

Data Validation Tool User Guide

Overview

The Data Validation Tool is an Excel spreadsheet that allows DEED staff and program providers to review data being submitted for federal reporting of Workforce Innovation and Opportunity Act (WIOA) Title I and Title III programs.

The tool allows comparison between Participant Individual Record Layout (PIRL) report data, management information systems including Workforce One (WF1) and MinnesotaWorks.net, and source documentation. The tool is available for the following programs:

1. Title I
 - a. WIOA Adult
 - b. WIOA Dislocated Worker (DW)
 - c. WIOA Youth
2. Title III
 - a. Wagner-Peyser
3. Trade Adjustment Assistance (TAA)
4. National Dislocated Worker Grants (DWG)

This guide assumes the following process:

1. DEED Performance and Technical Management (PTM) team create a spreadsheet for each Local Workforce Development Area (LWDA) that is populated with a randomized list of Record IDs that require data validation. The number of records pulled per program depends on the number of customers served. There will be one spreadsheet per LWDA per program they administer. For example, if a LWDA has 4 programs (WIOA Adult, DW, Youth, and Wagner-Peyser), there will be four spreadsheets.
2. DEED PTM sends the spreadsheet to DEED staff for review.
3. DEED staff review customer records to identify discrepancies in data reported in the PIRL and Title I, Title III, TAA, or DWG data in Workforce One (WF1) or Title III data in MinnesotaWorks.net. If available, DEED staff will review source documentation in WF1 Electronic Document Storage (EDS) or request it from providers.
4. DEED staff send the spreadsheet to LWDAs for their review.
5. LWDA staff correct any data entry or data validation errors and return it to DEED staff.

Definitions

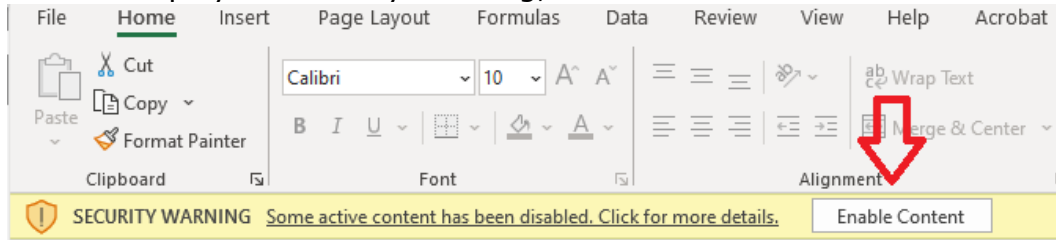
- **Data Validator:** DEED staff. Each DEED staff can be assigned their own Auditor number so that all records they are reviewing for a LWDA can be summarized on one sheet.
- **Customer ID Type:** Type of ID number associated with a customer.
 - **Ind ID:** Customer identification number from Workforce One (WF1)/Record ID.
 - **Common ID:** Customer identification number from the PIRL.
 - **Seeker ID:** Customer identification number from MinnesotaWorks.net.
- **Customer ID:** The number associated with the Customer ID Type. For example, if the Customer Type ID is Ind ID, the number in Customer ID is the participant's WF1 Record ID number.
- **Location:** The agency's location in which the Record ID was served.

DEED Staff Instructions

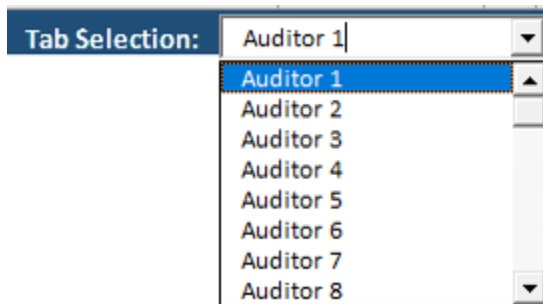
1. Open the spreadsheet to the Audit Worksheet tab.



2. If Excel displays a Security Warning, select Enable Content.



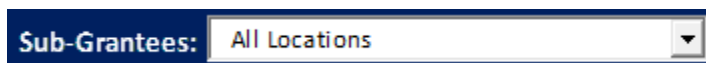
3. DEED staff will need to be assigned an auditor number between 1 – 9, which will be used to associate each customer with an auditor. This will allow multiple DEED staff to review the same LWDA and/or location and keep lists of customers separated by auditor.
 - a. Select an Auditor number from the **Tab Selection** dropdown.



4. From the **Customer ID Type** dropdown, select Ind ID for Title I programs and Seeker ID for Title III programs. This will populate the Customer ID field with all WF1 Record IDs or MinnesotaWorks.net Job Seeker IDs which require data validation.



5. Each LWDA will have their own Data Validation Tool and the **Sub-Grantees** dropdown will be populated. LWDAs with multiple sub-grantees will default to All Locations, though this can be filtered with the dropdown. If the sub-grantees are filtered, the Customer ID dropdown will filter to records associated with the selected sub-grantee.




6. Select a **Customer ID** from the dropdown. The Customer IDs will be populated with the Workforce One (WF1) Record ID number if the Customer ID Type is Ind ID. The Customer IDs will be populated with MinnesotaWorks.net Job Seeker IDs if the Customer ID Type is Seeker ID.



7. Column E, **Info. On File**, populates with PIRL data for the selected Customer ID. Columns F and G, **Info. Verified/Notes**, will be populated with information DEED staff enter in the **Information Center**.

B	C	D	E	F	G
Sub-Grantees: All Locations		Ind ID	Customer ID Type		
Customer ID:					
Description		Info. On File	<input checked="" type="checkbox"/>	Info. Verified/Notes	
1	Observation Number		7570	y	7570

8. Each data element has an **Information Center**, which provides the element’s definition, source documentation requirements, and more. DEED staff enter whether the Customer ID being evaluated meets the data validation requirement in the Information Center. LWDA’s can view DEED staff’s notes in the Information Center and make their own notes in response to DEED’s evaluation.
- First select the data element in the Description column. In the example below, the data element is Date of Program Entry and the cursor focus is on cell D14.
 - Select the MN logo in the upper left-hand corner of the worksheet to launch the **Information Center**.



B	C	D	E	F	G
Sub-Grantees: All Locations		Ind ID	Customer ID Type		
Customer ID:					
Description		Info. On File	<input checked="" type="checkbox"/>	Info. Verified/Notes	
10	Date of Pgrm Entry		20200406		

9. The **Information Center** displays. It provides the PIRL Data Element Description and the Record ID. There are several tabs:
- Validation Info
 - Acceptable Documentation
 - Summary Notes
 - Failed Validation List
 - Element Definition
 - Graphical Illustration

Information Center

PIRL Element Description: Date of Birth (WIOA)

Common ID: [] Ind ID (WF1 RecordID): [] Seeker ID: []

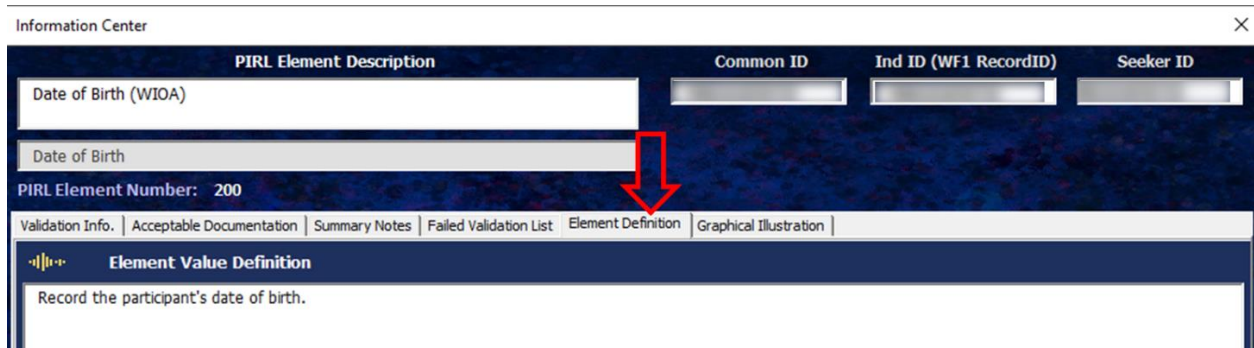
Date of Birth: []

PIRL Element Number: 200

Validation Info. | Acceptable Documentation | Summary Notes | Failed Validation List | Element Definition | Graphical Illustration

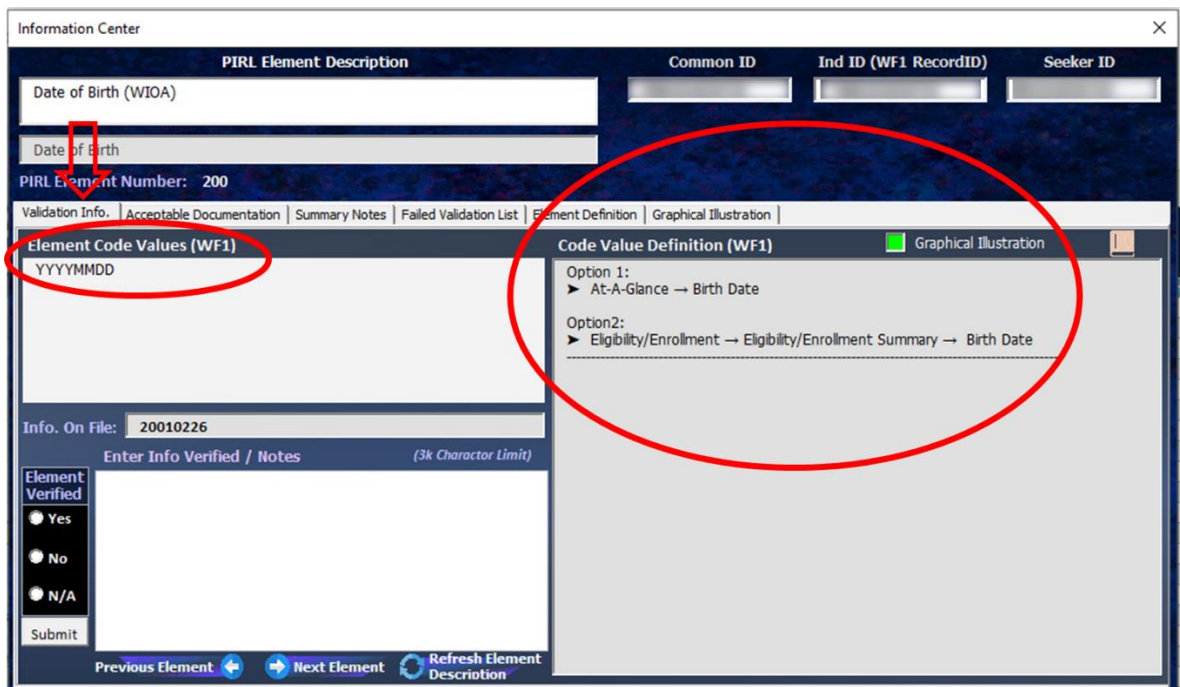
Element Code Values (WF1): YYYYYMDD Code value Definition (WF1): Option 1: [] Graphical Illustration: []

10. The **Element Definition** tab provides the PIRL definition of the data element.



11. The **Validation Info** tab includes the following:

- a. **Code Values:** This is what the PIRL allows to be submitted for the data element.
- b. **Code Value Definitions:** This provides instructions on where to view the data element in WF1.



- c. **Info. On File:** The information displayed is what is being reported in the PIRL.
- d. **Element Verified:** This is where DEED staff will enter whether the data element meets data validation requirements – meaning Info. on File from the PIRL matches the customer information in WF1 or MinnesotaWorks.net, and whether the source documentation is on file.
- e. **Info Verified/Notes:** This is where DEED staff will enter notes about if and how the data element was verified, and if it matches the Info. on File from the PIRL.

The screenshot shows the 'Information Center' window with the 'PIRL Element Description' section. The 'Date of Birth (WIOA)' field is populated with 'Date of Birth'. The 'PIRL Element Number' is 200. The 'Info. On File' is 20010226. The 'Enter Info Verified / Notes' section is highlighted with a red box and contains the following options:

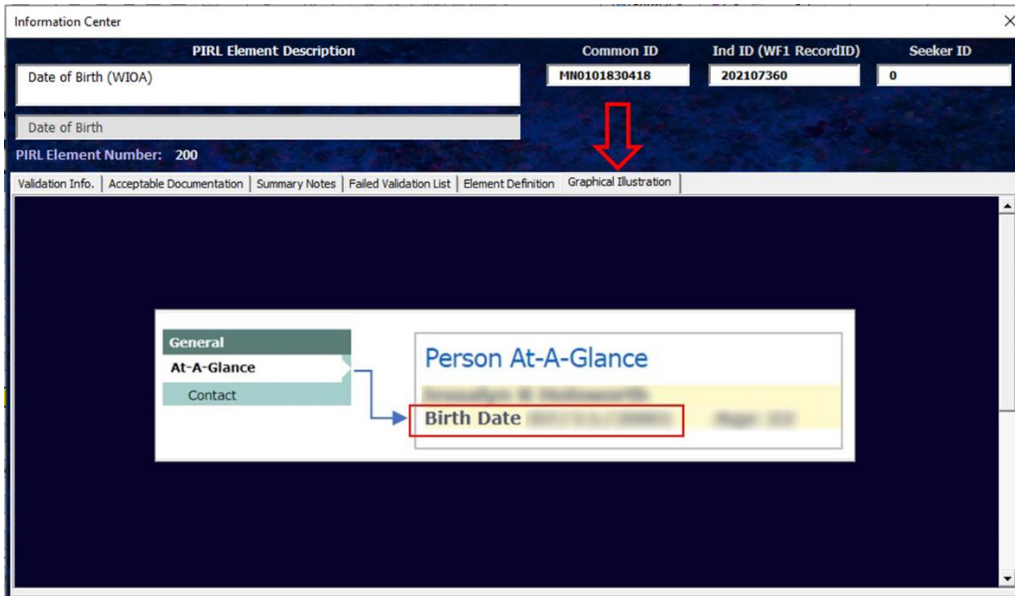
- Element Verified
- Yes
- No
- N/A
- Submit

Navigation buttons at the bottom include 'Previous Element', 'Next Element', and 'Refresh Element Description'.

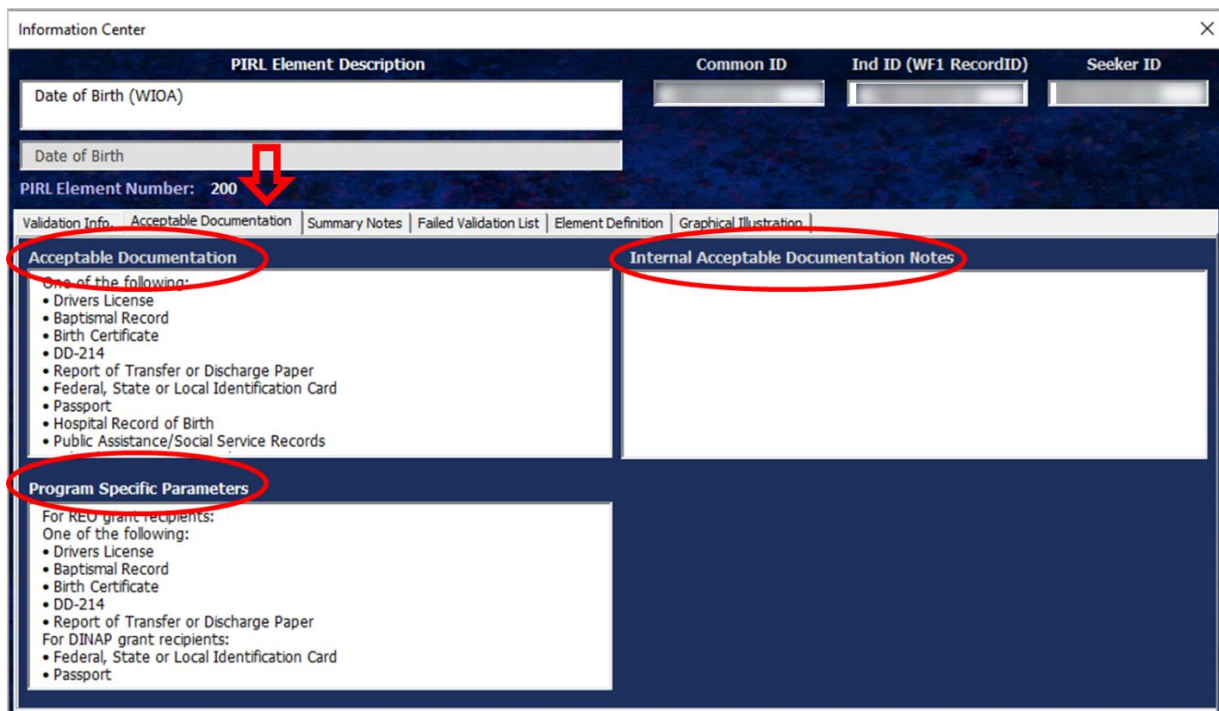
12. At the end of every page, select **Submit**.
 - a. **IMPORTANT NOTE: SUBMIT DOES NOT SAVE THE DATA.** Submitting the data in the Information Center populates the Audit Worksheet for the customer with the information that DEED staff entered. **All data elements for a customer must be entered on the Audit Worksheet before the data is saved.**

This screenshot is identical to the one above, but with a red arrow pointing to the 'Submit' button in the 'Enter Info Verified / Notes' section.

13. If available, the **Graphical Illustration** tab will display a screenshot of where the data element may be viewed in WF1 or MinnesotaWorks.net.



14. The **Acceptable Documentation** tab includes the following:
- Acceptable Documentation:** Allowable forms of source documentation that satisfy data validation requirements for all WIOA Title I programs.
 - Internal Acceptable Documentation Notes:** This section provides additional information about documentation that is acceptable for the data element.
 - Program Specific Parameters:** If the data element has varying forms of acceptable documentation between programs, they will be listed here. For example, if acceptable documentation varies between youth and adult programs.



15. The **Summary Notes** tab includes the following:
- a. **Data Validator's Notes:** This is where DEED staff make notes about the customer's overall data validation results.
 - b. **LWDA's Notes:** This is where LDWAs can make notes about the customer's overall data validation results.

The screenshot shows the 'Information Center' window with the 'Summary Notes' tab selected. At the top, there are input fields for 'Date of Birth (WIOA)', 'Date of Birth', 'Common ID', 'Ind ID (WF1 RecordID)', and 'Seeker ID'. Below these is the 'PIRL Element Number: 200'. The main content area is divided into two columns: 'Data Validator's Notes' on the left and 'LWDA's Notes' on the right. A 'Submit Notes' button is located between the two columns. The 'Data Validator's Notes' section is currently selected, indicated by a radio button and a red circle around the label. The 'LWDA's Notes' section is currently unselected, indicated by a radio button and a red circle around the label. At the bottom, there are two footnotes: 'Please Note: 1,500 Maximum Characters' and 'Summary Notes are stored based on the customer ID'.

16. The radio button will default to Data Validator and make the Data Validator's Notes area editable. At this stage, the LWDA radio button is selectable but the LWDA's Notes area is not editable.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Data Validator' radio button. The 'Data Validator' radio button is now selected, and the 'LWDA' radio button is unselected. The 'Data Validator's Notes' area is now highlighted in white, indicating it is editable, while the 'LWDA's Notes' area remains greyed out, indicating it is not editable.

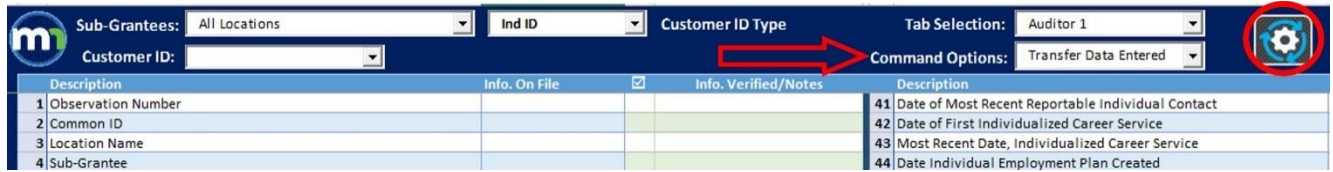
17. Click on the **Submit Notes** button to save your notes.

The screenshot shows a web application window titled "Information Center". At the top, there are input fields for "Date of Birth (WIODA)", "Common ID", "Ind ID (WF1 RecordID)", and "Seeker ID". Below these is a "Date of Birth" field and a "PIRL Element Number: 200" label. A navigation bar includes tabs for "Validation Info.", "Acceptable Documentation", "Summary Notes", "Failed Validation List", "Element Definition", and "Graphical Illustration". The "Summary Notes" tab is active, showing a "Data Validator" section with "Data Validator" and "LWDA" options. A "Submit Notes" button is circled in red. Below are two large text areas: "Data Validator's Notes" and "LWDA's Notes". At the bottom, there are instructions: "Please Note: 1,500 Maximum Characters" and "Summary Notes are stored based on the customer ID".

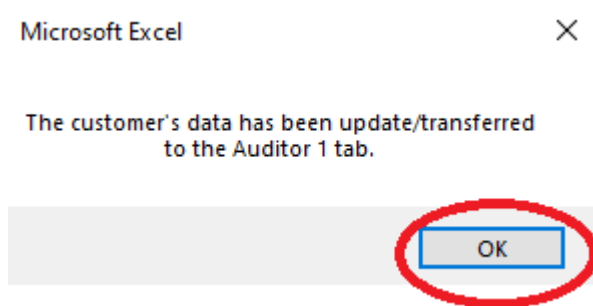
18. After the Information Center and customer record in WF1 or MinnesotaWorks.net have been reviewed, and the Validation Info tab has been completed, DEED staff can return to the Audit Worksheet and continue the same steps for the remaining data elements for the customer. **All data elements for a record must be completed before the information can be saved. Do not exit out of the spreadsheet or switch to another Record ID until you have finished reviewing all data elements and have transferred the data entered.**

	B	C	D	E	F	G
1			Sub-Grantees: All Locations	Ind ID		Customer ID Type
2			Customer ID:			
3						
4						
5			Description	Info. On File	<input checked="" type="checkbox"/>	Info. Verified/Notes
6	1		Observation Number			
7	2		Common ID			
8	3		Location Name			
9	4		Sub-Grantee			
10	5		IndCase ID			
11	6		Workforce One Record ID			
12	7		Seeker Data ID			
13	8		TAA Petition Number			
14	9		CaseSequence			
15	10		Date of Pgrm Entry			
16	11		Pgrm Exit Date			

- Once all data elements have been reviewed, select **Transfer Data Entered** from the **Command Options** dropdown, then select the Refresh button.

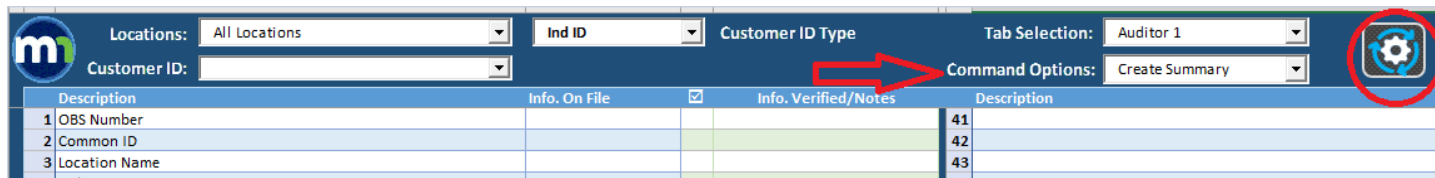


- A notification will display that says, "The customer's data has been updated/transferred to the Auditor 1 tab." **Select OK.**

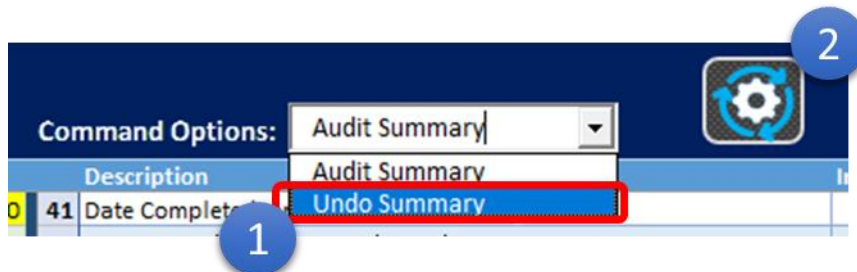


- Once all the records have been audited, select **Create Summary** from the **Command Options** dropdown, then click on the Refresh icon.

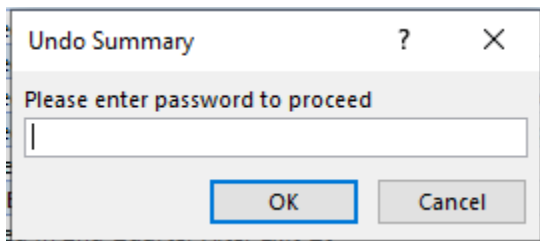
This will generate an **Audit Error List** tab and calculate the number of records that did and did not pass the data validation process.



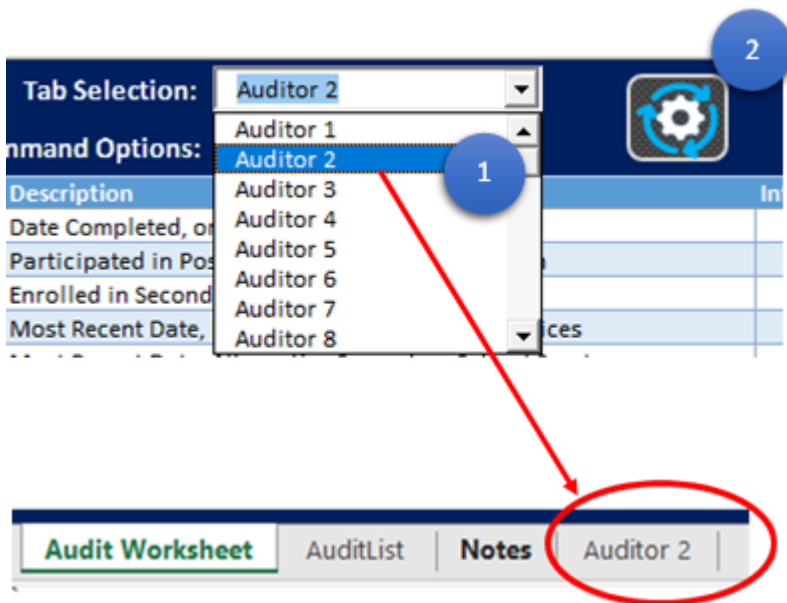
- To undo the Summary;
 - Select "**Undo Summary**" from the Command Options dropdown menu and then
 - click the refresh button.



23. In the Undo Summary box, enter the password and click the OK button.



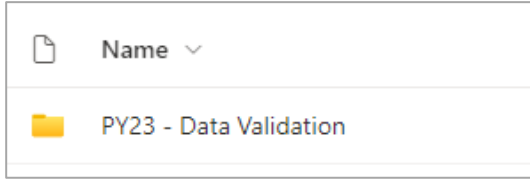
24. If you saved your audit information in a tab other than Auditor 1, you will need to
1. select the corresponding Auditor number shown on the bottom tab from the **Tab Selection** dropdown menu then,
 2. Click the refresh button.



LWDA Review

After DEED staff have completed data validation for all records, each LWDA can review their audited records by accessing their Data Validation workbook(s).

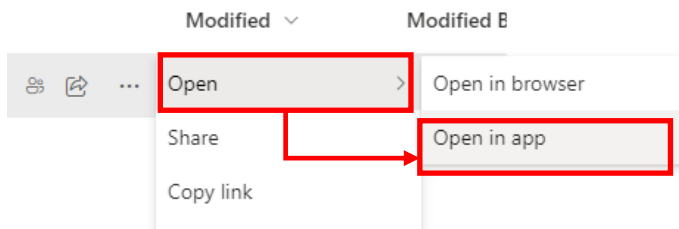
- Each LWDA can access their Data Validation workbook(s) through their assigned SharePoint site.
- Once in your SharePoint site, select the appropriate Program Year folder.



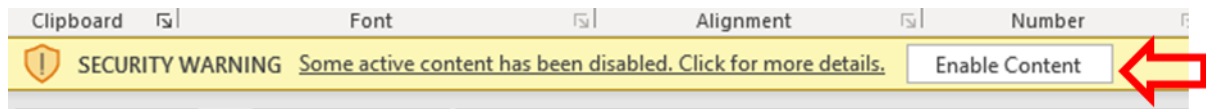
- Select the desired Data Validation workbook to review and click on the 3 dots to the right of the workbook name.



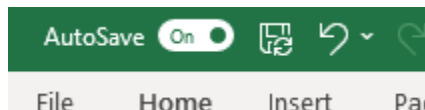
- Select **Open** then select **Open in app**



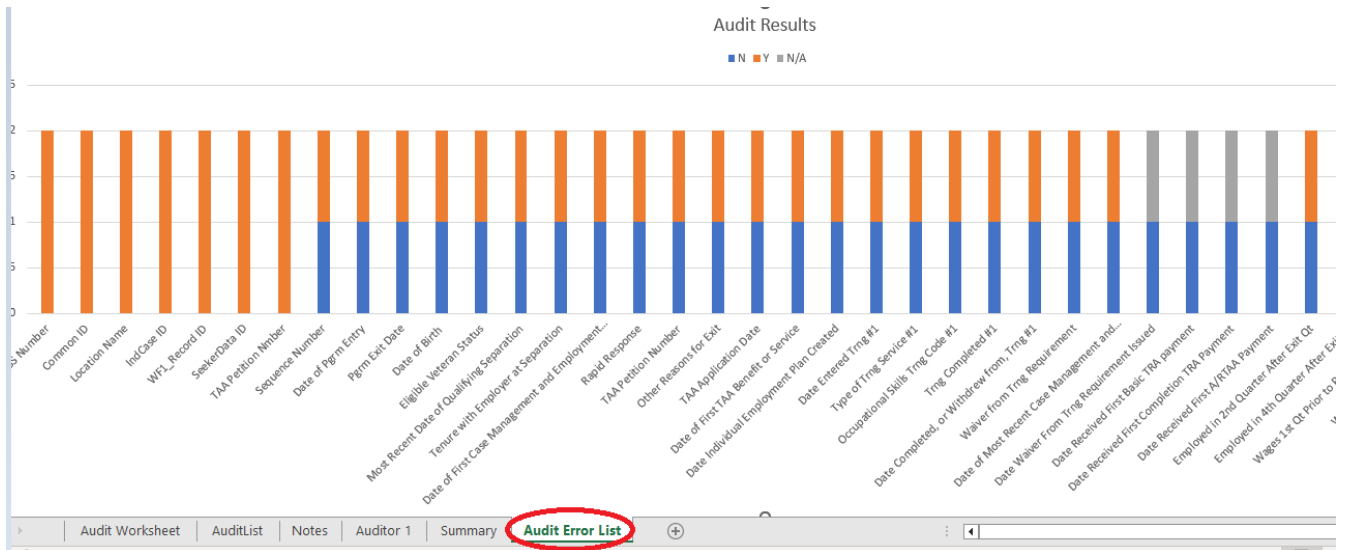
- When you open the workbook for the first time, click on "**Enable Content**" in the SECURITY WARNING banner.



- If the AutoSave option on the top left corner of the workbook is off, click on the toggle button to turn it on.



9. The **Audit Error List** tab displays a chart which illustrates the breakdown of compliance per data element.



10. Select the **Audit Worksheet** tab on the workbook and click on the MN icon to access the Information Center User form.



11. Select the **Failed Validation List** tab on the Information Center.

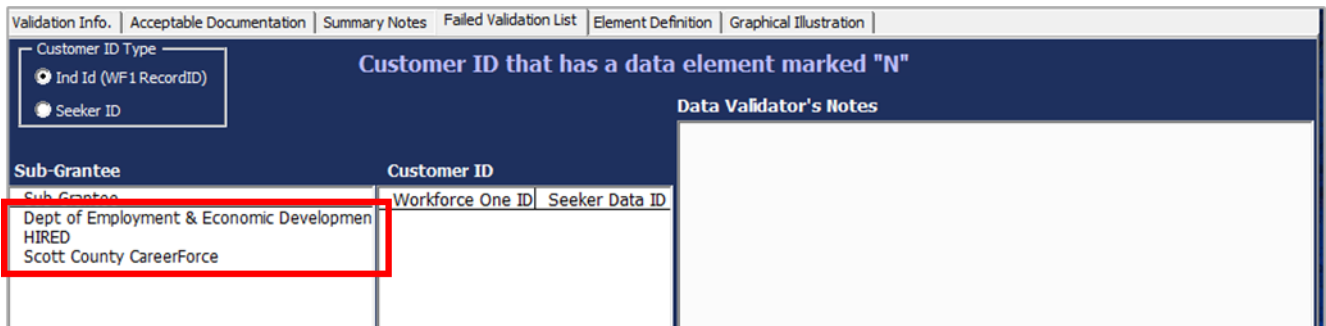
The screenshot shows the Information Center interface. The 'PIRL Element Description' is 'Temporary Assistance to Needy Families (TANF)' and the 'Common ID' is '600'. The 'Failed Validation List' tab is highlighted in the bottom navigation bar.

PIRL Element Description	Common ID
Temporary Assistance to Needy Families (TANF)	600

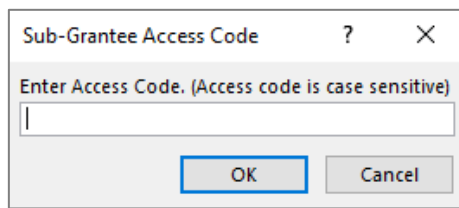
If there are any data elements that did not pass data validation, there will be a list of sub-grantees in the **Sub-Grantee** window.

Note: If there are no sub-grantees listed, then there are no records that failed data validation in this set of records within the data validation tool.

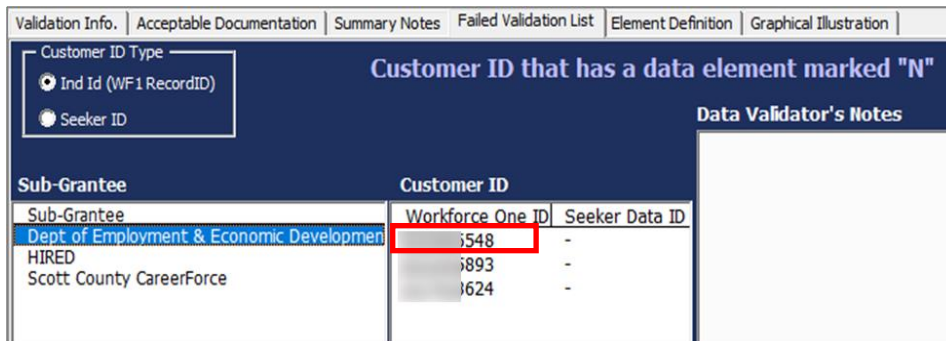
- To view the records that did not pass data validation, Select a sub-grantee from the list to see which record(s) has elements that didn't pass data validation.



- Enter the access code specific to the sub-grantee in the popup box and click the **OK** button to continue.



- Select a Customer ID to pull up a specific record.



- Click on the **"Audit Worksheet"** tab on the workbook if you are on a different tab to view the elements audited for the record.

Note: Elements that didn't not pass data validation are highlighted in red.

Description	Info. On File	Info. Verified/Notes
2 Common ID		
3 Location Name		
4 Sub-Grantee		
5 IndCase ID		
6 Workforce One Record ID		
7 Seeker Data ID		
8 TAA Petition Number		
9 CaseSequence		
10 Date of Pgrm Entry		
11 Pgrm Exit Date		
12 Date of Birth		
13 Individual with a Disability		
14 Eligible Veteran Status	0 N	Supporting document not found

16. Viewing the notes for a specific record.

The following are various areas where you can view the notes for a specific record.

A. To view notes for a for a specific element:

1. Select the element you would like to review in the column heading **Description**.
 - i. You can click on the notes in "Info. Verified/Notes" column heading to view the notes in the formula bar.
 - ii. You can view the notes in the Information Center by selecting the **Validation Info.** tab and review the notes in the "Enter Info Verified/ Notes" area.

Validation Info. | Acceptable Documentation | Summary Notes | Failed Validation List | Elen

Element Code Values (WF1)
1 = Yes
0 = No

Info. On File: 0

Enter Info Verified / Notes (3k Character Limit)

Documents does not support entry in WF1.

Yes
No
N/A

Submit

Previous Element | Next Element | Description

- iii. Notes related to a specific element can also be in the **"Summary Note"** tab and **Failed Validation List** tab.

(Summary Notes area)

Validation Info. | Acceptable Documentation | Summary Notes | Failed Validation List | Element Definition | Graphical Illustration

Data Validator
LWDA

Submit Notes

Data Validator's Notes

Exhausting TANF Within 2 Yrs at Pgrm Entry - No supporting documents on file.

Displaced Homemaker at Pgrm Entry - Documents does not support entry in WF1.

LWDA's Notes

(Failed Validation List area)

Validation Info. | Acceptable Documentation | Summary Notes | Failed Validation List | Element Definition | Graphical Illustration

Customer ID Type
Ind Id (WF1 RecordID)
Seeker ID

Customer ID that has a data element marked "N"

Sub-Grantee	Workforce One ID	Seeker Data ID
Dept of Employment & Economic Development	202096548	-
HIRED	202205893	-
Scott County CareerForce	101753624	-

Data Validator's Notes

Exhausting TANF Within 2 Yrs at Pgrm Entry - No supporting documents on file.

Displaced Homemaker at Pgrm Entry - Documents does not support entry in WF1.

17. How to respond to an error

If you find supporting documentation for an element that failed data validation, upload the document into Electronic Document Storage (EDS) in WF1. Select the **Summary Notes** tab, select the LWDA radio button if not selected, and enter your notes in the **LWDA's Notes** area.

Validation Info. | Acceptable Documentation | **Summary Notes** | Failed Validation List | Element Definition | Graphical Illustration |

Data Validator
 LWDA

Submit Notes

Data Validator's Notes

Exhausting TANF Within 2 Yrs at Pgrm Entry - No supporting documents on file.

Displaced Homemaker at Pgrm Entry - Documents does not support entry in WF1.

LWDA's Notes

Please Note: 1,500 Maximum Characters Summary Notes are stored based on the customer ID

IMPORTANT: To record your notes, click onto the **Submit Notes** button to save your notes. Note: **If you do not click the Submit Notes button before moving to the next record or data element, your notes will not be saved.**

To move on to the next record, select the **Failed Validation List** tab on the Information Center and select the next record or to select records from another sub-grantee, follow steps 31 -33.

Validation Info. | Acceptable Documentation | Summary Notes | **Failed Validation List** | Element Definition | Graphical Illustration |

Customer ID Type
 Ind Id (WF1 RecordID)
 Seeker ID

Customer ID that has a data element marked "N"

Data Validator's Notes

Sub-Grantee	Customer ID
	Workforce One ID Seeker Data ID
Dept of Employment & Economic Development	i548 -
HIRED Scott County CareerForce	i893 -
	i624 -

35. When done, save your work and e-mail your Data Validator to notify them to review your notes.

Note: If you have AutoSave turned on, you can just exit out of the workbook.

If you do not have AutoSave turned on, click on the floppy disk icon to save your documents.

