

SCSEP Data Validation

Why it's Important and How to Perform It

Introduction

Collecting and inputting Senior Community Service Employment Program (SCSEP) data into SPARQ is *only the first step* in utilizing data to improve your services and ensuring that you are on track to meet all of your program requirements. Since Program Year (PY) 2007, SCSEP's national office has been helping grantees analyze their program data on a national scale through the DV Report. By having accurate data that matches the same criteria as all the other SCSEP grantees, you will be able to compare your program's progress with similar programs across the country. This analysis should help identify areas for additional oversight in collecting or entering accurate data into SPARQ. The DV Report also helps SCSEP managers and ETA staff identify areas for improvement and technical assistance.

The SCSEP Data Validation (DV) process is designed to assess the accuracy of key data elements in SPARQ used to calculate the SCSEP Quarterly Progress Reports (QPRs) by examining a sample of participant records. Grantee staff use randomly selected participant records for validation by comparing specified data elements in SPARQ to source documentation located in case files for that participant.

The latest version of the Data Validation Handbook includes a detailed overview of Data Validation process,

- validation procedures,
- a step-by-step guide for using the SCSEP Data Validation webpage, and
- Data Validation Source Documentation Requirements.

No changes have been made to source documentation requirements since Revision 11.1 of this handbook was released in December 2017.

Getting Started

Table II.3, *Preparing for DV*, copied from the Data Validation Handbook provides grantees an outline for preparing to start the DV process. The SCSEP grant administrator is responsible for completing the data validation process and submitting the outcome records through the SPARQ system. The grant Administrator should assign a staff member who is not involved in data collection or input as the

A reminder the deadline to complete the PY 2018 validation is Friday, **May 31, 2019**.

The SCSEP DV samples for PY 2018 and the revised Data Validation Handbook were provided to all grantees on December 31, 2018.

You can access the DV handbook on the SCSEP Help Website at <http://www.scsep-help.com/Documentation/DataValidation.aspx> and the WorkforceGPS - Older Workers Community of Practice (CoP) at <https://olderworkers.workforcegps.org/resources/2018/12/31/18/49/Data-Validation-Handbook-2018>.



Validator. The Validator will use the DV Handbook as a guide to use the SPARQ system to confirm the source documentation is in the case files.

TABLE II.3
PREPARING FOR DV

Preparation Activity	Responsible Staff	Handbook Reference
Assemble validation team	Grantee administrator	Not applicable
Assign validator role to appropriate accounts	Official grantee contact person	
Review handbook	Validators	All chapters
Develop a DV schedule and make staff assignments	Grantee administrator, validators	Chapter II
Review DV steps. Confirm case files contain source documentation.	Validators	Chapter III

(Source: SCSEP DV Handbook, P. 13)

To ensure a smooth DV process, SCSEP Grant Administrators and the selected Validator can develop a DV schedule. This year, all grantees must complete their PY 2018 validation by Friday, May 31, 2019.

Conclusion

Validating your program’s data will benefit your program in the long-run. By performing this step, you can enhance the value of your data and the information you assemble from it. ETA also benefits from having all SCSEP grantees perform a standardized DV methodology, because they are able to confirm the quality of the information used to assess the effectiveness of the SCSEP program. More specifically, DV is designed to accomplish the following goals:

1. Provide tools that help grantees analyze participant eligibility and the causes of performance successes and failures.
2. Match data elements against source documents to verify compliance with federal definitions, which provides grantees the opportunity to correct any identified problems.
3. By calculating an error rate for each data element validated, DV helps to ensure that critical eligibility and performance data used to meet ETA’s Government Performance and Results Act (GPRA) responsibilities and grantees’ Congressionally-mandated performance goals are reasonably accurate
4. Minimize the burden on grantees by providing a web-based DV system that displays individual participant records by grantees or sub-grantees and provides built in random samples, validation worksheets, and automated validation reports.
5. Further minimize the burden on grantees by selecting the smallest possible validation samples necessary to calculate valid error rates.

After reviewing the DV Handbook, grantees should email any policy questions to their Federal Project Officer and copy their National Office Liaison. For technical questions about the DV process, please contact SCSEP Help at help@scsep-help.com.

