

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Data Validation
	CORRESPONDENCE SYMBOL PRO
	DATE October 20, 2004

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 3-03, Change 2

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

FROM: EMILY STOVER DeROCCO
Assistant Secretary



SUBJECT: Data Validation Submission Instructions

1. **Purpose.** To announce Office of Management and Budget (OMB) approval to collect data validation results and provide submission instructions to states concerning the Employment and Training Administration's (ETA) data validation process, for the following programs: Workforce Investment Act (WIA) Title IB, Wagner-Peyser Act / Employment Service (ES), and Trade Adjustment Assistance (TAA).

2. **References.** Training and Employment Guidance Letter (TEGL) No. 3-03, "Data Validation Policy for Employment and Training Programs;" Training and Employment Notice (TEN) No. 14-02, "Data Validation Initiative;" TEN No. 8-02, "Implementation of Common Performance Measures for Job Training and Employment Programs;" and President's Management Agenda (<http://www.whitehouse.gov/omb/budget/fy2002/mgmt.pdf>).

3. **Background.** In TEGL No. 3-03, ETA issued policy guidance to states and National Program grantees on the timeframes for implementing data validation requirements on program performance reports. TEGL No. 3-03, Change 1 outlined revisions to the implementation timeframes and updates information given on data validation software. The purpose of this TEGL is to announce OMB approval to collect validation findings and provide instructions on the submission of Program Year (PY) 2003 (July 1, 2003 to June 30, 2004) results. OMB approved the Department's request to receive data validation results on August 31, 2004. The OMB control number is 1205-0448 and the approval expires August 31, 2007.

4. **Submission Procedure for PY02 Results.** States may submit their PY 02 results for WIA, ES, and TAA by email or fax to the Office of Performance and Technology. States may submit the Summary and Analytical reports for report and data element validation. Submissions should be directed to dimartini.traci@dol.gov or by fax to 202-693-3490. It is not necessary for states that already voluntarily submitted their PY 02 results to resubmit their results.

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5. Submission Requirements for PY 03 Results. Appendix C of the user guide provides detailed instructions on the e-submit capability in Data Validation Version 3.0 software. A copy of the guide is available for each program on ETA's Web site at <http://www.doleta.gov/performance/>. Click on the link for *Reporting Guidance and Data Evaluation* and go to the third bullet point, *Data Validation and more*.

States are required to electronically submit data element validation (DEV) and/or Report Validation (RV) data electronically via the Internet to ETA. ETA will assign user IDs and passwords for state staff to e-submit results through the validation for each of the three programs.

6. Training and Technical Assistance. States and grantees are encouraged to request technical assistance on validation submission procedures by contacting ETA regional office staff. To avoid unnecessary delays and problems in the implementation of data validation, regional office staff is available to facilitate the validation process and to address any difficulties states and grantees encounter. E-mail and phone contact information is available on the ETA Web site listed above, in the Help menu of each software application, and in the user guides.

7. Monitoring. To ensure that states and grantees are able to successfully complete validation procedures and standards, ETA will monitor the submission of data validation results to ensure completion.

8. Action Required. States and grantees are expected to:

- Distribute this advisory to the appropriate program staff.
- Complete data validation within the timeframes established in Section 5 of TEGL 3-03, Change 1 (National Farmworker Jobs Program by June 15, 2005; Senior Community Service Employment Program and Indian and Native American Program to be determined at a later date) and provide the appropriate regional office with an update on the validation process.
- Submit the results for PY 03 validation using the methods described above.

9. Inquiries. Questions regarding the data validation initiative should be directed to the appropriate ETA regional office or to the Office of National Programs, as appropriate.