



Montana Department of LABOR & INDUSTRY

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2 Division: Workforce Services Division
3 Category: WIOA
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6 Policy No.: 01-20

Data Validation Policy

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8 **Background:** WIOA section 116(d)(5) requires that the U.S. Departments of Education and Labor
9 (USDOL) establish data validation guidelines to ensure information included in program reports is valid and
10 reliable. Data validation safeguards the accuracy of annual statewide performance reports and data integrity
11 and promotes timely resolution of data inconsistencies and inaccuracies. Supported by a series of internal
12 controls or quality assurance techniques, Montana Department of Labor & Industry's (MDLI) Workforce Services
13 Division will verify the accuracy, validity, and reliability of data with the ultimate goal of improving performance
14 accountability and achieving positive outcomes for individuals served across workforce development programs.
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16 **Scope:** This policy applies to MDLI's Workforce Services Division as Montana's administrative agency for
17 U.S. Department of Labor Title 1B grant funds to Adult, Dislocated Worker, and Youth programs and the
18 Employment Service program authorized under the Wagner-Peyser Act, as amended by Title III.
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Policy:

- 20 • MDLI's monitoring of service providers will include verification of the integrity and validity of data across
21 workforce development programs.
 - 22 ○ Monitoring staff will provide service providers and program managers with a written summary
23 of identified errors or missing data and a request to correct the inaccuracies.
 - 24 ○ Program managers will provide technical assistance.
 - 25 ○ Service providers will respond in writing when all inaccuracies and/or inconsistencies have
26 been corrected.
- 27 • MDLI's monitoring staff will attend data validation training annually.
- 28 • [MDLI's Monitoring, Audits, Performance and Sanctions Policy](#) details monitoring protocols, consistent
29 with 2 CFR 200.328 to ensure that program staff are following written procedures.
- 30 • A review of program data that includes USDOL's required elements will be conducted on an annual
31 basis.
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References:

- 33 • [TEGL 7-18 Guidance for Validating Jointly Required Performance Data](#)
- 34 • [TEGL 7-18 Attachment I – Source Documentation Validation Instructions](#)
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