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Revised: 1/21/2025

Local Policy 2024-03, Change 1 Local Workforce Development Area 2 (LWDA2) Data Validation

Purpose: To ensure the accuracy, reliability, and integrity of data reported for the Workforce Innovation and Opportunity Act (WIOA).

Recission: Local Policy 2024-03 Data Validation

References:

- DWD Policy 2022-08, Change 1 *Workforce Programs Data Validation (All references within this policy are included by default)*

Change Summary:

- The timelines for region 2s data validation reviews are more detailed
- The policy now specifies that region 2 uses both active and exited cases when completing quarterly data validation reviews.

Content:

Background

The Northern Indiana Workforce Board (NIWB) focuses on serving individuals with barriers to employment and seeks to ensure this population has increased access to quality services and opportunities for employment, education, training, and support. NIWB also seeks to better align workforce, education, and economic development systems. In addition, NIWB focuses on the continual improvement of, and access to, the Workforce Innovation and Opportunity Act (WIOA) services for WIOA eligible individuals for the purposes of increasing both worker and employer prosperity. A key element in reaching these goals is the data validation process.

Data validation is a series of internal controls established to verify the accuracy and reliability of the data. Through outlining source documentation for common data elements and providing written procedures, data validation helps identify and correct data errors, ensures the comparability of data across programs, and improves performance accountability within programs.

Data validation consists of three separate functions: Staff Validation, MIS Data Validation, and Quarterly/Annual Audits.

- 1.) **Staff Validation:** Staff members are responsible for validating all required documents, case notes, services, and assessments that they collect to qualify each participant.
- 2.) **Service Provider MIS Data Validation:** The MIS team is tasked with checking the validity, accuracy, and reliability of the data entered by staff before approving any enrollment or funding.
- 3.) **Bi-Annual Monitoring/Audits:** NIWB leadership will conduct two monitoring/audits per year to address and correct any issues or trends observed during these audits. The Bi-annual monitoring/audits will take place in October and in April.

Data Validation Requirements

NIWB requires the subrecipient or subcontractor to perform data validation on all participant enrollments. Based on the results of these validations, the subrecipient's or subcontractor's MIS/Data Validation team will develop and deliver targeted training sessions to address identified issues.

Participant records will be compared to the list of acceptable source documentation. All findings must show the steps to resolution if possible. The subrecipient's or subcontractor's MIS/Data Validation team will look for errors, missing data, and anomalies. It is the subrecipient's or subcontractor's responsibility to ensure that their procedures align with NIWB policy. The subrecipient's or subcontractor's MIS/Data Validation team will review the failed records and decide the best route to correct those and future issues.

NIWB will review both active and exited participants during these audits. Service providers must participate in the monitoring review and provide all requested documentation. As part of the NIWB's continuous improvement effort, the following will be shared with the subrecipient or subcontractor:

- Identified trends
- Identified strengths
- Opportunities for improvement
- Issues
- Necessary solutions for identified issues

NIWB will utilize the results of the bi-annual monitoring to ascertain the effectiveness of the service provider's data validation efforts.

When errors, missing data, or anomalies are identified, NIWB will contact the designated service provider to discuss the procedure for making a correction or to better document why the value may be accurate.

Responsibilities of Data Entry Staff

1. Data Collection

- Collect accurate and complete data from participants during program intake and throughout their participation.
- Only use approved forms for data collection to ensure consistency.
- All documentation must be uploaded into the approved data management system.

2. Data Entry

- Enter all collected data into the designated data management system within 3 days of collection.

3. Data Validation (on your own files)

- Conduct regular data validation checks, including;
- Verification of participant eligibility documentation.
- Cross-checks of entered data against source documents.
- Correct any identified data discrepancies typically within 72 hours.

4. Compliance

- Adhere to all relevant federal, state, and local regulations regarding data privacy and security.

Responsibilities of the Service Provider's MIS Data Validation Team

1.) Data Accuracy and Completeness:

- Ensure that all data collected and entered into the system is accurate, complete, and consistent with program requirements.

2.) Regular Audits

- Conduct routine audits of data records to identify and correct discrepancies, ensuring data integrity.

3.) Training and Support

- Provide training and support to staff on data collection, entry, and validation procedures to maintain high data quality standards.

4.) Compliance Monitoring

- Monitor adherence to data policies and regulations, ensuring compliance with federal, state, and local requirements.

5.) Issue Resolution

- Investigate and resolve data integrity issues promptly, implementing corrective actions as necessary to prevent future occurrences.

6.) Reporting

- Generate and review reports to ensure accurate data representation and compliance with reporting standards.

Document Storage

NIWB requires all staff to upload all participant supporting documents into the approved system immediately upon receipt.

For questions, contact:

Northern Indiana Workforce Board
220 Colfax Ave., South Bend, IN. 46601
admin@niwb.org