

COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INVESTMENT ACT

VIRGINIA WORKFORCE LETTER (VWL) #14-05

TO: LOCAL WORKFORCE INVESTMENT BOARDS
FROM: WORKFORCE DEVELOPMENT SERVICES
SUBJECT: Data Change Requests
DATE: December 1, 2014

REFERENCES:

WIA Section 136;
WIA Regulations at 20 CFR Parts 661 and 666;
Training and Employment Guidance Letter No. 17-05; Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance and Accountability System and Related Performance Issues; Dated: February 17, 2006;
Training and Employment Guidance Letter No. 17-05; Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance and Accountability System and Related Performance Issues, Change 2; Dated: May 20, 2009;
Training and Employment Notice No. 8-10; Subject: Workforce Investment Act Self-Service Reporting-What, Where and How; Dated: August 26, 2010;
Training and Employment Guidance Letter No. 4-13; Workforce Investment Act (WIA) Performance Reporting System; Dated: August 28, 2013;
Code of Virginia Section 18-.2-186.6;
Virginia Workforce Letter No. 05-12; Subject: WIA Program Participation and Performance Measures;
Virginia Workforce Letter No. 11-05; Subject: Credentialing and CRC Attainment under Common Measures;
Virginia Workforce Letter No. 11-08; Subject: Local Monitoring Requirements for Workforce Investment Areas;
Virginia Workforce Letter No. 11-13; Subject: CRC Service Codes in VOS;
Virginia Workforce Letter No. 13-07; Subject: Case Notes in VAWC;
Virginia Workforce Letter No. 13-08; Standardized Participant File Format
Virginia Workforce Letter No. 14-01; Subject: WIA Service Code Definitions and Limitations;
Virginia Workforce Letter No. 14-08; Subject: Common Measures;
Virginia Workforce Letter No. 14-09; Subject: Timely Data Entry;
Virginia Workforce Letter No. 14-11; Subject: Program Exit;

Purpose:

To provide guidance to Local Workforce Investment Areas (LWIAs) and their service providers regarding corrections to data entered into the Virginia Workforce Connection (VaWC). The Virginia Workforce

Connection (VaWC) is the system of record for Workforce Investment Act activities in Virginia. As such, it is imperative that data collected in VaWC be accurate.

Background:

As a result of a recent compliance review by staff from the Region 2 office of the U.S. Department of Labor Employment and Training Administration, there was a finding that requires the development of a policy to address Data Change Requests. This Virginia Workforce Letter provides structured processes for ensuring changes/corrections are made to participant data that accurately reflect actions taken during their program and post-program participation.

Data Change Request:

WIA staff will communicate the need for any data correction they are unable to complete with their specific LWIA System Administrator. Any corrections that cannot be completed by the LWIA System Administrator should be communicated to the State WIA System Administrator for review. The State System Administrator shall review the validity of the correction and communicate the appropriate action and/or outcome with the LWIA system Administrator.

Most information can be communicated via e-mail; however it is extremely critical that Personally Identifiable Information (PII), such as Social Security Numbers (SSNs), not be included in any e-mailed communications. When identifying clients in e-mail communications, staff should identify the clients by their system generated State Identification number. Any requests for data changes must be reviewed and approved by the LWIA System Administrator. Supporting documentation regarding any data change request should be maintained by the LWIA System Administrator. The Data Change Request form (See Attachment A) should be used to report data changes. The form should be submitted to the LWIA System Administrator by local Case Managers and then to the VCCS State Administrators for changes that require Geographic Solutions involvement or changes that can be accomplished at the State Administrator levels. These forms are subject to monitoring and inclusion in data validation support documentation.

Acceptable Documentation:

- Case note describing the situation requiring the data change
- Statement from Case Manager describing the need for the data change
- Description of what needs to be corrected and why it needs to be corrected

All of these items need to be included in the participant folder for review.