



**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS**

**DWS Operational Guidance Number: OG 16-2021, Change 1**

**Date: December 13, 2021**

**Subject: Defining Data Validation Process and Procedures**

**From:**

**Chet Mottershead  
Assistant Secretary for Workforce**

**Purpose:** To define the data validation process and procedures to be used for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, WIOA Title I Dislocated Worker (DW), WIOA Title I Youth, WIOA Title III Wagner-Peyser (WP), and Trade Adjustment Assistance (TAA) programs.

This update reflects updated procedures for who is performing the validation, how the validation will be conducted including the timing of the validation, and the assignment of Participant Individual Record Layout (PIRL) elements amongst the validators and rescinds OG 16-2021.

**Background:** Under WIOA Section 116(d)(5) and the further guidance of Training and Employment Guidance Letter (TEGL) 23-19 and TEGL 07-18, states are required to develop a data validation strategy that helps ensure the accuracy of the annual statewide performance reports, safeguards data integrity, and promotes the timely resolution of data anomalies and inaccuracies.

Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. The establishment of a shared data validation framework that requires a consistent approach across programs ensures that all program data consistently and accurately reflect the performance of each grant recipient. To that end, the purposes of validation procedures for performance data are to:

- verify that the performance data reported by grant recipients to the Department of Labor (DOL) are valid, accurate, reliable, and comparable across programs;
- identify anomalies in the data and resolve issues that may cause inaccurate reporting;
- outline source documentation required for common data elements; and
- improve program performance accountability through the results of data validation efforts.

**Action:** Local Area Workforce Development Boards (WDBs) should be aware that data validation will be undertaken by the Division of Workforce Solutions (DWS) staff as described in this Operational Guidance. In addition, all Local Area WDBs are required to annually conduct their own data validation for all Title I and Title III programs. Attachment 1 outlines the Data Validation Process and Procedures. Attachment 2 provides a complete list of all Participant Individual Record Layout (PIRL) Elements to be validated.

**Effective Date:** Immediately

**Expiration:** Indefinite

**Contact:** DWS Performance Specialist

**Attachment 1:** Data Validation Process and Procedures

**Attachment 2:** Participant Individual Record Layout (PIRL) Elements

**Rescinded**