

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,** records and documentation fall within *WA State Government Records Retention Schedule* 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 \(Rev10\)](#)

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.

State government General Records Retention Schedule, [Version 6.3](#) (October 2024), Washington Secretary of State Archives.