1. Four (4) weeks prior to each WorkSource Office monitoring entrance, ESD’s Data Solutions Team 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. The table is 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 five unduplicated participant records are selected, or the number of records needed to reach the desired sample size detailed below.
3. Sample size and methodology:
	1. Annually a sample of 80 records will be selected and reviewed. The sample records will be distributed across four quarterly samples, within a calendar year. The sample records will cover at least five regions of the state each year. Sample records will total 20 records reviewed for each quarter and cover at least two Trade certifications.
	2. For each WorkSource Office Monitoring Reviews:
		1. A total of at least 5 records will be randomly selected. (Note: records will be recorded on one Trade Act Program DEV Worksheet for each WorkSource Office for the local area to resolve any record failures)
		2. If less than 5 records appear in the table then all available records will be sampled.
		3. If less than 5 records are required to reach the total sample size of 20 records for the quarter, then the number of records needed to reach 20 will be sampled.
	3. 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.

1. Monitoring provides ESD’s Data Integrity Team with the sampled records to obtain the identified wage data elements that are data validated by ESD’s Data Integrity Team.
	1. ESD’s Data Integrity Team validates the following data elements: 1600-1607; 1614-1618 (1610, 1612, and 1613 elements are not being populated at this time); 1700-1706.
	2. Monitoring validates all other data elements as identified in each program’s DEV Worksheet.
2. Timelines and documentation of error resolution:
	1. Once the review is completed, Monitoring will provide the WorkSource Office and the Program Operator with copies of the DEV Worksheets showing items that failed and will require a response that identifies their efforts to resolve any failed items.
	2. 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. WorkSource Office failures will be color coded light orange, TAA Program Operations failures will be color coded Lavender, TRA Program Operations failures will be color coded blue, and the ESD’s ITSD Unit and Data Integrity Team for MIS system issues will be color coded bright yellow.

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
7. MIS system issue

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
7. ESD’s ITSD and Data Integrity Team will investigate the root cause and work towards resolution of the MIS system issue.
	1. The Local WorkSource Office, will have 30 business days from the day they receive their DEV worksheet to resolve errors, document resolution and outcome, or reason for failure to resolve an item in their respective worksheets. The reply feature in each comment will be used to document and communicate the resolution, or reason for failure to resolve an element, or a corrective action plan.
	2. 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. The results of DEV over the quarter will be reviewed with the TRA Program Operations, TAA Program Operations, ESD’s ITSD Unit and Data Integrity Team. If any element fails across the quarter, the owner of the respective failure will be required to develop and submit a corrective action plan for those element failures that exceed the 10% programmatic pass/fail ratio.
	3. At the ESD State Trade Act Program leadership level, a quarterly DEV worksheet will be sent to the TRA Program Operations, TAA Program Operations, ESD’s ITSD Unit and Data Integrity Team to use in submitting a response to the Monitoring unit within 30 business days from the day they receive their worksheet. The respective leadership group will send their completed worksheets and any required corrective action plan to the Monitoring Unit. The reply feature in each comment is used to communicate resolved errors, document resolution and outcome, or reason for failure to resolve an item in their respective program worksheets.