



# SCSEP Data Validation

## Frequently Asked Questions

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

The [Data Validation Handbook](#) guides grantees through this process. Each SCSEP grant administrator is responsible for completing the data validation process and submitting the records to SCSEP National Office through the SPARQ system. This FAQ provides SCSEP grantees with answers to common questions about the DV process.

**Q – What is the deadline for the data validation process?**

**A –** SCSEP initiates the data validation process in the last two quarters of each calendar year. The specific deadline is announced each year.

**Q – How is the sample size determined?**

**A –** The sampling process is designed to select the smallest random sample that will produce valid results. Sample sizes for both eligibility and performance will vary by grantee size. Grantees with fewer enrollees or exiters will have smaller sample sizes but will validate a higher proportion of cases than larger grantees. (See pages 11–13, 75, and 77 in the [DV Handbook](#).)



**Q** – How can I see the sample of the enrollment records that I must validate?

**A** – The SPARQ DV process selects two separate samples of participant records, eligibility and performance, both of which are validated at the same time. All data to be validated will be displayed on summary and individual worksheets, which are accessed through SPARQ using the usual login procedures. *Only those users with a validator role will have access to the worksheets.* The grantee administrator has to add a role of validator to the appropriate accounts, including their own.

(Instructions to add a role are available in the [SPARQ Online Help System](#).)

**Q** – The participant that I’m validating has multiple assignments. Do I need to see records for *all* of the participant’s assignments?

**A** – No, you only have to validate the data in one assignment record.

(See pages 37 and 58 in the [DV Handbook](#).)

**Q** – Why are there no records selected for one of my sub-grantees?

**A** – Because the selection process is random at the grantee level, it is possible that no records will be selected from a given sub-grantee. (See page 6 under “Records Sampled without Regard to Sub-grantee” in the [DV Handbook](#).)



**Q – Why does the same participant appear in the DV sample more than once?**

**A –** This can happen when a participant has had more than one enrollment. The sample is drawn at the enrollment level, not at the participant level. Therefore, it is possible for a participant who has had more than one enrollment to appear twice in the sample. The same participant could also be selected in the eligibility sample one year and in the performance sample in a subsequent year. The application date in the header of the Individual Worksheet identifies the enrollment that needs to be validated.

(See page 7 under “Sample Drawn by Enrollment.” in the [DV Handbook](#).)

**Q – How do grantees report their validation progress and records to the SCSEP National Office?**

**A –** Validators access the SCSEP DV pages within SPARQ ([www.sparq.doleta.gov](http://www.sparq.doleta.gov)) using normal SPARQ user login procedures. SPARQ is used through the entire DV process. Validators use SPARQ to select the eligibility and performance samples, display the data elements to be validated, and enter the validation results.

(See page 14 in the [DV Handbook](#).)

**Q – Are *past* sub-grantees’ data used in the DV process?**

**A –** If a sub-grantee is no longer participating in the SCSEP program, the sub-grantee will be marked as *retired* in SPARQ and some of their records will be moved to a different sub-grantee. The remaining records that were not moved to a participating SCSEP sub-grantee will not be included in the data validation pool. Records moved to a new sub-grantee will be included in the pool for the eligibility sample if the initial assignment date is within the program year of the data being validated. Similarly, records moved to a new sub-grantee will be included in the pool for the performance sample if the exit date is within the program year of the data being validated.

(See page 13 in the [DV Handbook](#).)



**Q** – Who validates grantee’s records?

**A** – The official grantee contact person (administrator) must assign a *validator role* to the account(s) of grantee staff involved in the validation process. To ensure the integrity of the validation process, the following persons may not be granted a validator role: sub-grantee staff, local project staff, or personnel at any level who are involved in the collection or data entry of participant data or the determination of eligibility. (See page 15 in the [DV Handbook](#).)

**Q** – What happens after the Grantees complete the DV process?

**A** – Once the grantees submit their DV results through SPARQ, the SCSEP National Office will produce and share a national DV report with all grantees for review. Grantees should implement corrective action steps to address and resolve any discrepancies/failed results to ensure that these issues do not continue. Some actions steps include technical assistance to ensure proper documentation, determination and other SCSEP requirements are in compliance with laws and regulations.

Collecting and inputting data into SPARQ is only the first step in utilizing data to improve service delivery and ensure that you are on track to meet all program requirements. 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. This analysis will help identify areas for additional oversight in collecting or entering accurate data into SPARQ. The DV Report also helps SCSEP grantees and ETA identify areas for improvement and technical assistance.

After reviewing this document and the DV Handbook, grantees should email any 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](mailto:help@scsep-help.com).

