
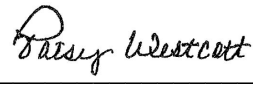


**State of Alaska**  
**Department of Labor and Workforce Development**

<b>Divisions:</b> Employment and Training Services (DETS), Alaska Workforce Investment Board (AWIB)	<b>Policy:</b> 07-508.2
<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="#">Workforce Innovation and Opportunity Act Public Law 113-128</a> ; <a href="#">Senior Community Service Employment Program 20 CFR Part 641</a>	<b>Effective:</b> 2/3/2016 <b>Revised:</b> 8/17/2020
<b>Approved:</b>  _____ Louise Dean, Executive Director, AWIB	8/25/2020 Date
<b>Approved:</b>  _____ Patsy Westcott, Director, DETS	8/25/2020 Date

**1. Parties Affected**

This policy applies to the Alaska Workforce Investment Board (AWIB) and Division of Employment and Training Services (DETS) staff, and to subrecipients receiving public funds from AWIB/DETS.

**2. Background**

Participant information is required for state and federal reporting and is used to assess subrecipient performance. Participant data must be accurate, and collected and entered in the department’s case management system in a timely manner.

**3. Policy**

Data shall be collected and entered into the case management system within timeframes described by this policy to ensure compliance with data verification and data validation requirements. All records must be complete and accurate to preclude compromising individual performance measurement and reporting. Failure to keep accurate and complete participant data is a violation of applicable federal and state laws, regulations, and division policy and procedures.

**4. Required Data**

Data includes, as specified by each program’s guidance, participant information; program enrollment information; services; costs associated with program services; employment, exit, follow-up and outcome information; case notes; and supplemental contracts.

## **5. Data Entry Timeframe**

All participant data shall be entered or updated in the case management system within 30 calendar days of the respective enrollment or activity date.

## **6. Data Validation**

Data validation is a process wherein a sampling of records from the computerized case management system is checked against original paperwork or other source documentation. Regularly, but no less than semi-annually, subrecipients of federal funds, or their designees will perform an audit of the greater of at least five percent of active participant records or five total active participant records for the preceding twelve months using the following process:

- 1) Randomly select participant records where the participant is either actively receiving services or has been exited for no more than 24 months;
- 2) Verify the accuracy of data from the case management system against the original source documents;
- 3) Perform logical checks of the data. Although data may be correctly transcribed from original forms, there may have been misprints, typographical errors, or other mistakes on the forms themselves;
- 4) 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, Alaska Driver License or Alaska Identification, etc.; and
- 5) If a file is missing required documents, AWIB/DETS staff and subrecipients must attempt to gather the documents. Any required documents that the subrecipient is unable to obtain should be explained in the participant file or noted into the case management system. The explanation should include a description of the subrecipient's efforts to obtain the documents and the circumstances that made it impossible.