



WORKFORCE INVESTMENT AGENCY

WIOA Program
Procedural Guidance
DATA VALIDATION

All participant records of the WIOA Title I Adult, Dislocated Worker, In-School/Out-of-School Youth Programs, NDWG grant and Apprenticeship grant are subject to periodic Data Integrity and quarterly Data Element Validation to ensure the accuracy, validity, and reliability of the data. Moreover, data validation ensures the accuracy of quarterly and performance reports, safeguarding of data integrity, and the timely resolution of data anomalies and inaccuracies.

I. SAMPLING METHODOLOGY

The entire universe of WIOA Title I participant and exiter records are subject to quarterly Data Validation Review for accuracy and periodic or ongoing data integrity reviews for quality assurance and integrity on the accuracy, validity, and reliability of the data as stated in the Data Validation policy. Regular data integrity checks will be conducted to ensure accurate data entry in the case management system in each participant record, and assure that quarterly aggregate data is reported accurately. Individual data elements and source documentation are checked during data element validation.

II. DATA VALIDATION CHECKLIST

All participant and exiter records must include the Data Validation Checklist (Exhibit 1A). The checklist will be utilized by program staff to validate that the acceptable verification and source documentation was used by program staff to validate the required data element.

III. DATA VALIDATION REVIEW

For data integrity checks of accurate data entry, designated program staff will conduct a periodic review of all WIOA participant record at program entry; participation in a WIOA approved training service or activity; exit; and the duration of the follow-up period or the required data elements identified in Exhibit 1A. Exhibit 1B provides a flowchart of the process.

Data element validation will be conducted quarterly, and will compare what is reported in each data element against the source documentation and other information in the participant and exiter records.

IV. DATA REVIEW PASS OR FAIL FOR DATA VALIDATION

A case note will be completed in the participant's or exiter's record in the Management Information System or HireMarianas that a data validation review was conducted, at what participant level service that the review was conducted (program entry, participation in a program activity, exit, and follow-up), and whether the record passed or failed the review.

Records that fail the review will be addressed immediately and must be corrected within 30 days. Data in the MIS not matching source documentation or documents that did not meet the acceptable source documentation



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of the required data element will be retained/frozen in the data validation file. Screen shots of erroneous data in the MIS will be taken and saved before the data is corrected in the MIS. The findings and error rates for data elements with high error trends will be shared with all program staff during the weekly briefing to ensure that it is not repeated.

For the duration of an individual's participation in a WIOA program, all records must be retained/frozen in the electronic file and the physical file. No documents, files will be destroyed for the required records retention period and is subject to the records retention policy (2 CFR 200.333).