WIA Title I-Section 166 Indian and Native American Employment and Training Programs
Standardized Participant Information Record Specifications

(Revised 2006)

INDIAN AND NATIVE AMERICAN EMPLOYMENT AND TRAINING PROGRAMS
STANDARDIZED PARTICIPANT INFORMATION RECORD SPECIFICATIONS
GENERAL GUIDELINES

This document is intended to facilitate the preparation and quarterly submission of an electronic file of records for all participants who receive services financially assisted by the WIA section 166 Comprehensive Services (CS) Program and who exit the program. At a minimum, grantees are required to submit a single electronic file of these individual records on all CS program participants who exit the program each quarter. Grantees have the option, but are not required, to submit updated individual records in subsequent post-program quarters to reflect outcome information that may be captured through supplemental/case management follow-up.

The primary purposes of these individual record specifications are to:

1. Establish a standardized set of data elements, definitions, and specifications that can be used by the USDOL to match personally identifiable client records with state UI wage records and other administrative wage record databases in order to calculate a set of common performance measures. These performance measures include entry into employment, employment retention, and average earnings;

2. Facilitate the collection and reporting of valid, consistent, and complete information on an individual in order to support the overall management, evaluation, and continuous improvement of the WIA section 166 CS Program; and

3. Share program performance results with consumers, taxpayers, Congress and other stakeholderss with an interest in the WIA section 166 grant program.

Standardized data collection also makes performance information more useful for supporting budget development activities by the USDOL, the Administration, and the Congress, especially with regard to the impact of different levels of financial assistance on program services and outcomes. A common language is used to describe changes and improvements in programs over time, to identify effective strategies for meeting the workforce training needs of participants, and to record significant program accomplishments. Every effort has been made to establish common data definitions and formats with minimum burden to the grantees.

The Standardized Participant Information Record follows a comma-delimited format. Electronic file submissions must follow the coding guidelines for each data element shown in the attached instructions. For each data element, there is a definition or reporting instruction, coding values, and, where applicable, a data type/field size indicator. It is also important to note that grantees are requested to report actual Social Security Numbers (SSNs) with their electronic file submission. The collection of an individual SSN is essential for matching client records to wage records maintained by the states and other federal agencies in order to calculate federally required indicators of program performance.

Although the Department can require grantees to ask an individual for his/her SSN as part of the application/eligibility determination process for program services, grantees must disclose the reason(s) for the request of the SSN as well as the parties to whom disclosure may be made. SSN disclosure are voluntarily provided by the individual, and grantees cannot deny access to services if the SSN is not provided. In such instances, the grantee is instructed to use an alternate unique identifier and follow the appropriate instructions contained in this document.

STANDARDIZED PARTICIPANT INDIVIDUAL RECORD SPECIFICATIONS

Field Number & Type	Field Width	Data Element Name	Data Definitio
1 Numeric	9	Participant Identification Number	Record th identificat the applic or refuses alternate identificat must be a time of pa program. make eve obtain a v exit or co services f and inclu submissio USDOL/ET
2 Numeric	2	State FIPS Code of Residence	Record th code of th primary d participar domicile i that is est claimed a residence the partic If primary outside th use the fo 77 = All C 88 = Mex 99 = Can
3 Numeric	3	County FIPS Code of Residence	Record th Code of th primary d participar domicile i that is est claimed a residence the partic If primary outside th use the fo 777 = All 888 = Me 999 = Ca
4 Numeric	5	Zip Code of Residence	Record th primary d participar domicile i that is est claimed a residence the partic If primary outside th use the fo 77777 = A

			Countries 88888 = | 99999 =
Collection of Equal Opportunity Information *(Items #5 through #7)*			
5 Date	8	Date of Birth	Record th date of bi