

Washington State WorkSource System Policy

Policy Number: 1020, Revision 2

Policy Title: Data Integrity and Performance Policy and Handbook

Effective Date: September 10, 2024

1. **Purpose:**

To communicate the revision of data integrity and performance requirements for the Workforce Innovation and Opportunity Act (WIOA) Title I-B 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, 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 programs affiliated with the WIOA one-stop system, in particular the Title I-B Youth, Adult, and Dislocated Worker and Title III Wagner-Peyser Employment Service programs, as detailed in Attachment A.

4. **Definitions:**

For a complete list of definitions refer to the Handbook.

5. **References:**

- [National Reporting System for Adult Education - Approved Assessments](#)
- [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), Section 129(c) – Local Elements and Requirements
- [Public Law 113-128](#), Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 129(c)(2) – Program elements
- [Public Law 113-128](#), Workforce Innovation and Opportunity Act of 2014, Section 134(b) – Local Employment and Training Activities
- [Public Law 113-128](#), Workforce Innovation and Opportunity Act of 2014, Section 134(c) – Required Local Employment and Training Activities
- [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
- [TEGL 23-14](#) – WIOA Youth Program Transition
- [TEGL 10-16, Change 3](#) - Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs
- [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
- [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](#), Change 2 – 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 6 - Data Element Validation
- [WorkSource System Policy 1011](#), Revision 6 - CASAS for Basic Skills Deficiency
- [WorkSource System Policy 1031](#) – Management of Medical Disability Related Information
- [WIOA Title I Policy 5403](#), Revision 2 - Records Retention and Public Access
- [WIOA Title I Policy 5602](#), Revision 5 – Supportive Services and Needs-Related Payments
- [WIOA Title I Policy 5620](#), Revision 1 – Follow-up Services for Adults and Dislocated Workers
- [WIN 0077](#) - WorkSource Services Catalog

6. Supersedes:

WorkSource System Policy 1020, Revision 1, Data Integrity and Performance Policy and Handbook

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 \(Word version for local use\)](#)

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