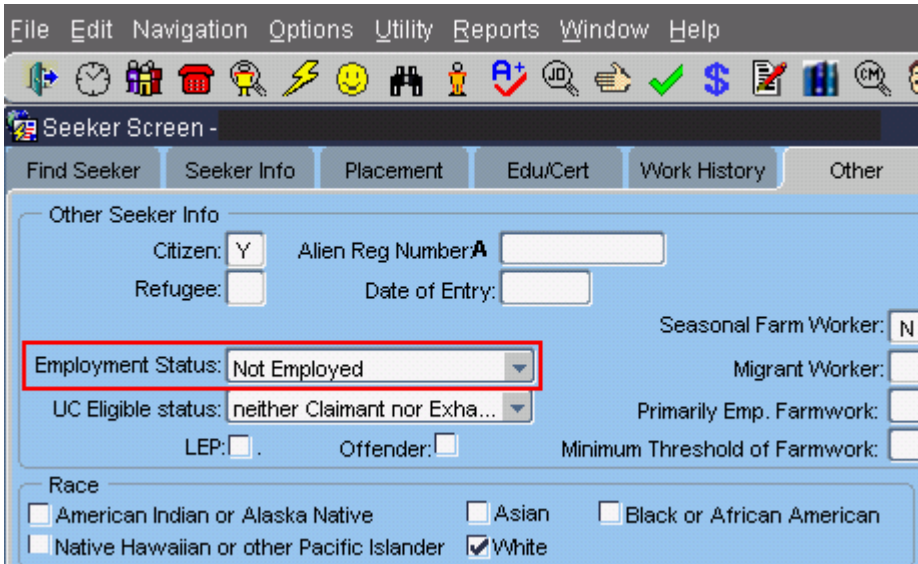


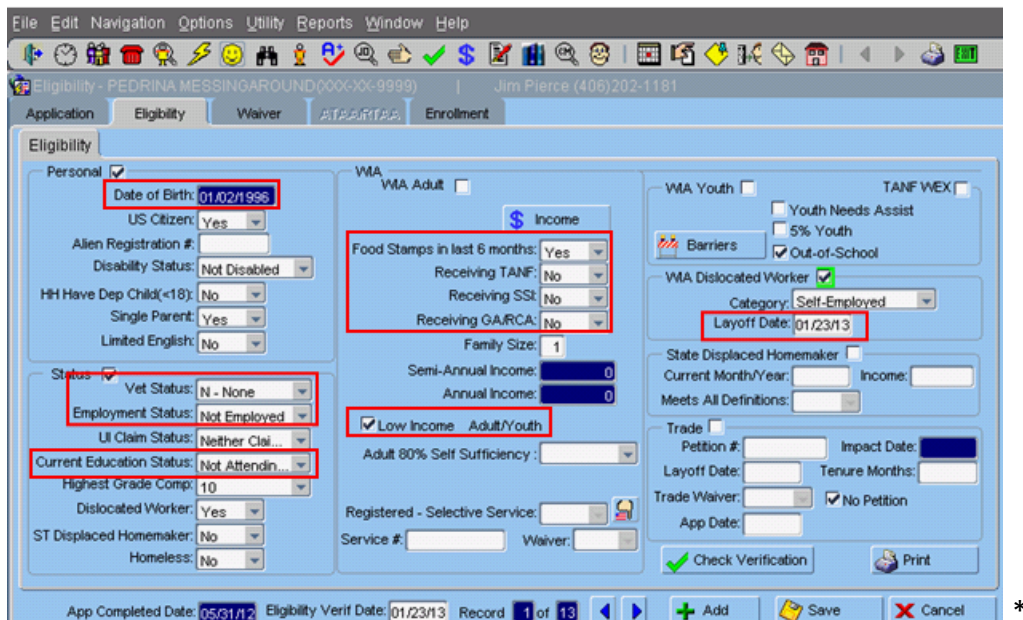
WIOA DATA VALIDATION:

Data for the WIOA 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:



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



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.

Math Type	Test Date	Test Name	Case Manager	Location	Level	Score	Grade Equiv
PRE	08/24/09	TABE		Adult Education Center - Billings	Easy	314	2.0-3.9
POST	08/24/10	TABE		Dillon Job Service	Difficult	442	* (4.0-5.9)
POST	08/24/11	TABE		Adult Learning Center - Butte	Difficult	442	4.0-5.9

Reading Type	Test Date	Test Name	Case Manager	Location	Level	Score	Grade Equiv
PRE	08/24/09	TABE		Adult Education Center - Billings	Easy	461	4.0-5.9
POST	08/24/10	TABE		Anaconda Job Service	Medium	518	* (6.0-8.9)
POST	11/07/11	TABE		AEMT-Dist 1	Medium	570	* (9-10.9)

Limited English Proficiency Type	Test Date	Test Name	Case Manager	Location	Score	Education Level/Test Score
PRE	01/23/13	TABE		Adult Education Center - Billings	451	Beginning Basic Education / Score: 393

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.

The screenshot shows the 'Employment Plan' software interface. At the top, there are tabs for 'Enrollment', 'Appropriateness', 'Employment Plan', 'Progress', and 'Funding'. Below the tabs, there are checkboxes for 'Show Closed Services' and 'Show Closed Tasks', and an 'EO Notice' field. The main area displays the following information:

- Objective: Youth Services
- Service: Leadership Development
- Start Date: 12/03/14
- Hours: [empty field]
- Comp: [empty field]
- Task 1: Attended work behavior training. See case note dated 11/30/14. [empty checkbox] 11/30/14
- Task 2: Attended budgeting class. See case note dated 12/1/14. [empty checkbox] 12/01/14
- End Date: [empty field]
- Outcome: [empty field]

Buttons include 'Authorize', 'Add Task', 'Del Task', and 'Del Service'.

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:

Service	Start	End	Outcome	Closure Comments

Start Date	End Date	Reason	Plan Close Comments
04/12/12	06/14/12	INSTITUTIONALIZED	

Program	Start	End	Outcome	Comments
WIA Dislocated Work - Local	04/12/12	06/14/12	Institutionalized	

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 WIOA Home Page at <http://wsd.dli.mt.gov/WIOA/default.asp> .

Montana Department of LABOR & INDUSTRY
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WORKFORCE SERVICES DIVISION

Job Seeker Services | Business/Employer Services | Montana Jobs System | Job Service Locations | Career & Labor Market Information | Information & Resources | WSD Home

WSD Home > Job Seeker & Employer Services > Montana WIA

Montana Workforce Investment Act

Description: Title I of the Workforce Investment Act of 1998, establishes a One-Stop Delivery System for workforce investment activities. The one-stop delivery system is a system where entities responsible for administering separate workforce investment, educational and other human resource programs and funding streams (referred to as one-stop partners) collaborate to create a seamless system of service delivery designed to enhance access to the programs' services and improve long-term employment outcomes for individuals receiving assistance.

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