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EMPLOYMENT AND TRAINING STATE INSTRUCTION NUMBER: 11-06

TO: Local Workforce Investment Area Administrators

SUBJECT: WIA Data Element Validation for PY 2010

ISSUANCE DATE: October 6, 2011

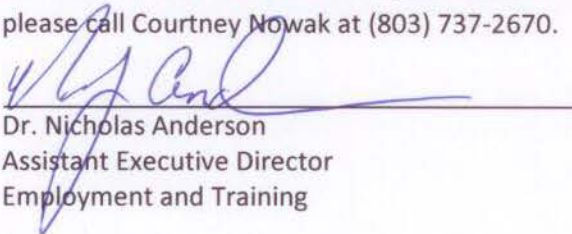
EFFECTIVE DATE: October 6, 2011

TEGL 27-10 describes the data element validation process and documentation requirements for WIA (PY 2010). The data element validation process for WIA must be completed and the results submitted to US DOL by February 1, 2012. This requires the review of case files for a sample of exiters from the WIA PY 2010 Annual Report. The reviews will be conducted by SC Department of Employment and Workforce staff.

Due to the limited time available and the large number of records in the sample, it will be necessary for all sampled records in each local area to be sent to one location for review. Attached are:

- The WIA PY 2010 Data Element Validation Sample Summary that lists the office of responsibility and the number of records to be pulled from each office
 - SC DEW staff will provide the names of the participants in the sample to the local area two business days before the review of case files.
- The WIA Data Element Validation Guide for PY 2010
- The WIA Data Element Validation Tips
- The Assessment Scores and Educational Functioning Levels Handout

These documents were developed to assist state staff in completing the data element validation and to assist local area staff in collecting appropriate documentation. Please inactivate VOS Instruction Number 10-02 and move it to your inactive file. If you have any questions concerning this matter, please call Courtney Nowak at (803) 737-2670.


Dr. Nicholas Anderson
Assistant Executive Director
Employment and Training

Attachments
NM/nm

"Putting South Carolinians Back to Work"

Attachment 1:
WIA PY 2010 Data Element Validation Sample Summary

Local Area	Office of Responsibility	Adult	DW	NEG	YY	OY	Total
Catawba	Carolina Community Actions				2	8	10
	Chester Center	2	4				6
	Communities in Schools of Lancaster				3	2	5
	Inactive Henkels and Mccoy				6	6	12
	Inactive Second Chance Academy				2	1	3
	Lancaster Center Count	2	5				7
	Rock Hill Center Count	4	6				10
	York Technical College	25	33		9	14	81
	Local Area Total	33	48	0	22	31	134
Greenville	Greenville Workforce Center						0
	Goodwill Industries Inc				1		1
	McAlister Square OneStop Center	22	25		7	13	67
	Share-Summer Jobs for Youth				1		1
	Local Area Total	22	25	0	9	13	69
Lowcountry	Beaufort OneStop Center	4	1		4	1	10
	Colleton OneStop Center	1	3		5	5	14
	Hampton OneStop Center	1	4		2	3	10
	Jasper OneStop Center	3	1		1	2	7
	Local Area Total	9	9	0	12	11	41
Lower Savannah	ABCAC Inc	3	2				5
	2nd Baptist Community Development				2	3	5
	Aiken Housing Authority (AHA)	2	4		1	2	9
	Aiken Tech OneStop College Center				1		1
	Aiken Center	4	1		1	3	9
	Aiken Plus Center	2	2				4
	Allendale Center		2				2
	Barnwell Center	6	1			9	16
	Barnwell Plus Center		2			1	3
	Bamberg Center		1				1
	Orangeburg Center	6	12		2	7	27
	OCAB CAA Inc				3	1	4
	Voorhees College				1	1	2
Local Area Total	23	27	0	11	27	88	
Midlands	Columbia Center	22	12				34
	Central Midlands Youth Program				12	31	43
	Family Service Center Youth Program				40	13	53
	Fairfield County Adult DW		1				1
	Lexington Center	5	1			10	16
	Midlands Tech Youth Program				2		2
	SCESC Adult Program	7					7
	SCESC DW Program	1	38				39
	Winnsboro Center	5	3				8
	Local Area Total	40	55	0	54	54	203
PeeDee	Bennettsville Center	2	8				10
	Cheraw Center	4	4	1			9
	Chesterfield Center	2	2				4
	Darlington County Community Action Agency				3	6	9
	Darlington County Schools				6		6
	Dillon Center	1	6				7

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WIA PY 2010 Data Element Validation Sample Summary**

Local Area	Office of Responsibility	Adult	DW	NEG	YY	OY	Total
PeeDee (cont'd)	Florence Center	7	13				20
	Hartsville Center	6	3				9
	Hi Tek Learning Systems				3		3
	Lake City Center	5	3	1	5	2	16
	Marion Main St. One Stop	1	10				11
	The Paxen Group Inc				25	21	46
	Local Area Total	28	49	2	42	29	150
Santee Lynches	Camden Center	2					2
	Kershaw County School District-ATEC					1	1
	Lee County School Districe Project-ACT				3		3
	Sumter Center	9	4				13
	Sumter County Career Center				25	8	33
	Paxen Learning Corporation				2	6	8
	Wateree Community Actions				5	4	9
	Local Area Total	11	4	0	35	19	69
Trident	Berkeley Center	6	3				9
	Charleston Center	46	16				62
	Dorchester Center	13	5				18
	Palmetto Youth Connections				20	48	68
	Local Area Total	65	24	0	20	48	157
Upper Savannah	Abbeville Center	1			1	2	4
	Edgefield Center	1			3	2	6
	Greenwood Center	7	11		4	8	30
	Laurens County Center	8	11		3	2	24
	McCormick Center		1		3	5	9
	Newberry Center	10	5		5	5	25
	Piedmont Technical College Center						0
	Saluda Center	1	2			2	5
	Timken Transition Center		1				1
	Local Area Total	28	31	0	19	26	104
Upstate	Gaffney Center	7	5				12
	Greer Center	1					1
	Henkels and McCoy				4	7	11
	Inactive Onestop Career Center-Spartanburg Tech			1			1
	Piedmont Community Actions						0
	Spartanburg Center	4	7				11
	Spartanburg Workforce Center	1	4				5
	Spartanburg School District 7				10		10
	Spartanburg School District 3				1		1
	1Union Center	2	3				5
	USC Union				5	5	10
	USC Upstate Achieve				8	1	9
	Local Area Total	15	19	1	28	13	76
Waccamaw	Advancement of Learning Motor Sports Inc						0
	Coastal Workforce Center	15					15
	Horry County DSN						0
	Horry County School District						0

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WIA PY 2010 Data Element Validation Sample Summary**

Local Area	Office of Responsibility	Adult	DW	NEG	YY	OY	Total
Waccamaw (cont'd)	Advancement of Learning Motor Sports Inc				2		2
	Blueprint Leadership Academy				1		1
	Boys and Girls Club of Williamsburg County				1		1
	Coastal Center		23				23
	Georgetown Center	6	10				16
	Georgetown County School District				12		12
	Georgetown Parks and Recreation				2		2
	Horry County DSN						0
	Horry County School District				2	1	3
	Horry Georgetown Technical College- Jumpstart				2		2
	Kingtree Center	6	2				8
	Occupational Training and Development				2	6	8
	Williamsburg County School District				5		5
Local Area Total		27	35	0	29	7	98
Worklink	Anderson Center	2	3				5
	Inactive Gateway to College				7	3	10
	Inactive TriCounty Technical College	39	13				52
	IWT Pendleton	4					4
	Liberty Center	1					1
	Palmetto Youth Connections				18	9	27
	Seneca Center	3	7				10
	Local Area Total	49	23		25	12	109
State Total		350	349	3	306	290	1298

Attachment 2:
WIA Data Element Validation Guide for PY 2010

DRVS #	WIASRD #	Data Element	A	DW	NEG	OY	YY	Case Notes	Self-Attest	Numeric Code	Specific Sources
3	102	Date of Birth	Y	Y	N	Y	Y			Match	For A/DW/NEG Core Only: Hard or VOS case notes reflecting Driver's licence number or other document used. For OY/A/DW/NEG Intensive/Training: hard or electronic copy of participant's I.D. Allowable I.D.: Baptismal record; birth certificate; DD-214; Report of Transfer or Discharge paper; Driver's license; federal, state or local ID card; passport; hospital record of birth; public assistance/social service records; school record or ID; work permit; cross match with Vital Statistics; tribal records
12	111	Veteran Status	Y	Y	Y	Y	N			1=Yes, <or=180 days 2= Yes, > or =180 days 3=Yes, Other Eligible Person 4=No	For A/DW/NEG Core Only: Self-Attestation, case notes. For OY/A/DW/NEG Intensive/Training: DD-214; cross match with veteran's data (Veteran's Administration only); Letter from Veteran's Administration
16	115	Employment Status at Participation	Y	Y	Y	Y	Y	X		1=Employed 2=Employed, but rec. Notice of Termination of Employment or Military Separation 3=Not Employed	For A/DW/NEG Core Only: Self-Attestation, case notes. For all youth and A/DW intensive or training: VOS Participation Record, Pay stub, Case notes showing information collected from participant
20	119	Low Income Cash welfare; Below WIA Family Income Chart based on family size and income; Food Stamps; Homeless; Foster Child ; Disabled and own income is below WIA Family Income Chart for HH of 1	Y	N	N	Y	Y		X	1=Yes 2=No Self Attestation must include information on family size and family income, and cannot be documented by the signed WIA Application.	For Adult Core Only: Self-Attestation, case notes. For all youth and Adult intensive or training: Alimony agreement; veteran's admin award letter; bank statements; compensation award letter; court award letter; pension statement; employer statement/contact; family or business financial records; housing authority verification; pay stubs; Social Security benefits; public assistance records; quarterly estimated tax for self-employed; UI documents; May require more than 1 document.
21	120	TANF	Y	Y	N	Y	Y			1=Yes 2=No	For A/DW Core Only: self-attestation, case notes. For all youth and A/DW intensive or training: cross match with TANF DSS database
22	121	Other Public Assistance Recipient	Y	Y	N	Y	Y			1=Yes 2=No [Includes General Assistance (GA issued by State/Local Govt.), Refugee Cash Assistance (RCA), Supplemental Security Income (SSI), and Food Stamps]	For A/DW Core Only: self-attestation, case notes. For all youth and A/DW intensive or training: Authorization to receive cash public assistance; copy of public asst. check; medical card showing cash grant status; refugee assistance records; cross match with DSS database
24	123	Displaced Homemaker	N	Y	Y	N	N		X	1=Yes 2=No Self Attestation must indicate how he/she fits the federal definition, and cannot be documented by the signed WIA Application;	For DW/NEG Core Only: Self-Attestation, case notes. For DW/NEG intensive or training: Public assistance records; court records; divorce papers; bank records; spouse's layoff notice; spouse's death record
25	124	Date of Actual Qualifying Dislocation	N	Y	Y	N	N		X	Match	Verification from employer; rapid response list; notice of layoff; public announcement with follow-up cross match with UI
26	125	Homeless Individual/ Runaway Youth	N	N	N	Y	Y		X	1=Yes 2=No	Written statement from person providing residence, shelter, or social service agency
27	126	Offender	N	N	N	Y	Y		X	1=Yes 2=No	Documentation from juvenile or adult criminal justice system; documented phone call with court representatives

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DRVS #	WIASRD #	Data Element	A	DW	NEG	OY	YY	Case Notes	Self-Attest	Numeric Code	Specific Sources
28	127	Pregnant or Parenting Youth	N	N	N	Y	Y		X	1=Yes 2=No	Child's birth certificate; baptismal record; staff observation; doctor's note confirming pregnancy
29	128	Youth Needs Additional Assistance	N	N	N	Y	Y	X	X	1=Yes 2=No	Self Attestation must indicate the locally-defined barrier, and <u>cannot</u> be documented by the signed WIA Application; VOS WIA Application Pop-up Screen showing locally-defined barrier
30	129	School Status at Participation	N	N	N	Y	Y		X	1=In-school, HS or less 2=In-school, Alternative School 3=In-school, Post-Secondary 4=Not attending, HS drop-out 5=Not attending, HS graduate	GED Certificate; diploma; attendance record; transcripts; drop-out letter; school documentation; VOS Participation Record
31	130	Basic Literacy Skills Deficiency	N	N	N	Y	Y	X		1=Yes 2=No	Standardized assessment test; school records; VOS Basic Skills Assessment Screen (in-school) or Literacy/Numeracy Screen (out-of-school)
32	131	Foster Care Youth	N	N	N	N	Y	X		1=Yes 2=No	Confirmation from DSS-Printout or letter from DSS or case note documenting conversation with DSS staff
34	302	Date of WIA Program Participation	Y	Y	Y	N	N			Match	VOS Participation Screen (Participation Date) and VOS First Activity Record Screen (earliest Actual Start Date) must both match.
35	303	Date of WIA Exit	Y	Y	Y	Y	Y			Match	VOS Outcome Screen (Exit Date) for all Exits and VOS Last Activity Record (with latest Actual End Date) must also match.
38	306	Date of First Youth Service	N	N	N	Y	Y	X		Match	VOS Program Tab for Activity Record (400 series) with <u>earliest</u> Actual Start Date
45-47	313 a-c	National Emergency Grant Project Numbers	N	N	Y	N	N	X		Match	Case notes or other file data specifying the layoff or emergency that precipitate enrollment. The project number for the grant(s) should be included. Activity Record with NEG grant number in the grant field.
61	327	Other Reasons for Exit (at exit or during the 3 quarters following exit)	Y	Y	Y	Y	Y	X		01=Institutionalized 02=Health/Medical 03=Deceased 04=Family Care (for ill family member only) 05=Reserved Forces Called to Active Duty 06= Relocated to Mandated Residential Program (Youth Only) 98=Retirement 99=Not a Valid SSN	VOS Outcome Record Screen or Follow-up Screen with comments and related case notes to specify the nature of the exit reason (which reason, will last more than 90 days etc. <u>The condition must preclude entry into employment or continued participation in WIA.</u> Printout from partner agency MIS System, Information from institution or facility
66	332	Date of First Staff-Assisted Service	Y	Y	Y	N	N	X		Match	VOS Program Tab for Activity Record (100 series) with <u>earliest</u> Actual Start Date
68	334	Date of First Intensive Service	Y	Y	Y	N	N	X		Match	VOS Program Tab for Activity Record (200 series) with <u>earliest</u> Actual Start Date
69	335	Date Entered Training	Y	Y	Y	N	N	X		Match	VOS Program Tab for Activity Record (300 Series except for 326, 331, 332, or 343) with <u>earliest</u> Actual Start Date; Cross match between dates of service & vendor training info; Vendor documentation
70	336	Date Completed or Withdrew from Training	Y	Y	Y	N	N	X		Match	VOS Program Tab for Activity Record (300 Series except for 326, 331, 332 or 343) with <u>latest</u> Actual End Date; Cross match between dates of service & vendor training info; Vendor training documentation

**Attachment 2:
WIA Data Element Validation Guide for PY 2010**

DRVS #	WIASRD #	Data Element	A	DW	NEG	OY	YY	Case Notes	Self-Attest	Numeric Code	Specific Sources
74	340	Type of Training Service #1	Y	Y	Y	N	N	X		1=OJT 2=Skill Upgrading & Retraining 3=Entrepreneurial Training 4=ABE or ESL in Combination with Training 5=Customized Training 6=Other Occupational Skills Training	VOS Program Tab for Activity Record (300 Series except for 326, 331, 332 or 343); 1=Activity Code 301, 337, 358 2=Activity Code 325 3=Activity Code 302 4=Activity Code 324 5=Activity Code 304 or 338 6= All other 300 codes except 326, 331, 332 or 343; Vendor training documentation; Certificates
77	343	Enrolled in Education	N	N	N	Y	Y	X		1=Yes 2=No	Signed VOS WIA Youth Application; VOS Activity Record with Actual Start Date for Activity Codes 300, 324, 327, 328, 334, 335, 336, 339, 340, 415, 416, 429, 430, 433 or 434; Records from educational institution certifying enrollment; Case notes with verification from education or training provider
78	344	Received Educational Achievement Services	N	N	N	Y	Y	X		1=Yes 2=No	VOS Activity Record with Actual Start Date for any of the following Activity Codes: 406, 414, 415, 429, 433,442; Activity Sheets; Sign-in Sheets; Attendance Record
79	345	Received Employment Services	N	N	N	Y	Y	X		1=Yes 2=No	VOS Activity Record with Actual Start Date for any of the following Activity Codes: 400, 409, 416, 425, 426, 427, 428, 430, 431,432,435 or 440; Activity Sheets; Attendance Records
80	346	Received Summer Employment Opportunities	N	N	N	Y	Y	X		1=Yes 2=No	VOS Activity Record for Activity Code 400 with Actual Start Date; Activity Sheets; Sign-in Sheets; Attendance Record
81	347	Received Additional Support for Youth Services	N	N	N	Y	Y	X		1=Yes 2=No	VOS Activity Record with Actual Start Date for Activity Codes 411, 417 or 442; Activity Sheets; Sign-in Sheets; Attendance Record
82	348	Received Leadership Development Opportunities	N	N	N	Y	Y	X		1=Yes 2=No	VOS Activity Records with Actual Start Date for Activity Codes 401, 410, 420, 441 or 442; Activity Sheets; Attendance Record
83	349	Received Follow-up Services	N	N	N	Y	Y	X		1=Yes 2=No	VOS 4th Q Follow-up Screens with Follow-up services provided and comments/case notes for details; Activity Records for Codes F01-F10 or F12-F19; Activity Sheets; Attendance Records; Receipts for Follow-up Support Services
84	601	Employed in First Quarter after Exit	Y	Y	Y	Y	Y	X		1=Yes 2=No 3=Information not yet available	UI Wage Records; WRIS; Supplemental data sources defined by TEG17-05, including surveys of participants, and contact with employers (Employment Verification Forms or documented phone call); VOS 1st Quarter Follow-up Screen
85	602	Type of Employment Match 1st Quarter After Exit Quarter	Y	Y	Y	Y	Y	X		1=UI Wage Records (in-state and WRIS) 2=Federal Employment Records (OPM, USPS) 3=Military Employment Records (DOD) 4=Other Administrative Wage Records 5=Supplemental data through case management, participant survey, and/or verification with the employer 6=Information not yet available	For Types 1-4, use Wage Database Only; For Type 5, may use VOS 1st Quarter Follow-up Screen; Follow-up services; surveys; record sharing and/or automated record matching with other employment and administrative databases; other out of state wage record systems
89	606	Employed in 2nd Quarter After Exit	Y	Y	Y	N	N	X		Same as #84	Same as # 84 (2nd Quarter Follow-up Screen)

Attachment 2:
WIA Data Element Validation Guide for PY 2010

DRVS #	WIASRD #	Data Element	A	DW	NEG	OY	YY	Case Notes	Self-Attest	Numeric Code	Specific Sources
90	607	Type of Emp. Match 2nd Quarter After Exit	Y	Y	Y	N	N	X		Same as # 85	Same as # 85 (2nd Quarter Follow-up Screen)
91	608	Employed in 3rd quarter after exit	Y	Y	Y	Y	Y	X		Same as #84	Same as # 84 (3rd Quarter Follow-up Screen)
92	609	Type of Emp. Match 3rd Quarter After Exit	Y	Y	Y	Y	Y	X		Same as # 85	Same as # 85 (3rd Quarter Follow-up Screen)
95	612	Wages 3rd Q Pre-Participation	Y	Y	Y	Y	N			Match	WAGE DATABASE ONLY (Automatic Pass for OY)
96	613	Wages 2nd Q Pre-Participation	Y	Y	Y	Y	N			Match	WAGE DATABASE ONLY (Automatic Pass for OY)
98	615	Wages 1st Q after Exit	Y	Y	Y	Y	Y			Match	WAGE DATABASE ONLY
99	616	Wages 2nd Q after Exit	Y	Y	Y	Y	N			Match	WAGE DATABASE ONLY (Automatic Pass for OY)
100	617	Wages 3rd Q after Exit	Y	Y	Y	Y	Y			Match	WAGE DATABASE ONLY
102	619	Type of Recognized Credential	Y	Y	N	Y	N	X			Automatic Pass for All Customer Groups
103-150	620-667	Skill Attainment Goal Elements	N	N	N	N	Y	X			Automatic Pass for all Skill Attainment Goal Elements
151	668	Attained Diploma, GED, or Certificate	N	N	N	Y	Y			1=Attained HS Diploma 2=Attained GED 3=Attained <u>Certificate</u> or Other Post-Secondary degree 4=Did not attain HS Diploma, GED, or Certificate	Transcripts; certificates; diploma; letter from school system NOTE: Certificate must meet the strict definition of certificate in TEGL 17-05.
152	669	Date Attained Degree or Certificate	N	N	N	Y	Y			Match	Transcripts; certificates; diploma; letter from school system NOTE: Certificate must meet the strict definition of certificate in TEGL 17-05.
153	670	School Status at Exit	N	N	N	Y	Y	X		1=In-school, HS or less 2=In-school, Alternative School 3=In-school, Post-Secondary 4=Not attending, HS drop-out 5=Not attending, HS graduate	School Status on VOS Case Closure or VOS Activity Record with <u>Latest</u> Actual End Date; Transcripts; certificates; diploma; letter from school system
154	671	Youth Placement Information (During 1st Quarter After Exit)	N	N	N	Y	Y	X		1=Post=Secondary Education 2=Advanced Training 3=Military Service 4=Apprenticeship	Cross match with other agencies; apprenticeship verification; military service verification; advanced training verification; post secondary education verification; transcripts; community college information; employer contacts; UI Wage Records; WRIS; FEDES Wages for Military; VOS Case Notes must include name of educational facility and course of study, etc. Document used for verification must be for dates in the 1st Quarter After Exit.
155	672	Youth Retention Information (During 3rd Quarter After Exit)	N	N	N	Y	Y	X			Automatic Pass for all Youth

**Attachment 2:
WIA Data Element Validation Guide for PY 2010**

DRVS #	WIASRD #	Data Element	A	DW	NEG	OY	YY	Case Notes	Self-Attest	Numeric Code	Specific Sources
156-198	701-743	Category of Assessment	N	N	N	Y	Y	X		1=ABE 2=ESL	<p>For each of the six Literacy/Numeracy Data Elements: Test records, case notes documenting the necessary details for each element of testing. Front line staff must ensure that a copy of the participant's <u>test and scores (if administered by WIA front-line staff)</u> are kept in the paper case file. If staff (not funded by WIA) administers the test, copies of the <u>test results (from the entity that administered the test)</u> must be maintained in the paper case file. Case notes should also detail the participant's progress in the activity(ies) designed to improve the basic skills levels, as well as information regarding the scheduling/administration of pre-tests and post-tests. For the TABE, the <u>Total Math</u> must be administered and scored. If Total Math was not given, then the Functional Area (Math) and the Educational Functioning Level (EFL 3-8) must be marked as "Failed". Also for the TABE, if the survey or locator was given, but not the full version for reading and/or math, then the Functional Area (Reading and/or Math) and the Educational Functioning Level (EFL 3-8) must be marked as "Failed".</p>
		Type of Assessment Test	N	N	N	Y	Y	X		1=TABE 2=CASAS 3=ABLE 4=WorkKeys 5=SPL 6=BEST 7=BEST Plus 8=Other Approved Assessment Tool	
		Functional Area	N	N	N	Y	Y	X		1=Reading 2=Writing 3=Language 4=Math 5=Speaking 6=Oral 7=Other Literacy Area 8=Other Numeracy Area	
		Date Administered Test	N	N	N	Y	Y	X		Match for Dates	
		Test Score	N	N	N	Y	Y	X		Match	
		Educational Functioning Level See the attached chart for test scores and matching EFLs.	N	N	N	Y	Y	X		1=Beginning ESL Literacy 2=Low Beginning ESL Literacy 3=Beginning ABE Literacy/High Beginning ESL Literacy 4=Beginning Basic Education/Low Intermediate ESL 5= Low Intermediate Basic Education/High Intermediate ESL 6=High Intermediate Basic Education/Advanced ESL 7= Low Adult Secondary Education/Exit ESL 8=High Adult Secondary Education	

Attachment 3: WIA Data Element Validation Tips

- Participants in the WIA PY 2010 Data Element Validation sample have WIA exit dates between April 1, 2009 and March 31, 2010.
- All data elements highlighted in yellow will require the review of documents in the hard copy case file.
- Documents must be **legible** in order to be used for Data Element Validation.
- Please note there are definitions for certain types of source documentation.
 - **Cross-Match:** A cross-match requires accessing a non-WIA management information system (MIS) to find detailed supporting evidence for the data element, such as dates of eligibility determination and dates and types of services. An indicator or presence of an SSN in a non-WIA database is not sufficient evidence. For example, TANF may be documented through a cross-match with the DSS database. A printed copy of the applicable screen(s) is required.
 - **State MIS:** SCWOS screens may be used to document certain data elements. These Data Elements and the Specific Screens are printed in **bold, blue text**. These screens have been determined to provide specific, detailed information such as dates and types of services and explanations of barriers to employment. An indicator such as a checkmark is not acceptable source documentation.
 - **Self-Attestation:** Self-attestation occurs when a participant states his or her status for a particular data element and then signs and dates a form acknowledging this status. The form and signature can be electronic or on paper.
 - Data elements with a black “X” in the Self-Attestation Column of the guide may be documented using the WIA Application (printed from SCWOS) and signed by the applicant (and parent/guardian for those under age 18).
 - Data elements with a red “X” in the Self-Attestation Column of the guide cannot be documented by the signed WIA Application. These items may be documented by self-attestation on another form signed by the participant that clarifies/supports those data elements.
 - **Case Notes:** Case notes are recorded in SCWOS by the case manager that identifies a participant’s status for a specific data element and the date on which the information was obtained. Data elements that may be documented by case notes have an “X” in the Case Notes column of the guide. **Please note some of the data elements require that specific information be contained in the case note in order to support the data element. The case note column and specific sources column for these item are highlighted in green.**
- All data elements that are dates require an **exact match**.

**Attachment 4:
Assessment Scores and Educational Functioning Levels**

E F L	Category 1 - ABE	TABE (Test of Adult Basic Education)			CASAS (Comprehensive Adult Student Assessment System)			ABLE (Adult Basic Learning Exam)		WorkKeys		
		Functional Area (FA)	Reading FA: 1	Math FA: 4	Language FA: 3	Reading FA: 1	Math FA: 4	Writing ** FA: 2	Reading FA: 1	Math FA: 4	Reading FA: 1	Math FA: 4
	Educational Functioning Level	Scale Score Ranges			Scale Score Ranges			Scale Score Ranges		Scale Score Ranges		
3	Beginning ABE Literacy	367 and Below	313 and Below	392 and Below	200 and Below	200 and Below	200 and Below	524 (523) and Below	521 and Below			
4	Beginning Basic Education	368 - 460	314 - 441	393 - 490	201 - 210	201 - 210	201 - 225	525 - 612	530 - 591			
5	Low Intermediate Basic Education	461 - 517	442 - 505	491 - 523	211 - 220	211 - 220	226 - 242	613 - (644) 645	593 - 641			
6	High Intermediate Basic Education	518 - 566	506 - 565	524 - 559	221 - 235	221 - 335	243 - 260	646 - (680) 681	643 - 693	75 - 78	75 - 77	75 - 77
7	Low Adult Secondary Education	567 - 595	566 - 594	560 - 585	236 - 245	236 - 245	261 - 270	682 - (697) 698	694 - 716	79 - 81	78 - 81	78 - 85
8	High Adult Secondary Education	596 - above	595 - above	586 - above	246 - above	246 - above	271 - above	699 - above	717 - above	82 - 90	82 - 90	86 - 90
E F L	Category 2 - ESL	CASAS (Comprehensive Adult Student Assessment System)			BEST			BEST Plus				
		Functional Area (FA)	Reading FA: 1	Writing FA: 2	Oral (Listening) FA: 6	Reading FA: 1	Writing FA: 2	Oral (Listening) FA: 6	Reading FA: 1	Writing FA: 2		
	Educational Functioning Level	Scale Score Ranges			Scale Score Ranges			Scale Score Ranges				
1	Beginning ESL Literacy	180 - below		180 - below	7 - below	7 - below	15 - below	400 - below	400 - below			
2	Low Beginning ESL Literacy	181 - 190	136 - 145	181 - 190	8 - 35	8 - 35	16 - 28	401 - 417	401 - 417			
3	High Beginning ESL Literacy	191 - 200	146 - 200	191 - 200	36 - 46	36 - 46	29 - 41	418 - 438	418 - 438			
4	Low Intermediate ESL	201 - 210	201 - 225	201 - 210	47 - 53	47 - 53	42 - 50	439 - 472	439 - 472			
5	High Intermediate ESL	211 - 220	226 - 242	211 - 220	54 - 65	54 - 65	51 - 57	473 - 506	473 - 506			
6	Advanced ESL	221 - 235	243 - 260	221 - 235	66 - above	66 - above	58 - 64	507 - 540	507 - 540			
7	Exit ESL	236 - above		236 - above			65 - above	541 - above	541 - above			