

WIA Data Validation Desk Aids-Documentation Requirements

The following desk aids distill the information found in the [Data Validation Source Documentation](#) guide attached to [PGL 10-17-WIA](#). Also refer to [TAN 06-03 \(revision 3\)](#), specifically, the list and descriptions in attachment A: [Most Common Data Element Errors](#) for guidance on the documentation needed to reduce data validation errors.

- B.1 [WIA Youth Data Validation Desk Aid](#)
- B.2 [WIA Adult Data Validation Desk Aid](#)
- B.3 [WIA Dislocated Worker Data Validation Desk Aid](#)
- B.4 [WIA Adult/Dislocated Worker Data Validation Desk Aid](#)

WIA Youth Data Validation Desk Aid

Note- When documenting something with a case note, the case note needs to state the service provided and match the date of service entered into Connecting Colorado. The case note should be clear, detailed, and include all information necessary for each element.

Note- Self-attestations and WIA applications need to be signed and dated.

Data Element		Documentation Required
Eligibility	Date of Birth	Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records
	Employment at Enrollment	Case notes showing information collected from Participant- "client currently employed at..." (or Pay Stubs)
	Other Public Assistance	Food Stamps, SSI, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS
	Low Income Status	Signed and dated self-attestation or application including family size and income, public assistance documentation, pay stubs, housing authority verification
	TANF/Needy Family	During previous 6 months- TANF records, CBMS
	Veteran Status	DD-214, letter from Veteran's administration, code must match the length of service as well, 1=<180 Days, 2=>180 Days, 3=Other Eligibility
Data Element		Documentation Required
Barriers	Additional Assistance	This category is defined by local policy and can be documented on the application form or through a self-attestation
	Foster Care	For Participants in foster care, or who have been in foster care in the past, written confirmation from social services, or detailed notes describing the Participant's status are acceptable
	Homeless or Runaway	A written statement from shelter or individual providing residence, self-attestation, or the application
	Literacy Skills	Copy of test or test report, school records, or detailed case notes with scores and dates of tests. Scores should show that the Participant performing at or below an eighth grade level for math, reading, writing, or speaking, or that these skills are below the necessary requirements for employment
	Offender	Documentation from justice system, case notes detailing a phone call with Participant's probation representative, self-attestation, or application
	Parent or Pregnant	Copy of child's birth certificate, observation of current pregnancy by the case manager (in case notes), doctor's note, or a self-attestation **Child's Social Security card alone does not meet requirements
	School Participation	Records from school, self-attestation, or application. Should match the following codes- 1=In School, H.S. or less, 2=In Alternative School, 3= In Post Secondary School, 4=H.S Dropout, 5=H.S. Graduate
Data Element		Documentation Required
****Items in this section need to be documented with either test records or detailed case notes. Both test records and case notes should have the date of test, scores for each section, and the functional level clearly marked		
Literacy and Numeracy Testing (Pre and Post)	Category of Assessment	Codes are as follows- 1=ABE, 2=ESL, 3=ABE and ESL
	Assessment Type	Match code with the following tests- 1=TABE 9-10, 2=CASAS (Life Skills), 3=ABLE, 4= WorkKeys, 5=SPL, 6=BEST, 7=BEST Plus, 8=TABE Class E, 9=Wonderlic, 10=Other Approved Assessment Tool
	Functional Area	1=Reading, 2=Writing, 3=Language, 4=Math, 5=Speaking, 6=Oral, 7=Listening, 8=Other Functional Area
	Date of Test	Month, day, and year should be clearly indicated on the test and recorded in JobLink/Connecting Colorado as the actual date of the test. Tests taken before enrollment should not be entered on the date of enrollment
	Test Score	Should be clearly written on test or report
	Education Level	Should be clearly written on test or report
continued 		

WIA Youth Data Validation Desk Aid (continued)		
	Data Element	Documentation Required
During Enrollment	First Youth Service Date	Case note describing a service that occurred with dates matching in JobLink/Connecting Colorado and in case notes, internal forms like an IA with the date of the meeting on the form
	Achievement Services	Activity sheets, sign-in sheets, attendance records, or detailed case notes showing the receipt of educational services and the type of services received. (Triggering Codes=LN, TG, BS, YB)
	Additional Support	Activity sheets, pay stub, vendor contract, or case notes showing receipt of adult mentoring or comprehensive counseling/referrals to counseling. (Triggering Codes= CS, AM) **CS services that indicate "case management" activities <u>will fail</u>
	Employment Services	Activity sheets, attendance records, vendor contract, time sheets that reflect attendance and activity, or case notes. (Triggering Codes=OC, SU, OJ, ET, YO, YW, WJ, LM, RP, CT)
	Enrolled in Education	Applicable records from education institution, case notes showing verification directly with education institution
	Leadership Development	Activity sheets, vendor contract, attendance roster, or case notes. (Triggering Code=LD)
	Summer Employment	Activity Sheets, work agreement, sign-in sheet, time sheets that reflect attendance and activity, case notes. (Triggering codes= WE or WU falling between dates of 5/1 and 9/30)
	Credential Type	Copy of credential or transcript showing credential awarded. Case notes will back up if unable to obtain hard copy. Code entered should match as follows (1=Diploma/GED, 2=AA or AS, 3=BA or BS, 4=License (DORA printout acceptable), 5=Skills Certificate, 6=Other Recognized credential)
	Attained Diploma, GED, or Certificate	Hard copy of transcripts, certificates, diploma, or other documentation from the school system
	Date of Degree or Certificate Attained	Date on transcript, certificate, diploma or letter from school system. Incomplete or missing dates may be supported with case notes
	Data Element	Documentation Required
Exit/ Post Enrollment	Exit Date	Explicit case note that describes the last service provided with no reactivating service <u>from any partner program</u> in the next 90 days. Follow-up services will not reactivate
	Other Exit Reasons	Documentation of neutral exit reason. Case notes will apply only as a last resort. Match the following codes- (01=Institutionalized, 02=Health/Medical, 03=Deceased, 04=Family Care, 05=Reserve Forces Called to Active Duty, 06=Relocated to Mandated Residential or Non-Residential program, 98=Retired, 99=Invalid or undisclosed SSN)
	Follow Up Services	Documented receipt of follow-up support services, case notes, and activity sheets. Service provided needs to be clear. Should be a true service and not just a contact to inquire about employment status
	School Status at Exit	Transcripts, certificates, diploma, school documentation, or case notes detailing Participant's status. Should match the following codes- 1=In School, H.S. or less, 2=In Alternative School, 3= In Post Secondary School, 4=H.S Dropout, 5=H.S. Graduate
	Youth Placement	Documentation from the organization that Youth is placed in during the first quarter following the exit quarter, or case notes detailing this information. Should match the following codes- 1=Entered post-secondary education, 2=Entered advanced training, 3=Entered military service, 4=Entered a qualified apprenticeship
	Employed after Exit	If providing supplemental data for this element, pay stubs or explicit case notes need to be in file

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WIA Adult Data Validation Desk Aid

Note- When documenting something with a case note, the case note needs to state the service provided and match the date of service entered into JobLink/Connecting Colorado. They should be clear and detailed, and include all information necessary for each element

Note- Self-attestations and WIA applications need to be signed and dated

Data Element		Documentation Required
Eligibility	Date of Birth	Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records
	Employment at Enrollment	Case notes showing information collected from Participant- "client currently employed at..." (or Pay Stubs)
	Other Public Assistance	Food Stamps, SSI, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS
	Low Income Status	Signed and dated self-attestation or application including family size and income, public assistance documentation, pay stubs, housing authority verification
	TANF/Needy Family	During previous 6 months- TANF records, CBMS
	Veteran Status	DD-214, letter from Veteran's administration, code must match the length of service as well, 1=<180 Days, 2=>180 Days, 3=Other Eligibility
Enrollment	Enrollment Date	Case note describing a service that occurred with dates matching in JobLink/Connecting Colorado and in case notes, internal forms like an IA with the date of the meeting on the form
	First Core Service	Case notes describing service and date, dated form that matches the actual service
	First Intensive Service	Case notes describing service and date, dated form that matches the actual service
Data Element		Documentation Required
Training	Date Enter Training	Date should match vendor training documentation, such as a schedule. If unable to get a schedule, case notes can be used that specify the day, month and year training began
	Date Exit Training	Date should match vendor training documentation that includes a class schedule, certificate, or transcripts where the vendor and type of training are clearly identified. If unable to get a schedule, case notes can be used that specify the day, month and year training ended
	Type of Training Service	Case notes describing the type of training or vendor documentation such as a schedule or grades match code- 1=OJT, 2=Skill Upgrading, 3=Entrepreneurial, 4= ABE or ESL, 5= Customized, 6= Occupational Skills
	Credential Type	Copy of credential or transcript showing credential awarded. Case notes will back up if unable to obtain hard copy. Code entered should match as follows (1=Diploma/GED, 2=AA or AS, 3=BA or BS, 4=License (DORA printout acceptable), 5=Skills Certificate, 6=Other Recognized credential)
Exit/ Post Enrollment	Exit Date	Explicit case note that describes the last service provided with no reactivating service <u>from any partner program</u> in the next 90 days. Follow-up services will not reactivate
	Employment after Exit	If providing supplemental data for this element, pay stubs or explicit case notes need to be in file
	Other Exit Reasons	Documentation of neutral exit reason. Case notes will apply only as a last resort. Match the following codes- (01=Institutionalized, 02=Health/Medical, 03=Deceased, 04=Family Care, 05=Reserve Forces Called to Active Duty, 06=Relocated to Mandated Residential or Non-Residential Program, , 98=Retired, 99=Invalid or undisclosed SSN)

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[Youth DV Desk Aid](#) ↑

[Dislocated Worker DV Desk Aid](#) ↓

WIA Dislocated Worker Data Validation Desk Aid

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Note- Self-attestations and WIA applications need to be signed and dated

Data Element		Documentation Required
Eligibility	Date of Birth	Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records
	Dislocation Date	Verification from employer through letter or notice, public announcement with UI cross reference, rapid response list, or self-attestation. This should be the last day worked by the Participant.
	Displaced Homemaker	Court records, divorce papers, spouse's layoff/death record, self-attestation
	Employment at Enrollment	Case notes showing information collected from Participant- "client currently employed at..." (or Pay Stubs)
	Other Public Assistance	Food Stamps, SSI, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS
	TANF/Needy Family	During previous 6 months- TANF records, CBMS
	Veteran Status	DD-214, letter from Veteran's administration, code must match the length of service as well, 1=<180 Days, 2=>180 Days, 3=Other Eligibility
Enrollment	Enrollment Date	Case note describing a service that occurred with dates matching in JobLink/Connecting Colorado and in case notes, internal forms like an IA with the date of the meeting on the form
	First Core Service	Case notes describing service and date, dated form that matches the actual service
	First Intensive Service	Case notes describing service and date, dated form that matches the actual service
Data Element		Documentation Required
Training	Date Enter Training	Date should match vendor training documentation, such as a schedule. If unable to get a schedule, case notes can be used that specify the day, month and year training began
	Date Exit Training	Date should match vendor training documentation that includes a class schedule, certificate, or transcripts where the vendor and type of training are clearly identified. If unable to get a schedule, case notes can be used that specify the day, month and year training ended
	Type of Training Service	Case notes describing the type of training or vendor documentation such as a schedule or grades match code- 1=OJT, 2=Skill Upgrading, 3=Entrepreneurial, 4= ABE or ESL, 5= Customized, 6= Occupational Skills
	Credential Type	Copy of credential or transcript showing credential awarded. Case notes will back up if unable to obtain hard copy. Code entered should match as follows (1=Diploma/GED, 2=AA or AS, 3=BA or BS, 4=License (DORA printout acceptable), 5=Skills Certificate, 6=Other Recognized credential)
Exit/ Post Enrollment	Exit Date	Explicit case note that describes the last service provided with no reactivating service <u>from any partner program</u> in the next 90 days. Follow-up services will not reactivate
	Employment after Exit	If providing supplemental data for this element, pay stubs or explicit case notes need to be in file.
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[Adult/Dislocated Worker DV Desk Aid](#) ↓

WIA Adult/Dislocated Worker Data Validation Desk Aid

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Note- Self-attestations and WIA applications need to be signed and dated

Data Element		Documentation Required
Eligibility	Date of Birth	Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records
	Dislocation Date (<u>DW</u> Only)	Verification from employer through letter or notice, public announcement with UI cross reference, rapid response list, or self-attestation. This should be the last day worked by the Participant.
	Displaced Homemaker (<u>DW</u> Only)	Court records, divorce papers, spouse's layoff/death record, self-attestation
	Employment at Enrollment	Case notes showing information collected from Participant- "client currently employed at...." (or Pay Stubs)
	Other Public Assistance	Food Stamps, SSI, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS
	Low Income Status (<u>AD</u> Only)	Signed and dated self-attestation or application including family size and income, public assistance documentation, pay stubs, housing authority verification
	TANF/Needy Family	During previous 6 months- TANF records, CBMS
	Veteran Status	DD-214, letter from Veteran's administration, code must match the length of service as well, 1=<180 Days, 2=>180 Days, 3=Other Eligibility
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