

## Data Entry Policy

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**Approved:** June 14, 2019

**Purpose:** To provide technical assistance for Management Information System (MIS) data entry requirements for the Workforce Innovation and Opportunity Act (WIOA) funds.

**Policy:**

**Data Entry:** All eligible individuals receiving WIOA funded Adult, Dislocated Worker, or Youth services must be enrolled through the MIS. Service Providers must ensure the accuracy, timeliness, and integrity of data collection, data entry, and reporting information entered by Service Provider staff. All data must be entered into the MIS within ten (10) calendar days.

**WIOA Enrollment:** An individual is considered an enrolled WIOA participant once the appropriate sequence of services has been entered into the MIS within ten (10) calendar days of completing eligibility documentation.

The Applicants' Rights, Certification and Release of Information form (NW-35) must contain all required signatures and dates. The date on the (NW-35) form must match the date of enrollment and must be completed within ten (10) calendar days of the date of enrollment.

**Services:** Entry of data into the MIS must be conducted within ten (10) calendar days of the MIS Actual Start Date.

The MIS fields, Actual Begin Date and Projected End Date are required for all services. These fields must be updated with a new date if the service has not started or is not completed within thirty (30) days of the initially recorded date(s).

**Case Notes:** Service Providers are required to enter an MIS Case Note a minimum of every thirty (30) days.

**Exits and Closures:** The MIS will automatically exit participants unless an appropriate activity is entered within ninety (90) consecutive calendar days. The MIS Closure Date is to document that no more services will be provided.

**Performance Indicators:** Service Provider staff must complete Credential and Measurable Skills Gain data entry in the MIS as required.

**Data Reviews:** At a minimum, a review of participant data entered into the MIS must be completed within thirty (30) calendar days of date of exit. The review should ensure that all information is complete and accurate and that performance outcome data fields have been completed in compliance with Nevadaworks requirements.

The MIS Data Review is to be documented in the MIS Case Notes and must refer to the actual review date and the individual conducting the review.

**Contact Information:** Current participant contact information is required and should be updated when new information is available, including during follow-up, to enable completion of customer satisfaction surveys by the State.

**References:**

**SCP 1.6** Eligibility for Adult and Dislocated Worker Career and Training Activities

**SCP 1.8** WIOA Adult Programs Design, Career and Training Services

**SCP 2.1** Participant Eligibility for Youth Services

**SCP 5.4** Record Retention