These instructions produce the retention rate, by county, by ethnic group using Access. A basic understanding of Access query design is assumed.

Prior to running queries on the workstation, ODBC (**O**pen **D**ata**B**ase **C**onnectivity) must be installed and properly configured to connect to the PRISM database (http:// URL desk manual). Microsoft Access ODBC configuration is required only once for each workstation. The connection will enable you to connect to PRISM tables needed for completing data analysis.

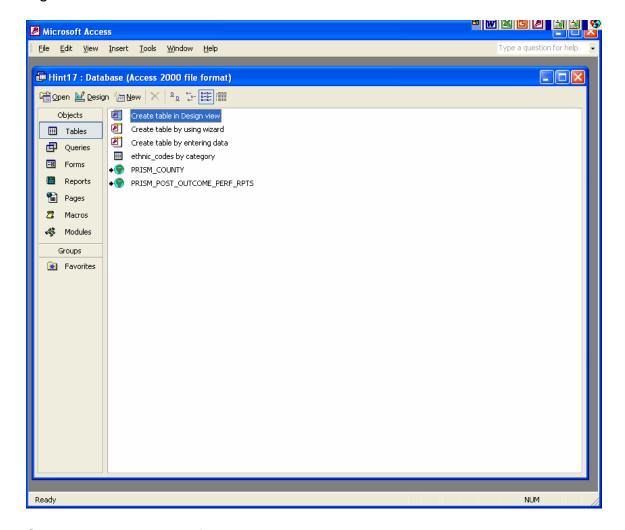
Create Access tables by linking to the following PRISM tables through ODBC.

- 1. PRISM.POST OUTCOME PERF RPTS
- 2. PRISM.COUNTY

Import the Excel ethnicity table from the PRISM website located in Helpful Hints

3. ethnic_codes by category

Figure 1



Select tables 1, 2 and 3 for the query window

Link tables: (Figure 2)

PRISM_POST_OUTCOME_PERF_RPTS.ETHNICITY to ethnic_codes by category.report_codes

PRISM.POST_OUTCOME_PERF_RPTS.COUNTY FIPS to PRISM.COUNTY.CTY

Select the following fields and criteria: (Figure 2)

PRISM.POST_OUTCOME_PERF RPTS table

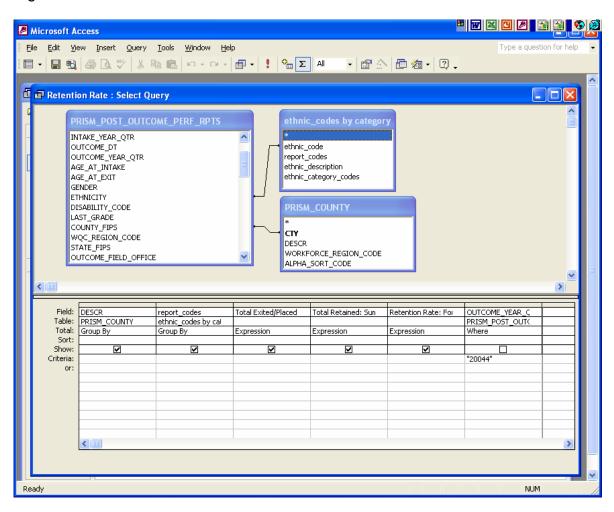
OUTCOME_YEAR_QTR: Enter any year/quarter (yyyyq) between: The earliest date – 20003 and The latest date – eight quarters prior to today's current quarter (CAF only)

UNSUBSIDIZED_PLACEMENT_YEAR_QTR: (enter the same yyyyq as above)

DESCR.PRISM_COUNTY

Report_codes.Ethnic_codes_by_category

Figure 2



Compute the retention rate using a conditional iif statement.

Total Exited/Placed:

Sum(IIf([PRISM_POST_OUTCOME_PERF_RPTS]![POST_EPISODE_EMPLO YMENT CODE]>"000",1,0))

Total Retained:

Sum(IIf([PRISM_POST_OUTCOME_PERF_RPTS!CONTINUOUS_EMPLOYM ENT_IND]="1",1,0))

Retention Rate: Format ([Total Retained]/[Total Exited/Placed], "Percent")

Run query for results: (Figure 3)

Figure 3

