

Participant Data Element Documentation Worksheet
 Issuance 22-03; July 20, 2022

Participant Name _____ Program _____

AJL ID # _____ Review Period (State Validators) _____

To be used by Case Managers to record type of documentation used for each participant, and by State validators during a Data Validation Review. Case Managers must use this form to keep up with documentation requirements for all participants. One Worksheet per participant. Documentation must be uploaded or entered into Case Notes as it becomes available. All documentation must not be held until exit and uploaded at that time.

<u>Data Element / PIRL #</u> <u>State Staff – PIRL & Wage Validation</u>	<u>Source Documentation in AJL</u> <u>Document Uploader, Case Notes & Wages</u>	<u>Notes</u>	<u>Pass</u> <u>/ Fail</u>
Date of Birth PIRL #200 Programs: A/D/Y/DWG			
Individual with a Disability PIRL #202 Programs: A/D/Y/DWG			
Eligible Veteran Status PIRL #301 Programs: A/D/DWG			
UC Eligible Status PIRL #401 Programs: A/D/DWG			

<p>Long-Term Unemployed at Program Entry</p> <p>PIRL #402 Programs: A/D/DWG</p>			
<p>School Status at Program Entry</p> <p>PIRL# 409 Programs: A/D/Y/DWG</p>			
<p>Date of Actual Dislocation</p> <p>PIRL # 410 Programs: A/D/DWG</p>			
<p>Temporary Assistance to Needy Families (TANF)</p> <p>PIRL #600 Programs: A/D/DWG</p>			
<p>Exhausting TANF Within 2 Years at Program Entry (Part A Title IV of the Social Security Act)</p> <p>PIRL #601 Programs: A/D/DWG</p>			
<p>Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)</p> <p>PIRL #602 Programs: A/D/DWG</p>			

Supplemental Nutrition Assistance Program (SNAP) PIRL # 603 Programs: A/D/DWG			
Other Public Assistance Recipient PIRL #604 Programs: A/DLW			
Pregnant or Parenting Youth PIRL #701 Programs: Y			
Youth Who Needs Additional Assistance PIRL #702 Programs: Y			
Foster Care Youth Status at Program Entry PIRL #704 Programs: A/D/Y/DWG			
Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry PIRL #800 Programs: A/D/Y/DWG			

<p>Ex-Offender Status at Program Entry</p> <p>PIRL #801</p> <p>Programs: A/D/Y/DWG</p>			
<p>Low Income Status at Program Entry</p> <p>PIRL #802</p> <p>Programs: A/D/Y/DWG</p>			
<p>English Language Learner at Program Entry</p> <p>PIRL #803</p> <p>Programs: A/D/Y/DWG</p>			
<p>Basic Skills Deficient/Low Levels of Literacy at Program Entry</p> <p>PIRL #804</p> <p>Programs: A/D/Y/DWG</p>			
<p>Single Parent at Program Entry</p> <p>PIRL #806</p> <p>Programs: A/D/Y/DWG</p>			
<p>Displaced Homemaker at Program Entry</p> <p>PIRL # 807</p> <p>Programs: A/D/DWG</p>			

Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167) PIRL #808 Programs: A/D/DWG			
Date of Program Entry PIRL #900 Programs: A/D/Y/DWG	Electronic Only		
Exit Date PIRL #901 Programs: A/D/Y/DWG	Electronic Only		
Date of First WIOA Youth Service PIRL #906 Programs: Y			
Recipient of Incumbent Worker Training PIRL #907 Programs: A/D/DWG			
Rapid Response PIRL #908 Programs: D/DWG			

Other Reasons for Exit PIRL #923 Programs: A/D/Y/DWG			
Date of First Basic Career Service (Staff-Assisted) PIRL #1001 Programs: A/D/DWG	Local Areas do not have to document. The State will validate the date by comparing the service date on the S&T with the date on the PIRL		
Most Recent Date Received Basic Career Services (Self-Service/Information Only) PIRL #1002 Programs: A/D/DWG			
Most Recent Date Received Basic Career Services (Staff-Assisted) PIRL #1003 Programs: A/D/DWG			
Date of Most Recent Career Service (WIOA) PIRL #1004 Programs: A/D/DWG			

<p>Most Recent Date Received Staff-Assisted Services (DVOP specialist)</p> <p>PIRL #1005 Programs: A/D/DWG</p>			
<p>Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program</p> <p>PIRL #1006 Programs: A/D/DWG</p>			
<p>Date of Most Recent Reportable Individual Contact</p> <p>PIRL #1007 Programs: A/D/DWG</p>	<p>Local Areas do not have to document. The State will validate the date by comparing the service date on the S&T with the date on the PIRL</p>		
<p>Date of First Individualized Career Service</p> <p>PIRL #1200 Programs: A/D/DWG</p>	<p>Local Areas do not have to document. The State will validate the date by comparing the service date on the S&T with the date on the PIRL</p>		
<p>Most Recent Date Received Individualized Career Service</p> <p>PIRL #1201 Programs: A/D/DWG</p>			

Date Individual Employment Plan Created PIRL #1202 Programs: A/D/DWG			
Type of Work Experience PIRL #1205 Programs: A/D/Y/DWG			
Date Received Financial Literacy Services PIRL # 1206 Programs: A/D/Y/DWG			
Transitional Jobs PIRL #1211 Programs: A/D/DWG			
Received Training PIRL #1300 Programs: A/D/Y/DWG			
Date Entered Training #1 PIRL #1302 Programs: A/D/Y/DWG			

Type of Training Service #1 PIRL #1303 Programs: A/D/Y/DWG			
Occupational Skills Training Code #1 PIRL # 1306 Programs: A/D/Y/DWG			
Training Completed #1 PIRL #1307 Programs: A/D/Y/DWG			
Date Completed / Withdrew From Training #1 PIRL #1308 Programs: A/D/Y/DWG			
Date Entered Training #2 PIRL #1309 Programs: A/D/Y/DWG			
Type of Training Service #2 PIRL #1310 Programs: A/D/Y/DWG			

Occupational Skills Training Code #2 PIRL #1311 Programs: A/D/Y/DWG			
Training Completed #2 PIRL # 1312 Programs: A/D/Y/DWG			
Date Completed / Withdrew From Training #2 PIRL #1313 Programs: A/D/Y/DWG			
Date Entered Training #3 PIRL #1314 Programs: A/D/Y/DWG			
Type of Training Service #3 PIRL 1315 Programs: A/D/Y/DWG			
Occupational Skills Training Code #3 PIRL #1316 Programs: A/D/Y/DWG			

<p>Training Completed #3</p> <p>PIRL #1317 Programs: A/D/Y/DWG</p>			
<p>Date Completed / Withdrew from Training #3</p> <p>PIRL #1318 Programs: A/D/Y/DWG</p>			
<p>Established Individual Training Account (ITA)</p> <p>PIRL #1319 Programs: A/D/DWG</p>			
<p>Participated in Postsecondary Education During Program Participation</p> <p>PIRL #1332 Programs: A/D/Y/DWG</p>			
<p>Enrolled in Secondary Education Program</p> <p>PIRL 1401 Programs: A/D/Y/DWG</p>			
<p>Most Recent Date Received Educational Achievement Services</p> <p>PIRL #1402 Programs: Y</p>			

<p>Most Recent Date Received Alternative Secondary School Services</p> <p>PIRL #1403 Programs: Y</p>			
<p>Most Recent Date Received Work Experience Opportunities</p> <p>PIRL #1405 Programs: Y</p>			
<p>Date Enrolled in Post Exit Education or Training Program Leading to Recognized Postsecondary Credential</p> <p>PIRL #1406 Programs: A/D/Y/DWG</p>			
<p>Most Recent Date Received Education Offered Concurrently with Workforce Preparation</p> <p>PIRL #1407 Programs: Y</p>			
<p>Most Recent Date Received Leadership Development Opportunities</p> <p>PIRL #1408 Programs: Y</p>			

<p>Most Recent Date Received Supportive Services</p> <p>PIRL #1409 Programs: A/D/Y/DWG</p>			
<p>Most Recent Date Received Adult Mentoring Services</p> <p>PIRL #1410 Programs: Y</p>			
<p>Most Recent Date Received Comprehensive Guidance / Counseling Services</p> <p>PIRL #1411 Programs: Y</p>			
<p>Most Recent Date Received Youth Follow-up Services</p> <p>PIRL #1412 Programs: Y</p>			
<p>Most Recent Date Youth Received Entrepreneurial Skills Training</p> <p>PIRL #1413 Programs: Y</p>			

<p>Most Recent Date Youth Received Services that Provide Labor Market Information and Employment Information</p> <p>PIRL #1414 Programs: Y</p>			
<p>Most Recent Date Youth Received Postsecondary Transition and Preparatory Activities</p> <p>PIRL #1415 Programs: Y</p>			
<p>Received Needs-Related Payments</p> <p>PIRL #1500 Programs: A/D/DWG</p>			
<p>Employed in 1st Quarter After Exit Quarter</p> <p>PIRL #1600 Programs: A/D/Y/DWG</p>	Electronic Unless Supplemental Wages		
<p>Type of Employment Match 1st Quarter After Exit Quarter</p> <p>PIRL #1601 Programs: A/D/DWG</p>	Electronic Unless Supplemental Wages		

Employed in 2 nd Quarter After Exit Quarter PIRL #1602 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		
Type of Employment Match 2 nd Quarter After Exit Quarter PIRL #1603 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Employed in 3 rd Quarter After Exit Quarter PIRL #1604 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		
Type of Employment Match 3 rd Quarter After Exit Quarter PIRL #1605 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Employed in 4 th Quarter After Exit Quarter PIRL #1606 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		
Type of Employment Match 4 th Quarter After Exit Quarter PIRL #1607 Programs: A/D/DWG	Electronic Unless Supplemental Wages		

<p>Employment Related to Training 2nd Quarter After Exit</p> <p>PIRL #1608 Programs: A/D/DWG</p>			
<p>Occupational Code (if available)</p> <p>PIRL #1610 Programs: A/D/DWG</p>			
<p>Entered Non-Traditional Employment</p> <p>PIRL #1611 Programs: A/D</p>			
<p>Occupational Code of Employment 2nd Quarter After Exit Quarter (If available)</p> <p>PIRL #1612 Programs: A/D</p>			
<p>Occupational Code of Employment 4th Quarter After Exit Quarter (If available)</p> <p>PIRL #1613 Programs: A/D</p>			

<p>Industry Code of Employment 1st Quarter After Exit Quarter</p> <p>PIRL #1614 Programs: A/D/DWG</p>			
<p>Industry Code of Employment 2nd Quarter After Exit Quarter</p> <p>PIRL #1615 Programs: A/D/DWG</p>			
<p>Industry Code of Employment 3rd Quarter After Exit Quarter</p> <p>PIRL #1616 Programs: A/D/DWG</p>			
<p>Industry Code of Employment 4th Quarter After Exit Quarter</p> <p>PIRL #1617 Programs: A/D/DWG</p>			
<p>Retention with the same employer in the 2nd Quarter and the 4th Quarter</p> <p>PIRL #1618 Programs: A/D/Y/DWG</p>			

Wages 3rd Quarter Prior to Participation Quarter PIRL #1700 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 2nd Quarter Prior to Participation Quarter PIRL #1701 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 1st Quarter Prior to Participation Quarter PIRL #1702 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 1st Quarter After Exit Quarter PIRL #1703 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 2 nd Quarter After Exit Quarter PIRL 1704 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		

Wages 3rd Quarter After Exit Quarter PIRL #1705 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 4th Quarter After Exit Quarter PIRL 1706 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Type of Recognized Credential PIRL #1800 Programs: A/D/Y/DWG			
Date Attained Recognized Credential PIRL 1801 Programs: A/D/Y/DWG			
Type of Recognized Credential #2 PIRL #1802 Programs: A/D/Y/DWG			
Date Attained Recognized Credential #2 PIRL# 1803 Programs: A/D/Y/DWG			

Type of Recognized Credential #3 PIRL #1804 Programs: A/D/Y/DWG			
Date Attained Recognized Credential #3 PIRL #1805 Programs: A/D/Y/DWG			
Date of Most Recent MSG Educational Functioning Level (EFL) PIRL #1806 Programs: A/D/Y/DWG			
Date of Most Recent MSG Postsecondary Transcript/Report Card PIRL 1807 Programs: A/D/Y/DWG			
Date of Most Recent MSG Secondary Transcript/Report Card PIRL 1808 Programs: A/D/Y/DWG			
Date of Most Recent MSG Training Milestone PIRL #1809 Programs: A/D/Y/DWG			

<p>Date of Most Recent MSG Skills Progression</p> <p>PIRL 1810 Programs: A/D/Y/DWG</p>			
<p>Date of Most Recent MSG Secondary School Diploma Attainment</p>	<p>Refer to PIRL 1800</p>		
<p>Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment</p> <p>PIRL 1811 Programs: A/D/Y/DWG</p>			
<p>Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment</p> <p>PIRL #1813 Programs: A/D/Y/DWG</p>			
<p>Youth 2nd Quarter Placement</p> <p>PIRL #1900 Programs: Y</p>			
<p>Youth 4th Quarter Placement</p> <p>PIRL #1901 Programs: Y</p>			

<p>Category of Assessment #1</p> <p>PIRL #1902 Programs: A/D/DWG</p>			
<p>Date of Completion of DWG Services</p> <p>PIRL #2001 Programs: DWG</p>			
<p>Employed at Completion of DWG Services</p> <p>PIRL #2002 Programs: DWG</p>			
<p>Received Services through a Disaster Recovery Dislocated Worker Grant</p> <p>PIRL #2004 Programs: DWG</p>			