

TRAINING AND EMPLOYMENT
NOTICE

NO. 19-07

DATE: December 11, 2007

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS
ALL NATIONAL FARMWORKER JOBS PROGRAM GRANTEEES

FROM: JOHN R. BEVERLY, III /s/
Administrator
Office of Performance and Technology

SUBJECT: Program Year 2006/Fiscal Year 2007 Performance Reporting and Data Validation Timelines

- 1. Purpose.** To remind the workforce investment system of the performance reporting deadlines and associated timelines for submitting data validation results for the Workforce Investment Act (WIA) title IB programs; the Wagner-Peyser Employment Service; activities authorized under chapter 41 of title 38 United States Code (Local Veterans' Employment Representative and Disabled Veterans' Outreach Program); the Trade Adjustment Assistance (TAA) program; and the National Farmworker Jobs Program (NFJP).
- 2. References.** Workforce Investment Act of 1998, Section 136; Workforce Investment Act of 1998, title 1D National Emergency Grants; 20 Code of Federal Regulations 667.300; Training and Employment Guidance Letter (TEGL) No. 14-03, Change 1, *Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD), the Annual Report, and the Quarterly Reports under Title IB of the Workforce Investment Act (WIA) for Program Year (PY) 2003 and 2004*; TEGL No. 3-03, Change 3, *Revision to the Data Validation Policy for Employment and Training Programs for Program Year 2004*; TEGL No. 17-05 and TEGL No. 17-05, Change 1, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*; Training and Employment Notice (TEN) No. 8-02, *Implementation of Common Performance Measures for Job Training and Employment Programs*; TEN No. 14-02, *Data Validation Initiative*; TEN No. 9-06, *Timeline for Program Year (PY) 2005 Workforce Investment Act (WIA) Performance Reporting and PY 2005 Data Validation (all programs)*.
- 3. Performance Reporting and Data Validation for the Workforce Investment Act (WIA) Title IB Programs.** For Program Year (PY) 2006, each state is required to make the following end-of-year submissions for WIA:

A. A validated WIA Annual Report – Due no later than October 1, 2007.

The electronic copies of the report should have been e-mailed to WIA.AR@dol.gov, and hard copies of the annual report narratives should have been sent to:

U.S. Department of Labor
Employment and Training Administration
Attn: John R. Beverly, III
Administrator, Office of Performance and Technology
200 Constitution Avenue, NW
Room S-5206
Washington, D.C. 20210

Please note that states were required to complete report validation prior to submitting the annual report (ETA 9091) to ETA through the Enterprise Business Support System (EBSS) by October 1, 2007. Data element validation, using a file of exiters and participants reported on the ETA 9091, must be submitted by February 1, 2008. This date is consistent with last year's timetable; 120 days after the submission of the annual report. Please see Attachment A of this TEN for the source documentation requirements for PY 2006 WIA data element validation.

States that are approved to report only the common performance measure outcomes for WIA programs for PY 2006 (the District of Columbia, Idaho, Maryland, Mississippi, Oklahoma, Pennsylvania, South Carolina, Texas, Utah, and West Virginia) did not have to report outcomes for the customer satisfaction measures, the credential measure for Adults and Dislocated Workers, or the Older and Younger Youth measures on the WIA Annual Report. These states, along with all other states, were to report outcomes for the youth common performance measures.

States that are approved to report only the common performance measure outcomes should reference Attachment B of this TEN, which contains the WIA Annual Report format with strikeouts to indicate the information that is *not* required as part of the state's annual report submission.

B. The appropriate WIA Standardized Record Data (WIASRD) files – Due no later than October 15, 2007.

The EBSS does not check for consistency across multiple fields (other than the funding stream), and will not check for state level outliers prior to the state submission of the final WIASRD files. States are responsible for assuring that their WIASRD files are accurate and complete. States should contact Traci DiMartini in ETA's National office at dimartini.traci@dol.gov if they need technical assistance.

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

Wagner-Peyser Employment Service. States are required to submit the ETA 9002 and VETS 200 reports on a quarterly basis, no later than 45 days after the end of the report quarter, with the exception of fourth quarter PY 2006 results, for which an extension was granted **until September 14, 2007.**

The fourth quarter PY 2006 Wagner-Peyser Employment Service submission requires report validation and minimal data element validation. **Report validation should have been completed for the ETA 9002 and VETS 200 reports prior to submitting the final fourth quarter reports.** A minimal data element validation sample of 25 job seekers must be reviewed and compared to state-level data prior to submitting the ETA 9002 and VETS 200 reports to ensure that the files used to conduct report validation were properly constructed. States that use ETA-provided software, or the Data Analysis and Reporting Tool (DART) software, to prepare their ETA 9002 and VETS 200 quarterly reports should still submit report validation summaries as described in the Data Reporting and Validation Software (DRVS) User's Guide for the Wagner-Peyser Employment Service, available on the ETA performance Web site at:

http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm#Tools&Software. All states are required to perform data element validation, and submit their summary and analytical reports using the DRVS through the EBSS.

Trade Adjustment Assistance (TAA). States are required to submit the Trade Act Participant Report (TAPR) on a quarterly basis, no later than 45 days after the end of the report quarter. The fourth quarter TAPR for Fiscal Year (FY) 2007 was due on **November 15, 2007.** States administering TAA programs are not required to submit an annual report; only individual participant records are required to be submitted for TAA. Therefore, states are not required to conduct report validation, but must conduct data element validation on the cumulative file of four quarters of the FY 2007 TAPR (created by adding the four quarterly files together). **Data element validation for TAA must be completed by February 1, 2008.**

- 5. Data Validation for the National Farmworker Jobs Program.** Reporting instructions for data validation for the National Farmworker Jobs Program (NFJP) will be issued separately. Although the NFJP grantees are not required to submit an annual report (and therefore are not required to conduct report validation), grantees are required to submit individual participant records. **The final NFJP participant data for PY 2006 is due no later than February 15, 2008. Data element validation for PY 2006 must be completed by June 13, 2008.**

- 6. Data Validation Tools.** Data validation handbooks, software applications, and User Guides for each program can be found on the Tools and Software for Data Validation section of ETA's Web site at:

http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm#Tools&Software.

- Handbooks provide detailed information on the validation methodology, including sampling specifications and data element validation instructions for each data element to be validated.
- User Guides were developed for each validation software application to help guide states and grantees through the process of installing the application, building and loading a validation file, and completing report and data element validation.

DRVS 7.0 for WIA was released on September 5, 2007, and is designed for PY 2006 reporting and data validation. DRVS 7.0 is *not* for use in completing PY 2005 data element validation and should *not* be installed on computers housing PY 2005 data element validation results. An upgrade script for completing PY 2005 data element validation has been issued separately. States are advised to use separate computers for PY 2005 data element validation and PY 2006 reporting.

7. **Training and Technical Assistance.** States and grantees are encouraged to request technical assistance on validation procedures and the use of the validation tools by contacting regional and/or National Office program staff. To avoid unnecessary delays and problems in the implementation of data validation, regional staff is available to facilitate the validation process and to address any difficulties states and grantees encounter. E-mail and phone contact information is available on the ETA Web site listed above, in the Help menu of each software application, and in the User Guides.
8. **Action Required.** States and grantees should: 1) distribute this notice to the appropriate staff; and 2) complete report and data validation activities within the timeframes established in Sections 3, 4 and 5 of this Notice, and provide the appropriate regional office with updates on the reporting and validation process.
9. **Inquiries.** Questions regarding performance reporting and/or the data validation initiative should be directed to the appropriate ETA regional office, or to the Office of Performance and Technology, at ETAperforms@dol.gov, with a subject line of “Performance Reporting” or “Data Validation.”
10. **Attachments.**

Attachment A: Source Documentation Requirements for Program Year (PY) 2006 WIA Data Element Validation

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