

Subject	Data Validation Guidance for the Senior Community Service Employment Program (SCSEP)	No.	TG.AD.19
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Version History			

A. Purpose: Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. Data validation framework requires a consistent review of the SCSEP program to ensure all data consistently and accurately reflect performance.

- Verify that the performance data reported by grant recipients to DOL are valid, accurate, and reliable
- Identify anomalies in the data and resolve issues that may cause inaccurate reporting;
- Improve program performance accountability through the results of data validation efforts; and
- Describe source documentation required for common data elements.

B. Frequency: Beginning in SCSEP PY26, participant record samples will be generated after the end of each quarter of the program year allowing for both exiter as well as active participant records from the current program year to be used. ICOA staff will then conduct validation quarterly throughout the year.

C. Data Validators: Staff who are independent of the data collection process.

D. Procedures: Random sampling will be used to validate data elements used to demonstrate program eligibility of participants who enrolled in SCSEP during the PY being validated. TEGL 23-19 Change 3 has SCSEP eligibility source documentation required for Proof of Age; Income (at or below 125% FPL); Residence; Employment Status; Disability; and Priority of Service.

Program Performance will validate those data elements used in the performance calculations for a sample of participants whose final performance was included in the QPR for the PY being validated. Data elements include entry date, hours worked, training; use pay stubs, payroll summaries, case notes. Exit & outcomes: exit forms, employer letters, pay stubs, tax documents.

- SCSEP data validation process will verify data entered into the Management Information System-GPMS is supported by acceptable source documentation defined in TEGL 23-19 Change 3.
- Document all discrepancies found during the reviews and record corrective actions taken
- Annual data validation training will be provided to staff involved in oversight responsibilities.
- The effectiveness of the data validation process will be reviewed annually to revise procedures as necessary.
- SCSEP data validation records must comply with 2 CFR 200-334. All documentation must be retained for a minimum of three years from the date of the final financial report.

Source documentation includes electronic records, crossmatch, case notes and Attestation.

SCSEP sample size will be a total of 23 records annually. The eligibility of participant data elements from 11 records and 12 program performance records will be validated annually.

The sample size is based on SCSEP population size and is calculated using a confidence level of 95% and a confidence interval of 15. Table 1 provides the sample size or number of participant case files selected for each program based on the population size.

Table 1

Population Size	Sample Size
0-14	All Records
15-19	14
20-29	18
30-49	23
50-99	30
100-199	35
200-299	37
300-499	39
500-699	40
700-999	41
1,000-4,999	42
5,000+	43

E. Error rate calculation: Each data element's reported value is validated against an allowable source document in SCSEP GPMS:

<u>Audit Outcome</u>	<u>Definition</u>
Pass	When an allowable source document is available and the data matches the reported value
Fail	When an allowable source document doesn't match the reported value
Unable to Validate (UTV)	When an allowable source document is not available, unusable, or illegible
Not Applicable	When a data element's is not required data element

The error rate is the frequency of data elements with an audit outcome or fail or UTV. Calculate the error rate using the following formula:

$$\frac{\# \text{ of Data Elements Failed or UTV}}{\text{Total \# of Data Elements being Validated}} \times 100 = \text{Error Rate}$$

There are two types of error rates: Total Program Error Rate and Single Data Element Error Rate. The Total Program Error Rate is the frequency of errors for a single program. The Single Data Element Error Rate is the frequency of errors for a single data element within a program.

The Total Program Rate is calculated by dividing the number of failures and UTV by the total number of data elements validates, then multiplying by 100.

The Single Data Element Error rate is calculated by dividing the number of fails and UTV for a specific data element by the total number of data elements validated for the same data element, then multiplying by 100.

References:

TEGL 23-19 Change 3, Dec 2025