



Workforce Issuance

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☒ **Policy** ☐ **Information**

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

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: January 14, 2022

Subject: **Data Element Validation for FY 2022**

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 February 2022 and concluding by the end of June 2022. The Data Validation will be conducted as part of the FY22 Annual Monitoring & Workforce Board System Certification. In the event your area has concluded this FY22 monitoring the MDCS Program Monitor will complete as soon as 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.

Policy: 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, TRADE, and for FY22 the Jobs for Veterans Program (JVSG).

Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. 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.

Since the COVID 19 pandemic (March 2020) areas have been gathering their required documentation electronically and uploading to a secure platform. MDCS will employ a virtual process that will rely on records selected by the MassHire Workforce Boards.

Process:

Following are the key features of the Data Validation:

1. Data Validation will align with the FY22 Annual & Workforce Board System Certification Monitoring.
2. Validation will be remote - no on-site or gathering of hard copy files required.
3. The customer sample will be selected from the FY22 CC Workforce Board random customer sample list.
4. A sub-sample of 5 from the following WIOA Programs will be validated for all MassHire Workforce areas: sample could include customers who are co-enrolled in other programs:
 - a) Adult
 - b) Dislocated
 - c) TRADE
 - d) Youth
 - e) JVSG
5. Accepted source documentation:
 - a) Self-Attestation

- b) MOSES/MIS
 - c) Case Notes
 - d) Electronic Records
 - e) Scanned eligibility documentation
6. Scanned documents will be sent to a secure specified SharePoint drive or other approved platform.
 7. The follow-up process for correction of failed elements will be included as part of the FY23 annual monitoring Workforce Board review.
 8. The list below includes the 50 total elements that MDCS Program staff will validate utilizing the aforementioned accepted site source documentation.

Adult, Dislocated, Youth, TRADE & JVSG:

<u>Number</u>	<u>Element</u>
200	Date of Birth
202	Disability
301	Veterans status
402	Long term unemployed
408	Educational level
409	School Status of entry
410	Date of Dislocation
411	Most recent date of separation
600	TANF
603	SNAP
702	Youth Assistance
800	Homeless
801	Ex-offender
802	Low Income
803	ESL Learners
804	Basic Skills
900	Date of Program entry
901	Date of Program exit
902	Date 1 st CM service
906	Date 1 st Youth service
915	TAA Petition #
923	Reasons for Exit
924	TAA Application
925	TAA benefit/service
1001	Date of 1 st basic service
1002	Date of most recent service
1003	Most recent basic service
1004	Most recent CC service
1005	DVOP received service
1200	1 st Individualized service
1201	Most recent individualized service

1202	Case Plan created
1300	Received Training
1302	Date entered training
1303	Type of training
1307	Training completed
1308	Date completed
1319	ITA
1401	Enrolled in secondary education
1402	Received educational achievement
1409	Supportive services
1411	Most recent guidance/counseling service
1412	Follow up service
1608	Entered training related placement
1800	Type of credential
1801	Date attained
1806	MSG - educational
1810	Date of MSG – skills progression
1811	Date enrolled during PY leading to credential/employment
1813	Date completed leading to a recognized credential/employment

Action

Required: MassHire Workforce Boards are requested to assign a staff person to work with the MDCS validator to scan and upload all necessary requested source documentation. Scanned documents will be sent to a secure specified SharePoint drive or other approved platform. MDCS staff conducting the Data Validation will contact each area prior to the actual visit identifying the customer files that will be reviewed and work with staff assigned to upload the required documents. It will not be necessary to conduct an entrance Meeting.

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

Inquiries: Please direct all inquiries to PolicyQA@detma.org. Please include issuance number with your inquiry.

Attachment: Training and Employment Guidance Letter (TEGL) 23-19, *Guidance for Validating Jointly Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs.*