

U.S. Department of Labor

Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 - 61 Forsyth Street, S.W.
Atlanta, Georgia 30303



August 3, 2004

SWA ISSUANCE NO. 04-11

SUBJECT: Workforce Development Reporting and Performance Roundtable Session on Updates to ETA Data Validation Requirements

1. Purpose. To announce Atlanta Regional Office's September 8-9, 2004, training session on updates to ETA data validation requirements and software applications for Employment Service (ES), Workforce Investment Act (WIA), and Trade Adjustment Assistance (TAA) programs.
2. Background. The Atlanta Regional Office established quarterly Workforce Development Reporting and Performance Roundtable sessions to provide updated information on performance and reporting topics and to provide a forum where state and regional office staff meet to discuss relevant issues. The scheduled September 8-9 session will cover updates to ETA's data validation requirements for three employment and training programs: ES, WIA and TAA. The session will cover soon-to-be-announced changes to these data validation requirements and software revisions. The session is intended for state staff experienced in conducting data validation reviews.

The session will be conducted by staff from ETA's national office in Washington, D.C., and ETA contractor staff involved in the development and implementation of the data validation requirement and software application. The session will be conducted on September 8, 2004, from 1:00 p.m. to 5:00 p.m., and on September 9, 2004, from 8:30 a.m. to 12:00 noon. Please contact Anna Thomas of ETA's Atlanta Regional Office if you should require additional information about this session. She may be reached at 404.562.2095 or by e-mail at thomas.anna@dol.gov.

The session is designed to be interactive, allowing attendees the opportunity to ask policy and procedural questions and to explore features of the software. The data validation policy for employment and training programs was initially announced in Training and Employment Guidance Letter No. 3-03 issued on August 20, 2003. The data validation policy requires states and other grantees to ascertain the validity of report and participant record data submitted to ETA, and to submit reports on data accuracy.

3. Logistics. The training session on data validation for employment and training programs will be held on September 8-9, 2004, at the Renaissance Waverly Hotel at 2450 Galleria Parkway, in Atlanta, Georgia. State staff responsible for validating federal performance reports and data submitted to ETA, who represent ES, WIA and TAA programs, should attend the session. Each individual interested in attending this session should register his or her attendance by faxing a completed registration form to Anna Thomas at 404.562.2150 by August 23, 2004. Please refer to the attached handout for details concerning the September 8-9, 2004,

session, information on the registration process (including the registration form), and hotel accommodations.

A block of rooms will be held under the name of the **U.S. Department of Labor – Data Validation** at the special group rate of \$112.00 per night, plus a 13% sales tax. To reserve a room, please call the hotel directly at 1.888.391.8724, **no later than Monday, August 23, 2004**, and identify yourself as part of the **U.S. Department of Labor – Data Validation** room block to receive the special rates. After this date, these special rates and/or availability cannot be guaranteed. Please provide a major credit card when making your reservation to guarantee your room. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

4. Action. Recipients of this issuance should make it available to appropriate staff. Also, each state interested in sending one or more staff members to this session should register each attendee by faxing completed registration forms to Anna Thomas at 404.562.2150 by August 23, 2004.

5. Inquiries. Questions regarding this issuance should be directed to the Office of Systems Support, Attention: Stephen Dean or Anna Thomas, at 404.562.2095, or by e-mail at Dean.Stephen@dol.gov or Thomas.Anna@dol.gov.

6. Expiration Date. September 10, 2004.

Helen N. Parker
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Regional Administrator