

December, 2003

**DRAFT**

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**STATE of OREGON**

**DEPARTMENT OF COMMUNITY COLLEGES  
AND WORKFORCE DEVELOPMENT**

**WIA MIS  
DATA ELEMENTS**

**WIA TITLE I-B MANAGEMENT INFORMATION SYSTEM MANUAL  
TABLE OF CONTENTS**

|   |            |
|---|------------|
| Data Elements   | 1-85       |
| Training & Employment Guidance Letter 14-00 (Includes the WIASRD) | Appendix A |
| Federal Register on Collecting Race/Ethnicity Data                | Appendix B |
| State Reports and Time Frames                                     | Appendix C |
| System-wide Performance Indicators                                | Appendix D |

| <b>Data Element</b>              | <b>Code</b> | <b>Page</b> |
|----------------------------------|-------------|-------------|
| Social Security Number           | C_MSSSN     | 1           |
| Registrant Name                  | C_MSLNAME   | 2           |
|                                  | C_MSFFNAME  |             |
|                                  | C_MSMI      |             |
| Mailing Address, Street          | C_MSADDR    | 3           |
| Mailing Address, City            | C_MSCITY    | 4           |
| Mailing Address, State           | C_MSSTATE   | 5           |
| Mailing Address, Zip Code        | C_MSZIP     | 6           |
| Telephone Number, Home           | C_MSPHONEH  | 7           |
| Telephone Number/E-Mail Address  | C_MSPHONEC  | 8           |
| For Customer Satisfaction Survey | C_MSPHON2   |             |
|                                  | C_MSPHON3   |             |
|                                  | C_MSPHON4   |             |
|                                  | C_MSEMAIL   |             |
| Date of birth                    | C_MSDOB     | 9           |
| Gender                           | C_MSGENDER  | 10          |
| Race                             | C_MSAMNATI  | 11          |
|                                  | C_MSASIAN   |             |
|                                  | C_MSBLACK   |             |
|                                  | C_MSHAWAII  |             |
|                                  | C_MSWHITE   |             |
| Ethnicity Hispanic or Latino     | C_MSHISPAN  | 12          |
| LWA CODE                         | C_CLSDA     | 13          |
| LWA District Office              | C_CLDO      | 14          |
| LWA Local Office                 | C_CLLOCAL   | 15          |
| LWA CONTRACTOR                   | C_CLCONT    | 16          |
| LWA CONTRACTOR SITE              | C_CLSITE    | 17          |
| LWA STAFF                        | C_CLSTAFF   | 18          |
| Residence county code            | C_CLCOUNTY  | 19          |
| Mailing address, ZIP code        | C_CLZIP     | 20          |
| Application date                 | D_CLAPPDT   | 21          |
| Registration date                | D_CLREGLDT  | 22          |
| Fund codes                       | C_CLFUND    | 23          |
| Project number                   | C_CLPROJ    | 24          |
| Low income                       | C_CLINCOME  | 25          |
| Highest school grade completed   | N_CLGRADE   | 26          |
| Education level status           | C_CLEDSTAT  | 27          |

| <u>Data Element</u>                    | <u>Code</u>    | <u>Page</u> |
|--|----------------|-------------|
| Family size                            | C_CLFAMSIZ     | 28          |
| Veteran status                         | C_CLVETA,B,C,D | 29-30       |
| Employed at registration               | C_CLPRELFS     | 31          |
| Weeks unemployed                       | N_CLWKSUNE     | 32          |
| WARN number                            | C_CLWARN       | 33          |
| Occupational code at dislocation       | C_CLPREOES     | 34          |
| Occupational Code type                 | C_CLCTYPE      | 35          |
| Industry of dislocation                | C_CLPRESIC     | 36          |
| Industry code type                     | C_CLICTYPE     | 37          |
| Dislocation date                       | D_CLDISLDT     | 38          |
| Wage at dislocation or preprogram wage | C_CLPREWAG     | 39          |
| Reading level                          | C_CLREAD       | 40          |
| Math level                             | C_CLMATH       | 41          |
| Basic skills deficient                 | C_CLBSKILLS    | 42          |
| Pell grant recipient                   | C_CLPELL       | 43          |
| Individual training account            | C_CLITA        | 44          |
| Exit reason                            | C_CLEXITCO     | 45          |
| Exit date                              | D_CLEXITDT     | 46          |
| Referred by Worker Profiling System    | C_CLWPRS       | 47          |
| Behind grade level                     | C_CLBEHGRA     | 48          |
| State date                             | D_CLSTATDT     | 49          |
| Unemployment insurance status          | C_CLUI         | 50          |
| Social Security Release Form           | C_CLREL        | 51          |
| Service code                           | C_SVCODE       | 52-55       |
| Service start date                     | D_SVSTART      | 56          |
| Service end date                       | D_SVEND        | 57          |
| Service Occupational code              | C_SVOES        | 58          |
| Service Occupation code type           | C_SVOTYPE      | 59          |
| Economic Barriers                      | C_ECON         | 60          |
| Goal                                   | C_GLGOAL       | 61          |
| Date goal set                          | D_GLGOALDT     | 62          |
| Goal outcome                           | C_GLOUTCOM     | 63          |
| Date outcome achieved                  | D_GLOUTDT      | 64          |
| Target completion date of goal         | D_GLTARGDT     | 65          |
| Outcome code                           | C_OUTCODE      | 66-67       |
| Date attained outcome                  | D_OUTDATE      | 68          |
| Barriers to employment                 | C_BARRIER      | 69-70       |
| Test code                              | C_TSTCODE      | 71          |
| Test score                             | N_TSTSCORE     | 72          |
| Test type                              | C_TSTTYPE      | 73          |
| Date of test                           | D_TSTDATE      | 74          |

| <u>Data Element</u>                | <u>Code</u> | <u>Page</u> |
|------------------------------------|-------------|-------------|
| Other agencies worked with         | C_AGENCY    | 75-76       |
| Key to master table                | C_KEY_MSTR  | 77          |
| Key to client and related tables   | C_KEY_CLT   | 78          |
| Date of delete                     | D_DELDATE   | 79          |
| Exit Occupational code             | C_TERMOES   | 80          |
| Exit Occupational code type        | C_TROTYPE   | 81          |
| Exit Industry code                 | C_TERMSIC   | 82          |
| Exit Industry code type            | C_TRICTYPE  | 83          |
| Hourly wage at exit                | N_TERMWAGE  | 84          |
| Weekly hours worked                | N_TERMHOURS | 85          |
| Training related employment        | C_TRAINREL  | 86          |
| Method-training related employment | C_TRMETHOD  | 87          |
| Nontraditional employment          | C_NONTRAD   | 88          |
| Employed quarter after exit        | C_FUEMPL1   | 89          |
| Source of supplemental data        | C_FUSOURC1  | 90          |
| Occupational code of employment    | C_FUOES     | 91          |
| Occupational code type             | C_FUOTYPE   | 92          |
| Employed third quarter after exit  | C_FUEMPL3   | 93          |
| Source of supplemental data        | C_FUSOURC3  | 94          |
| Employed fifth quarter after exit  | C_FUEMPL5   | 95          |
| Source of supplemental data        | C_FUSOURC5  | 96          |

### **DATA ELEMENTS IN ALPHABETICAL ORDER**

| <u>Date Element</u>               | <u>Code</u> | <u>Page</u> |
|-----------------------------------|-------------|-------------|
| Application date                  | D_CLAPPDT   | 21          |
| Barriers to employment            | C_BARRIER   | 69-70       |
| Basic skills deficient            | C_CLBSKILLS | 42          |
| Behind grade level                | C_CLBEHGRA  | 48          |
| Date attained outcome             | D_OUTDATE   | 68          |
| Date goal set                     | D_GLGOALDT  | 62          |
| Date of birth                     | C_MSDOB     | 9           |
| Date of delete                    | D_DELDATE   | 79          |
| Date of test                      | D_TSTDATE   | 74          |
| Date outcome achieved             | D_GLOUTDT   | 68          |
| Dislocation date                  | D_CLDISLDT  | 37          |
| Economic Barriers                 | C_ECON      | 60          |
| Education level status            | C_CLEDSTAT  | 27          |
| Employed at registration          | C_CLPRELFS  | 31          |
| Employed fifth quarter after exit | C_FUEMPL5   | 96          |
| Employed quarter after exit       | C_FUEMPL1   | 89          |
| Employed third quarter after exit | C_FUEMPL3   | 94          |
| Ethnicity Hispanic or Latino      | C_MSHISPAN  | 12          |
| Exit date                         | D_CLEXITDT  | 46          |
| Exit OES code                     | C_TERMOES   | 80          |

| <u>Date Element</u>                 | <u>Code</u> | <u>Page</u> |
|-------------------------------------|-------------|-------------|
| Exit reason                         | C_CLEXITCO  | 45          |
| Exit SIC code                       | C_TERMSIC   | 82          |
| Family size                         | C_CLFAMSIZ  | 28          |
| Fund codes                          | C_CLFUND    | 23          |
| Gender                              | C_MSGENDER  | 10          |
| Goal outcome                        | C_GLOUTCOM  | 63          |
| Goal/Status                         | C_GOAL      | 61          |
| Highest school grade completed      | N_CLGRADE   | 26          |
| Hourly wage at exit                 | N_TERMWAGE  | 84          |
| Individual training account         | C_CLITA     | 44          |
| Industry of dislocation             | C_CLPRESIC  | 36          |
| Key to client and related tables    | C_KEY_CLT   | 78          |
| Key to master table                 | C_KEY_MSTR  | 77          |
| Low income                          | C_CLINCOME  | 25          |
| LWA CODE                            | C_CLSDA     | 13          |
| LWA District Office                 | C_CLDO      | 14          |
| Mailing Address, City               | C_MSCITY    | 4           |
| Mailing Address, State              | C_MSSTATE   | 5           |
| Mailing Address, Street             | C_MSADDR    | 3           |
| Mailing address, ZIP code           | C_CLZIP     | 6           |
| Math level                          | C_CLMATH    | 41          |
| Method-training related employment  | C_TRMETHOD  | 87          |
| Nontraditional employment           | C_NONTRAD   | 88          |
| OES code at dislocation             | C_CLPREOES  | 34          |
| OES code of employment              | C_FUOES     | 91          |
| Other agencies worked with          | C_AGENCY    | 75-76       |
| Outcome code                        | C_OUTCODE   | 66-67       |
| Pell grant recipient                | C_CLPELL    | 43          |
| Project number                      | C_CLPROJ    | 24          |
| Race                                | C_MSAMNATI  | 11          |
|                                     | C_MSASIAN   |             |
|                                     | C_MSBLACK   |             |
|                                     | C_MSHAWAII  |             |
|                                     | C_MSWHITE   |             |
| Reading level                       | C_CLREAD    | 40          |
| Referred by Worker Profiling System | C_CLWPRS    | 47          |
| Registrant Name                     | C_MSLNAME   | 2           |
|                                     | C_MSNAME    |             |
|                                     | C_MSMI      |             |
| Registration date                   | D_CLREGLDT  | 22          |
| Registration Zip Code               | C_CLZIP     | 20          |
| Residence county code               | C_CLCOUNTY  | 19          |
| Service code                        | C_SVCODE    | 52-55       |
| Service end date                    | D_SVEND     | 57          |
| Service OES code                    | C_SVOES     | 58          |
| Service start date                  | D_SVSTART   | 56          |
| Social Security Number              | C_MSSSN     | 1           |

| <u>Date Element</u>                         | <u>Code</u>    | <u>Page</u> |
|---|----------------|-------------|
| Source of supplemental data                 | C_FUSOURC1     | 90          |
| Source of supplemental data                 | C_FUSOURC3     | 93          |
| Source of supplemental data                 | C_FUSOURC5     | 96          |
| State date                                  | D_CLSTATDT     | 49          |
| Target Completion Date of Goal              | D_GLTARGDT     | 65          |
| Telephone Number for Customer Satis. Survey | C_MSPHONEC     | 8           |
|   | C_MSPHONC2     |             |
|   | C_MSPHONC3     |             |
|   | C_MSPHONC4     |             |
|   | C_MSEMAIL      |             |
| Telephone Number, Home                      | C_MSPHONEH     | 7           |
| Test code                                   | C_TSTCODE      | 71          |
| Test score                                  | N_TSTSCORE     | 72          |
| Test type                                   | C_TSTTYPE      | 73          |
| Training related employment                 | C_TRAINREL     | 86          |
| Unemployment insurance status               | C_CLUI         | 50          |
| Veteran status                              | C_CLVETA,B,C,D | 29-30       |
| Wage at dislocation or preprogram wage      | C_CLPREWAG     | 39          |
| WARN number                                 | C_CLWARN       | 33          |
| Weekly hours worked                         | N_TERMHOURS    | 85          |
| Weeks unemployed                            | N_CLWKSUNE     | 32          |

**DESCRIPTION:**

This field records the registrant's Social Security Number or individual identifier number. It is not necessary to type the dashes between the numbers.

A Social Security Number (SSN) or pseudo SSN should be entered. If the participant does not give permission for his/her SSN to be shared (CLREL = 2). It will not be used for wage match.

The following is a suggested scheme for an individual identifier number that may be used:

|                              |   |
|------------------------------|---|
| The first three numbers =    | 999   |
| The fourth & fifth numbers = | The region number of region submitting this information |
| Last four numbers =          | Consecutive numbers (0001, 0002, etc.)                  |

Example: An individual identifier for a registrant from Umpqua, Training and Employment would be:

999060001

If a pseudo SSN number is used the C\_CLREL should be coded '2'

**TECHNICAL:** 9 bytes, alphanumeric

**WIASRD REQUIRED:** No. WIASRD Item 101 now requires only an individual identifier.

**WIA PROGRAMS/SERV.:**  
Adults and dislocated worker Core (beyond self-service & informational), intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND.:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** OAR 151-020-0065 (See Appendix for copy of Social Security Number release form.)

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REGISTRANT NAME

C\_MSLNAME

C\_MSFNAME

C\_MSMI

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**DESCRIPTION:**

These fields record the registrant's name.

This should be the registrant's name as it appears on official documents such as a Drivers License.

**TECHNICAL:**

|           |                        |
|-----------|------------------------|
| C_MSLNAME | 30 bytes, alphanumeric |
| C_MSFNAME | 25 bytes, alphanumeric |
| C_MSMI    | 1 byte, alphanumeric   |

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND:** Yes, may be needed for System-wide customer satisfaction survey.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.



**DESCRIPTION:**

This field records the street portion of the address where the registrant's mail is received.

Examples: 1234 SE Main St, #5  
4056 Pine Ave  
PO Box 333

If the individual is homeless or does not have a mailing address available, ask the individual for an address at which he would most likely receive services such as:

Shelter  
Social Service Agency  
Relatives, etc.

If none of these listed above or any other means is available, then enter a description of the living situation such as homeless.

**TECHNICAL:** 30 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND:** Yes, may be needed for System-wide customer satisfaction survey.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the city portion of the registrant's mailing address.

Examples: Eugene  
Milton-Freewater  
The Dalles  
Mt. Angel

If the individual is homeless or does not have a mailing address available, ask the individual for an address at which he would most likely receive services such as:

Shelter  
Social Service Agency  
Relatives, etc.

If none of these listed above or any other means is available, then enter a description of the living situation such as homeless.

**TECHNICAL:** 20 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND:** Yes, may be needed for System-wide customer satisfaction survey.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None

**DESCRIPTION:**

This field records the state portion of the registrant's mailing address.

Enter the US Postal Service two-letter abbreviation for the state.

If the individual is homeless or does not have a mailing address available, ask the individual for an address at which he would most likely receive services such as:

Shelter  
Social Service Agency  
Relatives, etc.

If none of these listed above or any other means is available, then enter a description of the living situation such as homeless.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 2 bytes, alphanumeric   |
| <b>WIASRD REQUIRED:</b>    | No.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service/informational),<br>intensive and training<br>Youth – all youth; all services |
| <b>SYSTEM-WIDE IND:</b>    | Yes, may be needed for System-wide customer satisfaction survey.  |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | No.   |
| <b>REFERENCE:</b>          | None  |

**DESCRIPTION:**

This field records the ZIP code portion of the registrant's mailing address.

Enter the US Postal Service two-letter abbreviation for the state.

If the individual is homeless or does not have a mailing address available, ask the individual for an address at which he would most likely receive services such as:

Shelter  
Social Service Agency  
Relatives, etc.

If none of these listed above or any other means is available, then enter a description of the living situation such as homeless.

**TECHNICAL:** 5 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers core (beyond self-service/informational),  
intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND:** Yes, may be needed for system-wide customer satisfaction survey.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None

Reason needed: - Needed for State-level customer satisfaction survey?

**DESCRIPTION:**

This field records the home telephone number of the registrant.

If the registrant does not have a telephone in his/her residence, enter a message telephone number, including the area code.

The registrant's telephone number is required for the customer level survey conducted by CCWD through its contractor. This number should be updated at the time of exit to assure the latest telephone number is available for survey purposes. If no telephone number is available for the registrant, then enter a message telephone number in C\_MSPHONEC.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 14 bytes, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | No.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service/informational),<br>intensive and training<br>Youth – all youth; all services |
| <b>SYSTEM-WIDE IND:</b>    | Yes   |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | No.   |
| <b>REFERENCE:</b>          | None.   |

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TELEPHONE NUMBER FOR CUSTOMER SATISFACTION SURVEY

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**DESCRIPTION:**

This field records a phone number (including area code) to be used in post-exit customer satisfaction survey conducted by the CCWD through its contractor. Up to four contact telephone numbers and one e-mail address may be entered.

This phone number should be different from the registrant's home phone number. It should be a number where a relative or friend can be reached who would be likely to know the whereabouts of the registrant within the 60 days following exit. If the registrant does not have a home phone number, then enter a contact number where the individual can be reached for the customer satisfaction survey.

**DETAIL:**

Enter up to four contact numbers and one e-mail address:

|            |                        |
|------------|------------------------|
| C_MSPHONEC | 14 bytes, alphanumeric |
| C_MSPHONC2 | 14 bytes, alphanumeric |
| C_MSPHONC3 | 14 bytes, alphanumeric |
| C_MSPHONC4 | 14 bytes, alphanumeric |
| C_MSEMAIL  | 50 bytes, alphanumeric |

**TECHNICAL:**

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the date of the registrant's birth.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** Required field for all registrants. WIASRD Item 102.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None

**DESCRIPTION:**

This field records the gender of the registrant.

- 1 Male
- 2 Female

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 103.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND:** Yes

**EO REQUIRED:** Yes.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** None.



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## RACE

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### DESCRIPTION:

This field records the race or ethnic group of the registrant. There are separate items for each of the following categories. Registrants should choose all that apply.

*What if an individual is multi-racial?* When self-reported information is used, individuals shall be offered the option of selecting one or more racial designations. Recommended forms for the instruction accompanying the multiple response questions are “mark one or more” or “select one or more.”  
*What if an individual refuses to select a racial category?* Missing data will be accepted as long as data are missing for only a small proportion of registrants.

### DETAIL:

Record for each item below:

- 1 = Yes
- 2 = No

#### **C\_MSAMNATI          AMERICAN INDIAN OR ALASKA NATIVE**

A person having origins in any of the original people of North American and south America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

#### **C\_MSASIAN          ASIAN**

A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.

#### **C\_MSBLACK          BLACK OR AFRICAN AMERICAN**

A person having origins in any of the black racial groups of Africa.

#### **C\_MSHAWAII          HAWAIIAN NATIVE OR OTHER PACIFIC ISLANDER**

A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

#### **C\_MSWHITE          WHITE**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**TECHNICAL:**                      1 byte, alphanumeric

**WIASRD REQUIRED:**              Yes. WIASRDD Items 106, 107, 108, 109, & 110

**WIA PROGRAMS/SERV.:**      Adults & dislocated workers: core (beyond self-service and informational), intensive & training services  
Youth: All youth; all services

**SYSTEM-WIDE IND.:**            Yes.

**EO REQUIRED:**                    Yes.

**SIS/PRISM REQUIRED:**        Yes.

**REFERENCE:**                    Office of Management and Budget Directive dated October 30, 1997 (see Appendix).

**DESCRIPTION:**

This field records the ethnicity of the registrant. Ethnicity information (Hispanic or Latino) is collected before information on race is collected and it is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories.

- 1 = Yes, ethnicity is Hispanic or Latino
- 2 = No, ethnicity is not Hispanic or Latino

NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories.

NOTE: Information on ethnicity should be collected before information on race.

**DETAIL:**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.

*What if an individual refuses to select an ethnicity category?* Missing data will be accepted as long as data are missing for only a small proportion of participants.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 1 byte, alphanumeric   |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRDD Item 105  |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service and informational), intensive & training services<br>Youth: All youth; all services |
| <b>SYSTEM-WIDE IND.:</b>   | Yes.   |
| <b>EO REQUIRED:</b>        | Yes.   |
| <b>SIS/PRISM REQUIRED:</b> | Yes.   |
| <b>REFERENCE:</b>          | Office of Management and Budget Directive dated October 30, 1997 (see Appendix.)   |

**DESCRIPTION:**

This field records the code for the Local Workforce Area (LWA) that is enrolling the registrant.

**DETAIL:**

- 02 worksystems inc (wsi) (Multnomah, Washington, Tillamook)
- 03 Mid-Willamette Workforce Network (MWWN) (Marion, Polk, Yamhill)
- 04 Community Services Consortium (CSC) (Linn, Benton, Lincoln)
- 05 Lane Workforce Partnership (LWP) (Lane)
- 08 The Job Council (TJC) (Jackson, Josephine)
- 15 Clackamas County
- 24 The Oregon Consortium (TOC) (counties not covered by above)

**TECHNICAL:** 2 bytes, alphanumeric

**WIASRD REQUIRED:** WIASRD Item 301. Information from this field is used for the WIASRD "State/LWA name" and "LWA code" fields.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service and informational), intensive & training services  
Youth – all youth; all services

**SYSTEM-WIDE IND.:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM/ REQUIRED:** Yes.

**REFERENCE:** None

**DESCRIPTION:**

This field records the code for the one-stop center within the local workforce area or the district office, which enrolls the registrant.

**DETAIL:**

This field is filled with zeroes for those WIA Title I-B programs that do not record codes for different locations within the LWA. This field is used during the customer satisfaction survey process for identifying the office from which the participant received services. It is important to enter accurate names of local offices.

If an LWA has a new office for which a code needs to be assigned, please contact the State MIS office for assistance before transmitting a new code.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 4 bytes, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | No.  |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service and informational),<br>intensive & training services<br>Youth – all youth; all services |
| <b>SYSTEM-WIDE IND.:</b>   | Yes.   |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | Yes.   |
| <b>REFERENCE:</b>          | None.  |

**DESCRIPTION:**

This field records the code for the one-stop center within the local workforce area or the district office, which enrolls the registrant.

**DETAIL:**

This field is filled with zeroes for those WIA Title I-B programs that do not record codes for different locations within the LWA. This field is used during the customer satisfaction survey process for identifying the office from which the participant received services. It is important to enter accurate names of local offices.

If an LWA has a new office for which a code needs to be assigned, please contact the State MIS office for assistance before transmitting a new code.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 4 bytes, alphanumeric   |
| <b>WIASRD REQUIRED:</b>    | No.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service and informational), intensive & training services<br>Youth – all youth; all services |
| <b>SYSTEM-WIDE IND.:</b>   | Yes.  |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | Yes.  |
| <b>REFERENCE:</b>          | None.   |

**DESCRIPTION:**

This field records the code for the contractor providing services within the local workforce area or the district office, which enrolls the registrant.

**DETAIL:**

This field is filled with zeroes for those WIA Title I-B programs that do not record codes for different contractors within the LWA. This field is used during the customer satisfaction survey process for identifying the office from which the participant received services. It is important to enter accurate names of local offices.

If an LWA has a new contractor for which a code needs to be assigned, please contact the State MIS office for assistance before transmitting a new code.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 4 bytes, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | No.  |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service and informational),<br>intensive & training services<br>Youth – all youth; all services |
| <b>SYSTEM-WIDE IND.:</b>   | Yes.   |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | Yes.   |
| <b>REFERENCE:</b>          | None.  |

**DESCRIPTION:**

This field records the code for the SITE/LOCATION OF THE services of the contractor providing services

**DETAIL:**

This field is filled with zeroes for those WIA Title I-B programs that do not record codes for different locations within the LWA. This field is used during the customer satisfaction survey process for identifying the office from which the participant received services. It is important to enter accurate names of local offices.

If an contractor has a new office for which a code needs to be assigned, please contact the State MIS office for assistance before transmitting a new code.

- TECHNICAL:** 4 bytes, alphanumeric
- WIASRD REQUIRED:** No.
- WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service and informational), intensive & training services  
Youth – all youth; all services
- SYSTEM-WIDE IND.:** Yes.
- EO REQUIRED:** No.
- SIS/PRISM REQUIRED:** Yes.
- REFERENCE:** None.

**DESCRIPTION:**

This field records the code for the STAFF PROVIDING SERVICES.

**DETAIL:**

This field is left blank for those WIA Title I-B programs that do not record codes for different staff within the LWA. This field is used during the customer satisfaction survey process for identifying the staff from which the participant received services. It is important to enter accurate names.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 6 bytes, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | No.  |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers, Youth – all youth; all services |
| <b>SYSTEM-WIDE IND.:</b>   | Yes.   |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | Yes.   |
| <b>REFERENCE:</b>          | None.  |



**DESCRIPTION:**

This field records the code for the county in which the **registrant resides at the time of registration**, regardless of the mailing address.

|              |               |                 |
|--------------|---------------|-----------------|
| 01 Baker     | 14 Hood River | 26 Multnomah    |
| 02 Benton    | 15 Jackson    | 27 Polk         |
| 03 Clackamas | 16 Jefferson  | 28 Sherman      |
| 04 Clatsop   | 17 Josephine  | 29 Tillamook    |
| 05 Columbia  | 18 Klamath    | 30 Umatilla     |
| 06 Coos      | 19 Lake       | 31 Union        |
| 07 Crook     | 20 Lane       | 32 Wallowa      |
| 08 Curry     | 21 Lincoln    | 33 Wasco        |
| 09 Deschutes | 22 Linn       | 34 Washington   |
| 10 Douglas   | 23 Malheur    | 35 Wheeler      |
| 11 Gilliam   | 24 Marion     | 36 Yamhill      |
| 12 Grant     | 25 Morrow     | 99 Out of State |
| 13 Harney    |               |                 |

**TECHNICAL:** 2 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive and training  
Youth – all youth; all services

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the zip code portion of the registrant's address at the time of registration.

Enter the 5-digit or 9-digit zip code.

The last four digits of the 9-digit zip code will be filled in with zeroes by hitting {Enter} after typing the first five digits.

If the individual is homeless or does not have a mailing address available, ask the individual for an address at which he would most likely receive services such as:

Shelter  
Social Service Agency  
Relatives, etc.

If none of these listed above or any other means is available, then leave blank.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 9 bytes, alphanumeric   |
| <b>WIASRD REQUIRED:</b>    | No.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service/informational),<br>intensive and training<br>Youth – all youth; all services |
| <b>SYSTEM-WIDE IND:</b>    | Yes.  |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | Yes.  |
| <b>REFERENCE:</b>          | None.   |
| <b>NOTE:</b>               | This is the Zip Code at registration. Do not update this field if the participant moves.  |

**DESCRIPTION:**

Date applied for WIA services if different from Registration date.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

This date is used for all information related to eligibility. As stated in CCWD Policy 589-30.3, It is suggested that applications be updated if there is more than 45 days between the date of application and the date of registration

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive, and training  
Youth: all youth; all services

**SYSTEM-WIDE IND.:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** CCWD Policy 589-30.3

**DESCRIPTION:**

Record the date on which the individual began to receive WIA, Title IB funded program services. The registration date should be the date of the first WIA title I-B service (other than informational or self-service activities for adults and dislocated workers).

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

This date cannot be a future date.

**Registration:**

- Adults and dislocated workers must be registered when they start to receive core services beyond informational or self-service or start to receive intensive services or training services.
- Youth must be registered when they start to receive any youth services.

Self-service or Informational Core Services are those core services that are made available and accessible to the general public, that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situation, and that do not require significant staff involvement with the individual.

Core services requiring registration:

These services include:

- Staff-assisted job search and placement assistance, including career counseling.
- Staff-assisted job referrals (such as testing and background checks.)
- Staff-assisted job development (working with employers and job seekers.)
- Staff-assisted workshops and job clubs.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 8 bytes, date  |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item 302.  |
| <b>WIA PROGRAMS/SERV.:</b> | Adult and dislocated workers: core (beyond self-service/informational, intensive and training services.<br>Youth – all youth; all services           |
| <b>SYSTEM-WIDE IND.:</b>   | Yes.   |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | Yes.   |
| <b>REFERENCE:</b>          | 20 CFR 663.105(a) and (b); 65 FR 49403 – Adults & dislocated workers<br>20 CFR 665.215; 65 FR 49412 – Youth<br>TEGL 7-99<br>Appendix C to the WIASRD |

**DESCRIPTION:**

This field records the program title in which the registrant is registered. Valid titles are:

- 1A Adult (local):
- 1E Dislocated worker (local)
- 1C Older Youth
- 1B Younger Youth
- 1R Rapid response – additional assistance
- 1N National emergency grant
- \*\*\*\*\*May be added at a later time\*\*\*\*\*
- 307 Youth (Statewide 15% activities)
- 308 Displaced homemaker (Statewide 15% activities)
- 390 Incumbent worker (Statewide 15% Activities)
- 310 Other (Statewide 15% activities)
- 311 Rapid response

Registrants must be age eligible for their particular program at the time of registration.

**DETAIL: (3 Digit Number = WIASRD Number)**

Adult

- 1A** 304 - Serves eligible adults age 18 or older.

Dislocated workers

- 1E** 305 - Serves dislocated workers ages 18 and above; funds are allocated through formula
- 1N** 313a, b, c - Serves dislocated workers with funding from the Secretary's Reserve National Emergency funds.

Youth

- 1C** 305 Serves eligible youth who are ages 14 through 21 at the time of registration.

Statewide Activities

- 307 Youth projects funded with Governor's 15% setaside for statewide activities.
- 308 Displaced homemaker projects funded with Governor's 15% setaside for statewide activities.
- 309 Incumbent workers projects funded with Governor's 15% setaside for statewide activities
- 310 Other projects funded with Governor's 15% setaside for statewide activities
- 311 Rapid response – funded with Governor's 25% setaside
- 312 Rapid response – additional assistance – funded with Governor's 25% setaside

- TECHNICAL:** 2 bytes, alphanumeric
- WIASRD REQUIRED:** Yes. WIASRD Items 304,305,306,307,308,309,310,311,312,313a,b,c
- WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service and informational), intensive & training services  
Youth – all youth; all services
- SYSTEM-WIDE IND.:** Yes
- EO REQUIRED:** No.
- SIS/PRISM REQUIRED:** Yes.
- REFERENCE:** None.

**DESCRIPTION:**

This field records the assigned project number for National Emergency Grants and/or National Reserve Account grants and other special grants or projects. This is a State assigned number.

**DETAIL:**

This element is used to distinguish among different grants, projects or contracts. Allows contract management such as identifying projects that extend beyond program years, or to track specific funds sources like National Emergency or National Reserve Account grants.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 4 bytes, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | Yes, WIASRD Items 313a, 313b, 313c.  |
| <b>WIA PROGRAMS/SERV.:</b> | Dislocated workers: core (beyond self-service/informational), intensive and training<br>Other programs: as required. |
| <b>SYSTEM-WIDE IND.:</b>   | Yes  |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | No.  |
| <b>REFERENCE:</b>          | None.  |

**DESCRIPTION:**

This field records the economically eligible status of the registrant at the time of registration.

**Low Income**

A registrant in one or more of the following categories (WIA section 101(25)):

(A) receives, or is a member of a family which receives, cash payments under a Federal, State or local income-based public assistance program;

(B) received an income, or is a member of a family that received a total family income, for the six-month period prior to registration for the program

involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and

survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size does not exceed the higher of:

(I) the poverty line, for an equivalent period; or

(II) 70 percent of the lower living standard income level, for an equivalent period;

(C) is a member of a household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps under the Food Stamp Act of 1977 (7U.S.C. 2011 et seq.);

(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42

U.S.C. 11302); or

(E) is a foster child on behalf of whom State or local government payments are made.

*May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low income adult or, if a youth, be eligible as a low income individual for the youth program?*

Yes. Even if the family of an individual with a disability does not meet the income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet those requirements. [WIA sec. 101(25)(F)]

**DETAIL:**

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. Item 119

**WIA PROGRAMS/SERV.:** Adults: intensive & training services  
Youth – all youth; all services

**SYSTEM-WIDE IND:** No

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** WIA, Title IB, Section 101(25)–Low Income Individual; Section 101(15)–Family; CCWD Policy 589-30.1

**DESCRIPTION:**

This field records the highest school grade completed by the registrant.

Any number from 00 through 17 is a valid entry, as well as 88.

**DETAIL:**

|              |   |
|--------------|---|
| <b>00</b>    | No school grade completed   |
| <b>01-11</b> | Number of elementary or secondary grade completed   |
| <b>12</b>    | High school graduate  |
| <b>88</b>    | Attained certificate of equivalency for a high school degree (e.g., GED)  |
| <b>13-15</b> | Number of school years completed. Includes college or full-time technical or vocational school. Codes 13-15 should not be used for individuals who are not high school graduates unless they attained a college degree. |
| <b>16</b>    | Bachelor's degree or equivalent   |
| <b>17</b>    | Education beyond the Bachelor's degree  |

**\*Note:** Registrants who completed 12<sup>th</sup> grade but did not receive a diploma or equivalent are to be coded "11" to indicate that they did not receive a diploma or equivalent.

Registrants with a disability who successfully completed an Individual Education Program (IEP) or received a certificate of completion are to be coded as "12".

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 2 bytes, numeric  |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item 123.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adult & Dislocated Worker - (intensive & training services<br>Youth – all youth; all services |
| <b>SYSTEM-WIDE IND:</b>    | Yes.  |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | Yes.  |
| <b>REFERENCE:</b>          | None  |



**DESCRIPTION:**

- 1 Student, high school or less
- 2 Student, attending post high school
- 3 Not attending school: High school dropout
- 4 Not attending school: High school graduate

**DETAIL:****1 Student, high school or less**

The individual has not received a secondary school diploma or its recognized equivalent and is attending any school (including elementary, intermediate, junior high school, secondary or post-secondary, or alternative school or program whether full or part-time), or is between school terms and intends to return to school.

**2 Student, attending post high school**

The individual has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and intends to return to school.

**3 Not attending school: High school dropout**

The individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.

**4 Not attending school: High school graduate**

The individual is not attending any school and has either graduated from high school or holds a GED.

For a definition of dropout see: CCWD Policy 589.30.1  
[www.workforce.state.or.us/workforce/wfpolicies/wfpolicies.htm](http://www.workforce.state.or.us/workforce/wfpolicies/wfpolicies.htm))

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 2 bytes, alphanumeric                                  |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD item 130.                                  |
| <b>WIA PROGRAMS/SERV.:</b> | Youth – all youth; all services                        |
| <b>SYSTEM-WIDE IND:</b>    | Yes  |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | No.  |
| <b>REFERENCE:</b>          | WIA, Title IB, Section 101(33)<br>CCWD Policy 589.30.1 |

**DESCRIPTION:**

This field records the number of persons in the registrant's family.

The number of persons in the registrant's family, including the registrant. The definition of family is two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A. A husband, wife, and dependent children
- B. A parent or guardian and dependent children
- C. A husband and wife.

See CCWD Policy 589-30.1 for a discussion of the terms used to define family.

**TECHNICAL:** 2 bytes, numeric - Any number from 1 through 99 is a valid entry.

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services  
Youth- all youth; all services

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** WIA Section 101(15); CCWD Policy 589-30.1.

**DESCRIPTION:**

This field records whether the registrant is a veteran, and if so, the type of veteran status. Record all that apply:

**DETAIL:****C\_CLETA - Veteran Status (1 byte, alphanumeric) WIASRD Item 111**

**1 = Yes – 180 days**

**2 = Yes – more than 180 days**

**3 = No**

- 1 Veteran – 180 days or less:** An individual who served on active duty in the military, naval, or air service of the U.S. for a period of less than or equal to 180 days (less training), and who was discharged or released from such service under conditions other than dishonorable.
- 2 Veteran – more than 180 days:** An individual who met the conditions noted above for more than 180 days (less training.)

**Note:** 180 days equals actual time a person served on active duty minus days spent in a training status.

**C\_CLVETB – Campaign Veteran (1 byte, alphanumeric) WIASRD Item 112**

**1 = Yes**

**2 = Yes, Vietnam-era Veteran**

**3 = No**

- 1 Campaign Veteran:** An individual who is a veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of personnel Management (OPM). See Attachment A for the current list as of 1-7-00.
- 2 Vietnam-era Veteran:** An individual who served in the active U.S. military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era (the period beginning on February 28, 1961 and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, and the period beginning on August 5, 1965 and ending on May 7, 1975, in all other cases).

**C\_CLVETC – Disabled Veteran (1 byte, alphanumeric) WIASRD Item 113**

**1 = Yes**

**2 = Yes, special disabled**

**3 = No**

- 1 Disabled Veteran:** A veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veteran's Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability.
- 3 Disabled Veteran, special disabled:** A veteran who is rated at 30% or more by the DVA, or at 10% or 20% for a serious employment disability or was discharged or released from active duty because of a service-connected disability.

**C\_CLVETD - Recently Separated Veteran (1 byte, alphanumeric) WIASRD Item 114**

**1 = Yes**

**2 = No**

- 1 Recently separated veteran:** A veteran who applied for participation under WIA Title IB within 48 months after discharge or release from active U.S. military, naval, or air service. (Change from 12 months to 48 months is in accordance with WIA Section 101(49)(B)).
- 2 Veteran – No:** An individual who is not defined as a veteran.

**WIASRD REQUIRED:** Yes. WIASRD Items 111, 112, 113, 114

**WIA PROGRAMS/SERV.:** Adult and dislocated workers: core (beyond self-service/informational), intensive and training services  
Youth: ages 19 to 21 only; all services

**SYSTEM-WIDE IND.:** No

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** WIA Title IB, Section 101(49).

**DESCRIPTION:**

This field records the registrant's labor force status at the time of application for workforce services.

- 1      Employed
- 2      Not employed

**DETAIL:**

**1 – Employed.** An employed individual is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

**2 – Not Employed:**

An individual who does not meet the definition of employed. For those individuals who will be registered in the dislocated worker program, if they have received a notice of termination of employment and are still employed, they are considered not employed.

**NOTE:** This item is used to calculate some of the WIA core indicators of performance for adults and older youth. This information is to be collected from the registrant, not from wage records.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 1 byte, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item 115.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (except self-service/informational), intensive & training services<br>All Youth; all services |
| <b>SYSTEM-WIDE IND:</b>    | Yes   |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | No.   |
| <b>REFERENCE:</b>          | None.   |

**DESCRIPTION:**

This field records the number of weeks that the registrant was unemployed from the job of dislocation during the 26 weeks prior to WIA registration. Applies to dislocated workers & National Emergency Grant (NEG) registrants.

**DETAIL:**

See data element "Employed at Registration" C\_CLPRELFS for the definition of "not employed."

**TECHNICAL:** 2 bytes, numeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Dislocated workers & NEG registrants: core (beyond self-service/informational), intensive and training services  
Adults & Youth: no

**SYSTEM-WIDE IND.:**

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the Worker Adjustment and Retraining Notification (WARN) number of the registrant's former employer when the employer is included on the State's WARN list.

Enter the three-digit code from the State WARN List.

**DETAIL:**

If the closure/layoff does not appear on the WARN list but the Title IB program has determined that the closure/layoff is significant to the local community, a number may be recorded. Codes 900 thru 999 must be used for this purpose.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 4 bytes, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | No.  |
| <b>WIA PROGRAMS/SERV.:</b> | Dislocated workers: core (beyond self-service and informational),<br>intensive & training services<br>Adults & youth: no |
| <b>SYSTEM-WIDE IND.:</b>   | No.  |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | No.  |
| <b>REFERENCE:</b>          | None.  |

**DESCRIPTION:**

This field records the Occupational Employment Statistics (OES) or other Occupational code for the registrant's occupation at dislocation (not survival job.)

**DETAIL:**

Enter the code that most closely describes the registrant's dislocated occupation. Leave this field blank if the registrant did NOT have an occupation prior to enrollment. This field is required for dislocated worker program registrants only.

If the dislocated workers who have been employed in a "survival job", this code should reflect the registrant's prior primary occupation (i.e., the occupation from which the registrant was dislocated.)

**TECHNICAL:** 10 bytes, alphanumeric

**WIASRD REQUIRED:** No

**WIA PROGRAMS/SERV.:** Dislocated worker program: core (beyond self-service and informational), intensive & training services  
Adults & Youth: no

**SYSTEM-WIDE IND:** No

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** None.



**DESCRIPTION:**

This field records the TYPE of Occupational Classification code used in the c\_clpreoes field

Leave this field blank if c\_clpreoes is blank.

1 = 6 Digit SOC Code (Standard Occupational Classification)

2 = 8 Digit O\*NET 3.0 Code

3 Not Used

4 Not Used

5 = 5 Digit OES Code

6 = 5 or 6 Digit o\*NET98 Code

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Dislocated worker program: core (beyond self-service and informational), intensive & training services  
Adults & Youth: No

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE :** None

**DESCRIPTION:**

This field records the Standard Industrial Classification (SIC) **or North American Industry Classification System (NAICS)** code for the industry in which the registrant's primary occupation (not survival job) occurred prior to registration in a workforce program. Primary occupation for dislocated workers may be defined as the occupation from which they were dislocated.

Enter the SIC **or NAICS** code that is applicable for the industry of the registrant's pre-program OES (CLPREOES) code. Leave this field blank if the registrant (such as a displaced homemaker) did NOT have an occupation prior to enrollment.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 6 bytes, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | No.  |
| <b>WIA PROGRAMS/SERV.:</b> | Dislocated worker program: core (beyond self-service and informational), intensive & training services<br>Adults & Youth: No |
| <b>SYSTEM-WIDE IND:</b>    | Yes.   |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | No.  |
| <b>REFERENCE:</b>          | None.  |

**DESCRIPTION:**

This field records the TYPE of Industrial Classification code used in the c\_clpresic field

Leave this field blank if c\_clpresic is blank.

1= Standard Industrial Classification (SIC)

2 = North American Industry Classification System (NAICS)

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Dislocated worker program: core (beyond self-service and informational), intensive & training services  
Adults & Youth: No

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the date of the last day of employment at the dislocation job (not survival job.) If there is no dislocation job (e.g., displaced homemakers), leave the date blank.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

This field is required for Dislocated Worker program and National Emergency Grant (NEG) registrants only. If the dislocated worker is still employed at registration, leave this field blank until the qualifying dislocation takes place and then record the actual dislocation date.

When determining preprogram quarters for performance measurement, the registration date will be used instead of the dislocation date when the dislocation date is missing or occurs after the registration date.

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** Yes. WIASRD Item 125.

**WIA PROGRAMS/SERV.:** Dislocated worker and NEG registrants only: core (beyond self-service/informational), intensive and training  
Adults & youth: no

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the hourly wage paid to registrants at the job from which they were dislocated (not survival job) or for adults or older youth, the last job held.

Enter the dollars and cents with no decimal point (e.g., 0599 for a \$5.99 hourly wage).

**DETAIL:**

For dislocated workers and National Emergency Grant (NEG) registrants, the hourly wage in the job of dislocation should be recorded, regardless of when the dislocation occurred. Hourly wage includes any bonuses, tips, gratuities, commissions and overtime pay earned. For adults and older youth, the hourly wage of the last job held should be entered.

This information may be used to develop a predictive model for the WIA Title IB earnings/wage replacement performance measures.

**TECHNICAL:** 4 bytes, numeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults, dislocated workers & NEG registrants: core (beyond self-service/informational), intensive and training  
Older Youth (19-21) – all services

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** None.

**DESCRIPTION:**

Enter the following to report reading grade level:

|         |  |
|---------|--|
| 00 – 12 | Grade Level  |
| 13      | Grade 13 or above  |
| 87      | Individuals who were not tested & are obviously below 9 <sup>th</sup> grade level            |
| 88      | Individuals who refused testing, who could not be tested or for whom testing was not needed. |
| 99      | Not Collected/Reported   |

**TECHNICAL:** 2 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** All youth; all services.

**SYSTEM-WIDE IND:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

Enter the following to report math grade level:

|         |  |
|---------|--|
| 00 - 12 | Grade Level  |
| 13      | Grade 13 or above  |
| 87      | Individuals who were not tested & are obviously below 9 <sup>th</sup> grade level            |
| 88      | Individuals who refused testing, who could not be tested or for whom testing was not needed. |
| 99      | Not Collected/Reported   |

**TECHNICAL:** 2 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** All youth; all services

**SYSTEM-WIDE IND:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

Enter the following to report IF BASIC SKILLS DEFICIENT:

1 = Yes, basic skills deficient

2 = Not basic skills deficient

NOTE: Grade level scores below 9.0 (e.g., 8.9) should be considered as at or below the 8<sup>th</sup> grade level.

NOTE: This is one of the criteria for determining “eligible youth” in accordance with Section 101(13) and one of the criteria for determining the eligibility of a non-low income youth in accordance with Section 129(c)(5).

The individual meets the State or local level definition of basic literacy skills deficient. This definition may establish such criteria are need to address State or local concerns, and must include a determination that an individual:

- Computes or solves problems, reads, writes, or speaks English at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-reference test; or,
- Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 1 bytes, alphanumeric   |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item #131   |
| <b>WIA PROGRAMS/SERV.:</b> | All youth; all services.  |
| <b>SYSTEM-WIDE IND:</b>    | Yes – for older youth (19-21), adults and dislocated workers for whom basic skills remediation is a goal . This data element is used only when the Title I-B provider is carrying out the basic skills instruction. |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | Yes.  |
| <b>REFERENCE:</b>          | 20 CFR 664.205; WIA Sections 101(13)(c)(i), 101(19) & 128(c)(5)<br>See Appendix for the definition of the System-wide indicator, “Increase in Basic Skills Proficiency.”  |



**DESCRIPTION:**

This field records whether a registrant is or has been notified s/he will be receiving a Pell grant.

**DETAIL:**

**1 = Yes**

**2 = No**

This item may be updated at any time while the individual is receiving WIA services (except follow-up services).

Record yes if the individual received a Pell grant at any time during WIA participation.

NOTE: Section 663.310 of the WIA regulations describes which adults and dislocated workers may receive WIA-funded services. Those who are unable to obtain grant assistance from other sources, including Pell grants are discussed in paragraph (d) of section 663.310. Section 663.320 lists the requirements for coordination of WIA funds with Pell grants.

The receipt of a Pell grant may not disqualify a registrant from eligibility for WIA-funded training, if the Pell grant recipient chooses to use the grant for expenses other than tuition.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 122.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: intensive & training services  
Youth: all youth

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** 20 CFR 663.310 & 320.

**DESCRIPTION:**

This field records the establishment of an individual training account to provide training services to adults and dislocated workers.

1 = Yes

2 = No

**DETAIL:**

Record yes if any of the individual's training services were purchased utilizing an individual training account established for adults or dislocated workers and was funded by WIA Title IB funds.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. Item 334.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: training services  
Youth: does not apply to youth programs

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** WIA Section 134(4)(G).

**DESCRIPTION:**

This field records the exit reason for all registrants who have completed WIA Title IB services.

**DETAIL:**

- 211 Completed WIA or partner program services (State code)
- 212 Exited without completing WIA or partner program services (State code)

**WIASRD Item 622:**

- 411 Institutionalized: The registrant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.
- 412 Health/medical: The registrant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in WIA. Does not include temporary conditions expected to last for less than 90 days.
- 413 Deceased.
- 414 Called to Active duty (National Guard, Reservists) and choose not to return to WIA.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQ:** Yes. WIASRD Item 622

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services  
Youth: All youth; all services

**SYSTEM-WIDE IND.:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the date the registrant exited from all WIA Title IB services and partner program funded services that were included in the individual employability plan for the registrant.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

The last date on which the individual received WIA Title IB or partner services, excluding follow-up services. If a registrant has not received any services for 90 days, the exit date is the last date that services were received. There are two ways to determine exit:

1. A registrant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner services within the quarter (hard exit); or

2. A registrant who does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit).

Registrants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. Service providers should document any gap in service that occurs and indicate the reason for the gap in service.

Registrants who exit from services because they are incarcerated, deceased or have a health/medical condition that prevents the individual from participating in services, should be excluded from the measures. Once a registrant has not received any WIA-funded or partner-funded services, except follow-up services, for 90 days, and there is no planned gap in service or the planned gap in service is for reasons other than those specified above, that registrant has exited WIA for the purposes of measurement in 15 of the 17 core measures (the younger youth skill attainment rate and employer customer satisfaction measures are not based on exit).

**How should gaps in service be documented?** State and local programs should document any gap over 90 days and indicate the reason (delay in training or health/medical) for the gap in service.

**May an individual be exited when WIA title I-B services are over, but partner services continue?**

Receipt of partner services called for in the WIA service plan can extend the exit date, which triggers measurement of outcomes. However, the person should exit from WIA when the services in the WIA service plan are finished, even if other partner services continue. Thus, a 'hard' exit may be recorded whenever the service plan is finished

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** Yes. Item 303

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services  
Youth: All youth; all services

**EO REQUIRED:** No.

**SYSTEM-WIDE IND.:** Yes.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records whether the registrant was referred to Title IB services through the Employment Department's Worker Profiling System.

1 = Yes

2 = No

**DETAIL:**

This field coordinates with C\_CLUI data element – Unemployment Status.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 118.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: intensive & training services  
Youth: All youth

**SYSTEM-WIDE IND:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records whether or not the registrant is one or more grade levels below the grade level appropriate to his/her age. Applies to youth program only.

|   |     |
|---|-----|
| 1 | Yes |
| 2 | No  |

**DETAIL:**

Not more than 5% of the youth enrolled in the youth in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, if the youth are within one or more of the barrier categories. Individuals who are one or more grade levels below the grade level appropriate to the age of the individuals is one of these barriers.

This element is included in determining 5% non-low income window for WIA Title IB youth programs.

This applies to WIA registered youth only, not to JTPA carry-in registrants.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Youth: all youth, all services

**SYSTEM-WIDE IND:** No

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** Sec. 129 (c)(5)(C) This is a one of the categories a youth must be in for the 5% window exception.

**DESCRIPTION:**

This field records the date the record was sent to the State.

**DETAIL:**

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational),  
intensive & training services  
Youth: All youth; all services

**SYSTEM-WIDE IND.:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records whether or not the registrant is currently receiving or has exhausted his/her unemployment insurance (UI) claim authorized under state unemployment compensation (U.C.) laws (in accordance with applicable Federal law.)

- 1 Claimant
- 2 Exhaustee
- 3 Neither claimant nor exhaustee

**DETAIL:**

- 1 An eligible U.C. claimant is an individual who has been determined to be monetarily eligible for benefits payments under one or more State or Federal unemployment compensation program(s), and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit period rights.
- 2 Exhaustee – The individual exhausted his/her U.C. benefits.
- 3 Individual is not a UI claimant and not an exhaustee

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 118 (along with Worker Profiling information C\_CLWPRS).

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: intensive & training services  
Youth: All youth; all services

**SYSTEM-WIDE IND.:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.



**DESCRIPTION:**

This field records whether or not a participant has signed a Release of information form.

1 – YES, participant has given permission to share his/her SSN with other agencies and there is a signed release form on file

2– NO, the participant has not given permission the share his/her SSN with other agencies.

**TECHNICAL:** 1 byte, alphanumeric

**WIASARD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** All Participants

**SYSTEM-WIDE INDICATOR:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes in order to send record to SIS/PRISM

**REFERENCE:** None.

**DESCRIPTION:**

This field records the service(s) in which the registrant is currently involved or has been involved. These activity codes correspond to the breakout of information required by the WIASRD.

| <b>ACTIVITY CODE LIST</b>  |                 |                         |                |
|--|-----------------|-------------------------|----------------|
| <b>Categories: A = adult</b>   |                 |                         |                |
| <b>D = dislocated workers</b>  |                 |                         |                |
| <b>Y = all youth</b>   |                 |                         |                |
| CODE/SERVICE   | OES<br>REQUIRED | CATEGORY                | WIASRD<br>ITEM |
| 100 = Core Services  | No              | A, D                    | No             |
| 200 = Intensive Services   | No              | A, D                    | Yes            |
| Training services:   |                 |                         |                |
| 301 = Adult education, Basic Skills, and/or literacy activities <b>(Use only when these activities are combined with other training services.)</b> | No              | A, D                    | 335            |
| 302 = On-the-job training  | Yes             | A, D                    | 336            |
| 303 = Occupational skills training or skills upgrading/retraining and/or workplace training  | Yes             | A, D                    | 337            |
|  |                 |                         |                |
| 401 = Educational achievement services   | No              | Y                       | 340            |
| 402 = Employment Services  | Yes             | Y                       | 341            |
| 403 = Additional support for youth services  | No              | Y                       | 343            |
| 404 = Leadership development opportunities   | No              | Y                       | 344            |
| 600 = Summer services  | No              | Y                       | 342            |
|  |                 |                         |                |
| 701 = Support services   | No              | A, D, Y<br>All services | 330            |
| 702 = Needs related payments (adults & dislocated workers) or Stipends (youth)   | No              | A, D, Y<br>Training     | 331            |
|  |                 |                         |                |
|  |                 |                         |                |
| 800 = Follow up services   |                 | Y                       | 345            |

**DETAIL:****100 Core Services:**

Services received by registrants beyond self-service/informational. See TEGl 7-99 and WIA Section 134(d)(2) for definition of core services.

**200 Intensive Services:**

See WIA Section 134(d)(3). Intensive services may be provided to adult and dislocated worker registrants who (1) are unemployed and are unable to obtain employment through core services and have been determined by a one-stop operator to be in need of more intensive services in order to obtain employment; or (2) are employed, but who are determined by a one-stop operator to be in need of intensive services in order to obtain or retain employment that allows for self-sufficiency. Self-sufficiency should be defined by the local WIB. At a minimum the criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level or for a dislocated worker it may be defined in relation to a percentage of the layoff wage (20 CFR 663.220)

**301 Adult Education, Basic Skills and/or Literacy Activities (WIASRD #335):**

Record only adult education, basic skills and/or literacy activities provided to adults and dislocated workers that were provided in combination with other training services (except for customized training.)

**302 On-the job Training (OJT) (WIASRD #336):**

Record training provided by an employer for adults and dislocated workers that is provided to a paid registrant while engaged in productive work in a job that: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the registrant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited to the period of time required for a registrant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the registrant, prior work experience, and the registrant's individual employment plan. (WIA sections 101(31), 20 CFR 663.700(a) and (c)).

**303 Occupational Skills Training or Skills Upgrading/Retraining and/or Workplace Training (WIASRD #337):**

Include the receipt of the following types of services in this category:

- Occupational skills training, including training for nontraditional employment;
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Training programs operated by the private sector;
- Skill upgrading & retraining;
- Entrepreneurial training;
- Job readiness training; and,
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

**401 Educational Achievement Services (WIASRD #340):**

Educational achievement services for all youth include, but are not limited to:

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and
- Alternative secondary school offerings.

**402 Employment Services (WIASRD #341):**

Preparation for and success in employment services for all youth including, but are not limited to:

- Paid & unpaid work experiences, including internships, and job shadowing; and
- Occupational skill training.

**403 Additional Support for Youth Services (WIASRD #343):**

Supports for youth services include, but are not limited to:

- Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;
- Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

**404 Leadership Development Opportunities (WIASRD #344)**

Leadership development opportunities for all youth are opportunities that encourage responsibility, employability, and other positive social behaviors such as:

- Exposure to postsecondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring & tutoring;
- Organizational & team work training, including team leadership training;
- Training in decision-making, including determining priorities; and
- Citizenship training, including life skills training such as parenting, work behavior training, budgeting of resources.

**600 Summer Services (WIASRD #342):**

Received summer youth employment opportunities (includes all youth.)

**701 Support Services (WIASRD #330):**

This item applies only to individuals who received WIA Title I-B funded supportive services (WIA sections 101(46) and 134(e)(2)).

- For adults & dislocated workers, supportive services include services such as transportation, child care, dependent care, and housing that are necessary to enable an individual to participate in activities authorized under WIA Title I, consistent with the provisions of WIA Title I. Needs-related payments, although categorized by the Act as supportive services, should not be reported in this item because they are reported separately.
- Supportive services for youth, as defined in WIA section 101(46), may include linkages to community services; assistance with transportation; assistance with child care and dependent care; assistance with housing; referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear. (20 CFR 665.440) Incentive payments may also be included in supportive services. Incentive payments for youth are subject to the same guidance cited in Item 702, Needs-Related Payments/Stipends below.

**702 Needs-related Payments (Adults/Dislocated Workers) or Stipends (Youth) (WIASRD #331):**

- Adults & dislocated workers who received Title I-B funded needs-related payments while participating in training services (WIA section 134((e)(3));
- Youth may receive reasonable stipends provided that the provision of a stipend is included in the youth's individual assessment and service strategy. Local programs should take into account the cost effectiveness of providing stipends based upon local youth funding levels and the capacity of the local youth program to provide a quality offering of the required youth program elements as well as stipends. (DOL Q&As, Section V, Question 9)

**800 Follow-up Services (WIASRD #345):**

This applies to youth only. Follow-up services for youth may include: the leadership development and supportive service activities listed in sections 664.420 and 664.440; regular contact with a youth registrant's employer, including assistance in addressing work-related problems that arise; assistance in securing better paying jobs, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training (WIA section 129©(2)(l), 20 CFR 664.45(a).

NOTE: Leave this item blank if the youth has not exited or has exited and is still receiving follow-up services, but has not yet received 12 months of follow-up services.

NOTE: If a youth re-enrolls in WIA within 12 months of exit, indicate that the youth received

follow-up services if these services were provided throughout the period from exit to re-enrollment.

**TECHNICAL:** 3 bytes, alphanumeric

**WIASRD REQUIRED:** Yes. See WIASRD items above.

**WIA PROGRAMS/SERV.:** See services explanations above.

**SYSTEM-WIDE IND.:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes

**REFERENCE:** See above.

**DESCRIPTION:**

This field records when the service started.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

This date is used to indicate when a registrant started receiving one of the services in the C\_SVCODE field.

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** Yes.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services  
Youth: All youth; all services

**SYSTEM-WIDE IND:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** WIASRD #332: Date of first intensive service.  
WIASRD #333: Date of first training service  
WIA annual report: the programs & activities in which registrants are enrolled, and the length of time that registrants are engaged in such programs and activities (WIA section 185(d)(1)(B)).

**DESCRIPTION:**

This field records when the service ended.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

This date is used to indicate when a registrant started ended one of the services in the C\_SVCODE field. Service End Date for all services except Follow-up must be on or before exit date

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** No.  
WIA annual report: the programs & activities in which registrants are enrolled, and the length of time that registrants are engaged in such programs and activities (WIA section 185(d)(1)(B)).

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services  
Youth: All youth; all services

**SYSTEM-WIDE IND:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the OCCUPATIONAL code of the training services received by adults and dislocated workers.

**DETAIL:**

Enter the occupational code that best describes the training occupation for adults and dislocated workers who received on-the-job training or occupational skills training and youth that received employment services related to a specific occupation. If the registrant received classroom occupational skills training, the OCCUPATIONAL code that best describes the training should be recorded. If training was provided for more than one occupation, record the code for the last significant occupational training.

The occupation code should be reported for individuals receiving occupational skills training, on-the-job training or youth employment services, if appropriate. If no specific occupational skills training was received, record 9999999999.

**TECHNICAL:** 10 bytes, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD #339

**WIA PROGRAMS/SERV.:** Adults & dislocated workers who receive training services.  
Youth (19-21) who receive employment services related to a specific occupation.

**SYSTEM-WIDE IND:**

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:**

**REFERENCE:**



**DESCRIPTION:**

This field records the TYPE of Occupational Classification code used in the c\_SVOES field

Leave this field blank if c\_svoes is blank.

1 = 6 Digit SOC Code (Standard Occupational Classification)

2 = 8 Digit O\*NET 3.0 Code

3 Not Used

4 Not Used

5 = 5 Digit OES Code

6 = 5 or 6 Digit o\*NET98 Code

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Dislocated worker program: core (beyond self-service and informational),  
intensive & training services  
Adults & Youth: No

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE :** None

**DESCRIPTION:**

This field records types of public assistance the registrant is receiving.

- 01 Temporary Assistance to Needy Families (TANF)
- 02 General Assistance (GA – state/local assistance)
- 03 Refugee Cash Assistance (RCA)
- 04 Supplemental Security Income (SSI – SSA Title XVI)
- 05 Food Stamps (Food Stamp Act of 1997)

**DETAIL:**

- TANF** Include registrants who are receiving TANF or are a member of a family that is receiving TANF. Also include registrants who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.
- GA, RCA and SSI** Include all registrants who are receiving cash assistance from any of these sources.
- Food Stamps** Include all registrants who are receiving assistance from the Food Stamp program or who received assistance any time in the six months prior to application.

- TECHNICAL:** 2 bytes, alphanumeric
- WIASRD REQUIRED:** Yes. WIASRD Items 120 (TANF); 121 (GA, RCA, SSI)
- WIA PROGRAMS/SERV.:** Adults: intensive & training services  
Youth: all youth; all services
- SYSTEM-WIDE IND:** No.
- EO REQUIRED:** No.
- SIS/PRISM REQUIRED:** No.
- REFERENCE:** None.

**DESCRIPTION:**WIA Title I-B Program:

This field records goals set for youth ages 14 to 18 for the youth skill attainment goal performance measure.

- 01 Basic skills goals. (Must be 1<sup>st</sup> goal if youth assessed as basic skills deficient.)
- 02 Occupational skills goals
- 03 Work readiness skills goals

Statewide Measure:

If setting a basic skills goal for older youth, adults and dislocated workers under the System-wide performance measures, use the same codes. This data element is used only when the Title I-B provider carries out the basic skills instruction.

**DETAIL:**WIA Title I-B Program:

See CCWD Policy 589-30.4 for complete details on the younger youth skill attainment goals.

System-wide Performance:

Record goals for older youth (19-21), adults and dislocated workers for whom an increase in basic skills is a goal. NOTE: This data element is used only when the Title I-B provider carries out the basic skills instruction.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 2 bytes, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item 625.  |
| <b>WIA PROGRAMS/SERV.:</b> | Youth: Ages 14 to 18 only; all services  |
| <b>SYSTEM-WIDE IND.:</b>   | Yes. This field will be used for adults, dislocated workers, and older youth (19-21) who have basic skills goals set for them and whose basic skills instruction is being carried out by the Title I-B provider. |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | Yes.   |
| <b>REFERENCE:</b>          | CCWD policy 589-30.4; WIA Section 136(b)(2)(A)(ii)(I); TEGL 7-99.<br>See Appendix for System-wide measures   |

**DESCRIPTION:**WIA Title I-B Program:

This field records the date a skill attainment goal is set for younger youth (14-18)

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

NOTE: If a youth is basic skills deficient, then a basic skills goal must be the first goal set. The date of the basic skills goal must be the same as the date of registration.

System-wide indicators:

This field records the date a basic skills goal is set for older youth (19-21), adults and dislocated workers. This data element is used only when the Title I-B provider carries out the basic skills instruction.

**DETAIL:**WIA Title I-B Program:

If a youth has more than one goal set for the same type of skill attainment area (e.g., more than one basic skills goal), then each of these goals must have a different "set" date. For example, if two basic skills goals are set for a youth on the same day, one goal must be entered on that day and the second goal must be entered the day after.

System-wide indicators:

Same instructions as above. This data element is used only when the Title I-B provider carries out the basic skills instruction.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 8 bytes, date  |
| <b>WIASRD REQUIRED:</b>    | WIASRD Item #626 (goal 1); 630 (goal 2); 634 (goal 3)  |
| <b>WIA PROGRAMS/SERV.:</b> | Younger youth (14-18) only   |
| <b>SYSTEM-WIDE IND.:</b>   | Yes – for all older youth (19 to 21), adults and dislocated workers for whom a goal is set for basic skills and whose basic skills instruction is being carried out by the Title I-B provider. |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | No.  |
| <b>REFERENCE:</b>          | CCWD Policy 589-30.4.<br>See Appendix for System-wide Indicators   |

**DESCRIPTION:**WIA Title I-B Program:

This field records the goal outcomes for younger youth skill attainment goals.

- |   |                             |
|---|-----------------------------|
| 1 | Attained.                   |
| 2 | Set, but not attained       |
| 3 | Set, but attainment pending |
| 4 | Set, but cancelled          |
| 9 | Hold                        |

NOTE: The "Set, but attainment pending" code cannot be used after exit. The goal status (attained) should be entered when attained. Set, but not attained should be entered when a youth exits the program.

System-wide Performance:

Use the same codes for older youth (19-21), adults and dislocated workers who have attained basic skill goals. This data element is used only when the Title I-B provider carries out the basic skills instruction.

**DETAIL:**

Younger youth may have only three goal attainments within a year. If the youth is basic skills deficient the first goal must be a basic skills goal. The first goal must be the date of registration. See CCWD Policy 589-30.4 for younger youth skill attainment guidelines.

- 1 Goal attained: Attainment of a goal is to be based on individual assessments using widely accepted & recognized measurement/assessment techniques.
- 2 Goal set, but not attained: Goals not attained include goals whose anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set.
- 3 Goal set, but attainment pending: Includes goals that have not been attained, but have anniversary dates that have not been reached.
- 4 Goal set, but cancelled: If a goal is set, but cancelled, the circumstances for the cancellation must be documented in the registrant's file. Goals may be cancelled only when it is subsequently determined that the goal was not appropriate for the youth.
- 9 Hold: The participant has been placed in a hold status and the goal will not be attained within the one-year deadline for goal attainment. The circumstances of any gaps in service must be documented in the participant's file. When the hold status is removed, the goal status must be changed to "3-set, but attainment pending" and a new goal completion target date must be entered into D\_GLTARGDT. In setting the new target date, the amount of time previously used for the attainment of this goal must be taken into account and the new target date set for the time remaining to add up to one year for attaining the goal.

System-wide Performance:

Use the same codes for older youth (19-21), adults and dislocated workers who have basic skills attainment goals. This data element is used only when the Title I-B provider carries out the basic skills instruction.

**TECHNICAL:**

1 byte, alphanumeric

**WIASRD REQD:**

Yes. WIASRD Item 627 (goal 1); 631 (goal 2); 635 (goal 3)

**WIA PROGRAMS/SERV.:**

Younger youth (14-18) only.

**SYSTEM-WIDE IND.:**

Yes – for all older youth (19-21), adults and dislocated workers for whom a basic skills goal is set and whose basic skills instruction is being carried out by the Title I-B provider.

**EO REQUIRED:**

No.

**SS/PRISM REQUIRED:**

No.

**REFERENCE:**

CCWD Policy 589.30-4.

See Appendix for System-wide Performance Indicators

**DESCRIPTION:**

This field records the date the younger youth skill attainment goal was attained.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**WIA Title I-B Program:

If a youth attains more than one goal for the same type of skill attainment area (e.g., more than one basic skills goal), then each of these goals must have a different outcome date. For example, if two basic skills goals are achieved for a youth on the same day, one goal must be entered on that day, and the second goal must be entered the day after.

A goal must be attained within one year of its set date. If the goal was set but not attained (goal was on hold) and the attainment date is more than one year from the set date, the reason for the hold must be documented in the individual's file.

System-wide Performance:

Use the same codes for older youth (19-21), adults and dislocated workers who have attained skill attainment goals. This data element is used only when the Title I-B provider carries out the basic skills instruction.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 8 bytes, date  |
| <b>WIASRD REQUIRED:</b>    | Yes. Items 628 (goal 1); 632 (goal 2); 636 (goal 3)  |
| <b>WIA PROGRAMS/SERV.:</b> | Younger youth (14-18) only.  |
| <b>SYSTEM-WIDE IND.:</b>   | Yes – for all older youth (19-21), adults and dislocated workers for whom a basic skills goal was set and whose basic skills instruction is being carried out by the Title I-B provider. |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | No.  |
| <b>REFERENCE:</b>          | CCWD Policy 589-30.4<br>See Appendix for System-wide Performance Indicators  |

**DESCRIPTION:**

This field records the target completion date for attainment of the younger youth skill attainment goal when the youth's goal has been put on hold.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**WIA Title I-B Program:

The participant has been placed in a hold status and the goal will not be attained within the one-year deadline for goal attainment. The circumstances of any gaps in service must be documented in the participant's file.

When the hold status is removed, the goal status must be change to "3-set, but attainment pending" (see C\_GLOUTCOM) and a new goal completion target date must be entered into D\_GLTARGDT. In setting the new target date, the amount of time previously used for the attainment of this goal must be taken into account and the new target date set for the time remaining to add up to one year for attaining the goal.

System-wide Performance:

Use the same codes for older youth (19-21), adults and dislocated workers who basic skill attainment goals. This data element is used only when the Title I-B provider carries out the basic skills instruction.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 8 bytes, date  |
| <b>WIASRD REQUIRED:</b>    | Yes. Items 628 (goal 1); 632 (goal 2); 636 (goal 3)  |
| <b>WIA PROGRAMS/SERV.:</b> | Younger youth (14-18) only.  |
| <b>SYSTEM-WIDE IND.:</b>   | Yes – for all older youth (19-21), adults and dislocated workers for whom a basic skills goal was set and whose basic skills instruction is being carried out by the Title I-B provider. |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | No.  |
| <b>REFERENCE:</b>          | CCWD Policy 589-30.4<br>See Appendix for System-wide Performance Indicators  |

**DESCRIPTION:**

This field records the outcomes for registrants who have exited from WIA services.

**DETAIL:****Younger Youth (WIASRD #675):**

Record the primary activity the youth entered within 1 quarter of exit.

- 311 **Entered Advanced Training by the end of the 1<sup>st</sup> quarter after exit:** Advanced training is an occupational skills employment/training program, not funded under WIA Title I that does not duplicate training received under WIA Title I. Training that leads to an academic degree (e.g., AA, AS, BA, BS) should be categorized as post-secondary education and not reported as advanced training. Advanced training may be provided by a One-Stop partner following the exit of the registrant from WIA. Advanced training does not include training funded partially or wholly with WIA funds. An example of advanced training is a community college program that does not lead to an advanced degree. Entered advanced training should only be recorded if the youth started to attend classes.
- 312 **Entered Postsecondary Education by the end of the 1<sup>st</sup> quarter after exit:** Post-secondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as postsecondary education. Entered postsecondary education should only be recorded if the youth started to attend classes.
- 313 **Entered Military Service within 1 quarter of exit:** This should be recorded only if the individual entered military service (i.e., reported for active duty.)
- 314 **Entered a qualified apprenticeship within 1 quarter of exit:** This should only be recorded if the youth entered a qualified apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship & Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential.
- 315 **Entered unsubsidized employment within 1 quarter of exit:** Unsubsidized employment is any employment, including self-employment, not financed by either funds provided under the WIA or by direct wage subsidies provided by any type of public funds. The youth should be considered as employed if wage records for the quarter after exit show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit.

Entry into these activities may be determined through information obtained from the registrant during case management and follow-up services, administrative records (including wage records, where appropriate), surveys of registrants, and other similar methods. If the youth qualifies for several of these placement outcomes, record the primary outcome. For example, if the youth enters full time postsecondary education and has a part time job, record "postsecondary education."

**Older Youth (WIASRD #624 & 623).** Record the primary activity that the older youth was in at any time during the third quarter after exit:

- 321 **In advanced training at any time during the 3<sup>rd</sup> quarter after exit:** See definition of advanced training in 311 above.



- 322 In postsecondary education at any time during the 3<sup>rd</sup> quarter after exit:** See definition of postsecondary education in 312 above.
- 323 In advanced training at any time during the 1<sup>st</sup> quarter after exit:** See definition of advanced training in 311 above.
- 324 In postsecondary education in the 1<sup>st</sup> quarter after exit:** see definition of postsecondary education in 312 above.

**Younger Youth Attainment of Secondary School Diploma/GED (WIASRD #673).** Record the applicable outcome.

- 411 Attained a secondary school diploma during enrollment or by the end of the 1<sup>st</sup> quarter after exit.** The youth attained a secondary (high school) diploma recognized by the State during enrollment or by the end of the first quarter after exit. Also include successful completion of an Individual Education Program (IEP) for youth with disabilities.
- 412 Attained a GED or high school equivalency diploma during enrollment or by the end of the 1<sup>st</sup> quarter after exit:** The youth attained a GED or high school equivalency diploma recognized by the State during enrollment or by the end of the first quarter after exit.
- 413 Attending secondary school at exit:** The youth exited WIA services but was still attending secondary school at exit.

**Adult, Dislocated Worker, Older Youth (WIASRD #621)** These outcomes must be attained during participation or by the end of the third quarter after exit.

- 451 Attained high school diploma/equivalency/GED by end of 3<sup>rd</sup> quarter after exit.**
- 452 Attained AA or AS Diploma/Degree by the end of the 3<sup>rd</sup> quarter after exit.**
- 453 Attained BA or BS diploma/degree by the end of the 3<sup>rd</sup> quarter after exit.**
- 454 Attained occupational skills license by the end of the 3<sup>rd</sup> quarter after exit**
- 455 Attained occupational skills certificate or credential by the end of the 3<sup>rd</sup> quarter after exit.**
- 456 Other credential by the end of 3<sup>rd</sup> quarter after exit.**

A credential is defined as any nationally recognized degree or certificate or a State/locally recognized credential. Credentials include postsecondary degrees, recognized skill standards, licensure, apprenticeship or industry recognized certificates. This information may be collected through: (1) case management; follow-up services; and surveys of a registrant to determine that the individual received a credential; or (2) through record sharing and/or automated record matching with administrative/other databases to determine that the individual has received a credential. If it is collected through record matching, the field will be filled in by the State.

**Younger Youth Retention Information (WIASRD #676) (See 311 through 315 above for definitions):** Record the primary activity that the youth was in at any time during the third quarter after exit.

- 511 In postsecondary education at any time during the 3<sup>rd</sup> quarter after exit.**
- 512 In advanced training at any time during the 3<sup>rd</sup> quarter after exit.**
- 513 In military service at any time during the 3<sup>rd</sup> quarter after exit.**
- 514 In a qualified apprenticeship at any time during the 3<sup>rd</sup> quarter after exit.**
- 515 In unsubsidized employment at any time during the 3<sup>rd</sup> quarter after exit. (Use this code if employment is verified through supplemental data.)**

Participation in these activities may be determined through information obtained from the registrant during case management and follow-up services, administrative records (including wage records, where appropriate), surveys of registrants, and other similar methods. If the youth qualifies for several of these placement outcomes, record the primary outcome. For example, if the youth enters full time postsecondary education and has a part time job, record "postsecondary education."

**TECHNICAL:** 3 bytes, alphanumeric

**WIASRD REQUIRED:** Yes. See above.

**SYSTEM-WIDE IND.:** Yes

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:**

**DESCRIPTION:**

This field records the date the outcome recorded in C\_OUTCOME was attained.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

Record the date the outcome was attained.

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** Yes. WIASRD Item #674.

**WIA PROGRAMS/SERV.:** As applicable.

**SYSTEM-WIDE IND.:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** Yes.

**REFERENCE:**

**DESCRIPTION:**

This field records the barriers to employment that affect the registrant.

- |    |  |
|----|--|
| 01 | Limited English Proficiency                      |
| 02 | Single Parent                                    |
| 03 | Referred by Worker Profiling (WPRS)              |
| 04 | Offender   |
| 05 | Displaced Homemaker                              |
| 06 | Homeless and/or Runaway Youth                    |
| 07 | Pregnant or Parenting Youth                      |
| 08 | Youth who needs Additional Assistance            |
| 09 | Lack child/adult dependent care                  |
| 10 | Lack technical/vocational skills                 |
| 11 | Youth with serious barriers                      |
| 12 | Disabled/Handicapped                             |
| 13 | Disabled/Handicapped and a Barrier to Employment |

**DETAIL:**

- 01 Limited English Proficiency (WIASRD #116) – Adults & dislocated workers in intensive and training services; all youth:** An individual who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.
- 02 Single Parent (WIASRD #117) – Adults & dislocated workers in intensive and training services; all youth:** A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.
- 03 Referred by WPRS (WIASRD #118) - Adults & dislocated workers in intensive and training services; all youth:** An individual referred by the Worker Profiling and Reemployment Services system.
- 04 Offender (WIASRD #127) – All youth:** An individual who: (1) is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (2) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- 05 Displaced Homemaker (WIASRD #124) – Dislocated workers in core, intensive and training services:** An individual who has been providing unpaid services to family members in the home and who: (1) has been dependent on the income of another family member but is no longer supported by that income; and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- 06 Homeless and/or Runaway Youth (WIASRD #126) – All youth:** An individual who lacks a fixed, regular, adequate night time residence; and any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also includes a runaway youth. NOTE: Does not include a person

imprisoned or detained under an Act of Congress or State law. This is used as one of the 5 percent window exceptions to the minimum income criteria.

- 07 Pregnant or Parenting Youth (WIASRD #128) – All youth:** An individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18. This is used as one of the 5 percent window exceptions to the minimum income criteria.
- 08 Youth Who Needs Additional Assistance (WIASRD #129) – All youth:** A youth, aged 14-21, who requires additional assistance to complete an educational program, or to secure and hold employment as defined by local policy.
- 09 Lack Child/Adult Dependent Care - Adults and dislocated workers receiving intensive and training services; all youth:** The individual perceives that a lack of available or affordable child or dependent care represents a barrier to obtaining employment or employment-related services.
- 10 Lack Technical/Vocational Skills – Adults and dislocated workers receiving intensive and training services:** The lack of technical or vocational skills as evidenced by the absence of: (1) a two year (or greater) degree; (2) completion of any prior technical or vocational training; or (3) substantial work experience within a single technical/vocational occupation.
- 11 Youth With Serious Barriers – all youth:** To be defined by the local board in accordance with Section 129(c)(5). This is used as one of the 5 percent window exceptions to the minimum income criteria.
- 12 Disabled/Handicapped (WIASRD #104) – This is an EO requirement for all registrants:** An individual with a disability means an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102). This field is for any individual who has a physical or mental impairment that substantially limits one or more of such person’s major life activities, or has a record of such an impairment, or is regarded as having such an impairment.
- 13 Disabled/Handicapped and a Barrier to Employment (WIASRD #104) - This is an EO requirement for all registrants:** An individual with a disability means an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102). This field is for any individual who has a physical or mental impairment that for such individual constitutes or results in a substantial impediment to employment.

**TECHNICAL:** 2 bytes, alphanumeric

**WIASRD REQUIRED:** Yes (See above)

**WIA PROGRAMS/SERV.:** See above

**SYSTEM-WIDE IND:** No.

**EO REQUIRED:** Yes - #12 & #13

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the name of the basic skills test taken by the registrant.

**DETAIL:**

- 1 ~~Adult Basic Learning Examination (ABLE)~~
- 2 ~~DOL Workplace Literacy Test (DOLL-WLT)~~
- 3 ~~Adult Literacy Test (ALT)~~
- 4 ~~Armed Forces Qualifying Test (AFQT)~~
- 5 ~~Basic Occupational Literacy Test (BOLT)~~
- 6 ~~California Achievement Test (CAT)~~
- 7 ~~Career Ability Placement Survey (CAPS)~~
- 8 CASAS Appraisal
- 9 CASAS Survey Achievement Tests
- 10 ~~General Aptitude Test Battery (GATB)~~
- 11 ~~Iowa Test of Basic Skills (ITBS)~~
- 12 ~~Metropolitan Achievement Test (MAT)~~
- 13 ~~Reading Job Corps Screening Test (RJCST)~~
- 14 Tests of Adult Basic Education (TABE) (Cannot be used for adults/dislocated workers)
- 15 ~~Wide Range Achievement Test (WRAT)~~
- 16 Other
- 17 TABE Locator (Cannot be used for adults/dislocated workers)
- 18 WorkKeys
- 19 BEST
- 20 ACT Compass

**TECHNICAL:** 5 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Younger youth (14-18)

**SYSTEM-WIDE IND:** Yes. All older youth (19-21), adults, dislocated workers for whom basic skills improvement is a goal. This data element is used only when the Title I-B provider carries out the basic skills instruction.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:**

**DESCRIPTION:**

Record the test score for the basic skills test taken by the registrant.

**DETAIL:**

The test score prior to receiving remedial services should be entered and the test score when the basic skills goal has been attained is entered after receiving remedial services.

**TECHNICAL:** 4.1 bytes, numeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Younger youth (14-18)

**SYSTEM-WIDE IND:** Yes. All older youth (19-21), adults, dislocated workers for whom basic skills improvement is a goal. This data element is used only when the Title I-B provider carries out the basic skills instruction.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** See Appendix for System-wide Performance indicators.

**DESCRIPTION:**

This field records the type of basic skills test taken by the registrant.

- 1 Math
- 2 Reading
- 3 Listening
- 4 Speaking
- 5 Writing

**DETAIL:**

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Younger youth (18-21)

**SYSTEM-WIDE IND.:** Yes. All older youth (19-21), adults, dislocated workers for whom basic skills improvement is a goal. This data element is used only when the Title I-B provider carries out the basic skills instruction.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** See Appendix for System-wide Performance Indicators

**DESCRIPTION:**

Date the basic skills test was taken by the registrant.

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

This date is used to indicate the date of the test.

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Younger youth (14-18)

**SYSTEM-WIDE IND.:** Yes. All older youth (19-21), Adults, dislocated workers for which basic skills improvement is a goal. This data element is used only when the Title I-B provider carries out the basic skills instruction.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** See Appendix for System-wide Performance Indicators.



**DESCRIPTION:**

This field records the other agencies from which a registrant has received services during his/her participation in the WIA Title I-B program..

**DETAIL:**

Local areas have the opportunity to track and report on services that WIA Title I-B registrants receive from partner programs. While tracking and reporting services, is optional, it can be advantageous because receipt of tracked partner services can be used to avoid “soft” exits under WIA Title I-B. For example, an individual might be registered for WIA Title I-B and receive some services and go on to receive adult literacy services from WIA Title II. If WIA Title II services are not tracked, the exit date occurs when WIA Title I-B services are finished. If WIA Title II services are tracked and reported, then (a) the individual is defined as an exiter from WIA Title I-B if there are neither WIA Title I-B nor WIA Title II services for 90 days and (2) the exit date is the last date on which either WIA Title I-B services or WIA Title II services were received.

*What partner services may be tracked and reported?* Record only those programs that fund activities coordinated with the individual’s WIA Title I-B activities, possibly through a formal enrollment, by inclusion in the individual’s WIA service plan or through follow-up services. Do not report partner services that the individual obtains on his/her own or that are not coordinated with the individual’s WIA Title I-B activities.

*Can all partner services be used to extend the exit date?* The only partner services that can extend the exit date are those services that would extend the exit date if they were funded by WIA Title I-B. These include services that would qualify under WIA as core services (other than self-service/informational), intensive services, training services, or youth activities (except for follow-up services.) They also include similar employment & training activities, such as Adult Literacy Training. They do not include services that provide income support (e.g., Food Stamps, TANF grants, Unemployment Compensation.) Services should be recorded cumulatively. An entry should be made for each source of service. Partner services received before WIA registration may be reported if known. Do not report sources that funded only core services classified as informational or self-service.

NOTE: When partner services are tracked and reported, receipt of partner services can be counted just like WIA services when determining the exit date.

Record all that apply (WIASRD Item in parentheses):

- 01 Adult Education (314) – WIA Title II
- 02 Job Corps (315) – WIA Title I-C
- 03 Migrant & Season Farm Worker (316) – WIA Title I-C, Section 167
- 04 Native American Programs (317) – WIA Title I-D, Section 166
- 05 Veterans’ Programs (318) – Services provided by DVOP/LVER (WIA section 121(b)(1)(B)(ix)) or provided services under WIA section 168
- 06 Trade Adjustment Act (319) – Services funded by TAA (WIA 121(b)(1)(B)(viii))
- 07 NAFTA-TAA (320) – Services funded by NAFTA-TAA (WIA 121(b)(1)(B)(viii))
- 08 Vocational Education (321) – Services funded by Carl D. Perkins Vocational & Applied Technology Education Act (20 U.S.C. 2471) (WIA 121(b)(1)(B)(vii))
- 09 Vocational Rehabilitation (322) – Programs authorized under parts A & B of Title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.) WIA Title IV & section 121(b)(1)(B)(iv)
- 10 Wagner-Peyser Act (323) – Services funded under Wagner-Peyser (29 USC 49 et seq.) WIA Section 121(b)(1)(B)(ii)
- 11 Welfare-to-Work (324) – See 20 CFR Part 645 (WIA section 121(b)(1)(B)(v))

- 12 Employment & Training Programs (Community Services Block Grant Act) (325) – 42 USC 9001 et seq. (WIA section 121(b)(1)(x))
- 13 Employment & Training Programs (Dept. of Housing & Urban Development) (326) – Employment & training services funded by HUD (WIA 121(b)(1)(x))
- 14 Unemployment Compensation
- 15 Other non-WIA programs (329) – Any non-WIA program not listed above that provided the individual with services authorized under WIA Record only those programs that fund activities coordinated with the individual's WIA title I activities, possibly through a formal coenrollment, by inclusion in the individual's WIA service plan, or through follow-up services.
- 16 Title V Activities (327) – Title V of the Older Americans Act of 1965 (42 USC 3056 et seq.) (WIA Section 121(b)(1)(B)(vi))
- 17 Employment and Training Programs related to Food Stamps (328) – The individual receives employment and training services from the Food Stamps program or was referred by the Food Stamps program to WIA for employment and training services. (WIA section 121(b)(2)(B)(iii)).  
NOTE: This item is not intended to record receipt of Food Stamps.

**TECHNICAL:** 2 bytes, alphanumeric

**WIASRD REQUIRED:** Optional. ( WIASRD Items are in parenthesis above)

**WIA PROGRAM/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services  
Youth: all youth; all services

**SYSTEM-WIDE IND.:**

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** Training & .Employment Guidance Letter 7-99, Section 6.

**DESCRIPTION:**

**DETAIL:**

Present in WDMASTER and WDCLT Tables

**TECHNICAL:** 19 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** All registrants; all services

**SYSTEM-WIDE INDICATORS:**

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

**DETAIL:**

Present in all tables except WDMASTER.

**TECHNICAL:** 19 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** All registrants; all services.

**SYSTEM-WIDE IND.:**

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

The format is MM/DD/YYYY. The day must be 01 - 31, the month must be 01 -12.

**DETAIL:**

This is the date a record is deleted.

**TECHNICAL:** 8 bytes, date

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** All registrants; all services.

**SYSTEM-WIDE IND.:**

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the OCCUPATIONAL code for the registrant's employment at exit.

**DETAIL:**

The occupational code that best describes the individual's employment. The occupation code should be reported if an occupation code was obtained for the job.

**TECHNICAL:** 10 bytes, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 603.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the TYPE of Occupational Classification code used in the c\_termoes field

Leave this field blank if c\_termoes is blank.

1 = 6 Digit SOC Code (Standard Occupational Classification)

2 = 8 Digit O\*NET 3.0 Code

3 Not Used

4 Not Used

5 = 5 Digit OES Code

6 = 5 or 6 Digit o\*NET98 Code

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Dislocated worker program: core (beyond self-service and informational), intensive & training services  
Adults & Youth: No

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE :** None

**DESCRIPTION:**

This field records the Standard Industrial Code for the industry of the registrant's employment at exit.

**DETAIL:**

The standard industry classification code that best describes industry of the individual's employment at exit. The SIC code should be reported if a SIC code was obtained for the job.

**TECHNICAL:** 6 bytes, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.



**DESCRIPTION:**

This field records the TYPE of Industrial Classification code used in the c\_termsic field

Leave this field blank if c\_termsic is blank.

1 = SIC Code (Standard Industry Classification)

2 = NAICS code (North American Industry Classification System)

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Dislocated worker program: core (beyond self-service and informational),  
intensive & training services  
Adults & Youth: No

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE :** None

**DESCRIPTION:**

This field records the hourly wage at exit for those who entered employment.

**DETAIL:**

Record the hourly wage.

**TECHNICAL:** 6 bytes, numeric (999.99)

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

Enter the number of hours in a week that the registrant will be working.

**DETAIL:**

**TECHNICAL:** 4 bytes, numeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:**

**DESCRIPTION:**

This field records whether the employment is related to the training received by the registrant.

- 1 Yes
- 2 No
- 8 Training did not impart job-specific skills
- 9 Relationship of employment to training cannot be determined.

**DETAIL:**

Training-related employment is employment in which the individual uses a substantial portion of the skills taught in the training received by the individual. Leave blank if the individual did not receive training services. Code 8 may be used for training that did not impart job-specific skills, such as job readiness training.

- TECHNICAL:** 1 byte, alphanumeric
- WIASRD REQUIRED:** Yes. WIASRD Item #605
- WIA PROGRAMS/SERV.:** Adults & dislocated workers: training services only  
Youth: older (19-21) youth only; all services
- SYSTEM-WIDE IND.:** No.
- EO REQUIRED:** No.
- SIS/PRISM REQUIRED:** No.
- REFERENCE:** None.

**DESCRIPTION:**

This field records the method used to determine the registrant's employment is related to the training received by the registrant.

- 1 Comparison of the occupation codes between the training activity and the job.
- 2 Comparison of the industry of employment with the occupation of training using an appropriate crosswalk.
- 3 Other appropriate method.

**DETAIL:**

Training-related employment may be determined by any appropriate method or methods selected by the State, including comparison of the occupation of employment with the occupation of training, comparison of the industry of employment with the occupation of training using valid crosswalks, by a comparison of the job's activities with the skills taught in the training program, or other method.

|                            |  |
|----------------------------|--|
| <b>TECHNICAL:</b>          | 1 byte, alphanumeric   |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item #606  |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: training services only<br>Youth: older (19-21) youth only; all services |
| <b>SYSTEM-WIDE IND.:</b>   | No.  |
| <b>EO REQUIRED:</b>        | No.  |
| <b>SIS/PRISM REQUIRED:</b> | No.  |
| <b>REFERENCE:</b>          | None.  |

**DESCRIPTION:**

This field records whether the registrant is placed in a nontraditional employment occupation at the time of exit. The system will automatically fill this element, but the user can overwrite the system recommendation.

- 1 Yes
- 2 No

**DETAIL:**

Employment in an occupation or field of work for which individuals of the registrant's gender comprise less than 25% of the individuals employed in such occupation or field of work (WIA section 101(26)). Nontraditional employment can be based on either local or national data. Both males and females can be in nontraditional employment. See Appendix D of the WIASRD for a national list of nontraditional occupations.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 607.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** Section 101(26) of the WIA  
Appendix D of the WIASRD (Appendix A of the MIS Manual)

**DESCRIPTION:**

This field records whether the registrant was employed in the first quarter after the exit.

- 1 Yes
- 2 No
- 3 Exited, but employment information not available

**DETAIL:**

**Use this field for recording supplemental data within 30 days after being notified that the registrant cannot be found in the UI wage records.**

The individual is considered as employed if wage records for the quarter after the exit quarter show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit.

If the exiter is not found in the wage records, supplemental data may be used. See Source of Supplemental Data C\_FUSOURC1.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 601.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services.

**SYSTEM-WIDE IND.:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the type of supplemental data used to document employment during the first quarter after the exit quarter.

- 1 Case management, follow-up services, surveys of participants and/or verification with the Employer
- 2 Record sharing and/or automated record matching with administrative records

**DETAIL:**

**Use this field for recording supplemental data within 30 days after being notified that the registrant cannot be found in the UI wage records.**

Leave this item blank if wage records were used to report data in "Employed Quarter After Exit – C\_FUEMPL1." While the majority of employment will be "covered" in the UI wage records, certain types of employers and employees are excluded by Federal standards or are not covered under Oregon's UI law. "Non-covered" employment may include Federal employment, postal service, military, railroad, self-employment, some agricultural employment, and employment where earnings are primarily based on commission. At this time, out-of-state employment also will not be accessible through wage records. Examples of acceptable supplemental data are: Case management, follow-up services, and surveys of participants to determine that the participants are employed.

The State will pursue record sharing and/or automated record matching with other employment and administrative databases and with other states.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 1 byte, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item 602.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.<br>Youth: older (19-21) youth only; all services. |
| <b>SYSTEM-WIDE IND.:</b>   | No.   |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | No.   |
| <b>REFERENCE:</b>          | None.   |



**DESCRIPTION:**

This field records the OCCUPATIONAL code for the registrant's employment at any time up to the end of the first quarter after the exit quarter.

**DETAIL:**

**Use this field for recording supplemental data within 30 days after being notified that the registrant cannot be found in the UI wage records.**

The occupational code that best describes the individual's employment. The occupation code should be reported if an occupation code as obtained for the job.

**TECHNICAL:** 10 bytes, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 603.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services.

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the TYPE of Occupational Classification code used in the c\_fuoec field

Leave this field blank if c\_fuoec is blank.

1 = 6 Digit SOC Code (Standard Occupational Classification)

2 = 8 Digit O\*NET 3.0 Code

3 Not Used

4 Not Used

5 = 5 Digit OES Code

6 = 5 or 6 Digit o\*NET98 Code

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** No.

**WIA PROGRAMS/SERV.:** Dislocated worker program: core (beyond self-service and informational),  
intensive & training services  
Adults & Youth: No

**SYSTEM-WIDE IND:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE :** None

This field records whether the registrant was employed in the third quarter after the exit quarter.

- 1 Yes
- 2 No
- 3 Exited, but employment information not available

**DETAIL:**

**Use this field for recording supplemental data within 30 days after being notified that the registrant cannot be found in the UI wage records.**

The individual is considered as employed if wage records for the third quarter after the exit quarter show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit.

If the exiter is not found in the wage records, supplemental data may be used. See Source of Supplemental Data C\_FUSOURC3.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 608.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services

**SYSTEM-WIDE IND.:** No.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the type of supplemental data used to document employment during the third quarter after the exit quarter.

- 1 Case management, follow-up services, surveys of participants and/or verification with the Employer
- 2 Record sharing and/or automated record matching with administrative records

**DETAIL:**

**Use this field for recording supplemental data within 30 days after being notified that the registrant cannot be found in the UI wage records.**

Leave this item blank if wage records were used to report data in “Employed Third Quarter After Exit – C\_FUEMPL3.” While the majority of employment will be “covered” in the UI wage records, certain types of employers and employees are excluded by Federal standards or are not covered under Oregon’s UI law. “Uncovered” employment may include Federal employment, postal service, military, railroad, self-employment, some agricultural employment, and employment where earnings are primarily based on commission. At this time, out-of-state employment also will not be accessible through wage records. Examples of acceptable supplemental data are: Case management, follow-up services, and surveys of participants to determine that the participants are employed.

The State will pursue record sharing and/or automated record matching with other employment and administrative databases and with other states.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 1 byte, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item 609.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.<br>Youth: older (19-21) youth only; all services. |
| <b>SYSTEM-WIDE IND.:</b>   | No.   |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | No.   |
| <b>REFERENCE:</b>          | None.   |

This field records whether the registrant was employed in the fifth quarter after the exit quarter.

- 1 Yes
- 2 No
- 3 Exited, but employment information not available

**DETAIL:**

**Use this field for recording supplemental data within 30 days after being notified that the registrant cannot be found in the UI wage records.**

The individual is considered as employed if wage records for the fifth quarter after the exit quarter show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit.

If the exiter is not found in the wage records, supplemental data may be used. See Source of Supplemental Data C\_FUSOURC5.

**TECHNICAL:** 1 byte, alphanumeric

**WIASRD REQUIRED:** Yes. WIASRD Item 610.

**WIA PROGRAMS/SERV.:** Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.  
Youth: older (19-21) youth only; all services.

**SYSTEM-WIDE IND.:** Yes.

**EO REQUIRED:** No.

**SIS/PRISM REQUIRED:** No.

**REFERENCE:** None.

**DESCRIPTION:**

This field records the type of supplemental data used to document employment during the fifth quarter after the exit quarter.

- 1 Case management, follow-up services, surveys of participants and/or verification with the Employer
- 2 Record sharing and/or automated record matching with administrative records

**DETAIL:**

**Use this field for recording supplemental data within 30 days after being notified that the registrant cannot be found in the UI wage records.**

Leave this item blank if wage records were used to report data in "Employed Fifth Quarter After Exit – C\_FUEMPL5." While the majority of employment will be "covered" in the UI wage records, certain types of employers and employees are excluded by Federal standards or are not covered under Oregon's UI law. "Uncovered" employment may include Federal employment, postal service, military, railroad, self-employment, some agricultural employment, and employment where earnings are primarily based on commission. At this time, out-of-state employment also will not be accessible through wage records. Examples of acceptable supplemental data are: Case management, follow-up services, and surveys of participants to determine that the participants are employed.

The State will pursue record sharing and/or automated record matching with other employment and administrative databases and with other states.

|                            |   |
|----------------------------|---|
| <b>TECHNICAL:</b>          | 1 byte, alphanumeric  |
| <b>WIASRD REQUIRED:</b>    | Yes. WIASRD Item 611.   |
| <b>WIA PROGRAMS/SERV.:</b> | Adults & dislocated workers: core (beyond self-service/informational), intensive & training services.<br>Youth: older (19-21) youth only; all services. |
| <b>SYSTEM-WIDE IND.:</b>   | No.   |
| <b>EO REQUIRED:</b>        | No.   |
| <b>SIS/PRISM REQUIRED:</b> | No.   |
| <b>REFERENCE:</b>          | None.   |