



# Workforce Issuance

---

**100 DCS 10.114**

☒ **Policy** ☐ **Information**

---

**To:** MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Beth Goguen, Director  
MassHire Department of Career Services

**Date:** September 11, 2025

**Subject:** **Data Element Validation for FY 2026**

---

**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners of Data Element Validation to be conducted by staff of MassHire Department of Career Services (MDCS), beginning shortly and concluding by the end of June 2026. The Data Validation will be conducted as part of the FY26 Annual Monitoring. In the event your local board has completed the FY26 monitoring the MDCS Program Monitor will complete the Data Validation component as soon as possible.

**Background:** Effective with the implementation 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, Youth, JVSG and Title III Wagner-Peyser Employment Service data.

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 is 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.
- Improve program performance accountability through the results of data validation efforts.

MDCS requires the process utilized by the workforce areas to gather required documentation ensures the documentation is electronically uploaded to a secure platform.

**Process:** Following are the key features of the Data Validation:

1. Data Validation will align with the FY26 Annual Monitoring.
2. Validation comprises a gathering of required uploaded electronic files for each local area.
3. The customer sample(s) will be selected from the FY26 Career Center Workforce Board random customer sample list.
4. A sub-sample of 3 from the following WIOA Title 1 Programs will be validated for all MassHire Workforce areas: sample(s) could include customers who are co-enrolled in other Title 1 Programs:
  - a) Adult
  - b) Dislocated
  - c) Youth
  - d) 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 FY26 annual monitoring Workforce Board review.
8. The list below includes the 34 total elements that MDCS Program staff will validate utilizing the above accepted site source documentation.

**Adult, Dislocated, Youth & JVSG:**

<u>Number</u>	<u>Element</u>
200	Date of birth
202	Disability
301	Veterans status
402	Long term unemployed
408	Highest education completed at program entry
409	School status at entry
410	Date of dislocation
411	Most recent date of separation
603	SNAP
802	Low Income
803	ESL Learners
804	Basic Skills
808	Migrant and Seasonal Farmworker status (New for FY26)
900	Date of Program entry
901	Date of Program exit
902	Date 1 <sup>st</sup> CM service
906	Date 1 <sup>st</sup> Youth service
1001	Date of 1 <sup>st</sup> basic service
1005	DVOP received service
1200	1 <sup>st</sup> Individualized service
1202	Date Individual Employment Plan Created (New for FY26)
1300	Received training
1302	Date entered training
1303	Type of training
1307	Training completed
1308	Date completed
1402	Received educational achievement
1409	Supportive services
1412	Follow up service
1608	Entered training related placement
1800	Type of credential
1801	Date attained
1810	Date of MSG – skills progression
1813	Date completed leading to a recognized credential/employment

**Action**

**Required:** MDCS requests that the MassHire Workforce Boards assign a staff person to work with the MDCS validator to scan and upload all requisite source documentation. Scanned documents will be sent to a secure specified SharePoint drive or other approved platform. MDCS staff conducting Data Validation will reach out to each area identifying the same accepted customer files that are being reviewed for the FY26 Annual Monitoring, and work with staff assigned to upload the required documents. It will not be necessary to conduct a separate Entrance or Exit meeting. Validation results will be discussed during the Annual Review of the Workforce Board.

**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 Michael Williams, Director, Field Management & Oversight/EOLWD Financial Liaison at [Michael.V.Williams@Mass.Gov](mailto:Michael.V.Williams@Mass.Gov).

**Reference:** Training and Employment Guidance Letter (TEGL) 23-19 – Change 2 - [Guidance for Validating Jointly Required Performance Data Submitted by Grant Recipients of U.S.Department of Labor \(DOL\) Workforce Programs.](#)