



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

DWS Operational Guidance Number: OG 16-2021, Change 2

Date: March 14, 2023

Subject: Defining Data Validation Process and Procedures

From:


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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 Operational Guidance rescinds OG 16-2021, Change 1 and includes the following updates. First, it outlines who will perform data validation. The Accountability unit will no longer take part in completing the sample of data validation cases. The Performance, Regional Analysts, TAA, and Information Technology (IT) units' involvement in the Data Validation process remains unchanged. Second, there is also a change in the size of the data samples used for each Workforce Development Board (WDB) in the data validation process. There will now be a total of 24 cases, 6 per WIOA Title I/Title III program, being sampled per WDB. The third change is the inclusion of guidance on the usage of self-attestation for both the WIOA Title I and Title III programs. The fourth significant change is the requirement beginning on July 1, 2023, that all Wagner-Peyser applications must now be signed. Lastly, for both WIOA Title I and Wagner-Peyser Title III applications, the version that is signed must be the extended version that includes the disability section of the application. There will be additional guidance released specifically covering this topic at a later date.

This Operational Guidance and the procedures herein supersede all previous policy, procedures, and guidelines regarding data validation.

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 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 and Attachment 2 provides a complete list of all Participant Individual Record Layout (PIRL) Elements to be validated.

Effective Date: Immediately

Expiration: Indefinite

Contact: DWS Director of Performance

Attachment 1: Data Validation Process and Procedures

Attachment 2: Participant Individual Record Layout (PIRL) Elements