Reference Guide
This reference guide documents all major edits made to the H-1B Data Elements and Edit Checks since the last version was published in January 2013. Minor text edits are not noted in this document.

Data Element 102 Selective Service
- Changed to: “Record 0 if the individual is not registered for Selective Service.”
- Explanation: Incorrect code value in the Data Definition column – Removed text: if the individual is not registered for Selective Service.”

Data Element 114 Highest School Grade Completed
- Added text in Data Definition column: “Additional Note: The following code values will not be aggregated in the QPR form: 17 = Education Beyond the Bachelor’s Degree; 89 = Attained Certificate of Attendance or Completion (individual with a disability). You may continue to use these code values to note the highest education attained for participants served in your grant program. DOL will capture this information through the data files submitted in HUB.”
- Explanation: Added text to further clarify the aggregation rule for these code values.
- Changed text in Data Element Number column: Changed text from D1147A to DE 114A

Data Element 202 Underemployed Worker
- Changed text in Data Element Number column: Changed text from DE 202 to DE 202A
- Added text in Error Message column 202A: 0 when Employment Status at Participation (DE 200) is 0, Not Employed

Data Element 303 Other Reasons for Exit
- Added text in Data Definition column: Record 0 if the participant exited for a reason other than one of the conditions described above, including successful program completion or unsuccessful program withdrawal.
- Explanation: This data definition has been expanded to clarify what code value to enter for individuals that either complete or withdraw from the program.
- Added text in Code Value column: “0 = Other (Completed or Withdrew from Program)”
- Added text in Data Definition column: The code value 0 = Other is used to indicate that these individuals are included in the Common Measures outcomes.
- Explanation: Clarifies how the code value 0 is used to track participant records for common measures
Data Elements 401, 411 and 421 Occupational Skills Code Training #1, #2 and #3

Data Element 502 Occupational Code

- Removed text in Data Definition column: If all 8-digits of the occupational skills code are not collected, record as many digits as are available.
- Explanation: HUB will only accept an 8-digit occupational skills code.

DE Elements 402 Types of Training Service #1 Primary

- Added text in Edit Check Logic column: “Must be 2, 3, 4, 5, 6 or 7 if the participant is an Incumbent Worker (DE 201)

Data Elements 501, Employed in First Quarter after Program Completion

- Changed text in Data Definition column: “Record 1 if the participant was unemployed at program participation and was employed in the first quarter after the quarter of program completion.”
- Changed text in Data Definition column: “Record 0 if the participant was unemployed at program participation and was not employed in the first quarter after the quarter of program completion.”
- Explanation: This clarifies the original intention of these data elements to capture employment outcomes for unemployed.
- Deleted text in Edit Check Logic column 501A and Error Message column 501A: Deleted edit check logic 501A, which stated “Must be 0, 1, or 3 if there is a valid Date of Exit (DE 302)” and error message “Cannot be blank if there is a Date of Exit (DE 302)”.
- Explanation: This data element is dependent on Date of Program Completion (DE 304), not Date of Exit.
- Changed text in Edit Check Logic column 501A: Must be 0, 1, or 3 if Employment Status (DE 200) is 0, Not Employed or 2, Employed, but Received Notice of Termination of Employment or Military Separation AND there is a valid date for Date of Program Completion (DE 304)
- Changed Error Type: Changed error type to REJ (Reject) from WARN (Warning).
- Added text in Error Message column 501A: Cannot be blank if individual is an unemployed worker (DE 200 = 0) or Employed, but received notice of termination (DE 200 = 2) AND there is a Date of Program Completion (DE 304)
- Added text in Edit Check Logic column 501B: Must be blank if Employment Status at Participation (DE 200) is 1, Employed or Blank.
- Added text in Edit Check Logic column 501B: Must be blank if the Employment Status at Participation (DE 200) is 1 or Blank
- Added text in Error Message column 501C: Blank if Employment Status at Participation (DE 200) is 1 or blank
• **Changed text in Error Type column:** Changed error type to REJ (Reject) from WARN (Warning).

**Data Element 503 Entered Training Related Employment**

• **Changed text in Edit Check Logic column 503A:** Must be 0, 1, 9 if Employed in 1st Quarter After Program Completion (DE 501) is 1, Employed

• **Changed text in Error Message column 503A:** 0, 1, or 9 when Employed in 1st Quarter After Program Completion (DE 501) is 1, Employed

• **Explanation:** Original text indicated Employed in 1st Quarter After Program Exit. Employment outcomes are not captured after program exit.

**Data Element 504 Retained Current Position in the 1st Quarter after Program Completion**

• **Added text in Data Definition column:** “Record 1 if the participant was employed at the start of program participation and retained their current position in the first quarter after the quarter of program completion.”

• **Changed text in Edit Check Logic column 504A column:** Must be 0, 1, 3 if Employment Status (DE 200) is 1, Employed AND if there is a valid date for Date of Program Completion (DE 304)

• **Changed text in Error Message column 504A:** Cannot be blank if individual is an employed worker (DE 200 = 1) and there is a Date of Completion (DE 304)

• **Explanation:** Changed reference to Employed Worker from Incumbent Worker to ensure this data element is capturing data for employed workers, who may either be incumbent or under-employed workers.

• **Changed Error Type:** Changed error type to REJ (Reject) from WARN (Warning).

**Data Element 505 Advanced to New Position in the 1st Quarter after Program Completion**

• **Added text in Data Definition column:** “Record 1 if the participant was employed at the start of program participation and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the first quarter after the quarter of program completion.”

• **Explanation:** This clarifies the original intention of these data elements to capture employment outcomes for employed workers that advance to a new position in the 1st, 2nd and 3rd quarters after program completion.

• **Changed text in Edit Check Logic column 505A:** Must be 0, 1, 3 if Employment Status (DE 200) is 1, Employed AND if there is a valid date for Date of Program Completion (DE 304)

• **Changed text in Error Message column 505A:** Cannot be blank if individual is an employed worker (DE 200 = 1) and there is a Date of Completion (DE 304)

• **Changed text in Edit Check Logic column 505B:** Must be blank if the Employment Status at Participation (DE 200) is 0, Not Employed; 2 Employed but Received Notice of Termination; or Blank
• Changed text in Error Message column 505B: Blank if Employment Status at Participation (DE 200) is 0, Not Employed; 2 Employed but Received Notice of Termination; or Blank

• Added Edit Check Logic column 505C: Must be 0, 3 or Blank if the Retained Current Employment in the first quarter after Program Completion (DE 504) is 1, Employed

• Added Error Message column 505C: Cannot be 1 if Retained Current Employment in the 1st Quarter (DE 504) is 1, Employed

• Changed Error Type: Changed error type to REJ (Reject) from WARN (Warning).

Data Element 511 Employed in 2nd Quarter after Program Completion

• Added text in Data Definition column: “Record 1 if the participant was not employed at program participation and was employed in the second quarter after the quarter of program completion.”

• Added text in Data Definition column: “Record 0 if the participant was not employed at program participation and was not employed in the second quarter after the quarter of program completion.”

• Changed text in Edit Check Logic column 511A: Must be 0, 1, or 3 if Employment Status (DE 200) is 0, Not Employed or 2, Employed, but Received Notice of Termination of Employment or Military Separation AND there is a valid date for Date of Program Completion (DE 304).

• Changed text in Error Message column 511A: Cannot be blank if individual is an unemployed worker (DE 200 = 0 Not Employed) or Employed, but Received Notice of Termination (DE 200 = 2) AND there is a Date of Program Completion (DE 304).

• Added text in Edit Check Logic column 511B: Must be blank if the Employment Status at Participation (DE 200) is 1, Employed or Blank.

• Added text in Error Message column 511B: Blank if Employment Status at Participation (DE 200) is 1, Employed or Blank.

• Changed Error Type: Changed error type to REJ (Reject) from WARN (Warning)

Data Elements 514 Retained Current Position in the 2nd Quarter after Program Completion

• Added text in Data Definition column: “Record 1 if the participant was employed at the start of program participation and retained their current position in the second quarter after the quarter of program completion.”

• Explanation: Changed reference to Employed Worker from Incumbent Worker to ensure this data element is capturing data for employed workers, who may either be incumbent or under-employed workers.

• Changed text in Edit Check Logic column 514A: Must be 0, 1, 3 if Employment Status (DE 200) is 1, Employed AND if there is a valid date for Date of Program Completion (DE 304)
• **Changed text in Error Message column 514A:** Cannot be blank if individual is an employed worker (DE 200 = 1) and there is a Date of Completion (DE 304)

• **Added Edit Check Logic column 514B.** Must be blank if the Employment Status at Participation (DE 200) is 0, Not Employed; or 2, Employed but Received Notice of Termination; or Blank

• **Added Error Message column 514B:** Blank if Employment Status at Participation (DE 200) is 0, Not Employed; 2, Employed but Received Notice of Termination; or Blank

• **Added Edit Check Logic column 514C:** Must be 0, 3 or blank if Advanced to New Position in the 1st Quarter (DE 505) is 1, Employed

• **Added Error Message column 514C:** Cannot be 1 if Advanced into New Position in the 1st Quarter (DE 505) is 1, Employed

• **Changed Error Type:** Changed error type to REJ (Reject) from WARN (Warning)

**Data Element 515 Advanced to New Position in the 2nd Quarter after Program Completion**

• **Added text in Data Definition column:** “Record 1 if the participant was employed at the start of program participation and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the second quarter after the quarter of program completion.”

• **Explanation:** This clarifies the original intention of these data elements to capture employment outcomes for employed workers that advance to a new position in the 1st, 2nd and 3rd quarters after program completion.

• **Changed Edit Check Logic column 515A:** Must be 0, 1, 3 if Employment Status (DE 200) is 1, Employed AND if there is a valid date for Date of Program Completion (DE 304)

• **Changed Error Message column 515A:** Cannot be blank if individual is an employed worker (DE 200 = 1) and there is a Date of Completion (DE 304)

• **Changed text in Edit Check Logic column 515B:** Must be blank if the Employment Status at Participation (DE 200) is 0, Not Employed; 2 Employed but Received Notice of Termination; or Blank

• **Changed text in Error Message column 515B:** Blank if Employment Status at Participation (DE 200) is 0, Not Employed; 2 Employed but Received Notice of Termination; or Blank

• **Added Edit Check Logic column 515C:** Must be 0, 3 or Blank if the Retained Current Employment in the 2nd quarter after Program Completion (DE 514) is 1, Employed

• **Added Error Message column 515C:** Cannot be 1 if Retained Current Employment in the 2nd Quarter (DE 514) is 1, Employed

• **Changed Error Type:** Changed error type to REJ (Reject) from WARN (Warning).
Data Element 521 Employed in 3\textsuperscript{rd} Quarter after Program Completion

- \textit{Added text in Data Definition column:} “Record 1 if the participant was not employed at program participation and was employed in the third quarter after the quarter of program completion.”
- \textit{Added text in Data Definition column:} “Record 0 if the participant was not employed at program participation and was not employed in the third quarter after the quarter of program completion.”
- \textit{Changed text in Edit Check Logic column 521A:} Must be 0, 1, or 3 if Employment Status (DE 200) is 0, Not Employed or 2, Employed, but Received Notice of Termination of Employment or Military Separation \textit{AND there is a valid date for Date of Program Completion (DE 304)}
- \textit{Changed text in Error Message column 521A:} Cannot be blank if individual is an unemployed worker (DE 200 = 0 Not Employed) or Employed, but Received Notice of Termination (DE 200 = 2) \textit{AND there is a Date of Program Completion (DE 304)}
- \textit{Added Edit Check Logic column 521B:} Must be blank if the Employment Status at Participation (DE 200) is 1, Employed or Blank
- \textit{Added Error Message column 521B:} Blank if Employment Status at Participation (DE 200) is 1, Employed or Blank
- \textit{Changed Error Type:} Changed error type to REJ (Reject) from WARN (Warning).

Data Elements 524 Retained Current Position in the 3\textsuperscript{rd} Quarter after Program Completion

- \textit{Added text in Data Definition:} “Record 1 if the participant was employed at the start of program participation and retained their current position in the 3\textsuperscript{rd} quarter after the quarter of program completion.”
- \textit{Changed text in Edit Check Logic column 524A:} Must be 0, 1, 3 if Employment Status (DE 200) is 1, Employed AND if there is a valid date for Date of Program Completion (DE 304)
- \textit{Changed text in Error Message column 524A:} Cannot be blank if individual is an employed worker (DE 200 = 1) and there is a Date of Completion (DE 304)
- \textit{Added Edit Check Logic column 524B:} Must be blank if the Employment Status at Participation (DE 200) is 0, Not Employed; 2, Employed but Received Notice of Termination; or Blank
- \textit{Added Error Message column 524B:} Blank if Employment Status at Participation (DE 200) is 0, Not Employed; 2, Employed but Received Notice of Termination; or Blank
- \textit{Added Edit Check Logic column 524C:} Must be 0, 3 or blank if Advanced into New Position in the 2\textsuperscript{nd} Quarter (DE 515) is 1, Employed
- \textit{Added Error Message column 524C:} Cannot be 1 if Advanced into New Position in the 2\textsuperscript{nd} Quarter (DE 515) is 1, Employed
- \textit{Changed Error Type:} Changed error type to REJ (Reject) from WARN (Warning).
Data Element 525 Advanced to New Position in the 3rd Quarter after Program Completion

- Added text in Column D Data Definition: “Record 1 if the participant was employed at the start of program participation and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the third quarter after the quarter of program completion.”

- Changed Edit Check Logic 525A: Must be 0, 1, 3 if Employment Status (DE 200) is 1, Employed AND if there is a valid date for Date of Program Completion (DE 304)

- Changed Error Message 525A: Cannot be blank if individual is an employed worker (DE 200 = 1) and there is a Date of Completion (DE 304)

- Changed text in Edit Check Logic 525B: Must be blank if the Employment Status at Participation (DE 200) is 0, Not Employed; 2 Employed but Received Notice of Termination; or Blank

- Changed text in Error Message 525B: Blank if Employment Status at Participation (DE 200) is 0, Not Employed; 2 Employed but Received Notice of Termination; or Blank

- Added Edit Check Logic 525C: Must be 0, 3 or Blank if the Retained Current Employment in the 3rd quarter after Program Completion (DE 524) is 1, Employed

- Added Error Message 525C: Cannot be 1 if Retained Current Employment in the 3rd Quarter (DE 524) is 1, Employed

- Changed Error Type: Changed error type to REJ (Reject) from WARN (Warning)