

Data Validation Policy

Effective Date: 12/01/2020

Duration: Indefinite



Purpose:

Data validation is a series of internal controls or quality assurance techniques to verify the accuracy, validity, and reliability of data. Data validation framework requires a consistent review across programs to ensure that all data consistently and accurately reflect the performance of each grant, Sub-recipient, and/or program.

Data validation procedures:

- Verify that the performance data are valid, accurate, and reliable;
- Identify anomalies in the data and resolve issues that may cause inaccurate reporting;
- Outline source documentation required for common data elements; and
- Improve program performance accountability through the results of data validation efforts.

NOTE: NETLWDA is responsible to conduct quarterly review of only those programs for which they received program funds. All other programs will be reviewed by Workforce Services staff, as noted in the Workforce Services Policy – Data Validation.

I. Applicable Programs for Data Validation:

- Title I-Adult, Dislocated Worker, and Youth
- Other programs as determined and required by the TDLWD

II. Frequency of Data Validation:

Data validation will be conducted by NETLWDA Board Staff quarterly, culminating in an annual review.

A. Quarterly Data Validation:

NETLWDA Board Staff will be responsible to conduct data validation on the applicable programs listed in this policy.

LWDB Quarterly Responsibilities:

NETLWDA will conduct quarterly review of each program for which they are a sub-recipient of program funds. The results of the data validation must be submitted quarterly to the State Workforce Development Board (SWDB).

The specific steps on conducting the review of each program are: (1) Notification to the sub-recipient; (2) random selection of participants by NETLWDB or TDLWD, depending upon program being monitored; (3) completion of review by Board Staff; (4) quarterly review letter to sub-recipient noting non-compliance areas; (5) corrective action plan submitted by sub-recipient to NETLWDB; and (6) completion of CAP. These steps are reviewed during staff training.

During the validation process, any files that contain data errors will be expected to be corrected within 30 business days after the submission of the quarterly monitoring report.

B. Annual Data Validation Training:

Data validation classes are scheduled annually and conducted by TDLWD. These classes will consist of various staff members from each LWDA to include service providers, one-stop operator managers, and LWDB staff. Each LWDB will be required to provide a minimum number of staff (established by WFS) to participate in these classes. These classes will serve as a method to train LWDB staff and their contractors on data validation, as well as conduct data validation. Before the data validation takes place, each LWDB staff member will receive training on required performance reporting, as well as a review of applicable documentation for data validation along with a validation tool. The annual data validation process is a four (4) week period.

III. Staff Training for Data Validation:

All staff that conducts data validation throughout the year must receive training on how they are to validate each program's data. This training will be conducted, at a minimum, one (1) time per year by WIRED staff and program leads. The training will be conducted in-person at the TDLWD Central Office, unless travel restrictions prevent staff from attending. Otherwise, training will be conducted in a virtual setting utilizing video conferencing technology.

IV. Corrective Action:

The data validation process is aligned with the overall monitoring process for the NETLWDA. Any issues identified through data validation will follow the established corrective action process in the NETLWDA Monitoring Policy.

References:

TEGL 23-19, TEGL 7-18, and TDLWD Workforce Services Policy – Data Validation

CONTACT: Questions concerning the above may be addressed to Kathy Pierce, Executive Director of the NETLWDB at kpierce@ab-t.org.

This policy will remain in effect until amended, modified, or set aside by the Northeast Tennessee Local Workforce Development Board.

APPROVED:



James Osborne
NETLWDB Chair