DIRECTIVE

WORKFORCE SERVICES

Number: WSD10-14
Date: February 10, 2011
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REQUEST FORM TO CHANGE PREVIOUSLY SUBMITTED DATA

EXECUTIVE SUMMARY:

Purpose:

This directive publishes the updated and automated “Request for Correction to Previously Submitted Data” form. Workforce Investment Act (WIA) Subgrantees must use this form to request a change to the WIA data that is locked after a participant exits the Job Training Automation (JTA) system.

Scope:

This directive applies to all WIA subgrantees.

Effective Date:

The directive is effective on the date of issuance.

REFERENCES:

- WIA (Public Law 105-220)
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05, Common Measures Policy for the Employment and Training Administration’s Performance Accountability System and Related Performance Issues (February 17, 2006)
- Workforce Services Information Notice WSIN08-14, Form to Request a Change to Previously Submitted Data (September 16, 2008)

STATE-IMPOSED REQUIREMENTS:

This directive contains only State-imposed requirements.

FILING INSTRUCTIONS:

This directive finalizes Workforce Services Draft Directive WSDD-52, issued for comment on January 5, 2011. The Workforce Services Division received one comment during the draft comment. This resulted in a change to the directive which is viewed as

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highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. A summary of the comment is provided as Attachment 2. Please retain this final directive until further notice.

BACKGROUND:

WIA subgrantees report participant information via the JTA system with the ability to change data regarding active participants. The JTA system "locks" the participant record at the local level once the WIA participant exits the program and becomes subject to performance measurement.

The "Request for Correction to Previously Submitted Data" template was developed as a tool to solicit the "unlocking" of participant data after exits occur. It is intended to correct for key data entry errors and other situations which are beyond the control of the WIA subgrantees. Previously, requests for data changes were submitted via various sources. This caused data inconsistencies resulting in the need for a form revision.

POLICY AND PROCEDURES:

In an effort to maintain data integrity, subgrantees must submit electronically, the attached form "Request for Correction to Previously Submitted Data" and subsequently receive approval from the Workforce Services Division, Data Analysis Unit (DAU) before they delete or change locked data. Upon receipt of the completed form, DAU staff will review the request and analyze the overall impact of the proposed change, especially with respect to current WIA performance outcomes. Each request will be considered on a case-by-case basis depending on the detailed reasons provided along with any supporting documentation submitted. If the request is approved, the form will be forwarded to the Information Technology (IT) Customer Services Unit. The IT Customer Services Unit will then contact the local Management Information Systems (MIS) administrator (or designated staff) to coordinate any approved changes. If the request is not approved, DAU staff will notify the appropriate contact person and explain the reasons for denial.

Subgrantees, their providers, and contractors are encouraged to be cognizant of the various grant codes, activity codes, and subsequent exit codes entered into the JTA system. It is advisable to be especially vigilant in recording accurate completion dates of participants' activities as it is the WIA subgrantees' responsibility to ensure records are updated within the 90-day window to avoid erroneous "soft exits" that may occur. WIA Subgrantees are encouraged to use the JTA local report, Print WIA Client Action Report (PWCAR), to identify and plan for scheduled "soft exits."

If a participant is exited from the system, the Subgrantee must complete the intake process anew in order to continue to provide services (other than post-program services). Those participants who re-complete the intake process will have their new enrollment counted separately in the performance calculations at the new point of exit.

The "Request for Correction to Previously Submitted Data" form is intended to maintain the integrity of the data and enable performance to be calculated properly. The following section provides guidance on filling out this form.

Requestor Identifying Information Section

The template's top section requests six items of general information that includes an addition to the previous template: the addition of the subgrantee's Executive Director and the MIS Administrator names. This information is required, even if the MIS Administrator and requestor is the same individual.

Detailed Reason for Requested Correction Section

The template's middle section solicits details necessary to complete the request. This section should include: participants' case number, participants' application number, specifics on the requested correction, the reason behind the correction, and references to corresponding documentation. Any request without a detailed reason or explanation why the change needs to occur will be denied. Corresponding documentation should be included with the request. The request and/or corresponding documentation should not include participants' Social Security Numbers. Faxed materials must have Social Security numbers removed for de-identifying purposes.

Authorized Signature Section

The revised template includes the Subgrantee's Executive Director (or the program designee) and the MIS Administrator signature lines. This inclusion increases awareness of the requested changes to their local data. Any request lacking the authorized signature(s) will not be approved.

Procedures for Submitting the Request for Correction to Previously Submitted Data

Requests should be submitted to the Data Analysis Unit electronically, via either the following email address, ManagePerformance.WSB@edd.ca.gov, or the e-fax number (916) 449-1686 also listed on the provided template.

ACTION:

Please bring this directive to the attention of all relevant parties.

INQUIRIES:

If you have any questions, please contact your Regional Advisor at (916) 654-7799.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division

Attachments are available on the Internet:

1. Request for Correction to Previously Submitted Data (DOC)
2. Summary of Comments (PDF)