

 POLICY	POLICY NAME: Data Entry Date of Issue: Effective Date: 1/1/14

Subject	Data Entry Policy
Purpose	To establish a deadline of entering data into state systems for the purpose of performance measures and timely submission.

Background	LWIA and OET staff has continuously entered data and have requested that data be corrected without any reference to a given timeframe. The lack of timeframe has created numerous problems with the data in our systems and has allowed for customers not to be counted in performance measures.
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Policy	The KCC support and Performance teams are spending an enormous amount of time correcting records in EKOS that have an issue due to late submission of data being entered into the system. With performance reporting being a top priority at both the state and federal level, the Office of Employment and Training is issuing this directive that beginning January 1,2014, data must be entered in the system within 10 days of its occurrence. The purpose of this timeframe is necessary in order to extract and review correct data. If data is entered after a 10 day deadline and issues/problems arise, the data will be considered questioned cost. In addition, the KCC support and Performance team will review records on a case by case basis that need to be corrected; however, we will no longer be correcting records that do not have any impact on the current program year's performance measures.
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Procedural Guidance	
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Supersedes/ Replaces	All policy and or correspondence previously issued by the Office of Employment and Training.
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Other References	TEGLs 17.05 (3), 33.12 and 38.12
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