

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 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.

Note- Consult USDOL's Source Documentation Requirements for PY 13 (WIA) Data Element Validation for data element definitions and for a full description of documentation requirements (look for New WIASRD No. column).

Data Element / WIASRD No.		Documentation Required
Eligibility	Date of Birth / 200	Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records, passport, hospital records of birth, school records
	Employment at Enrollment / 400	Case notes showing information collected from participant- "client currently employed at..." (or Pay Stubs)
	Other Public Assistance /602	Food Stamps, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS
	Low Income Status / 702	Signed and dated self-attestation or application including family size and income, pay stubs, housing authority verification; food stamps; foster care; disability; homeless; public assistance records
	TANF/Needy Family / 600	During previous 6 months- TANF records, CBMS
	Veteran Status / 301	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 / WIASRD No.		Documentation Required
Barriers	Additional Assistance / 801	This category is defined by local policy and can be documented by on the application form or through a self-attestation
	Foster Care / 803	For participants in foster care, or who have been in foster care in the past, written confirmation from social services, or detailed case notes describing the participant's status are acceptable.
	Homeless or Runaway / 700	A written statement from shelter or individual providing residence, self-attestation, or the application.
	Literacy Skills Deficient / 802	Copy of test or test report, school records, or detailed case notes with scores and dates of tests. Scores should show that the participant is 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 / 701	Documentation from justice system, case notes detailing a phone call with participant's probation representative, self-attestation, or application.
	Parent or Pregnant / 800	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 Status at Participation / 411	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 / WIASRD No.		Documentation Required
Literacy and Numeracy Testing (Pre and Post)	****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.	
	Category of Assessment / 1801	Codes are as follows- 1=ABE, 2=ESL, 3=ABE and ESL
	Assessment Type / 1802	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 / 1803	1=Reading, 2=Writing, 3=Language, 4=Math, 5=Speaking, 6=Oral, 7=Other Literacy Functional Area, 8=Other Numeracy Functional Area
	Date of Test / 1804	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 / 1805	Should be clearly written on test or report
Education Functional Level / 1806	Should be clearly written on test or report	

Revised: April 2015

WIA Youth Data Validation Desk Aid (Cont.)

Data Element / WIASRD No.		Documentation Required
During Enrollment	First Youth Service Date / 907	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.
	Enrolled in Education / 1300	Applicable records from education institution; case notes with verification from education institution that the individual is enrolled in education.
	Most Recent Date Received Educational Achievement Services / 1301	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, AS, KT)
	Most Recent Date Received Summer Employment / 1303	Activity Sheets, work agreement, sign-in sheet, time sheets that reflect attendance and activity, case notes. (Triggering codes= WE, SE or WU falling between dates of May 1 and September 30)
	Most Recent Date Received Leadership Development / 1305	Activity sheets, vendor contract, attendance roster, or case notes. (Triggering Codes=LD and WR) If WR is triggering element, make sure that the activity supports employability, exposure to post-secondary education opportunities or work behavior training.
	Credential Type / 1700	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=H.S. Diploma/GED, 2=AA or AS, 3=BA or BS, 4=Post Graduate Degree, 5=Occupational License (DORA printout acceptable), 6=Occupational Skills Certificate, 7=Other Recognized credential)
	Attained Diploma, GED, or Certificate / 1704	Hard copy of transcripts, certificates, diploma, or other documentation from the school system. Codes entered should match as follows: (1=H.S. Diploma, 2=GED, 3=Certificate or other post-secondary degree, 0=Did not attain diploma or certificate)
	Date of Degree or Certificate Attained / 1705	Date on transcript, certificate, diploma or letter from school system. Incomplete or missing dates may be supported with case notes.
Data Element / WIASRD No.		Documentation Required
Exit / Post Enrollment	Exit Date / 901	Explicit case note that describes the last service provided with no reactivating service from any partner program in the next 90 days. Follow up services will not reactivate.
	Other Exit Reasons / 971	Documentation of neutral exit reason. Case notes will apply only as a last resort. Match the following codes- (01=Institutionalized, 2=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)
	Most Recent Date Received Follow Up Services / 1309	Documented receipt of follow-up 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. <u><i>This does not include leadership development, supportive services and adult mentoring services that are provided to the youth as follow-up services.</i></u>
	School Status at Exit / 1701	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, not attending school , 5=H.S. Graduate, not attending school
	Youth Placement / 1702	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.
	Youth Retention / 1703	Documentation from the organization that youth is placed in during the THIRD 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 / 602	If providing supplemental data for this element, pay stubs or explicit case notes need to be in file.

Revised: April 2015

WIA Adult Data Validation Desk Aid

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Note- Consult USDOL's Source Documentation Requirements for PY 13 (WIA) Data Element Validation for data element definitions and for a full description of documentation requirements (look for New WIASRD No. column).

Data Element / WIASRD No.		Documentation Required
Eligibility	Date of Birth / 200	Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records, passport, hospital records of birth, school records
	Employment at Enrollment / 400	Case notes showing information collected from participant- "client currently employed at...." (or Pay Stubs)
	Other Public Assistance / 602	Food Stamps, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS
	Low Income Status / 702	Signed and dated self-attestation or application including family size and income, pay stubs, housing authority verification; food stamps; foster care; disability; homeless; public assistance records
	TANF/Needy Family / 600	During previous 6 months- TANF records, CBMS
	Veteran Status / 301	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 / WIASRD No.		Documentation Required
Enrollment	Enrollment Date / 900	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 / 1020	Case notes describing service and date, dated form that matches the actual service; ensure that services are core services.
	First Intensive Service / 1200	Case notes describing service and date, dated form that matches the actual service; ensure that services are intensive services.
Data Element / WIASRD No.		Documentation Required
Training	Date Enter Training / 1208	Date should match vendor training documentation, such as a class schedule. If unable to get a schedule, case notes can be used that specify the day, month and year training began.
	Date Exit Training / 1212	Date should match vendor training documentation that includes a class schedule, certificate, or transcripts where the vendor and types 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 / 1209	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 / 1700	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=Post Graduate Degree, 5=Occupational License (DORA printout acceptable), 6=Occupational Skills Certificate, 7=Other Recognized credential)
Data Element / WIASRD No.		Documentation Required
Exit / Post Enrollment	Exit Date / 901	Explicit case note that describes the last service provided with no reactivating service from any partner program in the next 90 days. Follow-up services will not reactivate.
	Employment after Exit / 602	If providing supplemental data for this element, pay stubs or explicit case notes need to be in file
	Other Exit Reasons / 971	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)

WIA Dislocated Worker Data Validation Desk Aid

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Data Element / WIASRD No.		Documentation Required
Eligibility	Date of Birth / 200	Driver's License/Gov't. ID, DD-214, Birth Certificate, public assistance records, tribal records, passport, hospital records of birth, school records
	Dislocation Date / 706	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 / 705	Court records, divorce papers, spouse's layoff/death record, self-attestation
	Employment at Enrollment / 400	Case notes showing information collected from participant- "client currently employed at...." (or Pay Stubs)
	Other Public Assistance / 602	Food Stamps, RCA, GA during the last 6 months- Documentation from public assistance program, CBMS
	TANF/Needy Family / 600	During previous 6 months- TANF records, CBMS
	Veteran Status / 301	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 / WIASRD No.		Documentation Required
Enrollment	Enrollment Date / 900	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 / 1020	Case notes describing service and date, dated form that matches the actual service; ensure that services are core services.
	First Intensive Service / 1200	Case notes describing service and date, dated form that matches the actual service; ensure that services are intensive services.
Data Element / WIASRD No.		Documentation Required
Training	Date Enter Training / 1208	Date should match vendor training documentation, such as a class schedule. If unable to get a schedule, case notes can be used that specify the day, month and year training began.
	Date Exit Training / 1212	Date should match vendor training documentation that includes a class schedule, certificate, or transcripts where the vendor and types 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 / 1209	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
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WIA Adult/Dislocated Worker Data Validation Desk Aid

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