



**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE PY 13-04**

Artee Williams, Director

November 5, 2013

TO: Local Workforce Investment Areas/Service Providers

SUBJECT: Data Element Validation Checklist

1. **Purpose:** To provide Data Validation Checklists

2. **General Information:** The Department of Labor (DOL) requires states to perform data element validation each year for Workforce Investment Act (WIA) participants reported in the prior year WIA Annual Report. This process begins with local area staff placing appropriate documentation in the participant file for specific Workforce Investment Act Standard Record Data (WIASRD) items identified by DOL in a yearly Training and Employment Guidance Letter (TEGL). At the appointed time, the State is required to review the documentation, and then report to DOL.

The attached checklists are to be used by each local area to facilitate the efficiency, accuracy and effectiveness of documentation and the data validation process. There is a checklist for youth, National Emergency Grant (NEG) participants, and a combined checklist for adults and dislocated workers. Since there are many documents collected at the time of enrollment, it is suggested that the checklist be kept up-to-date as documentation is placed in the file. Continue this process as documents are received during the participant's enrollment and after exit. There must be a checklist in the participant file for each exited participant.

In the column "Source Documentation Used," write the name of the documentation used to verify the data element. For example, if a birth certificate is the source documentation for the data element "Date of Birth," then write "birth certificate" in the column. Next, write the Field Number for the data element on the documentation. In this example, #3 should be written on the copy of the birth certificate. If a data element does not apply to the participant, then enter "N/A" on the checklist.

The checklist must be placed in the participant file with the documentation for each item attached to it.

3. **Action Required:** Begin this process for all current participants and all PY 2013 exiters.

4. **Attachments:** Data Element Validation Checklists

5. **Inquiries:** Contact Sandy Monaco at 501-682-3131, or sandy.monaco@arkasas.gov.

6. **Expiration Date:** Continuing.

Participant Name _____
 ID Number _____

Program _____

DATA ELEMENT	ADULT	DLW	SOURCE DOCUMENTATION REQUIREMENTS	FIELD	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Date of Birth	Y	Y	Copy of I.D., Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, Federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records	3		MATCH
Veteran's Status	Y	Y	DD-214, cross match with veterans data, a letter from the Veterans' Administration	12		SUPPORT
Employment Status at Participation	Y	Y	Pay stub, case notes showing information collected from participant	16		SUPPORT
Low Income	Y	N	Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, public assistance records, quarterly estimated tax for self-employed persons, social security benefits, UI documents	20		SUPPORT
TANF	Y	Y	Cross match with TANF public assistance records	21		SUPPORT
Other Public Assistance Recipient	Y	Y	Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance record, refugee assistance records, cross match with public assistance database	22		SUPPORT
Displaced Homemaker	N	Y	Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self attestation	24		SUPPORT
Date of Actual Qualifying Dislocation	N	Y	Verification from employer, rapid response list, notice of layoff, public announcement with follow-up cross-match with UI, self attestation	25		MATCH
Homeless individual and/or runaway youth	Y	N	Written statements from an individual providing residence, shelter or social service agency, WIA intake or registration form, self attestation	26		SUPPORT

DATA ELEMENT	ADULT	DLW	SOURCE DOCUMENTATION REQUIREMENTS	FIELD	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Offender	Y	N	Documentation from juvenile or adult criminal justice system, documented phone call with court or probation representatives, WIA intake or registration form, self attestation	27		SUPPORT
Date of Exit	Y	Y	WIA status/exit forms, State MIS data, Case notes	35		MATCH
Other reasons for exit	Y	Y	Information from partner services MIS systems, WIA status/exit form, case notes, information from institution or facility	61		SUPPORT
Employed in 1st Quarter after Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS	84		SUPPORT
Type of Employment Match 1st Quarter After Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes	85		SUPPORT
Employed in 2nd Quarter after Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS, federal wage databases	89		SUPPORT
Type of Employment Match 2nd Quarter After Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes	90		SUPPORT
Employed in 3rd Quarter after Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS, federal wage databases	91		SUPPORT

DATA ELEMENT	ADULT	DLW	SOURCE DOCUMENTATION REQUIREMENTS	FIELD	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Type of Employment Match 3rd Quarter After Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes	92		SUPPORT
Type of Recognized Credential	Y	Y	Transcripts, certificates, diploma, surveys, case notes	102		SUPPORT

Participant Name _____
 ID Number _____

Program _____

DATA ELEMENT	OY	YY	SOURCE DOCUMENTATION REQUIREMENTS	FIELD	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Date of Birth	Y	Y	Copy of I.D., Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, Federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records	3		MATCH
Veteran's Status	Y	N	DD-214, cross match with veterans data, letter from the Veteran's Administration	12		SUPPORT
Employment Status at Participation	Y	Y	Pay stub, case notes showing information collected from participant	16		SUPPORT
Low Income	Y	Y	Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, public assistance records, quarterly estimated tax for self-employed persons, social security benefits, UI documents	20		SUPPORT
TANF	Y	Y	Cross match with TANF public assistance records	21		SUPPORT
Other Public Assistance Recipient	Y	Y	Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance record, refugee assistance records, cross match with public assistance database	22		SUPPORT
Homeless individual and/or runaway youth	Y	Y	Written statements from an individual providing residence, shelter or social service agency, WIA intake or registration form, self attestation	26		SUPPORT
Offender	Y	Y	Documentation from juvenile or adult criminal justice system, documented phone call with court or probation representatives, WIA intake or registration form, self attestation	27		SUPPORT

DATA ELEMENT	OY	YY	SOURCE DOCUMENTATION REQUIREMENTS	FIELD	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Pregnant or Parenting Youth	Y	Y	Copy of child's birth certificate, baptismal record, observation of pregnancy status, doctor's note confirming pregnancy, self attestation	28		SUPPORT
Youth Who Needs Additional Assistance Note: This is the WIB Approved Barrier	Y	Y	See state policy and state plan, individual service strategy, case notes, WIA intake or registration form, state MIS, self attestation	29		SUPPORT
School Status at Participation	Y	Y	Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, dropout letter, school documentation), WIA intake or registration form, self attestation	30		SUPPORT
Basic Skills Deficiency (as defined in 664.205)	Y	Y	Standardized assessment test, school records, case notes	31		SUPPORT
Foster Care Youth	N	Y	Written confirmation from social services agency, case notes	32		SUPPORT
Date of Exit	Y	Y	WIA status/exit forms, Case Notes	35		MATCH
Other reasons for exit	Y	Y	Information from partner services MIS systems, WIA status/exit form, case notes, information from institution or facility	61		SUPPORT
Enrolled In Education	Y	Y	Applicable records from education institution, certifying enrollment, case notes with verification from education institution or training provider that the individual is enrolled in education	77		SUPPORT
Follow-up Services	Y	Y	Activity Sheets, attendance rosters, receipt for follow-up support services, state MIS, case notes	83		SUPPORT

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Employed in 1st Quarter after Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05	84		SUPPORT
Type of Employment Match 1st Quarter After Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes	85		SUPPORT
Employed in 3rd Quarter after Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, federal wage databases	91		SUPPORT
Type of Employment Match 3rd Quarter After Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	Y	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes	92		SUPPORT
Type of Recognized Credential	Y	N	Transcripts, certificates, diploma, surveys, case notes	102		SUPPORT
Attained Diploma, GED or Certificate	Y	Y	Transcripts, certificates, diploma, letter or other documentation from school system	151		SUPPORT
Date Attained Degree or Certificate	Y	Y	Transcripts, certificates, diploma, letter or documentation from school system	152		MATCH
School Status at Exit	Y	Y	Transcripts, certificates, diploma, letter or documentation from school system, case notes	153		SUPPORT

Youth Placement Info	Y	Y	Cross match with other agencies, apprenticeship verification, documentation of military service, advanced training, post secondary education, transcripts, registration forms, community college info, employer contacts, UI. wage records, WRIS, Case notes	154		SUPPORT
Youth Retention Info	Y	Y	Cross match with other agencies, apprenticeship verification, documentation of military service, advanced training, post secondary education, transcripts, registration forms, community college info, employer contacts, UI. wage records, WRIS, Case notes	155		SUPPORT
**Category of Assessment **Type of Assessment Test **Functional Area **Date Administered Test **Educational Functioning Level	Y	Y	Test records, case notes documenting the necessary details for each element of testing. States should refer to TEGL 17-05, Change 1, Attachment C for the list of approved Educational tests for Literacy/Numeracy measures. Front line staff must keep a copy of the test scoring sheet that shows the date of the test, total score and grade levels in the case file. Case notes should also detail the participant's progress.	156-198		SUPPORT for non-date fields MATCH for date fields

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 ID Number _____

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Veteran's Status	Y	DD-214, cross match with veterans data, a letter from the Veterans' Administration	12	
Employment Status at Participation	Y	Pay stub, case notes showing information collected from participant	16	
Displaced Homemaker	Y	Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self attestation	24	
Date of Actual Qualifying Dislocation	Y	Verification from employer, rapid response list, notice of layoff, public announcement with follow-up cross-match with UI, self attestation	25	
Date of Exit	Y	WIA status/exit forms, Case notes	35	
National Emergency Grant Project Numbers	Y	Case file data or NEG grant award letter that identifies the project number assigned by the US DOL NEG Grant Officer	45-47	
Other reasons for exit	Y	Information from partner services MIS systems, WIA status/exit form, case notes, information from institution or facility	61	
Employed in 1st Quarter after Exit Quarter NOTE: You will only put the documentation in here for Supplemental Wages if there are no UI wages in the STATE MIS System	Y	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS	84	
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