

## Attachment B

### WIA Youth Data Validation Desk Aid

**Note-** When documenting something with a case note, the case note needs to state the service provided and match the date of service entered into JobLink/Connecting Colorado. They should be clear and detailed, and include all information necessary for each element

**Note-** Self-attestations and WIA applications need to be signed and dated

| Data Element  |  | Documentation Required   |
|---|--|--|
| <b>Eligibility</b>                                  | <b>Date of Birth</b>   | Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records   |
|   | <b>Employment at Enrollment</b>  | Case notes showing information collected from participant- "client currently employed at...." (or Pay Stubs)   |
|   | <b>Other Public Assistance</b>   | Food Stamps, SSI, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS   |
|   | <b>Low Income Status</b>   | Signed and dated self-attestation or application including family size and income, pay stubs, housing authority verification; food stamps; foster care; disability; homeless; public assistance records  |
|   | <b>TANF/Needy Family</b>   | During previous 6 months- TANF records, CBMS   |
|   | <b>Veteran Status</b>  | DD-214, letter from Veteran's administration, code must match the length of service as well, 1=<180 Days, 2=>180 Days, 3=Other Eligibility   |
| Data Element  |  | Documentation Required   |
| <b>Barriers</b>                                     | <b>Additional Assistance</b>   | This category is defined by local policy and can be documented by on the application form or through a self-attestation  |
|   | <b>Foster Care</b>   | For participants in foster care, or who have been in foster care in the past, written confirmation from social services, or detailed notes describing the participant's status are acceptable  |
|   | <b>Homeless or Runaway</b>   | A written statement from shelter or individual providing residence, self-attestation, or the application   |
|   | <b>Literacy Skills</b>   | Copy of test or test report, school records, or detailed case notes with scores and dates of tests. Scores should show that the participant performing at or below an eighth grade level for math, reading, writing, or speaking, or that these skills are below the necessary requirements for employment |
|   | <b>Offender</b>  | Documentation from justice system, case notes detailing a phone call with participant's probation representative, self-attestation, or application   |
|   | <b>Parent or Pregnant</b>  | Copy of child's birth certificate, observation of current pregnancy by the case manager (in case notes), doctor's note, or a self-attestation<br>**Child's Social Security card alone <b>does not</b> meet requirements  |
|   | <b>School Participation</b>  | Records from school, self-attestation, or application. Should match the following codes- 1=In School, H.S. or less, 2=In Alternative School, 3= In Post Secondary School, 4=H.S Dropout, 5=H.S. Graduate   |
| Data Element  |  | Documentation Required   |
| <b>Literacy and Numeracy Testing (Pre and Post)</b> | ****Items in this section need to be documented with either test records or detailed case notes. Both test records and case notes should have the date of test, scores for each section, and the functional level clearly marked |  |
|   | <b>Category of Assessment</b>  | Codes are as follows- 1=ABE, 2=ESL, 3=ABE and ESL  |
|   | <b>Assessment Type</b>   | Match code with the following tests- 1=TABE 9-10, 2=CASAS (Life Skills), 3=ABLE, 4= WorkKeys, 5=SPL, 6=BEST, 7=BEST Plus, 8=TABE Class E, 9=Wonderlic, 10=Other Approved Assessment Tool   |
|   | <b>Functional Area</b>   | 1=Reading, 2=Writing, 3=Language, 4=Math, 5=Speaking, 6=Oral, 7=Listening, 8=Other Functional Area   |
|   | <b>Date of Test</b>  | Month, day, and year should be clearly indicated on the test and recorded in JobLink/Connecting Colorado as the actual date of the test. Tests taken before enrollment should <b>not</b> be entered on the date of enrollment  |
|   | <b>Test Score</b>  | Should be clearly written on test or report  |
|   | <b>Education Level</b>   | Should be clearly written on test or report  |

| Data Element                 |   | Documentation Required   |
|------------------------------|---|--|
| <b>During Enrollment</b>     | <b>First Youth Service Date</b>               | Case note describing a service that occurred with dates matching in JobLink/Connecting Colorado and in case notes, internal forms like an IA with the date of the meeting on the form  |
|                              | <b>Achievement Services</b>                   | Activity sheets, sign-in sheets, attendance records, or detailed case notes showing the receipt of educational services and the type of services received. (Triggering Codes=LN, TG, BS, YB)   |
|                              | <b>Additional Support</b>                     | Activity sheets, pay stub, vendor contract, or case notes showing receipt of adult mentoring or comprehensive counseling/referrals to counseling. (Triggering Codes= CS, AM)<br><b>**CS services that indicate "case management" activities <u>will fail</u></b>   |
|                              | <b>Employment Services</b>                    | Activity sheets, attendance records, vendor contract, time sheets that reflect attendance and activity, or case notes. (Triggering Codes=OC, SU, OJ, ET, YO, YW, WJ, LM, RP, CT,WE,WR,WU)  |
|                              | <b>Enrolled in Education</b>                  | Applicable records from education institution, case notes showing verification directly with education institution   |
|                              | <b>Leadership Development</b>                 | Activity sheets, vendor contract, attendance roster, or case notes. (Triggering Code=LD)   |
|                              | <b>Summer Employment</b>                      | Activity Sheets, work agreement, sign-in sheet, time sheets that reflect attendance and activity, case notes. (Triggering codes= WE, SE or WU falling between dates of 5/1 and 9/30)   |
|                              | <b>Credential Type</b>                        | Copy of credential or transcript showing credential awarded. Case notes will back up if unable to obtain hard copy. Code entered should match as follows (1=Diploma/GED, 2=AA or AS, 3=BA or BS, 4=License (DORA printout acceptable), 5=Skills Certificate, 6=Other Recognized credential)  |
|                              | <b>Attained Diploma, GED, or Certificate</b>  | Hard copy of transcripts, certificates, diploma, or other documentation from the school system   |
|                              | <b>Date of Degree or Certificate Attained</b> | Date on transcript, certificate, diploma or letter from school system. Incomplete or missing dates may be supported with case notes  |
| Data Element                 |   | Documentation Required   |
| <b>Exit/ Post Enrollment</b> | <b>Exit Date</b>                              | Explicit case note that describes the last service provided with no reactivating service <u>from any partner program</u> in the next 90 days. Follow-up services will not reactivate   |
|                              | <b>Other Exit Reasons</b>                     | Documentation of neutral exit reason. Case notes will apply only as a last resort. Match the following codes- (01=Institutionalized, 02=Health/Medical, 03=Deceased, 04=Family Care, 05=Reserve Forces Called to Active Duty, 06=Relocated to Mandated Residential or Non-Residential program, 98=Retired, 99=Invalid or undisclosed SSN ) |
|                              | <b>Follow Up Services</b>                     | Documented receipt of follow-up support services, case notes, and activity sheets. Service provided needs to be clear. Should be a true service and not just a contact to inquire about employment status  |
|                              | <b>School Status at Exit</b>                  | Transcripts, certificates, diploma, school documentation, or case notes detailing participant's status. Should match the following codes- 1=In School, H.S. or less, 2=In Alternative School, 3= In Post Secondary School, 4=H.S Dropout, 5=H.S. Graduate  |
|                              | <b>Youth Placement</b>                        | Documentation from the organization that youth is placed in during the <b>first</b> quarter following the exit quarter, or case notes detailing this information. Should match the following codes- 1=Entered post-secondary education, 2=Entered advanced training, 3=Entered military service, 4=Entered a qualified apprenticeship      |
|                              | <b>Employed after Exit</b>                    | If providing supplemental data for this element, pay stubs or explicit case notes need to be in file   |

## WIA Adult Data Validation Desk Aid

**Note-** When documenting something with a case note, the case note needs to state the service provided and match the date of service entered into JobLink/Connecting Colorado. They should be clear and detailed, and include all information necessary for each element

**Note-** Self-attestations and WIA applications need to be signed and dated

| Data Element                 |                                 | Documentation Required   |
|------------------------------|---------------------------------|--|
| <b>Eligibility</b>           | <b>Date of Birth</b>            | Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records   |
|                              | <b>Employment at Enrollment</b> | Case notes showing information collected from participant- "client currently employed at..." (or Pay Stubs)  |
|                              | <b>Other Public Assistance</b>  | Food Stamps, SSI, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS   |
|                              | <b>Low Income Status</b>        | Signed and dated self-attestation or application including family size and income, pay stubs, housing authority verification; food stamps; foster care; disability; homeless; public assistance records  |
|                              | <b>TANF/Needy Family</b>        | During previous 6 months- TANF records, CBMS   |
|                              | <b>Veteran Status</b>           | DD-214, letter from Veteran's administration, code must match the length of service as well, 1=<180 Days, 2=>180 Days, 3=Other Eligibility   |
| <b>Enrollment</b>            | <b>Enrollment Date</b>          | Case note describing a service that occurred with dates matching in JobLink/Connecting Colorado and in case notes, internal forms like an IA with the date of the meeting on the form  |
|                              | <b>First Core Service</b>       | Case notes describing service and date, dated form that matches the actual service   |
|                              | <b>First Intensive Service</b>  | Case notes describing service and date, dated form that matches the actual service   |
| Data Element                 |                                 | Documentation Required   |
| <b>Training</b>              | <b>Date Enter Training</b>      | Date should match vendor training documentation, such as a schedule. If unable to get a schedule, case notes can be used that specify the day, month and year training began   |
|                              | <b>Date Exit Training</b>       | Date should match vendor training documentation that includes a class schedule, certificate, or transcripts where the vendor and type of training are clearly identified. If unable to get a schedule, case notes can be used that specify the day, month and year training ended  |
|                              | <b>Type of Training Service</b> | Case notes describing the type of training or vendor documentation such as a schedule or grades match code- 1=OJT, 2=Skill Upgrading, 3=Entrepreneurial, 4= ABE or ESL, 5= Customized, 6= Occupational Skills  |
|                              | <b>Credential Type</b>          | Copy of credential or transcript showing credential awarded. Case notes will back up if unable to obtain hard copy. Code entered should match as follows (1=Diploma/GED, 2=AA or AS, 3=BA or BS, 4=License (DORA printout acceptable), 5=Skills Certificate, 6=Other Recognized credential)  |
| <b>Exit/ Post Enrollment</b> | <b>Exit Date</b>                | Explicit case note that describes the last service provided with no reactivating service <u>from any partner program</u> in the next 90 days. Follow-up services will not reactivate   |
|                              | <b>Employment after Exit</b>    | If providing supplemental data for this element, pay stubs or explicit case notes need to be in file   |
|                              | <b>Other Exit Reasons</b>       | Documentation of neutral exit reason. Case notes will apply only as a last resort. Match the following codes- (01=Institutionalized, 02=Health/Medical, 03=Deceased, 04=Family Care, 05=Reserve Forces Called to Active Duty, 06=Relocated to Mandated Residential or Non-Residential Program, , 98=Retired, 99=Invalid or undisclosed SSN ) |

## WIA Dislocated Worker Data Validation Desk Aid

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**Note-** Self-attestations and WIA applications need to be signed and dated

| Data Element                 |                                 | Documentation Required   |
|------------------------------|---------------------------------|--|
| <b>Eligibility</b>           | <b>Date of Birth</b>            | Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records   |
|                              | <b>Dislocation Date</b>         | Verification from employer through letter or notice, public announcement with UI cross reference, rapid response list, or self-attestation. This should be <b>the last day worked</b> by the participant.  |
|                              | <b>Displaced Homemaker</b>      | Court records, divorce papers, spouse's layoff/death record, self-attestation  |
|                              | <b>Employment at Enrollment</b> | Case notes showing information collected from participant- "client currently employed at..." (or Pay Stubs)  |
|                              | <b>Other Public Assistance</b>  | Food Stamps, SSI, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS   |
|                              | <b>TANF/Needy Family</b>        | During previous 6 months- TANF records, CBMS   |
| <b>Enrollment</b>            | <b>Veteran Status</b>           | DD-214, letter from Veteran's administration, code must match the length of service as well, 1=<180 Days, 2=>180 Days, 3=Other Eligibility   |
|                              | <b>Enrollment Date</b>          | Case note describing a service that occurred with dates matching in JobLink/Connecting Colorado and in case notes, internal forms like an IA with the date of the meeting on the form  |
|                              | <b>First Core Service</b>       | Case notes describing service and date, dated form that matches the actual service   |
|                              | <b>First Intensive Service</b>  | Case notes describing service and date, dated form that matches the actual service   |
| Data Element                 |                                 | Documentation Required   |
| <b>Training</b>              | <b>Date Enter Training</b>      | Date should match vendor training documentation, such as a schedule. If unable to get a schedule, case notes can be used that specify the day, month and year training began   |
|                              | <b>Date Exit Training</b>       | Date should match vendor training documentation that includes a class schedule, certificate, or transcripts where the vendor and type of training are clearly identified. If unable to get a schedule, case notes can be used that specify the day, month and year training ended  |
|                              | <b>Type of Training Service</b> | Case notes describing the type of training or vendor documentation such as a schedule or grades match code- 1=OJT, 2=Skill Upgrading, 3=Entrepreneurial, 4= ABE or ESL, 5= Customized, 6= Occupational Skills  |
|                              | <b>Credential Type</b>          | Copy of credential or transcript showing credential awarded. Case notes will back up if unable to obtain hard copy. Code entered should match as follows (1=Diploma/GED, 2=AA or AS, 3=BA or BS, 4=License (DORA printout acceptable), 5=Skills Certificate, 6=Other Recognized credential)  |
| <b>Exit/ Post Enrollment</b> | <b>Exit Date</b>                | Explicit case note that describes the last service provided with no reactivating service <u>from any partner program</u> in the next 90 days. Follow-up services will not reactivate   |
|                              | <b>Employment after Exit</b>    | If providing supplemental data for this element, pay stubs or explicit case notes need to be in file.  |
|                              | <b>Other Exit Reasons</b>       | Documentation of neutral exit reason. Case notes will apply only as a last resort. Match the following codes- (01=Institutionalized, 02=Health/Medical, 03=Deceased, 04=Family Care, 05=Reserve Forces Called to Active Duty, 06=Relocated to Mandated Residential or Non-Residential Program, 98=Retired, 99=Invalid or undisclosed SSN ) |

## WIA Adult/Dislocated Worker Data Validation Desk Aid

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**Note-** Self-attestations and WIA applications need to be signed and dated

|                              |   | Data Element | Documentation Required   |
|------------------------------|---|--------------|--|
| <b>Eligibility</b>           | <b>Date of Birth</b>                            |              | Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records   |
|                              | <b>Dislocation Date</b><br>( <u>DW</u> Only)    |              | Verification from employer through letter or notice, public announcement with UI cross reference, rapid response list, or self-attestation. This should be <b>the last day worked</b> by the participant.  |
|                              | <b>Displaced Homemaker</b><br>( <u>DW</u> Only) |              | Court records, divorce papers, spouse's layoff/death record, self-attestation  |
|                              | <b>Employment at Enrollment</b>                 |              | Case notes showing information collected from participant- "client currently employed at..." (or Pay Stubs)  |
|                              | <b>Other Public Assistance</b>                  |              | Food Stamps, SSI, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS   |
|                              | <b>Low Income Status</b><br>( <u>AD</u> Only)   |              | Signed and dated self-attestation or application including family size and income, pay stubs, housing authority verification; food stamps; foster care; disability; homeless; public assistance records  |
|                              | <b>TANF/Needy Family</b>                        |              | During previous 6 months- TANF records, CBMS   |
|                              | <b>Veteran Status</b>                           |              | DD-214, letter from Veteran's administration, code must match the length of service as well, 1=<180 Days, 2=>180 Days, 3=Other Eligibility   |
| <b>Enrollment</b>            | <b>Enrollment Date</b>                          |              | Case note describing a service that occurred with dates matching in JobLink/Connecting Colorado and in case notes, internal forms like an IA with the date of the meeting on the form  |
|                              | <b>First Core Service</b>                       |              | Case notes describing service and date, dated form that matches the actual service   |
|                              | <b>First Intensive Service</b>                  |              | Case notes describing service and date, dated form that matches the actual service   |
|                              |   | Data Element | Documentation Required   |
| <b>Training</b>              | <b>Date Enter Training</b>                      |              | Date should match vendor training documentation, such as a schedule. If unable to get a schedule, case notes can be used that specify the day, month and year training began   |
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|                              | <b>Type of Training Service</b>                 |              | Case notes describing the type of training or vendor documentation such as a schedule or grades match code- 1=OJT, 2=Skill Upgrading, 3=Entrepreneurial, 4= ABE or ESL, 5= Customized, 6= Occupational Skills  |
|                              | <b>Credential Type</b>                          |              | Copy of credential or transcript showing credential awarded. Case notes will back up if unable to obtain hard copy. Code entered should match as follows (1=Diploma/GED, 2=AA or AS, 3=BA or BS, 4=License (DORA printout acceptable), 5=Skills Certificate, 6=Other Recognized credential)  |
| <b>Exit/ Post Enrollment</b> | <b>Exit Date</b>                                |              | Explicit case note that describes the last service provided with no reactivating service <u>from any partner program</u> in the next 90 days. Follow-up services will not reactivate   |
|                              | <b>Employment after Exit</b>                    |              | If providing supplemental data for this element, pay stubs or explicit case notes need to be in file.  |
|                              | <b>Other Exit Reasons</b>                       |              | Documentation of neutral exit reason. Case notes will apply only as a last resort. Match the following codes- (01=Institutionalized, 02=Health/Medical, 03=Deceased, 04=Family Care, 05=Reserve Forces Called to Active Duty, 06=Relocated to Mandated Residential or Non-Residential Program, 98=Retired, 99=Invalid or undisclosed SSN ) |