



Technical Assistance Guide (T.A.G.) Workforce Innovation Opportunity Act Number: 15-1

Date: October 28, 2015

Subject: Impact on NJCOS (MIS) Entries on Performance, Compliance and Data Element Validation (DEV), attached.

Purpose:

To communicate the required elements and data points associated with WIA/WIOA compliance regulation, DEV—monitoring and related performance measures. Meeting the required performance measures is only one of several components reported to Department of Labor (DOL). Allowable documentation for certain data elements is equally important as meeting the DOL's negotiated performance numbers.

Executive Summary:

The purpose of source documentation whether scanned, paper, or system cross match, is to have an auditable trail that verifies the participant, service delivered and outcomes received for each reported record. Data management and the quality of reported data are derived from and influenced by policies, procedure and protocols utilized at the state and local levels. Grantees should develop additional guidance for staff and sub-grantees involved in documentation requirements i.e. procedures for collecting and storing, entering and reporting data, timelines, completeness requirements, procedures for entering data into MIS, as well as for correcting data.

Scope:

The requirements in this TAG apply to Local Workforce Development Board (Local Board) and their sub-recipients.

Effective Date:

This directive is effective upon its issuance.

REFERENCES:

Nevada State Compliance Policies (SCP), Department of Labor Data Source Documentation Requirements; Data Element Validation and WIASRD fields, TEGs 17-05 and 06-14.

STATE-IMPOSED REQUIREMENTS:

As directed through SCP.

ACTION:

Bring this directive to the attention of all appropriate staff and all sub-recipients.

INQUIRIES:

Please direct all inquiries to the Nevada Department of Employment Training and Rehabilitation's Workforce Investment Support Services WIA Coordinator at 775-684-0301.

Impact on NJCOS Entries on Performance, Compliance/File Documentation and Data Element Validation

Module/Tab	Field Name	Programs				Impact			
		Adult	Dislocated Worker	Older Youth	Younger Youth	WIA Performance Reporting	Compliance File-MIS (F/M)	Data Validation	WIASRD Field #;Other
Customer Detail									
General Information	SSN	x	x	x	x	x	F & M		SCP 2.1, 1.6, TEGL's 5-08, 17-05
	Date of Birth**	x	x	x	x	x	F & M	x	200;SCP 2.1, 1.6
	Gender	x	x	x	x		M		201
	Phone	x	x	x	x				
	Alt. Phone	x	x	x	x				
	Right to Work	x	x	x	x		F		SCP 1.6, 2.1
	UI Claimant*	x	x	x	x		F		401;SCP 1.6
	Ethnic Heritage/Race	x	x	x	x				204-209
	Education Level	x	x	x	x	x	F & M		410
	School Status	x	x	x	x	x	F & M	x	411
	Employ. Status	x	x	x	x	x	F & M	x	400
Additional Info	Income Status* (Lower Living Standard, LLSIL)	x		x	x		F & M	x	702;SCP 1.6/1.7
	Disability Status	x	x	x	x		F & M	x	202
	Selective Service (M>Dec 1959)	x	x	x	x		F & M	x	600-602;SCP 1.6, 2.1,TEGL 11-11
	Military Service	x	x	x			F & M	x	300-305;SCP 1.17, 1.18
	Active Service Date Fields	x	x	x			F & M	x	304
Programs/PA	Public Assistance TANF, GA, RCA, SSI, SNAP	x		x	x		F & M	x	600-602; 702,SCP 1.6,1.7
Work History	Dislocation Date**		x				F & M	x	706; SCP 1.6
	Reason For Leaving		x				F & M		SCP 1.6
Comprehensive Assessment									
Employment	Objective	x	x	x			F & M		

Module/Tab	Field Name	Programs				Impact			
		Adult	Dislocated Worker	Older Youth	Younger Youth	WIA Performance Reporting	Compliance File-MIS (F/M)	Data Validation	WIASRD Field #;Other
	Youth Needing Add'l Assistance			x	x		F or M	x	801; To be included in SCP 2.1
	Serious Barriers to Employment			x	x		F or M		To be defined in SCP
Education	Basic Skills Deficient and Limited English			x	x	x	F & M	x	802 & 703
	Pell Grant Recipient	x	x	x			M		1224; NJCOS Data Point & case Notes
Family	Family Status	x	x	x	x		F & M		704
	Parenting Youth			x	x		F & M	x	800
Legal	Offender Status	x		x	x		F & M	x	701; SCP 1.6, 2.1
Housing	Foster Care			x	x		F & M	x	803
	Homeless/Runaway	x		x	x		F & M	x	700
Services									
Agency Info	Agency	x	x	x	x				2003
Achievement Objective	Employment Objective			x			F & M		
	Goal Justification			x	x		F & M		
	Achievement Obj			x	x		F & M		
Service – Detail	Funding	x	x	x	x	x	F & M		905, 906, 907
	Service Type	x	x	x	x	x	M	x	1000-1222 1304-1403
	Support Services	x	x	x	x		F & M		SCP 1.15, Receipts, Purchase Orders etc., NJCOS @ Services, Case Notes
	Follow-up	x	x	x	x		M		1309; SCP 2.2
	Establish ITA	x	x				M		1223; Case notes, at Services
	Actual Start Date***	x	x	x	x	x	M		1000-1222, 1301-1403 Case notes
	Planned/Actual End Date**	x	x	x	x	x	F & M	x	1212; case notes

Nevada Department of Employment, Training & Rehabilitation - 500 East Third Street - Carson City, NV 89713 <http://www.detr.state.nv.us/>

EQUAL OPPORTUNITY EMPLOYER/PROGRAM

AUXILIARY AIDES AND SERVICES AVAILABLE UPON REQUEST FOR INDIVIDUALS WITH DISABILITIES

TTY (800) 326-6868 or Nevada Relay 711

Module/Tab	Field Name	Programs				Impact			
		Adult	Dislocated Worker	Older Youth	Younger Youth	WIA Performance Reporting	Compliance File-MIS (F/M)	Data Validation	WIASRD Field #;Other
	Date of 1 st WIA Service			x	x		M	x	907
	Each Service Funded Actual End Date	x	x	x	x			x	1003-1201
Enrollments	Common Measures Enrollment Date	x	x	x	x	x	M	x	900
	Enrolled in Education			x	x	x	M	x	1300
	Exit Date	x	x	x	x	x	M	x	901
	Exit Reason	x	x	x	x	x	M	x	971
	Exclusions * (And the 3 rd quarter Exclusion)	x	x	x	x	x	M	x	971;MIS Reference Guide
	Holds	x	x	x	x	x	M		
Outcomes For AD/DW	Employment/ Training Related	x	x			x	M		1505
	Non-Traditional	x	x			x	M		1506
	Attained Credential	x	x			x	F & M	x	1704
	Date Attained**	x	x			x	F & M	x	1705
	Type of Credential**	x	x			x	F & M	x	1700
Outcomes For Youth	Employment/ Training Related			x		x	M		1505
	Non-Traditional			x		x	M		1506
	Attained Credential^			x	x	x	F & M	x	1704
	Date Attained^			x	x	x	F & M	x	1705
	Type of Credential^			x	x	x	F & M	x	1700
Youth Outcomes Section	School status at exit			x	x	x	F or M	x	1701

Module/Tab	Field Name	Programs				Impact			
		Adult	Dislocated Worker	Older Youth	Younger Youth	WIA Performance Reporting	Compliance File-MIS (F/M)	Data Validation	WIASRD Field #;Other
WIA Youth (14-21) Button in addition Youth 22-24 as of 07/01/2015	All WIA Youth follow-up fields in Pop-up			x	x	x	F & M	x	1700,1702,1704,1705
	Active in 3 rd Quarter in WIA Youth Follow-up Fields in Pop-up			x	x	x	F or M	x	1703
Literacy/ Numeracy	Category			x	x	x	F & M	x	1801-1843
	Type of Test			x	x	x	F & M	x	1801-1843
	Functional Area			x	x	x	F & M	x	1801-1843
	Pre-Test Date**			x	x	x	F & M	x	1801-1843
	Test Score**			x	x	x	F & M	x	1801-1843
	EFL			x	x	x	F & M	x	1801-1843
	Post Test 1 Date**			x	x	x	F & M	x	1801-1843
	Test Score			x	x	x	F & M	x	1801-1843
	EFL			x	x	x	F & M	x	1801-1843
Additional File Documentation Required									
Complete Participant Signed Intake Application		x	x	x	x		F		Per Local Board Requirements
Signed E.O/Grievance/Authorized to Release (Forms not in system)		x	x	x	x		F		SCP 1.6
DD-214		x	x	x			F & M	x	SCP 1.17
Client Progress Reports		x	x	x	x		F & M		
WEX/OJT Contract		x	x	x	x		F & M		1304;SCP 1.1.4, 1.8, 2.2
Contract (Purchase Authorizations etc.)		x	x	x	x		F		
Job Description		x	x	x	x		F		
Progress Reports		x	x	x	x		F		
Timesheets		x	x	x	x		F		
Invoices		x	x	x	x		F		

Nevada Department of Employment, Training & Rehabilitation - 500 East Third Street - Carson City, NV 89713 <http://www.detr.state.nv.us/>

EQUAL OPPORTUNITY EMPLOYER/PROGRAM

AUXILIARY AIDES AND SERVICES AVAILABLE UPON REQUEST FOR INDIVIDUALS WITH DISABILITIES

TTY (800) 326-6868 or Nevada Relay 711

Check Stubs		x	x	x	x		F		
Incentives for Youth				x	x		F & M		Case Notes, Receipts, purchase orders

* If applicable

** Data must match

*** Must be in file for training service

^ For Youth Post-Secondary Degrees Only

Last release date June 2015; Updated September 2015

Nevada Department of Employment, Training & Rehabilitation - 500 East Third Street - Carson City, NV 89713 <http://www.detr.state.nv.us/>

EQUAL OPPORTUNITY EMPLOYER/PROGRAM

AUXILIARY AIDES AND SERVICES AVAILABLE UPON REQUEST FOR INDIVIDUALS WITH DISABILITIES

TTY (800) 326-6868 or Nevada Relay 711