

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
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# **Data Validation of WIOA Programs Standard Operating Procedure (SOP) Manual**

**State of Hawaii Department of Labor and Industrial Relations**



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## **A. Purpose**

The purpose of this Standard Operating Procedure (SOP) Manual is to ensure that data validation for the Workforce Innovation and Opportunity Act (WIOA) programs and other U.S. Department of Labor (USDOL) programs is carried out consistently and with a high level of quality in accordance with the WIOA law and technical guidance from the USDOL. The end result of data validation will ensure that performance reporting data submitted to the USDOL can be certified as valid and reliable.

## **B. Scope and Applicability**

The scope of this SOP Manual covers the review of participant case files in both paper and electronic formats for the WIOA Title I, Adult, Dislocated Worker, and Youth Programs, the WIOA Title III, Wagner-Peyser Program, Trade Adjustment Assistance (TAA), Jobs for Veterans State Grants (JVSG), National Dislocated Worker Grants (NDWG), and any future USDOL grants that will be subject to data validation. The SOP Manual provides the methodology, procedures, and worksheets to be followed to review participant case files. This Manual is applicable to conducting data validation reviews for the aforementioned programs.

This SOP Manual does not apply to the Senior Community Service Employment Program (SCSEP). SCSEP follows its own policy and procedures for data validation. See SCSEP Bulletin No. 03-16 issued December 6, 2016 and the SCSEP Data Validation Handbook issued November 2020.

## **C. Summary of Procedure**

The principal procedure in this Manual covers the work involved in reviewing participant case files, recording data elements that have inaccuracies, mistakes, errors, and missing source documentation, writing a report of findings, and working with partners to make corrections. Other sections in this Manual provide the methodology, additional instructions, and data integrity checks to establish a successful data validation regime.

## **D. Roles and Responsibilities**

### **a. Workforce Development Division (WDD)**

The Workforce Development Division's role is to provide statewide administration, policy guidance, and program implementation on workforce development programs throughout the State of Hawaii. The WDD has the following responsibilities, as it relates to data validation:

- i. Validating the data records of individuals who participate in USDOL funded programs.
- ii. Conducting data validation of participant records on an annual basis.
- iii. Reporting any inaccuracies, mistakes, errors, and missing source documentation to the applicable WDD Offices, Local Workforce Development Boards, American Job Center Service Providers, other

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providers, and Geographic Solutions.

- iv. Ensuring that inaccuracies, mistakes, errors, and missing source documentation have been corrected.

**b. WDD Offices (WDD Office in Each County)**

The WDD Offices' role is to relay policy guidance from the WDD administrative office to county staff. Each WDD Office implements workforce development programs in its respective county. Each WDD Office has the following responsibilities, as it relates to data validation:

- i. Following up on reported inaccuracies, mistakes, errors, and missing source documentation for all programs, which include, but are not limited to, Wagner-Peyser, TAA, and JVSG.
- ii. Correcting inaccuracies, mistakes, errors, and missing source documentation for all programs, which include, but are not limited to, Wagner-Peyser, TAA, and JVSG.

**c. Local Workforce Development Boards (LWDBs)**

The Local Workforce Development Boards' role is to oversee program implementation of workforce development programs at the American Job Center Service Providers for their respective local area. Each LWDB has the following responsibilities, as it relates to data validation:

- i. Following up on reported inaccuracies, mistakes, errors, and missing source documentation for the WIOA Title I and NDWG Programs.
- ii. Working with the American Job Center Service Providers to ensure that inaccuracies, mistakes, errors, and missing source documentation have been corrected for the WIOA Title I and NDWG Programs.

**d. American Job Center (AJC) Service Providers (Service Provider)**

The American Job Center Service Providers' role is to provide career services, training services, and supportive services to individuals. Each Service Provider has the following responsibilities, as it relates to data validation:

- i. Recording information including the collection of source documentation on all individuals who participate in USDOL funded programs.
- ii. Ensuring that data records of individuals are recorded accurately and in a timely manner.
- iii. Making corrections to reported inaccuracies, mistakes, errors, and missing source documentation in a timely manner.

**e. Geographic Solutions**

Geographic Solutions' role is to operate and maintain HireNet Hawaii, the computer-based case management system. Geographic Solutions has the following responsibilities, as it relates to data validation:

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- i. Ensuring that HireNet Hawaii can record, store, and produce data records and reports with accuracy and quality.
- ii. Making corrections to the software program and database system that may be the cause of an inaccuracy, a mistake, or an error.

**f. Data Validation Team Leader**

The Data Validation Team Leader's role is to oversee, manage, and coordinate the work of data validation. A WDD staff employee is assigned to be the Team Leader. The Data Validation Team Leader has the following responsibilities, as it relates to data validation:

- i. Supervising the work of data validation.
- ii. Training the entire team to ensure that every member understands how to carry out specific tasks related to data validation.
- iii. Writing a report to conclude data validation.
- iv. Communicating with the applicable WDD Offices, LWDBs, and Service Providers to coordinate work and to respond to questions and issues.

**g. Data Validation Team Members**

The Data Validation Team Members' role is to carry out the work of data validation under the supervision of the Data Validation Team Leader. There may be a number of WDD staff employees assigned to do data validation. The Data Validation Team Members have the following responsibilities, as it relates to data validation:

- i. Carrying out specific tasks related to data validation.
- ii. Analyzing participant data records, looking for inaccuracies, mistakes, errors, and missing source documentation.

**E. Population Participant Case Files**

Each program has two populations of participants for a given reporting period. The first population includes all active participants who have been served in the reporting period. The second population includes all exited participants who are being reported in the reporting period. These two populations are divided by local area. The numbers of active and exited participants will come from the ETA 9169 Annual Report. Table 1 provides an example of the two populations by local area for the Adult program. Generic local area names are used for reason of confidentiality. Other programs would show numbers of participants in a format as shown in Table 1.

If there will be more than one program that will be validated, then the total participants of each program is summed up to produce the grand total of participants of all programs.

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**Table 1. Example PY 20xx WIOA Adult Program Population Size**

Local Area	Active Participants	Exited Participants	Total Participants
Area A	110	31	141
Area B	134	68	202
Area C	60	3	63
Area D	8	7	15
Statewide	312	109	421

**a. Percentage Shares**

The share of the participants by local area needs to be calculated (see Table 2 as an example). Table 2 is a copy of Table 1 with the addition of percentage shares that each local area's participant group has relative to the total.

Do the following calculations for each local area in each program:

- i. Divide the total local area population by the total statewide population to get the percentage total local area population. Example:  $141 / 421 = 33\%$
- ii. Divide the active local area participants by the total local area participants to get the percentage active local area participants. Example:  $110 / 141 = 78\%$
- iii. Divide the exited local area participants by the total local area participants to get the percentage exited local area participants. Example:  $31 / 141 = 22\%$

**Table 2. Example PY 20xx WIOA Adult Program Population with Percentage Shares**

Local Area	Active	% Active	Exited	% Exited	Total	% Total
Area A	110	78%	31	22%	141	33%
Area B	134	66%	68	34%	202	48%
Area C	60	95%	3	5%	63	15%
Area D	8	53%	7	47%	15	4%
Statewide	312	74%	109	26%	421	*

Note: \*When calculating the program sample size, the percentage total statewide population is the percentage found in Table 3.

**F. Sample Participant Case Files**

**a. Program Sample Size**

The program sample size needs to be determined for each program. And the sample

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size is initially determined based on the size of the population. If the population is from 1 to 35 participants, then the sample size is 100 percent of the population. If the population is from 36 to 100 participants, then the sample size is 75 percent of the population. If the population is from 101 to 500 participants, then the sample size is 50 percent of the population. If the population is from 501 to 1,000 participants, then the sample size is 35 percent of the population. If the population is 1,001 or more participants, then the sample size is 25 percent of the population. The foregoing tiered levels apply to PY 2021 and every year thereafter.

**Table 3. Determination of Program Sample Size**

<b>Program Population Size</b>	<b>Percentage Program Sample Size</b>
1 to 35 Participants	100%
36 to 100 Participants	75%
101 to 500 Participants	50%
501 to 1,000 Participants	35%
1,001 or more Participants	25%

Because of the shorter timeline to conduct data validation for PY 2020, a simpler formula is applied for PY 2020. The sample size for most programs is 20 percent of the population. The exception is with Wagner-Peyser, TAA, and NDWG. The sample size for Wagner-Peyser is 10 percent of the population. The sample size for TAA and NDWG is 100 percent of the population. This simpler formula only applies to PY 2020.

#### **b. Sample Distribution**

Samples are created for active participants and exited participants in each local area per program. This is done by distributing the program sample size proportionally, using the percentage shares. The example uses data from Table 2.

Do the following calculations for each program:

- i. Multiply the total program population by the appropriate percentage program sample size found in Table 3. Example:  $421 \times 50\% = 211$ . The result should be rounded to the nearest whole number. This results in the total program sample or the total number of participants that will be sampled.
- ii. Multiply the total program sample by the percentage total local area population. Do this for each local area. Example:  $211 \times 33\% = 70$ . This second calculation is the total local area sample.
- iii. Multiply the total local area sample by the local area's percentage of active

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participants. Do this for each local area. Example:  $70 \times 78\% = 55$ . This third calculation is the local area's active participant sample.

- iv. Multiply the total local area sample by the local area's percentage of exited participants. Do this for each local area. Example:  $70 \times 22\% = 15$ . This fourth calculation is the local area's exited participant sample.

Table 4 shows the results of calculating the sample sizes of active and exited participants for each local area, based on the example provided in Table 2 and determining the percentage program sample size.

**Table 4. Example PY 20xx WIOA Adult Program Calculated Sample Size**

Local Area	Active Participants	Exited Participants	Total Participants
Area A	55	15	70
Area B	67	34	101
Area C	30	2	32
Area D	4	4	8
Statewide	156	55	211

### c. Final Sample Size

Manual adjustments to the calculated sample sizes may be needed when certain samples have too few participants relative to their respective population. In Table 4 for example, Area C has two exited participants and Area D has four active participants and four exited participants. These sample sizes might be too small to gauge the validity of the respective population. Thus, it would be appropriate to increase the sample sizes. Individual judgment can be applied to determine how much to increase. As a general rule, increase the size to all participants or at least 50 percent of the population. Table 5 shows an example of manually increasing those sample sizes that have too few participants. Changes are marked in red.

**Table 5. Example PY 20xx WIOA Adult Program Adjusted Sample Size**

Local Area	Active Participants	Exited Participants	Total Participants
Area A	55	15	70
Area B	67	34	101
Area C	30	3	33
Area D	8	7	15
Statewide	160	59	219

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## G. Work Load Level

The total number of participant case files that can be reviewed based on staffing and available time is calculated. This number will equate to the total sample size, either for one program or several programs. There may be a Data Validation Team that reviews more than one program; and thus, the sum of all total sample sizes of all programs will be the grand total sample size.

The calculation includes the number of staff who will review the case files, the amount of time that will be available to do data validation, and the relative productivity of reviewing case files. The following four variables are used to calculate the total number of possible case files:

### a. Number of Working Days

**Number of working days assigned to review case files.** This number is the total days that data validation team members will have to conduct data validation. As an example, this Manual uses **20 days**. The number of working days may change, depending on the program(s), local area(s), and reporting period.

### b. Average Hours per Day per Person

**Average hours per day per person to work on data validation.** It is assumed that data validation team members may work on another task during the course of a day. Therefore, the work of data validation may not be performed continuously for eight hours in a given day. It is assumed that one person would do data validation for **4 hours** in a given day, on average. This number may be changed more or less.

### c. Average Case Files per Hour

**Average number of case files reviewed per hour.** It is assumed that one person can complete one participant case file in one hour, on average. Thus, the number used for this variable is **1 case file per hour**.

### d. Number of Staff

**Number of staff to conduct data validation.** This number may change, depending on who is available to review case files for the program(s), local area(s), and reporting period. As an example, this Manual uses **3 people** who will be available to review participant case files. This is the number of data validation team members.

The total number of case files that can be reviewed is the product of multiplying all the four variables. Applying the example numbers, the result is **240 participant case files**. This number represents the total sample size. If the number is judged as too high, given available staffing and time, the variables should be adjusted to find a new total that will be more manageable.

Dividing the total sample size by the number of staff produces the number of case files that one person could do, on average. This calculation would give an indication of the work load

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per person.

## H. Randomized Sampling Method

### a. Primary Method

After the final adjusted sample sizes have been determined for active and exited participants for all local areas, randomized samples of participants can be drawn. The method for creating a random sample involves the use of formulas in Microsoft Excel. Table 6 provides an example of what the result would look like. Column A contains the State ID numbers of the population group. A State ID is a unique identifier of a participant found in HireNet Hawaii. Column B uses the Excel function, “=RAND()” to create a random number in each cell that corresponds to each State ID. Column C uses the following formula to randomly select a State ID:

=INDEX(\$A\$1:\$A\$100,RANK(B1,\$B\$1:\$B\$100))

The index array parameter is an array of all of the State IDs in Column A. \$A\$1 is the first State ID in the list. \$A\$100 is the last State ID in the list.

The rank number parameter is the corresponding cell containing the random number.

The rank reference parameter is an array of all of the random numbers. \$B\$1 is the first random number in the list. \$B\$100 is the last random number in the list.

The complete index formula is filled down Column C from the first cell to a count of cells that equals the sample size. If the sample size is 50, for example, the formula is entered into 50 cells. Excel will randomly generate a unique State ID in each of the 50 cells. It is recommended to fill-down the formula several iterations. Each iteration will overwrite the previous iteration’s random generation of State IDs with a new result. The first or second iteration may not produce a good random sample. The third or fifth iteration may produce a better result. Each iteration takes seconds to generate a new random sample.

Copy and save the list of unique State IDs that you are satisfied with. This list is the randomized sample. You will want to go to HireNet Hawaii to get the full name of the participant that belongs to each State ID. The saved list should have the State ID and the participant’s full name. Label the list to show what program and local area it belongs to and whether the list is active or exited participants.

Apply the foregoing randomized sampling method to create a random sample for all the sample sizes of active and exited participants of all local areas.

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**Table 6. Randomized Sampling Generated in Microsoft Excel (Example)**

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
	<b>State ID</b>	<b>Random Number</b>	<b>Randomized State ID</b>
1	453047	0.446671071	409734
2	503996	0.394913619	503996
3	409734	0.047729278	437104
4	28405	0.022743574	450358
5	451974	0.579286591	
...	437104	0.426225961	
100	450358	0.487366906	

**b. Alternative Method**

Randomized sampling available in HireNet Hawaii may be used instead of the primary method. However, the data validation report must describe in detail how the samples were randomized, since this Manual does not explain HireNet's method.

**I. Frequency and Timeline of Data Validation**

**a. Annual Data Validation**

The WDD conducts data validation at least one time per program year. This work covers the USDOL funded programs in all local areas for the most recently concluded program year. For example, if an annual data validation is conducted in August 2021, then the participants under review are those from PY 2020. The timeline in Table 8 applies to PY 2021 and every year thereafter. The timeline for PY 2020 is provided in Table 7. PY 2020 has a shorter timeline.

All dates are approximate. If any date falls on a holiday or a weekend, then the date is the next business day.

**Table 7. Data Validation Timeline for PY 2020**

<b>Description</b>	<b>Date</b>
<b>End of Program Year:</b>	<b>June 30, 2021</b>
Create Random Samples:	On or around July 27, 2021
Send Notification Memos and Letters to WDD Offices and LWDBs:	On or around July 28, 2021

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<b>Description</b>	<b>Date</b>
Receive Participant Case Files from WDD Offices and LWDBs:	On or around August 6, 2021
Start the Review of Participant Case Files:	On or around August 9, 2021
End the Review of Participant Case Files:	August 20, 2021
Complete Data Validation Report:	August 31, 2021
Send Data Validation Reports to WDD Offices and LWDBs:	September 1, 2021
All Errors Corrected:	September 10, 2021
<b>Submission of Annual Report to USDOL:</b>	<b>September 28, 2021</b>
Receive Feedback from WDD Offices and LWDBs:	October 15, 2021

**Table 8. Data Validation Timeline Starting with PY 2021**

(20xx means 2022, 2023, 2024, and so forth.)

<b>Description</b>	<b>Date</b>
If needed, Announce a Solicitation to hire Temporary Workers to work as Members of the Data Validation Team:	June 1, 20xx
<b>End of Program Year:</b>	<b>June 30, 20xx</b>
Create Random Samples:	July 1, 20xx
Determine Total Number of Data Validation Team Members including Temporary Workers:	July 5, 20xx
Send Notification Memos and Letters to WDD Offices and LWDBs:	July 10, 20xx
Begin Data Validation Training for the Data Validation Team:	July 15, 20xx
Receive Participant Case Files from WDD Offices and LWDBs:	July 24, 20xx
Start the Review of Participant Case Files:	July 25, 20xx
End the Review of Participant Case Files:	August 25, 20xx

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<b>Description</b>	<b>Date</b>
Complete Data Validation Report:	August 31, 20xx
Send Data Validation Reports to WDD Offices and LWDBs:	September 1, 20xx
All Errors Corrected:	September 10, 20xx
<b>Submission of Annual Report to USDOL:</b>	<b>September 28, 20xx</b>
Receive Feedback from WDD Offices and LWDBs:	October 15, 20xx

## **J. Principal Data Validation Procedure**

After a random sample has been created, the work of data validation can commence. For each program and local area in a given reporting period, the Data Validation Team will need the physical participant case files, the electronic printouts of participant records (HireNet printouts), a program-specific review file checklist, and a program-specific data validation worksheet. Perform the following steps:

### **1. Notify the WDD Offices and LWDBs.**

The WDD sends memos and letters to the WDD Offices and LWDBs, notifying entities that data validation will start. Key dates of when participant case files need to be received and when errors need to be corrected should be stated in the notification. Lists of random samples of participants must be included in the notification.

### **2. Obtain the physical participant case files.**

The Data Validation Team Leader obtains the physical participant case files from the applicable provider (e.g., Service Provider by way of the LWDB or the WDD Office). The full names listed in the random sample are the case files to obtain. Only collect those case files that are part of the sample. The entire bundle of case files should be organized by program, local area, and whether it is active participants or exited participants. For example, mark a bundle as belonging to active participants in the Adult program for the Oahu local area. Participant files must be kept in a locked and secured location and limited to the Data Validation Team and other authorized personnel.

The applicable entity responsible for maintaining the participant case files should tag all data elements and source documentation with post-it labels in every participant case file. The labels will help expedite the process of finding every data element and source documentation. The labels can be removed after the WDD returns the case files back to the applicable entity.

The applicable entity should also place a post-it label on any participant case file

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whose participant is co-enrolled in multiple programs. This will help identify which participants were enrolled in two or more programs. The Data Validation Team will be able to carefully review those data elements related to the common exit policy.

Each participant case file should have a section where source documentation is kept.

### **3. Obtain the electronic printouts of participant records from HireNet Hawaii.**

The Data Validation Team Leader accesses HireNet Hawaii and prints the participants' eligibility and activity information, follow-up information, case notes, and any other supporting information. The State IDs or full names listed in the random sample are the participants to search for in HireNet Hawaii. Only print those participants' information that are part of the sample. The entire group of participants' information should be organized by program, local area, and whether it is active or exited participants. For example, mark a group as belonging to exited participants in the Dislocated Worker program for the Hawaii Island local area. HireNet printouts contain private and confidential information and must be kept in a locked and secured location and limited to the Data Validation Team and other authorized personnel.

#### **i. HireNet Printouts**

Log in to HireNet Hawaii. Access each participant by doing a search by State ID or full name. When you have accessed a specific participant, click on "Staff Profiles" to reveal its tree menu and click on "Programs". When you are on the participant's programs page, scroll down to the bottom of the page. Click on "Print All". The Print All function will open a new screen where you can select what you want to print. Select *all items* under the specific program that you want to print. There may be one or more programs that may be available. *Only print the participant's information for one program.*

In case a participant is co-enrolled in multiple programs, there will be a set of printouts for each program associated with the same participant. You should carefully organize the printouts so that one program's printouts are not mixed with another program's printouts.

HireNet Hawaii generates Adobe PDF files that are accessible in several screens. You must click "Next" to advance to the next screen and download each PDF file presented on each screen. Depending on how many activities there may be for a participant, there can be several files that amount to 10 to 20 pages or more. The first screen generates a file that is limited to eligibility information.

### **4. Review the physical participant case file according to the review file checklist.**

A Data Validation Team Member reviews each participant case file according to the review file checklist. Each program has a specific checklist. Make sure that the correct checklist is being used. For example, the Adult program checklist can only

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be used for an Adult participant. The objective is to check that each data element has the correct source documentation. If the data element has the wrong source documentation, is missing documentation, or does not have the stated information, then check “No.” Check “Yes” if the data element has the stated information and has the correct source documentation.

A certain data element may not be applicable to the participant. For example, the employment rate and other exit-based performance outcomes do not apply when the participant has not exited from the program. Check “N/A” for any data element that does not apply.

**5. Count the instances of Yes, No, and N/A in the review file checklist.**

A Data Validation Team Member counts the number of Yes’s, the number of No’s, and the number of N/A’s after going through all data elements in the review file checklist. Calculate the percentage Yes and the percentage No for the participant case file and record the data in a spreadsheet. Note that the total data elements must be reduced by the number of N/A’s.

**6. Compare the physical participant case file against the HireNet printout of the same participant.**

A Data Validation Team Member uses a program-specific data validation worksheet for this task. Each program has a specific worksheet. Make sure that the correct worksheet is being used. For example, the Youth program data validation worksheet can only be used for a Youth participant. The worksheet is used to check that the content of each data element is the same both in the case file and in the HireNet printout. If there is a discrepancy or otherwise the content does not match for that data element, then check “Fail.” Check “Pass” if the content of the data element matches. If there is an inaccuracy, a mistake, or an error in the data element, then check “Fail.”

A certain data element may not be applicable to the participant. For example, the employment rate and other exit-based performance outcomes do not apply when the participant has not exited from the program. Check “N/A” for any data element that does not apply.

**7. Count the instances of Pass, Fail, and N/A in the data validation worksheet.**

A Data Validation Team Member counts the number of Passes, the number of Fails, and the number of N/A’s after going through all data elements in the data validation worksheet. Calculate the percentage Pass and percentage Fail for the participant case file and record the data in a spreadsheet. Note that the total data elements must be reduced by the number of N/A’s.

**8. Repeat Steps 4 to 7 for each participant in the random sample.**

A Data Validation Team Member must follow steps 4 to 7 for each participant in the random sample. The spreadsheets noted in step 5 and step 7 would contain a record of the percentages that correspond to each participant.

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## **9. Calculate the average percentage No's.**

After all participants in the random sample have been reviewed, calculate the average percentage No's and the standard deviation. This will produce an error rate for the given program, local area, and type of participant. This error rate is the average percent of missing source documentation.

## **10. Calculate the average percentage Fail.**

After all participants in the random sample have been reviewed, calculate the average percentage Fail and the standard deviation. This will produce an error rate for the given program, local area, and type of participant. This error rate is the average percent of failed data elements.

## **11. Do a qualitative analysis of the review file checklists.**

The Data Validation Team Leader reviews the filled-in review file checklists for all participants in the sample. The Team Leader should review that each checklist has been scored correctly. The Team Leader must correct any checklist marked incorrectly. Look for trends and anomalies. Find the most elements that were recorded as No across the entire sample. This would indicate common mistakes or issues that might span across the population. Do a deeper review on those case files that have high numbers of No's. These case files may have problems. Analyze what the problems and issues may be and determine the degree to which the issues will have an impact on reporting. Rank each issue as being (1) Major Issue, (2) Moderate Issue, or (3) Minor Issue.

## **12. Do a qualitative analysis of the data validation worksheets.**

The Data Validation Team Leader reviews the filled-in data validation worksheets for all participants in the sample. The Team Leader should review that each worksheet has been scored correctly. The Team Leader must correct any worksheet marked incorrectly. Look for trends and anomalies. Find the most data elements that were recorded as Fail across the entire sample. This would indicate common mistakes or issues that span across the population. Do a deeper review on those case files that have high numbers of Fails. These case files may have problems. Analyze what the problems and issues may be and determine the degree to which the issues will have an impact on reporting. Rank each issue as being (1) Major Issue, (2) Moderate Issue, or (3) Minor Issue.

## **13. Write the data validation report.**

The Data Validation Team Leader writes a formal report for each applicable WDD Office and LWDB, describing the results and findings of data validation for all samples. The findings refer to any inaccuracy, mistake, error, or missing source documentation found in data validation. The report must include any changes or adjustments to dates, sampling, and data validation design and methodology. The report should be as detailed as possible so that the applicable WDD Office, LWDB, and Service Provider can follow up and make any necessary corrections.

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Suggestions and recommendations for correcting errors should be included. The report must include a deadline, which is specified above in the Data Validation Timeline, for the applicable entity to submit a response.

**14. Send data validation report to WDD Offices and LWDBs.**

The WDD sends the data validation report to each WDD Office and LWDB. Participant case files will be returned at this time.

**15. Review the data validation report.**

The applicable WDD Office, LWDB, and Service Provider review the data validation report, going through any and all inaccuracies, mistakes, errors, and missing source documentation found.

**16. Make corrections to errors found in the data validation report.**

The applicable WDD Office, LWDB, and Service Provider work toward making necessary corrections to the inaccuracies, mistakes, errors, and missing source documentation found in the data validation report. The WDD will provide technical assistance in making corrections. All corrections must be made by the date specified above in the Data Validation Timeline. See the Error Correction section for more information.

**17. Respond to the data validation report.**

The applicable WDD Office and LWDB each prepare a response to the data validation report and submit it to the WDD by the date specified above in the Data Validation Timeline. The response should include how and when the inaccuracies, mistakes, errors, and missing source documentation were corrected. Any feedback on how to improve the data validation process, lessons learned, and requests for technical assistance should be included in the response.

**K. Quality Control – Quarterly Report Analysis, Data Integrity Check**

Approximately 30 calendar days after submitting a WIOA quarterly report, USDOL will send a Quarterly Report Analysis (QRA) report to the WDD. Designated staff at the WDD should follow up on any anomalies, discrepancies, or other issues that the USDOL has found by reviewing relevant records in HireNet Hawaii. Designated staff may have to contact case managers to discuss the issues in more detail. With whatever means available, designated staff will make any necessary corrections.

**L. Quality Control – Ad Hoc Record Check**

Designated staff at the WDD may at any time review a case, a report, or particular records in HireNet Hawaii. In the process of reviewing the data, an inaccurate calculation, a mistake in data entry, or some other issue may be found. The designated staff must copy and save the issue and report it to their supervisor. The designated staff will resolve the issue and make any necessary correction. Depending on the issue, the resolution may involve working with the case manager, working with the WDD Office or LWDB, or

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submitting a request for follow up to Geographic Solutions. Geographic Solutions may be involved to carry out a work order that entails computer programming or some computer-related technical job to correct the software program or database system that is causing the issue. A brief report should be written that describes the issue and what was done to correct it.

## **M. Error Detection**

Errors are detected by comparing the participant case files with the HireNet printouts as described in the above data validation procedure. A missing source documentation is an error. A data element that does not match between the case file and the HireNet printout is an error. An inaccuracy or a mistake whether it is recorded manually by hand or computed by a software program is an error.

Usage of self-attestation forms to support data elements should be rare. A participant case file with many self-attestation forms needs to be reported as an issue.

### **a. Error Rate**

An error is counted for every missing source documentation and for every failed data element, where applicable, given the participant's program and characteristics and the types of services that the participant received. Error rates are calculated based on the number of missing source documentation and the number of failed data elements as recorded in the review file checklist and the data validation worksheet, respectively. The average percent of missing source documentation and the average percent of failed data elements are error rates for a given sample. Each sample will have a pair of error rates: one for missing source documentation and the other for failed data elements.

### **b. Error Threshold**

The error threshold for both missing source documentation and failed data elements is set at 10 percent with a standard deviation of 5 percent. The actual error rate would be tolerated within the range of 5 percent and 15 percent.

## **N. Error Correction**

All errors identified should be recorded and analyzed to decide the degree to which they may have an impact on reporting. Certain errors may cause a significant impact, while other errors may have little to no impact. Each error should be given one of the following levels:

### **a. Error Levels**

- i. Major Issue: An error may be a major issue that has a significant impact on performance reporting. This kind of error must be corrected as soon as possible.
- ii. Moderate Issue: An error may be a moderate issue that may or may not have an impact on performance reporting. This kind of error must be corrected.
- iii. Minor Issue: An error may be a minor issue that would likely have little to no impact on performance reporting. This kind of error should still be corrected.

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All errors will be reported to the applicable WDD Offices, LWDBs, and the Service Providers. In turn, each entity should review the errors and make the necessary corrections to participant records. Staff at these entities should coordinate the corrections with WDD staff who are authorized to make corrections to HireNet Hawaii records. Case managers must make sure that any correction in HireNet Hawaii matches that record in the physical case file.

Certain errors may need to be corrected by Geographic Solutions. For these cases, WDD staff will submit a work order to Geographic Solutions. Such a work order would involve changing the software program or the database system to fix the error.

#### **b. Saved Errors**

An error needs to be copied and saved prior to correcting the error, if possible. This can be in the form of a captured screen image of HireNet Hawaii (i.e., a screenshot) or a printed portion of a data file. The screenshot or printout must be labeled as an error and should have descriptive annotation. A copy of the page containing the error in the participant case file should be made, labeled as an error, and placed in the case file. The copy of the error page should have descriptive annotation about the error.

It is important to have evidence of the error. When the error is corrected without saving it in the first place, evidence of the error will be lost as the error will be overwritten by the correction.

### **O. Record Retention**

In accordance with 2 CFR § 200.334 and 29 CFR § 97.42, all documents and files associated with a program year must be retained for at least three years starting from the date that the WDD submits its last expenditure report for that program year. Record retention is extended by at least one more year for participant case files, HireNet participant records, and participants' source documentation associated with exited participants. All documents and files include, but are not limited to, financial and programmatic records, supporting documents, statistical records, participant case files, HireNet participant records, participants' source documentation, quarterly reports, annual reports, work files that were used to create reports, wage records obtained from the Unemployment Insurance Division and the SWIS system, and PIRL data files submitted in the WIPS system. See WIOA Bulletin No. 08-17 for more information.

### **P. Record Maintenance**

All printed documents (e.g., participant case files) must be maintained in a manner that allows printed matter to remain legible and in good quality. All physical participant case files must be stored in a secured location that is accessible only to authorized personnel. All electronic files stored in electronic format whether online or offline must be checked periodically to ensure that the files remain accessible and readable (i.e., files are not corrupted). Electronic files may be stored in a secured computer, a backup storage device, or some other computer-related storage device, any one of which can only be accessed by

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authorized personnel. The WDD should obtain a full backup of HireNet data records at least once a year from Geographic Solutions. The data backup must be on storage media that needs to be stored in a secured and locked location accessible to authorized personnel. The WDD should have assurance from Geographic Solutions that a disaster recovery plan is in place to protect and safeguard all electronic records stored in HireNet Hawaii. In the event of a disaster that causes HireNet Hawaii to lose current data, the electronic records need to be restored in HireNet Hawaii as soon as possible.

## **Q. Training and Technical Assistance**

### **a. Annual Training**

The WDD will schedule and carry out data validation training every January for the WDD Offices, LWDBs, and the Service Providers. Training will primarily cover the results of data validation (i.e., going over reported errors). Any feedback received from entities will be included in training. If needed, based on the results of data validation, remedial training on program eligibility, program services, source documentation may be provided.

### **b. Training for the Data Validation Team**

The Data Validation Team Leader must train all members of the Data Validation Team prior to reviewing any participant case file. Training includes, but is not limited to, providing adequate instructions on how to review the participant case files and HireNet printouts, how to use the review file checklist and data validation worksheet, and how to know what source documentation is correct, valid, and relevant.

### **c. Ad Hoc Technical Assistance**

The WDD will provide technical assistance to the WDD Offices, LWDBs, and the Service Providers on an as-needed basis regarding any aspect of data validation (i.e., reviewing participant case files, understanding source documentation and data elements, calculating error rates, and correcting errors).

## **R. Appendices**

- a. Appendix A1: Quarterly Report Analysis (QRA) Descriptions**
- b. Appendix A2: Data Element Dictionary and Source Documentation**
- c. Appendix A3: Adult Participant File Review**
- d. Appendix A4: Dislocated Worker Participant File Review**
- e. Appendix A5: Youth Participant File Review**
- f. Appendix A6: Wagner-Peyser Participant File Review**
- g. Appendix A7: TAA Participant File Review**
- h. Appendix A8: JVSG Participant File Review**

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- i. Appendix A9: NDWG Participant File Review**
- j. Appendix A10: Data Validation Worksheet – Adult Participant**
- k. Appendix A11: Data Validation Worksheet – Dislocated Worker Participant**
- l. Appendix A12: Data Validation Worksheet – Youth Participant**
- m. Appendix A13: Data Validation Worksheet – Wagner-Peyser Participant**
- n. Appendix A14: Data Validation Worksheet – TAA Participant**
- o. Appendix A15: Data Validation Worksheet – JVSG Participant**
- p. Appendix A16: Data Validation Worksheet – NDWG Participant**

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## Appendix A1

### Quarterly Report Analysis (QRA) Descriptions

## Quarterly Report Analysis (QRA) Descriptions

This document contains four additional sheets, one for each WIOA title I or III program. These sheets contain important information on each of the QRA metrics currently in use for the WIOA Adult, Dislocated Worker, Youth, and Wagner-Peyser programs.

Notable items include:

1. Definition/Relationship Targeted - this column provides a plain text overview of how the metric is calculated and the relationship ETA intends to capture.
2. Date Parameters for Quarterly Reporting - this column provides the dynamic timeframes of each metric. Depending on the metric, these timeframes could reference various cohorts of program exiters, current participants, new participants, or both.
3. Numerator and Denominator Specifications - these columns provide SQL queries that match the definition of each metric. Grantees can use these SQL queries to investigate the cause of their results and develop internal analysis products that mirror the QRA.

December 7, 2020

PIRL DATA INTEGRITY SPECIFICATIONS								
Category	Measure Name	ELEMENT NUMBERS	DATA ELEMENT NAMES	DEFINITION/RELATIONSHIP TARGETED	SOURCE / REQUIREMENT	DATE PARAMETERS FOR QUARTERLY REPORTING	NUMERATOR SPECIFICATIONS	DENOMINATOR SPECIFICATIONS
EMPLOYMENT RELATED TO TRAINING	Employment Related to Training	900	Date of Program Entry (WIOA)	Program participants employed in their 2nd quarter after exit and that employment is related to the training received  DIVIDED BY  all program participants that received training and are employed 2nd quarter after exit.	Statutory: Required reporting element of WIOA Statewide Performance Report <b>Sec. 116 (d)(2)</b>	Date of Program Exit 4-7 quarters prior to current report quarter (4 quarters of exiters)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= DATEADD(quarter,-3, qtr_start_date) - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-7, qtr_start_date) AND pirl923_other_reason_exit = 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL OR pirl1302_date_ent_train_1 IS NOT NULL) AND (pirl1602_emp_2nd_qtr = 1 OR pirl1602_emp_2nd_qtr = 2 OR pirl1602_emp_2nd_qtr = 3) AND pirl1608_emp_related_to_train_2nd_qtr = 1	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= DATEADD(quarter,-3, qtr_start_date) - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-7, qtr_start_date) AND pirl923_other_reason_exit = 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL OR pirl1302_date_ent_train_1 IS NOT NULL) AND (pirl1602_emp_2nd_qtr = 1 OR pirl1602_emp_2nd_qtr = 2 OR pirl1602_emp_2nd_qtr = 3)
		901	Date of Program Exit (WIOA)					
		923	Other Reasons for Exit					
		1200	Date of First Individualized Career Service					
		1302	Date Entered Training #1 (WIOA)					
		1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					
		1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)					
ADULT PRIORITY	WIOA Adult Priority of Service	900	Date of Program Entry (WIOA)	Program exiters in the WIOA Adult priority populations who received an individualized career and/or training service  DIVIDED BY  Program exiters who received an individualized career and/or training service.	Statutory: Barrier to Employment Citation: Participant: <b>677.150 (a); 677.160; Priority: 680.660-680.660; TEGL 19-16</b>	Date of Program Exit in the most recent four quarters	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= DATEADD(quarter,-1, qtr_end_date + 1) - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date) AND pirl923_other_reason_exit = 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL OR pirl1302_date_ent_train_1 IS NOT NULL) AND (pirl600_tanf = 1 OR pirl602_ssi_ssdi > 0 OR pirl603_snap = 1 OR pirl604_other_pub_assist_rec = 1 OR pirl802_low_inc_status_ent = 1 OR pirl803_eng_lang_lrn_ent = 1 OR pirl804_basic_skills_def_ent = 1)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= DATEADD(quarter,-1, qtr_end_date + 1) - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date) AND pirl923_other_reason_exit = 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL OR pirl1302_date_ent_train_1 IS NOT NULL)
		901	Date of Program Exit (WIOA)					
		923	Other Reasons for Exit					
		1200	Date of First Individualized Career Service					
		1302	Date Entered Training #1 (WIOA)					
		600	Temporary Assistance to Needy Families (TANF)					
		602	Supplemental Security Income(SSS) / Social Security Disability Insurance (SSDI)					
		603	Supplemental Nutrition Assistance Program (SNAP)					
		604	Other Public Assistance Recipient					
		802	Low Income Status at Program Entry (WIOA)					
		803	English Language Learner at Program Entry (WIOA)					
IEP	Individual Employment Plan	900	Date of Program Entry (WIOA)	Participants with a Date Entered Training #1 in most recent four quarters and their IEP was created before the they entered training  DIVIDED BY  Participants with a Date Entered Training #1 in most recent four quarters	Underreporting Date of IEP implies lack of case management and training assessments Citation for training eligibility: <b>WIOA Sec. 134 (c) (3) (A); 680.170;680.210; 680.220; TEGL 19-16 (Section 7)</b>	Participants with a Date Entered Training #1 in most recent four quarters.	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl1302_date_ent_train_1 IS NOT NULL AND pirl1302_date_ent_train_1 >= DATEADD(quarter,-3, qtr_start_date) AND pirl1202_date_iep_created IS NOT NULL AND pirl1202_date_iep_created <= pirl1302_date_ent_train_1	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl1302_date_ent_train_1 IS NOT NULL AND pirl1302_date_ent_train_1 >= DATEADD(quarter,-3, qtr_start_date)
		1202	Date Individual Employment Plan Created					
		1302	Date Entered Training #1 (WIOA)					
OCCUPATIONAL SKILLS TRAINING CODE	Training Occupational Code	900	Date of Program Entry (WIOA)	Participants that have a valid O*NET code for Occupational Skills Code Training #1, #2, #3  DIVIDED BY  all training participants	Needed to identify training trends that correlate with demand. Provides ETA with the opportunity to analyze employment goals across the country. It is also essential component of assessing training-related employment. Citation related to percentage or participants in employment related training: 677.160 (a) (5))	Participants who have a Date Entered Training #1 OR Date Entered Training #2 OR Date Entered Training #3 and either have not exited or exited in the most recent 4 quarters	SELECT COUNT * FROM data LEFT OUTER JOIN onetcodes o1 ON data.pirl1306_occ_code_train_1 = o1.id LEFT OUTER JOIN onetcodes o2 ON data.pirl1311_occ_code_train_2 = o2.id LEFT OUTER JOIN onetcodes o3 ON data.pirl1316_occ_code_train_3 = o3.id WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl1302_date_ent_train_1 IS NOT NULL AND o1.id IS NOT NULL AND (pirl1309_date_ent_train_2 IS NULL OR o2.id IS NOT NULL) AND (pirl1314_date_ent_train_3 IS NULL OR o3.id IS NOT NULL)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl1302_date_ent_train_1 IS NOT NULL
		1302	Date Entered Training #1 (WIOA)					
		1306	Occupational Skills Training Code #1					
		1309	Date Entered Training #2 (WIOA)					
		1311	Occupational Skills Training Code #2					
		1314	Date Entered Training #3 (WIOA)					
		1316	Occupational Skills Training Code #3					

Adult\_Descriptions

FIRST SERVICE WITH DATE OF PROGRAM ENTRY	Program Entry Alignment	<div>900</div> <div>1001</div> <div>1200</div> <div>906</div> <div>1302</div> <div>925</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of First Basic Career Service (Staff-Assisted)</div> <div>Date of First Individualized Career Service</div> <div>Date of First WIOA Youth Service</div> <div>Date Entered Training #1 (WIOA)</div> <div>Date of First TAA Benefit or Service</div>	<div>Participants who have a Date of Program Entry EQUAL TO ONE OF THE FOLLOWING:</div> <div>i. Date of First Basic Career Service</div> <div>ii. Date of First Individualized Career Service</div> <div>iii. Date of First WIOA Youth Service</div> <div>iv. Date Entered Training #1</div> <div>v. Date of First TAA Benefit</div> <div>DIVIDED BY</div> <div>All participants</div>	<div>Ensures a program participation service date is tied to Date of Program Entry. Underreporting of program services are indicated where there is no program service date aligned with program participation. Participant: 677.150 (a)</div>	<div>Participants with a Date of Program Entry in the most recent four quarters</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl900_date_prog_ent &gt;= DATEADD(quarter,-3,qtr_start_date)</div> <div>AND pirl900_date_prog_ent &lt;= qtr_end_date)</div> <div>AND (pirl900_date_prog_ent = pirl1001_date_first_basic_career_service_staffassisted</div> <div>OR pirl900_date_prog_ent = pirl1200_date_first_ind_career_serv</div> <div>OR pirl900_date_prog_ent = pirl906_nt_date_1st_wioa_yth_serv</div> <div>OR pirl900_date_prog_ent = pirl1302_date_ent_train_1</div> <div>OR pirl900_date_prog_ent =</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl900_date_prog_ent &gt;= DATEADD(quarter,-3,qtr_start_date)</div> <div>AND pirl900_date_prog_ent &lt;= qtr_end_date)</div>
LAST SERVICE WITH DATE OF PROGRAM EXIT	Program Exit Alignment	<div>900</div> <div>901</div> <div>1003</div> <div>1004</div> <div>1201</div> <div>1416</div> <div>1308</div> <div>1313</div> <div>1318</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Most Recent Date Received Basic Career Services (Staff-Assisted)</div> <div>Date of Most Recent Career Service (WIOA)</div> <div>Most Recent Date Received Individualized Career Service</div> <div>Date of Completion of Youth Services</div> <div>Date Completed, or Withdrew from, Training #1</div> <div>Date Completed, or Withdrew from, Training #2</div> <div>Date Completed, or Withdrew from, Training #3</div>	<div>Program exiters with Date of Program Exit that match EITHER Date Completed Training OR Date Received Most Recent Basic Career Service OR Date Received Most Recent Individualized Career Service</div> <div>DIVIDED BY</div> <div>All program exiters</div>	<div>Ensures a last service date is tied to Date of Program Exit. Underreporting of program services are indicated where there is no program service date aligned with program participation. Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1</div>	<div>Date of Program Exit in the most recent four quarters</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;= DATEADD(quarter,-4,qtr_start_date)</div> <div>AND (pirl901_date_prog_exit = pirl1003_most_rec_date_basic_ser_staff</div> <div>OR pirl901_date_prog_exit = pirl1004_date_most_rec_career_serv</div> <div>OR pirl901_date_prog_exit = pirl1201_most_rec_date_ind_career_serv</div> <div>OR PIRLPirl901_date_prog_exit 901 = pirl1416_date_complete_youth_serv</div> <div>OR pirl901_date_prog_exit = pirl1308_date_comp_wdl_train_1</div> <div>OR pirl901_date_prog_exit = pirl1313_date_comp_wdl_train_2</div> <div>OR pirl901_date_prog_exit = pirl1318_date_como_wdl_train_3)</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;= DATEADD(quarter,-4,qtr_start_date)</div>
CURRENT QUARTER SERVICE	Service in Current Quarter	<div>900</div> <div>901</div> <div>1003</div> <div>1004</div> <div>1201</div> <div>1302</div> <div>1308</div> <div>1309</div> <div>1313</div> <div>1314</div> <div>1318</div> <div>906</div> <div>1206</div> <div>1402</div> <div>1403</div> <div>----</div> <div>906</div> <div>1206</div> <div>1402</div> <div>1403</div> <div>1405</div> <div>1407</div> <div>1408</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Most Recent Date Received Basic Career Services (Staff-Assisted)</div> <div>Date of Most Recent Career Service (WIOA)</div> <div>Most Recent Date Received Individualized Career Service</div> <div>Date Entered Training #1 (WIOA)</div> <div>Date Completed, or Withdrew from, Training #1</div> <div>Date Entered Training #2</div> <div>Date Completed, or Withdrew from, Training #2</div> <div>Date Entered Training #3</div> <div>Date Completed, or Withdrew from, Training #3</div> <div>Date of First WIOA Youth Service</div> <div>Date Received Financial Literacy Services</div> <div>Most Recent Date Received Educational Achievement Services</div> <div>Most Recent Date Received Alternative Secondary School Services</div> <div>-----</div> <div>Date of First WIOA Youth Service</div> <div>Date Received Financial Literacy Services</div> <div>Most Recent Date Received Educational Achievement Services</div> <div>Most Recent Date Received Alternative Secondary School Services</div> <div>Most Recent Date Received Work Experience Opportunities</div> <div>Most Recent Date Received Education Offered Concurrently with Workforce Preparation</div> <div>Most Recent Date Received Leadership Development Opportunities</div>	<div>Participants with at least one service reported in the current report quarter</div> <div>DIVIDED BY</div> <div>All participants</div>	<div>Participants should be exited if they did not receive a service in the current quarter or do not have any planned future services. Failure to exit participants prevents the timely collection of performance outcomes and misrepresents participant durations. Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1</div>	<div>Current Participants</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NULL</div> <div>AND (pirl1003_most_rec_date_basic_ser_staff &gt;= qtr_start_date</div> <div>OR pirl1004_date_most_rec_career_serv &gt;= qtr_start_date</div> <div>OR pirl1201_most_rec_date_ind_career_serv &gt;= qtr_start_date</div> <div>OR (pirl1302_date_ent_train_1 IS NOT NULL</div> <div>AND pirl1302_date_ent_train_1 &lt;= qtr_end_date</div> <div>AND (pirl1308_date_comp_wdl_train_1 IS NULL</div> <div>OR pirl1308_date_comp_wdl_train_1 &gt;= qtr_start_date))</div> <div>OR (pirl1309_date_ent_train_2 IS NOT NULL</div> <div>AND pirl1309_date_ent_train_2 &lt;= qtr_end_date</div> <div>AND (pirl1313_date_comp_wdl_train_2 IS NULL</div> <div>OR pirl1313_date_comp_wdl_train_2 &gt;= qtr_start_date))</div> <div>OR (pirl1314_date_ent_train_3 IS NOT NULL</div> <div>AND pirl1314_date_ent_train_3 &lt;= qtr_end_date</div> <div>AND (pirl1318_date_comp_wdl_train_3 IS NULL</div> <div>OR pirl1318_date_comp_wdl_train_3 &gt;= qtr_start_date)))</div> <div>OR pirl906_nt_date_1st_wioa_yth_serv IS NOT NULL</div> <div>AND (pirl1206_date_rec_fin_lit_serv &gt;= qtr_start_date</div> <div>OR pirl1402_most_rec_date_rec_ed_achieve_serv &gt;= qtr_start_date</div> <div>OR pirl1403_most_rec_date_rec_alt_sec_school_serv &gt;= qtr_start_date</div> <div>OR pirl1405_most_rec_date_rec_work_exp_opp &gt;= qtr_start_date</div> <div>OR pirl1407_most_rec_date_rec_ed_concurrent_with_work_part &gt;= qtr_start_date</div> <div>OR pirl1408_most_rec_date_rec_leader_dev_opp &gt;= qtr_start_date</div> <div>OR pirl1409_most_rec_date_rec_support_serv &gt;= qtr_start_date</div> <div>OR pirl1410_most_rec_date_rec_adult_mentoring_serv &gt;= qtr_start_date</div> <div>OR pirl1411_most_rec_date_rec_comp_guid_consel_serv &gt;= qtr_start_date</div> <div>OR pirl1413_most_rec_date_youth_rec_entrep_skills_train &gt;= qtr_start_date)</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NULL</div>

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		<div>925</div> <div>1322</div> <div>1506</div> <div>1509</div> <div>1512</div> <div>1517</div> <div>1522</div> <div>1527</div>	<div>Date of First TAA Benefit or Service</div> <div>Participated in Postsecondary Education During Program Participation (WIOA)</div> <div>Job Search Allowance Current Quarter - Costs (TAA)</div> <div>Relocation Allowance Current Quarter Costs (TAA)</div> <div>Weeks Paid This Quarter - Basic TRA</div> <div>Weeks Paid This Quarter - Additional TRA</div> <div>Weeks Paid This Quarter-Remedial/Prerequisite</div> <div>Weeks Paid This Quarter - Completion TRA</div> <div>Number of A/RTAA Payments Current Quarter</div>				<div>~/ qtr_start_date</div> <div>OR pirl1414_most_rec_date_youth_rec_serv_lmi_emp_info</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1415_most_rec_date_youth_rec_postsec_trans_prep_act</div> <div>&gt;= qtr_start_date)</div> <div>OR pirl925_date_first_taa_ben_s IS NOT NULL</div> <div>AND (pirl1322_date_most_rec_cm_rs</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1506_job_search_al_qtr_cost &gt; 0</div> <div>OR pirl1509_reloc_al_qtr_cost &gt; 0</div> <div>OR pirl1512_wks_pd_qtr_basic_tra &gt; 0</div> <div>OR pirl1517_wks_pd_qtr_addl_tra &gt; 0</div> <div>OR pirl1522_wks_pd_qtr_rem_tra &gt; 0</div> <div>OR pirl1527_wks_pd_qtr_compl_tra &gt; 0</div> <div>OR pirl1535_num_a_rtaa_pay_qtr &gt; 0)</div> <div>)</div>	
OTHER REASONS FOR EXIT	Reasons for Exit	<div>900</div> <div>901</div> <div>923</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Other Reasons for Exit (WIOA)</div>	<div>Program exiters with "0" in Other Reasons for Exit (923)</div> <div>DIVIDED BY</div> <div>All Program exiters</div>	<div>Underreporting other than "0" would lead to excluding participants for employment and wage outcomes.</div> <div>Citation for Exit: 677.150 ( c ); TEGL 10 16, Change 1; TEGL 14-18</div>	<div>Date of Program Exit in the most recent four quarters</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;=</div> <div>DATEADD(quarter,-4, qtr_start_date)</div> <div>AND pirl923_other_reason_exit = 0</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;=</div> <div>DATEADD(quarter,-4, qtr_start_date)</div>

December 7, 2020

PIRL DATA INTEGRITY SPECIFICATIONS

Category	Measure Name	ELEMENT NUMBERS	DATA ELEMENT NAMES	DEFINITION/RELATIONSHIP TARGETED	SOURCE / REQUIREMENT	DATE PARAMETERS FOR QUARTERLY REPORTING	NUMERATOR SPECIFICATIONS	DENOMINATOR SPECIFICATIONS
EMPLOYMENT RELATED TO TRAINING	Employment Related to Training	900	Date of Program Entry (WIOA)	Program participants employed in their 2nd quarter after exit and that employment is related to the training received  DIVIDED BY  all program participants that received training and are employed 2nd quarter after exit.	Statutory: Required reporting element of WIOA Statewide Performance Report <b>Sec. 116 (d)(2)</b>	Date of Program Exit 4-7 quarters prior to current report quarter (4 quarters of exiters)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= DATEADD(quarter,-3, qtr_start_date) - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-7, qtr_start_date) AND pirl923_other_reason_exit = 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL OR pirl1302_date_ent_train_1 IS NOT NULL) AND (pirl1602_emp_2nd_qtr = 1 OR pirl1602_emp_2nd_qtr = 2 OR pirl1602_emp_2nd_qtr = 3) AND pirl1608_emp_related_to_train_2nd_qtr = 1	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= DATEADD(quarter,-3, qtr_start_date) - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-7, qtr_start_date) AND pirl923_other_reason_exit = 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL OR pirl1302_date_ent_train_1 IS NOT NULL) AND (pirl1602_emp_2nd_qtr = 1 OR pirl1602_emp_2nd_qtr = 2 OR pirl1602_emp_2nd_qtr = 3)
		901	Date of Program Exit (WIOA)					
		923	Other Reasons for Exit					
		1200	Date of First Individualized Career Service					
		1302	Date Entered Training #1 (WIOA)					
		1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					
		1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)					
IEP	Individual Employment Plan	900	Date of Program Entry (WIOA)	Participants with a Date Entered Training #1 in most recent four quarters and their IEP was created before the they entered training  DIVIDED BY  Participants with a Date Entered Training #1 in most recent four	Underreporting Date of IEP implies lack of case management and training assessments Citation for training eligibility: WIOA Sec. 134 (c) (3) (A); 680.170;680.210; 680.220; TEGL 19-16 (Section 7)	Participants with a Date Entered Training #1 in most recent four quarters.	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl1302_date_ent_train_1 IS NOT NULL AND pirl1302_date_ent_train_1 >= DATEADD(quarter,-3, qtr_start_date) AND pirl1202_date_iep_created IS NOT NULL AND pirl1202_date_iep_created <= DATEADD(quarter,-4, qtr_start_date)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl1302_date_ent_train_1 IS NOT NULL AND pirl1302_date_ent_train_1 >= DATEADD(quarter,-3, qtr_start_date)
		1202	Date Individual Employment Plan Created					
		1302	Date Entered Training #1 (WIOA)					
OCCUPATIONAL SKILLS TRAINING CODE	Training Occupational Code	900	Date of Program Entry (WIOA)	Participants that have a valid O*NET code for Occupational Skills Code Training #1, #2, #3  DIVIDED BY  all training participants	Needed to identify training trends that correlate with demand. Provides ETA with the opportunity to analyze employment goals across the country. It is also essential component of assessing training-related employment. Citation related to percentage or participants in employment related training: 677.160 (a) (5))	Participants who have a Date Entered Training #1 OR Date Entered Training #2 OR Date Entered Training #3 and either have not exited or exited in the most recent 4 quarters	SELECT COUNT * FROM data LEFT OUTER JOIN onetcodes o1 ON data.pirl1306_occ_code_train_1 = o1.id LEFT OUTER JOIN onetcodes o2 ON data.pirl1311_occ_code_train_2 = o2.id LEFT OUTER JOIN onetcodes o3 ON data.pirl1316_occ_code_train_3 = o3.id WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl1302_date_ent_train_1 IS NOT NULL AND o1.id IS NOT NULL AND (pirl1309_date_ent_train_2 IS NULL OR o2.id IS NOT NULL) AND (pirl1314_date_ent_train_3 IS NULL OR o3.id IS NOT NULL)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl1302_date_ent_train_1 IS NOT NULL
		1302	Date Entered Training #1 (WIOA)					
		1306	Occupational Skills Training Code #1					
		1309	Date Entered Training #2 (WIOA)					
		1311	Occupational Skills Training Code #2					
		1314	Date Entered Training #3 (WIOA)					
		1316	Occupational Skills Training Code #3					
TRAINING COMPLETION	Training Completion	900	Date of Program Entry (WIOA)	Training participants who complete training  DIVIDED BY  all training participants	Training completion below target may imply a lack of case management in establishing training plans designed to secure long term reemployment. Citation related to performance reporting requirements: <b>677.160 (a) (3)</b>	Date of Program Exit in the most recent four quarters	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date) AND pirl1302_date_ent_train_1 IS NOT NULL AND pirl1307_train_comp_1 = 1 AND (pirl1309_date_ent_train_2 IS NULL OR pirl1312_train_comp_2 = 1) AND (pirl1314_date_ent_train_3 IS NULL OR pirl1317_train_comp_3 = 1)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date) AND pirl1302_date_ent_train_1 IS NOT NULL
		901	Date of Program Exit (WIOA)					
		1302	Date Entered Training #1 (WIOA)					
		1307	Training Completed #1					
		1309	Date Entered Training #2 (WIOA)					
		1312	Training Completed #2					
		1314	Date Entered Training #3 (WIOA)					
		1317	Training Completed #3					

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FIRST SERVICE WITH DATE OF PROGRAM ENTRY	Program Entry Alignment	<div>900</div> <div>1001</div> <div>1200</div> <div>906</div> <div>1302</div> <div>925</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of First Basic Career Service (Staff-Assisted)</div> <div>Date of First Individualized Career Service</div> <div>Date of First WIOA Youth Service</div> <div>Date Entered Training #1 (WIOA)</div> <div>Date of First TAA Benefit or Service</div>	<div>Participants who have a Date of Program Entry EQUAL TO ONE OF THE FOLLOWING:</div> <div>i. Date of First Basic Career Service</div> <div>ii. Date of First Individualized Career Service</div> <div>iii. Date of First WIOA Youth Service</div> <div>iv. Date Entered Training #1</div> <div>v. Date of First TAA Benefit</div>	<div>Ensures a program participation service date is tied to Date of Program Entry. Underreporting of program services are indicated where there is no program service date aligned with program participation. Participant: 677.150 (a)</div>	Participants with a Date of Program Entry in the most recent four quarters	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl900_date_prog_ent &gt;= DATEADD(quarter,-3, qtr_start_date)</div> <div>AND pirl900_date_prog_ent &lt;= qtr_end_date)</div> <div>AND (pirl900_date_prog_ent = pirl1001_date_first_basic_career_service_staffassisted</div> <div>OR pirl900_date_prog_ent = pirl1200_date_first_ind_career_serv</div> <div>OR pirl900_date_prog_ent = pirl906_nt_date_1st_wioa_yth_serv</div> <div>OR pirl900_date_prog_ent = pirl1302_date_ent_train_1</div> <div>OR pirl900_date_prog_ent =</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl900_date_prog_ent &gt;= DATEADD(quarter,-3, qtr_start_date)</div> <div>AND pirl900_date_prog_ent &lt;= qtr_end_date)</div>
LAST SERVICE WITH DATE OF PROGRAM EXIT	Program Exit Alignment	<div>900</div> <div>901</div> <div>1003</div> <div>1004</div> <div>1201</div> <div>1416</div> <div>1308</div> <div>1313</div> <div>1318</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Most Recent Date Received Basic Career Services (Staff-Assisted)</div> <div>Date of Most Recent Career Service (WIOA)</div> <div>Most Recent Date Received Individualized Career Service</div> <div>Date of Completion of Youth Services</div> <div>Date Completed, or Withdrew from, Training #1</div> <div>Date Completed, or Withdrew from, Training #2</div> <div>Date Completed, or Withdrew from, Training #3</div>	<div>Program exiters with Date of Program Exit that match EITHER Date Completed Training OR Date Received Most Recent Basic Career Service OR Date Received Most Recent Individualized Career Service</div> <div>DIVIDED BY</div> <div>All program exiters</div>	<div>Ensures a last service date is tied to Date of Program Exit. Underreporting of program services are indicated where there is no program service date aligned with program participation. Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1</div>	Date of Program Exit in the most recent four quarters	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;= DATEADD(quarter,-4, qtr_start_date)</div> <div>AND (pirl901_date_prog_exit = pirl1003_most_rec_date_basic_ser_staff</div> <div>OR pirl901_date_prog_exit = pirl1004_date_most_rec_career_serv</div> <div>OR pirl901_date_prog_exit = pirl1201_most_rec_date_ind_career_serv</div> <div>OR PIRLPirl901_date_prog_exit 901 = pirl1416_date_complete_youth_serv</div> <div>OR pirl901_date_prog_exit = pirl1308_date_comp_wdl_train_1</div> <div>OR pirl901_date_prog_exit = pirl1313_date_comp_wdl_train_2</div> <div>OR pirl901_date_prog_exit = pirl1318_date_comp_wdl_train_3)</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;= DATEADD(quarter,-4, qtr_start_date)</div>
CURRENT QUARTER SERVICE	Service in Current Quarter	<div>900</div> <div>901</div> <div>1003</div> <div>1004</div> <div>1201</div> <div>1302</div> <div>1308</div> <div>1309</div> <div>1313</div> <div>1314</div> <div>906</div> <div>1206</div> <div>1402</div> <div>1403</div> <div>1405</div> <div>925</div> <div>1322</div> <div>1506</div> <div>1509</div> <div>1512</div> <div>1517</div> <div>1522</div> <div>1527</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Most Recent Date Received Basic Career Services (Staff-Assisted)</div> <div>Date of Most Recent Career Service (WIOA)</div> <div>Most Recent Date Received Individualized Career Service</div> <div>Date Entered Training #1 (WIOA)</div> <div>Date Completed, or Withdrew from, Training #1</div> <div>Date Entered Training #2</div> <div>Date Completed, or Withdrew from, Training #2</div> <div>Date Entered Training #3</div> <div>Date of First WIOA Youth Service</div> <div>Date Received Financial Literacy Services</div> <div>Most Recent Date Received Educational Achievement Services</div> <div>Most Recent Date Received Alternative Secondary School Services</div> <div>Most Recent Date Received Work Experience Opportunities</div> <div>Date of First TAA Benefit or Service</div> <div>Participated in Postsecondary Education During Program Participation (WIOA)</div> <div>Job Search Allowance Current Quarter - Costs (TAA)</div> <div>Relocation Allowance Current Quarter Costs (TAA)</div> <div>Weeks Paid This Quarter - Basic TRA</div> <div>Weeks Paid This Quarter - Additional TRA</div> <div>Weeks Paid This Quarter-Remedial/Prerequisite</div> <div>Weeks Paid This Quarter - Completion TRA</div> <div>Number of A/RTAA Payments Current Quarter</div>	<div>Participants with at least one service reported in the current report quarter</div> <div>DIVIDED BY</div> <div>All participants</div>	<div>Participants should be exited if they did not receive a service in the current quarter or do not have any planned future services. Failure to exit participants prevents the timely collection of performance outcomes and misrepresents participant durations. Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1</div>	Current Participants	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NULL</div> <div>AND (pirl1003_most_rec_date_basic_ser_staff &gt;= qtr_start_date</div> <div>OR pirl1004_date_most_rec_career_serv &gt;= qtr_start_date</div> <div>OR pirl1201_most_rec_date_ind_career_serv &gt;= qtr_start_date</div> <div>OR (pirl1302_date_ent_train_1 IS NOT NULL</div> <div>AND pirl1302_date_ent_train_1 &lt;= qtr_end_date</div> <div>AND (pirl1308_date_comp_wdl_train_1 IS NULL</div> <div>OR pirl1308_date_comp_wdl_train_1 &gt;= qtr_start_date))</div> <div>OR (pirl1309_date_ent_train_2 IS NOT NULL</div> <div>AND pirl1309_date_ent_train_2 &lt;= qtr_end_date</div> <div>AND (pirl1313_date_comp_wdl_train_2 IS NULL</div> <div>OR pirl1313_date_comp_wdl_train_2 &gt;= qtr_start_date))</div> <div>OR (pirl1314_date_ent_train_3 IS NOT NULL</div> <div>AND pirl1314_date_ent_train_3 &lt;= qtr_end_date</div> <div>AND (pirl1318_date_comp_wdl_train_3 IS NULL</div> <div>OR pirl1318_date_comp_wdl_train_3 &gt;= qtr_start_date)))</div> <div>OR pirl906_nt_date_1st_wioa_yth_serv IS NOT NULL</div> <div>AND (pirl1206_date_rec_fin_lit_serv &gt;= qtr_start_date</div> <div>OR pirl1402_most_rec_date_rec_ed_achieve_serv &gt;= qtr_start_date</div> <div>OR pirl1403_most_rec_date_rec_alt_sec_school_serv &gt;= qtr_start_date</div> <div>OR pirl1405_most_rec_date_rec_work_exp_opp &gt;= qtr_start_date</div> <div>OR pirl1407_most_rec_date_rec_ed_concurrent_with_work_part &gt;= qtr_start_date</div> <div>OR pirl1408_most_rec_date_rec_leader_dev_opp &gt;= qtr_start_date</div> <div>OR pirl1409_most_rec_date_rec_support_serv &gt;= qtr_start_date</div> <div>OR pirl1410_most_rec_date_rec_adult_mentoring_serv &gt;= qtr_start_date</div> <div>OR pirl1411_most_rec_date_rec_comp_guid_consel_serv &gt;= qtr_start_date</div> <div>OR pirl1413_most_rec_date_youth_rec_entrep_skills_train &gt;= qtr_start_date</div> <div>OR pirl1414_most_rec_date_youth_rec_serv_lmi_emp_info &gt;= qtr_start_date</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NULL</div>

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OTHER REASONS FOR EXIT	Reasons for Exit	<div>900</div> <div>901</div> <div>923</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Other Reasons for Exit (WIOA)</div>	<div>Program exiters with "0" in Other Reasons for Exit (923)</div> <div>DIVIDED BY</div> <div>All Program exiters</div>	<div>Underreporting other than "0" would lead to excluding participants for employment and wage outcomes.</div> <div>Citation for Exit: 677.150 ( c ); TEGL 10 16, Change 1; TEGL 14-18</div>	<div>Date of Program Exit in the most recent four quarters</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;= DATEADD(quarter,-4, qtr_start_date)</div> <div>AND pirl923_date_prog_exit &gt;= DATEADD(quarter,-4, qtr_start_date)</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;= DATEADD(quarter,-4, qtr_start_date)</div>
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December 7, 2020

PIRL DATA INTEGRITY SPECIFICATIONS

	Measure Name	ELEMENT NUMBERS	DATA ELEMENT NAMES	DEFINITION/RELATIONSHIP TARGETED	SOURCE / REQUIREMENT	DATE PARAMETERS FOR QUARTERLY REPORTING	NUMERATOR SPECIFICATIONS	DENOMINATOR SPECIFICATIONS
EMPLOYMENT RELATED TO TRAINING	Employment Related to Training	<b>900</b> <b>901</b> <b>923</b> <b>1200</b> <b>1302</b> <b>1602</b> <b>1608</b>	Date of Program Entry (WIOA) Date of Program Exit (WIOA) Other Reasons for Exit Date of First Individualized Career Service Date Entered Training #1 (WIOA) Employed in 2nd Quarter After Exit Quarter (WIOA) Employment Related to Training (2nd Quarter After Exit) (WIOA)	Program participants employed in their 2nd quarter after exit and that employment is related to the training received  DIVIDED BY  all program participants that received training and are employed 2nd quarter after exit.	Statutory: Required reporting element of WIOA Statewide Performance Report <b>Sec. 116 (d)(2)</b>	Date of Program Exit 4-7 quarters prior to current report quarter (4 quarters of exiters)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= DATEADD(quarter,-3, qtr_start_date) - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-7, qtr_start_date) AND pirl923_other_reason_exit = 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL OR pirl1302_date_ent_train_1 IS NOT NULL) AND (pirl1602_emp_2nd_qtr = 1 OR pirl1602_emp_2nd_qtr = 2 OR pirl1602_emp_2nd_qtr = 3) AND pirl1608_emp_related_to_train_2nd_qtr = 1	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= DATEADD(quarter,-3, qtr_start_date) - 1 AND pirl901_date_prog_exit >= DATEADD(quarter,-7, qtr_start_date) AND pirl923_other_reason_exit = 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL OR pirl1302_date_ent_train_1 IS NOT NULL) AND (pirl1602_emp_2nd_qtr = 1 OR pirl1602_emp_2nd_qtr = 2 OR pirl1602_emp_2nd_qtr = 3)
FIRST SERVICE WITH DATE OF PROGRAM ENTRY	Program Entry Alignment	<b>900</b> <b>1001</b> <b>1200</b> <b>906</b> <b>1302</b> <b>925</b>	Date of Program Entry (WIOA) Date of First Basic Career Service (Staff-Assisted) Date of First Individualized Career Service Date of First WIOA Youth Service Date Entered Training #1 (WIOA) Date of First TAA Benefit or Service	Participants who have a Date of Program Entry EQUAL TO ONE OF THE FOLLOWING: i. Date of First Basic Career Service ii. Date of First Individualized Career Service iii. Date of First WIOA Youth Service iv. Date Entered Training #1 v. Date of First TAA Benefit  DIVIDED BY  All participants	Ensures a program participation service date is tied to Date of Program Entry. Underreporting of program services are indicated where there is no program service date aligned with program participation. <b>Participant: 677.150 (a)</b>	Participants with a Date of Program Entry in the most recent four quarters	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl900_date_prog_ent >= DATEADD(quarter,-3, qtr_start_date) AND pirl900_date_prog_ent <= qtr_end_date) AND (pirl900_date_prog_ent = pirl1001_date_first_basic_career_service_staffassisted OR pirl900_date_prog_ent = pirl1200_date_first_ind_career_serv OR pirl900_date_prog_ent = pirl906_nt_date_1st_wioa_yth_serv OR pirl900_date_prog_ent = pirl1302_date_ent_train_1 OR pirl900_date_prog_ent = pirl925_date_first_taa_ben_s)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl900_date_prog_ent >= DATEADD(quarter,-3, qtr_start_date) AND pirl900_date_prog_ent <= qtr_end_date)
LAST SERVICE WITH DATE OF PROGRAM EXIT	Program Exit Alignment	<b>900</b> <b>901</b> <b>1003</b>  <b>1004</b> <b>1201</b>  <b>1416</b> <b>1308</b> <b>1313</b> <b>1318</b>	Date of Program Entry (WIOA) Date of Program Exit (WIOA) Most Recent Date Received Basic Career Services (Staff-Assisted) Date of Most Recent Career Service (WIOA) Most Recent Date Received Individualized Career Service Date of Completion of Youth Services Date Completed, or Withdrew from, Training #1 Date Completed, or Withdrew from, Training #2 Date Completed, or Withdrew from, Training #3	Program exiters with Date of Program Exit that match EITHER Date Completed Training OR Date Received Most Recent Basic Career Service OR Date Received Most Recent Individualized Career Service  DIVIDED BY  All program exiters	Ensures a last service date is tied to Date of Program Exit. Underreporting of program services are indicated where there is no program service date aligned with program participation. <b>Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1</b>	Date of Program Exit in the most recent four quarters	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date) AND (pirl901_date_prog_exit = pirl1003_most_rec_date_basic_ser_staff OR pirl901_date_prog_exit = pirl1004_date_most_rec_career_serv OR pirl901_date_prog_exit = pirl1201_most_rec_date_ind_career_serv OR PIRLpirl901_date_prog_exit 901 = pirl1416_date_complete_youth_serv OR pirl901_date_prog_exit = pirl1308_date_comp_wdl_train_1 OR pirl901_date_prog_exit = pirl1313_date_comp_wdl_train_2 OR pirl901_date_prog_exit = pirl1318_date_comp_wdl_train_3)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date)

Youth\_Descriptions

CURRENT QUARTER SERVICE	Service in Current Quarter	900	Date of Program Entry (WIOA)	Participants with at least one service reported in the current report quarter	Participants should be exited if they did not receive a service in the current quarter or do not have any planned future services. Failure to exit participants prevents the timely collection of performance outcomes and misrepresents participant durations. Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1	Current Participants	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NULL AND (pirl1003_most_rec_date_basic_ser_staff >= qtr_start_date OR pirl1004_date_most_rec_career_serv >= qtr_start_date OR pirl1201_most_rec_date_ind_career_serv >= qtr_start_date OR (pirl1302_date_ent_train_1 IS NOT NULL AND pirl1302_date_ent_train_1 <= qtr_end_date AND (pirl1308_date_comp_wdl_train_1 IS NULL OR pirl1308_date_comp_wdl_train_1 >= qtr_start_date)) OR (pirl1309_date_ent_train_2 IS NOT NULL AND pirl1309_date_ent_train_2 <= qtr_end_date AND (pirl1313_date_comp_wdl_train_2 IS NULL OR pirl1313_date_comp_wdl_train_2 >= qtr_start_date)) OR (pirl1314_date_ent_train_3 IS NOT NULL AND pirl1314_date_ent_train_3 <= qtr_end_date AND (pirl1318_date_comp_wdl_train_3 IS NULL OR pirl1318_date_comp_wdl_train_3 >= qtr_start_date))) OR pirl906_nt_date_1st_wioa_yth_serv IS NOT NULL AND (pirl1206_date_rec_fin_lit_serv >= qtr_start_date OR pirl1402_most_rec_date_rec_ed_achieve_serv >= qtr_start_date OR pirl1403_most_rec_date_rec_alt_sec_school_serv >= qtr_start_date OR pirl1405_most_rec_date_rec_work_exp_opp >= qtr_start_date OR pirl1407_most_rec_date_rec_ed_concurrent_with_work_part >= qtr_start_date OR pirl1408_most_rec_date_rec_leader_dev_opp >= qtr_start_date OR pirl1409_most_rec_date_rec_support_serv >= qtr_start_date OR pirl1410_most_rec_date_rec_adult_mentoring_serv >= qtr_start_date OR pirl1411_most_rec_date_rec_comp_guid_consel_serv >= qtr_start_date OR pirl1413_most_rec_date_youth_rec_entrep_skills_train >= qtr_start_date OR pirl1414_most_rec_date_youth_rec_serv_lmi_emp_info >= qtr_start_date OR pirl1415_most_rec_date_youth_rec_postsec_trans_prep_act >= qtr_start_date) OR pirl925_date_first_taa_ben_s IS NOT NULL AND (pirl1322_date_most_rec_cm_rs >= qtr_start_date OR pirl1506_job_search_al_qtr_cost > 0 OR pirl1509_reloc_al_qtr_cost > 0 OR pirl1512_wks_pd_qtr_basic_tra > 0 OR pirl1517_wks_pd_qtr_addl_tra > 0 OR pirl1522_wks_pd_qtr_rem_tra > 0 OR pirl1527_wks_pd_qtr_compl_tra > 0 OR pirl1535_num_a_rtaa_pay_qtr > 0) )	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL
		901	Date of Program Exit (WIOA)				DIVIDED BY	
		1003	Most Recent Date Received Basic Career Services (Staff-Assisted)				AND (pirl1003_most_rec_date_basic_ser_staff >= qtr_start_date	AND pirl901_date_prog_exit <= qtr_start_date
		1004	Date of Most Recent Career Service (WIOA)	All participants			OR pirl1004_date_most_rec_career_serv >= qtr_start_date	AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date)
		1201	Most Recent Date Received Individualized Career Service				OR pirl1201_most_rec_date_ind_career_serv >= qtr_start_date	
		1302	Date Entered Training #1 (WIOA)				OR (pirl1302_date_ent_train_1 IS NOT NULL AND pirl1302_date_ent_train_1 <= qtr_end_date AND (pirl1308_date_comp_wdl_train_1 IS NULL OR pirl1308_date_comp_wdl_train_1 >= qtr_start_date))	
		1308	Date Completed, or Withdrew from, Training #1				OR (pirl1309_date_ent_train_2 IS NOT NULL AND pirl1309_date_ent_train_2 <= qtr_end_date AND (pirl1313_date_comp_wdl_train_2 IS NULL OR pirl1313_date_comp_wdl_train_2 >= qtr_start_date))	
		1309	Date Entered Training #2				OR (pirl1314_date_ent_train_3 IS NOT NULL AND pirl1314_date_ent_train_3 <= qtr_end_date AND (pirl1318_date_comp_wdl_train_3 IS NULL OR pirl1318_date_comp_wdl_train_3 >= qtr_start_date)))	
		1313	Date Completed, or Withdrew from, Training #2				OR pirl906_nt_date_1st_wioa_yth_serv IS NOT NULL AND (pirl1206_date_rec_fin_lit_serv >= qtr_start_date OR pirl1402_most_rec_date_rec_ed_achieve_serv >= qtr_start_date OR pirl1403_most_rec_date_rec_alt_sec_school_serv >= qtr_start_date OR pirl1405_most_rec_date_rec_work_exp_opp >= qtr_start_date OR pirl1407_most_rec_date_rec_ed_concurrent_with_work_part >= qtr_start_date OR pirl1408_most_rec_date_rec_leader_dev_opp >= qtr_start_date OR pirl1409_most_rec_date_rec_support_serv >= qtr_start_date OR pirl1410_most_rec_date_rec_adult_mentoring_serv >= qtr_start_date OR pirl1411_most_rec_date_rec_comp_guid_consel_serv >= qtr_start_date OR pirl1413_most_rec_date_youth_rec_entrep_skills_train >= qtr_start_date OR pirl1414_most_rec_date_youth_rec_serv_lmi_emp_info >= qtr_start_date OR pirl1415_most_rec_date_youth_rec_postsec_trans_prep_act >= qtr_start_date)	
		1314	Date Entered Training #3				OR pirl925_date_first_taa_ben_s IS NOT NULL AND (pirl1322_date_most_rec_cm_rs >= qtr_start_date OR pirl1506_job_search_al_qtr_cost > 0 OR pirl1509_reloc_al_qtr_cost > 0 OR pirl1512_wks_pd_qtr_basic_tra > 0 OR pirl1517_wks_pd_qtr_addl_tra > 0 OR pirl1522_wks_pd_qtr_rem_tra > 0 OR pirl1527_wks_pd_qtr_compl_tra > 0 OR pirl1535_num_a_rtaa_pay_qtr > 0) )	
		1318	Date Completed, or Withdrew from, Training #3					
		906	Date of First WIOA Youth Service					
		1206	Date Received Financial Literacy Services					
		1402	Most Recent Date Received Educational Achievement Services					
		1403	Most Recent Date Received Alternative Secondary School Services					
		906	Date of First WIOA Youth Service					
		1206	Date Received Financial Literacy Services					
		1402	Most Recent Date Received Educational Achievement Services					
		1403	Most Recent Date Received Alternative Secondary School Services					
		1405	Most Recent Date Received Work Experience Opportunities					
		1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation					
		1408	Most Recent Date Received Leadership Development Opportunities					
		1409	Most Recent Date Received Supportive Services					
		1410	Most Recent Date Received Adult Mentoring Services					
		1411	Most Recent Date Received Comprehensive Guidance/Counseling Services					
		1413	Most Recent Date Youth Received Entrepreneurial Skills Training					
		1414	Most Recent Date Youth Received Services that provide labor market information and employment information					
		925	Date of First TAA Benefit or Service					
		1322	Participated in Postsecondary Education During Program Participation (WIOA)					
		1506	Job Search Allowance Current Quarter - Costs (TAA)					
		1509	Relocation Allowance Current Quarter Costs (TAA)					
		1512	Weeks Paid This Quarter - Basic TRA					
		1517	Weeks Paid This Quarter - Additional TRA					
		1522	Weeks Paid This Quarter-Remedial/Prerequisite					
		1527	Weeks Paid This Quarter - Completion TRA					
		1535	Number of A/RTAA Payments Current Quarter					
OTHER REASONS FOR EXIT	Reasons for Exit	900	Date of Program Entry (WIOA)	Program exiters with "0" in Other Reasons for Exit (923)	Underreporting other than "0" would lead to excluding participants for employment and wage outcomes. Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1; TEGL 14-18	Date of Program Exit in the most recent four quarters	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date) AND (pirl903_date_prog_exit <= DATEADD(quarter,-4, qtr_start_date) OR pirl903_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date))	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date AND pirl901_date_prog_exit >= DATEADD(quarter,-4, qtr_start_date)
		901	Date of Program Exit (WIOA)	DIVIDED BY				
		923	Other Reasons for Exit (WIOA)	All Program exiters				

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CURRENT QUARTER SERVICE	Missing Youth Service Completion	<div>900</div> <div>905</div> <div>901</div> <div>1416</div> <div>1206</div> <div>1402</div> <div>1403</div> <div>1405</div> <div>1407</div> <div>1408</div> <div>1409</div> <div>1410</div> <div>1411</div> <div>1413</div> <div>1414</div> <div>1302</div> <div>1303</div> <div>1308</div> <div>1309</div> <div>1310</div> <div>1313</div> <div>1314</div> <div>1315</div> <div>1318</div>	<div>Date of Program Entry (WIOA)</div> <div>Youth (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Date of Completion of Youth Services</div> <div>Date Received Financial Literacy Services</div> <div>Most Recent Date Received Educational Achievement Services</div> <div>Most Recent Date Received Alternative Secondary School Services</div> <div>Most Recent Date Received Work Experience Opportunities</div> <div>Most Recent Date Received Education Offered Concurrently with Workforce Preparation</div> <div>Most Recent Date Received Leadership Development Opportunities</div> <div>Most Recent Date Received Supportive Services</div> <div>Most Recent Date Received Adult Mentoring Services</div> <div>Most Recent Date Received Comprehensive Guidance/Counseling Services</div> <div>Most Recent Date Youth Received Entrepreneurial Skills Training</div> <div>Most Recent Date Youth Received Services that provide labor market information and training opportunities</div> <div>Date Entered Training #1 (WIOA)</div> <div>Type of Training Service #1 (WIOA)</div> <div>Date Completed, or Withdrew from, Training #1</div> <div>Date Entered Training #2</div> <div>Type of Training Service #2 (WIOA)</div> <div>Date Completed, or Withdrew from, Training #2</div> <div>Date Entered Training #3</div> <div>Type of Training Service #3 (WIOA)</div> <div>Date Completed, or Withdrew from, Training #3</div>	<div>WIOA Youth participants with at least one Youth service reported in the current report quarter</div> <div>DIVIDED BY</div> <div>All WIOA Youth participants</div>	Youth participants without services in the quarter may no longer be receiving Youth services without completion marked or Youth services have not been properly documented.	Current Participants	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND (pirl905_yth_wioa = 1</div> <div>OR pirl905_yth_wioa = 2</div> <div>OR pirl905_yth_wioa = 3)</div> <div>AND pirl901_date_prog_exit IS NULL</div> <div>AND pirl1416_date_complete_youth_serv IS NULL</div> <div>AND (pirl1206_date_rec_fin_lit_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1402_most_rec_date_rec_ed_achieve_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1403_most_rec_date_rec_alt_sec_school_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1405_most_rec_date_rec_work_exp_opp</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1407_most_rec_date_rec_ed_concurrent_with_work_part</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1408_most_rec_date_rec_leader_dev_opp</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1409_most_rec_date_rec_support_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1410_most_rec_date_rec_adult_mentoring_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1411_most_rec_date_rec_comp_guid_consел_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1413_most_rec_date_youth_rec_entrep_skills_train</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1414_most_rec_date_youth_rec_serv_lmi_emp_info</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1415_most_rec_date_youth_rec_postsec_trans_prep_act</div> <div>&gt;= qtr_start_date</div> <div>OR (pirl1302_date_ent_train_1 IS NOT NULL</div> <div>AND pirl1303_type_train_1 = 10</div> <div>AND pirl1302_date_ent_train_1 &lt;= qtr_end_date</div> <div>AND (pirl1308_date_comp_wdl_train_1 IS NULL</div> <div>OR pirl1308_date_comp_wdl_train_1 &gt;=</div> <div>qtr_start_date))</div> <div>OR (pirl1309_date_ent_train_2 IS NOT NULL</div> <div>AND pirl1310_type_train_2 = 10</div> <div>AND pirl1309_date_ent_train_2 &lt;= qtr_end_date</div> <div>AND (pirl1313_date_comp_wdl_train_2 IS NULL</div> <div>OR pirl1313_date_comp_wdl_train_2 &gt;=</div> <div>qtr_start_date))</div> <div>OR (pirl1314_date_ent_train_3 IS NOT NULL</div> <div>AND pirl1315_type_train_3 = 10</div> <div>AND pirl1314_date_ent_train_3 &lt;= qtr_end_date</div> <div>AND (pirl1318_date_comp_wdl_train_3 IS NULL</div> <div>OR pirl1318_date_comp_wdl_train_3 &gt;=</div> <div>qtr_start_date)))</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND (pirl905_yth_wioa = 1</div> <div>OR pirl905_yth_wioa = 2</div> <div>OR pirl905_yth_wioa = 3)</div> <div>AND pirl900_date_prog_ent &gt;=</div> <div>DATEADD(quarter,-3, qtr_start_date)</div> <div>AND pirl900_date_prog_ent &lt;= qtr_end_date)</div>
AT LEAST ONE BARRIER	At Least One Youth Barrier Reported	<div>900</div> <div>202</div> <div>409</div> <div>701</div> <div>702</div> <div>704</div> <div>800</div> <div>801</div> <div>803</div> <div>804</div>	<div>Date of Program Entry (WIOA)</div> <div>Individual with a Disability (WIOA)</div> <div>School Status at Program Entry (WIOA)</div> <div>Pregnant or Parenting Youth</div> <div>Youth Who Needs Additional Assistance</div> <div>Foster Care Youth Status at Program Entry (WIOA)</div> <div>Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)</div> <div>Ex-Offender Status at Program Entry (WIOA)</div> <div>English Language Learner at Program Entry (WIOA)</div> <div>Basic Skills Deficient/Low Levels of Literacy at Program Entry</div>	<div>WIOA Youth participants with at least one youth barrier reported at Date of Program Entry</div> <div>DIVIDED BY</div> <div>All WIOA Youth participants</div>	This is a requirement for WIOA Youth eligibility. <a href="#">Citation: Section 129(a)(1)(B)(iii)</a>	Date of Program Entry in most recent four quarters	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND PIRL900 IS NOT NULL</div> <div>AND PIRL900 &gt;= DATEADD(quarter,-4,QTR_END_DATE+1)</div> <div>AND (pirl202_ind_w_disability = 1</div> <div>OR pirl409_school_status_ent = 4</div> <div>OR pirl409_school_status_ent = 6</div> <div>OR pirl701_preg_or_parent_yth = 1</div> <div>OR pirl702_yth_needs_addl_assist = 1</div> <div>OR pirl704_foster_care_yth_status_ent = 1</div> <div>OR pirl800_homeless_or_runaway_yth_ent = 1</div> <div>OR pirl801_exoff_status_ent = 1</div> <div>OR pirl803_eng_lang_lrn_ent = 1</div> <div>OR pirl804_basic_skills_def_ent = 1)</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND (pirl905_yth_wioa = 1</div> <div>OR pirl905_yth_wioa = 2</div> <div>OR pirl905_yth_wioa = 3)</div> <div>AND pirl900_date_prog_ent &gt;=</div> <div>DATEADD(quarter,-3, qtr_start_date)</div> <div>AND pirl900_date_prog_ent &lt;= qtr_end_date)</div>

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TRAINING TYPE	Non-Youth Training Types	<div>900</div> <div>901</div> <div>903</div> <div>904</div> <div>905</div> <div>925</div> <div>932</div> <div>1302</div> <div>1303</div> <div>1310</div> <div>1315</div>	Date of Program Entry (WIOA) Date of Program Exit (WIOA) Adult (WIOA) Dislocated Worker (WIOA) Youth (WIOA) Date of First TAA Benefit or Service National Dislocated Worker Grants (DWG) Date Entered Training #1 (WIOA) Type of Training Service #1 (WIOA) Type of Training Service #2 (WIOA) Type of Training Service #3 (WIOA)	WIOA Youth Participants not co-enrolled with approved WIOA Youth training services  DIVIDED BY  all WIOA Youth Participants with a training service not co-enrolled	For WIOA Youth, on-the-job training opportunities are defined as a type of work experience and not a type of training. Citation: <b>WIOA Section 129(c)(2)(C)(iv)</b>	Date of Program Exit in the most recent four quarters	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;=</div> <div>DATEADD(quarter,-1,qtr_end_date + 1) - 1</div> <div>AND pirl901_date_prog_exit &gt;=</div> <div>DATEADD(quarter,-4,qtr_start_date)</div> <div>AND (pirl905_yth_wioa = 1</div> <div>OR pirl905_yth_wioa = 2</div> <div>OR pirl905_yth_wioa = 3)</div> <div>AND pirl1302_date_ent_train_1 IS NOT NULL</div> <div>AND (NVL(pirl903_adult_wioa,0)&lt;1</div> <div>OR NVL(pirl903_adult_wioa,0)&gt;3)</div> <div>AND NVL(pirl904_dislocated_worker_wioa)&lt;1</div> <div>OR NVL(pirl904_dislocated_worker_wioa,0)&gt;3)</div> <div>AND NVL(pirl932_natl_dwg,0)&lt;&gt;1</div> <div>AND pirl925_date_first_taa_ben_s IS NULL</div> <div>AND NVL(pirl1303_type_train_1,0)&lt;&gt;1</div> <div>AND NVL(pirl1310_type_train_2,0)&lt;&gt;1</div> <div>AND NVL(pirl1315_type_train_3,0)&lt;&gt;1</div> <div>AND NVL(pirl1303_type_train_1,0)&lt;&gt;3</div> <div>AND NVL(pirl1310_type_train_2,0)&lt;&gt;3</div> <div>AND NVL(pirl1315_type_train_3,0)&lt;&gt;3</div> <div>AND NVL(pirl1303_type_train_1,0)&lt;&gt;6</div> <div>AND NVL(pirl1310_type_train_2,0)&lt;&gt;6</div> <div>AND NVL(pirl1315_type_train_3,0)&lt;&gt;6</div> <div>AND NVL(pirl1303_type_train_1,0)&lt;&gt;7</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;=</div> <div>DATEADD(quarter,-1,qtr_end_date + 1) - 1</div> <div>AND pirl901_date_prog_exit &gt;=</div> <div>DATEADD(quarter,-4,qtr_start_date)</div> <div>AND (pirl905_yth_wioa = 1</div> <div>OR pirl905_yth_wioa = 2</div> <div>OR pirl905_yth_wioa = 3)</div> <div>AND pirl1302_date_ent_train_1 IS NOT NULL</div> <div>AND (NVL(pirl903_adult_wioa,0)&lt;1</div> <div>OR NVL(pirl903_adult_wioa,0)&gt;3)</div> <div>AND NVL(pirl904_dislocated_worker_wioa)&lt;1</div> <div>OR NVL(pirl904_dislocated_worker_wioa,0)&gt;3)</div> <div>AND NVL(pirl932_natl_dwg,0)&lt;&gt;1</div> <div>AND pirl925_date_first_taa_ben_s IS NULL</div>
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December 7, 2020

PIRL DATA INTEGRITY SPECIFICATIONS

Category	Measure Name	ELEMENT NUMBERS	DATA ELEMENT NAMES	DEFINITION/RELATIONSHIP TARGETED	SOURCE / REQUIREMENT	DATE PARAMETERS FOR QUARTERLY REPORTING	NUMERATOR SPECIFICATIONS	DENOMINATOR SPECIFICATIONS
ADULT PRIORITY	Veterans' Priority	900	Date of Program Entry (WIOA)	Program exiters who are <b>eligible veterans</b> and received individualized career services and/or training	Statutory: Barrier to Employment <b>Barrier to Employment Citation: Participant: 677.150 (a); 677.160; Priority: 680.660-680.660; TEGL 19-16</b>	Date of Program Exit in the most recent four quarters	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date AND pirl901_date_prog_exit >= DATEADD(quarter,-4,qtr_start_date) AND pirl923_other_reason_exit = 0 AND pirl301_veteran_eligible > 0 AND (pirl1200_date_first_ind_career_serv IS NOT NULL	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date AND pirl901_date_prog_exit >= DATEADD(quarter,-4,qtr_start_date) AND pirl923_other_reason_exit = 0 AND pirl301_veteran_eligible > 0
		901	Date of Program Exit (WIOA)					
		923	Other Reasons for Exit	DIVIDED BY				
		301	Eligible Veteran Status	Program exiters who are eligible veterans				
		1200	Date of First Individualized Career Service					
		1302	Date Entered Training #1 (WIOA)					
FIRST SERVICE WITH DATE OF PROGRAM ENTRY	Program Entry Alignment	900	Date of Program Entry (WIOA)	Participants who have a Date of Program Entry EQUAL TO ONE OF THE FOLLOWING: i. Date of First Basic Career Service ii. Date of First Individualized Career Service iii. Date of First WIOA Youth Service iv. Date Entered Training #1 v. Date of First TAA Benefit	Ensures a program participation service date is tied to Date of Program Entry. Underreporting of program services are indicated where there is no program service date aligned with program participation. <b>Participant: 677.150 (a)</b>	Participants with a Date of Program Entry in the most recent four quarters	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl900_date_prog_ent >= DATEADD(quarter,-3,qtr_start_date) AND pirl900_date_prog_ent <= qtr_end_date) AND (pirl900_date_prog_ent = pirl1001_date_first_basic_career_service_staffassisted OR pirl900_date_prog_ent = pirl1200_date_first_ind_career_serv OR pirl900_date_prog_ent = pirl906_nt_date_1st_wioa_yth_serv OR pirl900_date_prog_ent = pirl1302_date_ent_train_1 OR pirl900_date_prog_ent = pirl925_date_first_taa_ben s)	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl900_date_prog_ent >= DATEADD(quarter,-3,qtr_start_date) AND pirl900_date_prog_ent <= qtr_end_date)
		1001	Date of First Basic Career Service (Staff-Assisted)					
		1200	Date of First Individualized Career Service	DIVIDED BY				
		906	Date of First WIOA Youth Service	All participants				
		1302	Date Entered Training #1 (WIOA)					
		925	Date of First TAA Benefit or Service					
LAST SERVICE WITH DATE OF PROGRAM EXIT	Program Exit Alignment	900	Date of Program Entry (WIOA)	Program exiters with Date of Program Exit that match EITHER Date Completed Training OR Date Received Most Recent Basic Career Service OR Date Received Most Recent Individualized Career Service	Ensures a last service date is tied to Date of Program Exit. Underreporting of program services are indicated where there is no program service date aligned with program participation. <b>Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1</b>	Date of Program Exit in the most recent four quarters	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date AND pirl901_date_prog_exit >= DATEADD(quarter,-4,qtr_start_date) AND (pirl901_date_prog_exit = pirl1003_most_rec_date_basic_ser_staff OR pirl901_date_prog_exit = pirl1004_date_most_rec_career_serv OR pirl901_date_prog_exit = pirl1201_most_rec_date_ind_career_serv OR PIRLPirl901_date_prog_exit 901 = pirl1416_date_complete_youth_serv OR pirl901_date_prog_exit = pirl1308_date_comp_wdl_train_1 OR pirl901_date_prog_exit = pirl1313_date_comp_wdl_train_2 OR pirl901_date_prog_exit =	SELECT COUNT * FROM data WHERE [Program Flag] AND pirl900_date_prog_ent IS NOT NULL AND pirl901_date_prog_exit IS NOT NULL AND pirl901_date_prog_exit <= qtr_start_date AND pirl901_date_prog_exit >= DATEADD(quarter,-4,qtr_start_date)
		901	Date of Program Exit (WIOA)					
		1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	DIVIDED BY				
			Date of Most Recent Career Service (WIOA)	All program exiters				
		1004	Most Recent Date Received Individualized Career Service					
		1201	Date of Completion of Youth Services					
		1416	Date Completed, or Withdrew from, Training #1					
		1308	Date Completed, or Withdrew from, Training #2					
		1313	Date Completed, or Withdrew from, Training #3					
		1318						

CURRENT QUARTER SERVICE	Service in Current Quarter	<div>900</div> <div>901</div> <div>1003</div> <div>1004</div> <div>1201</div> <div>1302</div> <div>1308</div> <div>1309</div> <div>1313</div> <div>1314</div> <div>1318</div> <div>906</div> <div>1206</div> <div>1402</div> <div>1403</div> <div>906</div> <div>1206</div> <div>1402</div> <div>1403</div> <div>1405</div> <div>1407</div> <div>1408</div> <div>1409</div> <div>1410</div> <div>1411</div> <div>1413</div> <div>1414</div> <div>925</div> <div>1322</div> <div>1506</div> <div>1509</div> <div>1512</div> <div>1517</div> <div>1522</div> <div>1527</div> <div>1535</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Most Recent Date Received Basic Career Services (Staff-Assisted)</div> <div>Date of Most Recent Career Service (WIOA)</div> <div>Most Recent Date Received Individualized Career Service</div> <div>Date Entered Training #1 (WIOA)</div> <div>Date Completed, or Withdrew from, Training #1</div> <div>Date Entered Training #2</div> <div>Date Completed, or Withdrew from, Training #2</div> <div>Date Entered Training #3</div> <div>Date Completed, or Withdrew from, Training #3</div> <div>Date of First WIOA Youth Service</div> <div>Date Received Financial Literacy Services</div> <div>Most Recent Date Received Educational Achievement Services</div> <div>Most Recent Date Received Alternative Secondary School Services</div> <div>Date of First WIOA Youth Service</div> <div>Date Received Financial Literacy Services</div> <div>Most Recent Date Received Educational Achievement Services</div> <div>Most Recent Date Received Alternative Secondary School Services</div> <div>Most Recent Date Received Work Experience Opportunities</div> <div>Most Recent Date Received Education Offered Concurrently with Workforce Preparation</div> <div>Most Recent Date Received Leadership Development Opportunities</div> <div>Most Recent Date Received Supportive Services</div> <div>Most Recent Date Received Adult Mentoring Services</div> <div>Most Recent Date Received Comprehensive Guidance/Counseling Services</div> <div>Most Recent Date Youth Received Entrepreneurial Skills Training</div> <div>Most Recent Date Youth Received Services that provide labor market information and employment information</div> <div>Date of First TAA Benefit or Service</div> <div>Participated in Postsecondary Education During Program Participation (WIOA)</div> <div>Job Search Allowance Current Quarter - Costs (TAA)</div> <div>Relocation Allowance Current Quarter Costs (TAA)</div> <div>Weeks Paid This Quarter - Basic TRA</div> <div>Weeks Paid This Quarter - Additional TRA</div> <div>Weeks Paid This Quarter-Remedial/Prerequisite</div> <div>Weeks Paid This Quarter - Completion TRA</div> <div>Number of A/RTAA Payments Current Quarter</div>	<div>Participants with at least one service reported in the current report quarter</div> <div>DIVIDED BY</div> <div>All participants</div>	<div>Participants should be exited if they did not receive a service in the current quarter or do not have any planned future services. Failure to exit participants prevents the timely collection of performance outcomes and misrepresents participant durations. Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1</div>	Current Participants	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NULL</div> <div>AND (pirl1003_most_rec_date_basic_ser_staff &gt;=</div> <div>qtr_start_date</div> <div>OR pirl1004_date_most_rec_career_serv &gt;=</div> <div>qtr_start_date</div> <div>OR pirl1201_most_rec_date_ind_career_serv &gt;=</div> <div>qtr_start_date</div> <div>OR (pirl1302_date_ent_train_1 IS NOT NULL</div> <div>AND pirl1302_date_ent_train_1 &lt;= qtr_end_date</div> <div>AND (pirl1308_date_comp_wdl_train_1 IS NULL</div> <div>OR pirl1308_date_comp_wdl_train_1 &gt;=</div> <div>qtr_start_date))</div> <div>OR (pirl1309_date_ent_train_2 IS NOT NULL</div> <div>AND pirl1309_date_ent_train_2 &lt;= qtr_end_date</div> <div>AND (pirl1313_date_comp_wdl_train_2 IS NULL</div> <div>OR pirl1313_date_comp_wdl_train_2 &gt;=</div> <div>qtr_start_date))</div> <div>OR (pirl1314_date_ent_train_3 IS NOT NULL</div> <div>AND pirl1314_date_ent_train_3 &lt;= qtr_end_date</div> <div>AND (pirl1318_date_comp_wdl_train_3 IS NULL</div> <div>OR pirl1318_date_comp_wdl_train_3 &gt;=</div> <div>qtr_start_date)))</div> <div>OR pirl906_nt_date_1st_wioa_yth_serv IS NOT NULL</div> <div>AND (pirl1206_date_rec_fin_lit_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1402_most_rec_date_rec_ed_achieve_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1403_most_rec_date_rec_alt_sec_school_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1405_most_rec_date_rec_work_exp_opp</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1407_most_rec_date_rec_ed_concurrent_with_work_part</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1408_most_rec_date_rec_leader_dev_opp</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1409_most_rec_date_rec_support_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1410_most_rec_date_rec_adult_mentoring_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1411_most_rec_date_rec_comp_guid_consel_serv</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1413_most_rec_date_youth_rec_entrep_skills_train</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1414_most_rec_date_youth_rec_serv_lmi_emp_info</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1415_most_rec_date_youth_rec_postsec_trans_prep_act</div> <div>&gt;= qtr_start_date)</div> <div>OR pirl925_date_first_taa_ben_s IS NOT NULL</div> <div>AND (pirl1322_date_most_rec_cm_rs</div> <div>&gt;= qtr_start_date</div> <div>OR pirl1506_job_search_al_qtr_cost &gt; 0</div> <div>OR pirl1509_reloc_al_qtr_cost &gt; 0</div> <div>OR pirl1512_wks_pd_qtr_basic_tra &gt; 0</div> <div>OR pirl1517_wks_pd_qtr_addl_tra &gt; 0</div> <div>OR pirl1522_wks_pd_qtr_rem_tra &gt; 0</div> <div>OR pirl1527_wks_pd_qtr_compl_tra &gt; 0</div> <div>OR pirl1535_num_a_rtaa_pay_qtr &gt; 0)</div> <div>)</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;=</div> <div>DATEADD(quarter,-4,qtr_start_date)</div> <div>AND pirl923_other_reason_exit = 0</div>
OTHER REASONS FOR EXIT	Reasons for Exit	<div>900</div> <div>901</div> <div>923</div>	<div>Date of Program Entry (WIOA)</div> <div>Date of Program Exit (WIOA)</div> <div>Other Reasons for Exit (WIOA)</div>	<div>Program exiters with "0" in Other Reasons for Exit (923)</div> <div>DIVIDED BY</div> <div>All Program exiters</div>	<div>Underreporting other than "0" would lead to excluding participants for employment and wage outcomes. Citation for Exit: 677.150 ( c ); TEGL 10-16, Change 1; TEGL 14-18</div>	Date of Program Exit in the most recent four quarters	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;=</div> <div>DATEADD(quarter,-4,qtr_start_date)</div> <div>AND pirl923_other_reason_exit = 0</div>	<div>SELECT COUNT *</div> <div>FROM data</div> <div>WHERE [Program Flag]</div> <div>AND pirl900_date_prog_ent IS NOT NULL</div> <div>AND pirl901_date_prog_exit IS NOT NULL</div> <div>AND pirl901_date_prog_exit &lt;= qtr_start_date</div> <div>AND pirl901_date_prog_exit &gt;=</div> <div>DATEADD(quarter,-4,qtr_start_date)</div>

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A2

## Appendix A2

### Data Element Dictionary and Source Documentation

**Data Element Dictionary and Source Documentation, Page 1 of 122**

<b>No.</b>	<b>Data Element</b>	<b>Definition / Instruction</b>	<b>Source Documentation</b>	<b>Specific Parameter</b>
200	Date of Birth (WIOA)	Record the participant's date of birth.	One of the following: <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> </ul>	For REO grant recipients: One of the following: <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> </ul> For DINAP grant recipients: <ul style="list-style-type: none"> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Signed Letter from a parent or guardian</li> </ul>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
202	Individual with a Disability (WIOA)	<p>Record 1 if 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.</p> <p>Record 0 if the participant indicates that he/she does not have a disability that meets the definition.</p> <p>Record 9 if the participant did not self-identify.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• School 504 Records</li> </ul> <p>Provided by Student</p> <ul style="list-style-type: none"> <li>• Assessment Test Results</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
211	American Indian / Alaska Native (WIOA)	<p>Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.</p> <p>Record 0 if the participant indicates that he/she does not meet any of these conditions.</p> <p>Record 9 if the participant did not self-identify his/her race.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Certificate of Degree of Indian Blood (CDIB) card or letter</li> <li>• Tribal Enrollment Card</li> <li>• Letter or card from BIA showing census roll number</li> <li>• Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native</li> </ul>	
214	Native Hawaiian / Other Pacific Islander (WIOA)	<p>Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>Record 0 if the participant indicates that he/she does not meet any of these conditions.</p> <p>Record 9 if the participant did not self-identify his/her race.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Certified Birth Certificate showing Native Hawaiian ethnicity</li> <li>• OHA (Office of Hawaiian Affairs) Registry Card</li> <li>• Kamehameha Schools Ho`oulu Hawaiian Data Center Certification Letter which states Native Hawaiian</li> </ul>	

# Data Element Dictionary and Source Documentation, Page 4 of 122

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
301	Eligible Veteran Status	<p>Record 1 if 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.</p> <p>Record 2 if the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.</p> <p>Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>	<p>For WIOA Adult/DW/WP/DWG require only if participant received Individualized Career Services or Training</p> <p>For DINAP grant recipients: Require only when applying priority of service, reference TEGL 10-09 pg 6.</p> <p>For REO grant recipients: Require only when applying priority of service, reference TEGL 10-09 pg 6. then require one of the following:</p> <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
401	UC Eligible Status	<p>Record 1 if 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.</p> <p>Record 2 if 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.</p> <p>Record 3 if the participant is a person who meets condition 2 (a) described above, but was not referred to service through the</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match to State UI Database</li> <li>• Cross-Match to State MIS Database</li> <li>• Referral Transmittal by RESEA or WPRS</li> <li>• Self-Attestation for Code Values 3 and 4 only.</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
402	Long-Term Unemployed at Program Entry (WIOA)	Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks. Record 0 if the participant does not meet the condition described above.	One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Public Assistance Records</li> <li>• Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Database</li> <li>• Cross-Match to State UI Database</li> </ul>	
407	Highest School Grade Completed at Program Entry (WIOA)	Use the appropriate code to record the highest school grade completed by the participant at program entry. Record 1 – 12 for the number of school grades completed by the participant. Record 0 if no school grades were completed.	One of the following: <ul style="list-style-type: none"> <li>• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)</li> <li>• WIOA intake or registration form</li> <li>• Electronic Records</li> <li>• Self- Attestation</li> </ul>	For REO grant recipients: <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> </ul> For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
408	Highest Educational Level Completed at Program Entry (WIOA)	<p>Use the appropriate code to record the highest educational level completed by the participant at program entry.</p> <p>Record 1 if the participant attained a secondary school diploma. Record 2 if the participant attained a secondary school equivalency.</p> <p>Record 3 if the participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP).</p> <p>Record 4 if the participant completed one of more years of postsecondary education.</p> <p>Record 5 if the participant attained a postsecondary certification, license, or educational certificate (non-degree).</p> <p>Record 6 if the participant attained an Associate's degree. Record 7 if the participant attained a Bachelor's degree.</p> <p>Record 8 if the participant attained a degree beyond a Bachelor's degree.</p> <p>Record 0 if no educational level was completed.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)</li> <li>• WIOA intake or registration form</li> <li>• Electronic Records</li> <li>• Self- Attestation</li> </ul>	<p>For REO grant recipients:</p> <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> </ul> <p>For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
409	School Status at Program Entry (WIOA)	<p>Record 1 if 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.</p> <p>Record 2 if 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.</p> <p>Record 3 if 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.</p> <p>Record 4 if the participant, at program entry, is not within the age of compulsory school attendance; and is no longer</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Educational Institution Enrollment Record</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Self-Attestation</li> </ul>	<p>For REO grant recipients only:</p> <ul style="list-style-type: none"> <li>• File Documentation with notes from program staff</li> </ul> <p>Note: in the case in which the individual is being enrolled under the 10 percent window for high school dropouts who have not been involved in the justice system this item requires signed self-attestation.</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
410	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. Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.	One of the following: • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self- Attestation	
411	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 or this data element does not apply to the participant.	One of the following: • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self- Attestation	
412	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". Leave blank if this data element does not apply to the participant.	One of the following: • Verification from Employer • Worker List from Firm • Self-Attestation • Cross-Match with State MIS Database • Signed Intake Application or Enrollment Form • Case Notes	<b>Note:</b> Self-Attestation only in cases when other allowable source documentation is not available due to records retention timelines expiring.

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
413	Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	Record 1 if 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	One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Cross-Match with H-1B Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
600	Temporary Assistance to Needy Families (TANF)	Record 1 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. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant.	One of the following: • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	Record 1 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. Record 0 if the participant does not meet the condition described above. Record 9 if the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility).	One of the following: • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	<p>Record 1 if 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.</p> <p>Record 2 if 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.</p> <p>Record 3 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program.</p> <p>Record 4 if 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.</p> <p>Record 5 if 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.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>	<p>For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
603	Supplemental Nutrition Assistance Program (SNAP)	Record 1 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.) Record 0 if the participant does not meet the above criteria.	One of the following: • SNAP Eligibility Verification • Copy of Authorization to Receive Food Stamps • Documentation of Food Stamp Benefit Receipt • Referral Transmittal from SNAP • Cross-Match with SNAP Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
604	Other Public Assistance Recipient	Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.	One of the following: • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with State MIS Database	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
701	Pregnant or Parenting Youth	Record 1 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. Record 0 if the participant does not meet the conditions described above. Leave blank if the data is not available.	One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• WIC Eligibility Verification</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>	
702	Youth Who Needs Additional Assistance	Record 1 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. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the participant.	One of the following (see state policy on definition): <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
704	Foster Care Youth Status at Program Entry (WIOA)	Record 1 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. Record 0 if the participant does not meet the conditions described above.	One of the following: • Written Confirmation from Social Services Agency • Case Notes • Self-Attestation • Foster Care Agency Referral Transmittal • Signed Intake Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy	For REO grant recipients: • File documentation with notes from program staff.

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry:</p> <p>(a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:</p> <p>(i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;</p> <p>(ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;</p> <p>(iii) is living in an emergency or transitional shelter;</p> <p>(iv) is abandoned in a hospital; or</p> <p>(v) is awaiting foster care placement;</p> <p>(b) 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;</p> <p>(c) 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</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>	<p>For REO grant recipients:</p> <ul style="list-style-type: none"> <li>• File documentation with notes from program staff.</li> </ul> <p>For Job Corp: If the source documentation is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income.</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
801	Ex-Offender Status at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p> <p>Record 9 if the participant did not disclose.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
802	Low Income Status at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, is a person who:</p> <p>(a) 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:</p> <p>(i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);</p> <p>(ii) 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.);</p> <p>(iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or</p> <p>(iv) State or local income-based public assistance.</p> <p>(b) 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;</p> <p>(c) Is an individual who receives, or is eligible to receive a free or reduced price</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> </ul>	<p>For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
803	English Language Learner at Program Entry (WIOA)	<p>Record 1 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 (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>	
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	<p>Record 1 if the participant is, at program entry:</p> <p>A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or</p> <p>B) 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.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul>	<p>For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
806	Single Parent at Program Entry (WIOA)	<p>Record 1 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).</p> <p>Record 0 if the participant does not meet the condition described above. Record 9 if the participant did not self-identify.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy or Employment Plan</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
807	Displaced Homemaker at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, has been providing unpaid services to family members in the home and who: (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) 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 (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Copy of Spouse's Layoff Notice</li> <li>• Copy of Spouse's Death Record</li> <li>• Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>• Copy of Divorce Records</li> <li>• Copy of Applicable Court Records</li> <li>• Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>• Needs Assessment</li> <li>• Signed Individual Employment Plan</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)	<p>Record 1 if the participant, at program entry, is a low-income individual (i) who 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 (ii) faces multiple barriers to economic self-sufficiency.</p> <p>Record 2 if 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.</p> <p>Record 3 if the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24.</p> <p>Record 4 if the participant is an adult program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.</p> <p>Record 5 if the participant is a youth program participant and a dependent (as defined in 20 CFR 685.110) of the</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Cross-Match with Public Assistance Records</li> <li>• NFJP Eligibility Documents</li> <li>• Cross-Match with State MIS</li> <li>• Cross-Match with H-1B Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
900	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.	One of the following: • Individual Plan for Employment • Electronic Records • Program intake documents, such as eligibility determination documentation or program enrollment forms.	
901	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. Leave blank if this data element does not apply to the participant	One of the following: • A copy of the letter sent to the individual indicating that the case was closed • WIOA status/exit forms • Electronic Records • Attendance records • Review of service records identifying the last qualifying service (and lack of a planned gap)	For REO grant recipients: • Electronic Records For Job Corps: • Electronic Records

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
902	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.	One of the following: • Electronic Records • Case notes	
906	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)). Leave blank if the participant did not receive services funded by the WIOA Youth program.	One of the following: • Signed Intake Application or Enrollment Form with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service • Case Notes with Cross-Match to State MIS Database • Signed Individual Service Strategy with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service • Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service	For REO grant recipients: • Electronic Records

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
907	Recipient of Incumbent Worker Training	<p>Record 1 if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i).</p> <p>Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4).</p> <p>Record 3 if 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).</p> <p>Record 4 if the participant received Incumbent Worker training services under H1B.</p> <p>Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170).</p> <p>Record 6 if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP)(WIOA section 167).</p> <p>Record 0 if the participant did not receive</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Signed IWT Contract</li> <li>• Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
908	Rapid Response	<p>Record 1 if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(I).</p> <p>Record 0 if the participant did not receive services under the condition described above.</p> <p>Record 9 if grantee is unable to track enrollment in the program. Leave blank if this data element does not apply to the participant.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Rapid Response List</li> <li>• Cross-Match to Rapid Response Records</li> </ul>	
915	TAA Petition Number	<p>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 in the PIRL for each occurrence. Leave blank if this data element does not apply to the participant.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Employer Worker List</li> <li>• Designation of Eligibility Form</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
923	Other Reasons for Exit (WIOA)	<p>Record 01 if 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.</p> <p>Record 02 if 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.</p> <p>Record 03 if the participant is deceased.</p> <p>Record 04 if 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.</p> <p>Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only).</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> <li>• Information from partner services</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
924	TAA Application Date	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.	One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Designation on Eligibility form</li> <li>• TAA Application Form</li> </ul>	
925	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.	One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>	
1001	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)". Leave blank if the participant did not receive a staff-assisted basic career service.	One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	<p>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.</p> <p>Leave blank if the reportable individual/participant did not access a self-service/information-only basic career service.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>	
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	<p>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).</p> <p>Leave blank if the participant did not receive a basic career service with significant staff involvement.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1004	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). Leave blank if the participant did not receive career services.	One of the following: • Case Notes • Electronic Records	
1005	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. Leave blank if the participant did not receive a service with significant staff involvement or this data element does not apply to the participant.	One of the following: • Electronic Records • Case Notes	
1006	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.	One of the following: • Electronic Records • Case Notes	
1007	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.	One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1200	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). Leave blank if the participant did not receive any individualized career service or this data element does not apply to the individual.	One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>	
1201	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).	One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1202	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. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant.	One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Individual Employment Plan or Individual Service Strategy</li> <li>• Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1205	Type of Work Experience	<p>If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant.</p> <p>Record 1 if the participant participated in summer employment or an internship during the summer months (WIOA Youth). Record 2 if the participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months. Record 3 if the participant participated in a pre-apprenticeship program. Record 4 if the participant participated in job shadowing.</p> <p>Record 5 if the participant participated in on-the-job training (WIOA Youth). Record 6 if the participant participated in a transitional job, as defined in WIOA Section 134(d)(5).</p> <p>Record 7 if the participant participated in another type of work experience not covered in 1 through 5.</p> <p>Record 0 if the participant did not participate in a work experience. Leave blank if this data element does not apply to the participant.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Signed Work Experience Agreement</li> <li>• Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1206	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. Leave blank if this data element does not apply to the participant.	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case Notes • WIOA status forms noting receipt of service and type of service received • Electronic Records	
1211	Transitional Jobs	Record 1 if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5). Record 0 if the participant did not receive transitional jobs training as described above.	One of the following: • Electronic Records • Case Notes • Signed Transitional Job Agreement	
1300	Received Training (WIOA)	Record 1 if the participant received training services. Record 0 if the participant did not receive training services.	One of the following: • Cross-match Between Dates of Service and Vendor Training Information • Vendor Training Records • Cross-Match with State MIS Database • Case Notes • Signed Training Contract • ITA • Electronic Records	For Job Corps: • Electronic Records

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1302	Date Entered Training #1 (WIOA)	Record the date on which the participant's first training service actually began. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>	For H-1B grant recipients, one of the following: <ul style="list-style-type: none"> <li>• Attendance Sheets or Records</li> <li>• Vendor Training Records</li> <li>• Case Notes</li> </ul> For DINAP grant recipients, one of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Attendance Sheets or Records</li> <li>• Training Records</li> <li>• Case Notes</li> </ul> For REO grant recipients: <ul style="list-style-type: none"> <li>• Electronic Records</li> </ul>
1303	Type of Training Service #1 (WIOA)	Use the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a training service. Leave blank if this data element does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	For Job Corps: <ul style="list-style-type: none"> <li>• Electronic Records</li> </ul>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1306	Occupational Skills Training Code #1	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. Leave blank if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple	One of the following:: • Cross-Match to State MIS Database • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • ITA	For DINAP grant recipients: • Cross Match in (INAP) MIS Database
1307	Training Completed #1	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database	For DINAP grant recipients, one of the following: • INA • MIS Database For TAA: • Self-attestation is allowable but must be supported by documentation no later than 2 quarters following completion of training For REO grant recipients: • Electronic Records

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1308	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. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database	For H-1B grant recipients, one of the following: • Attendance Sheets or Records • Vendor Training Records • Case Notes For REO grant recipients: • Electronic Records
1309	Date Entered Training #2	Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database • ITA	For H-1B grant recipients, one of the following: • Attendance Sheets or Records • Vendor Training Records • Case Notes For REO grant recipients: • Electronic Records

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1310	Type of Training Service #2 (WIOA)	<p>If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant.</p> <p>NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09.</p> <p>NOTE: Code 06 should only be instances when other codes are clearly not appropriate.</p> <p>Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	<p>For Job Corps:</p> <ul style="list-style-type: none"> <li>• Electronic Records</li> </ul>
1311	Occupational Skills Training Code #2	<p>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. Leave blank if occupational code is not available or not known.</p> <p>Additional Notes: 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.</p>	<p>One of the following::</p> <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1312	Training Completed #2	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database	For H-1B grant recipients, One of the following: • Vendor Training Records • Cross-Match with State MIS Database • Case Notes
1313	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. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database	For H-1B grant recipients, one of the following: • Attendance Sheets or Records • Vendor Training Records • Case Notes For REO grant recipients: • Electronic Records

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1314	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. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>	For REO grant recipients: <ul style="list-style-type: none"> <li>• Electronic Records</li> </ul>
1315	Type of Training Service #3 (WIOA)	If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services,	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	For Job Corps: <ul style="list-style-type: none"> <li>• Electronic Records</li> </ul>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1316	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. Leave blank if occupational code is not available or not known or if this data element does not apply to the participant. Additional Notes: 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. If the participant received more than 3 training services use the	One of the following:: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1317	Training Completed #3	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database	For H-1B grant recipients, one of the following: • Vendor Training Records • Cross-Match with State MIS Database • Case Notes For DINAP grant recipients, one of the following: • Vendor Training Records • Cross-Match with State MIS Database • Case Notes For REO grant recipients: • Electronic Records
1318	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. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database	For H-1B grant recipients, one of the following: • Attendance Sheets or Records • Vendor Training Records • Case Notes For REO grant recipients: • Electronic Records

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1319	Established Individual Training Account (ITA)	Record 1 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. Record 0 if the individual does not meet the condition described above. Leave blank if this data element does not apply to the participant.	One of the following: • Cross-Match with State MIS Database • Case notes • ITA Approval, Allocation or Activation Records	
1321	Waiver from Training Requirement	Use the appropriate code to indicate the reason for which a waiver from the training requirements was issued to the participant. Record 0 if the participant did not receive a training waiver. Leave blank if this data element does not apply to the participant.	One of the following: • Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals) • Cross-Match with State UI Records of TRA Checks • Verification Form from UI or Employment Counselor	
1322	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. Leave blank if this does not apply to the participant.	One of the following: • Cross-Match with State MIS Database • Case notes	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1323	Date Waiver From Training Requirement Issued	Record the date on which the participant received his or her most recent waiver from training. Leave blank if this does not apply to the participant.	One of the following: • Waiver Documentation in Case File • Cross-Match with State UI Database • Verification Form from UI or Employment Counselor	
1332	Participated in Postsecondary Education During Program Participation (WIOA)	Record 1 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 Record 0 if the participant was not a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation Leave blank if this does not apply to the participant Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.	One of the following: • Data match with postsecondary data system • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1401	Enrolled in Secondary Education Program (WIOA)	<p>Record 1 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. States may use this coding value 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.</p> <p>Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match to State K-12 data system</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1402	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. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	
1403	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. Leave blank if the participant did not receive alternative secondary school services or dropout recovery services.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1405	Most Recent Date Received Work Experience Opportunities	<p>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.</p> <p>Leave blank if the participant did not receive work experience opportunities or this data element does not apply to the participant.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity Sheets</li> <li>• Sign-in Sheets</li> <li>• Attendance Records</li> <li>• Vendor Contract</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Logs or Status Forms Noting Receipt of Service and Combination of Services Received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	<p>Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit.</p> <p>Leave blank if this data element does not apply to the participant.</p> <p>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.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card.</li> <li>• Data match with postsecondary data system</li> </ul>	
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	<p>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.</p> <p>Leave blank if the participant did not receive education offered concurrently with workforce preparation.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1408	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. Leave blank if the participant did not receive a leadership development service or this data element does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1409	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 students enrolled in postsecondary education classes; and (k) payments and fees for employment and training-related	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1410	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. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	
1411	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. Leave blank if the participant did not receive comprehensive guidance/counseling services or this data element does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1412	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: (a) 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. (b) Follow-up services for youth may also include the following program elements: (1) Supportive services; (2) Adult mentoring; (3) Financial literacy education; (4) 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; and (5) Activities that help youth prepare for and transition to postsecondary education and training. (c) All youth participants must be offered the	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	Record the most recent date on which the participant participated in entrepreneurial skills training. Leave blank if the participant did not participate in entrepreneurial skills training.	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received	
1414	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. Leave blank if the participant did not participate in these services.	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • State MIS, case notes • WIOA status forms noting receipt of service and type of service received	
1415	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. Leave blank if the participant did not participate in activities that helped them to prepare for and transition to postsecondary education and training.	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1500	Received Needs-Related Payments	Record 1 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. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	For REO grant recipients: <ul style="list-style-type: none"> <li>• Electronic Records</li> </ul>
1511	Date Received First Basic TRA payment	Record the date on which the participant received their first Basic TRA payment. Leave blank if the participant did not receive a Basic TRA Payment, or if the individual is not a TAA participant.	One of the following: <ul style="list-style-type: none"> <li>• State UI records of Basic TRA checks issued</li> <li>• Request for allowance</li> <li>• Electronic Records</li> </ul>	
1526	Date Received First Completion TRA Payment	Record the date on which the participant received their first Completion TRA payment. Leave blank if the participant did not receive a Remedial/Prerequisite TRA Payment, or if the individual is not a TAA participant.	One of the following: <ul style="list-style-type: none"> <li>• State UI records of Basic TRA checks issued</li> <li>• Request for allowance</li> <li>• Electronic Records</li> </ul>	
1534	Date Received First A/RTAA Payment	Record the date on which the participant received their first Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) payment. Leave blank if the individual is not a TAA participant.	One of the following: <ul style="list-style-type: none"> <li>• Cross-match with State UI Database of Basic TRA checks Issued</li> <li>• Request for Allowance</li> <li>• Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1535.28	Received Needs-Related Payments	<p>Record 1 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.</p> <p>Record 0 if the participant did not receive any needs-related payments as described above.</p> <p>Leave blank if this data element does not apply to the participant.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	<p>For REO grant recipients:</p> <ul style="list-style-type: none"> <li>• Electronic Records</li> </ul>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1600	Employed in 1st Quarter After Exit Quarter (WIOA)	<p>Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).</p> <p>Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military.</p> <p>Record 0 if the participant was not employed in the first quarter after the quarter of exit.</p> <p>Record 9 if the participant has exited but employment information is not yet available.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	<p>For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	<p>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.</p> <p>Record 0 if the participant was not employed in the first quarter after the quarter of exit.</p>	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)	<p>Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).</p> <p>Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military.</p> <p>Record 0 if the participant was not employed in the second quarter after the quarter of exit.</p> <p>Record 9 if the participant has exited but employment information is not yet available.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	<p>For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If 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. Record 0 if the participant was not employed in the second quarter after the quarter of exit.	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)	<p>Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).</p> <p>Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military.</p> <p>Record 0 if the participant was not employed in the third quarter after the quarter of exit.</p> <p>Record 9 if the participant has exited but employment information is not yet available.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	<p>For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If 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. Record 0 if the participant was not employed in the third quarter after the quarter of exit.	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1606	Employed in 4th Quarter After Exit Quarter (WIOA)	<p>Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).</p> <p>Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military.</p> <p>Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.</p> <p>Record 9 if the participant has exited but employment information is not yet available.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	<p>For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)	Use the appropriate code to 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. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	Record 1 if the participant received training services and obtained employment directed related to the training services received. Record 0 if the participant received training services and did not obtain employment directly related to the training services received. Leave blank if the data is not available.	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1610	Occupational Code (if available)	<p>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. Leave blank if occupational code is not available or not known, or the data element does not apply.</p> <p>Additional Notes: 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 most recent job held.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGl 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1611	Entered Non-Traditional Employment	<p>Record 1 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. Record 0 if the participant does not meet the condition described above. Record 9 if not known.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1612	Occupational Code of Employment 2 <sup>nd</sup> 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.	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	
1613	Occupational Code of Employment 4 <sup>th</sup> 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.	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1614	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. Enter 999999 if 'Wages 1st Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	
1615	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. Enter 999999 if 'Wages 2nd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1616	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. Enter 999999 if 'Wages 3rd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	
1617	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. Leave blank if this data element does not apply to the person or wages are not yet available.	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)	Record 1 if the participant's employer in the second quarter also matches the employer in the fourth quarter. Record 0 if the participant is not employed in the second or fourth quarters after exit, or the employer in the second quarter does not match the employer in the fourth quarter	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients For H-1B grant recipients-ETA performs UI wage data match on behalf of grant recipients

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1700	Wages 3rd Quarter Prior to Participation Quarter	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1701	Wages 2nd Quarter Prior to Participation Quarter	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1702	Wages 1st Quarter Prior to Participation Quarter	Record total earnings from wage records for the first quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	

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No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1703	Wages 1st Quarter After Exit Quarter (WIOA)	Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data is are not yet available for this item. Leave blank if data element does not apply to the participant.	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1704	Wages 2nd Quarter After Exit Quarter (WIOA)	Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients

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No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1705	Wages 3rd Quarter After Exit Quarter (WIOA)	Record total earnings for the third quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1706	Wages 4th Quarter After Exit Quarter (WIOA)	Record total earnings for the fourth quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	One of the following (consistent with TEGL 26-16): <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> </ul>	For DINAP grant recipients-ETA performs UI wage data match on behalf of grant recipients For H-1B grant recipients-ETA performs UI wage data match on behalf of grant recipients for "WIOA Median Earnings" primary indicator of performance measure.

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1800	Type of Recognized Credential (WIOA)	<p>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. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant.</p> <p>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.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1801	Date Attained Recognized Credential (WIOA)	Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.	One of the following: <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> **For RSA-911 purposes, documentation is required for credentials earned after program participation begins.	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1802	Type of Recognized Credential #2 (WIOA)	<p>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. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant.</p> <p>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.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1803	Date Attained Recognized Credential #2 (WIOA)	Record the date on which the participant attained a second recognized credential. Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply.	One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1804	Type of Recognized Credential #3 (WIOA)	<p>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. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant.</p> <p>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.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1805	Date Attained Recognized Credential #3 (WIOA)	Record the date on which the participant attained a third recognized credential. Leave blank if the participant did not attain a third recognized credential, or if this data element does not apply.	One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)	<p>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; or 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. Leave blank if this data element does not apply to the participant.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Pre- and post-test results measuring EFL gain</li> <li>• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1807	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. Leave blank if this data element does not apply to the participant.	One of the following: • Transcript • Report Card	
1808	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. Leave blank if this data element does not apply to the participant.	One of the following: • Transcript • Report Card	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1809	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.). Leave blank if this data element does not apply to the participant.	One of the following: • Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain	
1810	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. Leave blank if this data element does not apply to the participant.	One of the following: • Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	<p>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. 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 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.</p> <p>Leave blank if the data element does not apply to the participant.</p> <p>NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match with postsecondary data system</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1812	School Status at Exit	<p>Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 2 if 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.</p> <p>Record 3 if 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.</p> <p>Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p>Record 5 if the participant is not attending</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Secondary or Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>	<p>For REO grant recipients:</p> <ul style="list-style-type: none"> <li>• File documentation with notes from program staff.</li> </ul>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	<p>Record the date the participant complete, 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.</p> <p>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. Leave blank if the data element does not apply to the participant.</p> <p>NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Secondary or Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1900	Youth 2nd Quarter Placement (Title I) (WIOA)	<p>Record 1 if the participant is enrolled in occupational skills training (including advanced training).</p> <p>Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education.</p> <p>Record 0 if the participant was not placed in any of the above conditions.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match with other agencies</li> <li>• Copy of registration record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Vendor/training provider training documentation</li> </ul>	
1901	Youth 4th Quarter Placement (Title I) (WIOA)	<p>Record 1 if the participant is enrolled in occupational skills training (including advanced training).</p> <p>Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education.</p> <p>Record 0 if the participant was not placed in any of the above conditions.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match with other agencies</li> <li>• Copy of registration record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Vendor/training provider training documentation</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
1902	Category of Assessment #1	<p>Record 1 if the participant was assessed using approved tests for Adult Basic Education (ABE)</p> <p>Record 2 if the participant was assessed using approved tests for English-As-A-Second Language (ESL)</p> <p>Record 3 if the participant was assessed using approved tests for both ABE and ESL.</p> <p>Record 0 if the participant was not assessed.</p> <p>Leave blank if this data element does not apply to the participant.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of Assessment Test Results</li> <li>• Vendor Receipt for Testing</li> </ul>	
2001	Date of Completion of DWG Services	Record the date the participant received their last service in the DWG program.	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match between Electronic Records and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to Electronic Records</li> <li>• Case Notes with Follow-up Cross-Match to Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2002	Employed at Completion of DWG Services	Record 1 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. Record 0 if the participant does not meet the condition described above.	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	<p>Record 1 if the participant received disaster relief employment only under a Disaster Recovery DWG, and received no other services under a Disaster Recovery DWG.</p> <p>Record 2 if the participant received disaster relief employment and received Employment and Training services (Career and Training services) under a Disaster Recovery DWG.</p> <p>Record 3 if 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.</p> <p>Record 0 if the participant did not receive services under a Disaster Recovery DWG.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> <li>• Electronic Records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2101	Underemployed Worker	<p>Record 1 if a person is not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment</p> <p>Record 0 if the participant does not meet any of the conditions described above.</p> <p>Leave blank if information is not available.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Current Pay check stubs, tax records, W2 form</li> <li>• Prior Pay check stubs, tax records, W2 form</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Case notes</li> </ul>	
2102	Previous Quarter Received Case Management Service	<p>Record 1 if the participant received Case Management Services in the previous quarter.</p> <p>Record 0 if the participant did not receive Case Management Services in the previous quarter.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2103	Most Recent Date Received Assessment Services	Record the most recent date on which the participant received assessment services funded by the program. Leave blank if the participant did not receive Assessment Services.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	
2104	Previous Quarter Received Assessment Services	Record 1 if the participant received Assessment Services in the previous quarter. Record 0 if the participant did not receive Assessment Services in the previous quarter.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2105	Previous Quarter Received Supportive Services	Record 1 if the participant received Supportive Services in the previous quarter. Record 0 if the participant did not receive Supportive Services in the previous quarter.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	
2106	Most Recent Date Received Specialized Participant Services	Record the most recent date on which the participant received specialized participant services which include, but are not limited to, financial counseling, behavioral health counseling, mentoring, assistance with re-location, job coaching, networking, and job search assistance. Leave blank if the participant did not receive Specialized Participant Services.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2107	Previous Quarter Received Specialized Services	Record 1 if the participant received Specialized Services in the previous quarter. Record 0 if the participant did not receive Specialized Services in the previous quarter.	One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>	
2108	Previous Quarter Participated in Work Experience	Record 1 if the participant participated in Work Experience in the previous quarter. Record 0 if the participant did not participate in Work Experience in the	One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	
2109	Primary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the primary type of training being provided to the participant. Leave blank if the participant did not enroll in training for Primary Type of Training Service for Training Activity #1.	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2110	Secondary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the secondary type of training being provided to the participant, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #1.	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	
2111	Tertiary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the tertiary type of training being provided to the participant, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #1.	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2112	Primary Type of Training Service for Training Activity #2	<p>Use the appropriate code to indicate the primary type of training being provided to the participant during their second training service.</p> <p>Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #2.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	
2113	Secondary Type of Training Service for Training Activity #2	<p>Use the appropriate code to indicate the secondary type of training being provided to the participant during their second training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Education/Job Training Activity #2.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2114	Tertiary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their second training service, if applicable. Record 0 if the above condition does not apply to the participant.	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	
2115	Primary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the primary type of training being provided to the participant during their third training service. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #3.	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2116	Secondary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the secondary type of training being provided to the participant during their third training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #3.	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	
2117	Tertiary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their third training service, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #3.	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2118	Date Entered Employment (Discretionary Grants)	<p>Record the date of employment (when the participant first began a job).</p> <p>This data element captures employment outcomes for unemployed participants that found employment, and underemployed participants that entered a new position of employment.</p> <p>Leave blank if the participant has not received a job.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Wage record match</li> <li>• Quarterly tax payment forms, such as an IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2119	Incumbent Workers Retained Current Position	<p>Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the first quarter after program completion.</p> <p>Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the first quarter after program completion.</p> <p>Record 9 if information on the participant's employment status in the first quarter after program completion is not yet available.</p> <p>Leave blank if the participant has not completed the training program or is not an incumbent worker.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Wage record match</li> <li>• Quarterly tax payment forms, such as an IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2120	Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter after Completion	<p>Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the first quarter after training program completion.</p> <p>Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the first quarter after training program completion. Record 9 if information on the participant's employment status in the first quarter after training program completion is not yet available.</p> <p>Leave blank if the participant has not completed the training program or is not an incumbent worker.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Wage record match</li> <li>• Quarterly tax payment forms, such as an IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2121	Incumbent Workers Retained Current Position in the 2nd Quarter after Program Completion	<p>Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the second quarter after training program completion.</p> <p>Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the second quarter after training program completion.</p> <p>Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available.</p> <p>Leave blank if the participant has not completed the training program or is not an incumbent worker.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Wage record match</li> <li>• Quarterly tax payment forms, such as an IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2122	Incumbent Workers Advanced into a New Position with Current Employer or New Employer in the 2nd Quarter after Training Program Completion	<p>Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the second quarter after training program completion.</p> <p>Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the second quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available.</p> <p>Leave blank if the participant has not completed the training program or is not an incumbent worker.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Wage record match</li> <li>• Quarterly tax payment forms, such as an IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2123	Incumbent Workers Retained Current Position in the 3rd Quarter After Program Completion	<p>Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the third quarter after training program completion.</p> <p>Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the third quarter after training program completion.</p> <p>Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available.</p> <p>Leave blank if the participant has not completed the training program or is not an incumbent worker.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Wage record match</li> <li>• Quarterly tax payment forms, such as an IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2124	Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter after Training Program Completion	<p>Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities, in the third quarter after training program completion.</p> <p>Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the third quarter after training program completion. Record 9 if information on the participant's employment status in the third quarter after training program completion is not yet available.</p> <p>Leave blank if the participant has not completed the training program or is not an incumbent worker.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Wage record match</li> <li>• Quarterly tax payment forms, such as an IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2126	Entered Training-Related Employment	<p>Record 1 if after training program completion, the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual. This data element is training program completion based.</p> <p>Individuals that have not enrolled in and completed training should not be reported in this data element.</p> <p>Record 0 if the employment in which the individual entered does not use a substantial portion of the skills taught in the training received by the individual.</p> <p>Record 9 if unknown.</p> <p>Leave blank if the individual has not completed a training program and/or has</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Wage record match</li> <li>• Quarterly tax payment forms, such as an IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2302	Tribal Affiliation	Record the participant's tribal affiliation. Leave blank if the tribal affiliation code is unknown.	<ul style="list-style-type: none"><li>• Certificate of Degree of Indian Blood (CDIB) card or letter</li><li>• Tribal Enrollment Card</li><li>• Letter or card from BIA showing census roll number</li><li>• Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native</li></ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2303	Public Assistance Recipient	<p>Record 1 if the participant receives general assistance (GA) from their state or local government;</p> <p>Record 2 if the participant receives Temporary Assistance to Needy Families (TANF);</p> <p>Record 3 if the participant receives Supplemental Security Income (SSI-SSA Title XVI).</p> <p>Record 4 if the participant receives Social Security Disability Insurance (SSDI).</p> <p>Record 5 if the participant receives Food Stamps (Food Stamp Act of 1977).</p> <p>Record 6 if the participant receives Foster Child Payments.</p> <p>Record 7 if the participant receives benefits from Tribal Work Experience Programs (TWEP).</p> <p>Record 8 if the participant receives benefits from the USDA Commodity</p>	<p>Allowable documentation include:</p> <ul style="list-style-type: none"> <li>• Public Assistance Verification from applicable Social Service Agency</li> <li>• Written Confirmation from Social Services Agency</li> <li>• Authorization/Documentation to Receive Food Stamps or SNAP</li> <li>• Letter or Email from Social Worker/Case Worker</li> <li>• Benefit Receipt Verification from applicable Social Service Agency</li> <li>• Self-Attestation</li> </ul>	
2400	In Work Release Program	<p>Record 1 if the participant was in a work-release program at the time enrollment.</p> <p>Record 0 if the participant does not meet the condition described above.</p>	<p>When used to document eligibility, one of the following:</p> <ul style="list-style-type: none"> <li>• Direct Referral from Justice System or</li> <li>• Verification from Justice System</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2413	Incarcerated at Program Entry (WIOA)	Record 1 if the participant, at program entry, was a criminal offender in a correctional institution at program entry. Record 0 if this data element does not apply to the participant.	When used to document eligibility, one of the following: • Direct Referral from Justice System or • Verification from Justice System	
2414	Date Released from Incarceration (WIOA)	Record the date the participant was released from a correctional institution. Leave blank if participant remains in a correctional institution at program exit.	When used to document eligibility, one of the following: • Direct Referral from Justice System or • Verification from Justice System	
2415	Date of Anticipated Release From Incarceration	Record the date that the participant is anticipated to be released from a correctional institution. Leave blank if this data element does not apply to the participant.	When used to document eligibility, one of the following: • Direct Referral from Justice System or • Verification from Justice System	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2416	Post-Release Status	Record 1 if the participant's post-release status is parole. Record 2 if the participant's post-release status is probation. Record 3 if the participant's post-release status is out on bail. Record 4 if the participant's post-release status is without conditions. Leave blank if this data element does not apply to the participant. [ i.e., if the person has yet to be released from incarceration, per 2415]	When used to document eligibility, one of the following: • Direct Referral from Justice System or • Verification from Justice System	
2422	Housing Status at Six Months After Program Entry	Record the appropriate housing status for the participant at six months after program entry as indicated in code values 1 through 9.	• File documentation with notes from program staff	
2423	Housing Status at Enrollment	Record the appropriate housing status for the participant at enrollment as indicated in code values 1 through 8.	• File documentation with notes from program staff	
2424	Alcohol/Drug Abuse Six Months After Enrollment	Record 1 if the participant abused alcohol and/or drugs at six months after enrollment. Record 0 if the above conditions do not apply to the participant.	• File documentation with notes from program staff	
2433	Re-arrested within 12 months of Release for a New Crime	Record 1 if the participant was re-arrested within 12 months of release for a new crime. Record 0 if the participant does not meet the condition described above.	• File documentation with notes from program staff	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2434	Re-arrested for a previous crime	Record 1 if the participant was re-arrested for a previous crime. Record 0 if the above condition does not apply to the participant. Record 9 if this information is not available.	• File documentation with notes from program staff	
2435	Re-incarcerated for a revocation of the parole or probation order for violations of terms of sentence	Record 1 if the participant was re-incarcerated for revocation of parole. Record 2 if the participant was re-incarcerated for revocation of probation order for violations of terms of sentence. Record 3 if the participant was re-incarcerated for other violations of the terms and conditions of their sentence. Record 0 if the above conditions do not apply to the participant.	• File documentation with notes from program staff	
2436	Not Re-arrested	Record 1 if the participant was not re-arrested. Record 0 if the above condition does not apply to the participant.	• File documentation with notes from program staff	
2437	Date arrested for new/previous crime	Record the date that the participant was arrested for a new or previous crime. Leave blank if the above condition does not apply to the participant.	• File documentation with notes from program staff	
2438	Convicted for new/previous crime	Record 1 if the participant was convicted of a new crime. Record 2 if the participant was convicted of a previous crime. Record 0 if the above condition does not apply to the participant.	• File documentation with notes from program staff	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2500	Secondary school enrollment status at arrest	Record 1 if the participant was a secondary school student at the time of their arrest. Record 2 if the participant was a secondary school graduate at the time of their arrest.	• File documentation with notes from program staff	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2502	Youth Offender status at enrollment	<p>Record 1 if the participant is currently in, returning from, or has been in a juvenile correctional facility.</p> <p>Record 2 if the participant is currently in, returning from, or has been in a juvenile detention facility.</p> <p>Record 3 if the participant is currently on, leaving, or has been on juvenile probation.</p> <p>Record 4 if the participant is currently in, leaving, or has been in juvenile alternative sentencing or diversion.</p> <p>Record 5 if the participant is currently in, returning from, or has been in an adult prison.</p> <p>Record 6 if the participant is currently in, returning from, or has been in an adult jail.</p> <p>Record 7 if the participant is currently on, leaving, or has been on adult probation.</p> <p>Record 8 if the participant is currently in, leaving, or has been in adult sentence or diversion.</p> <p>Record 0 if the at-risk participant is not an offender.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Direct Referral from Juvenile Justice System or Adult Criminal Justice System</li> <li>• Verification from the Justice System</li> </ul>	<p>For REO grant recipients:</p> <p>Note- In the event that the justice system cannot provide this information because of confidentiality requirements, grant recipients may use a signed, self attestation from the enroll or if the enrollee is a minor a signed self attestation letter from a parent or guardian.</p>

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2505	Date verified Selective Service registration	Enter date verified Selective Service Registration Leave blank for participants who are not required to sign up for selective service.	• Electronic Records	
2509	First date of service	Enter first date of service of the service selected. Grantees need to be able to enter the first date of service each quarter, with the data saved each quarter to keep a running count of services received. Leave blank if no service(s) was received.	• Electronic Records	
2510	Completed diversion without out-of-home placement	Record 1 if diversion was completed without out-of-home placement. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive diversion services.	• File documentation with notes from program staff	
2511	Records expunged	Record 1 if the participant's record was expunged. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive expungement legal services.	• File documentation with notes from program staff	
2512	Records sealed	Record 1 if the participant's record was sealed. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive sealing of records assistance.	• File documentation with notes from program staff	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2516	Date of postsecondary education or training placement	Record the date of participant's placement into postsecondary education or training. Leave blank if the participant was not placed into postsecondary education or training.	One of the following: • Copy of School Enrollment Record • File documentation with notes from program staff	
2523	Date entered degree or certificate program:	Record the date on which the participant entered the degree or certificate program. Leave blank if the participant did not enter into a degree or certificate program.	One of the following: • Copy of School Enrollment Record • File documentation with notes from program staff	
2525	Date arrested for new crime after enrollment	Record date on which participant was arrested for new crime after enrollment. Leave blank if this data element does not apply to the participant.	• File documentation with notes from program staff	
2526	Convicted for new crime committed after enrollment	Record date on which participant was convicted for new crime after enrollment. Leave blank if this data element does not apply to the participant.	• File documentation with notes from program staff	
2527	Type of crime	Record 1 if participant was arrested/convicted for a violent felony. Record 2 if participant was arrested/convicted for a non-violent felony. Record 3 if participant was arrested/convicted for a misdemeanor.	• File documentation with notes from program staff	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2528	Reached 12-month point since release from correctional facility or placement on probation	Record 1 if participant has reached 12-month point since release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.	• File documentation with notes from program staff	
2529	Convicted for new crime committed within 12 months of release from correctional facility or placement on probation	Record 1 if participant was convicted for new crime committed within 12 months of release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.	• File documentation with notes from program staff	
2530	Incarcerated for new crime committed after enrollment	Record 1 if the participant was incarcerated for a new crime committed after enrollment. Record 0 if the participant does not meet this condition.	• File documentation with notes from program staff	
2541	Receiving public assistance since leaving the program	Record 1 if participant has received SSI, SSD, or SSA benefits since leaving the program. Record 2 if participant has received General Assistance since leaving the	• File documentation with notes from program staff	
2542	Arrested for new crime in follow-up period	Record 1 if participant was arrested for a new crime in follow-up period. Record 0 if participant was not arrested for a new crime in follow-up period.	• File documentation with notes from program staff	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2543	Date arrested for new crime in follow-up period	Record the date on which the participant was arrested for new crime in follow- up period. Leave blank if this data element does not apply to the participant.	• File documentation with notes from program staff	
2544	Convicted for new crime committed in follow-up period	Record the date on which the participant was convicted for new crime in follow- up period Leave blank if this data element does not apply to the participant.	• File documentation with notes from program staff	
2545	Incarcerated for new crime committed in follow-up period	Record 1 if participant was incarcerated for new crime committed in follow-up period. Record 0 if the participant does not meet this condition.	• File documentation with notes from program staff	
2546	Housing Status at follow- up	Record 1 if participant resides in stable housing at follow-up. Record 2 if participant resides in temporary housing at follow-up. Record 3 if participant is homeless at follow-up.	• File documentation with notes from program staff	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2607	Migrant Youth	<p>Record 1 if the participant is the youth and is a migrant worker or is a member of a migrant family.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Cross-Match with Public Assistance Records</li> <li>• NFJP Eligibility Documents</li> <li>• Cross-Match with State MIS Database</li> <li>• Cross-Match with H-1B Record</li> <li>• Employer statement</li> <li>• Wage records/family wage records</li> <li>• Work permits</li> </ul>	
2608	Offender	<p>Record 1 if the participant has been convicted of a crime by the juvenile justice system.</p> <p>Record 2 if the participant has been convicted of a crime by the adult correctional system.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Court documentation</li> <li>• Resident of a detention facility, group home, or restricted state-run facility</li> <li>• Letter of parole/probation officer</li> <li>• Police or Justice Department records</li> <li>• Applicant statement</li> </ul>	

No.	Data Element	Definition / Instruction	Source Documentation	Specific Parameter
2609	Secondary School Drop- Out	Record 1 if the participant is a youth and has dropped out of secondary school. Record 0 if the participant does not meet the condition described above.	One of the following: • Letter/documentation from the school stating the youth has dropped out • School attendance record • Applicant statement	
2610	Child of Incarcerated Parent or Legal Guardian	Record 1 if either of the youth's parents or legal guardian is incarcerated at the time of the youth's enrollment into the YouthBuild program. Record 0 if the participant does not meet the condition described above.	One of the following: • Court records • Applicant statement	
2700	Social Security Number	Record the Social Security Number (SSN) assigned to the participant. <b>NOTE: THE SSN MUST NOT BE INCLUDED UNLESS SPECIFIED UNDER PROGRAM OR FUNDING STREAM REPORTING REQUIREMENTS.</b>	One of the following: • SSN Card • Passport • Military ID • Other Federal or State ID with SSN	

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A3

## Appendix A3

### Adult Participant File Review

**PY \_\_\_\_\_ Participant File Review -- Adult Participant**

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_


**End Time:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Yes	No	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

100 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Yes	No	N/A	Source Documentation
200	Date of Birth (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> </ul>
202	Individual with a Disability (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
301	Eligible Veteran Status				One of the following: <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>
401	UC Eligible Status				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State UI Database</li> <li>• Cross-Match to State MIS Database</li> <li>• Referral Transmittal by RESEA or WPRS</li> <li>• Self-Attestation for Code Values 3 and 4 only.</li> </ul>
402	Long-Term Unemployed at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Public Assistance Records</li> <li>• Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Database</li> <li>• Cross-Match to State UI Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
409	School Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Educational Institution Enrollment Record</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Self-Attestation</li> </ul>
410	Date of Actual Dislocation				One of the following: <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with Follow-Up Cross-Match with UI Database</li> <li>• Self- Attestation</li> </ul>
600	Temporary Assistance to Needy Families (TANF)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)				One of the following: <ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
603	Supplemental Nutrition Assistance Program (SNAP)				One of the following: <ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Copy of Authorization to Receive Food Stamps</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match with SNAP Public Assistance Records</li> </ul>
604	Other Public Assistance Recipient				One of the following: <ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with State MIS Database</li> </ul>
704	Foster Care Youth Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>
801	Ex-Offender Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
802	Low Income Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with UI Wage Records</li> <li>• Self-Attestation</li> </ul>
803	English Language Learner at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul>
806	Single Parent at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy or Employment Plan</li> </ul>
807	Displaced Homemaker at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Copy of Spouse's Layoff Notice</li> <li>• Copy of Spouse's Death Record</li> <li>• Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>• Copy of Divorce Records</li> <li>• Copy of Applicable Court Records</li> <li>• Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>• Needs Assessment</li> <li>• Signed Individual Employment Plan</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Cross-Match with Public Assistance Records</li> <li>• NFJP Eligibility Documents</li> <li>• Cross-Match with State MIS</li> <li>• Cross-Match with H-1B Records</li> </ul>
900	Date of Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Individual Plan for Employment</li> <li>• Electronic Records</li> <li>• Program intake documents, such as eligibility determination documentation or program enrollment forms.</li> </ul>
901	Date of Program Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• A copy of the letter sent to the individual indicating that the case was closed</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Attendance records</li> <li>• Review of service records identifying the last qualifying service (and lack of a planned gap)</li> </ul>
907	Recipient of Incumbent Worker Training				One of the following: <ul style="list-style-type: none"> <li>• Signed IWT Contract</li> <li>• Electronic Records</li> </ul>
923	Other Reasons for Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> <li>• Information from partner services</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1001	Date of First Basic Career Service (Staff-Assisted)				One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)				One of the following: • Electronic Records • Case Notes
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)				One of the following: • Case Notes • Electronic Records
1004	Date of Most Recent Career Service (WIOA)				One of the following: • Case Notes • Electronic Records
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)				One of the following: • Electronic Records • Case Notes
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and				One of the following: • Electronic Records • Case Notes
1007	Date of Most Recent Reportable Individual Contact				One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
1200	Date of First Individualized Career Service				One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
1201	Most Recent Date Received Individualized Career Service				One of the following: • Case Notes • Electronic Records

No.	Data Element	Yes	No	N/A	Source Documentation
1202	Date Individual Employment Plan Created				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Individual Employment Plan or Individual Service Strategy</li> <li>• Electronic Records</li> </ul>
1205	Type of Work Experience				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Signed Work Experience Agreement</li> <li>• Electronic Records</li> </ul>
1206	Date Received Financial Literacy Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Case Notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> <li>• Electronic Records</li> </ul>
1211	Transitional Jobs				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> <li>• Signed Transitional Job Agreement</li> </ul>
1300	Received Training (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match Between Dates of Service and Vendor Training Information</li> <li>• Vendor Training Records</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Training Contract</li> <li>• ITA</li> <li>• Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1302	Date Entered Training #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>
1303	Type of Training Service #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1306	Occupational Skills Training Code #1				One of the following:: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1307	Training Completed #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1308	Date Completed, or Withdrew from, Training #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1309	Date Entered Training #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1310	Type of Training Service #2 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1311	Occupational Skills Training Code #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
1312	Training Completed #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1313	Date Completed, or Withdrew from, Training #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1314	Date Entered Training #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>
1315	Type of Training Service #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1316	Occupational Skills Training Code #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1317	Training Completed #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1318	Date Completed, or Withdrew from, Training #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1319	Established Individual Training Account (ITA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with State MIS Database</li> <li>• Case notes</li> <li>• ITA Approval, Allocation or Activation Records</li> </ul>
1332	Participated in Postsecondary Education During Program Participation (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Data match with postsecondary data system</li> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1401	Enrolled in Secondary Education Program (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match to State K-12 data system</li> </ul>
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card.</li> <li>• Data match with postsecondary data system</li> </ul>
1409	Most Recent Date Received Supportive Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1500	Received Needs-Related Payments				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1535.28	Received Needs-Related Payments				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1600	Employed in 1st Quarter After Exit Quarter (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1606	Employed in 4th Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1610	Occupational Code (if available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1611	Entered Non-Traditional Employment				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1614	Industry Code of Employment 1st Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1615	Industry Code of Employment 2nd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1616	Industry Code of Employment 3rd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1617	Industry Code of Employment 4th Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1700	Wages 3rd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1701	Wages 2nd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1702	Wages 1st Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1703	Wages 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1704	Wages 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1705	Wages 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1706	Wages 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1800	Type of Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1801	Date Attained Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> <p>**For RSA-911 purposes, documentation is required for credentials earned after program participation begins.</p>
1802	Type of Recognized Credential #2 (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1803	Date Attained Recognized Credential #2 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1804	Type of Recognized Credential #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1805	Date Attained Recognized Credential #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Pre- and post-test results measuring EFL gain</li> <li>• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>• Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>• Progress report from employer documenting a skill gain</li> </ul>
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Results of knowledge-based exam or certification of completion</li> <li>• Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>• Documentation from training provider or employer</li> <li>• Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match with postsecondary data system</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Secondary or Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1902	Category of Assessment #1				One of the following: <ul style="list-style-type: none"> <li>• Copy of Assessment Test Results</li> <li>• Vendor Receipt for Testing</li> </ul>

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
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## Appendix A4

### Dislocated Worker Participant File Review

**PY \_\_\_\_\_ Participant File Review -- Dislocated Worker Participant**

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_


**End Time:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Yes	No	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

101 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Yes	No	N/A	Source Documentation
200	Date of Birth (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> </ul>
202	Individual with a Disability (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
301	Eligible Veteran Status				One of the following: <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>
401	UC Eligible Status				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State UI Database</li> <li>• Cross-Match to State MIS Database</li> <li>• Referral Transmittal by RESEA or WPRS</li> <li>• Self-Attestation for Code Values 3 and 4 only.</li> </ul>
402	Long-Term Unemployed at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Public Assistance Records</li> <li>• Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Database</li> <li>• Cross-Match to State UI Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
409	School Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Educational Institution Enrollment Record</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Self-Attestation</li> </ul>
410	Date of Actual Dislocation				One of the following: <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with Follow-Up Cross-Match with UI Database</li> <li>• Self- Attestation</li> </ul>
600	Temporary Assistance to Needy Families (TANF)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)				One of the following: <ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
603	Supplemental Nutrition Assistance Program (SNAP)				One of the following: <ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Copy of Authorization to Receive Food Stamps</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match with SNAP Public Assistance Records</li> </ul>
604	Other Public Assistance Recipient				One of the following: <ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with State MIS Database</li> </ul>
704	Foster Care Youth Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>
801	Ex-Offender Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
802	Low Income Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with UI Wage Records</li> <li>• Self-Attestation</li> </ul>
803	English Language Learner at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul>
806	Single Parent at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy or Employment Plan</li> </ul>
807	Displaced Homemaker at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Copy of Spouse's Layoff Notice</li> <li>• Copy of Spouse's Death Record</li> <li>• Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>• Copy of Divorce Records</li> <li>• Copy of Applicable Court Records</li> <li>• Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>• Needs Assessment</li> <li>• Signed Individual Employment Plan</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Cross-Match with Public Assistance Records</li> <li>• NFJP Eligibility Documents</li> <li>• Cross-Match with State MIS</li> <li>• Cross-Match with H-1B Records</li> </ul>
900	Date of Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Individual Plan for Employment</li> <li>• Electronic Records</li> <li>• Program intake documents, such as eligibility determination documentation or program enrollment forms.</li> </ul>
901	Date of Program Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• A copy of the letter sent to the individual indicating that the case was closed</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Attendance records</li> <li>• Review of service records identifying the last qualifying service (and lack of a planned gap)</li> </ul>
907	Recipient of Incumbent Worker Training				One of the following: <ul style="list-style-type: none"> <li>• Signed IWT Contract</li> <li>• Electronic Records</li> </ul>
908	Rapid Response				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Rapid Response List</li> <li>• Cross-Match to Rapid Response Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
923	Other Reasons for Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> <li>• Information from partner services</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul>
1001	Date of First Basic Career Service (Staff-Assisted)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1004	Date of Most Recent Career Service (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1007	Date of Most Recent Reportable Individual Contact				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1200	Date of First Individualized Career Service				One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
1201	Most Recent Date Received Individualized Career Service				One of the following: • Case Notes • Electronic Records
1202	Date Individual Employment Plan Created				One of the following: • Cross-Match with State MIS Database • Case Notes • Signed Individual Employment Plan or Individual Service Strategy • Electronic Records
1205	Type of Work Experience				One of the following: • Case Notes • Signed Work Experience Agreement • Electronic Records
1206	Date Received Financial Literacy Services				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case Notes • WIOA status forms noting receipt of service and type of service received • Electronic Records
1211	Transitional Jobs				One of the following: • Electronic Records • Case Notes • Signed Transitional Job Agreement

No.	Data Element	Yes	No	N/A	Source Documentation
1300	Received Training (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match Between Dates of Service and Vendor Training Information</li> <li>• Vendor Training Records</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Training Contract</li> <li>• ITA</li> <li>• Electronic Records</li> </ul>
1302	Date Entered Training #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>
1303	Type of Training Service #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1306	Occupational Skills Training Code #1				One of the following:: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
1307	Training Completed #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1308	Date Completed, or Withdrew from, Training #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1309	Date Entered Training #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1310	Type of Training Service #2 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1311	Occupational Skills Training Code #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
1312	Training Completed #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1313	Date Completed, or Withdrew from, Training #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1314	Date Entered Training #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>
1315	Type of Training Service #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1316	Occupational Skills Training Code #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1317	Training Completed #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1318	Date Completed, or Withdrew from, Training #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1319	Established Individual Training Account (ITA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with State MIS Database</li> <li>• Case notes</li> <li>• ITA Approval, Allocation or Activation Records</li> </ul>
1332	Participated in Postsecondary Education During Program Participation (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Data match with postsecondary data system</li> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1401	Enrolled in Secondary Education Program (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match to State K-12 data system</li> </ul>
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card.</li> <li>• Data match with postsecondary data system</li> </ul>
1409	Most Recent Date Received Supportive Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1500	Received Needs-Related Payments				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1535.28	Received Needs-Related Payments				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1600	Employed in 1st Quarter After Exit Quarter (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1606	Employed in 4th Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1610	Occupational Code (if available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1611	Entered Non-Traditional Employment				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1614	Industry Code of Employment 1st Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1615	Industry Code of Employment 2nd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1616	Industry Code of Employment 3rd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1617	Industry Code of Employment 4th Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1700	Wages 3rd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1701	Wages 2nd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1702	Wages 1st Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1703	Wages 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1704	Wages 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1705	Wages 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1706	Wages 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1800	Type of Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1801	Date Attained Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> <p>**For RSA-911 purposes, documentation is required for credentials earned after program participation begins.</p>
1802	Type of Recognized Credential #2 (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1803	Date Attained Recognized Credential #2 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1804	Type of Recognized Credential #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1805	Date Attained Recognized Credential #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Pre- and post-test results measuring EFL gain</li> <li>• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>• Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>• Progress report from employer documenting a skill gain</li> </ul>
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Results of knowledge-based exam or certification of completion</li> <li>• Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>• Documentation from training provider or employer</li> <li>• Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match with postsecondary data system</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Secondary or Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1902	Category of Assessment #1				One of the following: <ul style="list-style-type: none"> <li>• Copy of Assessment Test Results</li> <li>• Vendor Receipt for Testing</li> </ul>

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A5

## Appendix A5

### Youth Participant File Review

**PY \_\_\_\_\_ Participant File Review -- Youth Participant**

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_


**End Time:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Yes	No	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

66 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Yes	No	N/A	Source Documentation
200	Date of Birth (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> </ul>
202	Individual with a Disability (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>
409	School Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Educational Institution Enrollment Record</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Self-Attestation</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
701	Pregnant or Parenting Youth				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• WIC Eligibility Verification</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>
702	Youth Who Needs Additional Assistance				One of the following (see state policy on definition): <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
704	Foster Care Youth Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>
801	Ex-Offender Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
802	Low Income Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with UI Wage Records</li> <li>• Self-Attestation</li> </ul>
803	English Language Learner at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul>
806	Single Parent at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy or Employment Plan</li> </ul>
900	Date of Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Individual Plan for Employment</li> <li>• Electronic Records</li> <li>• Program intake documents, such as eligibility determination documentation or program enrollment forms.</li> </ul>
901	Date of Program Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• A copy of the letter sent to the individual indicating that the case was closed</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Attendance records</li> <li>• Review of service records identifying the last qualifying service (and lack of a planned gap)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
906	Date of First WIOA Youth Service				One of the following: <ul style="list-style-type: none"> <li>• Signed Intake Application or Enrollment Form with Follow- up Cross-Match to Case Notes Identifying the First Qualifying Service</li> <li>• Case Notes with Cross-Match to State MIS Database</li> <li>• Signed Individual Service Strategy with Follow-up Cross- Match to Case Notes Identifying the First Qualifying Service</li> <li>• Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service</li> </ul>
923	Other Reasons for Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> <li>• Information from partner services</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul>
1205	Type of Work Experience				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Signed Work Experience Agreement</li> <li>• Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1206	Date Received Financial Literacy Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Case Notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> <li>• Electronic Records</li> </ul>
1300	Received Training (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match Between Dates of Service and Vendor Training Information</li> <li>• Vendor Training Records</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Training Contract</li> <li>• ITA</li> <li>• Electronic Records</li> </ul>
1302	Date Entered Training #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1303	Type of Training Service #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1306	Occupational Skills Training Code #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
1307	Training Completed #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1308	Date Completed, or Withdrew from, Training #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1309	Date Entered Training #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>
1310	Type of Training Service #2 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1312	Training Completed #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1313	Date Completed, or Withdrew from, Training #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1314	Date Entered Training #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>
1315	Type of Training Service #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1332	Participated in Postsecondary Education During Program Participation (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Data match with postsecondary data system</li> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>
1401	Enrolled in Secondary Education Program (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match to State K-12 data system</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1402	Most Recent Date Received Educational Achievement Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1403	Most Recent Date Received Alternative Secondary School Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1405	Most Recent Date Received Work Experience Opportunities				One of the following: <ul style="list-style-type: none"> <li>• Activity Sheets</li> <li>• Sign-in Sheets</li> <li>• Attendance Records</li> <li>• Vendor Contract</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Logs or Status Forms Noting Receipt of Service and Combination of Services Received</li> </ul>
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card.</li> <li>• Data match with postsecondary data system</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1408	Most Recent Date Received Leadership Development Opportunities				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1409	Most Recent Date Received Supportive Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1410	Most Recent Date Received Adult Mentoring Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1412	Most Recent Date Received Youth Follow- up Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1413	Most Recent Date Youth Received Entrepreneurial Skills Training				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1414	Most Recent Date Youth Received Services that provide labor market information and employment information				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• State MIS, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1600	Employed in 1st Quarter After Exit Quarter (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1606	Employed in 4th Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1704	Wages 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
1800	Type of Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1801	Date Attained Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> <p>**For RSA-911 purposes, documentation is required for credentials earned after program participation begins.</p>
1802	Type of Recognized Credential #2 (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1803	Date Attained Recognized Credential #2 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1804	Type of Recognized Credential #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1805	Date Attained Recognized Credential #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Pre- and post-test results measuring EFL gain</li> <li>• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>• Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>• Progress report from employer documenting a skill gain</li> </ul>
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Results of knowledge-based exam or certification of completion</li> <li>• Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>• Documentation from training provider or employer</li> <li>• Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match with postsecondary data system</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Secondary or Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1900	Youth 2nd Quarter Placement (Title I) (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match with other agencies</li> <li>• Copy of registration record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Vendor/training provider training documentation</li> </ul>
1901	Youth 4th Quarter Placement (Title I) (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match with other agencies</li> <li>• Copy of registration record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Vendor/training provider training documentation</li> </ul>

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A6

## Appendix A6

### Wagner-Peyser Participant File Review

**PY \_\_\_\_\_ Participant File Review -- Wagner-Peyser Participant**

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_


**End Time:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Yes	No	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

58 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Yes	No	N/A	Source Documentation
202	Individual with a Disability (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>
301	Eligible Veteran Status				One of the following: <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>
401	UC Eligible Status				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State UI Database</li> <li>• Cross-Match to State MIS Database</li> <li>• Referral Transmittal by RESEA or WPRS</li> <li>• Self-Attestation for Code Values 3 and 4 only.</li> </ul>
402	Long-Term Unemployed at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Public Assistance Records</li> <li>• Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Database</li> <li>• Cross-Match to State UI Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
409	School Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Educational Institution Enrollment Record</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Self-Attestation</li> </ul>
410	Date of Actual Dislocation				One of the following: <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with Follow-Up Cross-Match with UI Database</li> <li>• Self- Attestation</li> </ul>
413	Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Cross-Match with H-1B Records</li> </ul>
600	Temporary Assistance to Needy Families (TANF)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)				One of the following: <ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>
603	Supplemental Nutrition Assistance Program (SNAP)				One of the following: <ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Copy of Authorization to Receive Food Stamps</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match with SNAP Public Assistance Records</li> </ul>
704	Foster Care Youth Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>
801	Ex-Offender Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
802	Low Income Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with UI Wage Records</li> <li>• Self-Attestation</li> </ul>
803	English Language Learner at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul>
806	Single Parent at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy or Employment Plan</li> </ul>
807	Displaced Homemaker at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Copy of Spouse's Layoff Notice</li> <li>• Copy of Spouse's Death Record</li> <li>• Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>• Copy of Divorce Records</li> <li>• Copy of Applicable Court Records</li> <li>• Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>• Needs Assessment</li> <li>• Signed Individual Employment Plan</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Cross-Match with Public Assistance Records</li> <li>• NFJP Eligibility Documents</li> <li>• Cross-Match with State MIS</li> <li>• Cross-Match with H-1B Records</li> </ul>
900	Date of Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Individual Plan for Employment</li> <li>• Electronic Records</li> <li>• Program intake documents, such as eligibility determination documentation or program enrollment forms.</li> </ul>
901	Date of Program Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• A copy of the letter sent to the individual indicating that the case was closed</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Attendance records</li> <li>• Review of service records identifying the last qualifying service (and lack of a planned gap)</li> </ul>
908	Rapid Response				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Rapid Response List</li> <li>• Cross-Match to Rapid Response Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
923	Other Reasons for Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> <li>• Information from partner services</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul>
1001	Date of First Basic Career Service (Staff-Assisted)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1004	Date of Most Recent Career Service (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1007	Date of Most Recent Reportable Individual Contact				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1200	Date of First Individualized Career Service				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>
1201	Most Recent Date Received Individualized Career Service				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1206	Date Received Financial Literacy Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Case Notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> <li>• Electronic Records</li> </ul>
1600	Employed in 1st Quarter After Exit Quarter (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1606	Employed in 4th Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1610	Occupational Code (if available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1614	Industry Code of Employment 1st Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1615	Industry Code of Employment 2nd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1616	Industry Code of Employment 3rd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1617	Industry Code of Employment 4th Quarter After Exit Quarter				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1700	Wages 3rd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1701	Wages 2nd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1702	Wages 1st Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1703	Wages 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1704	Wages 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1705	Wages 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1706	Wages 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A7

## Appendix A7

### TAA Participant File Review

**PY \_\_\_\_\_ Participant File Review -- TAA Participant**

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_


**End Time:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Yes	No	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

28 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Yes	No	N/A	Source Documentation
200	Date of Birth (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> </ul>
301	Eligible Veteran Status				One of the following: <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
411	Most Recent Date of Qualifying Separation				One of the following: <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with Follow-Up Cross-Match with UI Database</li> <li>• Self- Attestation</li> </ul>
412	Tenure with Employer at Separation				One of the following: <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Worker List from Firm</li> <li>• Self-Attestation</li> <li>• Cross-Match with State MIS Database</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> </ul>
901	Date of Program Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• A copy of the letter sent to the individual indicating that the case was closed</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Attendance records</li> <li>• Review of service records identifying the last qualifying service (and lack of a planned gap)</li> </ul>
902	Date of First Case Management and Employment Service				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case notes</li> </ul>
908	Rapid Response				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Rapid Response List</li> <li>• Cross-Match to Rapid Response Records</li> </ul>
915	TAA Petition Number				One of the following: <ul style="list-style-type: none"> <li>• Employer Worker List</li> <li>• Designation of Eligibility Form</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
923	Other Reasons for Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> <li>• Information from partner services</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul>
924	TAA Application Date				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Designation on Eligibility form</li> <li>• TAA Application Form</li> </ul>
925	Date of First TAA Benefit or Service				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1202	Date Individual Employment Plan Created				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Individual Employment Plan or Individual Service Strategy</li> <li>• Electronic Records</li> </ul>
1302	Date Entered Training #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1303	Type of Training Service #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1306	Occupational Skills Training Code #1				One of the following:: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
1307	Training Completed #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1308	Date Completed, or Withdrew from, Training #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1321	Waiver from Training Requirement				One of the following: <ul style="list-style-type: none"> <li>• Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals)</li> <li>• Cross-Match with State UI Records of TRA Checks</li> <li>• Verification Form from UI or Employment Counselor</li> </ul>
1322	Date of Most Recent Case Management and Reemployment Service				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with State MIS Database</li> <li>• Case notes</li> </ul>
1323	Date Waiver From Training Requirement Issued				One of the following: <ul style="list-style-type: none"> <li>• Waiver Documentation in Case File</li> <li>• Cross-Match with State UI Database</li> <li>• Verification Form from UI or Employment Counselor</li> </ul>
1511	Date Received First Basic TRA payment				One of the following: <ul style="list-style-type: none"> <li>• State UI records of Basic TRA checks issued</li> <li>• Request for allowance</li> <li>• Electronic Records</li> </ul>
1526	Date Received First Completion TRA Payment				One of the following: <ul style="list-style-type: none"> <li>• State UI records of Basic TRA checks issued</li> <li>• Request for allowance</li> <li>• Electronic Records</li> </ul>
1534	Date Received First A/RTAA Payment				One of the following: <ul style="list-style-type: none"> <li>• Cross-match with State UI Database of Basic TRA checks Issued</li> <li>• Request for Allowance</li> <li>• Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
1606	Employed in 4th Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1702	Wages 1st Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1704	Wages 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
1800	Type of Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1801	Date Attained Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> <p>**For RSA-911 purposes, documentation is required for credentials earned after program participation begins.</p>

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A8

## Appendix A8

### JVSG Participant File Review

**PY \_\_\_\_\_ Participant File Review -- JVSG Participant**

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_


**End Time:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Yes	No	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

69 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Yes	No	N/A	Source Documentation
200	Date of Birth (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> </ul>
202	Individual with a Disability (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
301	Eligible Veteran Status				One of the following: <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>
401	UC Eligible Status				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State UI Database</li> <li>• Cross-Match to State MIS Database</li> <li>• Referral Transmittal by RESEA or WPRS</li> <li>• Self-Attestation for Code Values 3 and 4 only.</li> </ul>
402	Long-Term Unemployed at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Public Assistance Records</li> <li>• Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Database</li> <li>• Cross-Match to State UI Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
407	Highest School Grade Completed at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)</li> <li>• WIOA intake or registration form</li> <li>• Electronic Records</li> <li>• Self- Attestation</li> </ul>
408	Highest Educational Level Completed at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)</li> <li>• WIOA intake or registration form</li> <li>• Electronic Records</li> <li>• Self- Attestation</li> </ul>
409	School Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Educational Institution Enrollment Record</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Self-Attestation</li> </ul>
410	Date of Actual Dislocation				One of the following: <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with Follow-Up Cross-Match with UI Database</li> <li>• Self- Attestation</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
412	Tenure with Employer at Separation				One of the following: <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Worker List from Firm</li> <li>• Self-Attestation</li> <li>• Cross-Match with State MIS Database</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> </ul>
600	Temporary Assistance to Needy Families (TANF)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)				One of the following: <ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>
603	Supplemental Nutrition Assistance Program (SNAP)				One of the following: <ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Copy of Authorization to Receive Food Stamps</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match with SNAP Public Assistance Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
704	Foster Care Youth Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>
801	Ex-Offender Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
802	Low Income Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with UI Wage Records</li> <li>• Self-Attestation</li> </ul>
803	English Language Learner at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul>
806	Single Parent at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy or Employment Plan</li> </ul>
807	Displaced Homemaker at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Copy of Spouse's Layoff Notice</li> <li>• Copy of Spouse's Death Record</li> <li>• Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>• Copy of Divorce Records</li> <li>• Copy of Applicable Court Records</li> <li>• Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>• Needs Assessment</li> <li>• Signed Individual Employment Plan</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Cross-Match with Public Assistance Records</li> <li>• NFJP Eligibility Documents</li> <li>• Cross-Match with State MIS</li> <li>• Cross-Match with H-1B Records</li> </ul>
900	Date of Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Individual Plan for Employment</li> <li>• Electronic Records</li> <li>• Program intake documents, such as eligibility determination documentation or program enrollment forms.</li> </ul>
901	Date of Program Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• A copy of the letter sent to the individual indicating that the case was closed</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Attendance records</li> <li>• Review of service records identifying the last qualifying service (and lack of a planned gap)</li> </ul>
907	Recipient of Incumbent Worker Training				One of the following: <ul style="list-style-type: none"> <li>• Signed IWT Contract</li> <li>• Electronic Records</li> </ul>
908	Rapid Response				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Rapid Response List</li> <li>• Cross-Match to Rapid Response Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
923	Other Reasons for Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> <li>• Information from partner services</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul>
1001	Date of First Basic Career Service (Staff-Assisted)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1004	Date of Most Recent Career Service (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1200	Date of First Individualized Career Service				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1201	Most Recent Date Received Individualized Career Service				One of the following: • Case Notes • Electronic Records
1202	Date Individual Employment Plan Created				One of the following: • Cross-Match with State MIS Database • Case Notes • Signed Individual Employment Plan or Individual Service Strategy • Electronic Records
1205	Type of Work Experience				One of the following: • Case Notes • Signed Work Experience Agreement • Electronic Records
1206	Date Received Financial Literacy Services				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case Notes • WIOA status forms noting receipt of service and type of service received • Electronic Records
1211	Transitional Jobs				One of the following: • Electronic Records • Case Notes • Signed Transitional Job Agreement

No.	Data Element	Yes	No	N/A	Source Documentation
1300	Received Training (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match Between Dates of Service and Vendor Training Information</li> <li>• Vendor Training Records</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Training Contract</li> <li>• ITA</li> <li>• Electronic Records</li> </ul>
1303	Type of Training Service #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1600	Employed in 1st Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1606	Employed in 4th Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1610	Occupational Code (if available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1614	Industry Code of Employment 1st Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1615	Industry Code of Employment 2nd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1616	Industry Code of Employment 3rd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1617	Industry Code of Employment 4th Quarter After Exit Quarter				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1700	Wages 3rd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1701	Wages 2nd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1702	Wages 1st Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1703	Wages 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1704	Wages 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1705	Wages 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1706	Wages 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1800	Type of Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1801	Date Attained Recognized Credential (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> **For RSA-911 purposes, documentation is required for credentials earned after program participation begins.
2700	Social Security Number				One of the following: <ul style="list-style-type: none"> <li>• SSN Card</li> <li>• Passport</li> <li>• Military ID</li> <li>• Other Federal or State ID with SSN</li> </ul>

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A9

## Appendix A9

### NDWG Participant File Review

**PY \_\_\_\_\_ Participant File Review -- NDWG Participant**

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_


**End Time:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Yes	No	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

101 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Yes	No	N/A	Source Documentation
200	Date of Birth (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> </ul>
202	Individual with a Disability (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
301	Eligible Veteran Status				One of the following: <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>
401	UC Eligible Status				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State UI Database</li> <li>• Cross-Match to State MIS Database</li> <li>• Referral Transmittal by RESEA or WPRS</li> <li>• Self-Attestation for Code Values 3 and 4 only.</li> </ul>
402	Long-Term Unemployed at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Public Assistance Records</li> <li>• Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Database</li> <li>• Cross-Match to State UI Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
409	School Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Educational Institution Enrollment Record</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Self-Attestation</li> </ul>
410	Date of Actual Dislocation				One of the following: <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with Follow-Up Cross-Match with UI Database</li> <li>• Self- Attestation</li> </ul>
600	Temporary Assistance to Needy Families (TANF)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)				One of the following: <ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
603	Supplemental Nutrition Assistance Program (SNAP)				One of the following: <ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Copy of Authorization to Receive Food Stamps</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match with SNAP Public Assistance Records</li> </ul>
704	Foster Care Youth Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
801	Ex-Offender Status at Program Entry (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
802	Low Income Status at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with UI Wage Records</li> <li>• Self-Attestation</li> </ul>
803	English Language Learner at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry				One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul>
806	Single Parent at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy or Employment Plan</li> </ul>
807	Displaced Homemaker at Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Copy of Spouse's Layoff Notice</li> <li>• Copy of Spouse's Death Record</li> <li>• Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>• Copy of Divorce Records</li> <li>• Copy of Applicable Court Records</li> <li>• Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>• Needs Assessment</li> <li>• Signed Individual Employment Plan</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)				One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Cross-Match with Public Assistance Records</li> <li>• NFJP Eligibility Documents</li> <li>• Cross-Match with State MIS</li> <li>• Cross-Match with H-1B Records</li> </ul>
900	Date of Program Entry (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Individual Plan for Employment</li> <li>• Electronic Records</li> <li>• Program intake documents, such as eligibility determination documentation or program enrollment forms.</li> </ul>
901	Date of Program Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• A copy of the letter sent to the individual indicating that the case was closed</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Attendance records</li> <li>• Review of service records identifying the last qualifying service (and lack of a planned gap)</li> </ul>
907	Recipient of Incumbent Worker Training				One of the following: <ul style="list-style-type: none"> <li>• Signed IWT Contract</li> <li>• Electronic Records</li> </ul>
908	Rapid Response				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Rapid Response List</li> <li>• Cross-Match to Rapid Response Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
923	Other Reasons for Exit (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• File documentation with notes from program staff</li> <li>• Information from partner services</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul>
1001	Date of First Basic Career Service (Staff-Assisted)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1004	Date of Most Recent Career Service (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Electronic Records</li> </ul>
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and				One of the following: <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> </ul>
1007	Date of Most Recent Reportable Individual Contact				One of the following: <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Cross-Match with State MIS Database</li> <li>• Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1200	Date of First Individualized Career Service				One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
1201	Most Recent Date Received Individualized Career Service				One of the following: • Case Notes • Electronic Records
1202	Date Individual Employment Plan Created				One of the following: • Cross-Match with State MIS Database • Case Notes • Signed Individual Employment Plan or Individual Service Strategy • Electronic Records
1205	Type of Work Experience				One of the following: • Case Notes • Signed Work Experience Agreement • Electronic Records
1206	Date Received Financial Literacy Services				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case Notes • WIOA status forms noting receipt of service and type of service received • Electronic Records
1211	Transitional Jobs				One of the following: • Electronic Records • Case Notes • Signed Transitional Job Agreement

No.	Data Element	Yes	No	N/A	Source Documentation
1300	Received Training (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match Between Dates of Service and Vendor Training Information</li> <li>• Vendor Training Records</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Training Contract</li> <li>• ITA</li> <li>• Electronic Records</li> </ul>
1302	Date Entered Training #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>
1303	Type of Training Service #1 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1306	Occupational Skills Training Code #1				One of the following:: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
1307	Training Completed #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1308	Date Completed, or Withdrew from, Training #1				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1309	Date Entered Training #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1310	Type of Training Service #2 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1311	Occupational Skills Training Code #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
1312	Training Completed #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1313	Date Completed, or Withdrew from, Training #2				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1314	Date Entered Training #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>
1315	Type of Training Service #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1316	Occupational Skills Training Code #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1317	Training Completed #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1318	Date Completed, or Withdrew from, Training #3				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1319	Established Individual Training Account (ITA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with State MIS Database</li> <li>• Case notes</li> <li>• ITA Approval, Allocation or Activation Records</li> </ul>
1332	Participated in Postsecondary Education During Program Participation (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Data match with postsecondary data system</li> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1401	Enrolled in Secondary Education Program (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match to State K-12 data system</li> </ul>
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card.</li> <li>• Data match with postsecondary data system</li> </ul>
1409	Most Recent Date Received Supportive Services				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1500	Received Needs-Related Payments				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1535.28	Received Needs-Related Payments				One of the following: <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1600	Employed in 1st Quarter After Exit Quarter (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1606	Employed in 4th Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1610	Occupational Code (if available)				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1614	Industry Code of Employment 1st Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1615	Industry Code of Employment 2nd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1616	Industry Code of Employment 3rd Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1617	Industry Code of Employment 4th Quarter After Exit Quarter				One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1700	Wages 3rd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1701	Wages 2nd Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1702	Wages 1st Quarter Prior to Participation Quarter				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1703	Wages 1st Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1704	Wages 2nd Quarter After Exit Quarter (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1705	Wages 3rd Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1706	Wages 4th Quarter After Exit Quarter (WIOA)				<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul>
1800	Type of Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1801	Date Attained Recognized Credential (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> <p>**For RSA-911 purposes, documentation is required for credentials earned after program participation begins.</p>
1802	Type of Recognized Credential #2 (WIOA)				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1803	Date Attained Recognized Credential #2 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1804	Type of Recognized Credential #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1805	Date Attained Recognized Credential #3 (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Pre- and post-test results measuring EFL gain</li> <li>• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>• Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>• Progress report from employer documenting a skill gain</li> </ul>
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Results of knowledge-based exam or certification of completion</li> <li>• Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>• Documentation from training provider or employer</li> <li>• Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match with postsecondary data system</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)				One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Secondary or Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
1902	Category of Assessment #1				One of the following: <ul style="list-style-type: none"> <li>• Copy of Assessment Test Results</li> <li>• Vendor Receipt for Testing</li> </ul>
2001	Date of Completion of DWG Services				One of the following: <ul style="list-style-type: none"> <li>• Cross-match between Electronic Records and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to Electronic Records</li> <li>• Case Notes with Follow-up Cross-Match to Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
2002	Employed at Completion of DWG Services				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
2004	Received Services through a Disaster Recovery Dislocated Worker Grant				<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> <li>• Electronic Records</li> </ul>

No.	Data Element	Yes	No	N/A	Source Documentation
2700	Social Security Number				One of the following: <ul style="list-style-type: none"> <li>• SSN Card</li> <li>• Passport</li> <li>• Military ID</li> <li>• Other Federal or State ID with SSN</li> </ul>

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A10

**Appendix A10**  
**Data Validation Worksheet – Adult Participant**

**PY \_\_\_\_\_ Data Validation -- Adult Participant**


**Date:** \_\_\_\_\_ **Reviewer:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Pass	Fail	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

100 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Pass	Fail	N/A	Code	Comment
200	Date of Birth (WIOA)					
202	Individual with a Disability (WIOA)					
301	Eligible Veteran Status					
401	UC Eligible Status					
402	Long-Term Unemployed at Program Entry (WIOA)					
409	School Status at Program Entry (WIOA)					
410	Date of Actual Dislocation					
600	Temporary Assistance to Needy Families (TANF)					
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)					
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)					
603	Supplemental Nutrition Assistance Program (SNAP)					
604	Other Public Assistance Recipient					
704	Foster Care Youth Status at Program Entry (WIOA)					
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)					
801	Ex-Offender Status at Program Entry (WIOA)					
802	Low Income Status at Program Entry (WIOA)					
803	English Language Learner at Program Entry (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry					
806	Single Parent at Program Entry (WIOA)					
807	Displaced Homemaker at Program Entry (WIOA)					
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)					
900	Date of Program Entry (WIOA)					
901	Date of Program Exit (WIOA)					
907	Recipient of Incumbent Worker Training					
923	Other Reasons for Exit (WIOA)					
1001	Date of First Basic Career Service (Staff-Assisted)					
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)					
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)					
1004	Date of Most Recent Career Service (WIOA)					
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and					
1007	Date of Most Recent Reportable Individual Contact					
1200	Date of First Individualized Career Service					
1201	Most Recent Date Received Individualized Career Service					
1202	Date Individual Employment Plan Created					
1205	Type of Work Experience					
1206	Date Received Financial Literacy Services					
1211	Transitional Jobs					
1300	Received Training (WIOA)					
1302	Date Entered Training #1 (WIOA)					
1303	Type of Training Service #1 (WIOA)					
1306	Occupational Skills Training Code #1					
1307	Training Completed #1					
1308	Date Completed, or Withdrew from, Training #1					
1309	Date Entered Training #2					
1310	Type of Training Service #2 (WIOA)					
1311	Occupational Skills Training Code #2					
1312	Training Completed #2					
1313	Date Completed, or Withdrew from, Training #2					
1314	Date Entered Training #3					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1315	Type of Training Service #3 (WIOA)					
1316	Occupational Skills Training Code #3					
1317	Training Completed #3					
1318	Date Completed, or Withdrew from, Training #3					
1319	Established Individual Training Account (ITA)					
1332	Participated in Postsecondary Education During Program Participation (WIOA)					
1401	Enrolled in Secondary Education Program (WIOA)					
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)					
1409	Most Recent Date Received Supportive Services					
1500	Received Needs-Related Payments					
1535.28	Received Needs-Related Payments					
1600	Employed in 1st Quarter After Exit Quarter (WIOA)					
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)					
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)					
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)					
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)					
1606	Employed in 4th Quarter After Exit Quarter (WIOA)					
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)					
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)					
1610	Occupational Code (if available)					
1611	Entered Non-Traditional Employment					
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)					
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)					
1614	Industry Code of Employment 1st Quarter After Exit Quarter					
1615	Industry Code of Employment 2nd Quarter After Exit Quarter					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1616	Industry Code of Employment 3rd Quarter After Exit Quarter					
1617	Industry Code of Employment 4th Quarter After Exit Quarter					
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)					
1700	Wages 3rd Quarter Prior to Participation Quarter					
1701	Wages 2nd Quarter Prior to Participation Quarter					
1702	Wages 1st Quarter Prior to Participation Quarter					
1703	Wages 1st Quarter After Exit Quarter (WIOA)					
1704	Wages 2nd Quarter After Exit Quarter (WIOA)					
1705	Wages 3rd Quarter After Exit Quarter (WIOA)					
1706	Wages 4th Quarter After Exit Quarter (WIOA)					
1800	Type of Recognized Credential (WIOA)					
1801	Date Attained Recognized Credential (WIOA)					
1802	Type of Recognized Credential #2 (WIOA)					
1803	Date Attained Recognized Credential #2 (WIOA)					
1804	Type of Recognized Credential #3 (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1805	Date Attained Recognized Credential #3 (WIOA)					
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)					
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)					
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)					
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)					
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)					
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)					
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)					
1902	Category of Assessment #1					

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
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## Appendix A11

### Data Validation Worksheet – Dislocated Worker Participant

**PY \_\_\_\_\_ Data Validation -- Dislocated Worker Participant**

**Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_


**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Pass	Fail	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

101 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Pass	Fail	N/A	Code	Comment
200	Date of Birth (WIOA)					
202	Individual with a Disability (WIOA)					
301	Eligible Veteran Status					
401	UC Eligible Status					
402	Long-Term Unemployed at Program Entry (WIOA)					
409	School Status at Program Entry (WIOA)					
410	Date of Actual Dislocation					
600	Temporary Assistance to Needy Families (TANF)					
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)					
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)					
603	Supplemental Nutrition Assistance Program (SNAP)					
604	Other Public Assistance Recipient					
704	Foster Care Youth Status at Program Entry (WIOA)					
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)					
801	Ex-Offender Status at Program Entry (WIOA)					
802	Low Income Status at Program Entry (WIOA)					
803	English Language Learner at Program Entry (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry					
806	Single Parent at Program Entry (WIOA)					
807	Displaced Homemaker at Program Entry (WIOA)					
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)					
900	Date of Program Entry (WIOA)					
901	Date of Program Exit (WIOA)					
907	Recipient of Incumbent Worker Training					
908	Rapid Response					
923	Other Reasons for Exit (WIOA)					
1001	Date of First Basic Career Service (Staff-Assisted)					
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)					
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)					
1004	Date of Most Recent Career Service (WIOA)					
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and					
1007	Date of Most Recent Reportable Individual Contact					
1200	Date of First Individualized Career Service					
1201	Most Recent Date Received Individualized Career Service					
1202	Date Individual Employment Plan Created					
1205	Type of Work Experience					
1206	Date Received Financial Literacy Services					
1211	Transitional Jobs					
1300	Received Training (WIOA)					
1302	Date Entered Training #1 (WIOA)					
1303	Type of Training Service #1 (WIOA)					
1306	Occupational Skills Training Code #1					
1307	Training Completed #1					
1308	Date Completed, or Withdrew from, Training #1					
1309	Date Entered Training #2					
1310	Type of Training Service #2 (WIOA)					
1311	Occupational Skills Training Code #2					
1312	Training Completed #2					
1313	Date Completed, or Withdrew from, Training #2					
1314	Date Entered Training #3					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1315	Type of Training Service #3 (WIOA)					
1316	Occupational Skills Training Code #3					
1317	Training Completed #3					
1318	Date Completed, or Withdrew from, Training #3					
1319	Established Individual Training Account (ITA)					
1332	Participated in Postsecondary Education During Program Participation (WIOA)					
1401	Enrolled in Secondary Education Program (WIOA)					
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)					
1409	Most Recent Date Received Supportive Services					
1500	Received Needs-Related Payments					
1535.28	Received Needs-Related Payments					
1600	Employed in 1st Quarter After Exit Quarter (WIOA)					
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)					
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)					
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)					
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)					
1606	Employed in 4th Quarter After Exit Quarter (WIOA)					
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)					
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)					
1610	Occupational Code (if available)					
1611	Entered Non-Traditional Employment					
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)					
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)					
1614	Industry Code of Employment 1st Quarter After Exit Quarter					
1615	Industry Code of Employment 2nd Quarter After Exit Quarter					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1616	Industry Code of Employment 3rd Quarter After Exit Quarter					
1617	Industry Code of Employment 4th Quarter After Exit Quarter					
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)					
1700	Wages 3rd Quarter Prior to Participation Quarter					
1701	Wages 2nd Quarter Prior to Participation Quarter					
1702	Wages 1st Quarter Prior to Participation Quarter					
1703	Wages 1st Quarter After Exit Quarter (WIOA)					
1704	Wages 2nd Quarter After Exit Quarter (WIOA)					
1705	Wages 3rd Quarter After Exit Quarter (WIOA)					
1706	Wages 4th Quarter After Exit Quarter (WIOA)					
1800	Type of Recognized Credential (WIOA)					
1801	Date Attained Recognized Credential (WIOA)					
1802	Type of Recognized Credential #2 (WIOA)					
1803	Date Attained Recognized Credential #2 (WIOA)					
1804	Type of Recognized Credential #3 (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1805	Date Attained Recognized Credential #3 (WIOA)					
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)					
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)					
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)					
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)					
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)					
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)					
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)					
1902	Category of Assessment #1					

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
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## Appendix A12

### Data Validation Worksheet – Youth Participant

**PY \_\_\_\_\_ Data Validation -- Youth Participant**

**Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_


**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Pass	Fail	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

66 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Pass	Fail	N/A	Code	Comment
200	Date of Birth (WIOA)					
202	Individual with a Disability (WIOA)					
409	School Status at Program Entry (WIOA)					
701	Pregnant or Parenting Youth					
702	Youth Who Needs Additional Assistance					
704	Foster Care Youth Status at Program Entry (WIOA)					
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)					
801	Ex-Offender Status at Program Entry (WIOA)					
802	Low Income Status at Program Entry (WIOA)					
803	English Language Learner at Program Entry (WIOA)					
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry					
806	Single Parent at Program Entry (WIOA)					
900	Date of Program Entry (WIOA)					
901	Date of Program Exit (WIOA)					
906	Date of First WIOA Youth Service					
923	Other Reasons for Exit (WIOA)					
1205	Type of Work Experience					
1206	Date Received Financial Literacy Services					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1300	Received Training (WIOA)					
1302	Date Entered Training #1 (WIOA)					
1303	Type of Training Service #1 (WIOA)					
1306	Occupational Skills Training Code #1					
1307	Training Completed #1					
1308	Date Completed, or Withdrew from, Training #1					
1309	Date Entered Training #2					
1310	Type of Training Service #2 (WIOA)					
1312	Training Completed #2					
1313	Date Completed, or Withdrew from, Training #2					
1314	Date Entered Training #3					
1315	Type of Training Service #3 (WIOA)					
1332	Participated in Postsecondary Education During Program Participation (WIOA)					
1401	Enrolled in Secondary Education Program (WIOA)					
1402	Most Recent Date Received Educational Achievement Services					
1403	Most Recent Date Received Alternative Secondary School Services					
1405	Most Recent Date Received Work Experience Opportunities					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)					
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation					
1408	Most Recent Date Received Leadership Development Opportunities					
1409	Most Recent Date Received Supportive Services					
1410	Most Recent Date Received Adult Mentoring Services					
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services					
1412	Most Recent Date Received Youth Follow- up Services					
1413	Most Recent Date Youth Received Entrepreneurial Skills Training					
1414	Most Recent Date Youth Received Services that provide labor market information and employment information					
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities					
1600	Employed in 1st Quarter After Exit Quarter (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)					
1606	Employed in 4th Quarter After Exit Quarter (WIOA)					
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)					
1704	Wages 2nd Quarter After Exit Quarter (WIOA)					
1800	Type of Recognized Credential (WIOA)					
1801	Date Attained Recognized Credential (WIOA)					
1802	Type of Recognized Credential #2 (WIOA)					
1803	Date Attained Recognized Credential #2 (WIOA)					
1804	Type of Recognized Credential #3 (WIOA)					
1805	Date Attained Recognized Credential #3 (WIOA)					
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)					
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)					
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)					
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)					
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)					
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)					
1900	Youth 2nd Quarter Placement (Title I) (WIOA)					
1901	Youth 4th Quarter Placement (Title I) (WIOA)					

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
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## Appendix A13

### Data Validation Worksheet – Wagner-Peyser Participant

**PY \_\_\_\_\_ Data Validation -- Wagner-Peyser Participant**

**Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_


**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Pass	Fail	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

58 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Pass	Fail	N/A	Code	Comment
202	Individual with a Disability (WIOA)					
301	Eligible Veteran Status					
401	UC Eligible Status					
402	Long-Term Unemployed at Program Entry (WIOA)					
409	School Status at Program Entry (WIOA)					
410	Date of Actual Dislocation					
413	Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10					
600	Temporary Assistance to Needy Families (TANF)					
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)					
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)					
603	Supplemental Nutrition Assistance Program (SNAP)					
704	Foster Care Youth Status at Program Entry (WIOA)					
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)					
801	Ex-Offender Status at Program Entry (WIOA)					
802	Low Income Status at Program Entry (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
803	English Language Learner at Program Entry (WIOA)					
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry					
806	Single Parent at Program Entry (WIOA)					
807	Displaced Homemaker at Program Entry (WIOA)					
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)					
900	Date of Program Entry (WIOA)					
901	Date of Program Exit (WIOA)					
908	Rapid Response					
923	Other Reasons for Exit (WIOA)					
1001	Date of First Basic Career Service (Staff-Assisted)					
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)					
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)					
1004	Date of Most Recent Career Service (WIOA)					
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and					
1007	Date of Most Recent Reportable Individual Contact					
1200	Date of First Individualized Career Service					
1201	Most Recent Date Received Individualized Career Service					
1206	Date Received Financial Literacy Services					
1600	Employed in 1st Quarter After Exit Quarter (WIOA)					
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)					
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)					
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)					
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)					
1606	Employed in 4th Quarter After Exit Quarter (WIOA)					
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)					
1610	Occupational Code (if available)					
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)					
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)					
1614	Industry Code of Employment 1st Quarter After Exit Quarter					
1615	Industry Code of Employment 2nd Quarter After Exit Quarter					
1616	Industry Code of Employment 3rd Quarter After Exit Quarter					
1617	Industry Code of Employment 4th Quarter After Exit Quarter					
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)					
1700	Wages 3rd Quarter Prior to Participation Quarter					
1701	Wages 2nd Quarter Prior to Participation Quarter					
1702	Wages 1st Quarter Prior to Participation Quarter					
1703	Wages 1st Quarter After Exit Quarter (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1704	Wages 2nd Quarter After Exit Quarter (WIOA)					
1705	Wages 3rd Quarter After Exit Quarter (WIOA)					
1706	Wages 4th Quarter After Exit Quarter (WIOA)					

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
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## Appendix A14

### Data Validation Worksheet – TAA Participant

**PY \_\_\_\_\_ Data Validation -- TAA Participant**

**Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_


**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Pass	Fail	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

29 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Pass	Fail	N/A	Code	Comment
200	Date of Birth (WIOA)					
301	Eligible Veteran Status					
411	Most Recent Date of Qualifying Separation					
412	Tenure with Employer at Separation					
901	Date of Program Exit (WIOA)					
902	Date of First Case Management and Employment Service					
908	Rapid Response					
915	TAA Petition Number					
923	Other Reasons for Exit (WIOA)					
924	TAA Application Date					
925	Date of First TAA Benefit or Service					
1202	Date Individual Employment Plan Created					
1302	Date Entered Training #1 (WIOA)					
1303	Type of Training Service #1 (WIOA)					
1306	Occupational Skills Training Code #1					
1307	Training Completed #1					
1308	Date Completed, or Withdrew from, Training #1					
1321	Waiver from Training Requirement					
1322	Date of Most Recent Case Management and Reemployment Service					
1323	Date Waiver From Training Requirement Issued					
1511	Date Received First Basic TRA payment					
1526	Date Received First Completion TRA Payment					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1534	Date Received First A/RTAA Payment					
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					
1606	Employed in 4th Quarter After Exit Quarter (WIOA)					
1702	Wages 1st Quarter Prior to Participation Quarter					
1704	Wages 2nd Quarter After Exit Quarter (WIOA)					
1800	Type of Recognized Credential (WIOA)					
1801	Date Attained Recognized Credential (WIOA)					

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
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## Appendix A15

### Data Validation Worksheet – JVSG Participant

**PY \_\_\_\_\_ Data Validation -- JVSG Participant**

**Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_


**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Pass	Fail	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

69 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Pass	Fail	N/A	Code	Comment
200	Date of Birth (WIOA)					
202	Individual with a Disability (WIOA)					
301	Eligible Veteran Status					
401	UC Eligible Status					
402	Long-Term Unemployed at Program Entry (WIOA)					
407	Highest School Grade Completed at Program Entry (WIOA)					
408	Highest Educational Level Completed at Program Entry (WIOA)					
409	School Status at Program Entry (WIOA)					
410	Date of Actual Dislocation					
412	Tenure with Employer at Separation					
600	Temporary Assistance to Needy Families (TANF)					
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)					
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)					
603	Supplemental Nutrition Assistance Program (SNAP)					
704	Foster Care Youth Status at Program Entry (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)					
801	Ex-Offender Status at Program Entry (WIOA)					
802	Low Income Status at Program Entry (WIOA)					
803	English Language Learner at Program Entry (WIOA)					
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry					
806	Single Parent at Program Entry (WIOA)					
807	Displaced Homemaker at Program Entry (WIOA)					
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)					
900	Date of Program Entry (WIOA)					
901	Date of Program Exit (WIOA)					
907	Recipient of Incumbent Worker Training					
908	Rapid Response					
923	Other Reasons for Exit (WIOA)					
1001	Date of First Basic Career Service (Staff-Assisted)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)					
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)					
1004	Date of Most Recent Career Service (WIOA)					
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)					
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and					
1200	Date of First Individualized Career Service					
1201	Most Recent Date Received Individualized Career Service					
1202	Date Individual Employment Plan Created					
1205	Type of Work Experience					
1206	Date Received Financial Literacy Services					
1211	Transitional Jobs					
1300	Received Training (WIOA)					
1303	Type of Training Service #1 (WIOA)					
1600	Employed in 1st Quarter After Exit Quarter (WIOA)					
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)					
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)					
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)					
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)					
1606	Employed in 4th Quarter After Exit Quarter (WIOA)					
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)					
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)					
1610	Occupational Code (if available)					
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (If available)					
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (If available)					
1614	Industry Code of Employment 1st Quarter After Exit Quarter					
1615	Industry Code of Employment 2nd Quarter After Exit Quarter					
1616	Industry Code of Employment 3rd Quarter After Exit Quarter					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1617	Industry Code of Employment 4th Quarter After Exit Quarter					
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)					
1700	Wages 3rd Quarter Prior to Participation Quarter					
1701	Wages 2nd Quarter Prior to Participation Quarter					
1702	Wages 1st Quarter Prior to Participation Quarter					
1703	Wages 1st Quarter After Exit Quarter (WIOA)					
1704	Wages 2nd Quarter After Exit Quarter (WIOA)					
1705	Wages 3rd Quarter After Exit Quarter (WIOA)					
1706	Wages 4th Quarter After Exit Quarter (WIOA)					
1800	Type of Recognized Credential (WIOA)					
1801	Date Attained Recognized Credential (WIOA)					
2700	Social Security Number					

<b>State of Hawaii Department of Labor and Industrial Relations</b>	<b>Data Validation of WIOA Programs SOP Manual</b>	
Modification Date: 30 Jul 2021	ID No.: DLIR-SOP-102	Version: 1.0
Issuance Date: 30 Jul 2021	Status: Final	Page A16

## Appendix A16

### Data Validation Worksheet – NDWG Participant

**PY \_\_\_\_\_ Data Validation -- NDWG Participant**

**Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_


**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Local Area:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_

**Participant Type:** \_\_\_\_\_ **Active** \_\_\_\_\_ **Exited**

	Pass	Fail	N/A
<b>Total Score:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percentage Score:</b>	<b>0%</b>	<b>0%</b>	

101 data elements. Subtract the number of N/As from data elements to get the total possible elements.

**Remarks:**

No.	Data Element	Pass	Fail	N/A	Code	Comment
200	Date of Birth (WIOA)					
202	Individual with a Disability (WIOA)					
301	Eligible Veteran Status					
401	UC Eligible Status					
402	Long-Term Unemployed at Program Entry (WIOA)					
409	School Status at Program Entry (WIOA)					
410	Date of Actual Dislocation					
600	Temporary Assistance to Needy Families (TANF)					
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)					
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)					
603	Supplemental Nutrition Assistance Program (SNAP)					
704	Foster Care Youth Status at Program Entry (WIOA)					
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)					
801	Ex-Offender Status at Program Entry (WIOA)					
802	Low Income Status at Program Entry (WIOA)					
803	English Language Learner at Program Entry (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry					
806	Single Parent at Program Entry (WIOA)					
807	Displaced Homemaker at Program Entry (WIOA)					
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)					
900	Date of Program Entry (WIOA)					
901	Date of Program Exit (WIOA)					
907	Recipient of Incumbent Worker Training					
908	Rapid Response					
923	Other Reasons for Exit (WIOA)					
1001	Date of First Basic Career Service (Staff-Assisted)					
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)					
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)					
1004	Date of Most Recent Career Service (WIOA)					
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and					
1007	Date of Most Recent Reportable Individual Contact					
1200	Date of First Individualized Career Service					
1201	Most Recent Date Received Individualized Career Service					
1202	Date Individual Employment Plan Created					
1205	Type of Work Experience					
1206	Date Received Financial Literacy Services					
1211	Transitional Jobs					
1300	Received Training (WIOA)					
1302	Date Entered Training #1 (WIOA)					
1303	Type of Training Service #1 (WIOA)					
1306	Occupational Skills Training Code #1					
1307	Training Completed #1					
1308	Date Completed, or Withdrew from, Training #1					
1309	Date Entered Training #2					
1310	Type of Training Service #2 (WIOA)					
1311	Occupational Skills Training Code #2					
1312	Training Completed #2					
1313	Date Completed, or Withdrew from, Training #2					
1314	Date Entered Training #3					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1315	Type of Training Service #3 (WIOA)					
1316	Occupational Skills Training Code #3					
1317	Training Completed #3					
1318	Date Completed, or Withdrew from, Training #3					
1319	Established Individual Training Account (ITA)					
1332	Participated in Postsecondary Education During Program Participation (WIOA)					
1401	Enrolled in Secondary Education Program (WIOA)					
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)					
1409	Most Recent Date Received Supportive Services					
1500	Received Needs-Related Payments					
1535.28	Received Needs-Related Payments					
1600	Employed in 1st Quarter After Exit Quarter (WIOA)					
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)					
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)					
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)					
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)					
1606	Employed in 4th Quarter After Exit Quarter (WIOA)					
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)					
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)					
1610	Occupational Code (if available)					
1614	Industry Code of Employment 1st Quarter After Exit Quarter					
1615	Industry Code of Employment 2nd Quarter After Exit Quarter					
1616	Industry Code of Employment 3rd Quarter After Exit Quarter					
1617	Industry Code of Employment 4th Quarter After Exit Quarter					
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)					
1700	Wages 3rd Quarter Prior to Participation Quarter					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1701	Wages 2nd Quarter Prior to Participation Quarter					
1702	Wages 1st Quarter Prior to Participation Quarter					
1703	Wages 1st Quarter After Exit Quarter (WIOA)					
1704	Wages 2nd Quarter After Exit Quarter (WIOA)					
1705	Wages 3rd Quarter After Exit Quarter (WIOA)					
1706	Wages 4th Quarter After Exit Quarter (WIOA)					
1800	Type of Recognized Credential (WIOA)					
1801	Date Attained Recognized Credential (WIOA)					
1802	Type of Recognized Credential #2 (WIOA)					
1803	Date Attained Recognized Credential #2 (WIOA)					
1804	Type of Recognized Credential #3 (WIOA)					
1805	Date Attained Recognized Credential #3 (WIOA)					
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)					
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)					

No.	Data Element	Pass	Fail	N/A	Code	Comment
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)					
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)					
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)					
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)					
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)					
1902	Category of Assessment #1					
2001	Date of Completion of DWG Services					
2002	Employed at Completion of DWG Services					
2004	Received Services through a Disaster Recovery Dislocated Worker Grant					
2700	Social Security Number					