

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 8-09
	<b>DATE</b> August 25, 2009

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE ADMINISTRATORS  
NATIONAL FARMWORKER JOBS PROGRAM GRANTEEES

**FROM:** JANE OATES /s/  
Assistant Secretary for Employment and Training

**SUBJECT:** Program Year 2008/Fiscal Year 2009 Performance Reporting and Data  
Validation Timelines

**1. Purpose.** To remind the workforce investment system of the performance reporting requirements and associated timelines for submitting quarterly and annual reports and data validation results for the Workforce Investment Act (WIA) title IB programs and title ID National Emergency Grants; the Wagner-Peyser Employment Service; activities authorized under chapter 41 of title 38 United States Code (Local Veterans' Employment Representative and Disabled Veterans' Outreach Program); the Trade Adjustment Assistance (TAA) program; the Indian and Native American Program (INAP); and the National Farmworker Jobs Program (NFJP).

**2. References.**

- Workforce Investment Act of 1998, Section 136
- Workforce Investment Act of 1998, title ID National Emergency Grants
- 20 Code of Federal Regulations 667.300
- Training and Employment Guidance Letter (TEGL) 14-03, Change 1, *Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD), the Annual Report, and the Quarterly Reports under Title 1B of the Workforce Investment Act (WIA) for Program Year (PY) 2003 and 2004*
- TEGL 3-03, Change 3, *Revision to the Data Validation Policy for Employment and Training Programs for Program Year 2004*
- TEGL 17-05 and TEGL 17-05, Change 2, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*
- TEGL 14-00, Change 3 *Workforce Investment Act (WIA) Annual Report Narrative*
- TEGL 24-08, *Workforce Investment Act and Wagner-Peyser Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009*
- Training and Employment Notice (TEN) 9-08, *Program Year 2007/Fiscal Year 2008 Performance Reporting and Data Validation Timelines*

**3. Performance Reporting and Data Validation for the WIA Title IB Programs.** For Program Year (PY) 2008, each state is required to make the following annual submissions for WIA to the Employment and Training Administration (ETA):

**A. A validated WIA Annual Report (OMB No. 1205-0420) – Due no later than October 1, 2009.**

Please note that states are required to complete report validation prior to submitting the annual report Tables A-O (ETA 9091) to ETA through the Enterprise Business Support System (EBSS) on, or before, October 1, 2009.

Data element validation, using the file of exiters and participants reported on the ETA 9091, must be submitted by February 1, 2010. Please see Attachment A of this TEN for the source documentation requirements for PY 2008 WIA data element validation.

States that are approved to report only the common performance measure outcomes for WIA programs for PY 2008 (California, Colorado, District of Columbia, Florida, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Virgin Islands, West Virginia, and Wisconsin) do not have to report outcomes for the customer satisfaction measures, the credential measure for Adults and Dislocated Workers, or the Older and Younger Youth measures on the WIA Annual Report. These states, along with all other states, are to report outcomes for the youth common performance measures.

States that are approved to report only the common performance measure outcomes should reference Attachment B of this TEN, which contains the WIA Annual Report format with strikeouts to indicate the information that is *not* required as part of the state's annual report submission.

**B. A WIA Annual Report Narrative – Due no later than October 1, 2009.**

States should e-mail electronic copies of their narrative annual report to [WIA.AR@dol.gov](mailto:WIA.AR@dol.gov) and their Regional Administrator. Guidance in TEGL 14-00, Change 3, *Workforce Investment Act (WIA) Annual Report Narrative* identifies specifically those required portions that states must provide as well as those portions that states are encouraged to provide.

**C. The appropriate WIA Standardized Record Data files – Due no later than October 15, 2009.**

When uploading their WIA Standardized Record Data (WIASRD) files to EBSS, states should zip their file using readily available file compression software. This will help ensure that the file uploads quickly and server usage at the state and ETA are minimized.

States are responsible for assuring that their WIASRD files are accurate and complete. The EBSS does not check for consistency across multiple fields (other than the funding stream), and will not check for state level outliers prior to the state submission of the final WIASRD files. For states that use ETA's Data Reporting and Validation Software (DRVS) to create their WIASRD files, these checks occur during the WIASRD file creation.

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Please note the following items when generating and submitting WIASRD files:

- WIASRD item 326 (Other Non-WIA Programs) includes new valid values to allow states to code American Recovery and Reinvestment Act of 2009 co-enrollments.
- Please ensure that WIASRD item 342 Occupational Skills Training Code is completed; O\*Net codes are available at <http://online.onetcenter.org/>.
- Please ensure that WIASRD item 619, Type of Recognized Credential, is completed for each individual who has earned a credential or certificate.
- If the exiter was a Workforce Innovation in Regional Economic Development (WIRED) or Military Spouse Career Advancement Account (CAA) funded recipient, item 313c should contain the appropriate WIRED or CAA grant number.
- The most common WIASRD data problems are missing or incomplete information in the service items that were added in Program Year 2005 and on the occupation of the training program. The service items that were added in Program Year 2005 included the following:
  - Received disaster relief assistance
  - Received Core Self-Services and Informational Activities
  - Date of first staff assisted core service
  - Received Workforce information services
  - Date completed or withdrew from training
  - Received prevocational activities
  - Enrolled in education
- The occupation of the job held in the quarter after exit is frequently missing. States are should be encouraged to collect this data when providing follow-up services, as it is not available in wage record data.

In addition to these items, ETA has developed Attachment C of this TEN, which contains a list of common errors identified during the analysis of WIASRD submissions from previous years. States should contact ETA's National Office at [ETAperforms@dol.gov](mailto:ETAperforms@dol.gov), with the subject line of **WIASRD submission**, if they need additional assistance.

Please visit <http://www.doleta.gov/performance/reporting> for the most recent WIASRD file format.

**Please note that in addition to the annual reporting requirements enumerated in sections A-C above, states must also submit Quarterly and Supplemental Monthly Reports to ETA through EBSS.**

As described in TEGL 24-08, states are required to submit supplemental reports for WIA Adults, Dislocated Workers, and Youth programs, National Emergency Grants, and Wagner-Peyser Employment Service and Reemployment Services Grants for reporting under the American Recovery and Reinvestment Act.

#### **4. Performance Reporting and Data Validation for Other State-Based Programs.**

**Wagner-Peyser Employment Service.** States are required to submit the ETA 9002 and VETS 200 reports (OMB No. 1205-0240) on a quarterly basis. **States must submit their PY 2008 fourth quarter reports no later than August 31, 2009.**

The fourth quarter PY 2008 Wagner-Peyser Employment Service submission requires report validation and minimal data element validation. **Data validation (including Report and Data Element Validation) must be completed for the ETA 9002 and VETS 200 reports prior to submitting the final fourth quarter reports by the August 31, 2009 due date.** A minimal data element validation sample of 25 job seekers must be reviewed and compared to state-level data prior to submitting the ETA 9002 and VETS 200 reports to ensure that the files used to conduct report validation were properly constructed. All states are required to perform data element validation using the DRVS and to submit their summary and analytical reports through the EBSS.

**Trade Adjustment Assistance (TAA).** States are required to submit the Trade Act Participant Report (TAPR) on a quarterly basis, no later than 45 days after the end of the report quarter. The fourth quarter TAPR for Fiscal Year (FY) 2009 is due no later than November 16, 2009. States administering TAA programs are not required to submit an annual report; states are required to submit individual participant records only for TAA. Therefore, states are not required to conduct report validation, but must conduct data element validation on the cumulative file of four quarters of the FY 2008 TAPR (created by adding the four quarterly files together). Data element validation for TAA must be submitted to ETA by February 1, 2010. Please see Attachment D of this TEN for the source documentation requirements for FY 2009 TAA data element validation.

Please note that performance reporting and data validation requirements for the Trade program will change for Fiscal Year 2010. A Federal Register notice announcing ETA's request for emergency approval by the Office of Management and Budget of the changes to the TAPR was published July 27, 2009.

**5. Data Validation for the National Farmworker Jobs Program (NFJP).** Grantees administering the NFJP are not required to submit a performance outcomes report. Grantees are required to submit individual participant records for the NFJP, which are used by ETA to calculate the performance outcomes for each grantee. Therefore, grantees are not required to conduct report validation, but must conduct data element validation.

The final NFJP participant data for PY 2007 (participants with exit dates between 7/1/2007 and 6/30/2008) were due to ETA's contractor (Social Policy Research Associates) on May 15, 2009. **Data element validation for PY 2007 must be submitted to ETA by November 2, 2009.** Please see Attachment E of this TEN for the source documentation requirements for PY 2007 NFJP data element validation.

NFJP grantees should use NFJP Data Validation Software Version 2.0 with the associated update for PY 2007 data element validation.

**6. Indian and Native American Program (INAP) Reporting.** Grantees administering the INAP are not required to submit a performance outcomes report. Grantees are required to submit

individual participant records for the INAP, which are used by ETA to calculate the performance outcomes for each grantee.

**7. Data Reporting and Validation Resources.** ETA provides several resources to states in order to assist them in reporting timely and accurate data.

WIA Annual and Quarterly Report handbooks are available at:  
<http://www.doleta.gov/performance/reporting>

Data validation software applications and User Guides for each program are at  
[http://www.doleta.gov/performance/reporting/tools\\_datavalidation.cfm](http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm)

Data Reporting and Validation Software (DRVS) version 7.2 was released on May 6, 2009. DRVS 7.2 allows states to calculate their WIA PY 2008 Annual Report and WIA and Wagner-Peyser 2009 Quarterly reports. DRVS 7.2 implements the Literacy/Numeracy calculation per TEGL 17-05, Change 2; designates WIASRD 313c as a “Special Projects” field and adds valid values to Other Non-WIA Programs (WIASRD 326) to allow states to code American Recovery and Reinvestment Act of 2009 co-enrollments.

**8. Training and Technical Assistance.** States and grantees are encouraged to request technical assistance on validation procedures and the use of the reporting and validation tools by contacting Regional and/or National Office program staff.

**9. Action Requested.** States and grantees should: 1) distribute this notice to the appropriate staff; 2) complete report and data validation activities within the timeframes established in Sections 3, 4 and 5 of this Notice; and 3) provide the appropriate Regional Office with updates on the reporting and validation process.

**10. Inquiries.** Questions regarding performance reporting should be directed to the appropriate ETA Regional Office, or to the Office of Performance and Technology, at [ETAperforms@dol.gov](mailto:ETAperforms@dol.gov).

**11. Attachments.**

**Attachment A:** Source Documentation Requirements for Program Year (PY) 2008 WIA Data Element Validation

**Attachment B:** Workforce Investment Act (WIA) Annual Report Requirements for States Approved to Report Against the Common Performance Measures Only

**Attachment C:** Common WIASRD Reporting Errors

**Attachment D:** Source Documentation Requirements for Fiscal Year (FY) 2009 TAA Data Element Validation

**Attachment E:** Source Documentation Requirements for Program Year (PY) 2007 NFJP Data Element Validation