

Attachment I
Source Documentation for WIOA Core Programs
Joint Data Element Validation

Source Document Validation Instructions

The attached data element source documentation table lists the 24 common data elements that States must validate. The table displays the PIRL and RSA-911 data element numbers, data element names, formats, definitions, instructions, and source documentation needed to perform data element validation on each data element. Additionally, the Departments have provided a list of acceptable source documents to validate these selected 24 data elements. States and grantees may conduct additional source document validation on more data elements, as each State and local program deems appropriate. Each program may also implement additional source document requirements on program-specific data elements. However, all State and local programs reporting performance data in accordance with section 116(d) of WIOA must use the same data element definitions in the PIRL and must use data validation procedures developed by the State that are consistent with the guidelines identified in this joint guidance.

A. TYPES OF SOURCE DOCUMENTATION

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If the State collects multiple sources for the same data element and the sources conflict, the most objective source should be used to determine if the data element is valid and accurate.

These source documentation types include:

1. **Cross-Match:** A cross-match requires validators to find detailed supporting evidence for the data element in a database. An indicator or presence of a Social Security Number (SSN) in an administrative non-WIOA database, i.e., a database not maintained by a WIOA core program such as data from the State's Department of Motor Vehicles, is not sufficient evidence for a cross-match. State validators must also confirm supporting information such as dates of participation and services rendered. States must have data sharing agreements in place as appropriate.
2. **Self-Attestation:** Self-attestation (also referred to as a participant statement) occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements, and (b) signing

and dating a form attesting to this self-identification. The form and signature can be on paper or in the State management information system, with an electronic signature.

3. **Case Notes:** Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the case manager who obtained the information.
4. **Electronic Records:** Electronic records are participant records created, stored or transferred in a form that only a computer can process and maintained in the State's management information system. Records can be numeric, graphic, or text. They can also include magnetic storage media such as tapes or disks.

NOTE: For the latest versions of PIRL and RSA-911 data elements please visit:

- **DOL:** <https://doleta.gov/performance/reporting/>
- **ED:** <http://www2.ed.gov/about/offices/list/osers/rsa/wioa-reauthorization.html>

PIRL DATA ELEMENT NO.	RSA-911 DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	SOURCE DOCUMENTATION REQUIREMENTS
900	127	Date of Program Entry	DT 8	Record the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services. Leave blank if this data element does not apply.	YYYYMMDD	One of the following: <ul style="list-style-type: none"> Individual Plan for Employment Electronic Records Program intake documents, such as eligibility determination documentation or program enrollment forms.
901	353	Date of Program Exit	DT 8	Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56. Leave blank if this data element does not apply to the participant.	YYYYMMDD	One of the following: <ul style="list-style-type: none"> A copy of the letter sent to the individual indicating that the case was closed. WIOA status/exit forms Electronic Records Attendance records Review of service records identifying the last qualifying service (and lack of a planned gap)
923	355	Other Reasons for Exit	IN 2	Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. Record 03 if the participant is deceased. Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only).	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Reserve Forces called to Active Duty 05 = Foster Care 06 = Ineligible 07 = Criminal Offender 00 = No	One of the following: <ul style="list-style-type: none"> File documentation with notes from program staff Information from partner services WIOA status/exit forms Electronic Records Withdrawal form with explanation Information from institution or facility

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				<p>Record 06 if the participant, who was determined to be eligible, is later determined not to have met eligibility criteria. NOTE: This circumstance applies only to the VR program, in which participant eligibility is routinely revisited during the participation period. For titles I, II, and III program eligibility is determined at the time an individual becomes a participant.</p> <p>Record 07 if the participant is a criminal offender in a correctional institution under section 225 of WIOA.</p> <p>Record 00 if the participant meets none of the above conditions.</p>		
1303	150, 151, 155, 164, 168, 198, 199, 204	Type of Training Service #1	IN 2	<p>Use the appropriate code to indicate the type of approved training being provided to the participant.</p> <p>NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09.</p> <p>NOTE: Code 06 should only be utilized when other codes are clearly not appropriate.</p> <p>Record 00 if the participant did not receive a training service.</p> <p>Leave blank if this data element does not apply to the participant.</p>	<p>01 = On the Job Training (non-WIOA Youth)</p> <p>02 = Skill Upgrading</p> <p>03 = Entrepreneurial Training (non-WIOA Youth)</p> <p>04 = ABE or ESL (contextualized or other) in conjunction with Training</p> <p>05 = Customized Training</p> <p>06 = Occupational Skills Training (non-WIOA Youth)</p> <p>07 = ABE or ESL (contextualized or other) NOT in conjunction with training (funded by Trade Adjustment Assistance only)</p> <p>08 = Prerequisite Training</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records

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					09 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training 12 = Job Readiness Training in conjunction with other training 00 = No Training Service	
1310	150, 151, 155, 164, 168, 198, 199, 204	Type of Training Service #2	IN 2	<p>If the participant received a second type of approved training, record the appropriate code to indicate the type of approved training being provided to the participant.</p> <p>NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09.</p> <p>NOTE: Code 06 should only be utilized when other codes are clearly not appropriate.</p> <p>Record 00 if the participant did not receive a second training service.</p> <p>Leave blank if this data element does not apply to the participant.</p>	01 = On the Job Training (non-WIOA Youth) 02 = Skill Upgrading 03 = Entrepreneurial Training (non-WIOA Youth) 04 = ABE or ESL (contextualized or other) in conjunction with Training 05 = Customized Training 06 = Occupational Skills Training (non-WIOA Youth) 07 = ABE or ESL (contextualized or other) NOT in conjunction with training (funded by Trade Adjustment Assistance only)	<p>One of the following:</p> <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records

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					08 = Prerequisite Training 09 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training 12 = Job Readiness Training in conjunction with other training 00 = No Training Service	
1315	150, 151, 155, 164, 168, 198, 199, 204	Type of Training Service #3	IN 2	<p>If the participant received a third type of approved training, record the appropriate code to indicate the type of approved training being provided to the participant.</p> <p>NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09.</p> <p>NOTE: Code 06 should only be utilized when other codes are clearly not appropriate.</p> <p>Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant.</p> <p>Additional Note: If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.</p>	01 = On the Job Training (non-WIOA Youth) 02 = Skill Upgrading 03 = Entrepreneurial Training (non-WIOA Youth) 04 = ABE or ESL (contextualized or other) in conjunction with Training 05 = Customized Training 06 = Occupational Skills Training (non-WIOA Youth) 07 = ABE or ESL (contextualized or other) NOT in conjunction with training (funded by	One of the following: <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records

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					Trade Adjustment Assistance only) 08 = Prerequisite Training 09 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training 12 = Job Readiness Training in conjunction with other training 00 = No Training Service	
1332	84	Participated in Postsecondary Education During Program Participation	IN 1	Record 1 if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation Record 0 if the participant was not a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation Leave blank if this does not apply to the participant Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.	1 = Yes, Participated in Postsecondary Education 0 = No, Did Not Participate in Postsecondary Education	One of the following: <ul style="list-style-type: none"> • Data match with postsecondary data system • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card

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1401		Enrolled in Secondary Education Program	IN 1	Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program. Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level.	1 = Yes 0 = No	One of the following: <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match to State K-12 data system
1406	376	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential	DT 8	Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. Leave blank if this data element does not apply to the participant. NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate numerator. This element is not to be confused with PIRL 1811, Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment, which encompasses all education and training program enrollment and captures those enrolled during program participation, not post-exit.	YYYYMMDD	One of the following: <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card. • Data match with postsecondary data system

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1600	379	Employed in 1st Quarter After Exit Quarter	IN 1	<p>Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the first quarter after the quarter of exit.</p> <p>Record 9 if the participant has exited but employment information is not yet available.</p>	1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 0 = No 9 = Information not yet available	One of the following: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor

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1602	383	Employed in 2nd Quarter After Exit Quarter	IN 1	<p>Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).</p> <p>Record 2 if the participant is in a Registered Apprenticeship.</p> <p>Record 3 if the participant is in the military.</p> <p>Record 0 if the participant was not employed in the second quarter after the quarter of exit.</p> <p>Record 9 if the participant has exited but employment information is not yet available.</p>	<p>1 = Yes</p> <p>2 = Yes, Registered Apprenticeship</p> <p>3 = Yes, Military</p> <p>0 = No</p> <p>9 = Information not yet available</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor

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1604	386	Employed in 3rd Quarter After Exit Quarter	IN 1	<p>Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).</p> <p>Record 2 if the participant is in a Registered Apprenticeship.</p> <p>Record 3 if the participant is in the military.</p> <p>Record 0 if the participant was not employed in the third quarter after the quarter of exit.</p> <p>Record 9 if the participant has exited but employment information is not yet available.</p>	<p>1 = Yes</p> <p>2 = Yes, Registered Apprenticeship</p> <p>3 = Yes, Military</p> <p>0 = No</p> <p>9 = Information not yet available</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor

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1606	389	Employed in 4th Quarter After Exit Quarter	IN 1	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 0 = No 9 = Information not yet available	One of the following: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor

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1704	385	Wages 2nd Quarter After Exit Quarter	DE 8.2	Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	000000.00	<p>One of the following:</p> <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor
1800	N/A	Type of Recognized Credential	IN 1	<p>Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services.</p> <p>Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate.</p> <p>Leave blank if data element does not apply to the participant.</p> <p>NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs.</p>	<p>1 = Secondary School Diploma/or equivalency 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Licensure 5 = Occupational Certificate 6 = Occupational Certification 7 = Other Recognized Diploma, Degree, or Certificate</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • Data match. • Copy of credential. • Copy of school record. • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider

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					0 = No recognized credential	
1801	**87, 88, 89, 90, 93, 94, 95	Date Attained Recognized Credential	DT 8	Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.	YYYYMMDD	One of the following: <ul style="list-style-type: none"> • Data match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider **For RSA-911 purposes, documentation is required for credentials earned after program participation begins
1806	343	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)	DT 8	Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; or 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. Leave blank if this data element does not apply to the participant.	YYYYMMDD	One of the following: <ul style="list-style-type: none"> • Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes.

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1807	345	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/ Report Card	DT 8	Record the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed consecutive semesters during the program year, that shows a participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.	YYYYMMDD	One of the following: <ul style="list-style-type: none"> • Transcript • Report card
1808	344	Date of Most Recent Measurable Skill Gains: Secondary Transcript/ Report Card	DT 8	Record the most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.	YYYYMMDD	One of the following: <ul style="list-style-type: none"> • Transcript • Report card
1809	346	Date of Most Recent Measurable Skill Gains: Training Milestone	DT 8	Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). Leave blank if this data element does not apply to the participant.	YYYYMMDD	One of the following: <ul style="list-style-type: none"> • OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider

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1810	347	Date of Most Recent Measurable Skill Gains: Skills Progression	DT 8	<p>Record the most recent date the participant successfully passed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.</p> <p>Leave blank if this data element does not apply to the participant.</p>	YYYYMMDD	<p>One of the following:</p> <ul style="list-style-type: none"> • Results of knowledge-based exam or certification of completion. • Documentation demonstrating progress in attaining technical or occupational skills • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
1811	85	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	DT 8	<p>Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs.</p> <p>Leave blank if the data element does not apply to the participant.</p> <p>NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.</p>	YYYYMMDD	<p>One of the following:</p> <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card. • Data match with postsecondary data system

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1900		Youth 2nd Quarter Placement (Title I)	IN 1	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.	1 = Occupational Skills Training 2 = Postsecondary Education 3 = Secondary Education 0 = No placement	One of the following: <ul style="list-style-type: none"> • Cross-match with other agencies • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation
1901		Youth 4th Quarter Placement (Title I)	IN 1	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.	1 = Occupational Skills Training 2 = Postsecondary Education 3 = Secondary Education 0 = No placement	One of the following: <ul style="list-style-type: none"> • Cross-match with other agencies • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation