



Department of Labor and Training

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WORKFORCE INVESTMENT NOTICE: 12-04

TO: WORKFORCE INVESTMENT AREAS

FROM: David Tremblay, Administrator-State Workforce Investment Office

SUBJECT: PY 2011 Data Element Validation

DATE: January 2, 2013

- 1. PURPOSE.** To issue policy and procedures regarding the State's PY 2011 data element validation process.
- 2. REFERENCE.** Employment & Training Administration (ETA) Workforce Investment Act (WIA) Data Reporting and Validation System (DRVS) User Handbook for DRVS 7.2, April 2009, Training and Employment Guidance Letter No. 28-11 and Training and Employment Guidance Letter No. 28-11, Change 1.
- 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 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 PY11 WIASRD. For this year, file reviews will be conducted in January, February, March, and April, 2013. Data element validation reports will be submitted to USDOL by the State Workforce Investment Office (SWIO) on or before May 1, 2013.
- 4. ACTION REQUIRED.** Data element validation file reviews will be conducted beginning in January, 2013. Validators will review Adult, Dislocated Worker, Older & Younger Youth files. Some reviews may be conducted at the SWIO office located in Cranston; some may be conducted at vendor sites. 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 ensure all documents are available.

Once the data element validation is completed, a monitoring report will be issued to each LWIB 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, DOL has issued Attachment A to Training and Employment Guidance Letter 28-11 listing all data elements along with definitions and acceptable source documentation.

View this document at http://wdr.doleta.gov/directives/attach/TEGL/TEGL_28-11-Atta1.pdf

- 5. INQUIRIES.** Questions concerning this WIN may be directed to the State Workforce Investment Office Administrator at 462-8784.