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BENEFITS QUALITY CONTROL ADP USER GUIDE
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Introduction

Chapter I
INTRODUCTION

Welcome to the world of automation! This guide is both an introduction to the required Benefits Quality Control (BQC) automated system and a reference source for continuing use.

Purpose. A significant part of any evaluation program is the collection and processing of data. The Unemployment Insurance Service (UIS) staff developed a sophisticated automated system using microcomputers. This guide provides instructions for operating this system.

The guide provides a detailed description of the menu-driven system designed specifically for Benefits Quality Control. It covers each operation of the system that QC staff use regularly. It does not attempt a detailed description of the **UNIX** operating system nor the commercial software packages available with the system. For help in these areas, use the manuals created by the vendors of these commercial software packages.

This guide is for users with little or no automated data processing (ADP) experience. The remainder of this chapter discusses automated processing in a broad, general manner, including commonly used terminology and definitions.

February 1993

Hardware. Hardware is the physical equipment that operates the system, such as the **central processing unit** (cpu), terminal, modem and printer. The cpu inside the computer receives data from information entered from the keyboard, another input device or program. The **terminal** is the screen (monitor) and the keyboard. More than one terminal can use a single cpu. There are two ways to join the terminal with the cpu. One way is directly (hard-wired) through electrical cables. The other way uses a **modem** that sends the signals from the keyboard over a telephone line to the cpu. The **printer** produces a paper or hard copy of information contained in the computer.

A **disk** is a flat circular plate with a magnetic surface where data and programs reside. The **hard disk** is a

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Introduction

permanent, internal part of the computer. A floppy disk, also called a diskette, is portable and stores copies of the software or other information produced by the computer.

Magnetic tape is like a floppy disk but stores much more information. The BQC computer system currently uses only magnetic tape; specifically either 9 track tape or 8 mm cartridge (exabyte). A tape (or a floppy disk) can transfer its contents to other machines, archive old data, or restore information accidentally removed from the hard disk.

Software. Software is the collection of programs (step-by-step instructions) written in a language that the computer understands and can execute. Some programs do a particular task that the user initiates. Other programs work without the user's knowledge to internally control the computer's operation.

A menu is a list of options appearing on the monitor. It maybe a list of programs or commands. Chapter two of this handbook describes different types of menus used in the BQC system. A menu-driven system allows you to execute complicated tasks without knowing technical computer language and commands.

Everyone using the system has an account with a unique login name. Anyone using an account may access the files and functions granted that specific account. For example, usually investigators can only update cases assigned to themselves. The computer identifies those cases from the login. This is why it is important to keep your password private. It helps to ensure that only you access the records and data assigned to your account.

Data are an aggregate collection of information stored in the system. Data reside in files. The file structure is a logical way of storing data. Understanding this structure helps you to find the data you need and to create new databases.

Files reside in directories. A directory is a hierarchical way of grouping data and programs contained on the system. The BQC software contains a standardized directory structure for each account.

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Another piece of the software is the database system. A database system is a collection of data stored on the system in a logical and consistent manner. A database is the basic UNIX product that supports the implementation of multiple applications using a common database. Also, the database system allows the computer to store data efficiently and yet allow easy retrieval.

INFORMIX. This commercial software product created the BQC software you are using. INFORMIX-SQL is the database management component of the package. It has useful programs or modules that do the data management task. It organizes, stores, and retrieves data. INFORMIX-4GL is a fourth-generation language designed specifically for database applications. Fourth-generation languages are less complex than general purpose languages like COBOL or C, and more closely approximate natural language. Once you become familiar with the User Guide received with the INFORMIX package, you can begin to create useful programs and reports yourself.

INFORMIX Database. An INFORMIX database has tables, rows, columns, screen forms, reports, and files. A table organizes data into rows and columns. A row is a record in the table containing all the data fields. A column contains the data of a specific field for each record. A screen form enters data into the system from the keyboard. Create a screen form by selecting a table name. Then compile it to the newly generated form name. A report allows you to arrange and format database information. You can then direct the resulting output to the monitor, to a printer, or to a file. A database file is a collection of records or rows.

For example, you may decide to make a database for information relating to distances traveled during an investigation. You decide the information contained in the table should be: login id, distance, case1, case2, case3, case4, action1, action2, action3, and action4. This information for each login id is a row. The individual items, such as login id, etc. are column or field names. Several rows make a table, and several related tables make a database.

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Files do not always contain data. They may contain text, such as a Word Processing file (a letter) or instructions for the computer to follow (a program). In using the system, you may create and name files. Remember to create a unique name for each file so that the computer will know where to find the information stored in them.

Relational Database. A relational database has two or more tables that share a common column-name that joins the tables together in a single database. This allows the user to create relationships across tables when querying a database. The user can look at data stored in several tables as if it were a single table.

To create a relational database, the user must first create a database and then several tables. All the tables should have a common column to link the tables together. Link tables by naming one column in each table the same. A join field is a single field that represents data from columns in different tables. All the tables must belong to the same database.

The Master-Detail Relationship is a relationship between two tables represented on a screen form. A master-detail relationship simplifies queries that involve data from several tables. In a master-detail relationship, one table is the master table, and the other is a detail table. Several master-detail relationships can be defined for the same form. A table may have several detail tables but only one master table.

Downloading. When downloading data from the State's mainframe into an Informix database, the data files need field separators, such as a pipe sign (vertical bar symbol). This symbol also serves as a default delimiter. The user creates a command file specifying the actions to carry out. DBLOAD is a utility that provides a method of transferring databases created by other database management systems.

DBNAME is the name of the database receiving the information. The errlog stores error-logging information into the errlog file. The dbload command is:

```
dbload -d dbname -c comfile -l errlog
```

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Login and Menu System

Chapter II
The LOGIN and MENU SYSTEM

Introduction. This chapter explains how to access the Benefits Quality Control software. It explains how to log on the system and how to execute the programs of the software from the various menus.

Login. Once the software is loaded and the terminal is ready for use, the following prompt should appear on the screen:

Login:

A prompt is the computer's way of asking the user to enter information by typing on the keyboard. The System Administrator in each agency provides each user with a login name. This name also is known as the user name or the account name. Type your login name when the *Login* prompt appears, and then press the **Return** key.

Another prompt appears asking for the password. The password should be known to you alone to ensure that others cannot use your account. You decide the password. Check with your System Administrator to learn how to set and change your password. The password should be changed frequently and should not be a common dictionary word. Ideally, it should incorporate Capital letters and numbers in unusual positions in the word. This deters hackers from successfully breaking your password. As only the first eight letters are "read" by the computer, additional characters will be ignored. Enter the password and press **Return** as you did at the Login prompt. This time the letters entered from the keyboard do not appear on the screen.

If you made a mistake entering either the Login name or the password, the Login prompt appears again. Reenter your Login and password until a new screen appears. If no new screen appears after a couple of tries, ask your System Administrator for help. The screen that appears after a successful login may contain messages from your System Administrator or it may be the Main Menu.

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Message Screen. The System Administrator's message screen could look something like this:

```
SunOS Release 4.1.1 (UIS1A) #3: Tue Dec 16:26:38 EDT 1992
```

```
=====
* DO NOT OPEN OR SERVICE THE SYSTEM PRINTERS!!!
  User damage is not covered under the
  maintenance contract.
```

```
* UIDB data questions? - Roggee Shub
* Informix questions? - Canny Nagaer
```

```
* Please keep your directories cleaned up!!!
```

```
* Change your password frequently using the passwd command.
```

```
=====
FOR ASSISTANCE, CONTACT Art Monk(thelonius), Gary Clark(gc),
                        or Ricky Sanders(posse)
=====
```

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Vertical Menu. After a successful Login, the UIS main menu appears on the terminal screen.

```

** m 0 **
                                UIS MAIN MENU
-----
      1   (D)esk Management
      2   (U)I Required Reports
      3   (B)enefits Quality Control Rel. 4.1
      4   UI Release (N)otes
      5   (T)utorials
      6   E(x)it from UI Menu
-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN, or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help                <Ctrl-c> Cancel                <Ctrl-x> Logout

```

This type of menu is a vertical menu. These menus lead you to the particular software program that you want to run. You pick an item from the menu by moving the cursor. There are two ways to move the cursor one menu item at a time. Press either the up and down arrow keys, or press the space bar. Once the cursor is on the selection that you want, press the **Return** key. You can skip items by pressing the item number or the letter in parentheses of the option you want. Do not use **Return** if you use the number/letter method as the next screen appears without it.

Now look at the top left corner of the main menu. There you see the screen id. This is also the "path" name on vertical menus. Each menu has a unique path name. Experienced users can avoid the subsequent menus and go

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directly to the program they wish to run if they know the correct path name.

The screen id also is important because it identifies where you are in the system at any given time. This is good to know when discussing the system with others, especially the Hotline staff. They can more easily resolve problems that occur if they know what screen you were on when things went wrong. A list of the vertical menu paths appears Appendix A of this guide.

Note also the bottom line. This shows you additional commands that are available. The command line shows help is available if you press **Ctrl-w**. This may be the most important feature of the BQC software for you to learn. The notation **Ctrl-w** means that you should press the key marked "Ctrl" while you press the letter "w". It is like using the shift key on a manual typewriter. When you use the **Ctrl-w**, a new screen will appear with additional information about the item at the cursor. It also is available for most prompts. Try **Ctrl-w** even if there is no specific notation on the screen. Most times "Help" will appear on the monitor.

Continue making selections from the vertical menus until you reach the program you want to run.

Once you arrive at the program you want to run, different screens or menus appear depending on the program.

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Prompt Screen. Prompt screens, although they may look like vertical menus, require you to make a response to a specific prompt. Simple prompt screens may ask you to affirm or deny a statement (y/n). This means you should enter **y** for yes, or **n** for no with regard to the prompt. A colon (:) always follows a prompt with the cursor positioned to accept your entry. Another prompt may ask you to enter the batch range for a report. The following prompt screen looks somewhat like a vertical menu.

```
b_cr2
-----
                Case Review Report
-----

                1. View report
                2. Printer (system)
                3. Local printer
                4. Save report

                Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu    <Ctrl-c> Cancel

Default value is "View report".
```

This screen allows you to choose where to direct a report. You press either the number or letter in bold of your choice. You can repeatedly make selections from this screen. When done, the way to exit this screen is by pressing **Ctrl-g** or **Ctrl-c**.

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Ring Menu. Another commonly encountered screen is a Ring Menu. The following example appears when you select Query Staff Table option from the Staff Table option from the Environment Settings option of the Benefits Quality Control menu.

```
QUERY STAFF: Query  First  Next  Previous  Last  Screen  Exit
Query on staff table
-----
login id:          fname:          lname:
location:          STAFF id:          QCS id:
-----
```

A ring menu appears most often when you wish to access a record or several records in a database. Note the horizontal list across the top line of the screen. Place the cursor on the item **Query** and press **Return**. This moves the cursor to the items between the dotted lines. Enter identifying information for the record(s) you want to access and then press **Ctrl-]**. If the program finds these records, the fields of the first record appear below the dotted line and the cursor returns to the top command line. This program only allows you to "read" records in the database. **First**, **Next**, **Previous** and **Last** cause any other records that you selected to appear. Use **Screen** to show more fields than those shown between the dotted lines. Move the cursor along the top one item at a time by using the **Space Bar** or **arrow** keys, then press **Return**. Alternatively, enter the first letter of the command you want to use. As with the vertical menu, do not press **Return** when you use the letter method. When done, move the cursor to **Exit** to return to the vertical menu that originally called the program.

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Customizing. The designers of the BQC software tried to provide as many opportunities as possible for SESAs to customize the programs to best suit individual State operations. Some of these programs are new and some are similar to programs previously used on the PRO380 system.

States may wish to use the (S)tamp option shown on the Supervisor Case Management menu (path /0327). This option allows the State to preset any data collection item that is always coded the same because of a State law or policy. For example, States with no dependency allowance provisions in their law may wish to "Stamp" the four dependency items as "not applicable."

Validation Limits (path /0333) and Local Office Table (path /0332) appear on the Environment Settings menu.

In addition to State Option (/0335) fields that the State defines, Error Option (/0336) is a new program that appends State-defined fields to specific detected issues.

Staff Table, under Environment Settings (path /0331) has a few new features. Supervisors can identify specific programs they want individual staff members to run. Also if States have more than one supervisor, the QC manager can group staff by supervisor. Once this change occurs to the staff table, the cases from each sample can be allocated to the supervisors, who in turn can assign them to their investigators.

Hard edits identify data inconsistencies that must be satisfied before closing a case. The new system includes soft edits that identify unusual data relationships as possible coding errors. The Case Review program (path /0334) applies the soft edits, but does not prevent case closing. Supervisors decide which soft edits to use, if any, and when the program runs against the case data.

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Benefits Quality Control. Select the third option from the
UIS Main Menu. A new vertical menu appears.

```
** m_03 **
                                     BQC MAIN MENU - RELEASE 4.1
-----
      1  (I)nvestigator Case Management
      2  (S)upervisor Case Management
      3  (E)nvironment Settings
      4  Statistical (A)nalysis
      5  (B)QC ADP User Guide
      6  E(x)it

-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN, or press the number preceding
the option or the letter in parantheses.
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

The following handbook chapters describe the programs developed specifically for Benefits Quality Control applications in the order of their respective positions on the menu.

Investigator Case Management is covered in Chapter III:
Section A - New Investigative Assignments,
Section B - Update Cases,
Section C - DCI Report, and
Section D - Case Review Report.

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Login and Menu System

Supervisor Case Management is covered in Chapter IV:

- Section A - Case Conversion,
- Section B - Case Assignment,
- Section C - Reopen Completed Cases,
- Section D - Fast Supervisory Signoff,
- Section E - Time Lapse,
- Section F - Change Control Information, and
- Section G - Stamp.

Environment Settings is covered in Chapter V:

- Section A - Staff Table,
- Section B - Local Office Table,
- Section C - Validation Limits,
- Section D - Case Review Control,
- Section E - State Option Control, and
- Section F - Error Option Control.

Statistical Analysis is covered in Chapter VI:

- Section A - Sample Validation,
- Section B - Sample Characteristics,
- Section C - Rates Calculation, and
- Section D - Standard Reports.

On-line BQC ADP User Guide. The BQC ADP User Guide choice on the menu provides a complete and up-to-date on-line version of the ET Handbook 400, Benefits Quality Control ADP User Guide. When selected it takes the user to a "pick" screen (see Appendix F for details regarding use of the "pick" utility). From the pick screen users can select one section of the ET Handbook 400, ADP User Guide at a time for viewing or printing. Once you have selected the section you wish to view, hit **Ctrl-]**. This will automatically load the selected document to WordPerfect view only mode. While viewing the manual section you will **NOT** be able to edit the document. If you are on a character based terminal (i.e. VT220, VT320) the document selected will be displayed in character mode (i.e. no graphics). Users with X-Terminal capabilities will be able to view the documents using X-WordPerfect and will be able to view the graphics on their screen. Even though the chapter sections can NOT be edited the user may copy the section and rename it for later editing. When you are finished viewing, exit the document and you are returned

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Login and Menu System

To the "pick" screen. Either select another chapter section to view or **Ctrl-g** to return to the menu.

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/031 Investigator Case Management

Chapter III
INVESTIGATOR CASE MANAGEMENT

The Investigator Case Management option looks like this:

```

** m 031 **
                                INVESTIGATOR CASE MANAGEMENT MENU
-----
1      (N)ew Investigative Assignments
2      (U)pdate Case
3      (D)CI Report
4      (C)ase Review Report
5      E(x)it

-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

Subsections A-D of this chapter describe these menu options.

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/031 Investigator Case Management

New Investigative Assignments Assignments. When you choose this option, the message, "**One moment please**", flashes on the monitor. This shows that the program is checking your authority to access this program.

If you have **All** or **Group** access permission, screen b_nial appears. If you have **Individual** access this screen does not

```
b nial
-----
                New Investigative Assignments
-----

                I For Sorted by Investigator ID, or
                S For Sorted by Social Security Number

                Enter Your Sorting Selection (I/S):

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "Sorted by Investigator"
```

Choose **I** to sort the output report by Investigator ID or **S** to sort the report by Social Security Number. The program then searches the database for cases assigned or reassigned to you and your unit since the last downloaded batch.

The message, "**Selecting cases, please wait . . .**", appears at the bottom of b_nial. This shows that the program is identifying the cases and formatting the report. A message informs you when the program finds no cases. Otherwise, a summary message appears showing the number of assigned and reassigned cases. The screen looks like this.

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```
The total number of ASSIGNED cases:  12
The total number of RE-ASSIGNED cases:  0
Press <RETURN> to continue:
```

```
b nia2
-----
                New Investigative Assignments
-----
                1.  View report
                2.  Printer (system)
                3.  Local printer
                4.  Save report
                Select an option:
<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "View report"
```

After this message, the next screen, b_nia2, appears. Press **1**, **V**, or **v** to view the report on your monitor. Press **q**, to return to b_nia2. Enter **2**, **P**, or **p** to print on the system printer, or press **3**, **L**, or **l** to print at a local printer. Press **4**, **S**, or **s** to save the report in your home directory. The report's path name appears on the screen for a few seconds. You may continue to select options as long as screen b_nia2 remains on the monitor.

Press **Ctrl-g**, GotoMenu, to end the session and return to the Investigator Case Management Menu.

The report's format for users with **individual** access privileges looks like the following example

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/031 Investigator Case Management

NEW INVESTIGATIVE ASSIGNMENTS								DATE: 12/04/92
ID	SSN	KW	BATCH	SEQ.NO	CASE	LO	DATE	A/R
45	470730760	09/05/1992	9238	11	0	0140	11/12/1992	A
45	214422617	10/06/1992	9238	1	0	0086	11/12/1992	A
45	579569290	09/29/1992	9238	8	0	0067	11/12/1992	A

The next example shows the report's format for a user with **group** or **all** access privileges.

NEW INVESTIGATIVE ASSIGNMENTS								DATE: 12/04/92
<u>ID</u>	<u>SSN</u>	<u>KW</u>	<u>BATCH</u>	<u>SEQ.NO</u>	<u>CASE</u>	<u>LO</u>	<u>DATE</u>	<u>A/R</u>
						QCS GROUP: 5		
5	363786687	09/29/1992	9238	23	0	1234	11/12/1992	A
40	268929912	10/03/1992	9238	13	0	2312	11/12/1992	A
						QCS GROUP: 75		
75	376200115	10/03/1992	9238	22	0	1234	11/12/1992	A
75	380561658	09/29/1992	9238	7	0	0102	11/12/1992	A

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/0312 Update Cases

Update Cases. The first screen of this program is the Update Cases Menu, m_0312.

```
** m 0312 **
                                UPDATE CASES MENU
-----
      1   Update using (K)ey Codes
      2   Update using (Q)uery
      3   Update (S)tate Options
      4   Update (E)rror Options
      5   (U)nlock Cases
      6   E(x)it
-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help                <Ctrl-c> Cancel                <Ctrl-x> Logout
```

This menu provides options for updating the required data collection instrument (DCI) items for each case and any state option or error option data items added by the State. Note also option 5, (U)nlock Cases. The system locks cases to prevent two users from simultaneously updating the same case. Normally the system unlocks the case when you exit. But, occasionally the lock remains. If you have **Individual** access permission to Update Cases, this option unlocks all locked cases assigned to you. Those with **All** or **Group** permission to Update, can **pick** the cases to unlock by individual investigator number(s) or the entire unit.

If you want to Update using Key Codes, press **1**, **k**, or **K** from

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Update Cases /0312

the regular keyboard or the numeric key pad. To Update

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/0312 Update Cases

using Query, press **2**, **q** or **Q**. Similarly, to update a state or error option element only, press the appropriate menu number or letter. An alternate method is to highlight your menu choice, and then press **Enter** or **Return**.

After you select an update option, there may be a slight pause while the computer begins the update program. Then a message appears to inform you that the computer is checking your authorization to run this program. The screen returns to the previous menu if you do not have permission to continue. Otherwise new screens appear.

Update Using Key Codes. If you select Update Using Key Codes, the screen b_ucl appears.

```
b ucl
-----
                Update Using Key Codes
-----

          S to search by SSN/KEY WEEK/CASE TYPE, or
          B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

          Enter Query Type (S/B):

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "S"
```

You can choose the cases by selecting either the SSN/KW/Case Type or the Batch/Sequence/Case Type codes. Note the bottom of the screen. The last line informs you that the default value is "s". A default is a preset

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/0312 Update Cases

response to a prompt that the program uses when you press

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/0312 Update Cases

Enter or **Return**. In this instance, you may enter **s** or **S** or **Enter** or **Return** to select cases using Social Security Number, Key Week, and Case Type. Use **b** or **B** to select cases for updating by Batch, Sequence Number, and Case Type.

Using SSN/KW/Case Type. If you select the **s** option from screen b_uc1, screen b_uc2a appears.

```
b uc2a
-----
                        Update Using Key Codes
-----

SSN:                    KW:                    Case Type:

<Ctrl-w> Help   <Ctrl-b> PrvField   <Ctrl-G> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the Social Security Number
```

Enter the full Social Security Number. The cursor will advance to the Key Week item without pressing **Enter** or **Return**. Enter the Key Week in MMDDYY format followed by **Enter** or **Return**. For example, May 25, 1991 should be entered as 052591. The program converts this and displays the Key Week as 05/25/1991. Enter the case type or if the case type is 0, simply hit **Enter** or **Return**. The program catches some errors at the time of entry. It does not allow you to continue until you make the correction. For

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Update Cases /0312

instance, you must correct the entry if you enter the
letter

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o instead of the number 0. After you successfully enter the three key codes, the program searches for the case in the database. An error message appears at the bottom of the screen when no case matches your entry. The cursor returns to the first field, so you can try again. The program also informs you when you select a previously closed case. If you are an investigator, you may access only open cases assigned to you. If you are a supervisor, you can access all cases within your group or unit if data item h9 (supervisory review completed) is null. When the program locates the case, the cursor advances to the next empty Social Security Number space. You may enter data to select eleven more cases. When you complete entering the key codes for the cases you want to update, press **Ctrl-[**.

The next screen to appear is the ring menu to update the DCI.

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Using Batch/Sequence/Case Type. If you select the **b** option from screen b_uc1, the screen b_uc2b appears.

```
b uc2b
-----
                          Update Using Key Codes
-----

Batch:           Sequence #:      Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the Batch Number
```

Enter the required information. Many features of updating using SSN/KW/Case Type also apply here. Enter the four digit Batch Number. The cursor advances to the Batch Sequence # without pressing **Enter** or **Return**. Enter the sequence number. If you enter 1 through 9, it must be followed by **Enter** or **Return**. If you enter two digits, for example 05, you do not need **Enter** or **Return**. The program drops the leading 0 and displays 5 on the screen. Enter the case type, or if the case type is 0, simply hit **Enter** or **Return**. The program catches some errors that must be corrected before continuing. After you enter the three key codes successfully, the program checks to locate the case in the database. If it cannot find the case, an error message

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appears at the bottom of the screen, and the cursor moves to the beginning of the row. It also informs you if you

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selected a closed case. If the program finds the case, the cursor advances to the next empty Batch Week space. You may enter eleven more cases. After you enter the data for the cases you want to update, press **Ctrl-[** for the ring menu to update the DCI to appear.

Update Using Query. If you selected Update Using Query from the Update Cases Menu, there will likely be a slight pause while the computer accesses the update program. Then a message informing you that the program is checking your access priviledges briefly flashes upon the screen. If the program denys you access, the screen returns to the previous menu. If you have permission to run this program, the following screen appears.

```
b_ucqry
-----
                          Update Using Query
-----
      SSN:                Key Week:
      Batch:              Sequence #:
      Case Type:          Local Office:
Investigator:

Select Criteria For The Query:
= equal to, <> not equal to, >= greater or equal to, <= less or equal to,
* wildcard ex.91*   ? wildcard ex. 8?0? range 1990:1991

Enter Social Security Number
```

Use this screen to choose the cases to update by specifying Social Security Number, Key Week, Batch, Seq #, Case Type, Local Office, or Investigator. Note that you can use

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"wildcards", Boolean expressions, such as greater than or less than, or a range of data. You can use this query option if you know only the Social Security Number but not the Key Week. Remember if you enter only the batch, you will get all the cases within the batch that you have permission to access. The same is true for the Key Week. Use the **Arrow** keys or the **Enter** or **Return** key to move the cursor to the entry you want. Next, type the selection data.

When finished, press **Ctrl-[** for the ring menu to update the DCI to appear.

Update Ring Menu. This is what the Update ring menu looks like. It appears when you have successfully entered the key or query informaton.

```
Update : B  C  D  ME  F  G  H  I  O  S  Next  Update  Exit
Update Screen:  Claimant Information

SSN: 315-48-0739  KW: 03/30/1991  Case Type: 0  Batch #: 9114  Seq.#: 1
```

Note that the letter B appears in reverse video. Also the

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line below shows the name of that update screen, Claimant

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Information. Use the **Arrow** keys to move along the top row and notice how the name of the screen changes as the highlighted area changes. Note also the Key Code information that appears below these two lines. If you highlight the word **Next**, the Update screen information changes to next screen, meaning the next case. If you press **Enter** or **Return**, the Key Codes change to the next case you selected. If there is no additional case, a message will appear at the bottom of the screen. Move the cursor and press **Enter** or **Return**, or simply press the letter of the screen you want to update.

Data Entry Screens. The screen looks like this if you select the B screen.

```
Update  <Ctrl-d> ClrField      <Ctrl-n> NxtScreen   <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo        <Ctrl-f> NxtField    <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991  Case:  0  Batch: 9114  Sequence #:  1

Screen B                      Claimant Information
  Method Information Obtained          b1:
  Citizenship                          b2:
  Education                            b3:
  Vocational or Technical School       b4:
  Training Status                       b5:
  Occupation Code - Last                b6:
  Occupation Code - Usual                b7:
  Normal Hourly Wage                    b8:
  Occupational Code - Seeking           b9:
  Lowest Acceptable Hourly Wage         b10:
  Date of Birth                          b11:
  Sex                                    b12:
  Ethnic Code                            b13:
<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter questionnaire method code.
```

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The screen looks like this if you select the C screen.

```
Update  <Ctrl-d> ClrField      <Ctrl-n> NxtScreen    <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo        <Ctrl-f> NxtField     <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991  Case: 0   Batch: 9114  Sequence #: 1

Screen C          Benefit Year Information

Program Code                c1:
Combined Wage Claim         c2:
Benefit Year Beginning      c3:
Initial Claim Filing Method c4:
Benefit Rights Given        c5:
Number of ERPs in Curr BY   c6:
Last ERP Date               c7:
Prior Nondep Determinations c8:
Prior Nonsep Disqualifications c9:

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter program code.
```

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The screen looks like this if you select the D screen.

Update	<Ctrl-d> ClrField	<Ctrl-n> NxtScreen	<Ctrl-p> PrvScreen
	<Ctrl-u> UnDo	<Ctrl-p> NxtField	<Ctrl-b> PrvField
SSN: 315-48-0739 KW: 03/30/1991 Case: 0 Batch: 9114 Sequence #: 1			
Screen D	Separation Information		
		Before Investigation	After Investigation
Reason for Separation	d1:		d2:
Date of Separation	d3:		d4:
Recall Status	d5:		d6:
Tax Rate - Last Employer		d7:	
Industry Code - Last Employer		d8:	
<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel <Ctrl-[> Accept			
Enter separation reason code (before investigation).			

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The screen looks like this if you select the ME screen.

```
Update  <Ctrl-d> ClrField      <Ctrl-n> NxtScreen    <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo        <Ctrl-f> NxtField     <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991  Case: 0  Batch: 9114  Sequence #: 1

Screen E                      Monetary Eligibility

                                Before Investigation    After Investigation
Number of Base Period Employers  e1:                      e2:
Base Period Wages                e3:                      e4:
High Quarter Wages              e5:                      e6:
Number of Weeks Worked          e7:                      e8:
Weekly Benefit Amount           e9:                      e10:
Maximum Benefit Amount          e11:                     e12:
Number of Dependents            e13:                     e14:
Dependents' Allowance           e15:                     e16:

Industry Code - Primary Employer e17:
Monetary Redetermination        e18:
Remaining Balance                e19:

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter number of base period employers before investigation.
```

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The screen looks like this if you select the F screen.

```
Update  <Ctrl-d> ClrField   <Ctrl-n> NxtScreen   <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo     <Ctrl-f> NxtField   <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991  Case: 0  Batch: 9114  Sequence #: 1

Screen F          Benefit  Payment  Information

                                Before Investigation  After Investigation
KW Earnings                    f1:                    f2:
KW Earnings Deduction          f3:                    f4:
Total Other Deductible Income in KW  f5:                    f6:
Other Income Deduction Amount for KW  f7:                    f8:

First Compensated Week Ending Date          f9:
Date of First Payment                      f10:
Key Week Filing Method                     f11:
Key Week Certification Procedure            f12:
Original Amount Paid and/or Offset for Key Week  f13:
<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter total earnings for kw before investigation.
```

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The screen looks like this if you select the G screen.

```
Update  <Ctrl-d> ClrField      <Ctrl-n> NxtScreen  <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo        <Ctrl-f> NxtField  <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991  Case: 0  Batch: 9114  Sequence #: 1

Screen G                Registration / Work  Search

                WS Requirements                g1:

JS Req                g2:                Act/Cur Regis                g3:
JS Defer              g4:                JS Refers                    g5:
Regis Priv Agency    g6:                Priv Agency Refers          g7:
Union Status         g8:                Union Refers                 g9:
KW Contacts          g10:               Prior KW Contacts           g11:

                Contacts Inv                g12:
                Contacts Acc                g13:
                Contacts Unacc             g14:
                Contacts Unver            g15:

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter the work search requirements code.
```

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The screen looks like this if you select the H screen.

```
Update  <Ctrl-d> ClrField    <Ctrl-n> NxtScreen  <Ctrl-p> PrvScreen
         <Ctrl-u> Undo      <Ctrl-f> Nxtfield   <Ctrl-b> PrvField

SSN: 315-48-0739   KW: 03/30/1991   Case: 0   Batch: 9114   Sequence #: 1

Screen H          Error Classification

Key Week Action Code Flag                h1:
Amount That Claimant Should Have Been Paid h2:
Total Dollar Amount of Overpayment(s)    h3:
Total Dollar Amount of Underpayment      h4:
Total Overpayment Amount for the KW      h5:
Total Underpayment Amount for the KW     h6:
Investigation Completed                   h7:
Investigation Completion Date            h8:
Supervisory Review Completed              h9:
Supervisor Completion Date                h10:
Supervisor Identification                 h11:

<Ctrl-w> Help   <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter the key week action code flag.
```

When the code **1** is placed in item h7, Investigation Completed, and the case is properly updated, the case is closed to the investigator. To remand the case back to the investigator after supervisory review, press **Ctrl-d** when the cursor is on item h7. This erases the code and makes the case available to the investigator once more. If the case passes supervisory review, the proper code should appear in item h9. Properly updated, this case is closed to further data changes from the Update program. Any later changes to the case data must be made from the Reopen option.

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The screen looks like this if you select the I screen.

```
Update  <Ctrl-d> ClrField      <Ctrl-n> NxtScreen    <Ctrl-p> PrvScreen
        <Ctrl-u> UnDo        <Ctrl-f> NxtField     <Ctrl-b> PrvField
        <Ctrl-e> DeleteRec
SSN: 315-48-0739  KW: 03/30/1991  Case: 0  Batch: 9114  Sequence #: 1

Screen I
      Error Issues
      Amt      KW      Error  Error  Det'n  Prior SESA  Prior Empl  Action
      (eidX)  (ei1)  (ei2)  Cause  Respon. Point  Action      Action      Appealed
      -----  -----  -----  -----  -----  -----  -----  -----
      1

<Ctrl-w> Help  <Ctrl-c> Cancel  <Ctrl-g> GotoMenu  <Ctrl-[> Accept
Enter total amount of error for the kw.
```

Data Entry. When you select the screen you want to update, the cursor is on the first item of the screen. Now you can begin to enter the data. Use **Enter** or **Return** after each entry.

Use the top three **PF** keys of the key pad. They enter nonarithmetic information which allows you to continue entering data without moving your hand from the key pad area. **PF1** enters a -1 in the field to show that the data is missing or unavailable. Mathematical computations skip fields with -1 codes. **PF2** enters a -2 in the field to show that the information does not apply. Mathematical computations omit fields with -2 codes. **PF3** enters the same value as that of a related field.

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The screen automatically advances to the next screen when you fill the last field. Otherwise you can make the screens advance by pressing **Ctrl-n**. Note the other control options available. They appear at the top and bottom of the screen. If the case lacks issues, enter **1**, **2**, or **3** for the first element on screen H, h1 (KW Action Code Flag), and continue as you have for the previous screens. If the case has one or more issues, enter **9** in h1. This will cause screen I to appear on the monitor. Code the required eight fields. If you want to enter another issue for this case, press **Return** after the code for ei8. If you want to return to screen H, press **Ctrl-p**. You can delete an issue by placing the cursor on the issue to be deleted and pressing **Ctrl-e**. Once the issue is deleted, you will automatically be placed in Screen H so that fields h5 and h6 can be corrected accordingly. If you want to add Error Option data or State Option data, press **Ctrl-[**, and then select **O** or **S** from the ring menu. You may then want to complete any remaining items on Screen H. You can update the case, move on to the next case or exit.

Hard Edit Checks. The program checks the data as you enter it to assure the validity of the value or code used. If you enter an invalid code, a message appears and you must correct the entry or skip the entry altogether to advance. After completing each data screen, the program performs a check of relational fields on that screen. When you code that the investigation is complete by entering **1** in data element h7, the computer makes an additional edit check.

Case Review. A new feature of the Benefit Quality Control automated system is the implementation of a series of "soft" edit checks. These edits identify instances where a data element seems inconsistent with other data items in the DCI. There are about 40 different soft edit checks available. The State may use all, some, or none of these checks by accessing the Case Review Control program on the Environment Settings Menu. The State also decides who may run these edits. The report runs automatically for an "authorized" person (as contained in the Staff Table under Environment Settings) who codes the data in element h7 (Investigation Completed). Other users with proper authorization

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can run the report directly from the menu using path /0314. See the

section beginning on page III-D-1 of this handbook. When the program has applied the Case Review checks, a menu appears which allows you to View, Print or Save the resulting report. The report shows if no inconsistencies were found, or identifies any questionable element codes. When you are done, press **Ctrl-g**. This returns you to the H screen when there are no inconsistencies. If there are questionable codes, your monitor screen asks if you want to disregard the message. A **No** response returns you to the H screen and removes the h7 (Case Completion) code. Make any code corrections necessary, then reenter code 1 in h7. A **yes** response indicates that despite the warning you feel the codes are correct, and the H screen reappears. Press **Ctrl-[** to return to the ring menu and **Update** the case.

Update. When you have completed entering the data for the case, press **Ctrl-[** to save the data and return to the ring menu. You should now move the cursor to **Update** and press **Enter**. Your changes now become a permanent part of the database. You may now continue data entry for any other cases you may have selected.

Abort. If you want to return to the ring menu without keeping the entries you made for a case, you may press either **Ctrl-g** or **Ctrl-c**. **Ctrl-g** or **Ctrl-c** at this point in the program generates a warning message and before you can continue, you must respond to the prompt. If you made a mistake and **do** want to keep the new entries or changes, press **n** or **Enter** (the default). This returns the cursor to the data entry screen, and you may proceed by using **Ctrl-[** to save the data for updating the database. If on the other hand, you really do want to erase any changes or entries just made for the case, press **y**.

DCI Report. When you press **Update** from the ring menu, a prompt asks if you want to print the DCI for the case identified on the screen (**y**); not to print the DCI for the case (**n**); or to print the DCI for all the cases updated (**a**). If you chose to print (options **y** or **a**), the program prompts you to select the system (**p**) printer or local (**l**) printer. Then the screen informs you that it is generating the report. When done, the cursor returns to the ring menu options.

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Exiting. To end the Update session, move the cursor to **Exit** on the ring menu. A message advises if data was entered but not updated. If you respond negatively to the prompt, the cursor returns to the ring menu for you to proceed. Otherwise, the previous selection menu (b_uc2a or b_uc2b) appears on the screen. **Ctrl-g** returns the screen to a vertical menu, where you can logout (**Ctrl-x**) or continue with another menu option.

Update State Option. These data elements supplement the DCI data elements. The State may wish to collect data regarding claimant name, phone number, employer names, or anything else. The program that defines these elements is State Option Control (path /0335). You can access these elements two ways. One way is to select **S** from the Update ring menu.

The other way is to select option **3** (Update (S)tate Options) from screen m_0312. This approach requires you to enter the key codes of the case(s) you want. Unlike Update using (K)ey Codes and Update using (Q)uery, Update State Options can access either open or closed cases. Federal automatic pickup does not retrieve data from this table.

Update Error Option. These data elements supplement the DCI to provide additional data specifically related to a BQC detected issue. Create these elements by using Error Option Control (path/0336). Access these elements either of two ways. First, select **O** from the Update ring menu.

Alternatively, select option **4** (Update (E)rror Options) from screen m_0312. This approach requires you to enter the key codes of the case(s) you want. Unlike Update using (K)ey Codes and Update using (Q)uery, Update Error Options can access either open or closed cases. Federal automatic pickup does not retrieve data from this table.

Unlock Cases. Note also option 5, (U)nlock Cases.

Routinely the system locks a case to prevent two users from simultaneously updating the same case. Normally, the system unlocks the case when you exit. Occasionally the lock remains. If you have **Individual** access permission to Update Cases, this option unlocks all locked cases assigned to you. Those with **All** or **Group** permission to Update, can **pick** the cases to

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unlock by individual investigator or the entire unit.

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/0313 DCI Report

DCI Report. Select DCI Report from the Investigator Case Management Menu by pressing **3**, **d**, or **D**, or by highlighting the option and pressing **Enter** or **Return**. The program checks if you have permission to run this program. If you have the correct authority, the screen looks like this.

```
b_dcil
-----
                        DCI REPORT
-----

      S to search by SSN/KEY WEEK/CASE TYPE, or
      B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

      Enter Query Type (S/B):

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "S".
```

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Using SSN/KW/Type. If you select the **s** or default option the screen looks like this.

```
b dci2a
-----
          DCI Report Using SSN, KW, CASE TYPE
-----

SSN:           KW:           Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[]> Accept

Enter the social security number.
```

Enter the Social Security Number, Key Week and Case Type of the cases you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor advances from the Social Security Number to the key week when you enter nine digits. Do not press **Enter** or **Return**. Enter the month, day, and year of the Key Week using two positions for each part (MMDDYY). The program rejects dates in any other format. Months up to October may be preceded by 0. Days less than 10 must have a leading 0. Use the last two digits of the year, e.g., 92 for 1992. There is no need to enter slashes or other separators. The program automatically displays the slashes between the month and day and the day and year part of the Key Week code. If

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you enter less than six numbers for the key week, press

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digit Batch Number. The cursor advances to the Batch Sequence # without pressing **Enter** or **Return**. Enter the sequence number. If you enter 1 through 9, it must be followed by **Enter** or **Return**. If you enter two digits, for example 05, you do not need **Enter** or **Return**. The program drops the leading 0 and displays 5 on the screen. Enter the case type, or if the case type is 0, simply hit **Enter** or **Return**. The program catches some errors that you must correct before continuing. After you enter the three key codes successfully, the computer checks to locate the case in the database. If it cannot find the case, an error message appears at the bottom of the screen, and the cursor moves to the beginning of the row. If the program finds the case, the cursor advances to the next empty Batch field. You may enter eleven more cases. When finished, press **Ctrl-[** and the program prepares the DCI Reports.

Seeing the Report. The next screen provides some options for producing the reports. The key codes used to select the cases appear in bold, above the options. The example uses the SSN/KW/Case Type codes.

```
b dci3a
-----
                        DCI REPORT
-----

      SSN #: 312592677      KW: 04/28/1990      CASE TYPE: 0

          1. View report
          2. Next record
          3. Previous record
          4. Single_print
          5. All_print

      Enter Selection Type:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "View report".
```

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Press **v** to display the DCI Report of the first case.

Press **n** (or **p**) to display the next (or previous) DCI.

Press **s** to print the DCI Report for a single case. Press **a** to print all the DCI Reports. If you chose to print (**s** or **a**) a message appears asking you to enter the printer type; either the system **p**rinter or the **l**ocal printer.

Continue to make selections from this menu until you want to end the session. If you want to go back to the vertical menu that called the DCI Report program, press **Ctrl-g**. To go back to the original Key Codes entry screen, press **Ctrlc**.

Coding Sheet. When the program produces this report before the investigator closes the case, "dots" appear in any empty fields. This DCI report also provides space for coding up to five issues. Thus the DCI report can be used as a coding sheet. (The DCI program can accommodate up to twenty separate issues per case.)

If the DCI report is run after the investigation results have been entered, issue codes appear only when the investigation detected an issue. The DCI Report for clean cases shows NO ACTIVITY TO REPORT FOR THIS CASE under the heading ERROR ISSUES.

The DCI also shows the most recent reopen date, reopen reason, and id of the person who reopened the case. The "Reopen Table" contains any prior reopened data. If the case has no reopened data in the table, the DCI Report shows NO ACTIVITY TO REPORT FOR THIS CASE under the heading REOPENED.

Case assignment information is also included in the DCI Report as well as a code indicating any reassignment activity. Any reassignment information appears along with the original assignment data. This data resides in a separate database table called "Assigndate Table".

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Data Collection Instrument (DCI) Report

SSN:

KW: .././....

CASE TYPE: .

Date:,

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mbatch Batch:	mseq Sequence #:
mstate State:		mlo LO:
b1 Method Info Obt:		e15 Depend Allow Before:
b2 Citizen:		e16 Depend Allow After:
b3 Education:		e17 Ind Code Primary Emp:
b4 Voc/Tech School:		e18 Mon. Redet Before:
b5 Currently In Training:		e19 Remain Balance:
b6 Occ Code Last:		
b7 Occ Code Usual:		f1 KW Earnings Before:
b8 Normal Hr Wage:		f2 KW Earnings After:
b9 Occ Code Seeking:		f3 Earn Deduct Before:
b10 Lowest Hr Wage:		f4 Earn Deduct After:
b11 Birth Date:		f5 Other Income Before:
b12 Sex:		f6 Other Income After:
b13 Ethnic:		f7 Other Deduct Before:
		f8 Other Deduct After:
c1 Program:		f9 First CWK Date:
c2 CWC:		f10 Date First Pay:
c3 Ben Yr Beg:		f11 KW File Meth:
c4 Init Clm File:		f12 KW Cert:
c5 BRI:		f13 Orig Amt Pd:
c6 ERPs:		
c7 Last ERPS:		g1 WS Requirement:
c8 Prior Nonsep Issues:		g2 JS Req:
c9 Prior Nonsep Disq:		g3 Act/Cur Regist:
		g4 JS Defer:
d1 Reason Sep Before:		g5 JS Refers:
d2 Reason Sep After:		g6 Regis Priv Agency:
d3 Date Sep Before:		g7 Priv Agency Refers:
d4 Date Sep After:		g8 Union Status:
d5 Recall Stat Before:		g9 Union Refs:
d6 Recall Stat After:		g10 KW Contacts:
d7 Tax Rate Last Emp:		g11 Prior KW Contacts:
d8 Ind Code Last Emp:		g12 Contacts Inv:
		g13 Contacts Acc:
e1 BP Emps Before:		g14 Contacts Unacc:
e2 BP Emps After:		g15 Contacts Unver:
e3 BP Wages Before:		
e4 BP Wages After:		h1 Action Code:
e5 High Qtr Wages Before:		h2 Amt Should Have Been Pd:
e6 High Qtr Wages After:		h3 Total Amt OP:
e7 Wks Worked Before:		h4 Total Amt UP:
e8 Wks Worked After:		h5 Total KW OP:
e9 WBA Before:		h6 Total KW UP:
e10 WBA After:		h7 Inv Completed:
e11 MBA Before:		h8 Inv Completed Date:
e12 MBA After:		h9 Supv Rev Completed:
e13 Depend Before:		h10 Supv Completed Date:
e14 Depend After:		h11 Supv ID:

Data Collection Instrument (DCI) Report

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/0313 DCI Report

SSN:

KW: .././....

CASE TYPE: .

Date:

== ERROR ISSUES ==

ERROR ISSUE #: 1

ei1 Amt KW Error:
ei2 KW Action:
ei3 Error Cause:
ei4 Error Response:

ei5 QC Detection Pt:
ei6 Prior Agency Action:
ei7 Prior Emp Action:
ei8 Detection Pt

ERROR ISSUE #: 2

ei1 Amt KW Error:
ei2 KW Action:
ei3 Error Cause:
ei4 Error Respons:

ei5 QC Detection Pt:
ei6 Prior Agency Action:
ei7 Prior Emp Action:
ei8 Detection Pt: .

ERROR ISSUE #: 3

ei1 Amt KW Error:
ei2 KW Action:
ei3 Error Cause:
ei4 Error Response:

ei5 QC Detection Pt: ..
ei6 Prior Agency Action: ..
ei7 Prior Emp Action: ..
ei8 Detection Pt: .

ERROR ISSUE #: 4

ei1 Amt KW Error:
ei2 KW Action:
ei3 Error Cause:
ei4 Error Response:

ei5 QC Detection Pt: ..
ei6 Prior Agency Action: ..
ei7 Prior Emp Action: ..
ei8 Detection Pt: .

ERROR ISSUE #: 5

ei1 Amt KW Error:
ei2 KW Action:
ei3 Error Cause:
ei4 Error Response:

ei5 QC Detection Pt: ..
ei6 Prior Agency Action: ..
ei7 Prior Emp Action: ..
ei8 Detection Pt: .

== REOPENED ==

REOPEN CASE #: 1

ro1 Reopen Case:
ro2 Reopen Date:

ro3 Reopen ID:

== ASSIGNMENT ==

ASSIGNMENT #: 1

ag1 Assign Date: .././....
ag2 INV. ID: .. ag4 A/R:

ag3 QCS ID: ..

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/0314 Case Review Report

Case Review Report. When you select **4, C,** or highlight, **Case Review Report,** from the Investigator Case Management Menu, the program advises you that it is checking to assure that you have permission to run this program. If you have permission, the screen on your monitor looks like this.

```
b_crpt1
-----
                CASE REVIEW REPORT
-----

      S to search by SSN/KEY WEEK/CASE TYPE, or
      B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

Enter Query Type (S/B) :

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "S"
```

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Case Review Report /0314

Using SSN/KW/Type. If you select the **s** or default option the screen looks like this.

```
b crpt3
-----
                        Case Review Report
-----

SSN:                    KW:                    Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-]> Accept

Enter the social security number for this case.
```

Enter the Social Security Number, Key Week and Case Type of the case(s) you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor advances from Social Security Number to the key week when you enter nine digits. Do not press **Enter** or **Return**. Enter the month, day, and year of the Key Week using two positions for each part (MM DD YY). The program rejects dates in a different format. Months up to October may be preceded by 0. Days less than 10 must have a leading 0. Use the last two digits of the year, e.g., 92 for 1992. There is no need to enter slashes or other separators. The computer automatically displays the slashes between the month and day and the day and year part of the Key Week code. If you enter less than six numbers for the key week, press **Enter** or

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/0314 Case Review Report

Return to advance to the Case Type entry portion of the screen. Otherwise, the cursor advances automatically to the Case Type field. Enter the case type. If it is 0, then you may enter either 0 from keypad or typewriter part of the keyboard, or simply hit **Enter** or **Return** to use the default. The program tells you immediately if the social security number is not in the database. It also informs you if the key week is incorrect. You must enter the correct information before entering key codes for another case. When finished, press **Ctrl-[** and the program prepares the Case Review Records for the cases you have entered.

Using Batch/Sequence/Type. If you select the **b** option the screen look like this.

```
b_crpt2
-----
                        Case Review Report
-----

Batch:                Sequence #:          Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the batch number.
```

Enter the required information. Many features of updating using SSN/KW/Case Type also apply here. Enter the four

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Case Review Report /0314

digit Batch Number. The cursor advances to the Sequence # without pressing **Enter** or **Return**. Enter the sequence number. If you enter 1 through 9, it must be followed by **Enter** or **Return**. If you enter two digits, for example 05, you do not need **Enter** or **Return**. The computer drops the leading 0 and displays 5 on the screen. Enter the case type, or if the case type is 0, simply hit **Enter** or **Return**. The program catches some errors that you must correct before continuing. After you enter the three key codes successfully, the program checks to locate the case in the database. If it cannot find the case, an error message appears at the bottom of the screen, and the cursor moves to the beginning of the row. It also informs you if you selected a closed case. If the program finds the case, the cursor advances to the next empty Batch Week space. You may enter eleven more cases. After you enter all the cases you want to update, press **Ctrl-]**.

Case Review Report. The typical View, Print or Save screen next appears. This screen provides some options for producing the reports.

```
b_cr2
-----
                Case Review Report
-----

        1. View report
        2. Printer (system)
        3. Local printer
        4. Save report

        Select an option:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "View report".
```

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/0314 Case Review Report

Press **1**, or **v**, or **V**, or **Enter** or **Return** to have the report appear on the screen. Note the available commands at the bottom. Type **h** for help, **Space Bar** for more of the report to appear, and **q** to quit and return to screen b_cr2.

Press **2**, or **p**, or **P** to print the report on the system printer.

Press **3**, or **l**, or **L** to print locally.

Press **4**, or **s**, or **S** to save the report for use with word processing or other software.

You may continue to make selections from this menu until you want to end the session. To return to the original menu, press either **Ctrl-g** or **Ctrl-c**.

Report Facsimile. Here is an example of what the report looks like.

```

                                CASE REVIEW REPORT
                                Run Date: 09/30/92
-----
Batch No. 9220      Seq No: 1
SSN: 547936857    Key Week: 04/11/1992      Case Type: 0
-----

Warning - Primary Method by which Claimant QC Information
Obtained (b1) is equal to 1, 2, or 3 and one or more "b"
elements are equal to PF2, Missing.  Have you addressed this?

*****End of Report*****

(92%) -Press h for help, q to quit, Space Bar to see more -
```

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Case Review Report /0314

If you have developed an ACE report to identify additional agency specific conditions, use the following set of rules for your ACE report to run properly.

1. The database used must be the same as that used by the BQC software, which is 'uidb';

2. Three parameters must be defined in the DEFINE section of the ACE report. These parameters would contain the values for the Batch Number, Sequence Number, and Case Type. For example, the DEFINE section could be coded as follows:

```
DEFINE
PARAM [1] vbatch SMALLINT
PARAM [2] vseq SMALLINT
PARAM [3] vcatyp SMALLINT
END
```

3. In the OUTPUT section, **DO NOT INCLUDE** the phrase "report to ..." For example, do not use statements such as: **report to pipe "less"; report to printer;** and **report to "/homedir/smith/database/filename"**.

4. If you want to use any variable defined by the PARAM statement in the SELECT section, you must precede the variable name with a dollar sign. For example,

```
SELECT
mlo, ei3, ei1, ei4
from b_master, b_errisu
where mp4 = eip5 and
mbatch = $vbatch and
mseq = $vseq and
mcatyp = $vcatyp and
ei4[3,3] = 3
order by ei3[1,2]
END
```

If your ACE report follows these rules, it will run and the

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/0314 Case Review Report

output will append to the Case Review Report. You can then view, print and save the output of your ACE report with the output of the Case Review Report.

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/032 Supervisor Case Management

Chapter IV
SUPERVISOR CASE MANAGEMENT

The screen that appears after you select the Supervisor Case Management option looks like this:

```
m 032
                                     SUPERVISOR CASE MANAGEMENT MENU
-----
1      (C)ase Conversion
2      Case (A)ssignment
3      (R)eopen Completed Cases
4      (F)ast Supervisory Signoff
5      (T)ime Lapse
6      Change Control (I)nformation
7      (S)tamp
8      E(x)it

-----
Use the directional arrow keys or the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

The remainder of Chapter Four discusses these options in greater detail.

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/0321 Case Conversion

Case Conversion. The screen on The monitor looks like this when you select the Case Conversion option from the Supervisor Case Management Menu.

```
m 0321
                                     CASE CONVERSION MENU
-----
      1  (A)utomatic Conversion
      2  (C)omparison Data/Sample Case Entry
      3  (E)nter Comparison Data
      4  (S)ample Case Entry
      5  (R)evise Comparison Data
      6  S(t)ratified Case Entry
      7  E(x)it
-----
Use the directional arrow keys or the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help                <Ctrl-c> Cancel                <Ctrl-x> Logout
```

After you load the new batch on the Sun system, you convert the sample cases to the Informix format using the options on this menu. A screen b_ccl appears when you use any option from this menu.

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Case Conversion /0321

```
b ccl
-----
                        Case Conversion
-----

Last Batch Number:  9238                Current Batch Number:  9239

                        Batch Number:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel

Enter the Batch Number.  Hit <RETURN> for current batch number.
```

If you load the sample to the Sun using Sunlink or a 9 track tape, press **A, a**, or **1**. Enter the batch number or **Return**, and the program converts the data for the **SFSUM** and **REC1.DAT** files. Now you can assign the sample cases in the batch.

Use options **2 (C,c)**, **3 (E,e)**, and **4 (S,s)** for manual entry of Comparison Data and Sample Cases. Use option **5 (R,r)** to revise Comparison Data regardless of automatic or manual entry. Use option **2, C, c** when you want to manually enter both the Batch Comparison Data and the specific case information. Enter the Comparison Data first. Use Options **3, E, e** and **5, R, r** for entry of Batch Comparison Data only and use option **4, S, s** for entry of sample cases only.

The following screens are for manual data entry of Batch Case Conversion Data and Sample Cases.

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/0321 Case Conversion

```
b cc2
```

Case Conversion
Batch: 9238 Comparison Data

<u>Group</u>	<u>Sample</u>	<u>Population</u>
Size	24	26247
Dollars	\$4675	\$5168014
Variance	3093.38	3913.37
Male	15	15706
Female	9	10541
Sex Missing	0	0
White	22	24344
Non-White	2	1854
Race Missing	0	49

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[> Accept <Ctrl-b>PrvField <Ctrl-p>PrvScreen <Ctrl-n> NxtScreen
Enter the Sample Size. Range: (1 TO 99)

These screens appear when option **2**, (**C,c**), Comparison Data/Sample Case Entry or option **5**, (**R,r**), Revise Comparison Data is selected. You must complete all the data elements on these three screens if you are using option **2**. Only then does the Sample Case Entry screen, b_cc5, appear for manual entry of the sample case information.

Option **5**, (**R,r**) only allows you to change Comparison Data. Therefore only b_cc2, b_cc3, and b_cc4 screens appear. Unlike option **2**, b_cc5 does not appear.

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Case Conversion /0321

```
b cc3

-----
                        Case Conversion
                    Batch:  9238 Comparison Data
-----

      Group           Sample           Population

Age < 25                1                2127
Age 25-34               14              16260
Age 35-44               0                0
Age 45-64               9               7465
Age 65+                 0                395
Age Missing             0                0

<Ctrl-w> Help          <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[>Accept <Ctrl-b>PrvField <Ctrl-p>PrvScreen <Ctrl-n>NxtScreen
Enter the Age < 25 Sample Count.
```

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b cc4

Case Conversion
Batch: 9238 Comparison Data

<u>Group</u>	<u>Sample</u>	<u>Population</u>
Amount <= \$50	1	481
Amount \$51-\$100	2	2718
Amount \$101-\$150	2	2008
Amount \$151-\$200	2	2172
Amount \$200+	17	18868
Amount Missing	0	0

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[>Accept <Ctrl-b> PrvField <Ctrl-p> PrvScreen <Ctrl-n> NxtScreen
Enter the Amount <= \$50 Sample Count.

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Case Conversion /0321

Screen b_cc5 appears after you enter the Comparison Data using menu option **2**, (**C,c**). Before the sample case information enters the database, you must complete the data elements for each case in the sample.

```
b cc5
-----
                        Sample Case Entry
-----

      Batch  9238                               Entry No.   1

                SSN:          123456789
                Key Week:     09/19/1992
                Local Office:  0100
                Case Type:    0

Investigator and Assignment Data may not be entered during Case
Creation.

<Ctrl-w> Help      <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-]> Accept
Enter the Social Security Number.
```

The Control keys work the same on each screen. Use **Ctrl-w** to see the **Help** information for each data entry field. **Ctrl-g**, GotoMenu, takes you to the Case Conversion menu without updating or changing the data on the screen. **Ctrl-c** cancels the current process and takes you to the previous screen. **Ctrl-]** updates the record with the data you enter. **Ctrl-b** moves the cursor to the previous field. **Ctrl-p** takes you to the previous screen. **Ctrl-n** moves you to the next screen.

Stratified Case Entry. If the BQC samples are stratified, select

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/0321 Case Conversion

Option 6 from the Case Conversion menu (screen m_0321) in order to enter information into the **b_strata** and **b_weight** tables of the UI database.

The first time you select stratified case entry, you will be prompted to enter the number of strata (between 2 and 20) from which your State selects samples. Enter the number of strata and press return.

```
b scel
-----
                Stratified Case Entry Report
-----

    Batch      Seq #      Case Type      Stratum #
=====
|
| Please enter a Stratum number between 2 and 20 and press return. [ ]
|
| Enter the stratum number.
|=====
|                Available Cases to Stratify = 21
|
|<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
|<Ctrl-t> Change Stratum for Current Batch
```

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Case Conversion /0321

The number of strata you have specified will be displayed, and you will be asked to confirm that this information is correct.

```
b scel

-----
                Stratified Case Entry Report
-----

    Batch      Seq #      Case Type      Stratum #

    Please enter Y to save or N to reenter ==>
    You have selected 4 strata.

    Available Cases to Stratify = 21

<Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel   <Ctrl-[> Accept
<Ctrl-t> Change Stratum for Current Batch
```

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After you have confirmed the number of strata, screen b_scel will be displayed. Enter the stratum from which each case was selected. This information will be stored in the **b_strata** table.

```
b_scel
```

Stratified Case Entry Report

Batch	Seq #	Case Type	Stratum #
9515	1	0	⊕
9515	2	0	
9515	3	0	
9515	4	0	
9515	5	0	
9515	6	0	
9515	7	0	
9515	8	0	

Available Cases to Stratify = 21

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel <Ctrl-[> Accept
<Ctrl-t> Change Stratum for Current Batch

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Case Conversion /0321

If you change the number of strata from which the BQC sample is selected, enter **Ctrl-t**. You will be asked if you want to change the number of strata.

```
b_sce1
-----
                Stratified Case Entry Report
-----

Batch      Seq #      Case Type      Stratum #

Please enter [Y or y] for yes and [N or n] for no. ==>
You have selected 4 strata.

                Available Cases to Stratify = 21

<Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel   <Ctrl-[> Accept
<Ctrl-t> Change Stratum for Current Batch
```

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If you answer yes ('Y'), you will be prompted to enter the new number of strata (between 2 and 20). You will be prompted to confirm that the number you entered is the correct number of strata.

After you have entered the strata for all cases, press return. The message, "Reached the last record", will be displayed, and screen b_sce2 will be displayed.

```
b sce2
```

Stratified Case Entry Report

Batch	Stratum #	Sample Size	Population Size	Population Dollars
9515	1	4	⊕	
9515	2	4		
9515	3	4		
9515	4	9		

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel <Ctrl-[> Accept

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Case Conversion /0321

Enter the number of UI weeks and dollars paid in the population for each strata. After entering the population data for all fields, press **Ctrl-]** to accept the information. The message, "Inserting b_weight. Please wait...", will be displayed.

After accepting the population data, screen b_sce3 will be displayed. Select **1** or **V** to view the stratified case entry summary report. Select **2** or **P** to print the report on the system printer. Select **3** or **L** to print the report on the local printer. Select **4** or **S** to save the report. The message, "[home_dir]/bqc/sce[login_id][process_id] is being saved" will be displayed.

```
b sce3

-----
                        Stratified Case Entry
-----

      1. View report
      2. Printer (system)
      3. Local printer
      4. Save report

      Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "View report".
```

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/0322 Case Assignment

Case Assignment. The screen on your monitor looks like this when you select the Case Assignment option from the Supervisor Case Management menu.

```
m 0322
                                CASE ASSIGNMENT MENU
-----
      1  (A)ssign Case
      2  (R)eassign Cases
      3  A(u)tomatically Allocate Cases
      4  (M)anually Allocate/Reallocate Case
      5  A(s)signment Report
      6  E(x)it
-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN, or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

The remainder of this section describes these options in greater detail.

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Case Assignment /0322

Assign Cases. If this is the highlighted option, just press **Enter** or **Return**. Otherwise select the Assign Cases option using **a**, **A**, or

1. There is a slight pause while the computer checks your permission to run this program. A screen like this appears if you are cleared to run the program.

```
b ca4
-----
                        Case Assignment Screen
-----
      SSN      Key Week      Batch      Seq No      Case  Local  Inv
              03/28/1992  9214      1           0      0350
      310563066
              03/28/1992  9214      2           0      0352
      545347904
              03/21/1992  9214      3           0      0360
      563642786
              03/28/1992  9214      4           0      0362
      618414088
              03/21/1992  9214      5           0      0370
      570017236
              03/28/1992  9214      6           0      0380
      606068244
              03/07/1992  9214      7           0      0390
      620244865
              03/28/1992  9214      8           0      0400
      565776972

                        Total Cases to Assign = 36

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept

Enter The Investigator Id
```

This screen provides a list of the cases selected for investigation. Note that the cursor waits at the Inv Id column. The number that you enter should refer to the investigator who conducts the investigation. Although only 8 cases appear on the screen at one time, the total cases available for assignment appears at the bottom. If there are more than 8 cases, the next case will show at the bottom of the list after you enter the id for the 8th case. The list will continue to scroll until the last case appears. You can skip cases on the list by using the **down arrow** key. You can return to a previously passed case by using the **up**

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/0322 Case Assignment

arrow key. You can change the investigator id. You do not need to assign all the cases in one session. When the session is complete, press **Ctrl-[** to update the database with the newly entered investigator id(s). The Asigndate Table retains this information, the key codes and index codes for the case, the assignment date (taken from the system clock), the investigator id, the QCS id (if any), and a reassigned code.

When you successfully complete case assignment, a message appears and then the previous menu returns to the screen.

Reassign Cases. Highlight this option and just press **Enter** or **Return**. Otherwise select the Reassign Cases option using **r**, **R**, or **2**. There is a slight pause while the computer checks that your permission to run this program. A screen like this appears when you have permission to run the program.

```
b caqry1
-----
                        Reassign Case Query Screen
-----
      SSN:                Key Week:
      Batch:              Sequence #:
      Case Type:          Local Office:
Investigator:
      Enter Select Criteria For Query
= equal to, <> not equal to, >= greater or equal to, <= less or equal to,
* wildcard ex. 89* ? wildcard ex. 8?0? range 1989:1991
                        <Ctrl-c> Cancel          <Ctrl-[> Accept
Please Enter Social Security Number
```

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Case Assignment /0322

Use this screen to choose the case(s) to reassign by specifying Social Security Number, Key Week, Batch, Seq No, Case Type, Local Office, or Investigator. Note that you can use "wildcards", Boolean expressions, such as greater than or less than, or even a range. You can use this query option if you know the Social Security Number but not the Key Week. Remember if you enter only the batch, you will get all the cases within the batch that you have permission to access. This is true for the Key Week also.

Use the **Arrow** keys or the **Enter** or **Return** key to move the cursor to the entry you want. Next, type the selection data.

When finished, press **Ctrl-[]**.

The Reassignment screen looks like this.

```
b ca2
-----
                        Case Reassignment
-----
      SSN      Key Week      Batch      Seq No      Case   Local   Inv
                        Type      Office      Id
310563066    03/28/1992    9214         1         0       0350     88
545347904    03/28/1992    9214         2         0       0352     88
555660793    02/29/1992    9210        22         0       0789     88
567325918    02/08/1992    9209        24         0       0210     88
551020690    02/01/1992    9208        25         0       0785     88
568995995    03/21/1992    9213        32         0       0261     88
556487757    02/22/1992    9212        34         0       1234     88

                        Total Cases to Reassign = 7

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[]> Accept

Enter The Investigator Id, To Whom The Case Will Be Reassigned
```

This screen appeared when 88 was entered as the investigator id on the Query screen. Perhaps this investigator will be

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/0322 Case Assignment

off work unexpectedly for a few weeks. You can reassign these cases to other investigators by entering the new ids over the old ones. Press **Ctrl-[** to update the Assigndate Table. Now the new investigators can access these cases. After updating, the screen returns to the calling menu.

Automatic Allocation. This option passes the sampled cases to an intermediary supervisor. Then that person assigns the cases to the available investigators. You select this option by pressing **u, U, or 3**. Highlight the option and only press **Enter** or **Return**.

The screen that appears is similar to this.

```
b ca3
-----
Automatic Case Allocation
-----
      SSN      Key Week      Batch      Seq No      Case      Local      QCS
              Key Week      Batch      Seq No      Type      Office      Id
310563066    03/28/1992    9214        1           0         0350        5
545347904    03/28/1992    9214        2           0         0352        5
563642786    03/21/1992    9214        3           0         0360        5
618414088    03/28/1992    9214        4           0         0362        5
570017236    03/21/1992    9214        5           0         0370        5
606068244    03/28/1992    9214        6           0         0380        5
620244865    03/07/1992    9214        7           0         0390       11
565776972    03/28/1992    9214        8           0         0400       11

      Total Cases to Assign = 34

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter The Supervisor Id, To Whom The Case Will Be Allocated
```

Note that the Supervisor ids already appear with the cases in the sample. The computer got this information from the local office table (/0332) in Environment Settings. You can look through the list to assure correct allocation of the cases. If they are not, you can enter the correct id. If they are all right, press **Ctrl-[**. Now the intermediary

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Case Assignment /0322

supervisors can access these cases to assign them. After updating the table, the screen returns to the calling menu.

Manually Allocate/Reallocate. This option passes the sampled cases to an intermediary supervisor. Then that person assigns the cases to the available investigators.

```
b_ca4
-----
                Manual Allocation/Reallocation
-----

                A for Case Allocation, or
                R for Case Reallocation

                Enter letter (A/R)

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
```

Indicate if you want to allocate a new batch of cases manually. This means that the Local Office table does not contain the QCS id associated to particular offices. If this is the case, press **a**. A screen similar to the following one appears.

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/0322 Case Assignment

```
b ca5
-----
Manual Case Allocation
-----
```

SSN	Key Week	Batch	Seq No	Case Type	Local Office	QCS Id
310563066	03/28/1992	9214	1	0	0350	
545347904	03/28/1992	9214	2	0	0352	
563642786	03/21/1992	9214	3	0	0360	
618414088	03/28/1992	9214	4	0	0362	
570017236	03/21/1992	9214	5	0	0370	
606068244	03/28/1992	9214	6	0	0380	
620244865	03/07/1992	9214	7	0	0390	
565776972	03/28/1992	9214	8	0	0400	

Total Cases to Allocate = 34

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel <Ctrl-[> Accept

Enter The Supervisor Id, To Whom The Case Will Be Allocated

Enter the id of the intermediate supervisor. Press **Ctrl-[** when done.
If you need to reallocate cases previously allocated, press **r** when screen b-ca4 is on the monitor. This will cause a query screen to appear that looks like this.

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Case Assignment /0322

```
b caqry2
-----
                        Reallocation Query Screen
-----
      SSN:                Key Week:
      Batch:              Sequence #:
      Case Type:          Local Office:
      QCS Id:

-----
Enter Select Criteria For Query

= equal to, <> not equal to, >= greater or equal to, <= less or equal to,
* wildcard ex. 89*  ? wildcard ex. 8?0? range 1989:1991

                        <Ctrl-c> Cancel          <Ctrl-[> Accept

Please Enter Social Security Number
```

Use this screen to choose the case(s) to reallocate by specifying Social Security Number, Key Week, Batch, Seq No, Case Type, Local Office, or Investigator. Note that you can use "wildcards", Boolean expressions, such as greater than or less than, or even a range. You can use this query option if you know the Social Security Number but not the Key Week. Remember, if you enter only the batch, you will get all the cases within the batch that you have permission to access. This is true for the Key Week also.

Use the **Arrow** keys or the **Enter** or **Return** key to move the cursor to the entry you want. Next, type the selection data.

When finished, press **Ctrl-[**.

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/0322 Case Assignment

The Reallocation screen looks like this.

```
b_ca3
-----
                        Reallocation Screen
-----
      SSN           Key Week   Batch   Seq No   Case   Local   QCS
                        Type     Office  Id
310563066   03/28/1992   9214     1         0     0350    5
545347904   03/28/1992   9214     2         0     0352    5
563642786   03/21/1992   9214     3         0     0360    5
618414088   03/28/1992   9214     4         0     0362    5
570017236   03/21/1992   9214     5         0     0370    5
606068244   03/28/1992   9214     6         0     0380    5

                        Total Cases to Reallocate = 6

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter The Supervisor Id, To Whom The Case Will Be Reallocated
```

Note that the Supervisor ids already appear with the cases. Change the ids to the new assigning supervisor, and press **Ctrl-[**. Now the new supervisor(s) can access these cases and assign them. After updating the table, the screen returns to the calling menu.

Assignment Report. You select this option by pressing **s**, **S**, or **5**. Highlight this option and press **Enter** or **Return**. A PICK Screen appears to select the investigator(s) for whom you want the report. The typical View, Print or Save screen next appears.

This screen provides options for producing the reports.

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Case Assignment /0322

```
b ca7
-----
                        Assignment Report
-----

      1.  View report
      2.  Printer (system)
      3.  Local printer
      4.  Save report

      Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "View report".
```

If you want to view the report on the screen, type **1**, **v**, or **V**. If you want the report to print to the system printer, press **2**, **p**, or **P**. If there is a printer attached directly to your terminal, type **3**, **l**, or **L** for the hard copy to print there. If there is no printer attached to your terminal, the report scrolls on the screen but the margins may be jumbled. Lastly, you can save the report to your home directory by pressing **4**, **s**, or **S**. You may select as many options from this menu as you like.

If you want to run Assignment Report again using other selection criteria, press **Ctrl-c** to retreat menu-by-menu. When you are ready to end the session, press **Ctrl-g**.

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/0323 Reopen Completed Cases

Reopen Completed Cases. The screen on your monitor looks like this when you select the Reopen Completed Cases option from the Supervisor Case Management menu and the program allows you access.

```
b rccl
-----
                        Reopen Cases
-----

      s to search by SSN/KEY WEEK/CASE TYPE, or
      B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

Enter Query Type (S/B) :

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "S"
```

Use this screen to select the case(s) you want to reopen by entering either set of key codes. Note the bottom of the screen. The last line informs you that the default value is "S". A default is a preset value that the computer uses when you press **Enter** or **Return**. In this instance, enter either **s** or **S** or **Enter** or **Return** to select cases using the Social Security Number, Key Week, and Case Type. Use **b** or **B** to select cases for reopening by Batch, Sequence Number, and Case Type.

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Using SSN/KW/Case Type. If you select the **s** or default option from screen b_rccl, the monitor looks like this.

```
b rcc2a
-----
                        Reopen Cases
-----

      SSN:                KW:                Case Type:
      SSN:                KW:                Case Type:

<Ctrl-w> Help   <Ctrl-b> PrvField   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the social security number for this case.
```

Enter the full Social Security Number. The cursor advances to the Key Week item without **Enter** or **Return**. Enter the Key Week in MMDDYY format followed by **Enter** or **Return**. For example, May 25, 1991 should be entered as 052591. The program converts this and displays the Key Week as 05/25/1991. Enter the case type or if the case type is 0, simply hit **Enter** or **Return**. The program catches some errors at the time of entry. For instance, if you enter the letter "o" instead of the number 0, you must retype the entry before continuing. After you enter the three key codes (SSN/KW/Case Type) successfully, the program checks to locate the case in the database. A message appears if the program cannot locate the case you entered. Then the program places the cursor for reentry. The program informs you, if the case is still open. If so you must update the

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/0323 Reopen Completed Cases

case using path (/0312), rather than this program. If the program finds the case, the cursor advances to the next empty field, the Social Security Number. You may enter eleven more cases. When you complete entering all the cases you want to reopen, press <Ctrl-[> and a ring menu appears.

Using Batch/Sequence/Case Type. If you select the **b** option from the b_rccl screen, the monitor looks like this.

```
b_rccl2b
-----
                          Reopen Cases
-----

Batch:          Sequence #:      Case Type:

<Ctrl-w> Help   <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the batch number.
```

Many features of Reopen Completed Cases using SSN/KW/Case Type also apply here. Enter the four digit Batch Number. The cursor advances to the Batch Sequence # without you pressing **Enter** or **Return**. Enter the sequence number. If you enter 1 through 9 it must be followed by **Enter** or **Return**. If you enter two digits, for example 05, do not press **Enter** or **Return**. The program drops the leading 0 and displays 5 on the screen. Enter the case type. If the case

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Reopen Completed Cases /0323

type is 0, simply hit **Enter** or **Return**. The program catches some entry errors that you must correct before continuing. After you successfully enter the three key codes (Batch and Sequence Number and Case Type), the program attempts to locate the case in the database. A message appears at the bottom of the screen if it cannot find the case you entered. Then the program positions the cursor for reentry. The program also informs you, if the case is not yet closed. If the program finds the case, the cursor advances to the next empty field, the Batch Week. You may enter eleven more cases. When you complete entering all the cases you want to reopen, press **Ctrl-[** and the ring menu appears.

Reopen Ring Menu. This is what the Reopen ring menu looks like. It appears on the screen when you successfully enter the case(s) you want to Reopen.

```
Reopen :  B  C  D  ME  F  G  H  I  Next  Reopen  Update  Exit
Reopen Screen :  Claimant Information

SSN: 315-48-0739  KW: 03/30/1991  Case Type: 0  Batch #: 9114  Seq.#: 1
```

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/0323 Reopen Completed Cases

Note the highlighted letter B and the line below that shows the name of the screen, Claimant Information. Use the **Arrow** keys to move along the top row and notice how the name of the screen changes as the highlighted area changes. Note also the Key Code information below these two lines. If you highlight the word **NEXT**, the Reopen screen information line shows "Next Screen". Actually this indicates a change to the next case. If you press **Enter** or **Return**, the Key Codes for another case you selected appear where the previous key codes had been. If you did not select any other cases, a message appears at the bottom of the screen. You can either use the **Arrow** keys followed by **Enter** or **Return** to select the part of the DCI you want to access or simply press the initial letter of the screen that you want to change. When you make the necessary changes to the data, press **Ctrl-[** to return the cursor to the top line of the ring menu. To save the change, move the cursor to the **Reopen** command and press **Enter** or **Return**. This causes Screen R to appear on the monitor.

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Reopen Completed Cases /0323

```
Reopen  <Ctrl-d> Clr field   <Ctrl-n> NxtScreen   <Ctrl-p> PrvScreen
          <Ctrl-u> UnDo      <Ctrl-b> PrvField    <Ctrl-f> NxtField

SSN: 315-48-0739  KW: 03/30/1991  Case Type: 0  Batch #: 9114  Seq.#: 1

Screen R          R E O P E N   C A S E S   S C R E E N

Reopen Case Code          ro1:
Reopen Case Date          ro2:
Reopen Case Identification ro3:

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter reopen case code.
```

You must complete this screen in order to save the changes you made. Enter the code that reflects the reason you reopened the case. If you want a quick reminder of the codes available, press **Ctrl-w**. Use **3** if the SESA recognized an error in the data and reopened the completed case to correct the error. Use **4** if an appeal decision of a QC case affects the data originally entered for the case. Use **5** to correct exceptions resulting from a monitor review. Note that you can reopen the case while awaiting further information, if you use code **6**. Then when the information is available, the case should be accessed through this menu option (not Update Cases), the data corrected, and the appropriate code entered. The program fills the other two items on the Screen R. It

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/0323 Reopen Completed Cases

enters the current date and your login name. There is no limit to the number of times a case may be reopened and subsequently closed. To complete the process, press **Update**. You may now proceed to change data in any other case(s) you may have selected for reopening. When finished and the cursor is on the top line of the ring menu, move the cursor to exit and press **Enter** or **Return**. If there were no changes, or no reopen code, a message will query if you really want to exit without updating the case. If you enter no, the cursor returns to the ring menu. If you enter yes, the screen returns to the SSN or Batch entry screen (b_rcc2a or b_rcc2b).

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/0324 Fast Supervisory Signoff

Fast Supervisory Signoff. The screen on your monitor looks like this when you select the Fast Supervisory Signoff option from the Supervisor Case Management menu. The user selects the search method preferred from this screen.

```
b fss1
-----
                        FAST SUPERVISORY SIGN OFF
-----

      S to search by SSN/KEY WEEK/CASE TYPE, or
      B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

Enter Query Type (S/B):

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "SSN/Key Week/Case Type "
```

This program allows the Quality Control Manager (QCM) or other designated individuals to sign off case(s) without using the usual data entry methods. This relieves the QCM of the need to scroll through many screens to sign off a case. The program checks to insure that the person attempting to run the program has access permission. There are five (5) levels of access associated with the program. The QCM or QCS may modify staff table (path /03312) to grant or deny access to this program. These five levels are:

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Fast Supervisory Signoff /0324

- a. If the user has "All" accessibility (a QCM), the user may sign off any case.
- b. If the user has "Group" accessibility (a QCS), the user may sign off any case that belongs to the group.
- c. If the user has "Individual" accessibility, the user signoffs only their cases.
- d. If the user has no authorization to sign off cases, the system generates an informational message, and returns the screen to the calling menu. (A BQC user without permission to run this program)
- e. If the user is not included in the staff table, the system generates an informational message, and returns the screen to the calling menu (a non-BQC user).

Valid entries to the above screen (b_fssl) are **S**, **s** or **B**, **b**. Entering **s** allows searching by Social Security Number, Key Week, and Case Type. Entering **b** allows searching by Batch, Sequence Number, and Case Type. "S" is the default value.

Using SSN/KW/Type. If you select the **s** or default option the screen looks like this.

```
b fss2a
-----
                Fast Supervisory Sign Off
            (Query by SSN / Key Week / Case Type)
-----

                SSN:                Key Week:                Case Type:

<Ctrl-w> Help  <Ctrl-b> Prvfield <Ctrl-g> GoToMenu <Ctrl-c> Cancel
Enter the Social Security Number.
```

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After selecting this method of search, the Social Security/Key Week/Case Type Data Query screen appears. This screen prompts for the minimum data required to perform this search. After filling each field, the program prompts for the next field. When all fields are complete, the program checks the validity of the fields. If the program finds an incorrect field, it displays a message and re-prompts the user.

Enter the Social Security Number, Key Week and Case Type of the case you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor automatically advances from Social Security Number to the Key Week when you enter nine digits. Do not press **Enter** or **Return** between these two fields. Enter the month, day, and year of the Key Week using two positions for each part (MMDDYY).

Months up to October may be preceded by 0. Days less than 10 must have a leading 0. The system accepts the last two digits of the year, i.e., 92 for 1992. Slashes or other separators may be skipped. If you enter only six numbers for the Key Week, press **Enter** or **Return** to advance to the Case Type entry portion of the screen. If you enter the full date (MM/DD/YYYY), the cursor automatically advances to the Case Type field. The program displays slashes between the month and day and the day and year part of the Key Week text.

Enter the case type. If it is 0, then enter either 0 from keypad or typewriter part of the keyboard, or simply hit **Enter** or **Return** to use the default. The program tells you immediately that it is searching for the record.

If the program cannot find the Social Security Number, it sends a message to the screen. It informs you if the key week is incorrect, or if it locates the SSN but cannot match the Key Week to it.

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Fast Supervisory Signoff /0324

Using Batch/Sequence #. If you select the **b** option the screen looks like this.

```
b fss2b
-----
-
                Fast Supervisory Sign Off
            (Query by Batch / Sequence # / Case Type)
-----
-

        Batch:                Sequence #:                Case Type:

<Ctrl-w> Help  <Ctrl-b> Prvfield  <Ctrl-g> GoToMenu <Ctrl-c>
Cancel

Enter the Batch Number
```

After the entered data passes validity checks, the program searches for the record(s) in the database. If the program cannot find the record, a message appears, and the program reprompts for the correct key code(s). Enter the Batch Number, Sequence Number, and Case Type of the case you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor advances to the Sequence Number when you enter the four digits of the Batch Number. Do not press **Enter** or **Return** between these two fields. Enter the case type. If it is 0, then enter either 0 from keypad or typewriter part of the keyboard, or simply hit **Enter** or **Return** to use the default. The program tells you immediately that it is searching for the record. If it cannot find the record, it will send a message to the screen.

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/0324 Fast Supervisory Signoff

Fast Sign Off Data Entry. If the program locates the open QC case, the data entry screen b_fss3 appears.

```
b_fss3
-----
                Fast Supervisory Sign Off
                Case Data Entry Screen
-----

      Batch:  9230                Sequence #:  03
      SSN:    423556798          Key Week:  10/20/92
      Case Type:  0                Sign Off Code:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Enter the Sign Off Code for this Case
```

The only field open for data entry on this screen is the "Sign Off Code" field. Enter **1** if case review followed completion by the investigator. Enter **0** if no review followed investigation.

When you enter a valid "Sign Off Code" press **Return**, the program automatically updates the record. Once you update the case, the program asks whether you wish a DCI Report for this record. The options offered are **yes** or **no**. Next the program asks you to direct the report to the system printer or your local printer. The monitor then displays whichever case entry screen (b_fss2a or b_fss2b) you originally selected. You may now enter another case or exit this program using **Ctrl-g** or **Ctrl-c**.

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/0325 Time Lapse

Time Lapse. The screen on your monitor looks like this when you select the Time Lapse option from the Supervisor Case Management menu.

```
m_0325
                                TIME LAPSE MENU
-----
      1   (U)ser Defined TL Report
      2   (O)fficial TL Report
      3   E(x)it

-----
Use the directional arrow keys or the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

There are two choices. User Defined Time Lapse Report (path /03251) allows you to create a case aging or time lapse report that meet various criteria. You may select opened cases, closed cases or both. You can choose a summary format that displays the number of cases that fall into each time category. You also can choose a list of each case that meets the selection criteria you entered. This program combines features of Case Aging and Old Format software used on the Pro380.

Use the Official Time Lapse Report (path /03252) primarily for monitoring purposes. The time lapse measures from the batch week ending date to the supervisory review date or reopened date when the Reopen Case code (rol) equals 3. Cases must be in the system at least 13 weeks.

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Time Lapse /0325

User Defined TL Report. The first screen appearing on the monitor asks you to provide the batch range covered in the report.

```
b_udtl1
-----
                User Defined Time Lapse Report
                (Batch Range Selection Entry Screen)
-----

                Beginning Batch:

                Ending Batch:

-----
<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter the Beginning Batch
```

The default fault for the beginning batch is the first batch of the current year. If this is what you want, simply press **Enter** or **Return**. If not, type the beginning batch number you do want. The cursor advances opposite the prompt, Ending Batch. The default for this prompt is the current batch number. If you want the report to apply to cases in only one batch, enter the same batch number for both prompts. If you use the defaults, press **Enter** or **Return** to advance to the next screen. Note that you can use **Ctrl-b** if the cursor is at the Ending Batch prompt and you want to go back and change the Beginning Batch entry.

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/0325 Time Lapse

The next screen asks you to enter the Case Type you want to include in the report.

```
b_udtl2
-----
                User Defined Time Lapse Report
                Case Type Menu
-----

1.   Core only
2.   select all Special Studies
3.   pick One or More Special Studies
4.   All Case Types

Select an Option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu    <Ctrl-c> Cancel

Default is "Core".
```

The Case Type code can range from 0 to 9. The **C**ore only option automatically selects all Case Types equal to 0. The **S**elect all Special Studies automatically selects all case types from 1 to 9. **P**ick allows the user to pick one or more individual special studies (case types from 1 to 9) residing in the database. The **A**ll Case Types automatically selects all case types from 0 to 9.

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/0325 Time Lapse

Use this screen to select the special cases you want to include in the report. When your selection of special case codes is complete, press **Ctrl-[** to accept the codes chosen, and the program processes a report for each separate pick session. See Appendix F for more information about using the Pick utility.

The next screen asks you whether to include any reassigned cases in the report. Simply respond by typing **"y"** for yes or **"n"** for no. The default is to include any reassigned cases in the batch range.

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Time Lapse /0325

```
b_udtl3
-----
                User Defined Time Lapse Report
                Reassigned Cases
-----

                Include reassigned cases (Y/N):

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default is "Y"
```

The next screen asks you to choose the format for the report. The **S**ummary option produces a chart that shows the number of cases falling into the various time lapse categories, 60 days, 90 days, 120 days, and more than 120 days. The **L**isting option formats the report to provide a list, case-by-case, of the cases in the batch range. If you want both, enter **3**, **b**, or **B** when the following screen appears.

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/0325 Time Lapse

```
b_udtl4
```

```
-----  
User Defined Time Lapse Report  
Report Format Menu  
-----
```

1. Summary.
2. Listing.
3. Both.

Select an Option:

<Ctrl-w> Help

<Ctrl-g> Go to Menu

<Ctrl-c> Cancel

Default is "Summary"

The next screen asks you to choose the status of the cases for the report. The "Open cases only" option selects cases that have not yet been closed by the supervisor. The report shows two types of open cases; those still in investigation and those awaiting supervisory action. The "Closed cases only" option selects only those cases the supervisor closed, with or without review. If you want both, show this by typing **3**, **b**, or **B** when the following screen appears.

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Time Lapse /0325

```
b_udt15
-----
                User Defined Time Lapse Report
                Status Menu
-----

        1.   open cases only.
        2.   closed cases only.
        3.   Both.

        Select an Option:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Open cases"
```

The next screen varies depending on permission recorded for you in the Staff table. If you have individual access permission for the User Defined Time Lapse program, the screen informs you that it is processing your report. If you have "group" privileges, the program can combine all cases belonging to your group in the batch range into a single report, or create individual report(s) for one or more of your investigators, or produce a single report of only your cases. The following examples of screens appear when you have "All" privilege to run User Defined Time Lapse.

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/0325 Time Lapse

b_udtl6a

User Defined Time Lapse Report
QCM Menu

1. Total Unit.
2. Group(s).
3. Investigator(s).
4. Own cases.

Select an Option:

<Ctrl-w> Help

<Ctrl-g> GotoMenu

<Ctrl-c> Cancel

Default is "Total"

Select **T**otal unit for a single report that shows all cases for the BQC unit. If you select **G**roup(s), a "Pick" screen listing the group supervisor numbers appears. "Pick" one or more groups. A separate report will be generated for each group picked. If you select **I**nvestigator(s), a pick screen will appear listing the various investigator id numbers available. As with the group reports, a separate report will be produced for each investigator selected. If you want a report of only your cases, select **O**wn cases.

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Time Lapse /0325

The screen on your monitor looks like this while it is processing the data for the report. Then the output screen follows.

```
b udtl7c
```

```
-----  
User Defined Time Lapse Report  
-----
```

```
Preparing Aggregate Summary .....  
Batch No. in progress : 9225  
Finish aggregate summary.
```

```
Listing in Progress .....  
Batch No. in progress : 9225
```

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/0325 Time Lapse

b_udt18

User Defined Time Lapse Report

1. View report
2. printer (system)
3. Local printer
4. Save report

Select an option:

<Ctrl-w> Help

<Ctrl-g> GotoMenu

<Ctrl-c> Cancel

Default value is "View report".

If you want to view the report on the screen, type **1**, **v**, or **V**. If you want the report to print to the system printer, press **2**, **p**, or **P**. If there is a printer attached directly to your terminal, type **3**, **l**, or **L** for the hard copy to be printed there. If there is no printer attached to your terminal, the report will scroll on the screen but the margins may be jumbled. Lastly, you can save the report to your home directory by pressing **4**, **s**, or **S**. You may select as many options from this menu as you like. If you want to run User Defined Time Lapse again using other selection criteria, press **Ctrl-c** to retreat menu-by-menu. When you are ready to end the session, press **Ctrl-g**.

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/0325 Time Lapse

Follow the commands at the bottom to manipulate the report on the screen and use **h** for additional commands. After the last summary report appears, the first report in listing format appears.

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Time Lapse /0325

User Defined Listing. The program sorts the cases by investigator or group, then elapsed days, batch and sequence number.

User Defined Time Lapse Report
Listing

```

Run Date: 11/03/92
State:      XX      Batch: 9220 - 9225
Completion: Supervisor  Status: OPEN AND CLOSED
Case Type:  ALL
  
```

```

-----
Total Number of Cases: 94      Percent Cases Completed: 95%
Number of Case Completed 90      Percent Completed 60 Days 34%
Mean Completion Time: 63      Percent Completed 90 Days 87%
Mode Completion Time: 65
-----
  
```

Batch	SBQ	SSN	LO	ID	Closed	Days Reopened	Comments
9224	12	476468794	0840	38		149	
9220	9	472890708	0720	48	10/05/92	148	
9225	1	022388196	0172	32		142	
9222	6	326665244	0450	39	10/07/92	136	

Number of Cases: 4

***** 120 DAYS *****

9223	11	475487864	0145	31	09/15/92	107	3
9220	2	314710742	0140	47	08/14/92	96	
9223	6	470603222	0260	33	09/02/92	94	
9223	13	476583253	0700	38	09/02/92	94	

Number of Cases: 4

***** 90 DAYS *****

9222	19	470770414	0420	39	07/27/92	64	
9221	9	471131839	0800	43	07/20/92	64	
9225	6	471528814	0146	43	08/14/92	61	

Number of Cases: 3

***** 60 DAYS *****

***** End of Report *****

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/0325 Time Lapse

Official Time Lapse. After you choose the Official Time Lapse Report option, the program retrieves your login id from the system. The program then performs a privilege check. If you have no permission, the program sends a message and exits to the calling menu. If you have permission, the following series of data entry screens and menus appear.

The screen on your monitor looks like the next illustration when you select the first option, for a report based on the batch range selected.

The program performs the several validations.

The beginning batch number and ending batch number must be 4 digits.

The beginning batch number must be greater than or equal to 8540 and less than or equal to the most recent batch number (latest batch number) in the system.

The week digits (the 2 positions on the right) of the batch number must be a valid week depending on the year (53 or 52 weeks depending on leap year or non-leap year).

The ending batch number cannot be greater than the most recent batch number.

The beginning batch number should be less than or equal to ending batch number.

If the batch numbers entered are not valid, appropriate error messages appear and the user must reenter the batches.

At this point **Ctrl-c** and **Ctrl-g** returns the user to the calling menu. The user can go to the beginning batch number field while in the ending batch number field by pressing **Ctrl-b**.

After entering the batch range, the Case type menu appears. Choose the Case Type by pressing the number or the

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Time Lapse /0325

highlighted character.

Case Type Selection Screen. The screen on your monitor looks like this after you select the desired batch range for the time lapse report.

```
b_ot12
-----
                        Official Time Lapse Report
                        Case Menu
-----

      1.  Core
      2.  Select all Special Studies
      3.  pick One or More Special Studies
      4.  All Case Types

      Select an Option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default is "Core".
```

The case type can be a value ranging from 0 to 9.

- 1) **c**, or **C**ore automatically selects all case types equal to 0.
- 2) **s**, or **S**elect all Special Studies automatically selects all case types from 1 to 9.
- 3) **p**, or **P**ick allows the user to pick any special studies case types from 1 to 9, which are in the database.
- 4) **a**, or **A**ll Case Types automatically selects all case types from 0 to 9.

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Use this screen to select the type of case(s) you want to include in the report. When your selection of special case codes is complete, press **Ctrl-[** to accept the codes chosen. Then the program processes a report for each pick item. If your database includes Special Studies cases, only those special studies codes will be available. This Option lets you pick specific non-0 type cases. Each pick will produce an individual report(s). See Appendix F for more information about pick.

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/0325 Time Lapse

The screen looks like this when the program processes the data for the report on all core QC cases.

```
b ot13

                                Official Time Lapse Report
-----

                                Preparing Case Time Lapse Summary...

                                Batch No. in progress :
```

Time Lapse Report Display Options. The screen on your monitor will look like this after it has finished processing the data for the report on all core QC cases.

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Time Lapse /0325

```
b_otl4
-----
                        Official Time Lapse Report
-----

      1. View Report
      2. Printer (system)
      3. Local printer
      4. Save Report

      Select an option:

<Ctrl-w> Help          <Ctrl-g> Go To Menu      <Ctrl-c> Cancel
Default is "View Report".
```

If the user chooses to **V**iew, then the reports appear one-by-one.

If the user chooses to print, then the report goes either to the system **P**rinter or to the **L**ocal printer.

If the user selects **4**, **S**ave report, the system automatically saves the information to the user's home directory under the /bqc subdirectory. The name of the file is "olt_summ". The system will overwrite any older file with the same name. If the you want to keep older timelapse reports, you must rename the file containing the report, before selecting this option.

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/0325 Time Lapse

Time Lapse Report Output Display. The view option displays a screen that looks like this.

```

                                Official Time Lapse Report
                                Run Date: 09/27/91
Batches:      9125 - 9138
No. of cases sampled:  218
-----
                                -----DAYS-----
                                |   60   |   90   |
-----|-----|-----|
Number of Cases in System |   110 |    28 |
-----|-----|-----|
Number of Cases Completed |    64 |    27 |
-----|-----|-----|
Percent of closed Cases  |  58.18 |  96.43 |
-----|-----|-----|

- a minimum of 70 percent of cases must be completed
  within 60 days of the week ending date of the batch, and

- a minimum of 95 percent of cases must be completed
  within 90 days of the week ending date of the batch.

(95%) -Press h for help, q to quit, Space Bar to see more -
```

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/0326 Change Control Information

Change Control Information. The screen on your monitor looks like this when you select the Change Control Information option from the Supervisor Case Management menu.

```
b_ccil
-----
                Change Control Information
-----

                S to search by SSN/KEY WEEK/CASE TYPE, or
                B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

                Enter Query Type (S/B):

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "S"
```

Only the QCM or other privileged user can execute this function. The program checks to verify the permission level of the current user. Unauthorized access of the program sends a warning message to the screen and exits to the calling menu.

This program gives an authorized user the ability to change control information in the b_master table except for the batch number and sequence number. The control information that can be changed are the Social Security Number, the Key Week, the Local Office Number, the Investigator Signoff Date, and the Case Type. If the Batch Number or Sequence Number is incorrect, call the Hotline for help.

The user selects the case using the SSN/KEY WEEK/CASE TYPE or BATCH #/SEQUENCE #/CASE TYPE key codes. A prompt for **S**

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or **B**, representing both query types, appears. The user enters **S** or **B** using either upper or lower case. The default is **S**, so pressing **Enter** or **Return** automatically selects the SSN option. **Ctrl-c** returns the user to the query screen, and **Ctrl-g** returns the user to the Supervisor Case Management menu. **Ctrl-w** displays a help message for the selection type prompt.

SSN Selection Screen. The screen on your monitor looks like this when you select the Social Security Number selection option from the Change Control Information screen.

```
b_cci2a
-----
                Change Control Information
            (Query by SSN / Key Week / Case Type)
-----

                SSN:                Key Week:                Case Type:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter the Social Securily Number.
```

Ctrl-b (Backup) allows the user to move the cursor back one field before generating action within the current field. The backspace key will not work here.

Enter the Social Security Number, Key Week, and Case Type of the case whose control information fields needs changing. This insures that you select the one specific case that needs modifying and not another case that has the same SSN

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/0326 Change Control Information

but a different key week or case type. Enter all three fields. The program checks for proper format and length.

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The program also checks the Key Week to assure that it is a valid date, and not a future date.

Enter the month, day, and year of the Key Week using two positions for each part (MMDDYY). The program rejects any other format. Months up to October may be preceded by 0. Days less than 10 must have a leading 0. Use the last two digits of the year, i.e., 92 for 1992. No need to enter slashes or other separators, but if you do enter slashes as separators, the cursor moves automatically to the next field. You must use **Enter** or **Return**, after you enter the date with only numbers and no separators. The program displays the slashes between the month and day and the day and year part of the Key Week code even if you did not enter them.

The case type is a single numeric character between 0 and 9. The default for the case type is zero (0). Case Types 1 through 9 belong to special study cases.

Batch Number Selection Screen. The screen looks like this when you select the Batch Number selection option from the Change Control Information screen.

```
b cci2b
-----
                Change Control Information
            (Query by Batch / Sequence # / Case Type)
-----

    Batch:           Sequence #:           Case Type:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter the Batch Number.
```

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This screen selects the case by the Batch Number, Sequence Number, and Case Type. All three items must be entered. Remember only the SSN, Key Week, Local Office Number, Investigator Signoff Date, and the Case Type can be changed through this process, even though you use batch and sequence number to select the case. The default value for Case Type is 0. Press **Enter** when the cursor is in this field and the program automatically searches for the case with a Case Type of 0. If the program cannot locate the case you entered, it generates an appropriate message.

Case Update. Once you enter the case key codes for the case you want, the program attempts to locate the case in the database. If the program finds the case, the control information appears above and below the headings. The cursor is active on the bottom row only, allowing the user to change the Social Security Number, Key Week, Local Office Number, Investigator Signoff Date, and the Case Type of the selected case.

```
b cci3b
-----
                          Change Control Information
-----

234567890    12/17/1994    3629    01/11/1995    0
   SSN        Key Week      LO      Inv Signoff Date  Case Type:
234567890    |              3629    01/11/1995    0

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
<Ctrl-[> Accept        <Ctrl-u> Undo
Enter the Key Week.
```

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/0326 Change Control Information

This screen appears when the program is ready to receive your entry. The existing case control information appears on the top and bottom line of the display. The cursor automatically advances to the next field once you fill the current field. **Enter** or **Return** advances the cursor one field without affecting the current field.

You can make the original value return by pressing **Ctrl-u**. After you fill each field, the cursor moves automatically to the next field. The program validates each field prior to moving on to the next field. Specifically, the program verifies the following:

that the Key Week is a valid date and not a future date;
that the Local Office number is an office number
contained in the Local Office Table; and
that the Investigator Signoff Date is not null.

If any of the validations fail, an error message appears on the screen.

Typing past the Case Type field will cause the cursor to wrap to the SSN field. Typing to the left of the SSN field will cause the cursor to wrap to the Case Type field. The **up arrow** key moves the cursor left and the **down arrow** key moves it to the right.

The program checks each field for proper length and format. After you make the desired changes to the control information, press **Ctrl-[** to enter the changes as a permanent part of the database. The program then returns the selection screen of the type that you previously used. To exit the Change Control Information screens, press **Ctrlg**, GotoMenu, to return to the Supervisory Case Management Menu. Press **Ctrl-c**, Cancel, to cancel the current screen and retreat one screen at a time until the user reaches the Supervisory Case Management Menu.

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/0327 Stamp

Stamp. Only the QCM and privileged users can execute this function. The program checks to verify the permission level of the current user. The program sends a warning message when unauthorized user attempts to access the program, and the screen returns to the calling menu.

The BQC Stamp program gives the privileged user(s) the ability to create a stamp or modify a previous stamp. Because State law or policy cause some data items always to have the same coded value, use this program to prefill the items for each case entering the database. For example, States that only pay on a bi-weekly schedule may decide to stamp field f12 with code 2. Once created, the program places code 2 in field f12 for all downloaded cases. Additionally, the user can print a status report showing all current stamps.

The user creates or modifies any of the 16 fields identified by the Stamp program. These 16 fields are:

<u>Label</u>	<u>Short Name</u>
c4	Init Clm File
e7	Wks Worked Before
e8	Wks Worked After
e13	Depend Before
e14	Depend After
e15	Depend Allow Before
e16	Depend Allow After
f11	KW File Meth
f12	KW Cert
g1	W S Requirements
g2	JS Req
g3	Act/Cur Regist
g4	JS Defer
g10	KW Contacts
g11	Prior KW Contacts
g12	Contacts Inv

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Stamp /0327

The first screen looks like this when you select the Stamp option from the Supervisor Case Management menu.

```
b_stmp1: <Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
          <Ctrl-n> NxtScreen <Ctrl-p> PrvScreen <Ctrl-[> Accept
-----
                        BQC Stamp
-----

          c4      Initial Claim Filing      2
          e7      # Weeks Worked Before     -2
          e8      # Weeks Worked After      -2
          e13     # Dependents Before        -2
          e14     # Dependents After         -2
          e15     Depend Allow Before        $-2
          e16     Depend Allow After         $-2
          f11     KW Filing Method           1
          f12     KW Certification Proc      1

Enter the initial claim filing method.
```

If a BQC Stamp data file exists, the current settings of the stamp show on the screen. Any field that is null does not display a value.

Appropriate data entry messages for each field appear at the bottom of the screen. The program checks each field for valid entries. If the entry is valid, the cursor automatically goes to the next field. If the entry is invalid, the program sends an appropriate message to the bottom of the screen. Pressing the **Enter** key or the **up** or **down arrow** keys causes the cursor to move to the next data entry field.

Ctrl-w provides online help text for the specific data

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/0327 Stamp

element.

After filling the last data element field on the first screen, the next screen appears. The screen looks like this.

```
b_stmp2: <Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
          <Ctrl-n> NxtScreen <Ctrl-p> PrvScreen <Ctrl-[> Accept
-----
                        BQC Stamp
-----

          g1      Work Search Requirements      -2
          g2      JS Registration Req
          g3      Act/Cur Registered JS
          g4      JS Deferred
          g10     # KW Job Contacts
          g11     Prior KW Contacts
          g12     Contacts Investigated          0

Enter work search requirement code.
```

Use Ctrl-n and **Ctrl-p** to move among the Stamp screens. After entering data in the last data field, the user returns to the previous Stamp screen. Press the **Ctrl-[** to save the current settings. After pressing **Ctrl-[**, a message asks whether the user wishes to print a copy of the current Stamp settings.

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Stamp /0327

```
b_stmp2: <Ctrl-w> Help      <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
          <Ctrl-n> NxtScreen <Ctrl-p> PrvScreen <Ctrl-[> Accept
-----
                        BQC Stamp
-----

          g1      Work Search Requirements      -2
          g2      JS Registration Req
          g3      Act/Cur Registered JS
          g4      JS Deferred
          g10     # KW Job Contacts
          g11     Prior KW Contacts
          g12     Contacts Investigated          0

Do you wish to print the Stamp Status Report? (Y/N):
Enter the actively/currently registered job search code.
```

After entering either **y** or **n**, the user returns to the Supervisor Case Management Menu.

Ctrl-c cancels any newly made entries and returns the user to the Supervisor Case Management Menu.

Ctrl-g returns the user to the Supervisor Case Management Menu.

Ctrl-p returns the user to the previous BQC Stamp Screen.

Ctrl-n takes the user to the next BQC Stamp Screen.

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/033 Environment Settings

Chapter V
ENVIRONMENT SETTINGS

The screen that appears after you select the Environment Settings option looks like this.

```
m_033
                                ENVIRONMENT SETTINGS MENU
-----
      1  Staff (T)able
      2  (L)ocal Office
      3  (V)alidation Limits
      4  (C)ase Review Control
      5  (S)tate Options
      6  E(x)it
-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

The remainder of Chapter Five discusses these options in greater detail.

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/0331 Staff Table

Staff Table. The screen on your monitor looks like this when you select the Staff Table option from the Environment Settings menu.

```
m_0331
                                STAFF TABLE MENU
-----
      1   (A)dd staff
      2   (C)hange staff record
      3   (D)elete staff record
      4   (P)rint staff table
      5   (Q)uery staff table
      6   E(x)it
-----
Use the directional arrow keys or the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

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Staff Table /0331

Add Staff. This screen appears when you select the Add Staff option from the Staff Table menu.

```
ADD STAFF: <Ctrl-b> PrvField   <Ctrl-c> Cancel       <Ctrl-g> GotoMenu
            <Ctrl-n> NxtScreen <Ctrl-p> PrvScreen   <Ctrl-]> Accept
-----
login id:          fname:          lname:
location:          STAFF id:       QCS id:
-----
Enter the user's login name

                                                    staff screen  0
```

First, enter the login id of the new staff person followed by **Enter**. The System Administrator provides this id or name when the system accepts a new account. Enter the first name next; then the last name. Enter the location where the person works. This can be any designation that has meaning for your organization. For example it could be central QC office or local office #5 or Southwest District. Try to make the entries consistent with regard to capitalization and phrasing. The computer doesn't know that local office #5 and Local Office 05 are the same. Later when you want to select a record, the identifying information must exactly match the way the information appears in the database. Enter the staff id. This number must be unique to the individual. If the new staff member is an investigator, enter the investigator id here. If not, assign any unused

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/0331 Staff Table

number. The QC manager's Staff id must equal 5.

If you press **Ctrl-[** after entering the Staff id, the program enters the default QCS id of 5. You can also enter the QCS id yourself. This item allows States to delegate specific management responsibilities such as case assignment or supervisory case review to designated staff members. The QC manager's QCS id report directly to the QC manager should show 05 in the QCS field. Other staff records should show the staff id of their supervisors. The individual with designated responsibilities needs to have the same QCS id as their Staff id in order for this feature to work.

A prompt now appears, asking you to enter a number that relates to the job classification of the new staff member. Enter **1** for Clerk; **2** for Investigator; **3** for Analyst; **4** for QCS; **5** for QCM. The program uses this information to set the default access privileges for the various BQC programs. In States that do not delegate management responsibilities the QC Supervisor is synonymous with QCM. The QCM classification allows access to all the software for all the staff. Other staff members can receive all or some of these same privileges if granted by the QCM. For those States that do delegate responsibility, the QCS designation represents a second managerial level.

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Staff Table /0331

After you enter the job classification, the screen shows the contents of the staff table for the new staff member.

ADD STAFF: Query Delete First Next Previous Last Exit				

login id: tocjas	fname: Jenevive	lname: Sumthin		
location: my local office	STAFF id: 93	QCS id: 5		

	All	Group	Individual	
	---	---	---	
Update Cases	Y	Y	Y	
Interstate Request Logs	Y	Y	Y	
DCI Report	Y	Y	Y	
New Investigative Assignments	y	Y	Y	
Fast Supervisory Signoff	y	Y	Y	
User Defined Time Lapse	Y	Y	Y	
Record: 1 of 1				staff screen 1

Note that various software programs appear in vertical rows. There are three columns labeled "All", "Group", and "Individual" opposite each program. Where the columns and rows intersect, either the letter **n** (for No) or the letter **y** (for Yes) appears. You must decide whether these designations are appropriate. For example, suppose that the new staff person is a BQC investigator. The first program listed is Update Cases. The default is "n" across all three columns. If you do not change this, the new investigator cannot update any case. If you change the "All" column to "y", then the new investigator can update all assigned BQC cases. If you change the "Group" column to "y", then the investigator can update only cases assigned to staff with the same QCS id as the investigator's. Lastly, if you change the "Individual" column to "y", the investigator can update only cases assigned to their staff id.

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/0331 Staff Table

When you come to the end of the first screen, the next screen automatically appears containing additional software programs. There are a total of three screens. The second screen looks like this.

ADD STAFF: Query Delete First Next Previous Last Exit				
login id: tocjas		fname: Jenevive		lname: Sumthin
location: my local office		STAFF id: 93		QCS id: 5
	All	Group	Individual	
Case Review Report	Y	Y	Y	
Case Assignment	Y	Y	N/A	
Case Reassignment	Y	Y	N/A	
Change Control Information	Y	Y	N/A	
Reopen Completed Cases	Y	Y	N/A	
Record: 1 of 1			staff screen 2	

Note the four N/As in the Individual column. The software does not permit individuals to assign or reassign their cases. Neither can individuals change control information or reopen cases assigned to them. These are functions that logically belong to someone with supervisory authority.

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Staff Table /0331

The third screen looks like this.

```
ADD STAFF: Query  Delete  First  Next  Previous  Last  Exit
-----
login id: tocjas   fname: Jenevive      lname: Sumthin
location: my local office      STAFF id: 93      QCS id: 5
-----
Case Conversion           y   Official Time Lapse      y
Set BQC Functions        y   Set Validation Limits    y
Set Local Office Table   y   Sample Validation        y
Sample Characteristics   y   Rates Calculations       y
Standard Reports         y   Stamp                    y
BQC Select Rights        y
Record: 1 of 1                      staff screen 3
```

When finished with this individual, press **Ctrl-[** for the record to be added to the authorization table. You may now add more staff or terminate the session by pressing either **Ctrl-c** or **Ctrl-g**.

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/0331 Staff Table

Change Staff Record. This screen appears when you select the change staff record option from the Staff Table menu.

```
CHANGE STAFF: Query Update First Next Previous Last Screen Exit
Query on staff table
-----
login id:          fname:          lname:
location:          STAFF id:       QCS id:
-----

                                     staff screen  0
```

Highlight Query at the top of the ring menu and press **Return**.

This will move the cursor to the identification portion of the screen. Use **Tab** to move to the item you want to use to select the record(s) that need changing. The entry you make must exactly match the way the record appears in the database. You may decide to use the STAFF id field because numbers have only one form, unlike letters that can be either upper or lower case. When you have entered enough information to obtain the record, press **Ctrl-[**. If successful, the bottom portion of the screen appears, with the remainder of the identification fields.

Note the highlighted word **Update** at the top of the ring menu. To proceed with changing the record, press **Return** and the cursor moves to the record identification portion of the form. Continue pressing **Return** until you reach the item you want to change, if any.

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Staff Table /0331

any. Enter the new data. **Ctrl-d** clears the field of the any data. To change a permission, continue pressing **Return** until you reach the correct one. Then press either **y** for yes or **n** for no. After you make all the changes to this specific record, press **Ctrl-[]**. You may now proceed with changing any other records that you selected. When done, move the cursor to the top of the ring menu. Then highlight the word **Exit**. The menu that initially called the program returns to the screen.

Delete Staff Record. This screen appears when you select the delete staff record option from the Staff Table menu.

```
DELETE STAFF: Query Delete First Next Previous Last Exit
Query on staff table
-----
login id:          fname:          lname:
location:          STAFF id:          QCS id:
-----
```

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/0331 Staff Table

First, select **Query** by highlighting this word at the top of the ring menu. The commands on the top line change and the cursor moves into the area of the screen that begins with the field "login id". The screen now appears like this:

```
DELETE STAFF: <Ctrl-c> Cancel <Ctrl-[> Accept
Enter criteria for selection
-----
login id:          fname:          lname:
location:          STAFF id:        QCS id:
-----
Enter the user's login name
```

Move the cursor to the field(s) you want to use to select the record. Enter the identifying information and press **Ctrl-[**. Remember you must enter the information exactly as it appears in the database in order for the record to be found by the program. If the record is not found, check the case (upper or lower) of your entry, highlight **Query**, and reenter the information. If this fails, try again using other identifying information. You can select more records than you need without harm. The commands at the top change again. The remainder of the identifying information appears. The first page of the record appears at the lower part of the screen. Now the screen looks like this:

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Staff Table /0331

```

DELETE STAFF: Query Delete First Next Previous Last Exit
Delete current UAF record
-----
login id: tocjas   fname: Jenevive           lname: Sumthin
location: my local office           STAFF id: 93           QCS id: 5
-----
Are you sure (N/Y)

```

	All	GroupIndividual	
	-----	-----	-----
Update Cases	Y	Y	Y
Interstate Request Logs	Y	Y	Y
DCI Report	Y	Y	Y
New Investigative Assignments	Y	Y	Y
Fast Supervisory Signoff	Y	Y	Y
User Defined Time Lapse	Y	Y	Y
Default value is "No".	<Ctrl-w>	Help	staff screen 1

The default is No. This returns the cursor to the top of the ring menu for you to find the correct record to delete or to exit. If the record is the one to be deleted, press **y** or **Y**. The screen informs you that you have deleted one record. The cursor moves to the top of the ring menu. You may continue to delete other records. When the deleting session is over, you highlight the word **Exit**. The screen returns to the previous vertical menu.

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/0331 Staff Table

Print Staff Table. This screen appears when you select the Print Staff Table option from the Staff Table menu.

```
PRINT STAFF TABLE: <Ctrl-c> Cancel <Ctrl-[> Accept
Enter criteria for selection
-----
login id:          fname:          lname:
location:          STAFF id:        QCS id:
-----
```

Move the cursor to the item you want to use for the query. Enter the value and press **Ctrl-[**. The first record appears and the program prompts you to confirm printing all records. If you indicate "no", the cursor returns to the login id field, so that you can reenter selection criteria. When the correct record appears, confirm printing by pressing **y** for yes. The program informs you it sent the record(s) to the printer. In this situation, the program sends the record to the system printer. There is no provision in the current BQC software for printing the staff table records locally. Press **Return**. Now enter another record or terminate the session by pressing **Ctrl-c**.

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Staff Table /0331

Query Staff Table. This program provides information only. This is the first screen of the Query Staff Table option.

```
QUERY STAFF: <Ctrl-c> Cancel   <Ctrl-[> Accept
Enter criteria for selection
-----
login id:          fname:          lname:
location:          STAFF id:       QCS id:
-----
Enter the user's login name

                                     staff screen 0
```

Move the cursor to the item you want to use, enter the identifying information, and press **Ctrl-[**. The first case appears on the screen. Press **n** for the next record and **e** to terminate the program.

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/0331 Staff Table

QUERY STAFF: Query First Next Previous Last Screen Exit				
Query on staff table				

login id: tocjas	fname: Jenevive	lname: Sumthin		
location: my local office	STAFF id: 93	QCS id: 5		

	All	Group	Individual	
	---	---	---	
Update Cases	Y	Y		Y
Interstate Request Logs	Y	Y		Y
DCI Report		Y		Y
New Investigative Assignments	Y	Y		Y
Fast Supervisory Signoff	Y	Y		Y
User Defined Time Lapse	Y	Y		Y
Record 1 of 5				staff screen 1

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/0332 Local Office Table

Local Office Table. The Local Office Table contains information associated with each local office including a QCS in the b_qcslo table. The Local Office Table program allows the user with "All" access permission to add, change, delete, print, and query the information in the table.

The information contained in this table is useful in individualizing form letters and report preparation.

The screen looks like this when you select the Local Office Table option from the Environment Settings menu.

```
m 0332
                                LOCAL OFFICE TABLE MENU
-----
      1  (A)dd local office
      2  (C)hange local office
      3  (D)elete local office
      4  (P)rint local office table
      5  (Q)uery local office table
      6  E(x)it
-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
or the letter in parentheses.
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

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Local Office Table /0332

Add Local Office. This screen appears when you select the Add Local Office option from the Local Office Table menu.

```
Add Local Office: <Ctrl-c> Cancel    <Ctrl-g> GotoMenu  <Ctrl-[ Accept
                  <Ctrl-n> NxtScreen <Ctrl-p> PrvScreen
-----
                  LOCAL OFFICE TABLE
-----

Office ID:      Name:                      Assigned QCS:
Area:           Manager:
Address:
:
:
City:           State:      Zipcode:
Telephone:     Fax number:

Enter Local Office number                      Local Office Screen

staff screen  0
```

Enter the Office ID number of the local office followed by

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/0332 Local Office Table

Enter. The program expects four numerals. Next enter the name of the office. If your QC staff has broad supervisory functions at the local level, enter that person's id as contained in the staff table. This linkage is critical to the successful execution of the Case Allocation program. If you don't want this flexibility, simply press **Enter**, and the program enters the default id, 05. Enter the local office area. This field is optional. If you do not use this information, press **Enter** and the cursor advances to the next item. Enter the manager's name, address of the office, City, State, Zipcode, and pertinent phone numbers. The zipcode field provides for the extended 9-digit code and automatically places the hyphen before the last four digits, and the telephone numbers provide for an area code. When finished with this local office, press **Ctrl-[** for the record to be added to the table. You may now add more local offices or terminate the session by pressing either **Ctrl-c** or **Ctrl-g**.

Change Local Office. This screen appears when you select the change local office option from the Local Office Table menu.

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/0332 Local Office Table

Highlight the word **Query** at the top of the ring menu and press **Return**. Use **Return** or **Tab** to go to the item you are using to select the record(s). The entry you make must match exactly the way the record is in the table. You may want use a number field because numbers have only one form. Letters can be either upper or lower case or abbreviated in numerous ways. When you have entered enough information to obtain the record(s), press **Ctrl-[**. If successful, the information contained in the first record displays on the screen. The highlighted word on the ring menu is **Update**. The number of this record and the total number of records selected shows at the bottom left.

Decide if this is the record that you want to change. If not, press **n** for next (or highlight **Next** and press **Return**). Continue until the record you want appears on the screen. When you get to the correct record, press **Return** until you reach the item you want to change. Enter the new data. **Ctrl-d** clears the field of any data. When you make all the changes necessary, press **Ctrl-n** to go to the next record, if any. Continue until there are no more changes to any other record you selected. When done, press **Ctrl-[**. This updates the records and the screen that allows you to query another collection of local office records appears. When you finish making the changes, press **e** for exit (or highlight the word **Exit** and press **Return**). The menu that called the program returns to the screen.

Delete Local Office. This screen appears when you select the delete Local Office option from the Local Office Table menu.

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Local Office Table /0332

```
DELETE LOCAL OFFICE:  Query  Delete  First  Next  Previous  Last  
Exit  
Query on Local Office table
```

```
-----  
-  
                                LOCAL OFFICE TABLE  
-----  
-
```

```
Office ID:      Name:                      Assigned QCS:  
Area:          Manager:  
Address:  
  :  
  :  
City:          State:      Zipcode:  
Telephone:    Fax number:
```

Local Office Screen

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/0332 Local Office Table

Highlight the word **query** and press **Return**. Move the cursor to the field(s) you want to use to select the record. Enter the identifying information and press **Ctrl-[]**. Remember you must enter the information exactly as it appears in the database in order for the program to find the record. If the record is not found, check the case (upper or lower) of your entry, highlight **Query**, and reenter the information.

If this fails, try again using some other identifying information. It is sometimes easier to use a number field as there is less ambiguity. You can select more records than you need without harm, even though you only want to delete one record.

If the query is successful, the information contained in the first record displays on the screen. **Delete** on the ring menu is highlighted. Also the number of this record and the total number of records selected shows at the bottom left.

Decide if this is the record that you want to delete. If not, press **n** for next (or highlight **Next** and press **Return**). Continue until the record you want appears on the screen. When you get to the correct record, press **Return**. A message appears at the bottom left of the screen asking you to confirm the deletion of this record. If this record should NOT be deleted, press **n** for no or **Return** (which is the default). Otherwise press **y** and the record is removed from the database. You may now continue to delete other records selected by the query. When you are finished highlight **Exit** and return to the previous vertical menu.

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Local Office Table /0332

Print Local Office Table. This screen appears when you select the Print Local Office Table option from the Local Office Table menu.

Insert (hb_400_2_p149_img1

```
PRINT LOCAL OFFICE TABLE:  <Ctrl-c> Cancel           <Ctrl-[> Accept
Enter criteria for selection

-----
                        LOCAL OFFICE TABLE
-----

Office ID:      Name:                      Assigned QCS:
Area:           Manager:
Address:
:
:
City:           State:      Zipcode:
Telephone:     Fax number:

                        Local Office Screen

                        staff screen  0
```

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/0332 Local Office Table

Enter the query criteria for the record(s) that you want to print. The default collects ALL records for printing. To use the default, press **Ctrl-[]**. Remember all the cautions regarding entering exact query criteria. It's often better to use number fields as character fields can be upper or lower case and contain variable abbreviations.

When the program locates the records, the screen prompts you to confirm printing these records. The number of records selected appears beneath the Local Office Table title. If you've made a mistake or for some other reason wish to change or cancel the session, press **n** for No. If it's OK to print, press **y** for Yes or **Return** which is the default. The screen on the monitor returns to the previous vertical menu.

The program sorts the records by QCS ID. The program begins a new page when the QCS ID changes. Four records can fit on a single sheet of standard 8.5 x 11 inch paper.

Query Local Office Table. This screen appears when you select the Query Local Office Table option from the Local Office Table menu.

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Local Office Table /0332

```
QUERY LOCAL OFFICE: Query First Next Previous Last Exit
Query on local office table
-----
                        LOCAL OFFICE TABLE
-----

Office ID:      Name:                               Assigned QCS:
Area:           Manager:
Address:
:
:
City:           State:      Zipcode:
Telephone:     Fax number:

                        Local Office Screen

                                staff screen  0
```

This option allows the user to read the information contained in the local office table. Move the cursor to the item you want to use to select the record(s) and enter the identifying information. Then press **Ctrl-[**.

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/0332 Local Office Table

If you select more than one record, you can page through using **f** for first, **n** for next, **p** for previous, and **l** for last record in a collection. Another method of changing to another record is to highlight the desired ring option and press **Return**.

Press **e** for Exit, or highlight the word and press **Return**, to terminate the session.

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/0333 Validation Limits

Validation Limits. This option allows you to set and/or alter the upper and lower numeric values for specific data elements based on your State law and policy. There is only one screen in this option. There are twenty-four data fields through which you can scroll using the **Return** key or arrow directional keys. Each of these fields can be set or changed when you select the Validation, Limits option from the Environment Settings menu. The first twelve elements appear below.

```

b_vl
-----
                        Validation Limits
-----
Field Name      Minimum  Maximum      Absolute
=====      =====  =====      =====
b8              0        99999        0        99999
b10             0        99999        0        99999
e1              1         50          1         50
e2              0         50          0         50
e3              1       999999        1       999999
e4              0      100000        0      100000
e5              1       99999        1       99999
e6              0       99999        0       99999
e7              1         53          1         53
e8              0         53          0         53
e9              1         400         1         400
e10             0         400         0         400
<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
  
```

You can only enter values in the "Minimum" and "Maximum" columns. The screen shows default values set for the elements. Change these values to coincide with your State's law or policy up to the values specified in the "Absolute Minimum and Maximum" columns. For example, normally you want to restrict entries to any number between your State's minimum and maximum WBA and MBA. You can enter the limits under your State law, thus tightening the validation and reducing entry errors. Only the National Office can change the values in the "Absolute Minimum and Maximum" columns.

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Validation Limits /0333

Use the **arrow** keys or press the **Return** or **Enter** key to move from field to field. Use the space bar to delete an entry.

Press **Ctrl-w** to see a help screen listing the data elements with their long and short names. Highlight the word **Screen** and press **Return** to scroll down the list. If you want to exit this option without saving changes, press **Ctrl-c**, cancel or **Ctrl-g**, GotoMenu; both take you back to the Supervisor menu. Press **Ctrl-[**, to update the data entry fields. This saves any new values entered during the session.

The remaining twelve of the twenty-four data element fields appear below with the default values.

```

b vl
-----
                        Validation Limits
-----
Field Name      Minimum  Maximum      Absolute
=====      =
e11             1      99999          1      99999
e12             0      99999          0      99999
e13             0        99          0        99
e14             0        99          0        99
e15             0       999          0       999
e16             0       999          0       999
g5              0        99          0        99
g7              0        99          0        99
g9              0        99          0        99
g10             0        99          0        99
g11             0        99          0        99
mcatyp         0         9          0         9

<Ctrl-w> Help   <Ctrl-g> GotoMenu  <Ctrl-c> Cancel   <Ctrl-[> Accept
  
```

Try to avoid changing the values to the "absolute". For example, the system allows any value between one and 25 for Base Period Employers Before Investigation. Pick a reasonable value. When a case with more Base Period Employers Before Investigation occurs, try this. Before

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/0333 Validation Limits

entering the case data, increase the maximum value to the new number. Then enter the data. After closing the case, return the maximum to the reasonable value.

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/0333 Validation Limits

Case Review Control. Case Review Control is a new feature of the BQC software. This option allows the State to select any, all or none of the 40 Case Review items. These forty items are soft edits or warnings. They recognize unusual code relationships. This menu option provides the case review statements, all carrying the default "yes". The program applies the DCI codes to any Case Review statement you leave with the "yes" designation. If you change the designation in this option to "no", the program disregards that statement.

The BQC Supervisor/Manager determines when the Case Review program runs. Some may want the investigator to be warned if any these unusual codes occur when they complete the case (i.e., when they enter code 1 in h7 of the DCI). This happens when investigators have permission to run the Case Review program in the Staff Table (path /0331). Under these conditions, the investigator changes the offending DCI code or documents why the codes are valid.

Other managers may want to use Case Review as a tool for their review of cases. In this case, only the supervisor(s) should have permission in the Staff Table to run the program. In this instance, the program runs at case closure, i.e., when h9 of the DCI contains code 1 or 0.

The case review program can be run at anytime from the Investigator Case Management menu. Use this method if you want the Case Review report before final review of the case.

The default for all forty items is "yes". This means if you want all the unusual conditions to apply, do nothing. Please review the list of conditions (located in Appendix E) and change any that do not apply or in your judgement are not worth checking on every case.

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Case Review Control /0334

The following screen appears when you press **Case Review Control** from the Environment Settings menu (**c**, **C**, or **4**).

That is, if you have permission in the staff table, under

```
b_crcl
-----
                        Case Review Control
-----

   croe1:  Y      croe6:  Y      croe11:  Ycroe16:  Y
   croe2:  Y      croe7:  Y      croe12:  Ycroe17:  Y
   croe3:  Y      croe8:  Y      croe13:  Ycroe18:  Y
   croe4:  Y      croe9:  Y      croe14:  Ycroe19:  Y
   croe5:  Y      croe10: Y      croe15:  Ycroe20:  Y
Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10).

<Ctrl-n> NxtScreen  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
```

Notice the statement at the bottom of the croe columns. This is the condition that the computer looks for if you keep the Y for yes. If you want to keep this condition, simply press Enter. The cursor advances to the next item. If you don't want the condition, type the letter n. It appears on the screen as "N". The cursor automatically advances to the next item. When you finish with croe20, press Ctrl-n to address croe21 through croe40.QC functions.

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/0334 Case Review Control

Screen two looks like this:

```
b_crc2
-----
                        Case Review Control
-----

   croe21:  Y      croe26:  Y      croe31:  Ycroe36:  Y
   croe22:  Y      croe27:  Y      croe32:  Ycroe37:  Y
   croe23:  Y      croe28:  Y      croe33:  Ycroe38:  Y
   croe24:  Y      croe29:  Y      croe34:  Ycroe39:  Y
   croe25:  Y      croe30:  Y      croe35:  Ycroe40:  Y
   cr_ace:
Key Week Action (ei2) is equal to 14. (Would be used only in states that do
not have a formal warning policy.)

<Ctrl-p> NxtScreen  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept
```

Note that you can return to screen one by pressing **Ctrl-p**.

Note also the item `cr_ace:` beneath `croe25`. Enter here the full path and name of your ACE report, if you want additional agency specific conditions added to the Case Review report. Otherwise, this field should be left blank.

If you have developed an ACE report, the full path of the user developed ACE report must be specified. For example:

/homedir/smith/myace.arc

In this example, the user 'smith' has developed an ACE report, named 'myace.arc'. Remember compiled ACE reports must use the file extension `.arc`. **The full path and name of the ACE report must not exceed 50 characters.** After entering the full path of the ACE report, you must press the **Enter** key for the program to accept the name in the `cr_ace` field.

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Case Review Control /0334

Please refer to Chapter III-D, Case Review Report, for more information on user-developed ACE report.

When done, press **Ctrl-]** to save any changes that you made.

The Case Review program checks for only those conditions that are marked **Y**. If successful, the vertical menu appears on the monitor.

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/0335 State Options

State Options. The screen on your monitor looks like this when you select the State Options menu item on the Environment Settings menu.

```
m_0335
                                STATE OPTIONS MENU
-----
      1   (S)tate Option Control
      2   (E)rror Option Control
      3   State Option (D)ata Dictionary
      4   State Option (V)alidation
      5   Error (O)ption Validation
      6   E(x)it
-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

The remainder of this chapter discusses the first three menu options (State Option Control, Error Option Control, and State Options Data Dictionary). The other two options will be available at a later date.

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State Options /0335

State Option Control. This menu option allows the State to define additional fields to be collected for all cases investigated by BQC. Such fields could be the Claimant's name, address, specific operational items or general comments.

Once you define these fields, you can enter the data either from the ring menu (option **S**) of the Update Cases by Key Code or by Query options (path /03121 or /03122). You also can enter data into these fields directly from the Update State Options menu item (path /03123). Use the Update State Options item to add State option data even to an already closed and reviewed case.

If the State wants to collect data relating specifically to errors found by BQC, those fields must be created separately using the Error Option Control menu item described in the next section of this chapter. The screens may appear somewhat different from the screens you have encountered elsewhere in the BQC software. This is because this option evokes the INFORMIX isql commercial software without intervening BQC customization. Refer to your INFORMIX isql documentation for specific procedures to use.

Before you start, plan very carefully the fields and definitions you want to add. Consider also the order of these fields. The b_stateoption table can contain up to seven screens of entry items. Note that a character field cannot exceed 512 characters in size. Check isql documentation for other limitations and definitions. You'll probably want to write definitions, codes, and instructions for these fields as well.

When you are ready to start, select State Option Control (**s**, **S**, or **5**) from the State Options Menu, m_0335. This is path /03351. If you have permission to run this program, the following isql screen appears on the monitor.

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/0335 State Options

```
ALTER TABLE b_stateoption : Add Modify Drop Screen Exit
Adds columns to the table above the line with the highlight.

---Page 1 of 1--- uidb-----Press Ctrl-w for Help---

Column Name      Type      Length      Index      Nulls
sbatch           Smallint
sseq            Smallint
scatyp          Smallint
```

Add the case-specific fields to an existing table called b_stateoption. This table contains three identifying fields that link the new fields to the other DCI fields for each case. These identifying fields are sbatch (batch), sseq (sequence), and scatyp (case type). DO NOT DELETE or MODIFY THESE FIELDS. They associate the additional State-defined fields with the appropriate case.

Move the cursor to the fourth line before **Adding** the first element. If you don't, the program accepts the new field, but sends an error message to the screen. More importantly, the fields won't append properly to the regular DCI fields.

It is a good practice always to add a new field to the end of the list of column names in the database, especially when the database contains data for previously created fields.

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State Options /0335

```
ADD NAME >>
Enter column name. RETURN adds it. INTERRUPT returns to CREATE/ALTER menu

---Page 1 of 1--- uidb-----Press Ctrl-w for Help-----
```

Column Name	Type	Length	Index	Nulls
sbatch	Smallint			Yes
sseq	Smallint			Yes
scatyp	Smallint			Yes

Follow the instructions to add the name, type, length, index and null indicator for the first field. Continue to enter all fields. Press **Enter** to return the cursor to the ALTER TABLE b_stateoption ring menu.

You may now change any of the new fields that you entered. For example, you could decide that the claimant's first name should be 20 characters in length, not the 25 you originally thought. Using the arrow keys highlight the item that needs changing, press **M** for **Modify** and make the new entry. Then press **Enter** to return to the ring menu.

You also can discard a field that you have entered. Follow the same procedure as described for changing a field, only press **D** for **Drop**.

Use **S** for **Screen** when you have more than one screen of data fields.

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/0335 State Options

When you have finished entering and changing the data fields, press **E** for **Exit**. A new screen appears.

```
EXIT b_stateoption : Build-new-table Discard-new-table
Builds a new table and returns to the Table Menu.

---Page 1 of 1--- uidb-----Press Ctrl-w for Help---

Column Name      Type      Length      Index      Nulls
sbatch           Smallint
sseq             Smallint
scatyp           Smallint      Dups
lname           Char        25
fname           Char        20
```

If you're happy with the table you've created, press **Enter**.

If you want to scrap your changes, press **D** or use the arrow key to highlight **Discard-new-table** and press **Enter**. The monitor now shows.

```
b_soc1
-----
                State Option Control
-----

    Generating field type records.      Done.
    Generating state option forms.      1 Done.
Please press return to continue
```

Press **Return** to return to State Options Menu, m_0335. Remember to update the Data Dictionary (/03353) for any

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State Options /0335

revisions you may have made.

Error Option Control. This menu option allows the State to define additional fields that relate specifically to errors detected by BQC. Such fields could be the employer name, address, specific operational items or general comments.

Once you define these fields, you can enter data either from the ring menu (option **O**) of the Update Cases by Key Code or by Query options (path /03121 or /03122). You can also enter data into these fields directly from the Update Error Options menu item (path /03124). Use the Update Error Options item to add error data even to an already closed/reviewed case.

The screens may appear somewhat different from the screens you have encountered elsewhere in the BQC software. This is because this option evokes the INFORMIX isql commercial software without intervening BQC customization. Refer to your INFORMIX isql documentation for specific procedures to use.

Before you start, plan very carefully the fields and definitions to be added. Consider also the order of these fields. The b_eroption table can contain up to seven screens of entry items. Note that a character field cannot exceed 512 characters in size. Check isql documentation for other limitations and definitions. You'll probably want to write definitions, codes, and instructions for these fields as well.

When you are ready to start, select Error Option Control (**o**, **O**, or **6**) from the State Options Menu, m_0335. This is path /03352. If the program allows you access, the following isql screen appears on the monitor.

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/0335 State Options

```
ALTER TABLE b_eroption :  Add  Modify  Drop  Screen  Exit
Adds columns to the table above the line with the highlight.

---Page 1 of 1---- uidb-----Press Ctrl-w for Help----

Column Name      Type      Length      Index      Nulls
esbatch          Smallint
esseq            Smallint
escatyp          Smallint
esidx            Smallint
                Yes
                Yes
                Yes
                Yes
```

Add the error-specific fields to the existing table called b_eroption. This table contains four identifying fields that link the fields to a specific error detected by BQC.

These fields are esbatch (batch), esseq (sequence), escatyp (case type), and esidx (error index). The error index associates the data to the correct issue in multiple issue cases. DO NOT DELETE or MODIFY THESE FIELDS. They associate the additional State-defined fields with the proper error.

Move the cursor to the fifth line before **Adding** the first element. If you don't, the program accepts the new field, but sends an error message to the screen. More importantly, the new fields won't append correctly to the DCI error fields. It is a good practice always to add a new field to the end of the list of column names in the database, especially when the database contains data for previously created fields.

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```
ADD NAME >>
Enter column name. RETURN adds it. INTERRUPT returns to CREATE/ALTER menu

---Page 1 of 1--- uidb-----Press Ctrl-w for Help-----
```

Column Name	Type	Length	Index	Nulls
esbatch	Smallint			Yes
esseq	Smallint			Yes
escatyp	Smallint			Yes

Follow the instructions to add the name, type, length, index and null indicator for the first field. Continue to add fields until finished. Press **Enter** to return the cursor to the ALTER TABLE b_eroption ring menu. You may now change any of the new fields that you entered. For example, you could decide that the employer name should be 20 characters in length, not the 25 you originally planned. Using the arrow keys highlight the item that needs changing, press **M** for **Modify** and make the new entry. Then press **Enter** to return to the ring menu. You also can discard a field that you have entered. Follow the same procedure as described for changing a field, only press **D** for **Drop**. Use **S** for **Screen** when you have more than one screen of data fields.

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When you have finished entering and changing the data fields, press **E** for **Exit**. A new screen appears.

```
EXIT b_eroption : Build-new-table Discard-new-table
Builds a new table and returns to the Table Menu.

---Page 1 of 1--- uidb-----Press Ctrl-w for Help----

Column Name      Type      Length      Index      Nulls
-----
esbatch          Smallint
esseq            Smallint
escatyp          Smallint          Dups      Yes
esidx            Smallint          Yes
firmname         Char          25      Yes
employer         Char          20      Yes
```

If you're happy with the table you've created, press **Enter**.

If you want to start from scratch another time, press **D** or use the arrow key to highlight **Discard-new-table** and press **Enter**. This keeps the old table (discards changes) and returns you to the Table Menu. The next screen shows you what the program is doing.

```
b_eoc1
-----
                        Error Option Control
-----

Generating field type records.      Done.
Generating error option forms.      1 Done.
```

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State Options /0335

Press **Return** to return to State Options Menu, m_0335.

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/0335 State Options

State Options Data Dictionary. Use the data dictionary to define the location of the fields that you created under the State Option Control program. The data dictionary accommodates three situations: fields that are downloaded from the State's mainframe, a field to link the State Option table (b_Stateoption) to other tables in the bqg database, and fields that are manually entered. The defaults are set for manual entry. Therefore, if all the fields result from the investigation, there is no need to change the defaults. However, if you want a field passed through the automatic conversion process from your mainframe, you must enter the line number and position of the field in this data dictionary.

If you have permission to run this program, the following screen will appear when you select State Options Data Dictionary.

```
b_sodd
-----
                        State Options Data Dictionary
-----

   Field_Name      Line_Number      Column_Position      Option
aaaaa                5                1 , 20                0
bbbbbb               0                0 , 0                 1
cccccc               0                0 , 0                 2

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
Enter the row number.  Row number must be > 4.
```

Lines 1-4 are reserved for the given DCI fields. Lines 5 through 23 are available. Positions 1 through 78 are available per line. In the example above, the first field is located at line 5 and occupies position 1 through 20. Option 0 indicates that the field exists in recl.dat and is to be converted and loaded. The second example is not

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State Options /0335

located on the recl.dat file (0 Line Number and 0,0 column position) but option 1 shows that this field is equal to the value of the b_master Serial Number (mp4). The third field in this example is not located on the recl.dat file and option 2 indicates that its value will be set to null. The value for this field can then be entered manually by the update case program (path /0312). Error messages will appear in a window of your monitor if you have assigned two fields to the same line and position. Also, You may not "wrap" a field at the end of one line and continue the same field to the start of the following line. Remember, if you modify the State Option Table, the data dictionary must be updated to address any revisions made.

State Options Validation. This menu option allows the privileged user to create specific field validations for the data elements contained in the b_stateoption table. Once the validations have been set, the BQC Unit has field level validation for their State Option fields. Only one user may execute this program during a session. This prevents multiple users setting different validations for the same field(s) at the same time. You can also generate a report displaying the field validations created during the session.

The State Options Editor program, which is called during updating, reads the field validations created. The Editor responds accordingly, acknowledging the field level validations.

NOTE: The screens in this section are **examples** only. More specific information can be obtained by pressing **<Ctrl-w> Help** in the executable. Also, fields **sbatch**, **sseq**, and **scatyp** are the control field links to the b_master table and are **NOT** accessible within this program.

When you select this menu option, the following statements are displayed, "Checking access privilege. Please wait." If you do not have access to the executable, an error message advising you of denied access will be shown. If you have permission to access the executable, the "main" screen is displayed with a description of the first data entry field in your b_stateoption table under the "Field Type" and "Data Type" headings.

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N will remain in the Validation column until you press **Y** to create a validation for the field.

Selecting **Y** is the first step to creating field validations for the State Option fields. As you make your choices, boxes with prompts will appear until all conditions for the specific field validation have been set.

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Once you press **Y**, the **FIELD ATTRIBUTE** window will appear with the following prompts: **Not Required**, **Required**, and **Display Only**, as shown in the next screen.

```

b_sov
-----
                        State Options Validation
-----
Field Name           Data Type           Validation (N/Y)
sgp5                 SMALL INTEGER           Y
                                ▼████████████████████████████████████████Ⓢ
                                ▣FIELD ATTRIBUTE▣
                                ▼████████████████████████████████████████
                                Ⓢ████████████████████████████████████████Ⓢ
                                ▣CURRENT VALIDATION▣  ▣Not Required▣  ▣
                                ▣                    ▣Required▣    ▣
                                ▣The field is not require▣Display▣  ▣
                                ▣                    Ⓢ████████████████████████████████████████▲
                                ▣
                                ▣
                                Ⓢ████████████████████████████████████████
                                Ⓢ████████████████████████████████████████▲
<Ctrl-w>  Help
  
```

The validation options permitted are based upon the INFORMIX field data type of the respective **b_stateoption** field. Numerical fields, such as "sgp5" in this example, have a baseline numerical validation option. The next screen you see will be displayed when you select **Required**.

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```

b sov
-----
                        State Options Validation
-----
Field Name              Data Type              Validation (N/Y)
sgp5                    SMALL INTEGER          Y
    ^^^^^^^^^^^^^^^^^^
    ^ NUMERIC VAL ^
    ^
    ^^^^^^^^^^^^^^^^^^
    ^ Condition  ^ DATION          ^
    ^ Inclusion   ^                ^
    ^ Range     ^ not required.  ^
    ^ Delete    ^                ^
    ^ Exit      ^                ^
    ^
    ^^^^^^^^^^^^^^^^^^
    ^
    ^^^^^^^^^^^^^^^^^^
<Ctrl-w>  Help
  
```


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< less than, and
= less than or equal to.

Exit is provided as an escape to allow you leave the **Condition** option if you decide you want another option.

When the > option is selected, you will see the next screen.

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Numerical fields are allowed entries of five (5) digits or less. In this example, **10** is entered as the conditional value. Once the entry is made, the **NUMERIC COND** and **NUMERIC CONDITION VALUE** windows will close and you are placed back in the **NUMERIC VAL** window. Selecting **Exit** from this window will save the validation you set. If you choose any other option, the numeric validation previously set will be deleted.

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conditional validation **AND** a numerical inclusion validation at the same time, for example.

Note: The validation you set will not be displayed until you exit from all the validation option windows and return to the main window.

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State Options /0335

specify both a **Type** and a **Size** validation. You may not, however, set a **Type** and a **Format** validation, for example.

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/0335 State Options

The next screen appears when **Quantity** is selected here.

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/0335 State Options

The following screen is a format example. Look at the setting for the phone number validation: the "#" means numeric characters only, the parenthesis and dashes are "hard coded" into the field, thus you do **NOT** have to enter this information during data entry. The field becomes a "form" entry field. The user enters the numbers and the field reacts accordingly. So, if you enter **1234567890**, the field displays, **(123)-(456)-(7890)**, which is the actual value updated into the respective b_stateoption field.

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Press **Yes** to generate a report and you will see the next screen.

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Error Option Validation. This option functions the same as the State Option Validation module. The validations generated are with respect to the **b_eroption** table and its respective fields.

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/034 Statistical Analysis

Chapter VI
STATISTICAL ANALYSIS

The screen that appears after you select the Statistical Analysis option looks like this:

```
m_034
                                STATISTICAL ANALYSIS MENU
-----
      1   Sample (V)alidation
      2   Sample (C)haracteristics
      3   (R)ates Calculations
      4   (S)tandard Reports
      5   E(x)it

-----
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help           <Ctrl-c> Cancel           <Ctrl-x> Logout
```

The following sections discuss these options in greater detail.

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/0341 Sample Validation

Sample Validation. The purpose of the sample validation program is to detect errors in the BQC sampling frame or sample selection procedure. For a description of the BQC sampling procedure, see ET Handbook No. 395, Chapter III or ET Handbook No. 397, Chapter II.

The program compares the proportion of sample cases falling into each "Dollars Paid" (benefit amount paid to claimant) category with the known population proportion in that category. The program also compares the average amount paid to the sample with the average amount paid to the population.

Statistical tests are conducted to estimate the probability of observing a sample value, given the known population value and sampling error. The test fails if the probability that the difference between the sample and population is attributable to chance (sampling error) is less than five percent. If any of the tests fail, a note flagging the problem is included on the report. A failed test may indicate a problem with the construction of the sampling frame, although it is important to note that a failed test also may reflect the normal week-to-week variation in the UI payment population. Nonetheless, it is also important to check the accuracy of the sampling frame promptly to avoid any negative impact on BQC estimates.

For individual batches, an additional test compares the number of UI weeks and total dollars paid in the population with statistical control limits, which are based on the UI weeks and dollars paid in the population for the previous fifty-two batches. The purpose of this test is to identify potential problems with the BQC sampling frame, indicated by unusually large or small values for the population.

After you select the Sample Validation option from the Statistical Analysis menu, enter a batch range in screen b_sv1.

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Sample Validation /0341

```
b_sv1
-----
                Sample Validation
            (Batch Range Selection Entry Screen)
-----

    Beginning Batch :
                Ending Batch :

<Ctrl-w>Help  <Ctrl-b>Prvfield  <Ctrl-g>GotoMenu  <Ctrl-c>Cancel
Enter the Beginning Batch
```

A batch range can include one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them). For a report covering a single batch, enter the one batch number and press **Return**. The ending batch defaults to the one already entered.

The program validates your entries by ensuring that they are legitimate batch numbers and that comparison reports are available for every batch in the range.

If you enter a batch range greater than a single batch, the program prompts you to select the type of report you wish to generate.

The Sample Validation program includes three reporting options for each specified batch range: aggregate, exceptions, and individual. The aggregate option prepares a single validation report for the entire batch range.

The

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/0341 Sample Validation

exceptions option displays only diagnostic error messages (failed tests) for each batch in the given range. The individual option prepares a separate validation report for each batch in the given range.

```
b_sv2
-----
                        Sample Validation
-----

      1. Aggregate report
      2. Exceptions report
      3. Individual report

      Select Report Type (A/E/I) :

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "Aggregate report".
```

When the report is ready, the screen b_sv4 appears. You can select as many options on this screen as you like. If you select **V**iew, the report is displayed on the screen using the Unix **less** command. If you are unfamiliar with the **less** command, press **h** for help. If you select **P**rinter (System), the report is directed to the default system printer or the printer specified by the environment variable **PRINTER** in your **.login**, **.profile** or **.cshrc** file. If you select **L**ocal Printer the report queues to the terminal printer. If the program can't locate the terminal printer, the report displays on the screen. **S**aved reports have an assigned default name. These files reside in your "bqc"

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Sample Validation /0341

subdirectory. The program assigns the following default file names:

aggregate report sv_aggXXXXYYYY
exceptions report sv_excXXXXYYYY
individual report sv_indXXXX

where XXXX is the beginning batch and YYYY is the ending batch.

```
b_sv4
-----
                        Sample Validation
-----

      1. View report
      2. Printer (system)
      3. Local printer
      4. save report

      Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "View report".
```

If you want to generate additional reports for the same batch range, press **Ctrl-c**. This takes you back one screen to b_sv2, if you selected a multi-batch range. Pressing **Ctrl-g** takes you back to the Statistical Analysis menu.

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/0341 Sample Validation

Here is an example of the aggregate report.
 QC SAMPLE SELECTION VALIDATION REPORT

QC SAMPLE SELECTION VALIDATION REPORT
 BATCH 9401 - 9402 (Tue Sep. 15, 1994)

	SAMPLE		POPULATION		STATUS
	n	P	N	P	
	-	-	-	-	
UI Weeks Paid	28		478,744		
Dollars Paid	\$4,024		\$68,080,763		
\$1 - \$50	1	.0357	15,765	.0329	OK
\$51 - \$100	6	.2143	106,738	.2230	OK
\$101 - \$150	5	.1786	87,423	.1826	OK
\$151 - \$200	4	.1429	58,546	.1223	OK
\$201+	12	.4286	210,272	.4392	OK
Amt. Missing	0	.0000	0	.0000	OK
Average	\$143.71		\$142.21		OK

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/0342 Sample Characteristics

Sample Characteristics. The purpose of the sample characteristics program is to detect errors in the BQC sampling frame or sample selection procedure. For a description of the BQC sampling procedure, see ET Handbook No. 395, Chapter III or ET Handbook No. 397, Chapter II.

The program compares the proportion of sample and population cases falling into specified categories for three data elements -- sex, race, and age -- to determine whether the claimants comprising the sample accurately represent the claimant population. The test fails if the probability that the difference between the sample and population proportions is attributable to chance (sampling error) is less than five percent. A failed test may indicate a problem with the sample frame or sampling procedure, although it is important to note that a failed test also may reflect the normal week-to-week variation in the UI payment population.

Nonetheless, it is important to check the accuracy of the sampling procedures promptly to avert any negative impact on BQC estimates.

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Sample Characteristics /0342

```
b scr1

-----
                Sample Validation
            (Batch Range Selection Entry Screen)
-----

        Beginning Batch :
                Ending Batch :

<Ctrl-w>Help  <Ctrl-b>Prvfield  <Ctrl-g>GotoMenu  <Ctrl-c>Cancel

Enter the Beginning Batch
```

A batch range can include one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them). For a report covering a single batch, enter the one batch number and press **Return**. The ending batch defaults to the one already entered.

The program validates your entries by ensuring that they are legitimate batch numbers and that comparison reports are available for every batch in the range.

If you enter a batch range greater than a single batch, the program prompts you to select the type of report you wish to generate.

The Sample Characteristics program includes three reporting options for each specified batch range: aggregate, exceptions, and individual. The aggregate option prepares a single characteristics report for the entire batch range. The exceptions option displays only diagnostic error messages (failed tests) for each batch in the given range.

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/0342 Sample Characteristics

The individual option prepares a separate characteristics report for each batch in the given range.

```
b scr2
-----
                        Sample Validation
-----

      1. Aggregate report
      2. Exceptions report
      3. Individual report

      Select Report Type (A/E/I) :

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "Aggregate report".
```

When the report is ready, the screen b_scr4 appears. You can select as many options on this screen as you like. If you select **View**, the report is displayed on the screen using the Unix **less** command. If you are unfamiliar with the **less** command, press **h** for help. If you select **Printer (System)**, the report is directed to the default system printer or the printer specified by the environment variable **PRINTER** in your **.login**, **.profile** or **.cshrc** file. If you select **Local Printer** the report queues to the terminal printer. If the program can't locate the terminal printer, the report displays on the screen. **Saved reports** have an assigned default name. These files reside in your "bqc" subdirectory. The program assigns the following default file names:

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Sample Characteristics /0342

aggregate report scr_ag.XXXXXYYY
exceptions report scr_ex.XXXXXYYY
individual report scr_in.XXXX

where XXXX is the beginning batch and YYYY is the ending batch.

```
b scr4
-----
                        Sample Validation
-----

      1. View report
      2. Printer (system)
      3. Local printer
      4. Save report

      Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "View report".
```

If you want to generate additional reports for the same batch range, press **Ctrl-c**. This takes you back one screen to b_sc2, if you specified a multi-batch range. Pressing **Ctrl-g** takes you back to the Statistical Analysis menu.

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/0342 Sample Characteristics

Here is an example of the aggregate report.

QC AGGREGATE SAMPLE CHARACTERISTICS COMPARISON REPORT
 BATCH 9401 - 9413 Tuesday, September 15, 1992

	-----SAMPLE-----		-----POPULATION-----		STATUS
	n	p	N	P	
	-	-	-	-	
Total	442		7105454		
Sex					
Male	295	0.6674	4751034	0.6686	OK
Female	147	0.3326	2353410	0.3312	OK
Missing	0	0.0000	1010	0.0001	OK
Race					
White	201	0.4548	3406230	0.4794	OK
Nonwhite	236	0.5339	3608481	0.5078	OK
Missing	5	0.0113	90743	0.0128	OK
Age					
--25	50	0.1131	789609	0.1111	OK
25_34	284	0.6425	4432263	0.6238	OK
35_44	0	0.0000	0	0.0000	OK
45_64	95	0.2149	1727144	0.2431	OK
65+	13	0.0294	156438	0.0220	OK
Missing	0	0.0000	0	0.0000	OK

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/0343 Rates Calculations

Rates Calculations. The Rates Calculation software produces user-defined summaries of the Benefits Quality Control (BQC) data. The software generates statistically valid inferences about the the Unemployment Insurance (UI) claimant population, based on the completed BQC sample cases.

The software allows you to specify the type of report and the key week (KW) action, cause, and responsibility subgroups. You can save these rates reports and run them at a later time.

The screen on your monitor looks like this when you select the Rates Calculations option from the Statistical Analysis menu.

```
b rcl
-----
                                RATES CALCULATIONS
-----

      1. Create Error Rate Construction
      2. Use Error Rate Construction
      3. See Error Rate Construction
      4. Delete Error Rate Construction

      Select One:

      <Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

      Default is "Create Error Construction"
```

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Rates Calculations /0343

If you select "Create Error Rate Construction" (1/C/c), the following menu queries for the type of rates report.

```
b_rc2a
-----
                                     RATES CALCULATIONS
-----

      1. Overpayments
      2. Underpayments
      3. Net Payments
      4. Proper Payments
      5. Case Errors
      6. End Construction

      Select One:

      <Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default is "Overpayment".
```

Overpayments. BQC cases with one or more overpayment issues are included in this summary, depending on the KW action, cause, and responsibility codes selected by you.

Underpayments. BQC cases with one or more underpayment issues are included in this summary, depending on the KW action, cause, and responsibility codes selected by you.

Net Payments. The software subtracts field h2 of the master table, the amount that should have been paid, from field f13, the original amount paid, to determine the net payment error.

Proper Payments. The case proper payment rate includes BQC cases with no payment error (KW action code 01) or cases in which a reversal resulted in a proper payment (KW action codes 02 and 03). The dollar proper payment rate includes

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/0343 Rates Calculations

the original amount paid for proper payment cases (KW action codes 01, 02, and 03), the original amount paid for cases with only underpayment issues (KW action codes 20, 21, 22, and 23), and the difference between the original amount paid and the total KW overpayments (field h5), if h5 is less than the original amount paid, for cases with overpayment issues (KW action codes 10, 11, 12, 13, 14, 15, and 16).

Case Errors. The report consists of the distribution of cases by payment status (proper payment, overpayment, underpayment), including the the number of cases with 1, 2, 3, or more than 3 overpayment and/or underpayment issues coded.

End Construction. This option is selected after all rates calculation reports have been defined. You are prompted to name the rates construction. This option saves the rates construction for future use under the name selected by you.

If you select option 1, Overpayments, you are prompted to choose whether the report should consist of rates for weeks, dollars, or both.

```
b rc3a
-----
-----
                        RATES CALCULATIONS
-----

Please choose week rates, dollar rates, or both (w/d/b)

<Ctrl-w> Help      <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Default is "Week".
```

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Rates Calculations /0343

Next, you are prompted:

```
b rc4a
-----
-----
                        RATES CALCULATIONS
-----

Would you also like to use the action field for this rate? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Yes".
```

If you choose to include KW action, the following pick screen appears with several KW overpayment codes and code combinations to select.

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Rates Calculations /0343

```
b rc5a
-----
-----
                        RATES CALCULATIONS
-----

Would you also like to use the Resp. field for this rate? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Yes".
```

Responsibility is a four-digit code. The first digit is coded 1 if the claimant is responsible for the error and 0 if the claimant is not responsible. The second digit is coded 2 if the employer is responsible for the error and 0 if the employer is not responsible. The third digit is coded 3 if the agency is responsible for the error and 0 if the agency is not responsible. The fourth digit is coded 4 if a third (other) party is responsible for the error and 0 if a third party is not responsible.

There are 16 possible code combinations. Up to four parties can be coded responsible for an error issue (code 1234). If only the employer is responsible, the issue is coded 0200. If the claimant and employer are responsible, the code is 1200.

If you choose yes, you are prompted whether or not to include (i), exclude (e), or leave unspecified (u) each of the four responsibility categories: claimant, employer, agency, and other. These terms are defined as follows:

- include (i) - The party must be responsible
- exclude (e) - The party must not be responsible
- unspecified (u) - The party may or may not be responsible

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/0343 Rates Calculations

Example. If you include claimant and exclude all other parties, only cases with error issues coded 1000 would be selected. If you include claimant, leave employer unspecified, and excluded agency and other, cases with error issues coded 1000 and 1200 would be included. Finally, if you included claimant, excluded employer, and left agency and other parties unspecified, cases with error codes 1000, 1030, 1004, and 1034 would be included.

```
b rc6a
-----
-----
                        RATES CALCULATION
-----

For each responsibility code, choose to include it, exclude it,
or leave it unspecified.

    1. Claimant (i/e/u).
    2. Employer (i/e/u).
    3. Agency (i/e/u).
    4. Other (i/e/u).

<Ctrl-w> Help           <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
```

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Rates Calculations /0343

After you complete your responsibility specifications, or if you decided not specify the responsibility codes in the rates construction, you are prompted about error cause.

```
b rc7a
-----
-----
                        RATES CALCULATIONS
-----

Would you also like to use the cause field for this rate? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Yes".
```

If you choose to include error cause, the following pick screen appears with several cause code categories to select.

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/0343 Rates Calculations

After you complete your cause specifications, or if you decided not to specify the cause codes in the rates construction, a summary of the rates construction that you have specified is displayed.

b rc8a

RATES CALCULATIONS

Please Wait...

Rates Construction

Overpayment

You have just constructed a rate for the following:

Both

Action Code:

10-12 Total Official Action

Responsibility Code:

Responsibility 1. Claimant included.

Responsibility 2. Employer unspecified.

Responsibility 3. Agency unspecified.

Responsibility 4. Other unspecified.

Cause Code:

100-159 All BY Earnings

-Press h for help, q to quit, Space Bar to see more - (END)

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Rates Calculations /0343

Next, you are asked to confirm that this is the rates construction wanted.

```
b rc9a
-----
                        RATES CALCULATIONS
-----

                Is it what you wanted? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Yes".
```

If you confirm the construction by entering **y**, the software prompts if you would like to build another rates construction.

```
b rc10
-----
                        RATES CALCULATIONS
-----

Would you like to build another overpayment (underpayment) rate? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Yes".
```

If you want to build another rates construction, the software returns to screen b_rc2a to repeat the rates construction prompts.
If you do not want to build another rates construction, the

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/0343 Rates Calculations

software returns to screen b_rc2a where you select option **6**, End Construction.

If you respond that the rates construction is not correct, the software repeats the queries about weeks/dollars, KW action code, responsibility and cause. If you select option **2**, Underpayments, from screen b_rc2, choose whether the report should consist of rates for weeks, dollars, or both.

```
b rc3a
-----
                        RATES CALCULATIONS
-----

Please choose week rates, dollar rates, or both (w/d/b)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Week".
```

Next, you are prompted:

```
b_rc4a
-----
                        RATES CALCULATIONS
-----

Would you also like to use the action field for this rate? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Yes".
```


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b_rc5a

RATES CALCULATIONS

Would you also like to use the Resp. field for this rate? (y/n)

<Ctrl-w> Help
Default is "Yes".

<Ctrl-g> GotoMenu

<Ctrl-c> Cancel

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Rates Calculations /0343

If you choose yes, you are prompted whether or not to include (i), exclude (e), or leave unspecified (u) each of the four responsibility categories: claimant, employer, agency, and other. These terms are defined as follows:

- include (i) - The party must be responsible
- exclude (e) - The party must not be responsible
- unspecified (u) - The party may or may not be responsible

See the previous example of specifying responsibility codes.

```
b rc6a
-----
-----
                        RATES CALCULATIONS
-----

For each responsibility code, choose to include it, exclude it,
or leave it unspecified.

    1. Claimant (i/e/u).
    2. Employer (i/e/u).
    3. Agency (i/e/u).
    4. Other (i/e/u).

<Ctrl-w> Help           <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
```

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/0343 Rates Calculations

After you complete your responsibility specifications, or if you decided not to specify the responsibility codes in the rates construction, you are prompted about error cause.

```
b rc7a
-----
-----
                        RATES CALCULATIONS
-----

Would you also like to use the cause field for this rate? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Yes".
```

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Rates Calculations /0343

If you choose to include error cause, the following pick screen appears with several cause code categories to select.

Screen 1

```
b p3
-----
                        Rates Calculations
-----
--> 100-159 All BY Earnings
  100-109 Unreported Earnings      100-109
  No. of selected items: 0/1
  110-119 Incorrect Recording
  120-129 Severance
  130-139 Vacation
  140-149 Social Security/Pension
  150-159 Other BY Earnings
  200-229 All BP Earnings
  200-209 Earnings Reporting
  210-219 BP Employers
  220-229 Other BP Earnings
  300-329 All Separation
  300-309 Voluntary Quits
  310-319 Discharges

<Ctrl-w> Help      <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[> Accept    <Return> Select Items <e> Edit Mode  <r> Remove
```


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Rates Calculations /0343

After you complete your cause specifications, or if you decided not to specify the cause codes in the rates construction, a summary of the rates construction that you have specified is displayed.

b rc8a

RATES CALCULATIONS

Please Wait...

Rates Construction

Underpayment

You have just constructed a rate for the following:

Both

Action Code:

20-23 All UP Total

Responsibility Code:

Responsibility 1. Claimant included.

Responsibility 2. Employer included.

Responsibility 3. Agency unspecified.

Responsibility 4. Other unspecified.

Cause Code:

200-229 All BP Issues

-Press h for help, q to quit, Space Bar to see more - (END)

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/0343 Rates Calculations

Next, you are asked to confirm that this is the rates construction wanted.

```
b rc9a
-----
                        RATES CALCULATIONS
-----

                Is it what you wanted? (y/n)

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default is "Yes".
```

If you confirm the construction by entering **y**, the software prompts if you would like to build another rates construction.

```
b rc10
-----
                        RATES CALCULATIONS
-----

Would you like to build another overpayment (underpayment) rate? (y/n)

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default is "Yes".
```

If you want to build another rates construction, the software returns to screen b_rc3a to repeat the rates construction prompts.

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Rates Calculations /0343

If you do not want to build another rates construction, the software returns to screen b_rc2a where you select option **6**, End Construction.

If you respond that the rates construction is not correct, the software repeats the queries about weeks/dollars, KW action code, responsibility and cause.

If you select option **3**, Net Payments, or option **5**, Case Errors, next select option **6**, End Construction, which causes screen b_rc11 to appear. Use this screen to either save the construction under the default name or rename the construction.

If you select option **4**, Proper Payments, from screen b_rc2a, the program prompts you to choose whether the report should consist of rates for weeks, dollars, or both.

```
b rc3a
-----
                                     -----
                                     RATES CALCULATIONS
                                     -----

Please choose week rates, dollar rates, or both (w/d/b)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Week".
```

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/0343 Rates Calculations

After you make your selection, a summary of the rates construction that you have specified is displayed.

Please Wait...

Rates Construction

Proper Payment

You have just constructed a rate for the following:

Week Rate

-Press h for help, q to quit, Space Bar to see more - (END)

After you select quit (**q**), you are returned to screen b_rc2a to End Construction (option **6**).

If you select End Construction (option **6**) from screen b_rc2a, the following screen queries you about the file name of the rates construction.

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b rc11

RATES CALCULATIONS

Default file is rc const.login name

If renamed, file will be saved as rc [entered name].login name.

K to keep the default name

R to rename reports.

Enter Report Type (K/R):

<Ctrl-w> Help

<Ctrl-g> GotoMenu

<Ctrl-c> Cancel

Default is "Keep the default name".

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If you select **K**, screen b_rc1 appears. If you select **R**, the program prompts you to enter a name.

```
b_rc1a
-----
                        RATES CALCULATIONS
-----

      Default file is rc_const.login_name
      Enter K to keep the default name
      R to rename reports.

      Enter name up to 10 characters:

      <Ctrl-w> Help           <Ctrl-g> GotoMenu         <Ctrl-c> Cancel
```

A message echos on the screen confirming that the file is saved before returning to screen b_rc1.

If you select "Use Error Rate Construction" (**2/U/u**) from screen b_rc1, the following menu queries you for the default values.

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```
b rc2b
-----
-----
                        RATES CALCULATIONS
-----

The Default Values are:

The batch range:
9101-9113

Do you want the default option? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default is "Yes".
```

If you answer yes, a pick screen appears with a list of all rates constructions that have been saved.

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```
-----  
-----  
                         RATES CALCULATIONS  
-----  
  
This may take several minutes, please wait....  
  
<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
```

When done, the program asks whether you want to **v**iew the report on the monitor, print the report on the **p**rinter located with the Sun ADP system, print the report on the **l**ocal printer located with your terminal, or **s**ave the report to a file in the bqc subdirectory of your home directory.
The output file is in ASCII format and can be input to a WordPerfect document.

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```
b rc5
-----
-----
                        RATES CALCULATIONS
-----

      1. View report
      2. Printer (system)
      3. Local printer
      4. Save report

Enter Selection Type: (V/P/L/S)

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "View Report".
```

If you do not want to use the default values, the following query screen appears.

```
b_rc3b
-----
-----
                        RATES CALCULATIONS
-----

Please choose between batch or local office & batch (b/l)

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default is "Batch".
```

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Rates Calculations /0343

If you select **batch**, the following screen appears.

```
b_rc4b
-----
-----
                        RATES CALCULATIONS
-----
                        Beginning Batch:
                        Ending Batch:

<Ctrl-w> Help           <Ctrl-g> GotoMenu     <Ctrl-c> Cancel
```

If you select **local office** and **batch**, the batch selection screen (b_rc4b) is displayed, followed by the local office pick screen. Select the desired local offices using the procedure described above for pick screens.

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/0343 Rates Calculations

Rates Construction

Overpayment
You have just constructed a rate for the following:
Both
Action Code:
10-12 Total Official Action
Responsibility Code:
Responsibility 1. Claimant included.
Responsibility 2. Employer included.
Responsibility 3. Agency unspecified.
Responsibility 4. Other unspecified.
Cause Code:
100-159 All BY Issues
-Press h for help, q to quit, Space Bar to see more - (END)

The program will asks if you want to see another construction.

b_rc2c

RATES CALCULATIONS

Do you want to see another file? (n/y)

<Ctrl-w> Help <Ctrl-g> GotoMenu <Ctrl-c> Cancel
Default option is "No".

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/0343 Rates Calculations

The program next asks if you want to delete another construction.

```
-----  
-----  
                         RATES CALCULATIONS  
-----  
  
Do you want to delete another file? (y/n)  
  
<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel  
Default is "Yes".
```

If you answer **yes**, the pick screen appears for you to select another rates construction to delete. If you answer **no**, you return to screen b_rcl. On the following pages are examples of Rates Calculations output.

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Rates Calculations /0343

Overpayment Rates

Thursday, May 7, 1992

PAYMENT RATES

Batches 9101 to 9102
No Local Offices.

Sample Size 80
Sample Dollars \$10,721
Population Size 915713
Population Dollars \$123,183,204

Overpayment Rates

Payment rate for the following codes:
Both Week and Dollar Rate
Action 10-16 All OP Total
Week Rate:

% of Week	95% C.I.	Nbr. of Weeks	95% C.I.
12.50	5.15-19.85	114,464	47,160-181,768

Dollars Paid

Largest Dollar Amount Paid in Error

% of \$	95% C.I.	Amt. of \$	95% C.I.
3.26	0.12- 6.40	\$4,015,040	\$143,209-\$7,886,872

Dollars Paid in Error

% of \$	95% C.I.	Amt. of \$	95% C.I.
3.26	0.12- 6.40	\$4,015,040	\$143,209-\$7,886,872

Dollars Paid in Error

% of \$	95% C.I.	Amt. of \$	95% C.I.
3.26	0.12- 6.40	\$4,015,040	\$143,209-\$7,886,872

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/0343 Rates Calculations

Underpayment Rates

Thursday, May 7, 1992
 PAYMENT RATES

Batches 9101 to 9106
 No Local Offices.

Sample Size 240
 Sample Dollars \$32,288
 Population Size 2792350
 Population Dollars \$376,825,894

Underpayment Rates

Payment rate for the following codes:
 Both Week and Dollar Rate
 Action 20-23 All Up Total
 Week Rate:

% of Week	95% C.I.	Nbr. of Weeks	95% C.I.
5.45	2.57-8.33	152,213	71,796-232,631

Dollars Paid

Largest Dollar Amount Paid in Error

% of \$	95% C.I.	Amt. of \$	95% C.I.
0.31	0.08- 0.55	\$1,176,833	\$291,253-\$2,062,414

Dollars Paid in Error

% of \$	95% C.I.	Amt. of \$	95% C.I.
0.31	0.08- 0.55	\$1,176,833	\$291,253-\$2,062,414

Dollars Paid in Error

% of \$	95% C.I.	Amt. of \$	95% C.I.
0.31 0.	08- 0.55	\$1,176,833	\$291,253-\$2,062,414

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Rates Calculations /0343

Net Payment Rates

Thursday, May 7, 1992

PAYMENT RATES

Batches 9101 to 9106
No Local Offices.

Sample Size 240
Sample Dollars \$32,288
Population Size 2792350
Population Dollars \$376,825,894

Net Payment Rates

Dollars Paid

Net Payment

% of \$	95% C.I.	Amt. of \$	95% C.I.
2.98	0.18- 5.78	\$11,229,412	\$678,287-\$21,780,537

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/0343 Rates Calculations

Proper Payment Rates

Thursday, May 7, 1992

PAYMENT RATES

Batches 9101 to 9102
No Local Offices.

Sample Size 80
Sample Dollars \$10,721
Population Size 915713
Population Dollars \$123,183,204

Proper Payment Rates

Payment rate for the following codes:

Both Week and Dollar Rate

Week Rate:

% of Week	95% C.I.	Nbr. of Weeks	95% C.I.
81.05	72.35-89.76	742,189	662,476-821,903

Dollars Paid

Dollars Paid Properly

% of \$	95% C.I.	Amt. of \$	95% C.I.
96.74	93.60-99.88	\$119,168,164	\$115,296,332-\$123,039,995

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Rates Calculations /0343

Case Error Rates

Thursday, May 7, 1992

PAYMENT RATES

=====

Batches 9101 to 9102

No Local Offices.

Sample Size 80

Sample Dollars \$10,721

Population Size 915713

Population Dollars \$123,183,204

=====

Case Error Report

Cases	Counts	Pop %	95% C.I.	Pop Total	95% C.I.
-----	-----	---	----	-----	-----
Proper	65	81.05	72.35-89.76	742189	662476-821903
Improper	15	18.95	10.24-27.65	173524	93810-253237

One Issue

1 Overpayment	9	11.18	4.20-18.16	102409	38486-166331
1 Underpayment	5	6.45	0.98-11.92	59060	8933-109186

Two Issues

2 Overpayment	0				
2 Underpayment	0				
1 Over, 1 Under	1	1.32	0.00-4.97	12056	0-45472

Three Issues

3 Overpayments	0				
3 Underpayments	0				
3 Underpayments	0				
1 Over, 2 Under	0				
2 Over, 1 Under	0				

Over 3 Issues

> 3 Overpayments	0				
> 3 Underpayments	0				

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> 3 Over Under 0

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/0344 Standard Reports

Standard Reports. The screen on your monitor looks like this when you select the Standard Reports option from the Statistical Analysis menu.

```
** m 0344 **  
  
                STANDARD REPORTS MENU  
  
-----  
  
1      (A)nnual Report  
2      Error (R)ates  
3      Payment (S)tatus Report  
4      Error (C)ause Report  
5      (E)rror Responsibility Summary  
6      (P)oint of Detection Error Summary  
7      (W)ork Search Summary  
8      (B)PW/WBA/MBA Report  
9      E(x)it  
  
-----  
  
To select an option: Use the directional arrow keys or the space bar  
to highlight an option and press RETURN or press the number preceding  
the option or the letter in parentheses.  
<Ctrl-w> Help                <Ctrl-c> Cancel                <Ctrl-x> Logout
```

Annual Report. The Benefits Quality Control software produces weighted estimates of the population proper payment, overpayment, and underpayment rates. The software also computes the 95 percent confidence interval for each of these three rates, reports the number of BQC sample cases completed (BQC Supervisor sign-off) as of the date that the report is run, and provides the total amount of UI benefits paid to the claimant population. The Annual Report software also generates supplemental data of UI benefits overpaid by responsibility and cause. The supplemental data consists of up to 16 responsibility categories and 6 cause categories. The proper payment rate consists of the amount paid to the claimant for cases with no overpayment error or cases in

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Standard Reports /0344

which a reversal resulted in a proper payment (Key Week (KW) action codes 01, 02, and 03). KW action codes 14, 16, and 23 are also counted as proper payments for the Annual Report. For cases with overpayments, if the amount overpaid is less than the amount paid, the difference between the amount paid and the amount overpaid is included in the proper payment rate. The proper payment rate also includes the amount paid for UI weeks with only underpayment errors.

The overpayment rate consists of the amounts overpaid for all issues with KW action codes 10, 11, 12, 13, and 15. The dollar amount included in the overpayment rate calculation cannot exceed the amount paid to the claimant.

The underpayment rate consists of the amounts underpaid for all issues with KW action codes 20, 21, and 22. After selecting the Annual Report option, you are prompted to select the version you wish to run.

```
b ar
-----
                QC Annual Report
-----

                1. New Data Elements Version
                2. original Version
                3. stratified Version

                Enter option (N/O/S):

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "New Data Elements version".
```

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/0344 Standard Reports

If you select the stratified version, you must specify whether you want to generate a separate report for each stratum (the default), separate reports for selected strata, or a single report for all strata combined.

```
b ars
-----
                        QC Annual Report
-----

Generate report by

1. Each stratum
2. select strata
3. All strata combined

Enter option (E/S/A):

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel

Default value is "Each stratum".
```

If you select separate reports for selected strata, the following pick screen appears.

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Standard Reports /0344

```
b ars1
-----
                        QC Annual Report
-----

->  1                    | No. of selected items:  0 |
    2                    |-----|
    3                    |
    4                    |

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept   <RETURN> Select Items  <e> Edit Mode  <r> Remove
```

After you select the version of the Annual Report, you are prompted to specify an annual, quarterly, or other batch range report. Note the screen identifier. If you are running the original version, this screen is b_aro2. It is b_arn2 if you are running the new data elements version and b_ars2 if you are running the stratified version.

```
b aro2
-----
                        QC Annual Report
-----

                Is this an Annual, a Quarterly or Other Report? (a/q/o)

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "Annual Report".
```

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/0344 Standard Reports

If you select "Annual", you are then prompted to enter the report year. If you select "Quarterly", the same screen appears and you enter the quarter after you enter the report year.

```
b aro3
-----
                QC Annual Report
-----

                Report Year:   1991

                Quarter: (1/2/3/4)

<Ctrl-g> GotoMenu           <Ctrl-c> Cancel
```

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Standard Reports /0344

If you select "Other", you are prompted to enter them beginning batch number and the ending batch number.

```
b aro4
-----
                QC Annual Report
            (Batch Range Selection Entry Screen)
-----

                Beginning Batch:
                    Ending Batch:

<Ctrl-w> Help   <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

After you select the year, quarter, or batch range, the next screen prompts for inclusion or exclusion of EUC cases.

```
b_aro5
-----
                QC Annual Report
-----

                Do you wish to Exclude or Include EUC cases? (e/i)

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "Exclude".
```

Next, the program asks if you want diagnostics. If you answer "Yes", the file goes to the bqc subdirectory of your home directory. The file name is [ST] . diag . [login_id], and it includes sample and population data for each batch in the

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/0344 Standard Reports

range you specified that are used in the calculation of the rates and confidence intervals for the report. In most cases, diagnostics are not needed, and the output file will take up space on the disk unnecessarily. You should only request a diagnostics file if you have questions concerning a previously run Annual Report and you want to examine some of the batch by batch data in order to check the calculations used for the report.

```
b aro6
-----
                        QC Annual Report
-----

                        Would you like diagnostics? (y/n)

<Ctrl-w> Help           <Ctrl-g> GotoMenu     <Ctrl-c> Cancel

Default value is "y".
```

When you have responded to these prompts, the screen next displays the batch range and informs you of the processes the program is running.

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Standard Reports /0344

b aro7

QC Annual Report

Now running report for state:

Beginning batch : 9301

Ending batch : 9352

Unload data from b master table ...

Unload data from b errisu table ...

Unload data from b comparison table ...

Generating report. Please wait ...

After the program runs, the program asks if you want to view, print, or save the report.

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b aro8

QC Annual Report

1. View report
2. Printer (system)
3. Local printer
4. save report

Select an option:

<Ctrl-w> Help

<Ctrl-g> GotoMenu

<Ctrl-c> Cancel

Default value is "View report".

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View report sends the output to your monitor. **P**rinter (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable **P**rinter in your .login, .profile or .cshrc file. **L**ocal printer sends the output to the printer connected to your terminal. **S**ave report saves the output to a file in the bqc subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the period covered by the report (from CY 1995 to CY 1994, for example), press **Ctrl-c** to go to screen b_ar2. If you want to return to menu m_0344 to select a different Standard Report, press **Ctrl-g**. An example of the program output is on the following pages.

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/0344 Standard Reports

QC ANNUAL REPORT
(Original Version)

Run as of 04-22-95
State: ZZ

Unemployment Insurance Quality Control
Annual Report for Calendar Year 1994

Total Dollars Paid in Population
\$1,954,209,114

Sample Size 691

	Percentage of Dollars	95% Confidence Interval (+/-)

Proper Payments	91.8%	1.8%
Overpayments	8.2%	
1.8%		

	100.0%	

-		
Underpayments	1.4%	
0.5%		

-		

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Standard Reports /0344

QC ANNUAL REPORT FOR ZZ
Supplemental Data
CY 1993

Responsibility for Overpayments (Percent of Dollars Overpaid)	
Claimant Only	
52.4	
Employer Only	
25.7	
Agency Only	
10.7	
Claimant + Agency	
5.5	
Claimant + Employer	
4.0	
Employer + Agency	
1.7	
Other Only	
0.0	
Claimant + Other	
0.0	
Agency + Other	
0.0	
Claimant + Employer + Other	
0.0	
Claimant + Agency + Other	
0.0	
Employer + Agency + Other	
0.0	
Claimant + Employer + Agency + Other	
0.0	
Claimant + Employer + Agency	
0.0	
Responsibility Not Specified	
0.0	
Cause for Overpayments (Percent of Dollars Overpaid)	
Work Search Issues	
37.3	
Base Period Wage Issues	
27.4	

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Benefit Year Earnings Issues

16.4

Separation Issues

13.9

Eligibility Issues Excluding Work Search

4.6

Other Issues

0.4

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BENEFITS QUALITY CONTROL ADP USER GUIDE

Standard Reports /0344

Error Rates. This menu option produces the Error Rates Report.

The Error Rates Report provides weighted and unweighted estimates of the proper payment, overpayment, and underpayment rates for both weeks paid and dollars paid. Percentages of dollars overpaid by cause and responsibility are also reported. The 95 percent confidence intervals are computed for all estimates. The number of completed sample cases (QC supervisor sign off), UI dollars paid to the sample, population size, and UI dollars paid to the population are also reported. The case proper payment rate consists of cases with no overpayment or underpayment errors or cases in which a reversal resulted in a proper payment (Key Week (KW) action codes 01, 02, and 03). KW action codes 14, 16, and 23 are also counted as proper payments for the Error Rates Report, in order to maintain consistency with the Annual Report.

The dollar proper payment rate consists of the amount paid to the claimant for cases with no overpayment errors or cases in which a reversal resulted in a proper payment (KW action codes 01, 02, and 03). For cases with overpayments, if the amount overpaid is less than the amount paid, the difference between the amount paid and the amount overpaid is included in the proper payment rate. The proper payment rate also includes the amount paid for UI weeks with only underpayment errors or only overpayment errors with KW action codes 14 and 16.

The case overpayment rate consists of cases with KW action codes 10, 11, 12, 13, and 15. The dollar overpayment rate consists of the amounts overpaid for all issues with KW action codes 10, 11, 12, 13, and 15. The dollar amount included in the overpayment rate calculation cannot exceed the amount paid to the claimant.

The case underpayment rate consists of cases with KW action codes 20, 21, and 22. The dollar underpayment rate consists of the amounts underpaid for all issues with KW action codes 20, 21, and 22.

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/0344 Standard Reports

After selecting the Error Rates Report option, you are asked to specify the beginning and ending batch.

```
b er1
-----
                Error Rates Report
            (Batch Range Selection Entry Screen)
            -----

                Beginning Batch:
                    Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

After entering the batch range, you are asked to specify the type of report you want to produce.

```
b_er2
-----
                Error Rates Report
            -----

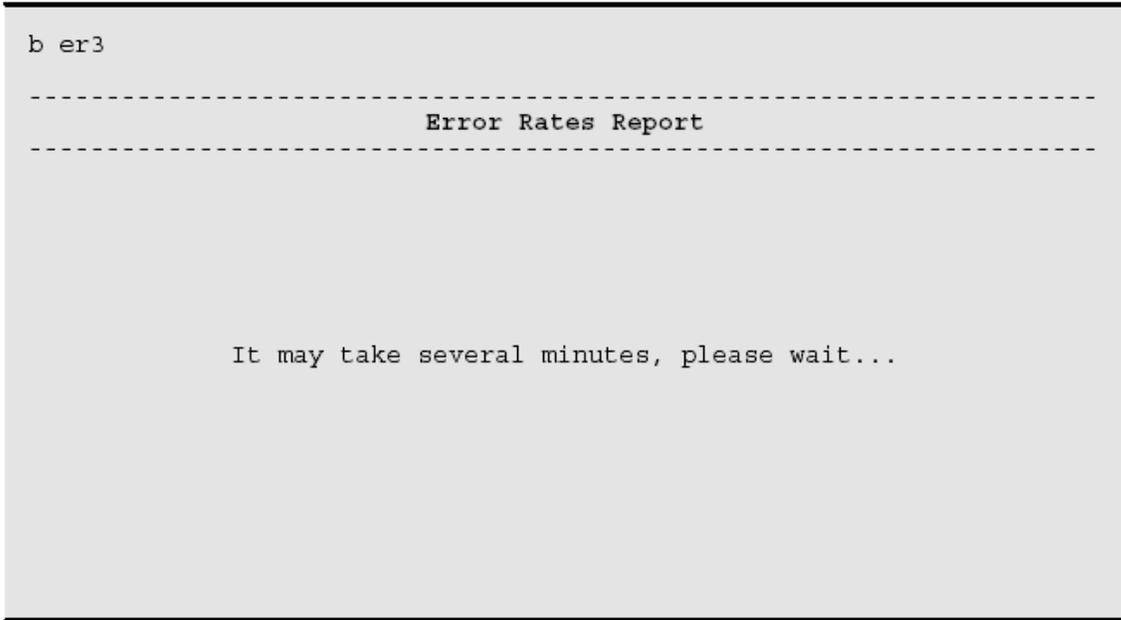
Would you like Weighted/Unweighted/Both estimates (W/U/B)?

<Ctrl-w> Help  <Ctrl-b> Backup  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Default is "both".
```

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Standard Reports /0344

While the program is running, the following screen will appear.



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/0344 Standard Reports

After the program runs, you will be asked if you want to view, print, or save the report.

```
b er4
-----
                        Error Rates Report
-----

                        1. View report
                        2. Printer (system)
                        3. Local printer
                        4. save report

                        Enter Selection Type (V/P/L/S):

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "View Report".
```

View report sends the output to your monitor. **P**rinter (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. **L**ocal printer sends the output to the printer local to your terminal. **S**ave report saves the output to a file in the bqg subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the period covered by the report by entering a different batch range, press **Ctrl-c** to go to screen b_er1. If you want to return to menu m_0244 to select a different Standard Report, press **Ctrl-g**.

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Standard Reports /0344

An example of the program output is on the following pages.

ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE
/0344 Standard Reports

ERROR RATES REPORT

Thu, Oct. 01, 1992 14:51:57

PAYMENT RATES

Batches : 9101 to 9102
Sample Size : 80
Sample Dollars : \$10,721
Population Size : 915713
Population Dollars: \$123,183,204

Weighted Estimates

	Dollars			Cases		
	(+/-)			(+/-)		
Proper Payments	96.7	3.1		81.1	8.7	
Overpayments	3.3	3.1	*	12.5	7.3	*
Fraud	0.6	1.0	**	2.5	3.5	**
NonFraud	2.6	3.0	**	10.0	6.7	*
Underpayments	0.2	0.2	*	7.8	5.9	*

Overpayments by Responsibility

Claimant Only	60.8	44.3	*	40.0	34.4	*
Claimant+Employer	0.0	0.0		0.0	0.0	
Claimant+Agency	0.0	0.0		0.0	0.0	
Claimant+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency	0.0	0.0		0.0	0.0	
Claimant+Employer+Others	0.0	0.0		0.0	0.0	
Claimant+Agency+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency+Others	0.0	0.0		0.0	0.0	
Employer Only	39.2	44.3	**	60.0	34.4	*
Employer+Agency	0.0	0.0		0.0	0.0	
Employer+Others	0.0	0.0		0.0	0.0	
Employer+Agency+Others	0.0	0.0		0.0	0.0	
Agency Only	0.0	0.0		0.0	0.0	
Agency+Others	0.0	0.0		0.0	0.0	
Others Only	0.0	0.0		0.0	0.0	

ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE
Standard Reports /0344

ERROR RATES REPORT

Thu, Oct. 01, 1992 14:51:57

Overpayments by Cause -----	Dollars (+/-)			Cases (+/-)		
Benefit Year Earning	60.8	44.3	*	40.0	34.0	*
Base Period Wages	39.2	44.3	**	60.0	34.0	*
Separation Issues	0.0	0.0		0.0	0.0	
Work Search	0.0	0.0		0.0	0.0	
Other Eligibility Issues	0.0	0.0		0.0	0.0	
Dependents Allowance	0.0	0.0		0.0	0.0	
Other Causes	0.0	0.0		0.0	0.0	

ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE
/0344 Standard Reports

Unweighted Estimates

	Dollars			Cases		
	(+/-)			(+/-)		
Proper Payments	96.8	3.0		81.3	8.6	
Overpayments	3.2	3.0	*	12.5	7.3	*
Fraud	0.7	1.0	**	2.5	3.4	**
NonFraud	2.5	2.8	**	10.0	6.6	*
Underpayments	0.2	0.2	*	7.5	5.8	*
Overpayments by Responsibility						

Claimant Only	60.4	43.5	*	40.0	32.0	*
Claimant+Employer	0.0	0.0		0.0	0.0	
Claimant+Agency	0.0	0.0		0.0	0.0	
Claimant+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency	0.0	0.0		0.0	0.0	
Claimant+Employer+Others	0.0	0.0		0.0	0.0	
Claimant+Agency+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency+Others	0.0	0.0		0.0	0.0	
Employer Only	39.6	43.5	**	60.0	32.0	*
Employer+Agency	0.0	0.0		0.0	0.0	
Employer+Others	0.0	0.0		0.0	0.0	
Employer+Agency+Others	0.0	0.0		0.0	0.0	
Agency Only	0.0	0.0		0.0	0.0	
Agency+Others	0.0	0.0		0.0	0.0	
Others Only	0.0	0.0		0.0	0.0	

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BENEFITS QUALITY CONTROL ADP USER GUIDE
Standard Reports /0344

ERROR RATES REPORT

Thu, Oct. 01, 1992 14:51:58

Overpayments by Cause -----	Dollars			Cases		
		(+/-)			(+/-)	
Benefit Year Earning	60.4	43.5	*	40.0	32.0	*
Base Period Wages	39.6	43.5	**	60.0	32.0	*
Separation Issues	0.0	0.0		0.0	0.0	
Work Search	0.0	0.0		0.0	0.0	
Other Eligibility Issues	0.0	0.0		0.0	0.0	
Dependents Allowance	0.0	0.0		0.0	0.0	
Other Causes	0.0	0.0		0.0	0.0	

* This estimate should be used with caution as it is relatively imprecise. Any conclusions that are based on this estimate could be misleading due to the large sampling error compared to the estimate. It is recommended that the estimate be recomputed using additional sample cases.

** The sampling error associated with this estimate is so large compared to the estimate that the estimate is extremely unreliable. It is strongly recommended that this estimate not be used until additional sample cases are included.

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/0344 Standard Reports

Payment Status Report. The Payment Status Report provides information about the status of completed cases. It displays the number of completed cases, the number and percentage that are proper and improper, and the number of issues overpaid and underpaid broken down by a userspecified list option. Four list options are offered: Local Office, All Investigators, QC Supervisor, and Individual Investigator. The batch selection screen will appear on your monitor when you select the Payment Status Report option from the Standard Reports menu.

```
b psr1

-----
                Payment Status Report
            (Batch Range Selection Entry Screen)
-----

                Beginning Batch:

                    Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them). For a report covering a single batch, enter the one batch number and press **Return**. The program will validate your entries, ensuring that they are legitimate batch numbers. Once you've entered a batch range the screen will prompt you to choose the list option.

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BENEFITS QUALITY CONTROL ADP USER GUIDE
Standard Reports /0344

b psr2

Payment Status Report

1. Local office report
 2. All investigators report
 3. QC supervisor report
 4. Individual investigator report
- Select Report Type (L/A/Q/I):

<Ctrl-w> Help

<Ctrl-g> GotoMenu

<Ctrl-c> Cancel

Default value is "Local office report".

The **L**ocal Office option lists the status of cases by local office number. The **A**ll Investigators option lists the status of cases by investigator ID. The **Q**C Supervisor option lists the status of cases by investigator ID, subgrouped by a user-selected set of supervisor IDs. The **I**ndividual investigator option lists the status of cases for a user-selected set of investigator IDs. If you select option 3, "QC Supervisor", a PICK screen like the one below will appear allowing you to select supervisor IDs.

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BENEFITS QUALITY CONTROL ADP USER GUIDE
/0344 Standard Reports

```
b psrp1
-----
Supervisor ID
-----

->  1          | No. of selected items:  0 |
    2          |-----|
    3          |
    4          |
    5          |

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[> Accept <RETURN> Select Items <e> Edit Mode <r> Remove
```

If you select option 4, "Individual Investigators", a PICK screen like the one below will appear allowing you to select investigator IDs.

```
b psrp2
-----
Investigator ID
-----

->  1          | No. of selected items:  0 |
    2          |-----|
    3          |
    4          |
    5          |

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[> Accept <RETURN> Select Items <e> Edit Mode <r> Remove
```

The program will prepare the report and prompt you with the following screen.

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BENEFITS QUALITY CONTROL ADP USER GUIDE
Standard Reports /0344

```
b psr3
-----
                    Payment Status Report
-----

      1. View report
      2. Printer (system)
      3. Local printer
      4. Save report

      Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "View report".
```

If you select **v**iew the report will appear on the screen. **P**rinter (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable **P**rinter in your .login, .profile or .cshrc file. If you select **l**ocal printer, the report will be queued to the printer defined as being local in your .cshrc file. If you select **s**ave the report will be assigned a default name residing in you "bqc" subdirectory.

Default file names are assigned according to the following scheme:

```
local office psr_locXXXXYYYY
all investigators psr_allXXXXYYYY
QC supervisors psr_qcsXXXXYYYY
individual investigators psr_invXXXXYYYY
```

where **XXXX** is the beginning batch and **YYYY** is the ending batch.

An example of the program output follows (file psr_loc92019213):

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/0344 Standard Reports

Payment Status Report

Beginning Batch: 9201 Run Date: Sep 15, 1992

Ending Batch: 9213

Local Office	# Cases Completed	KW Payment Status (# of cases)				Improper Payments (# of issues)	
		Proper	Improper			Overpaid	Underpaid
0005	7	7	100.0%	0	0.0%	0	0
0009	7	5	71.4%	2	28.6%	2	0
0011	7	7	100.0%	0	0.0%	0	0
0012	6	5	83.3%	1	16.7%	1	0
0020	6	6	100.0%	0	0.0%	0	0
0022	6	4	66.7%	2	33.3%	2	1
0040	6	4	66.7%	2	33.3%	0	2
0052	6	5	83.3%	1	16.7%	1	0
0060	6	5	83.3%	1	16.7%	1	0
0061	6	5	83.3%	1	16.7%	1	1
0070	6	6	100.0%	0	0.0%	0	0
0071	6	6	100.0%	0	0.0%	0	0
0079	6	5	83.3%	1	16.7%	1	0
0080	6	6	100.0%	0	0.0%	0	0
0100	6	6	100.0%	0	0.0%	0	0
0103	6	6	100.0%	0	0.0%	0	0
0110	6	6	100.0%	0	0.0%	0	0
0111	6	5	83.3%	1	16.7%	1	0
0120	6	5	83.3%	1	16.7%	0	1
0140	6	5	83.3%	1	16.7%	1	0
0146	6	5	83.3%	1	16.7%	0	1
0150	5	5	100.0%	0	0.0%	0	0
0160	6	5	83.3%	1	16.7%	1	0
0170	6	5	83.3%	1	16.7%	0	1
0172	6	6	100.0%	0	0.0%	0	0
0200	6	6	100.0%	0	0.0%	0	0
0210	6	6	100.0%	0	0.0%	0	0
TOTALS	164	147	89.6%	17	10.4%	12	7

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BENEFITS QUALITY CONTROL ADP USER GUIDE

Standard Reports /0344

Error Cause Report. The Error Cause Report displays the number of issues grouped by error cause (field ei3) and a user-specified list option. Four list options are offered: Local Office, All Investigators, QC Supervisor, and Individual Investigator.

The cause categories and their matching codes are:

<u>Category</u>	<u>Error Cause Codes</u>
KW Reporting	100-199
Base Period Reporting	200-299
Separation Issues	300-399
Work Search	420-429
Eligibility Issues	400-499, excluding 420-429
Other Issues	500-699

When you select Error Cause Report from the Standard Reports menu, you will see the batch entry screen below.

```
b ec1

-----
                Error Cause Report
            (Batch Range Selection Entry Screen)
-----

                Beginning Batch:

                    Ending Batch:

<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them). For a report covering a single batch, enter the one batch number and press **Return**. The program will validate your entries, ensuring that they are legitimate batch numbers. Once you've entered a batch range the screen will prompt you to choose the list option.

Once you've entered a batch range the screen will prompt you to choose the list option.

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BENEFITS QUALITY CONTROL ADP USER GUIDE
/0344 Standard Reports

```
b_ec2
-----
                        Error Cause Report
-----

      1. Local office report
      2. All investigators report
      3. QC Supervisor report
      4. Individual investigator report
      Select Report Type (L/A/Q/I):

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "Local office report".
```

The Local Office option lists the number of issues by local office number. The All Investigators option lists the number of issues by investigator ID. The QC Supervisor option lists the number of issues by investigator ID, subgrouped by a user-selected set of supervisor IDs. The Individual Investigator option lists the number of issues by a user-selected set of investigator IDs.

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BENEFITS QUALITY CONTROL ADP USER GUIDE

Standard Reports /0344

If you select option **3**, a PICK screen like the one below will appear allowing you to select by supervisor IDs.

```
b_eCP1
-----
                          Supervisor ID
-----

->  1                      No. of selected items:  0
    2                      -----
    3                      |
    4                      |
    5                      |

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept   <RETURN> Select Items  <e> Edit Mode  <r> Remove
```

If you select option **4**, a PICK screen like the one below will appear allowing you to select by investigator IDs.

```
b_eCP2
-----
                          Investigator ID
-----

->  1                      No. of selected items:  0
    2                      -----
    3                      |
    4                      |
    5                      |

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept   <RETURN> Select Items  <e> Edit Mode  <r> Remove
```

ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE

/0344 Standard Reports

The program will prepare the report and prompt you with the following screen.

```
b_ecr4
-----
                        Error Cause Report
-----

                        1. View report
                        2. Print (system)
                        3. Local printer
                        4. Save report

                        Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "View report".
```

If you select **View**, the report will appear on the screen. **Printer (system)** sends the output to the default Sun ADP system printer or the printer specified by the environment variable **PRINTER** in your **.login**, **.profile** or **.cshrc** file. If you select **Local printer**, the report will be queued to the printer defined as being local in your **.cshrc** file. If you select **Save** the report will be assigned a default name and placed in your "bqc" subdirectory.

Default file names are assigned according to the following scheme:

- local office ec_loc.XXXXYYYY
- all investigators ec_all.XXXXYYYY
- QC supervisors ec_sup.XXXXYYYY
- individual investigators ec_ind.XXXXYYYY

where **XXXX** is the beginning batch and **YYYY** is the ending batch.

An example of the program output follows (file ec_loc.92019213):

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BENEFITS QUALITY CONTROL ADP USER GUIDE

Standard Reports /0344

Error Cause Report

Beginning Batch: 9201 Run Date: Sep 15, 1992
 Ending Batch: 9213

Local Office	Ben. Yr. Earn.	BPW Rept.	Sep. Iss.	Work Srch.	Other Elig. Iss.	Other Iss.
0005	0	0	0	0	0	0
0009	1	0	0	1	0	0
0011	0	0	0	0	0	0
0012	0	1	0	0	0	0
0020	0	0	0	0	0	0
0022	1	1	0	0	0	1
0040	0	2	0	0	0	0
0052	0	1	0	0	0	0
0060	0	1	0	0	0	0
0061	1	1	0	0	0	0
0070	0	0	0	0	0	0
0071	0	0	0	0	0	0
0079	1	0	0	0	0	0
0080	0	0	0	0	0	0
0100	0	0	0	0	0	0
0103	0	0	0	0	0	0
0110	0	0	0	0	0	0
0111	0	0	1	0	0	0
0120	0	1	0	0	0	0
0140	1	0	0	0	0	0
0146	0	1	0	0	0	0
0150	0	0	0	0	1	0
0160	0	0	1	0	0	0
0170	1	0	0	0	0	0
0172	0	0	0	0	0	0
0200	0	0	0	0	0	0
0210	0	0	0	0	0	0

TOTALS	6	9	2	1	1	1
PERCENTAGES	30.0	45.0	10.0	5.0	5.0	5.0

ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE

/0344 Standard Reports

Error Responsibility Report. The Error Responsibility Report displays the number of error issues for which various parties bear responsibility. It is a crosstabulation between error responsibility (field ei4) and a user-specified list option.

Four list options are offered: local office, all investigators, QC supervisor, and individual investigator.

The responsibility categories and their matching codes are shown below.

<u>Responsibility Category</u>	<u>Matching Code(s)</u>
Claimant	1000
Employer	0200
Agency	0030
Other	0004
Multiple	1200,1030,1004,0230, 0204,0034,1230,1204, 1034,0234,1234

When you select Error Responsibility Report from the Standard Reports menu, you will see the batch entry screen.

```
b_ers1
-----
                Error Responsibility Summary Report
                (Batch Range Selection Entry Screen)
-----

                Beginning Batch:

                Ending Batch:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel

Enter the Beginning Batch.
```

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Standard Reports /0344

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them).

For a report covering a single batch, enter the one batch number and press **Return**. The program will validate your entries, ensuring that they are legitimate batch numbers. Once you've entered a batch range the screen will prompt you to choose the list option.

```
b_ers2
-----
                        Error Responsibility Summary Report
-----

      1. Local Office Report
      2. All Investigators Report
      3. QC Supervisor Report
      4. Individual Investigator Report
Select Report Type (L/A/Q/I):

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "Local Office Report".
```

The Local Office option lists the number of error issues by local office number. The All Investigators option lists the number of error issues by investigator ID. The QC Supervisor option lists the number of error issues by investigator ID, subgrouped by a user-selected set of supervisor IDs. The Individual Investigator option lists the number of error issues by a user-selected set of investigator IDs.

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/0344 Standard Reports

If you select option **3**, a PICK screen like the one below will appear allowing you to select by supervisor IDs.

```
b_ersp1
-----
                          Supervisor ID
-----

->  1
    2
    3
    4
    5

    No. of selected items:  0
    -----
    |
    |
    |
    |
    |
    |

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept    <RETURN> Select Items    <e> Edit Mode  <r> Remove
```

If you select option **4**, a PICK screen like the one below will appear allowing you to select by investigator IDs.

```
b_ersp2
-----
                          Investigator ID
-----

->  1
    2
    3
    4
    5

    No. of selected items:  0
    -----
    |
    |
    |
    |
    |
    |

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept    <RETURN> Select Items    <e> Edit Mode  <r> Remove
```

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The program will prepare the report and prompt you with the following screen.

```
b_ers4
-----
                Error Responsibility Summary Report
-----

                1. View report
                2. Print (system)
                3. Local printer
                4. save report

                Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel

Default value is "View report".
```

If you select **View**, the report will appear on the screen. **Printer (system)** sends the output to the default Sun ADP system printer or the printer specified by the environment variable **PRINTER** in your **.login**, **.profile** or **.cshrc** file.

If you select **Local printer**, the report will be queued to the printer defined as being local in your **.cshrc** file.

If you select **Save**, the report will be assigned a default name and placed in your **"bqc"** subdirectory.

Default file names are assigned according to the following scheme:

- local office ers_locXXXXYYYY
- all investigators ers_allXXXXYYYY
- QC supervisors ers_qcsXXXXYYYY
- individual investigators ers_indXXXXYYYY

where **XXXX** is the beginning batch and **YYYY** is the ending batch.

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/0344 Standard Reports

An example of the program output follows (file
 ers_loc92019213):

ERROR RESPONSIBILITY SUMMARY REPORT

Beginning Batch: 9201 Run Date: Sep. 15, 1992
 Ending Batch : 9213

Local Office	Claimant	Employer	Agency	Other	Multiple
0005	3	1	0	0	0
0009	2	0	0	0	0
0012	0	1	0	0	0
0022	2	1	0	0	0
0040	0	1	1	0	0
0052	0	1	0	0	0
0060	0	1	0	0	0
0061	1	1	0	0	0
0079	1	0	0	0	0
0111	1	0	0	0	0
0120	0	0	1	0	0
0140	1	0	0	0	0
0146	0	0	0	0	1
0150	0	0	1	0	0
0160	1	0	0	0	0
0170	1	0	0	0	0
0212	1	1	0	0	0
0222	0	1	0	0	0
0230	1	1	0	0	0
0250	0	1	0	0	0
0260	1	0	0	0	0
0261	1	1	0	0	0
0280	1	0	0	1	0
0290	1	2	0	0	2
0340	1	1	0	0	0
0352	2	0	0	0	0
TOTALS	22	15	3	1	3
PERCENTAGES	50.0	34.1	6.8	2.3	6.8

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Point of Detection Error Summary. The Point of Detection Error Summary provides you with information on the number of payment error issues and percentage distribution by the seven point of detection categories (field ei5 in the errisu table):

- 10 - Verification of work search contact
- 20 - Verification of wages and/or separation
- 30 - Claimant interview
- 40 - Verification of eligibility with 3rd parties
- 50 - UI records
- 60 - Job or Employment Service records
- 70 - Verification with union

After selecting the Point of Detection Summary option, you are asked to specify the beginning and ending batch.

```
b_pdpes1
-----
                Point of Detection Payment Error Summary Report
                (Batch Range Selection Entry Screen)
-----

                Beginning Batch:

                Ending Batch:

<Ctrl-w> Help   <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel
Enter the Beginning Batch.
```

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/0344 Standard Reports

Next, you are prompted to specify the type of summary.

```
b_pdpes2
-----
                Point of Detection Payment Error Summary Report
-----

                1. Local office report
                2. All investigators report
                3. QC supervisor group report
                4. Individual investigator report

                Enter Report Type (L/A/Q/I):

<Ctrl-w> Help                <Ctrl-g> GotoMenu                <Ctrl-c> Cancel
Default value is "Local office report".
```

The **L**ocal office report will produce point of detection data for each local office.
The **A**ll investigators report will produce point of detection data for each QC investigator.
The **Q**C Supervisor (Group) report will produce point of detection data for each QC investigator assigned to the specified QC supervisor. A pick screen will appear with a list of QCS IDs.

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Standard Reports /0344

```
b_pdpes4
-----
                Point of Detection Payment Error Summary Report
-----

        1. View report
        2. printer (system)
        3. Local printer
        4. Save report

        Select an option:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "View report".
```

View report sends the output to your monitor. **P**rinter (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. **L**ocal printer sends the output to the printer local to your terminal. **S**ave report saves the output to a file in the bqc subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the type of summary (All Investigators versus Local Office, for example), press **Ctrl-c** to go to screen b_pdpes2. If you want to return to menu m_0244 to select a different Standard Report, press **Ctrl-g**.

An example of the program output is on the following page.

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/0344 Standard Reports

Point of Detection Payment Error Summary Report

Beginning Batch: 9101
 Ending Batch : 9104

Run Date: Apr 23, 1992

Inv. ID	Work Search	Wages Sep.	Claim Intv.	Third Party	UI Recs.	JS/ES Recs.	Union
1	1	0	0	0	0	0	0
5	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0
9	0	1	0	0	0	0	0
10	0	2	0	0	0	0	0
11	0	0	0	0	0	0	0
12	0	3	0	0	0	0	0
13	0	2	0	0	0	0	0
14	0	0	0	0	0	0	0
15	0	2	0	0	0	0	0
17	0	0	0	0	0	0	0
19	0	1	0	0	0	0	0
20	0	1	0	0	0	0	0
21	0	2	0	0	0	0	0
22	0	0	0	0	0	0	0
23	0	1	0	0	0	0	0
31	0	0	0	0	0	0	0
32	0	0	0	0	0	0	0
40	0	1	0	0	0	0	0
41	0	2	0	0	0	0	0
44	0	0	0	0	0	0	0
50	0	1	0	0	0	0	0
51	0	0	0	0	0	0	0
52	0	2	0	0	0	0	0
53	0	0	0	0	0	0	0
62	0	0	0	0	0	0	0
63	0	1	0	0	0	0	0
72	0	0	0	0	0	0	0
73	0	0	0	0	0	0	0
75	0	0	0	0	0	0	0
76	0	0	0	0	0	0	0
77	0	1	0	0	0	0	0
87	0	0	0	0	0	0	0
89	0	1	0	0	0	0	0
90	1	0	0	0	0	0	0
TOTALS	2	24	0	0	0	0	0
PERCENTAGES	7.7	92.3	0.0	0.0	0.0	0.0	0

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Standard Reports /0344

Work Search Summary. The Work Search Summary provides you with information on the number of work search contacts investigated (field g12 in the master table), the number of work search contacts accepted (field g13), the number of work search contacts unacceptable (field g14), and the number of work search contacts unverifiable (field g15). Both number of cases and percentages are reported. Averages for each category are also printed on the last line of the report. After selecting the Work Search Summary option, you are asked to specify the beginning and ending batch.

b_wss1

Work Search Summary Report
(Batch Range Selection Entry Screen)

Beginning Batch:

Ending Batch:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel

Enter the Beginning Batch.

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/0344 Standard Reports

Next, you are prompted to specify the type of summary.

```
b_wss2
-----
                Work Search Summary Report
-----

    1. Local Office Report
    2. All Investigators Report
    3. QC Supervisor Group Report
    4. Individual Investigator Report

    Select Report Type (L/A/Q/I):

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel

Default value is "Local Office Report".
```

The **L**ocal Office Report will produce work search summary data for each local office.

The **A**ll Investigators Report will produce work search summary data for each QC investigator.

The **Q**C Supervisor Group Report will produce work search summary data for each QC investigator assigned to the specified QC supervisor. A pick screen will appear with a list of QCS IDs.

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Standard Reports /0344

```
b_wss3
```

```
-----  
Work Search Summary Report  
-----
```

```
Preparing Local Office Report...
```

```
Processing batches 9101 TO 9113
```

After the program runs, you will be asked if you want to view, print, or save the report.

```
b_wss4
```

```
-----  
Work Search Summary Report  
-----
```

1. View report
2. printer (system)
3. Local printer
4. Save report

```
Select an option:
```

```
<Ctrl-w> Help
```

```
<Ctrl-g> GotoMenu
```

```
<Ctrl-c> Cancel
```

```
Default value is "View Report".
```

View report sends the output to your monitor. **P**rinter (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. **L**ocal

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/0344 Standard Reports

printer sends the output to the printer local to your terminal. **Save report** saves the output to a file in the bqc subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the type of summary (All Investigators versus Local Office, for example), press **Ctrl-c** to go to screen b_wss2. If you want return to menu m_0244 to select a different Standard Report, press **Ctrl-g**.

An example of the program output is on the following page.

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Standard Reports /0344

WORK SEARCH SUMMARY

Beginning Batch: 9101
 Ending Batch : 9104

Run Date: Apr. 23, 1992

Inv ID	Cases Assigned	W.S. Total	W.S. Average	Acceptable		Unacceptable		Unverifiable	
				#	%	#	%	#	%
1	5	7	1.40	2	28.6	0	0.0	5	71.4
5	5	6	1.20	1	16.7	1	16.7	4	66.6
8	5	6	1.20	1	16.7	1	16.7	4	66.6
9	5	0	0.00	0	0.0	0	0.0	0	0.0
10	5	0	0.00	0	0.0	0	0.0	0	0.0
11	5	0	0.00	0	0.0	0	0.0	0	0.0
12	5	6	1.20	3	50.0	1	16.7	2	33.3
13	5	0	0.00	0	0.0	0	0.0	0	0.0
14	5	1	0.20	1	100.0	0	0.0	0	0.0
15	5	0	0.00	0	0.0	0	0.0	0	0.0
17	5	1	0.20	1	100.0	0	0.0	0	0.0
19	5	0	0.00	0	0.0	0	0.0	0	0.0
20	5	6	1.20	2	33.3	0	0.0	4	66.7
21	5	4	0.80	0	0.0	0	0.0	4	100.0
22	5	4	0.80	1	25.0	0	0.0	3	75.0
23	5	5	1.00	0	0.0	0	0.0	5	100.0
31	5	0	0.00	0	0.0	0	0.0	0	0.0
32	5	1	0.20	0	0.0	0	0.0	1	100.0
40	5	1	0.20	1	100.0	0	0.0	0	0.0
41	5	3	0.60	1	33.3	0	0.0	2	66.7
44	5	2	0.40	2	100.0	0	0.0	0	0.0
50	5	4	0.80	1	25.0	0	0.0	3	75.0
51	4	8	2.00	1	12.5	0	0.0	7	87.5
52	4	5	1.25	0	0.0	0	0.0	5	100.0
53	4	1	0.25	0	0.0	0	0.0	1	100.0
62	4	5	1.25	3	60.0	0	0.0	2	40.0
63	4	3	0.75	1	33.3	0	0.0	2	66.7
72	4	7	1.75	0	0.0	1	14.3	6	85.7
73	4	6	1.50	1	16.7	1	16.7	4	66.6
77	4	12	3.00	2	16.7	2	16.7	8	66.6
87	4	2	0.50	0	0.0	0	0.0	2	100.0

AVERAGE	4.71	3.42	0.72	0.80	23.39	0.23	6.73	2.39	69.88

NOTE: Data in the AVERAGE row have been rounded to two decimal places for display. The percentage calculations are based on unrounded data,

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/0344 Standard Reports

and may not equal the percentages obtained using rounded data.

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Standard Reports /0344

BPW/WBA/MBA Report.The Base Period Wages report displays the number and percentage of cases for which the Base Period Wages, Weekly Benefit Amount, and Maximum Benefit Amount were stated correctly, overreported or underreported. The report also gives unweighted estimates of the average overstated amounts and the average understated amounts.

The screen on your monitor will look like this when you select the BPW/WBA/MBA option from the Standard Reports menu.

```
b_wss4
-----
                        Work Search Summary Report
-----

                        1. View report
                        2. printer (system)
                        3. Local printer
                        4. save report

                        Select an option:

<Ctrl-w> Help           <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
Default value is "View Report".
```

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them).

For a report covering a single batch, enter the one batch number and press **Return**. The program will validate your entries, ensuring that they are legitimate batch numbers.

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/0344 Standard Reports

Once you've entered a batch range the report will be generated and the following screen will appear.

```
b_bpw3
-----
                    BPW/WBA/MBA Summary Report
-----

                1. View report
                2. printer (system)
                3. Local printer
                4. Save report

                Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
Default value is "View report".
```

If you select **v**iew the report will appear on the screen. **P**rinter (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select **l**ocal printer, the report will be queued to the printer defined as being local in your .cshrc file. If you select **s**ave" the report will be assigned a default name and placed in your "bqc" subdirectory. Default file names are of the form "bpw.XXXYYYYY", where XXXX is the beginning batch and YYYY is the ending batch.

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Standard Reports /0344

An example of the program output follows (file
 bpw.92019213):

BPW/WBA/MBA Summary Report

Beginning Batch: 9201 Run Date: Sep 15, 1992
 Ending Batch : 9213

	# of Cases -----	% of Cases -----	Ave Error -----
 Cases Where Base Period Wages Were			
Correct (e3=e4)	368	83.2%	-----
Understated (e3<e4)	37	8.4%	-\$2,923
Overstated (e3>e4)	37	8.4%	\$1,272
	----	-----	
Total	442	100.0%	
 Cases Where Weekly Benefit Amt. Was			
Correct (e9=e10)	404	91.4%	-----
Understated (e9<e10)	20	4.5%	- \$17
Overstated (e9>e10)	18	4.1%	\$17
	----	-----	
Total	442	100.0%	
 Cases Where Maximum Benefit Amt. Was			
Correct (e11=e12)	398	90.0%	-----
Understated (e11<e12)	22	5.0%	- \$527
Overstated (e11>e12)	22	5.0%	\$577
	----	-----	
Total	442	100.0%	

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Path and Menu Options

Appendix A

/01 (D)esk Management
/02 (U)I Required Reports Rel. 3.5.1
/03 (B)enefits Quality Control Rel. 4.3
/031 (I)nvestigator Case Management
/0311 (N)ew Investigative Assignments
/0312 (U)pdate Case
/03121 Update using (K)ey Codes
/03122 Update using (Q)uery
/03123 Update (S)tate Options
/03124 Update (E)rror Options
/03125 (U)nlock Cases
/03126 E(x)it
/0313 (D)CI Report
/0314 (C)ase Review Report
/0315 E(x)it
/032 (S)upervisor Case Management
/0321 (C)ase Conversion
/03211 (A)utomatic Conversion
/03212 (C)omparison Data/Sample Case Entry
/03213 (E)nter Comparison Data
/03214 (S)ample Case Entry
/03215 (R)evise Comparison Data
/03216 E(x)it
/0322 Case (A)ssignment
/03221 (A)ssign Cases
/03222 (R)eassign Cases
/03223 A(u)tomatically Allocate Cases
/03224 (M)anually Allocate/Reallocate Case
/03225 A(s)ignment Report
/03226 E(x)it
/0323 (R)eopen Completed Cases
/0324 (F)ast Supervisory Signoff
/0325 (T)ime Lapse
/03251 (U)ser Defined TL Report
/03252 (O)fficial TL Report
/03253 E(x)it
/0326 Change Control (I)nformation
/0327 (S)tamp
/0328 E(x)it

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Path and Menu Options

Appendix A

/033 (E)nvironment Settings
/0331 (S)taff Table
/03311 (A)dd Staff
/03312 (C)hange Staff Record
/03313 (D)elete Staff Record
/03314 (P)rint Staff Table
/03315 (Q)uery Staff Table
/03316 E(x)it
/0332 (L)ocal Office Table
/03321 (A)dd Local Office
/03322 (C)hange Local Office
/03323 (D)elete Local Office
/03324 (P)rint Local Office
/03325 (Q)uery Local Office
/03326 E(x)it
/0333 (V)alidation Limits
/0334 (C)ase Review Control
/0335 State (O)ption
/03351 (S)tate Option Control
/03362 (E)rror Option Control
/03363 State Option (D)ate Dictionary
/03364 State Option (V)alidation
/03365 Error (O)ption Validation
/03366 E(x)it
/0337 E(x)it
/034 Statistical (A)nalysis
/0341 Sample (V)alidation
/0342 Sample (C)haracteristics
/0343 (R)ates Calculations
/0344 (S)tandard Reports
/03441 (A)nnual Report
/03442 Error (R)ates
/03443 Payment (S)tatus Report
/03444 Error (C)ause Report
/03445 (E)rror Responsibility Summary
/03446 (P)oint of Detection Error Summary
/03447 (W)ork Search Summary
/03448 (B)PW/WBA/MBA Report
/03449 E(x)it
/0345 E(x)it
/035 E(x)it
/04 (T)utorials

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Path and Menu Options

Appendix A

/05 (L)og Into Old System
/06 E(x)it from UI Menu

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Clock Programs

Appendix B

There are eleven programs that can be run non-interactively using the UNIX command line or /etc/cron (the clock).

These programs are listed below in groups according to types of data input. (If you use the CRUN Driver you can drop the .4ge extension.)

The first group of programs require only a beginning and ending batch number.

1. Annual Report: ar.4ge begin_batch end_batch
2. BPW/MBA/MBA Report: bpw.4ge begin_batch end_batch
3. User Defined TL: udtl.4ge begin_batch end_batch

The second group of programs require a sorting option with the beginning and ending batch numbers. The options are sorting and displaying by investigator or sorting and displaying by local office.

4. Error Cause Report: ecr.4ge { inv | loc } begin_batch end_batch
5. Error Responsibility Summary: ers.4ge { inv | loc } begin_batch end_batch
6. Point of Detection Error Summary: pdpes.4ge { inv | loc } begin_batch end_batch
7. Payment Error Report (Error Rates): per.4ge { inv | loc } begin_batch end_batch
8. Payment Status Report: psr.4ge { inv | loc } begin_batch end_batch
9. Work Search Summary: wss.4ge { inv | loc } begin_batch end_batch

The third group of programs require a report type option with the beginning and ending batch numbers. The options are aggregate, exceptions, or individual.

10. Sample Characteristics Report: scr.4ge { agg | exc | ind } begin_batch end_batch
11. Sample Validation Report: sv.4ge { agg | exc | ind } begin_batch end_batch

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Clock Programs

Appendix B

CRUN DRIVER. Since the programs access the UIS database UIDB, several environment variables must be set for proper execution. The Bourne shell driver, 'crun', resides in /usr2/bqc/bin, and is supplied for executing these listed programs. The user may wish to modify a copy of this program for their own use.
Note that the extension, .4ge, is dropped from the syntax statement when the CRUN DRIVER is used.

```
/****** CRUN DRIVER *****/

#! /bin/sh
#####
#%Z% SCCS file name: %P%
#%Z% SCCS ID (rel.level.branch.sequence): %I%
#%Z% Last Changed: %G% Time: %U%
#
# This program is the driver for the BQC state system modules.
# It allows for execution of modules that can be invoked from the
# command line. This program initializes the environment
# variables commonly used among all of the state software modules
# and then invokes the specified modules.
#
#####
usage_msg()
{
${FIVEBIN}/echo "\nUsing the \"${0}\" driver, the following
BQC State system's modules could be"
${FIVEBIN}/echo "executed from the command line with syntax
shown below:\n"
${FIVEBIN}/echo " $BQCBIN/$0 ar begin_batch end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 bpw begin_batch end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 ecr { inv | loc } begin_batch
end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 ers { inv | loc } begin_batch
end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 pdpes { inv | loc }
begin_batch end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 per { inv | loc } begin_batch
end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 psr { inv | loc } begin_batch
end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 scr { agg | exe | ind}
begin_batch end_batch"
}
```

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```
${FIVEBIN}/echo " $BQCBIN/$0 sv { agg | exe | ind}
begin_batch end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 ud1l begin_batch end_batch"
${FIVEBIN}/echo " $BQCBIN/$0 wss { inv | loc } begin_batch
```

```

end_batch"
${FIVEBIN}/echo "(Example) $BQCBIN/$0 sv agg \${beg}
\${end}"
${FIVEBIN}/echo "where \${beg} is the beginning batch number
and \${end} is the ending"
${FIVEBIN}/echo "batch number passed to the \"$0\" driver
from a user's script.\n"
${FIVEBIN}/echo "NOTE: { inv | loc } means there are two
options to this program."
${FIVEBIN}/echo "which are \"inv\" and \"loc\". This same
is true [3 options] for"
${FIVEBIN}/echo "\"agg\", \"exe\", and \"ind\"."
}
#####
# This function tests the existence of the "${HOME}/bqc"
# directory, and if it does not exist create it. We may want to
# invoke this function only for the modules that are using
# "${HOME}/bqc" directory.
#####
TEST_BQC_DIR()
{
if [ ! -d ${HOME}/bqc ]
then
mkdir ${HOME}/bqc
chmod 744 ${HOME}/bqc
fi
}

```

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```
#####
# This group of variables is defined in this script for now. But
# since they might be common for all applications at the state
# level they may need to be defined prior to execution of the
# main menu and deleted from this program when all of the state
# systems are integrated together.
#####
DBPATH=/database
SQLEXEC=/BIN/informix/lib/sqlexec
DBEDIT=vi
DBDATE=MDY4/
INFORMIXDIR=/BIN/informix
INFORMIXTERM=vt220
DBDELIMITER="|"
export SQLEXEC DBPATH DBEDIT DBDATE DBDELIMITER
export INFORMIXDIR INFORMIXTERM
#####
# This group of variables is specific to the BQC state software.
#####
FIVEBIN=/usr/5bin
BQCSYS=/usr2/bqc
BQCBIN=${BQCSYS}/bin
BIN=${BQCSYS}/bin
BQCLIB=${BQCSYS}/lib
BQCTMP=${BQCSYS}/tmp
TERMCAP=${BIN}/termcap
TMPDIR=/tmp
# Check all the directories that are listed in the variable
#"PATH" and if they are not needed remove them and if other
# directory path is needed we must add them.
PATH=./bin:/usr/ucb:/usr/bin:/usr/5bin:/BIN/wplib:/BIN/informix/
bin:/usr2/bin:${BIN}
export BQCSYS BQCBIN BIN BQCLIB BQCTMP TERMCAP TMPDIR PATH
if [ $# -gt 4 ]
then
usage_msg
exit 1
fi
```

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```
TEST_BQC_DIR
cd ${BIN}
case "${1}"
in
ar) ${BIN}/ar.4ge ${2} ${3} ${4} ;;
bpw) ${BIN}/bpw.4ge ${2} ${3} ${4} ;;
ecr) ${BIN}/ecr.4ge ${2} ${3} ${4} ;;
ers) ${BIN}/ers.4ge ${2} ${3} ${4} ;;
pdpes) ${BIN}/pdpes.4ge ${2} ${3} ${4} ;;
per) ${BIN}/per.4ge ${2} ${3} ${4} ;;
psr) ${BIN}/psr.4ge ${2} ${3} ${4} ;;
scr) ${BIN}/scr.4ge ${2} ${3} ${4} ;;
sv) ${BIN}/sv.4ge ${2} ${3} ${4} ;;
udtl) ${BIN}/udtl.4ge ${2} ${3} ;;
wss) ${BIN}/wss.4ge ${2} ${3} ${4} ;;
*) usage_msg
exit 1 ;;
esac
```

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Control Key Commands

Appendix C

The Ctrl key is on the far left side of the keyboard next to the Lock key. Hold this key down, and then press the proper letter to execute the related command. It is like using the shift key on a manual typewriter to make an upper case letter. The Ctrl key does nothing when it alone is pressed; it must be followed by a letter.

Here is a list of common Ctrl and letter command sequences available to BQC users. Not all of these commands will operate in all instances. Check the "help" screens for commands that are available at any specific place in the BQC software.

- Ctrl-a Inserts data rather than typeover previous data.
- Ctrl-b Moves the cursor back one field on data entry screens.
- Ctrl-c Cancels data entry operation without saving new data; moves back one step in a program.
- Ctrl-d Deletes or clears data already in a field.
- Ctrl-f Moves the cursor forward to the next data field.
- Ctrl-g Exits the program and returns the user to the original calling menu.
- Ctrl-h Moves cursor one position to the left, as far as the first position in a field.
- Ctrl-j Moves cursor one row or record down.
- Ctrl-k Moves cursor one row or record up.
- Ctrl-l Moves cursor one position to the right.
- Ctrl-n Moves to next screen when there are multiple entry screens.
- Ctrl-p Moves to the previous screen when there are multiple entry screens.
- Ctrl-r Refreshes or redraws screen.
- Ctrl-u Undoes changes to a field and the value in that field reverts to the last saved value.

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Ctrl-w Provides "Help" specific to the field or menu option at the cursor position.

Ctrl-x Deletes a single character at the cursor position.

Ctrl-[Completes a query entry(s). Returns cursor to top of ring menu in update cases so that **Update** command can be used to save recently made entries. This sequence is called "Control Left Bracket". The [key is on the right of the letter **p** on the keyboard.

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Data Elements and Definitions

Appendix D

The data elements in the Master Table, Asigndate Table, Reopen Table, Errisu (Error Issue) Table, Eroption (Error Options) Table, Stateoption (State Options) Table, Comparison Table, Stratum Table, Weight Table and Gen (General) Table are provided below.

Table Name: Master

- (mssn) NAME: Social Security Number
 SHORT NAME: SSN
 DEFINITION: Enter Social Security Number (actual, not transformed) of claimant as provided by the sample selection program.
 FIELD SIZE: 9 Digits
 TYPE: Character
 EDITS: -All numeric greater than zero (0)
- (mkw) NAME: Compensable Week Ending Date of Key Week (KW)
 SHORT NAME: Key Week
 DEFINITION: Enter month, day, and year (MM/DD/YYYY) of compensable week ending date of Key Week (e.g., March 6, 1986 coded as 03/06/1986). This date is provided as output from the sample selection program.
 FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
 TYPE: Date
 EDITS: -Must be MM/DD/YYYY format
 -Must be less than current system date.
- (mcatyp) NAME: Case Type
 SHORT NAME: Case Type
 DEFINITION: Enter the code for the case selected. Normally, the code will be '0' identifying the case as a regular Core QC case. Another code in this field indicates that the case was selected for some special purpose or study.
 FIELD SIZE: 1 Digit
 TYPE: Smallint
 EDITS: -Validation range set by SESA
 -Must be 0 for Core QC case
- (mp4) NAME: Serial Number

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SHORT NAME: Serial #
DEFINITION: The unique number assigned to each case by the QC software.
FIELD SIZE: 5 Digits
TYPE: Integer
EDITS: -Must be greater than 0 (zero)
 -Cannot be equal to a serial number assigned to any other case

(mbatch) NAME: Batch Number
 SHORT NAME: Batch #
 DEFINITION: Enter number provided as output from computer program that selects all sample cases - indicates calendar year and week (YYWW).
 FIELD SIZE: 4 Digits
 TYPE: Smallint
 EDITS: -Must be YYWW format -YY = 00-99, WW = 01-53 -WW 01 always 1st Saturday in January of each year

(mseq) NAME: Sequence Number
 SHORT NAME: Sequence #
 DEFINITION: This number identifies the location of the case in the batch. It is a secondary key to the database when combined with Case Type.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -Must be greater than 0 (zero)
 -Must be equal to or less than cm1

(ma1) NAME: Case Modification User Identification Number
 SHORT NAME: Case Modification UID
 DEFINITION: The user identification number of the person currently updating/modifying a selected case. This data field will only be filled while the user is working on the selected case. It will be null or blank when the user releases the case.
 FIELD SIZE: 2 Digits
 TYPE: Smallint

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EDITS: N/A

- (ma2) NAME: Last Modification Date
 SHORT NAME: Last Modification Date
 DEFINITION: Date of the last update/modification to case.
 FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
 TYPE: Date
 EDITS: -MM/DD/YYYY format
- (mstate) NAME: FIPS State Abbreviation Code
 SHORT NAME: State Code
 DEFINITION: Enter State alpha abbreviation.
 FIELD SIZE: 2 Digits
 TYPE: Character
 EDITS: -All FIPS State abbreviation codes, each SESA unique
- (mlo) NAME: Local Office Number
 SHORT NAME: LO #
 DEFINITION: Enter SESA local office or itinerant point number through
 which the Key Week claim was filed.
 FIELD SIZE: 4 Digits
 TYPE: Character
 EDITS: -Valid SESA LO #
 -#'s Assigned by SESA
 -Must be in validation table
 -Must be greater than 0 (zero)
- (minv) NAME: Investigator Identification Code
 SHORT NAME: Inv Id
 DEFINITION: Enter code of investigator or supervisor to whom the case
 was assigned. The QC supervisor assigns these codes. If more than one
 investigator worked on the case, enter code of investigator who
 determined whether claimant was correctly or incorrectly paid for Key
 Week. Entry of this code will automatically enter current date in computer
 as assignment date.

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FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -SESA assigned #'s
 -Must be in staffing file
 -Range 01-98
 -Set by assignment routine
 -Changed only by Reassignment routine

(b1) NAME: Primary Method by which Claimant QC Information Obtained
 SHORT NAME: Method Info Obt
 DEFINITION: Enter the code which best describes the method by which
 the information contained on the claimant questionnaire was obtained.

 1 = In-person interview
 2 = Telephone interview
 3 = Mail

PF1 (-1) = Not obtained

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1, 2, 3, or -1

(b2) NAME: United States Citizenship

 SHORT NAME: Citizen

 DEFINITION: Enter applicable code after appropriate verifications.

 1 = U.S. Citizen
 2 = Alien eligible under 3304(a)(14)FUTA
 3 = Alien ineligible under 3304(a)(14)FUTA

PF1 (-1) = Information not available

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1, 2, 3, or -1
 -If b2 equals 3, then ei3 must contain a 200 or 400 series
 error.

(b3) NAME: Education

 SHORT NAME: Education

 DEFINITION: Enter highest level of academic education completed after
 appropriate verifications.

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- 0 = Never attended school
- 01 thru 11 = Highest grade completed
- 12 = High school graduate or GED
- 14 = Some college (but no degree)
- 15 = Associate's degree
- 16 = BA or BS Degree
- 20 = Graduate Degree (Masters, MD, PhD, JD, etc.)

PF1 (-1) = Information not available

Note regarding this element and (b4): A distinction must be made between education and training. Attendance at one institution or facility cannot be coded under both categories.

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Must be 0-12, 14-16, 20 or -1

(b4)

NAME: Vocational or Technical School Training

SHORT NAME: Voc/Tech School

DEFINITION: Enter applicable code after appropriate verification.

- 1 = Never attended
- 2 = Attended, but not certified
- 3 = Attended and received certificate

PF1 (-1) = Missing or information not available

Note regarding this element and (b3): A distinction must be made between education and training. Attendance at one institution or facility cannot be coded under both categories.

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1, 2, 3, or -1

(b5)

NAME: Training Status during Key Week

SHORT NAME: In Training

DEFINITION: Enter the applicable code after verification.

0 = Not in training

UI Approved Training:

11 = Tech./voc.

12 = JTPA

13 = Academic

14 = Other

Not UI Approved Training:

21 = Tech./voc.

22 = JTPA

23 = Academic

24 = Other

PF1 (-1) = Missing or information not available

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- (b6) FIELD SIZE: 2 Digits
TYPE: Character
EDITS: -Must be 0, 11-14, 21-24, or -1
NAME: Occupational Code (Last job prior to most recent Initial/Additional Claim)
SHORT NAME: Occ Code Last
DEFINITION: Enter major occupational group code for claimant's last job as determined by the investigator. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977 and 4TH Edition Supplement 1982.)
PF1 (-1) = Missing or information not available
FIELD SIZE: 3 Digits
TYPE: Character
EDITS: -Numeric DOT (first 3 digits) or -1
-Cannot be 0
- (b7) NAME: Occupational Code For Usual Job
SHORT NAME: Occ Code Usual
DEFINITION: Enter major occupational group code for claimant's primary occupation as determined by the investigator. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977 and 4th Edition Supplement 1982.)
PF1 (-1) = Missing or information not available
PF3 = Same as B6 (Occupational Code for Last Job)
FIELD SIZE: 3 Digits
TYPE: Character
EDITS: -Numeric DOT (first 3 digits) or -1
-Cannot be 0
- (b8) NAME: Normal Hourly Wage, Usual Job
SHORT NAME: Normal Hr Wage
DEFINITION: Enter normal hourly wage for the claimant's primary occupation after appropriate verifications. Express without decimal point in dollars and cents per hour. (e.g., \$5.00 per hour is coded as 500.) Use State conversion formula when other than hourly wages are given. If no State formula, use the appropriate formula provided below:
Weekly wages - divided by 40 or normal weekly hours for claimant's usual occupation.
Monthly wages - divide by 4.33, then divide by 40 or normal weekly hours for claimant's usual occupation.

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Yearly wages - divide by 52, then divide by 40 or normal weekly hours for claimant's usual occupation.

PF1 (-1) = Missing or information not available

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Dollars and cents
-Validation range set by SESA
-Can be -1

(b9) NAME: Occupational Code (Seeking Work)
SHORT NAME: Occ Code Seeking
DEFINITION: Enter major occupational group code for type of work that claimant was seeking during the Key Week. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977 and 4th Edition Supplement 1982.)

PF1 (-1) = Information missing or not available

PF3 = Same as B6 (Occupational Code for Last Job)

FIELD SIZE: 3 Digits

TYPE: Character

EDITS: -Numeric DOT (first 3 digits) or -1
-Cannot be 0

(b10) NAME: Lowest Acceptable Hourly Wage
SHORT NAME: Lowest Hr Wage
DEFINITION: Enter lowest hourly wage that the claimant was willing to accept during the Key Week. Express with out decimal point in dollars and cents per hour. If no State formula use appropriate formula provided below:

Weekly wages - divided by 40 or normal weekly hours for the occupation claimant is seeking.

Monthly wages - divide by 4.33, then divide by 40 or normal weekly hours for the occupation claimant is seeking.

Yearly wages - divide by 52, then divide by 40 or normal weekly hours for the occupation claimant is seeking.

PF1 (-1) = Missing or information not available

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Dollars and cents,
-Validation range set by SESA,

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- Can be -1
- (b11) NAME: Date of Birth
 SHORT NAME: Birth Date
 DEFINITION: Enter Date of Birth (MM/DD/YYYY). If month of birth is not available, code "MM" as 06. If day of birth is not available, code "DD" as 01.
 PF1 (-1) = date unknown or missing.
 FIELD SIZE: 10 Digits (positions 3 and 6 reserved for delimiters)
 TYPE: Date
 EDITS: -MM/DD/YYYY format: MM = 01-12, DD = 01-31, YYYY = 1880-1999
 -Can be -1
- (b12) NAME: Sex
 SHORT NAME: Sex
 DEFINITION: Enter appropriate code.
 1 = Male
 2 = Female
 PF1 (-1) = Not available from any source
 FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
 TYPE: Character
 EDITS: -Must be 1, 2, or -1
- (b13) NAME: Ethnic Classification Code
 SHORT NAME: Ethnic
 DEFINITION: Enter appropriate ethnic code.
 1 = White, not Hispanic
 2 = Black, not Hispanic
 3 = Hispanic
 4 = American Indian or Alaskan Native
 5 = Asian or Pacific Islander
 PF1 (-1) = Not available from any source
 FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
 TYPE: Character
 EDITS: -Must be 1 to 5 or -1

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(c1) NAME: Program Code
 SHORT NAME: Program
 DEFINITION: Enter the code that identifies the type of claim that was taken:
 1 = UI
 2 = UI-UCFE
 3 = UI-UCX
 4 = UI-UCFE-UCX
 5 = UCFE
 6 = UCFE-UCX
 7 = UCX
 8 = EUC
 FIELD SIZE: 1 Digit
 TYPE: Character
 EDITS: -Must be 1 to 8
 -If c1 equals 2, 3, 4, or 6, then e1 must be greater than 1.

(c2) NAME: Combined Wage Claim
 SHORT NAME: CW Claim
 DEFINITION: Enter code which applied at the time the Key Week payment was made.
 1 = Yes
 2 = No
 3 = Pending
 Use code 1 if out-of-State wages were used for the Key Week payment.
 Use code 2 if there are no out-of-State wages OR if claimant declined to combine wages.
 Use code 3 if out-of-state wages had been requested but not received or acted upon at the time that the Key Week payment was made.
 FIELD SIZE: 1 Digit
 TYPE: Smallint
 EDITS: -Must be 1, 2, or 3
 -Cannot equal 1 if E-1 equals 1

(c3) NAME: Benefit Year Beginning
 SHORT NAME: Ben Year Beg
 DEFINITION: Enter effective date of most recent new or transitional claim, not reopened or additional (MM/DD/YYYY).
 FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

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TYPE: Date

EDITS: -MM/DD/YYYY format
 -Must be earlier than compensable weekending date of key week
 -Must be earlier than C7
 -Must be earlier than F9

- (c4) NAME: Initial Claim Filing Method
 SHORT NAME: Init Clm File
 DEFINITION: Enter filing method for the most recent new, additional, or transitional claim.
 1 = In Person Claim
 2 = Mail Claim
 3 = Telephone Claim
 4 = Employer Filed Claim
 5 = Other
 PF1 (-1) = Missing or information not available
 FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
 TYPE: Character
 EDITS: -Must be 1 to 5 or -1
- (c5) NAME: Benefit Rights Given
 SHORT NAME: BRI
 DEFINITION: Enter all codes that apply regarding method by which claimant was given Benefit Rights Interview.
 0 = Not Given
 1 = In-person (individual) Interview
 2 = Group Interview
 3 = Booklet/Pamphlet
 4 = Slides/Movie
 PF1 (-1) = Missing or information not available
 FIELD SIZE: 4 Digits (variable entries)
 TYPE: Character
 EDITS: -Can be 0, 1 to 4 or -1
 -Variable entry (1-4)
 -No duplicates
- (c6) NAME: Number of Eligibility Review Program Interviews (ERPs) Held, Current Benefit Year
 SHORT NAME: ERPs
 DEFINITION: Enter number of ERPs (1-9) held during the claimant's current benefit year up to and including the Key Week. If more than 9 were held, enter 9.

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and including the Key Week. If more than 9 were held, enter 9.

0 = Claimant should have had ERP but did not

PF1 (-1) = Missing or information not available

PF2 (-2) = Not applicable (claimant not required have ERP or first ERP scheduled after the KW)

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 0 to 9, -1 or -2

-If -1, C7 must be '1/1/0001'

-If 0 or -2, C7 must be '2/2/0002'

(c7)

NAME: Last ERP Date

SHORT NAME: Last ERP

DEFINITION: Enter date (MM/DD/YYYY) of claimant's most recent ERP up to and including Key Week.

PF1 (-1) = Missing or information not available

PF2 (-2) = Not applicable

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -Must be MM/DD/YYYY format

-Must be greater than C3

-Must be less than or equal to mkw

-Must be '1/1/0001' if C6 is -1

-Must be '2/2/0002' if C6 is 00 or -2

-Cannot be '1/1/0001' if C6 is greater than 00

-Cannot be '2/2/0002' if C6 is greater than 00

(c8)

NAME: Number of Prior Nonseparation Determinations Made

SHORT NAME: Prior Nonsep Issues

DEFINITION: Enter number of prior nonseparation issues disposed of in current benefit year through the Key Week. This includes both formal and informal determinations meeting workload validation criteria made during this period. Exclude issues detected by the QC process.

0 = None

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Must be 0 to 99

-Must be equal to or greater than C9

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- (c9) NAME: Number of Prior Disqualifications for Nonseparation Issues
 SHORT NAME: Prior Nonsep Disq
 DEFINITION: Enter number of prior disqualifications which resulted from nonseparation issues identified in C8. Exclude denials reversed by appeal if the decision was issued before the Key Week ending date.
 0 = None
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -Must be 0 to 99
 -Must be less than or equal to C8
- (d1) NAME: Reason for Separation Before Investigation
 SHORT NAME: Reason Sep Before
 DEFINITION: Enter the code that identifies the reason the claimant was separated from the last job prior to Key Week. The separation to be coded is that separation which precedes the period of unemployment (new/additional claim) in which the Key Week occurred. Code only the most recent adjudicable (according to State law) separation.
 10 = Lack of Work (e.g., RIF, temporary lay off)
 20 = Voluntary Quit
 30 = Discharge
 40 = Labor Dispute
 50 = Other (include military separation)
 60 = Not separated (e.g., leave of absence, partial).
 The second digit of the code is reserved for SESA use. For example, at the SESA's option different reasons for Voluntary Quit or Discharge could be identified.
 FIELD SIZE: 2 Digits
 TYPE: Character
 EDITS: -Must be 10 to 69
- (d2) NAME: Reason for Separation After Investigation
 SHORT NAME: Reason Sep After
 DEFINITION: Enter the code that correctly identifies why the claimant was separated from the job that preceded the period of unemployment in which the Key Week occurred. The separation to be coded is that separation which precedes the period of unemployment (new/additional claim) in which the Key Week occurred. Code only the most recent adjudicable (according to state law) separation.

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PF3 = Same as D1 (Reason for Separation Before Investigation)
10 = Lack of Work (e.g., RIF, temporary lay off)
20 = Voluntary Quit
30 = Discharge
40 = Labor Dispute
50 = Other (include military separation)
60 = Not separated (e.g., leave of absence, partial).

The second digit of the code is reserved for SESA use. For example, at the SESA's option different reasons for Voluntary Quit could be identified.

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Must be 10 to 69

- (d3) NAME: Date of Separation Before Investigation
SHORT NAME: Date Sep Before
DEFINITION: Enter date of separation from last employer used to determine code assigned in D1 (MM/DD/YYYY). Exception - Enter the last day worked if code in D1 is 60-69.
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -MM/DD/YYYY format
-Must be less than or equal to mkw
- (d4) NAME: Date of Separation After Investigation
SHORT NAME: Date Sep After
DEFINITION: Enter the date of separation from last employer used to determine the code assigned in D2. Enter last day worked if code in D2 is 60-69.
PF1 (-1) = Missing or information not available
PF3 = Same as D3
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -MM/DD/YYYY format
-Must be less than or equal to mkw
-Can be '1/1/0001'
-] (d5) NAME: Recall Status Before Investigation
SHORT NAME: Recall Stat Before

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DEFINITION: Enter code which indicates claimant's recall status for the Key Week.

0 = No recall

1 = Definite recall (specific return date)

2 = Indefinite recall (no specific return date)

PF1 (-1) = Missing or information not available

PF2 (-2) = Not applicable (e.g., partial)

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 0, 1, 2, -1, or -2

(d6) NAME: Recall Status After Investigation

SHORT NAME: Recall Stat After

DEFINITION: Enter correct recall status code as of Key Week.

0 = No recall

1 = Definite recall (specific return date)

2 = Indefinite recall (no specific return date)

PF1 (-1) = Missing or information not available

PF2 (-2) = Not applicable (e.g., partial)

PF3 = Same as D5

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 0, 1, 2, -1, or -2

(d7) NAME: Tax Rate for Last Employer

SHORT NAME: Tax Rate Last Emp

DEFINITION: Enter last employer's UI tax rate at the time of filing for the most recent new or additional claim. Round to nearest hundredth of a percent (i.e., 14.92% should be entered as 1492; 3.6% should be entered as 360; 7.478% should be entered as 748). Enter 9999 if employer reimburses fund. (Decimal field will display "99.99".) Enter PF1 (-1) if non-subject employing unit or information is not available.

FIELD SIZE: 4 Digits

TYPE: Decimal

EDITS: -Format is XX.XX, decimal is assumed.

-Can be all zeros

-Can be -1

(d8) NAME: Industry Code (Last Employer)

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SHORT NAME: Ind Code Last Emp

DEFINITION: Enter four digit industry code (SIC) for the claimant's last employer, prior to most recent new or additional claim as of the Key Week. If only a two digit major group is available on the State's computer system, enter the two digits followed by two zeros. For example, if the only industry code available is 17, enter 1700. Enter PF1 (-1) if missing or information not available.

FIELD SIZE: 4 Digits

TYPE: Character

EDITS: -Edit on valid first 2 digits
 -First 2 digits must be: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 78-84, 86-89, 91-97 or 99
 -Can be -1

(e1) NAME: Number of Base Period Employers Before Investigation

SHORT NAME: BP Emps Before

DEFINITION: Enter number of subject base period employers, before investigation, that were used in calculating Weekly Benefit Amount (WBA) and Maximum Benefit Amount (MBA) for the monetary determination in effect as of the Key Week. Include seasonal, school, and out of state employers if they paid wages which were used in the monetary determination from which the Key Week payment was made.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
 -Cannot equal 0
 -Must be greater than 1 if C2 equals 1
 -Must be greater than 1 if C1 equals 2, 3, 4, or 6

(e2) NAME: Number of Base Period Employers After Investigation

SHORT NAME: BP Emps After

DEFINITION: Enter number of subject base period employers after investigation. Include seasonal, school, and out of state employers if they should have been used in calculating the monetary determination from which the Key Week payment was made.

0 = no base period employers as a result of the investigation (monetarily ineligible).

PF3 = no change from the number of base period employers before investigation(E1).

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
 -Can be 0

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-If 0, E4, E6, E8, E10, E12 and E14 must be 0
-If 0, E16 must be 0 or -2

- (e3) NAME: Base Period Wages Before Investigation
 SHORT NAME: BP Wages Before
 DEFINITION: Enter total amount of all wages from employers identified in E1. Express in whole dollars. Include seasonal, school, and out of state wages if they were used in the monetary determination from which the Key Week payment was made.
 FIELD SIZE: 6 Digits
 TYPE: Money
 EDITS: -Validation range set by SESA
 -Cannot equal 0
 -Must be greater than or equal to E5
- (e4) NAME: Base Period Wages After Investigation
 SHORT NAME: BP Wages After
 DEFINITION: Enter total amount of all wages from employers identified in E2 even if claimant is determined to be monetarily ineligible. Express in whole dollars.
 PF3 = Same as E3 (Base Period Wages Before Investigation) Must be zero (0) if E2 is zero.
 FIELD SIZE: 6 Digits
 TYPE: Money
 EDITS: -Validation range set by SESA
 -Must be 0 if E2 is 0
 -Cannot be 0 if E2 is greater than 0
 -Must be greater than or equal to E6
- (e5) NAME: High Quarter Wages Before Investigation
 SHORT NAME: High Qtr Wages Before
 DEFINITION: If available from State records, enter total whole dollar amount of claimant's high quarter base period wages (before investigation) used in the monetary determination from which original Key Week payment was made. Include seasonal wages and school wages, if used. Enter 99999 if greater than \$99999. Enter PF2 (-2) if not applicable AND/OR not in State records.
 FIELD SIZE: 5 Digits
 TYPE: Money

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- EDITS: -Validation range set by SESA
 -Must be less than or equal to E3
 -Cannot equal 0
 -Can be -2
- (e6) NAME: High Quarter Wages After Investigation
 SHORT NAME: High Qtr Wages After
 DEFINITION: Enter total whole dollar amount of claimant's high quarter base period wages from those employers identified in E2, after investigation, that should have been used for the monetary determination for the Key Week. Enter 99999 if greater than \$99999. PF3 = Same as E5 (High Quarter Wages Before Investigation). Enter zero (0) if E2 is zero. PF2 (-2) = Not applicable AND not obtained by the investigation
 FIELD SIZE: 5 Digits
 TYPE: Money
 EDITS: -Validation range set by SESA
 -Must be less than or equal to E4
 -Must be 0 if E2 is 0
 -Cannot be 0 if E4 is greater than 0
 -Can be -2
- (e7) NAME: Number of Weeks Worked in Base Period Before Investigation
 SHORT NAME: Wks Worked Before
 DEFINITION: Enter number of actual weeks, as defined by State law and procedures, claimant worked in base period before investigation. Complete this item if required by State law for eligibility. PF2 (-2) = Weeks of work not required
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -Validation range set by SESA
 -Can be -2
- (e8) NAME: Number of Weeks Worked in Base Period After Investigation
 SHORT NAME: Wks Worked After
 DEFINITION: Enter number of actual weeks claimant worked in base period after investigation. Complete this item if required by State law for eligibility. PF3 = Same as E7 (Number of Weeks Worked in Base Period Before Investigation). PF2 (-2) = Weeks of work are not required. Must be zero (0) if E2 is zero.
 FIELD SIZE: 2 Digits
 TYPE: Smallint

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- EDITS: -Validation range set by SESA
 -Must be 0 if E2 equals 0
 -Can be -2
 -Cannot be 0 if E2 is greater than 0
- (e9) NAME: Weekly Benefit Amount (WBA) Before Investigation
 SHORT NAME: WBA Before
 DEFINITION: Enter claimant's maximum WBA for the Key Week, based on the monetary determination from which the original Key Week payment was made. Express in whole dollars. Disregard dependents' allowances, pension deductions, or Key Week earnings (if any). Do not use adjusted WBA based on monetary redetermination made as a result of nonmonetary issues (i.e., a separation issue or administrative penalty).
 FIELD SIZE: 3 Digits
 TYPE: Money
 EDITS: -Validation range set by SESA
 -Cannot be 0
 -Must be less than or equal to E11
 -E9 + E15 (if any) must be greater than or equal to F13
 -E9 + E15 must be greater than F3
 -E9 + E15 must be greater than F7
 -E9 + E15 must be greater than or equal to sum of F13 + F3 + F7
- (e10) NAME: Weekly Benefit Amount (WBA) After Investigation
 SHORT NAME: WBA After
 DEFINITION: Enter claimant's correct maximum WBA based on the monetary determination which should have applied at the time original Key Week payment was made. Express in whole dollars. Disregard dependents' allowances, pension deductions, or Key Week earnings (if any). Disregard WBA resulting from a monetary redetermination caused by nonmonetary issues (i.e., a separation issue or administrative penalty). PF3 = Same as E9 (Weekly Benefit Amount Before Investigation). Must be zero (0) if E2 is zero.
 FIELD SIZE: 3 Digits
 TYPE: Money
 EDITS: -Validation range set by SESA
 -Must be 0 if E2 is 0
 -Must be less than or equal to E12
 -E10 + E16 must be greater than or equal to F4 + F8
 -If 0, then H1 must be greater than 3
- (e11) NAME: Maximum Benefit Amount (MBA) Before Investigation
 SHORT NAME: MBA Before

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DEFINITION: Enter maximum benefit amount, based on monetary determination from which original Key Week payment was made. Express in whole dollars. Do not use adjusted MBA based on monetary redetermination made as a result of nonmonetary issues (i.e., a separation issue or administrative penalty). Disregard any EB or FSC benefit entitlement, State supplemental payments, dependents' allowances or any deductions.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Validation range set by SESA
 -Cannot be 0
 -Must be greater than E19
 -Must be equal to or greater than E9

(e12) NAME: Maximum Benefit Amount (MBA) After Investigation

SHORT NAME: MBA After

DEFINITION: Enter maximum benefit amount based on the monetary determination which should have applied to Key Week at the time that the original payment for Key Week was made. Express in whole dollars. Disregard MBA resulting from a monetary redetermination caused by nonmonetary issues (i.e., a separation issue or administrative penalty). Disregard any EB or FSC benefit entitlement, State supplemental payments, dependents' allowances or any deductions. Must be zero (0) if E2 is zero. Enter PF3 if the MBA in E11 did not change after QC investigation.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Validation range set by SESA
 -Must be 0 if E2 is 0
 -Must be equal to or greater than E10

(e13) NAME: Number of Dependents Claimed Before Investigation

SHORT NAME: Depend Before

DEFINITION: Enter the number of dependents claimed. Enter zero (0) if none and State has a dependency provision. Enter PF2 (-2) if State does not have a dependency provision.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
 -Can be 0
 -Can be -2
 -Must be 0 if E15 is 0
 -Must be -2 if E15 is -2
 -Cannot be 0 if E15 is not 0

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- (e14) NAME: Number of Dependents Claimed After Investigation
SHORT NAME: Depend After
DEFINITION: Enter the correct number of dependents that should be claimed. Enter zero (0) if none and State has a dependency provision. PF3 = Same as E13 (Number of Dependents Claimed Before Investigation).
PF2 (-2) = State does not have a dependency provision
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Validation range set by SESA
 -Can be -2
 -Must be 0 or -2 if E2 is 0
 -Must be 0 if E16 is 0
 -Must be -2 if E16 is -2
 -Cannot be -2 if E16 is not -2
 -Cannot be 0 if E16 is not 0
- (e15) NAME: Dependents' Allowance Before Investigation
SHORT NAME: Depend Allow Before
DEFINITION: Enter the whole dollar amount of dependents' allowance before investigation, if any, that was paid to the claimant for the Key Week. Enter zero (0) if claimant is not eligible for allowance and State has a dependency provision.
PF2 (-2) = State does not have a dependency provision
FIELD SIZE: 3 Digits
TYPE: Money
EDITS: -Validation range set by SESA
 -If FIPS code does not equal AK, must be less than E9
 -Must be 0 if E13 is 0
 -Cannot be 0 is E13 is greater than 0
 -Must be -2 if E13 is -2
 -Can be -2
 -Cannot be -2 if E13 is not -2
- (e16) NAME: Dependents' Allowance After Investigation
SHORT NAME: Depend Allow After
DEFINITION: Enter the correct whole dollar amount of dependents' allowance that should have been paid to the claimant during the Key Week. Enter zero (0) if claimant not eligible for allowance and State has a dependency provision.
PF3 = Same as E15 (Dependents' Allowance Before Investigation)
PF2 (-2) = State does not have a dependency provision
FIELD SIZE: 3 Digits

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TYPE: Money

EDITS: -Validation range set by SESA
 -FIPS code does not equal AK, then must be less than or
 equal to E10
 -Must be 0 or -2 if E2 is 0
 -Must be 0 if E14 is 0
 -Cannot be 0 if E14 is greater than 0
 -Must be -2 if E14 is -2
 -E10 + E16 must be greater than or equal to F4 + F8
 -Can be -2
 -Cannot be -2 if E14 is not -2

- (e17) NAME: Industry Code (Primary Base Period Employer)
 SHORT NAME: Ind Code Primary Emp
 DEFINITION: Enter four digit industry code for claimant's primary base
 period employer from whom the most wages were earned. If only two
 digit major group is available on the State's computer system, enter the
 two digits followed by two zeros. For example, if the only industry code
 available is 17, enter 1700.
 PF1 (-1) = Information missing or not available
 FIELD SIZE: 4 Digits
 TYPE: Character
 EDITS: -Edits on valid first 2 digits
 -First 2 digits must be: 01-02, 07-17, 20-67, 70, 72-73, 75-
 76, 78-84, 86-89, 91-97 or 99
 -Can be -1
- (e18) NAME: Monetary Redetermination Before Investigation
 SHORT NAME: Mon Redet Before
 DEFINITION: Enter appropriate code which indicates if SESA
 redetermined claimant's monetary eligibility prior to Key Week payment
 date. Do not consider redeterminations resulting from a nonmonetary issue
 (i.e., a separation issue or administrative penalty).
 1 = Yes
 2 = No
 FIELD SIZE: 1 Digit
 TYPE: Character
 EDITS: -Must be 1 or 2
- (e19) NAME: Remaining Balance (RB) as of KW Ending Date
 SHORT NAME: Remaining Bal

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DEFINITION: Enter remaining balance of claimant's benefits at the time the Key Week was claimed even though it was paid at a later date. Deduct amount of Key Week payment regardless of date paid when computing remaining balance. Exclude amounts for dependency allowances.

0 = balance is exhausted

EXAMPLE: Week 01 is Key Week. MBA is \$2600 and WBA is \$100. Key Week was paid the week after week 02 was paid. The SESA record will indicate a balance of \$2400 based on the Key Week payment date. However, for QC purposes, the remaining balance is \$2500 since payments are arrayed chronologically by compensable week ending date.

COMPUTE REMAINING BALANCE AS FOLLOWS:

Array payments in chronological order by compensable week ending date. Sum dollar amount of all weeks paid up to and including Key Week. Deduct this amount from Maximum Benefit Amount. Result is remaining balance.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Must be less than E11

-Can be 0

- (f1) NAME: Total Earnings for Key Week Before Investigation
SHORT NAME: KW Earnings Before
DEFINITION: Enter whole dollar amount of earnings during KW regardless of effect on the amount paid. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 999 if \$999 or more.

Enter zero (0) if none.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Can be 0

-If 0 then F3 must be 0

-Must be equal to or greater than F3

- (f2) NAME: Total Earnings for Key Week After Investigation
SHORT NAME: KW Earnings After
DEFINITION: Enter whole dollar amount of earnings during KW regardless of effect on the amount paid. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter 999 if \$999 or more.

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PF3 = Same as F1 (Total Earnings for Key Week Before Investigation)

Enter zero (0) if none.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Can be 0

-Must be equal to or greater than F4

- (f3) NAME: Earnings Deduction for Key Week Before Investigation
SHORT NAME: Earn Deduct Before
DEFINITION: Enter actual amount, in whole dollars, deducted from WBA because of earnings. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. This amount may be less than amount reported on the certification by claimant because of earnings disregarded by law in computation of amount deducted. Enter zero (0) if no earnings deduction.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Must be 0 if F1 is 0

-Must be less than or equal to F1

-Must be less than E9 plus E15 (if any)

-If FIPS code does not equal 55 then: the sum of F3 plus F13 plus F7 must be less than or equal to E9 plus E15

-If FIPS code does equal 55 then: the sum of F3 plus F13 plus F7 must be less than or equal to E9 plus E15 times 2 minus 1

- (f4) NAME: Earnings Deduction for Key Week After Investigation
SHORT NAME: Earn Deduct After
DEFINITION: Enter whole dollar amount that should have been deducted from WBA because of earnings. Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter zero (0) if no earnings deduction.

PF3 = Same as F3 (Earnings Deduction for Key Week Before Investigation)

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Must be 0 if F2 is 0

-Must be less than or equal to F2

-Must be less than or equal to E10 plus E16 (if any)

-The sum of F4 plus F8 must be less than or equal to E10 plus E16

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- (f5) NAME: Total Other Deductible Income for KW Before Investigation
 SHORT NAME: Other Income Before
 DEFINITION: Enter total whole dollar amount of other income deductible under State law (or prorated) before the provisions of State law are applied to deduct it from benefits paid. Include pension received for the Key Week, regardless of effect on the payment amount, using the SESA's method to determine the weekly amount of the pension. Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.
 Enter zero (0) if none.
 FIELD SIZE: 3 Digits
 TYPE: Money
 EDITS: -Can be 0 (zero)
 -If data is 0, F7 must be 0
 -Must be equal to or greater than F7
- (f6) NAME: Total Other Deductible Income for KW After Investigation
 SHORT NAME: Other Income After
 DEFINITION: Enter total whole dollar amount of other income deductible under State law (or prorated) before the provisions State law are applied to deduct it from benefits paid. Include pension received for the Key Week, regardless of effect on the payment amount, using the SESA's method to determine the weekly amount of the pension. Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.
 Enter zero (0) if none.
 PF3 = Same as F5 (Total Other Deductible Income for KW Before Investigation)
 FIELD SIZE: 3 Digits
 TYPE: Money
 EDITS: -Can be 0
 -If data is 0, F8 must be 0
 -Must be equal to or greater than F8
- (f7) NAME: Other Income Deductions for Key Week Before Investigation
 SHORT NAME: Other Deduct Before
 Definitions: Enter actual amount, in whole dollars, deducted from WBA due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. before investigation of Key Week.
 Enter zero (0) if no other income deduction.
 FIELD SIZE: 3 Digits

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TYPE: Money

EDITS: -Must be 0 if F5 is 0
 -Must be less than or equal to F5
 -Must be less than E9 plus E15 (if any)
 -If FIPS code does not equal 55, then: the sum of F13 plus
 F3 plus F7 must be less than or equal to E9 plus E15 (if
 any)
 -If FIPS code does equal 55, then: the sum of F13 plus F3
 plus F7 must be less than or equal to E9 plus E15 times 2
 minus 1
 -Can be 0 (zero)

(f8) NAME: Other Income Deductions for Key Week After Investigation
 SHORT NAME: Other Deduct After
 DEFINITION: Enter whole dollar amount that should have been deducted
 from WBA for the Key Week due to a pension, holiday pay, vacation pay,
 pay in lieu of notice, separation pay, etc.
 Enter zero (0) if no other income deduction.

PF3 = Same as F7 (Other Income Deductions for Key Week Before
Investigation)

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Can be 0
 -Must be 0 if F6 is 0
 -Must be less than or equal to F6
 -Must be less than or equal to E10 plus E16 (if any)
 -Sum of F4 plus F8 must be less than or equal to E10 plus
 E16 (if any)

(f9) NAME: First Compensated Week Ending Date
 SHORT NAME: First CWE Date
 DEFINITION: Enter Week Ending Date (MM/DD/YYYY) of first week
 compensated (paid/offset, totally or partially) in the benefit year as defined
 for the Claims and Payment Activities Report (ETA 5-159, Part B).

Note: This is not necessarily the first compensable week as used for
computation of time lapse, i.e., the definition in Part B includes part-total
and partial compensation which are included in the QC population, but
generally excluded from Part C which is used for time lapse.

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -Must be MM/DD/YYYY format
 -Must be greater than C3
 -Must be less than or equal to F10

(f10) NAME: Date of First Payment

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SHORT NAME: Date First Pay
DEFINITION: Enter date payment was made (or offset applied) for the first compensated week identified in F9. (MM/DD/YYYY)
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -MM/DD/YYYY format
-Must be greater than or equal to F9

(f11) NAME: Key Week Filing Method
SHORT NAME: KW File Meth
DEFINITION: Enter filing method for Key Week claim.
1 = Mail Claim
2 = In-person Claim
3 = Employer filed (i.e., partial)
4 = Telephone
5 = Other (i.e., electronic)
PF1 (-1) = Missing or information not available
FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
TYPE: Character
EDITS: -Must be 1, 2, 3, 4, 5 or -1

(f12) NAME: Key Week Certification Procedure
SHORT NAME: KW Cert
DEFINITION: Enter appropriate code.
1 = Key Week claimed on a weekly cycle.
2 = Key Week claimed on a bi-weekly cycle.
3 = Other (greater than bi-weekly cycle)
FIELD SIZE: 1 Digit
TYPE: Character
EDITS: -Must be 1, 2 or 3

(f13) NAME: Original Amount Paid and/or Offset for Key Week
SHORT NAME: Orig Amt Pd

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DEFINITION: Enter original whole dollar amount paid and/or offset (including dependent allowance and child support intercept, if any) for Key Week. Code \$98.00 as 98 without a leading zero.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Cannot equal 0
 -If FIPS code equals WI then: must be less than or equal to E9 plus E15 (if any) times 2 minus 1
 -The sum of F13 plus F3 plus F7 must be less than or equal to E9 plus E15 times 2 minus 1
 -If FIPS code does not equal WI then: must be less than or equal to E9 plus E15 (if any)
 -The sum of F13 plus F3 plus F7 must be less than or equal to E9 plus E15
 -Must equal H5 if H2 equals 0
 -Must equal H2 if H5 and H6 equal 0

(g1)

NAME: Work Search Requirements

SHORT NAME: WS Requirements

DEFINITION: Enter the appropriate code which applied at the time eligibility for the Key Week was determined.

1 = Required to actively seek work (in addition to union contact if applicable)

2 = An agency directive (written or verbal) temporarily suspended the claimant's normal work search for the Key Week.

3 = Union deferral (seeking work only through union)

4 = Job attached deferral (temporary lay-off, recall, partial, industry attached)

5 = Other deferrals (disability, school, etc.)

PF2 (-2) = No active work search policy

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 1 to 5 or -2
 -If G10 is -2, G1 cannot equal 1

(g2)

NAME: Job Service Registration Required for the KW

SHORT NAME: JS Req

DEFINITION: Enter the appropriate code which applies to the Key Week according to law and policy.

1 = Yes

2 = No

Use code 2 only if the State does not require registration OR there is written law/policy that provides for non-registration under certain circumstances (e.g., temporary lay-off, union

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membership), and such non-registration policy is applicable to claimant.

FIELD SIZE: 1 Digit

TYPE: Smallint

EDITS: -Must be 1 or 2
 -If data is 1, G4 must be -2
 -If data is 2, G4 must be 1 to 6

(g3) NAME: Actively/Currently Registered with Job Service as of KW
 SHORT NAME: Act/Cur Regist
 DEFINITION: Enter the appropriate code which applies to the Key Week.

 1 = Yes

 2 = No

PF1 (m) = Information is missing or not available.

Use code 1 if Job Service records provide enough information to refer the claimant to a job during Key Week. Use code 2 if Job Service has no current application for the claimant, application does not provide sufficient information for referral, or Job Service application is an inactive file.

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 1, 2, or -1
 -If 1, G5 cannot be -2

(g4) NAME: Reason JS Registration Deferred
 SHORT NAME: JS Defer
 DEFINITION: Enter appropriate code.

 1 = Union member

 2 = Job attached

 3 = Partial

 4 = Seasonal

 5 = Approved training

 6 = Other

PF2 (-2) = claimant not deferred

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 1 to 6 or -2
 -Must be -2 if G-2 equals 1

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-Must be 1 to 6 if G-2 equals 2

- (g5) NAME: Number of Job Service Referrals
 SHORT NAME: JS Refers
 DEFINITION: Enter number of times Job Service referred claimant for employment during current benefit year (CBY) up to and including Key Week.
 Enter zero 0 if no referrals while registered in CBY.
 PF1 (-1) = Information missing or not available.
 PF2 (-2) = Claimant not registered during CBY.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -Validation range set by SESA
 -May be -1 or -2
 -Cannot be -2 if G3 equals 1
- (g6) NAME: Registered with Private Employment Agency
 SHORT NAME: Regis Priv Agency
 DEFINITION: Enter code which applied as of the Key Week.
 1 = registered with private agency
 2 = not registered with private agency
 PF1 (-1) = Information missing or not available.
 FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)
 TYPE: Smallint
 EDITS: -Must be 1, 2 or -1
 -If 2, G7 must be -2
 -If 1, G7 cannot be -2
 -If -1, then G7 must be -1
- (g7) NAME: Number of Private Employment Agency Referrals
 SHORT NAME: Priv Agency Refers
 DEFINITION: Enter number of times the claimant was referred for employment by a Private Employment Agency during Key Week.
 Enter zero (0) if registered but not referred.
 PF1 (-1) = Information missing or not available.
 PF2 (-2) = Claimant not registered.

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- (g10) NAME: Number of Job Contacts Listed for KW
SHORT NAME: KW Contacts
DEFINITION: Enter number of all Key Week job contacts indicated from any source. Note: If claimant sought work in Key Week although not required to do so, enter number of contacts and make appropriate verifications. Enter zero (0) if no contacts were indicated. Enter PF1 (-1) if claimant does not know or INA. Enter PF2 (-2) if not required to and did not seek work. Cannot be PF2 (-2) if G1 equals code 1.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Validation range set by SESA
 -Can be 0, -1, or -2
 -Cannot be -2 if G1 is 1
- (g11) NAME: Number of Job Contacts Made Prior to Key Week but Used to Satisfy Work Search Requirements for KW
SHORT NAME: Prior KW Contacts
DEFINITION: Enter number of work search contacts made prior to Key Week only if used to satisfy the State's work search requirements. Enter PF2 (-2) if State does not allow contacts outside the KW to satisfy work search requirements.
Enter zero (0) if no contacts were indicated or KW contacts were sufficient to meet the requirements.
Enter PF1 (-1) if claimant does not know or INA.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -Validation range set by SESA
 -Can be 0, -1, or -2
- (g12) NAME: Number of Work Search Contacts Investigated for Key Week Eligibility
SHORT NAME: Contacts Inv
DEFINITION: Enter total number of work search contacts investigated by the QC unit, regardless of investigation determination regarding acceptability. Do not include here any work-search contacts that were not investigated by QC unit. Enter zero (0) if no job contacts were investigated and enter zeros for G13, G14 and G15. Enter PF3 (same) if G12 is the same as G10. This number cannot exceed the sum of G10 and G11.
FIELD SIZE: 2 Digits

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- TYPE: Smallint
EDITS: -Can be 0
 -Must be less than or equal to the sum of G10 plus G11
 -Must equal G13 plus G14 plus G15
- (g13) NAME: Number of Acceptable Work Search Contacts
 SHORT NAME: Contacts Acc
 DEFINITION: Include only work search contacts for which documentation exists in QC file that such contacts were made by claimant and were acceptable contacts within State's written law/policy on active search for work. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -Must be 0 if G12 is 0
 -Must be less than or equal to G12
 -If G13 equals G12, then G14 and G15 must be 0
 -The sum of G13 plus G14 plus G15 must equal G12
- (g14) NAME: Number of Unacceptable Work Search Contacts
 SHORT NAME: Contacts Unacc
 DEFINITION: Include only job contacts for which written documentation exists in QC file that such contacts were not made at all by claimant or were made but are unacceptable within the framework of State's written law or policy. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -Must be 0 if G12 is 0
 -Cannot be greater than G12
 -If G12 and G13 are equal, then G14 and G15 must be 0
 -G12 must be equal to the sum of G13 plus G14 plus G15
 -If G14 and G12 are equal, then G13 and G15 must be 0
- (g15) NAME: Number of Work Search Contacts for KW that Could not be Verified as Either Acceptable or Unacceptable
 SHORT NAME: Contacts Unver
 DEFINITION: Include here the work search contacts for which there was insufficient information to make a judgment of either acceptable or unacceptable, within the State's written law/policy on work search. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.

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- (h3) **NAME:** Total Whole \$ Amount of Overpayments (include KW)
SHORT NAME: Total Amt OP
DEFINITION: Enter whole dollar amount of all overpayments, voided offsets, or adjustments (to either the WBA or MBA), including Key Week, OFFICIALLY ESTABLISHED as a result of QC investigation. Include in this figure only overpayments, etc., officially established for weeks claimed or paid. Include EB and FSC programs if applicable. Do not adjust (i.e., net) amount due to the establishment of underpayments. Exclude any prospective savings relating to weeks not claimed and any penalty or interest amount. If an overpayment established as a result of QC investigation is reversed on appeal, this amount must be reduced by the amount involved in the reversal. Include amounts from prior benefit years if applicable.
Note: Code only overpayments for this claimant.
FIELD SIZE: 5 Digits
TYPE: Money
EDITS: -Range must be from 0 to 50,000
- (h4) **NAME:** Total Whole \$ Amount of Underpayments (include KW)
SHORT NAME: Total Amt UP
DEFINITION: Enter whole dollar amount of all underpayments, offsets applied, or adjustment (to either WBA or MBA), including Key Week, established as a result of QC investigation. Include in this figure only underpayments, etc., established for weeks actually claimed or paid. Include EB and FSC programs, if applicable. Do not adjust (i.e., net) amount due to establishment of overpayments. Exclude any prospective errors relating to weeks not claimed. If supplemental check was issued or offset applied which was later officially reversed on appeal and QC agrees with the official action (code 03) then this amount must be reduced by the amount involved in the reversal. Include amounts from prior benefit years if applicable.
Note: Code only underpayments for this claimant.
FIELD SIZE: 5 Digits
TYPE: Money
EDITS: -Range must be from 0 to 50,000
- (h5) **NAME:** Total Overpayment Amount for the Key Week
SHORT NAME: Total KW OP
DEFINITION: Enter the whole dollar amount of the total overpayment due to overpayment issues. It must not exceed the original amount paid (item F13). Exclude action codes 14 and 16. Determine amount overpaid using the same criteria as for the Annual Report. (Refer to the Annual Report, Volume II, Rate Calculations section.)

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FIELD SIZE: 3 Digits

TYPE: Money

EDITS: - Must not exceed F13
 - Cannot exceed the sum dollar amount of ei1 of all issues
 with action codes 10-13 and 15, in e12 for this case -Must
 equal F13 if h2 equals 0

- (h6) NAME: Total Underpayment Amount for the Key Week
 SHORT NAME: Total KW UP
 DEFINITION: Enter the whole dollar amount of the total underpayment
 due to underpayment issues. Include all underpayment issues regardless of
 whether they are "technically proper." Exclude action code 23. Determine
 underpaid amount using the same criteria as for the Annual Report. (Refer
 to the Annual Report, Volume II, Rate Calculations section.)
 FIELD SIZE: 3 Digits
 TYPE: Money
 EDITS: - Include all underpayment issues
 - Cannot exceed the sum of the dollar amounts of ei1 of all
 issues with action code 20, 21, or 22, ei2 for this case
 - Cannot exceed MWBA plus maximum dependent
 allowance minus original amount paid
- (h7) NAME: Investigation Completed
 SHORT NAME: Inv Completed
 DEFINITION: Enter code of 1 when case investigating has been
 completed, i.e., after the investigator has finished all field work, reports,
 determinations, and coding. Entry of this character will only be allowed if
 all previous data elements have been coded. It will cause the current
 system date to be stamped in H8.
 FIELD SIZE: 1 Digit
 TYPE: Character
 EDITS: - Must be null or 1
 - Can only be set by investigator who was assigned the case
 (or QCS)
 - All DCI fields must be completed
- (h8) NAME: Investigation Completion Date
 SHORT NAME: Inv Complete Date
 DEFINITION: The QC software will automatically enter the current date
 when Investigation Completed (H7) has been coded 1.

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FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -Must be MM/DD/YYYY format
 -Must be greater than or equal to ag1
 -Must be less than or equal to H10

(h9) NAME: Supervisory Review Completed
 SHORT NAME: Supv Rev Completed
 DEFINITION: Enter code of 1 when QC Manager/QC Supervisor has reviewed and approved completed case. Data entry in this field will cause the QC software to enter the current date in H10 and the login ID of the user in H11.

0 = the completed case has not been reviewed

When either 1 or 0 is entered the case will be closed. Subsequent adjustments to the case data must be made by reopening the case.

Field size: 1 Digit

TYPE: Character

EDITS: -Must be 0, 1, or null
 -Can only be entered if H7 equals 1

(h10) NAME: Supervisor Completion Date
 SHORT NAME: Supv Complete Date
 DEFINITION: The QC software will automatically enter the current date when Supervisory Review Completed (H9) has been coded 1 or 0.

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -Must be MM/DD/YYYY format
 -Must be greater than or equal to H8

(h11) NAME: Supervisor Identification
 SHORT NAME: Supv ID
 DEFINITION: The QC software will automatically enter the login ID of the person performing this supervisory function.

FIELD SIZE: Not to exceed eight (8) characters/digits

TYPE: Character

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EDITS: -Cannot be greater than eight (8) characters/digits

(mdp) NAME: Master Table Data Pick Up Flag
 SHORT NAME: Master Data Pick Up Flag
 DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
 FIELD SIZE: 16 Digits
 TYPE: Datetime
 EDITS: Format is MM/DD/YYYY hh:mm

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Table Name: Asigndate

- (abatch) NAME: Batch Number
 SHORT NAME: Batch #
 DEFINITION: Enter number provided as output from computer program
 that selects all sample cases - indicates calendar year and week (YYWW).
 FIELD SIZE: 4 digits
 TYPE: Smallint
 EDITS: -YYWW format
 -YY = 00-99, WW = 01-53
 -WW 01 always includes 1st Saturday in January of each
 year
- (aseq) NAME: Sequence Number
 SHORT NAME: Sequence #
 DEFINITION: Entered by the QC software. It identifies the location of the
 case in the batch.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 Edit: -Must be greater than 0
- (acatyp) NAME: Case Type
 SHORT NAME: Case Type
 DEFINITION: Enter 0 identifying this case as regular Core QC. Another
 code in this field indicates that the case is for some special purpose or
 study.
 FIELD SIZE: 1 Digit
 TYPE: Smallint
 EDITS: -Validation range set by SESA
- (aidx) NAME: Assignment Index
 SHORT NAME: Assign Index
 DEFINITION: Internal index key assigned to each case by the QC
 software and used to retrieve the most recent record.
 FIELD SIZE: 1 to 5 Digits

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TYPE: Smallint

EDITS: -must be greater than zero (0)

(agp5)

NAME: Serial Number

SHORT NAME: Serial #

DEFINITION: The unique number assigned to the case by the QC software.

FIELD SIZE: 5 Digits

TYPE: Integer

EDITS: -must be greater than 0 (zero)

-cannot be equal to a serial number assigned to any other case

(ag1)

NAME: Assignment Date

SHORT NAME: Assign Date

DEFINITION: Entered by the QC software when the Investigator Identification Code (ag2) is entered.

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -MM/DD/YYYY format

-Must be less than or equal to H8

-Set by case assignment/reassignment routine

(ag2)

NAME: Investigator Identification Code

SHORT NAME: Inv Id

DEFINITION: Enter code of investigator or supervisor to whom the case was assigned. The QC

Manager/Supervisor assigns these codes. If more than one investigator worked on the case, enter code of investigator who determined whether claimant was correctly or incorrectly paid for Key Week. Data entry in this field will cause the QC software to enter the current date in ag1.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -SESA assigned #'s

-Must be in staffing file

-Range 01-98

-Set by assignment routine

-Changed only by reassignment routine

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- (ag3) NAME: QCS Identification Code
 SHORT NAME: QCS ID
 DEFINITION: Enter identification of the supervisor who assigned the case.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -SESA assigned number
 -Range 01 - 98
 -Must be in staffing file
 -Set by assignment routine
 -Changed only by reassignment routine
- (ag4) NAME: Assignment/Reassignment Code
 SHORT NAME: A/R
 DEFINITION: Identifies cases as assigned or reassigned to an investigator.
 FIELD SIZE: 1 digit
 TYPE: Character
 EDITS: -Must be 0 or 1
- (adp) NAME: Asigndate Table Data Pick Up Information
 SHORT NAME: Asigndate Data Pick Up Flag
 DEFINITION: DateTime field that indicates when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
 FIELD SIZE: 16 Digits
 TYPE: DateTime
 EDITS: Format is MM/DD/YYYY hh:mm

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Table Name: Reopen

- (rbatch) NAME: Batch Number
 SHORT NAME: Batch #
 See Master table
- (rseq) NAME: Sequence Number
 SHORT NAME: Sequence #
 See Master table
- (rcatyp) NAME: Case Type
 SHORT NAME: Case Type
 See Master Table
- (ridx) NAME: Reopen Index
 SHORT NAME: Reopen Index
 DEFINITION: Internal index key entered by the QC software.
 FIELD SIZE: 1 to 5 Digits
 TYPE: Smallint
 EDITS: -must be greater than zero (0)
- (rop5) NAME: Serial Number
 SHORT NAME: Serial #
 DEFINITION: The unique number assigned to the case by the QC
 software.
 FIELD SIZE: 5 Digits
 TYPE: Integer
 EDITS: -must be greater than 0 (zero)
 -cannot be equal to a serial number assigned to any other
 case
- (ro1) NAME: Reopen Case
 SHORT NAME: Reopen Case

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DEFINITION: Enter one of the following codes:

3 = SESA has recognized an error in the data of this closed case and has made the correction(s).

4 = an appeal decision requires changes to the data of a closed case.

5 = data of a closed case were changed as a result of a monitor review.

6 = case reopened pending further information.

FIELD SIZE: 1 Digit

TYPE: Character

EDITS: -Valid codes: 3, 4, 5, 6 or null

- (ro2) NAME: Reopen Case Date
SHORT NAME: Reopen Case Date
DEFINITION: The current system date entered by the QC software when ro1 is 3, 4, or 5. The system will enter 00/00/0000 when the Reopen Case (ro1) code is 6.
FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)
TYPE: Date
EDITS: -Must be MM/DD/YYYY format
- (ro3) NAME: Reopen Case Identification
SHORT NAME: Reopen ID
DEFINITION: The login ID of the person performing the reopen function.
FIELD SIZE: Eight (8) characters/digits
TYPE: Character
EDITS: -Cannot be greater than eight (8) characters/digits
- (rdp) NAME: Reopen Table Data Pick Up Flag
SHORT NAME: Reopen Data Pick Up Flag
DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
FIELD SIZE: 16 Digits
TYPE: DateTime
Edit: Format is MM/DD/YYYY hh:mm

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Table Name: Errisu

(ebatch) NAME: Batch Number
SHORT NAME: Batch #
See Master table

(eseq) NAME: Sequence Number
SHORT NAME: Sequence #
See Master table

(ecatyp) NAME: Case Type
SHORT NAME: Case Type
See Master Table

(eidx) NAME: Error Issue Index
SHORT NAME: Error Issue Index
DEFINITION: Internal index key used to identify error issue. This key identifies the number of the error, e.g. third or seventh error. It does not identify the type of error.
FIELD SIZE: 1 to 5 Digits
TYPE: Smallint
EDITS: -must be greater than zero

(eip5) NAME: Serial Number
SHORT NAME: Serial #
DEFINITION: The unique number assigned to the case by the system software. This number is primarily used by the National Office to locate individual cases when assistance is requested by the SESA.
FIELD SIZE: 5 Digits
TYPE: Integer
EDITS: -cannot be equal to a serial number assigned to any other case

(ei1) NAME: Dollar Amount of Key Week Error
SHORT NAME: Amt KW Error

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DEFINITION: Enter total amount of error for the Key Week only as determined by QC investigation. Round to nearest whole dollar amount.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Cannot exceed SESA Maximum WBA plus dependents allowance
 -Cannot exceed F-13 if ei2 is 10-16
 -If FIPS code does not equal 55 then: ei1 must be less than or equal to E-10 plus E-16 if ei2 is 20-23
 -If FIPS code is equal to 55 then: ei1 must be less than or equal to E-10 plus E-16 times 2 minus 1

(ei2)

NAME: Key Week Action

SHORT NAME: KW Action

DEFINITION: Improper Payment codes in H1 will trigger this table.

Valid codes for improper payments are listed below:

Overpayment Codes:

10 = Fraud Overpayment/Voided Offset.

11 = Nonfraud Recoverable Overpayment/Voided Offset.

12 = Nonfraud Non-recoverable Overpayment or official action taken to adjust future benefits by decreasing WBA, MBA, KWDA or RB.

13 = QC determines payment was too large, although payment "technically" proper due to finality rules.

14 = QC determines payment was too large except where formal warning rules for unacceptable work search efforts prohibit official action.

Payment "technically" proper due to law/rules requiring formal warnings for unacceptable work search efforts.

15 = QC determines payment was too large, although payment "technically" proper due to rules other than finality or formal warning rules for unacceptable work search efforts.

16 = Overpayment established or WBA, KWDA, entitlement, MBA, or RB decreased which was later "officially" reversed, revised, adjusted, or modified and QC disagrees with "official" action.

Underpayment Codes:

20 = Supplemental Check Issued/Offset applied or increase in WBA, KWDA entitlement, MBA, or RB.

21 = QC determines payment was too small, although payment "technically" proper due to finality rules.

22 = QC determines payment was too small, although payment "technically" proper due to rules other than finality.

23 = Supplemental check issued/offset applied which was later "officially" reversed, revised, adjusted, or modified, and QC disagrees with "official" action.

FIELD SIZE: 2 Digits

TYPE: Character

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EDITS: -Valid codes 10-16 or 20-23
 -If 10-16, Ei1 must not exceed F13
 -If 20-23, and if FIPS code does not equal 55 then:
 Ei1 must be less than or equal to E10 plus E16
 -If 20-23 and FIPS code is equal to 55 then:
 Ei1 must be less than or equal to E10 plus E16 times 2
 minus 1

(ei3)

NAME: Error Cause

SHORT NAME: Error Cause

DEFINITION: For each payment error a code is assigned to indicate the cause (reason) of the error. Enter appropriate code from below. The last digit of this code is reserved for SESA use to provide greater detail as to cause of error.

(a) In the Benefit Year, unreported or errors in reporting/recording earnings or days/hours of work affecting the Key Week due to:

100 = Unreported (concealed) earnings or days/hours of work.

110 = Earnings or days/hours of work incorrectly estimated/reported/recorded or deducted.

120 = Errors in reporting or unreported Severance Pay.

130 = Errors in reporting or unreported Vacation Pay.

140 = Errors in reporting or unreported Social Security or Pension Benefits.

150 = Other causes related to reporting or recording of earnings or days/hours of work.

(b) In the Base Period, errors in Reporting/Recording Earnings or Weeks, Days, or Hours of Work affecting the Key Week Due to:

200 = Earnings or weeks/days/hours of work incorrectly estimated/reported/recorded.

210 = One or more base period employers not reported by claimant.

220 = Other causes related to errors in reporting or recording earnings or weeks/days/hours of work for base period.

(c) Separation Issues Due to:

300 = Voluntary Quits

310 = Discharges

320 = Other causes related to separation issues.

(d) Eligibility Issues Due to:

400 = Ability to work

410 = Availability for work

420 = Active work search

430 = Refusal of suitable work

440 = Self-employment

450 = Illegal Alien Status

460 = Job Service Registration

470 = Other causes related to eligibility issues.

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(e) Dependents' Allowances Incorrect Due to:
500 = Dependents' information incorrectly reported/recorded or allowance incorrectly calculated.
510 = Other causes related to dependents' allowances.

(f) Other Causes Due to:
600 = Benefits paid during a period of disqualification, even though a stop-pay order was in effect.
610 = Redetermination (at deputy level) or reversal (appeal or higher authority).
620 = Back Pay Award.
630 = All other causes.

FIELD SIZE: 3 Digits

TYPE: Character

EDITS: -Valid codes: 100-159, 200-229, 300-329, 400-479, 500-519, 600-639
-Cannot be 300-329, 400-479, 600-609, 620-629 if ei2 is 20-23
-Must be 420 if ei2 equals 14

(ei4) NAME: Error Responsibility
SHORT NAME: Error Respons
DEFINITION: Enter ALL the appropriate codes that apply. Do not repeat a given code even if more than one was responsible or more than one third party was responsible.

1 = Claimant
2 = Employer
3 = Agency
4 = Third Party

FIELD SIZE: 1 - 4 Digits (variable entry)

TYPE: Character

Key: Yes

EDITS: -Can be 1, 2, 3, or 4
-Variable entry, NO duplicates
-Cannot contain a 2 if Ei7 equals 70
-Must contain a 3 if Ei6 equals 30, 40, or 50

(ei5) NAME: QC Detection Point
SHORT NAME: Detection Pt
DEFINITION: For each payment error enter the code which indicates the point where the error was first detected by the QC investigation. The last digit of this code is reserved for SESA use in providing greater detail.

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- 10 = Verification of work search contact
- 20 = Verification of wages and/or separation
- 30 = Claimant Interview
- 40 = Verification of eligibility with 3rd Parties
- 50 = UI Records
- 60 = Job Service/Employment Service Records
- 70 = Verification with Union

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Valid codes: 10-79

(ei6)

NAME: Prior Agency Action

SHORT NAME: Prior Agency Action

DEFINITION: For each payment error a code is assigned which indicates any action(s) taken by the SESA on the Key Week (KW) issue as of the date sample selected. Enter appropriate code from below. The last digit is reserved for SESA use to provide greater detail regarding prior action.

10 = Official procedures had been followed and forms had been fully completed but KW issue was not detectable by normal procedures.

20 = SESA was in the process of resolving KW issue prior to sample being selected or SESA had correctly resolved issue between the time the original record for the KW was created and the time the QC sample was selected thereby resulting in the correct action being taken and all issues resolved before the QC investigation was completed.

30 = SESA identified KW issue prior to KW selection but took incorrect action.

40 = SESA had sufficient documentation to identify that there was a KW issue but did not resolve the issue.

50 = Official procedures/forms had not been properly followed/completed by SESA thereby precluding ability to detect KW issue.

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Valid codes: 10-59

-Cannot equal 30, 40, or 50 if Ei4 does not contain a 3

(ei7)

NAME: Prior Employer Action

SHORT NAME: Prior Emp Action

DEFINITION: For each payment error a code is assigned to indicate action(s) taken by the employer affecting the KW issue as of the date sample was selected. Enter appropriate code from below. The last digit is reserved for State use to provide greater detail regarding employer actions.

10 = Employer provided adequate information to SESA in a timely manner for determination.

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- 20 = Employer provided adequate information after due date for determination.
- 30 = Employer provided inadequate/incorrect information in a timely manner for determination.
- 40 = Employer provided inadequate/incorrect information after due date for determination.
- 50 = Employer did not respond to request for information.
- 60 = Employer, as an interested party, was not requested by agency to provide information for determination.
- 70 = Not an employer related issue.

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Valid codes: 10-79
 -Cannot equal 70 if Ei4 contains a 2

(ei8)

NAME: QC Action Regarding Key Week Appealed

SHORT NAME: QC Action Appealed

DEFINITION: For each payment error enter the appropriate code from below:

- 1 = No appeal filed against QC determination, or not applicable.
- 2 = Claimant appealed QC determination, and employer was an interested party.
- 3 = Claimant appealed QC determination, and employer was not an interested party.
- 4 = Employer appealed QC determination, and claimant was an interested party.
- 5 = Both claimant and employer appealed QC determination.
- 6 = SESA appealed QC determination.

FIELD SIZE: 1 Digit

TYPE: Character

EDITS: -Valid codes: 1 to 6

(edp)

NAME: Errisu Table Data Pick Up Flag

SHORT NAME: Errisu Data Pick Up Flag

DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.

FIELD SIZE: 16 Digits

TYPE: DateTime

EDITS: Format is MM/DD/YYYY hh:mm

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Table Name: Eroption (State)

(esbatch)	NAME: Batch Number SHORT NAME: Batch # See Master Table
(esseq)	NAME: Sequence Number SHORT NAME: Sequence # See Master Table
(escatyp)	NAME: Case Type SHORT NAME: Case Type See Master Table
(esidx)	NAME: Error Issue Index SHORT NAME: Err Issue Index DEFINITION: Internal index key used to identify error issue. This key identifies the number of the error, e.g. third or seventh error. It does not identify the type of error. FIELD SIZE: 1 Digit TYPE: Smallint EDITS: -must be greater than zero

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Table Name: Stateoption

(sbatch)	NAME: Batch Number SHORT NAME: Batch # See Master Table
(sseq)	NAME: Sequence Number SHORT NAME: Sequence # See Master Table
(scatyp)	NAME: Case Type SHORT NAME: Case Type See Master Table

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Table Name: Comparison

- (cbatch) NAME: Batch Number
 SHORT NAME: Batch #
 See Master Table
- (cidx) NAME: Comparison Data Index
 SHORT NAME: Comp Index
 DEFINITION: Internal index key used to maintain a record of changes
 that states make to their
 Comparison Data. This key identifies the number of revisions states make
 to the Comparison Data.
 FIELD SIZE: 1 Digit
 TYPE: Smallint
 EDITS: -must be greater than zero
- (cm1) NAME: S_Size
 SHORT NAME: Samp
 DEFINITION: Number of UI weeks in the sample.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -All numeric greater than 0
- (cm2) NAME: P_Size
 SHORT NAME: Pop
 DEFINITION: Number of UI weeks in the population (sampling frame).
 FIELD SIZE: 6 Digits
 TYPE: Integer
 EDITS: -All numeric greater than 0
- (cm3) NAME: S_Dollar
 SHORT NAME: Samp Dols
 DEFINITION: Amount of UI benefits paid in the sample.

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FIELD SIZE: 5 Digits
TYPE: Money
EDITS: -All numeric greater than 0

(cm4) NAME: P_Dollar
SHORT NAME: Pop Dols
DEFINITION: Amount of UI benefits paid to the population of UI claimants (sampling frame).
FIELD SIZE: 9 Digits
TYPE: Money
EDITS: -All numeric greater than 0

(cm5) NAME: S_Var
SHORT NAME: Samp Variance
DEFINITION: Variance of the UI dollars paid in the sample. Express with two digits to the right of the decimal point (e.g., 6278.53).
FIELD SIZE: 10 Digits
TYPE: Decimal
EDITS: -All numeric

(cm6) NAME: P_Var
SHORT NAME: Pop Variance
DEFINITION: Variance of the UI dollars paid in the population. Express with two digits to the right of the decimal point (e.g., 6278.53).
FIELD SIZE: 10 Digits
TYPE: Decimal
EDITS: -All numeric greater than 0

(cm7) NAME: S_Male
SHORT NAME: Samp Male
DEFINITION: Number of males in the sample.
FIELD SIZE: 2 Digits

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TYPE: Smallint
EDITS: -All numeric

(cm8) NAME: P_Male
SHORT NAME: Pop Male
DEFINITION: Number of males in the population.
FIELD SIZE: 6 Digits
TYPE: Integer
Key: No
EDITS: -All numeric

(cm9) NAME: S_Female
SHORT NAME: Samp Fem
DEFINITION: Number of females in the sample.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm10) NAME: P_Female
SHORT NAME: Pop Fem
DEFINITION: Number of females in the population.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm11) NAME: S_Sex_Miss
SHORT NAME: Samp Sex Miss
DEFINITION: Number of cases in the sample where sex is missing.
FIELD SIZE: 2 Digits
TYPE: Smallint

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- (cm12) EDITS: -All numeric
NAME: P_Sex_Miss
SHORT NAME: Pop Sex Miss
DEFINITION: Number of cases in the population where sex is missing.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric
- (cm13) NAME: S_White
SHORT NAME: Samp Whites
DEFINITION: Number of whites in the sample.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric
- (cm14) NAME: P_White
SHORT NAME: Pop Whites
DEFINITION: Number of whites in the population.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric
- (cm15) NAME: S_Non_White
SHORT NAME: Samp Non-whites
DEFINITION: Number of non-whites in the sample.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

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- (cm16) NAME: P_Non_White
 SHORT NAME: Pop Non-whites
 DEFINITION: Number of non-whites in the population.
 FIELD SIZE: 6 Digits
 TYPE: Integer
 EDITS: -All numeric
- (cm17) NAME: S_Race_Miss
 SHORT NAME: Samp Race Miss
 DEFINITION: Number of cases in the sample where race is missing.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -All numeric
- (cm18) NAME: P_Race_Miss
 SHORT NAME: Pop Race Miss
 DEFINITION: Number of cases in the population where race is missing.
 FIELD SIZE: 6 Digits
 TYPE: Integer
 EDITS: -All numeric
- (cm19) NAME: S_Age_Under_25
 SHORT NAME: Samp Age < 25
 DEFINITION: Number of cases in the sample where age is less than 25.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -All numeric
- (cm20) NAME: P_Age_Under_25
 SHORT NAME: Pop Age < 25

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DEFINITION: Number of cases in the population where age is less than 25.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm21) NAME: S_Age_25_34
SHORT NAME: Samp Age 25-34
DEFINITION: Number of cases in the sample where age is 25 to 34 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm22) NAME: P_Age_25_34
SHORT NAME: Population Age 25-34
DEFINITION: Number of cases in the population where age is 25 to 34 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm23) NAME: S_Age_35_44
SHORT NAME: Samp Age 35-44
DEFINITION: Number of cases in the sample where age is 35 to 44 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm24) NAME: P_Age_35_44
SHORT NAME: Pop Age 35-44
DEFINITION: Number of cases in the population where age is 35 to 44 inclusive.
FIELD SIZE: 6 Digits

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TYPE: Integer
EDITS: -All numeric

(cm25) NAME: S_Age_45_64
SHORT NAME: Samp Age 45-64
DEFINITION: Number of cases in the sample where age is 45 to 64 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm26) NAME: P_Age_45_64
SHORT NAME: Pop Age 45-64
DEFINITION: Number of cases in the population where age is 45 to 64 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm27) NAME: S_Age_65_Over
SHORT NAME: Samp Age 65+
DEFINITION: Number of cases in the sample where age is 65 and over.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm28) NAME: P_Age_65_Over
SHORT NAME: Pop Age 65+
DEFINITION: Number of case in the population where age is 65 and over.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

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- (cm29) NAME: S_Age_Miss
 SHORT NAME: Samp Age Miss
 DEFINITION: Number of cases in the sample where age is missing.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -All numeric
- (cm30) NAME: P_Age_Miss
 SHORT NAME: Pop Age Miss
 DEFINITION: Number of cases in the population where age is missing.
 FIELD SIZE: 6 Digits
 TYPE: Integer
 EDITS: -All numeric
- (cm31) NAME: S_Amt_50_Under
 SHORT NAME: Samp Amt <= \$50
 DEFINITION: Number of cases in the sample where the UI payment is
 \$50 or less.
 FIELD SIZE: 2 Digits
 TYPE: Smallint
 EDITS: -All numeric
- (cm32) NAME: P_Amt_50_Under
 SHORT NAME: Pop Amt <= \$50
 DEFINITION: Number of cases in the population where the UI payment
 is \$50 or less.
 FIELD SIZE: 6 Digits
 TYPE: Integer
 EDITS: -All numeric
- (cm33) NAME: S_Amt_51_100

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SHORT NAME: Samp Amt \$51-\$100
DEFINITION: Number of cases in the sample where the UI payment is \$51 to \$100 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm34) NAME: P_Amt_51_100
SHORT NAME: Pop Amt \$51-\$100
DEFINITION: Number of cases in the population where the UI payment is \$51 to \$100 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm35) NAME: S_Amt_101_150
SHORT NAME: Samp Amt \$101-\$150
DEFINITION: Number of cases in the sample where the UI payment is \$101 to \$150 inclusive.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm36) NAME: P_Amt_101_150
SHORT NAME: Pop Amt \$101-\$150
DEFINITION: Number of cases in the population where the UI payment is \$101 to \$150 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm37) NAME: S_Amt_151_200
SHORT NAME: Samp Amt \$151-\$200

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DEFINITION: Number of cases in the sample where the UI payment is \$151 to \$200 inclusive.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm38) NAME: P_Amt_151_200
SHORT NAME: Pop Amt \$151-\$200
DEFINITION: Number of cases in the population where the UI payment is \$151 to \$200 inclusive.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm39) NAME: S_Amt_Over_200
SHORT NAME: Samp Amt \$200+
DEFINITION: Number of cases in the sample where the UI payment is \$200 or more.
FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm40) NAME: P_Amt_Over_200
SHORT NAME: Pop Amt \$200+
DEFINITION: Number of cases in the population where the UI payment is \$200 or more.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cm41) NAME: S_Amt_Miss
SHORT NAME: Samp Amt Pd Miss
DEFINITION: Number of cases in the sample where the UI payment amount is missing.

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FIELD SIZE: 2 Digits
TYPE: Smallint
EDITS: -All numeric

(cm42) NAME: P_Amt_Miss
SHORT NAME: Pop Amt Pd Miss
DEFINITION: Number of cases in the population where the UI payment amount is missing.
FIELD SIZE: 6 Digits
TYPE: Integer
EDITS: -All numeric

(cdp) NAME: Comparison Table Data Pick Up Flag
SHORT NAME: Comparison Data Pick Up Flag
DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
FIELD SIZE: 16 Digits
TYPE: DateTime
EDITS: Format is MM/DD/YYYY hh:mm

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Table Name: Strata

(stbatch)	NAME: Batch Number SHORT NAME: Batch # See Master Table
(stseq)	NAME: Sequence Number SHORT NAME: Sequence # See Master Table
(stcatyp)	NAME: Case Type SHORT NAME: Case Type See Master Table
(stratum)	NAME: Stratum SHORT NAME: Stratum DEFINITION: The population subgroup from which the BQC sample is selected (for example, a region within the state). FIELD SIZE: 2 TYPE: Smallint EDITS: - Must be greater than 0 (zero) - Valid codes: 1 to 20
(sdp)	NAME: Strata Table Data Pick Up Flag SHORT NAME: Strata Table Data Pick Up Flag DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine. FIELD SIZE: 16 Digits TYPE: Datetime EDITS: Format is MM/DD/YYYY hh:mm

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Table Name: Weight

- (wbatch) NAME: Batch Number
 SHORT NAME: Batch #
 See Master Table
- (wstratum) NAME: Stratum
 SHORT NAME: Stratum
 DEFINITION: The population subgroup from which the BQC sample is
 selected (for example, a region within the state).
 FIELD SIZE: 2
 TYPE: Smallint
 EDITS: - Must be greater than 0 (zero)
 - Valid codes: 1 to 20
- (wsamp_size) NAME: S_Size
 SHORT NAME: Samp
 See Comparison Table
- (wpop_size) NAME: P_Size
 SHORT NAME: Pop
 See Comparison Table
- (wpop_dollars) NAME: P_Dollar
 SHORT NAME: Pop_Dols
 See Comparison Table
- (wdp) NAME: Weight Table Data Pick Up Flag
 SHORT NAME: Weight Table Data Pick Up Flag
 DEFINITION: DateTime field that shows when a record was last
 updated/modified or when a new record is added to the database. This
 field will be used
 FIELD SIZE: 16 Digits
 TYPE: Datetime

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EDITS: Format is MM/DD/YYYY hh:mm

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Table Name: Gen

There are a total of 5 gen tables. The tables are named b_gen1, b_gen2, b_gen3, b_gen4, and b_gen5. All gen tables were originally created with 1 field called "state". Since the gen tables are for State use and are modifiable by the State the current field(s) may be different.

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Table: b_master

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
mssn	9 digits/Character	- All numeric greater than 0
mkw	10 digits/Date	- In MM/DD/YYYY format - Less than current system date
mcatyp	1 digit/Smallint	- Validation range set by SESA
mp	4 5 digits/Integer	- Must be more than 0 - Cannot equal any other mp4
mbatch	4 digits/Smallint	- YYWW format; YY=00-99, MM=01-
55		
ma1	2 digits/Smallint	- Must be more than 0
ma2	10 digits/Date	- In MM/DD/YYYY format
mseq	2 digits/Smallint	- Must be more than 0
mstate	2 digits/Character	- Postal FIPS code
mlo	4 digits/Character	- Valid SESA LO # - Must be in validation table
minv	2 digits/Smallint	- SESA assigned #'s - Must be in staffing file - Range 01 - 98 - Set by assignment routine - Changed by reassignment routine
b1	2 digits/Character	- Must be 1, 2, 3 or -1
b2	2 digits/Character	- Must be 1, 2, 3 or -1
b3	2 digits/Character	- Must be 00-12, 14-16, 20, or -1
b4	2 digits/Character	- Must be 1, 2, 3, or -1
b5	2 digits/Character	- Must be 0, 11-14, 21-24, -1
b6	3 digits/Character	- Numeric DOT or -1 - Cannot be 0
b7	3 digits/Character	- Numeric DOT or -1 - Cannot be 0
b8	5 digits/Monetary	- In XXX.XX format - Can be -1
b9	3 digits/Character	- Numeric DOT or -1 - Cannot be 0
b10	5 digits/Monetary	- In XXX.XX format - Can be -1
b11	4 digits/Date	- In YYMM format - YY = 00-99 - MM = 01-12 - Can be -1
b12	2 digits/Character	- Must be 1, 2 or -1
b13	2 digits/Character	- Must be 1 to 5 or -1

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<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
c1	1 digit/Character	- Must be 1 to 7
c2	1 digit/Smallint	- Must be 1 or 2
c3	10 digits/Date	- Cannot be 1, if e1 is 1 - In MM/DD/YYYY format - Must be earlier than mkw - Must be earlier than c7 - Must be earlier than f9
c4	2 digits/Character	- Must be 1 to 5 or -1
c5	4 digits/Character	- Must be 0, 1 to 4 or -1 - variable entry (1 to 4) - No duplicates
c6	2 digits/Smallint	- Must be 0 to 9, -1 or -2 - If -1, c7 must = '1/1/0001'
c7	10 digits/Date	- If 0 or -2, c7 must = '2/2/0002' - In MM/DD/YYYY format - Must be more than c3 - Must equal or be later than mkw - Must = '1/1/0001' if c6 = -1 - Must = '2/2/0002' if c6 = 0 or -2 - Cannot be '1/1/0001' if c6 is more than 0 - Cannot be '2/2/0002' if c6 is more than 0
c8	2 digits/Smallint	- Must be 00 to 99 - Must equal or be more than c9
c9	2 digits/Smallint	- Must = 00 to 99 - Must equal or be less than c8
d1	2 digits/Character	- Must be 10 to 69
d2	2 digits/Character	- Must be 10 to 69
d3	10 digits/Date	- In MM/DD/YYYY format - Must equal or be less than mkw
d4	10 digits/Date	- In MM/DD/YYYY format - Must equal or be less than mkw
d5	2 digits/Character	- Must be 1, 2, -1 or -2
d6	2 digits/Character	- Must be 0, 1, 2, -1 or -2
d7	4 digits/Decimal	- In XX.XX format - Can be 0 - Can be -1
d8	4 digits/Character	- Valid codes: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 78-84, 86-89, 91-97, or 99 - Can be -1

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<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
e1	2 digits/Smallint	- Validation range set by SESA - Cannot equal 0 - Must be more than 1 if c2 = 1
e2	2 digits/Smallint	- Validation range set by SESA - can be 0 - If 0, e4 must be 0 - If 0, e6, e8, e10 + e12 must = 0 - If 0, e14 and e16 = 0 or -2
e3	6 digits/Monetary	- Validation range set by SESA - Cannot equal 0 - Must equal or be more than e5 - In XXXXXX (whole dollar) format
e4	6 digits/Monetary	- Validation range set by SESA - Must be 0 if e2 is 0 - Cannot be 0 if e2 is more than 0 - Must equal or be more than e6 - In XXXXXX (whole dollar) format
e5	5 digits/Monetary	- Validation range set by SESA - Must equal or be less than e3 - Cannot equal to 0 - Can be -2
e6	5 digits/Monetary	- In XXXXX (whole dollar) format - Validation range set by SESA - Must equal or be less than e4 - Must be 0 if e2 is 0 - Cannot be 0 if e4 is more than 0 - Can be -2
e7	2 digits/Smallint	- In XXXXX (whole dollar) format - Validation range set by SESA - Can be -2
e8	2 digits/Smallint	- Validation range set by SESA - Must be 0 if e2 equals 0 - Cannot be 0 if e2 is more than 0 - Can be -2
e9	3 digits/Monetary	- Validation range set by SESA - Cannot be 0 - Must equal or be less than e11 - e9 + e15 must equal or exceed f13 - e9 + e15 must be more than f3 - e9 + e15 must be more than f7 - e9 + e15 must equal or exceed f13 + f3 + f7 - In XXX (whole dollar) format

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<u>LABEL :</u>	<u>LENGTH/TYPE :</u>	<u>EDIT SPECIFICATION :</u>
e10	3 digits/Monetary	<ul style="list-style-type: none"> - Validation range set by SESA - Must be 0 if e2 is 0 - Must equal or be less than e12 - e10 + e16 equal or exceed f4 + f8
e11	5 digits/Monetary	<ul style="list-style-type: none"> - In XXX (whole dollar) format - Validation range set by SESA - Cannot be 0 - Must be more than e19 - Must equal or exceed e9
e12	5 digits/Monetary	<ul style="list-style-type: none"> - In XXXX (whole dollar) format - Validation range set by SESA - Must be 0 if e2 is 0 - Must equal or exceed e10
e13	2 digits/Smallint	<ul style="list-style-type: none"> - In XXXX (whole dollar) format - Validation range set by SESA - Can be 0 - Can be -2 - Must be 0 if e15 is 0 - Must be -2 if e15 is -2
e14	2 digits/Smallint	<ul style="list-style-type: none"> - Cannot be 0 if e15 is not 0 - Validation range set by SESA - Can be -2 - Must be 0 or -2 if e2 is 0 - Must be 0 if e16 is 0 - Must be -2 if e16 is -2
e15	3 digits/Monetary	<ul style="list-style-type: none"> - Cannot be -2 if e16 is not -2 - Cannot be 0 if e16 is not 0 - Validation range set by SESA - If msatate does not equal AK, must be less than e9 - Must be 0 if e13 is 0 - Cannot be 0 if e13 is more than 0 - Must be -2 if e13 is -2 - Can be -2 - Cannot be -2 if e13 is not -2
e16	3 digits/Monetary	<ul style="list-style-type: none"> - In XXX (whole dollar) format - Validation range set by SESA - If mstate does not equal AK, must be less than e10 - Must be 0 or -2 if e2 is 0 - Must be 0 if e14 is 0 - Cannot be 0 if e14 exceeds 0 - Must be -2 if e14 is -2 - e10 + e16 must equal or exceed f4+f8

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<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
		- Can be -2
		- Cannot be -2 if e14 is not -2
		- In XXX (whole dollar) format
e17	4 digits/Character	- Valid codes: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 86-89, 91-97 or 99
		- Can be -1
e18	1 digit/Character	- Must be 1 or 2
e19	4 digits/Monetary	- Must be less than e11
		- Can be 0
		- In XXXX (whole dollar) format
f1	3 digits/Monetary	- Can be 0
		- If 0, f3 must be 0
		- Must equal or exceed f3
		- In XXX (whole dollar) format
f2	3 digits/Monetary	- Can be 0
		- Must equal or exceed f4
		- In XXX (whole dollar) format
f3	3 digits/Monetary	- Must be 0 if f1 is 0
		- Must equal or be less than f1
		- Must be less than e9 + e15
		- If mstate does not equal WI, f3 + f13 + f7 must equal or be less than e9 + e15
		- If mstate equals WI, f3 + f13 + f7 must equal or be less than (e9 + e15) * 2 - 1
		- In XXX (whole dollar) format
f4	3 digits/Monetary	- Must be 0 if f2 is 0
		- Must be equal or be less than f2
		- Must be equal or be less than e10 + e16
		- The sum of f4 + f8 must equal or be less than e10 + e16
		- In XXX (whole dollar) format
f5	3 digits/Monetary	- Can be 0
		- If 0, f7 must be 0
		- Must be equal or exceed f7
		- In XXX (whole dollar) format
f6	3 digits/Monetary	- Can be 0
		- If 0, f8 must be 0
		- Must equal or be more than f8
		- In XXX (whole dollar) format

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<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
f7	3 digits/Monetary	<ul style="list-style-type: none"> - Must be 0 if f5 is 0 - Must equal or be less than f5 - Must be less than e9 + e15 - If mstate does not equal WI, f13 + f3 + f7 must equal or be less than e9 + e15 - If mstate equals WI, f13 + f3+ f7 must not exceed (e9 + e15)* 2 - 1 - Can be 0 - In XXX (whole dollar) format f8 3 digits/Monetary - Can be 0 - Must be 0 if f6 is 0 - Must not exceed f6 - Must not exceed e10 + e16 - f4 + f8 must not exceed e10 + e16
f9	10 digits/Date	<ul style="list-style-type: none"> - In MM/DD/YYYY format - Must equal or be earlier than mkw - Must be more than c3
f10	10 digits/Date	<ul style="list-style-type: none"> - In MM/DD/YYYY format - Must be later than or equal to f9
f11	2 digits/Character	<ul style="list-style-type: none"> - Must be 1, 2, 3, 4, 5 or -1
f12	1 digit/Character	<ul style="list-style-type: none"> - Must be 1, 2 or 3
f13	3 digits/Monetary	<ul style="list-style-type: none"> - Cannot equal 0 - If mstate equals WI, <ul style="list-style-type: none"> • Must not exceed e9 + e15 * 2 - 1 • f13 + f3 + f7 must not exceed e9 + e15 * 2 - 1 - If mstate does not equal WI, <ul style="list-style-type: none"> • Must not exceed e9 + e15 • f13 + f3 + f7 must not exceed e9 + e15
g1	2 digits/Smallint	<ul style="list-style-type: none"> - In XXX (whole dollar) format - Must be 10 to 59 or -2 - If g10 is -2, g1 cannot be 1 - Cannot equal -2 if ei2 equals 14 - Cannot equal -2 if ei3 equals 420
g2	1 digit/Smallint	<ul style="list-style-type: none"> - Must be 1 or 2 - If 1, g4 must be -2 - If 2, g4 must be 1 to 6
g3	2 digit/Smallint	<ul style="list-style-type: none"> - Must be 1, 2, or -1 - If 1, g5 cannot be -2

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g4	2 digit/Smallint	- Must be 1 to 6 or -2 - Must be -2 if g2 is 1 - Must be 1 to 6 if g2 is 2
g5	2 digits/Smallint	- Validation range set by SESA - Must be -1, -2 or 0 - Cannot be -2 if g3 equals 1
g6	2 digits/Smallint	- Must be 1, 2 or -1 - If 2, g7 must be -2 - If 1, g7 cannot be -2
g7	2 digits/Smallint	- Validation range set by SESA - Must be 0, -2 or -1 - Cannot be -2 if g6 is 1 - Cannot be -1 if g6 is 2 - Must be -2 if g6 is 2
g8	2 digit/Smallint	- Must be 0, 1, 2, 3 or -1 - If -1, g9 must be -1 - If 0, 2, or 3, g9 must be -2
g9	2 digits/Smallint	- Validation range set by SESA - Must be -1 if g8 is -1 - Must be -2 if g8 is 0, 2, or 3 - Can be 0 only when g8 is 1
g10	2 digits/Smallint	- Validation range set by SESA - Can be 0, -2 or -1 - Cannot be -2 if g1 is 1
g11	2 digits/Smallint	- Validation range set by SESA - Can be 0, -2 or -1
g12	2 digits/Smallint	- Can be 0
g13	2 digits/Smallint	- Must equal g13 + g14 + g15 - Must be 0 if g12 is 0 - Must be less than or equal g12 - If g13 equals g12, then g14 and g15 must be 0 - g13 + g14 + g15 must equal g12
g14	2 digits/Smallint	- Must be 0 if g12 is 0 - Cannot be more than g12 - If g12 and g13 are equal, then g14 and g15 must be 0 - g12 equal g13 + g14 + g15 - If g14 and g12 are equal, then g13 and g15 must be 0

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LABEL:	LENGTH/TYPE:	EDIT SPECIFICATION:
g15	2 digits/Smallint	<ul style="list-style-type: none"> - Must be 0 if g12 equals 0 - Must be 0 if g12 + g13 are equal - Cannot be more than g12 - If g15 equals g12, then g13 and g14 must equal 0 - g13 + g14 + g15 must equal g12
h1	1 digit/Smallint	<ul style="list-style-type: none"> - If 1, 2, or 3, h2 must equal f13 and h5 and h6 must equal 0 - Can be 9
h2	3 digits/Monetary	<ul style="list-style-type: none"> - Cannot exceed e10 + e16 - Must equal f13 if h1 equals 1, 2, or 3 - Must equal f13 if h5 + h6 equal 0
h3	5 digits/Monetary	<ul style="list-style-type: none"> - In XXX (whole dollar) format - Range must be from 0 to 50,000
h4	5 digits/Monetary	<ul style="list-style-type: none"> - In XXXXX (whole dollar) format - Range must be from 0 to 50,000
h5	3 digits/Monetary	<ul style="list-style-type: none"> - In XXXXX (whole dollar) format - Must not exceed f13 - Must equal f13 if h2 equals 0 - Must be less than or equal to the summation of e11 for all issues if ei2 is 10, 11, 12, 13, or 15 - Excludes codes 14 and 16 - Includes all overpayment issues
h6	3 digits/Monetary	<ul style="list-style-type: none"> - In XXX (whole dollar) format - Must be less than or equal to the summation of e11 for all error issues if ei2 is 20, 21, or 22 - Cannot exceed e10 + e16 - f13 - Excludes action code 23 - Includes all underpayment issues
h7	1 digit/Character	<ul style="list-style-type: none"> - Must be null or 1 - Can only be set by investigator who was assigned the case (or QCS/QCM)
h8	10 digits/Date	<ul style="list-style-type: none"> - All DCI fields must be filled - In MM/DD/YYYY format - Must be greater than or equal to ag1
h9	1 digit/Character	<ul style="list-style-type: none"> - Must be less than or equal to h10 - Must be 0, 1 or null - Entered only when h7 equals 1

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Cont... Table: b_master

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
h10	10 digits/Date - In	MM/DD/YYYY format - Must be greater than or equal to h8
h11	8 digits/Character	- Cannot be more than 8 characters

Table: b_asigndate

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
abatch	4 digits/Smallint	- In YYWW format - YY = 00-99, WW = 01-53
aseq	2 digits/Smallint	- Must be more than 0
acatyp	1 digit/Smallint	- Validation range set by SESA - Must be 0 for Core QC cases
aidx	5 digits/Smallint	- Must be more than 0
agp5	5 digits/Integer	- Must be more than 0 - Cannot equal any other case's agp5
ag1	10 digits/Date - In	MM/DD/YYYY format, set by case assignment or reassignment routine - Must be less than or equal to h8
ag2	2 digits/Smallint	- SESA assigned numbers - Must be in staffing file - Range 01 - 98 - Set by assignment routine - Changed only by reassignment routine
ag3	2 digits/Smallint	- SESA assigned numbers - Must be in staffing file - Range 01 - 98 - Set by assignment routine - Changed only by reassignment routine
ag4	1 digit/Character	- Must be 0 or 1

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Table: b_reopen

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
rbatch	4 digits/Smallint	- In YYWW format - YY = 00-99, WW = 01-53
rseq	2 digits/Smallint	- Must be more than 0
rcatyp	1 digit/Smallint	- Validation range set by SESA
ridx	5 digits/Smallint	- Must be more than 0
rop5	5 digits/Integer	- Must be more than 0 - Cannot be equal to a serial number assigned to any other case
ro1	1 digit/Character	- Valid codes: 3, 4, 5 or 6 or null
ro2	10 digits/Date	- In MM/DD/YYYY format
ro3	8 digits/Character	- Cannot be more than 8 characters

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Table: b_errisu

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
ebatch	4 digits/Smallint	- In YYWW format - YY = 00-99, WW = 01-53
eseq	2 digits/Smallint	- Must be more than 0
ecatyp	1 digit/Smallint	- Validation range set by SESA
eidx	1 digit/Smallint	- Must be more than 0
eip5	5 digits/Integer	- Must be more than 0 - Cannot be equal to a serial number assigned to any other case
ei1	3 digits/Monetary	- Cannot exceed e10 + e16 - Cannot exceed f13 if ei2 is 10-16 - If mstate does not equal WI, ei1 cannot exceed e10 + e16 if ei2 is 20-23 - If mstate equals to WI, ei1 cannot exceed (e10 + e16) * 2 - 1 - Must exceed 0 if ei2 is 10-16 or 20-23 - Must be greater than or equal to h5 if ei2 is 10, 11, 12, 13, or 15 - Must be greater than or equal to h6 if ei2 is 20, 21, or 22 - In XXX (whole dollar) format
ei2	2 digits/Character	- Valid codes: 10-16 or 20-23 - If 10-16, ei1 cannot exceed f13 - If 20-23 and mstate does not equal WI, ei1 must be less than or equal to e10 + e16 - If 20-23 and mstate equals I, ei1 must be less than or equal to (e10 + e16) * 2 - 1 - Cannot equal 14 if g1 equals -2
ei3	3 digits/Character	- Valid codes: 100-159, 200-229, 300-329, 400-469, 500-519, 600-639 - Cannot be 300-329, 400-469, 600-609, 620-629 if ei2 equals 20-23 - Must be 420 if ei2 equals 14 - Cannot equal 420 if g1 equals -2

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Cont... Table: b_errisu

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
ei4	4 digits/Character	- Can be 1, 2, 3, or 4 - Variable entry, NO duplicates - Cannot contain 2 if ei7 is 70 - Must contain 3 if ei6 is 30, 40, or 50
ei5	2 digits/Character	- Valid codes: 10-79
ei6	2 digits/Character	- Valid codes: 10-59
ei7	2 digits/Character	- Valid codes: 1-79
ei8	1 digit/Character	- Valid codes: 1-6

Table: b_eroption (State Defined)

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
esbatch WW=01-53	4 digits/Smallint	- YYWW format; YY=00-99,
esseq	2 digits/Smallint	- Must be more than 0
escatyp SESA	1 digit/Smallint	- Validation range set by
esidx	1 digit/Smallint	- Must be more than 0

Table: b_stateoption (State Defined)

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
sbatch WW=01-53	4 digits/Smallint	- YYWW format; YY=00-99,
sseq	2 digits/Smallint	- Must be more than 0
scatyp SESA	1 digit/Smallint	- Validation range set by

Table: b_batch

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
batch	4 digits/Smallint	- YYWW; YY=00-99, WW=01-53
random_number	6 digits/Decimal	- Format is 0.XXXXXX
start_date	10 digits/Date	- MMDDYY
end_date	10 digits/Date	- MMDDYY

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Table: b_comparison

<u>LABEL:</u>	<u>LENGTH/TYPE:</u>	<u>EDIT SPECIFICATION:</u>
cbatch	4 digits / Smallint	- Must be more than 0
cidx	1 digit / Smallint	- Must be more than 0
cm1	2 digits / Smallint	- Must be more than 0
cm2	2 digits / Integer	- Must be more than 0
cm3	5 digits / Monetary	- Must be more than 0
cm4	9 digits / Monetary	- Must be more than 0
cm5	10 digits / Decimal	- Format is XXXXXXXX.XX - Must be more than 0
cm6	10 digits / Decimal	- Format is XXXXXXXX.XX - Must be more than 0
cm7	2 digits / Smallint	- All numeric
cm8	6 digits / Integer	- All numeric
cm9	2 digits / Smallint	- All numeric
cm10	6 digits / Integer	- All numeric
cm11	2 digits / Smallint	- All numeric
cm12	6 digits / Integer	- All numeric
cm13	2 digits / Smallint	- All numeric
cm14	6 digits / Integer	- All numeric
cm15	2 digits / Smallint	- All numeric
cm16	6 digits / Integer	- All numeric
cm17	2 digits / Smallint	- All numeric
cm18	6 digits / Integer	- All numeric
cm19	2 digits / Smallint	- All numeric
cm20	6 digits / Integer	- All numeric
cm21	2 digits / Smallint	- All numeric
cm22	6 digits / Integer	- All numeric
cm23	2 digits / Smallint	- All numeric
cm24	6 digits / Integer	- All numeric
cm25	2 digits / Smallint	- All numeric
cm26	6 digits / Integer	- All numeric
cm27	2 digits / Smallint	- All numeric
cm28	6 digits / Integer	- All numeric
cm29	2 digits / Smallint	- All numeric
cm30	6 digits / Integer	- All numeric
cm31	2 digits / Smallint	- All numeric
cm32	6 digits / Integer	- All numeric
cm33	2 digits / Smallint	- All numeric
cm34	6 digits / Integer	- All numeric
cm35	2 digits / Smallint	- All numeric
cm36	6 digits / Integer	- All numeric
cm37	2 digits / Smallint	- All numeric

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LABEL:	LENGTH/TYPE:	EDIT SPECIFICATION:
cm38	6 digits / Integer	- All numeric
cm39	2 digits / Smallint	- All numeric
cm40	6 digits / Integer	- All numeric
cm41	2 digits / Smallint	- All numeric
cm42	6 digits / Integer	- All numeric

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CASE REVIEW REPORT MESSAGES

The following messages are warnings **only**. They are not intended to indicate that there is definitely a coding error. Please verify that the coding elements indicated are correct. If the coding element is not correct, please make the corrections. If a message asks you to address an item in your Summary of Investigation, please do so if you have not already done so. THANK YOU!

croel **Condition:** Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10).
Message: Warning - Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10). If this is correct, have you addressed this?

croe2 **Condition:** Base Period Wages After (e4) equals 0 and there is no entry in Error Cause (ei3) of 2** or 45*.
Message: Warning - Base Period Wages After (e4) equals zero and there is no 200 (base period error) or 450 (Illegal Alien Status error) series entry in Error Cause (ei3).

croe3 **Condition:** Weekly Benefit Amount Before (e9) and Weekly Benefit Amount After (e10) are not equal and the case is coded as a proper payment.
Message: Warning - Weekly Benefit Amount Before (e9) is not equal to Weekly Benefit Amount After (e10) and the case is coded as a proper payment.

croe4 **Condition:** Dependents' Allowance Before (e15) and Dependents' Allowance After (e16) are not equal and the case is coded as a proper payment.
Message: Warning - Dependent's Allowance Before (e15) and Dependent's Allowance After (e16) are not equal and the case is coded as a proper payment.

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- croe5 **Condition:** Earnings Deduction Before (f3) is not equal to Earnings Deduction After (f4) and there is no Error Cause (ei3) equal to 1**.
Message: Warning - Earnings Deduction Before (f3) is not equal to Earnings Deduction After (f4) and Error Cause (ei3) is not coded in the 100 series (benefit year earnings).
- croe6 **Condition:** Key Week Action (ei2) equals 10, fraud overpayment/voided offset, and Error Responsibility (ei4) does not contain a 1 for claimant responsibility.
Message: Warning - Key Week Action (ei2) equals 10, fraud overpayment/voided offset and Error Responsibility (ei4) does not contain a 1 for claimant error responsibility.
- croe7 **Condition:** The Key Week (mkw) is not equal to a Saturday.
Message: Warning - Key Week (mkw) is not a Saturday date.
- croe8 **Condition:** Primary Method by Which Claimant QC Information Obtained (b1) is equal to 1, 2, or 3 and one or more "b" elements are equal to -1, MISSING.
Message: Warning - Primary Method by Which Claimant QC Information Obtained (b1) is equal to 1, 2, or 3 and one or more "b" elements are equal to -1, MISSING.
Have you addressed this?
- croe9 **Condition:** Key Week (mkw) minus Birth Date (b11) is less than 12.
Message: Warning - Data indicates claimant is younger than 12. Please check the Key Week Ending Date (mkw) and the birth date (b11) fields for accuracy.

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- croel10 **Condition:** Reason for Separation Before (d1) equals 6* and Recall Status Before (d5) does not equal -2, N/A.
Message: Warning - Reason for Separation Before (d1) equals 60 series (echo value) and Recall Status Before (d5) does not equal -2, N/A.
- croel11 **Condition:** Reason for Separation After (d2) equals 6* series and Recall Status After (d6) does not equal - 2, N/A.
Message: Warning - Reason for Separation After (d2) equals 60 series (echo value) and Recall Status After (d6) does not equal -2, N/A.
- croel12 **Condition:** Reason for Separation Before (d1) equals 6* series and Date of Separation Before (d3) does not equal the range of the Key Week (mkw) through the Key Week minus 6.
Message: Warning - Reason for Separation Before (d1) equals 60 series (echo value) and Date of Separation Before (d3) did not occur during the Key Week.
- croel13 **Condition:** Reason for Separation After (d2) equals 6* series and Date of Separation After (d4) does not equal the range of the Key Week (mkw) through the Key Week minus 6.
Message: Warning - Reason for Separation After (d2) equals 60 series (echo value) and Date of Separation After (d4) did not occur during the Key Week.
- croel14 **Condition:** Reason for Separation Before (d1) equals 6* and Key Week Earnings Before (f1) is equal to zero.
Message: Warning - Reason for Separation Before (d1) equals 60 series (echo value) and Key Week Earnings Before (f1) is equal to zero.

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- croel5 **Condition:** Reason for Separation After (d2) equals 6* series and Key Week Earnings After (f2) is equal to zero.
Message: Warning - Reason for Separation After (d2) equals 60 series (echo value) and Key Week Earnings After (f2) is equal to zero.
- croel6 **Condition:** Date of Separation Before (d3) is within the range of the Key Week Ending Date (mkw) through mkw -6 and the Key Week Earnings Before (f1) is equal to 0.
Message: Warning - Date of Separation Before (d3) occurred during the Key Week (mkw) and there are no earnings in Key Week Earnings Before (f1).
- croel7 **Condition:** Date of Separation After (d4) is within the range of the Key Week Ending Date (mkw) through mkw -6 and Key Week Earnings After (f2) is equal to 0.
Message: Warning - Date of Separation After (d4) occurred during the Key Week and there are no earnings in Key Week Earnings After (f2).
- croel8 **Condition:** Weekly Benefit Amount Before (e9) is not equal to Weekly Benefit Amount After (e10) and High Quarter Wages Before (e5) is not equal to PF2 (N/A) and High Quarter Wages Before (e5) is equal to High Quarter Wages After (e6).
Message: Warning - Weekly Benefit Amount Before (e9) is not equal to Weekly Benefit Amount After (e10), but High Quarter Wages Before (e5) is equal to High Quarter Wages After (e6).
- croel9 **Condition:** Error Cause (ei3) is 2**, base period earnings, and Error Responsibility (ei4) does not contain a 2, employer.
Message: Warning - Error Cause (ei3) equals 200 series (echo value), base period earnings and Error Responsibility (ei4) does not contain a 2 for employer error responsibility.

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- croe20 **Condition:** Key Week Action (ei2) is equal to 12, 13, 14, or 15 (and there is no 10 or 11) and Total Whole Dollar Amount of Overpayments (h3) is greater than 0.
Message: Warning - Key Week Action (ei2) is equal to 12, 13, 14, or 15 (and there is no 10 or 11) and Total Whole Dollar Amount of Overpayments (h3) is greater than zero.
- croe21 **Condition:** Key Week Action (ei2) is equal to 14. (Would be used only in states that do not have a formal warning policy.)
Message: Warning - Key Week Action (ei2) is equal to 14, Payment Technically Proper Due to Formal Warning Rule. We do not have a formal warning policy. Please correct.
- croe22 **Condition:** Recall Status Before (d5) equals 1 , definite recall, Work Search Required (g1) is not equal to 4, job service deferral or Reason Job Service Deferred (g4) is not equal to 2, job attached. (Only if states can select to skip edits, primarily because of a variance in the coding of g1.)
Message: Warning - Recall Status Before (d5) equals 1, Definite Recall, but Work Search Required (g1) is not equal to 4, Job Service Deferral and Reason Job Service Deferred (g4) is not equal to 2, Job Attached. Is this correct?
- croe23 **Condition:** Other Income Deductions for the Key Week Before Investigation (f7) and Other Income Deductions for the Key Week After Investigation (f8) are not equal and there is no Error Cause equal to 100 series, benefit year earnings.
Message: Warning - Other Income Deductions for the Key Week Before Investigation (f7) is not equal to Other Income Deductions for the Key Week After Investigation (f8) and there is no 100 series (benefit year earnings) entry Error Cause (ei3).

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- croe24 **Condition:** Registration Required for the KW (g2) equals 1, Actively/Currently Registered as of KW (g3) equals 2, and there is no entry in the 4** series.
Message: Registration Required for the KW (g2) equals 1, but Actively/Currently Registered as of KW (g3) equals 2 for no, and there is no 400 series error. Is this correct?
- croe25 **Condition:** If QC Detection Point (ei5) equals 70, then Union Referral Status (g8) cannot equal 0 or -1, MISSING.
Message: QC Detection Point (ei5) equals 70 and Union Referral Status (g8) equals 0 or -1, MISSING (echo value). Is this correct?
- croe26 **Condition:** If QC Detection Point (ei5) equals 30, then Primary Method Which Claimant Info Obtained (b1) cannot equal -1, MISSING.
Message: QC Detection Point equals 30 and Primary Method Which Claimant Info Obtained equals -1, MISSING. Is this correct?
- croe27 **Condition:** If Error Responsibility (ei4) contains a 2 and Prior Employer Action (ei7) equals 10, there should be a warning message.
Message: Warning - Error Responsibility (ei4) contains 2 and Prior Employer Action (ei7) equals 10. Please check this.
- croe28 **Condition:** If Work Search Requirements (g1) equals 3, then Union Referral Status (g8) should equal 1, 2, or -1, MISSING.
Message: Warning - Work Search Requirements (g1) equals 3, however, Union Referral Status (g8) is not equal to 1, 2, or -1, MISSING. Is this correct?

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- croe29 **Condition:** If Reason for Separation Before Investigation (d1) has a value in the 2* or 3* series, then Recall Status Before (d5) must be 0.
Message: Reason for Separation Before Investigation (d1) has a 20 or 30 series code (echo value), but Recall Status Before Investigation (d5) is not equal to 0. Is this correct?
- croe30 **Condition:** If Reason for Separation After Investigation (d2) has a value in the 2* or 3* series, then Recall Status After Investigation (d6) must be 0.
Message: Reason for Separation After Investigation (d2) has a 20 or 30 series code (echo value), but Recall Status After Investigation (d6) is not coded 0. Is this correct?
- croe31 **Condition:** If Prior Agency Action (ei6) equals 1*, then Error Responsibility (ei4) cannot equal 3.
Message: Prior Agency Action (ei6) has a 10 series code, but Error Responsibility (ei4) contains a 3. Is this correct?
- croe32 **Condition:** If Key Week Action (ei2) is 10 or 11, official action overpayments, then Total Whole Dollar Amount of Overpayments including KW (h3) cannot equal 0.
Message: Key Week Action (ei2) is coded 10 or 11 (echo value), but Total Whole Dollar Amount of Overpayments including KW (h3) is equal to 0. Is this correct?
- croe33 **Condition:** If Weekly Benefit Amount Before (e9) does not equal Weekly Benefit Amount After (e10) and Number of Base Period Employers Before (e1) is less than the Number of Base Period Employers After (e2), then Error Cause (ei3) must include the 2** series.
Message: An additional Base Period Employer was discovered and a change in the Weekly Benefit Amount has occurred, but there is no entry in the Error Cause (ei3) of series 200, (base period errors).

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- croe34 **Condition:** The Total Whole \$ Amount of Overpayments (include KW) (h3) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11).
Message: The Total Whole \$ Amount of Overpayments (include KW) (h3) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11)). Is this correct?
- croe35 **Condition:** The Total Whole \$ Amount of Underpayments (include KW) (h4) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11).
Message: The Total Whole \$ Amount of Underpayments (include KW) (h4) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11). Is this correct?
- croe36 **Condition:** The Total Whole \$ Amount of Overpayments (include KW) (h3) is greater than the quotient of the Maximum Benefit Amount (MBA) Before Investigation (e11) divided by the Weekly Benefit Amount (WBA) Before Investigation (e9) times the Dependents' Allowance Before Investigation (e15) plus the Maximum Benefit Amount (MBA) Before Investigation (e11).
Message: The Total Whole \$ Amount of Overpayments (include KW) (h3) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11) plus the Dependents' Allowance Before Investigation (e15). Is this correct?
- croe37 **Condition:** The Total Whole \$ Amount of Underpayments (include KW) (h4) is greater than the quotient of the Maximum Benefit Amount (MBA) Before Investigation (e11) divided by the Weekly Benefit Amount (WBA) Before Investigation (e9) times the Dependents' Allowance Before Investigation (e15) plus the Maximum Benefit Amount (MBA) Before Investigation (e11).

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Message: The Total Whole \$ Amount of Underpayments (include KW) (h4) is greater than the Maximum Benefit Amount (MBA) Before

Investigation (e11) plus the Dependents' Allowance Before Investigation (e15). Is this correct?

croe38

Condition: If the Total Overpayment for the Key Week (h5) is greater than zero (0) and the Total Underpayment Amount is greater than zero (0), then the **maximum** Amount That Claimant Should Have Been Paid (h2) must be less than or equal to the Original Amount Paid and/or Offset for Key Week (f13) plus the Total Underpayment Amount for the Key Week (h6) and the **minumum** Amount That the Claimant Should have Been Paid for the Key Week (h2) must be greater than or equal to the Original Amount Paid and/or Offset for the Key Week (f13) minus the Total Overpayment for the Key Week (h5).

Message: For a case with an OP and an UP, the Amount that the Claimant Should Have Been Paid (h2) should be \geq (f13 minus h5) and \leq (f13 plus h6).

croe39

Condition: If Key Week Action (ei2) is 10, Fraud Overpayment/Voided Offset, then the Amount Claimant Should Have Been Paid (h2) must be equal to zero (0) and Total Overpayment for the Key Week (h5) must be equal to the Original Amount Paid and/or Offset for the Key Week (f13).

Message: This case has multiple overpayments and multiple underpayments. If ei2 equals 10, fraud, then the amount claimant should have been paid (h2) must equal 0.

croe40

Condition: The Total Overpayment for the Key Week (h5) is less than the sum of the amounts coded in Dollar Amount of Key Week Error (ei1) for key action codes 10, 11, 12, 13, and 15.

Message: Warning - The amount coded in The Total Overpayment for the Key Week (h5) is less than the total amounts coded in the Dollar Amount of Key Week Error (ei1) for key week action codes 10, 11, 12, 13, and 15.

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Pick Utility

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Introduction. The pick program is a utility software which displays all the selection items passed as command line arguments on the item window and allows the user to select desired items as well as edit them after they are selected and displayed in the pick window. Warning messages appear when an unexpected entry occurs.

The choices are printed on the monitor screen (if not redirected elsewhere). A user can execute the program from the command line.

Program Description. There are five open windows in the pick program: item window, pick window, message window, help window, and warning window. As the program is executed, all the selection items passed to the program are displayed in the item window with a pointer indicating the first item. The user can move the pointer up and down by using the arrow keys on the keyboard. The user selects the indicated item by pressing **Return**. Items selected are displayed in the pick window. After choosing all the items desired, the user must hit **Ctrl-[** to save the items picked. Also **Ctrl-c** can be used to go up one level; **Ctrl-g** can be used to abort the program; **Ctrl-w** can be used to bring help information.

User Syntax. The following statement at the command line calls the pick program.

```
pick [-rt] [-m ddd] [-f {file|-}] [-h "header"] [-i "id"] arg1...
r           = allow redundant items
t           = separate the selected with Tab
m ddd      = allow a maximum of ddd items to be selected
f file     = the list of items is extracted from the first
            column of the file. The file should be in prelude
            format. If the file name is '-', standard input is
            used.
h header   = print the header message on the screen between
            two dashed lines.
i id       = print the screen identifier on the screen in the
            upper, left corner.
arg1...    = use for the list of items if -f option is not
            used
```

Example. If "b_rc3a" is passed to the Pick utility as the screen identifier, "Local Offices" as the header, the local office

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numbers 0001 to 0005 as items, this screen appears.

```
b_rc3a
-----
                        Local Offices
-----

0001
0002
-> 0003
0004
0005

No. of selected items:  2
-----
0001
0002

<Ctrl-w> Help          <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept
```

The screen identifier "b_rc3a" appears in the upper, left corner, the header "Local Offices" on the third line between two dashed lines and the local office numbers from 0001 to 0005 as items on the left side of the screen. The symbol "- >" points to an item. To select an item, move the pointer using the arrow keys opposite the item, and then press **Return** or **Enter**. The item picked appears in the box on the right of the screen. When finished, use **Ctrl-[** to run the pick utility. If you want to change your selected items, invoke the edit mode.

Edit Mode. You may edit selected items by entering the edit mode. The edit mode is invoked by pressing the letter **e** on the keyboard. Of course, at least one item must have been

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selected before the edit mode can be invoked. When edit mode is entered a list of commands appears at the bottom of the screen and the cursor moves to the box containing the items to be edited.

```
b_rc3a
-----
                        Local Offices
-----

    0001
    0002
->  0003
    0004
    0005

    No. of selected items:  2
    -----
    0001
    0002

select items  insert scratch pad item(s)  <Ctrl-[> accept
remove items  append scratch pad item(s)  <Ctrl-c> cancel
```

Items that may be edited appear in the box at the right. To remove an item you have already selected, first press the letter **s** and use the arrow keys to point to the item or items to be removed. These items will be highlighted. Press the letter **r** to remove the items from the screen. Be aware that these items are NOT ERASED and gone forever, but are temporarily stored in a buffer. Thus if you should want to retrieve the items, press either **i** to insert or **a** to append the items back to the box. You can repeat this process as often as you want. To return to the pick mode, press the letter **p**. The cursor moves to the list of items on the left. Now you can continue to pick more items if you wish. Press **Ctrl-[** to run the pick utility.