

# MassWorkforce Issuance

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**100 DCS 10.100**

☐ Policy   ☒ Information

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**To:** Chief Elected Officials  
Workforce Development Chairs  
Workforce Development Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** October 30, 2015

**Subject:** **FY2015 Data Element Validation Initiative Process**

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**Purpose:** To inform Local Workforce Development Boards, One-Stop Career Center Operators, and Local Workforce Development partners of the Department of Career Service's process, parameters and schedule for implementing the U.S. Department of Labor Employment and Training Administration's (ETA) Data Validation Initiative.

**Background:** States are required to ensure reporting accuracy by reviewing samples of customer records against source documentation to ensure compliance with Federal definitions. The Department of Career Services (DCS) is charged with the responsibility of conducting the Data Validation compliance review on an annual basis and reporting its findings. ETA has mandated that this process be completed and submitted to DOL no later than February 1, 2016.

During the FY15 initiative, DCS will be conducting Data Element Validation for WIA Program Year 2014.

The Data Element Validation initiative validates the accuracy of program activity, performance outcomes, and individual data elements. Validation will include elements of the Workforce Investment Act (WIA); Adult, Dislocated Worker, National Emergency Grants, Older/Younger Youth, and Trade programs.

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

The FY2015 Data Validation Review schedule will occur from December 1, 2015 through January 15, 2016. Local areas will be notified with exact date and time prior to the start of Data Validation. Due to budget restraints, DCS would like local areas to consider having DCS pick up the requested files in order to conduct data validation from the Hurley Building. This will be discussed during a courtesy telephone call.

**Required:** Local areas will be emailed a list of customer files to be reviewed three business days prior to the actual visit. It will not be necessary to convene an Entrance Meeting. DCS will require access to MOSES to conduct the Data Validation Review. All Career Centers will need to provide Internet access for DCS QA staff to access their Citrix accounts during the Data Validation. In addition to the file access, DCS reviewers will need a secure location to review customer files.

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 can not be made.

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