

**TAN: 06-3 (revision #3) – Attachment A**

**Most Common Data Element Errors for PY09**

<b>DRVS Field #</b>	<b>Description</b>	<b>Issue/Problem</b>
12	Veteran Status	Lack of documentation in file (DD-214)
16	Employment Status	Lack of documentation in file (pay stub or case notes)
21	Needy Family Status- TANF	Lack of documentation in file (TANF records, CBMS)
22	Other Public Assistance	Lack of documentation in file (Public Assistance Records, CBMS)
25	Dislocation Date	Inconsistent date between Joblink and documents verifying layoff
26	Homeless individual and/or Runaway youth	Lack of documentation in file (i.e. statements from shelter/individual providing residence, self-attestation)
34	Program Participation Date	No service provided on enrollment date, inconsistent date between Joblink and date of actual service
35	Program Exit Date	Exits were “hard exits” without a true service on the date
38	First Youth Service	No service provided on date of enrollment, lack of documentation for service, services reported on incorrect dates
61	Other Exit Reasons	Lack of documentation (case notes)
66	First Core Service Date	Inconsistent date between Joblink and date of actual service
68	First Intensive Service Date	Inconsistent date between Joblink and date of actual service
69	Date Enter Training	Inconsistent dates with documentation from schools (schedules, attendance records, etc.)
70	Date Exit Training	Inconsistent dates with documentation from schools (schedules, credentials, attendance records, etc), date client stopped attending classes not documented
77	Enrolled in Education	Lack of documentation in file (i.e. school records, attendance sheets, school verification noted in case notes)
79	Employment Services	Lack of documentation in file (i.e. support of LM in case notes)
80	Summer Employment	Employment services not occurring during the summer
81	Additional Support	Counseling services used as case management markers in service tree, lack of comprehensive counseling
82	Leadership Development	Lack of documentation in file (i.e. completion certificate, case notes documenting activity)
83	Follow Up Services	Lack of true services provided during follow up (i.e.

		only contacts or attempted contacts)
102	Credential Type	Type of credential reported does not match credential in file
103-150	Goal Type, Date Goal Was Set, Attainment of Goal, Date Goal Was Attained	Lack of documentation in file recording dates goals were set, Inconsistent dates between Joblink and documentation, Lack of evidence supporting goal attainment
151	Attained Diploma, GED, or Certificate	Lack of documentation from the school system (i.e. certificates, diplomas, transcripts)
152	Date Attained Degree or Certificate	Inconsistent dates from school documentation, lack or documentation
153	School Status at Exit	Lack of documentation in file (i.e. school documentation, case notes verifying school status)
154	Youth Placement	Lack of documentation in file (i.e. case notes verifying status)
156-198	Literacy and Numeracy Testing	Inconsistent date between date in Joblink and date on test in file. Score not present on hand written versions of test