

**ALABAMA WORKFORCE INVESTMENT SYSTEM**

**Alabama Department of Economic and Community Affairs  
Workforce Development Division  
401 Adams Avenue  
Post Office Box 5690  
Montgomery, Alabama 36103-5690**

July 27, 2011

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2010 – 12, Change 1**

**SUBJECT:** Training and Employment Guidance Letter (TEGL)

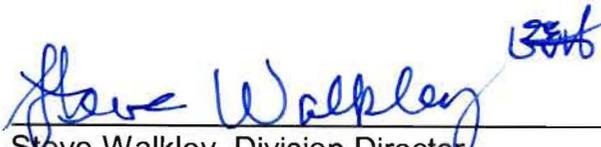
**1. Purpose.** This transmits the following TEGL:

<u>Number</u>	<u>Date</u>	<u>Subject</u>
27-10, Chg. 1	07/25/2011	Program Year 2010/Fiscal Year 2011 Performance Reporting and Data Validation Timelines.

**2. Discussion.** TEGL No.27-10, Change 1, informs and reminds the workforce investment system of the performance reporting requirements and associated timelines for submitting quarterly and annual reports and data validation results for the Workforce Investment Act (WIA) title IB programs and National Emergency Grants (NEG); Wagner-Peyser Act Employment Service; activities authorized under chapter 41 of title 38 United States Code (Local Veterans' Employment Representative and Disabled Veterans' Outreach Programs); the TAA program, the Indian and Native American Program (INAP); and the National Farmworker Jobs Program (NFJP). This guidance also specifies that the 2011 American Recovery and Reinvestment Act (ARRA) supplemental reports requirements will be the final ARRA reports.

**3. Action.** Copies of TEGL No. 27-10, Change 1, are provided for informational purposes.

**4. Contact.** Please direct any questions regarding this information to Tammy Farmer, Supervisor, Information Management/Reporting Section at 334.242.5154.

  
Steve Walkley, Division Director  
ADECA, Workforce Development Division

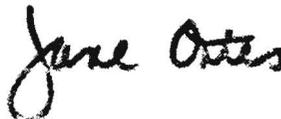
Attachment: TEGL 27-10, Change 1

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> WIA/Performance Reporting
	<b>CORRESPONDENCE SYMBOL</b> OPDR
	<b>DATE</b> July 25, 2011

**TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 27-10, CHANGE 1**

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE ADMINISTRATORS  
NATIONAL FARMWORKER JOBS PROGRAM GRANTEEES  
INDIAN AND NATIVE AMERICAN PROGRAM GRANTEEES

**FROM:** JANE OATES  
Assistant Secretary



**SUBJECT:** Program Year 2010/Fiscal Year 2011 Performance Reporting and Data Validation Timelines

**1. Purpose.** To reissue Training and Employment Guidance Letter (TEGL) 27-10 and revise Attachment A, *Source Documentation Requirements for Program Year (PY) 2010 WIA Data Element Validation*. Additionally, language was added regarding reporting timelines and data element validation for the Trade Adjustment Act (TAA) program.

To inform and remind the workforce investment system of the performance reporting requirements and associated timelines for submitting quarterly and annual reports and data validation results for the Workforce Investment Act (WIA) title IB programs and National Emergency Grants (NEG); Wagner-Peyser Act Employment Service; activities authorized under chapter 41 of title 38 United States Code (Local Veterans' Employment Representative and Disabled Veterans' Outreach Programs); the TAA program, the Indian and Native American Program (INAP); and the National Farmworker Jobs Program (NFJP). This guidance also specifies that the 2011 American Recovery and Reinvestment Act (ARRA) supplemental reports requirements will be the final ARRA reports.

**2. References.**

- WIA of 1998, Sections 136 and 185
- 20 Code of Federal Regulations 667.300
- TEGL 3-03, Change 3, *Revision to the Data Validation Policy for Employment and Training Programs for Program Year 2004*
- TEGL 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*

<b>RESCISSIONS</b> TEGL 31-09	<b>EXPIRATION DATE</b> Continuing
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- *TEGL 17-05 and TEGL 17-05, Change 2, Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*
- *TEGL 9-07, Revised Incentive and Sanction Policy for Workforce Investment Act Title IB Programs*
- *Training and Employment Notice 8-09, Program Year 2008/Fiscal Year 2009 Performance Reporting and Data Validation Timeline*
- *TEGL 17-09, Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD)*
- *TEGL 7-10, Workforce Investment Act and Wagner-Peyser Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009*
- *TEGL 9-10, Workforce Investment Act (WIA) Annual Report Narrative*

**3. Performance Reporting and Data Validation for the WIA Title IB Programs.** For PY 2010, each state is required to make the following submissions for WIA to the Employment and Training Administration (ETA):

**A. A validated WIA Annual Report (ETA 9091 - OMB No. 1205-0420) – Due no later than October 3, 2011.**

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, 2011. Submission of timely and accurate data is required in section 136 of WIA. Furthermore, a timely and validated annual report is one of the criteria for incentive eligibility. See TEGL 9-07 for further clarification.

Data element validation, using the file of exiters and participants reported on the ETA 9091, must be submitted by February 1, 2012. Please see Attachment A of this TEGL for the source documentation requirements for PY 2010 WIA data element validation.

States that are approved to report only the common performance measure outcomes for WIA programs for PY 2010 (Alabama, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Virgin Islands, Washington, West Virginia, Wisconsin, and Wyoming) 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 TEGL, 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.

**B. A WIA Annual Report Narrative - Due no later than October 3, 2011.**

States should e-mail electronic copies of their narrative annual report to [WIA.AR@dol.gov](mailto:WIA.AR@dol.gov) and their Regional Administrator. Guidance in TEGL 9-10, *Workforce Investment Act (WIA) Annual Report Narrative* specifically identifies those required portions that states must provide as well as those portions that states are encouraged to provide.

**C. The WIA Standardized Record Data files - Due no later than September 15, 2011.**

There are significant changes to the frequency and content of the WIASRD file submissions. In accordance with TEGL 7-10, grantees are now required to submit the WIASRD file for both participants and exiters on a quarterly basis.

A number of states have used the Data Reporting and Validation System (DRVS) to prepare their annual WIASRD file for final submission to ETA. When a state uploads individual records into DRVS, the system not only validates the data by checking for data entry errors, missing values, and inconsistencies between fields, but also automatically selects and formats the data for uploading into EBSS. However, the export routine in DRVS removes and modifies the data before producing a WIASRD file for uploading into EBSS.

Since DRVS has not been modified to allow for the exporting of participant records, **states should not use DRVS to produce their quarterly WIASRD files.** Instead, ETA has modified EBSS to allow states to submit their individual records directly to the system based on the current specifications for uploading data into DRVS. EBSS has conducted edit checks based on updated specifications for the WIASRD edit checks and valid value requirements. All edit checks and valid value requirements are fully articulated in Attachments A through E of TEGL 17-09.

There are several ways in which the quarterly submission of WIASRD files will be unique. These modifications are explained in sections 4.A - 4.D of TEGL 17-09:

- The submission will include data fields previously not accepted by EBSS.

- The submission will include data on all participants who have not exited. To accommodate this participant data, some WIASRD fields have required values for participants without exit dates.
- There are changes to the technical process of uploading individual record files into EBSS.
- States will submit to ETA the individual record files for participants who receive “self and informational services only” (hereafter referred to as self-service only participants).

WIASRD quarterly submissions for the first, second, and third quarters of each program year are due **45** days following the end of the quarter. The due date for the fourth quarter of each program year is **75** days following the end of the quarter. This additional time provides states with the opportunity to better align their fourth quarter WIASRD data with their WIA Annual Report data due no later than October 1st of each year. States have an additional **15** days following the due date to address data errors; WIASRD files are locked from editing after this period. Should the due date fall on a Saturday or Sunday, the quarterly WIASRD file is due the following Monday.

Similar to the annual submission of individual records, the quarterly WIASRD submission will be used to compute certain performance measures. Therefore, the lagged cohorts to be included in the quarterly submission must correspond to the cohorts in the annual submission. In practical terms, states will be submitting an annual report on a quarterly basis. Therefore, states will no longer be required to submit an annual WIASRD file.

Please note the following items when generating and submitting WIASRD files:

- WIASRD item 309 (Incumbent Worker (Statewide 15 percent Activities)), has been updated to allow states to track Incumbent Workers who received local formula funds or Rapid Response funds. Please note the changes in the field description and valid value requirements for this item.
- WIASRD item 326 (Other Non-WIA Programs) includes new valid values to allow states to code American Recovery and Reinvestment Act of 2009 co-enrollments.
- Please ensure that WIASRD item 342 Occupational Skills Training Code is completed; O\*NET codes are available at <http://online.onetcenter.org/>.
- Please ensure that WIASRD item 619, Type of Recognized Credential, is completed for each individual who has earned a credential, certificate, or degree.
- If the exiter was a Workforce Innovation in Regional Economic Development (WIRED) or Military Spouse Career Advancement Account (CAA) funded recipient, item 313c should contain the appropriate WIRED or CAA grant number.

- The most common WIASRD data problems are missing or incomplete information in the service items that were added in PY 2005 and on the occupation of the training program. The service items that were added in PY 2005 included the following:
  - Received disaster relief assistance
  - Received Core Self-Services and Informational Activities
  - Date of first staff assisted core service
  - Received workforce information services
  - Date completed or withdrew from training
  - Received prevocational activities
  - Enrolled in education
- The occupation of the job held in the quarter after exit is frequently missing. States are encouraged to collect this data when providing follow-up services, as it is not available in wage record data.

In addition to these items, ETA has developed Attachment C of this TEGL, 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](mailto:ETAPERFORMS@dol.gov), with the subject line of **WIASRD submission**, if they need additional assistance.

Please visit <http://www.doleta.gov/performance/reporting> for the most recent WIASRD file format.

**Please note that in addition to the annual reporting requirements enumerated in sections A-C above, states must also submit Quarterly and Supplemental Monthly Reports to ETA through EBSS.**

As described in TEGL 7-10, states are required to submit supplemental reports for WIA Adults, Dislocated Workers, and Youth programs, NEG, and Wagner-Peyser Employment Service and Reemployment Services Grants for reporting under the ARRA. States must continue to submit these reports through June 30, 2011. The final report for the ARRA will be August 15 (not the customary July 15) to provide states with extra time to make any final corrections to their ARRA data.

#### **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 (Office of Management and Budget No. 1205-0240) on a quarterly basis. **States must submit their PY 2010 fourth quarter reports no later than August 31, 2011.**

The fourth quarter PY 2010 Wagner-Peyser Employment Service submission requires report validation and minimal data element validation. **Data element validation must be completed for the ETA 9002 and VETS 200 reports prior to submitting the final fourth quarter reports by the August 31, 2011, 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. Although DRVS is not being modified to export the modified WIASRD file, DRVS will still be able to conduct data element validation procedures. All states are still required to perform data element validation using the DRVS. Also, all states are required to submit their summary and analytical reports for data element validation through the EBSS.

**Trade Adjustment Assistance.** 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) 2011 is due no later than **November 14, 2011.** States administering TAA programs are not required to submit an annual report; states are required to submit individual participant records only for TAA. Data element validation is an annual state requirement in the TAA program. However, as mentioned in TEGL 24-10, this element validation requirement was waived for FY 2010. Consequently, ETA is currently exploring feasible methods to conduct data element validation in FY 2011. Subsequent guidance on this manner will be forthcoming.

**5. Data Validation for the National Farmworker Jobs Program.** Grantees administering the NFJP are not required to submit a performance outcomes report. Grantees are required to submit individual participant records 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 2009 (participants with exit dates between 7/1/2009 and 6/30/2010) were due to ETA's contractor (Social Policy Research Associates) on May 15, 2010. **Data element validation for PY 2009 must be submitted to ETA by November 2, 2011.** Please see Attachment D of this TEGL for the source documentation requirements for PY 2009 NFJP data element validation. NFJP grantees should use NFJP Data Validation Software Version 2.0.

**6. Indian and Native American Program Reporting.** Grantees administering the INAP are not required to submit a performance outcomes report. Grantees are required to submit individual participant records for the INAP, which are used by ETA to calculate the performance outcomes for each grantee.

**7. Data Reporting and Validation Resources.** ETA provides several resources to states in order to assist them in reporting timely and accurate data. As previously mentioned, one of the criteria for incentive eligibility is that the data used to compute the performance outcomes must be submitted on time and be accurate.

WIA Annual and Quarterly Report handbooks are available at:  
<http://www.doleta.gov/performance/reporting>

Data validation software applications and User Guides for each program are at:  
[http://www.doleta.gov/performance/reporting/tools\\_datavalidation.cfm](http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm)

**8. Changes to Required Source Documentation for Data Validation.** In 2010, there was a change to the source documentation requirements for DRVS Field #3, 'Date of Birth.' The allowable documents for 'Date of Birth' are now aligned with the level of service, such that a hard or electronic copy of the participant's identification (I.D.) will only be required for a participant who receives intensive and/or training services. The following source documentation requirements are also included in Attachment A of this document.

- For participants participating in self-service only activities, self-attestation is acceptable.
- For WIA Adult, Dislocated Worker, and NEG participants receiving staff-assisted core services only, the hard or electronic case notes should reflect that the client has shown proof of age. The notes should include, for example, the driver's license number or other uniquely identifiable information of the document.
- For all WIA Youth program participants and WIA Adult and Dislocated Worker/NEG participants receiving intensive and/or training services, a hard or electronic copy of the participant's I.D. must be kept in the case file. The I.D. should be one of the following: driver's license, baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, 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, or tribal records.

**9. Training and Technical Assistance.** States and grantees are encouraged to request technical assistance on validation procedures and the use of the reporting and validation tools by contacting Regional and/or National Office program staff.

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

**11. Inquiries.** Questions regarding performance reporting should be directed to the appropriate ETA Regional Office, or to the Office of Policy Development and Research at [ETAperforms@dol.gov](mailto:ETAperforms@dol.gov).

**12. Attachments.**

**Attachment A:** Source Documentation Requirements for Program Year (PY)  
2010 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 Program Year (PY)  
2010 NFJP Data Element Validation

**ATTACHMENT A**

**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 School Status at Participation (DRVS Field# 30), 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, Temporary Assistance to Needy Families (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	<p><u>Adults/DW/NEG Exiters who received Self-services only</u> Self-attestation</p> <p><u>Adults/DW/NEG Exiters who received Staff-assisted core services only:</u> Hard or electronic case notes. Should reflect that the client has shown proof of age, and should include, for example, the driver's license number or other uniquely identifiable information of the document.</p> <p><u>Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:</u> 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, or tribal records</p>

## 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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> 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.</p>	<p>1 = Yes, &lt;= 180 days</p> <p>2 = Yes, Eligible Veteran</p> <p>3 = Yes, Other Eligible Person</p> <p>4 = No</p>	Yes	Yes	Yes	Yes	No	Support	<p><u>Adults/DW/NEG Exiters who did not receive Intensive or Training Services:</u> State MIS, self-attestation, case notes</p> <p><u>Older Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:</u> DD-214, cross match with veterans data, a letter from the Veterans' Administration</p>

## 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
		<p><b>Record 3</b> if the individual is a person who is</p> <ul style="list-style-type: none"> <li>(a) the spouse of any person who died on active duty or of a service-connected disability,</li> <li>(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: <ul style="list-style-type: none"> <li>(i) missing in action;</li> <li>(ii) captured in the line of duty by a hostile force; or</li> <li>(iii) forcibly detained or interned in the line of duty by a foreign government or power; or</li> </ul> </li> <li>(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.</li> </ul> <p><b>Record 4</b> if the individual does not meet any one of the conditions described above.</p>								

## 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	<p><b>Record 1</b> 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 an 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.</p> <p><b>Record 2</b> 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</p> <p><b>Record 3</b> if the individual does not meet any one of the conditions described above.</p>	<p>1 = Employed</p> <p>2 = Employed, but Received Notice of Termination of Employment or Military Separation</p> <p>3 = Not Employed</p>	Yes	Yes	Yes	Yes	Yes	Support	<p><u>Adults/DW/NEG Exiters who did not receive Intensive or Training Services:</u> State MIS, self-attestation, case notes</p> <p><u>All Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:</u> Pay stub, case notes showing information collected from participant</p>

## 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	<p><b>Record 1</b> if the individual is a person who:</p> <p>(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</p> <p>(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</p> <p>(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</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	No	No	Yes	Yes	Support	<p><u>Adults Exiters who did not receive Intensive or Training Services:</u> State MIS, self-attestation, case notes</p> <p><u>All Youth and Adults Exiters who received Intensive or Training Services:</u> 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</p>

## 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
		(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.								
		<b>Record 2</b> 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	<p><b>Record 1</b> if the individual is a person who is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.</p> <p><b>Record 2</b> if the individual does not meet the condition described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	No	Yes	Yes	Support	<p><u>Adults/DW Exiters who did not receive Intensive or Training Services:</u> State MIS, self-attestation, case notes</p> <p><u>All Youth and Adults/DW Exiters who received Intensive or Training Services:</u> Cross-match with TANF public assistance records</p>

## 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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual does not meet the above criteria.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	No	Yes	Yes	Support	<p><u>Adults/DW Exiters who did not receive Intensive or Training Services:</u> State MIS, self-attestation, case notes</p> <p><u>All Youth and Adults/DW Exiters who received Intensive or Training Services:</u> 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</p>

## 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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	No	Yes	Yes	No	No	Support	<p><u>DW/NEG Exitters who did not receive Intensive or Training Services:</u> State MIS, self-attestation, case notes</p> <p><u>DW/NEG Exitters who received Intensive or Training Services:</u> Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self-attestation</p>
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

## 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
26	Homeless individual and/or runaway youth #125	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual does not meet any one of the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual does not meet the described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> 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.</p> <p><b>Record 3</b> 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.</p> <p><b>Record 4</b> if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p><b>Record 5</b> if the individual is not attending any school and has either graduated from high school or holds a GED.</p>	<p>1 = In-school, H.S. or less</p> <p>2 = In-school, Alternative School</p> <p>3 = In-school, Post-H.S.</p> <p>4 = Not attending school; H.S. Dropout</p> <p>5 = Not attending school; H.S. graduate</p>	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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	No	No	No	Yes	Yes	Support	Standardized assessment test, school records, case notes
32	Foster Care Youth #131	<p><b>Record 1</b> if the individual is a person who is in foster care or has been in the foster care system.</p> <p><b>Record 2</b> if the individual does not meet the condition described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	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.  <b>Record 0000</b> 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	<p><b>Record 01</b> 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.</p> <p><b>Record 02</b> 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.</p> <p><b>Record 03</b> if the participant was found to be deceased or no longer living.</p> <p><b>Record 04</b> 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.</p> <p><b>Record 05</b> 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.</p>	<p>01 = Institutionalized</p> <p>02= Health/Medical</p> <p>03 = Deceased</p> <p>04 = Family Care</p> <p>05 = Reserve Forces Called to Active Duty</p> <p>06 = Relocated to Mandated Residential or Non-Residential Program</p> <p>98 = Retirement</p> <p>99 = Not a Valid SSN</p>	Yes	Yes	Yes	Yes	Yes	Support	<p>Information from partner services MIS systems, WIA status/exit form, case notes,</p> <p>Information from institution or facility</p>

## 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
		<p><b>Record 06</b> 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).</p> <p><b>Record 98</b> if the participant retired from employment.</p> <p><b>Record 99</b> if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN.</p> <p><b>Record 00 or blank</b> if the participant exited for a reason other than one of the conditions described above.</p> <p>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.</p>								

## 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
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	<b>Record 1</b> 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.  <b>Record 2</b> 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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	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	<p><b>Record 1</b> if the participant received employment services. Employment services include paid and unpaid work experiences, including internships, and job shadowing; and occupational skills training.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	No	No	No	Yes	Yes	Support	Activity sheets, vendor contract, attendance record or roster, State MIS, case notes
80	Received Summer Employment Opportunities #346	<p><b>Record 1</b> if the participant received summer employment opportunities directly linked to academic and occupational learning.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	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	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> if the individual did not receive 12 months of follow-up services.</p> <p><b>Record 0</b> 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.</p> <p>Additional Note: If a youth reenrolls in WIA within 12 months of exit, <b>Record 1</b> if follow-up services were provided throughout the period from exit to re-enrollment.</p>	<p>1 = Yes</p> <p>2 = No</p>	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 1 <sup>st</sup> Quarter after Exit Quarter #601	<p><b>Record 1</b> if the participant was employed in the first quarter after the quarter of exit.</p> <p><b>Record 2</b> if the participant was not employed in the first quarter after the quarter of exit.</p> <p><b>Record 3</b> if information on the participant's employment status in the first quarter after the quarter of exit is not yet available.</p>	<p>1 = Yes</p> <p>2 = No</p> <p>3 = Information not yet available</p>	Yes	Yes	Yes	Yes	Yes	Support	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS

## 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
85	Type of Employment Match 1 <sup>st</sup> Quarter After Exit Quarter #602	<p>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.</p> <p><b>Record 0</b> or leave "blank" if the individual was not employed in the first quarter after the quarter of exit.</p> <p>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.</p>	<p>1 = UI Wage Records (In-State &amp; WRIS)</p> <p>2 = Federal Employment Records (OPM, USPS)</p> <p>3 = Military Employment Records (DOD)</p> <p>4 = Other Administrative Wage Records</p> <p>5 = Supplemental through case management, participant survey, and/or verification with the employer</p> <p>6 = Information not yet available</p>	Yes	Yes	Yes	Yes	Yes	Support	<p>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</p>

## 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
89	Employed in 2 <sup>nd</sup> Quarter After Exit Quarter #606	<p><b>Record 1</b> if the participant was employed in the second quarter after the quarter of exit.</p> <p><b>Record 2</b> if the individual was not employed in the second quarter after the quarter of exit.</p> <p><b>Record 3</b> if the individual has exited but employment information is not yet available.</p>	<p>1 = Yes</p> <p>2 = No</p> <p>3 = Information not yet available</p>	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 2 <sup>nd</sup> Quarter After Exit #607	<p>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.</p> <p><b>Record 0</b> or leave "blank" if the individual was not employed in the second quarter after the quarter of exit.</p> <p>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.</p>	<p>1 = UI Wage Records (In-State &amp; WRIS)</p> <p>2 = Federal Employment Records (OPM, USPS)</p> <p>3 = Military Employment Records (DOD)</p> <p>4 = Other Administrative Wage Records</p> <p>5 = Supplemental through case management, participant survey, and/or verification with the employer</p> <p>6 = Information not yet available</p>	Yes	Yes	Yes	No	No	Support	<p>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</p>

## 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 3 <sup>rd</sup> Quarter After Exit Quarter #608	<p><b>Record 1</b> if the participant was employed in the third quarter after exit.</p> <p><b>Record 2</b> if the individual was not employed in the third quarter after exit.</p> <p><b>Record 3</b> if the individual has exited but employment information is not yet available.</p>	<p>1 = Yes</p> <p>2 = No</p> <p>3 = Information not yet available</p>	Yes	Yes	Yes	Yes	Yes	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
92	Type of Employment Match 3 <sup>rd</sup> Quarter After Exit #609	<p>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.</p> <p><b>Record 0</b> or leave "blank" if the individual was not employed in the third quarter after the quarter of exit.</p> <p>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.</p>	<p>1 = UI Wage Records (In-State &amp; WRIS)</p> <p>2 = Federal Employment Records (OPM, USPS)</p> <p>3 = Military Employment Records (DOD)</p> <p>4 = Other Administrative Wage Records</p> <p>5 = Supplemental through case management, participant survey, and/or verification with the employer</p> <p>6 = Information not yet available</p>	Yes	Yes	Yes	Yes	Yes	Support	<p>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</p>

## 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 3 <sup>rd</sup> 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 2 <sup>nd</sup> 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 1 <sup>st</sup> 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 2 <sup>nd</sup> 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 3 <sup>rd</sup> 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	<p>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.</p> <p><b>Record 0</b> if the individual received training services, but did not attain a recognized credential.</p> <p>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).</p>	<p>1 = High School Diploma/GED</p> <p>2 = AA or AS Diploma/Degree</p> <p>3 = BA or BS Diploma/Degree</p> <p>4 = Occupational Skills Licensure</p> <p>5 = Occupational Skills Certificate or Credential</p> <p>6 = Other Recognized Educational or Occupational Skills Certificate/Credential</p>	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	*Use the appropriate code to record the type of skill attainment goal.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	No	No	No	No	Yes	Support for Goal Type and Attainment of Goal	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
	*Date Goal Was Set	Setting one basic skills goal is required if the youth is basic literacy skills deficient.								
	*Attainment of Goal	* 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.	*YYYYMMDD						Match for Dates	
	*Date Goal Was Attained #620-667	<p>* <b>Record 1</b> 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.</p> <p><b>Record 2</b> 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.</p> <p><b>Record 3</b> 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.</p>	<p>1 = Attained</p> <p>2 = Set, but not attained</p> <p>3 = Set, but attainment is pending</p>							

## 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
		* 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	<p><b>Record 1</b> if the individual attained a secondary school (high school) diploma recognized by the State.</p> <p><b>Record 2</b> if the individual attained a GED or high school equivalency diploma recognized by the State.</p> <p><b>Record 3</b> if the individual attained a certificate in recognition of an individual's attainment of technical or occupational skills or other post-secondary degree/diploma..</p> <p><b>Record 4</b> if the individual did not attain a diploma, GED, or certificate.</p> <p><b>SPECIAL NOTE:</b> 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.</p>	<p>1 = Individual attained a secondary school (high school) diploma.</p> <p>2 = Individual attained a GED or high school equivalency diploma.</p> <p>3 = Individual attained a certificate or other post-secondary degree/diploma.</p> <p>4 = Individual did not attain a diploma, GED, or certificate</p>	No	No	No	Yes	Yes	Support	Transcripts, certificates, diploma, letter or other documentation from school system

## 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
		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

## 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
153	School Status at Exit #670	<p><b>Record 1</b> 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.</p> <p><b>Record 2</b> 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.</p> <p><b>Record 3</b> 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.</p> <p><b>Record 4</b> if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p><b>Record 5</b> if the individual is not attending any school and has either graduated from high school or holds a GED.</p>	<p>1 = In-school, H.S. or less</p> <p>2 = In-school, Alternative School</p> <p>3 = In-school, Post-H.S.</p> <p>4 = Not attending school; H.S. Dropout</p> <p>5 = Not attending school; H.S. Graduate</p>	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.  <b>Record 0</b> 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.  <b>Record 0</b> 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

## 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
156-198	*Category of Assessment  *Type of Assessment Test  *Functional Area  *Date Administered Test  *Educational Functioning Level #701-743	<b>*Record 1</b> if the participant was assessed using approved tests for Adult Basic Education (ABE)  <b>Record 2</b> if the participant was assessed using approved tests for English-As-A-Second Language (ESL)  <b>Record 0</b> 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 3 = Both ABE and ESL  * 1 = TABE 9-10 2 = CASAS (Life Skills) 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = TABE Class E 9 = Wonderlic 10 = Other Approved Assessment Tool  * 1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Listening 8 = Other 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.

## 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
		* 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.	* YYYYMMDD  * 1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education							

**Workforce Investment Act (WIA) Annual Report Requirements for States Approved to Report Against the Common Performance Measures Only**

OMB No. 1205-0420  
Expires: 12/31/2012

State Name \_\_\_\_\_

Date Submitted \_\_\_\_\_

**WIA Title IB  
Annual Report Form (ETA 9091)**

**I. Narrative Section**

- A. A discussion of the cost of workforce investment activities relative to the effect of the activities on the performance of participants.
- B. A description of State evaluations of workforce investment activities, including:
  1. The questions the evaluation will/did address;
  2. A description of the evaluation's methodology; and
  3. Information about the timing of feedback and deliverables.

**II. Table Section**

**Table A - Workforce Investment Act Customer Satisfaction Results**

Customer Satisfaction	Negotiated Performance Level	Actual Performance Level - American Customer Satisfaction Index	Number of Surveys Completed	Number of Customers Eligible for the Survey	Number of Customers Included in the Sample	Response Rate
Participants						
Employers						

**Table B - Adult Program Results**

Reported Information	Negotiated Performance Level	Actual Performance Level
Entered Employment Rate		Numerator
		Denominator
Employment Retention Rate		Numerator
		Denominator
Average Earnings		Numerator
		Denominator
Employment and Credential Rate		Numerator
		Denominator

Table C - Outcomes for Adult Special Populations

Reported Information	Public Assistance Recipients Receiving Intensive or Training Services		Veterans		Individuals With Disabilities		Older Individuals	
	Num	Den	Num	Den	Num	Den	Num	Den
Entered Employment Rate	Num	Den	Num	Den	Num	Den	Num	Den
	Den	Den	Den	Den	Den	Den	Den	Den
Employment Retention Rate	Num	Den	Num	Den	Num	Den	Num	Den
	Den	Den	Den	Den	Den	Den	Den	Den
Average Earnings	Num	Den	Num	Den	Num	Den	Num	Den
	Den	Den	Den	Den	Den	Den	Den	Den
Employment and Credential Rate	Num	Den	Num	Den	Num	Den	Num	Den
	Den	Den	Den	Den	Den	Den	Den	Den

Table D - Other Outcome Information for the Adult Program

Reported Information	Individuals Who Received Training Services		Individuals Who Only Received Core and Intensive Services	
	Num	Den	Num	Den
Entered Employment Rate	Num	Den	Num	Den
	Den	Den	Den	Den
Employment Retention Rate	Num	Den	Num	Den
	Den	Den	Den	Den
Average Earnings	Num	Den	Num	Den
	Den	Den	Den	Den

Table E - Dislocated Worker Program Results

Reported Information	Negotiated Performance Level	Actual Performance Level	
		Numerator	Denominator
Entered Employment Rate		Numerator	Denominator
		Denominator	Denominator
Employment Retention Rate		Numerator	Denominator
		Denominator	Denominator
Average Earnings		Numerator	Denominator
		Denominator	Denominator
Employment and Credential Rate		Numerator	Denominator
		Denominator	Denominator

Table F - Outcomes for Dislocated Worker Special Populations

Reported Information	Veterans		Individuals With Disabilities		Older Individuals		Displaced Homemakers	
Entered Employment Rate	Num		Num		Num		Num	
	Den		Den		Den		Den	
Employment Retention Rate	Num		Num		Num		Num	
	Den		Den		Den		Den	
Average Earnings	Num		Num		Num		Num	
	Den		Den		Den		Den	
Employment and Credential Rate	Num		Num		Num		Num	
	Den		Den		Den		Den	

Table G - Other Outcome Information for the Dislocated Worker Program

Reported Information	Individuals Who Received Training Services		Individuals Who Only Received Core and Intensive Services	
Entered Employment Rate	Num		Num	
	Den		Den	
Employment Retention Rate	Num		Num	
	Den		Den	
Average Earnings	Num		Num	
	Den		Den	

Table H.1 - Youth (14 - 21) Program Results

Reported Information	Negotiated Performance Level	Actual Performance Level
Placement in Employment or Education		Numerator
		Denominator
Attainment of Degree or Certificate		Numerator
		Denominator
Literacy and Numeracy Gains		Numerator
		Denominator

Table H.2 - Older Youth (19 - 21) Results

Reported Information	Negotiated Performance Level	Actual Performance Level
Entered Employment Rate		Numerator
		Denominator
Employment Retention Rate		Numerator
		Denominator
Six Months Earnings Increase		Numerator
		Denominator
Credential Rate		Numerator
		Denominator

Table I - Outcomes for Older Youth Special Populations

Reported Information	Public Assistance Recipients		Veterans		Individuals With Disabilities		Out-of-School Youth	
Entered Employment Rate		Num		Num		Num		Num
		Den		Den		Den		Den
Employment Retention Rate		Num		Num		Num		Num
		Den		Den		Den		Den
Six Months Earnings Increase		Num		Num		Num		Num
		Den		Den		Den		Den
Credential Rate		Num		Num		Num		Num
		Den		Den		Den		Den

Table J - Younger Youth (14 - 18) Results

Reported Information	Negotiated Performance Level	Actual Performance Level
Skill Attainment Rate		Numerator
		Denominator
Youth Diploma or Equivalent Rate		Numerator
		Denominator
Retention Rate		Numerator
		Denominator

Table K - Outcomes for Younger Youth Special Populations

Reported Information	Public Assistance Recipients		Individuals With Disabilities		Out-of-School Youth	
Skill Attainment Rate		Num		Num		Num
		Den		Den		Den
Youth Diploma or Equivalent Rate		Num		Num		Num
		Den		Den		Den
Retention Rate		Num		Num		Num
		Den		Den		Den

Table L - Other Reported Information

Reported Information	12 Month Employment Retention Rate		12 Months Earnings Increase (Adults and Older Youth)  or 12 Months Earnings Replacement (Dislocated Workers)		Placements in Non-traditional Employment	Wages At Entry Into Employment For Those Individuals Who Entered Unsubsidized Employment	Entry Into Unsubsidized Employment Related to the Training Received of Those Who Completed Training Services	
	Num	Den	Num	Den			Num	Den
Adults	Num	Den	Num	Den	Num	Den	Num	Den
Dislocated Workers	Num	Den	Num	Den	Num	Den	Num	Den
Older Youth	Num	Den	Num	Den	Num	Den	Num	Den

Table M - Participation Levels

Reported Information	Total Participants Served	Total Exiters
<b>Total Adult Customers</b>		
Total Adults (self-service only)		
WIA Adults		
WIA Dislocated Workers		
<b>Total Youth (14 - 21)</b>		
Younger Youth (14 - 18)		
Older Youth (19 - 21)		
Out-of-School Youth		
In-School Youth		

Table N - Cost of Program Activities

Program Activity	Total Federal Spending
Local Adults	
Local Dislocated Workers	
Local Youth	
Rapid Response (up to 25%) WIA Section 134(a)(2)(B)	
Statewide Required Activities (Up to 15%) WIA Section 134(a)(2)(B)	
Statewide Allowable Activities WIA Section 134(a)(3)	Program Activity Description
Total of All Federal Spending Listed Above	

Table O- Local Performance (Include this chart for each local area in the state)

Local Area Name _____	Total Participants Served	Adults
		Dislocated Workers
		Older Youth (19 - 21) <i>Report Total Youth</i>
		Younger Youth (14 - 18)
ETA Assigned # _____	Total Exiters	Adults
		Dislocated Workers
		Older Youth (19 - 21) <i>Report Total Youth</i>
		Younger Youth (14 - 18)

Reported Information		Negotiated Performance	Actual
Customer Satisfaction	Program Participants		
	Employers		
Entered Employment Rates	Adults		
	Dislocated Workers		
	Older Youth		
Retention Rates	Adults		
	Dislocated Workers		
	Older Youth		
	Younger Youth		
Average Earnings (Adults/DWs)	Adults		
Six Months Earnings Increase (Older Youth)	Dislocated Workers		
	Older Youth		
Credential/Diploma Rates	Adults		
	Dislocated Workers		
	Older Youth		
	Younger Youth		
Skill Attainment Rate	Younger Youth		
Placement in Employment or Education	Youth (14 - 21)		
Attainment of Degree or Certificate	Youth (14 - 21)		
Literacy and Numeracy Gains	Youth (14 - 21)		

Description of Other State Indicators of Performance (WIA Section 136(d)(1) - Insert additional rows if there are more than two other state indicators of performance).		

	Not Met	Met	Exceeded
Overall Status of Local Performance			

**ATTACHMENT C**

**COMMON WORKFORCE INVESTMENT ACT STANDARDIZED  
RECORD DATA (WIASRD) REPORTING ERRORS**

This attachment includes typical WIA Standardized Record Data (WIASRD) submission errors that ETA has identified. Please ensure accurate and complete data submission.

- Not reporting disability status (Item 104) for many individuals: should be 1 or 2, not 0 or blank for almost everyone.
- Not reporting Hispanic (Item 105) for many individuals.
- Not reporting Recently Separated Veteran (Item 114) for many veterans.
- Incorrect reporting of high school graduates in Highest Grade Completed (Item 119). High school graduates should be reported using code '87'. Code '12' should be used only for those who completed the 12<sup>th</sup> grade but did not graduate.
- Not including Food Stamps recipients in Other Public Assistance Recipient (Item 121). The definition of this field was changed for PY 2005 to include Food Stamp recipients.
- Not reporting the Date of Actual Qualifying Dislocation (Item 125) for many dislocated workers.
- Not reporting adult characteristics for all or many individuals.
  - Homeless (Item 125).
  - Offender (Item 126).
- Incorrect reporting of Employment and Training Programs Related to Food Stamps (Item 325). This field is not used for reporting receipt of Food Stamps (which is included in Item 121). Item 325 is to be used only for those who received employment and training services funded by the Food Stamps program.
- Not reporting new service fields:
  - Core self-service and informational activities (Item 331).
  - Date of first staff-assisted core service (Item 332).
  - Workforce information services (Item 333).
  - Date completed, or withdrew from, training (Item 336).
  - Prevocational activities (Item 339).
- Incorrect reporting of enrolled in education (Item 343).
  - Should generally be 'yes' if a youth was in school at either participation (Item 129) or exit (Item 670).
- Not reporting wages in the quarter before registration (Item 614).

- Not reporting wages before registration (Items 612 to 614) for persons who exit after the exit cohort for average earnings or earnings change.
- Not reporting education status at exit (Item 670) for youth.
- Incorrect reporting of youth activities. Almost all youth should have at least one youth activity reported. Several states report a large number of youth without any youth activities. One state does not report any youth activities at all.
- Incorrect reporting of NEG participants.
  - Not providing records for all NEG participants. All participants enrolled in a NEG project must be reported in the WIASRD, regardless of whether or not they were coenrolled in Title 1b programs.
  - Incorrect reporting of the NEG Project ID (Items 313a to 313c). A NEG project ID must be entered for each NEG participant. This number is found in the NEG Grant Award package. If the Participant is enrolled in more than one NEG, all applicable NEG Project IDs should be entered in the participant's record. The NEG project ID is the state postal code followed by a two-digit number. For example, a valid code for a project in Utah would be UT02.

**ATTACHMENT D**

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

This appendix presents the data elements to be validated with their associated WIASPR number, element definitions, valid values, federal validation sources, state/grantee sources, and validation instructions needed to perform data element validation. The federal sources are the generic, federally recommended source documentation. The "State/Grantee Sources" column can be used to enter grantee-specific versions of the federally approved documentation.

Two types of validation rules exist:

1. If the validation instruction cell says MATCH: Enter a checkmark in the box in the pass column if the data on the validation 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.
2. If the validation instruction says SUPPORT: Enter a checkmark in the box in the pass column if the data on the validation 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 must be similar to the data in the source documentation. This instruction is used when information must be interpreted or processed before it can be applied to the participant's records. For example, source documentation can support farmworker status in different ways, by a code or narrative or other information.

For the most part, the definition of a particular source is clear. Grantees may, however, have questions about three sources—Grantee Management Information System (MIS), Self-Attestation, and Case Notes. Definitions for these three types of source documentation are:

1. MIS: Unless otherwise noted, MIS refers to specific, detailed information which supports an element that is stored in the grantee's information system. An indicator alone, such as a checkmark on a computer screen, is not acceptable source documentation. For example, a grantee's MIS is acceptable source documentation for date of exit if it identifies the last service received in addition to the date on which that service was received.
2. Self-Attestation: Self-attestation occurs when a participant states his or her status for a particular data element 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) the signing and dating of 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.
3. 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.

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
4. Date of Participation	Record the date on which the individual begins receiving his/her first service funded by the program following a determination of eligibility to participate in the program.	YYYYMMDD	Grantee Administrative Records		Match
5. Date of Birth	Record the individual's date of birth.	YYYYMMDD	Family bible; birth certificate; passport; driver's license; baptismal record; I-9 form		Match
9. Qualifies for Sec. 167 Program as a:	Record appropriate status of the participant.  SPECIAL NOTE: If a participant qualifies as eligible under both categories, use Code 1 – Farmworker.	1 = Farmworker 2 = Dependent or Spouse of a Farmworker	Pay stubs; W-2 forms; IRS 1040 forms; case manager/counselor intake notes; self attestation		Support
11. Farmworker Status	Use the appropriate code to record the status of the participant at the time of eligibility determination.  SPECIAL NOTE: Where participant is a dependent of a farmworker, record the status of the eligible farmworker.	1 = Migrant Farmworker 2 = Seasonal Farmworker	Pay stubs; W-2 forms; IRS 1040 forms; case manager/counselor intake notes; self attestation		Support
13b. Number of Individuals in the Family	Record the total number of individuals in the family, including the participant.	00	Birth certificate; family bible; IRS 1040 forms		Match

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
16. Employment Status at Participation	<p>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 an 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.</p> <p>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 currently on active military duty and has been provided with a date of separation from military service.</p> <p>Record 3 if the participant does not meet any one of the conditions described above.</p>	<p>1 = Employed  2 = Employed, but Received Notice of Termination of Employment or Military Separation  3 = Not Employed</p>	<p>Pay stub, case notes showing information collected from participant</p>		<p>Support</p>

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
17. Six Month Pre-Program Earnings	Record the total pre-program earnings of the participant for the 6-month period prior to the date of application in the program. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, and commissions or overtime pay earned. Record 00000 if there were no earnings during this period.	00000	Pay stubs; W-2 forms; employer payroll records; IRS 1040 forms; administrative/UI wage records; self attestation; detailed case management notes		Match
21e. Long-term Agricultural Employment	Record 1 if the participant is a person who has engaged in agricultural work as the primary source of income for a minimum of four (4) years prior to intake/eligibility determination. Record 2 if the participant does not meet the conditions described above.	1 = Yes 2 = No	IRS 1040 forms; pay stub; intake application; case manager/counselor progress notes; self-attestation		Support
24. Date of First Intensive Service	Record the date on which the participant first received intensive services. Intensive services include specialized assessments of skill levels, work experience, diagnostic testing, adult basic education or English as a Second Language (ESL) training, development of an individual employment plan, group or individual counseling, case management for participants seeking training services, short-term prevocational services, and remedial reading, writing, or communication skills training. Otherwise, leave "blank" if the participant did not receive intensive services.	YYYYMMDD	Case manager/counselor progress notes with signature; IEP assessment and diagnostic testing		Match

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
25. Date of First Training Service	Record the date on which the participant first received training services. Training services include, but are not limited to, occupational skills training; OJT; skill upgrading; entrepreneurial training; and job readiness training. Otherwise, leave "blank" if the participant did not receive training services.	YYYYMMDD	Case manager/counselor certification signature; employer signed document; attendance records from institution or instructor		Match
33. Date of Exit	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	Case manager/counselor termination notice; case manager/counselor progress tracking report; grantee MIS		Match

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
34. Category of Exit	<p>Record 1 if the participant received and/or completed any job-related core (beyond core informational or self-services, and eligibility determination), intensive, or training services.</p> <p>Record 2 if the participant received non-job related services, without having received job-related core, intensive, or training services.</p> <p>Record 3 if the participant did not complete the program and exited for other reasons, as specified in Item 35 below.</p> <p>SPECIAL NOTE: Individuals who receive training-related services AND intensive, or training services should be coded 1.</p>	<p>1 = Employment and Training Exiter</p> <p>2 = Related Assistance Services ONLY Exiter</p> <p>3 = Other Reasons for Exit</p>	Grantee administrative records		Support

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
35. Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	<p>Record 1 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.</p> <p>Record 2 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the 167 program. Does not include temporary conditions expected to last for less than 90 days.</p> <p>Record 3 if the participant was found to be deceased or no longer living.</p> <p>Record 4 if the participant entered advanced training. Advanced training includes an occupational skills employment/training program, not funded under Title I of WIA, which does not duplicate training received under Title I. This category includes only training outside of the 167 program, One-Stop, WIA and partner system.</p> <p>Record 5 if the participant entered post-secondary education. Post-secondary education includes a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). This does not include entry into post-secondary education programs offered by degree-granting institutions that do not lead to an academic degree.</p>	<p>1 = Institutionalized</p> <p>2 = Health/Medical</p> <p>3 = Deceased</p> <p>4 = Entered Advanced Training</p> <p>5 = Entered Post-Secondary Education</p> <p>6 = Moved/Cannot Locate/Voluntary Separation</p> <p>7 = Family Care</p> <p>8 = Reserve Forces Called to Active Duty</p> <p>9 = Not a Valid SSN</p>	Grantee administrative records		Support

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
35. Other Reasons for Exit (continued)	<p>Record 6 if the participant cannot be located or has moved to an area that prevents them from completing their program, or has voluntarily left the program.</p> <p>Record 7 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.</p> <p>Record 8 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.</p> <p>Record 9 if the social security number of the participant is not valid.</p> <p>Record 0 or leave "blank" if the participant exited for a reason other than one of the conditions described above.</p>				
36. Date Placed in Unsubsidized Employment	Record the date on which the participant was placed into unsubsidized employment. Leave this field blank if the participant did not enter unsubsidized employment.	YYYYMMDD	Case manager/counselor progress notes		Match
41. Employed in the 1 <sup>st</sup> Quarter After Exit Quarter	<p>Record 1 if the participant was employed in the first quarter after the quarter of exit.</p> <p>Record 2 if the participant was not employed in the first quarter after the quarter of exit.</p> <p>Record 3 if information on the participant's employment status in the first quarter after the quarter of exit is not yet available.</p>	<p>1 = Yes</p> <p>2 = No</p> <p>3 = Information Not Yet Available</p>	Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation		Support

<b>WIASPR Item Name and Number</b>	<b>Data Element Definition</b>	<b>Valid Values</b>	<b>Federal Sources</b>	<b>State/Grantee Sources</b>	<b>Instructions</b>
42. Employed in the 2 <sup>nd</sup> Quarter After Exit Quarter	Record 1 if the participant was employed in the second quarter after the quarter of exit. Record 2 if the participant was not employed in the second quarter after the quarter of exit. Record 3 if information on the participant's employment status in the second quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information Not Yet Available	Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation		Support
43. Employed in the 3 <sup>rd</sup> Quarter After Exit Quarter	Record 1 if the participant was employed in the third quarter after the quarter of exit. Record 2 if the participant was not employed in the third quarter after the quarter of exit. Record 3 if information on the participant's employment status in the third quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information Not Yet Available	Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation		Support
44. Wages 2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters After Exit Quarter	Record the total earnings earned by the participant in the second and third calendar quarters after the quarter of exit. Total earnings include any bonuses, tips, gratuities, commissions, and overtime pay earned. Note: Enter whole dollar amounts (00000). Enter 99999 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	00000	Pay stubs; employer payroll records; IRS tax forms; administrative/UI wage records; case manager/counselor progress notes with signature		Match

## **Quarterly Narrative Progress Report State Energy Sector Partnership (SESP) Training Projects**

**SESP Sub-Grantees must submit their quarterly progress reports to Dennis Hopper at [Dennis.Hopper@adeca.alabama.gov](mailto:Dennis.Hopper@adeca.alabama.gov).**

### **General Project Information**

**Sub-Grantee Name:** Justinn Overton

**Project Name:** "Building Green Jobs for Alabama"

**Contract Number:** #961610271

**Report Quarter Ending:** 06/30/11

**Date of Submission:** July 15, 2011

**Program Contact Information:**

Justinn Overton (205/910.5726 or [justinn.overton@usgbcfal.org](mailto:justinn.overton@usgbcfal.org))

### **A. Brief Summary of Grant Activities**

On April 18 and April 19, 2011 the Building Green Jobs for Alabama program hosted Step One and Step Two trainings in Birmingham, Alabama for eligible job seekers who are interested in green building training. On April 25 and 26, the Building Green Jobs for Alabama program hosted Step One, Two, and Four programs over a two day course at Calhoun Community College in Decatur, Alabama to allow eligible individuals in the North Alabama area to attend courses.

On May 3, 2011, the Building Green Jobs for Alabama program offered the Step Three: LEED® Green Associate course that prepared program participants to take the LEED® Green Associate test. The following week on May 11-13, 2011, the Building Green Jobs for Alabama program revisited the Gulf area of the state to hold Steps One, Two, Three and Four of the program. On May 13, 2011, 10 eligible individuals (comprised of current participants and participants from the previous Gulf course) attended Step Three: LEED® Green Associate course that prepared him/her to take the LEED® Green Associate test. On May 25, 2011, the Building Green Jobs for Alabama program returned to Decatur, Alabama for Step Three: LEED® Green Associate course to prepare individuals to take the LEED® Green Associate test.

Three Step Five courses took place during this quarter in the month of June (Birmingham, Huntsville, Mobile). Each Step Five course consisted of a one hour presentation by the local Career Center explaining the services they offer, one hour of small group mentoring with local USGBC Alabama members, and a presentation of the certificates of completion and a brief discussion on ways to add this workforce development opportunity to the participants' resumes. On June 27, 2011, a Step Three: Green Building Certificate Training, specifically the Green Advantage® training held at Calhoun Community College. Throughout this quarter, the Green Workforce Project Director has been diligently working on scheduling tests for individuals who attended previous certificate training courses (LEED® Green Associate and Green Advantage®).

USGBC Alabama  
Narrative Report  
Quarter Ending 06/30/2011

## **B. Status Update on Leveraged Resources, if Applicable**

See attached “Leveraged Resources and Matched Funds” Spreadsheet.

## **C. Status Update on Strategic Partnership Activities**

The Green Workforce Project Director has been working on developing and revamping the curriculum for this program. The Green Workforce Project Director has had the opportunity to meet or discuss partnership opportunities with Northwest Shoals Community College, Alabama Chapter of the International Facility Managers Association, Habitat for Humanity, and Smart Grid North America to diversify and better market this program to underemployed and unemployed individuals that are in need of training.

With our existing partner, Associated Builders & Contractors, the Green Workforce Project Director had the opportunity to attend the Alabama Council of the American Institute of Architects and the Alabama Chapter of the Associated Builders and Contractors joint conference. At this conference, the Green Workforce Project Director spoke to dozens of AIA/ABC members about the program’s eligibility requirements and the possibility of donated space around the state. During the fourth quarter, the Green Workforce Project Director continued to work with the Alabama Career Center System through the creation and implementation of the Step Five: Program Graduation and Job Search Assistance program. During this program, local Career Center individuals spoke to program graduates about the services that they provide to job seekers.

## **D. Timeline for Grant Activities and Deliverables**

During this quarter, the key deliverables set by the Green Workforce Project Director consisted of continuing to serve individuals in the four major areas of the state (Birmingham, North Alabama, Central, and Gulf) while adding new courses in each area depending on the amount of interest.

For future quarters, it is important to continue to host programs around the state to ensure the grant reaches its goal of serving 550 individuals over the course of two years. It is also important to continue giving program participants various resources to use and study for their respective credential tests to ensure they are well prepared before going into their test. The nature of these tests, like most thing sustainable, continue to evolve and this program most evolve also.

## **E. Status of Deliverables**

During this quarter, 67 individuals graduated from this workforce development program. Although this is a small number compared to the overall goal, the Green Workforce Project Director is pleased with the number of individuals who have spoken highly of this

program and referred their friends, family, and colleagues to me for enrollment and eligibility determination. In the coming months, it is going to be very important to continue scheduling courses around the state to meet our goal of serving 550 individuals, but it is arguably more important to make sure we are serving populations who are in need of updated training to further their current occupation or to help individuals rejoin the workforce.

#### **F. Key Issues and Technical Assistance Needs**

During this quarter, there have been issues with the Recovery Act Data (RAD) System due to individuals now completing the program. I have had issues with the “Other Grant Funded Services” for Follow Up and Retention for individuals who have completed the program. The nature of my grant is very fast pace with the exception of the time each participant spends preparing for his or her exam. I would appreciate another RAD manual with a litany of questions and answers grantees have asked DOL, that way we are not creating more work for DOL or the grant providers.

#### **G. Best Practices and Success Stories**

During this quarter, the Green Workforce Project Director has had the opportunity for feedback from individuals who have completed the program. There was an overwhelming amount of positive feedback from the participants. It has been made clear the individuals who completed the program would have appreciated and needed more study material, practice quizzes, and tailored study guides for each of the credential tests offered besides the immense amount of study material that is already provided. With this in mind, the Green Workforce Project Director created additional study material for the credential tests as well as reformatting the content of the Step One presentation and Step Two: Green Building Workshop to integrate more concepts covered on the credential tests versus market trends in Alabama and throughout the Southeast.

#### **H. Additional Information**

There are some participants who joined this program because they are underemployed. Eight of those participants have completed the program and are the midst of the Follow Up and Retention portion of this grant, and they are listed as not starting a job since they completed the program, since they have not obtained a new position since completing the program within their respective companies nor have they changed occupations.