

Attachment E

WIA Youth Program – Data Element Validation (DEV) Handbook

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
Date of Birth (DOB) <i>(Customer Detail, General Info Tab)</i>	<p>If the Youth is an active UI claimant, the DOB field in OSOS is administratively populated from the NYS UI system, and is considered valid.</p> <ul style="list-style-type: none"> For All Others -- Staff must verify age using one of the listed acceptable source documents and retain a copy of the document used. 	<ol style="list-style-type: none"> OSOS DOB field for youth who are NYS Active UI Claimants. No additional documentation is required. Copy of ID Baptismal Record Birth Certificate DD-214, Report of Transfer or Discharge Paper Driver's License Federal, State, or Local Government Identification Card Hospital Record of birth Passport Public Assistance/Social Service Records School Records/identification card Work Permit Cross-match with Department of Vital Statistics Tribal records
Veterans Status <i>(Customer Detail – Add'l Info Tab)</i>	<p>For youth age 18 and older, verify veterans status if applicable and retain a copy of the verifying source documentation.</p>	<ol style="list-style-type: none"> DD 214 Cross Match with Veterans data Letter from the Veterans' Administration
Employment Status at Participation <i>(Customer Detail – Employment Status)</i>		<ol style="list-style-type: none"> Case file notes showing information collected from registrant at registration Pay stub

DEV Requirements

<p>Data Element <i>(Data Field Location on OSOS)</i></p>	<p>Validation Method and OSOS Documentation Required</p>	<p>Allowable Data Verification Sources</p>
<p>Low Income <i>(A) (Customer Detail-Additional Info-Program/Public Assistance Selection)</i> <i>(B) (Customer Detail – Additional Info – Income 70% LLSIL)</i> <i>(C) (Customer Detail-Additional Info-Program/Public Assistance Selection)</i> <i>(D) (Comprehensive Assessment-Housing Tab)</i> <i>(E) (Comprehensive Assessment-Housing Tab)</i> <i>(F) (Customer Detail-Additional Info-Customer Disability Status & Income 70% LLSIL)</i></p>	<p>Staff person shall record if a participant in one or more of the following categories (WIA section 101(25)):</p> <p>(A) Receives, or is a member of a family which receives, cash payments under a Federal, State or local income-based public assistance program;</p> <p>(B) received an income, or is a member of a family that received a total family income, for the six-month period prior to participation (exclusive of unemployment compensation, child support payments, sub-paragraph (A) and old age and survivor benefits received under the Social Security Act) that, in relation family size does not exceed the higher of:</p> <p style="padding-left: 40px;">(I) the poverty line for an equivalent period; or</p> <p style="padding-left: 40px;">(II) 70 percent of the lower living standard income level (LLSIL) for an equivalent period;</p> <p>(C) is a member of a household that receives (or has been determined within the 6 month period prior to participating, eligible to receive) Food Stamps;</p> <p>(D) qualifies as a homeless individual, or</p> <p>(E) is a foster child on behalf of whom State or local government payments are made.</p> <p>(F) is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or (B), but is a member of a family whose income does not meet such requirements.</p> <p>Staff must retain a copy of the source documentation, if applicable.</p>	<ol style="list-style-type: none"> 1. Alimony Agreement 2. Applicant Statement (Self-attestation) 3. Award Letter from Veterans Administration 4. Bank Statements 5. Compensation Award Letter 6. Employer Statement/Contact 7. Family or Business Financial Records 8. Housing Authority Verification 9. Pay stubs 10. Pension Statement 11. Public Assistance Records 12. Quarterly Estimated Tax for Self-Employed Persons 13. Social Security Benefits 14. UI Documents and/or Printout 15. Court Award Letter
<p>Temporary Assistance to Needy Families (TANF) <i>(Customer Detail-Additional Info-Program/Public Assistance Selection)</i></p>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program</p> <p>Staff person should retain a copy of the source documentation.</p>	<ol style="list-style-type: none"> 1. Cross-Match with TANF Public Assistance Records/Printout

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
Other Public Assistance Recipient <i>(Customer Detail-Additional Info-Program/Public Assistance Selection)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p> <p>Upon Staff verification that the participant is a Public Assistance program recipient (includes General Assistance, Refugee Cash Assistance, Food Stamps and Social Security Insurance), staff should:</p> <ol style="list-style-type: none"> 1. Designate participation in the appropriate public assistance program(s) in OSOS by setting the appropriate program indicator to yes and entering an associated program date using the Program/Public Assistance Selection button on the Additional Info Tab in OSOS Customer Detail. 2. Retain a copy of the source document used to verify the individual receives Public Assistance. 	<ol style="list-style-type: none"> 1. Copy of Authorization to Receive Cash Public Assistance 2. Copy of Public Assistance Check 3. Medical Card Showing Cash Grant Status 4. Public Assistance Records/Printout 5. Refugee Assistance Records 6. Cross-match with public assistance database
Homeless Individual and / or a Run-Away Youth <i>(Comp Assess-Housing Tab-Current Housing)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p> <p>Staff person shall record whether the participant is a Homeless Individual and / or a runaway youth.</p> <p>Retain a copy of the source documentation, if applicable.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Written statement from an individual providing residence 3. Written statement from a shelter 4. Written statement from social service agency 5. WIA Registration form
Offender <i>(Comp Assess- Legal Tab-Offender Status)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p> <p>Staff should record if an individual:</p> <p>(1) is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial;</p> <p>or</p> <p>(2) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p> <p>Retain a copy of the source documentation, if applicable.</p>	<ol style="list-style-type: none"> 1. Self-attestation 2. Documentation from Juvenile Justice/Criminal Justice system 3. Documentation phone call with Juvenile Justice/Criminal Justice representative 4. WIA Registration form

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
Pregnant or Parenting Youth <i>(Comp Assess-Family Tab-Is customer Pregnant or Parenting)</i>	<p>The information is recorded at the time of enrollment in youth program – or first service under youth program.</p> <p>Staff should record if youth is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.</p> <p>Retain a copy of the source documentation, if applicable.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Copy of child's birth certificate 3. Baptismal Record 4. Doctor's note confirming pregnancy 5. Observation
Youth Who Needs Additional Assistance <i>(Comp Assess-Employment Tab-Youth Needs Add Asst)</i>	<p>Staff person must record in OSOS a youth who needs additional services, as defined by state or local policy, to complete an educational program and/or secure/hold employment.</p> <p>Retain a copy of the source documentation, if applicable.</p>	<ol style="list-style-type: none"> 1. Case notes 2. See state policy and state plan 3. Individual service strategy 4. WIA registration form 5. Self-attestation 6. State management information system
School Status at Participation <i>(Customer Detail-Education Level)</i>	<p>The information is recorded at the time of 1st service and stored in the WIA login table.</p> <p>Staff person shall record the education status at the time of 1st service and retain a copy of the source documentation, if applicable.</p> <p>Note: Youth enrolled in post-secondary education that are found to be basic skills deficient are considered out-of-school youth.</p> <p>Note: GED certificate verification includes, but is not limited to, documented calls to New York State's GED Hotline.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Applicable records from educational institution (i.e. diploma, GED certificate, transcripts, attendance record, dropout letter, or documentation from school) 3. WIA Registration Form 4. State management information system (Cross-match with appropriate educational records)

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
Basic Literacy Skills Deficiency (as defined in §664.205) <i>(Services – Lit/Num Tab)</i>	Out of School Only (TEGL 17-05) The information is recorded at the time of enrollment in youth program – or first service under youth program. Staff person must record in OSOS an Out-of-School youth who has basic skills deficiency in math and/or reading at or below the 8 th grade level and the assessment instrument used. Retain a copy of the source documentation, if applicable. Note: Youth enrolled in post-secondary education that are found to be basic skills deficient are considered out-of-school youth.	<ol style="list-style-type: none"> 1. Case notes 2. Standardized assessment test 3. School records
Foster Care Youth <i>(Comp Assess-Housing Tab-Current Housing)</i>	Staff must record in OSOS if the youth is in foster care or has been in the foster care system. Retain a copy of source documentation, if applicable.	<ol style="list-style-type: none"> 1. Case Notes 2. Confirmation from Social Services
Date of Exit <i>(Services-Services Tab- Actual End Date)</i>	Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a program partner. Note: Participants who have a planned gap in service of greater than 90 days should not be considered as exited, if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services.	<ol style="list-style-type: none"> 1. Case notes 2. WIA Status/Exit Forms 3. State MIS
Date of First Youth Service <i>(Services-Services Tab-Actual Start Date)</i>	Date of first funded youth service. The staff person must record in OSOS the date the participant received the 1 st funded youth service, following a determination of eligibility.	<ol style="list-style-type: none"> 1. Case Notes 2. WIA Status/Exit forms 3. State management information

DEV Requirements

<p>Data Element <i>(Data Field Location on OSOS)</i></p>	<p>Validation Method and OSOS Documentation Required</p>	<p>Allowable Data Verification Sources</p>
<p>Other Reasons for Exit <i>(Services-Enrollments Tab- Exit Reason)</i></p>	<p>Staff should record if a youth left the program because he/she was Institutionalized, had Health/medical reasons, is Deceased, is providing care for a family member with a health/medical condition, has been relocated as part of any mandated residential program (including foster care) or is a Reservist called to active duty who chose not to return to WIA.</p> <p>Institutionalized: The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.</p> <p>Health/medical: The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in WIA. Does not include temporary conditions expected to last for less than 90 days.</p> <p>Family Care: The participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.</p> <p>Relocated to Mandated Residential Program: The participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system.</p> <p>Retain a copy of the source documentation, if applicable.</p>	<ol style="list-style-type: none"> 1. Case notes 2. WIA Exit Form 3. Information from partner services MIS systems 4. Information from the institution or facility
<p>Enrolled In Education <i>(Services-Enrollments Tab)</i></p>	<p>Staff must record if the participant was enrolled in secondary school, post-secondary school, adult education programs, or any other organized program of study at the time of participation or became enrolled in education at any point during participation.</p> <p>Retain a copy of the source documentation, if applicable.</p>	<ol style="list-style-type: none"> 1. Applicable records from educational institution certifying enrollment. 2. Case notes with verification from educational institution/training provider that they are enrolled in education.

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
Received Educational Achievement Services <i>(Services – Services Tab)</i>	<p>The information is recorded upon completion of an Educational Service. Staff should enter into OSOS if the participant received an Educational Achievement Service.</p> <p>Retain a copy of the source documentation, if applicable.</p> <p>Note: Educational achievement services include, but are not limited to, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings.</p>	<ol style="list-style-type: none"> 1. Case Notes 2. State management information system 3. Activity sheets 4. Sign-in sheets 5. Attendance roster 6. Vendor contract 7. WIA status form noting receipt of educational service and type of service
Received Employment Services <i>(Services – Services Tab)</i>	<p>The information is recorded upon completion of an Employment Service. Staff should enter into OSOS if the participant received an Employment Service.</p> <p>Retain a copy of the source documentation, if applicable.</p> <p>Note: Employment services include, paid and unpaid work experiences, including internships and job shadowing; and occupational skills training.</p>	<ol style="list-style-type: none"> 1. Case notes 2. State management information system 3. Activity sheets 4. Attendance roster 5. Vendor contract
Received Summer Youth Employment Opportunities <i>(Services - Services Tab)</i>	<p>Staff should enter into OSOS if the participant received a Summer Youth Employment Opportunity Service.</p> <p>Retain a copy of the source documentation, if applicable.</p>	<ol style="list-style-type: none"> 1. Case notes 2. State management information system 3. Activity sheets 4. Sign-in sheets 5. Attendance roster 6. Work agreement

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
<p>Received Additional Support for Youth Services <i>(Services-Services Tab)</i></p>	<p>Staff should enter into OSOS if the participant received any Additional Support for Youth Service.</p> <p>Retain a copy of the source documentation, if applicable.</p> <p>Note: Additional support for youth includes, but is not limited to, adult mentoring for at least 12 months, that may occur both during and after participation; or comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling.</p>	<ol style="list-style-type: none"> 1. Case notes 2. State management information system 3. Activity sheets 4. Sign-in sheets 5. Attendance roster or record 6. Vendor contract 7. Pay stub
<p>Received Leadership Development Opportunities <i>(Services-Services Tab)</i></p>	<p>Staff should enter into OSOS if the participant received any Leadership Development Opportunities.</p> <p>Retain a copy of the source documentation, if applicable.</p> <p>Note: Leadership development opportunities include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as exposure to post-secondary educational opportunities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership training; training in decision making, including determining priorities; and citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.</p>	<ol style="list-style-type: none"> 1. Case Notes 2. State MIS 3. Activity Sheets 4. Attendance Roster or record 5. Vendor Contract
<p>Received Follow Up Services <i>(Services-Services Tab)</i></p>	<p>Staff should enter into OSOS if the participant received any Follow Up Services.</p> <p>Retain a copy of the source documentation, if applicable.</p> <p>Note: Follow up services include regular contact with a youth participant's employer, including assistance in addressing work-related problems; assistance in securing better paying jobs, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training.</p>	<ol style="list-style-type: none"> 1. Case Notes 2. State MIS 3. Activity Sheets 4. Attendance Roster or record 5. Receipt for Follow Up support Services

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
<p>Employed in 1st, 2nd and 3rd Quarters after exit <i>(Services Module – Outcomes Tab)</i></p> <p>And</p> <p>Type of Employment Match 1st, 2nd, and 3rd Quarters after exit <i>(Services Module – Outcomes Tab)</i></p>	<p>Local action required when supplemental data is the only source for a positive employment outcome.</p> <p>For participants whose employment outcomes are only reported from supplemental data – Staff must record in OSOS that the participant achieved an employment outcome, noting the Determination Method as Supplemental. In addition, an OSOS Comment must be recorded indicating the supplemental source of data used to verify employment, the name of the employer, the date hired, the wage rate and number hours of work per week.</p> <p>Retain a copy of source documentation.</p> <p>For participants reported on WRS and WRIS – State MIS (OSOS) automatically captures/records the required information, and validation is conducted administratively by NYSDOL.</p>	<p>Supplemental data sources for Employed in 1st, 2nd and 3rd Quarters after exit:</p> <ol style="list-style-type: none"> 1. Case Notes 2. Automated Database systems 3. One Stop Operating system administrative records 4. Surveys 5. Contacts with Employers <p>Supplemental data sources for Type of Employment Match in 1st, 2nd and 3rd Quarters after exit:</p> <ol style="list-style-type: none"> 1. Case Notes 2. Follow up services 3. Surveys 4. Record sharing / automated record matching with other employment and administrative databases 5. Other out of state wage record systems
<p>Attained Diploma/GED/Certificate <i>(Services Module – Outcomes Tab- WIA Youth 14-21 Selection)</i></p>	<p>Staff must record in OSOS when a participant receives a certificate, diploma, or GED. This includes secondary school diploma, GED or high school equivalency diploma recognized by the State, technical or occupational skills certificate, or other post secondary degree/diploma.</p> <p>Retain a copy of the source documentation, if applicable</p> <p>Note: GED certificate verification includes, but is not limited to, documented calls to New York State's GED Hotline.</p>	<ol style="list-style-type: none"> 1. Transcripts 2. Certificates 3. Diplomas 4. Letter or other documentation from school system
<p>Date Attained Degree or Certificate <i>(Services Module – Outcomes Tab- WIA Youth 14-21 Selection)</i></p>	<p>Staff must record in OSOS the date on which the individual attained a diploma, GED, or certificate.</p> <p>Retain a copy of the source documentation, if applicable</p>	<ol style="list-style-type: none"> 1. Transcripts 2. Certificates 3. Diplomas 4. Letter from school system or other documentation

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
School Status at Exit <i>(Services Module – Outcomes Tab)</i>	Staff person shall record the education status at the time of exit and retain a copy of the source documentation, if applicable.	<ol style="list-style-type: none"> 1. Transcripts 2. Certificates 3. Diploma 4. Letter or documentation from school system 5. Case notes
Youth Placement Information <i>(Services – Outcomes Tab- WIA Youth 14-21 Selection)</i>	Record the primary activity the youth entered in the first quarter following exit (entered post-secondary education, advanced training, military service, and qualified apprenticeship). Retain a copy of the source documentation, if applicable	<ol style="list-style-type: none"> 1. Cross match with other agencies 2. Apprenticeship verification 3. Military service 4. Advanced training 5. Post secondary education 6. Transcripts 7. Registration forms 8. Community College information 9. Employer contacts 10. U. I. wage records 11. WRIS 12. Case notes

DEV Requirements		
Data Element <i>(Data Field Location on OSOS)</i>	Validation Method and OSOS Documentation Required	Allowable Data Verification Sources
<p>Literacy/Numeracy Information <i>(Services – Lit/Num Tab)</i></p>	<p>Staff must assess and record the following information for all Out-of-School Youth and youth enrolled in Post-secondary education, regardless of scores:</p> <ol style="list-style-type: none"> 1. Category of Assessment 2. Type of Assessment 3. Functional Area 4. Date Administered Test 5. Educational Functioning Level <p>Information should be recorded in OSOS Lit/Num Tab under the WIA Enrollment. Do not record information under the Common Measures Enrollment. Filling this tab out will constitute a case note for the validation of this element. Front line staff should make sure a copy of the participant's test and scores are kept in the case file.</p>	<p>Test records, case notes documenting the necessary details for each element of testing. See TEGL 17-05 Change 1 for the list of approved Educational tests.</p> <p>Front line staff should make sure a copy of the participant's test and scores are kept in the case file. Case notes should also detail the participant's progress.</p>