

Standard Operating Procedures 3100.0

State Data Download

February 14, 2006

1. PURPOSE

State Data Download (SDD) is a feature built in the State Only section of the Local Employment Dynamics (LED) website to allow selective electronic data download of the Quarterly Workforce Indicators (QWI) and other data files. This document provides basic instructions on how to download the data files; it assumes that the user has adequate working knowledge of the QWI data files. It also provides an option to download data directly from the HyperText Transfer Protocol (HTTP) site without going through the website.

2. BACKGROUND

LED produces a set of QWI data files and distributes them quarterly to the partner states by DVD. The typical set of QWI files includes 38 compressed data files¹ in the comma separated values (csv) format; 4 text files² that describe the file layout, version, manifest, and column definitions; and one SAS program file³ for importing the data files into SAS. The complete list of postal state codes used to identify file names is given in Section 4.

SDD offers a one-stop option for authorized individuals to download some or all of these files for the most recent releases of a given partner state in the LED website located at <http://lehd.dsd.census.gov>. User names and passwords are needed to access this capability in the State Only section of the website; they are managed by designated state information technology contacts (SITCONs) and their backups⁴. A list of the designated SITCONs is provided at the entry pages of the Partners Only and State Only sections in the LED website.

SDD will also allow electronic download of other data files that may be loaded and specified for downloading.

¹ The standard file names are unique by state. For example, the file names for the state of Tennessee (postal state code tn) are qwi_tn_wia_metro_naics3_pri.csv.gz, qwi_tn_wia_sic4_all.csv.gz, qwi_tn_wia_metro_naics4_all.csv.gz, qwi_tn_wia_sic4_pri.csv.gz, qwi_tn_wia_county_naics3_all.csv.gz, qwi_tn_wia_metro_naics4_pri.csv.gz, qwi_tn_wia_wib_naics3_all.csv.gz, qwi_tn_wia_county_naics3_pri.csv.gz, qwi_tn_wia_metro_naicssec_all.csv.gz, qwi_tn_wia_wib_naics3_pri.csv.gz, qwi_tn_wia_county_naics4_all.csv.gz, qwi_tn_wia_metro_naicssec_pri.csv.gz, qwi_tn_wia_wib_naics4_all.csv.gz, qwi_tn_wia_county_naics4_pri.csv.gz, qwi_tn_wia_metro_sicdiv_all.csv.gz, qwi_tn_wia_wib_naics4_pri.csv.gz, qwi_tn_wia_county_naicssec_all.csv.gz, qwi_tn_wia_metro_sicdiv_pri.csv.gz, qwi_tn_wia_wib_naicssec_all.csv.gz, qwi_tn_wia_county_naicssec_pri.csv.gz, qwi_tn_wia_naics3_all.csv.gz, qwi_tn_wia_wib_naicssec_pri.csv.gz, qwi_tn_wia_county_sic2_all.csv.gz, qwi_tn_wia_naics3_pri.csv.gz, qwi_tn_wia_wib_sicdiv_all.csv.gz, qwi_tn_wia_county_sic2_pri.csv.gz, qwi_tn_wia_naics4_all.csv.gz, qwi_tn_wia_wib_sicdiv_pri.csv.gz, qwi_tn_wia_county_sic3_all.csv.gz, qwi_tn_wia_naics4_pri.csv.gz, qwi_tn_wia_county_sic3_pri.csv.gz, qwi_tn_wia_sic2_all.csv.gz, qwi_tn_wia_county_sicdiv_all.csv.gz, qwi_tn_wia_sic2_pri.csv.gz, qwi_tn_wia_county_sicdiv_pri.csv.gz, qwi_tn_wia_sic3_all.csv.gz, qwi_tn_wia_metro_naics3_all.csv.gz, and qwi_tn_wia_sic3_pri.csv.gz.

² The standard file names are column_definition.txt, csv_description.txt, qwipu_tn_manifest.txt, and version.txt.

³ The standard file name is sas_import.sas.

⁴ See also Standard Operating Procedures 3090.0, State Information Technology Contacts, effective December 1, 2005.

3. PROCEDURES

- a. Visit <http://lehd.dsd.census.gov>.
- b. Select Partners Only under Quick Links.
- c. Select your designated state from State Only.
- d. Select State Data Download and enter specific user name and password.⁵
- e. Select a release⁶ and the desired file(s) for download.
- f. Repeat step e as needed.

4. NOTES

- a. State partners will continue to receive DVDs upon the completion of QWI production. This is an additional option that the state partner and its authorized personnel can use to access the QWI data.
- b. As an option, the state partner may go directly to <https://lehd.dsd.census.gov/pub/SS/> for data download where SS is a postal abbreviation⁷ for the corresponding state given below. The same user name and password as given in Section 3 will also be needed.

<u>State/Possession</u>	<u>Abbreviation</u>	<u>State/Possession</u>	<u>Abbreviation</u>
ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
AMERICAN SAMOA	AS	NEVADA	NV
ARIZONA	AZ	NEW HAMPSHIRE	NH
ARKANSAS	AR	NEW JERSEY	NJ
CALIFORNIA	CA	NEW MEXICO	NM
COLORADO	CO	NEW YORK	NY
CONNECTICUT	CT	NORTH CAROLINA	NC
DELAWARE	DE	NORTH DAKOTA	ND
DISTRICT OF COLUMBIA	DC	NORTHERN MARIANA ISLANDS	MP
FEDERATED STATES OF MICRONESIA	FM	OHIO	OH
FLORIDA	FL	OKLAHOMA	OK
GEORGIA	GA	OREGON	OR
GUAM	GU	PALAU	PW

⁵ Contact a designated SITCON for authorized access information.

⁶ A release is denoted by RyyyyQn where yyyy is calendar year and n is quarter number for the quarter when the QWI data files were released.

⁷ The postal codes may also be found at http://www.usps.com/ncsc/lookups/usps_abbreviations.html.

HAWAII	HI	PENNSYLVANIA	PA
IDAHO	ID	PUERTO RICO	PR
ILLINOIS	IL	RHODE ISLAND	RI
INDIANA	IN	SOUTH CAROLINA	SC
IOWA	IA	SOUTH DAKOTA	SD
KANSAS	KS	TENNESSEE	TN
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MAINE	ME	VERMONT	VT
MARSHALL ISLANDS	MH	VIRGIN ISLANDS	VI
MARYLAND	MD	VIRGINIA	VA
MASSACHUSETTS	MA	WASHINGTON	WA
MICHIGAN	MI	WEST VIRGINIA	WV
MINNESOTA	MN	WISCONSIN	WI
MISSISSIPPI	MS	WYOMING	WY
MISSOURI	MO		

- c. Download speed will vary according to the user's telecommunications speed and file size. File size is listed to assist assessing the amount of required download time.

5. POINTS OF CONTACT

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