PIF Data Template Data Dictionary

Variable Description	Variable Name	Data Type	Format Notes	Instructions
First Name	first_name_pif	Character	Empty Cell	Empty Cell
Middle Initial	middle_initial_pif	Character	Empty Cell	Empty Cell
Last Name	last_name_pif	Character	Empty Cell	Empty Cell
Address	address_pif	Character	Empty Cell	Empty Cell
City	city_pif	Character	Empty Cell	Empty Cell
State	state_pif	Character	Empty Cell	Empty Cell
Zip	zip_pif	Integer	Empty Cell	Empty Cell
Home Phone	home_phone_pif	Character	XXXXXXXXXX	Phone numbers must have 10 digits and no special characters e.g., ( ) - .Type "999999999", if not available.
Cell Phone	cell_phone_pif	Character	XXXXXXXXXX	Phone numbers must have 10 digits and no special characters e.g., ( ) - .Type "999999999", if not available.
Alternate Contact Phone	alt_phone_pif	Character	XXXXXXXXXX	Phone numbers must have 10 digits and no special characters e.g., ( ) - .Type "999999999", if not available.
Email Address	email_pif	Character	Empty Cell	Enter -9 if not available
Alternate Contact Name & Relationship	alt_contact_pif	Character	Empty Cell	Enter -9 if not available
Social Security Number	ssn_pif	Character	XXXXXXXXX	Enter "missing" if SSN is not available
Student ID	student_id_pif	Character	Empty Cell	Enter -9 if student ID is not available
Date of Birth	dob_pif	Date	MM/DD/YYYY	Enter participant birthdate. Include "/" between numerical value for month/day/year. If not available, leave BLANK. You must be able to confirm each student is at least 18 to count him/her as a participant.
U.S. Citizen	citizen_pif	Integer	0=No 1=Yes 99= neither box checked	Empty Cell
Gender	gender_pif	Integer	1=Male 2=Female 99= gender not known	Empty Cell
Hispanic	hispanic_pif	Integer	0=Not Hispanic or Latino/a 1=Hispanic or Latino/a 99= neither box checked	Empty Cell
Race: Asian	race_asian_pif	Integer	Enter 1 if "Yes" box was checked Enter 0 if the "No" box is unchecked, but at least one other race box is checked Enter 99 if none of the "race" boxes are checked	select yes for all races indicated by the participant
Race: Native American/Alaskan	race_nativeamer_pif	Integer	Enter 1 if "Yes" box was checked Enter 0 if the "No" box is unchecked, but at least one other race box is checked Enter 99 if none of the "race" boxes are checked	select yes for all races indicated by the participant
Race: Black/African American	race_black_pif	Integer	Enter 1 if "Yes" box was checked Enter 0 if the "No" box is unchecked, but at least one other race box is checked Enter 99 if none of the "race" boxes are checked	select yes for all races indicated by the participant
Race: Native Hawaiian/Pacific Islander	race_nativehawaii_pif	Integer	Enter 1 if "Yes" box was checked Enter 0 if the "No" box is unchecked, but at least one other race box is checked Enter 99 if none of the "race" boxes are checked	select yes for all races indicated by the participant
Race: White	race_white_pif	Integer	Enter 1 if "Yes" box was checked Enter 0 if the "No" box is unchecked, but at least one other race box is checked Enter 99 if none of the "race" boxes are checked	select yes for all races indicated by the participant
Highest Level of Educational Attainment	edu_attain_pif	Integer	1=Less than a HS Diploma 2=HS Diploma 3=GED 4=Some College 5=Associate's Degree 6=Bachelor's Degree or Higher 99= no box was checked	Empty Cell
Student is eligible for Veteran's Benefits	veteran_pif	Integer	0=No 1=Yes	**In order to invoke veteran priority (or respond "Yes" to this field), verification is required.** To be considered eligible for Veteran's benefits if they meet one of the conditions described on the back of the participant intake form. These are (1.) Is a person who served on active duty in the armed forces for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. (2.)Is a person who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 12301 (a), (d), or, (g), 12302, or 12304 of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; or (3.)Is a person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.
Student is an individual with a Disability	disabled_pif	Integer	0=No 1=Yes	Enter 1 if participant checked this box Enter 0 if the box is unchecked
Student is eligible for a Pell Grant	pell_elig_pif	Integer	0=No 1=Yes	Enter 1 if participant checked this box Enter 0 if the box is unchecked
Student is eligible for TAA Benefits	taa_elig_pif	Integer	0=No 1=Yes	**In order to invoke TAA priority (or respond "Yes" to this field), verification is required.** A person is eligible to receive Trade Adjustment Act (TAA) benefits if they are a worker who has lost their job through no fault of their own and who previously worked for an employer whose closure or layoffs were certified by the U.S. Department of Labor to have been caused by foreign competition. People generally find out whether they are eligible for TAA benefits from their prior employer, their union, or a One-Stop workforce center. TAA status may be verified using TAA Certification documentation, such as a determination of individual eligibility, letter from State TAA office confirming individual eligibility, or documentation of training plan approval by a state or local TAA agency.
Employment status	currently_emp_pif	Integer	Enter 1 for Yes (the participant indicated that he/she is employed) Enter 0 for No Enter 99 if neither box is checked	Empty Cell
Hourly Wage	hourly_wage_pif	Character	If participant is employed, enter the hourly wage he/she provided. If participant is employed & wage is not provided OR currently_emp_pif is missing, enter "-9". If the participant is not employed, enter "0"	Empty Cell
Number of hours worked per week	hours_week_pif	Character	If participant is employed, enter the hours per week he/she provided. If participant is employed and hours are not provided, enter "-9". If the participant is not employed, enter "0"	Empty Cell
Signature	signature_pif	Integer	Enter 1 if the participant signed the form Enter 0 for he/she did not sign the form	Empty Cell
Signature Date	sig_date_pif	Date	MM/DD/YYYY	Enter the date that the participant signed the form. If she/he did not fill this out, enter the date you/your staff received the form from the participant or the date staff completed the form on the participant's behalf.
College Name	college_name_pif	Character	CNST=Cincinnati State Technical and Community College CSCC=Columbus State Community College CYCC=Cuyahoga Community College EGCC=Eastern Gateway Community College LKCC=Lakeland Community College LCCC=Lorain County Community College OSCC=Owens State Community College LMTC=Rhodes State College SNCL=Sinclair Community College STRK=Stark State Community College MATC=Zane State College	Empty Cell
Year student became a participant	year_part_pif	Integer	4-digit year	Enter the year of the 1st semester in which the student is enrolled as a partcipant. Value must be between 2014 and 2018.
Term in which student became a participant	term_part_pif	Integer	1=Spring 2=Summer 3=Fall	For courses/programs that may bridge across traditional academic terms, use "Spring" if it starts Jan 1 - May 15, use Summer if it starts May 16 - Aug 15, and use "Fall" if it starts Aug 16 - Dec 31
Grant-affected program student is enrolled in	grant_program_pif	Character	Empty Cell	Select grant-affected (GA) program from the dropdown menu. If program is lattice or stacked credential OR participant is enrolled in a GA course but not GA program, select overarching program category from bottom of dropdown. Program names can be found in the Program Worksheet prepared by the College's project manager.
2nd grant-affected program student is enrolled in	grant_program_pif2	Character	Empty Cell	If enrolled in 2 grant-affected programs, provide the name of the 2nd one here. If program is a lattice or stacked credential, an overarching program name will suffice.
3rd grant-affected program student is enrolled in	grant_program_pif3	Character	Empty Cell	If enrolled in 3 grant-affected programs, provide the name of the 3rd one here. If program is a lattice or stacked credential, an overarching program name will suffice.

Variable Description	Variable Name	Data Type	Format Notes		Instructions
Program Credit Status	prog_cred_status_pif	Integer	1=Credit 2=NonCredit		Blank Cell
Enrollment status	enrollment_status_pif	Integer	1=FullTime 2=PartTime applicable	99=Noncredit/Not	Blank Cell
Authorization to enter participant information into the ODJFS OWCMS database.	OWCMS_authoriz	Integer	0=No 1=Yes		The original participant intake form did not ask the participant if he/she authorized Ohio TechNet to enter his/her data into the OWCMS. If the participant signed the original form, the response is No. If he/she signed the current form, the answer is Yes. If you are not sure, look at the language on the form to see whether ODJFS or OWCMS is mentioned.
Ohio TechNet participant ID	OTN_ID	Character	example would be LKCC001		You will need to create unique ID for each participant using the college identifier (CNST=Cincinnati; CSCC=Columbus; CYCC=Cuyahoga; EGCC=Eastern Gateway; LKCC=Lakeland; LCCC=Lorain; OSCC=Owens; LMTC= Rhodes; SNCL=Sinclair; STRK=Stark; MATC=Zane) followed by a 3 digit #