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WORKFORCE DEVELOPMENT PROGRAMS

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TECHNICAL ASSISTANCE NOTICE: 06-3 (revised)
SUBJECT: Avoiding Data Element Validation Errors
DATE: May 15, 2007

Please Note: The following technical assistance notice should be viewed as an Official state communication from CDLE's Workforce Development Programs Office. The contents of this TAN may be incorporated into future PGLs on related subjects.

PURPOSE:

To provide updated guidance and technical assistance to Regions regarding documentation standards and methods for avoiding the most common Data Element Validation errors. During PY05 Data Element Validation (conducted January and February 2007), CDLE noticed repeat misses of data elements that were identified for PY04. This occurred primarily because selected files were dated previous to the issuance of last year's TAN. The repeat missed data elements identified in the most recent review are highlighted in yellow.

CDLE will continue to provide Regions with revisions to Training and Employment Guidance Letter (TEGL 3-03) Data Validation Policy for Employment and Training Programs as they are received from US Department of Labor. Regions need to review the guidance in this TAN and continue to implement appropriate quality control procedures to ensure a reduction in errors.

A. Date of Birth (Element 3)

In most instances the birth date was identified as a Data Element Validation error due to the birth day coming from the Unemployment Insurance database to the main page of new JobLink applicant records as the first of the month. This requires workforce center staff to enter the correct date manually, so that the birth date in the Joblink record matches the documentation in the client case file. In the future, JobLink will be modified to automatically copy the date of birth from the main page to the WIA enrollment screen. This will allow correction of the birth date on either screen.

B. Low Income (Element 20)

USDOL requires that low income Adult participants be reported as such even though income level is not always an eligibility factor (as with "priority of service"). Regions should ensure that individual and family income reported on the WIA application is accurately entered into Joblink, because this data element is subject to validation. When entering income information into Joblink, always ensure that family income is not less than individual income (e.g. Family Size = 1; Individual Income = \$10,000; family income must be at least \$10,000).

C. Veteran Status (Element 12)

Until recently, self-attestation has been accepted for veteran status under WIA rules and state policy. However, the US Department of Labor now requires that veteran status be documented by a copy of the DD 214 in the case file or a cross match with a veterans data base (which is not done in Colorado). See TAN 06 - 1, dated January 16, 2006, for more detailed information on meeting this requirement.

D. TANF (Element 21)

Until recently, self-attestation has been accepted for TANF status under WIA rules and state policy. However, the US Department of Labor now required the TANF status be documented in TANF is marked “yes” on the WIA application. A copy of the TANF eligibility card or a print-out of the TANF record must be placed in the client file.

E. Other Public Assistance (Element 22)

US Department of Labor requires Other Public Assistance Recipient status to be documented when marked “yes” on the WIA application. A copy of authorization to receive cash public assistance, a copy of public assistance check, medical record showing cash grant status, refugee assistance records, or cross match with public assistance database print-out must be placed in the client file.

F. Dislocation Date (Element 25)

In a number of instances, the JobLink date of dislocation for a Dislocated Worker did not match the documentation in the case file. When documenting the last day of employment for the job of dislocation, WIA staff should ensure that the date entered in to the JobLink record matches the date on the supporting document in the case file.

G. Offender (Element 27)

Although Offender status may be documented through self-attestation, this data element often became a Data Element Validation error because of the failure to enter Offender status into JobLink. Case managers need to be aware that when Offender is marked “yes” on the WIA application, in the client case file, it must also be entered into JobLink on the WIA enrollment screen.

H. Date Entered Training (Element 69)

The Date Entered Training is reported from the OC service recorded in JobLink. In several instances, the date recorded by the caseworker did not match the source documentation in the client file. Caseworkers are reminded to cross match this element between the dates of service and vendor training information or vendor training documentation.

I. Date Completed or Withdrew from Training (Element 70)

In many cases, the Date Completed or Withdrew from Training did not match the source documentation in the client file. A record with an OC service closed on a certain date must be consistent with the dates of service and vendor training information or vendor training documentation.

J. Type of Recognized Credential (Element 102)

In many cases, the education attainment code entered in JobLink did not match the type of credential contained in the client case file. WIA staff should make sure that the code used in JobLink accurately reflects the credential achieved by the WIA client

K. Attained Diploma, GED, or Certificate (Element 151)

The Type of Recognized Credential (Element 102) should not be confused with the Attained Diploma, GED or Certificate (Element 151). In a number of instances, the caseworker did not obtain a copy of the diploma, GED, or certificate for inclusion in the client case file. US Department of Labor requires a copy of transcripts, certificates, diploma, or a letter from the school system to support this element.

L. Date Degree Certificate (Element 152)

When documenting the date of High School or GED attainment, the date of attainment entered in JobLink should match the date on the diploma or equivalency certificate, or any relevant document signed by an official of the awarding authority; or the date of notification of passing scores on a GED report of scores. The date the caseworker learned of the High School/GED attainment is not acceptable.

The accuracy and reliability of data element validation reports are fundamental elements of good public administration. Additional information on program monitoring and improving program results and be found at:

<http://www.doleta.gov/Performance/reporting/datavalidation.cfm>

For additional assistance on Data Element Validation, please contact your Workforce Systems Specialist at Workforce Development Programs.