WIA DATA VALIDATION:

Data for the WIA Data Validation sample comes from several places in MontanaWorks. Some sources require specific types of documentation in the participant’s paper file. It is very important that correct information is entered in MontanaWorks and that appropriate documentation is maintained in participant files.

The Seeker-Other tab contains the Employment Status data validation field:

![Seeker Screen](image)

The Eligibility tab contains data for a large number of data validation fields:

![Eligibility Screen](image)

Dislocated Worker can include participants who are considered Displaced Homemakers according to the Federal definition—they are not State Displaced Homemakers unless they meet the state guidelines and are enrolled in the SDH program.
The Youth barriers tab contains several data validation fields:

* For out-of-school youth, Basic Skill Deficient should only be marked Yes on the barriers if pre-existing pre-tests have been completed within six months of enrollment and the participant is basic skills deficient.
* For in-school youth, mark Yes for Basic Skills Deficient if the youth is at risk of dropping out.

The Assessment-Tests tab shows several data validation fields required to be validated for only out-of-school, basic skills deficient participants. The data on this tab determines if a participant is basic skills deficient, dates of pre- and post-tests, and if the participant has increased one or more grade equivalent levels according to post-test results.

The following services provided to youth participants are required to be validated for Data Validation:
For the data element Received Educational Achievement Services, we look for the service titled **Tutoring, Study Skills & Instruction Leading to Completion** or **Alternative Secondary School Services**.

For the data element Received Employment Services, we look for the service titled **Work Experiences Including Internship and Job Shadowing**.

For the data element Received Summer Employment Opportunities, we look for the service titled **Summer Employment Opportunities**.

For the data element Received Additional Support for Youth Services, we look for the service titled **Comprehensive Guidance and Counseling** or **Adult Mentoring During Participation and Subsequent Period**.

For the data element Received Leadership Development Opportunities, we look for the service titled **Leadership Development**.

For the data element Received Follow-up Services, we look for the service titled **Youth Follow-up Services 12 or More Months After Completion of Participation**.

These services must be documented using tasks on the participant’s employment plan.

A short description of the type of activities being provided for the youth service must appear in the task, and each task should have a corresponding detailed case note showing how the service was provided.
The Follow-Up tab contains several Data Validation fields:

1. School Status at Exit should not conflict with Pre Program Education Status and should be documented using approved documentation sources.

   Youth Enrolled in Education should be marked Yes if a Youth participant is enrolled in any organized program of study at or during their participation.

2. Credential Date Attained should be the date shown on the documentation source you are using, such as a diploma, transcript, etc.

   Type of Credential should match the documentation source.

3. Youth Placement can be derived from information entered in the Follow-Up tab for the first quarter after exit.

   Youth Retention can be derived from information entered in the Follow-Up tab for the third quarter after exit.
The Closures tab contains information on outcomes to exclusions, which are required to be validated for data validation. Exclusions are entered in the Outcome field when closing an enrollment:

Exclusions include the following:

- Institutionalized
- Health/medical
- Death
- Family Care
- Youth relocated to mandated program
- Reserve forces called to active duty
- Invalid or missing Social Security number

Complete data validation instructions for Adult, Dislocated Worker, and Youth participants are posted on the WIA Home Page at http://wsd.dli.mt.gov/wia/default.asp.

[Image of Employment Plan and Closures tab]

[Image of WIA Workforce Investment Act]

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If you have any difficulties or questions, email the WIA Mworks Help Desk at DDLIWSDMWorksWIAHelp@mt.gov or email/call one of the WIA staff.