DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE PY 15-04

Daryl Bassett, Director   March 1, 2016

TO: Local Workforce Development Area Administrators and Service Providers

SUBJECT: PY 2014 Data Element Validation Issues and Results

1. **Purpose**: To notify Local Workforce Development Boards (LWDB) of PY 2014 data element validation (DEV) issues and results. Reference will be made to WIA and not WIOA because this was a PY 2014 WIA data element validation.

2. **Background**: In 2001 the President announced a Management Agenda to improve the management and performance of the Federal Government. One of the five government-wide goals, budget and performance integration, emphasizes the importance of complete information for program monitoring and improving program results. A performance audit conducted by the Department's Office of Inspector General found that the accuracy of state-reported performance outcomes cannot be assured due to insufficient local, state, and federal oversight. To address these concerns, and to ensure the accuracy of data collected and reported on the workforce investment system, the Employment and Training Administration expanded efforts to conduct data validation. *[TEN 14-02, May 28, 2003]*

    Data validation advisories issued by the U.S. Department of Labor (USDOL) include the following: TEN 14-02, May 28, 2003; TEGL 3-03, August 20, 2003; TEGL 3-03, Change 1, August 20, 2004; TEGL 3-03, Change 2, October 20, 2004; TEGL 3-03, Change 3, July 15, 2005; TEN 9-06, August 15, 2006; TEN 19-07, December 11, 2007; TEGL 27-10, Change 1, July 25, 2011; TEGL 28-11, May 9, 2012; TEN 4-13, August 28, 2013; TEGL 6-14, September 10, 2014.

    Department of Workforce Services (DWS) issuances regarding DEV issues and results are on the DWS website and include the following: PY 09-11, May 2010; PY 10-10, February 2011; PY 14-02, August 2014; PY 14-09, April 2015. In addition to these, the DEV checklist issuances are PY 13-04, November 5, 2013, and PY 13-04, Change 1, February 24, 2014.

    WIA data element validation and report validation were initiated by the USDOL in August 2003. Report validation checks the accuracy of the state MIS calculations of the performance measures against the calculations contained in the Enterprise Data Reporting and Validation System (E-DRVS).

Data element validation involves yearly on-site reviews of a sample of participant records against source documentation to ensure the accuracy of WIA data and performance reporting. The sample of files is selected by the USDOL software from the Workforce Investment Act Standardized Record Data Report (WIASRD) submitted by the state for its WIA Annual Report. Worksheets printed from the software contain data elements to be validated on a "pass" or "fail" basis. Data elements are selected for validation based on three factors.

Feasibility – The Employment and Training Administration (ETA) validates data elements only when it is practical and efficient to locate and examine supporting evidence within the state records. Therefore, such items as race, ethnicity, and gender will not be validated because these data elements are self-reported by participants, and it is not efficient to locate the participant to document these characteristics. It is also not practical to validate for data entry errors.

Risk – The process for validating data elements is based partly on the likelihood that the data element may be inaccurate. Data elements involving human judgment are more prone to error than data elements that do not involve human judgment. For example, determination of employment based on supplemental sources is more likely to be in error than determination of employment from wage records.

Importance – Data elements are selected for validation based primarily on their importance to the integrity of the Annual Report. The software automatically selects samples from the records for each program group: Adults, Dislocated Workers, National Emergency Grant (NEG), Older Youth and Younger Youth and displays the sampled data on individual validation worksheets. Records are oversampled if they are important for the calculation of performance measures and if they have a higher risk of error. The data validation software provides the USDOL with an estimate of the error rates for the data that states report.

Complete, accurate and adequate documentation is required by the USDOL and the state.
- Documentation backs up LWDB data submitted to the USDOL through the WIASRD, and supports performance measures reported in both the WIA Annual Report and Quarterly Report.
- During data element validation, documentation errors have been discovered that resulted in inaccurate WIASRD reporting, and altered performance measure outcomes both positive and negative.
- WIASRD and Annual Report information reviewed by congress and stakeholders is considered when making important decisions.
- Improper documentation may result in monitor findings by the USDOL, DWS and local LWDB monitors.

To evaluate the accuracy of these elements, the software calculates two error rates for each data element selected for validation: an "overall error rate" and a "reported error rate." The "overall error rate" equals the number of records in error divided by the total number of records sampled for that funding stream, weighted to account for the oversampling and undersampling of particular types of records. Because certain data elements may not be present in every sampled record, the software also calculates a "reported error rate." Only those records for which the particular data

element was validated are included in the denominator. The reported error rate equals the number of records in error divided by the total number of records for which the particular data elements were validated weighted to account for the oversampling and undersampling of particular records.

The USDOL requires a 5% provisional threshold accuracy standard for each data element for both the "reported error rate" and the "overall error rate".

3. **General Information**: The Department of Workforce Services began the PY 2014 DEV statewide review September 2015 and completed during January 2016. Software provided by the USDOL to enter and track data element validation results is capable of reporting only statewide results. Attached to this issuance are "WIA Summary/Analytical Reports" reflecting the number and the percent of errors for each data element. A separate report is provided for each funding stream: Adult, Dislocated Worker, NEG, Older Youth and Younger Youth. Whether electronic or paper, the purpose of source documentation is to have an auditable trail that documents eligibility, services delivered, and outcomes received.

TWO TYPES OF VALIDATION RULES
- Match
  Data on the worksheet and data on the source documentation must exactly *match*. Example: if the participant's date of birth on the worksheet is February 2, 1976, then the source documentation, such as a birth certificate, must contain that exact same date.

- Support
  Data entered in Arkansas JobLink (AJL) must be *supported* by information on the source documentation. To support data in AJL, the source documentation must provide evidence that the data in AJL is correct. This instruction is used when information must be interpreted or processed before it can be used to assess the accuracy of the data in participant records. Example: source documentation is used to support youth who need additional assistance. Case managers must interpret policy and determine if the documentation supports that policy.

FOUR TYPES OF SOURCE DOCUMENTATION
- Cross-Match
  A cross-match requires a printout from a non-WIA database. Example: "Other Public Assistance Recipient" may be documented by cross-match. Participation is determined by a printout from the public assistance agency database with dates of participation and services rendered.

- State Management Information System (MIS)
  State MIS refers to specific, detailed information that is stored in the state information system that supports an element. An indicator, such as a checkmark on a computer screen alone is not acceptable source documentation. For example, state MIS is acceptable source documentation for "date of first training service." To be an acceptable source to validate the element, the state MIS must have detailed information about the type of training and the

organization that provided the training in addition to the date of first training. This detailed information makes valid source documentation and makes it unnecessary for states to validate this data element in local offices.

- Self-Attestation
Self-attestation occurs when a participant states his or her status for a particular data element, such as "pregnant or parenting youth". The key elements for self-attestation are: (a) the participant identifying his or her status, and (b) signing and dating a form attesting to this self-identification.

- Case Notes
Case notes refers to either paper or online statements by the case manager that identify a participant's status for a specific data element, the date on which the information was obtained, and the case manager who obtained the information. Detailed case notes are an invaluable tool to collect pertinent information that describes what has transpired throughout the participant's involvement with the WIA program. Case notes must state more than "he was in school", "he was employed" or, "he was homeless". The notes must fully describe the element that is validated. A copy of case notes written for the purpose of documenting an item must be kept in the participant folder.

ELEMENTS VALIDATED AT STATE OFFICE USING MIS

It is not necessary for local area staff to place documentation in the participant folder for data validation purposes for the elements listed below. These elements will be validated by state staff using AJL, and are not included on the DEV checklist *[Issuance 13-04*, and 13-04, *Change 1].*

E-DRVS Field & WIASRD #; Element Name
#900 Date of program participation
#901 Date of program exit
#907 Date of first youth service
#1020 Date of first staff-assisted core service
#1200 Date of first intensive service
#1208 Date entered training
#1209 Type of training service
#1212 Date completed or withdrew from training
#1301 Received educational achievement services
#1303 Received summer employment opportunities
#1305 Received leadership development opportunities
#1309 Received follow-up services
#1500 Employed 1st quarter after exit quarter (except supplemental)
#1501 Type of employment match 1st quarter after exit quarter (except supplemental)
#1507 Employed 2nd quarter after exit quarter (except supplemental)
#1508 Type of employment match 2nd quarter after exit quarter (except supplemental)
#1509 Employed 3rd quarter after exit quarter (except supplemental)
#1510 Type of employment match 3rd quarter after exit quarter (except supplemental)

#1603 Wages 1st quarter after exit quarter
#1604 Wages 2nd quarter after exit quarter
#1605 Wages 3rd quarter after exit quarter

Documentation for supplemental wages (E-DRVS Field # & WIASRD #: 1500, 1501, 1507, 1508, 1509, 1510) is required to be in the participant folder and will be validated at the LWDB office. Supplemental wages are included on the DEV checklist. Source documents must clearly specify wages earned during the applicable after exit quarter. When entering supplemental wage information in AJL, select the appropriate "source of supplemental data" but do not select "record sharing/matching". This option is for wage bank records. Options for supplemental wages include case management, follow-up services, surveys of participants, and verification with the employer.

Data elements relating to services include E-DRVS Field # & WIASRD #: 907, 1020, 1200, 1208, 1209, 1212, 1301, 1303, 1305, 1309. Required fields on the Service and Training Plan (S&T) service screens include service type, O*Net and CIP (when applicable), status, provider name, provider address, provider phone number, estimated start and end date, and actual start and end date. When there is an employer, then enter the employer information and not the local area information, e.g., for Work Experience enter the employer information. *[DWS Issuance PY 05-16, June 2, 2006]*

EXIT FORM - E-DRVS Field & WIASRD #; Element Name
An exit form may be considered the same as case notes for the elements listed below. Adequate information such as what would be in a case note must be included on the form.
#901   Date of exit
#971   Other reasons for exit
#1701 School status at exit
#1702 Youth placement information
#1500 Employed 1st quarter after exit quarter (supplemental wages)
#1501 Type of employment match 1st quarter after exit quarter (supplemental wages)
#1507 Employed 2nd quarter after exit quarter (supplemental wages)
#1508 Type of employment match 2nd quarter after exit quarter (supplemental wages)
#1509 Employed 3rd quarter after exit quarter (supplemental wages)
#1510 Type of employment match 3rd quarter after exit quarter (supplemental wages)

PY 2014 DATA ELEMENT VALIDATION ISSUES
Issues found during the PY 2014 review at WIA offices were discussed with staff during and at the conclusion of the review. Additionally, all LWDBs received an email containing a description of each issue. Issues found during the MIS review of data elements at the state office are included in this report.

Many issues found during the review do not appear to be a lack of understanding of the guidelines. Some were input or typing errors and general carelessness. Several issues found during the review were identical issues from 2013 and previous years, therefore, will not be discussed below except for a brief list as follows:

- Dates entered in AJL did not match the date on the documentation.
- Keying errors and typos.
- Case notes stated something other than what was entered in AJL. For example, "not attending school" was selected in AJL, but case notes stated the participant was in CNA training.
- Other exit reasons – the documentation must state that the exit reason is expected to last at least 90 days. This is determined up front when the reason occurs and not a month or two after the participant has notified the case manager. Other exit reasons cannot be used just because the participant is taking care of a sick relative. It has to be expected that the participant cannot participate in the program because they will be required to provide care for at least 90 days.
- Documentation was not available for an element.
- If a copy of a document is not legible, or if it did not contain the exact eligibility information, it is not acceptable to hand write the information on the paper.

There were instances where case notes mentioned that a participant had a barrier at the time of eligibility determination, but it was not recorded on the demographics snapshot. If an applicant does not report a barrier at the time of eligibility determination and it becomes known during participation that they have a barrier, then the demographics snapshot in AJL must be modified to reflect the barrier. The snapshot is never modified after its creation except to correct an error. All information contained in the snapshot must represent the status of the individual at the time of eligibility. For example, a participant did not report her offender status at the time of eligibility determination. After training ended, the case manager learned she was not able to acquire her nursing license due to her offender status. Since the offender status existed at the time of eligibility determination, the snapshot must be updated. The corrected information will be reported to the USDOL the next time the WIASRD is submitted.

The following two issues apply to any service
A service ended 11/22/13, but the end date was not entered on the S&T until 10/7/2014 which is almost one year after the service ended. That means the service was held open during that time. Service end dates should be entered soon after the service is no longer provided. Report 8 can be used to find services that may need to be ended. Refer to the Data Element Validation Issues and Results issuance from last year (PY 14-09) for information on holding records open.

If a service is entered on the S&T and the participant never received the service, then the service status must not be "completed". If the status is "completed" the service may be reported on the WIASRD. The service will not be reported if the status is "failed to report" which is a more accurate selection.

#1309 Most Recent Date Received Follow-up Services
This element is to report the most recent date Follow-up Services were provided. If Follow-up Services on the S&T has an end date, then that end date will be reported on the WIASRD. If Follow-up Services does not have an end date, then the end date of the reporting quarter will be reported on the WIASRD. For example, if follow-up began May 2013 and an end date had not been entered

on the S&T it would appear that follow-up was currently "in progress". If the WIASRD reporting quarter is the second calendar quarter of 2015 then June 30, 2015 will be reported to represent the most recent date follow-up was received. For this example, the state reported incorrectly when the WIASRD was submitted because follow-up had not been ongoing for two years; it had ended sometime previously, but an end date was not entered on the S&T. There were several follow-up services on S&Ts that did not have an end date. The case manager was no longer providing follow-up services.

#1305 Most Recent Date Received Leadership Services
It was recorded in case notes that the participant was asked if she would be interested in attending a leadership workshop. The registration form was mailed. The participant's attendance at the workshop was not discussed in case notes, in fact, the case manager could not get in touch with the participant. The start date for the leadership service on the S&T was the same date the registration was mailed. A service is not provided by mailing a registration form, therefore, the start date was incorrect. If the participant had attended the workshop then the date of the workshop would be the correct start date for the service.

In another case, a leadership workshop ended 6/7/13. Case note said that she did not attend the last day of the workshop, although, the end date for leadership service on the S&T represented the last day of the workshop. Since she did not attend that last day, it is incorrect to use the last day of the workshop as the end date for the service. The end date must represent the last time she attended. The end date entered on the S&T for this service will be reported on the WIASRD.

#901 Date of Exit
The participant dropped out of training 12/18/13. Other open services at that time were Case Management and Individual Employment Plan (IEP), and the end date for them was 1/2/14. Case Management and IEP should not keep a record open, therefore, should have been ended 12/18/13 when training ended. Since 1/2/14 was the date of the final service it became the date of exit. The date of exit should have been 12/18/13. The quarters after the exit quarter are based off the date of exit. If the record had exited on the correct date (12/18/13), the quarters after the exit quarter would have started with the first calendar quarter of 2014. Wages and other information would have been collected during this time period. Instead, due to the incorrect exit date (1/2/14) the quarters after the exit quarter began with the second calendar quarter of 2014 causing information collection including wages to be reported on the WIASRD for the wrong quarters.

Another participant was not able to be contacted after several attempts. The case manager ended all services on the date of the last attempted contact. The services should have been ended the last known date when they were provided. Not only the date of exit failed validation, but services such as most recent date received leadership, and most recent date received educational achievement also failed because the end dates were the date of the last attempted contact.

#1212 Date Completed or Withdrew from Training
During a phone call, the participant told the case manager that she quit training a couple weeks ago. The case manager entered an end date on the training service in the S&T using the date of the

phone call. Case manager also ended Case Management Services and the IEP using the date of the phone call. These services should have been ended on the date the participant said that she quit. Service end dates affect the exit date and the exit date affects the quarters after the exit quarter resulting in inaccurate WIASRD reporting if the information is incorrect. It is important to record correct service end dates.

<u>Case Notes</u>
Several elements may be documented by information entered in case notes. Issues with case notes used as documentation are as follows:

Case notes should reference services entered on the S&T. For example, if the individual was in a leadership workshop, then case notes should contain information pertinent to the workshop such as the date of the workshop and participant's attendance; if it was held more than one day did the participant attend all days; if a test was given what was the outcome for the participant; and anything else that is of notable importance. Case notes are not complete if they only state that the participant attended a workshop.

Case notes must reflect the date Follow-up Services begins in addition to entering the date on the S&T as the start date for Follow-up Services. There were instances where the date of a follow-up case note did not match the start date entered for Follow-up Service on the S&T. Sometimes they were as much as a month or more apart. For example, a case note dated November 2014 recorded the first follow-up, but the start date of the service on the S&T was July 2014. Follow-up is to be provided for a period of twelve months. If the service is dated July then it would appear by looking at the S&T that twelve months will be the following July. However, in this case that is incorrect because follow-up did not actually begin until November. Also, the state submitted the WIASRD for the quarter ending September 2014, and incorrectly reported that the date of the last follow-up was September 30, however, according to case notes follow-up had not started.

Several case notes did not contain a "Reference Date". A reference date represents the date the information described in the case note occurred. The "Date" field on the case notes is the date the case note is entered.

Every effort should be made to enter case notes in the chronological order in which they happen. However, it is understandable that information may be forgotten and it will be necessary to enter at a later date.

<u>Accurate service start and end dates are important for reporting purposes, as well as, providing an accurate service history. Below are points to consider when entering services in AJL, in addition to potential monitor findings by the USDOL, the state, or the LWDB.</u>

All of the information in the bullets below is reported in the WIASRD.

What does it matter if a service is entered on the S&T that was not actually provided?
- If it was the first staff-assisted service, it sets the <u>date of participation.</u>

- State will not report accurately if services on the S&T are not provided to the participant.
- If it was the last service, it sets the exit date. The exit date sets the quarters after the exit quarter and then the collection of performance and outcome information for those quarters.
- Follow-up Services begin after the anticipated exit date.
- Wages prior to participation are based off the date of participation.

At the time of enrollment we enter several services just to get them on the S&T because we know we will use them later.
- Do not enter services with the status of "in progress" if the start date is not actually when they were provided. Services may be entered with the status of "scheduled". When the service is actually provided, then change the scheduled start date appropriately.

- Some services & service information are reported to the USDOL on the WIASRD, e.g., training services and O*Net codes.

What does it matter if the end date of the last service is not actually the date the service ended?
- The end date of the last service will be the date of exit. (Describing WIA services at this time; not partner services.)
- Date of exit is reported on the WIASRD.
- Date of exit affects when the quarters after exit begin, and collection of after exit information.
- Anticipated date of exit affects when Follow-up Services begin.
- State will report inaccurately if date is not accurate.
- If the quarters after the exit quarter are incorrect, the state will report quarter information inaccurately:
    - After exit wages
    - Employment O*Net code
    - Training-related employment
    - Non-traditional employment
    - Type of credential
    - School status at exit
    - Youth placement Q1
    - Youth retention Q3
    - Date of most recent follow-up service

4. **Action Required**: Please use this information for staff training

5. **Inquiries**: Contact the WIOA Technical Assistance Unit

6. **Attachments**: WIA Summary / Analytical Reports

7. **Expiration Date**: Continuing

WIA Summary /Analytical Report - Adults

Report Validated	PY 2014				
Number of Records Sampled	230				
Number of Records Validated	230				
Wrong SSNs	0				
Invalid Records	0				
Missing Records	0				
Unable to Locate Records	0				

Data Element	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Date of Birth	200	230	0	0	0
Eligible Veteran Status	301	9	0	0	0
Employment Status at Participation	400	102	0	0	0
School Status at Participation	411	230	0	0	0
Other Public Assistance Recipient	602	133	0	0	0
Homeless Individual and/or runaway youth	700	2	0	0	0
Offender	701	5	0	0	0
Low Income	702	196	1	0.4	0.4
Date of Program Participation	900	230	0	0	0
Date of Exit	901	230	1	0.4	0.4
Other Reasons for Exit	971	8	0	0	0
Date of First Staff-Assisted CORE Service	1020	225	0	0	0
Date of First Intensive Service	1200	230	0	0	0
Date Entered Training #1	1208	223	0	0	0
Type of Training Service #1	1209	223	0	0	0
Date Completed, or Withdrew from, Training #1	1212	223	0	0	0
Employed in 1st Quarter After Exit Quarter	1500	211	0	0	0
Type of Employment Match 1st Quarter After Exit Qtr	1501	211	2	0.8	1
Employed in 2nd Quarter After Exit Quarter	1507	215	0	0	0
Type of Employment Match 2nd Quarter After Exit Qtr	1508	215	1	0.5	0.6
Employed in 3rd Quarter After Exit Quarter	1509	212	0	0	0
Type of Employment Match 3rd Quarter After Exit Qtr	1510	212	1	0.5	0.6
Wages 3rd Quarter Prior to Participation Qtr	1600	151	0	0	0
Wages 2nd Quarter Prior to Participation Qtr	1601	151	0	0	0
Wages 1st Quarter After Exit Quarter	1603	194	3	1.2	1.5
Wages 2nd Quarter After Exit Quarter	1604	202	5	2.1	2.5
Wages 3rd Quarter After Exit Quarter	1605	198	2	0.9	1.1
Type of Recognized Credential	1700	178	0	0	0

WIA Summary /Analytical Report

Dislocated Workers

Report Validated	PY 2014				
Number of Records Sampled	139				
Number of Records Validated	139				
Wrong SSNs	0				
Invalid Records	0				
Missing Records	0				
Unable to Locate Records	1				

Data Element	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Date of Birth	200	139	4	3	3
Eligible Veteran Status	301	12	0	0	0
Employment Status at Participation	400	9	0	0	0
School Status at Participation	411	139	1	0.8	0.8
Other Public Assistance Recipient	602	16	0	0	0
Displaced Homemaker	705	2	0	0	0
Date of Actual Qualifying Dislocation	706	137	5	4.3	4.4
Date of Program Participation	900	139	1	0.8	0.8
Date of Exit	901	139	2	1.5	1.5
Other Reasons for Exit	971	3	0	0	0
Date of First Staff-Assisted CORE Service	1020	130	2	1.5	1.6
Date of First Intensive Service	1200	139	1	0.8	0.8
Date Entered Training #1	1208	127	0	0	0
Type of Training Service #1	1209	127	0	0	0
Date Completed, or Withdrew from, Training #1	1212	127	2	1.4	1.5
Employed in 1st Quarter After Exit Quarter	1500	131	1	0.8	0.9
Type of Employment Match 1st Quarter After Exit Qtr	1501	131	1	0.8	0.9
Employed in 2nd Quarter After Exit Quarter	1507	130	1	0.8	0.9
Type of Employment Match 2nd Quarter After Exit Qtr	1508	130	1	0.8	0.9
Employed in 3rd Quarter After Exit Quarter	1509	130	1	0.8	0.9
Type of Employment Match 3rd Quarter After Exit Qtr	1510	130	1	0.8	0.9
Wages 3rd Quarter Prior to Participation Quarter	1600	96	1	0.8	1.2
Wages 2nd Quarter Prior to Participation Quarter	1601	76	1	0.8	1.5
Wages 1st Quarter After Exit Quarter	1603	120	3	2.1	2.6
Wages 2nd Quarter After Exit Quarter	1604	123	5	3.7	4.4
Wages 3rd Quarter After Exit Quarter	1605	121	4	2.9	3.4
Type of Recognized Credential	1700	92	0	0	0

WIA Summary /Analytical Report - NEG					
Report Validated	PY 2014				
Number of Records Sampled	91				
Number of Records Validated	91				
Wrong SSNs	0				
Invalid Records	0				
Missing Records	0				
Unable to Locate Records	0				
Data Element	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Eligible Veteran Status	301	9	1	0.7	8.8
Employment Status at Participation	400	1	0	0	0
School Status at Participation	411	91	0	0	0
Displaced Homemaker	705	0	0	0	0
Date of Actual Qualifying Dislocation	706	91	6	7	7
Date of Program Participation	900	91	0	0	0
Date of Exit	901	91	1	0.8	0.8
NEG Project ID	923	91	0	0	0
Second NEG Project ID	924	0	0	0	0
Other Reasons for Exit	971	0	0	0	0
Date of First Staff-Assisted CORE Service	1020	13	0	0	0
Date of First Intensive Service	1200	91	0	0	0
Date Entered Training #1	1208	0	0	0	0
Type of Training Service #1	1209	0	0	0	0
Date Completed, or Withdrew from, Training #1	1212	0	0	0	0
Employed in 1st Quarter After Exit Quarter	1500	66	0	0	0
Type of Employment Match 1st Quarter After Exit Qtr	1501	66	0	0	0
Employed in 2nd Quarter After Exit Quarter	1507	66	0	0	0
Type of Employment Match 2nd Quarter After Exit Qtr	1508	66	0	0	0
Employed in 3rd Quarter After Exit Quarter	1509	61	0	0	0
Type of Employment Match 3rd Quarter After Exit Qtr	1510	61	0	0	0
Wages 3rd Quarter Prior to Participation Quarter	1600	53	0	0	0
Wages 2nd Quarter Prior to Participation Quarter	1601	45	0	0	0
Wages 1st Quarter After Exit Quarter	1603	65	0	0	0
Wages 2nd Quarter After Exit Quarter	1604	64	0	0	0
Wages 3rd Quarter After Exit Quarter	1605	59	0	0	0

WIA Summary /Analytical Report - Older Youth

Report Validated	PY 2014
Number of Records Sampled	92
Number of Records Validated	92
Wrong SSNs	0
Invalid Records	0
Missing Records	0
Unable to Locate Records	0

Data Element	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Date of Birth	200	92	0	0	0
Eligible Veteran Status	301	1	0	0	0
Employment Status at Participation	400	22	1	0.7	3
School Status at Participation	411	92	0	0	0
Temporary Assistance to Needy Families (TANF)	600	6	0	0	0
Other Public Assistance Recipient	602	58	0	0	0
Homeless Individual and/or runaway youth	700	1	1	1.1	100
Offender	701	4	0	0	0
Low Income	702	91	0	0	0
Pregnant or Parenting youth	800	40	0	0	0
Youth Who Needs Additional Assistance	801	67	0	0	0
Basic literacy skills deficiency	802	55	0	0	0
Date of Exit	901	92	1	1.1	1.1
Date of First WIA Youth Service	907	92	0	0	0
Other Reasons for Exit	971	7	1	1.1	15.4
Enrolled in Education	1300	75	0	0	0
Most Recent Date Received Educational Achievement	1301	24	2	1.6	6.9
Most Recent Date Received Summer Employment	1303	19	0	0	0
Most Recent Date Received Leadership Development	1305	33	2	2.2	6.3
Most Recent Date Received Follow-up Services	1309	65	48	53	75
Employed in 1st Quarter After Exit Quarter	1500	72	0	0	0
Type of Employment Match 1st Quarter After Exit Qtr	1501	72	0	0	0
Employed in 3rd Quarter After Exit Quarter	1509	74	0	0	0
Type of Employment Match 3rd Quarter After Exit Qtr	1510	74	0	0	0
Wages 3rd Quarter Prior to Participation Quarter	1600	55	0	0	0
Wages 2nd Quarter Prior to Participation Quarter	1601	49	0	0	0
Wages 1st Quarter After Exit Quarter	1603	60	1	1	1.6
Wages 2nd Quarter After Exit Quarter	1604	62	2	1.7	2.7
Wages 3rd Quarter After Exit Quarter	1605	65	3	2.5	3.7
Type of Recognized Credential	1700	52	0	0	0

Data Element Older Youth Page 2	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
School Status at Exit	1701	91	2	2.2	2.2
Youth Placement Information	1702	23	3	2.5	9.6
Youth Retention Information	1703	18	0	0	0
Attained Degree or Certificate	1704	52	4	4.2	7.2
Date Attained Degree or Certificate or Credential	1705	52	2	2.5	4.2
Category of Assessment	1801	50	0	0	0
Type of Assessment Test	1802	50	0	0	0
Functional Area	1803	50	0	0	0
Date Administered Pre-Test	1804	50	2	1.8	4.2
Pre-Test Score	1805	50	2	1.7	3.9
Educational Functioning Level	1806	50	1	0.8	1.8
Date Administered Post-Test (Year #1)	1807	37	3	2.7	8.9
Post-Test Score (Year #1)	1808	37	0	0	0
Educational Functioning Level (Year #1)	1809	37	0	0	0
Date Administered Post-Test (Year #2)	1810	2	0	0	0
Post-Test Score (Year #2)	1811	2	0	0	0
Educational Functioning Level (Year #2)	1812	2	0	0	0
Date Administered Post-Test (Year #3)	1813	0	0	0	0
Post-Test Score (Year #3)	1814	0	0	0	0
Educational Functioning Level (Year #3)	1815	0	0	0	0
Type of Assessment Test	1816	32	0	0	0
Functional Area	1817	32	0	0	0
Date Administered Pre-Test	1818	32	1	1.1	4.4
Pre-Test Score	1819	32	0	0	0
Educational Functioning Level	1820	32	0	0	0
Date Administered Post-Test (Year #1)	1821	20	0	0	0
Post-Test Score (Year #1)	1822	20	0	0	0
Educational Functioning Level (Year #1)	1823	20	0	0	0
Date Administered Post-Test (Year #2)	1824	0	0	0	0
Post-Test Score (Year #2)	1825	0	0	0	0
Educational Functioning Level (Year #2)	1826	0	0	0	0
Date Administered Post-Test (Year #3)	1827	0	0	0	0
Post-Test Score (Year #3)	1828	0	0	0	0
Educational Functioning Level (Year #3)	1829	0	0	0	0
Type of Assessment Test	1830	8	0	0	0
Functional Area	1831	8	0	0	0
Date Administered Pre-Test	1832	8	0	0	0
Pre-Test Score	1833	8	0	0	0
Educational Functioning Level	1834	8	0	0	0
Date Administered Post-Test (Year #1)	1835	4	0	0	0

Data Element Older Youth Page 3	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Post-Test Score (Year #1)	1836	4	0	0	0
Educational Functioning Level (Year #1)	1837	4	0	0	0
Date Administered Post-Test (Year #2)	1838	0	0	0	0
Post-Test Score (Year #2)	1839	0	0	0	0
Date Administered Post-Test (Year #3)	1841	0	0	0	0
Post-Test Score (Year #3)	1842	0	0	0	0
Educational Functioning Level (Year #3)	1843	0	0	0	0

WIA Summary /Analytical Report
Younger Youth

Report Validated	PY 2014			
Number of Records Sampled	225			
Number of Records Validated	225			
Wrong SSNs	0			
Invalid Records	0			
Missing Records	0			
Unable to Locate Records	0			

Data Element	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Date of Birth	200	225	0	0	0
Employment Status at Participation	400	10	1	0.4	9.5
School Status at Participation	411	225	0	0	0
Temporary Assistance to Needy Families (TANF)	600	4	0	0	0
Other Public Assistance Recipient	602	156	4	2.1	3
Homeless Individual and/or runaway youth	700	1	1	0.5	100
Offender	701	7	0	0	0
Low Income	702	223	1	0.7	0.7
Pregnant or Parenting youth	800	19	0	0	0
Youth Who Needs Additional Assistance	801	143	0	0	0
Basic literacy skills deficiency	802	147	0	0	0
Foster Care Youth	803	6	1	0.4	12.7
Date of Exit	901	225	3	1.6	1.6
Date of First WIA Youth Service	907	225	0	0	0
Other Reasons for Exit	971	7	1	0.6	14.1
Enrolled in Education	1300	216	0	0	0
Most Recent Date Received Educational Achievement	1301	116	6	2.8	5.8
Most Recent Date Received Summer Employment	1303	130	3	1.2	2.1
Most Recent Date Received Leadership Development	1305	151	10	4.8	7.4
Most Recent Date Received Follow-up Services	1309	173	131	55.7	74.6
Employed in 1st Quarter After Exit Quarter	1500	140	0	0	0
Type of Employment Match 1st Quarter After Exit Qtr	1501	140	0	0	0
Employed in 3rd Quarter After Exit Quarter	1509	150	0	0	0
Type of Employment Match 3rd Quarter After Exit Qtr	1510	150	0	0	0
Wages 1st Quarter After Exit Quarter	1603	127	11	4.2	8.2
Wages 3rd Quarter After Exit Quarter	1605	145	4	1.7	2.9
School Status at Exit	1701	224	8	4.5	4.6
Youth Placement Information	1702	110	5	2.4	5.3
Youth Retention Information	1703	93	1	0.5	1.2
Attained Degree or Certificate	1704	196	2	0.9	1
Date Attained Degree or Certificate or Credential	1705	196	7	3.2	3.7

Data Element Younger Youth Page 2	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Attained Degree or Certificate	1704	196	2	0.9	1
Date Attained Degree or Certificate or Credential	1705	196	7	3.2	3.7
Category of Assessment	1801	23	1	0.3	3.8
Type of Assessment Test	1802	23	1	0.3	3.8
Functional Area	1803	23	1	0.3	3.8
Date Administered Pre-Test	1804	23	2	0.8	9.4
Pre-Test Score	1805	23	1	0.3	3.8
Educational Functioning Level	1806	23	1	0.3	3.8
Date Administered Post-Test (Year #1)	1807	13	0	0	0
Post-Test Score (Year #1)	1808	13	0	0	0
Educational Functioning Level (Year #1)	1809	13	0	0	0
Date Administered Post-Test (Year #2)	1810	0	0	0	0
Post-Test Score (Year #2)	1811	0	0	0	0
Educational Functioning Level (Year #2)	1812	0	0	0	0
Date Administered Post-Test (Year #3)	1813	0	0	0	0
Post-Test Score (Year #3)	1814	0	0	0	0
Educational Functioning Level (Year #3)	1815	0	0	0	0
Type of Assessment Test	1816	10	1	0.3	10.5
Functional Area	1817	10	1	0.3	10.5
Date Administered Pre-Test	1818	10	1	0.3	10.5
Pre-Test Score	1819	10	1	0.3	10.5
Educational Functioning Level	1820	10	1	0.3	10.5
Date Administered Post-Test (Year #1)	1821	5	1	0.3	23.2
Post-Test Score (Year #1)	1822	5	1	0.3	23.2
Educational Functioning Level (Year #1)	1823	5	1	0.3	23.2
Date Administered Post-Test (Year #2)	1824	1	0	0	0
Post-Test Score (Year #2)	1825	1	0	0	0
Educational Functioning Level (Year #2)	1826	1	0	0	0
Date Administered Post-Test (Year #3)	1827	0	0	0	0
Post-Test Score (Year #3)	1828	0	0	0	0
Educational Functioning Level (Year #3)	1829	0	0	0	0
Type of Assessment Test	1830	2	0	0	0
Functional Area	1831	2	0	0	0
Date Administered Pre-Test	1832	2	0	0	0
Pre-Test Score	1833	2	0	0	0
Educational Functioning Level	1834	2	0	0	0
Date Administered Post-Test (Year #1)	1835	2	0	0	0
Post-Test Score (Year #1)	1836	2	0	0	0
Educational Functioning Level (Year #1)	1837	2	0	0	0
Date Administered Post-Test (Year #2)	1838	0	0	0	0

Data Element Younger Youth Page 3	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Post-Test Score (Year #2)	1839	0	0	0	0
Educational Functioning Level (Year #2)	1840	0	0	0	0
Date Administered Post-Test (Year #3)	1841	0	0	0	0
Post-Test Score (Year #3)	1842	0	0	0	0
Educational Functioning Level (Year #3)	1843	0	0	0	0
Goal #1 Type	1900	82	7	2.7	8.8
Date Goal #1 Was Set	1901	82	8	2.9	9.5
Attainment of Goal #1	1902	74	5	1.8	6.7
Date Attained Goal #1	1903	74	5	1.8	6.7
Goal #2 Type	1904	43	3	0.8	5.7
Date Goal #2 Was Set	1905	43	3	0.8	5.7
Attainment of Goal #2	1906	36	3	0.8	7
Date Attained Goal #2	1907	36	3	0.8	7
Goal #3 Type	1908	23	0	0	0
Date Goal #3 Was Set	1909	23	0	0	0
Attainment of Goal #3	1910	18	0	0	0
Date Attained Goal #3	1911	18	0	0	0
Goal #4 Type	1912	10	0	0	0
Date Goal #4 Was Set	1913	10	0	0	0
Attainment of Goal #4	1914	10	0	0	0
Date Attained Goal #4	1915	10	0	0	0
Goal #5 Type	1916	6	0	0	0
Date Goal #5 Was Set	1917	6	0	0	0
Attainment of Goal #5	1918	5	0	0	0
Date Attained Goal #5	1919	5	0	0	0
Goal #6 Type	1920	4	0	0	0
Date Goal #6 Was Set	1921	4	0	0	0
Attainment of Goal #6	1922	1	0	0	0
Date Attained Goal #6	1923	1	0	0	0
Goal #7 Type	1924	2	0	0	0
Date Goal #7 Was Set	1925	2	0	0	0
Attainment of Goal #7	1926	2	0	0	0
Date Attained Goal #7	1927	2	0	0	0
Goal #8 Type	1928	1	0	0	0
Date Goal #8 Was Set	1929	1	0	0	0
Attainment of Goal #8	1930	0	0	0	0
Date Attained Goal #8	1931	0	0	0	0
Goal #9 Type	1932	0	0	0	0
Date Goal #9 Was Set	1933	0	0	0	0
Attainment of Goal #9	1934 18	0	0	0	0

Data Element Younger Youth Page 4	Element Number	# Records with Element Present	Number of Errors	Overall Errors Rate %	Reported Errors Rate %
Date Attained Goal #9	1935	0	0	0	0
Goal #10 Type	1936	0	0	0	0
Date Goal #10 Was Set	1937	0	0	0	0
Attainment of Goal #10	1938	0	0	0	0
Date Attained Goal #10	1939	0	0	0	0
Goal #11 Type	1940	0	0	0	0
Date Goal #11 Was Set	1941	0	0	0	0
Attainment of Goal #11	1942	0	0	0	0
Date Attained Goal #11	1943	0	0	0	0
Goal #12 Type	1944	0	0	0	0
Date Goal #12 Was Set	1945	0	0	0	0
Attainment of Goal #12	1946	0	0	0	0
Date Attained Goal #12	1947	0	0	0	0