

## WIA Youth Data Validation Elements

DRVS Field Number	Data Element	Data Element Definition	Code Value	OY	YY	Match/Support	Source Documentation Requirements
3	Date of Birth	Record the individual's date of birth	YYYYMMDD	Yes	No	Support	<p><u>Adults/DW/NEG Exiters who received Self-services only:</u> Self-attestation</p> <p><u>Adults/DW/NEG Exiters who received Staff-assisted core services only:</u> Hard or electronic case notes. Should reflect that the client has shown proof of age, and should include, for example, the driver's license number or other uniquely identifiable information of the document.</p> <p><u>Youth and Adults/DW/NEG Exiters who received Intensive or Training Services</u> .Copy of I.D., Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, Federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Dept of Vital Statistics, or tribal records</p>

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12	Veteran's Status	<p><b>Record 1</b> if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.</p> <p><b>Record 2</b> if the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.</p>	<p>1 = Yes, &lt;= 180 days</p> <p>2 = Yes, Eligible Veteran</p> <p>3 = Yes, Other Eligible Person</p> <p>4 = No</p>	Yes	No	Support	<p><u>Youth and Adults/DW/NEG Exitters who did not receive Intensive or Training Services:</u> MontanaWorks, self-attestation, case notes</p> <p><u>Older Youth and Adults/DW/NEG Exitters who received Intensive or Training Services:</u> DD-214, cross match with veterans data, a letter from the Veterans' Administration</p>

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		<p><b>Record 3</b> if the individual is a person who is</p> <ul style="list-style-type: none"> <li>(a) The spouse of any person who died on active duty or of a service-connected disability</li> <li>(b) The spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days:                             <ul style="list-style-type: none"> <li>(i) Missing in action;</li> <li>(ii) Captured in the line of duty by a hostile force; or</li> <li>(iii) Forcibly detained or interned in the line of duty by a foreign government or power, or</li> </ul> </li> <li>(c) The spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</li> </ul> <p><b>Record 4</b> if the individual does not meet any one of the conditions described above.</p>					

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16	Employment Status at Participation #115	<p><b>Record 1</b> if the participant is a person who either (a) did any work at all as a paid employee; (b) did any work at all in his or her own business, profession, or farm; (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.</p> <p><b>Record 2</b> if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member.</p> <p><b>Record 3</b> if the individual does not meet any one of the conditions described above.</p>	<p>1 = Employed                  2 = Employed, but Received Notice of Termination of Employment or Military Separation</p>	Yes	Yes	Support	<p><u>Adults/DW/NEG Exitters who did not receive Intensive or Training Services:</u>                      MontanaWorks, self-attestation, case notes</p> <p><u>All Youth and Adults/DW/NEG Exitters who received Intensive or Training Services:</u> Pay stub, case notes showing information collected from participant</p>

## WIA Youth Data Validation Elements

DRVS Field Number	Data Element	Data Element Definition	Code Value	Adult	Match/Support	Source Documentation Requirements
20	Low Income #119	<p><b>Record 1</b> if the individual is person who:</p> <p>(A) receives, or is a member of a family which receives, cash payments under a Federal, state or local income-based public assistance program, or</p> <p>(B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 709 percent of the lower living standard income level, for an equivalent period; or</p> <p>(C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps (SNAP benefits) under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); or</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Support	<p><u>Adult Exiters who did not receive Intensive or Training Services:</u> MontanaWorks, self-attestation, case notes</p> <p><u>Adult Exiters who received Intensive or Training Services:</u> Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, public assistance records, quarterly estimated tax for self-employed persons, Social Security benefits, UI documents</p>

## WIA Youth Data Validation Elements

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		<p>seq.); or</p> <p>(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or</p> <p>(E) is a foster child on behalf of whom State or local government payments are made; or</p> <p>(F) is a person with a disability whose own income meets the income criteria established in WIA section 101 (25)(A) or (B), but is a member of a family whose income does not meet the established criteria.</p> <p><b>Record 2</b> if the individual does not meet the criteria presented above.</p>					

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DRVS Field Number	Data Element	Data Element Definition	Code Value	OY	YY	Match/Support	Source Documentation Requirements
21	TANF (Needy Family Status) #120	<p><b>Record 1</b> if the individual is a person who is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.</p> <p><b>Record 2</b> if the individual does not meet the condition described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	<p><u>Adults/DW/NEG Exitters who did not receive Intensive or Training Services:</u> MontanaWorks, self-attestation, case notes</p> <p><u>All Youth and Adults/DW/NEG Exitters who received Intensive or Training Services:</u> Cross-match with TANF public assistance records</p>
22	Other Public Assistance Recipient #121	<p><b>Record 1</b> if the individual is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Food Stamp Assistance (SNAP), and Supplemental Security Income (SSI-SSA Title XVI). Do not include foster child payments.</p> <p><b>Record 2</b> if the individual does not meet the above criteria.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	<p><u>Adults/DW/NEG Exitters who did not receive Intensive or Training Services:</u> MontanaWorks, self-attestation, case notes</p> <p><u>All Youth and Adults/DW/NEG Exitters who received Intensive or Training Services:</u> Copy of authorization to receive cash public assistance, copy of public assistance check, public assistance records, refugee assistance records, cross-match with public assistance database</p>

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DRVS Field Number	Data Element	Data Element Definition	Code Value	OY	YY	Match/Support	Source Documentation Requirements
26	Homeless individual and/or runaway youth #125	<p><b>Record 1</b> if the individual (adult or youth) is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individual intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Written statements from an individual providing residence, shelter or social service agency, WIA intake or registration form, self-attestation

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DRVS Field Number	Data Element	Data Element Definition	Code Value	OY	YY	Match/Support	Source Documentation Requirements
27	Offender	<p><b>Record 1</b> if the individual (adult or youth) is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.</p> <p><b>Record 2</b> if the individual does not meet any one of the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Documentation from juvenile or adult criminal justice system, documented phone call with court or probation representatives, WIA intake or registration form, self-attestation
28	Pregnant or Parenting Youth #127	<p><b>Record 1</b> if the individual is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Copy of child's birth certificate, baptismal record, observation of pregnancy status, doctor's note confirming pregnancy, self-attestation

## WIA Youth Data Validation Elements

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29	Youth who needs additional assistance #128	<p><b>Record 1</b> if the individual is a person who is between the ages of 14 and 21 and requires additional assistance to complete an educational program or to secure and hold employment. This applies to participants who are eligible based on the Sixth Barrier in Montana.</p> <p><b>Record 2</b> if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Individual service strategy (ISS), case notes, WIA intake or registration form, MontanaWorks, self-attestation

## WIA Youth Data Validation Elements

DRVS Field Number	Data Element	Data Element Definition	Code Value	OY	YY	Match/Support	Source Documentation Requirements
30	School Status at Participation	<p><b>Record 1</b> if the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school), whether full or part-time, or is between school terms and intends to return to school.</p> <p><b>Record 2</b> if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time.</p> <p><b>Record 3</b> if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school.</p> <p><b>Record 4</b> if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p><b>Record 5</b> if the individual is not</p>	<p>1 = In-school, H.S. or less</p> <p>2 = In-school, Alternative School</p> <p>3 = In-school, post-H.S.</p> <p>4 = Not attending school—H.S. dropout</p> <p>5 = Not attending school—H.S. graduate</p>	Yes	Yes	Support	Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation), WIA intake or registration form, MontanaWorks, self-attestation

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		attending any school and has either graduated from high school or holds a GED.					
31	Basic literacy skills deficiency (as defined in 664.205) #130	<b>Record 1</b> if the participant is a person who computes or solves problems, reads, writes, or speaks English at or below the 8 <sup>th</sup> grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.	1 = Yes  2 = No	Yes	Yes	Support	Standardized assessment test, school records
32	Foster Care Youth #131	<b>Record 1</b> if the individual is a person who is in foster care or has been in the foster care system.  <b>Record 2</b> if the individual does not meet the condition described above.	1 = Yes  2 = No	No	Yes	Support	Written confirmation from social services agency, case notes
35	Date of Exit #303	Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.	YYYYMMDD	Yes	Yes	Match	WIA status/exit forms, MontanaWorks data, case notes

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38	Date of First Youth Service #306	Record the date on which the individual began receiving his/her first service funded by the WIA Youth program following a determination of eligibility to participate in the program.	YYYYMMDD	Yes	Yes	Match	WIA status/exit forma, MontanaWorks data, case notes
61	Other reasons for exit #327	<p><b>Record 01</b> if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.</p> <p><b>Record 02</b> if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.</p> <p><b>Record 03</b> if the participant was found to be deceased or no longer living.</p> <p><b>Record 04</b> if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.</p>	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Family Care 05 = Reserve Forces Called to Active Duty 06 = Relocated to Mandatory Residential or Non-Residential Program 98 = Retirement 99 = Not a Valid SSN	Yes	Yes	Support	Information from partner services' MIS systems, WIA status/exit form, case notes, information from institution or facility

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		<p><b>Record 05</b> if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days.</p> <p><b>Record 06</b> if the youth participant is in the foster care system or any other mandated residential or non-residential program and has moved from the area as part of such a program or system (exclusion is for youth participants only).</p> <p><b>Record 98</b> if the participant retired from employment. (<b>Participants who exit programs based on this reason will be included in calculations for performance measures.</b>)</p> <p><b>Record 99</b> if the participant either disclosed an invalid social security number (SSN) or chose not to disclose an SSN.</p> <p><b>Record 00</b> or blank if the participant exited for a reason other than one of the conditions described above.</p>					

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69	Date Entered Training #335	Record the date on which the individual's training actually began. If multiple training services were received, record the earliest date on which the individual entered training.  Leave blank if the individual did not receive training services.	YYYYMMDD	Yes	Match	Vendor training documentation, case notes	
70	Date Completed or Withdrew from Training #336	Record the date on which the participant completed training or withdrew from training. If multiple training services were received, record the most recent date on which the individual completed training.  Leave blank if the individual did not receive training services.	YYYYMMDD	Yes	Match	Vendor training documentation, case notes	Applicable records from education institution, certifying enrollment, case notes with verification from education institution or training provider that the individual is enrolled in education
78	Received Educational Achievement Services #344	<b>Record 1</b> if the participant received educational achievement services. Educational achievement services include, but are not limited to, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings.  <b>Record 2</b> if the individual did not receive any of the services described above.	1 = Yes  2 = No	Yes	Yes	Support	Activity sheets, sign-in sheets, attendance record, vendor contract, case notes, WIA status forms noting receipt of educational services and type of services received

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79	Received Employment Services #345	<p><b>Record 1</b> if the participant received employment services. Employment services include paid and unpaid work experiences, including internships, and job shadowing; and occupational skills training.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Activity sheets, vendor contract, attendance record or roster, case notes
80	Received Summer Employment Opportunities #346	<p><b>Record 1</b> if the participant received summer employment opportunities directly linked to academic and occupational learning.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Activity sheets, work agreement, sign-in sheets, attendance record or roster, case notes
81	Received Additional Support for Youth Services #347	<p><b>Record 1</b> if the participant received supports for youth services that include, but are not limited to, the following: (a) adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation, or (b) comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Activity sheets, pay stub, sign-in sheets, attendance record or roster, vendor contract, case notes

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82	Received Leadership development opportunities #348	<p><b>Record 1</b> if the participant received services that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.</p> <p><b>Record 2</b> if the individual did not receive any of the services described above.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Activity sheets, vendor contract, attendance record or roster, case notes

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83	Received follow-up services #349	<p><b>Record 1</b> if the participant received 12 months of follow-up services. Follow-up services for youth include (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development, and further education; (c) work-related peer support groups' (d) adult mentoring; and (e) tracking the progress of youth in employment after training.</p> <p><b>Record 2</b> if the individual did not receive 12 months of follow-up services.</p> <p>Record 0 or leave blank if the youth has not exited or has exited and is continuing to receive follow-up services, but has not yet received 12 months of follow-up services.</p>	<p>1 = Yes</p> <p>2 = No</p>	Yes	Yes	Support	Activity sheets, , attendance record or roster, documented receipt of follow-up support services, case notes

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84 89 91	Employed in 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> quarter after exit quarter #601 #606 #608	<b>Record 1</b> if the participant was employed in the first, second or third quarter after the quarter of exit.  <b>Record 2</b> if the participant was not employed in the first, second or third quarter after the exit quarter.	1 = Yes  2 = No  3 – Information not yet available	Yes	Yes	Support	UI wage records, other states' UI data, supplemental follow-up from MontanaWorks
85 90 92	Type of Employment Match 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> quarter after exit quarter	Use appropriate code to identify the method used in determining the individual's employment status	1 = UI Wage Records (in-state and WRIS)  2 = Federal Employment Records (OPM, USPS)  3 = Military Employment Records (DOD)  4 = Other Administrative Wage Records  5 = Supplemental through case management, participant survey, and/or verification with the employer  6 = Information not yet available	Yes	Yes	Support	UI wage records, WRIS, supplemental data sources defined by TEGL 17-05, follow up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, case notes

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95 96	Wages 3 <sup>rd</sup> and 2 <sup>nd</sup> quarter prior to participation quarter # 612 #613	Record total earnings for 3 <sup>rd</sup> and 2 <sup>nd</sup> quarter prior to quarter of participation.	000000.00	Yes	No	Match	Acceptable wage sources only—no control over these fields
98 99 100 101	Wages 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> quarters	Record total for the 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> quarter after the quarter of exit	000000.00	Yes	Yes	Support	Acceptable wage sources only—no control over these fields
102	Type of Recognized Credential #619	Use the appropriate code to record the type of recognized educational or occupational certificate, credential, diploma or degree attained by the individual who received training services.  <b>Record 0</b> if the individual received training services, but did not attain a recognized credential.  Credentials must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).	1 = High School Diploma/GED  2 = AA or AS Diploma/Degree  3 = BA or BS Diploma/Degree  4 = Occupational Skills Licensure  5 = Occupational Skills Certificate or Credential  6 = Other Recognized Educational or Occupational Skills Certificate/Credential	Yes	No	Support	Transcripts, certificates, diploma, surveys, case notes, <b>* occupational license</b>

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151	Attained Diploma, GED or Certificate #668	<p><b>Record 1</b> if the individual attained a secondary school (high school) diploma recognized by the State.</p> <p><b>Record 2</b> if the individual attained a GED or high school equivalency diploma recognized by the State.</p> <p><b>Record 3</b> if the individual attained a certificate in recognition of an individual's attainment of technical or occupational skills or other post-secondary degree/diploma.</p> <p><b>Record 4</b> if the individual did not attain a diploma, GED, or certificate.</p> <p><b>SPECIAL NOTE:</b> Fields 151 and 152 will be used to calculate the Attainment of a Degree or Certificate for all youth (14-21). Report all credentials attained either during participation in the program or by the end of the first quarter after the quarter of exit.</p> <p>If the youth <u>did not</u> receive a high school diploma or GED by the end of the first quarter after exit, but did receive one or more certificates while either participating in the program or by the end of the third quarter after exit, record the most recent certificate attained.</p>	<p>1 = Individual attained a secondary school (high school) diploma</p> <p>2 = Individual attained a GED or high school equivalency diploma</p> <p>3 = Individual attained a certificate or other post-secondary degree/diploma</p> <p>4 = Individual did not attain a diploma, GED, or certificate</p>	Yes	Yes	Support	Transcripts, certificates, diploma, * <b>occupational license</b> , letter or other documentation from school system

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152	Date Attained Degree or Certificate #669	<p>Record the date on which the individual attained a diploma, GED, or certificate. The date should be the date listed on the diploma, GED, or certificate.</p> <p>If the diploma, GED or certificate states only the month and year attained, enter a case note in MontanaWorks stating the actual attainment date.</p>	YYYYMMDD	Yes	Yes	Match	Transcripts, certificates, diploma, * <b>occupational license</b> , letter or documentation from school system
153	School Status at Exit #670	<p><b>Record 1</b> if the individual has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school), whether full or part-time, or is between school terms and intends to return to school.</p> <p><b>Record 2</b> if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time.</p> <p><b>Record 3</b> if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-</p>	<p>1 = In-school, H.S. or less</p> <p>2 = In-school, Alternative School</p> <p>3 = In-school, post-H.S.</p> <p>4 = Not attending school—H.S. dropout</p> <p>5 = Not attending school—H.S. graduate</p>	Yes	Yes	Support	Transcripts, certificates, diploma, letter or documentation from school system, case notes

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		<p>secondary school or program (whether full or part-time), or is between school terms and intends to return to school.</p> <p><b>Record 4</b> if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p><b>Record 5</b> if the individual is not attending any school and has either graduated from high school or holds a GED.</p>					
154	Youth Placement Information #671	<p>Use the appropriate code to record the primary activity the youth entered in the first quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4.</p> <p><b>Record 0</b> if the youth did not enter any one of the activities listed in the coding value.</p>	<p>1 = Entered post-secondary education</p> <p>2 = Entered advanced training</p> <p>3 = Entered military service</p> <p>4 = Entered a qualified apprenticeship</p>	Yes	Yes	Support	<p>Cross-match with other agencies, apprenticeship verification, documentation of military service, advanced training, post-secondary education, transcripts, registration forms, community college info, employer contacts, UI wage records, WRIS, case notes</p>

## WIA Youth Data Validation Elements

DRVS Field Number	Data Element	Data Element Definition	Code Value	OY	YY	Match/Support	Source Documentation Requirements
155	Youth Retention Information #672	Use the appropriate code to record the primary activity the youth entered in the third quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4.  <b>Record 0</b> if the youth did not enter any one of the activities listed in the coding value.	1 = Entered post-secondary education  2 = Entered advanced training  3 = Entered military service  4 = Entered a qualified apprenticeship	Yes	Yes	Support	Cross-match with other agencies, apprenticeship verification, documentation of military service, advanced training, post-secondary education, transcripts, registration forms, community college info, employer contacts, UI wage records, WRIS, case notes

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156-198	*Category of Assessment           *Type of Assessment Test   *Functional Area	<p><b>Record 1</b> if the participant was assessed using approved tests for Adult Basic Education (ABE).</p> <p><b>Record 2</b> if the participant was assessed using approved tests for English-As-A-Second Language (ESL)</p> <p><b>Record 0</b> or leave blank if the individual was not assessed in literacy or numeracy</p>	<p>*1 = ABE 2 = ESL 3 = Both ABE and ESL</p> <p>*1 = TABE 10 = Other approved assessment tool</p> <p>1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Listening 8 = Other Functional Area</p>	Yes	Yes	<p>Support for non-date fields.</p> <p>Match for date fields.</p>	<p>Test records, case notes documenting the necessary details for each element of testing.</p> <p>Case managers must keep a copy of the test scoring sheet that shows the date of the test, total score and grade levels in the case file. Case notes should also detail the participant's progress.</p>

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	<p>*Date Administered Test</p> <p>*Educational Functioning Level #701-743</p>	<p>*Record the date on which the pre- and post-assessment tests were administered to the youth participant. Leave blank if not assessed in literacy or numeracy.</p> <p>Record the educational functioning level that is associated with the youth participant's raw scale score. Leave blank if the individual was not assessed in literacy or numeracy.</p>	<p>*YYYYMMDD</p> <p>1 = Beginning ESL Literacy</p> <p>2 = Low Beginning ESL</p> <p>3 = Beginning ABE Literacy/High Beginning ESL Literacy</p> <p>4 = Beginning Basic Education/Low Intermediate ESL</p> <p>5 = Low Intermediate Basic Education/High Intermediate ESL</p> <p>6 = High Intermediate Basic Education/Advanced ESL</p> <p>7 = Low Adult Secondary Education/Exit ESL</p> <p>8 = High Adult Secondary Education</p>				