



Employment Security Department

WASHINGTON STATE

WorkSource System Policy Employment System Administration and Policy

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high-quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

Policy Number: 1020, Revision 1

To: Washington WorkSource System

Effective Date: August 9, 2021

Subject: Data Integrity and Performance Policy and Handbook

1. Purpose:

To communicate the revision of data integrity and performance requirements for the Workforce Innovation and Opportunity Act (WIOA) Title I Youth, Adult, and Dislocated Worker and Wagner-Peyser Act programs and accompanying handbook.

2. Background:

This integrated data integrity and performance policy includes a comprehensive handbook that accomplishes the following:

- Provides supplemental content and requirements to support TEGL 14-18, Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL).
- Serves as the mechanism to implement and manage current and future policy changes related to WIOA data integrity and indicators of performance. Provides guidance to staff and partners concerning WIOA, Efforts To Outcome (ETO) (the state's management information system (MIS), data integrity, and performance and reporting requirements, with the ultimate goal of understanding and supporting federal WIOA common performance indicators.
- Provides Local Workforce Development Boards (LWDBs) with relevant procedures and requirements needed to fulfill the expectations contained in [TEGL 14-18](#).

3. Policy:

This policy addresses data integrity and performance requirements for the WIOA Title I Youth, Adult, and Dislocated Worker and Wagner-Peyser Act programs as detailed in Attachment A.

4. Definitions:

The WorkSource System is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge.

For a complete list of definitions refer to the Handbook.

5. **References:**

- [Public Law 113-128](#), Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 116 - Performance Accountability System
- [Public Law 113-128](#), Workforce Innovation and Opportunity Act of 2014 (WIOA), Sections 129(c), 129(c)(2), 134(b) - Youth, Adult and Dislocated Worker
- [Public Law 113-128](#), Workforce Innovation and Opportunity Act of 2014, Section 134(c)(2)(A)(xiii) – Follow-Up Services
- [The Wagner-Peyser Act](#), as amended, Section 15
- [20 CFR Parts 603, 651, 652, et al](#)
- [20 CFR 663.310](#) – Who may receive training services?
- [20 CFR Part 677](#) – Performance Accountability under Title I of WIOA
- [20 CFR Part 681](#) – Youth Activities under Title I of WIOA
- Training and Employment Guidance Letter ([TEGL 10-16 Change 1](#)) – Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs
- [TEGL 23-14](#) – WIOA Youth Program Transition
- [TEGL 19-16](#) – Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules
- [TEGL 21-16](#) – Third WIOA Title I Youth Formula Program Guidance
- Training and Employment Guidance Letter ([TEGL 7-18](#)), Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)
- [TEGL 26-16](#) – Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act
- [TEGL 7-18](#), Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)
- [TEGL 14-18](#) – Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by Department of Labor (DOL)
- [TEGL 23-19](#) – Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs
- DOL-only [Participant Individual Record Layout \(PIRL\)](#) System – OMB Control Number 1205-0521
- [Chapter 50.13 RCW](#) – Privacy and Confidentiality
- [WorkSource System Policy 1003](#), Revision 2 – Data Element Validation
- [WorkSource System Policy 1011](#), Revision 6 – CASAS for Basic Skills Assessment Policy
- [WIOA Title I Policy 5403](#) – Records Retention and Public Access
- WorkSource Information Notice ([WIN 0023](#)) – Management of Medical Disability Related Information
- [WIN 0077](#) - WorkSource Services Catalog

6. **Supersedes:**

- WorkSource System Policy 1020, Data Integrity and Performance Policy and Handbook

The following documents have been incorporated into and are superseded by this policy and its handbook:

- WorkSource Information Notice (WIN) 0084, Change 1 – Supplemental State Guidance for the WIOA Title I Youth Program
- WorkSource Information Notice (WIN) 0088 – Case Note Guidance
- WorkSource Information Notice (WIN) 0089 – Recording Youth Program Elements Provided To WIOA Title I Youth Participants by Non-WIOA Providers for WIOA Title I Federal Reporting
- WorkSource Information Notice (WIN) 0092 – Requirement to Record a WIOA Title I Youth Program Element to Trigger Participation
- WIN 0098, Measurable Skill Gains (MSG) Guidance for ETO
- WIN 0100, School Status at Exit for WIOA Title I Youth Participants

7. Website:

[Workforce Professionals Center](#)

8. Action:

LWDBs are required to implement and comply with the requirements contained within this policy and handbook (Attachment A). Together, the policy and handbook represent the minimum federal and state requirements. LWDBs may modify the handbook to incorporate any additional local policy requirements or update local policies to align with this policy and handbook.

9. Attachments:

- [Attachment A – Data Integrity and Performance Policy Handbook \(PDF\)](#)
- [Attachment A – Data Integrity and Performance Policy Handbook \(Word version for local implementation\)](#)

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