

WorkSource Information Notice (WIN)

Employment System Administration & Policy

Policy-related | Fiscal | Performance | Q&A | Other

Number: WIN - 0061

Date: June 25, 2014

Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Amy L. Smith, Director

SUBJECT: SKIES Changes and Data Capture Requirements

Purpose:

To introduce SKIES functional changes and new data capture requirements, effective June 30, 2014, in response to Training and Employment Guidance Letters (TEGLs) 17-05 and 4-13, WorkSource Policy 1002 (Common Measures), and recent data integrity efforts.

NOTE: The changes communicated through this WorkSource Information Notice (WIN) represent one piece of an ongoing effort to modify systems (e.g., SKIES) and reports to improve data integrity and align with federal requirements. Additional changes will be communicated in the near future through the Common Measures Policy and Handbook. The future Common Measures handbook will consolidate and streamline all existing performance policy and guidance documents, including this WIN.

Action Required:

Workforce Development Councils (WDCs) and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that staff and partners in the WorkSource System are familiar with its content and requirements.

Staff and partners are expected to attend the upcoming federal and state sponsored webinar in July, 2014 to discuss the rationale for the ongoing data integrity effort, including specific Data Element Validation (DEV) findings and required corrective action.

Content:

1. Background

Since the inception of WIA in 1998, at the request of Congress, the Government Accountability Office (GAO), Office of the Inspector General (OIG) and other monitoring/auditing entities have reviewed the WIA performance and participant reports in order to ascertain the accuracy and authenticity of the data reported. Multiple reviews have concluded that significant problems exist in accuracy, quality and integrity of the data reported to Congress. These findings have resulted in the development of national initiatives

designed to improve the quality of workforce investment data. One of these initiatives is the state and local level Data Validation review conducted on an annual basis.

Within Washington and consistent with findings at the national level, the Employment Security Department (ESD) and Department of Labor (DOL) Region 6 have identified the need to increase the data integrity of Washington's report submissions, and modify SKIES to conform with federal requirements.

These changes are necessary to ensure compliance with TEGL 17-05 which places an emphasis on service based exits and recognition of point-in-time services (workshops, career counseling, etc.), in addition to services provided over a duration of time (occupational skills training, work experiences, etc.). TEGL 17-05 specifically requires that participants, who have not received a qualifying service in 90 days, be exited from the program. Both the 2012 Comprehensive Review and the 2013 Data Validation Review identified multiple instances where participants were not exited, as required, after 90 days following the last qualifying service received. Subsequent analysis of participant records within SKIES revealed that approximately 3,200 participants should be exited due to lack of receipt of a qualifying service.

Federal regulations require that all activities funded through Department of Labor (DOL) grants must be captured and reported consistently, and reporting requirements have gradually increased in detail (e.g., TEGL 4-13). As a result, states are expected to further standardize their performance accountability systems and reports to comply with TEGLs 17-05 and 4-13.

In order to become compliant with both TEGL 17-05 and TEGL 4-13, the State will be implementing modifications to SKIES to capture newly required data and resolve the compliance issues related to common measures reporting.

2. Current SKIES Changes and New Data Capture Requirements (Effective June 30, 2014)

Attachment A provides a list of SKIES changes made in an effort to better align SKIES with data integrity efforts and federal requirements. Most of the changes pertain to the one-time Actual End Date data fix for all services that are point-in-time services (e.g., non-duration services). Refer to [Attachment A](#) for more details concerning this group of changes, including the rationale. Certain services are identified as exceptions (e.g., duration services), including training services, and will not be part of this one-time data fix. Refer to [Attachment B](#) for a list of duration services that will be identified in the updated [Services Catalog](#) (effective June 30, 2014). This one-time data fix will be conducted to close point-in-time services that may be preventing participants from exiting appropriately. Those participants who have not received a qualifying service or self-service for a minimum of 90 days will likely exit. Refer to [Attachment C](#) for impact estimates related to this one-time data-fix process.

Attachment A also identifies new data capture and verification requirements. Not all data elements are currently validated (TEGL 28-11) for all programs to which they apply (TEGL 4-13), but it is ESD's strong expectation that these items will be validated uniformly in the future. Please note that the program validation screens differ according to the program that is being validated. Although the scheduled changes will bring the screens into closer alignment, there will still be differences.

NOTE: WDCs should apply the same data capture and verification processes uniformly across programs with the expectation that data validation will be applied uniformly in the future. WDCs should refer to TEGL 28-11 Attachment A or Eligibility Policy 1019 Attachment A (Handbook) for a list of minimum documentation requirements (e.g., self-attestation for low-income).

3. Future Changes and Data Integrity Efforts Following the Implementation of the SKIES Technology Upgrade (STU)

The State plans to implement an on-going batch close process designed to close out open duration services if 90 days has transpired without an additional qualifying service. The batch close process, or soft exit feature, is a necessary step in the larger data integrity effort, but waiting for the implementation of STU will contribute to a smooth transition with less re-work. Therefore, the planned on-going batch close process (soft exit feature) will be delayed pending the completion of STU. Status updates concerning this change, along with the most recent services report, will be communicated as STU nears completion (sometime this Fall).

In addition to existing policy documents on the subject, ESD has the following efforts underway to provide opportunities for staff to engage in the larger data integrity and compliance effort:

Effort	Date
System Performance and Data Integrity Resources website, including reports and Workforce Development Area dashboards: http://www.wa.gov/esd/1stop/system_performance/default.htm	Available Now
Webinar with DOL Region 6 (Denise Dombek) to discuss DEV findings, corrective action, and rationale.	July, 2014
Comprehensive Common Measures Handbook to build upon existing guidance and provide a mechanism for ongoing improvement efforts.	July, 2014 (Public Comment Release)
STU Implementation, Including Additional System and Reporting Changes as part of ongoing corrective action and improvement efforts.	October 15, 2014 (Estimated)

References:

- [WorkSource Policy 1019](#), Eligibility Guidelines and Documentation Requirements
- [WorkSource Policy 1002](#), Common Measures
- [TEGL 17-05](#)
- [TEGL 4-13](#)
- [WIN 0029](#), SKIES Services Data Integrity
- [SKIES Services Catalog](#) (Changes effective June 30, 2014)

Website:

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

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Attachments:

- [Attachment A](#) – SKIES Changes and Data Capture Requirements
- [Attachment B](#) – List of Duration Services
- [Attachment C](#) – One-time Data Fix Impact Estimates

Attachment A – SKIES Changes and Data Capture Requirements

Effective Date / Change	SKIES / Reporting Function Impacted	Description of Change	Rationale
6.30.14.a	WIA Program Validation Screens	New fields are required to pass the program validations screens prior to updating the program status to 'participant.' The specific changes are illustrated below this matrix (see page 5).	TEGL 4-13 requires SKIES application changes relating to data collection and program validation screens.
6.30.14.b	Service Plan Service Dates	<p>For all point-in-time services, SKIES will automatically enter the Actual End Date to align with the entered Actual Start Date. After the change, users will not be able to modify Actual End Dates to create durations for point-in-time services. All local services will be classified as point-in-time (non-duration) services.</p> <p>Duration services (see Attachment B) are limited to a specific list of services, and only two of these services are non-training services.</p> <p>A one-time data fix will occur to clean up the existing open ended records that do not fall within the exception criteria (i.e., services that are not 'duration' activities). For this data fix, the Actual End Date will default to the Actual Start Date. The Actual Outcome will default to "Unknown: Service closed per WIN 0061." Planned completion dates will not be modified by this data fix and existing Actual End Dates will not be overwritten.</p> <p>Note: Self-services in the most recent 90 days will have no impact on the logic for closing out an Actual End Date.</p>	<p>The 2013 Department of Labor Data Element Validation report identified that staff were keeping services open for duration of time without actually providing a service. Keeping these services open delayed the participant's exit and therefore artificially altered performance outcomes. The SKIES change will NOT eliminate the ability to extend exit via an open service for duration services. The SKIES change eliminates the ability for point-in-time services to be open for a duration of time. This information will allow data validation to verify when actual service delivery occurred.</p>
6.30.14.c	Service Plan Service Dates, Training Services	<p>Although certain services (mostly training related) will be allowed to have a duration entered by staff, federal reporting will ignore planned completion dates when calculating exit dates, while acknowledging Actual End Dates for the calculation.</p> <p>Note: Local services will continue to be ignored for federal reporting.</p>	<p>Also related to DOL Data Validation Finding #1. This change will allow staff to continue managing a training plan to show training services spanning weeks or months. The planned Actual End Dates on those services will be ignored for participation purposes. Only the Actual Start and End Dates will count.</p>

The **yellow highlights** indicate updates / new variables as noted in change 6.30.14.a:

	Save to Program Enrollment?	WIA ADULT	WIA DISLOCATED WORKER PROGRAMS	WIA IN SCHOOL YOUTH	WIA OUT OF SCHOOL YOUTH	WIA NAFTA TAA PROGRAMS
Military Veteran	NO	X	X	X	X	X
Disability Status	YES	A	A	A	A	A*
Low Income	YES	X	X	X	X	
Campaign Served	NO	X	X	X	X	X
In School	YES	X	X	X	X	X
School Type	YES	A	A	A	A	A
High School Dropout (source Base table)	YES	B	B	B	B	B

X: These are required variables

A: These variables are required where Disability Status or In School = Yes

B: This variable is required where In School = No

* Disability Status is currently collected from the Validation screen for TAA PROGRAMS. The update is to display the value for the View Screen and the Print Report.

Attachment B – List of Duration Services

Service ID	Service Description
190	ADULT EDUCATION & LITERACY WITH TRAINING
1033	APPRENTICESHIP TRAINING
206	AUTOMATED OFFICE SKILLS
146	BASIC SKILLS
1127	CLASS-SIZE CONTRACTED TRAINING
202	CLASSROOM TRAINING/VOCATIONAL TRAINING
210	CUSTOMIZED TRAINING
194	ENGLISH AS A SECONDARY LANGUAGE
214	ENTREPRENEURIAL TRAINING
348	GED PREPARATION
368	OCCUPATIONAL SKILLS TRAINING
535	OJT PAID BY OTHER
369	ON-THE-JOB TRAINING
238	PAID WORK EXPERIENCE (YOUTH ONLY)
374	PRE-EMPLOYMENT SKILLS TRAINING
1168	PRE-REQUISITE TRAINING (TAA ONLY)
661	PURSUING GED/DIPLOMA/CERTIFICATE (YOUTH ONLY)
386	SHORT-TERM CLASSROOM TRAINING
388	SKILLS UPGRADING AND RETRAINING
873	TAA APPROVED TRAINING
759	TAA SUBSISTENCE
767	TAA TRANSPORTATION
534	TRAINING PAID BY OTHER
240	UNPAID WORK EXPERIENCE (YOUTH ONLY)
405	WORK/INTERNSHIP EXPERIENCE
412	WTW BASIC SKILLS TRAINING
558	YOUTH SKILL GOAL- BASIC SKILLS
330	YOUTH SKILL GOAL- BASIC SKILLS
331	YOUTH SKILL GOAL- OCCUPATIONAL
559	YOUTH SKILL GOAL- OCCUPATIONAL
557	YOUTH SKILL GOAL- WORK READINESS
332	YOUTH SKILL GOAL- WORK READINESS

Attachment C – One-time Data Fix Impact Estimates

Note: These impacts are only estimates as the data are constantly changing. The one-time data fix applies to all point-in-time activities and services, although this attachment only provides impact estimates for Workforce Investment Act Title 1-B and Trade Adjustment Assistant Act (TAA) programs.

WIA 1-B: WDAs 01 – 12	
Participant Category	Number of Closures
WIA ADULT	911
WIA DISLOCATED WORKER	822
WIA IN SCHOOL YOUTH	434
WIA OUT OF SCHOOL YOUTH	411
WIA NEG DISLOCATED WORKER TRAINING	66
WIA PY10 10% ADULT YEAR UP (WDA5 ONLY)	60
WIA WIF Housing & Employment Navigator (WDA 3, 6, 9 ONLY)	60
WIA DW DOL GOLD STANDARD CORE ONLY (WDA 5)	41
WIA PY06 503 INCENTIVE ADULT	16
WIA PY12 RRAA (WDA 2 ONLY)	11
WIA PY12 RRAA (WDA 7 ONLY)	11
WIA PY12 RRAA (WDA 8 only)	11
WIA ADULT DOL GOLD STANDARD CORE ONLY (WDA 5)	9
WIA 5% PY13 CAREER READINESS (WDA 5, 7, 8, 12 Only)	9
WIA ADULT CASH FOR CAREERS (WDA 6 ONLY)	7
WIA 10% PY10 ADULT AEROSPACE PROGRAM	6
WIA DW DOL GOLD STANDARD ALL SERVICES (WDA 5)	6
WIA NEG BOEING (WDA 3, 4, 5, 6 ONLY)	3
WIA PY10 RRAA (WDA 8 ONLY)	3
WIA 10% PY10 JCR (WDA 3, 7, 12 ONLY)	3
WIA DW DOL GOLD STANDARD CORE INTENSIVE ONLY (WDA 5)	2
WIA 10% PY10 DW AEROSPACE PROGRAM	2
WIA ARRA NEG OJT (WDA 2,3,7,8,9,10,12 ONLY)	1
WIA 10% PY10 CAMPS (WDA 5 ONLY)	1
WIA PY 13 RRAA (WDA 2 ONLY)	1
WIA NEG WA12 HCTC	1
WIA RAPID RESPONSE ADDITIONAL ASSISTANCE (WDA 1 ONLY)	1
WIA 10% PY10 INAT CENTER PROJECT (WDA 12 ONLY)	1
WIA 10% YOUTH STATEWIDE DPI3	1
WIA INDUSTRIES OF THE FUTURE SKILLS TRAINING PROJECT (2)	1
Grand Total	2912

TAA: WDAs 01 – 12 and Statewide		
Participant Category	WDA	Number of Closures
TRADE ASSISTANCE ACT	1	3
TRADE ASSISTANCE ACT	2	11
TRADE ASSISTANCE ACT	3	8
TRADE ASSISTANCE ACT	4	2
TRADE ASSISTANCE ACT	5	41
TRADE ASSISTANCE ACT	6	16
TRADE ASSISTANCE ACT	7	11
TRADE ASSISTANCE ACT	8	1
TRADE ASSISTANCE ACT	9	13
TRADE ASSISTANCE ACT	10	1
TRADE ASSISTANCE ACT	11	2
TRADE ASSISTANCE ACT	12	0
TRADE ASSISTANCE ACT	ESD Central	225
Statewide Total		334

WIA 1-B: WDA 01	
Participant Category	Number of Closures
WIA DISLOCATED WORKER	67
WIA ADULT	43
WIA IN SCHOOL YOUTH	23
WIA OUT OF SCHOOL YOUTH	21
WIA NEG DISLOCATED WORKER TRAINING	13
WIA PY06 503 INCENTIVE ADULT	8
WIA RAPID RESPONSE ADDITIONAL ASSISTANCE (WDA 1 ONLY)	1
Grand Total	176
WIA 1-B: WDA 02	
Participant Category	Number of Closures
WIA DISLOCATED WORKER	71
WIA OUT OF SCHOOL YOUTH	39
WIA IN SCHOOL YOUTH	18
WIA NEG DISLOCATED WORKER TRAINING	12
WIA PY12 RRAA (WDA 2 ONLY)	11
WIA ADULT	10
WIA PY 13 RRAA (WDA 2 ONLY)	1
Grand Total	162
WIA 1-B: WDA 03	
Participant Category	Number of Closures
WIA DISLOCATED WORKER	39
WIA IN SCHOOL YOUTH	38
WIA ADULT	22
WIA WIF Housing & Employment Navigator (WDA 3, 6, 9 ONLY)	9
WIA NEG DISLOCATED WORKER TRAINING	8
WIA 10% PY10 JCR (WDA 3, 7, 12 ONLY)	3
WIA OUT OF SCHOOL YOUTH	3
Grand Total	122

WIA 1-B: WDA 04	
Participant Category	Number of Closures
WIA ADULT	138
WIA DISLOCATED WORKER	71
WIA IN SCHOOL YOUTH	51
WIA OUT OF SCHOOL YOUTH	14
WIA PY06 503 INCENTIVE ADULT	7
WIA NEG BOEING (WDA 3, 4, 5, 6 ONLY)	3
WIA 10% YOUTH STATEWIDE DPI3	1
WIA NEG WA12 HCTC	1
Grand Total	286
WIA 1-B: WDA 05	
Participant Category	Number of Closures
WIA DISLOCATED WORKER	317
WIA ADULT	269
WIA OUT OF SCHOOL YOUTH	126
WIA IN SCHOOL YOUTH	119
WIA PY10 10% ADULT YEAR UP (WDA5 ONLY)	60
WIA DW DOL GOLD STANDARD CORE ONLY (WDA 5)	41
WIA NEG DISLOCATED WORKER TRAINING	22
WIA ADULT DOL GOLD STANDARD CORE ONLY (WDA 5)	9
WIA DW DOL GOLD STANDARD ALL SERVICES (WDA 5)	6
WIA DW DOL GOLD STANDARD CORE INTENSIVE ONLY (WDA 5)	2
WIA 10% PY10 CAMPS (WDA 5 ONLY)	1
Grand Total	972
WIA 1-B: WDA 06	
Participant Category	Number of Closures
WIA ADULT	153
WIA DISLOCATED WORKER	57
WIA OUT OF SCHOOL YOUTH	56
WIA WIF Housing & Employment Navigator (WDA 3, 6, 9 ONLY)	32
WIA IN SCHOOL YOUTH	26
WIA ADULT CASH FOR CAREERS (WDA 6 ONLY)	7
WIA NEG DISLOCATED WORKER TRAINING	1
WIA PY06 503 INCENTIVE ADULT	1
Grand Total	333
WIA 1-B: WDA 07	
Participant Category	Number of Closures
WIA ADULT	81
WIA DISLOCATED WORKER	60
WIA OUT OF SCHOOL YOUTH	37
WIA IN SCHOOL YOUTH	32
WIA PY12 RRAA (WDA 7 ONLY)	11
WIA 5% PY13 CAREER READINESS (WDA 5, 7, 8, 12 Only)	2
WIA ARRA NEG OJT (WDA 2,3,7,8,9,10,12 ONLY)	1
Grand Total	224

WIA 1-B: WDA 08	
Participant Category	Number of Closures
WIA ADULT	56
WIA DISLOCATED WORKER	41
WIA OUT OF SCHOOL YOUTH	30
WIA IN SCHOOL YOUTH	17
WIA PY12 RRAA (WDA 8 only)	11
WIA NEG DISLOCATED WORKER TRAINING	8
WIA 5% PY13 CAREER READINESS (WDA 5, 7, 8, 12 Only)	7
WIA 10% PY10 ADULT AEROSPACE PROGRAM	6
WIA PY10 RRAA (WDA 8 ONLY)	3
WIA 10% PY10 DW AEROSPACE PROGRAM	2
Grand Total	181
WIA 1-B: WDA 09	
Participant Category	Number of Closures
WIA DISLOCATED WORKER	68
WIA ADULT	46
WIA OUT OF SCHOOL YOUTH	29
WIA IN SCHOOL YOUTH	23
WIA WIF Housing & Employment Navigator (WDA 3, 6, 9 ONLY)	19
Grand Total	185
WIA 1-B: WDA 10	
Participant Category	Number of Closures
WIA IN SCHOOL YOUTH	63
WIA ADULT	28
WIA OUT OF SCHOOL YOUTH	16
WIA NEG DISLOCATED WORKER TRAINING	1
Grand Total	108
WIA 1-B: WDA 11	
Participant Category	Number of Closures
WIA ADULT	26
WIA OUT OF SCHOOL YOUTH	22
WIA DISLOCATED WORKER	14
WIA IN SCHOOL YOUTH	10
WIA NEG DISLOCATED WORKER TRAINING	1
Grand Total	73
WIA 1-B: WDA 12	
Participant Category	Number of Closures
WIA ADULT	39
WIA OUT OF SCHOOL YOUTH	18
WIA DISLOCATED WORKER	17
WIA IN SCHOOL YOUTH	14
WIA 10% PY10 INAT CENTER PROJECT (WDA 12 ONLY)	1
WIA INDUSTRIES OF THE FUTURE SKILLS TRAINING PROJECT (2)	1
Grand Total	90