Guilford Workforce Development Board

Data Validation Process

In compliance with state and federal requirements for data validation measures, Guilford County Workforce Development Board will perform a data validation process for WIOA Title 1 enrollments that utilize self-attestation to fulfill eligibility requirements. By the end of each program year, 10% of cases that utilize self-attestations will be sampled by Guilford WDB's program monitor. The program monitor will follow up with participants, employers, or pertinent agencies to verify the information disclosed in the self-attestation via further documentation.

Process

The program monitor will pull samples throughout the year via the Document Manager Enrollment Report in NCWorks. A report will be created for each funding group. Using these report lists, the monitor will review customers with self-attestations used for eligibility verification sections. Among this group of customers, 10% of the participants will be sampled. When the sampling occurs, each participant will be selected via randomized number selection. If sample participants cannot be contacted, another participant will be randomly selected to replace them.

After selecting a random sample, the program monitor will contact participants. The program monitor will first engage case managers to make initial contact, to maximize participant's response chance. Once contacted, the program monitor will provide a request that the participant provide further documents to validate their self-attestation information on their application.

Validation Methods

The program monitor will work with the participant to secure other valid documents that prove the information in the self-attestation. With the participant's consent, the program monitor may engage employers or agencies when the participant does not have easily-accessible documentation to validate the self-attestation provided. If the program monitor cannot reach the participant after initial contact, or if the participant cannot secure any documentation to validate the self-attestation, the program monitor will take further actions.

Actions

If a customer's self-attestation information cannot be validated due to a lack of documentation or an inability to prove a negative statement, the results will be totaled for future data reporting purposes. The results of the data validation monitoring will be finalized in a report at the end of the year.