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## **WORKFORCE INVESTMENT NOTICE: 08 - 02**

**TO:** WORKFORCE INVESTMENT AREAS

**FROM:** John J. O'Hare, Administrator-Workforce Investment Office

**SUBJECT:** PY 2007 Data Element Validation Procedures

**DATE:** August 29, 2008

- 1. PURPOSE.** To issue policy and procedures regarding the State's PY 2007 data element validation process.
- 2. REFERENCE.** Employment & Training Administration (ETA) Workforce Investment Act (WIA) Data Reporting and Validation System (DRVS) User Handbook for DRVS 7.0, August 2007.
- 3. BACKGROUND.** Data element validation is conducted to ensure that the data elements in participant records that are used to calculate aggregate reports are accurate. Data element validation involves on-site reviews of a sample of participant records against source documentation to ensure compliance with federal definitions. The sample files are selected by the U.S. Department of Labor (USDOL) software from exiters and participants reported on the PY 07 WIASRD. For this year, on-site file reviews will be conducted between November 1, 2008 and January 1, 2009. Data element validation reports will be submitted to USDOL by SWIO on or before February 1, 2009.

- 4. ACTION REQUIRED.** Data element validation file reviews will be conducted by SWIO validators beginning in November 2008. By mid-October, SWIO validators will begin scheduling mutually convenient visits to review Adults, Dislocated Workers, Older & Younger Youth and NEG files. Two business days before the scheduled review, SWIO will send the list of files selected for review to the appropriate contact person(s). Complete files must be available for review. If certain information is kept separately or in multiple files, please make sure all are available at the time of the review. Validators will need a work space in order to set up and review files and access to a computer for any necessary searches of the state management information system.

Once the on-site data element validation is completed, a monitoring report will be issued to each WIB explaining the overall and specific findings. Written responses within thirty (30) days are required as part of corrective action for any summary findings and recommendations.

To assist in understanding the data validation requirements, the *Employment & Training Administration (ETA) Workforce Investment Act (WIA) Data Reporting and Validation System (DRVS) User Handbook for DRVS 7.0, August 2007*, is made a part of this issuance. Particular attention should be paid to *Appendix D. DEV Documentation/Instructions*, which provides the list of data elements along with definitions and source documentation requirements which validators will utilize in determining whether data element documentation passes or fails. View this document at:

[http://www.doleta.gov/performance/Reporting/docs/WIA7\\_0/DRVS\\_WIA7\\_UsersGuide.pdf](http://www.doleta.gov/performance/Reporting/docs/WIA7_0/DRVS_WIA7_UsersGuide.pdf)

- 5. INQUIRIES.** Questions concerning this WIN may be directed to me at 462-8782 ([johare@dlt.state.ri.us](mailto:johare@dlt.state.ri.us)) or Donna Treglia at 462-8784 ([dtreglia@dlt.state.ri.us](mailto:dtreglia@dlt.state.ri.us)).