

WorkSource Information Notice (WIN)

WorkSource Standards & Integration Division

Policy Clarification | Q&A | Other

Number: WIN - 0029
Date: December 10,
2012
Expiration Date: N/A

TO: Workforce Development System Partners
FROM: Sandy Miller, Deputy Assistant Commissioner
SUBJECT: SKIES Services Data Integrity

Purpose:

To standardize the timeliness of SKIES data entry statewide in order to maintain the integrity of Washington state's workforce performance reporting.

Action Required:

The following SKIES data entry requirements are effective as of the date of this notice.

- Services entered in the SKIES Seeker Services screen must be entered within seven calendar days of service delivery and the service date should always reflect the date of service (appropriate back-dating).
- Services entered into the SKIES Services Plan screen and related program enrollments may be entered up to two weeks after the actual start of the service. The actual start of the service should be back-dated appropriately to reflect the beginning of service delivery.
- These data entry limitations do not impact follow-up services or placement information.
- Each area's local SKIES administrator (or their designee/back-up) has the authority to add/edit services within one month after service delivery. These staff will be able to make changes when errors are found after the seven day window.

Content:

Federal regulations require that all activities funded through Department of Labor grants must be captured and reported consistently. During the past two years federal reporting requirements have gradually increased in detail and frequency, requiring states to further standardize their performance accountability systems and reports. The WSID System Performance team with the cooperation of WDCs, ECDD, and the ITSD Business Analyst unit have identified several opportunities to increase the data integrity of SKIES. Of all the data integrity issues evaluated, System Performance has found that the lack of consistent date of service entry rules has the highest impact on inaccurate reporting. In support of this requirement, System Performance will provide technical assistance to local areas so that they can meet the expectations of this notice.

References:

- 20 CFR 667.300
- Workforce Investment Act (WIA) Sections 136 and 185
- TEGLs 17-05, 27-10

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

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