



## WorkSource System Policy Employment System Administration and Policy

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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, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

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**Policy Number:** 1020  
**To:** Washington WorkSource System  
**Issuance Date:** March 13, 2015

**Subject:** Data Integrity and Performance Policy and Handbook

### 1. Purpose:

To communicate the consolidation of data integrity and performance requirements for the Workforce Investment Act (WIA) Title 1-B Youth, Adult, and Dislocated Worker and Wagner-Peyser Act programs into a single handbook.

### 2. Background:

The Employment Security Department (ESD) previously maintained separate WIA performance and data validation guidelines. The separate guidelines made it challenging to clarify existing and issue new guidance. ESD identified a need to create a data integrity and performance policy that consolidated all of the guidelines into a single integrated policy. The integrated data integrity and performance policy includes a comprehensive handbook that accomplishes the following:

- Provides supplemental content and requirements to support WorkSource System Policy 1002, Revision 1 (Common Measures Policy).
- Serves as the mechanism to implement and manage current and future policy changes related to common measures. Provides guidance to staff and partners concerning WIA, SKIES, data integrity, and performance and reporting requirements, with the ultimate goal of understanding and complying with the WIA common measures initiative.
- Provides Workforce Development Councils (WDCs) with relevant procedures and requirements needed to fulfill the expectations contained in Policy 1002, Revision 1.
- Supersedes WorkSource Information Notices (WINs) 0010, 0029, 0031, 0061, and 0063.

### 3. Policy:

This policy addresses data integrity and performance requirements for the WIA Title 1-B Adult, Dislocated Worker, and Youth and Wagner-Peyser Act programs as detailed in the attachment.

#### 4. Definitions:

- **Certificate** – Diplomas, certificates, and awards that meet the DOL’s definition of certificates, including the acceptable list of institutions and training organizations authorized to issue such certificates.
- **Credential** – Other than the items listed under “certificate,” credential refers to diplomas, certificates, awards, and documentation of skills attained that meet the state of Washington’s core measure definition of countable credentials but do not meet the DOL’s common measures definitions for reportable certificates.
- **Desk Side** – A two-way communication between the staff member and customer. Desk side communication may take place in-person, by phone, or by e-mail. All desk side staff assisted services require that an assessment of skills and abilities is conducted prior to service delivery.
- **Out-of-School** – A WIA-eligible youth who is (a) a school dropout (see definition of “school dropout”); or (b) an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient (BSD), unemployed, or underemployed.
- Note: this definition addresses “out-of-school” for the purpose of WIA Title I-B, including performance.
- **School Dropout** – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
- Note: “attending any school” is discussed in TEGL 12-01 Attachment B. It is interpreted broadly to include other programs of study (GED prep, skills training, etc.). These other programs are initially considered as part of “any school,” but TEGL 12-01 Attachment B allows local flexibility for narrowing the definition to exclude certain programs of study.
- **State Management Information System (MIS)** – For the purpose of DEV, State MIS refers to specific, detailed information that is stored in the state’s information system that supports a data element.

Note: Refer to WorkSource Information Notice (WIN) 0052, Change 1 for additional definitions.

#### 5. References:

Training and Employment Guidance Letter (TEGL) 17-05, Change 2, May 20, 2009.

#### 6. Supersedes:

The following guidance documents have been incorporated into and are superseded by this policy and its handbook:

- WorkSource Information Notice (WIN) 0010
- WorkSource Information Notice (WIN) 0029
- WorkSource Information Notice (WIN) 0031
- WorkSource Information Notice (WIN) 0061

- WorkSource Information Notice (WIN) 0063

**7. Website:**

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

**8. Action:**

WDCs are required to implement and comply with the requirements contained within this policy and handbook (Attachment A). Together, the policy and handbook represent the minimum federal and state requirements. WDCs may modify the handbook to incorporate any additional local policy requirements or update local policies to align with this policy and handbook.

WDCs and their contractors, as well as Employment Security Area Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

**9. Attachments:**

- Attachment A – [Data Integrity and Performance Policy Handbook](#) (PDF)
- Attachment A – [Data Integrity and Performance Policy Handbook](#) (Word version for local implementation)

**Direct Inquiries To:**

*Scott Wheeler, Director  
System Performance Unit  
Labor Market and Performance Analysis Branch  
Employment Security Department  
PO Box 9046  
Olympia, WA 98507  
(360) 407-4590*

*For other policy-related inquiries:  
Employment System Policy  
(360) 902-9797  
SystemPolicy@esd.wa.gov*