

# **Wagner-Peyser Data Element Validation (DEV)**

## **Scope of Review Program Year 2025**

### **Sampling Report Process**

Prior to each WorkSource Office monitoring entrance, the Employment Security Department (ESD) Labor Market Information Research (LMIR) Division provides the ESD Monitoring Unit with a participant record table that assigns a random number to each record in the “rnum” field. The table includes the PIRL data values to be validated against source documentation.

The participant record table is filtered by the “Report Name” field to only display program participant records labeled “WP and no other Selected Programs”. The table is then filtered by the “Activity Date Category” field to seek more recent records to ensure all records have data values on the current PIRL to validate. The respective number of unduplicated participant records are selected to reach the desired sample size as detailed below.

### **Sample size and methodology for Office Monitoring Visits**

- a. The table will be sorted based on the Workforce Development Area and then a sample of at least 5 records, when possible, from the offices selected for monitoring within the area. The sample selection will include, if available, at least 2 Migrant Seasonal Farm Worker records from the office.
- b. If less than the five records appear in the table all will be sampled.

- c. In the unique circumstance the random sample does not include at least five records for the programmatic review sample, the table may be further filtered to identify a set of records to replace the number of files needed to reach the desired programmatic sample.

The sample size methodology is based on a fixed number of participant records with all required data elements being reviewed per the resources available. The random sample could include a mix of active and exited participant records.

## **Validating Wage Data**

As outlined in PY25 Wage Validation Scope of Review Procedure, the Information Technology Services Division (ITSD) validates the following data elements: 1600-1607; 1614-1618 (1610, 1612, and 1613 elements are not being populated at this time); 1700-1706. ESD Monitoring Unit validates all other data elements as identified in each program's DEV Worksheet.

## **Timelines and documentation of error resolution:**

ESD Monitoring Unit utilizes the DEV Worksheet for the review process to identify passes and failures for each office, Workforce Services Division (WSD) and ITSD. ESD Monitoring Unit will summarize the results on a DEV Action Item (Office Level) or At-a-Glance Results (Division level) worksheet.

Standardized language to explain record failure for an element:

1. No source documentation located
2. Documentation located, unallowable source

3. Documentation located, unreadable
4. Documentation located, inaccurately recorded data
5. Documentation located, data was not recorded
6. Documentation located, inconsistent with other documentation
7. MIS system issue

Corresponding actions required to correct errors by type of failure:

1. Locate or attempt to collect missing source documentation
2. Locate or attempt to collect allowable source documentation
3. Locate or attempt to collect a readable copy of source documentation
4. Correct the inaccurately recorded data
5. Record the missing data
6. Resolve the inconsistency and ensure accuracy of data and/or source documentation appropriately
7. ITSD will investigate the root cause and work towards resolution of the MIS system issue.

## **DEV Response-Office Process**

The local WorkSource office leadership will have 30 business days from the day they receive the DEV Action Items worksheet to respond. The worksheet will list individual participant items that failed. The office will be required to resolve the items identified and communicate in their response whether the item was resolved. If an item is not resolved the office will provide information explaining the reason it could not be resolved. The worksheet will

also list any overall elements that exceed the 20% programmatic pass/fail ratio which requires a corrective action plan as prescribed in **WorkSource System Policy 1003, Rev. 6.**

## **DEV Reporting and Response Process-Division Level**

### **Semi-Annual DEV Report**

On a semi-annual basis, an informal review of overall DEV element pass/fail results will be provided to WSD and ITSD unless no scheduled monitoring visits have occurred during that period. The At-a-Glance worksheet indicates whether each data element passed or failed based on exceeding the 20% programmatic pass/fail ratio as prescribed in **WorkSource System Policy 1003, Rev. 6.**

### **Annual DEV Report**

On an annual basis, overall DEV pass/fail results will be provided to WSD and ITSD. If any element fails across the period, the owner of the respective failure will be required to develop and submit a corrective action plan for any element failures that exceed the 20% programmatic pass/fail ratio as prescribed in **WorkSource System Policy 1003, Rev 6.** A required corrective action plan will be submitted to ESD's Monitoring Unit within 30 business days from the date the Annual DEV Report is received. Existing/Historical Corrective Action Plans for known element failures will require an update rather than a new plan.

## Annual DEV Training

On an annual basis, following completion of the Wagner-Peyser Program Data Element Validation review, ESD Monitoring Unit will review the results of the full sample to identify what elements exceeded the error rate. Those elements identified will be included as technical assistance in the Wagner-Peyser Program's Annual DEV training apart from MIS system failures. Currently, MIS systems failures are being addressed in the WorkSource Information Technology System (WIT) replacement process.