Data Validation Update – May 22, 2024

Employment and Training Programs (ETP)

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Thank you for your comments! Response to comments will be posted with policy.

Changes made to clarify:

- DEED is responsible for providing <u>both</u> DEED and LWDA staff with data validation training.

- LWDAs are responsible for training local staff on correct WF1 data entry and allowable source documentation.

- **Data Validation for PY24** will occur <u>once</u> during the program year for each WDA.

- When source documents required – Data Element Reference Sheets.

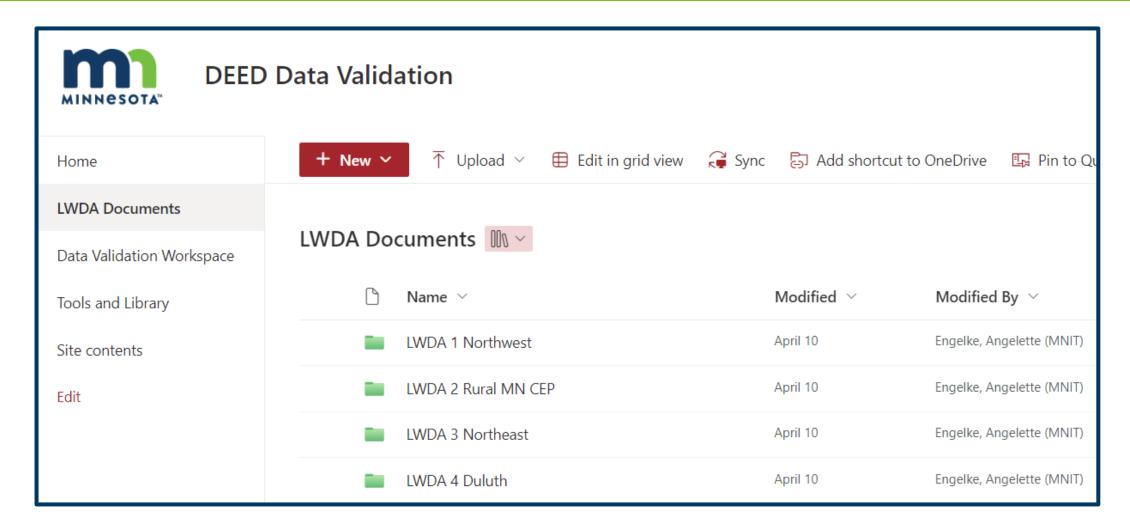*Electronic Document Storage (EDS) Policy Comments & Training is still under review.*

EMPLOYMENT AND
ECONOMIC DEVELOPMENT

mn.gov/deed

DEED Data Validators assigned by LWDA

PY23 Participating LWDAs	DEED Data Validators
WDA #12 - Anoka Co	Bama Rajan bama.rajan@state.mn.us
WDA #14 - Dakota-Scott Co	Bhagyasree Chintalapudi bhagyasree.chintalapudi@state.mn.us
WDA #15 - Ramsey Co	Emily Milius emily.milius@state.mn.us

EMPLOYMENT AND ECONOMIC DEVELOPMENT

Created Data Validation Share Point Site

Created Data Element Reference Sheets

WIOA Adult - Data Element Reference Sheet

Element #	Description	Element Verified/Task Explanation: This is where DEED staff will enter whether the data element meets data validation requirements – meaning Info. on File from the PIRL matches the customer information in WF1 or MinnesotaWorks.net, and whether the source documentation is on file.	Acceptable Documentation
54	Date Completed, or Withdrew from, Trng #1	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.	WF1 - Activity AND Case Note One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database
55	Date Entered Trng #2	Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	WF1 - Activity AND Case Note One of the following: • Cross-Match to State MIS Database • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • ITA
56	Type of Trng Service #2	If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be instances when other codes are clearly not appropriate. Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.	WF1 - Activity One of the following: • Copy of enrollment record • File documentation with notes from program staff • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records

DEED validated:

- WIOA Youth
- WIOA Adult
- Working on WIOA Dislocated Worker - this week

LWDAs are reviewing failed elements to make comments/updates to:

- WIOA Youth
- WIOA Adult

PY23 Data Validation Schedule

May 24th   DEED Completes WIOA DW Files

May 31st   DEED Completes DWG/TAA Files

June 5th   DEED Completes Wagner Peyser Files

May – June   LWDAs Completes Review of Failed Elements

On-going   DEED Makes Updates to Failed Elements (As Needed)

June 30th   PY23 Data Validation Concludes

Looking Ahead to PY24 Data Validation

Timeline	Tasks
Quarter 1 July 1st – September 30th, 2024	• DEED conducts PY23 data validation evaluation • DEED makes changes to tools, policy, procedures per lessons learned • DEED trains both LWDA and DEED staff on data validation • LWDAs implement upload of source documents into WF1
Quarter 2 October 1st – December 31st, 2024	• 5 to 6 LWDAs participate in PY24 Data Validation • DEED will meet bi-monthly with Q2 LWDAs to provide technical assistance
Quarter 3 January 1st – March 31st, 2025	• 5 to 6 LWDAs participate in PY24 Data Validation • DEED will meet bi-monthly with Q3 LWDAs to provide technical assistance
Quarter 4 April 1st – June 30th, 2025	• 5 to 6 LWDAs participate in PY24 Data Validation • DEED will meet bi-monthly with Q4 LWDAs to provide technical assistance

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