Important: Webinar will be recorded and later posted onto DEED's website

2024 Data Validation Training

PRESENTED BY

DEED EMPLOYMENT AND TRAINING PROGRAMS (ETP) DIVISION

Speakers

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Agenda

What is Data Validation?

PY24 Data Validation Schedule

PY23 Results & Common Errors

Best Practices

Key Resources

Poll

Why do we collect data?

- To share our impact.
- Improve our service delivery.
- Report performance outcomes to the Department of Labor (DOL) and to the State Legislature (our funders).

Definition

Data validation is a series of internal controls and quality assurance methods established to verify the accuracy, validity, and reliability of data. This framework requires a consistent approach across programs to ensure that all program data consistently and accurately reflects the performance of each grant recipient.

Purpose

Verify performance data is accurate and consistent across programs.

Identify anomalies in the data.

Resolve issues that may cause inaccurate reporting.

Improve program performance accountability and reporting through data validation efforts.

Data Validation Policy Highlights

- ✓ State must conduct data validation annually

- ✓ The purpose is to validate the accuracy of data entered

- ✓ Technical assistance and training must be provided

- ✓ Data errors and corrections need to be documented

- ✓ Annual evaluation of procedures and policy is required

- ✓ Allowable documents by program attached to policy

Process

Data Verified by Data Validations Specialists:

Determining whether the data in the PIRL matches the data in WF1

Ensuring that the data entered in WF1 are accurate per source documentation

Once data validation is complete:

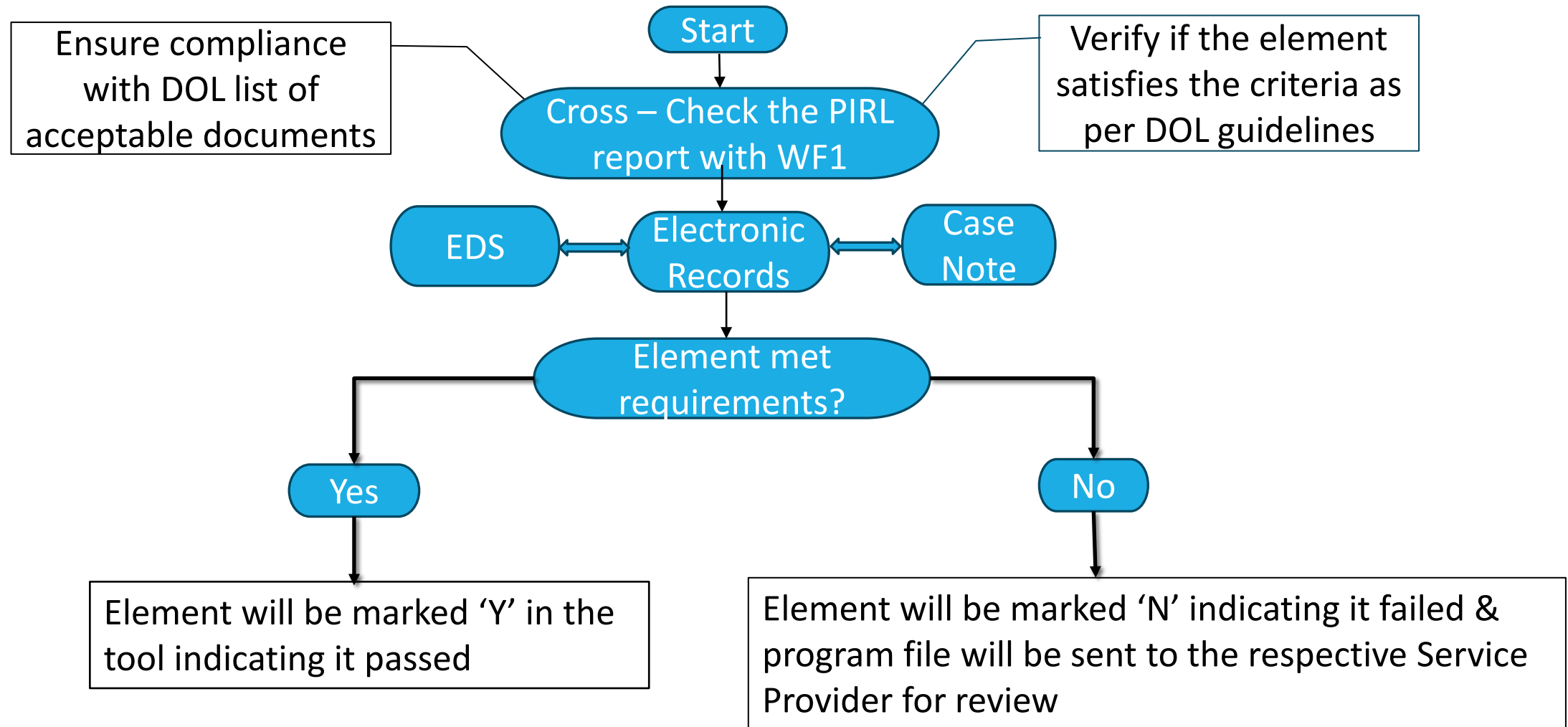The tool generates a report of data elements with validity issues

This report allows:

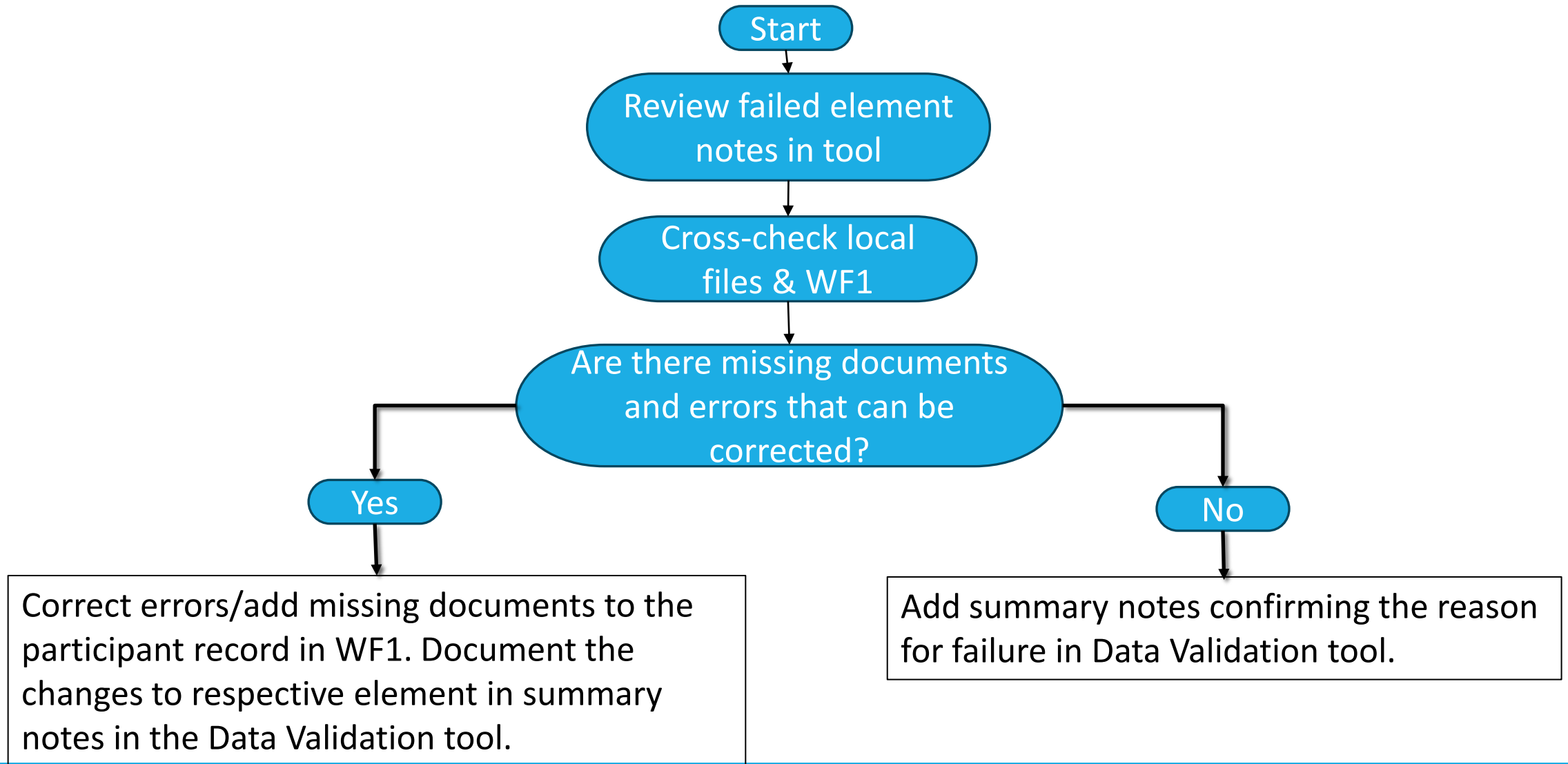DEED and Provider staff to identify trends or data integrity concerns
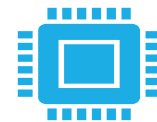
The tool is then:

Sent to each Service Provider and Used to facilitate communication to address data validation issues

DEED Data Validation Process

Ensure compliance with DOL list of acceptable documents

Verify if the element satisfies the criteria as per DOL guidelines

Start

Cross – Check the PIRL report with WF1

EDS ←→ **Electronic Records** ←→ **Case Note**

Element met requirements?

Yes

No

Element will be marked 'Y' in the tool indicating it passed

Element will be marked 'N' indicating it failed & program file will be sent to the respective Service Provider for review

PIRL: Participant Individual Record Layout

Service Provider Data Validation Process

PY24 Data Validation Schedule

October 1- December 30, 2024	January 1- March 31, 2025	April 1- June 30, 2025
SE MN Workforce Development - LWDA 08	Rural MN CEP Inc. - LWDA 02	Stearns-Benton E&T - LWDA 17
Hennepin/Carver ETC - LWDA 09	Minneapolis Employment and Training - LWDA 10	City of Duluth - LWDA 04
Central MN Jobs and Training - LWDA 05	Dakota/Scott Counties - LWDA 14	Ramsey County Workforce Solutions - LWDA 15
NE MN Office of Job Training - LWDA 03	Anoka County - LWDA 12	Washington County - LWDA 16
Winona County Workforce Council - LWDA 18	S Central Workforce Council - LWDA 07	Northwest PIC Inc.- LWDA 01
HIRED - SDA 44	Jewish Family and Children's Services - SDA 43	SW MN PIC Inc. - LWDA 06
Arrowhead Economic Opportunity Agency - SDA 19	Goodwill-Easter Seals - SDA 73	MN Teamsters Service Bureau - SDA 37
		Avivo - SDA 35

Aggregate Data Validation Results – PY23

Total Records Reviewed
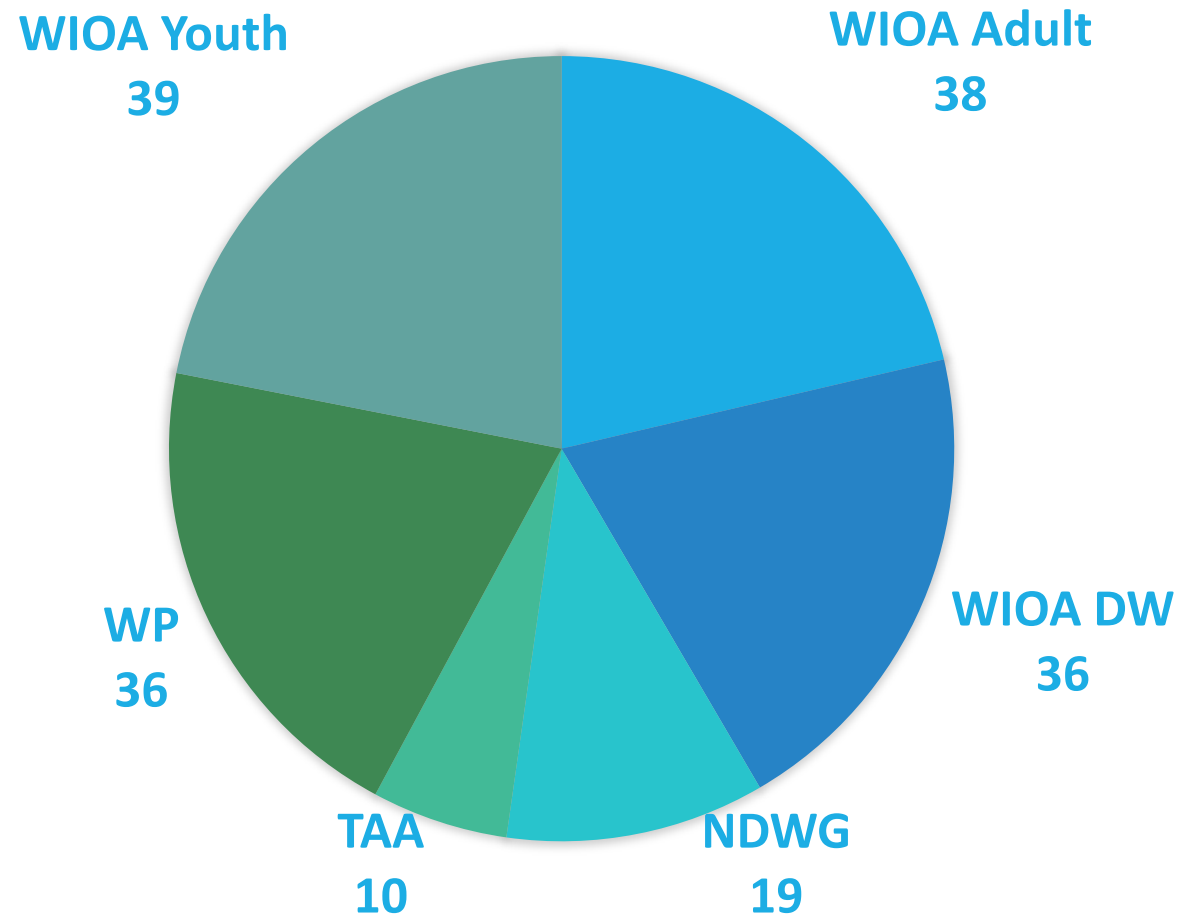
Program	Total Records Reviewed
WIOA Youth	39
WIOA Adult	38
WIOA DW	36
Wagner Peyser	36
National DWG	19
TAA	10
Total	**178**

Pie chart labels:
- WIOA Youth 39
- WIOA Adult 38
- WIOA DW 36
- NDWG 19
- TAA 10
- WP 36

Total Data Elements Audited
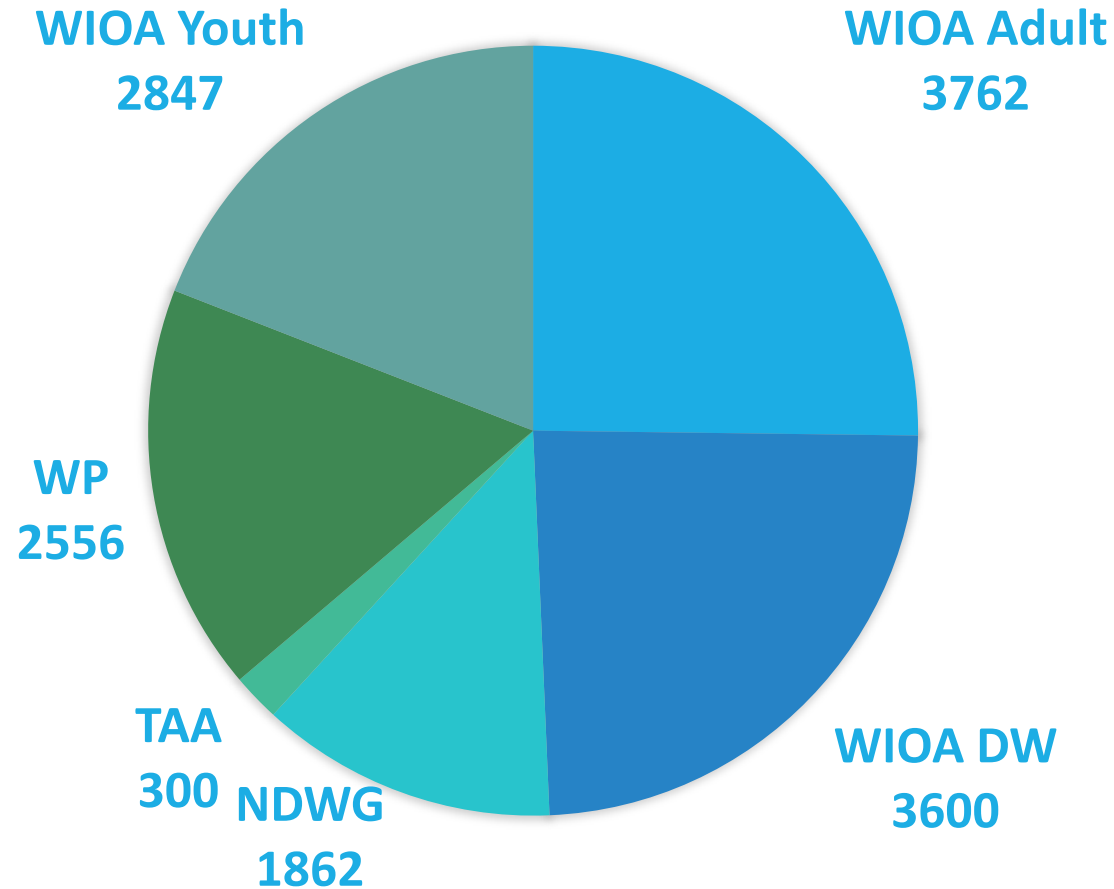
Program	Total Elements Reviewed	Total Failed Elements	% Error Rate
WIOA Youth	2847	115	4.04%
WIOA Adult	3762	76	2.02%
WIOA DW	3600	90	2.50%
NDWG	1862	24	1.29%
TAA	300	15	5.00%
Wagner Peyser	2556	27	1.06%
Total	14927	347	2.32%

Top Failed Elements – All Programs

Failed Elements	WF1 Location	Total Records Reviewed	Total Records with Failed Element	% Failure Rate
Received Training	Training Activity Exists	27	9	33.33%
Date Enroll, (Educ./Trng Prog. toward Postsecondary Credential/Employ)	Credential-Start Date	76	23	30.26%
Other Public Assistance Recipient	Eligibility/Enrollment-General Assistance Recipient	20	6	30.00%
UC Eligible Status	Eligibility/Enrollment-UI Benefit Status	50	14	28.00%
Date Completed, (Educ./Trng toward Postsecondary Credential/Employ)	Credential-Actual Attainment Date	81	22	27.16%

WIOA Youth
Data Validation Results – PY23

Total Records Reviewed - Youth
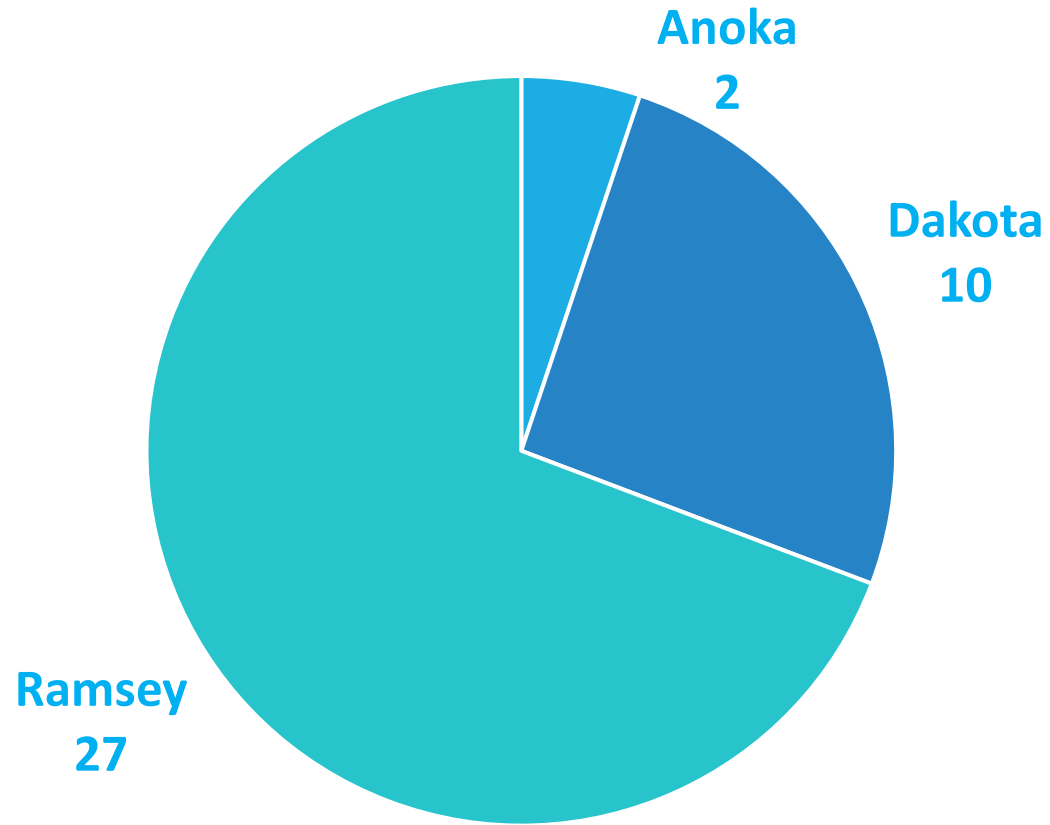
County	Total Records Reviewed
Anoka	2
Dakota	10
Ramsey	27
Total	39

Total Data Elements Audited - Youth
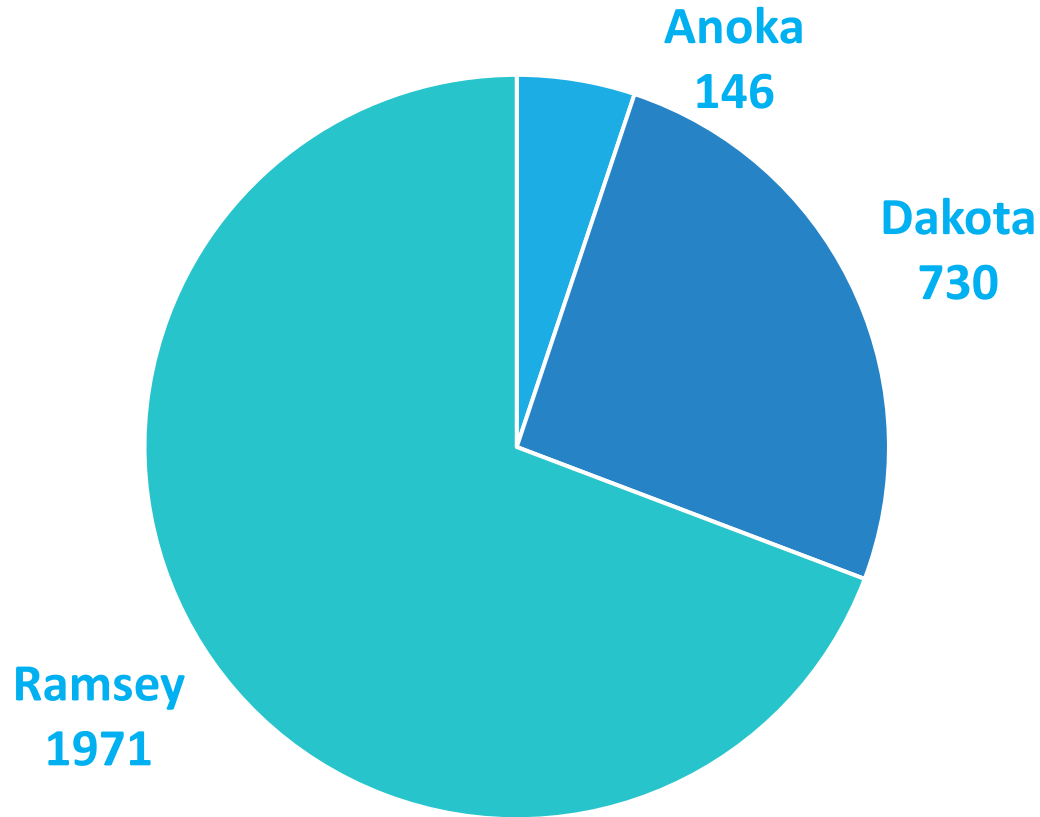
County	Total Elements Reviewed	Total Failed Elements	% Error Rate
Anoka	146	0	0.00%
Dakota	730	10	1.37%
Ramsey	1971	105	5.33%
Total	2847	115	4.04%

Failed Elements	WF1 Location	Total Records Reviewed	Total Records with Failed Element	% Failure Rate
Date Completed, (Educ./Trng toward Postsecondary Credential/Employ)	Credential-Actual Attainment Date	39	13	33%
Date Enroll, (Educ./Trng Prog. toward Postsecondary Credential/Employ)	Credential-Start Date	39	9	23%
Received Training	Training Activity Exists	39	9	23%
Date of Most Recent MSG: Postsecondary Transcript/Report Card	Measurable Skills Gain-Attainment Date	39	6	15%
Individual with a Disability	Eligibility/Enrollment-Disability Status	39	5	13%

Top Failed Elements – WIOA Youth

Data Validation Policy Reference Sheets

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
10	**Date of Pgrm Entry**	Record the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services. Leave blank if this data element does not apply.	**WF1 - Activity** One of the following: • Electronic Records • Individual Plan for Employment • Program intake documents, such as eligibility determination documentation or program enrollment forms.
11	**Pgrm Exit Date**	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). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56. Leave blank if this data element does not apply to the participant.	**WF1- At a Glance** 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

Common Data Errors & How to Avoid them

WIOA Youth

Common Error
Date of First WIOA Youth Service

WORKFORCE ONE (WF1)

Application Date	02/09/2022	Decision Date	02/09/2022
Determination Result	Eligible	Enrollment Date	02/09/2022

SIGNED APPLICATION DATE

☑ By checking this box, I acknowledge that I am electronically signing this Individual Service Strategy.

Youth Signature   Date

01/28/2022

EGC Signature   Date

01/28/2022

Why did this element fail?
- ✓ Enrollment date in WF1 does not match the date in the signed application.
- ✓ No case note notating the date of enrollment & date of first WIOA Youth service.

Acceptable Documentation

Date of First WIOA Youth Service

Signed Intake Application or Enrollment Form <u>and</u> Case Note Identifying the First Qualifying Service.

Signed Individual Service Strategy (ISS) in EDS with date of the First Qualifying Service.

Eligibility Determination Documentation or Program Enrollment Forms <u>with</u> Case Note Identifying the First Qualifying Service

Common Error
Low Income Status at Program Entry (Youth)

WORKFORCE ONE (WF1)

EDS DOCUMENTATION - TAX RETURN

Why did this element fail?
✓ Despite proof of low-income status in EDS and case note, WF1 enrollment form did not indicate youth was economically disadvantaged.

Acceptable Documentation

Low Income Status (Youth)

Self-Attestation – Application signed & dated by participant, indicating low-income

Family or Business Financial Records

Bank Statements

Social Security Benefits

UI Claim Documents

Copy of Authorization to Receive Cash Public Assistance

Copy of Public Assistance Check

Public Assistance Eligibility Verification

Common Error
Individual with a Disability (Youth)

WORKFORCE ONE (WF1)

EDS DOCUMENTATION

Why did this element fail?
- ✓ The participant's application indicates that they do not have a disability, therefore, WF1 enrollment disability status can't be verified.
- ✓ No other documents uploaded in EDS from school counselor or parent to verify disability.

Acceptable Documentation

Disability Status (Youth)

Self-Attestation (signed & dated application)

School 504 Records Provided by Student

School Individualized Education Plan (IEP)

Assessment Test Results

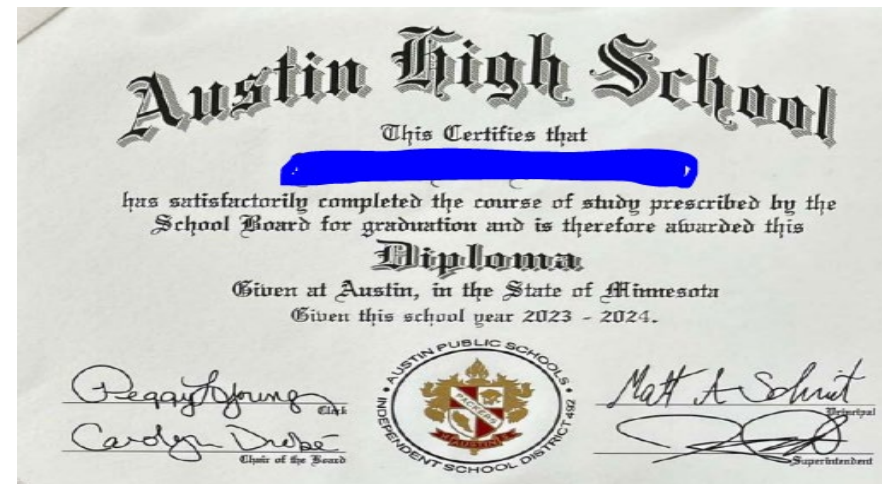NOTE: The participant can also choose to not self-identify

Common Error
Date Attained Recognized Credential (Youth/Adult)

WORKFORCE ONE (WF1)

EDS DOCUMENTATION

Why did this element fail?
- ✓ No case note notating participant graduated on "05/03/2024" entered under Credential Attained in WF1 <u>and</u> per confirmation from education provider.
- ✓ Document does not include the actual attainment date.

Acceptable Documentation
Date Attained Recognized Credential (Adult/Youth)

Copy of credential w/date

Copy of school record w/date

Follow-up survey from program participant

Case note documenting information w/date obtained from education or training provider

Common Data Element Errors & How to Avoid them

(WIOA Adult, Dislocated Worker, DWG, TAA)

Common Error
Low Income Status at Program Entry (Adult)

WORKFORCE ONE (WF1)

Income			
SSI Recipient	No	Refugee Assistance Recipient	No
SNAP Recipient	Yes	General Assistance Recipient	No
TANF/MFIP Recipient	No	SSDI Recipient	No
Exhausting TANF Within 2 Years		Annual Family Income	$0

EDS DOCUMENTATION

Eligibility (Check all that apply)

*Age 21 or older	Self employed
*US Citizen or legally able to work in US	Low income
*Seeking fulltime employment	Homeless
*Compliant with Selective Service (men only)	Ex offender
Individual or mass layoff	Person with a disability
Eligible for unemployment or exhausted unemployment benefits	Underemployed or lack stable work
Long term unemployed (27 or more weeks)	Need to improve basic skills or English
Veteran or spouse of veteran	Single parent
Displaced homemaker	Indian, Alaskan Native or Native Hawalian

*Required for program eligibility

Why did this element fail?

✓ Signed application does not indicate participant is low-income or receiving SNAP.

✓ No source documentation in EDS to verify proof of low-income status.

Acceptable Documentation

Low Income Status (Adult)

Self-Attestation – Application signed & dated by participant, indicating low-income

Family or Business Financial Records

Bank Statements

Social Security Benefits

UI Claim Documents

Copy of Authorization to Receive Cash Public Assistance

Copy of Public Assistance Check

Public Assistance Eligibility Verification

Common Error
Individual with a Disability (Adult)

WORKFORCE ONE (WF1)

EDS DOCUMENTATION

Why did this element fail?
- ✓ The participant's application indicates that they do not have a disability, therefore, WF1 enrollment disability status can't be verified.
- ✓ No other documents uploaded in EDS to verify disability status.

Acceptable Documentation

Disability Status (Adult)

Self-Attestation (signed & dated application)

School 504 Records Provided by Student

School Individualized Education Plan (IEP)

Assessment Test Results

NOTE: The participant can also choose to not self-identify

Common Error
Other Public Assistance Recipients (Adult)

WORKFORCE ONE (WF1)

Barriers	
Limited English Proficiency	Yes
Justice-Involved	No
Receiving Medical Assistance	Yes

EDS DOCUMENTATION

No documentation uploaded into Electronic Document Storage (EDS).

Why did this element fail?
✓ No document uploaded in EDS to verify individual is receiving medical assistance.

Acceptable Documentation in EDS Other Public Assistance (Adult)
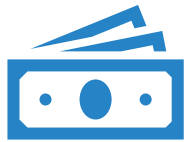
Copy of Authorization to Receive Cash Public Assistance

Copy of Public Assistance Check

Medical Card Showing Cash Grant Status

Public Assistance Eligibility Verification

Common Error
Date Attained Recognized Credential (Youth/Adult)

WORKFORCE ONE (WF1)

EDS DOCUMENTATION

Why did this element fail?
- ✓ No case note notating participant graduated on "05/03/2024" per confirmation from education provider.
- ✓ Document does not include the actual attainment date.

Acceptable Documentation
Date Attained Recognized Credential (Adult/Youth)

Copy of credential w/date

Copy of school record w/date

Follow-up survey from program participants w/date

Case note documenting information w/date obtained from education or training provider

Best Practices

How to Ensure your Participant Data is Validated

When in Doubt, Case Note!

Case note dates should match enrollment and exit dates of training activities in WF1.

Self Attestation: Definition

Signed and dated doc including electronic signature

Ex. email FROM the participant's personal email

Electronic Document Storage!

Upload documents to the correct locations in WF1

Credential, MSG, Document Summary

Most common EDS documents App/Enrollment form, certificates, school records.

Case Noting Best Practices

At a minimum case notes should include:

A brief description of services received and/or participant's status,

Date information or services completed,

Matching dates with EDS document, and

A defined subject line.

Elements Verified by Case Noting

Enrollment:

✓ Enrollment Date

✓ School Status

✓ Homeless

✓ Ex-Offender

✓ Basic Skills Deficient

✓ Foster Care Youth

✓ Single Parent

Activities/Services:

✓ Incumbent Worker Recipient

✓ Date Enrolled into Training

✓ Type of Training Services

✓ Date Training Completed

✓ Enrolled into an Education Program

✓ Type of Recognized Credential

Self Attestation Best Practices

Self-Attestation is a written or electronic/digital declaration of information for a particular data element, signed and dated by the participant and must be uploaded and retained in Electronic Document Storage (EDS) of Workforce One (WF1).

A program application or enrollment form may serve as self-attestation.

Must include participant's signature and date <u>OR</u> email FROM the participant's personal account.

IMPORTANT ensure your organization's program application is thorough and up-to-date.

Elements Verified by Self-Attestation

- ✓ Low-Income Status
- ✓ School Status at Program Entry
- ✓ Individual with a Disability
- ✓ Homeless
- ✓ Ex-Offender
- ✓ Foster Care Youth
- ✓ English as a second language learner

Follow the EDS Policy and WF1 Document Storage Navigation Guide for the uploading of participant source documents.

Upload documents to the correct locations in WF1 (Credential, MSG, Document Summary).

Electronic Document Storage (EDS) Best Practices

Elements Verified by Documents

- TANF Recipient
- SSI Recipient
- SNAP Recipient
- Other Public Assistance (Medical Assistance)
- Measurable Skills Gain
- Credential Attained
- Enrolled in Secondary School Program
- Credential Training Enrollment Date
- Post Secondary School Enrollment Date

Enter one take away from today's Webinar into the chat.

Questions?

Resources

- Recording & PPT of Data Validation Webinar will be posted to DEED's website.
- FAQ from webinars will be published in the Partner Express.
- Email Questions Re: Data Validation at etpdatavalidation.deed@state.mn.us
- [Electronic Document Storage (EDS) Policy](#)
- [Electronic Document Storage (EDS) Webinar Recording](#)

Thank you!