ALABAMA WORKFORCE INVESTMENT SYSTEM

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

September 24, 2014

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2014-04

SUBJECT: TEGL 6-14 Program Year (PY) 2013 / Fiscal Year (FY) 2014 Data Validation and Performance Reporting Requirements and Associated Timelines

1. Purpose. This transmits the following TEGL:

Number	Date	Subject
6-14	9/10/14	Program Year (PY) 2013 / Fiscal Year (FY) 2014 Data Validation and Performance Reporting Requirements and Associated Timelines

2. Discussion. The purpose of TEGL No. 6-14 is to inform and to remind the workforce investment system of data validation and performance reporting requirements and establish associated timelines for submitting the reports for the following programs/activities:

- Quarterly participant records, annual reports, and data validation results for the Workforce Investment Act (WIA) Title I-B programs and National Emergency Grants (NEGs);
- Quarterly participant records and data validation results for the Wagner-Peyser Act Employment Service;
- Quarterly reports for activities authorized under 38 U.S.C. 4103A and 4104 (Disabled Veterans' Outreach Program (DVOP) and Local Verterans' Employment Representatives (LVER));
- Quarterly reports, participant records, and data validation results for the Trade Adjustment Assistance (TAA) program;
- Individual participant records for the National Farmworker Jobs Program (NFJP); and
- Individual participant records for the Division of Indian and Native American Program (DINAP).

3. Action. TEGL No. 6-14 is attached for informational purposes.

4. Contact. Any questions regarding this TEGL should be directed to Tammy Wilkinson, Workforce Development Division at (334) 242-5154 or tammy.wilkinson@adeca.alabama.gov.

Steve Walkley, Division Chief
ADECA, Workforce Development Division

Date 9/24/2014

Attachment: TEGL No. 6-14

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA/Performance Reporting
	CORRESPONDENCE SYMBOL OPDR
	DATE September 10, 2014

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-14

TO: DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION REGIONAL ADMINISTRATORS
STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
NATIONAL FARMWORKER JOBS PROGRAM GRANTEES
INDIAN AND NATIVE AMERICAN PROGRAM GRANTEES

FROM: PORTIA WU
Assistant Secretary

SUBJECT: Program Year (PY) 2013/Fiscal Year (FY) 2014 Data Validation and Performance Reporting Requirements and Associated Timelines

1. **Purpose.** To remind the workforce investment system of data validation and performance reporting requirements and establish associated timelines for submitting reports for the following programs/activities:
   - Quarterly participant records, annual reports, and data validation results for the Workforce Investment Act (WIA) title IB programs and National Emergency Grants (NEGs);
   - Quarterly participant records and data validation results for the Wagner-Peyser Act Employment Service;
   - Quarterly reports for activities authorized under 38 U.S.C. 4103A and 4104 (Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representatives (LVER));
   - Quarterly reports, participant records, and data validation results for the Trade Adjustment Assistance (TAA) program;
   - Individual participant records for the National Farmworker Jobs Program (NFJP); and
   - Individual participant records for the Division of Indian and Native American Program (DINAP).

2. **References.**
   - WIA of 1998, Sections 136 and 185;
   - 20 CFR 667.300;

RESCISSIONS None	EXPIRATION DATE Continuing

- Training and Employment Guidance Letter (TEGL) 17-05 and 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*;
- TEGL 17-09, *Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD)*;
- TEGL 7-12, *Implementing the Veterans-Related and Other Reporting Change Requirements in the Labor Exchange Reporting System (LERS)*;
- TEGL 28-11, *Program Year 2011/Fiscal Year 2012 Performance Reporting and Data Validation Timelines*, and Change 1;
- TEGL 4-13, *Workforce Investment Act (WIA) Performance Reporting System*; and
- TEGL 6-13, *Workforce Investment Act (WIA) Program Year (PY) 2012 Annual Report Narrative.*

3. **Background.** The Employment and Training Administration's (ETA) statutory and regulatory authority to administer job training and employment programs includes provisions requiring performance reporting from states and grantees. The Department uses this information to assess performance of states and grantees. All states and direct grantees administering Department of Labor (Department) employment and training programs must collect and report information on all participants.

   Each state that receives an allotment under WIA Section 127 or Section 132 must submit an ETA Form 9090 (WIA Quarterly Report) to provide the Department with available performance information for WIA participants. The WIA Quarterly Report will cover the following formula funded programs:
   - WIA Adult Program;
   - WIA Dislocated Worker Program;
   - WIA Youth Program; and
   - NEGs (except Health Care Tax Credit grants).

   Wagner-Peyser Act funded services are reported on the ETA Form 9002 A for all participants and on the ETA Form 9002 B, specifically for participants who are veterans, eligible spouses, or transitioning service members. The Veterans' Employment and Training Service (VETS) 200 Reports are a subset of the ETA Form 9002 data. The data reported on VETS 200 only apply to the activities of participants who received one or more services from LVERs and DVOPs. This enables VETS to evaluate the outcomes of the more intensive services offered to participants under these two programs.

   Each state must also prepare and submit an annual report of performance progress to the Secretary of Labor (Secretary) in accordance with WIA Sections 136 and 185. There are two components to the WIA Annual Report: (1) the required performance results, as specified in ETA Form 9091, "WIA title 1B Annual Report" (OMB No. 1205-0420) found at: http://www.doleta.gov/performance/guidance/WIA/WIAAnnualReportSpecifications.pdf, and (2) a narrative report. The Secretary utilizes the annual reports to fulfill the requirement

of disseminating state-by-state comparisons of the information. Additionally, this information is used to determine states' eligibility for incentive grants or whether the Secretary will impose a sanction based on performance failure. See TEGL 9-07 for further information.

4. **Use of the Enterprise Data Reporting and Validation System (E-DRVS) for Program Reporting.** Submission of timely and accurate data is required in Section 136 of WIA. In 2003, ETA introduced data validation to help states and grantees ensure that their reported performance data accurately reflects their experiences. ETA provides software to states and grantees which analyze participant records and ensure performance calculations are accurate. E-DRVS is the online integrated reporting and validation tool where states can upload individual record files, validate and edit check the data, create quarterly/annual reports, and perform data element validation. E-DRVS eliminates the need to upload annual or quarterly records into Enterprise Business Support System (EBSS).

5. **Performance Reporting and Data Validation for the WIA Title IB Programs.** For each program year, states are required to submit the following reports (when specified due dates are on a Saturday or Sunday, the report is due the following Monday):

   A. Workforce Investment Act Standardized Record Data (WIASRD) files and Quarterly Performance Reports (ETA 9090)

   WIASRD quarterly submissions for the first, second, third, and fourth quarters of each program year are due **45** days following the end of the quarter (November 14th, February 14th, and May 15th, and August 14th, respectively).

   Submit all quarterly WIASRD files via E-DRVS using the revised layout. As additional revisions to the layout/edit check documents are made, they will be posted at the ETA performance site: http://www.doleta.gov/performance/pro.cfm. A notice will be sent to state performance reporting staff if/when further revisions are made.

   B. Validated WIA Annual Report (ETA 9091 - OMB No. 1205-0420) Tables A through Q – Due no later than September 15th.

   In previous WIA annual report submissions, states were required to first complete report validation prior to submitting annual report data tables. However, with the adoption of E-DRVS, report validation is no longer needed. With the ETA 9091 report being calculated from the uploaded WIA individual record file, there will be no deviation from ETA's formulas and consequently report validation is not necessary.

   The fourth quarter WIASRD submission to E-DRVS will automatically generate *both* the ETA 9090 and ETA 9091 reports. **Consequently, any further WIASRD submissions through September 15 will overwrite a previously certified ETA 9090 fourth quarter report generating a revised ETA 9090 report with new numbers.** Therefore, it is important to remember to recertify any fourth quarter report created after August 14th.

States and other jurisdictions approved to report only the common performance measure outcomes for WIA programs for the program year in question 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. However, regarding the customer satisfaction survey, methodologies and results should be addressed in the narrative portion of the report by ALL states. A separate TEGL will address the narrative requirements. All states are required 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 grayed out fields to indicate the information that is not required as part of the state's annual report submission.

Data element validation, using the file of exiters and participants reported on the ETA 9091, must be completed through E-DRVS by February 1st following the due date of the WIA annual narrative for the program year being submitted. Please see Attachment A of this TEGL for the source documentation requirements for WIA data element validation.

C. WIA Annual Report Narrative – Due no later than November 14th.

States should e-mail electronic copies of their narrative annual report to WIA.AR@dol.gov and their Regional Administrator no later than November 14th. Starting with the PY 2013 WIA Annual Report Narrative submission, all report narratives should be submitted as a machine readable (compliant with Section 508 of the Rehabilitation Act) PDF document for Web posting. Guidance in a forthcoming TEGL regarding the WIA Annual Report Narrative, as well as previous guidance such as TEGL 6-13, specifically identifies the required portions that states must provide and portions that states are encouraged to provide.

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

A. Wagner-Peyser Employment Service. States are required to submit the Wagner-Peyser individual record file (OMB No. 1205-0240) on a quarterly basis. Like WIA, quarterly reports are required to be submitted through E-DRVS and certified in EBSS no later than 45 days after the end of each calendar quarter. **States must submit their fourth quarter reports no later than the first Friday after the Labor Day holiday**. This additional time beyond the usual time allowed for Wagner-Peyser quarterly reports is to allow for data element validation to be performed and to provide extra review of the fourth quarter report. Please see the appropriate attachment(s) in this guidance for the exact due date.

In each program year, the Wagner-Peyser Employment Service submission requires data element validation. A minimal data element validation sample of 25 job seekers must be reviewed and compared to state-level data prior to certifying the ETA 9002 and VETS

200 reports to ensure that the files used to conduct report validation were properly constructed. All states are required to perform data element validation using the E-DRVS. As with the WIASRD, E-DRVS acts as the reporting mechanism for Wagner-Peyser. As such, states are no longer required to upload aggregate results to EBSS.

B. **Trade Adjustment Assistance.** Since the TAA program operates on a fiscal year basis, the Trade Act Participant Report (TAPR) is based on a year that begins on October 1st and end on September 30th. States are required to submit the TAPR on a quarterly basis, no later than 45 days after the end of the report quarter (see Attachments E or F for due dates). States administering TAA programs are not required to submit an annual report; states are required to submit individual participant records only for TAA.

   To align with the WIA data element validation (DEV) due date, TAA DEV is due, via EBSS, on February 1st following the due date of the third quarter TAPR file for the program year being submitted. A user guide is available on the TAA Web site at www.doleta.gov/tradeact (locate the 'TAA DEV User Guide' under the "Research" drop down menu, found in the horizontal menu bar on the home page) to assist states in accessing and using the TAA DEV report application.

7. **Data Validation for NFJP.** Grantees administering NFJP are not required to submit a performance outcomes report. Grantees are required to submit individual participant records for 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 are due to ETA's contractor (Social Policy Research Associates) by May 15th of the year following the end of the program year. **Data element validation for each program year must be submitted to ETA by November 1st in the year after the end of the program year.** Please see Attachments E and F for due dates and Attachment D for the source documentation requirements for NFJP data element validation. NFJP grantees should use NFJP Data Validation Software Version 2.0.

8. **DINAP Reporting.** Grantees administering DINAP are not required to submit a performance outcomes report. However, grantees are required to submit a Standard Participant Individual Record file for DINAP participants each quarter, which is used by ETA to calculate the performance outcomes for each grantee. The only performance outcomes for DINAP are: Entered Employment, Employment Retention and Average Earnings.

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

   - 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

- For assistance with WIA Quarterly reporting timeframes for each measure based on both the year and quarter, an auto-populating spreadsheet is available at: http://www.doleta.gov/performance/guidance/WIA/WIAQuarterlyReportingTimeFrames.xls. The annual report timeframes can be derived from this spreadsheet by selecting the year and the fourth quarter.

10. **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.

11. **Action Requested.** States and grantees should: 1) distribute this guidance to appropriate staff; 2) complete report and data validation activities within the timeframes established in sections 5, 6, and 7 of this guidance; and 3) provide the appropriate regional office with updates on the reporting and validation process.

12. **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.

13. **Attachments.**

Attachment A: Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (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: Trade Adjustment Assistance (TAA) Data Element Validation

Attachment D: Source Documentation Requirements for National Farmworker Job Program (NFJP) Data Element Validation

Attachment E: Program Year 2013/Fiscal Year 2014 Performance Reporting and Data Validation Timelines

Attachment F: Program Year 2014/Fiscal Year 2015 Performance Reporting and Data Validation Timelines

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

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. States are authorized to use state-specific versions of the federally approved documentation. No additional documentation sources may be utilized.

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. This record fails validation.

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. This record fails validation.

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. This record fails validation.

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 in a database. 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 of 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. Locating this detailed information represents a deeper level of inquiry than the appearance of a date in the state MIS and makes it unnecessary for such states to validate this data element in local offices.

3. Self-Attestation: Self-attestation (also referred to as a participant statement) 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 8, 19, and 28, 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 # 93 or 96, the participant received intensive and/or training services. If a date is in field # 86, the participant received staff-assisted core services.

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
Global			Missing Record	N/A	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. This record fails validation		Yes	Yes	Yes	Yes	Yes	Support	N/A
Global			Unable to Locate Record		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. This record fails validation.		Yes	Yes	Yes	Yes	Yes	Support	N/A
Global			Invalid Record		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. This record fails validation.		Yes	Yes	Yes	Yes	Yes	Support	N/A
Global			Wrong SSN		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.		Yes	Yes	Yes	Yes	Yes	Match	SSN Card, Passport, Military ID, Other Federal or State ID with SSN
8	200	102	Date of Birth	DT 8	Record the participant's date of birth. Leave blank if this data element does not apply to the person (covered entrants) and the data is not available.	YYYYMMDD Blank = Does Not Apply Leave blank if the Date of Birth is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Match	*Adults/DW/NEG Exiters who received Self-services only:* Self-attestation *Adults/DW/NEG Exiters who received Staff-assisted core services only:* Hard or electronic case notes. Should reflect that the client has shown proof of age, and should include, for example, the driver's other uniquely identifiable information of the document. *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 one of the following: 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.

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
19	301	111	Eligible Veteran Status	IN 1	Record 1 if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the participant 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. Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if the individual is not a participant, and the data is not available.	1 = Yes <=180 days. 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 0 = No Blank = not applicable (Younger Youth only)	Yes	Yes	Yes	Yes	No	Support	*Adults/DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self attestation, case notes *Older Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:* DD-214, cross match with veterans data, a letter from the Veterans' Administration
28	400	115	Employment Status at Participation	IN 1	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 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. Record 2 if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member. Record 0 if the participant does not meet any one of the conditions described above. Leave blank if this data element does not apply to the person (covered entrants, TAA non participants).	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 0 = Not Employed Blank (Covered Entrant Only)	Yes	Yes	Yes	Yes	Yes	Support	*Adults/DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self attestation, case notes *All Youth and Adults/DW/NEG Exiters who received Intensive or Training Services:* Pay stub, case notes showing information collected from participant
35	411	129	School Status at Participation	IN 1	Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time. Record 3 if the participant has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant is not attending any school and has either graduated from high school or holds a GED. Leave blank if this data element does not apply to the individual.	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school or H.S. Dropout 5 = Not attending school, H.S. graduate Leave blank if the School Status at Participation is is not known for a Covered Entrant or Self Service Participant	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

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
	Section A.06: Public Assistance Information												
38	600	120	Temporary Assistance to Needy Families (TANF)	IN 1	Record 1 if the participant 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. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual. Leave blank if this data element does not apply to the person (covered entrants, TAA non participants).	1 = Yes 0 = No Blank = Does Not Apply	Yes	No	No	Yes	Yes	Support	*Adults Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes *All Youth and Adults Exiters who received Intensive or Training Services*: Cross- match with TANF public assistance records
40	602	121	Other Public Assistance Recipient	IN 1	Record 1 if the participant 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), or Food Stamp Assistance. Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	Yes	Yes	No	Yes	Yes	Support	*Adults/DW Exiters who did not receive Intensive or Training Services:* State MIS, self attestation, case notes *All Youth and Adults/DW Exiters who received Intensive or Training Services:* Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance records, refugee assistance records, cross- match with public assistance database
	Section A.07: Additional Reportable Characteristics												
41	700	125	Homeless Individual and/or runaway youth	IN 1	Record 1 if the participant is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	Yes	No	No	Yes	Yes	Support	Written statement from an individual providing residence, shelter or social service agency, WIA intake or registration form, self-attestation
42	701	126	Offender	IN 1	Record 1 if the participant is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. Record 0 if the participant does not meet any one of the conditions described above. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	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
43	702	119	Low Income	IN 1	Record 1 if the participant is a person who: (A) receives, or is a members of a family which receives, cash payments under a federal, state or local income-based public assistance program, or (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C 402)) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 70 percent of the lower living standard income level, for an equivalent period; or (C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.), or (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or (E) is a foster child on behalf of whom State or local government payments are made; or (F) is a person with a disability whose own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria. Record 0 if the participant does not meet the criteria presented above. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	Yes	No	No	Yes	Yes	Support	*Adults Exiters who did not receive Intensive or Training Services:* State MIS, self-attestation, case notes. *All Youth and Adults Exiters who received Intensive or Training Services:* Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, public assistance records, quarterly estimated tax for self-employed persons, Social Security benefits, UI documents

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
46	705	123	Displaced Homemaker	IN 1	Record 1 if the participant is a person who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	No	Yes	Yes	No	No	Support	*DW/NEG Exiters who did not receive Intensive or Training Services:* State MIS, self attestation, case notes *DW/NEG Exiters who received Intensive or Training Services:* Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self -attestation
47	706	124	Date of Actual Dislocation	DT 8	Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the individual.	YYYYMMDD Blank = Does Not Apply	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
	Section A.08: Additional Youth Characteristics												
48	800	127	Pregnant or Parenting Youth	IN 1	Record 1 if the participant is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. Record 0 if the participant does not meet the conditions described above. Leave blank if data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	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
49	801	128	Youth Who Needs Additional Assistance	IN 1	Record 1 if the participant is a person who is between the ages of 14 and 21, and requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	No	No	No	Yes	Yes	Support	(See state policy and/or state plan). Individual service strategy, case notes, WIA intake or registration form, State MIS, self- attestation
50	802	130	Basic Literacy Skills Deficiency	IN 1	Record 1 if the participant is a person who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic literacy skills determination. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	No	No	No	Yes	Yes	Support	Standardized assessment test, school records, case notes
51	803	131	Foster Care Youth	IN 1	Record 1 if the participant is a person who is currently in foster care or has been in the foster care system at any point during his/her lifetime. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No Blank = Does Not Apply	No	No	No	Yes	Yes	Support	Written confirmation from social services agency, case notes
	SECTION B - AMERICAN JOB CENTER PROGRAM PARTICIPATION INFORMATION												
52	900	302	Date of Participation/Date of First Case Management & Reemployment Service	DT 8	Record the date on which the individual begins receiving his/her first service funded by a program following a determination of eligibility to participate in the program (eligibility determination not required for Wagner Peyser). If the participant receives services from multiple programs, grantees should use the earliest date of service as the "date of participation."	YYYYMMDD	Yes	Yes	Yes	No	No	Match	State MIS
53	901	303	Date of Exit	DT 8	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, case notes
56	907	306	Date of First WIA Youth Service	DT 8	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. Leave blank if the participant did not receive WIA Youth services.	YYYYMMDD	No	No	No	Yes	Yes	Match	WIA intake or registration form, State MIS, case notes
63	923	313a	NEG Project ID	AN 4	Record the first Project I.D. Number where the participant 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. Leave blank if this data element does not apply to the individual.	XXXX Blank = no services received	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
64	924	313b	Second NEG Project ID	AN 4	Record the second Project I.D. Number where the participant received services financially assisted under a NEG. If the individual received services financially assisted by more than two NEGs, record only the first two Project I.D. Numbers. Leave blank if this data element does not apply to the individual.	XXXX Blank = no services received	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

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
65	925	New	Special ETA Project ID	AN 4	Record the special ETA-assigned project ID number where the participant received services funded under a special project. VRAP = Veterans Retraining Assistance Program Participant REUC = Reemployment Assistance - EUC Participants VRUC = Both a VRAP and REUC participant WOJT + Credential Waiver for On-the-Job Training Participants Leave Blank if no special project exists	XXXX Blank = no services received	Yes	Yes	Yes	Yes	Yes	Match	WIA intake or registration form, State MIS, case notes
81	971	327	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	IN 2	**Record 01** if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days. **Record 02** if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. **Record 03** if the participant was found to be deceased or no longer living. **Record 04** if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. **Record 05** if the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. **Record 06** if the participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only). **Record 85-95** if the participant received services under a special project, which has been excluded from performance outcomes by ETA **Record 96** if the participant received services under a TAA demonstration project **Record 97** if the WIA Youth participant receives WIA Youth Services strictly during the summer months in 2010 and participate in TANF funded summer employment. **Record 98** if the participant retired from employment. **Record 99** if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN. **Record 00** if the participant exited for a reason other than one of the conditions listed above. 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 calculation of the performance measures. Rather, these individuals will be included in the performance measure calculations.	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Family Care 05 = Reserve Forces Called to Active Duty 06 = Relocated to Mandated Residential Program 85-95 = Other ETA exclusions 96 = TAA demonstration 97 = WIA Youth who meet criteria for exclusion from WIA Youth Performance Measures 98 = Retirement 99 = Not a Valid SSN 00 = Other	Yes	Yes	Yes	Yes	Yes	Support	Information from partner services MIS systems, WIA status/exit form, case notes, information from institution or facility
SECTION C - AMERICAN JOB CENTER SERVICES AND ACTIVITIES													
Section C.02 - Core Services													
66	1020	332	Date of First Staff-Assisted Core Service	DT 8	Record the first date the participant received any staff-assisted CORE service >= the date of participation. Leave blank if the participant did not receive a staff-assisted CORE service or this data element does not apply to the individual.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	State MIS, case notes
Section C.04 - Intensive and Training Services													
93	1200	334	Date of First Intensive Service	DT 8	Record the first date the participant received any intensive service >= the date of participation. Leave blank if the participant did not receive any intensive service or this data element does not apply to the individual.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	State MIS, case notes
96	1208	335	Date Entered Training #1	DT 8	Record the date on which the participant's first training service actually began. Leave blank if the individual did not receive training services or if this data element does not apply to the individual.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	Cross-match between dates of service and vendor training information, vendor training documentation, State MIS, case notes
97	1209	340	Type of Training Service #1	IN 2	Use the appropriate code to indicate the type of approved training being provided to the participant. Record 0 if the participant did not receive a training service. Leave blank if this data element does not apply to the individual.	01=On the Job Training 02=Skill Upgrading 03=Entrepreneurial Training 04=ABE or ESL in conjunction with Training (non-TAA funded) 05=Customized Training 06=Other Occupational Skills Training 07=Remedial Training (ABE/ESL – TAA only) 08=Prerequisite Training 09=Apprenticeship Training 10=Other basic skills training (WIA Youth) 00=No Training Service	Yes	Yes	Yes	No	No	Support	Cross-match between dates of service and vendor training information, vendor training documentation, State MIS, case notes

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
100	1212	336	Date Completed, or Withdrew from, Training #1	DT 8	Record the date when the participant completed training or withdrew permanently 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 or if this data element does not apply to the individual.	YYYYMMDD	Yes	Yes	Yes	No	No	Match	Cross-match between dates of service and vendor training information, vendor training documentation, State MIS, case notes
Section C.05 - Additional Services for WIA Youth Customers													
114	1300	343	Enrolled in Education	IN 1	Record 1 if the participant is enrolled in secondary school, post-secondary school, adult education programs, or any other organized program of study. States may use this coding value if the youth participant was either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. Record 0 if the participant was not enrolled in education. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = 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
115	1301	344	Most Recent Date Received Educational Achievement Services	DT 8	Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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
117	1303	346	Most Recent Date Received Summer Employment Opportunities	DT 8	Record the most recent date on which the participant received summer employment opportunities directly linked to academic and occupational learning. Leave blank if the participant did not receive summer employment opportunities or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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
119	1305	348	Most Recent Date Received Leadership Development Opportunities	DT 8	Record the most recent date on which 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. Leave blank if the participant did not receive a Leadership Development Opportunities service or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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
123	1309	349	Most Recent Date Received Follow-up Services	DT 8	Record the most recent date on which the participant received follow-up services after exiting the program. Follow-up services for youth participants 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. All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Leadership development opportunities, adult mentoring, and supportive services that are provided to the youth participant as follow-up services should not be recorded here. Leave blank if the participant did not receive follow-up services or data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream: Adult	Dislocated Worker	NEG	Older Youth	Younger Youth	Match/Support	Source Documentation Requirements
SECTION D - PROGRAM OUTCOMES INFORMATION													
Section D.01 - Employment and Job Retention Data													
129	1500	601	Employed in 1st Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the first quarter after the quarter of exit. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 3 if information on the participant's employment status in the first quarter after the quarter of exit is not yet available. Leave blank if this data element does not apply to the individual. (has not exited or is not a participant).	1 = Yes 0 = No 3 = Information not yet available Leave blank if the Employed in 1st Quarter After Exit Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Support	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS
130	1501	602	Type of Employment Match 1st Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the participant'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 participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Leave blank if this data element does not apply to the individual. Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available 0 = Not employed Leave blank if the Type of Employment Match 1st Quarter After Exit Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Support	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes
134	1507	606	Employed in 2nd Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the second quarter after the quarter of exit. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Record 3 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 3 = Information not yet available Leave blank if the Employed in 2nd Quarter After Exit Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Support	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS
135	1508	607	Type of Employment Match 2nd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the participant'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 participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Leave blank if this data element does not apply to the individual. Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available 0 = Not employed Leave blank if the Type of Employment Match 2nd Quarter After Exit Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Support	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes
136	1509	608	Employed in 3rd Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the third quarter after exit; Record 0 if the participant was not employed in the third quarter after exit. Record 3 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 3 = Information not yet available Leave blank if the Employed in 3rd Quarter After Exit Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Support	UI Wage records, WRIS, supplemental data sources defined by TEGL 17-05, State MIS
137	1510	609	Type of Employment Match 3rd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the participant'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 participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the third quarter after the quarter of exit. Leave blank if this data element does not apply to the individual. Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available 0 = Not employed Leave blank if the Type of Employment Match 3rd Quarter After Exit Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Support	UI Wage Records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream: Adult	Dislocated Worker	NEG	Older Youth	Younger Youth	Match/Support	Source Documentation Requirements
Section D.02 - Wage Record Data													
144	1600	612	Wages 3rd Quarter Prior to Participation Quarter	DE 8.2	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the individual.	000000.00 Leave blank if the Wages 3rd Quarter Prior to Participation Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	No	Match	UI wage records, WRIS, other state wage records, Federal wage databases
145	1601	613	Wages 2nd Quarter Prior to Participation Quarter	DE 8.2	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the individual.	000000.00 Leave blank if the Wages 3rd Quarter Prior to Participation Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	No	Match	UI wage records, WRIS, other state wage records, Federal wage databases
147	1603	615	Wages 1st Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the first quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Leave blank if data element does not apply to the individual.	000000.00 Leave blank if the Wages 3rd Quarter Prior to Participation Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Match	UI wage records, WRIS, other state wage records, Federal wage databases
148	1604	616	Wages 2nd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the second quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Leave blank if data element does not apply to the individual.	000000.00 Leave blank if the Wages 3rd Quarter Prior to Participation Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Match	UI wage records, WRIS, other state wage records, Federal wage databases
149	1605	617	Wages 3rd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the third quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Leave blank if data element does not apply to the individual.	000000.00 Leave blank if the Wages 3rd Quarter Prior to Participation Quarter is not known for a Covered Entrant or Self Service Participant	Yes	Yes	Yes	Yes	Yes	Match	UI wage records, WRIS, other state wage records, Federal wage databases
Section D.03 - Education and Credential Data													
151	1700	619	Type of Recognized Credential #1	IN 1	Use the appropriate code to record the type of recognized diploma, degree, or certificate attained by the participant who received training services. Record 0 if the participant received training services, but did not attain a recognized diploma, degree, or certificate. Leave blank if data element does not apply to the individual. Diplomas, degree, or certificates must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).	1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Post Graduate Degree 5 = Occupational Skills Licensure 6 = Occupational Skills Certificate 7 = Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential	Yes	Yes	Yes	Yes	No	Match	Transcripts, certificates, diploma, surveys, case notes
152	1701	670	School Status at Exit	IN 1	Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time. Record 3 if the participant has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant is not attending any school and has either graduated from high school or holds a GED. Leave blank if data element does not apply to the individual.	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school or H.S. Dropout 5 = Not attending school; H.S. graduate Blank = Does Not Apply	No	No	No	Yes	Yes	Support	Transcripts, certificates, diploma, letter or documentation from school system, case notes
153	1702	671	Youth Placement Information	IN 1	Use the appropriate code to record the primary activity the participant entered in the first quarter following the exit quarter (youth may qualify for more than one activity). For example, if the participant enters advanced training and has entered a qualified apprenticeship, please Record 4. Record 0 if the participant did not enter any one of the activities listed in the coding values. Leave blank if data element does not apply to the individual.	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship 0 = None of the above Blank = Does Not Apply	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
154	1703	672	Youth Retention Information	IN 1	Use the appropriate code to record the primary activity the participant entered in the third quarter following the exit quarter (youth may qualify for more than one activity). For example, if the participant enters advanced training and has entered a qualified apprenticeship, please Record 4. Record 0 if the participant did not enter any one of the activities listed in the coding values. Leave blank if data element does not apply to the individual.	1 = In post-secondary education 2 = In advanced training 3 = In military service 4 = In a qualified apprenticeship 0 = None of the above Blank = Does Not Apply	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

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
155	1704	668	Attained Degree or Certificate	IN 1	Record 1 if the participant attained a secondary school (high school) diploma recognized by the State Record 2 if the participant attained a GED or high school equivalency diploma recognized by the State. Record 3 if the participant attained a certificate in recognition of an individual's attainment of technical or occupational skills or other post-secondary degree/diploma.. Record 0 if the participant did not attain a diploma, GED, or certificate. Leave blank if data element does not apply to the individual. SPECIAL NOTE: Fields #1704 and #1705 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. If the youth did not 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.	1 = Attained a secondary school (high school) diploma. 2 = Attained a GED or high school equivalency diploma. 3 = Attained a certificate or other post-secondary degree/diploma. 0 = Did not attain a diploma, GED, degree or certificate Blank = Does Not Apply	No	No	No	Yes	Yes	Support	Transcripts, certificates, diploma, letter or other documentation from school system
156	1705	669	Date Attained Degree or Certificate or Credential	DT 8	Record the date on which the participant attained the degree, certificate or other Credential reported under elements 1700, 1704, or 1706 (relating to Type of Recognized Credential 1 & 2 and Attained Degree or Certificate. Leave blank if the participant did not attain a degree or certificate, or if this data element does not apply.	YYYYMMDD	No	No	No	Yes	Yes	Match	Transcripts, certificates, diploma, letter or documentation from school system
Section D.04 - Youth Literacy and Numeracy Assessment Data													
158	1801	701	Category of Assessment	IN 1	**Record 1** if the participant was assessed using approved tests for Adult Basic Education (ABE) **Record 2** if the participant was assessed using approved tests for English-As-A-Second Language (ESL) **Record 3** if the participant was assessed using approved tests for both ABE and ESL. **Record 0** if the participant was not assessed. Leave blank if this data element does not apply to the individual.	1 = ABE 2 = ESL 3 = Both ABE and ESL 0 = Not assessed	No	No	No	Yes	Yes	Support	Test records, case notes documenting the necessary details for each element of testing. States should refer to WIA Reporting Specifications 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.
159	1802	702	Type of Assessment Test	IN 2	Use the appropriate code to record the type of assessment test that was administered to the participant. States may only use coding value 8 = Other Approved Assessment Tool in circumstances where the state has received prior approval from USDOL/USDOE. Record 0 or if the participant was not assessed in literacy or numeracy. Leave blank if this data element does not apply to the individual.	0 = Not assessed 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	No	No	No	Yes	Yes	Support	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.
160	1803	703	Functional Area	IN 1	Use the appropriate code for the functional area of the assessment test that was administered to the participant. States may only use coding values 7 & 8 where the state has received approval from USDOL/USDOE to use an "Other Approved Assessment Tool" under WISRD Element #1801. Record 0 if the participant was not assessed in literacy or numeracy. Leave blank if this data element does not apply to the individual.	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Other Literacy Functional Area 8 = Other Numeracy Functional Area 0 = Not assessed	No	No	No	Yes	Yes	Support	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.
161	1804	704	Date Administered Pre-Test	DT 8	Record the date on which the pre-assessment test was administered to the participant. Leave blank if the participant was not assessed in literacy or numeracy or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
162	1805	705	Pre-Test Score	IN 3	Record the raw scale score achieved by the participant on the pre-assessment test. Leave blank if the participant was not assessed in literacy or numeracy or if this data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
163	1806	706	Educational Functioning Level	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant was not assessed in literacy or numeracy. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
164	1807	707	Date Administered Post-Test (Year #1)	DT 8	Record the date on which the post-test was administered to the participant during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her first year of participation in the program or the data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
165	1808	708	Post-Test Score (Year #1)	IN 3	Record the raw scale score achieved by the participant. Leave blank if the participant did not receive a post-test during his/her first year of participation in the program or if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.
166	1809	709	Educational Functioning Level (Year #1)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her first year of participation in the program. Leave blank if this data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
167	1810	710	Date Administered Post-Test (Year #2)	DT 8	Record the date on which the post-test was administered to the participant during his/her second year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her second year of participation in the program or this data element does not apply to the individual. Additional Note: For WISRD Elements #1809-1811, these fields are only reported for youth who remain basic skills deficient and continue to participate in the program for a second full year. At the completion of the second year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the second year in the program will be compared to the scores from the test that was administered at the latest point during the first year.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
168	1811	711	Post-Test Score (Year #2)	IN 3	Record the raw scale score achieved by the participant. Leave blank if the participant did not receive a post-test during his/her second year of participation in the program or if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
169	1812	712	Educational Functioning Level (Year #2)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her second year of participation in the program. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
170	1813	713	Date Administered Post-Test (Year #3)	DT 8	Record the date on which the post-test was administered to the participant during his/her third year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her third year of participation in the program or the data element does not apply to the individual. Additional Note: For WISRD Elements #1812-1814, these fields are only reported for youth who remain basic skills deficient and continue to participate in the program for a third full year. At the completion of the third year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the third year in the program will be compared to the scores from the test that was administered at the completion of the second year.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
171	1814	714	Post-Test Score (Year #3)	IN 3	Record the raw scale score achieved by the participant. Record 0 if the participant did not receive a post-test during his/her third year of participation in the program. Leave blank if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.
172	1815	715	Educational Functioning Level (Year #3)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her third year of participation in the program. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
173	1816	716	Type of Assessment Test	IN 2	Use the appropriate code to record the type of assessment test that was administered to the participant. States may only use coding value 8 = Other Approved Assessment Tool in circumstances where the state has received prior approval from USDOL/USDOE. Record 0 or if the participant was not assessed in literacy or numeracy. Leave blank if this data element does not apply to the individual.	0 = Not assessed 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	No	No	No	Yes	Yes	Support	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.
174	1817	717	Functional Area	IN 1	Use the appropriate code for the functional area of the assessment test that was administered to the participant. States may only use coding values 7 & 8 where the state has received approval from USDOL/USDOE to use an "Other Approved Assessment Tool" under WISRD Element #1801. Record 0 if the participant was not assessed in literacy or numeracy. Leave blank if this data element does not apply to the individual.	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Other Literacy Functional Area 8 = Other Numeracy Functional Area 0 = Not assessed	No	No	No	Yes	Yes	Support	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.
175	1818	718	Date Administered Pre-Test	DT 8	Record the date on which the pre-assessment test was administered to the participant. Leave blank if the participant was not assessed in literacy or numeracy or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA-ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
176	1819	719	Pre-Test Score	IN 3	Record the raw scale score achieved by the participant on the pre-assessment test. Leave blank if the participant was not assessed in literacy or numeracy or if this data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.
177	1820	720	Educational Functioning Level	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant was not assessed in literacy or numeracy. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
178	1821	721	Date Administered Post-Test (Year #1)	DT 8	Record the date on which the post-test was administered to the participant during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her first year of participation in the program or the data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
179	1822	722	Post-Test Score (Year #1)	IN 3	Record the raw scale score achieved by the participant. Leave blank if the participant did not receive a post-test during his/her first year of participation in the program or if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.
180	1823	723	Educational Functioning Level (Year #1)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her first year of participation in the program. Leave blank if this data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
181	1824	724	Date Administered Post-Test (Year #2)	DT 8	Record the date on which the post-test was administered to the participant during his/her second year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her second year of participation in the program or this data element does not apply to the individual. Additional Note: For WISRD Elements #1809-1811, these fields are only reported for youth who remain basic skills deficient and continue to participate in the program for a second full year. At the completion of the second year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the second year in the program will be compared to the scores from the test that was administered at the latest point during the first year.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
182	1825	725	Post-Test Score (Year #2)	IN 3	Record the raw scale score achieved by the participant. Leave blank if the participant did not receive a post-test during his/her second year of participation in the program or if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
183	1826	726	Educational Functioning Level (Year #2)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her second year of participation in the program. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
184	1827	727	Date Administered Post-Test (Year #3)	DT 8	Record the date on which the post-test was administered to the participant during his/her third year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her third year of participation in the program or the data element does not apply to the individual. Additional Note: For WISRD Elements #1812-1814, these fields are only reported for youth who remain basic skills deficient and continue to participate in the program for a third full year. At the completion of the third year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the third year in the program will be compared to the scores from the test that was administered at the completion of the second year.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
185	1828	728	Post-Test Score (Year #3)	IN 3	Record the raw scale score achieved by the participant. Record 0 if the participant did not receive a post-test during his/her third year of participation in the program. Leave blank if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.
186	1829	729	Educational Functioning Level (Year #3)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her third year of participation in the program. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
187	1830	730	Type of Assessment Test	IN 2	Use the appropriate code to record the type of assessment test that was administered to the participant. States may only use coding value 8 = Other Approved Assessment Tool in circumstances where the state has received prior approval from USDOL/USDOE. Record 0 or if the participant was not assessed in literacy or numeracy. Leave blank if this data element does not apply to the individual.	0 = Not assessed 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	No	No	No	Yes	Yes	Support	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.
188	1831	731	Functional Area	IN 1	Use the appropriate code for the functional area of the assessment test that was administered to the participant. States may only use coding values 7 & 8 where the state has received approval from USDOL/USDOE to use an "Other Approved Assessment Tool" under WISRD Element #1801. Record 0 if the participant was not assessed in literacy or numeracy. Leave blank if this data element does not apply to the individual.	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Other Literacy Functional Area 8 = Other Numeracy Functional Area 0 = Not assessed	No	No	No	Yes	Yes	Support	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.
189	1832	732	Date Administered Pre-Test	DT 8	Record the date on which the pre-assessment test was administered to the participant. Leave blank if the participant was not assessed in literacy or numeracy or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
190	1833	733	Pre-Test Score	IN 3	Record the raw scale score achieved by the participant on the pre-assessment test. Leave blank if the participant was not assessed in literacy or numeracy or if this data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.
191	1834	734	Educational Functioning Level	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant was not assessed in literacy or numeracy. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
192	1835	735	Date Administered Post-Test (Year #1)	DT 8	Record the date on which the post-test was administered to the participant during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her first year of participation in the program or the data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
193	1836	736	Post-Test Score (Year #1)	IN 3	Record the raw scale score achieved by the participant. Leave blank if the participant did not receive a post-test during his/her first year of participation in the program or if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.
194	1837	737	Educational Functioning Level (Year #1)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her first year of participation in the program. Leave blank if this data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
195	1838	738	Date Administered Post-Test (Year #2)	DT 8	Record the date on which the post-test was administered to the participant during his/her second year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her second year of participation in the program or this data element does not apply to the individual. Additional Note: For WISRD Elements #1809-1811, these fields are only reported for youth who remain basic skills deficient and continue to participate in the program for a second full year. At the completion of the second year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the second year in the program will be compared to the scores from the test that was administered at the latest point during the first year.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
196	1839	739	Post-Test Score (Year #2)	IN 3	Record the raw scale score achieved by the participant. Leave blank if the participant did not receive a post-test during his/her second year of participation in the program or if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS&INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
197	1840	740	Educational Functioning Level (Year #2)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her second year of participation in the program. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
198	1841	741	Date Administered Post-Test (Year #3)	DT 8	Record the date on which the post-test was administered to the participant during his/her third year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her third year of participation in the program or the data element does not apply to the individual. Additional Note: For WISRD Elements #1812-1814, these fields are only reported for youth who remain basic skills deficient and continue to participate in the program for a third full year. At the completion of the third year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the third year in the program will be compared to the scores from the test that was administered at the completion of the second year.	YYYYMMDD	No	No	No	Yes	Yes	Match	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.
199	1842	742	Post-Test Score (Year #3)	IN 3	Record the raw scale score achieved by the participant. Record 0 if the participant did not receive a post-test during his/her third year of participation in the program. Leave blank if the data element does not apply to the individual.	000	No	No	No	Yes	Yes	Support	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.
200	1843	743	Educational Functioning Level (Year #3)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her third year of participation in the program. Leave blank if the data element does not apply to the individual.	0 = Not Assessed 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	No	No	No	Yes	Yes	Support	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.
Section D.05 - Youth Skill Attainment Goals - These fields can be blank for Common Measures Waiver States													
201	1900	620	Goal #1 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Leave blank if this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
202	1901	621	Date Goal #1 Was Set	DT 8	Record the date on which the first goal was set for the younger youth participant. Leave blank if data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
203	1902	622	Attainment of Goal #1	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 or leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
204	1903	623	Date Attained Goal #1	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
205	1904	624	Goal #2 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a second goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
206	1905	625	Date Goal #2 Was Set	DT 8	Record the date on which the second goal was set for the younger youth participant. Leave blank if no second goal was set or data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
207	1906	626	Attainment of Goal #2	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a second goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
208	1907	627	Date Attained Goal #2	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if no second goal was set, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
209	1908	628	Goal #3 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a third goal was not set for the younger youth participant. Leave blank if no third goal was set, or this data element does not apply to the indivdual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
210	1909	629	Date Goal #3 Was Set	DT 8	Record the date on which the third goal was set for the younger youth participant. Leave blank if a third goal was not set for the younger youth participant, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
211	1910	630	Attainment of Goal #3	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assesment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a third goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
212	1911	631	Date Attained Goal #3	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if no third goal was set, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
213	1912	632	Goal #4 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Leave blank if this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
214	1913	633	Date Goal #4 Was Set	DT 8	Record the date on which the first goal was set for the younger youth participant. Leave blank if data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
215	1914	634	Attainment of Goal #4	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assesment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

SDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
216	1915	635	Date Attained Goal #4	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
217	1916	636	Goal #5 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a second goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
218	1917	637	Date Goal #5 Was Set	DT 8	Record the date on which the second goal was set for the younger youth participant. Leave blank if no second goal was set or data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
219	1918	638	Attainment of Goal #5	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a second goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
220	1919	639	Date Attained Goal #5	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if no second goal was set, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
221	1920	640	Goal #6 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a third goal was not set for the younger youth participant. Leave blank if no third goal was set, or this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
222	1921	641	Date Goal #6 Was Set	DT 8	Record the date on which the third goal was set for the younger youth participant. Leave blank if a third goal was not set for the younger youth participant, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
223	1922	642	Attainment of Goal #6	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a third goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
224	1923	643	Date Attained Goal #6	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if no third goal was set, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
225	1924	644	Goal #7 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Leave blank if this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
226	1925	645	Date Goal #7 Was Set	DT 8	Record the date on which the first goal was set for the younger youth participant. Leave blank if data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
227	1926	646	Attainment of Goal #7	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
228	1927	647	Date Attained Goal #7	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
229	1928	648	Goal #8 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a second goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
230	1929	649	Date Goal #8 Was Set	DT 8	Record the date on which the second goal was set for the younger youth participant. Leave blank if no second goal was set or data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
231	1930	650	Attainment of Goal #8	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a second goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
232	1931	651	Date Attained Goal #8	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if no second goal was set, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
233	1932	652	Goal #9 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a third goal was not set for the younger youth participant. Leave blank if no third goal was set, or this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
234	1933	653	Date Goal #9 Was Set	DT 8	Record the date on which the third goal was set for the younger youth participant. Leave blank if a third goal was not set for the younger youth participant, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
235	1934	654	Attainment of Goal #9	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a third goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
236	1935	655	Date Attained Goal #9	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if no third goal was set, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
237	1936	656	Goal #10 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Leave blank if this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
238	1937	657	Date Goal #10 Was Set	DT 8	Record the date on which the first goal was set for the younger youth participant. Leave blank if data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
239	1938	658	Attainment of Goal #10	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes

Source Documentation Requirements for Program Year (PY) 2013 Workforce Investment Act (WIA) Data Element Validation

EDRVS Field Number	New WIASRD No	Old WIASRD No	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Funding Stream					Match/Support	Source Documentation Requirements
							Adult	Dislocated Worker	NEG	Older Youth	Younger Youth		
240	1939	659	Date Attained Goal #10	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
241	1940	660	Goal #11 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a second goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
242	1941	661	Date Goal #11 Was Set	DT 8	Record the date on which the second goal was set for the younger youth participant. Leave blank if no second goal was set or data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
243	1942	662	Attainment of Goal #11	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a second goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
244	1943	663	Date Attained Goal #11	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if no second goal was set, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
245	1944	664	Goal #12 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a third goal was not set for the younger youth participant. Leave blank if no third goal was set, or this data element does not apply to the individual.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Does not apply to this participant	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
246	1945	665	Date Goal #12 Was Set	DT 8	Record the date on which the third goal was set for the younger youth participant. Leave blank if a third goal was not set for the younger youth participant, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
247	1946	666	Attainment of Goal #12	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a third goal was not set for the younger youth participant. Leave blank if this data element does not apply to the individual.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending 0 or Blank = No goals set	No	No	No	Yes	Yes	Support	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
248	1947	667	Date Attained Goal #12	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the younger youth participant had a gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave blank if no third goal was set, or this data element does not apply to the individual.	YYYYMMDD	No	No	No	Yes	Yes	Match	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes

Attachment B

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

OMB No. 1205-0420

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 methology; 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	
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 D - Other Outcome Information for the Adult 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 E - Dislocated Worker 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 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.1.A - Outcomes for Youth Special Populations

Reported Information	Public Assistance Recipients		Veterans		Individuals With Disabilities		Out-of-School Youth	
Placement in Employment or Education Rate		Num		Num		Num		Num
		Den		Den		Den		Den
Attainment of Degree or Certificate Rate		Num		Num		Num		Num
		Den		Den		Den		Den
Literacy and Numeracy Gains		Num		Num		Num		Num
		Den		Den		Den		Den

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	
Adults		Num		Num		Num		Num		Num
		Den		Den		Den		Den		Den
Dislocated Workers		Num		Num		Num		Num		Num
		Den		Den		Den		Den		Den
Older Youth		Num		Num		Num		Num		
		Den		Den		Den		Den		

Table M - Participation Levels

Reported Information	Total Participants Served	Total Exiters
Total Adult Customers		
Total Adults (self-service only)		
WIA Adults		
WIA Dislocated Workers		
Total Youth (14 - 21)		
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) *Report Total Youth*
		Younger Youth (14 - 18)
ETA Assigned # _____	Total Exiters	Adults
		Dislocated Workers
		Older Youth (19 - 21) *Report Total Youth*
		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		
Six Months Average Earnings *(Adults/DWs)*	Adults		
	Dislocated Workers		
Six Months Earnings Increase *(Older Youth)*	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			

Table P- Veteran Priority of Service

	Total	Percent Served
Covered Entrants Who Reached the End of the Entry Period		
Covered Entrants Who Received a Service During the Entry Period		
Covered Entrants Who Received a Staff-Assisted Service During the Entry Period		

Table Q- Veterans' Outcomes by Special Populations

Reported Information	Post 9/11 Era Veterans		Post 9/11 Era Veterans who Received at least Intensive Services		TAP Workshop	
Entered Employment Rate		Num		Num		Num
		Den		Den		Den
Employment Retention Rate		Num		Num		Num
		Den		Den		Den
Six-Months Average Earnings		Num		Num		Num
		Den		Den		Den

TAA DATA ELEMENT VALIDATION FOR FY 2013					
TAA DEV Elements	**TAPR Data Element No. #**	**Coding Value Definition**	**Source Documentation**	**Pre 2010 TAPR format**	**"Positive" Values**
Eligible Veteran Status	301	Record 1 if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the participant 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 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. Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service-connected disability; (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. Record 0 if the participant does not meet any one of the conditions described above or is not a TAA participant. Leave "blank" if this data is not available. NOTE: "blank" option is available on this data element through the report quarter ending September 30, 2010.	DD-214, Cross-match with Veterans' Data, Letter from Veterans' Administration	Veteran Status (TAA DEV Reference #1)	1,2,3,0
Most Recent Date of Qualifying Separation	707	Record the participant's most recent date of separation from trade-impacted employment that qualifies the individual to receive benefits and/or services under the Trade Act. Leave "blank" if the individual is not a participant and the information is not available.	Verification from employer, Rapid response list, Notice of layoff, Public announcement with follow-up cross-match with UI	Most recent qualifying separation (TAA DEV Reference #2)	Not null
Date of Exit	901	Record the date on which the last service financially assisted by the program or a partner program is received by the participant. Once a participant has not received any services financially assisted 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 financially assisted by the program or a partner program.	Documentation in case notes, State MIS	Date of Exit (TAA DEV Reference #3)	Not null

TAA DATA ELEMENT VALIDATION FOR FY 2013

TAA DEV Elements	TAPR Data Element No. #	Coding Value Definition	Source Documentation	Pre 2010 TAPR format	"Positive" Values
Petition Number	920	Record the petition number of the certification which applies to the individual's group. If there is more than one petition number e.g., certifications under both the TAA and NAFTA-TAA programs), record the petition number of the program from which the training is paid, unless a waiver was issued. Do NOT include any alphanumeric suffix; record the petition number ONLY.	Employer Worker List, Determination of Eligibility Form, DOLETA Website, Federal Register	Petition Number (TAA DEV Reference #4)	Not null
TAA Application Date	950	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.	State MIS, TAA Application Form, Determination on Eligibility Form	Date of Application (TAA DEV Reference #5)	Not null
Date Entered Training #1	1208	Record the date on which the participant's first training service actually began. Leave "blank" if the individual did not receive training services, or if the individual is not a participant.	Cross-match between dates of service and vendor training information, Vendor training documentation, State MIS, case notes	Date Entered Training (TAA DEV Reference #6)	Not null
Training Completed #1	1211	Record the appropriate coding value: 1=Yes, completed approved training course 0 =No, did not complete (withdrew) Leave "blank" if the data element does not apply to the individual.	Vendor training documentation in case file, State MIS, case notes about communications with program, Self attestation	Training Completed (TAA DEV Reference #7)	1,0
Date Compieted, or Withdrew from, Training #1	1212	Record the date when the participant completed training or withdrew permanently from training. Leave "blank" if the data element does not apply to the individual.	Cross-match between dates of service and vendor training information in case file, Vendor training documentation, State MIS, case notes	Date Completed, or Withdrew from, Trainng #1 (TAA DEV Reference #8)	Not null
Waiver from Training Requirement-Type	1225	Record the code that indicates the reason the participant received a waiver from the training requirement issued. 1 = Recall 2 = Marketable Skills 3 = Retirement 4 = Health 5 = Enrollment Unavailable 6 = Training Not Available 0 = No Leave "blank" if the data element does not apply to the individual.	Case file documentation that includes initial approval and renewals at 30 day intervals, State UI records of TRA checks, Form from employment counselor	Waiver from Training Requirement (TAA DEV Reference #9)	1,2,3,4,5,6,0
Date Received First Basic TRA payment	1420	Record the date on which the participant received their first Basic TRA payment. Leave "blank" if the data element does not apply to the individual.	State UI records of Basic TRA checks issued, Request for allowance, State MIS	Basic Trade Readjustment Allowance (TRA) (TAA DEV Reference #10)	Not null

TAA DATA ELEMENT VALIDATION FOR FY 2013					
TAA DEV Elements	**TAPR Data Element No. #**	**Coding Value Definition**	**Source Documentation**	**Pre 2010 TAPR format**	**"Positive" Values**
Employed in 1st Quarter After Exit Quarter	1500	Record 1 if the participant was employed in the first quarter after the quarter of exit. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 3 if information on the participant's employment status in the first quarter after the quarter of exit is not yet available. Leave "blank" if the individual is not a participant. Leave "blank" if the data element does not apply to the individual.	UI Wage Records, WRIS, State MIS, Supplemental Data Sources as defined in TEGL 17-05	Employed in first quarter after exit (TAA DEV Reference #11)	0, 1, 3
Employed in 3rd Quarter After Exit Quarter	1509	Record 1 if the participant was employed in the third quarter after exit. Record 0 if the participant was not employed in the third quarter after exit. Record 3 if the participant has exited but employment information is not yet available. Leave "blank" if the participant has not yet exited or if the individual is not a participant.	UI Wage Records, WRIS, State MIS, Supplemental Data Sources as defined in TEGL 17-05	Employed in third quarter after exit (TAA DEV Reference #12)	0, 1, 3
Wages 3rd Quarter Prior to Participation Quarter	1600	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave "blank" if this data element does not apply to the participant or if the individual is not a TAA participant.	UI Wage Records, WRIS, Federal Wages Database, Other state wage records	Wages three quarters prior to participation quarter (TAA DEV Reference #13)	Not null OR 9999999
Wages 2nd Quarter Prior to Participation Quarter	1601	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave "blank" if this data element does not apply to the participant or if the individual is not a TAA participant.	UI Wage Records, WRIS, Federal Wages Database, Other state wage records	Wages two quarters prior to participation quarter (TAA DEV Reference #14)	Not null OR 9999999
Wages 1st Quarter After Exit Quarter	1603	Record total earnings from wage records for the first quarter after the quarter of exit. Leave "blank" if data element does not apply to the participant.	UI Wage Records, WRIS, Federal Wages Database, Other state wage records	Wages 1st quarter after Exit (TAA DEV Reference #15)	Not null OR 9999999
Wages 2nd Quarter After Exit Quarter	1604	Record total earnings from wage records for the second quarter after the quarter of exit. Leave "blank" if data element does not apply to the participant.	UI Wage Records, WRIS, Federal Wages Database, Other state wage records	Wages 2nd quarter after Exit (TAA DEV Reference #16)	Not null OR 9999999
Wages 3rd Quarter After Exit Quarter	1605	Record total earnings from wage records for the third quarter after the quarter of exit. Leave "blank" if this data element does not apply to the participant.	UI Wage Records, WRIS, Federal Wages Database, Other state wage records	Wages 3rd quarter after Exit (TAA DEV Reference #17)	Not null OR 9999999

ATTACHMENT D

SOURCE DOCUMENTATION REQUIREMENTS FOR NATIONAL FARMWORKER JOB PROGRAM (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.

WIASPR Item Name and Number	Data Element Definition	Valid Values	Federal Sources	State/Grantee Sources	Instructions
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

WIASPR Item Name and Number	Data Element Definition	Valid Values	Federal Sources	State/Grantee Sources	Instructions
16. Employment Status at Participation	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. 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. Record 3 if the participant does not meet any one of the conditions described above.	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed	Pay stub, case notes showing information collected from participant		Support

WIASPR Item Name and Number	Data Element Definition	Valid Values	Federal Sources	State/Grantee Sources	Instructions
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

WIASPR Item Name and Number	Data Element Definition	Valid Values	Federal Sources	State/Grantee Sources	Instructions
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

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

WIASPR Item Name and Number	Data Element Definition	Valid Values	Federal Sources	State/Grantee Sources	Instructions
35. Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	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. 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. Record 3 if the participant was found to be deceased or no longer living. 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. 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.	1 = Institutionalized 2 = Health/Medical 3 = Deceased 4 = Entered Advanced Training 5 = Entered Post-Secondary Education 6 = Moved/Cannot Locate/Voluntary Separation 7 = Family Care 8= Reserve Forces Called to Active Duty 9 = Not a Valid SSN	Grantee administrative records		Support

WIASPR Item Name and Number	Data Element Definition	Valid Values	Federal Sources	State/Grantee Sources	Instructions
35. Other Reasons for Exit (continued)	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. 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. 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. Record 9 if the social security number of the participant is not valid. Record 0 or leave "blank" if the participant exited for a reason other than one of the conditions described above.				
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

WIASPR Item Name and Number	Data Element Definition	Valid Values	Federal Sources	State/Grantee Sources	Instructions
41. Employed in the 1st Quarter After Exit Quarter	Record 1 if the participant was employed in the first quarter after the quarter of exit. Record 2 if the participant was not employed in the first quarter after the quarter of exit. Record 3 if information on the participant's employment status in the first quarter after the quarter of exit is not yet available.	1 = Yes 2 = No 3 = Information Not Yet Available	Pay stubs; employer payroll records; IRS 1040 forms; case manager/counselor progress notes; self-attestation		Support
42. Employed in the 2nd 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 3rd 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

WIASPR Item Name and Number	Data Element Definition	Valid Values	Federal Sources	State/Grantee Sources	Instructions
44. Wages 2nd & 3rd 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

ATTACHMENT E

PY 2013/FY 2014 Performance Reporting and Data Validation Timelines

To clarify reporting dates for PY 2013/FY 2014, the following timeline specifies due dates for each of the respective reports. In instances where due dates are on a Saturday or Sunday, the report is due the following Monday.

Workforce Investment Act (WIA) Title 1B Programs	
ETA-9090 – Quarterly (due 45 days after the quarter ends)	Qtr 1: Due by November 15, 2013 Qtr 2: Due by February 15, 2014 Qtr 3: Due by May 15, 2014 Qtr 4: Due by August 14, 2014
ETA-9091 – WIA Annual Report Tables	Due no later than September 15, 2014
WIA Annual Report Narrative	Due no later than November 14, 2014
Data Element Validation (DEV)	Due no later than February 1, 2015

ETA-9002 & VETS-200 reports (45 days after the quarter ends)	Qtr 1: Due by November 15, 2013 Qtr 2: Due by February 15, 2014 Qtr 3: Due by May 15, 2014
ETA-9002 & VETS-200 – Qtr 4	Due no later than September 5, 2014

National Farmworker Jobs Program	
PY 2012 Participant Data (July 1, 2012 through June 30, 2013)	Due no later than May 15, 2014
PY 2012 Data Element Validation	Due no later than November 1, 2014
PY 2013 Participant Data (July 1, 2013 through June 30, 2014)	Due no later than May 15, 2015
PY 2013 Data Element Validation	Due no later than November 1, 2015

Trade Adjustment Assistance	
TAPR – Quarterly (due 45 days after the quarter ends)	Qtr 1: Due no later February 15, 2014 Qtr 2: Due no later than May 15, 2014 Qtr 3: Due no later than August 14, 2014
TAPR – Qtr 4	Due no later than November 14, 2014

ATTACHMENT F

PY 2014/FY 2015 Performance Reporting and Data Validation Timelines[1]

To anticipate reporting dates for PY 2014/FY 2015, the following timeline specifies due dates for each of the respective reports. In instances where due dates are on a Saturday or Sunday, the report is due the following Monday.

Workforce Investment Act (WIA) Title 1B Programs	
ETA-9090 (due 45 days after the quarter ends)	Qtr 1: Due by November 15, 2014 Qtr 2: Due by February 15, 2015 Qtr 3: Due by May 15, 2015 Qtr 4: Due by August 14, 2015
ETA-9091 – WIA Annual Report Tables	Due no later than September 15, 2015
WIA Annual Report Narrative	Due no later than October 1, 2015
Data Element Validation (DEV)	Due no later than February 1, 2016

ETA-9002 & VETS-200 reports (45 days after the quarter ends)	Qtr 1: Due by November 15, 2014 Qtr 2: Due by February 15, 2014 Qtr 3: Due by May 15, 2015
ETA-9002 & VETS-200 – Qtr 4	Due no later than August 31, 2015

National Farmworker Jobs Program	
PY 2014 Participant Data (July 1, 2014 through June 30, 2015)	Due no later than May 15, 2016
PY 2014 Data Element Validation	Due no later than November 1, 2016

Trade Adjustment Assistance (Fiscal Year)	
TAPR – Quarterly (due 45 days after the quarter ends)	Qtr 1: Due no later February 15, 2015 Qtr 2: Due no later than May 15, 2015 Qtr 3: Due no later than August 14, 2015
TAPR – Qtr 4	Due no later than November 14, 2015

[1] ETA will issue a revised reporting schedule to align with Workforce Innovation and Opportunity Act requirements starting with PY 2016. PY 2015 will be the last year for WIA reporting.