

West Central Arkansas Workforce Development Board
Larry Carr, Chairman
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**Data Validation
Policy and Procedures**

Purpose:

The Department of Labor (DOL) and the Department of Education (ED), referred to as the “Departments”, jointly published TEGL 7-18 December 19, 2018 containing guidance for validating performance data submitted to DOL through the Participant Individual Record Layout (PIRL).

WIOA section 116(d)(5) requires states to establish procedures, consistent with guidelines issued by the Departments to ensure that the data reported is valid and reliable. Arkansas Division of Workforce Services (ADWS) has given guidance to the local area regarding the process of data validation.

References:

TEGL 7-18 ADWS Data Validation Guidance

Policy:

The career advisors will use the Data Validation Guidance (Attachment A), Document Uploader Demo (Attachment B) and Data Validation Checklist, revision 3 (Attachment C) to read and understand the data validation process. As updates are received from ADWS, this policy will adhere to the most current documents. The updates will not require a policy change unless Attachment A or B is changed.

Procedures:

The career advisor will complete the Participant Data Element Documentation Worksheet (Attachment D) on each participant to document participant data elements in Arkansas Job Link (AJL) document uploader, case notes (if applicable) and in the participant’s file. The career advisor will use the most recent revision of Attachment C that is available. Data validation will begin at the time of enrollment all the way through fourth quarter after exit.

Attachments:

- A – Data Validation Guidance
- B – Document Uploader Demo
- C – Data Validation Checklist, revision 3
- D – Participant Data Element Documentation Worksheet

Larry Carr
Larry Carr, Chair

12-12-19
Date

Approved on: 12-12-19

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