High Growth / Community Based Grantees' Standardized Individual Records

Standardized Individual Records (program exiters <u>only</u>) – Grantees are required to prepare and submit an electronic file of individual records on <u>all participants who exit or complete services</u> from the program during the reporting quarter. These individual records follow a comma-delimited format and contain the minimal amount of information needed in order for ETA to collect employment-related outcomes data using wage records.

It is important to note that these records are comprised of personally identifiable client information (i.e., Social Security Numbers), which will be matched by the USDOL/ETA, on behalf of the grantees, with employment data available from state Unemployment Insurance (UI) and other administrative wage records (e.g., Federal and Military employment). This matching procedure is necessary in order for USDOL/ETA to collect consistent and reliable outcome information for each grantee by calculating a set of common performance measures that includes entry into employment, employment retention, and six-month average earnings.

The following is a list of the required data elements that must be submitted by the grantee on each participant who exits or completes services from the program during the reporting quarter:

<u>Data Element Name</u>   <u>Data Format</u>   <u>Field Length</u>
1. Social Security Number
Numeric   9
2. Employment Status at Participation
Numeric   1
3. Date of Exit   Date *(yyyymmdd)*
8
4. Reason for Exit
Numeric   2