

# Mass Workforce Issuance

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**Workforce Issuance No. 10-89**

Policy  Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Managers

**cc:** WIA State Partners

**From:** Michael Taylor, Director  
Department of Workforce Development

**Date:** October 29, 2010

**Subject:** **DCS FY 2011 DATA Validation Compliance Review**

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**Purpose:** To inform Local Workforce Investment Boards (LWIBs), One-Stop Career Center Operators, and Local Workforce Investment partners of the Division of Career Service's process, parameters and schedule for the Commonwealth's FY 2011 Data Validation Compliance Review.

**Background:** States are required to ensure reporting accuracy by reviewing samples of customer records against source documentation to ensure compliance with Federal definitions and requirements. The Division of Career Services (DCS) is charged with the responsibility of conducting the Data Validation Compliance Review on an annual basis and reporting its findings. For the current review the U.S. Department of Labor Employment and Training Administration (ETA) has mandated that the review process be completed and results submitted by DCS no later than February 1, 2011.

DCS will conduct the Data Validation Compliance Review for a cohort of sample customer files for the Workforce Investment Act (WIA); Adult, Dislocated Worker, National Emergency Grants, and Older/Younger Youth programs and for the Trade Adjustment Assistance (TAA) program covering WIA Program Year 2009 and TAA Fiscal Year 2010 (the pertinent "year" designation for "WIA" and "TAA" follows specific ETA nomenclature). The review will validate the accuracy of individual data elements as related to customers' records and reported program activity and performance outcomes.

ETA has developed standardized software that utilizes a sampling methodology that each State will use to complete the required data validation. The software automatically selects both the number and specific samples from each of the local areas. Based on supporting documentation, each data element will either *pass* or *fail*. For the specific data element to pass, the supporting source documentation must be on the list of Federal Sources and/or adhere to State policy guidance.

**Schedule:** DCS will conduct the Data Validation Compliance Review from November 15, 2010 through January 14, 2011 with each LWIB receiving advance notice by letter of the specific dates for its local review. Additionally, three business days prior to the scheduled visit; DCS will email to each LWIB the specific list of customer files to be reviewed.

In conducting its review, DCS staff will require access to MOSES and a secure location to review customer files and to power laptops.

**NOTE:** It will not be necessary to convene an Entrance Meeting.

DCS cautions against making any changes to the case files in advance of its review as it may cause data elements to fail validation. In addition, once the information has been reported to ETA, further changes may not be made.

**NOTE:** ETA is seeking public comment regarding the data validation requirement for the following employment and training programs:

- Workforce Investment Act (WIA) Title IB
- Trade Adjustment Assistance (TAA)
- Wagner-Peyser
- National Farmworker Jobs Program (NFJP)
- Senior Community Service Employment Program (SCSEP)

To access the September 27, 2010 FEDERAL REGISTER entry for ETA's request for comments, please click on the following link. All comments are due no later than November 26, 2010.

<http://edocket.access.gpo.gov/2010/pdf/2010-24052.pdf>

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