TRAINING AND EMPLOYMENT NOTICE	NO. 9-08
	DATE September 3, 2008

TO: ALL STATE WORKFORCE AGENCIES
          ALL STATE WORKFORCE LIAISONS
          ALL NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: JOHN R. BEVERLY, III /s/
          Administrator
          Office of Performance and Technology

SUBJECT: Program Year 2007/Fiscal Year 2008 Performance Reporting and Data Validation Timelines

1. **Purpose**. To remind the workforce investment system of the performance reporting requirements and associated timelines for submitting data validation results for the Workforce Investment Act (WIA) title IB programs; the Wagner-Peyser Employment Service; activities authorized under chapter 41 of title 38 United States Code (Local Veterans' Employment Representative and Disabled Veterans' Outreach Program); the Trade Adjustment Assistance (TAA) program; and the National Farmworker Jobs Program (NFJP).

2. **References**. Workforce Investment Act of 1998, Section 136; Workforce Investment Act of 1998, title ID National Emergency Grants; 20 Code of Federal Regulations 667.300; Training and Employment Guidance Letter (TEGL) No. 14-03, Change 1, *Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD), the Annual Report, and the Quarterly Reports under Title 1B of the Workforce Investment Act (WIA) for Program Year (PY) 2003 and 2004*; TEGL No. 3-03, Change 3, *Revision to the Data Validation Policy for Employment and Training Programs for Program Year 2004*; TEGL No. 17-05 and TEGL No. 17-05, Change 1, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*; Training and Employment Notice (TEN) No. 19-07, *Program Year 2006/Fiscal Year 2007 Performance Reporting and Data Validation Timelines.*

3. **Performance Reporting and Data Validation for the Workforce Investment Act (WIA) Title IB Programs**. For Program Year (PY) 2007, each state is required to make the following end-of-year submissions for WIA to the Employment and Training Administration (ETA):

   A. A validated WIA Annual Report – Due no later than October 1, 2008.

   Please note that states are required to complete report validation prior to submitting the annual report Tables A-O (ETA 9091) to ETA through the Enterprise Business Support System (EBSS) on, or before, October 1, 2008. Data element validation, using

a file of exiters and participants reported on the ETA 9091, must be submitted by February 1, 2009. This date is consistent with last year's timetable; 120 days after the submission of the annual report. Please see Attachment A of this TEN for the source documentation requirements for PY 2007 WIA data element validation.

States that are approved to report only the common performance measure outcomes for WIA programs for PY 2007 (California, Colorado, the District of Columbia, Idaho, Illinois, Kansas, Louisiana, Maryland, Mississippi, Missouri, Montana, Nevada, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, Texas, Utah, the Virgin Islands, and West Virginia) do not have to report outcomes for the customer satisfaction measures, the credential measure for Adults and Dislocated Workers, or the Older and Younger Youth measures on the WIA Annual Report. These states, along with all other states, are to report outcomes for the youth common performance measures.

States that are approved to report **only** the common performance measure outcomes should reference Attachment B of this TEN, which contains the WIA Annual Report format with strikeouts to indicate the information that is *not* required as part of the state's annual report submission.

Electronic copies of the states' narrative report should be e-mailed to WIA.AR@dol.gov.

B. The appropriate WIA Standardized Record Data (WIASRD) files – Due no later than October 15, 2008.

The EBSS does not check for consistency across multiple fields (other than the funding stream), and will not check for state level outliers prior to the state submission of the final WIASRD files. States are responsible for assuring that their WIASRD files are accurate and complete. To assist states with this responsibility, ETA developed Attachment C of this TEN, which contains a list of common errors identified during the analysis of WIASRD submissions from previous years. States should contact ETA's National Office at ETAperforms@dol.gov, with the subject line of **WIASRD submission**, if they need technical assistance.

4. Performance Reporting and Data Validation for Other State-Based Programs.

Wagner-Peyser Employment Service. States are required to submit the ETA 9002 and VETS 200 reports on a quarterly basis. **States must submit their PY 2007 fourth quarter reports no later than October 1, 2008**. This is a later date (from the usual 45 days after the quarter's end) and has been changed to accommodate changes in the Data Reporting and Validation Software (DRVS) release (see Section 6 below for additional information).

The fourth quarter PY 2007 Wagner-Peyser Employment Service submission requires report validation and minimal data element validation. **Data validation must be completed for the ETA 9002 and VETS 200 reports prior to submitting the final fourth quarter reports by the October 1, 2008 due date.** A minimal data element validation sample of 25 job seekers must be reviewed and compared to state-level data prior to submitting the ETA 9002 and

VETS 200 reports to ensure that the files used to conduct report validation were properly constructed. States that use ETA-provided software, or the Data Analysis and Reporting Tool (DART) software to prepare their ETA 9002 and VETS 200 quarterly reports must still submit report validation summaries as described in the DRVS User's Guide for the Wagner-Peyser Employment Service, available on the ETA performance Web site at: http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm#Tools&Software. All states are required to perform data element validation and to submit their summary and analytical reports using the DRVS through the EBSS.

Trade Adjustment Assistance (TAA). States are required to submit the Trade Act Participant Report (TAPR) on a quarterly basis, no later than 45 days after the end of the report quarter. The fourth quarter TAPR for Fiscal Year (FY) 2008 is due no later than **November 14, 2008**. States administering TAA programs are not required to submit an annual report; states are required to submit individual participant records only for TAA. Therefore, states are not required to conduct report validation, but must conduct data element validation on the cumulative file of four quarters of the FY 2008 TAPR (created by adding the four quarterly files together). **Data element validation for TAA must be completed by January 30, 2009.** Please see Attachment D of this TEN for the source documentation requirements for FY 2008 TAA data element validation.

5. **Data Validation for the National Farmworker Jobs Program**. Grantees administering the National Farmworker Jobs Program (NFJP) are not required to submit a performance outcomes report; grantees are required to submit individual participant records only for the NFJP, which are used by ETA to calculate the performance outcomes for each grantee. Therefore, grantees are not required to conduct report validation, but must conduct data element validation. **The final NFJP participant data for PY 2006 (participants with exit dates between 7/1/2006 and 6/30/2007) were due to ETA's contractor (Social Policy Research Associates) on May 15, 2008. Data element validation for PY 2006 must be submitted to ETA by November 3, 2008.** Please see Attachment E of this TEN for the source documentation requirements for PY 2006 NFJP data element validation.

   NFJP grantees should use NFJP Data Validation Software Version 2.0 with the associated update for PY 2006 data element validation available at: http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm#Tools&Software.

6. **Data Validation Tools**. Data validation handbooks, software applications, and User Guides for each program can be found on the Tools and Software for Data Validation section of ETA's Web site at: http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm#Tools&Software.

   Handbooks provide detailed information on the validation methodology, including sampling specifications and data element validation instructions for each data element to be validated. User Guides were developed for each validation software application to help guide states and grantees through the process of installing the application, building and loading a validation file, and completing report and data element validation.

A new DRVS version was released on August 18, 2008. The new release will allow states to submit their WIA Annual Report and will allow them to do PY 2007 data element validation. This version includes updates to allow states to calculate year-two literacy/numeracy outcomes and to allow non-NEG codes in WIASRD element 313c. The new release will also allow states to submit their final, fourth quarter Wagner-Peyser report and will include updates to allow states to draw samples in order to complete PY 2007 data element validation for Wagner-Peyser Employment Service.

7. **Training and Technical Assistance**. States and grantees are encouraged to request technical assistance on validation procedures and the use of the validation tools by contacting Regional and/or National Office program staff. To avoid unnecessary delays and problems in the implementation of data validation, Regional Office staff is available to facilitate the validation process and to address any difficulties states and grantees encounter.

8. **Action Required**. States and grantees should: 1) distribute this notice to the appropriate staff; 2) complete report and data validation activities within the timeframes established in Sections 3, 4 and 5 of this Notice; and 3) provide the appropriate Regional Office with updates on the reporting and validation process.

9. **Inquiries**. Questions regarding the data validation initiative should be directed to the appropriate ETA Regional Office, or to the Office of Performance and Technology, at ETAperforms@dol.gov, with a subject line of "Performance Reporting" or "Data Validation."

10. **Attachments**.

   Attachment A: Source Documentation Requirements for Program Year (PY) 2007 WIA Data Element Validation

   Attachment B: Workforce Investment Act (WIA) Annual Report Requirements for States Approved to Report against the Common Performance Measures Only

   Attachment C: Common WIASRD Reporting Errors

   Attachment D: Source Documentation Requirements for Fiscal Year (FY) 2008 TAA Data Element Validation

   Attachment E: Source Documentation Requirements for Program Year (PY) 2006 NFJP Data Element Validation