

Data Validation | February 4, 2022

TO: Division of Workforce Development and Adult Learning (DWDAL) staff and Local Workforce Development Area (Local Area) Directors

FROM: DWDAL
Maryland Department of Labor (MD Labor)

SUBJECT: Data Validation

PURPOSE: To provide the guidance on data validation procedures for MD Labor workforce programs.

ACTION: Local Area Directors, American Job Center (AJC) Labor Exchange Administrators, and central office managers will ensure all employees, service providers, and vendors are aware of and receive copies of this policy. DWDAL policies are available [on the MD Labor website](#).

EXPIRATION: Until Cancelled.

QUESTIONS:

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ACRONYMS

AEFLA	Adult Education and Family Literacy Act
AJC	American Job Center
CAP	Corrective Action Plan
DSU	Dislocation Services Unit
DWDAL	Division of Workforce Development and Adult Learning
JVSG	Jobs for Veterans State Grant
LACES	Literacy, Adult and Community Education System
LEA	Labor Exchange Administrator
LVER	Local Veterans' Employment Representative
MD Labor	Maryland Department of Labor
MIS	Management Information System
MSFW	Migrant and Seasonal Farmworkers
MWE	Maryland Workforce Exchange
NDWG	National Dislocated Worker Grants
OAFS	Office of Administrative and Financial Services
OCTAE	Office of Career, Technical and Adult Education
OWIP	Office of Workforce Information and Performance
NRS	National Reporting System
PII	Personally Identifiable Information
PIRL	Participant Individual Record Layout
QPR	Quarterly Progress Report
QRA	Quarterly Report Analyses
RSA	Rehabilitation Services Administration
SCSEP	Senior Community Service Employment Program
SPARQ	SCSEP Performance and Results QPR
TAA	Trade Adjustment Assistance
TAC	Training Assistance Circulator
TEGL	Training and Employment Guidance Letter
Title I	Adult, Dislocated Worker, and Youth Program
Title II	Adult Education and Family Literacy Act Program
Title III, or Wagner-Peyser	Employment Service program authorized under the Wagner-Peyser Act
Title IV	Vocational Rehabilitation Program
USDOL	U.S. Department of Labor
WIOA	Workforce Innovation and Opportunity Act
WIPS	Workforce Integrated Performance System

GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through the American Job Centers (AJCs), WIOA works to address employer demands by matching them to the skilled workers they need to compete in the global economy.

Additionally, Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and Local Workforce Development Areas (Local Areas) in achieving positive outcomes for individuals served by the workforce development system's six core programs: the Adult, Dislocated Worker, and Youth program (Title I), the Adult Education and Family Literacy Act (AEFLA) program (Title II), the Employment Service program authorized under the Wagner-Peyser Act (Wagner-Peyser, or Title III), and the Vocational Rehabilitation program (Title IV). WIOA provides a historic opportunity to align performance-related definitions, streamline performance indicators, integrate reporting, and ensure comparable data collection and reporting across all six core programs, while also requiring the collection and reporting of program-specific data.

DATA VALIDATION

Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. Establishing a joint data validation framework based on a consistent approach shared throughout Maryland will ensure that all program data are consistent and accurately reflect the performance of each program.

The purposes of data validation procedures are to:

1. Verify that the performance data reported to federal agencies are valid, accurate, reliable, and comparable across programs;
2. Identify anomalies in the data and resolve issues that may cause inaccurate reporting;
3. Outline source documentation required for common data elements; and,
4. Improve program performance accountability through the results of data validation efforts.

This policy will document two types of data validation procedures: **data element validation** and **data report validation**. Data element validation is the review of individual records to ensure that appropriate documentation or system match¹ exists for the answers provided in an individual's record. Data report validation evaluates the validity of aggregate reports submitted to federal agencies.

Federal authorities provided guidance to states for creating data validation procedures in the form of the U.S. Department of Labor's (USDOL) Training and Employment Guidance Letter (TEGL) 7-18, the U.S.

¹ System match requires detailed supporting evidence for the data element in a database.

Department of Education’s Program Memorandum Office of Career, Technical and Adult Education (OCTAE) 19-1, as well as the U.S. Department of Education’s Rehabilitation Services Administration (RSA) Training Assistance Circulator (TAC) 19-01. In addition to these general documents, USDOL also released TEGL 23-19, which provides program specific guidance for Title I, Title III, and certain non-core WIOA programs. While the federal guidance is limited to these programs, MD Labor recognizes the opportunity to create one comprehensive policy and procedures for *all* programs across Maryland’s workforce system. Therefore, this policy will contain guidelines for all WIOA core programs, as well as information from federal guidance for non-core programming, including:

1. Adult, Dislocated Worker, and Youth programs (Title I);
2. AEFLA program (Title II);
3. Wagner-Peyser (Title III);
4. Vocational Rehabilitation program (Title IV);
5. National Dislocated Worker Grants (NDWG);
6. Senior Community Service Employment Program (SCSEP);
7. Trade Adjustment Assistance (TAA) program;
8. Jobs for Veterans State Grant (JVSG) program; and,
9. Migrant and Seasonal Farmworkers (MSFW) program.

The following is a breakdown of who conducts each component of validation, as well as the timeframe for validation, for each of the above programs:

WIOA Program Title	Data Element Validation		Data Report Validation	
	Entity Conducting Validation	Timeframe	Entity Conducting Validation	Timeframe
Title I	DWDAL’s Monitoring and Compliance Unit	Annually , during monitoring.	DWDAL’s Office of Workforce Information and Performance (OWIP)	1. Quarterly , prior to submission of the Participant Individual Record Layout (PIRL) report; and, 2. Annually , prior to submission of the Annual Report.
Title II	DWDAL’s Office of Adult Education and Literacy Services	1. Quarterly , during Data Quality Review; and,	DWDAL’s Office of Adult Education and Literacy Services	Annually , prior to the submission of the National Reporting System (NRS) report.
	DWDAL’s Monitoring and Compliance Unit	2. Annually , during monitoring.		
Title III	DWDAL’s Monitoring and Compliance Unit	Annually , during monitoring.	DWDAL’s OWIP	1. Quarterly , prior to submission of the PIRL report; and, 2. Annually , prior to submission of the Annual Report.

Title IV	Division of Rehabilitation Services (DORS) Office of Administrative and Financial Services (OAFS) staff	Quarterly , ² during RSA-911 extract review.	DORS OAFS staff	Quarterly , prior to submission of the RSA-911 Case Services Report.
NDWG ³	DWDAL's Monitoring and Compliance Unit	Annually , during monitoring.	DWDAL's OWIP	1. Quarterly , prior to submission of the PIRL report; and, 2. Annually , prior to submission of the Annual Report.
SCSEP	DWDAL's Monitoring and Compliance Unit	Annually , during monitoring.	Data Report Validation will be conducted by the SCSEP Program Manager as directed in the SCSEP Data Validation Handbook. ⁴	Annually , after the Program Year data are finalized and the final Quarterly Progress Report (QPR) is calculated.
	SCSEP Program Manager	Annually , during monitoring.		
TAA	DWDAL's Monitoring and Compliance Unit	1. Quarterly , during Data Quality Review; and,	DWDAL's OWIP	1. Quarterly , prior to submission of the PIRL report; and, 2. Annually , prior to submission of the Annual Report.
	Dislocation Services Unit (DSU)	2. Annually .		
JVSG ⁵	Regional Local Veterans' Employment Representative (LVER)	Annually , during monitoring.	DWDAL's OWIP	1. Quarterly , prior to submission of the PIRL report; and, 2. Annually , prior to submission of the Annual Report.

² DORS OAFS staff may conduct data element reviews on a monthly basis to ensure the quarterly data element validation is as accurate as possible.

³ For this policy, NDWG relates to grants received by MD Labor, not entities that applied for NDWGs independent of the State of Maryland.

⁴ The latest SCSEP Data Validation Handbook can be found here: <http://www.scsep-help.com/Documentation/DataValidation.aspx>.

⁵ JVSG data element validation will begin July 1, 2022.

MSFW ⁶	State Monitor Advocate	Annually , during monitoring.	DWDAL's OWIP	1. Quarterly, prior to submission of the PIRL report; and, 2. Annually, prior to submission of the Annual Report.
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⁶ MSFW data element validation will begin July 1, 2022.

DATA ELEMENT VALIDATION GUIDELINES BY PROGRAM

Data element validation is the review of individual records to ensure that appropriate documentation or system match exists for the answers provided in an individual's record. The following section will explain the data element validation requirements by program.

COMMON DATA ELEMENTS

TEGL 7-18, Program Memorandum OCTAE 19-1, and RSA-TAC-19-01 document 24 common data elements for WIOA's core programs (Titles I-IV) based on their importance to reporting accurate performance outcomes and ensuring data consistency. *Attachment A – Data Validation for Common Data Elements* provides detailed information on the required data elements, instructions for recording those elements, and the acceptable documentation for verifying those elements.

Additionally, TEGL 23-19 documents the data requirements for the following programs:

1. Title I;
2. Title III;
3. MSFW;
4. NDWG;
5. TAA; and,
6. JVSG.

Attachment B – Data Element Validation for USDOL Programs provides detailed information on the required data elements, instructions for recording those elements, and the acceptable source documentation for verifying those elements.

MSFW Program

TEGL 23-19 dictates that all data validation requirements for Title III must also apply to the MSFW program. Therefore, all relevant data elements for Title III in *Attachment B – Data Element Validation for USDOL Programs* will also be required for the MSFW program.

TAA Program

Section 239(j)(3) of Trade Act of 1974, as amended, requires states to ensure that the data reported to the USDOL is valid and reliable, consistent with guidelines issued by USDOL. In addition, section 239(i) requires states to establish control measures designed to ensure the accuracy and verifiability of reported data. Therefore, the USDOL Office of Trade Adjustment Assistance conducts additional reviews of state validation methodologies for TAA programs.

ADULT EDUCATION (TITLE II)

MD Labor requires Title II providers to collect information on the following data elements:

1. Enrollment;
2. Assessment results; and,
3. Attendance.

The following table indicates *required* items for the above data elements. Additional documents and/or mechanisms may be allowable with MD Labor approval or requested during monitoring activities.

Enrollment	Assessment Results	Attendance
1. Demographic Information: a. Name; b. Date of Birth; c. Social Security Number or Pseudo Social Security Number;⁷ and/or, 2. Learner Authorization: a. Student signature in blue (on physical Learner Enrollment Form);⁸ b. Electronic acknowledgement or attestation from learner via online enrollment form (attestation language taken from signature panel of State Model Learner Enrollment Form); or, c. Equivalent documentation that verifies student enrollment.	1. Pre-Test: a. Date; b. Form; and, c. Scaled Score; 2. Post-Test (if student is post-tested): a. Date; b. Form; and, c. Scaled Score.	1. Event Information: a. Date; b. Instructor Name; c. Event Title (for example, “ABE class,” “ESL class,” tutoring, orientation, etc.); 2. Student Information: a. Name; b. Date; 3. Verification of Participation: a. Student Signature; b. Instructor Signature; c. Virtual Sign-In; d. Product Time On Task; e. Proxy Hours.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

SCSEP grant recipients must use the application incorporated into the SCSEP data collection system to validate data elements that relate to the performance measures, eligibility, and essential program requirements. Additionally, grant recipients must apply the source documentation requirements in Section IV of the latest SCSEP Data Validation Handbook.⁹

⁷ Pseudo Social Security Numbers must be assigned per the MD Labor approved process.

⁸ The Learner Enrollment Form can be found here: <https://labor.maryland.gov/lwis/>.

⁹ The latest SCSEP Data Validation Handbook can be found here: <http://www.scsep-help.com/Documentation/DataValidation.aspx>.

DATA ELEMENT VALIDATION PROCESS

TITLE I, TITLE II, TITLE III, NDWG, AND SCSEP

MD Labor’s Monitoring and Compliance Unit conducts Data Element Validation for Titles I, II, III (including MSFW), NDWG, and SCSEP on an annual basis during either on-site or remote monitoring.¹⁰ Entities will receive written notice at least 30 calendar days prior to review¹¹ informing the entity of:

1. Dates for the review;
2. Which programs will be reviewed;
3. Program Year being reviewed; and,
4. Estimated time of arrival.

To conduct the validation, the Monitoring and Compliance Unit, via OWIP, pulls an aggregate sample¹² of active and recently exited¹³ participants from the Maryland Workforce Exchange (MWE) for the monitored program. Once OWIP provides the sample, the Monitoring and Compliance Unit downloads the data element sheets into Microsoft Excel and conducts their review directly in the workbook, noting “pass” or “fail” for each element.¹⁴ Once the review is complete, OWIP analyzes the Monitoring and Compliance Unit’s review document to determine error rates by element.

The Monitoring and Compliance Unit issues a monitoring report within 30 calendar days from the conclusion of the review. Entities with data errors or anomalies will receive notice from the Monitoring and Compliance Unit detailing the issues. Entities will be given 30 calendar days to submit a corrective action plan (CAP) in writing to the Compliance Manager¹⁵ that includes the name and role of the person responsible for administering the CAP, deadline for completing the CAP, and future processes and procedures. CAPs can be sent electronically to the relevant State Regional Monitor, or can be physically mailed to the following address:

Monitoring and Compliance Manager
1100 N Eutaw Street
Room 209-R
Baltimore MD 21201

The Monitoring and Compliance Manager will review the CAP and determine the next course of action if the entity continues to display noncompliance. DWDAL tracks progress on the CAP using the DWDAL Technical Assistance Log.

If entities do not take the appropriate steps towards corrective action, as documented in their CAP, the next step will be a meeting between program and State leadership.

¹⁰ For more details related to monitoring by program, please see DWDAL’s Monitoring policy, which can be found here: <https://labor.maryland.gov/employment/mpi/>.

¹¹ Monitors reserve the right to conduct unscheduled monitoring reviews, as appropriate.

¹² The number of files in the sample is based on a percentage of total active and exited participants for the program during the program year.

¹³ Exited participants are included if they are in that program year’s performance measures.

¹⁴ For SCSEP, samples are pulled by the SCSEP Program Manager from the SCSEP Performance and Results QPR (SPARQ) case management system, not from the MWE by OWIP.

¹⁵ A Quality Improvement Plan can be considered part of the corrective action.

MSFW

In addition to the data element validation for MSFW that DWDAL's Monitoring and Compliance Unit conducts during Title III validation, the Labor Exchange Administrator (LEA) or designee conducts an additional validation for the data element "individuals that identify as working on a farm during the last 12 months." Because this field does not require documentation in the MWE, if an individual responds with "Yes" to this question, the LEA or designee will conduct validation to confirm the participant meets the definition of an MSFW. If the reviewer determines the individual does not meet the definition, the MWE is corrected and a note is entered in the participant's file. The State Monitor Advocate reviews the MWE reports to ensure that LEAs or their designees are conducting validation for all eligible participants.

JVSG

MD Labor's Regional LVERs conduct data element validation for JVSG during annual monitoring. The Regional LVERs review program files and search for data errors and anomalies based on the guidelines set forth in TEGl 23-19. If any issues are detected, the program is informed of the error and must take action to remedy the problem.

TITLE IV

DORS OAFS staff conduct data element validation on a quarterly basis for Title IV. OAFS staff run a RSA-911 extract of the AWARE Case Management System to generate a file of all the data elements. From there, staff run the file through RSA's edit checker to search for formatting errors (for example, if a field is left blank or coded incorrectly). If an error is found, DORS staff identify the case file where the error occurred to determine if the issue is a user or system error. In the case of a user error, staff inform the user and provide technical assistance to ensure the data is input correctly. In the case of a system error, AWARE staff work to have the problem resolved in the system.

In addition to running the RSA-911 extract file through the RSA edit checker, OAFS staff also run the extract through a software that identifies data anomalies and outliers for specific elements. Elements include, but are not limited to:

1. Age;
2. Reason for Exit;
3. Application Date;
4. Funding Spent on Career and Training Services;
5. Employment Rate;
6. Wages; and,
7. Hours Worked Per Week.

If an anomaly is identified, OAFS staff review the source documentation and/or contact relevant program staff to verify the information and correct as needed.

In conjunction with validation, OAFS staff also provide more regular data element review to minimize anomalies and errors during the quarterly validation. This review includes, but is not limited to:

1. Staff specialists review all Measurable Skills Gains to verify source documentation is attached to the individual case in the AWARE Case Management System;

2. Staff specialists spot-check Educational Goals to determine if “verified” successful goal outcomes have the appropriate documentation. If not, specialists will provide technical assistance to review the source documentation and update the case as needed;
3. Staff Specialists utilize a Quality Assurance Tool that reviews and verifies if source documentation is in the case file throughout the time a participant is enrolled; and,
4. Bi-monthly reviews of case management, federal performance standards, and staff workloads to ensure data is accurate and monitored as needed.

TRAINING AND TECHNICAL ASSISTANCE

External Training and Technical Assistance

Applicable DWDAL staff provide annual data validation training to external entities for whom DWDAL conducts validation. Additional trainings will be provided when required for corrective action. Staff may provide trainings to individual programs or collectively to a group of programs. If DWDAL recognizes an error for a specific data element across multiple entities, a system-wide training may be scheduled to correct the issue. Additionally, technical assistance is available on an ongoing basis and upon request.

In instances where an entity needs to update their policies and/or procedures as part of corrective action, the program is responsible for revising the policies and/or procedures and providing training on the new system to its staff. Entities must provide certification of the training to MD Labor’s Monitoring and Compliance Unit via a sign-in sheet with the date of the training.

Internal Training

Relevant staff use the results from data validation to inform internal discussion around how to improve data validation processes, such as document collection, eligibility, and staff comprehension. Additionally, DWDAL’s Monitoring and OWIP units provide training on an annual basis to ensure that State staff have the most up-to-date information on MD Labor’s data validation policies and procedures for Title I, Title III, JVSG, TAA, and NDWG.

DATA REPORT VALIDATION

Data report validation evaluates the validity of aggregate reports submitted to federal agencies. The following is a breakdown of data report validation by the entity that conducts validation (see chart on pages 5-7 for breakdown of report validation by program).

OFFICE OF WORKFORCE INFORMATION AND PERFORMANCE

MD Labor's OWIP conducts data report validation for Title I, Title III (including MSFW), NDWG, TAA and JVSG. OWIP administers validation by pulling an extract file from the MWE on all programs and analyzes the file for any inaccuracies, errors, and/or anomalies. Validation occurs on a quarterly basis prior to the submission of the PIRL report, as well as before the annual performance reports submitted through the Workforce Integrated Performance System (WIPS).

OWIP also utilizes the MWE to identify and correct errors or missing data for performance reports by cross-referencing performance data with the extract file. Logical value and data specification checks are in place to identify issues and concerns during this process. Additionally, OWIP checks the extract file against the State Management Information System (MIS) to ensure the information contained in all federal extract files is accurate. Staff reviews data for errors, inconsistencies, missing items, out of range values, and any anomalies. This proactive approach of reviewing records ensures that programs are aware of any issues and can receive technical assistance prior to report submissions.

In accordance with USDOL, MD Labor also conducts a quarterly data integrity review to search for errors, missing items, out-of-range variances in values reported, and other anomalies. OWIP utilizes the WIPS system, along with the USDOL Quarterly Report Analyses (QRAs), to assist in this process.

USDOL provides feedback on quarterly performance reports to aid in data integrity efforts and support data accuracy. Their analysis includes, but is not limited to, a review of the data submitted, anomalies and outliers, and other potential data quality issues that may indicate reporting inaccuracies. MD Labor uses this feedback to identify and work with partners to correct errors to improve performance reporting, ensuring that the data properly reflects the program participants, services, and outcomes.

OFFICE OF ADULT EDUCATION AND LITERACY SERVICES

MD Labor's Office of Adult Education and Literacy Services conducts data report validation for Title II. Validation occurs annually prior to the submission of the NRS report.

To conduct validation, the Office of Adult Education and Literacy Services informs local programs that they must input all data into the Literacy, Adult and Community Education System (LACES) by a specified date, after which the system is frozen. During the data freeze, MD Labor staff perform error-checking procedures that search for data anomalies. If any anomalies exist, LACES is unfrozen and State staff provide technical assistance to the local program to correct the inaccuracies. Once resolved, the Office of Adult Education and Literacy Services submits the NRS report to OCTAE.

In addition to the annual validation, the Office of Adult Education and Literacy Services also performs quarterly validation of the data narrative reports submitted by local providers, a recommended best practice by OCTAE. When a provider submits their quarterly data narrative report, the Office of Adult Education and Literacy Services reviews the reports and provides technical assistance to programs based on any data anomalies found,

as well as any positive or negative trends in enrollment and outcomes data. This process ensures that data issues are found quickly and minimizes the number of anomalies detected during the annual validation.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

MD Labor's SCSEP Program Manager oversees data report validation for all SCSEP programs. The SCSEP Program Manager and reviewers must refer to the most recent version of the SCSEP Data Validation Handbook¹⁶ for step-by-step details on how to conduct data report validation.

TITLE IV

DORS OAFS staff conduct data report validation for Title IV. Staff conduct validation on a quarterly basis prior to the submission of the RSA-911 Case Services Report. During validation, the data report from the AWARE Case Management System is frozen, during which time staff include Unemployment Insurance wage data in the report. Once the report is analyzed for any errors, it is submitted to RSA no later than 45 calendar days after the end of the quarter.

¹⁶ The latest SCSEP Data Validation Handbook can be found here: <http://www.scsep-help.com/Documentation/DataValidation.aspx>.

RECORD RETENTION

The Federal records retention policy on results requires documentation processes for maintaining records, which must include: copies of worksheets on data elements or records reviewed, frozen quarterly wage records for wage record matching used for reporting outcomes, trends in common data accuracy issues, error rates, and corrective action efforts made after data validation reviews. DWDAL requires folders and documentation be maintained for a period of at least three years¹⁷ following the exit date or more if undergoing a legal review.¹⁸

All records, both electronic and physical, must be maintained in accordance with TEGL 39-11, “Guidance on the Handling and Protection of Personally Identifiable Information (PII),” as well as DWDAL’s policy concerning security, to maintain confidentiality and protect PII.¹⁹ PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

¹⁷ 2 CFR 200.334, “[Retention requirements for records](#).”

¹⁸ Local Areas may create their own record retention policies and procedures as long as they are in compliance with federal requirements.

¹⁹ DWDAL’s Policy Issuance on privacy and data security can be found here:
<http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief, or participation in a program or activity that receives financial assistance under Title I of WIOA. Entities working with participants in need of accommodations are responsible for securing the necessary support. Entities may refer to MD Labor's Nondiscrimination Plan²⁰ and Language Access Plan²¹ for more information on accommodations and services.

²⁰ MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

²¹ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act](#) (WIOA), 29 U.S.C. § 3101 et. seq (2015);
- [Government Performance and Results Act](#) (GPRA) of 1993 (Public Law 103-62; 107 Stat.285); and,
- Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 ([19 U.S.C. 2271 et seq.](#)).

REGULATION

- [Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions](#), Final Rule (WIOA Joint Final Rule) published at 81 FR55792 (Aug. 19, 2016);
- [Employment and Training Administration, Workforce Innovation and Opportunity Act](#), Final Rule (WIOA DOL Final Rule) published at 81 FR 56071 (Aug. 19, 2016);
- 2 CFR §§[200](#), [683](#) and [2900](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 20 CFR Part 651, “[General Provisions Governing the Wagner-Peyser Act Employment Service](#);”
- 29 CFR § 97.42, “[Retention and Access Requirements for Records](#);”
- 29 CFR Part 38, “[Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act](#);” and,
- 34 CFR § 463.240, “[What are the requirements for data validation of State annual performance reports?](#)”

USDOL GUIDANCE

- TEGL 21-16, Change 1, “[Change 1 to Training and Employment Guidance Letter \(TEGL\) 21-16 Third Workforce Innovation and Opportunity Act \(WIOA\) Title I Youth Formula Program Guidance](#),” dated July 30, 2021;
- TEGL 23-19, “[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#),” dated June 18, 2020;
- TEGL 14-18, “[Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#),” dated March 25, 2019;
- TEGL 7-18, “[Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\)](#),” dated December 19, 2018;
- TEGL 5-18, “[Workforce Innovation and Opportunity Act \(WIOA\) Annual Statewide Performance Report Narrative](#),” dated November 7, 2018;
- TEGL 3-17, “[WIOA Annual Performance Report Submission](#),” dated September 12, 2017;
- TEGL 10-16, Change 1, “[Performance Accountability Guidance for Workforce Innovation and Opportunity Act \(WIOA\) Title I, Title II, Title III, and Title IV Core Programs](#),” dated August 23, 2017;
- TEGL 26-16, “[Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act](#),” dated June 1, 2017;
- TEGL 21-16, “[Third Workforce Innovation and Opportunity Act \(WIOA\) Title I Youth Formula Program Guidance](#),” dated March 2, 2017;
- TEGL 19-16, “[Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment](#)”

[Service \(ES\)](#), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules,” dated March 1, 2017; and

- TEGL 39-11, “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#),” dated June 28, 2012.

U.S. DEPARTMENT OF EDUCATION GUIDANCE

- RSA-PD-19-03, “[Instructions for the Completion of the Case Service Report \(RSA-911\) for the State Vocational Rehabilitation Services Program and the State Supported Employment Services Program](#),” dated May 6, 2019;
- Program Memorandum OCTAE 19-1, “[Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\)](#),” dated December 19, 2018;
- RSA-TAC-19-01, “[Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\)](#),” dated December 19, 2018; and
- RSA-911, “[Reporting Manual for the Case Service Report](#),” dated June 2016.

OTHER RESOURCES

- [Case Service Report \(RSA-911\) – PD-19-03 Implementation Checklist](#)
- [DWDAL Policy Issuance Page](#);
- [Maryland WIOA Combined State Plan](#);
- [Maryland Local Plans](#);
- [SCSEP Data Validation Handbook](#); and,
- [Workforce Innovation and Opportunity Act \(WIOA\) Common Performance Reporting](#) (OMB No. 1205-0526).

ATTACHMENTS

- Attachment A – Data Validation for Common Data Elements
- Attachment B – Data Element Validation For USDOL Programs

Data Element Name	Data Element Definition/Instructions	Acceptable Source Documentation
Date of Program Entry	Record the date on which an individual became a participant, as referenced in 20 CFR 677.150, satisfying applicable programmatic requirements for the provision of services.	1. Individual Plan for Employment; 2. Electronic Records; or, 3. Program intake documents, such as eligibility determination documentation or program enrollment forms.
Date of Program Exit	Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56.	1. A copy of the letter sent to the individual indicating that the case was closed; 2. WIOA status/exit forms; 3. Electronic Records; 4. Attendance records; or, 5. Review of service records identifying the last qualifying service (and lack of a planned gap).
Other Reasons for Exit	Record for participants that exit the program because: 1. The participant has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant; 2. The participant is receiving medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program; 3. The participant is deceased; 4. 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; 5. The participant is in the foster care system as defined in 45 CFR 1355.20(a), and exit the program because the participant has moved from the area as part of such a program or system (Youth participants only); 6. The participant, who was determined to be eligible, is later determined not to have met eligibility criteria. NOTE: This circumstance applies only to Title IV, in which participant eligibility is routinely revisited during the participation period. For Titles I, II, and III, program eligibility is determined at the time an individual becomes a participant; or, 7. The participant is a criminal offender in a correctional institution under section 225 of WIOA.	1. File documentation with notes from program staff; 2. Information from partner services; 3. WIOA status/exit forms; 4. Electronic Records; 5. Withdrawal form with explanation; or, 6. Information from institution or facility.
Type of Training – Service #1	Record the type of training provided to the participant.	1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. Cross-match between dates of service and vendor training information; 4. Vendor training documentation; 5. Electronic Records; 6. Individual Training Account; or, 7. Attendance records.
Type of Training – Service #2	Record the second type of training provided to the participant.	1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. Cross-match between dates of service and vendor training information; 4. Vendor training documentation; 5. Electronic Records; 6. Individual Training Account; or, 7. Attendance records.

Type of Training – Service #3	Record the third type of training provided to the participant. NOTE: If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.	1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. Cross-match between dates of service and vendor training information; 4. Vendor training documentation; 5. Electronic Records; 6. Individual Training Account; or, 7. Attendance records.
Participated in Postsecondary Education During Program Participation	Record if the participant was in a post secondary education program that lead to a credential or degree from an accredited postsecondary education institution at any point during program participation.	1. Data match with postsecondary data system; 2. Copy of enrollment record; 3. File documentation with notes from program staff; 4. School records; or, 5. Transcript or report card.
Enrolled in Secondary Education Program	Record if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs. This should only be recorded if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program.	1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. School records; 4. Transcript or report card; or, 5. Data match to State K-12 data system.
Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential	Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate numerator. This element is not to be confused with “Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment,” which encompasses all education and training program enrollment and captures those enrolled during program participation, not post-exit.	1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. School records; 4. Transcript or report card; or, 5. Data match with postsecondary data system.
Employed in 1st Quarter After Exit	Record if the participant is in unsubsidized employment (not including Registered Apprenticeship or the military) in the 1st quarter after exit from a program.	1. UI wage data match; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Wage record match; 5. Quarterly tax payment forms, such as an IRS form 941; 6. Document from employer on company letterhead attesting to an individual’s employment status and earnings; 7. Self-employment worksheets signed and attested to by program participants; or, 8. Detailed case notes verified by employer and signed by the counselor.

Employed in 2nd Quarter After Exit	Record if the participant is in unsubsidized employment (not including Registered Apprenticeship or the military) in the 2nd quarter after exit from a program.	1. UI wage data match; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Wage record match; 5. Quarterly tax payment forms, such as an IRS form 941; 6. Document from employer on company letterhead attesting to an individual's employment status and earnings; 7. Self-employment worksheets signed and attested to by program participants; or, 8. Detailed case notes verified by employer and signed by the counselor.
Employed in 3rd Quarter After Exit	Record if the participant is in unsubsidized employment (not including Registered Apprenticeship or the military) in the 3rd quarter after exit from a program.	1. UI wage data match; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Wage record match; 5. Quarterly tax payment forms, such as an IRS form 941; 6. Document from employer on company letterhead attesting to an individual's employment status and earnings; 7. Self-employment worksheets signed and attested to by program participants; or, 8. Detailed case notes verified by employer and signed by the counselor.
Employed in 4th Quarter After Exit	Record if the participant is in unsubsidized employment (not including Registered Apprenticeship or the military) in the 4th quarter after exit from a program.	1. UI wage data match; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Wage record match; 5. Quarterly tax payment forms, such as an IRS form 941; 6. Document from employer on company letterhead attesting to an individual's employment status and earnings; 7. Self-employment worksheets signed and attested to by program participants; or, 8. Detailed case notes verified by employer and signed by the counselor.
Wages 2nd Quarter After Exit Quarter	Record total earnings for the second quarter after the quarter of exit.	1. UI wage data match; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Wage record match; 5. Quarterly tax payment forms, such as an IRS form 941; 6. Document from employer on company letterhead attesting to an individual's employment status and earnings; 7. Self-employment worksheets signed and attested to by program participants; or, 8. Detailed case notes verified by employer and signed by the counselor.

Type of Recognized Credential	Record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs.	1. Data match; 2. Copy of credential; 3. Copy of school record; 4. Follow-up survey from program participants; or, 5. Case notes documenting information obtained from education or training provider.
Date Attained Recognized Credential	Record the date on which the participant attained a recognized credential.	1. Data match; 2. Copy of credential; 3. Copy of school record; 4. Follow-up survey from program participants; or, 5. Case notes documenting information obtained from education or training provider.
Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)	Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1. By comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; 2. For States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or, 3. States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year.	1. Pre- and post-test results measuring EFL gain; 2. Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units; or, 3. Postsecondary education or training enrollment determined through data match, survey documentation, or program notes.
Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card	Record the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed consecutive semesters during the program year, that shows a participant is meeting the State unit's academic standards.	1. Transcript; or, 2. Report card.
Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card	Record the most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.	1. Transcript; or, 2. Report card.
Date of Most Recent Measurable Skill Gains: Training Milestone	Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).	1. OJT or Registered Apprenticeship; or, 2. Contract and/or evaluation from employer or training provider.
Date of Most Recent Measurable Skill Gains: Skills Progression	Record the most recent date the participant successfully passed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.	1. Results of knowledge-based exam or certification of completion; 2. Documentation demonstrating progress in attaining technical or occupational skills; 3. Documentation from training provider or employer; or, 4. Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam.

Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. This element may be used if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.	1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. School records; 4. Transcript or report card; or, 5. Data match with postsecondary data system.
Youth 2nd Quarter Placement (Title I only)	Record if the participant is enrolled in any of the following in the 2nd quarter: 1. Occupational skills training; 2. Postsecondary education; or, 3. Secondary education.	1. Cross-match with other agencies; 2. Copy of enrollment record; 3. File documentation with notes from program staff; 4. School records; 5. Transcript or report card; or, 6. Vendor/training provider training documentation.
Youth 4th Quarter Placement (Title I only)	Record if the participant is enrolled in any of the following in the 4th quarter: 1. Occupational skills training; 2. Postsecondary education; or, 3. Secondary education.	1. Cross-match with other agencies; 2. Copy of enrollment record; 3. File documentation with notes from program staff; 4. School records; 5. Transcript or report card; or, 6. Vendor/training provider training documentation.

Source Documentation Validation Instructions:

The data element source documentation table lists the data elements that grantees are to validate (please refer to TEGL 23-19 for program specific guidance). The table displays data element names, definitions/instructions, program specific requirement and source documentation needed to perform data element validation on each data element. All grantees reporting performance data in accordance with section 116(d) of WIOA must use the same data element definitions and must adhere to the source documentation requirements as applicable and instructed by their program office.

A. Understanding the Source Documentation Attachment layout/columns

1. Columns for Data Element Name, Data Element Definitions/Instructions are not to be cited as the latest PIRL data elements. When seeking current PIRL related information, please visit <https://www.doleta.gov/performance/reporting/#current-reporting-req> for current reporting requirements.
2. The column titled Requirements by Program indicates which programs are required to validate any given element. If there is an RDEV (Required for Data Element Validation) in a program's column, then the program is required to validate that element with the appropriate source documentation listed.
3. The WIOA Source Documentation column lists acceptable source documentation by each element. In most cases, the programs will be permitted to choose one of the acceptable source documentation types from the lists.
4. The Program Specific Parameters lists any special conditions or notes a program office may require. Source documentation requirements in this column, if any, will supersede those listed in the WIOA source documentation column as these requirements may limit acceptable source documentation.

B. Types of Source Documentation

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If the grantee collects multiple sources for the same data element and the sources conflict, the most objective source should be used to determine if the data element is valid and accurate.

These source documentation types include:

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 a Social Security Number (SSN) in an administrative non-WIOA database, i.e., a database not maintained by a WIOA core program such as data from the State's Department of Motor Vehicles, is not sufficient evidence for a cross-match. State validators must also confirm supporting information such as dates of participation and services rendered. States must have data sharing agreements in place as appropriate.
2. 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 electronic signature.
3. Case Notes: Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the case manager who obtained the information.
4. Electronic Records: Electronic records are participant records created, stored or transferred in a form that only a computer can process and maintained in the State's management information system. Records can be numeric, graphic, or text. They can also include magnetic storage media such as tapes or disks.

DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Date of Birth (WIOA)	Record the participant's date of birth.		RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. Drivers License; 2. Baptismal Record; 3. Birth Certificate; 4. DD-214; 5. Report of Transfer or Discharge Paper; 6. Federal, State or Local Identification Card; 7. Passport; 8. Hospital Record of Birth; 9. Public Assistance/Social Service Records; 10. School Records or ID Cards; 11. Work Permit; or, 12. Family Bible.	
Individual with a Disability (WIOA)	Record if: 1. The participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities; 2. The participant indicates that he/she does not have a disability that meets the definition; or, 3. The participant did not self-identify.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. School 504 Records Provided by Student; 2. Assessment Test Results; or, 3. Self-Attestation.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		

Eligible Veteran Status	Record if: 1. The participant 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; 2. 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; or, 3. 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	RDEV	RDEV	RDEV		RDEV	RDEV	RDEV	One of the following: 1. DD-214; 2. Cross-Match with Department of Defense Records; 3. Cross-Match with Veterans Service Database; or, 4. A Letter from the Veterans' Administration.	For WIOA Adult/DW/WP/DWG require only if participant received Individualized Career Services or Training
UC Eligible Status	Record if: 1. The participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program; 2. The participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system; 3. The participant is a person who meets	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Cross-Match to State UI Database; 2. Cross-Match to State MIS Database; 3. Referral Transmittal by RESEA or WPRS; or, 4. Self-Attestation (for definitions 3 and 4 only).	

Long-Term Unemployed at Program Entry (WIOA)	Record if the participant, at program entry, has been unemployed for 27 or more consecutive weeks.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Self-Attestation; 2. Public Assistance Records; 3. Refugee Assistance Records; 4. Cross-Match with Public Assistance Database; or, 5. Cross-Match to State UI Database.	
Highest School Grade Completed at Program Entry (WIOA)	Record the highest school grade completed by the participant at program entry.							RDEV	One of the following: 1. Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation); 2. WIOA intake or registration form; 3. Electronic Records; or, 4. Self- Attestation.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Highest Educational Level Completed at Program Entry (WIOA)	Record if: 1. The participant attained a secondary school diploma; 2. The participant attained a secondary school equivalency; 3. The participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP); 4. The participant completed one of more years of postsecondary education. 5. The participant attained a postsecondary certification, license, or educational certificate (non-degree); 6. The participant attained an Associate's degree;							RDEV	One of the following: 1. Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation); 2. WIOA intake or registration form; 3. Electronic Records; or, 4. Self- Attestation.	

School Status at Program Entry (WIOA)	Record if: 1. The participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school; 2. The participant, at program entry, 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, or is between school terms and is enrolled to return to school; 3. The participant, at program entry, has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school; 4. The participant, at program entry, is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Cross-Match with Postsecondary Education Database; 2. Copy of Educational Institution Enrollment Record; 3. Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation); 4. Signed Intake Application or Enrollment Form; 5. Electronic Records; or, 6. Self-Attestation.	
Date of Actual Dislocation	Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. .	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Verification from Employer; 2. Rapid Response List; 3. Notice of Layoff; 4. Public Announcement with Follow-Up Cross-Match with UI Database; or, 5. Self- Attestation.	
Most Recent Date of Qualifying Separation	Record the participant's most recent date of separation from trade-impacted employment that qualifies the participant to receive benefits and/or services under the Trade Act. Leave blank if there is no qualifying separation date or the separation date is the same as the Date of Actual Dislocation.						RDEV		One of the following: 1. Verification from Employer; 2. Rapid Response List; 3. Notice of Layoff; 4. Public Announcement with Follow-Up Cross-Match with UI Database; or, 5. Self- Attestation.	
Tenure with Employer at Separation	Record the total number of months that the participant was employed with the employer of record as of the participant's most recent qualifying date of separation. Employment of at least one day but less than one month should be recorded as "1".						RDEV	RDEV	One of the following: 1. Verification from Employer; 2. Worker List from Firm; 3. Cross-Match with State MIS Database; 4. Signed Intake Application or Enrollment Form; 5. Case Notes; or, 6. Self-Attestation.	Note: Self-Attestation only in cases when other allowable source documentation is not available due to records retention timelines expiring.

DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JMSG)		
Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	Record if: 1. The participant is a seasonal farmworker, meaning an individual who is employed, or was employed in the past 12 months, in farmwork (as described at 20 CFR 651.10) of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker, who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary.	RDEV							One of the following: 1. Cross-Match with Public Assistance Records; 2. Case Notes; 3. Cross-Match with State MIS Database; 4. Cross-Match with H-1B Records; or, 5. Self-Attestation.	
Temporary Assistance to Needy Families (TANF)	Record if the participant 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.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. TANF Eligibility Verification; 2. TANF Period of Benefit Receipt Verification; 3. Referral Transmittal from TANF; or, 4. Cross-Match with TANF Public Assistance Records.	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training.

Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	Record if: The participant, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at program entry.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. TANF Eligibility Verification; 2. TANF Period of Benefit Receipt Verification; 3. Referral Transmittal from TANF; or, 4. Cross-Match with TANF Public Assistance Records.	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JMSG)		
Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	Record if: 1. The participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program; 2. The participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program; The participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program; 4. The participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration; 5. The participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration; or,	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. SSI/SSDI Receipt of Benefits Verification; 2. Referral Transmittal from SSA; 3. SSI/SSDI Eligibility Verification; or, 4; Cross-Match with SSA Database.	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training.
Supplemental Nutrition Assistance Program (SNAP)	Record if the participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.)	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. SNAP Eligibility Verification; 2. Copy of Authorization to Receive Food Stamps; 3. Documentation of Food Stamp Benefit Receipt; 4. Referral Transmittal from SNAP; or, 5. Cross-Match with SNAP Public Assistance Records.	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training.

Other Public Assistance Recipient	Record 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), or Refugee Cash Assistance (RCA). Do not include foster child payments.		RDEV	RDEV					One of the following: 1. Copy of Authorization to Receive Cash Public Assistance; 2. Copy of Public Assistance Check; 3. Medical Card Showing Cash Grant Status; 4. Public Assistance Eligibility Verification; 5. Cross-Match with Refugee Assistance Records; 6. Cross-Match with Public Assistance Records; or, 7. Cross-Match with State MIS Database.	
Pregnant or Parenting Youth	Record if the participant is a youth who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18.				RDEV				One of the following: 1. Case Notes; 2. Needs Assessment; 3. WIC Eligibility Verification; 4. TANF Single Parent Eligibility Verification; 6. Signed Intake Application or Enrollment Form; 7. Signed Individual Service Strategy; or, 8. Self-Attestation.	
Youth Who Needs Additional Assistance	Record if the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment or an in-school youth who requires additional assistance to complete an educational program or to secure or 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.				RDEV				One of the following: 1. Signed Intake Application or Enrollment Form; 2. Case Notes; 3. Needs Assessment; 4. Signed Individual Service Strategy; or, 5. Self-Attestation.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		

Foster Care Youth Status at Program Entry (WIOA)	Record if the participant, at program entry, is a person aged 24 or under who is currently in foster care or has aged out of the foster care system.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Written Confirmation from Social Services Agency; 2. Case Notes; 3. Foster Care Agency Referral Transmittal; 4. Signed Intake Application or Enrollment Form; 5. Needs Assessment; 6. Signed Individual Service Strategy; or, 7. Self-Attestation.	
Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	Record if the participant, at program entry: 1. Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who: (a) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (b) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; (c) is living in an emergency or transitional shelter; (d) is abandoned in a hospital; or (e) is awaiting foster care placement; 2. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; 3. Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or,	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Signed Intake Application or Enrollment Form; 2. Written Statement or Referral Transmittal from a Shelter or Social Service Agency; 3. Needs Assessment; 4. Case Notes; 5. Signed Individual Service Strategy; or, 6. A letter from caseworker or support provider.	

Ex-Offender Status at Program Entry (WIOA)	Record if the participant, at program entry, is a person who either: 1. Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or, 2. Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Documentation from the Juvenile or Adult Criminal Justice System; 2. Written Statement or Referral Document from a Court or Probation Officer; 3. Referral Transmittal from a Reintegration Agency; 4. Signed Intake Application or Enrollment Form; 5. Case Notes; 6. Needs Assessment; 7. Signed Individual Service Strategy; 8. Federal Bonding Program Application; or, 9. Self-Attestation.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Low Income Status at Program Entry (WIOA)	Record if the participant, at program entry, is a person who: 1. Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received: (a) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); (b) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.); (c) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or (d) State or local income-based public assistance.; 2. Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; 3. Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Award Letter From Veteran's Administration; 2. Bank Statements; 3. Pay Stubs; 4. Compensation Award Letter; 5. Court Award Letter; 6. Pension Statement; 7. Employer Statement/Contact; 8. Family or Business Financial Records; 9. Housing Authority Verification; 10. Quarterly Estimated Tax for Self-Employed Persons; 11. Social Security Benefits; 12. UI Claim Documents; 13. Copy of Authorization to Receive Cash Public Assistance; 14. Copy of Public Assistance Check; 15. Public Assistance Eligibility Verification; 16. Cross-Match with Refugee Assistance Records; 17. Cross-Match with Public Assistance Records; 18. Cross-Match with UI Wage Records; or, 19. Self-Attestation.	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training.

English Language Learner at Program Entry (WIOA)	Record if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions: 1. His or her native language is a language other than English, or, 2. He or she lives in a family or community environment where a language other than English is the dominant language.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Case notes; 2. Assessment Test Results; 3. Applicable Records from Education Institution (transcripts, or other school documentation); 4. Signed Intake Application or Enrollment Form; 5. Signed Individual Service Strategy; or, 6. Self-Attestation.	
Basic Skills Deficient/Low Levels of Literacy at Program Entry	Record if the participant is, at program entry: 1. A youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or, 2. A youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Case notes; 2. Assessment Test Results; or, 3. Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation).	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training.
Single Parent at Program Entry (WIOA)	Record if the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. TANF Single Parent Eligibility Verification; 2. Case Notes; 3. Needs Assessment; 4. TANF Single Parent Eligibility Verification; 5. Signed Intake Application or Enrollment Form; 6. Signed Individual Service Strategy or Employment Plan; or, 7. Self-Attestation.	

Displaced Homemaker at Program Entry (WIOA)	Record if the participant, at program entry, has been providing unpaid services to family members in the home and who: 1. (a) has been dependent on the income of another family member but is no longer supported by that income; or (b) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and, 2. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Signed Intake Application or Enrollment Form; 2. Cross-Match with Public Assistance Records; 3. Copy of Spouse's Layoff Notice; 4. Copy of Spouse's Death Record; 5. Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment); 6. Copy of Divorce Records; 7. Copy of Applicable Court Records; 8. Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned); 9. Needs Assessment; 10. Signed Individual Employment Plan; or, 11. Self-attestation.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)	Record if the participant, at program entry, is a low-income individual who: 1. (a) For the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (b) faces multiple barriers to economic self-sufficiency; 2. The participant, at program entry, is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; 3. The participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24; 4. The participant is an adult program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Case Notes; 2. Cross-Match with Public Assistance Records; 3. NFJP Eligibility Documents; 4. Cross-Match with State MIS; 5. Cross-Match with H-1B Records; or, 6. Self-Attestation.	

Date of Program Entry (WIOA)	Record the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services. Leave blank if this data element does not apply.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Individual Plan for Employment; 2. Electronic Records; or, 3. Program intake documents, such as eligibility determination documentation or program enrollment forms.	
Date of Program Exit (WIOA)	Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56.	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. A copy of the letter sent to the individual indicating that the case was closed; 2. WIOA status/exit forms; 3; Electronic Records; 4. Attendance records; or, 5. Review of service records identifying the last qualifying service (and lack of a planned gap).	
Date of First Case Management and Employment Service	Record the date on which the participant begins receiving his/her first case management and employment service funded by a program following a determination of eligibility to participate in the program.						RDEV		One of the following: 1. Electronic Records; or, 2. Case notes.	
Date of First WIOA Youth Service	Record the date on which the participant began receiving his/her first WIOA youth service (i.e. 1 of the 14 youth program elements in WIOA §129(c)(2)).				RDEV				One of the following: 1. Signed Intake Application or Enrollment Form with Follow- up Cross-Match to Case Notes Identifying the First Qualifying Service; 2. Case Notes with Cross-Match to State MIS Database; 3. Signed Individual Service Strategy with Follow-up Cross- Match to Case Notes Identifying the First Qualifying Service; or, 4. Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service.	

DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JMSG)		
Recipient of Incumbent Worker Training	Record if: 1. The participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i); 2. The participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4); 3. The participant received Incumbent Worker training services under both Statewide funds (Governor's Reserve and/or Rapid Response) WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i) and Local Formula funds under WIOA section 134(d)(4).; 4. The participant received Incumbent Worker training services under H1B; 5. The participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170);		RDEV	RDEV		RDEV		RDEV	One of the following: 1. Signed IWT Contract; or, 2. Electronic Records.	
Rapid Response	Record if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(I).	RDEV		RDEV		RDEV	RDEV	RDEV	One of the following: 1. Cross-Match to State MIS Database; 2. Case Notes; 3. Rapid Response List; 4. Cross-Match to Rapid Response Records; or, 5. Self-Attestation.	
TAA Petition Number	Record the petition number (and full alphabetical suffix, if applicable) of the certification which applies to the participant's group. If there is more than one petition number, create multiple records for each occurrence.						RDEV		One of the following: 1. Employer Worker List; or, 2. Designation of Eligibility Form.	

Other Reasons for Exit (WIOA)	Record if: 1. The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant; 2. The participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program; 3. The participant is deceased; 4. The participant exits the program because 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; 5. The participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. File documentation with notes from program staff; 2. Information from partner services; 3. WIOA status/exit forms; 4. Electronic Records; 5. Withdrawal form with explanation; or, 6. Information from institution or facility.	
TAA Application Date	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.						RDEV		One of the following: 1. Electronic Records; 2. Designation on Eligibility form; or, 3. TAA Application Form.	
Date of First TAA Benefit or Service	Record the date of the first Trade funded benefit or service received after the participant was determined eligible to participate.						RDEV		One of the following: 1. Case Notes; or, 2. Electronic Records.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JMSG)		
Date of First Basic Career Service (Staff-Assisted)	Record the first date the participant received any staff-assisted basic services (includes any career service under WIOA section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information-only services and activities).	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Case Notes; 2. Cross-Match with State MIS Database; or, 3. Electronic Records	

Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	Record the most recent date a job seeker accessed self-services/information-only services or activities during the reporting period, either a physical location or remotely via the use of electronic technologies. Self-Service does not uniformly apply to all virtually accessed services; For example, virtual accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual/participant would not qualify as self-service. Information-only activities or services may be either self-service or staff assisted.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Electronic Records; or, 2. Case Notes	
Most Recent Date Received Basic Career Services (Staff-Assisted)	Record the most recent date on which the participant received any basic career service (includes any career service under WIOA Section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information services and activities).	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Case Notes; or, 2. Electronic Records.	
Date of Most Recent Career Service (WIOA)	Record the date on which career services (both basic and individualized) were last received (excluding self-services, information services or activities, or follow-up services).	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Case Notes; or, 2. Electronic Records.	
Most Recent Date Received Staff-Assisted Services (DVOP specialist)	Record the most recent date on which the participant received any career service provided by a DVOP specialist.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Electronic Records; or, 2. Case Notes.	
Date Referred to Department of Veterans Affairs Vocational Rehabilitation and	Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Electronic Records; or, 2. Case Notes.	
Date of Most Recent Reportable Individual Contact	Record the most recent date on which the job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs.	RDEV	RDEV	RDEV		RDEV			One of the following: 1. Case Notes; 2. Cross-Match with State MIS Database; or, 3. Electronic Records.	

Date of First Individualized Career Service	Record the first date the participant received any individualized career service on or after the date of participation. Individualized Career Services include development of an Individual Employment Plan, Pre-Vocational Services, provision of comprehensive skills and career assessments, internships or work experiences, financial literacy services, English as Second Language Services, or any other service that comprises a significant amount of staff time with an individual participant as described in WIOA sec. 134(c)(2)(xii).	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Case Notes; 2. Cross-Match with State MIS Database; or, 3. Electronic Records.	
Most Recent Date Received Individualized Career Service	Record the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(xii).	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. Case Notes; or, 2. Electronic Records.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVS/G)		
Date Individual Employment Plan Created	Record the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, their appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.		RDEV	RDEV		RDEV	RDEV	RDEV	One of the following: 1. Cross-Match with State MIS Database; 2. Case Notes; 3. Signed Individual Employment Plan or Individual Service Strategy; or, 4. Electronic Records.	

Type of Work Experience	If the participant received work experience, record the appropriate type of work experience provided to the participant. Record if: 1. The participant participated in summer employment or an internship during the summer months (WIOA Youth); 2. The participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months; 3. The participant participated in a pre-apprenticeship program; 4. The participant participated in job shadowing; 5. The participant participated in on-the-job training (WIOA Youth); 6. The participant participated in a transitional job, as defined in WIOA Section 134(d)(5); 7. The participant participated in another type of work experience not covered in 1 through 6. NOTE: If employment opportunities not limited to summer months are part of a pre-apprenticeship program, record as if on the job.		RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Case Notes; 2. Signed Work Experience Agreement; or, 3. Electronic Records.	
Date Received Financial Literacy Services	Record the date, at any time during participation in the program, that the participant received any financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifies identity theft.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Case Notes; 6. WIOA status forms noting receipt of service and type of service received; or, 7. Electronic Records.	
Transitional Jobs	Record if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5).		RDEV	RDEV		RDEV		RDEV	One of the following: 1. Electronic Records; 2. Case Notes; or, 3. Signed Transitional Job Agreement.	

Received Training (WIOA)	Record if the participant received training services.		RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. Cross-match Between Dates of Service and Vendor Training Information; 2. Vendor Training Records; 3. Cross-Match with State MIS Database; 4. Case Notes; 5. Signed Training Contract; 6. ITA; or, 7. Electronic Records.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Date Entered Training #1 (WIOA)	Record the date on which the participant's first training service actually began.		RDEV	RDEV	RDEV	RDEV	RDEV		One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; 3. Case Notes with Follow-up Cross-Match to State MIS Database; or, 4. ITA.	
Type of Training Service #1 (WIOA)	Record the type of approved training being provided to the participant.		RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. Cross-match between dates of service and vendor training information; 4. Vendor training documentation; 5. Electronic Records; 6. Individual Training Account; or, 7. Attendance records.	

Occupational Skills Training Code #1	Record the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Note: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.		RDEV	RDEV	RDEV	RDEV	RDEV		One of the following:: 1. Cross-Match to State MIS Database; 2. Case notes; 3. Signed Individual Employment Plan or Training Plan; 4. Signed Training Contract; or, 5. ITA.	
Training Completed #1	Record if the participant completed approved training.		RDEV	RDEV	RDEV	RDEV	RDEV		One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; or, 3. Case Notes with Follow-up Cross-Match to State MIS Database.	For TAA: Self-attestation is allowable but must be supported by documentation no later than 2 quarters following completion of training.
Date Completed, or Withdrew from, Training #1	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 participant completed training.		RDEV	RDEV	RDEV	RDEV	RDEV		One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; or, 3. Case Notes with Follow-up Cross-Match to State MIS Database.	
Date Entered Training #2	Record the date on which the participant's second training service actually began.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; 3. Case Notes with Follow-up Cross-Match to State MIS Database; or, 4. ITA.	

Type of Training Service #2 (WIOA)	If the participant received a second type of training, record the type of approved training being provided to the participant. .		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. Cross-match between dates of service and vendor training information; 4. Vendor training documentation; 5. Electronic Records; 6. Individual Training Account; or, 7. Attendance records.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Occupational Skills Training Code #2	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Additional Note: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.		RDEV	RDEV		RDEV			One of the following:: 1. Cross-Match to State MIS Database; 2. Case notes; 3. Signed Individual Employment Plan or Training Plan; 4. Signed Training Contract; or, 5. ITA.	
Training Completed #2	Record if the participant completed approved training.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; or, 3. Case Notes with Follow-up Cross-Match to State MIS Database.	

Date Completed, or Withdrew from, Training #2	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 participant completed training.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; or, 3. Case Notes with Follow-up Cross-Match to State MIS Database.	
Date Entered Training #3	Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; 3. Case Notes with Follow-up Cross-Match to State MIS Database; or, 4. ITA.	
Type of Training Service #3 (WIOA)	If the participant received a third type of training, record the type of approved training being provided to the participant. Note: If the participant receives more than three training services, record the date on which the participant actually began the last (or most recent) training service.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. Cross-match between dates of service and vendor training information; 4. Vendor training documentation; 5. Electronic Records; 6. Individual Training Account; or, 7. Attendance records.	
Occupational Skills Training Code #3	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Note: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training		RDEV	RDEV		RDEV			One of the following:: 1. Cross-Match to State MIS Database; 2. Case notes; 3. Signed Individual Employment Plan or Training Plan; 4. Signed Training Contract; or, 5. ITA.	

Training Completed #3	Record if the participant completed approved training.		RDEV	RDEV		RDEV			One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; or, 3. Case Notes with Follow-up Cross-Match to State MIS Database.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSg)		
Date Completed, or Withdrew from, Training #3	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 participant completed training.		RDEV	RDEV		RDEV			One of the following: 1. Cross-match between State MIS Database and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database; or, 3. Case Notes with Follow-up Cross-Match to State MIS Database.	
Established Individual Training Account (ITA)	Record if any of the individual's services were purchased utilizing an Individual Training Account funded by WIOA Title I. This information can be updated anytime during participation.		RDEV	RDEV		RDEV			One of the following: 1. Cross-Match with State MIS Database; 2. Case notes; or, 3. ITA Approval, Allocation or Activation Records.	
Waiver from Training Requirement	Record the reason for which a waiver from the training requirements was issued to the participant.						RDEV		One of the following: 1. Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals); 2. Cross-Match with State UI Records of TRA Checks; or, 3. Verification Form from UI or Employment Counselor.	
Date of Most Recent Case Management and Reemployment Service	Record the date on which the participant received his or her most recent Case Management and Reemployment Service.						RDEV		One of the following: 1. Cross-Match with State MIS Database; or, 2. Case notes.	

Date Waiver From Training Requirement Issued	Record the date on which the participant received his or her most recent waiver from training.						RDEV		One of the following: 1. Waiver Documentation in Case File; 2. Cross-Match with State UI Database; or, 3. Verification Form from UI or Employment Counselor.	
Participated in Postsecondary Education During Program Participation (WIOA)	Record if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. Do not record if the participant was first enrolled in postsecondary education after exiting the program.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Data match with postsecondary data system; 2. Copy of enrollment record; 3. File documentation with notes from program staff; 4. School records; or, 5. Transcript or report card.	
Enrolled in Secondary Education Program (WIOA)	Record if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs. This may be recorded if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. School records; 4. Transcript or report card; or, 5. Data match to State K-12 data system.	

DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JMSG)		
Most Recent Date Received Educational Achievement Services	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, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records; or, 6. WIOA status forms noting receipt of service and type of service received.	
Most Recent Date Received Alternative Secondary School Services	Record the most recent date on which the participant received alternative secondary school services, or dropout recovery services, as appropriate.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records; or, 6. WIOA status forms noting receipt of service and type of service received.	
Most Recent Date Received Work Experience Opportunities	Record the most recent date on which the youth participant received work experience opportunities that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.				RDEV				One of the following: 1. Activity Sheets; 2. Sign-in Sheets; 3. Attendance Records; 4. Vendor Contract; 5. Cross-Match with State MIS Database; 6. Case Notes; or, 7. Logs or Status Forms Noting Receipt of Service and Combination of Services Received.	

Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. School records; 4. Transcript or report card; or, 5. Data match with postsecondary data system.	
Most Recent Date Received Education Offered Concurrently with Workforce Preparation	Record the most recent date on which the participant received education offered concurrently with and in in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records; or, 6. WIOA status forms noting receipt of service and type of service received.	
Most Recent Date Received Leadership Development Opportunities	Record the most recent date on which the participant received services that include, but are not limited to, opportunities that may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records; or, 6. WIOA status forms noting receipt of service and type of service received.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		

Most Recent Date Received Supportive Services	Record the most recent date on which the participant received a supportive service (WIOA section 134(d)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134(c)(3). Support services for youth participants include; (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) referrals to healthcare; (i) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; (j) assistance with books, fees, school supplies, and other necessary items for		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records, case notes; or, 6. WIOA status forms noting receipt of service and type of service received.	
Most Recent Date Received Adult Mentoring Services	Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for at least twelve (12) months and may occur both during and after program participation.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records; or, 6. WIOA status forms noting receipt of service and type of service received	
Most Recent Date Received Comprehensive Guidance/ Counseling Services	Record the most recent date on which the participant received comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract 5. Electronic Records 6. Case notes; or, 7. WIOA status forms noting receipt of service and type of service received.	

Most Recent Date Received Youth Follow- up Services	Record the most recent date on which the youth participant received follow-up services after exiting the program. Follow-up services for youth participants are described as: 1. Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; 2. Follow-up services for youth may also include the following program elements: (a) Supportive services; (b) Adult mentoring; (c) Financial literacy education; (d) Services that provide labor market and employment information about in- demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records, case notes; or, 6. WIOA status forms noting receipt of service and type of service received.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Most Recent Date Youth Received Entrepreneurial Skills Training	Record the most recent date on which the participant participated in entrepreneurial skills training.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records; or, 6. WIOA status forms noting receipt of service and type of service received.	
Most Recent Date Youth Received Services that provide labor market information and employment information	Record the most recent date on which the participant participated in services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. State MIS, case notes; or, 6. WIOA status forms noting receipt of service and type of service received.	

Most Recent Date Youth Received Postsecondary transition and preparatory activities	Record the most recent date on which a youth participant received activities that helped them to prepare for and transition to postsecondary education and training.				RDEV				One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records; 6. Case Notes; or, 7. WIOA status forms noting receipt of service and type of service received.	
Received Needs-Related Payments	Record if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB.		RDEV	RDEV		RDEV			One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records 6. Case Notes; or, 7.. WIOA status forms noting receipt of service and type of service received.	
Date Received First Basic TRA payment	Record the date on which the participant received their first Basic TRA payment.						RDEV		One of the following: 1. State UI records of Basic TRA checks issued; 2. Request for allowance; or, 3. Electronic Records.	
Date Received First Completion TRA Payment	Record the date on which the participant received their first Completion TRA payment.						RDEV		One of the following: 1. State UI records of Basic TRA checks issued; 2. Request for allowance; or, 3. Electronic Records.	
Date Received First A/RTAA Payment	Record the date on which the participant received their first Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) payment.						RDEV		One of the following: 1. Cross-match with State UI Database of Basic TRA checks Issued; 2. Request for Allowance; or, 3. Electronic Records.	
Received Needs-Related Payments	Record if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB.		RDEV	RDEV		RDEV			One of the following: 1. Activity sheets; 2. Sign-in sheets; 3. Attendance record; 4. Vendor contract; 5. Electronic Records; 6. Case Notes; or, 7. WIOA status forms noting receipt of service and type of service received.	

DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVS/G)		
Employed in 1st Quarter After Exit Quarter (WIOA)	Record if: 1. The participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). 2. The participant is in a Registered Apprenticeship; or, 3. The participant is in the military.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. UI wage data match/administrative wage match, such as the National Directory of New Hires; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Quarterly tax payment forms, such as a IRS form 941; 5. Document from employer on company letterhead attesting to an individual's employment status and earnings; 6. Self-employment worksheets signed and attested to by program participants; or, 7. Detailed case notes verified by employer and signed by the counselor.	

Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	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 the participant is not found in wage records, grant recipients 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.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer on Company Letterhead (attesting to an	
Employed in 2nd Quarter After Exit Quarter (WIOA)	Record if: 1. The participant is in unsubsidized employment (not including Registered Apprenticeship, or the military); 2. The participant is in a Registered Apprenticeship; or, 3. The participant is in the military.	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. UI wage data match/administrative wage match, such as the National Directory of New Hires; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Quarterly tax payment forms, such as a IRS form 941; 5. Document from employer on company letterhead attesting to an individual's employment status and earnings; 6. Self-employment worksheets signed and attested to by program participants; or, 7. Detailed case notes verified by employer and signed by the counselor.	

DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVS/G)		
Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)	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 the participant is not found in 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.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer on Company Letterhead (attesting to an	

Employed in 3rd Quarter After Exit Quarter (WIOA)	Record if: 1. The participant is in unsubsidized employment (not including Registered Apprenticeship, or the military); 2. The participant is in a Registered Apprenticeship; or, 3. The participant is in the military.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following: 1. UI wage data match/administrative wage match, such as the National Directory of New Hires; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Quarterly tax payment forms, such as a IRS form 941; 5. Document from employer on company letterhead attesting to an individual's employment status and earnings; 6. Self-employment worksheets signed and attested to by program participants; or, 7. Detailed case notes verified by employer and signed by the counselor.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	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 the participant is 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.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer	

Employed in 4th Quarter After Exit Quarter (WIOA)	Record if: 1. The participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). 2. The participant is in a Registered Apprenticeship; or, 3. The participant is in the military.	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. UI wage data match/administrative wage match such as the National Directory of New Hires; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Quarterly tax payment forms, such as a IRS form 941; 5. Document from employer on company letterhead attesting to an individual's employment status and earnings; 6. Self-employment worksheets signed and attested to by program participants; or, 7. Detailed case notes verified by employer and signed by the counselor.	
Type of Employment Match 4th Quarter After Exit Quarter (WIOA)	Identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If the participant is 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.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); or, 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer on Company Letterhead (attesting to an	

DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JMSG)		
Employment Related to Training (2nd Quarter After Exit) (WIOA)	Record if the participant received training services and obtained employment directed related to the training services received.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	
Occupational Code (if available)	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Note: This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the quarter after the exit quarter. If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual had multiple jobs, use the occupational code for the job held longest.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	
Entered Non-Traditional Employment	Record if the participant's employment is in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the second quarter after the exit quarter.		RDEV	RDEV					One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	

Occupational Code of Employment 2 nd Quarter After Exit Quarter (If available)	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4 0 (or later versions) classification system.	RDEV	RDEV	RDEV				RDEV	One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	
Occupational Code of Employment 4 th Quarter After Exit Quarter (If available)	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4 0 (or later versions) classification system.	RDEV	RDEV	RDEV				RDEV	One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Industry Code of Employment 1st Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Record 999999 if 'Wages 1st Quarter After the Exit Quarter exist and NAICS Code is not known.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	

Industry Code of Employment 2nd Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Record 999999 if 'Wages 2nd Quarter After the Exit Quarter exist and NAICS Code is not known.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	
Industry Code of Employment 3rd Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Record 999999 if 'Wages 3rd Quarter After the Exit Quarter exist and NAICS Code is not known.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	
Industry Code of Employment 4th Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 4th Quarter After the Exit Quarter exist and NAICS Code is not known.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following: 1. UI Wage Records; 2. Supplemental data sources defined by TEGL 26-16 follow up services; 3. Surveys; 4. Record sharing and/or automated record matching with other employment and administrative databases; 5. Other out of state federal wage record systems; or, 6. Case notes.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JMSG)		

Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)	Record if the participant's employer in the second quarter also matches the employer in the fourth quarter.	RDEV	RDEV	RDEV	RDEV	RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer on Company Letterhead (attesting to an	
Wages 3rd Quarter Prior to Participation Quarter	Record total earnings from wage records for the third quarter prior to the quarter of participation.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer	

DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVS/G)		
Wages 2nd Quarter Prior to Participation Quarter	Record total earnings from wage records for the second quarter prior to the quarter of participation.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer	

Wages 1st Quarter Prior to Participation Quarter	Record total earnings from wage records for the first quarter prior to the quarter of participation.	RDEV	RDEV	RDEV		RDEV	RDEV	RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVS/G)		

Wages 1st Quarter After Exit Quarter (WIOA)	Record total earnings for the first quarter after the quarter of exit.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of- State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer	
Wages 2nd Quarter After Exit Quarter (WIOA)	Record total earnings for the second quarter after the quarter of exit.	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. UI wage data match/administrative wage match such as the National Directory of New Hires; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Quarterly tax payment forms, such as a IRS form 941; 5. Document from employer on company letterhead attesting to an individual's employment status and earnings; 6. Self-employment worksheets signed and attested to by program participants; or, 7. Detailed case notes verified by employer and signed by the counselor.	

Wages 3rd Quarter After Exit Quarter (WIOA)	Record total earnings for the third quarter after the quarter of exit.								One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer on Company Letterhead (attesting to an	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVS/G)		

Wages 4th Quarter After Exit Quarter (WIOA)	Record total earnings for the fourth quarter after the quarter of exit.	RDEV	RDEV	RDEV		RDEV		RDEV	One of the following (consistent with TEGL 26-16): 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate); 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service); 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires); 4. State New Hires Registry; 5. Signed Follow-up Survey Response from Program Participants; 6. Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16); 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation; 8. Railroad Retirement System; 9. Quarterly Tax Payment Forms (such as IRS Form 941); 10. A Signed Letter from an Employer	
Type of Recognized Credential (WIOA)	Record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs.		RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. Data match; 2. Copy of credential; 3. Copy of school record; 4. Follow-up survey from program participants; or, 5. Case notes documenting information obtained from education or training provider.	

Date Attained Recognized Credential (WIOA)	Record the date on which the participant attained a recognized credential.		RDEV	RDEV	RDEV	RDEV	RDEV	RDEV	One of the following: 1. Data match; 2. Copy of credential; 3. Copy of school record; 4. Follow-up survey from program participants; or, 5. Case notes documenting information obtained from education or training provider. **For RSA-911 purposes, documentation is required for credentials earned after program participation begins.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Type of Recognized Credential #2 (WIOA)	Record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-Match with Postsecondary Education Database; 2. Copy of Diploma, Credential or Degree Awarded by Education Institution; 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation); 4. Signed Follow-up Survey Response from Program Participant; or, 5. Signed File Documentation with Information Obtained from Education or Training Provider.	

Date Attained Recognized Credential #2 (WIOA)	Record the date on which the participant attained a second recognized credential.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-Match with Postsecondary Education Database; 2. Copy of Diploma, Credential or Degree Awarded by Education Institution; 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation); 4. Signed Follow-up Survey Response from Program Participant; or, 5. Signed File Documentation with Information Obtained from Education or Training Provider.	
Type of Recognized Credential #3 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-Match with Postsecondary Education Database; 2. Copy of Diploma, Credential or Degree Awarded by Education Institution; 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation); 4. Signed Follow-up Survey Response from Program Participant; or, 5. Signed File Documentation with Information Obtained from Education or Training Provider.	

Date Attained Recognized Credential #3 (WIOA)	Record the date on which the participant attained a third recognized credential.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-Match with Postsecondary Education Database; 2. Copy of Diploma, Credential or Degree Awarded by Education Institution; 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation); 4. Signed Follow-up Survey Response from Program Participant; or, 5. Signed File Documentation with Information Obtained from Education or Training Provider.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)	Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1. By comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; 2. For States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or, 3. States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Pre- and post-test results measuring EFL gain; 2. Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units; or, 3. Postsecondary education or training enrollment determined through data match, survey documentation, or program notes.	

Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)	Record the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that shows a participant is meeting the State unit's academic standards.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Transcript; or, 2. Report Card.	
Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)	Record the most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Transcript; or, 2. Report Card.	
Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)	Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Documentation of a skill gained through OJT or Registered Apprenticeship; 2. Contract and/or evaluation from employer or training provider documenting a skill gain; or, 3. Progress report from employer documenting a skill gain.	
Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	Record the most recent date the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Results of knowledge-based exam or certification of completion; 2. Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment; 3. Documentation from training provider or employer; or, 4. Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam.	

Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. This element may be recorded if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Copy of enrollment record; 2. File documentation with notes from program staff; 3. School records; 4. Transcript or report card; or, 5. Data match with postsecondary data system.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSg)		

School Status at Exit	Record if: 1. 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; 2. The participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time; 3. The participant has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and intends to return to school; 4. The participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent; 5. The participant is not attending any school and has either graduated from secondary school or holds an equivalency; or, 6. The participant is within the age of								One of the following: 1. Cross-Match with Secondary or Postsecondary Education Database; 2. Copy of Diploma, Credential or Degree Awarded by Education Institution; 3. Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation); 4. Signed Follow-up Survey Response from Program Participant; or, 5. Signed File Documentation with Information Obtained from Education or Training Provider.	
Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant completed, during program participation, an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be after the date of Program Entry. This includes, but is not limited to, participation in Job Corps, Youthbuild, a Registered Apprenticeship program, Adult Education or secondary education programs. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.		RDEV	RDEV	RDEV	RDEV			One of the following: 1. Cross-Match with Secondary or Postsecondary Education Database; 2. Copy of Diploma, Credential or Degree Awarded by Education Institution; 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation); 4. Signed Follow-up Survey Response from Program Participant; or, 5. Signed File Documentation with Information Obtained from Education or Training Provider.	

Youth 2nd Quarter Placement (Title I) (WIOA)	Record if: 1. The participant is enrolled in occupational skills training (including advanced training); 2. The participant is enrolled in postsecondary education; or 3. The participant is enrolled in secondary education.				RDEV				One of the following: 1. Cross-match with other agencies; 2. Copy of registration record; 3. File documentation with notes from program staff; 4. School records; 5. Transcript or report card; or, 6. Vendor/training provider training documentation.	
Youth 4th Quarter Placement (Title I) (WIOA)	Record if: 1. The participant is enrolled in occupational skills training (including advanced training); 2. The participant is enrolled in postsecondary education; or 3. The participant is enrolled in secondary education.				RDEV				One of the following: 1. Cross-match with other agencies; 2. Copy of registration record; 3. File documentation with notes from program staff; 4. School records; 5. Transcript or report card; or, 6. Vendor/training provider training documentation.	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JVSG)		
Category of Assessment #1	Record if: 1. The participant was assessed using approved tests for Adult Basic Education (ABE); 2. The participant was assessed using approved tests for English-As-A- Second Language (ESL); or, 3. The participant was assessed using approved tests for both ABE and ESL.		RDEV	RDEV		RDEV			One of the following: 1. Copy of Assessment Test Results; or, 2. Vendor Receipt for Testing.	
Date of Completion of DWG Services	Record the date the participant received their last service in the DWG program.					RDEV			One of the following: 1. Cross-match between Electronic Records and Attendance Sheets or Records; 2. Vendor Training Records with Follow-up Cross-Match to Electronic Records; or, 3. Case Notes with Follow-up Cross-Match to Electronic Records.	

Employed at Completion of DWG Services	Record if the participant is employed at completion of participation in services under a Dislocated Worker Grant (DWG). Employment is counted the quarter in which the participant stops receiving services funded through a DWG project.					RDEV			One of the following: 1. UI wage data match/administrative wage match, such as the National Directory of New Hires; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Quarterly tax payment forms, such as a IRS form 941; 5. Document from employer on company letterhead attesting to an individual's employment status and earnings; 6. Self-employment worksheets signed and attested to by program participants; or, 7. Detailed case notes verified by employer and signed by the counselor.	
Received Services through a Disaster Recovery Dislocated Worker Grant	Record if: 1. The participant received disaster relief employment only under a Disaster Recovery DWG, and received no other services under a Disaster Recovery DWG; 2. The participant received disaster relief employment and received Employment and Training services (Career and Training services) under a Disaster Recovery DWG; 3. The participant received Employment and Training services (Career and Training services) only under a Disaster DWG, and did not receive disaster relief employment under a Disaster Recovery DWG.					RDEV			One of the following: 1. UI wage data match/administrative wage match, such as the National Directory of New Hires; 2. Follow-up survey from program participants; 3. Pay check stubs, tax records, W2 form; 4. Quarterly tax payment forms, such as a IRS form 941; 5. Document from employer on company letterhead attesting to an individual's employment status and earnings; 6. Self-employment worksheets signed and attested to by program participants; 7. Detailed case notes verified by employer and signed by the counselor; or, 8. Electronic Records	
DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program							WIOA Source Documentation	Program Specific Parameters (if applicable)
		Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	Jobs for Veterans' State Grants (JMSG)		

Social Security Number	Record the Social Security Number (SSN) assigned to the participant. NOTE: THE SSN MUST NOT BE INCLUDED UNLESS SPECIFIED UNDER PROGRAM OR FUNDING STREAM REPORTING REQUIREMENTS.					RDEV		RDEV	One of the following: 1. SSN Card; 2. Passport; 3. Military ID; or, 4. Other Federal or State ID with SSN.	
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