

**Rick Scott**  
GOVERNOR

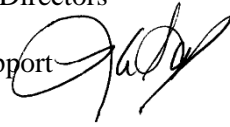


**Jesse Panuccio**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** December 2, 2015

**TO:** Local Workforce Development Board (LWDB) Executive Directors

**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

**SUBJECT:** Program Year 2014-15 Data Element Validation Reviews

The Department of Economic Opportunity (DEO) is required to annually validate participant data reported to the United States Department of Labor (USDOL) for participants in USDOL funded programs. The review will consist of those individuals that terminated their participation between April 1, 2013 and September 30, 2014. Participant files to be reviewed have been selected from the Workforce Investment Act Adult, Dislocated Worker, Youth, National Emergency Grant programs, as well as the Trade Adjustment Assistance Program.

Data validation samples have been determined, and the purpose of this notice is to alert those boards whose participant files are included in the sample of the process we will use to conduct the required data validation reviews. All reviews must be completed and the results submitted to USDOL by February 1, 2016.

All 24 LWDBs have been selected to participate in the annual review. In keeping with the SharePoint monitoring review process of electronically reviewing participant records, each LWDB will have to make the records available through one of the following methods. For those regions with internet and/or web-based document storage systems, the records will be reviewed from the region's central site. The LWDB will provide DEO with a link to access participant files through the use of a secure web-based interface (a unique user id and password) to log into their systems. For those LWDBs without electronic file storage systems, region staff will have to scan and upload the records onto the SharePoint Portal for review remotely.

Each LWDB will be sent a list of sample participant files that must be reviewed and validated. The sample review records must be made available through either review method by Monday, December 14, 2015. We ask that you please inform staff who are organizing and uploading the files to ensure that all sample files are complete and contain the following data:

- Eligibility source documents for all funding sources used to serve the participant;
- MIS forms/applications used and/or EFM screens reflecting all program activities assigned;
- Youth goal setting and attainment data;
- Assessment/Test data, Credential attainment information, and Program Outcome data;

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- Customized Training, On-the Job Training, and Occupational Skills Training agreements including employee/participant training plans;
- Case Summary containing the exit reason; and
- Job Placement information, Case follow-ups and Case Notes.

If you have any questions regarding the data validation review process, please contact Tony Carter via email at [Tony.Carter@deo.myflorida.com](mailto:Tony.Carter@deo.myflorida.com) or by telephone at (850) 245-7406. Thanking you in advance for your cooperation and assistance.

LAS/okw

cc: Jay Barber   Scott Fennell   Tom Clendenning   Tony Carter   Ken Williams