



Memorandum

To: Aspire Program Directors

From: Donna Albanese, Aspire State Director

Date: June 5, 2019

Subject: FY 2019 Data Certification Checklist

The purpose of the local *Data Certification Checklist* is to provide local programs with a guide to the policies, processes, and materials that need to be in place to verify the level of implementation of the NRS data quality standards.

The checklist presents standards for each content area and quality level. Programs are to report whether they have the policy process or procedure described by the standards by checking “yes” if the standard has been met or “no” if it has not been met. If the local program fails to meet any of the acceptable or superior standards in any area, the program must complete the Data Quality Improvement Plan included in the checklist. Evidence of compliance with all elements of this checklist must be available for review by your state Aspire program manager as part of an on-site monitoring review.

NEW: For the FY 2019 Data Certification Checklist, all Aspire grantees will need to complete the revised checklist. Since FY 2019 was the beginning of a new competitive grant cycle under new WIOA legislation, please take the time to review and complete all cells.

NEW: Submit the [FY 2019 Data Certification Checklist](#) no later than **August 31, 2019.**

If you have any questions, please contact your regional Aspire program manager.