

CATAWBA WIA INSTRUCTION NUMBER PY03-04

TO: All Py'03 WIA Contractors

SUBJECT: Data Validation

ISSUANCE DATE: February 3, 2004

EFFECTIVE DATE: February 3, 2004

EXPIRATION DATE: Indefinite

The State will be conducting data validation reviews to comply with the Department of Labor requirements as described in TEG 3-03, Data Validation for Employment and Training Programs. This instruction provides the timelines for completion of the PY 2002 Data Validation. By using the DOL Data Validation Software, the State has automatically completed the report validation requirement.

The data element validation requirement must be completed by April 1, 2004. This requires the onsite review of hard copy case files for a sample of exiters reported on the PY 2002 Annual Report. Therefore, all records to be reviewed will be for participants who exited from October 1, 2001 through September 30, 2002. The onsite review will be conducted by State monitoring staff with some assistance by State Workforce Investment Act Department Performance Unit staff. The onsite reviews will be conducted in February and early March.

The data element validation sample was pulled using the DOL Data Validation Software. The sample will require that only certain elements be validated in the files. For example, although 57 data elements for Adults and Dislocated Workers and 111 data elements for Youth are listed, only specific data elements will be validated for each participant. The data elements reviewed will vary from participant to participant.

Federal procedures also require the following: "State staff should notify local staff well in advance of when onsite validation will occur, to ensure that local staff are available to assist in the validation. State staff should also tell local staff which records have been sampled no more than 1 to 2 days in advance of the onsite review. This will make the review more efficient, while minimizing changes to the case files." The Internal Audit and Review staff will contact each local area to plan the onsite reviews. Due to the limited time available and the large number in the sample, it will be necessary for all participant records in each local area to be sent to one location for review. Enclosed is the PY

2002 Data Validation Sample that lists the One-Stop that entered the Registration Activity Record and the number of records to be pulled from that One-Stop. (Please note that the majority of these records were exited at conversion to VOS. They were assigned a One-Stop because this information did not exist in the WIASRD. Therefore, the One-Stop may be incorrect.) We will provide the sampled names to the Local Area two workdays before the onsite visit.

Please see the attached Data Element Validation Guide for the list of each data element that may be reviewed and the list of federally approved sources of documentation. This guide was developed by state staff to assist the monitors in completing the onsite review. In reviewing this guide, please note the following items.

- This guide does not include all of the data sources that may be used for documentation of each item.
- The guide indicates which items may be documented using case notes or self-attestation/applicant statement. These elements also have other federally approved sources.
 - For example, case notes may be used to receipt of TANF. However, if this documentation is not in the case notes, the monitor will then check for another document on the list of federally approved sources for that data element.
- Some data elements must be documented by specific sources only. See Appendix D for the complete list of approved sources.

The following points should be remembered:

- Some data elements, such as the quarterly wages, will be reviewed at the state level.
- Source documentation for some items may include automated records from other state/federal management information systems. For example, veteran status may be documented through the Wagner-Peyser System. However, the VOS System cannot be used to validate VOS data.
- Data elements that may be documented by self-attestation/applicant statement may be validated from the signed WIA Application Form.

We realize that VOS does not currently require verification of all of the data elements on the data validation list, and that the list of federally approved sources does not always match the list of verification documents allowed by VOS. The State will be working with Geographic Solutions to modify the system to match the federal data validation requirements where possible, and will provide additional instructions and training regarding documentation of other data elements that may be documented in the Case Notes or on Self-attestation Forms.

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