**SOURCE DOCUMENTATION REQUIREMENTS FOR PROGRAM
YEAR (PY) 2010 WIA DATA ELEMENT VALIDATION**

**WORKFORCE INVESTMENT ACT DATA ELEMENT VALIDATION
INSTRUCTIONS AND SOURCE DOCUMENTATION**

Validation Instructions: These instructions present the data elements, reference numbers, formats, element definitions, federal sources, state/grantee sources, and validation rules needed to perform data element validation. The federal sources are the generic, federally recommended source documentation. The "State Sources" column can be used to enter state-specific versions of the federally approved documentation.

A. VALIDATION RULES

Two types of validation rules exist:

1. If the validation instruction says MATCH: Enter a checkmark in the box in the pass column if the data on the worksheet match the data in the source documentation. Enter a checkmark in the box in the fail column if the data on the worksheet do not match the data in the source documentation or if no source documentation is found.

    To match, the data on the worksheet must be the same as the data in the source documentation. For example, if the worksheet says a participant's date of birth is July 1, 1975, then the source documentation must also have July 1, 1975 as the birth date.

    The validator must validate data elements that have checkboxes next to them or are not grayed-out.

2. If the validation instruction says SUPPORT: Enter a checkmark in the box in the pass column if the data on the worksheet are supported by the data in the source documentation. Enter a checkmark in the box in the fail column if the data on the worksheet are not supported by the data in the source documentation or if no source documentation is found. To support the data on the worksheet, the source documentation must provide evidence that the data on the worksheet is correct.

    This instruction is used when information must be interpreted or processed before it can be used to assess the accuracy of the data on the participant's records. For example, source documentation is used to support youth who needs additional assistance because validators must interpret policy and determine if the documentation supports that policy.

B. MISSING AND INVALID RECORDS

There are four conditions used to describe higher level data problems:

1. If a record is missing from the office in which it is supposed to be, the validator should check the box at the top of the worksheet that says "Missing Record." No other elements should be validated.

2. If the validator cannot determine where a record is supposed to be located, the validator should check the box at the top of the worksheet that says "Unable to Locate." No other elements should be validated.

3. If a record for a person not registered in WIA has wrongly been included in the extract file, the validator should check the box at the top of the worksheet that says "Invalid Record." No other elements should be validated.

4. If a record has a wrong Social Security Number (SSN), the validator should check the "Wrong SSN" checkbox AND validate all data elements listed on the worksheet.

C. TYPES OF SOURCE DOCUMENTATION

For most data elements, the validation instructions provide multiple forms of acceptable source documentation. Ideally, all source documentation should tell the same story regarding the participant, services rendered, and outcomes. However, if the state collects multiple sources for the same data element and the sources conflict, the most reliable source should be used to determine if the element passes or fails. For example, for Education Status at Participation (DRVS Field# 16), copies of records from an educational institution are a more reliable source than participant self-attestation.

For the most part, the definition of a particular source is clear. States have, however, had questions about four sources—Cross-Match, State Management Information System (MIS), Self-Attestation, and Case Notes. Definitions for these four types of source documentation are:

1. Cross-Match: A cross-match requires validators to find detailed supporting evidence for the data element. An indicator or presence of an SSN in a non-WIA database is not sufficient evidence. For example, TANF participation can be determined by a cross-match with the state's public assistance database. It is not sufficient to find that the sampled SSN is present in the public assistance database; validators must also find supporting information such as dates of participation and services rendered.

2. State MIS: Unless otherwise noted, state MIS refers to specific, detailed information that is stored in the state's information system that supports an element. An indicator, such as a checkmark on a computer screen, is not acceptable source documentation in and of itself. For example, state MIS is an acceptable source documentation for date of first training service. To be an acceptable source to validate date of first training service, in addition to the date of first training, the state MIS should have information about the type of training and the organization that provided the training. This detailed information makes valid source documentation and makes it unnecessary for such states to validate this data element in local offices.

3. Self-Attestation: Self-attestation occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the state management information system, with an online signature.

4. Case Notes: Case notes refer to either paper or electronic statements by the case manager that identifies, at a minimum, the following: a participant's status for a specific data element, the date on which the information was obtained, and the case manager who obtained the information.

PLEASE NOTE: For DRVS field numbers 3, 12, 16, 21, 21, 22, and 24, the sources differ for those adults, dislocated workers, and NEGs, where applicable, who received intensive and/or training services from those who received staff-assisted services only. If a date is in field # 68 or 69, the participant received intensive and/or training services.

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
3	Date of Birth #102	Record the individual's date of birth.	YYYYMMDD	Yes	Yes	No	Yes	Yes	Match	*Adults/DW/NEG Exiters who received Self-services only* Self-attestation *Adults/DW/NEG Exiters who received Staff-assisted core services only:* Hard or electronic case notes *Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:* Copy of I.D., Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, Federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
12	Veteran's Status #111	**Record 1** if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. **Record 2** if the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 4 = No	Yes	Yes	Yes	Yes	No	Support	*Adults/DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *Older Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:* DD-214, cross match with veterans data, a letter from the Veterans' Administration

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
		Record 3 if the individual is a person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. **Record 4** if the individual does not meet any one of the conditions described above.								

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
16	Employment Status at Participation #115	**Record 1** if the participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as un unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. **Record 2** if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member **Record 3** if the individual does not meet any one of the conditions described above.	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed	Yes	Yes	Yes	Yes	Yes	Support	*Adults/DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:* Pay stub, case notes showing information collected from participant

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
20	Low Income #119	**Record 1** if the individual is a person who: (A) receives, or is a member of a family which receives, cash payments under a federal, state or local income-based public assistance program, or (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C 402)) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 70 percent of the lower living standard income level, for an equivalent period; or (C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); or	1 = Yes 2 = No	Yes	No	No	Yes	Yes	Support	*Adults Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults Exiters who received Intensive or Training Services:* Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, public assistance records, quarterly estimated tax for self-employed persons, Social Security benefits, UI documents

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
		(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or								
		(E) is a foster child on behalf of whom State or local government payments are made; or								
		(F) is a person with a disability whose own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria.								
		Record 2 if the individual does not meet the criteria presented above.								

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
21	TANF (Needy Family Status) #120	**Record 1** if the individual is a person who: (A) receives, or is a member of a family which receives, cash payments under a federal, state or local income-based public assistance program, or (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C 402)) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 70 percent of the lower living standard income level, for an equivalent period; or (C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); or	1 = Yes 2 = No	Yes	Yes	No	Yes	Yes	Support	*Adults/DW Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults/DW Exiters who received Intensive or Training Services:* Cross-match with TANF public assistance records

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
		(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or								
		(E) is a foster child on behalf of whom State or local government payments are made; or								
		(F) is a person with a disability whose own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria.								
		Record 2 if the individual does not meet the criteria presented above.								

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
22	Other Public Assistance Recipient #121	**Record 1** if the individual is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Food Stamp Assistance, and Supplemental Security Income (SSI-SSA Title XVI). Do not include foster child payments. **Record 2** if the individual does not meet the above criteria.	1 = Yes 2 = No	Yes	Yes	No	Yes	Yes	Support	*Adults/DW Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults/DW Exiters who received Intensive or Training Services:* Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance records, refugee assistance records, cross- match with public assistance database

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
24	Displaced Homemaker #123	**Record 1** if the individual is a person who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No	No	Yes	Yes	No	No	Support	*DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *DW/NEG Exiters who received Intensive or Training Services:* Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self - attestation
25	Date of Actual Qualifying Dislocation #124	Record the date of separation or dislocation from employment. This date is the last day of employment at the dislocation job. If there is no dislocation job (e.g. displaced homemaker), leave "blank."	YYYYMMDD	No	Yes	Yes	No	No	Match	Verification from employer, rapid response list, notice of layoff, public announcement with follow-up cross-match with UI, self- attestation

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
26	Homeless individual and/or runaway youth #125	**Record 1** if the individual (adult or youth) is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Written statements from an individual providing residence, shelter or social service agency, WIA intake or registration form, self-attestation

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
27	Offender #126	**Record 1** if the individual (adult or youth) is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. **Record 2** if the individual does not meet any one of the conditions described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Documentation from juvenile or adult criminal justice system, documented phone call with court or probation representatives, WIA intake or registration form, self-attestation
28	Pregnant or parenting youth #127	**Record 1** if the individual is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. **Record 2** if the individual does not meet the described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Copy of child's birth certificate, baptismal record, observation of pregnancy status, doctor's note confirming pregnancy, self-attestation

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
29	Youth who needs additional assistance #128	**Record 1** if the individual is a person who is between the ages of 14 and 21 and requires additional assistance to complete an educational program or to secure and hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	See state policy and state plan, individual service strategy, case notes, WIA intake or registration form, state MIS, self- attestation

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
30	School Status at Participation #129	**Record 1** if the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school), whether full or part-time, or is between school terms and intends to return to school. **Record 2** if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time. **Record 3** if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. **Record 4** if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. **Record 5** if the individual is not attending any school and has either graduated from high school or holds a GED.	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school; H.S. Dropout 5 = Not attending school; H.S. graduate	No	No	No	Yes	Yes	Support	Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation), WIA intake or registration form, State MIS, self-attestation

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/Support	Source Documentation Requirements
31	Basic literacy skills deficiency (as defined in 664.205) #130	**Record 1** if the participant is a person who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic literacy skills determination. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Standardized assessment test, school records, case notes
32	Foster Care Youth #131	**Record 1** if the individual is a person who is in foster care or has been in the foster care system. **Record 2** if the individual does not meet the condition described above.	1 = Yes 2 = No	No	No	No	No	Yes	Support	Written confirmation from social services agency, case notes
34	Date of Program Participation #302	Record the date on which the individual began receiving his/her first service funded by the program following a determination of eligibility to participate in the program.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	State MIS information

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
35	Date of Exit #303	Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.	YYYYMMDD	Yes	Yes	Yes	Yes	Yes	Match	WIA status/exit forms, State MIS data, Case notes
38	Date of First Youth Service #306	Record the date on which the individual began receiving his/her first service funded by the WIA Youth program following a determination of eligibility to participate in the program.	YYYYMMDD	No	No	No	Yes	Yes	Match	WIA status/exit forms, State MIS data, case notes
45-47	National Emergency Grant Project Numbers #313a, #313b and #313c	Record the Project I.D. Number where the individual received services financially assisted under a National Emergency Grant (NEG). (For example, Utah projects may be numbered UT-02, so the WIASRD entry would be UT02) - WIA title ID, section 173.

Record 0000 or leave "blank" if the individual did not receive any services funded by a NEG. | XXXX | No | No | Yes | No | No | Match | Case file data or NEG grant award letter that identifies the project number assigned by the U.S DOL NEG Grant Officer |

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
61	Other reasons for exit #327	**Record 01** if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days. Record 02 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. **Record 03** if the participant was found to be deceased or no longer living. **Record 04** if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. **Record 05** if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days.	01 = Institutionalized 02= Health/Medical 03 = Deceased 04 = Family Care 05 = Reserve Forces Called to Active Duty 06 = Relocated to Mandated Residential or Non-Residential Program 98 = Retirement 99 = Not a Valid SSN	Yes	Yes	Yes	Yes	Yes	Support	Information from partner services MIS systems, WIA status/exit form, case notes, Information from institution or facility

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
		Record 06 if the youth participant is in the foster care system or any other mandated residential or non-residential program and has moved from the area as part of such a program or system (exclusion for youth participants only). **Record 98** if the participant retired from employment. **Record 99** if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN. **Record 00 or blank** if the participant exited for a reason other than one of the conditions described above. Additional Note: Exit Reason "98 = Retirement" has been added for program management purposes only and individuals who exit the program based on this reason will not be excluded from the calculations of performance measures; they will be included.								

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
66	Date of First Staff Assisted Core Service #332	Record the date on which the individual received his/her first staff-assisted core service (Note: This excludes self-service and informational activities). Leave "blank" if the individual did not receive staff -assisted core services.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	State MIS data, case notes
68	Date of First Intensive Service #334	Record the date on which the individual received his/her first intensive service. Leave "blank" if the individual did not receive intensive services.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	State MIS data, case notes
69	Date Entered Training #335	Record the date on which the individual's training actually began. If multiple training services were received, record the earliest date on which the individual entered training. Leave "blank" if the individual did not receive training services.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	Cross-match between dates of service and vendor training information, vendor training documentation, State MIS, case notes
70	Date Completed or Withdrew from Training #336	Record the date on which the participant completed training or withdrew from training. If multiple training services were received, record the most recent date on which the individual completed training. Leave "blank" if the individual did not receive training services.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	Cross-match between dates of service and vendor training information, vendor training documentation, State MIS, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
74	Type of Training Service #1 #340	Use the appropriate code to indicate the type of training being provided to the individual. Record 0 or leave "blank" if the individual did not receive training services.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = ABE or ESL in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training	Yes	Yes	Yes	No	No	Support	Vendor training documentation, certificates, State MIS, case notes
77	Enrolled in Education #343	**Record 1** if the individual is enrolled in secondary school, post-secondary school, an adult education program, or any other organized program of study. States may use this coding value if the youth was either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. **Record 2** if the individual was not enrolled in education.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Applicable records from education institution certifying enrollment, case notes with verification from education institution or training provider that the individual is enrolled in education

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
78	Received Educational Achievement Services #344	**Record 1** if the participant received educational achievement services. Educational achievement services include, but are not limited to, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, sign-in sheets, attendance record, vendor contract, State MIS, case notes, WIA status forms noting receipt of educational services and type of services received
79	Received Employment Services #345	**Record 1** if the participant received employment services. Employment services include paid and unpaid work experiences, including internships, and job shadowing; and occupational skills training. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, vendor contract, attendance record or roster, State MIS, case notes
80	Received Summer Employment Opportunities #346	**Record 1** if the participant received summer employment opportunities directly linked to academic and occupational learning. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, work agreement, sign-in sheets, attendance record or roster, State MIS, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
81	Received Additional Support for Youth Services #347	**Record 1** if the participant received supports for youth services that include, but are not limited to, the following: (a) adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation or (b) comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, pay stub, sign-in sheets, attendance record or roster, State MIS, vendor contract, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
82	Received Leadership development opportunities #348	**Record 1** if the participant received services that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, vendor contract, attendance record or roster, State MIS, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
83	Received follow-up services #349	**Record 1** if the participant received 12 months of follow-up services. Follow-up services for youth include (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training. **Record 2** if the individual did not receive 12 months of follow-up services. **Record 0** or leave "blank" if the youth has not exited or has exited and is continuing to receive follow-up services, but has not yet received 12 months of follow-up services. Additional Note: If a youth reenrolls in WIA within 12 months of exit, **Record 1** if follow-up services were provided throughout the period from exit to re-enrollment.	1 = Yes 2 = No	No	No	No	Yes	Yes	Support	Activity sheets, attendance record or roster, documented receipt of follow-up support services, State MIS, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
84	Employed in 1st Quarter after Exit Quarter #601	**Record 1** if the participant was employed in the first quarter after the quarter of exit. **Record 2** if the participant was not employed in the first quarter after the quarter of exit. **Record 3** if information on the participant's employment status in the first quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Yes	Yes	Yes	Yes	Yes	Support	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
85	Type of Employment Match 1st Quarter After Exit Quarter #602	Use the appropriate code to identify the method used in determining the individual's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the first quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	Yes	Yes	Yes	Yes	Yes	Support	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
89	Employed in 2nd Quarter After Exit Quarter #606	**Record 1** if the participant was employed in the second quarter after the quarter of exit. **Record 2** if the individual was not employed in the second quarter after the quarter of exit. **Record 3** if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Yes	Yes	Yes	No	No	Support	UI wage records, WRIS, supplemental data sources as defined in TEGL 17-05, State MIS, federal wage databases

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
90	Type of Employment Match 2nd Quarter After Exit #607	Use the appropriate code to identify the method used in determining the individual's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the second quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	Yes	Yes	Yes	No	No	Support	UI wage records, WRIS, supplemental data sources as defined in TEGL 17-05, follow-up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
91	Employed in 3rd Quarter After Exit Quarter #608	**Record 1** if the participant was employed in the third quarter after exit. **Record 2** if the individual was not employed in the third quarter after exit. **Record 3** if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	Yes	Yes	Yes	Yes	Yes	Support	UI wage records, WRIS, supplemental data sources as defined in TEGL 17-05, State MIS, federal wage databases

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
92	Type of Employment Match 3rd Quarter After Exit #609	Use the appropriate code to identify the method used in determining the individual's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the third quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	Yes	Yes	Yes	Yes	Yes	Support	UI wage records, WRIS, supplemental data sources as defined in TEGL 17-05, follow-up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
95	Wages 3rd Quarter Prior to Participation Quarter #612	Record total earnings for the third quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records or other administrative records. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	No	Match	UI wage records, WRIS, other state wage records, federal wage databases
96	Wages 2nd Quarter Prior to Participation Quarter #613	Record total earnings for the second quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records or other administrative records. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	No	Match	UI wage records, WRIS, other state wage records, federal wage databases
98	Wages 1st Quarter After Exit Quarter #615	Record total for the first quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	Yes	Match	UI wage records, WRIS, other state wage records, federal wage databases

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
99	Wages 2nd Quarter After Exit Quarter #616	Record total earnings for the second quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	No	Match	UI wage records, WRIS, other state wage records, federal wage databases
100	Wages 3rd Quarter After Exit Quarter #617	Record total earnings for the third quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	Yes	Yes	Yes	Yes	Yes	Match	UI wage records, WRIS, other state wage records, federal wage databases

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
102	Type of Recognized Credential #619	Use the appropriate code to record the type of recognized educational or occupational certificate, credential, diploma or degree attained by the individual who received training services. **Record 0** if the individual received training services, but did not attain a recognized credential. Credentials must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).	1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills Licensure 5 = Occupational Skills Certificate or Credential 6 = Other Recognized Educational or Occupational Skills Certificate/Credential	Yes	Yes	No	Yes	No	Support	Transcripts, certificates, diploma, surveys, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
103-150	*Goals Type *Date Goal Was Set *Attainment of Goal *Date Goal Was Attained #620-667	*Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the youth is basic literacy skills deficient. * Record the date on which the goal was set for the youth, except that the date of the first goal set must be recorded as the registration date. * **Record 1** if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. **Record 2** if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. **Record 3** if the goal was set, but attainment is pending. This code should not be used after exit. When the youth exits, this field should be marked with a "1" or "2" for all goals that have been set.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills *YYYYMMDD 1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending	No	No	No	No	Yes	Support for Goal Type and Attainment of Goal Match for Dates	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
		* Record date on which the goal was attained. This date should be on or before the one-year anniversary of the date the goal was set. However, it may be later if the participant had a gap in service during which services were not received but the participant planned to return to the program.	*YYYYMMDD							

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/Support	Source Documentation Requirements
151	Attained Diploma, GED, or Certificate #668	**Record 1** if the individual attained a secondary school (high school) diploma recognized by the State. **Record 2** if the individual attained a GED or high school equivalency diploma recognized by the State. **Record 3** if the individual attained a certificate in recognition of an individual's attainment of technical or occupational skills or other post-secondary degree/diploma.. **Record 4** if the individual did not attain a diploma, GED, or certificate. **SPECIAL NOTE**: Fields #668 and #669 will be used to calculate both the current WIA Younger Youth Diploma Rate and the common measure Attainment of a Degree or Certificate for all youth (14-21). To achieve positive outcomes on both measures, the state should make sure that coding values 1 or 2 are reported when the youth receives a diploma or equivalent either during participation in the program or by the end of the first quarter after the quarter of exit. If the youth receives another degree or certificate beyond the first quarter after the quarter of exit, the state should not update the record.	1 = Individual attained a secondary school (high school) diploma. 2 = Individual attained a GED or high school equivalency diploma. 3 = Individual attained a certificate or other post-secondary degree/diploma. 4 = Individual did not attain a diploma, GED, or certificate	No	No	No	Yes	Yes	Support	Transcripts, certificates, diploma, letter or other documentation from school system

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
		If the youth <u>did not</u> receive a high school diploma or GED by the end of the first quarter after exit, but did receive one or more certificates while either participating in the program or by the end of the third quarter after exit, the state should record the most recent certificate attained.								
152	Date Attained Degree or Certificate #669	Record the date on which the individual attained a diploma, GED, or certificate. Ideally, the date should be the date listed on the diploma, GED, or certificate. Leave "blank" if the individual did not attain a diploma, GED, or certificate. Additional Note: For recording multiple degrees or certificates, please see the special note under WIASRD Element #668.	YYYYMMDD	No	No	No	Yes	Yes	Match	Transcripts, certificates, diploma, letter or documentation from school system

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
153	School Status at Exit #670	**Record 1** if the individual has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school), whether full or part-time, or is between school terms and intends to return to school. **Record 2** if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time. **Record 3** if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. **Record 4** if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. **Record 5** if the individual is not attending any school and has either graduated from high school or holds a GED.	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school; H.S. Dropout 5 = Not attending school; H.S. Graduate	No	No	No	Yes	Yes	Support	Transcripts, certificates, diploma, letter or documentation from school system, case notes

Data Elements and Source Documentation Requirements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
154	Youth Placement Information #671	Use the appropriate code to record the primary activity the youth entered in the first quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4. **Record 0** if the youth did not enter any one of the activities listed in the coding value.	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship	No	No	No	Yes	Yes	Support	Cross-match with other agencies, apprenticeship verification, documentation of military service, advanced training, post secondary education, transcripts, registration forms, community college info, employer contacts, U.I. wage records, WRIS, Case notes
155	Youth Retention Information #672	Use the appropriate code to record the primary activity the youth entered in the third quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4. **Record 0** if the youth did not enter any one of the activities listing in the coding value.	1 = In post-secondary education 2 = In advanced training 3 = In military service 4 = In a qualified apprenticeship	No	No	No	Yes	Yes	Support	Cross match with other agencies, apprenticeship verification, documentation of military service, advanced training, post secondary education, transcripts, registration forms, community college info, employer contacts, U.I. wage records, WRIS, Case notes

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
156-198	*Category of Assessment *Type of Assessment Test *Functional Area *Date Administered Test *Educational Functioning Level #701-743	**Record 1** if the participant was assessed using approved tests for Adult Basic Education (ABE) **Record 2** if the participant was assessed using approved tests for English-As-A-Second Language (ESL) **Record 0** or leave "blank" if the individual was not assessed in literacy or numeracy. *Use the appropriate code to record the type of assessment test that was administered to the youth participant.	* 1 = ABE 2 = ESL *1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved Assessment Tool * 1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Other Literacy Functional Area 8 = Other Numeracy Functional Area	No	No	No	Yes	Yes	Support for non-date fields. Match for date fields	Test records, case notes documenting the necessary details for each element of testing. States should refer to TEGL 17-05 Change 1, Attachment C for the list of approved Educational tests for the Literacy/Numeracy measure. Front line staff must keep a copy of the test scoring sheet that shows the date of the test, total score and grade levels in the case file. Case notes should also detail the participant's progress.

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	DW	NEG	OY	YY	Match/ Support	Source Documentation Requirements
		* Record the date on which the pre-assessment test was administered to the youth participant. Leave "blank" if the individual was not assessed in literacy or numeracy. * Record the educational functioning level that is associated with the youth participant's raw scale score. Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy.	*YYYYMMDD * 1 = Beginning ABE/ESL Literacy 2 = Beginning ABE/ESL Basic Education 3 = Low Intermediate ABE/ESL Education 4 = High Intermediate ABE/ESL Education 5 = Low Adult Secondary Education/Advanced ESL 6 = High Adult Secondary Education/Advanced ESL							