Exhibit 1500C: Data Validation Checklist
Youth Program

Source Documentation Categories

1. **Case notes** – paper or electronic statements by the case manager that identify, at a minimum, the following:
   - a participant's status for a specific data element;
   - the date on which the information was obtained; and
   - the name of the case manager who obtained the information.

2. **Cross-match** – requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also:
   - confirm supporting information such as dates of participation and services rendered; and
   - have data sharing agreements in place, as appropriate.

   Note: When using cross-match, include case notes in the system of record identifying the data element that was validated, the secondary database or system used to verify the data element, and any other relevant supporting information.

3. **Electronic records** – may include the following:
   - **Participant source documents –** maintained in the grantee's management information system (MIS) or other official record keeping system.
   - **Grantee participant service record** – information generated and maintained by the grantee regarding specific services the participant received. The information may be generated and maintained through the grantee's MIS or other official record keeping system.

4. **Self-attestation** – a written or electronic/digital declaration of information for a particular data element, signed and dated by the participant.
   - Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification. The submission must be participant-generated and traceable to the participant.
   - Grantees must retain documentation of the self-attestation.

   Note: While other documentation sources are preferred over self-attestation when practical, self-attestation is an important option for populations with barriers to obtaining eligibility and reporting documents and help ensure such populations are able to equitably access services. Where self-attestation is listed as an option for source documentation, the lack of source documentation beyond self-attestation must not delay or prevent enrollment and receipt of services in a program.

For data elements with multiple forms of acceptable source documentation, the most authoritative source should be used to determine whether the data element is valid and accurate if the sources provide conflicting information.

Safeguarding Protected Personally Identifiable Information (PII): Source documentation with protected PII, such as social security number (SSN), bank account number, etc., must be redacted prior to uploading to the system of record.

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Date of Birth **(Data Element 200)**	☐ Driver license ☐ Baptismal record ☐ Birth certificate ☐ [DD-214](#) ☐ Report of transfer or discharge paper ☐ Federal, State or local identification card ☐ Passport ☐ Hospital record of birth ☐ Public assistance/social service records ☐ School records or school ID cards ☐ Work permit ☐ Family bible ☐ Cross-match with State agency system records ☐ Justice system records ☐ Selective Service registration ☐ Signed letter from a parent or guardian ☐ Medical records ☐ Self-attestation	
Individual with a Disability **(Data Element 202)**	☐ School 504[1] records provided by student ☐ Assessment test results ☐ School [Individualized Education Program (IEP)](#) record ☐ Self-attestation	

---

[1] Under Section 504 of the Rehabilitation Act

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
School Status at Program Entry **(Data Element 409)**	☐ Applicable records from the education institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) ☐ Intake application or enrollment form ☐ Electronic records ☐ Case notes ☐ Self-attestation	
Pregnant or Parenting Youth **(Data Element 701)**	☐ Needs assessment ☐ [WIC](#) eligibility verification ☐ TANF single parent eligibility verification ☐ Intake application or enrollment form ☐ Individual Service Strategy ☐ Case notes ☐ Self-attestation	
Youth Who Needs Additional Assistance **(Data Element 702)**	☐ Intake application or enrollment form ☐ Case notes ☐ Needs assessment ☐ Individual Service Strategy ☐ Self-attestation	Refer to State policy for definition and/or local area definition.

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Foster Care Youth Status at Program Entry **(Data Element 704)**	☐ Written confirmation from social services agency ☐ Case notes ☐ Foster care agency referral transmittal ☐ Intake application or enrollment form ☐ Needs assessment ☐ Individual Service Strategy ☐ Self-attestation	
Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry **(Data Element 800)**	☐ Intake application or enrollment form ☐ Written statement or referral transmittal from a shelter or social service agency ☐ Needs assessment ☐ Case notes ☐ Individual Service Strategy ☐ A letter from caseworker or support provider ☐ Self-attestation	
Ex-Offender Status at Program Entry **(Data Element 801)**	☐ Documentation from the juvenile or adult criminal justice system ☐ Written statement or referral document from a court or probation officer ☐ Referral transmittal from a reintegration agency ☐ Intake application or enrollment form ☐ Case notes ☐ Needs assessment ☐ Individual Service Strategy ☐ Federal bonding program application ☐ Self-attestation	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Low Income Status at Program Entry **(Data Element 802)**	☐ Award letter from Veterans Administration ☐ Bank statements ☐ Pay stubs ☐ Compensation award letter ☐ Court award letter ☐ Pension statement ☐ Employer statement/contact ☐ Family or business financial records ☐ Housing authority verification ☐ Quarterly estimated tax for self-employed persons ☐ Social security benefits ☐ UI claim documents ☐ Copy of authorization to receive cash public assistance ☐ Copy of public assistance check ☐ Public assistance eligibility verification ☐ Cross-match with refugee assistance records ☐ Cross-match with public assistance records ☐ Cross-match with UI wage records ☐ Self-attestation	For Youth living in a high-poverty area: case notes documenting high-poverty area status
English Language Learner at Program Entry **(Data Element 803)**	☐ Assessment test results ☐ Applicable records from education institution (transcripts or other school documentation) ☐ Intake application or enrollment form ☐ Individual Service Strategy ☐ Case notes ☐ Self-attestation	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Basic Skills Deficient/Low Levels of Literacy at Program Entry **(Data Element 804)**	☐ Assessment test results ☐ Applicable records from education institution (transcripts, academic assessments, or other school documentation) ☐ Case notes	
Single Parent at Program Entry **(Data Element 806)**	☐ Needs assessment ☐ TANF single parent eligibility verification ☐ Intake application or enrollment form ☐ Individual Service Strategy or Employment Plan ☐ Case notes ☐ Self-attestation	
Date of Program Entry **(Data Element 900)**	☐ Individual Plan for Employment ☐ Electronic records ☐ Program intake documents, such as eligibility determination documentation or program enrollment forms	
Date of Program Exit **(Data Element 901)**	☐ A copy of the letter sent to the individual indicating that the case was closed ☐ WIOA status/exit forms ☐ Electronic records ☐ Attendance records ☐ Review of service records identifying the last qualifying service (and lack of planned gap)	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Date of First WIOA Youth Service **(Data Element 906)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes ☐ Individual Service Strategy	
Other Reasons for Exit **(Data Element 923)**	☐ Information from partner services ☐ WIOA or program status/exit forms ☐ Electronic records ☐ Withdrawal form with explanation ☐ Information from institution or facility ☐ Case notes	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of [TEGL 7-18](#).
Type of Work Experience **(Data Element 1205)**	☐ Case notes ☐ Signed Work Experience Agreement ☐ Electronic records	
Date Received Financial Literacy Services **(Data Element 1206)**	☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Case notes ☐ Electronic records	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Received Training **(Data Element 1300)**	☐ Cross-match ☐ Vendor/training provider records ☐ Signed training contract ☐ Individual Training Account (ITA) ☐ Electronic records	
Date Entered Training #1, #2, and #3 **(Data Elements 1302, 1309, and 1314)**	☐ ITA ☐ Vendor training records ☐ Electronic records ☐ Attendance sheets or records ☐ Case notes	
Type of Training Service #1, #2, and #3 **(Data Elements 1303, 1310, and 1315)**	☐ Copy of enrollment record ☐ Case notes ☐ Cross-match between dates of service and vendor training information ☐ Vendor training documentation ☐ Electronic records ☐ ITA ☐ Attendance records	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of [TEGL 7-18](#).
Occupational Skills Training Code #1, #2, and #3 **(Data Elements 1306, 1311, and 1316)**	☐ Cross-match ☐ Case notes ☐ Signed Individual Employment Plan or Training Plan ☐ Signed training contract ☐ ITA	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Training Completed #1, #2, and #3 **(Data Elements 1307, 1312, and 1317)**	☐ Cross-match ☐ Vendor training records ☐ Attendance sheets or records ☐ Case notes ☐ Electronic record ☐ ITA	
Date Completed, or Withdrew from, Training #1, #2, and #3 **(Data Elements 1308, 1313, and 1318)**	☐ Cross-match ☐ Vendor training records ☐ Attendance sheets or records ☐ Case notes ☐ Electronic record	
Participated in Postsecondary Education During Program Participation **(Data Element 1332)**	☐ Data match with postsecondary data system ☐ Copy of enrollment record ☐ Case notes ☐ School records or verification of enrollment ☐ Transcript or report card	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of [TEGL 7-18](#).

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Enrolled in Secondary Education Program **(Data Element 1401)**	☐ Copy of enrollment record ☐ Case notes ☐ School records or verification of enrollment ☐ Transcript or report card ☐ Data match to State K-12 data system	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of [TEGL 7-18](#).
Most Recent Date Received Educational Achievement Services **(Data Element 1402)**	☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes ☐ Cross-match	
Most Recent Date Received Alternative Secondary School Services **(Data Element 1403)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Most Recent Date Received Work Experience Opportunities **(Data Element 1405)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	
Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential **(Data Element 1406)**	☐ Case notes ☐ School records or verification of enrollment ☐ Transcript or report card ☐ Cross-match ☐ Follow-up survey from program participants	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18.
Most Recent Date Received Education Offered Concurrently with Workforce Preparation **(Data Element 1407)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Most Recent Date Received Leadership Development Opportunities **(Data Element 1408)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	
Most Recent Date Received Supportive Services **(Data Element 1409)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	
Most Recent Date Received Adult Mentoring Services **(Data Element 1410)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Most Recent Date Received Comprehensive Guidance/ Counseling Services **(Data Element 1411)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	
Most Recent Date Received Youth Follow-up Services **(Data Element 1412)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	
Most Recent Date Youth Received Entrepreneurial Skills Training **(Data Element 1413)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Most Recent Date Youth Received Services that Provide Labor Market Information and Employment Information **(Data Element 1414)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	Refers to services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; services include career awareness, career counseling, and career exploration services
Most Recent Date Youth Received Postsecondary Transition and Preparatory Activities **(Data Element 1415)**	☐ Cross-match ☐ Activity sheets ☐ Sign-in sheets ☐ Attendance record ☐ Vendor contract ☐ Electronic records ☐ Case notes	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Employed in 1st, 2nd, 3rd, 4th Quarter After Exit Quarter **(Data Elements 1600, 1602, 1604, and 1606)**	☐ UI wage data match/administrative wage match, such as the [National Directory of New Hires](#) ☐ Follow-up survey from program participants ☐ Paycheck stubs, tax records, W2 form ☐ Quarterly tax payment forms, such as IRS form 941 ☐ Document from employer on company letterhead attesting to an individual's employment status and earnings ☐ Self-employment worksheets signed and attested to by program participants ☐ Detailed case notes verified by employer and signed by the counselor	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of [TEGL 7-18](#).

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Type of Employment Match 1st, 2nd, 3rd, 4th Quarter After Exit Quarter **(Data Elements 1601, 1603, 1605, and 1607)**	**Consistent with TEGL [26-16](#):** ☐ Cross-match with State and out-of-State UI Quarterly Wage Records (intrastate and interstate). ☐ Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) ☐ Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) ☐ State New Hires Registry ☐ Signed follow-up survey response from program participants ☐ Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per [TEGL 26-16](#)) ☐ Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation ☐ Railroad retirement system ☐ Quarterly tax payment forms (such as IRS form 941) ☐ A signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) ☐ Self-employment or sales commission worksheets signed and attested to by program participants ☐ Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance programs)	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of [TEGL 7-18](#).

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Employment Related to Training (2nd Quarter After Exit) **(Data Element 1608)**	☐ UI wage records ☐ Supplemental data sources defined by TEGL 26-16 ☐ Surveys ☐ Record sharing and/or automated record matching with other federal employment and administrative databases ☐ Other out of state federal wage record systems ☐ Case notes	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Retention with the same employer in the 2nd Quarter and the 4th Quarter **(Data Element 1618)**	**Consistent with [TEGL 26-16](#):** ☐ Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) ☐ Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) ☐ Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) ☐ State New Hires Registry ☐ Signed follow-up survey response from program participants ☐ Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per [TEGL 26-16](#)) ☐ Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation ☐ Railroad retirement system ☐ Quarterly tax payment forms (such as IRS form 941) ☐ Signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) ☐ Self-employment or sales commission worksheets signed and attested to by program participants ☐ Cross-match with partner program administrative databases (such as TANF, SNAP, or other public assistance programs)	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Earnings 2nd Quarter After Exit Quarter **(Data Element 1704)**	☐ UI wage data match/administrative wage match such as the National Directory of New Hires ☐ Follow-up survey from program participants ☐ Paycheck stubs, tax records, W2 form ☐ Quarterly tax payment forms, such as an IRS form 941 ☐ Document from employer on company letterhead attesting to an individual's employment status and earnings ☐ Self-employment worksheets signed and attested to by program participants ☐ Detailed case notes verified by the employer and signed by the counselor	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of [TEGL 7-18](#).
Type of Recognized Credential (1st, 2nd, and 3rd credential) **(Data Elements 1800, 1802, and 1804)**	☐ Cross-match ☐ Copy of credential ☐ Copy of school record ☐ Follow-up survey from program participants ☐ Case notes documenting information obtained from education or training provider	
Date Attained Recognized Credential (1st, 2nd, and 3rd credential) **(Data Elements 1801, 1803, and 1805)**	☐ Cross-match ☐ Copy of credential ☐ Copy of school record ☐ Follow-up survey from program participants ☐ Case notes documenting information obtained from education or training provider	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) **(Data Element 1806)**	☐ Pre- and post-test results measuring EFL gain ☐ Adult high school transcript showing EFL gain through the awarding of credits or Carnegie units (see Notes) ☐ Postsecondary education or training enrollment determined through data match, survey documentation, or program notes	
Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card **(Data Element 1807)**	☐ Transcript ☐ Report card	
Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card **(Data Element 1808)**	☐ Transcript ☐ Report card	
Date of Most Recent Measurable Skill Gains: Training Milestone **(Data Element 1809)**	☐ Documentation of a skill gained through on-the-job training or registered apprenticeship ☐ Contract and/or evaluation from employer or training provider documenting a skill gain ☐ Progress report from employer documenting a skill gain	

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *[Participant Individual Record Layout](#)	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: [TEGL 23-19, Change 2](#))	NOTES
Date of Most Recent Measurable Skill Gains: Skills Progression **(Data Element 1810)**	☐ Results of a knowledge-based exam or certification of completion. ☐ Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment ☐ Documentation from training provider or employer ☐ Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam	
Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment **(Data Element 1811)**	☐ Case notes ☐ School records or verification of enrollment ☐ Transcript or report card ☐ Cross-match	This data element applies to the Measurable Skill Gains indicator and will be used to calculate the denominator. It encompasses all education and training program enrollment.
Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment **(Data Element 1813)**	☐ Cross-match ☐ Copy of diploma, credential or degree awarded by an education institution ☐ Applicable records from the education institution (GED certificate, transcripts, report card, enrollment record, or other school documentation) ☐ Signed file documentation with information obtained from the education or training provider ☐ Case notes ☐ Self-attestation	This data element applies to the Measurable Skill Gains indicator and will be used to calculate the denominator. It encompasses all education and training program enrollment.

Data Validation Checklist
Youth Program

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Youth 2nd Quarter Placement **(Data Element 1900)**	☐ Cross-match ☐ Copy of registration record ☐ Case notes ☐ School records or verification of enrollment ☐ Transcript or report card ☐ Vendor/training provider training documentation	
Youth 4th Quarter Placement **(Data Element 1901)**	☐ Cross-match ☐ Copy of registration record ☐ Case notes ☐ School records or verification of enrollment ☐ Transcript or report card ☐ Vendor/training provider training documentation	