


## MEMORANDUM

**DATE:** June 23, 2017

**TO:** Selected Local Workforce Development Board (LWDB) Executive Directors\*

**FROM:** James Lincoln Finch, Workforce Administrator 

**SUBJECT:** Program Year 2015-16 Data Element Validation Reviews

After receiving further direction from the United States Department of Labor (USDOL), the Department of Economic Opportunity (DEO) is preparing to conduct data element validation for Program Year 2015-16, as is required annually for participants in USDOL funded programs. Recognizing the workload and transition LWDBs are experiencing as the end of the State fiscal year nears, we are distributing this memorandum to provide ample notice so LWDBs may prepare for this process.

Participant files to be reviewed in the data validation samples have been determined and were selected from the Workforce Investment Act Adult, Dislocated Worker, Youth, and National Emergency Grant (NEG) programs. The purpose of this notice is to alert those boards whose participant files are included in the sample of the process we will use to conduct the required data validation reviews. Not all 24 LWDBs have been selected to participate in the annual review. Using the USDOL Enterprise Data Reporting and Validation System (E-DRVS) for Program Reporting, fifteen (15) local boards have been randomly selected to participate in the annual review.

In keeping with the SharePoint monitoring review process of electronically reviewing participant records, each LWDB will have to make the records available through one of the following methods. For those local boards with internet and/or web-based document storage systems, the records will be reviewed from the local board's central site. The LWDB will provide DEO with a link to access participant files through the use of a secure web-based interface (a unique user ID and password) to log in to their systems. For those LWDBs without electronic file storage systems, local staff will have to scan and upload the records into the SharePoint Portal for review remotely.

On August 1, 2017, each participating LWDB will be sent a list of sample participant files that must be reviewed and validated, along with example validation worksheets, which will indicate potential validation elements for each participant group. Local boards should provide applicable source documentation/information for all elements indicated. We will also provide a link to [TEGL 22-15](#)

– [Attachment A](#), which provides the source documentation required for validation. The sample review records must be made available through either review method by Tuesday, August 15, 2017. We ask that you please inform staff who are organizing and uploading the files to ensure that all sample files are complete and contain the necessary source documentation to validate all data elements indicated in the example validation worksheets.

The names of the 15 participating LWDBs and the number of files to be reviewed for each local board are outlined below.

<b>LWDB</b>	<b>Local Workforce Development Board Name</b>	<b>Total Sample Size</b>
<b>01</b>	CareerSource Escarosa	70
<b>04</b>	CareerSource Gulf Coast	59
<b>05</b>	CareerSource Capital Region	70
<b>08</b>	CareerSource Northeast Florida	121
<b>12</b>	CareerSource Central Florida	111
<b>13</b>	CareerSource Brevard	227
<b>14</b>	CareerSource Pinellas	169
<b>15</b>	CareerSource Tampa Bay	145
<b>16</b>	CareerSource Pasco Hernando	80
<b>17</b>	CareerSource Polk	62
<b>18</b>	CareerSource Suncoast	79
<b>21</b>	CareerSource Palm Beach County	75
<b>22</b>	CareerSource Broward	80
<b>23</b>	CareerSource South Florida	196
<b>24</b>	CareerSource Southwest Florida	61
<b>Statewide Total</b>		<b>1,605</b>

If you have any questions regarding the data validation review process, please contact Joseph Gaines via email at [Joseph.Gaines@deo.myflorida.com](mailto:Joseph.Gaines@deo.myflorida.com). Thank you in advance for your cooperation and assistance.

JLF

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