

Data Integrity Report

Area of Focus	Item	Notes
Summary Totals		
FT/CA/CP	Total WIOA Learners	<i>Summarizes all ABE, ESL, and ASE learners with any activity in the selected date range</i>
FT/CA/CP	Total Learners eligible for WIOA Title II	<i>ABE, ESL, and ASE eligible for WIOA II funds</i>
Items		
FT/CA/CP	1. Missing Birthdate or outside 16-110	Demographics fields: <i>(See items 3-6)</i>
FT/CA/CP	2. Less than 12 Hours of Instruction	12 Hours of Instruction <ul style="list-style-type: none"> • Attendance Policy – Establish protocol for following up on absent students • Assign specific staff to support and follow up • NRS 90 day rule • Ensure focus on goal setting and appropriate student placement
FT/CA/CP	a. Zero or Empty Hours of Instruction on Update Record	<ul style="list-style-type: none"> • High totals of zero or empty hours usually suggests issues with agency data collection process
FT/CA/CP	b. Total hours between 1-11 hours	<ul style="list-style-type: none"> • High totals of 1-11 hours usually more likely to suggest issues with attendance
FT/CP	3. Highest Year of School/Degree Earned	Demographics fields: <ul style="list-style-type: none"> • Review agency process for inputting data (Import, Manual, Scanning) • Process for Student Orientation • Goal setting/placement
FT	4. No Gender	
FT	5. No Race/Ethnicity	
FT/CP	6. Total Reported Labor Force Status	

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FT/CP/CA	8. No Pretest	Pretest: <ul style="list-style-type: none"> • Establish process for student orientation • Establish priorities for CASAS test series and modalities • Certified Proctors/Coordinators
FT/CA	9. No Post-Test	Post-test: <ul style="list-style-type: none"> • Set testing schedule for the year, and identify makeup days for absent students • Attendance policy • Certified Proctors/Coordinators
FT/CA	10a. Has Pre/Post-test Pair	
FT/CA	12a. Passed HSE	HSE/HS diploma: <ul style="list-style-type: none"> • Ensure there is a plan to makeup testing for students that are absent • Focus on distance learning and independent study and ensure there is assessment protocol
FT/CA	13a. Earned HS diploma	
CA	17. No Primary Goal	<i>Attachment X – Goal Setting</i>
CA	18. No Secondary Goal	
FT	19. At Least One Barrier to Employment	<i>Attachment T – Barriers to Employment</i>
FT	19b. Learners with No Barriers to Employment	
CA	20. Co-Enrolled in WIOA I, III, or IV	Co-Enrollment: <ul style="list-style-type: none"> • Consider adding protocol for services and instruction with WIOA partners • Focus on appropriate student placement • Attachments S (Services) and T (Barriers)
FT/CA	21. Learners with a pretest in the conservative estimate range	Conservative Estimate pretests: <ul style="list-style-type: none"> • Focus on appropriate student placement • Include in procedure for makeup testing

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FT/CA	22a. Learners with a pre-/post-test pair but less than 40 hours of instruction	Hours between Tests: <ul style="list-style-type: none"> • Establish testing schedule at beginning of year • Attendance policy • Makeup schedule
FT/CA	22b. Learners with no pre/post-test pair but more than 40 hours of instruction	
CA	22c. Learners with no pre/post-test pair but more than 70 hours of instruction	
CP	29. Provided SSN	Follow up Data: <ul style="list-style-type: none"> • Not an “Assessment Policy” issue but should have other documentation for signed consent and providing personal information
CP/CA	30c. Consent form	
CP/CA	30e. Neither SSN nor ITIN	
CP	31. Missing Phone	
CP	33. Missing Email	