

Timely Data Entry Guidelines

The New River/ Mount Rogers Workforce Investment Board will be adopting Field Guidance Memorandum #03-05 concerning timely data entry.

Delays in data entry adversely affect the quarterly performance of our local workforce area and results in inaccurate quarterly reports. The participant customer satisfaction survey is adversely impacted by late data entry of exiter information. If the quarterly sample is drawn and not all exiters have been entered, the total eligible for the sample is understated. Exiter information is extracted from VWN on a quarterly basis for the quarter just ended and forwarded to the Virginia Commonwealth University Survey Research and Evaluation Laboratory. The survey sampling is based on the exiters entered into VWN. Exiters not entered into VWN within the quarter of exit will not be included in the survey. In addition, to the satisfaction survey impact, delays in data entry can cause other key performance measures to be missed or calculated wrong.

To address the impact of delay data entry, the following guidelines must be adhered to:

- All transactions must be entered within five (5) working days from completion. For example, once an activity has been completed, the Program Operator must enter the data into the VWN system within five working days.
- All supplemental data must be submitted to the WIB within 20 calendar days after the end of a quarter.
- Monthly Status Reports (Adult, DLW and Youth) must be submitted to the WIB by the 5th of the following month. For example, March's reports are due on April 5. April's reports are due on May 5.
- Welfare-to-Work weekly MIS Report is due by Wednesday of the following week. (See Attachment entitled "Weekly WtW MIS Schedule")

Weekly WTW MIS Schedule

Week 2003	Due
May 5 - 9	May 14, 2003
May 12 - 16	May 21, 2003
May 19 - 23	May 28, 2003
May 26 - 30	June 4, 2003
June 2 - 6	June 11, 2003
June 9 - 13	June 18, 2003
June 16 - 20	June 25, 2003
June 23 - 30	July 2, 2003
July 1 - 4	July 9, 2003
July 7 - 11	July 16, 2003
July 14 - 18	July 23, 2003
July 21 - 25	July 30, 2003
July 28 - Aug 1	August 6, 2003
August 4 - 8	August 13, 2003
August 11 - 15	August 20, 2003
August 18 - 22	August 27, 2003
August 25 - 29	September 3, 2003
September 1 - 5	September 10, 2003
September 8 - 12	September 17, 2003
September 15 - 19	September 24, 2003
September 22 - 26	October 1, 2003
September 29 - 30	October 3, 2003
October 1 - 3	October 8, 2003
October 6 - 10	October 15, 2003
October 13 - 17	October 22, 2003
October 20 - 24	October 29, 2003
October 27 - 31	November 5, 2003
November 3 - 7	November 12, 2003
November 10 - 14	November 19, 2003
November 17 - 21	November 26, 2003
November 24 - 28	December 3, 2003
December 1 - 5	December 10, 2003
December 8 - 12	December 17, 2003
December 15 - 19	December 24, 2003
December 22 - 26	December 31, 2003
December 29 - 31	January 2, 2004
January 1-2	January 7, 2004
January 5-9	January 14, 2004
January 12-16	January 21, 2004
January 19-23	January 28, 2004
January 26-30	February 4, 2004