

TRAINING AND EMPLOYMENT NOTICE	NO. 11-20
	DATE December 28, 2020

TO: STATE WORKFORCE AGENCIES

FROM: JOHN PALLASCH 
Assistant Secretary

SUBJECT: Unemployment Insurance (UI) Data Validation (DV) Knowledge Management System.

1. **Purpose.** To announce the availability of the UI DV Knowledge Management System that states can use as a technical assistance resource tool for UI Benefits DV.
2. **Action Requested.** The Employment and Training Administration (ETA) requests State Administrators to provide this advisory to appropriate program staff.
3. **Summary and Background.**
 - a. Summary – This notice provides state UI agencies information regarding the new UI DV Knowledge Management System (DVKMS) that will assist state DV staff in effectively carrying out the DV function. The DVKMS combines information, such as definitions, reporting instructions, required data formatting, and reconstructed transaction guidelines, into one central and easy to navigate online index. This streamlined approach will allow DV staff to straightforwardly familiarize themselves with key DV concepts and internally identify solutions to resolve reporting inconsistencies to improve performance.
 - b. Background – The purpose of the DV program is to verify the accuracy of the Unemployment Insurance Required Reports (UIRR) data. States report UI data to the U.S. Department of Labor (DOL) on a monthly and quarterly basis under the UIRR system. It is important that states report UIRR data accurately and uniformly. DOL provides DV software to states to conduct the validation and submit results. The combined reporting and validation results are used in combination with other measures and standards to determine the workload, performance, and integrity of a state workforce agency’s UI program.

To perform DV, state workforce agencies currently use multiple handbooks and resource tools provided by DOL that involve reconstructing UI reported counts and confirming data elements in a random sample of similar transactions, known as populations. The software compares the reconstructed counts in the validation or extract file to a state’s UIRR submissions. If the UIRR and DV counts are within the established 1 to 2 percent tolerance, a state’s report data are determined to be accurate

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U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210**

for that particular report and population. If the random sample of similar transactions has an error rate less than or equal to 5 percent, the state's data management system is determined to be accurately maintaining case/transaction information. In contrast, the results for both the report and sample validation modules are calculated automatically by the DV software and states must "pass" both of these portions of the DV program to "pass" the population overall.

4. **The UI DV Knowledge Management System.** The DVKMS consolidates information on UI Benefits DV for seven specific transaction categories, known as populations. The single repository of information is organized into a Master Index that serves as a table of contents for the seven population categories and six key program topics. These populations and topics can also be accessed individually so users can quickly find information about any aspect of the DV program. To enhance the general understanding of the DV program and improve state performance in conjunction with other available technical assistance materials, the DVKMS covers the following population categories:

- Weeks Claimed (Population 1)
- Final Payments (Population 2)
- Monetary Determinations and Initial Claims (Populations 3 and 3a)
- Payments (Population 4)
- Nonmonetary Determinations and Redeterminations (Population 5)
- Appeals Filed, Decided, and Timeliness (Populations 6-11)
- Overpayments Established by Cause and Method, Reconciliation Activities, and Aging (Populations 12-15)

Additionally, the DVKMS includes six key program topics containing critical DV concepts that are common throughout all populations and activities to enhance the overall understanding of the DV program. These key program topics are:

- Social Security Number
- Unique Identifier (ID)
- Type of UI Program: Regular UI or Extended Benefits
- Program Type: Regular UI, Unemployment Compensation for Federal Employees (UCFE) or Unemployment Compensation for ex-Servicemembers (UCX)
- Weekly Benefit Amount (WBA)
- Intrastate and Interstate Claims

The DVKMS is located on the main DV webpage at:
https://oui.doleta.gov/dv/dv_knwl_mgmt_sys.asp

5. **Inquiries.** For further information, please send an email to dvrpts@uis.doleta.gov .

6. References.

- Employment and Training (ET) Handbook No. 361, *State Unemployment Insurance (UI) Data Validation (DV) Handbook, Benefits* (September 2019);
- ET Handbook No. 401, 5th Edition, *UI Reports Handbook* (August 2017); and
- ET Handbook No. 411, *UI DV Operations Guide* (September 2019).

7. Attachment(s). Not applicable.