Workforce Issuance

100 DCS 10.104	☐ **Policy** ☑ **Information**

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
Title I Administrators
MassHire Career Center Directors
Title I Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: October 18, 2019

Subject: **Data Element Validation for FY 2019**

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Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce development partners of Data Element Validation to be conducted by staff of MassHire Department of Career Services (MDCS) beginning in October 2019 and concluding by the end of November, where possible.

Background: Since the introduction of the Workforce Innovation and Opportunity Act (WIOA), the U.S. Department of Labor, Employment and Training Administration (ETA) no longer provides the system/process for Data Validation; it is now the full responsibility of state agencies. Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of achieving positive outcomes for individuals served by the workforce development systems for the core programs. States are required to ensure reporting accuracy by reviewing samples of customer records against source documentation to ensure compliance with Federal definitions. MDCS is

responsible for validating WIOA Title I Adult, Dislocated Worker, and Youth and Title III Wagner-Peyser Employment Service.

Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. Establishing a validation framework based on a consistent approach will ensure that all program data are consistent and accurately reflect the performance of each core program. The purpose of validation procedures for required performance data are to:

- Verify that the performance data reports are valid, accurate, reliable and comparable across programs;
- Identify anomalies in the data and resolve issues that may cause inaccurate reporting;
- Outline source documentation required for common data elements; and
- Improve program performance accountability through the results of data validation efforts.

MDCS has selected a sample of records for each MassHire Workforce Area. Based upon supporting documentation, each data element will either pass or fail. In order for a data element to pass, the supporting documentation must be on the list of federal sources and/or adhere to State policy guidelines. MDCS anticipates the process for validation of FY 2019 data to take less time than in prior years. The attached Training and Employment Guidance Letter, TEGL-7-18, includes the current list of data elements required to be validated. ETA has indicated that this list may expand in the future.

MDCS will be holding an Operations Meeting on November 12, 2019 in Marlboro (refer to email from Lisa Caissie sent on October 15 for details). While MDCS may have completed Data Validation in some areas before this meeting, we will provide an overview on Data Validation as it fits into the broad area of data management that will be covered at the meeting.

Action Required: MDCS staff conducting the Data Validation will reach out to each area by the end of October 2019 to arrange the review with a goal of completing it before the holidays. Three days prior to the actual visit, MDCS staff will email the list of the customer files (approximately 15) that will be reviewed. It will not be necessary to convene an Entrance Meeting. MDCS staff will require access to MOSES to conduct the Data Validation Review. All MassHire Career Centers will need to provide Internet and/or Amazon Workspace access for MDCS staff to access accounts during the Data Validation. In addition to physical and MOSES file access, MDCS reviewers will need a secure location to review customer files.

MDCS cautions against making any changes to the case files in advance of its review as it may cause data elements to fail validation.

Inquiries: Please direct all inquiries to Michaels Williams, MDCS Financial Oversight and Liaison Manager at Michael.V.Williams@detma.org.

Attachment: Training and Employment Guidance Letter (TEGL) 7-18, *Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)*, December 19, 2018.