Employment Security Department
WASHINGTON STATE

WorkSource System Policy
Workforce & Career Development Division

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, the Workforce & Career Development Division sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information notices, and technical assistance.

Policy Number: 1003 Rev 1

To: Washington WorkSource System

Date of Publication: May 31, 2013

Subject: Data Element Validation

1.   <u>Purpose</u>:

To provide guidance regarding federal Data Element Validation (DEV) requirements for programs under Title 1-B of the Workforce Investment Act (WIA) and the Trade Adjustment (TAA) program.

2.   <u>Background</u>:

DEV is an annual activity conducted by Employment Security Department (ESD). Selected samples of participant data reported on the most current annual Workforce Investment Act Standardized Record Data (WIASRD) and fiscal year Trade Act Participant Report (TAPR) are reviewed against source documentation in exiter records for compliance with federal definitions. ESD also validates 25 Wagner-Peyser records internally from samples provided by ESD's information technology division.

DEV should not be confused with WIA and TAA eligibility verification requirements. Although DEV may verify the existence of source documentation for some eligibility criteria, the process does not validate participant eligibility.

Training and Employment Guidance Letter (TEGL) 28-11 contains the most current U.S. Department of Labor, Employment and Training Administration (DOLETA) guidance on documentation requirements. DOLETA states that a TEGL to supersede TEGL 28-11 is forthcoming.

DEV training, tutorials and frequently asked questions are located on the [DOLETA Data Validation website](#).

3.   <u>Policy</u>:

a. Requirement to Validate Data Elements

As recipients of WIA Title I-B and TAA funds, ESD and Workforce Development Councils (WDCs) are required to collect and report accurate information for each of these programs. DOLETA mandates annual DEV to maintain and demonstrate system integrity, assess the accuracy of submitted participant data, and identify and correct problems associated with reporting processes.

b. Alignment of DEV and Eligibility Documentation

Although DEV does not validate participant eligibility, it is the policy of the state to utilize DEV documentation requirements, as outlined in TEGL 28-11 and the TAA Data Validation Handbook, as the foundation for WIA program eligibility documentation for all eligibility components included under DEV requirements. For specific eligibility guidance refer to Attachment A of Policy 1019.

The alignment of these requirements will increase efficiencies and ensure DEV requirements are met (for eligibility components) at the time of participant enrollment. In this way, DEV documentation will fulfill certain eligibility documentation requirements.

4.   Definitions:

Data Element Validation (DEV) – The federally mandated process by which the state annually assesses the accuracy of a sampling of reported participant data against source documents in program exiters' files for compliance with federal definitions (refer to TEGL 28-11).

5.   References:

- Policy 1019, Eligibility Guidelines and Documentation Requirements
- TEN 14-02 issued May 28, 2003
- TEGL 3-03 issued August 20, 2003 and subsequent changes 1-3
- TEGL 17-05 issued February 17, 2006
- TEGL 28-11 issued May 9, 2012
- 20 CFR 667.300
- TAA User Handbook, December, 2006.

6.   Supersedes:

Policy 1003, Data Element Validation

7.   Policy Website:

http://wpc.wa.gov/adm/policy

8.   Action:

WDCs and their contractors, as well as Employment Security Regional Directors, should distribute

this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with the content and requirements.

Direct Inquiries To:

Workforce & Career Development Division
Employment Security Department
PO Box 9046
Olympia, WA 98507
(360) 725-9500
WCDDpolicy@esd.wa.gov

Approved:

X

Amy L. Smith, Director of Policy, Program Administration & Technical Assistance