



## **NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL**

### **DATA VALIDATION POLICY**

#### **POLICY 2-15-01 (2)**

##### **PURPOSE:**

To ensure the accuracy of annual statewide performance reports, safeguarding of data integrity, and promoting the timely resolution of data anomalies and inaccuracies of data for Workforce Innovation and Opportunity Act (WIOA) Title IB Adult, Youth, Dislocated Worker, Title III Wagner-Peyser, Trade Adjustment Assistance (TAA), Jobs for Veterans State Grant, and Dislocated Worker Grants (DWG) programs as required by 2 Code of Federal Regulations (CFR) 200.303 and Training and Employment Guidance Letters (TEGL) 7-18 and 23-19.

##### **POLICY:**

Data Validation will be conducted on an at least annual basis. Each review period will include a random sample of Wagner-Peyser participant records and ten percent of WIOA Adult, Dislocated Worker, Youth, TAA participant records to be validated for reporting accuracy. The list of acceptable source documentation provided by the US Department of Labor will be used to validate required data elements.

Data validation of required performance data:

1. Verifies that the performance data reported by the State to the US Department of Labor are valid, accurate, reliable, and comparable across programs;
2. Identifies anomalies in the data and resolves issues that may cause inaccurate reporting;
3. Outlines source documentation for the required common data elements;
4. Improves program performance accountability through the results of data validation efforts; and
5. Provides for regular data validation training to program staff.

All participant files must be maintained electronically in the Virtual One-Stop (Job Service North Dakota's official record system). Participant data recorded will be validated against participant source documentation located in the VOS Document Management module to ensure reporting accuracy. For each validated individual data element, a pass or fail grade will be assessed.

A Data Validation Report containing the results of the data validation will be provided to the Workforce Centers, WIOA managers and director. Results shall identify the names of the files reviewed, missing and/or erroneous data. Corrective action/training must be completed within 30 days of the report.

##### **REFERENCE:**

- (0) NDWDC Administrative Committee May 21, 2020
- (1) NDWDC Administrative Committee November 25, 2020
- (2) NDWDC Administrative Committee February 14, 2023

**REVIEW:** February 14, 2026