

Data Validation

How, where and why to obtain supporting documentation for data validation of data collection elements

Date of Program Entry

- **Data Element Instruction:** Record the date on which an individual became a participant
- **Source Documentation Requirements:** One of the following:
 - Individual Plan for Employment (IPE)
 - **Electronic Records**
 - Program intake documents such as **program enrollment forms** or eligibility determination documentation
- **In LACES: Intake Date and PoP Start Date**

Date of Program Exit

- **Data Element Instruction:** Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s).
- **Source Documentation Requirements:** One of the following:
 - A copy of the letter sent to the individual indicating that the case was closed.
 - WIOA status/exit forms
 - **Electronic Records**
 - **Attendance records**
 - Review of service records identifying the last qualifying service (and lack of a planned gap)
- **In LACES: Exit Date with no Scheduled Service Start Date**

Other Reasons for Exit (Exclusions)

Data element instruction:

*Record if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.

*Record if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.

*Record if the participant is deceased.

*Record if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.

*Record if the participant is a criminal offender in a correctional institution under section 225 of WIOA.

Other Reasons for Exit (Exclusions)

Source Documentation Requirements:

- One of the following:
 - **File documentation with notes from program staff**
 - Information from partner services
 - WIOA status/exit forms
 - **Electronic Records**
 - **Withdrawal form with explanation**
 - Information from institution or facility

In LACES: Exclusion reasons, Program, Correctional, Institutional

Participated in PS Education during Program Participation

Data Element Instruction:

- Record if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation.
- Do not record if the participant was first enrolled in postsecondary education after exiting the program.

Participated in PS Education during Program Participation

Source Documentation Requirements:

One of the following:

- Data match with postsecondary data system
- **Copy of enrollment record**
- **File documentation with notes from program staff**
- **School records**
- **Transcript or report card**

In LACES: Education tab>PS Education & Training panel>Enroll Date and Institution Type for PS Enrollment

Enrolled in Secondary Education Program

Data Element Instruction:

- Record if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level.
- A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSET, or TASC.
- Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs.
- States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program.

Enrolled in Secondary Education Program

Source Documentation Requirements:

One of the following:

- Copy of enrollment record
- **File documentation with notes from program staff**
- School records
- Transcript or report card
- Data match to State K-12 data system

In LACES: Program Type: Transitions or enrollment in a class with "Instruction at 9th grade level or above" or evidence through assessment of 9th GLE

Date Enrolled in Post Exit Education or Training Program Leading to a Recognized PS Credential

Data Element Instruction:

- Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit.
- Leave blank if this data element does not apply to the participant.
NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency.

Date Enrolled in Post Exit Education or Training Program Leading to a Recognized PS Credential

Source Documentation Requirements:

One of the following:

- Copy of enrollment record
- **File documentation with notes from program staff**
- School records
- Transcript or report card
- Data match with postsecondary data system

In LACES: Education tab>Postsecondary Education Training panel>Exit date from Adult Ed prior to Enroll Date and Institution Type for PS Enrollment

Employed in 1st-4th Quarter after Exit

Data Element Instruction:

- Record employment data corresponding to *each* follow-up quarter, **one through four**
- Although data is only reported for 2nd and 4th quarter employment for Title II, follow-up is required for each quarter in the first year after exit due to the educational outcome Attain Secondary School Diploma and Employed within One Year

Employed in 1st-4th Quarter after Exit

Source Documentation Requirements:

One of the following:

- **UI wage data match.**
- **Follow-up survey from program participants**
- Pay check stubs, tax records, W2 form
- **Wage record match**
- Quarterly tax payment forms, such as an IRS form 941
- Document from employer on company letterhead attesting to an individual's employment status and earnings
- Self-employment worksheets signed and attested to by program participants
- Detailed case notes verified by employer and signed by the counselor

In LACES: History tab>Work History panel>Employment record or Employed with a Start Date corresponding to correct quarter follow-up date range

Wages Second Quarter after Exit Quarter

Data Element Instruction:

- Record total earnings for the second quarter after the quarter of exit
- Record 999999.99 if data is not yet available for this item

Wages Second Quarter after Exit Quarter

Source Documentation Requirements:

One of the following:

- UI wage data match.
- Follow-up survey from program participants
- Pay check stubs, tax records, W2 form
- Wage record match
- Quarterly tax payment forms, such as an IRS form 941
- Document from employer on company letterhead attesting to an individual's employment status and earnings
- Self-employment worksheets signed and attested to by program participants
- Detailed case notes verified by employer and signed by the counselor

In **LACES**: History tab>Work History panel>Earnings and Earnings Period with Start Date corresponding to second quarter follow-up date range

Type of Recognized Credential

Data Element Instruction:

- Record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services.
- NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs.

Type of Recognized Credential

Source Documentation Requirements:

- One of the following:
 - **Data match**
 - Copy of credential
 - Copy of school record
 - **Follow-up survey from program participants**
 - Case notes documenting information obtained from education or training provider

In LACES: Education tab>Postsecondary Education Training>Enroll Date, Institution Type, **Credential Attained** and Date Earned

Date Attained Recognized Credential

Data Element Instruction:

- Record the date on which the participant attained a recognized credential.

Source Documentation Requirements:

One of the following:

- Data match
- Copy of credential
- Copy of school record
- Follow-up survey from program participants
- Case notes documenting information obtained from education or training provider

**For RSA-911 purposes, documentation is required for credentials earned after program participation begins

In LACES: Education tab>Postsecondary Education Training>Enroll Date, Institution Type, Credential Attained and Date Earned

Date of Most Recent Measurable Skills Gain: Educational Functioning Level (EFL)

Data Element Instruction:

- Record the most recent date on which the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways:
 - 1) by comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; or
 - 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units;
 - or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year.

Date of Most Recent Measurable Skills Gain: Educational Functioning Level (EFL)

Source Documentation Requirements:

- One of the following:
 - Pre- and post-test results measuring EFL gain
 - Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units
 - Postsecondary education or training enrollment determined through data match, survey documentation, or program notes.

In LACES: Assessment tab>Post test date showing EFL gain or HSE completion date; Education tab>Diploma panel>Date Earned with Diploma Type; Education tab>PS Ed/Training panel>Enroll date after Adult Ed exit date; PoP Summary

Date of Most Recent Measurable Skills Gain: Postsecondary Transcript/Report Card

Data Element Instruction:

- For Table 11 IETP participants only
- Record the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed consecutive semesters during the program year, that shows a participant is meeting the State unit's academic standards.

Date of Most Recent Measurable Skills Gain: Postsecondary Transcript/Report Card

Source Documentation Requirements:

- One of the following:
 - Transcript
 - Report card

In LACES: Outcomes tab>IETP Measurable Skills Gain panel

Date of Most Recent Measurable Skills Gain: Secondary Transcript/Report Card

Data Element Instruction:

- For Table 11 IETP participants only
- Record the most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.

Date of Most Recent Measurable Skills Gain: Secondary Transcript/Report Card

Source Documentation Requirements:

- One of the following:
 - Transcript
 - Report card

In **LACES**: Outcomes tab>IETP Measurable Skills Gain panel

Date of Most Recent Measurable Skills Gain: Training Milestone

Data Element Instruction:

- For Table 11 IETP participants only
- Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).

Date of Most Recent Measurable Skills Gain: Training Milestone

Source Documentation Requirements:

- One of the following:
 - Transcript
 - Report card

In **LACES**: Outcomes tab>IETP Measurable Skills Gain panel

Date of Most Recent Measurable Skills Gain: Skills Progression

Data Element Instruction:

- For Table 11 IETP participants only
- Record the most recent date the participant successfully passed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Date of Most Recent Measurable Skills Gain: Skills Progression

Source Documentation Requirements:

One of the following:

- Results of knowledge-based exam or certification of completion.
- Documentation demonstrating progress in attaining technical or occupational skills
- Documentation from training provider or employer
- Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam

In LACES: Outcomes tab>IETP Measurable Skills Gain panel

Date Enrolled during Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

Data Element Instruction:

- For Table 11 IETP participants only
- Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates.
- States if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program.
- If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs.
- NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.

Date Enrolled during Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

Source Documentation Requirements:

One of the following:

- Copy of enrollment record
- **File documentation with notes from program staff**
- School records
- Transcript or report card
- Data match with postsecondary data system

In LACES: IET enrollment date in the class record with IETP/Credential indicator