

PY 21 WIOA Title IB Core Programs and Dislocated Worker Grants DEV Scope of Review

1. 4 weeks before each Local Workforce Development Board (LWDB) monitoring entrance, LMEA provides Monitoring with a participant record table that assigns a random number to each record in the “rnum” field. The table includes the PIRL data values to be validated against source documentation.
2. Participant record table is filtered by the Report Name field to only display program participant records in the table that include ITSS services. The table is then filtered by the Enrollment Start Date field to encompass a timeframe that includes all new enrollments since the last monitoring review up to the last day of the last quarter to ensure all records have data values on the current PIRL to validate. Using the “rnum” field to create a random sort of the filtered results, the first x number of unduplicated participant records are selected to reach the desired sample size detailed below.
3. Sample size and methodology:
 - a. For each of the 12 LWDB Monitoring Reviews
 - i. Each core Title I-B program has 10 records selected, with a minimum of 7 reviewed depending on resources.
 - ii. Each DWG program, as identified in scope on the LWDB monitoring entrance letter, has 5 records selected with a minimum of 3 reviewed depending on resources. (Note: all DWG records will be recorded on one DWG Worksheet)
 - iii. If less than the 10 or 5 records, respectively, appear in the table, all will be sampled.
 - b. The sample size methodology is based on a fixed number of participant records with all required data elements being reviewed per the resources available. The sample includes a mix of active and exited participant records.
4. Monitoring provides LMEA with the sampled records to obtain the identified wage data elements that are data validated by LMEA.
 - a. This request takes 12-14 days. Monitoring will provide LMEA these record selections by the Friday of the week LMEA provides the participant record table.
 - b. LMEA validates the following data elements: 1600-1607; 1614-1618 (1610, 1612, and 1613 elements are not being populated at this time); 1700-1706.
 - c. Monitoring validates all other data elements as identified in each program’s DEV Worksheet.
5. Monitoring sends the list of selected participants with instructions to the LWDB the same day it provides LMEA with the list of sampled records. Monitoring begins reviewing records 1 week prior to entrance.
6. Timelines and documentation of error resolution:
 - a. Once the review is completed, Monitoring will provide the LWDB with the DEV Worksheets showing items that failed and they will be required to resolve the items identified and communicate to us when resolved or, if they can’t, why they can’t.

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- b. The DEV Worksheets will identify passes and failures for each record by element. A comment will be added to each cell in the worksheet with a failure value, identifying the cause of the failure.

Standardized language to explain record failure for an element:

1. No source documentation located
2. Documentation located, unallowable source
3. Documentation located, unreadable
4. Documentation located, inaccurately recorded data
5. Documentation located, data was not recorded
6. Documentation located, inconsistent with other documentation

Actions required to correct errors by type of failure:

1. Locate or attempt to collect missing source documentation
2. Locate or attempt to collect allowable source documentation
3. Locate or attempt to collect a readable copy of source documentation
4. Correct the inaccurately recorded data
5. Record the missing data
6. Resolve the inconsistency and ensure accuracy of data and/or source documentation appropriately

- c. The LWDB has 30 business days to resolve errors, document resolution and outcome, or reason for failure to resolve in the respective program worksheets and send the completed worksheets back to the Monitoring unit. The LWDB will use the reply feature in each comment to document and communicate the resolution, or reason for failure to resolve.

- d. The data Element Pass / Fail column in the DEV Worksheet indicates whether each data element passed or failed based on exceeding the 10% programmatic pass/fail ratio as prescribed in ESD Policy 1003, Rev. 2. If any element fails, LWDB's will be required to develop and submit a corrective action plan.

Due to / Due from with timelines	
LMEA sends participant record table to Monitoring unit	4 weeks prior to entrance (received on Monday)
Monitoring unit sends list of selected participants to LMEA and LWDB	4 weeks prior to entrance (sent by COB Friday)
LWDB ensures all participant file documents are uploaded into ETO	Files must be uploaded by COB Friday – 10 days prior to entrance
LWDB ensures general ledgers for participant files sampled are uploaded into SFT site	Files must be uploaded by COB Friday – 10 days prior to entrance
Monitoring unit begins participant file review	1 week before entrance

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