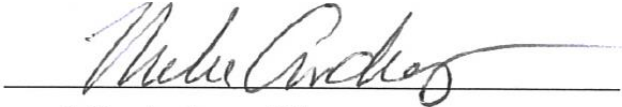
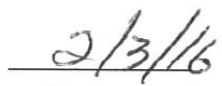


**State of Alaska**  
**Department of Labor and Workforce Development**

<b>Division:</b> Employment and Training Services	<b>Policy:</b> 07-508
<b>Subject:</b> Participant Performance Data Collection	<b>Pages:</b> 2
<b>Reference:</b> <a href="#">State Training and Employment Program (STEP) AS 23.15.620-660</a> ; <a href="#">Alaska Technical and Vocational Education Program (TVEP) AS 23.15.820-850</a> ; <a href="#">Federal Register, Vol. 80, No. 73, section 658.604</a> ;	<b>Effective:</b> 2/3/2016
<b>Approved:</b>  Mike Andrews, Director	 Date

**1. Parties Affected**

This policy applies to all grant recipients receiving public funds from the Division of Employment and Training Services (DETS) and DETS staff.

**2. Background**

DETS uses participant information to assess performance of recipients using public funds and to ensure the quality, timeliness and integrity of participant data collected and entered in the State's Case Management System and required state and federal reporting.

**3. Policy**

Data shall be collected and entered into the case management system within established timelines as defined herein, ensuring compliance with data verification and data validation requirements. All records must be accurate and free from error to preclude compromising individual performance measurement and/or reporting. Failure to keep accurate and complete participant data is a violation of the Division, Federal and State procedures, policy, laws and regulations when applicable.

**4. Required Data**

Data shall include all state and federal required participant information, program enrollment information, all services and costs associated with the training and/or supportive services, employment, exit, outcome information, case notes and supplemental contracts if applicable.

## **5. Data Entry Timeframe**

All information relating to program participants shall be entered or updated in the case management system within 30 calendar days of the respective enrollment/activity date.

## **6. Data Verification and Validation Methods**

Data verification is a process wherein a sampling of the computerized record is checked against the original paperwork or other source documentation.

Grant recipients and/or their designees will regularly, but no less than semi-annually, perform an audit of at least five percent of active participant records or five total active participant records, whichever is greater, for the preceding twelve months using the following methods:

- a) Randomly select active participant records;
- b) Verify the accuracy of the data that has been entered into the case management system against the original source documents;
- c) Perform logical checks of the data. Although data may be correctly transcribed from the original forms, there may have been misprints, typographical errors, or other mistakes on the forms themselves;
- d) Verify that the state or federally required source documentation is housed in the case file for elements requiring source documentation; e.g. copy of the client's Social Security card or Alaska Driver License or Alaska Identification, etc.; and
- e) If a file is missing required documents, DEITS staff and grantees must make an effort to gather the documents prior to exiting and closing the enrollment. Any required documents that the recipient is unable to obtain should be explained in the participant file or case noted into the case management system. The explanation should include a description of the recipient's efforts to obtain the documents and the circumstances that made it difficult to obtain the documents.