

5200POL Data Validation

Effective Date January 2021

Last Modified: August 2021

To ensure Olympic Workforce Development Council (OWDC) data integrity and performance policy compliance. As recipients of WIOA Title I funds the local Workforce Development Councils (WDCs) are required to collect and report accurate program information. The U.S. Department of Labor, Employment and Training Administration (U.S. DOL/ETA) mandates annual data element validation to maintain and demonstrate system integrity, as well as assess the accuracy of submitted participant data, identify and correct problems associated with reporting.

- 1. Olympic Consortium contractors and subcontractors must retain source documentation required to validate the DOL/ETA data validation data elements and/or provide case notes in the client's files.**
- 2. Record keeping includes WIOA Title I Adult, Dislocated Worker, Youth and applicable subgrants eligibility, participation, exit and follow-up documentation.**
 - a. Specific program requirements must align with local Program Eligibility Policy 5100POL, Employment Security Department (ESD) Monitoring Comprehensive Monitoring Participant File Checklist, and federal mandated requirements.
- 3. Ensure valid, reliable, and accurate data reporting via statewide MIS** (Efforts to Outcomes, ETO), records and documentation fall within CORE GS2011-184 Rev3 regulations and have a 6-year retention schedule (*see 1600POL Records and Documentation, 1601POL Protection of Personally Identifiable Information, and 1611TSK Digital Documentation*).
- 4. Review, audit, and monitor data elements per Participant Individual Record Layout (PIRL).** The OWDC uses a monitoring checklist provided and updated by the ESD Monitoring Team (wpc.wa.gov/monitoring/tools).
- 5. OWDC provides local, state, and federal level training to staff on data element requirements, as well as the importance of data element accuracy.**

References

Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by USDOL, Training and Employment Guidance Letter [TEGL 14-18](#)

Data Element Validation, [WorkSource System Policy 1003 \(Rev6\)](#)

Data Integrity and Performance Policy and Handbook, [WorkSource System Policy 1020 \(Rev2\)](#)

Eligibility Policy and Handbook, [WorkSource System Policy 1019 Rev9 Handbook](#)

Financial Transactions – General, Washington State Archive Local Government Common Records Retention Schedule [CORE GS2011-184 Rev3](#)

Guidance for Validating Jointly Required Performance Data Submitted under Workforce Development and Opportunity Act, Training and Employment Guidance Letter [TEGL 07-18](#)

Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs, Training and Employment Guidance Letter [TEGL 23-19 Change2](#)

OWDC 1600POL Records and Documentation, 1601POL Protection of Personally Identifiable Information, 1611TSK Digital Documentation, 5100POL Program Eligibility, 5110POL Adult Eligibility, 5120POL Dislocated Worker Eligibility, 5130POL Youth Eligibility.