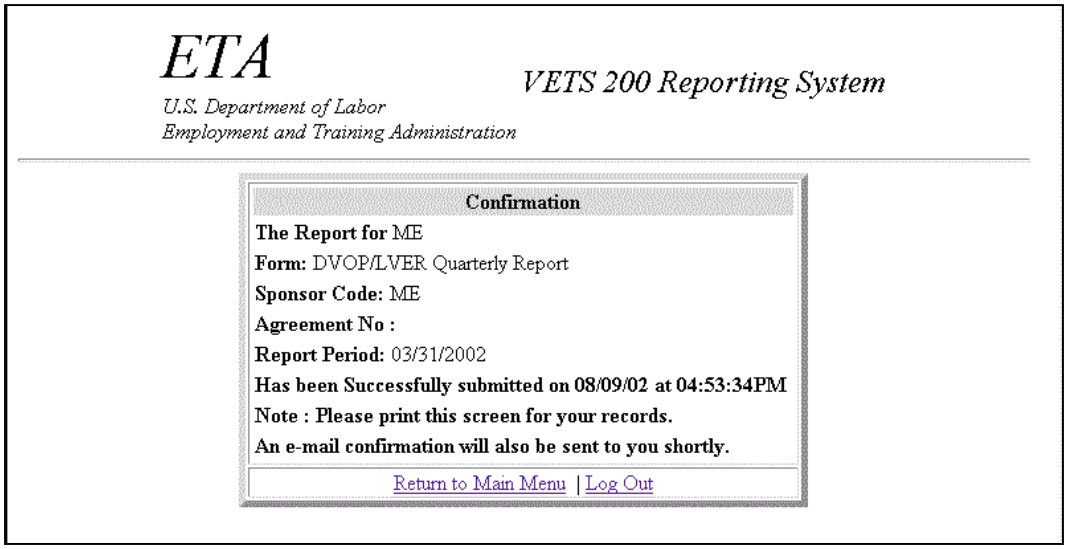


Figure 30: DVOP/LVER Confirmation Message

Submit Data Manually

1. **To enter report data manually,** click Submit your data manually in the **Data Submission Options** window (Figure 26). The **Quarterly Report** form is displayed.

2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.

3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.

4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 30).

Enter Labor Exchange Service to Job Seeker Report (Form 9002A)

Access Labor Exchange Service to Job Seeker Report

Follow the steps below to access the **Labor Exchange Service to Job Seeker** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.

2. Click [Labor Exchange 9002 Forms] in the **Choose Report Program** window. The **Choose Report Period** window (Figure 31) is displayed.

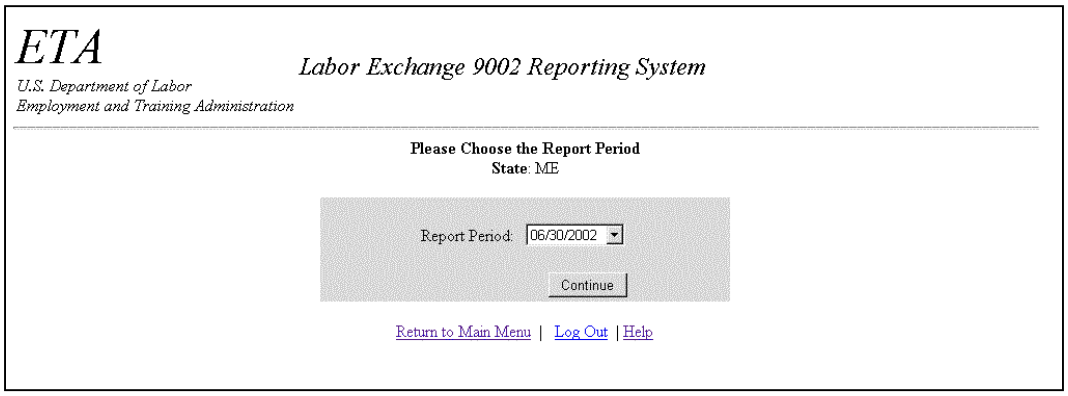


Figure 31: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click [Continue]. If your report submissions are up to date, the **Form Selection** window (Figure 34) is displayed. Continue to step 4. If you get an error message, see **Note B** below.

Note B: You must submit Labor Exchange 9002 quarterly reports in order. If you fail to select the correct quarter in the step above, an error message (Figure 28) and a follow-up message (Figure 29) are displayed.

The error message tells you what reports must be filed. Click Continue in the error message window to view the follow-up message, which guides you through the process of filing the missing reports.

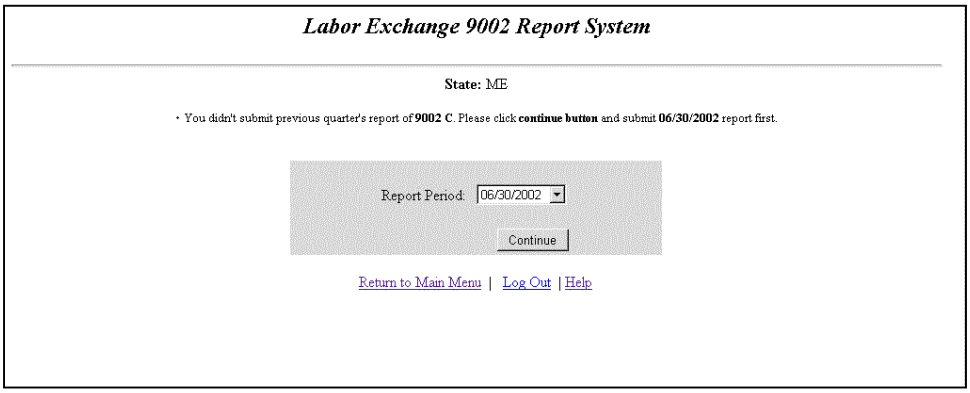


Figure 32: Labor Exchange 9002 Report Selection Error Message

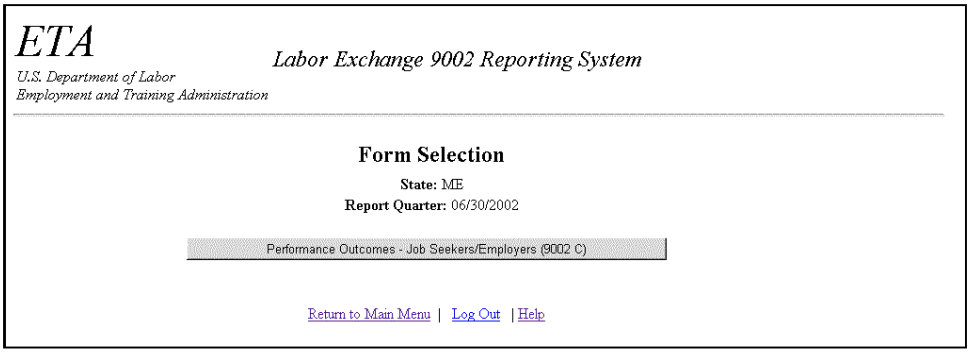


Figure 33: Labor Exchange 9002 Error Follow-Up Window

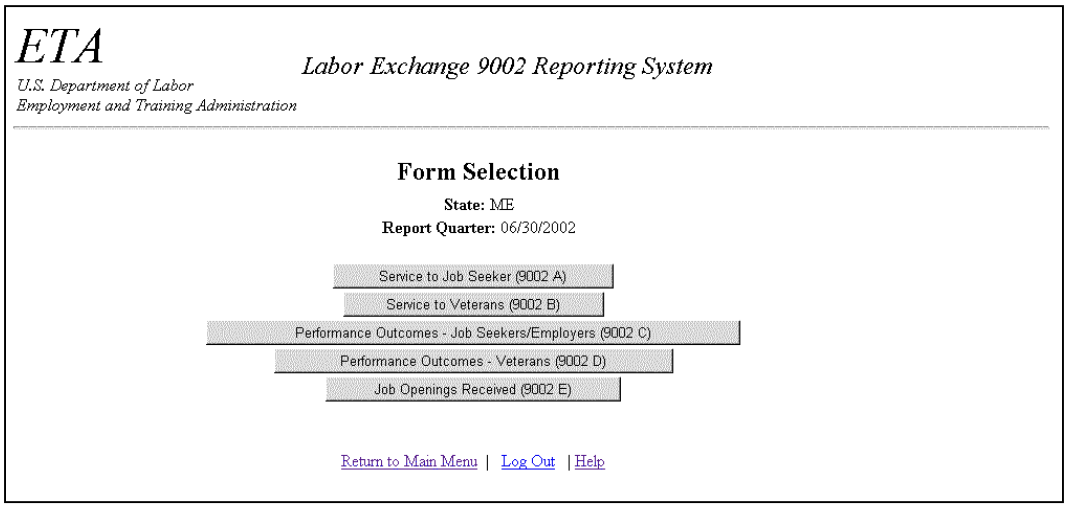


Figure 34: Form Selection Window

4. Click Service to Job Seeker (9002 A) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 35).

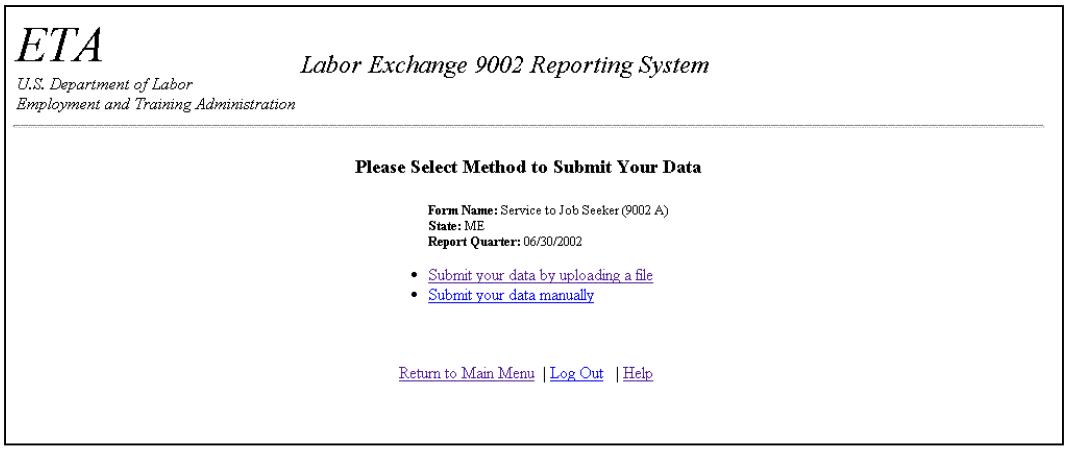


Figure 35: Service to Job Seeker Data Submission Options Window

Enter/Submit Labor Exchange Service to Job Seeker Report

You may submit the **Labor Exchange Service to Job Seeker** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. **To use the upload data option,** click Submit your data by uploading a file in the **Data Submission Options** window (Figure 35). The **Upload File to Server** window (Figure 36) is displayed.

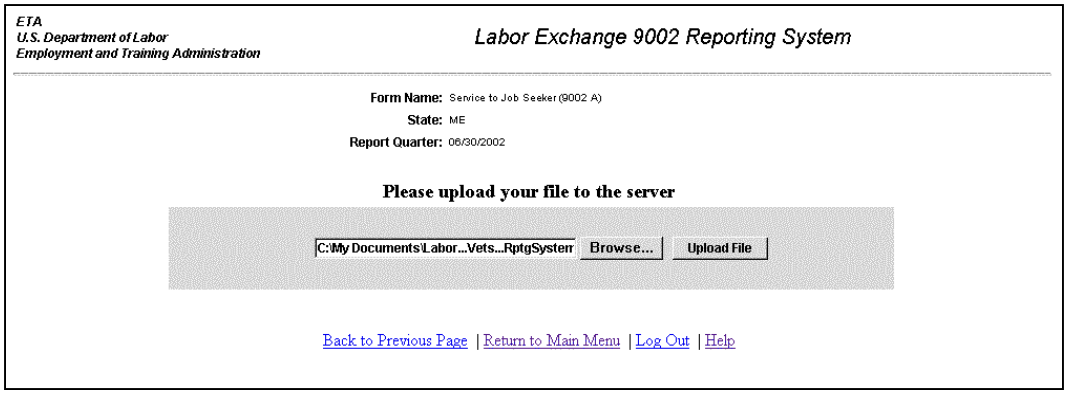


Figure 36: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click Browse... . The **File Upload** window (Figure 37) is displayed. Select **Text[*.txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

Figure 37: File Upload Window

3. When the desired file appears in the **File name** field, click [Open]. The **Upload File to Server** window (Figure 36) is displayed again. The path and name for the selected file should appear in the **Browse** field.

4. Click [Upload File]. The **Service to Job Seekers Quarterly Report** form is displayed (Figure 38).

Labor Exchange 9002 Report System

ETA 9002 A Quarterly Report
Service to Job Seeker

State: MD | Report Due: 03/31/2002 | Report Period: 12/31/2001 | OMB No. 1206-0240 | Expires: 03/31/2002

	Cumulative for Four Quarters Ending mm-dd-yyyy	A Total Job Seekers	B Employment Status at Registration		C Eligible Claimant	D Hispanic or Latino		E Race							F Education				G Persons w/ Disability	H MSFW	I Dislocated Workers
			Employed	Unemployed	Total	Yes	No	American Indian or Alaska Native	Asian	Black or African - American	Hawaiian Native or others Pacific Islander	white	More Than one Race	Other	In-School	Not High School Graduate	High School Graduate or GED	Post Secondary Degree or Certification	Total	Total	Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Total Active Job Seekers	110	75	35	25	25	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	Veterans_and_Eligible_Persons	88	75	13	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
3	MSFW	72	50	22	17	5	6	7	8	9	10	11	12	13	14	15	16	17	18		20
4	Interstate	28	25	3	8	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
5	Male	65	50	15	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
6	Female	35	25	10	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
7	Youth	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
8	Adult (19 and over)	80	55	25	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
9	19-44	40	30	10	15	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
10	45-54	30	20	10	2	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
11	55 and over	10	5	5	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
12	Reveived Staff-Assisted Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
13	Career Guidance	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
14	Job Search Activities	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
15	Referred to Employment	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
16	Referrd to WIA Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	Referred to Support Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Reports Comments:

Your PIN Number:

Figure 38: Service to Job Seekers Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When th Submit is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 39).

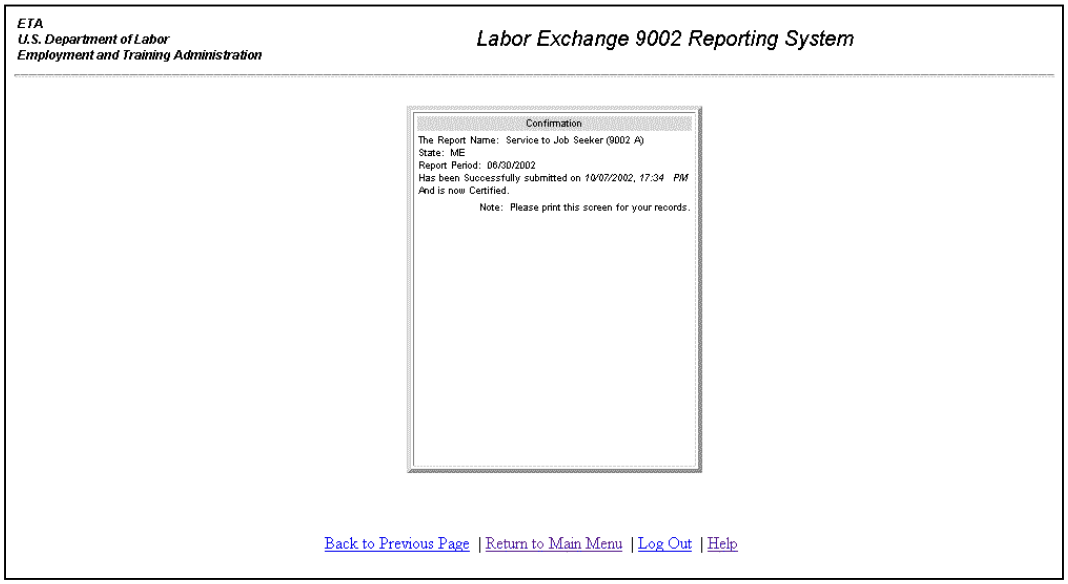


Figure 39: Confirmation Message

Submit Data Manually

1. **To enter report data manually,** click Submit your data manually in the **Data Submission Options** window (Figure 35). The **Quarterly Report** form is displayed.

2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.

3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.

4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 39).

Enter Labor Exchange Service to Veterans Report (Form 9002B)

Access Labor Exchange Service to Veterans Report

Follow the steps below to access the **Labor Exchange Service to Veterans** Report.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.

2. Click [Labor Exchange 9002 Forms] in the **Choose Report Program** window. The **Choose Report Period** window (Figure 40) is displayed.

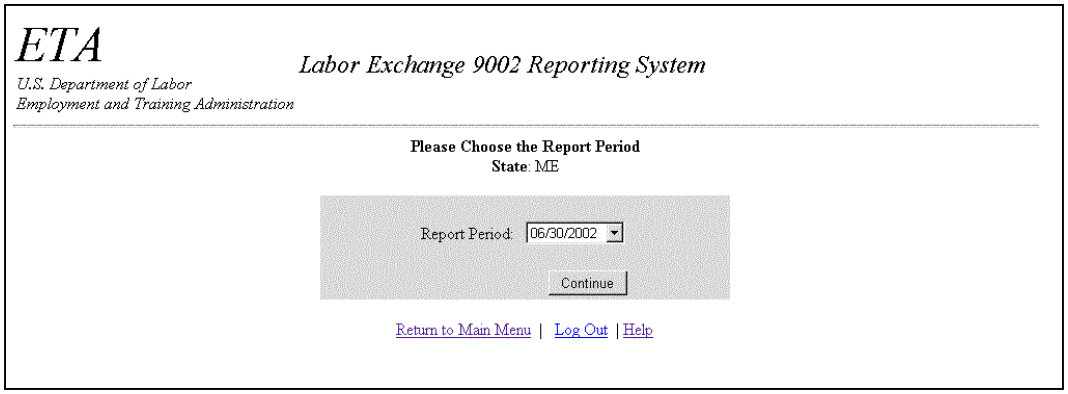


Figure 40: Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click [Continue]. If your report submissions are up to date, the **Form Selection** window (Figure 41) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

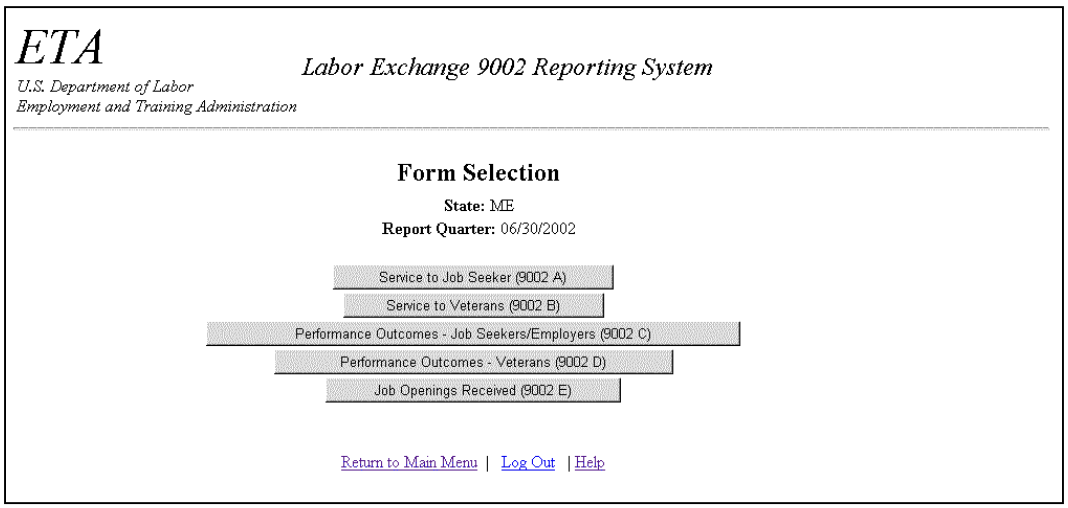


Figure 41: Form Selection Window

4. Click Service to Veterans (9002 B) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 42).

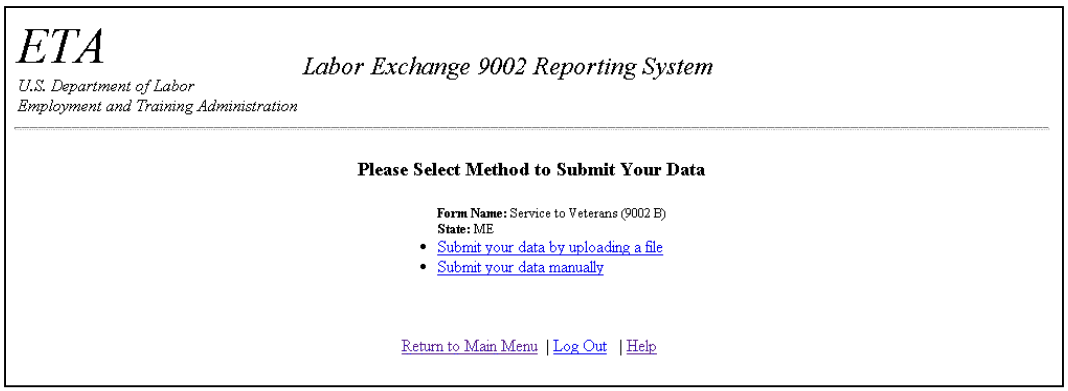


Figure 42: Service to Veterans Data Submission Options Window

Enter/Submit Labor Exchange Service to Veterans Report

You may submit the **Labor Exchange Service to Veterans** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. **To use the upload data option,** click Submit your data by uploading a file in the **Data Submission Options** window (Figure 42). The **Upload File to Server** window (Figure 43) is displayed.

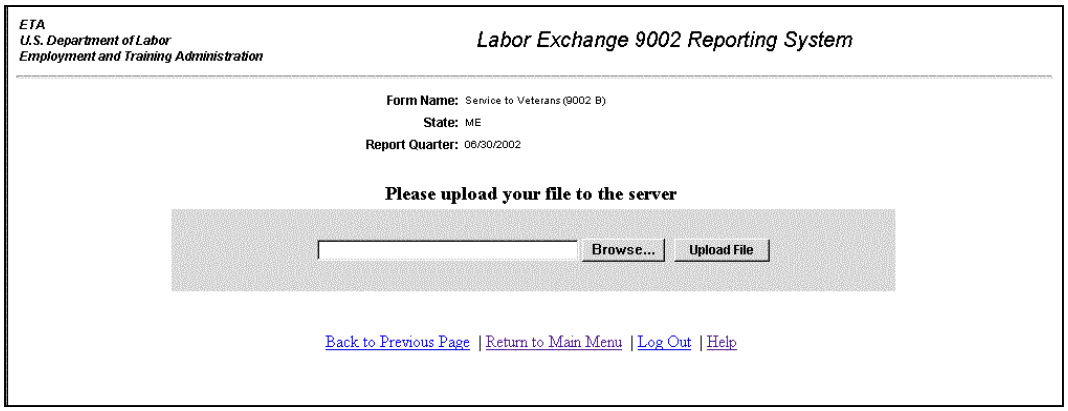


Figure 43: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click Browse... . The **File Upload** window (Figure 44) is displayed. Select **Text[*.txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

Figure 44: File Upload Window

3. When the desired file appears in the **File name** field, click [Open]. The **Upload File to Server** window (Figure 43) is displayed again. The path and name for the selected file should appear in the **Browse** field.

4. Click [Upload File]. The **Service to Veterans Quarterly Report** form is displayed (Figure 45).

Labor Exchange 9002 Report System

ETA 9002 B Quarterly Report
Service to Veterans

State: MD | Report Due: 06/30/2002 | Report Period: 03/31/2002 | OMB No. 1205-0240 | Expires: 06/30/2002

Cumulative for Four Quarters Ending mm-dd-yyyy	A Total Veterans and Eligible Persons				B Campaign Veterans				C Vietnam Era Veterans				D Disabled Veterans				E Special Disabled Veterans				F Newly Sep. Veterans
	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1 Total_Active_Veteran_Job_Seekers	6864	3996	2085	12978	429	1071	478	1981	251	3260	1183	4697	613	437	134	1189	258	216	59	534	179
2 Male	6042	3815	2035	11922	389	1053	472	1917	240	3165	1165	4573	486	403	132	1025	196	193	58	447	155
3 Female	815	177	46	1041	40	18	5	63	11	92	16	119	127	33	2	163	62	23	1	87	24
4 Received Staff-Assisted Services	6806	3970	2073	12882	426	1066	473	1968	250	3240	1173	4666	609	429	130	1173	256	212	58	527	179
5 Career Guidance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 Job Search Activities	4747	2795	1466	9028	340	827	375	1543	152	2261	862	3277	435	309	96	844	180	151	44	376	172
7 Referred to Employment	2826	1577	674	5087	192	459	160	811	98	1258	398	1755	247	168	46	463	92	75	21	188	107
8 Referred to WIA Services	90	57	33	180	9	18	9	36	3	48	18	69	14	10	3	27	6	5	2	13	2
9 Referred to Support Services	1657	775	407	2847	148	203	105	456	38	587	223	848	180	122	40	346	87	61	20	169	82
10 Provided Case Management Services	126	85	32	245	3	30	6	39	7	69	16	92	59	36	8	105	31	26	6	64	6
11 Referred to Federal Training	150	72	34	256	25	24	6	55	4	61	16	81	20	20	6	46	10	11	5	26	20
12 Placed in Federal Training	26	13	10	49	1	3	3	7	3	10	7	20	3	2	1	6	1	2	0	3	0
13 Referred to Federal Job	152	84	35	271	14	29	7	50	6	61	24	91	29	21	5	55	11	9	1	21	18
14 Placed in Federal Jobs	15	10	1	26	1	3	0	4	0	6	1	7	6	3	0	9	2	1	0	3	1
15 Referred to FCJL Jobs					109	202	64	375	45	587	175	807					46	49	9	104	69
16 Placed in FCJL Jobs					12	38	4	54	12	84	16	112					7	5	0	12	3

Reports Comments:

Your PIN Number:

Submit

Figure 45: Service to Veterans Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 46).

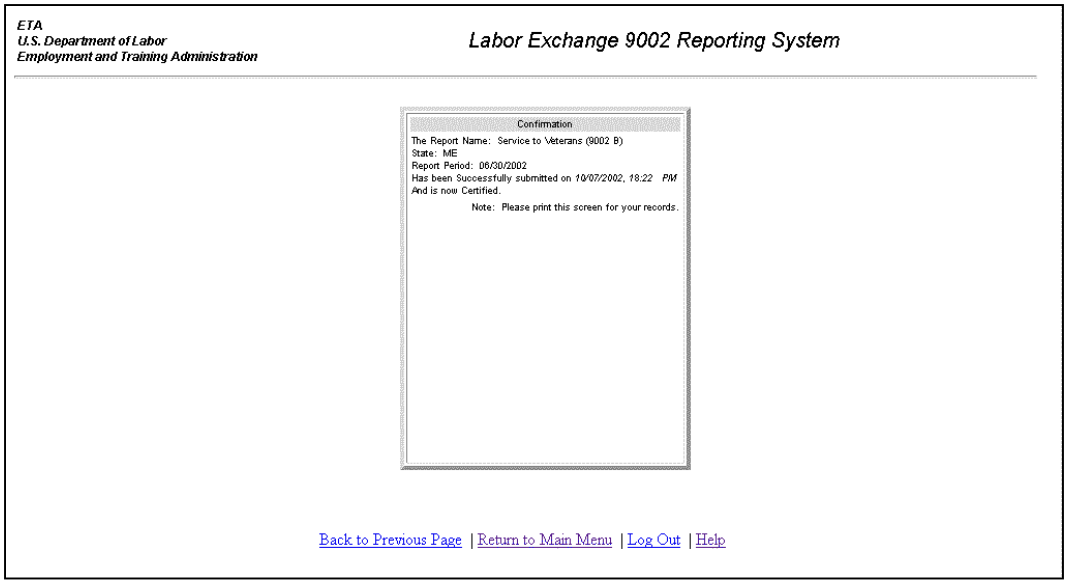


Figure 46: Confirmation Message

Submit Data Manually

1. **To enter report data manually,** click Submit your data manually in the **Data Submission Options** window (Figure 42). The **Quarterly Report** form is displayed.

2. Type the report data in the fields within the white boxes. These fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.

3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.

4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 46).

Enter Labor Exchange Performance Outcomes - Job Seekers/Employers Report (Form 9002C)

Access Labor Exchange Performance Outcomes - Job Seekers/Employers Report

Follow the steps below to access the **Labor Exchange Performance Outcomes - Job Seekers/Employers** Report.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.

2. Click [Labor Exchange 9002 Forms] in the **Choose Report Program** window. The **Choose Report Period** window (Figure 47) is displayed.

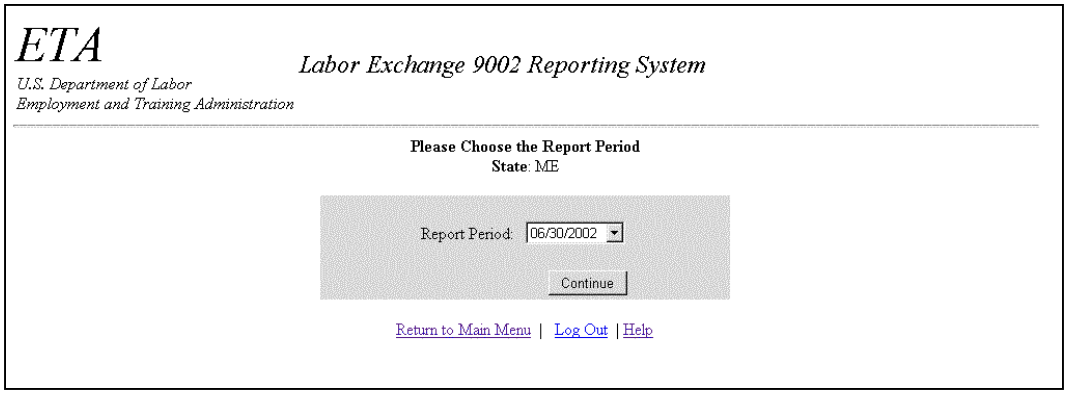


Figure 47: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click [Continue]. If your report submissions are up to date, the **Form Selection** window (Figure 48) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

ETA
U.S. Department of Labor
Employment and Training Administration

Labor Exchange 9002 Reporting System

Form Selection

State: ME
Report Quarter: 06/30/2002

Service to Job Seeker (9002 A)
Service to Veterans (9002 B)
Performance Outcomes - Job Seekers/Employers (9002 C)
Performance Outcomes - Veterans (9002 D)
Job Openings Received (9002 E)

Return to Main Menu | Log Out | Help

Figure 48: Form Selection Window

4. Click Performance Outcomes - Job Seekers/Employers (9002 C) in the **Form Selection Window**. The **Data Submission Options** window is displayed (Figure 49).

ETA
U.S. Department of Labor
Employment and Training Administration

Labor Exchange 9002 Reporting System

Please Select Method to Submit Your Data

Form Name: Performance Outcomes - Job Seekers/Employers (9002 C)
State: ME

- Submit your data by uploading a file
- Submit your data manually

Return to Main Menu | Log Out | Help

Figure 49: Performance Outcomes – Job Seekers/Employers Data Submission Options Window

Enter/Submit Labor Exchange Performance Outcomes- Job Seekers/Employers Report

You may submit the **Labor Exchange Performance Outcomes – Job Seekers/Employers** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. **To use the upload data option,** click Submit your data by uploading a file in the **Data Submission Options** window (Figure 49). The **Upload File to Server** window (Figure 50) is displayed.

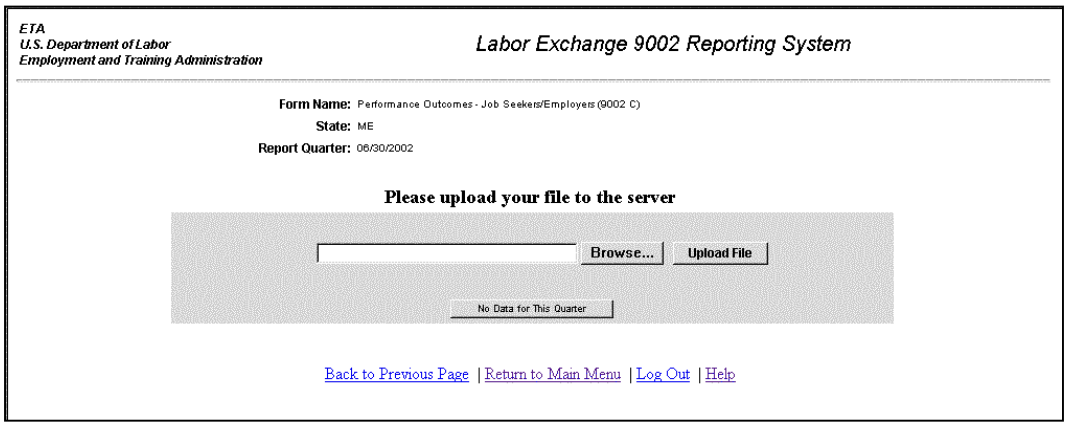


Figure 50: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click Browse... . The **File Upload** window (Figure 47) is displayed. Select **Text[*.txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

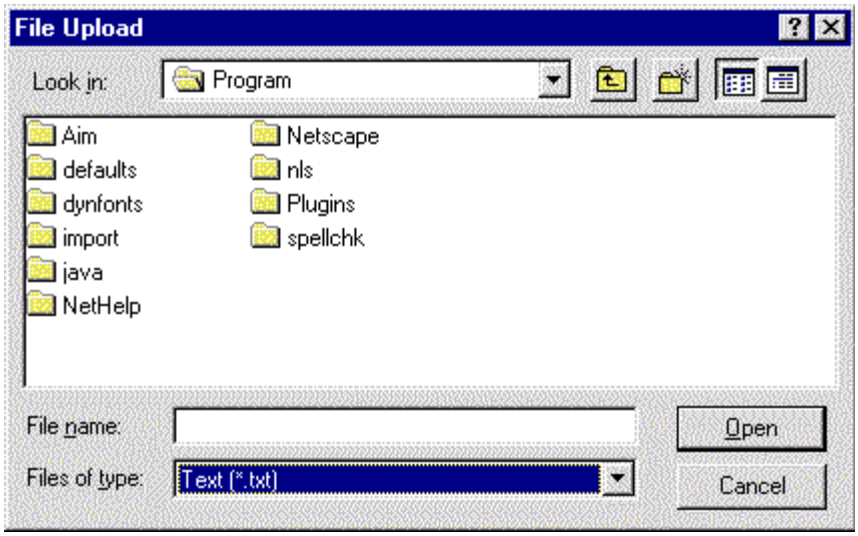


Figure 51: File Upload Window

3. When the desired file appears in the **File name** field, click [Open]. The **Upload File to Server** window (Figure 50) is displayed again. The path and name for the selected file should appear in the **Browse** field.

4. Click [Upload File]. The **Performance Outcomes – Job Seekers/Employers Quarterly Report** form is displayed (Figure 52).

Labor Exchange 9002 Report System

ETA 9002 C Quarterly Report
Performance Outcomes - Job Seekers/Employers

State: MD
Report Due: 06/30/2002
Report Period: 03/31/2002
OMB No. 1206-0240
Expires: 06/30/2002

Cumulative for Four Quarters Ending mm-dd-yyyy	A Total Job Seekers	B Employment Status at Registration		C Eligible Claimant	D Hispanic or Latino		E Race							F Education				G Persons w/ Disability	H MSFW	I Dislocate Workers
		Employed	Unemployed	Total	Yes	No	American Indian or Alaska Native	Asian	Black or African - American	Hawaiian Native or othere Pacific Islander	white	More Than one Race	Other	In-School	Not High School Graduate	High School Graduate or GED	Post Secondary Degree or Certification	Total	Total	Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1 Entered Employment	40073	1320	38753	7269	1683	38390	324	230	2081	21	10613	144	0	459	8297	28015	3328	489	2	425
2 Entered Employment (Youth)	3897	101	3796	80	211	3686	27	19	153	6	1009	17	0	116	1792	1980	8	9	0	5
3 Entered Employment (19-44)	29982	1095	28887	5345	1328	28654	243	177	1657	14	7439	109	0	308	5658	21711	2330	300	1	293
4 Entered Employment (45-55)	4574	98	4476	1358	102	4472	40	29	212	0	1504	17	0	25	582	3212	756	145	1	97
5 Entered Employment (55 and over)	1620	26	1594	486	42	1578	14	5	59	1	661	1	0	10	265	1112	234	35	0	30
6 Entered_Employment_Rate_Base	60636			12350														905	5	726
7 Entered Employment Rate	66			59														54	40	59
8 Employment Refention at Six Mo.	19623	1030	18593	3137	126	19497	84	16	481	3	1687	54	0	292	3331	14543	1481	356	2	300
9 Employment Retention at Six Mo. Base	23168			3664																
10 Employment Retention Rate at Six Mo.	85			86																
11 Entered Employment Follow S-A Services	31682			6197																
12 Job Seeker Customer Satisfaction Score	65																			
13 # of Completed Surveys	1034																			
14 Sample Size	5000																			
15 Employer Customer Satisfaction Score	78																			
16 # of Completed Surveys	6000																			
17 Sample Size	10500																			

Reports Comments:

Your PIN Number:

Submit

Figure 52: Performance Outcomes – Job Seekers/Employers Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 53).

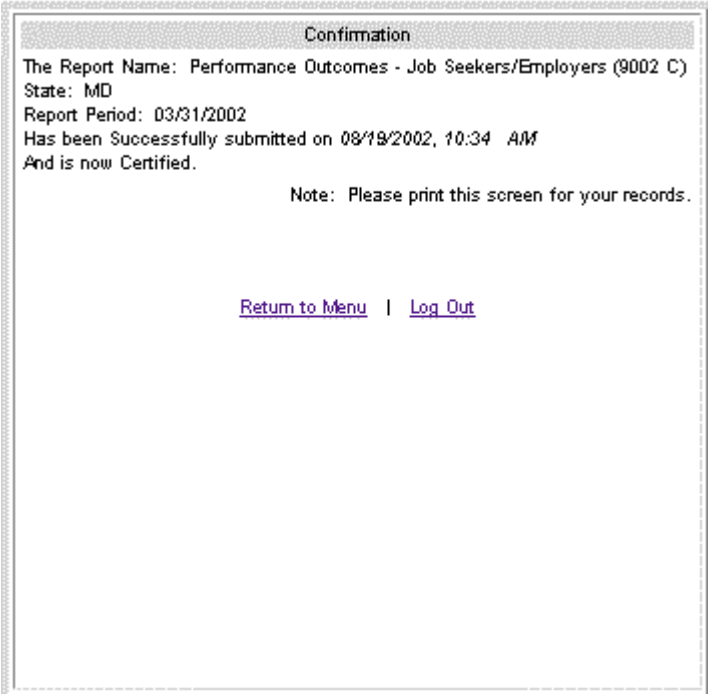


Figure 53: Confirmation Message

Submit Data Manually

1. **To enter report data manually,** click Submit your data manually in the **Data Submission Options** window (Figure 49). The **Quarterly Report** form is displayed.

2. Type the report data in the fields within the white boxes. These fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.

3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.

4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click [Submit]. When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 53).

Enter Labor Exchange Performance Outcomes – Veterans Report (Form 9002D)

Access Labor Exchange Performance Outcomes – Veterans Report

Follow the steps below to access the **Labor Exchange Performance Outcomes – Veterans** Report.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.

2. Click [Labor Exchange 9002 Forms] in the **Choose Report Program** window. The **Choose Report Period** window (Figure 54) is displayed.

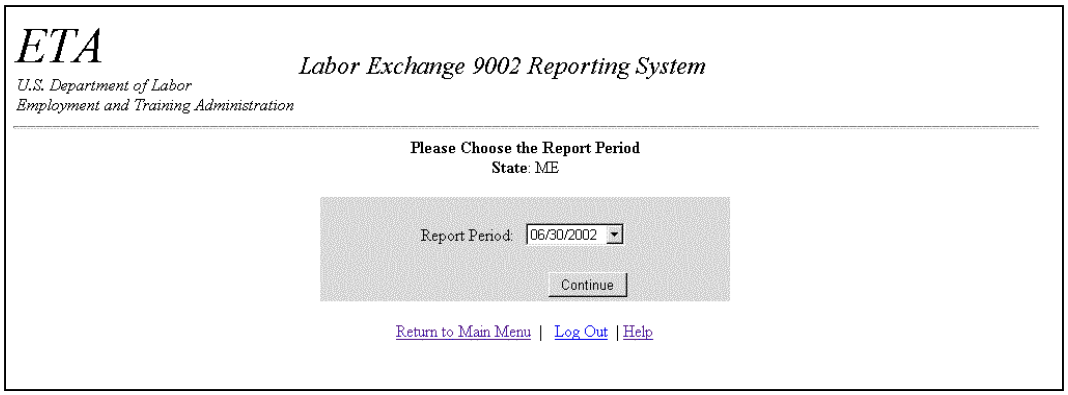


Figure 54: Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click [Continue]. If your report submissions are up to date, the **Form Selection** window (Figure 55) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

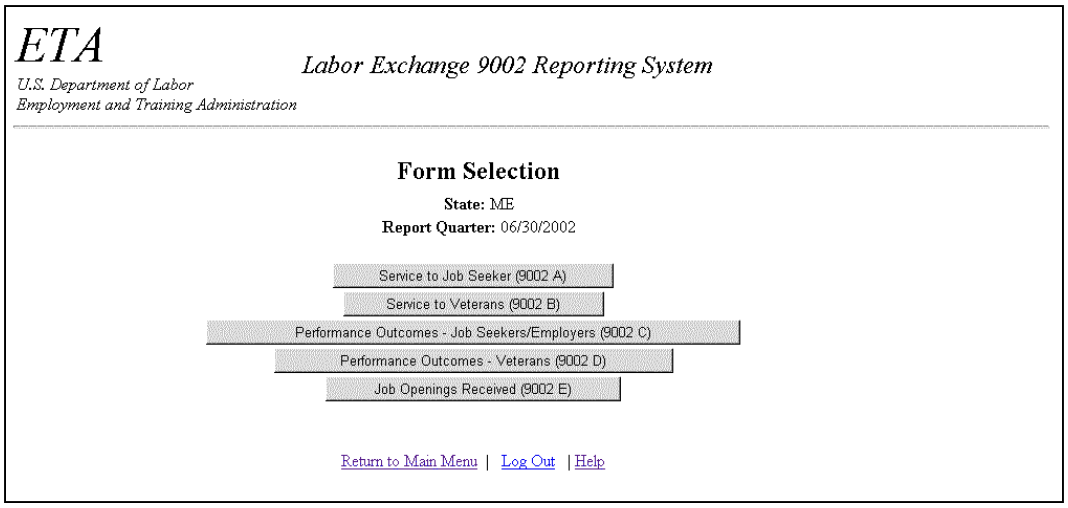


Figure 55: Form Selection Window

4. Click Performance Outcomes - Veterans (9002 D) in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 56).

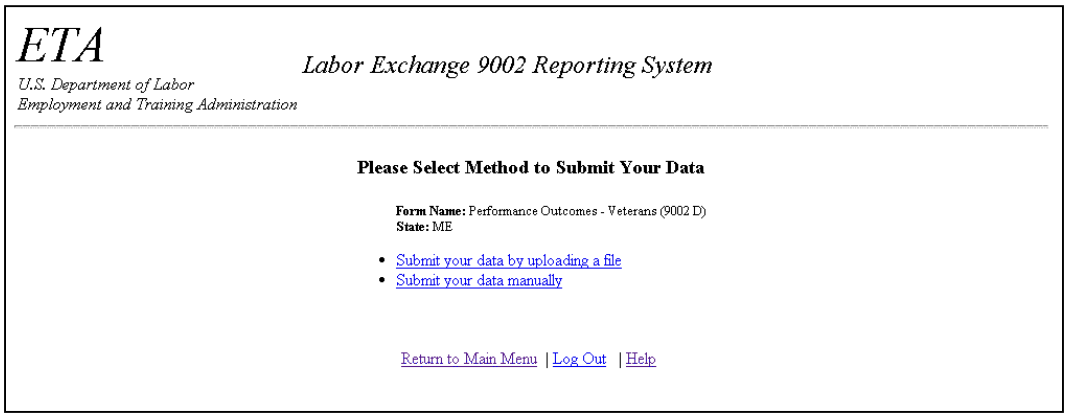


Figure 56: Performance Outcomes – Veterans Data Submission Options Window

Enter/Submit Labor Exchange Performance Outcomes – Veterans Report

You may submit the **Labor Exchange Performance Outcomes – Veterans** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. **To use the upload data option,** click Submit your data by uploading a file in the **Data Submission Options** window (Figure 56). The **Upload File to Server** window (Figure 57) is displayed.

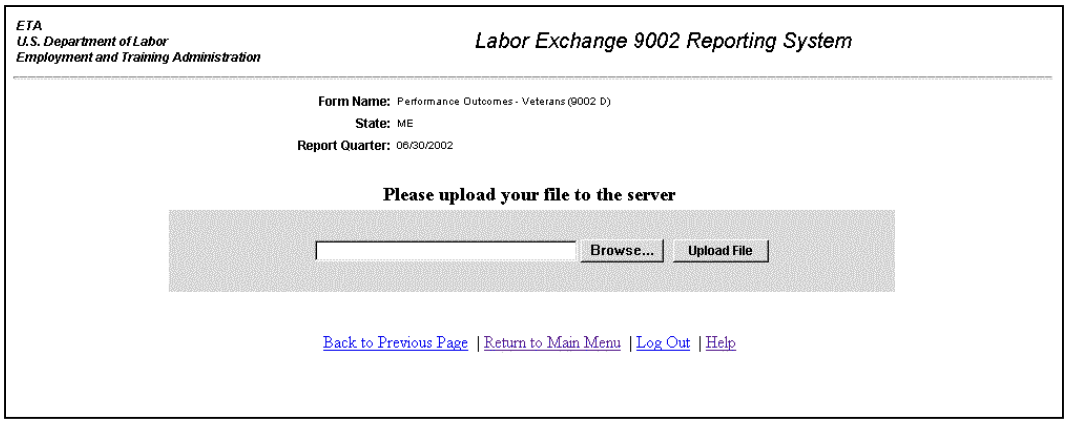


Figure 57: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click Browse... . The **File Upload** window (Figure 58) is displayed. Select **Text[*.txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

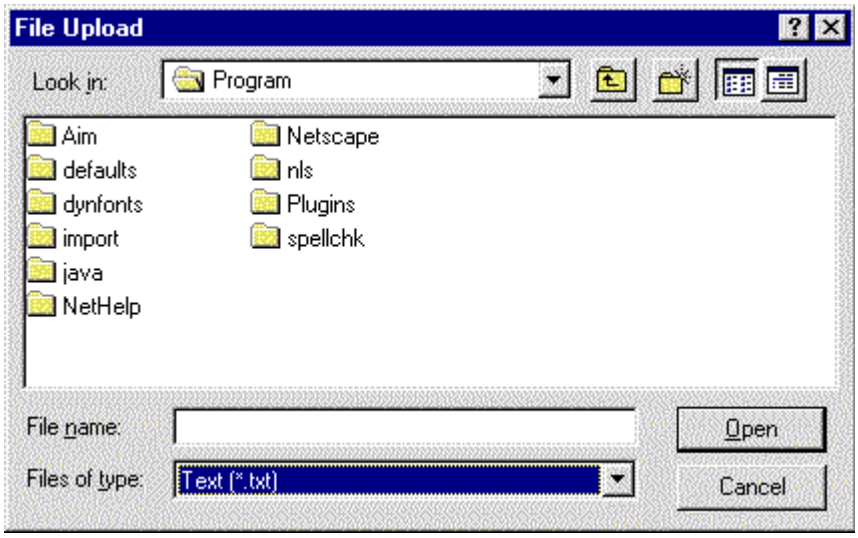


Figure 58: File Upload Window

3. When the desired file appears in the **File name** field, click [Open]. The **Upload File to Server** window (Figure 57) is displayed again. The path and name for the selected file should appear in the **Browse** field.

4. Click [Upload File]. The **Performance Outcomes – Veterans Quarterly Report** form is displayed (Figure 59).

Labor Exchange 9002 Report System

ETA 9002 D Quarterly Report
Performance Outcomes - Veterans

State: MD

Report Due: 06/30/2002
Report Period: 03/31/2002

OMB No. 1205-0240
Expires: 06/30/2002

Veteran Performance Outcomes	A Total Veterans and Eligible Persons				B Campaign Badge Veterans				C Vietnam Era Veterans				D Disabled Veterans				E Special Disabled Veterans				F Newly Sep. Veterans
	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1 Entered Employment	1782	786	324	2902	73	189	54	316	111	665	182	958	154	93	11	260	62	45	6	114	7
2 Entered_Employment_Rate_Base	2714	1363	612	4704	107	341	111	560	173	1164	331	1668	249	163	30	444	103	80	12	196	11
3 Entered Employment Rate (%)	66	58	53	62	68	55	49	56	64	57	55	57	62	57	37	59	60	56	50	58	64
4 Employment Retention at Six Months	1208	476	145	1829	45	96	18	159	92	422	92	606	122	63	10	195	46	29	4	79	5
5 Employment Retention Rate at Six Months Base	1386	565	191	2142	47	111	20	178	112	492	114	718	144	75	11	230	57	32	5	94	6
6 Employment Retention Rate at Six Months (%)	87	84	76	85	96	86	90	89	82	86	81	84	85	84	91	85	81	91	80	84	83
7 Entered Employment Follow S-A Services	1635	731	304	2679	62	171	53	286	104	621	171	896	143	89	10	244	58	42	6	107	6
8 Entered Employment Follow S-A Services Base	2318	1130	500	3959	85	280	88	454	141	962	279	1382	218	137	24	381	89	64	10	164	9
9 Entered Employment Follow S-A Services Rate (%)	71	65	61	68	73	61	60	63	74	65	61	65	66	65	42	64	65	66	60	65	67

Reports Comments:

Your PIN Number:

Submit

Figure 59: Performance Outcomes – Veterans Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 60).

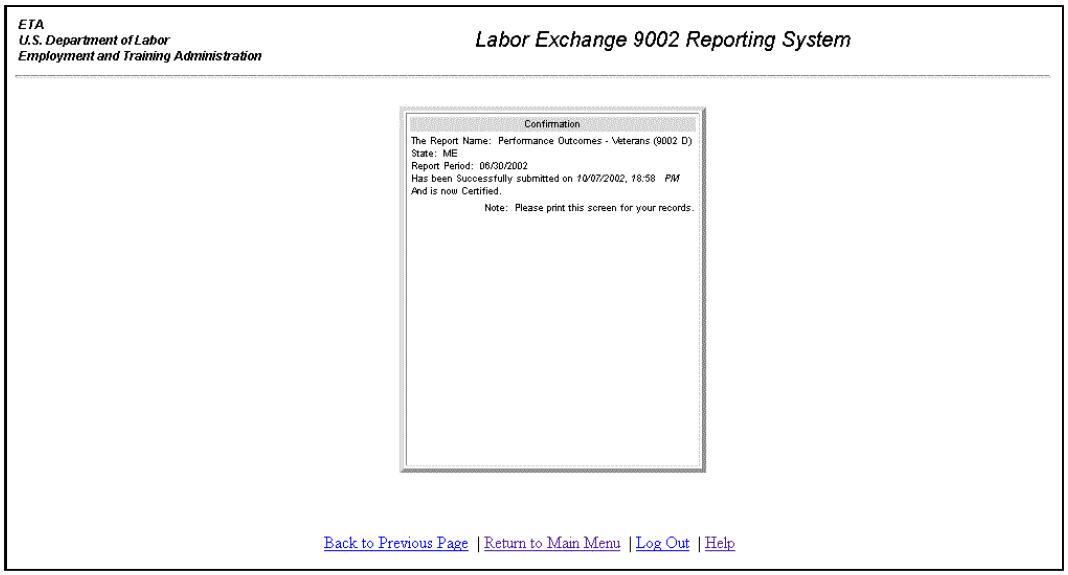


Figure 60: Confirmation Message

Submit Data Manually

1. **To enter report data manually,** click Submit your data manually in the **Data Submission Options** window (Figure 56). The **Quarterly Report** form is displayed.

2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.

3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.

4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit. When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 60).

Enter Labor Exchange Job Openings Received Report (Form 9002E)

Access Labor Exchange Job Openings Received Report

Follow the steps below to access the **Labor Exchange Job Openings Received** Report.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.

2. Click [Labor Exchange 9002 Forms] in the **Choose Report Program** window. The **Choose Report Period** window (Figure 61) is displayed.

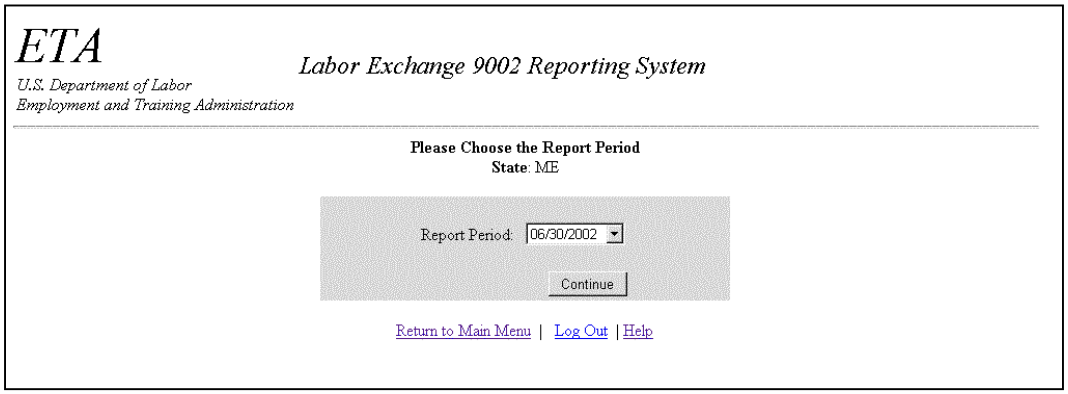


Figure 61: Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click [Continue]. If your report submissions are up to date, the **Form Selection** window (Figure 62) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

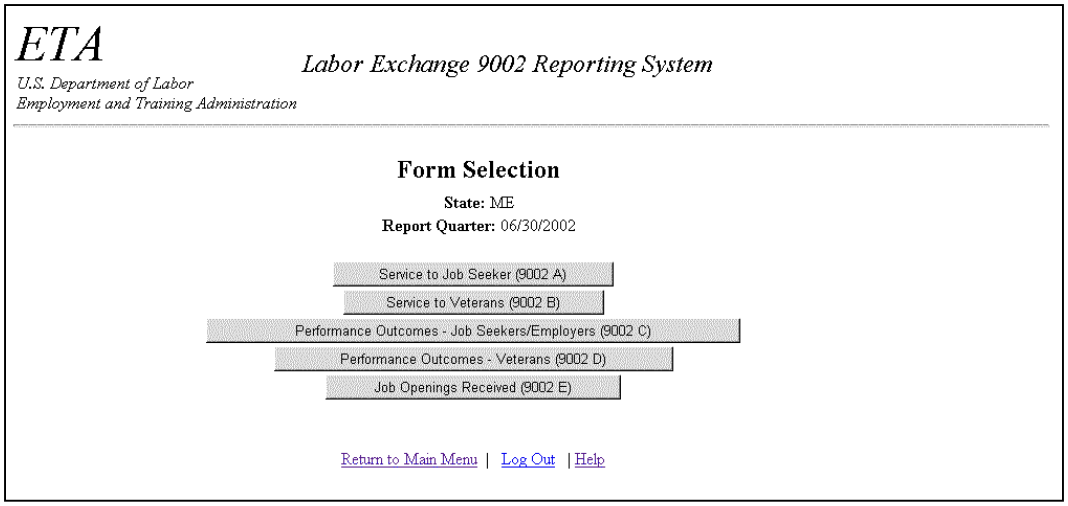


Figure 62: Form Selection Window

4. Click Job Openings Received (9002 E) in the **Form Selection** window, the **Data Submission Options** window is displayed (Figure 63).

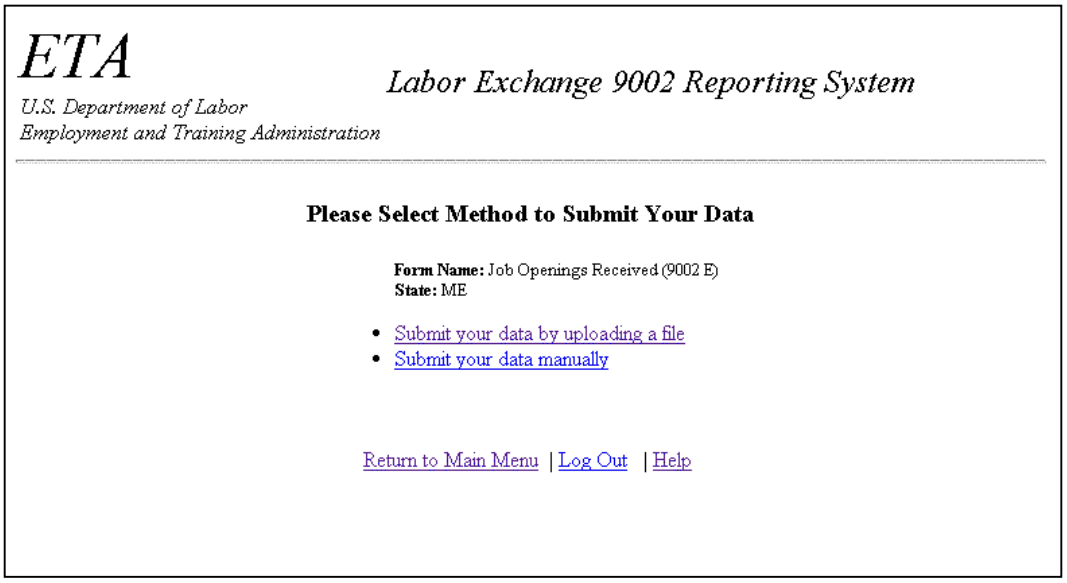


Figure 63: 9002E Data Submission Options Window

Enter/Submit Labor Exchange Job Openings Received Report

You may submit the **Labor Exchange Job Openings Received** Report by uploading a data file or by entering the data manually.

Submit Data by Uploading File

1. **To use the upload data option,** click Submit your data by uploading a file in the **Data Submission Options** window (Figure 63). The **Upload File to Server** window (Figure 64) is displayed.

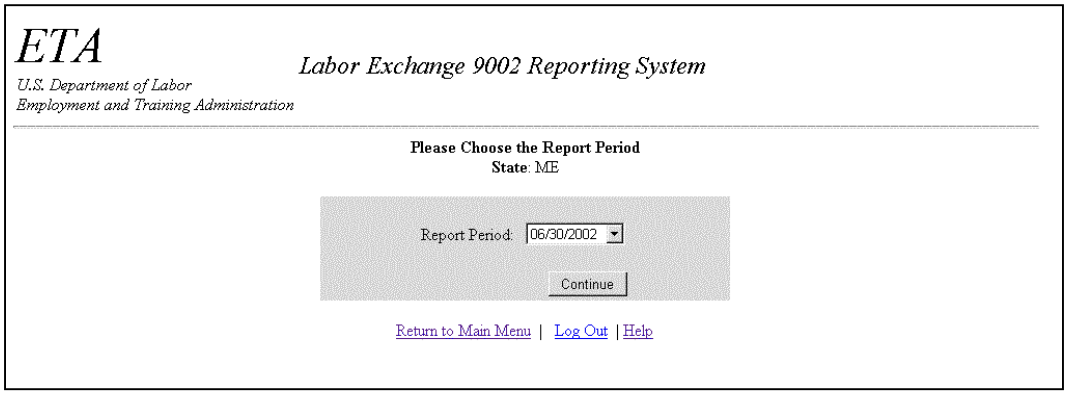


Figure 64: Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click Browse... . The **File Upload** window (Figure 65) is displayed. Select **Text[*.txt]** in the **Files of Type** field before you begin your search. Then select the upload file.

Figure 65: File Upload Window

3. When the desired file appears in the **File name** field, click [Open]. The **Upload File to Server** window (Figure 64) is displayed again. The path and name for the selected file should appear in the **Browse** field.

4. Click [Upload File]. The **Quarterly Report** form is displayed (Figure 66).

Labor Exchange 9002 Report System

ETA 9002 E Quarterly Report
Job Openings Received

State: MD

Report Due: 06/30/2002
Report Period: 03/01/2002

OMB No. 1205-0240
Expires: 06/30/2002

Cumulative for Four Quarters Ending mm-dd-yyyy	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	P*NET SOC	11-0000	13-0000	15-0000	17-0000	19-0000	21-0000	23-0000	25-0000	27-0000	29-0000	31-0000	33-0000	35-0000	37-0000	39-0000	41-0000	43-0000	45-0000	47-0000	49-0000	51-0000	53-0000	55-0000
	Total	Management Occupations	Business and Financial Operations Occupations	Computer and Mathematical Occupations	Architecture and Engineering Occupations	Life, Physical and Social Science Occupations	Community and Social Services Occupations	Legal Occupations	Education, Training, and Library Occupations	Arts, Design, Entertainment, Sports, and Media Occupations	Healthcare Practitioner and Technical Occupations	Healthcare Support Occupations	Protective Service Occupations	Food Preparation and Serving Related Occupations	Building and Grounds Cleaning and Maintenance Occupations	Personal Care and Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Farming, Fishing, and Forestry Occupations	Construction and Extraction Occupations	Installation, Maintenance, and Repairs Occupations	Production Occupations	Transportation and Material Moving Occupations	Military Specific Occupations
1 NAICS Total Openings Received	1449	44	61	12	12	15	9	3	14	23	16	21	48	101	73	45	130	246	12	124	86	205	149	0
11 Agriculture, Forestry, Fishing and Hunting	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	9	0	0	0	2	0
21 Mining	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22 Utilities	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	1	0	0	1	0	0
23 Construction	121	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	6	0	75	15	7	13	0
31-33 Manufacturing	179	1	3	1	6	0	0	0	0	0	0	0	0	0	1	0	2	10	0	8	8	127	12	0
42 Wholesale Trade	68	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	2	12	0	2	2	8	39	0
44-45 Retail trade	120	6	0	0	0	0	0	0	0	0	1	0	1	0	0	0	55	26	0	2	8	3	14	0
48-49 Transportation and Warehousing	71	2	1	0	1	0	0	0	0	10	0	0	1	0	0	0	0	2	0	1	8	7	36	0
51 Information	52	0	0	0	0	0	0	0	0	4	0	0	0	0	3	0	4	15	0	0	0	24	2	0
52 Finance and Insurance	104	4	7	1	0	0	0	1	0	1	0	0	0	0	6	0	24	57	0	0	0	1	2	0
53 Real Estate and Rental and Leasing	40	0	1	0	0	0	0	0	1	0	0	0	1	0	6	0	7	5	0	6	8	3	2	0
54 Professional Scientific and Technical Services	71	3	41	0	0	2	0	0	2	2	0	0	2	4	1	0	7	5	0	0	0	2	0	0
55 Management of Companies and Enterprises	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	2	0	1	0
56 Admin. and Spt. Waste Mgt. and Remediation Svcs.	76	1	2	0	0	0	0	0	0	0	0	1	6	0	11	0	8	8	1	8	10	10	10	0
61 Educational Services	22	0	2	7	0	0	0	0	0	0	0	0	1	3	5	0	0	2	0	0	0	0	2	0
62 Health Care and Social Assistance	127	7	0	1	0	3	5	0	11	0	14	20	0	12	8	23	5	12	0	0	3	0	3	0
71 Arts Entertainment and Recreation	17	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2	2	0	0	2	0	0	0
72 Accommodation and Food Services	115	3	0	0	0	0	0	0	0	0	0	0	0	66	22	2	0	7	0	0	10	1	4	0
81 Other Services	41	0	0	0	0	0	0	0	0	0	0	0	0	2	4	2	3	11	1	2	6	5	2	0
92 Public Administration	191	14	2	2	3	10	1	2	0	5	1	0	36	6	2	18	1	53	0	20	4	6	5	0
2 Federal Contractor Job Listings	6933																							
0 Federal Contractors	599																							
4 Total Employers	5031																							

Reports Comments:

Your PIN Number:

Submit

Figure 66: ETA 9002E Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click Submit. When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 67).

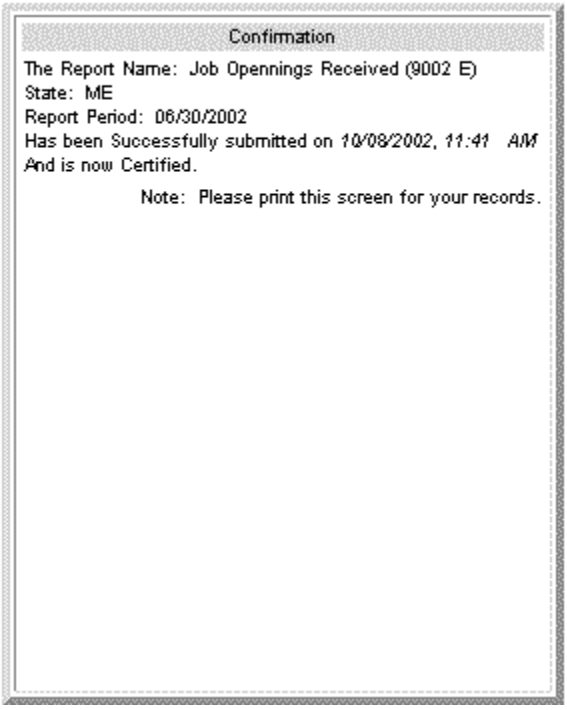


Figure 67: Confirmation Message

Submit Data Manually

1. **To enter report data manually,** click Submit your data manually in the **Data Submission Options** window (Figure 63). The **Quarterly Report** form is displayed.

2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.

3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.

4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click [Submit]. When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 67).

Appendix A: EIMS - Labor Exchange Reporting System - Zero Report Handling

Report 1				Report 2				Report 3 "ZERO REPORT"				Report 4				Report 5			
900,000				1,000,000				1,000,000				1,100,000				975,000			
Q1	Q 2	Q 3	Q 4	Q 2	Q 3	Q 4	Q 5	Q 2	Q 3	Q 4	Q 5	Q 4	Q 5	Q 6	Q 7	Q 5	Q 6	Q 7	Q 8
*	*	*	*	*	*	*	*	-	*	*	*	*	*	*	*	*	*	*	*

This is the example of the Rolling 4 quarters reporting

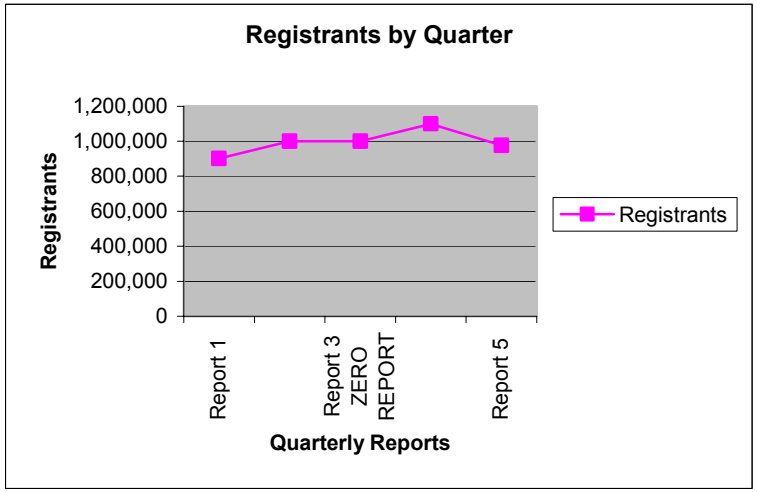
Three quarters of data (3,4&5) would have been included in the report. Therefore, the report is off by 1 quarter of data.

A Zero Report allows the state 45 days from the end of the reporting period (which is 45 days after the end of the quarter) to fix the problem before or 90 days before the next report is due.

After fixing the system problem the state reports 4 full quarters of data from the correct quarters.

Upon certification of Report 4, Report 3 is **LOCKED**. A state could correct Report 3 before entering and certifying Report 4. This would not be required however.

Using the figures above, the following chart shows a possible Zero Report scenario and the effect of an un-corrected Zero Report.



Appendix B: Record Layout VETS 200 A (DVOP) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 A	99	99	99	99	99	99	99	99

"1","VA","20011231","200A",99,99,99,99,99,99,99,99
"2","VA","20011231","200A",99,99,99,99,99,99,99,,
"3","VA","20011231","200A",99,99,99,99,99,99,99,,
"4","VA","20011231","200A",99,99,99,99,99,99,99,99
"5","VA","20011231","200A",99,99,99,99,99,99,99,99
"6","VA","20011231","200A",99,99,99,99,99,99,99,99
"7","VA","20011231","200A",99,99,99,99,99,99,99,99
"8","VA","20011231","200A",99,99,99,99,99,99,99,99
"9","VA","20011231","200A",99,99,99,99,99,99,99,99
"10","VA","20011231","200A",99,99,99,99,99,99,99,99
"11","VA","20011231","200A",99,99,99,99,99,99,99,99
"12","VA","20011231","200A",99,99,99,99,99,99,99,99
"13","VA","20011231","200A",99,99,99,99,99,99,99,99
"14","VA","20011231","200A",99,99,99,99,99,99,99,99
"15","VA","20011231","200A",99,99,99,99,99,99,99,99
"16","VA","20011231","200A",,99,99,99,,99,99,,
"17","VA","20011231","200A",99,99,99,99,99,99,99,99
"18","VA","20011231","200A",99,99,99,99,99,99,99,99
"19","VA","20011231","200A",99,99,99,99,99,99,99,99
"20","VA","20011231","200A",,99,99,99,99,99,99,99
"21","VA","20011231","200A",,99,99,99,99,99,99,99
"22","VA","20011231","200A",,99,99,99,99,99,99,99
"23","VA","20011231","200A",,99,99,99,99,99,99,99
"24","VA","20011231","200A",,99,99,99,99,99,99,99
"25","VA","20011231","200A",,99,99,99,99,99,99,99
"26","VA","20011231","200A",,99,99,99,99,99,99,99
"27","VA","20011231","200A",,99,99,99,99,99,99,99
"28","VA","20011231","200A",,99,99,99,99,99,99,99
"29","VA","20011231","200A",99,99,99,99,99,99,99,99
"30","VA","20011231","200A",99,99,99,99,99,99,99,99
"31","VA","20011231","200A",,99,99,99,,99,99,,

Appendix C: Record Layout VETS 200 B (LVER) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 B	99	99	99	99	99	99	99	99

"1","VA","20011231","200B",99,99,99,99,99,99,99,99
"2","VA","20011231","200B",99,99,99,99,99,99,99,,
"3","VA","20011231","200B",99,99,99,99,99,99,99,,
"4","VA","20011231","200B",99,99,99,99,99,99,99,99
"5","VA","20011231","200B",99,99,99,99,99,99,99,99
"6","VA","20011231","200B",99,99,99,99,99,99,99,99
"7","VA","20011231","200B",99,99,99,99,99,99,99,99
"8","VA","20011231","200B",99,99,99,99,99,99,99,99
"9","VA","20011231","200B",99,99,99,99,99,99,99,99
"10","VA","20011231","200B",99,99,99,99,99,99,99,99
"11","VA","20011231","200B",99,99,99,99,99,99,99,99
"12","VA","20011231","200B",99,99,99,99,99,99,99,99
"13","VA","20011231","200B",99,99,99,99,99,99,99,99
"14","VA","20011231","200B",99,99,99,99,99,99,99,99
"15","VA","20011231","200B",99,99,99,99,99,99,99,99
"16","VA","20011231","200B",,99,99,99,,99,99,,
"17","VA","20011231","200B",99,99,99,99,99,99,99,99
"18","VA","20011231","200B",99,99,99,99,99,99,99,99
"19","VA","20011231","200B",99,99,99,99,99,99,99,99
"20","VA","20011231","200B",,99,99,99,99,99,99,99
"21","VA","20011231","200B",,99,99,99,99,99,99,99
"22","VA","20011231","200B",,99,99,99,99,99,99,99
"23","VA","20011231","200B",,99,99,99,99,99,99,99
"24","VA","20011231","200B",,99,99,99,99,99,99,99
"25","VA","20011231","200B",,99,99,99,99,99,99,99
"26","VA","20011231","200B",,99,99,99,99,99,99,99
"27","VA","20011231","200B",,99,99,99,99,99,99,99
"28","VA","20011231","200B",,99,99,99,99,99,99,99
"29","VA","20011231","200B",99,99,99,99,99,99,99,99
"30","VA","20011231","200B",99,99,99,99,99,99,99,99
"31","VA","20011231","200B",,99,99,99,,99,99,,

Appendix D: Record Layout VETS 200 C (DVOP/LVER) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 C	99	99	99	99	99	99	99	99

"1","VA","20011231","200C",99,99,99,99,99,99,99,99
"2","VA","20011231","200C",99,99,99,99,99,99,99,,
"3","VA","20011231","200C",99,99,99,99,99,99,99,,
"4","VA","20011231","200C",99,99,99,99,99,99,99,99
"5","VA","20011231","200C",99,99,99,99,99,99,99,99
"6","VA","20011231","200C",99,99,99,99,99,99,99,99
"7","VA","20011231","200C",99,99,99,99,99,99,99,99
"8","VA","20011231","200C",99,99,99,99,99,99,99,99
"9","VA","20011231","200C",99,99,99,99,99,99,99,99
"10","VA","20011231","200C",99,99,99,99,99,99,99,99
"11","VA","20011231","200C",99,99,99,99,99,99,99,99
"12","VA","20011231","200C",99,99,99,99,99,99,99,99
"13","VA","20011231","200C",99,99,99,99,99,99,99,99
"14","VA","20011231","200C",99,99,99,99,99,99,99,99
"15","VA","20011231","200C",99,99,99,99,99,99,99,99
"16","VA","20011231","200C",,99,99,99,,99,99,,
"17","VA","20011231","200C",99,99,99,99,99,99,99,99
"18","VA","20011231","200C",99,99,99,99,99,99,99,99
"19","VA","20011231","200C",99,99,99,99,99,99,99,99
"20","VA","20011231","200C",,99,99,99,99,99,99,99
"21","VA","20011231","200C",,99,99,99,99,99,99,99
"22","VA","20011231","200C",,99,99,99,99,99,99,99
"23","VA","20011231","200C",,99,99,99,99,99,99,99
"24","VA","20011231","200C",,99,99,99,99,99,99,99
"25","VA","20011231","200C",,99,99,99,99,99,99,99
"26","VA","20011231","200C",,99,99,99,99,99,99,99
"27","VA","20011231","200C",,99,99,99,99,99,99,99
"28","VA","20011231","200C",,99,99,99,99,99,99,99
"29","VA","20011231","200C",99,99,99,99,99,99,99,99
"30","VA","20011231","200C",99,99,99,99,99,99,99,99
"31","VA","20011231","200C",,99,99,99,,99,99,,

Appendix E: Record Layout ETA 9002 A (Service to Job Seekers) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	MD	20011231	9002A	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“2”, “MD”, “20011231”, ”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“3”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“4”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, , 99
“5”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“6”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“7”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“8”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“9”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“10”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“11”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“12”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“13”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“14”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“15”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“16”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“17”, “MD”, “20011231”,”9002A”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99

Appendix F: Record Layout ETA 9002 B (Service to Veterans) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	MD	20011231	9002B	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“2”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“3”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“4”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“5”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“6”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“7”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“8”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“9”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“10”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“11”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“12”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“13”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“14”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“15”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, , , , , 99, 99, 99, 99, 99
“16”, “MD”, “20011231”,”9002B”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, , , , , 99, 99, 99, 99, 99

Appendix G: Record Layout ETA 9002 C (Performance Outcomes – Job Seekers/Employers) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	MD	20011231	9002C	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”,”9002C”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“2”, “MD”, “20011231”,”9002C”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“3”, “MD”, “20011231”,”9002C”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“4”, “MD”, “20011231”,”9002C”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, , 99
“5”, “MD”, “20011231”,”9002C”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“6”, “MD”, “20011231”,”9002C”, 99, , , 99, , , , , , , , , , , , , 99, 99, 99
“7”, “MD”, “20011231”,”9002C”, 99, , , 99, , , , , , , , , , , , , 99, 99, 99
“8”, “MD”, “20011231”,”9002C”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“9”, “MD”, “20011231”, ”9002C”, ,
“10”, “MD”, “20011231”, ”9002C”, ,
“11”, “MD”, “20011231”, ”9002C”, ,
“12”, “MD”, “20011231”, ”9002C”, ,
“13”, “MD”, “20011231”, ”9002C”, ,
“14”, “MD”, “20011231”, ”9002C”, ,
“15”, “MD”, “20011231”, ”9002C”, ,
“16”, “MD”, “20011231”, ”9002C”, ,
“17”, “MD”, “20011231”, ”9002C”, ,

Appendix H: Record Layout ETA 9002 D (Performance Outcomes – Veterans) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	MD	20011231	9002D	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“2”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“3”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“4”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“5”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“6”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“7”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“8”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“9”, “MD”, “20011231”,”9002D”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, , , , , 99, 99, 99, 99, 99

Appendix I: Record Layout ETA 9002 E (Job Openings Received) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	MD	20011231	9002E	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“2”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“3”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“4”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“5”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“6”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“7”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“8”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“9”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“10”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“11”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“12”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“13”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“14”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“15”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“16”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“17”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“18”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“19”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“20”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“21”, “MD”, “20011231”,”9002E”, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99, 99
“22”, “MD”, “20011231”,”9002E”, ,
“23”, “MD”, “20011231”,”9002E”, ,
“24”, “MD”, “20011231”,”9002E”, ,

Appendix J: State and National Summary Edit Checks ETA 9002A (Service to Job Seekers) Quarterly Report

For every row on the 9002 A, the value in Column A1 is greater than or equal to the sum of the values in ColumnB2 plus Column B 3 for that row.
Column A1 Row 1 >= Column B2 Row 1 + Column B3 Row 1
Column A1 Row 2 >= Column B2 Row 2 + Column B3 Row 2
Column A1 Row 3 >= Column B2 Row 3 + Column B3 Row3
Column A1 Row 4 >= Column B2 Row 4 + Column B3 Row 4
Column A1 Row 5 >= Column B2 Row 5 + Column B3 Row 5
Column A1 Row 6 >= Column B2 Row 6 + Column B3 Row 6
Column A1 Rows 7 – 15 = Columns B2 Rows 7-15 + Columns B3 Rows 7-15
For every column on the 9002 A, the value in Row 1 is equal to or greater than the value in every other row for that column.
Column A1 Row 1 >= Column A1 Row 2 thru A1 Row 15
Column B2 Row 1 >= Column B2 Row 2 thru B2 Row 15
Column B3 Row 1 >= Column B3 Row 2 thru B3 Row 15
Column C4 Row 1 >= Column C4 Row 2 thru C4 Row 15
For every column on the 9002 A, the value in Row 1 is equal to or greater than the sum of the values in Row 5 plus Row 6 for that column.
Column A1 Row 1 >= Column A1 Row 5 + Column A1 Row 6
Column B2 Row 1 >= Column B2 Row 5 + Column B2 Row 6
Column B3 Row 1 >= Column B3 Row 5 + Column B3 Row 6
Column C4 Row 1 >= Column C4 Row 5 + Column C4 Row 6
For every column on the 9002 A, the value in Row 1 is equal to or greater than the sum of the values in Row 7 plus Row 8 for that column.
Column A1 Row 1 >= Column A1 Row 7 + Column A1 Row 8
Column B2 Row 1 >= Column B2 Row 7 + Column B2 Row 8
Column B3 Row 1 >= Column B2 Row 7 + Column B2 Row 8
Column C4 Row 1 >= Column C4 Row 7 + Column C4 Row 8
For every column on the 9002 A, the value in Row 8 is equal to the sum of the values in Row 9 plus Row 10 plus Row 11 for that column.
Column A1 Row 8 = Column A1 Row 9 + Column A1 Row 10 + Column A1 Row 11
Column B2 Row 8 = Column B2 Row 9 + Column B2 Row 10 + Column B2Row 11
Column B3 Row 8 = Column B3 Row 9 + Column B3 Row 10 + Column B3 Row 11
Column C4 Row 8 = Column C4 Row 9 + Column C4 Row 10 + Column C4 Row11

Appendix K: State and National Summary Edit Checks ETA 9002B (Service to Job Seekers) Quarterly Report

For every column on the 9002 B, the value in Row 1 is equal to or greater than the value in every other row for that column.

Column A1Row 1 >= Columns A1 Row 2 thru A1 Row 14
Column A2 Row1 >= Columns A2 Row 2 thru A2 Row 14
Column A3 Row 1 >= Columns A3 Row 2 thru A3 Row 14
Column A4 Row 1 >= Columns A4 Row 2 thru A4 Row 14
Columns B5 - 8 Row 1 >= Columns B5-8 Row 2 thru B5-8 Row 16
Columns C9-10 Row 1 >= Columns C9-10 Row 2 thru C9-10 Row 16
Columns D13-14 Row 1>= Columns D13-16 Row 2 thru D13-16 Row 14
Columns E17-20 Row 1>= Columns E17-20 Row 2 thru E17-20 Row 16
Columns F21 Row 1 >= Columns F21 Row 2 thru F21 Row 16

For the value in Column A4 Row 4 is equal to or greater than the value in Rows 5 - 14.
For the value in Column B8 Row 4 is equal to or greater than the value in Rows 5 - 16.
For the value in Column C12 Row 4 is equal to or greater than the value in Rows 5 - 16.
For the value in Column D16 Row 4 is equal to or greater than the value in Rows 5 - 14.
For the value in Column E20 Row 4 is equal to or greater than the value in Rows 5 - 16.
For the value in Column F21 Row 4 is equal to or greater than the value in Rows 5 - 16.

Column A4 Row 4 >= Columns A4 Row 5 thru A4 Row 14
Column B8 Row 4 >= Columns B8 Row 5 thru A4 Row 16
Column C12 Row 4 >= Columns C12 Row 5 thru A4 Row 16
Column D16 Row 4 >= Columns D16 Row 5 thru A4 Row 14
Column E20 Row 4 >= Columns E20 Row 5 thru A4 Row 16
Column F21 Row 4 >= Columns F21 Row 5 thru A4 Row 16

For Sections A through E on the 9002 B, the value in the Total column of each section is greater than or equal to the sum of the three age breakdown columns in that section.

Column A4 Row 1 >= Column A1 Row 1 + Column A2 Row 1 +Column A3 Row 1
Column A4 Row 2 >= Column A1 Row 2+ Column A2 Row 2 + Column A3 Row 2
Column A4 Rows 3-14 >= Column A1 Rows 3-14 + Columns A2 Rows 3-14 + Columns A3 Rows 3-14
Column B8 Row 1 >= Column B5 Row 1 + Column B6 Row 1+ Column B7 Row1
Column B8 Rows 2 – 16 >= Column B5 Row 2 – 16 + Column B6 Rows 2 – 16 + Column B7 Rows 2 – 16
Column C12 >= Column C9 Row 1 + Column C10 Row 1 + Column C11 Row 1
Column C12 >= Column C9 Rows 2 – 16 + Column C10 Rows 2-16 + Column C11 Rows 2-16
Column D16 >= Column D13 Row 1 + Column D14 Row 1 + Column D15 Row 1
Column D16 >= Column D13 Row 2-14 + Column D14 Rows 2 – 14 + Columns D15 Rows 2-14
Column E20 >= Column 17 Row 1 + Column 18 Row 1 + Column 19 Row 1
Column E20 >= Column 17 Row 2-16 + Column 18 Row 2-16 + Column 19 Row 2-16

For Sections A through F, the value in Row 1 of each column is equal to or greater than the sum of the values in Row 2 plus Row 3 for that column.

Column A1 Row 1 >= Column A1 Row 2 + Column A1 Row 3
Column A2 Row 1 >= Column A2 Row 2 + Column A2 Row 3
Column A3 Row 1 >= Column A3 Row 2 + Column A3 Row 3
Column A4 Row 1 >= Column A4 Row 2 + Column A4 Row 3

Appendix L: State and National Summary Edit Checks ETA 9002C (Performance Outcomes-Job Seekers/Employers) Quarterly Report

For every column on the 9002 C, the value in Row 1 of that column is equal to or greater than the sum of the values in Row 2 plus Row 3 plus Row 4 plus Row 5 for that column.
ColumnA1 Row1 >= ColumnA1 Row2 + ColumnA1 Row3 + ColumnA1 Row4 + ColumnA1 Row5
ColumnB2 Row1 >= ColumnB2 Row2 + ColumnB2 Row3 + ColumnB2 Row4 + ColumnB2 Row5
ColumnB3 Row1 >= ColumnB3 Row2 + ColumnB3 Row3 + ColumnB3 Row4 + ColumnB3 Row5
ColumnC4 Row1 >= ColumnC4 Row2 + ColumnC4 Row3+ ColumnC4 Row4 + ColumnC4 Row5
For every unshaded row on the 9002 C, the value in Column A1 is equal to or greater than the sum of the values in Column B2 plus Column B 3 for that row.
Column A1 Row 1 >= Column B2 Row 1 + Column B3 Row 1
Column A1 Row 2 >= Column B2 Row 2 + Column B3 Row 2
Column A1 Row 3 >= Column B2 Row 3 + Column B3 Row 3
Column A1 Row 4 >= Column B2 Row 4 + Column B3 Row 4
Column A1 Row 5 >= Column B2 Row 5 + Column B3 Row 5
Column A1 Row 8 >= Column B2 Row 8 + Column B3 Row 8
The value in Column A1 Row 7 is equal to the value in Column A1 Row 1 divided by the value in Column A1 Row 6 and rounded to the next whole number
Column A1 Row 7 = Column A1 Row 1 divided by Column A1 Row 6
The value in Column A1 Row 10 is equal to the value in Column A1 Row 8 divided by the value in Column A1 Row 9 and rounded to the next whole number
Column A1 Row 10 = Column A1 Row 8 divided by Column A1 Row 9
The value in Column A1 Row 12 is to be rounded to the next whole number
The value in Column A1 Row 15 is to be rounded to the next whole number

Appendix M: State and National Summary Edit Checks ETA 9002D (Performance Outcomes – Veterans) Quarterly Report

For Sections A through E on the 9002 D, the value in the Total column of each section is greater than or equal to the sum of the three age breakdown columns in that section.
Column A4 Row 1 >= Column A1 Row 1 + Column A2 Row 1 +Column A3 Row 1
Column A4 Row 2 >= Column A1 Row 2+ Column A2 Row 2 + Column A3 Row 2
Column A4 Row 4 >= Column A1 Row 4 + Columns A2 Row 4 + Columns A3 Row 4
Column A4 Row 5 >= Column A1 Row 5 + Columns A2 Row 5 + Columns A3 Row 5
Column A4 Row 7 >= Column A1 Row 7 + Columns A2 Row 7 + Columns A3 Row 7
Column A4 Row 8 >= Column A1 Row 8 + Columns A2 Row 8 + Columns A3 Row 8
Column B8 Row 1 >= Column B5 Row 1 + Column B6 Row 1+ Column B7 Row1
Column B8 Rows 2 – 9 >= ColumnB5 Row 2 – 9 + Column B6 Rows 2 – 9 + Column B7 Rows 2 – 9
Column C12 >= Column C9 Row 1 + Column C10 Row 1 + Column C11 Row 1
Column C12 >= Column C9 Rows 2 – 9+ Column C10 Rows 2-9+ Column C11 Rows 2-9
Column D16 >= Column D13 Row 1 + Column D14 Row 1 + Column D15 Row 1
Column D16 >= Column D13 Row 2-9 + Column D14 Rows 2 – 9+ Columns D15 Rows 2-9
Column E20 >= Column 17 Row 1 + Column 18 Row 1 + Column 19 Row 1
Column E20 >= Column 17 Row 2-9 + Column 18 Row 2-9 + Column 19 Row 2-9
For every column on the 9002 D, the value in Row 3 is equal to the value in Row 1 divided by the value in Row 2 for that column.
Column A1 Row 3 = Column A1 Row 1 divided by Column A1 Row 2
Column A2 Row 3 = Column A2 Row 1 divided by Column A2 Row 2
Column A3 Row 3 = Column A3 Row 1 divided by Column A3 Row 2
Column A4 Row 3 = Column A4 Row 1 divided by Column A4 Row 2
Columns B 5-8 Row 3 = Columns B5 – 8 Row 1 divided by Columns B5 – 8 Row 2
Columns C 9-12 Row 3 = Columns C9 – 12 Row 1 divided by Columns C9 – 12 Row 2
Columns D 13-16 Row 3 = Columns D13 – 16 Row 1 divided by Columns D 13 – 16 Row 2
Columns E 17-20 Row 3 = Columns E 17 – 20 Row 1 divided by Columns E17 – 20 Row 2
Column F 21 Row 3 = Column F21 Row 1 divided by Column F21 Row 2
For every column on the 9002 D, the value in Row 6 is equal to the value in Row 4 divided by the value in Row 5 for that column.
Column A1 Row 6 = Column A1 Row 4 divided by Column A1 Row 5
Column A2 Row 6 = Column A2 Row 4 divided by Column A2 Row 5
Column A3 Row 6 = Column A3 Row 4 divided by Column A3 Row 5
Column A4 Row 6 = Column A4 Row 4 divided by Column A4 Row 5
Column B5-8 Row 6 = Column B5 – 8 Row 4 divided by Columns B5 – 8 Row 5
Column C 9-12 Row 6 = Column C9-12 Row 4 divided by Columns C9-12 Row 5
Column D13-16 Row 6 = Column D13-16 Row 4 divided by Columns D13-16 Row 5
Column E17-20 Row 6 = Column E17-20 Row 4 divided by Columns E17 –20 Row 5
Column F21 Row 6 = Column F21 Row 4 divided by Column F21 Row 5
For every column on the 9002 D, the value in Row 9 is equal to the value in Row 7 divided by the value in Row 8 for that column.
Column A1 Row 9 = Column A1 Row 7 divided by Column A1Row 8
Column A2 Row 9 = Column A2 Row 7divided by Column A2 Row 8
Column A3 Row 9 = Column A3 Row 7 divided by Column A3 Row 8
Column A4 Row 9 = Column A4 Row 7 divided by Column A4 Row 8
Columns B5-8 Row 9 = Columns B5 – 8 Row 7 divided by Columns B 5 – 8 Row 8
Columns C9-12 Row 9 = Columns C9-12 Row 7 divided by Columns C9-12 Row 8
Columns E17-20 Row 9 = Columns E17-20 Row 7 divided by Columns E17 –20 Row 8
Column F21 Row 9 = Column F21 Row 7 divided by Column F21 Row 8

Appendix N: State and National Summary Edit Checks ETA 9002E (Job Openings Received) Quarterly Report

For every column on the 9002 E, the value in Row 1 is equal to the sum of the values in Row 11 through Row 92 for that column.
Column A Row 1 = the sum of Rows 11 - 92
Column B Row 1 = the sum of Rows 11 – 92
Column C Row 1 = the sum of Rows 11-92
Column D – W Row 1 = the sum of Rows 11-92
For every row on the 9002 E, the value in Column A is equal to the sum of the values in Column B through Column X for that row.
Column A Row 1 = the sum of Column B Row 1 thru Column W Row 1
Column A Row 21 = the sum of Columns B Row 11 thru Column W Row 11
Column A Row 22 = the sum of Columns B Row 22 thru Column W Row 22 (23, 31-33, 42,44-45,48-49,51,52,53,54,55,56,61,62,71,72,81,92)

Appendix O: State and National Summary Edit Checks ETA VETS 200 A (DVOP), VETS 200 B (LVER), VETS 200 C (DVOP / LVER) Quarterly Reports

For Column A Row 1 is equal to or greater than the sum of the values in Column A Row 2 plus Column A Row 3.
For Column B Row 1 is equal to or greater than the sum of the values in Column B Row 2 plus Column B Row 3.
Column A Row 1 >= Column A Row 2 + Column A Row 3
Column B Row 1 >= Column B Row 2 + Column B Row 3
For Column A Row 1 is equal to or greater than the sum of the values in Column A Row 4 plus Column A Row 5 plus Column A Row 6.
For Column B Row 1 is equal to or greater than the sum of the values in Column B Row 4 plus Column B Row 5 plus Column B Row 6.
Column A Row 1 >= Column A Row 4 + Column A Row 5 + Column A Row 6
Column B Row 1 >= Column B Row 4 + Column B Row 5 + Column B Row 6
For Column A Row 7 is equal to or greater than or equal to the values in Column A Row 8 thru Column A Row 15.
For Column B Row 7 is equal to or greater than or equal to the values in Column B Row 8 thru Column B Row 16.
Column A Row 7 >= Column A Row 8 thru Row 15
Column B Row 7 >= Column B Row 8 thru Row 16
For Column A Row 7 value in equal to or greater than Column A Row 1.
Column A Row 7 >= Column A Row 1
For Column B Row 7 value in equal to or greater than Column B Row 1.
Column A Row 7 >= Column A Row
The value in Column A Row 19 is equal to the Column A Row 17 divided by the value in Column A Row 18 multiplied by 100 and rounded to the next whole number.
The value in Column B Row 19 is equal to the Column B Row 17 divided by the value in Column B Row 18 multiplied by 100 and rounded to the next whole number.
*Column A Row 19 = Round (Column A Row 17 / Column A Row 18 * 100)*
*Column B Row 19 = Round (Column B Row 17 / Column B Row 18 * 100)*

The value in Column B Row 22 is equal to the Column B Row 20 divided by the value in Column B Row 21 multiplied by 100 and rounded to the next whole number.
The value in Column B Row 25 is equal to the Column B Row 23 divided by the value in Column B Row 24 multiplied by 100 and rounded to the next whole number.
The value in Column B Row 28 is equal to the Column B Row 26 divided by the value in Column B Row 27 multiplied by 100 and rounded to the next whole number.
*Column B Row 22 = Round (Column B Row 21 / Column B Row 23 * 100)*
*Column B Row 25 = Round (Column B Row 23 / Column B Row 24 * 100)*
*Column B Row 28 = Round (Column B Row 26 / Column B Row 27 * 100)*