DATA VALIDATION ANNUAL TRAINING

AGENDA

- Overview of DV Process
- PY 2021 DV Results
- Most common issues for each program
- Proposed solutions to common issues
- Measurable Skill Gains and Credential challenges
- Recommendations for best practices
- Process changes for PY 2022
- Q&A

DATA VALIDATION POLICY AND PROCESS

What is Data Validation?

Ensuring the data submitted for performance reporting are valid and reliable.

Required by US Dept of Labor Guidance

- TEGL 23-19 issued 06/18/2020
- TEGL 23-19, Change 1 issued 10/25/2022
- TEGL 07-18 issued 12/19/2018

NC Data Validation Policy

- OG 16-2021 issued 05/18/2021
- OG 16-2021, Change 1 issued 12/13/2021
- OG 16-2021, Change 2 coming soon

What is a Sample?

A random selection of the population to ensure that we can generalize the findings to the entire population.

Sample Details for PY 2021

The PY 2021 sample consisted of 72 Cases per WDB.

Adult -18 cases

Dislocated Worker - 18 case
*Turning Point had 10 DW cases

Youth – 18 cases

Wagner Peyser – 18 cases

PROCESS OVERVIEW FOR PY 2021

DWS Validators → 15 people from DWS (Performance Unit, Accountability Unit, and Regional Analysts)

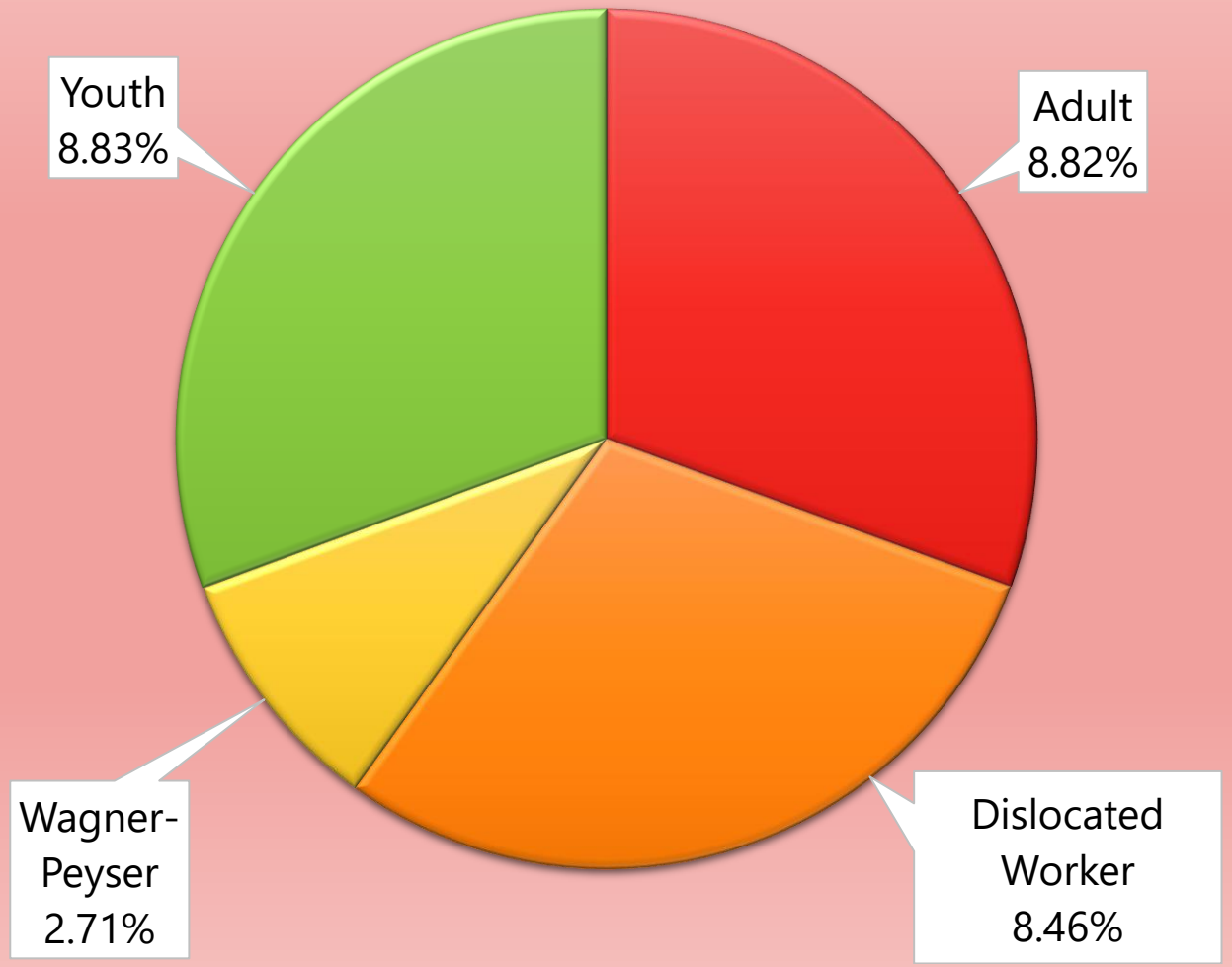
Note: No Regional Analysts validated WDBs they are responsible for

PY 2021 Timeline

January – June	DWS conducts data validation
Mid-June	Data validation sheets sent to WDBs for review and corrections (not all cases were able to be corrected due to exit status and program year)
July	WDB returned DV sheets to Nathan Coppley
December	Training conducted for WDBs on results and changes for the next program year

OVERVIEW OF FINDINGS

Error Rate Per Program



PIRL Elements Per Program

	Adult	Dislocated Worker	Youth	Wagner-Peyser
Passed	9,018	8,818	8,971	4,983
Unable to Validate/Fail	872	815	869	139
Not Applicable	28,198	27,719	26,592	32,966
Total Elements	38,088	37,352	36,432	38,088

PIRL ELEMENTS WITH HIGHEST FAILURES

Adult
1813 - Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)
1308 - Date Completed, or Withdrew from, Training #1
1302 - Date Entered Training #1
1811 - Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment
202 - Individual with a Disability

Dislocated Worker
1813 - Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)
1308 - Date Completed, or Withdrew from, Training #1
410 - Date of Actual Dislocation
1302 - Date Entered Training #1
202 - Individual with a Disability

PIRL ELEMENTS WITH HIGHEST FAILURES

Youth
1813 - Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)
1308 - Date Completed, or Withdrew from, Training #1
1302 - Date Entered Training #1
1808 - Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card
1810 - Date of Most Recent Measurable Skill Gains: Skills Progression

Wagner-Peyser
401 - UC Eligible Status
603 - Supplemental Nutrition Assistance Program (SNAP)
1002 - Most Recent Date Received Basic Career Services (Self-Service)
410 - Date of Actual Dislocation
806 - Single Parent at Program Entry (WIOA)

DEFINITIONS FROM TEGL 23-19 CHANGE 1

Documentation	Definitions
Case Note	**Case notes** refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the name of the case manager who obtained the information.
Cross-Match	A **cross match** requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate.
Electronic Records which may include: ➢ **Participant Source Documents** or ➢ **Grantee Participant Service Record**	**Participant Source Documents**: Participant source documents maintained in the grantee's management information system (MIS) or other official record keeping system. **Grantee Participant Service Record**: Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee's MIS or other official record keeping system.
Self-Attestation	**Self-attestation** means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. DOL broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation.

Note: Documentation requirements referenced in this presentation are based on **OG 16-2021, Change 2**, which has not yet been published

TRAININGS THAT END DUE TO WITHDRAWAL

PIRL Element	Documentation
1308 – Date Completed, or Withdrew from, Training #1	One of the following: ▪ Cross-match ▪ Vendor Training Records ▪ Attendance Sheets or Records ▪ Case Notes ▪ Electronic Records
1813 – Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	One of the following: ▪ Cross-Match ▪ Copy of Diploma, Credential or Degree Awarded by Education Institution ▪ Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record, or other school documentation) ▪ Signed File Documentation with Information Obtained from Education or Training Provider ▪ Case Notes ▪ Self-Attestation

Solution

- New allowable documentation of case note and self-attestation for 1813 is expected to improve DV outcomes.
- Name case notes or the documentation being used clearly so it is easy to identify and includes the date.

  For example: Withdrawal from training_Febuary2021

COMMON ISSUES

PIRL Element	Problem	Solution
202 - Individual with a Disability	No documentation. Signed application is most often used as self-attestation but the uploaded application did not include the disability question.	Always print the version of the application that contains the disability question, as noted in the update to policy statement OG 16-2021 Change 2 (to be released soon) “Not Applicable” is validated.
801 - Ex-Offender Status at Program Entry (WIOA)	Participant entered conflicting information on WP and WIOA applications	DWS will review both applications, but case managers should confirm corresponding information
806 - Single Parent at Program Entry (WIOA)	Participant entered conflicting information on WP and WIOA applications	DWS will review both applications, but case managers should confirm corresponding information

COMMON ISSUES

PIRL Element	Problem	Solution
410 - Date of Actual Dislocation	Dates not matching	Required for Adult, Dislocated Worker and Wagner-Peyser programs.
900 - Date of program entry	Dates not matching.	The date entered must be the date the individual became a participant, as reflected on the IEP, program intake documents, or electronic records. Any extenuating circumstances should be reflected in case notes (electronic records) to indicate another date – e.g. individual wanted to postpone participation until a later date.
1202 - Date Individual Employment Plan Created	Date on signed IEP not matching date the activity was entered.	The IEP activity should not be entered until the IEP has been signed. Confirm the date on the IEP matches date the activity was entered.

COMMON ISSUES

PIRL Element	Problem	Solution
1302 - Date Entered Training #1	Unable to locate documentation when the participant was already enrolled in training upon WIOA enrollment.	Case managers should enter a case note specific for this scenario or upload documentation and clearly name it (e.g. Training start dates_April2020)
1308 - Date Completed, or Withdrew from, Training #1	Significant challenges matching dates to uploaded documentation	1. Verify the date listed on the documentation is the date used for keying. 2. Clearly name the documentation (e.g. Training completion_April2020)
1811 - Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Unable to locate documentation when the participant was already enrolled in training upon WIOA enrollment.	Enter a case note if the documentation is not clear and attach documentation. Use date of program enrollment as the date of training enrollment. An ITA can be used in conjunction with a case note - attach a copy of the ITA to the clearly named case note.

CLARIFICATION OF DATES

The TEGL and OG are from the perspective of the participant.

PIRL Element	Defined
1811 - Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	**Correct** - the date the participant will actually begin their education or training program. **Incorrect** - the date the enrollment paperwork was submitted/completed. Example: Participant enrolls in a program in June for a class that is scheduled to begin August 20th. August 20th is then the correct date to use.
1813 - Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	**Correct** - the last day the participant completed their education or training program. **Incorrect** - the date the documentation was received by case manager. Example: Participant completed their program on May 8th but did not submit their documentation to the case manager until June 20th. May 8th is the correct date to use. Note: Transcripts can contain many dates. Use the last date of the semester for this element, which may be different than the date on which the transcript was printed.

MEASURABLE SKILL GAINS AND CREDENTIALS

Measurable Skill Gains are how we measure progress toward Credential attainment.

MEASURABLE SKILL GAINS

5 Types of Measurable Skill Gains

1. Educational Functional Level (EFL)
2. Secondary School Diploma/ Recognized Equivalent
3. Postsecondary Transcript/ Report Card
4. Training Milestone/ Progress Report
5. Skills Progression

TRANSCRIPTS/REPORT CARDS

PIRL Element	Definition	Documentation
1807 – Date of Most Recent Measurable Skill Gains: **Postsecondary Transcript/Report Card** (WIOA)	Most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part-time students a total of at least 12 credit hours over the course of two completed semesters during the same 12-month period, that shows a participant is meeting the State unit's academic standards.	One of the following: - Transcript - Report Card
1808 – Date of Most Recent Measurable Skill Gains: **Secondary Transcript/Report Card** (WIOA)	Most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.	One of the following: - Transcript - Report Card

Common Issue found → **Dates missing on documentation**

For documentation received from a participant without a date already on it, case mangers can either:

1. Print the documentation, sign and date, and then upload, **or**
2. Screenshot their display monitor to capture the date visible in the bottom right corner (press Windows and prt scr buttons simultaneously or use Snipping Tool/Snip & Sketch)

TRAINING MILESTONE & SKILLS PROGRESSION

PIRL Element	Definition	Documentation
1809 – Date of Most Recent Measurable Skill Gains: **Training Milestone** (WIOA)	Satisfactory or better progress report towards established milestones from an employer or training provider who is providing training. Progress reports must document substantive **skill development** that the participant has achieved.	One of the following: • Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • **Progress report** from employer documenting a skill gain
1810 – Date of Most Recent Measurable Skill Gains: **Skills Progression** (WIOA)	Successful **passage of an exam** that is required for a particular occupation or, progress in attaining technical or occupations skills as evidenced by trade-related benchmarks, such as a knowledge-based exams.	One of the following: • **Results of knowledge-based exam** or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the **passage of an exam**

COMMON SCENARIO – CDL

Participant completes truck driving school, passes their CDL driving test, and receives their CDL license.

*IEP must detail each of these steps

Enter the following:

- **MSG – Training Milestone**: entered for the completion of truck driving school using the certificate of completion issued by the training provider
  - Potential Document Title: MSG_Certificate_May2020
- **Credential** AND **MSG – Skills Progression** are entered for passing the driving exam.
  - Use their CDL endorsed driver's license issued by the DMV **two** times
    1. One for entering the credential and

       Potential Document Title: Credential_License_June2020
    2. Another for entering the MSG

       Potential Document Title: MSG_License_June2020

COMMON SCENARIO – NURSING LICENSE

Participant is enrolled in postsecondary education and graduated with their Associates of Science in May. They then passed the nursing licensure exam in June.

*IEP includes completion of Associated Degree

Enter the following:

- **MSG – Postsecondary Transcript/Report Card** is entered for the final semester
  - Potential Document Title: MSG_transcript_May2020
- **Credential** is entered for the completion of the Associates of Science Degree
  - Potential Document Title: Credential_diploma_May2020
- **Credential** AND **MSG – Skills Progression** for Passing the Nursing License exam
  - Potential Document Titles: MSG_License_June2020 and Credential_License_June2020

CREDENTIAL & MSG DOCUMENTATION

The same documentation can be used to record multiple entries.

Example:

If the final postsecondary transcript reflects the graduation date, then it can be used for both:

- MSG – Postsecondary Transcript/Report Card
  - Potential Document Title: MSG_transcript_May2020

AND

- Credential
  - Potential Document Title: Credential_diploma_May2020

***Upload/link documentation when recording each entry.**

DATES ON CREDENTIALS

PIRL Element	Documentation
1801 – Date Attained Recognized Credential	One of the following: ▪ Cross-Match ▪ Copy of credential ▪ Copy of school record ▪ Signed Follow-up Survey Response from Program Participant ▪ Case notes documenting information obtained from education or training provider

Solution:

- Verify the date on the documentation is the date used to key the credential
- If the credential does not have a date on it, the case manager can include one by printing the documentation and writing one on it, or by taking a screenshot of their display monitor to capture the date in the bottom right-hand corner of their screen
- If documentation only has a month and year on it, then we will accept any date during that month and year.

RECOMMENDATIONS FOR BEST PRACTICES

BEST PRACTICES FOR CASE MANAGERS

1. Always name case notes and documentation with easily identifiable names and dates
   Use this format:
   - What is the document related to (MSG, School status, credential, etc)/
   - What is the document (court record, diploma, transcript)/
   - Date (month and year)

   Examples: MSG_Transcript_May2020
   School status_self-attestation_July2021

2. Documentation can <u>and should</u> be uploaded/linked multiple times if it satisfies several DV elements – label each accordingly

3. Attach/link documentation to the specific record when possible
   - Measurable Skill Gains
   - Credentials
   - Case Notes

4. Do not enter an activity, MSG, or credential until the documentation is complete and available to be uploaded at that time

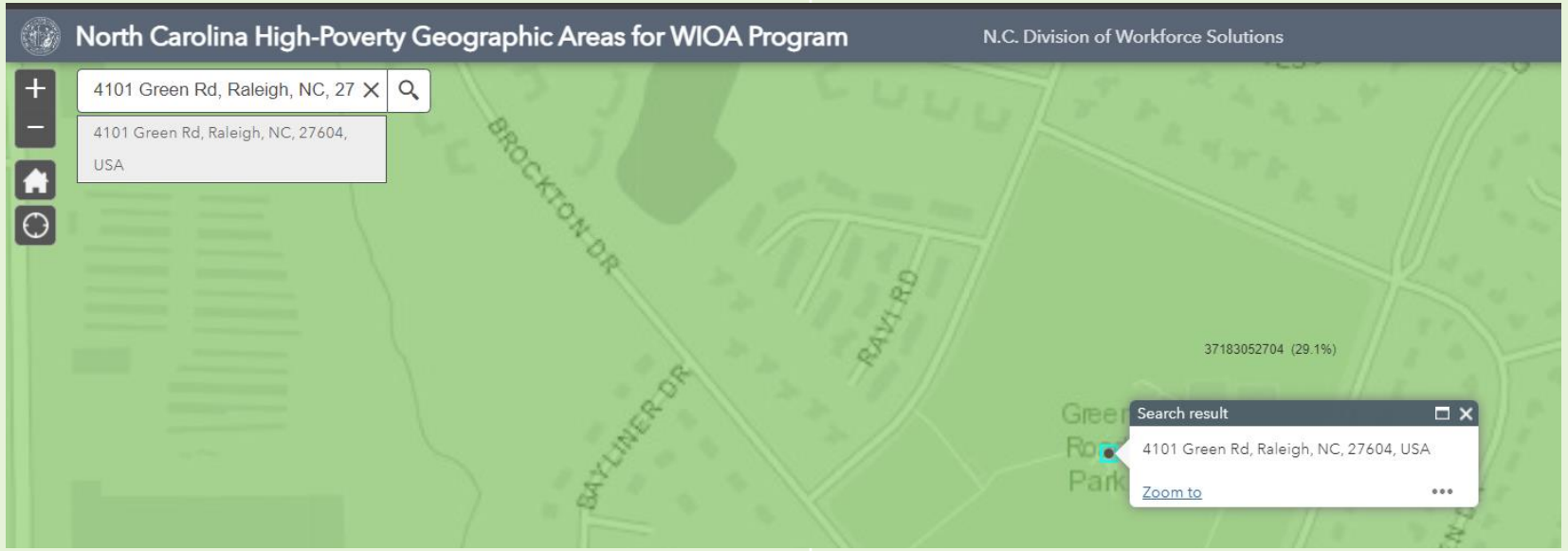
BEST PRACTICES FOR DV RESPONSES

1. “See above comment” – when entering comments for data validation in response to corrections, please do not use "see above comment." Instead, copy/paste the comment into the response box for each element it applies to. This helps us with our data compiling process once all the responses are submitted to us.

2. If you are unable to correct a data validation issue, please provide some explanation as to why it is not able to be corrected. (e.g., do not have the privileges, could not locate documentation).

PIRL ELEMENTS WITH DOCUMENTATION CHANGES FOR PY 2022+

PIRL Element	Additional Documentation Accepted	Required
802 - Low-income	• For Youth Living in a High Poverty Area: Case notes documenting High Poverty Area status	• High Poverty Area = 25% or higher • Attach documentation (screen shot/snippet) of the map website • Enter a case note to satisfy requirements • https://tinyurl.com/y3cybnjn



PIRL ELEMENTS WITH DOCUMENTATION CHANGES FOR PY 2022+

PIRL Element	Additional Documentation Accepted	Required
200 – Date of Birth	• Federal, State, Local, or **Tribal** Identification Card • Cross-match with State Agency Records • Justice System Records • Selective Service Registration	Ensure documentation is properly redacted

General Changes

- Common Terminology
  - Data Match → to Cross-Match
- Increased Use of Case Notes
- Increased Use of Attendance Sheets or Records

PY 2022 DATA VALIDATION PROCESS UPDATES

1. Sample will be smaller (6 cases per program / 24 cases per WDB)
2. Validators will consist of the Performance Unit and the Regional Analysts
3. Only Pass, Fail, and Not Applicable will be used (Unable to Validate will not be used for PY 2022)
4. DWS Validators will submit data validation sheets to the WDBs for corrections and responses
   - Due to tight deadlines for the PY 2021 data validation process, we were unable to respond to all questions/comments that WDBs provided in their feedback. This revised process will allow us to be more responsive to WDBs.
   - Only active cases will require corrections and responses

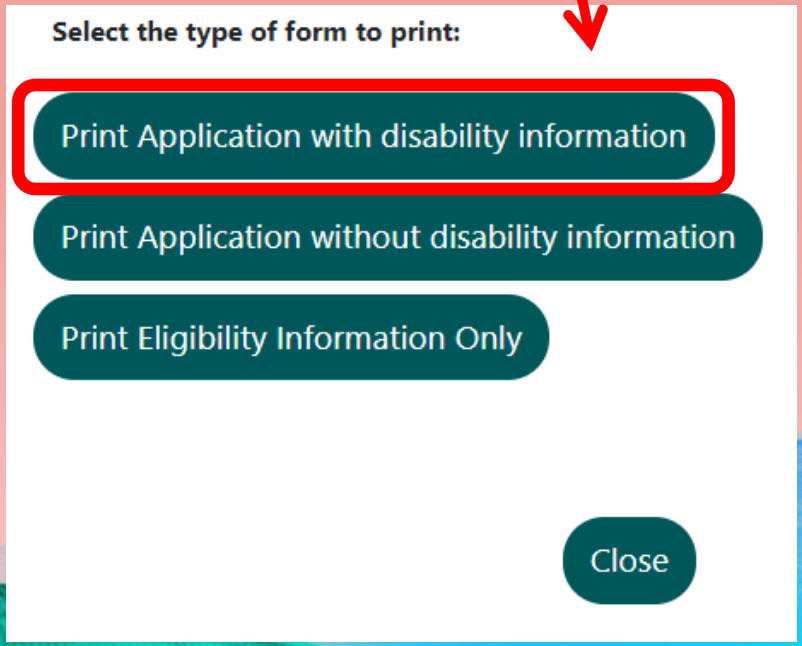
Timeline	
January – May 31st	DWS conducts data validation and submits completed DV spreadsheets to WDBs for responses
June 1st – July 15th	Dedicated time period for WDBs to make corrections (may make corrections as soon as completed validation spreadsheets are received)
July 15th	Keying deadline
July 16th	Final corrected spreadsheets must be returned to the Director of Performance

PY 2023 APPLICATION REQUIREMENTS

Beginning **July 1, 2023**, two application changes go into effect…

1. **Title I Applications** should **<u>ALWAYS</u>** use the version with disability information for physical/electronic signatures and for scanning/documentation purposes.

2. **Wagner-Peyser Applications** must be signed physically/electronically to allow for the use of the application for Self-Attestation documentation.



Requirements will be published in OG 16-2021, Change 2

RESOURCES

Data Validation Guidance

TEGL 23-19, Change 1

https://www.dol.gov/agencies/eta/advisories/tegl-23-19-change-1

NC Operational Guidance 16-2021, Change 1

https://www.commerce.nc.gov/og-16-2021-change-1-defining-data-validation-process-and-0

Measurable Skill Gains Training

www.ncworkforcetraining.com

Online Trainings → Recorded Online Trainings (to expand menu click +) →
At the bottom of the WIOA Resources Section you will find "WIOA Measurable Skill Gain Guidance"

Webinar contains:

- WIOA Measurable Skill Gain Guidance Presentation
- Keying MSGs in NCWorks Guidance
- MSG Desk Reference
- MSG Guidance
- FAQ Handout

Questions?