

**Program Year 2018
WIOA Date Validation Training
Questions and Answers**

General Questions

Q1: Are case file documents stored in a local digital imaging system accepted for data validation?

A1: Yes, if a local workforce area, OhioMeansJobs center, or local CCMEP lead agency uses a digital imaging system for case file management, those documents stored in the system can be used for data validation.

Q2: Can a detailed case note be used to document employment after exit?

A2: According to USDOL TEGL 7-18, Attachment I, “(d)etailed case notes verified by the employer and signed by the counselor” may be used for data validation. If an OWCMS case note indicates the employer verified the employment, then the data element is validated.

Q3: If an On-the-Job training (OJT) service overlaps two program years (for example, from April to August 2018), could the same evaluation form for the OJT be used to document a Measurable Skill Gain (MSG) in both years?

A3: To allow credit for the MSG for the first program year, the OJT document would need to be in the file and contain evidence of the MSG by June 30, 2018. To allow credit for the MSG for the second program year, a separate or updated version of the evaluation form would need to be added in the case file and contain evidence of the MSG between July 1, 2018 to June 30, 2019.

Q4: If a case manager is unable to contact a former participant for follow up, but the UI wage information shows they are working, does the local area receive a “fail” for data validation, because the local area didn't have the employment information entered into OWCMS?

A4: No. The data validation process reviews what is in OWCMS first, and then matches the data element against documentation in the case file. However, if there is a document or case note in the file that shows the case manager already had information about the former participant’s employment, that would result in a failed data element.

Q5: When validating employment in quarters after the exit quarter, is the local area or agency required to document wage information that is auto-populated in OWCMS from an automatic wage record match?

A5: No.

Q6: How does an OWCMS soft exit affect data validation in cases in which the program participant stops engaging the OhioMeansJobs center and the case manager closes all open services?

A6: As long as the information in the OWCMS record, the case file documentation, and case notes accurately match, the data elements should pass data validation.

Q7: If a local area needs to change a funding code in CFIS CLT, the process requires a new training service be added into OWCMS. The date of the new service will likely not match the actual start date of training. Was this taken into consideration when reviewing the cases?

A7: If the purpose of adding the new service into OWCMS is to change a funding code in CFIS, and the actual start for the training service has passed, the case manager can add the actual start date, as long as it

is not longer than six months ago. If the actual start date is longer than six months ago, a case manager will not be able to enter the actual start date, and the data element will fail data validation.

Q8: If a participant submits a grade card for a school term, quarter, or semester, is it acceptable to use the last day of that period as the date the Measurable Skill Gain (MSG) was achieved?

A8: First, the grade card must cover one semester for secondary students meeting the State's academic standards (5 credit hours), one semester for a postsecondary full time student who completed a minimum of 12 hours, or two semesters for a postsecondary part time student who completed a minimum of 12 hours. If the appropriate standard is met, then the last day of the grading period can be used for the MSG.

Q9: If a student is participating in a three-part training program that results in a separate certificate for each part of the program, should a case manager enter the parts as three different training services or aggregate them as one continuous program?

A9: The case manager may enter the delivered service into OWCMS either way, as long as the case file documentation is consistent with the way it appears in the system. It is not unusual to see more than one training service entered into OWCMS for a course of study that has more than one part.

Q10: Where does a case manager record a post-secondary education enrollment in OWCMS?

A10: If enrollment in post-secondary education is a training service, then it would appear in the Individual Opportunity Plan, on the Services tab as an Occupational Skills Training.

Questions Regarding Changes to Actual Start Dates in OWCMS

Q11: Can a case manager enter a future date into the actual start date field for a service being entered into OWCMS?

A11: No. However, a date in the actual start date field can now be edited with a current or past date.

Q12: Will OWCMS allow us to put in the correct, actual start date for an existing education or training service without making changes in CFIS?

A12: Not if there was an expense associated with the education or training service. If you are unable to make the needed changes in CFIS locally, you may contact the Office of Workforce Development for assistance at OWCMS-Help-Desk@jfs.ohio.gov.

Q13: To update the actual end date for a service in OWCMS, after fiscal staff changes the service to "pending" in CFIS, does the fiscal staff type over the service date in CFIS?

A13: No. The fiscal staff should just change the status of the service from "approved" to "pending."

Q14: When fiscal staff changes a service in CFIS from "approved" to "pending" (so as to edit an actual start date in OWCMS), does the fiscal staff need to wait for the overnight "batch" to change the service in CFIS back to "approved" status again?

A14: Yes. Updating the actual start date in OWCMS and changing the service status from "pending" back to "approved" in CFIS requires everyone to wait until the next day.

Q15: Can the actual start date for training services in OWCMS be updated if the case is already exited?

A15: No. Exited cases cannot be amended or corrected.