

## Technical Assistance Guidance

## TAG 43-2020

Issued Date: July 1, 2020

Subject: Timely and Accurate Data Entry for WIOA Title I Services

### **Purpose**

This TAG provides guidance regarding timely and accurate data entry requirements for WIOA Title I services in the MIS (currently EmployNV)

### **References**

Public Law P.L. 113-128; [Sec. 116; 185; 188; 189; and 503]; [20 CFR Part 677]; [20 CFR Part 683]; [TEGL 39-11]; [TEGL 14-18]; [TEGL 19-16]; [State Compliance Policy (SCP) 5-5]; [WC Policy GEN-050-07]

### **Background**

Consistent with 20 CFR §683.300, all states and other direct grant recipients must report financial, participant, and performance data in accordance with instructions issued by the Department of Labor (DOL) and the Employment and Training Administration (ETA). Workforce Connections (WC) is required to establish basic standard operating procedures for data collection and management to ensure the quality and integrity of the collected data over time. Federal law, Office of Management and Budget (OMB) guidance, DOL and ETA require the protection of Personally Identifiable Information (PII) and any other sensitive information. Accurate and timely data entry is essential for the reliability and quality of reported WIOA Title I services, activities, and performance outcomes. This includes standards for data verification, data validation, and data security.

### **Policy**

WC has established that, for the purpose of Federal, State, and local reporting requirements, all data related to WIOA registration and services/activities provided to eligible WIOA Title I program participants must be recorded in the State Management Information System (MIS) within eight (8) business days of the occurrence of such events and/or activities. WC requires timely written notification if required data entry cannot be accomplished within the required time frame. This policy applies to all WC's sub-recipients providing WIOA Title I services to adult, dislocated worker, youth participants.

### **Guidance**

#### **Services not Entered Timely**

There may be instances when activities and/or services were not entered timely or correctly by the sub-recipient. These instances should be minimal and the sub-recipient must notify WC via email at [support@snvwc.org](mailto:support@snvwc.org). **WC will only correct services/activities provided within the last 90 days from the service/activity date. Documentation must be provided to validate that the service/activity was provided.**

WC will not make any data entry corrections that occurred more than 90 days from the date the service/activity was provided. Costs associated with these services may not be reimbursed by WC.

### **Soft Exit Removal**

There may be instances when a participant record soft exits from WIOA Title I services due to missing or late data entry. **WC will only remove the soft exit if the participant record soft-exited within the last 30 days. The service provider must provide support documentation that a service/activity was provided and not entered timely in the MIS.**

### **Action**

Please share this information with all WIOA Title I staff and other interested parties.

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your contract administrator at your earliest convenience.

### **Technical Assistance**

Available upon request.