

# DATA SAMPLING DESK AID

Lori Miller-Acton

DHEWD Strategy and Performance

[lori.miller.acton@dhewd.mo.gov](mailto:lori.miller.acton@dhewd.mo.gov)

## Contents

PIRL Reporting Assistance: Data Sampling.....	2
Definitions of Tools .....	2
PIRL Data Dictionary .....	2
PIRL Data Sampling .....	2
Path .....	2
Data Sampling Type .....	3
Funding Stream:.....	3
Reporting Period.....	4
Filter: .....	4
The file sample request: the sample.....	5
The Validation Sheets .....	6
Download:.....	7

# PIRL Reporting Assistance: Data Sampling.

## Definitions of Tools

### PIRL Data Dictionary

**PIRL Data Dictionary** allows users to see PIRL Data Element definitions, which Programs each PIRL data element is required for, and what Edit checks apply to each reported data element. Business rules may make a difference when checking for errors because staff can get a better understanding of the information they are looking at.

### PIRL Data Sampling

**PIRL Data Sampling** allows staff to review data samples for data element validation in an effort to determine if there are any errors or if the reported data is valid. Data Samples can be created using multiple methods, including by service, by barriers and by geographic location. Staff can generate Joint Data Element Validation forms for each individual that include 24 common data elements required for program monitoring with actual values reported in the PIRL extract. Staff with proper privileges can download records included in the sample in the PIRL file format showing all data elements reported. Process for Data Sampling

### Path

Reports > Federal Reporting > WIOA Performance > WIOA Performance Tools PIRL Reporting > PIRL Data Sampling

**Population Cohort**- Here you can highlight what group you want to sample. Choose Active and Exited Participants Only

## Filters

---

**Population Cohort:**

Active and Exited Participants ▼

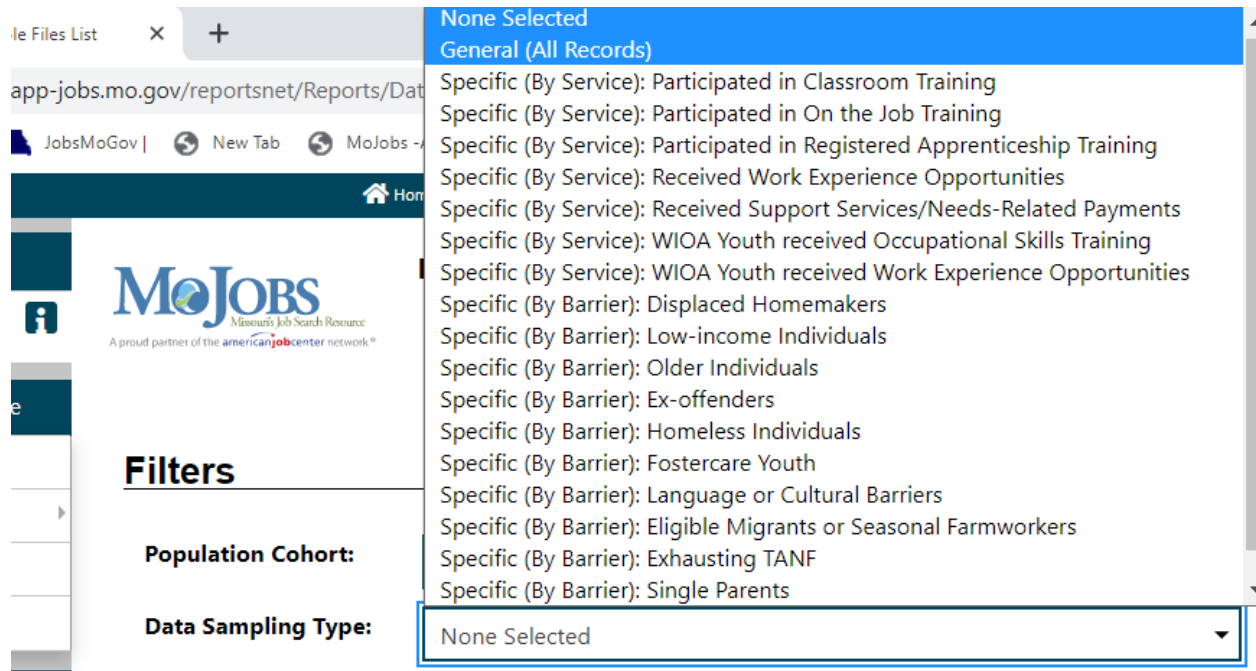
**Data Sampling Type:**

None Selected

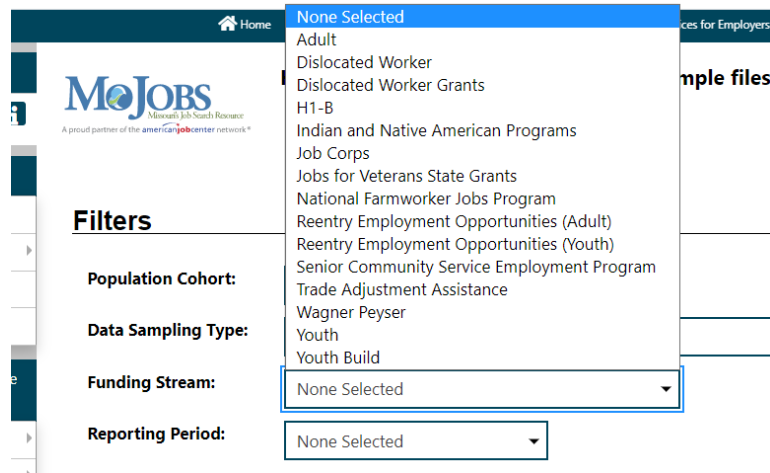
Active and Exited Participants

Exited Participants Only

Data Sampling Type- You can select by service or General which will include all services below. Choose General (All Records)



Funding Stream: This will allow you to choose all or one program at a time. Choose which program you want.



**Reporting Period:** Based on what PIRL file I download will determine what reporting periods will be listed. Choose 2019 Program Year-Quarter 4 or what Program Year-Quarter you will be working with.

## Filters

**Population Cohort:**

**Data Sampling Type:**

**Funding Stream:**

**Reporting Period:** 

- None Selected
- 2019 Program Year - Quarter 4
- 2019 Program Year - Quarter 3
- 2019 Program Year - Quarter 2
- 2018 Program Year - Quarter 2

Request ID	File Name

**Filter:** Click Filter

## Filters

**Population Cohort:**

**Data Sampling Type:**

**Funding Stream:**

**Reporting Period:**

[Filter](#) | [Reset Filter](#)

Click to filter the files.

The requested sample will come up at the bottom of the screen, click show details.

Request ID	File Name	Request Title	Population Cohort	Sample Type	Funding Stream	WIB	Reporting Period	Create Date	Action
24	24_DataSample_20194_Youth_Gen.csv	Youth (ID=D-2856-2527)	Active and Exited Participants	General (All Records)	Youth		2019 PY, Quarter 4	8/6/2020	Show Details

The file sample request: the sample will show you what title you requested, the sample type, funding stream and all the data elements that are in the sample, and what date it was created.

To see the validation sheet, you will need to click on the Generate Joint Data Element Validation Sheets that is below the create user.

**Requested Sample Size:** Percent: 5 %  
No Less Than: 1  
No More Than: 500

**Available Sample Size:** 197

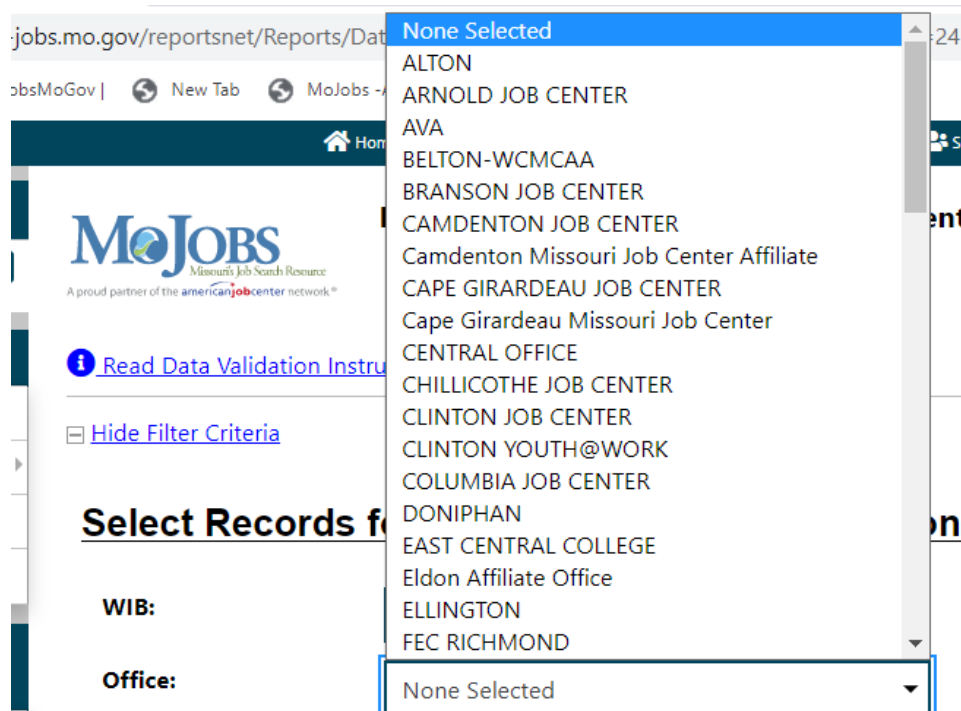
**Status:** Available

**Create Date:** 8/6/2020 3:01:01 PM

**Create User:** Miller-Acton, Lori

[\[Generate Joint Data Element Validation Sheets\]](#)

Select your **WIB** and any **office** you would like to sample. By clicking “None Selected”, it will show all offices in this region.



WIB: Select your WIB.

Office: If you want all offices to show in your region select "None Selected", otherwise click on the office of your choice. Then Click on Generate Joint Data Element Validation Sheets

## Select Records for Joint Data Element Validation Sheets

WIB:

Office:

Generate Joint Data Element Validation Sheets

The Validation Sheets will give you the State ID# Program entry date, exit date, office, and the reported Data Elements. You can move through the records by clicking on the arrows under the show filter criteria.

[+ Show Filter Criteria](#)

of 14

### Joint Data Element Validation Sheet

Unique Individual Identifier (WIOA): 003123936432      LWDB: 11-Southeast Region  
Program Entry Date: 08/30/2018      Office: PARK HILLS JOB CENTER  
Program Exit Date: 08/15/2019      Funding Stream: Youth

Data Element	Reported Value	Pass	Fail	Comments
900 - Date of Program Entry	20180830			
901 - Date of Program Exit	20190815			
923 - Other Reasons for Exit (WIOA)	00			
1303 - Type of Training Service #1 (WIOA)				
1310 - Type of Training Service #2 (WIOA)				
1315 - Type of Training Service #3 (WIOA)				
1332 - Participated in Postsecondary Education During				

Download:

You can also download this in several formats such as Excel spreadsheet. As you can see below it has all the validation sheets listed under each tab.

**Joint Data Element Validation Sheet**

Unique Individual Identifier (WIOA):	000011732145	LWDB:	02-Northeast Region
Program Entry Date:	08/14/2019	Office:	LABELLE - GAMM INC
Program Exit Date:	10/18/2019	Funding Stream:	Adult

Data Element	Reported Value	Pass	Fail	
900 - Date of Program Entry	20190814			
901 - Date of Program Exit	20191018			
923 - Other Reasons for Exit (WIOA)	00			
1303 - Type of Training Service #1 (WIOA)	06			
1310 - Type of Training Service #2 (WIOA)				
1315 - Type of Training Service #3 (WIOA)				
1332 - Participated in Postsecondary Education During Program Participation (WIOA)	0			
1401 - Enrolled in Secondary Education Program (WIOA)	0			
1405 - Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary				
1600 - Employed in 1st Quarter After Exit Quarter (WIOA)	1			
1602 - Employed in 2nd Quarter After Exit Quarter (WIOA)	1			
1604 - Employed in 3rd Quarter After Exit Quarter (WIOA)	9			
1606 - Employed in 4th Quarter After Exit Quarter (WIOA)	9			

Sheet1 | Sheet2 | Sheet3 | Sheet4 | Sheet5 | Sheet6 | Sheet7 | +

If you have any questions please contact me at [lori.miller-acton@dhewd.mo.gov](mailto:lori.miller-acton@dhewd.mo.gov).