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Workforce Development Agency (WDA)
Policy Issuance (PI): 10-15, Change 1

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To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
Workforce Development Agency
SIGNED

Subject: Trade Adjustment Assistance (TAA) Program Data Element Validation (DV)

Programs Affected: Trade Adjustment Assistance of 2002 (TAA of 2002)

Trade and Globalization Adjustment Assistance Act of 2009 (TGAAA of 2009)

Trade Adjustment Assistance Act of 2011 (TAAEA of 2011)

References: Trade Act of 1974, Public Law (PL) 93-618, as amended

Trade Act of 2002, PL 107-210

The Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009 (Division B, Title I, Subtitle I of the American Recovery and Reinvestment Act (ARRA) of 2009, PL No. 111-520 CFR Part 617)

Trade Adjustment Assistance Extension Act (TAAEA) of 2011 (PL) 112-40

Training and Employment Guidance Letter (TEGL) 31-09

Rescissions: None



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Background:

The U.S. Department of Labor, Employment and Training Administration (USDOL/ETA) mandates annual TAA DV to maintain and demonstrate system integrity, ensure completeness of data, and assess the accuracy of participant data records.

Accordingly, the Workforce Development Agency, Office of Talent Development Services (WDA), Office of Talent Development Services (OTDS), Trade Adjustment Assistance (TAA) Section will conduct DV for the TAA program on an annual basis (unless canceled by the USDOL). This policy provides local areas with the guidelines and procedures associated with the TAA DV process.

Policy:

For the purpose of this policy, TAA will be referenced to cover the TAA Reform Act of 2002, the TGAAA of 2009, and TAAEA of 2011. The TAA DV process is conducted by comparing participant records collected by the One-Stop Management Information System (OSMIS) against source documentation collected and maintained in the participant's case file. Participant records will be validated against source documentation maintained in the participant's case files to ensure compliance with federal definitions and data collection standards for source documentation.

Detailed Information Regarding the DV Process

The following processes will be followed when administering TAA DV:

Timelines

The annual TAA DV process will commence during the first quarter of the Fiscal Year (October 1, 2013 through December 31, 2013) and will conclude no later than January 31, 2013.

Selection Process

All MWAs are subject to selection for TAA DV. The WDA will use software provided by USDOL/ETA in combination with the OSMIS to randomly select MWAs that will be subject for review in accordance with the federally mandated TAA DV process.

The software will also randomly select the number and composition of participants and elements selected for each MWA. **Participants that exited from the TAA program during previous Fiscal Years are subject to selection for TAA DV.**

Notification

The WDA will utilize a two-step notification process when informing MWAs they have been selected for review:

Step 1: MWAs selected for review under TAA DV will be electronically notified of their selection and the date of the review. Participant records will be reviewed on-site at the MWA unless otherwise noted.

Step 2: As required by USDOL/ETA, MWAs with 49 or fewer files selected for DV will be permitted four (4) business days to collect all selected files into a central location for on-site review. MWAs with 50 or more files selected for data validation will be permitted five (5) business days to collect all selected files into a central location for on-site review.

Should an MWA not be selected for on-site review, one additional day will be allowed to ship the records to the WDA office in Lansing. Additional information will be provided when the MWA is notified of their selection for DV.

Data Element Validation

Participant records must meet the federal definitions for source documentation for all elements selected. **NOTE:** If any one of the selected elements fails to meet the federal definitions for source documentation, the entire record fails the DV process. The remaining elements are still subject to validation and will be included in the statewide DV results.

At the conclusion of the DV process, cumulative error rates for each element, by program, will be calculated based on all of the participant records reviewed by the WDA. This data will be provided to the USDOL/ETA, as mandated under the federal TAA DV requirements.

The WDA will also calculate the error rate for each element for each of the selected MWAs. Local results will be provided, along with a written summary of trends and observations no later than 45 days after the conclusion of the DV process.

Technical Assistance/Corrective Action

MWAs who fail to demonstrate an appropriate use of the federal definitions and data collection standards for source documentation when

generating participant data records will be subject to technical assistance and/or corrective action as determined by the WDA.

Action:

All MWAs must electronically submit the names and e-mail addresses of all staff that should receive communications regarding TAA DV. This includes notification of selection for DV, potential scheduling instructions, and the list of specific participant files selected for review.

DV contacts should be submitted electronically to Ms. Tammy Flynn, TAA Manager at flynnt@michigan.gov **within 10 days from the issue date of this policy issuance.**

It is the responsibility of the MWA to notify the WDA of any changes or updates made to the names or e-mail addresses provided.

Inquiries:

Questions regarding this policy issuance should be directed to your TAA state coordinator.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office.

Additional resources regarding TAA DV including applicable TEGs and TENs can be found at www.doleta.gov/performance/reporting.

Expiration

Date:

Continuing

GC:RN:pv
Attachments