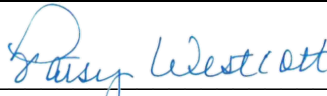


State of Alaska
Department of Labor and Workforce Development

Divisions: Division of Employment and Training Services (DETS)	Policy: 07-541
Subject: Data Integrity	Pages: 2
Reference: Workforce Innovation and Opportunity Act, Pub. L. 113-128 ; Government Performance and Results Act (GPRA) of 1993 ; Training and Employment Guidance Letter No. 7-18 ; Training and Employment Guidance Letter No. 23-19 ; 20 CFR 677.240 ; Program Memorandum OCTAE 19-1 ; USDOL ETA Performance ; SCSEP Data Validation Handbook	Effective: 07/30/2021 Revised:
Approved:  Patsy Westcott Director, Employment and Training Services	<u>7.30.21</u> Date

1. Parties Affected:

This policy applies to operators of Workforce Innovation and Opportunity Act (WIOA) Title I-B, II, III, Trade Adjustment Assistance, Senior Community Services Employment Program, Jobs for Veteran's State Grants, and the Migrant Seasonal Farmworker funded programs and activities.

2. Background:

The accuracy and reliability of program reports submitted by states and grantees using Federal funds are fundamental elements of good public administration and are necessary tools for maintaining and demonstrating system integrity. To improve program management and performance, the federal government requires complete and accurate information for program monitoring and improving program results. The US Department of Labor (USDOL) Employment and Training Administration (ETA) introduced data validation in 2003 to help states and grantees ensure that their reported performance accurately reflects their experiences.

ETA expanded the concept of data validation to include data integrity, logical validations, standard data validation, monitoring, and the use of quarterly report analyses to ensure data accuracy and reliability.

3. Policy:

A joint data integrity framework and procedures based on a consistent approach will be utilized by WIOA Title I, II, III, Trade Adjustment Assistance, Senior Community Services Employment Program, Jobs for Veteran's State Grants, and the Migrant Seasonal Farmworker program. These programs will ensure that all participant data is consistent and accurately reflects the performance of each program.

Data integrity reviews will:

- be conducted by DETS not less than annually;
- be coordinated between programs for maximum efficiency;
- provide verification that the performance data reported to the US Departments of Labor and Education are valid, accurate, reliable, and comparable across programs;
- identify anomalies in the data and resolve issues that may cause inaccurate reporting;
- utilize source documentation required for common data elements; and
- improve program performance accountability through the results of data integrity efforts.

Individuals identified in this policy will follow specific timelines for data validation staff training, monitoring protocols, review timelines, corrective action, records retention and effective assessment outcomes as prescribed in the Data Integrity procedure document.

Monitoring is addressed separately in policy 07-523, Monitoring and Single Audit.