

## Attachment II Common Reporting Issues in the WIASRD

This document highlights some significant data problems that were common in states' PY 2001 WIASRD submissions. States are requested to review their procedures for assembling the WIASRD records to assure that these problems are minimized in the PY 2002 submissions, which are due to ETA no later than January 14, 2004.

- The PY 2002 WIASRD should include exiters during PY 2000, PY 2001, and PY 2002.
- All individuals who exited from National Emergency Grant projects must be included in the WIASRD.
- The number of exiters included in the WIASRD and the number reported in the Annual Report should match for PY 2002, PY 2001, and PY 2000.<sup>1</sup>
  - Exception: Individuals who participated in National Emergency Grants *only* are included in the WIASRD but excluded from the exiter counts on the Annual Report.
- The PY 2002 WIASRD should include all outcome data used for either the PY 2002 Annual Report or the Quarterly Report due 11/14/2003. Table 1 shows the exit groups for which each outcome should be complete.
- Ethnicity (Item 105) and Race (Items 106 to 110) are separate and distinct concepts. Race must be collected for all individuals regardless of their ethnicity. In particular, race is a required item for Hispanics. It is understood that some Hispanics may refuse to answer the race questions, but an attempt must be made to collect this information for all individuals. In addition, individuals must be allowed to identify with more than one race.<sup>2</sup> In the PY 2001 WIASRD race was missing for a large number of Hispanics.
- Some categorical items in the WIASRD are not coded as 'yes'/'no'. Some states used incorrect coding schemes for these items in PY 2001 WIASRD. States should verify that they are using the correct codes for these items, as summarized in Table 2. Items that were particularly subject to reporting problems included:

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<sup>1</sup> The correct number of PY 2000 and PY 2001 exiters should be included in the PY 2002 WIASRD regardless of the exiter counts reported in the PY 2000 and PY 2001 Annual Reports, which are not subject to revision,

<sup>2</sup> If race and ethnicity were collected using the procedures used during JTPA, please follow the transition instructions included in TEGL 7-01, Attachment D, when reporting the information. New data collection is not required.

- Campaign Veteran (Item 112). Some states reported many Vietnam-era Veterans, but almost no other campaign veterans; other states reported many other campaign veterans, but almost no Vietnam-era veterans. Code '1' is Campaign Veteran (not Vietnam-era veteran); Code '2' is Vietnam-era veteran; Code '3' is no.
- Unemployment Compensation Programs (Item 118). Some states reported almost no claimants; some reported almost all claimants, others reported almost all exhaustees. Code '1' is claimant not referred by WPRS; code '2' is Claimant referred by WPRS, Code '3' is exhaustee; Code '4' is neither claimant nor exhaustee.
- Highest Grade Completed (Item 123) should not be zero unless it is known that the individual did not complete any years of school. If highest grade completed is not known, the item should be left blank. Some states reported an unusually high percentage of individuals with zero grades completed in the PY 2001 WIASRD.
- Education Status (Item 130) should be consistent with Highest Grade Completed (Item 123) for youth. These two items were often inconsistent in the PY 2001 WIASRD.
  - If education status is '1' or '3' (Not attending school, H.S. dropout), then highest grade completed should be less than 12.
  - Conversely, if education status is '2' (student, attending post-H.S.) or '4' (not attending school, H.S. graduate), then highest grade completed should be 12 or higher.
  - Individuals who are not high school graduates but are attending a postsecondary institution should be reported as code '1' (student, H.S. or less) in education status
- If an individual is served by a National Emergency Grant (NEG), the Project ID Number should be reported in Item 313a. Some states used invalid codes (e.g., 2, 0000, or 9999) in this item. These codes apparently identified individuals who were not served by NEGs. This item should be blank for individuals who are not served by NEGs.
- Item 328, Employment and Training Programs Related to Food Stamps, is intended to capture participation in the Food Stamp E&T program—not receipt of Food Stamps. Receipt of Food Stamps was reported under WIA but is not to be reported on the WIASRD.
- If an adult or dislocated worker received training, both a date of first training service (Item 333) and the type of training (Items 335 to 337) should be reported. These items were often inconsistent in the PY 2001 WIASRD.
  - Types of training are (1) adult education, basic skills and/or literacy activities (Item 335), (2) on-the-job training (Item 336), and (3)

occupational skills training or skills upgrading/retraining, and/or workplace training (Item 337).

- All training should be classified in one of these three categories.<sup>3</sup>
- Only training should be reported in these categories. These items should not be used to indicate activities provided as intensive services.
- If there is a date of first training (Item 333) then at least one of the three training types (Items 335 to 337) should be 'yes.' Conversely, if any of the training types are 'yes,' a training date should be reported.
- Youth services are categorized in Items 340 to 345. In the PY 2001 WIASRD many youth were reported as not receiving any youth services. Almost all youth (younger and older) should be recorded as receiving one or more of these service categories. These categories are combinations of the youth program elements in the legislation:
  - Educational achievement services (Item 340) combines (1) tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies, and (2) alternative secondary school services.
  - Employment services (Item 341) combines (1) paid and unpaid work experiences, including internships and job shadowing, and (2) occupational skill training.
  - Received summer youth employment services (Item 342).
  - Additional support for youth services (Item 343) combines (1) adult mentoring and (2) comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral.
  - Leadership development opportunities (Item 344).
  - Follow-up services (Item 345).
- The supplemental data items (Items 602, 609, and 611) should be recorded only if an individual did not have positive earnings in the corresponding quarter and was found to be employed in that quarter through the use of supplemental data. The supplemental data item in the PY 2000 WIASRD was often inconsistent with either the corresponding employment or earnings item.
  - If earnings in the quarter is greater than zero, then the supplemental data item should be blank.
  - If earnings in the quarter is zero and employment in the quarter is 'no,' then the supplemental data item should be blank.

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<sup>3</sup> If a single activity contains significant elements of several of these categories, all relevant categories should be marked as 'yes.' For example, if an activity combines basic skills training and occupational skills training, both Items 335 and 337 should be 'yes.'

- If earnings in the quarter is zero and employment in the quarter is 'yes,' then the supplemental data item should be '1' (case management...) or '2' (record sharing...).
- Type of Credential (Item 621) should be consistent with the services reported.
  - Code '9' (N/A, individual did not receive training) should be used only for adults and dislocated workers who did not receive training.
  - Code '9' should not be used for older youth because youth are not categorized by receipt of training.<sup>4</sup>
  - Credential should not be blank for adults and dislocated workers who received training and for older youth who exited on or before December 31, 2002.
- Younger youth who were attending secondary school at exit should be reported as code '3' in Item 673: Attained Secondary School Diploma. Some states did not report any youth as attending secondary school at exit. This has an adverse computation on the younger youth diploma rate.
  - Some states may be recording receipt of diplomas and still attending secondary school in separate fields in their data systems. This information should be combined for WIASRD reporting.
  - If a youth was still attending secondary school at exit *and* obtained a secondary school diploma by the end of the quarter after exit, Item 673 should not be reported as code '3' (attending secondary school at exit). Instead it should be reported as codes '1' (attained a secondary school diploma) or '2' (attained a GED or high school equivalency diploma), as appropriate.
- Attained Secondary School Diploma (Item 673) should be consistent with Highest Grade Completed (Item 123) and Education Status (Item 130). In the PY 2001 WIASRD the attainment of a diploma was reported for many younger youth who also were reported as high school graduates at registration.
  - If a younger youth was a high school graduate at registration (Highest grade completed (Item 123) is 12 or more or Education Status (Item 130) is '2' or '4') then Attained Secondary School Diploma should be '4' (did not attain diploma) or blank.
- Date of School Diploma or GED Attainment (Item 674) should be after the registration date (Item 302) and on or before the end of the quarter after exit.

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<sup>4</sup> Code '9' may be used for older youth who also received adult- or dislocated-worker-funded services.

**Table 1  
Required Completeness for PY 2002 WIASRD Items**

Item #	Item Description	Should be complete for all individuals who exited on or before:	To provide consistency with: <sup>5</sup>	
			PY 2002 Annual Report	Quarterly Report Due 11/14/2003
345	Received follow-up services for 12 months	June 30, 2002		
601	Employed in quarter after exit quarter	December 31, 2002		✓
602	Source of supplemental data, quarter after exit quarter	December 31, 2002		✓
604	Occupational code	September 30, 2002	✓	
604	Occupational code type	September 30, 2002	✓	
605	Entered training-related employment	September 30, 2002	✓	
606	Method used to determine training-related employment	September 30, 2002	✓	
607	Entered non-traditional employment	September 30, 2002	✓	
608	Employed in third quarter after exit quarter	September 30, 2002	✓	
609	Source of supplemental data, third quarter after exit quarter	September 30, 2002	✓	
610	Employed in fifth quarter after exit quarter	September 30, 2001 <sup>6</sup>	✓	
611	Source of supplemental data, fifth quarter after exit quarter	September 30, 2001 <sup>6</sup>	✓	
612	Total earnings from wage records for the third quarter prior to registration	September 30, 2002	✓	
613	Total earnings from wage records for the third quarter prior to dislocation	September 30, 2002	✓	
614	Total earnings from wage records for the second quarter prior to registration	September 30, 2002	✓	

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<sup>5</sup> Items without a check in either the Annual Report or Quarterly Report columns are not used for either report. Completeness data are based on the availability of information well before the WIASRD due date.

<sup>6</sup> Please provide for additional quarters of exiters if the information is available.

Item #	Item Description	Should be complete for all individuals who exited on or before:	To provide consistency with: <sup>5</sup>	
			PY 2002 Annual Report	Quarterly Report Due 11/14/2003
615	Total earnings from wage records for the second quarter prior to dislocation	September 30, 2002	✓	
616	Total earnings from wage records for the first quarter following the exit quarter	December 31, 2002		✓
617	Total earnings from wage records for the second quarter following the exit quarter	September 30, 2002	✓	
618	Total earnings from wage records for the third quarter following the exit quarter	September 30, 2002	✓	
619	Total earnings from wage records for the fourth quarter following the exit quarter	September 30, 2001 <sup>6</sup>	✓	
620	Total earnings from wage records for the fifth quarter following the exit quarter	September 30, 2001 <sup>6</sup>	✓	
621	Type of recognized educational/ occupational certificate/credential/ diploma/degree attained	December 31, 2002		✓
622	Other reasons for exit	June 30, 2003	✓	
623	In postsecondary education or advanced training in quarter after exit	December 31, 2002		✓
624	In postsecondary education or advanced training in the third quarter after exit.	September 30, 2002	✓	
625 to 672	Younger Youth Goal Information	June 30, 2003	✓	
673	Attained Secondary School Diploma	June 30, 2002	✓	
674	Date of high school diploma or GED attainment	June 30, 2003	✓	
675	Youth placement information	December 31, 2002		
676	Youth retention information	September 30, 2002	✓	

NOTE: Items not included in the table should be complete for all exiters included in the WIASRD.

**Table 2**  
**WIASRD Items with Special Codes**

<b>Item #</b>	<b>Item Description</b>	<b>Codes</b>
104	Individual with a disability	1 = Yes 2 = Yes and disability results in a substantial impediment to employment 3 = No
111	Veteran status	1 = Yes <= 180 days 2 = Yes > 180 days 3 = No
112	Campaign veteran	1 = Yes 2 = Yes, Vietnam-era veteran 3 = No
113	Disabled veteran	1 = Yes 2 = Yes, special disabled 3 = No
118	Unemployment compensation programs (U.C.)	1 = Eligible claimant referred by WPRS 2 = Eligible claimant not referred by WPRS 3 = Exhaustee 4 = Neither claimant nor exhaustee
123	Highest school grade completed	00 = No school grade completed 01-11 = Number of elementary/ secondary school grades completed 12 = High school graduate 88 = Attained certificate of equivalency for a high school degree (e.g., GED) 13-15 = Number of school years completed. 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree
130	Education status at time of registration	1 = Student, H.S. or less 2 = Student, attending post-H.S. 3 = Not attending school; H.S. dropout 4 = Not attending school; H.S. graduate
318	Veterans' Programs	1 = Yes, labor exchange 2 = Yes, VWIP



Item #	Item Description	Codes
339	Occupational skills training code type	1 = 6 digit SOC code 2 = 8 digit O*Net 3.0 Code 3 = 6-digit CIP code (classroom training only) 4 = 9-digit DOT code 5 = 5-digit OES code 6 = 5 or 6-digit O*Net98 code 0 = None
601 608 610	Employed in quarter after exit quarter Employed in third quarter after exit quarter Employed in fifth quarter after exit quarter	1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available
602 609 611	Source of supplemental data, quarter after exit quarter Source of supplemental data, third quarter after exit quarter Source of supplemental data, fifth quarter after 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
604	Occupational code type, occupation of job	1 = 6 digit SOC code 2 = 8 digit O*Net 3.0 Code 4 = 9-digit DOT code 5 = 5-digit OES code 6 = 5 or 6-digit O*Net98 code
605	Entered training-related employment	1 = Yes 2 = No 8 = Training did not impart job-specific skills 9 = Relationship of employment to training cannot be determined
606	Method used to determine training-related employment	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

Item #	Item Description	Codes
621	Type of recognized educational/ occupational certificate/credential/ diploma/degree attained	1 = High School Diploma/Equivalency/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills License 5 = Occupational Skills Certificate or Credential 6 = Other 8 = No credential received, individual received training or is an older youth 9 = N/A, individual did not receive training (code not available for older youth)
622	Other reasons for exit	1 = Institutionalized 2 = Health/medical 3 = Deceased 8 = Reservists called to active duty who choose not to return to WIA
623	In postsecondary education or advanced training in quarter after exit	1 = In advanced training 2 = In postsecondary education 3 = Not in further training/education
624	In postsecondary education or advanced training in the third quarter after exit.	1 = In advanced training 2 = In postsecondary education 3 = Did not enter further training
625 629 633 637 641 645 649 653 657 661 665 669	Goal type	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills

Item #	Item Description	Codes
627 631 635 639 643 647 651 655 659 663 667 671	Attainment of goal	1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending
673	Attained Secondary School Diploma	1 = Attained a secondary school (high school) diploma 2 = Attained a GED or high school equivalency diploma 3 = Attending secondary school at exit 4 = Did not attain diploma or equivalent
675 676	Youth placement information Youth retention information	1= In postsecondary education 2= In advanced training 3= In military service 4= In a qualified apprenticeship 5= In unsubsidized employment 6= Was not in 1-5 above