



# Montana Department of LABOR & INDUSTRY

Division: Workforce Services Division

Category: WIOA

Effective Date:

Last Revised: N/A

Policy No.: 01-20

## Data Validation Policy

**Background:** WIOA section 116(d)(5) requires that the U.S. Departments of Education and Labor (USDOL) establish data validation guidelines to ensure information included in program reports is valid and reliable. Data validation safeguards the accuracy of annual statewide performance reports and data integrity and promotes timely resolution of data inconsistencies and inaccuracies. Supported by a series of internal controls or quality assurance techniques, Montana Department of Labor & Industry's (MDLI) Workforce Services Division will verify the accuracy, validity, and reliability of data with the ultimate goal of improving performance accountability and achieving positive outcomes for individuals served across workforce development programs.

**Scope:** This policy applies to MDLI's Workforce Services Division as Montana's administrative agency for U.S. Department of Labor Title 1B grant funds to Adult, Dislocated Worker, and Youth programs and the Employment Service program authorized under the Wagner-Peyser Act, as amended by Title III.

### Policy:

- MDLI's monitoring of service providers will include verification of the integrity and validity of data across workforce development programs.
  - Monitoring staff will provide service providers and program managers with a written summary of identified errors or missing data and a request to correct the inaccuracies.
  - Program managers will provide technical assistance.
  - Service providers will respond in writing when all inaccuracies and/or inconsistencies have been corrected.
- MDLI's monitoring staff will attend data validation training annually.
- [MDLI's Monitoring, Audits, Performance and Sanctions Policy](#) details monitoring protocols, consistent with 2 CFR 200.328 to ensure that program staff are following written procedures.
- A review of program data that includes USDOL's required elements will be conducted on an annual basis.

### References:

- [TEGL 7-18 Guidance for Validating Jointly Required Performance Data](#)
- [TEGL 7-18 Attachment I – Source Documentation Validation Instructions](#)