Participant Data Element Documentation Worksheet
Issuance 22-03; July 20, 2022

Participant Name _____ Program _____

AJL ID # _____ Review Period (State Validators) _____

To be used by Case Managers to record type of documentation used for each participant, and by State validators during a Data Validation Review. Case Managers must use this form to keep up with documentation requirements for all participants. One Worksheet per participant. Documentation must be uploaded or entered into Case Notes as it becomes available. All documentation must not be held until exit and uploaded at that time.

Data Element / PIRL # State Staff – PIRL & Wage Validation	Source Documentation in AJL Document Uploader, Case Notes & Wages	Notes	Pass / Fail
Date of Birth PIRL #200 Programs: A/D/Y/DWG			
Individual with a Disability PIRL #202 Programs: A/D/Y/DWG			
Eligible Veteran Status PIRL #301 Programs: A/D/DWG			
UC Eligible Status PIRL #401 Programs: A/D/DWG			

Long-Term Unemployed at Program Entry PIRL #402 Programs: A/D/DWG			
School Status at Program Entry PIRL# 409 Programs: A/D/Y/DWG			
Date of Actual Dislocation PIRL # 410 Programs: A/D/DWG			
Temporary Assistance to Needy Families (TANF) PIRL #600 Programs: A/D/DWG			
Exhausting TANF Within 2 Years at Program Entry (Part A Title IV of the Social Security Act) PIRL #601 Programs: A/D/DWG			
Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI) PIRL #602 Programs: A/D/DWG			

Supplemental Nutrition Assistance Program (SNAP) PIRL # 603 Programs: A/D/DWG			
Other Public Assistance Recipient PIRL #604 Programs: A/DLW			
Pregnant or Parenting Youth PIRL #701 Programs: Y			
Youth Who Needs Additional Assistance PIRL #702 Programs: Y			
Foster Care Youth Status at Program Entry PIRL #704 Programs: A/D/Y/DWG			
Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry PIRL #800 Programs: A/D/Y/DWG			

Ex-Offender Status at Program Entry PIRL #801 Programs: A/D/Y/DWG			
Low Income Status at Program Entry PIRL #802 Programs: A/D/Y/DWG			
English Language Learner at Program Entry PIRL #803 Programs: A/D/Y/DWG			
Basic Skills Deficient/Low Levels of Literacy at Program Entry PIRL #804 Programs: A/D/Y/DWG			
Single Parent at Program Entry PIRL #806 Programs: A/D/Y/DWG			
Displaced Homemaker at Program Entry PIRL # 807 Programs: A/D/DWG			

Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167) PIRL #808 Programs: A/D/DWG			
Date of Program Entry PIRL #900 Programs: A/D/Y/DWG	Electronic Only		
Exit Date PIRL #901 Programs: A/D/Y/DWG	Electronic Only		
Date of First WIOA Youth Service PIRL #906 Programs: Y			
Recipient of Incumbent Worker Training PIRL #907 Programs: A/D/DWG			
Rapid Response PIRL #908 Programs: D/DWG			

Other Reasons for Exit PIRL #923 Programs: A/D/Y/DWG			
Date of First Basic Career Service (Staff-Assisted) PIRL #1001 Programs: A/D/DWG	Local Areas do not have to document. The State will validate the date by comparing the service date on the S&T with the date on the PIRL		
Most Recent Date Received Basic Career Services (Self-Service/Information Only) PIRL #1002 Programs: A/D/DWG			
Most Recent Date Received Basic Career Services (Staff-Assisted) PIRL #1003 Programs: A/D/DWG			
Date of Most Recent Career Service (WIOA) PIRL #1004 Programs: A/D/DWG			

Most Recent Date Received Staff-Assisted Services (DVOP specialist) PIRL #1005 Programs: A/D/DWG			
Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program PIRL #1006 Programs: A/D/DWG			
Date of Most Recent Reportable Individual Contact PIRL #1007 Programs: A/D/DWG	Local Areas do not have to document. The State will validate the date by comparing the service date on the S&T with the date on the PIRL		
Date of First Individualized Career Service PIRL #1200 Programs: A/D/DWG	Local Areas do not have to document. The State will validate the date by comparing the service date on the S&T with the date on the PIRL		
Most Recent Date Received Individualized Career Service PIRL #1201 Programs: A/D/DWG			

Date Individual Employment Plan Created PIRL #1202 Programs: A/D/DWG			
Type of Work Experience PIRL #1205 Programs: A/D/Y/DWG			
Date Received Financial Literacy Services PIRL # 1206 Programs: A/D/Y/DWG			
Transitional Jobs PIRL #1211 Programs: A/D/DWG			
Received Training PIRL #1300 Programs: A/D/Y/DWG			
Date Entered Training #1 PIRL #1302 Programs: A/D/Y/DWG			

Type of Training Service #1 PIRL #1303 Programs: A/D/Y/DWG			
Occupational Skills Training Code #1 PIRL # 1306 Programs: A/D/Y/DWG			
Training Completed #1 PIRL #1307 Programs: A/D/Y/DWG			
Date Completed / Withdrew From Training #1 PIRL #1308 Programs: A/D/Y/DWG			
Date Entered Training #2 PIRL #1309 Programs: A/D/Y/DWG			
Type of Training Service #2 PIRL #1310 Programs: A/D/Y/DWG			

Occupational Skills Training Code #2 PIRL #1311 Programs: A/D/Y/DWG			
Training Completed #2 PIRL # 1312 Programs: A/D/Y/DWG			
Date Completed / Withdrew From Training #2 PIRL #1313 Programs: A/D/Y/DWG			
Date Entered Training #3 PIRL #1314 Programs: A/D/Y/DWG			
Type of Training Service #3 PIRL 1315 Programs: A/D/Y/DWG			
Occupational Skills Training Code #3 PIRL #1316 Programs: A/D/Y/DWG			

Training Completed #3 PIRL #1317 Programs: A/D/Y/DWG			
Date Completed / Withdrew from Training #3 PIRL #1318 Programs: A/D/Y/DWG			
Established Individual Training Account (ITA) PIRL #1319 Programs: A/D/DWG			
Participated in Postsecondary Education During Program Participation PIRL #1332 Programs: A/D/Y/DWG			
Enrolled in Secondary Education Program PIRL 1401 Programs: A/D/Y/DWG			
Most Recent Date Received Educational Achievement Services PIRL #1402 Programs: Y			

Most Recent Date Received Alternative Secondary School Services PIRL #1403 Programs: Y			
Most Recent Date Received Work Experience Opportunities PIRL #1405 Programs: Y			
Date Enrolled in Post Exit Education or Training Program Leading to Recognized Postsecondary Credential PIRL #1406 Programs: A/D/Y/DWG			
Most Recent Date Received Education Offered Concurrently with Workforce Preparation PIRL #1407 Programs: Y			
Most Recent Date Received Leadership Development Opportunities PIRL #1408 Programs: Y			

Most Recent Date Received Supportive Services PIRL #1409 Programs: A/D/Y/DWG			
Most Recent Date Received Adult Mentoring Services PIRL #1410 Programs: Y			
Most Recent Date Received Comprehensive Guidance / Counseling Services PIRL #1411 Programs: Y			
Most Recent Date Received Youth Follow-up Services PIRL #1412 Programs: Y			
Most Recent Date Youth Received Entrepreneurial Skills Training PIRL #1413 Programs: Y			

Most Recent Date Youth Received Services that Provide Labor Market Information and Employment Information PIRL #1414 Programs: Y			
Most Recent Date Youth Received Postsecondary Transition and Preparatory Activities PIRL #1415 Programs: Y			
Received Needs-Related Payments PIRL #1500 Programs: A/D/DWG			
Employed in 1st Quarter After Exit Quarter PIRL #1600 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		
Type of Employment Match 1st Quarter After Exit Quarter PIRL #1601 Programs: A/D/DWG	Electronic Unless Supplemental Wages		

Employed in 2nd Quarter After Exit Quarter PIRL #1602 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		
Type of Employment Match 2nd Quarter After Exit Quarter PIRL #1603 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Employed in 3rd Quarter After Exit Quarter PIRL #1604 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		
Type of Employment Match 3rd Quarter After Exit Quarter PIRL #1605 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Employed in 4th Quarter After Exit Quarter PIRL #1606 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		
Type of Employment Match 4th Quarter After Exit Quarter PIRL #1607 Programs: A/D/DWG	Electronic Unless Supplemental Wages		

Employment Related to Training 2nd Quarter After Exit PIRL #1608 Programs: A/D/DWG			
Occupational Code (if available) PIRL #1610 Programs: A/D/DWG			
Entered Non-Traditional Employment PIRL #1611 Programs: A/D			
Occupational Code of Employment 2nd Quarter After Exit Quarter (If available) PIRL #1612 Programs: A/D			
Occupational Code of Employment 4th Quarter After Exit Quarter (If available) PIRL #1613 Programs: A/D			

Industry Code of Employment 1st Quarter After Exit Quarter PIRL #1614 Programs: A/D/DWG			
Industry Code of Employment 2nd Quarter After Exit Quarter PIRL #1615 Programs: A/D/DWG			
Industry Code of Employment 3rd Quarter After Exit Quarter PIRL #1616 Programs: A/D/DWG			
Industry Code of Employment 4th Quarter After Exit Quarter PIRL #1617 Programs: A/D/DWG			
Retention with the same employer in the 2nd Quarter and the 4th Quarter PIRL #1618 Programs: A/D/Y/DWG			

Wages 3rd Quarter Prior to Participation Quarter PIRL #1700 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 2nd Quarter Prior to Participation Quarter PIRL #1701 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 1st Quarter Prior to Participation Quarter PIRL #1702 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 1st Quarter After Exit Quarter PIRL #1703 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 2nd Quarter After Exit Quarter PIRL 1704 Programs: A/D/Y/DWG	Electronic Unless Supplemental Wages		

Wages 3rd Quarter After Exit Quarter PIRL #1705 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Wages 4th Quarter After Exit Quarter PIRL 1706 Programs: A/D/DWG	Electronic Unless Supplemental Wages		
Type of Recognized Credential PIRL #1800 Programs: A/D/Y/DWG			
Date Attained Recognized Credential PIRL 1801 Programs: A/D/Y/DWG			
Type of Recognized Credential #2 PIRL #1802 Programs: A/D/Y/DWG			
Date Attained Recognized Credential #2 PIRL# 1803 Programs: A/D/Y/DWG			

Type of Recognized Credential #3 PIRL #1804 Programs: A/D/Y/DWG			
Date Attained Recognized Credential #3 PIRL #1805 Programs: A/D/Y/DWG			
Date of Most Recent MSG Educational Functioning Level (EFL) PIRL #1806 Programs: A/D/Y/DWG			
Date of Most Recent MSG Postsecondary Transcript/Report Card PIRL 1807 Programs: A/D/Y/DWG			
Date of Most Recent MSG Secondary Transcript/Report Card PIRL 1808 Programs: A/D/Y/DWG			
Date of Most Recent MSG Training Milestone PIRL #1809 Programs: A/D/Y/DWG			

Date of Most Recent MSG Skills Progression PIRL 1810 Programs: A/D/Y/DWG			
Date of Most Recent MSG Secondary School Diploma Attainment	Refer to PIRL 1800		
Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment PIRL 1811 Programs: A/D/Y/DWG			
Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment PIRL #1813 Programs: A/D/Y/DWG			
Youth 2nd Quarter Placement PIRL #1900 Programs: Y			
Youth 4th Quarter Placement PIRL #1901 Programs: Y			

Category of Assessment #1 PIRL #1902 Programs: A/D/DWG			
Date of Completion of DWG Services PIRL #2001 Programs: DWG			
Employed at Completion of DWG Services PIRL #2002 Programs: DWG			
Received Services through a Disaster Recovery Dislocated Worker Grant PIRL #2004 Programs: DWG			