

# Ohio TechNet Colleges Data Plan Guidelines

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August 13, 2015 – Revised September 7, 2018

## Introduction

The Ohio Technical Skills Innovation Network (Ohio TechNet) is a Round 4 TAACCCT grant consortium led by Lorain County Community College (LCCC). The consortium consists of eleven colleges:

- Cincinnati State Technical and Community College
- Columbus State Community College
- Cuyahoga Community College
- Eastern Gateway Community College
- Lakeland Community College
- Lorain County Community College (lead college)
- Owens Community College
- Rhodes State College
- Sinclair Community College
- Stark State College
- Zane State College

It is a requirement of the Department of Labor (DOL) to have a third-party evaluation of the Ohio TechNet project. The New Growth Group, LLC. (New Growth) in partnership with the Ohio Education Research Center (OERC) at The Ohio State University (OSU) has been selected as Ohio TechNet's third-party evaluator. OERC staff based at OSU will perform an impact evaluation to determine the effect of the grant on student outcomes. In addition, OERC will aid in the assembly of the Annual Performance Report (APR) the Employment Results Scorecard. To these ends, OSU will facilitate data collection and aggregation from the colleges.

This guidance memo details data collection requirements and processes for the Ohio TechNet colleges.

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## Definition of Participants

### What is a participant?

The Department of Labor's (DOL) most basic guidance is that a participant is a student who:

- is identified as a participant in the Statement of Work
- enters or enrolls in a grant-funded program or course that is part of a grant-funded program

### From (p11) the Statement of Work

"Ohio TechNet will provide comprehensive education and training to trade-affected workers and veterans in five industries with significant need: welding, machining, industrial maintenance, digital design/industrial automation, and occupational safety."

### Individual eligibility

An individual is counted as a participant if they are:

- A student at an Ohio TechNet Consortium partner institution
- At least 18 years old
- May not be co-enrolled in high school
- Enrolled in (or "declared for") a grant-affected program of study or enrolled in a "core course" during the grant's period of performance.

### Program eligibility

A grant-funded program is a credit or non-credit program of study which is paid for in whole or in part with grant funds and which leads to an industry-recognized degree or certificate.

Non-credit programs that do not lead to an industry-recognized degree or certificate cannot be counted, even if they are paid for with grant funds. Some DOL-provided examples of non-credit programs that do not count include bridge programs, non-contextualized basic skills programs, CPR, or OSHA where no credit is offered.

### Core course eligibility

A "core course" is a course which:

- Is grant-affected, or
- Defines a student to be in a program even if s/he hasn't declared for it and regardless of whether or not the course was affected by the grant

A course is grant-affected if:

- Its curriculum was developed, purchased, or modified using grant funds, (this may be an internship program/course) or
- It is taught by an instructor whose salary is paid for in whole or in part with grant funds, or who received professional development through the grant, or
- Training equipment or classroom supplies that are required for the course were purchased using grant funds, or held in classroom space altered with grant funds

The participant may be counted even if they are participating in non-grant-funded courses as long as they are enrolled in a grant-funded program of study, with the understanding that the overall program, if not the specific course, was impacted by the grant funds.

### DOL examples

The DOL gives the following examples:

Scenario Description	Participant? Yes/No	Explanation for Participant Status	Documentation Required for Participant Status
Susan officially declares a major in Advanced Manufacturing and enrolls in Grant-Funded Course A	Yes	The course is grant-funded and her declared major is grant-funded	Either documentation of her declaration of major or enrollment in the course
Susan officially declares a major in Advanced Manufacturing which can be documented and enrolls in Non Grant-Funded Course B	Yes	Her declared major is grant-funded; through the addition of grant-funded courses, the program of study itself has been modified	Documentation of her declaration of major
Susan takes Grant-Funded Course A and is not an Advanced Manufacturing major.	Yes	The course is grant-funded	Documentation of her enrollment in the course
Susan takes Non-Grant Funded Course B and is not an Advanced Manufacturing major	No	The course is not grant funded and she is not in a grant-funded program of study	N/A

Figure 1: DOL examples

Note that either declaring for a grant-affected program or taking a core course are actions the DOL automatically considers to define a participant. The subtlety is in the last example. If “Course B” is a core course, then this consortium would consider Susan a participant. The logic is that a student who takes Course B is enrolled in Advanced Manufacturing (regardless of whether or not they declared for it), and since Advanced Manufacturing (in this example) is a grant-affected program, then Susan is a participant.

### Overlap with other grants

You *can* count, as a grant participant, an individual who is also a participant in other grants (including TAACCCT grants). However, such an individual must qualify for this current grant under the specifications for a participant – that is, being a participant in another grant is *not* a sufficient condition to establish participation in the current grant. Grant funding and programs at colleges receiving multiple DOL grants must be followed carefully to correctly determine who is a participant under which grants.

## **Program Worksheets: Identification of Grant-Affected Programs and Core Courses**

Each school must complete a Program Worksheet and provide it to consortium leadership and the third-party evaluation team before enrolling participants in the grant. This is the official record of your grant programs and participant definition kept on record by consortium management and third-party evaluators. Each college's Project Manager is responsible for completing the Program Worksheet.

Using the Participant Definition described above, the Program Worksheet captures the grant-affected programs and associated core courses that are used to identify participants. The Worksheet is a reference document for the college, consortium management, and OERC throughout the duration of the grant.

The Program Worksheet should be submitted to the Consortium Data Manager at LCCC. Colleges may amend or update their Program Worksheet at any time during the grant period in consultation with consortium management and the third-party evaluators; changes should be submitted to the Consortium Data Manager.

The Program Worksheet definition of terms is included as *Attachment A: Program Worksheet Definition of Terms* template is available separately.

## **Participant Intake Forms (PIF) and onboarding participants**

### **Participant Intake Form Instructions**

Based upon the definition of participants established in each college's Program Worksheet, each college must identify participants and have each one fill out a Participant Intake Form (PIF). PIFs collect information from students that is either unattainable from other sources, or intends to verify crucial identifying information. In addition, PIFs serve as a method of documenting students as participants. PIFs are to be distributed to and filled out by the participants as they become affected by the grant (that is, as soon as a student becomes a participant). A student never needs to fill out a PIF more than once for this grant.

**Prior to Spring 2016, it was allowable for college staff to complete PIF to the best extent possible on student's behalf, and place in the student's participant documentation folder without the student's signature. Student signature is required effective Spring 2016.**

Each college's grant staff must complete the PIF section titled "For Office Use Only". Elements in this section are described below.

- College name should be filled in using the corresponding college code listed in the Program Worksheet.
- First Semester as Participant should list the Day, Month, Year and Term (Summer, Fall, or Spring) the student first became a participant.

- Grant-Affected Program should be completed based on the list of grant-affected programs from the previously mentioned program worksheet. Please use best efforts to use consistent program names throughout the duration of the grant. For example: Process Technology, P. Tech., and Process Tech should be standardized to one format (note that the PIF data template – see below – may be built in such a way as to limit the responses, and the Program Worksheet should be referenced when filling in this field).
- Program Credit Status indicates if the program is for credit or non-credit.
- Enrollment Status should be checked depending if the student is Full-Time, Part-Time, or noncredit.

Each college's Project Manager is responsible for collecting and retaining PIFs. As described in further detail below, each college will enter the data from the PIFs into the PIF Data Template provided by the evaluation team and transmitted to LCCC in accordance with the consortium's data submission cycle and procedures.

The PIF includes language describing the project and the third-party evaluation. The PIF informs the student of the evaluation's need to utilize Personally Identifiable Information (PII) such as the student's Social Security Number (SSN), and a section indicating consent to participate in the evaluation via signature. A blank PIF is included in this document as *Attachment B: Participant Intake Form*.

Effort should be made to ensure students understand all sections of the PIF, especially their agreement to participate in the evaluation by providing signed consent. Efforts should be made to encourage students to fully complete the PIF, especially SSN and signed consent. For the evaluation, a critical data field/element for each participant is the SSN. It is needed to link each student's academic records with WIA and TAA databases, and state higher education and employment/earnings databases. **If a participant does not or will not provide an SSN, then the SSN should be obtained from the college information system, if possible, unless this violates college policy. However, in the case where the SSN is not available through any means, this will limit the ability of the third-party evaluators to assemble data using these state databases.**

Effective Spring 2016, individuals are required to provide consent to be counted as grant participants for DOL reporting purposes.

Table 1 describes scenarios regarding the student's provision of signed consent and availability of SSN.

Table 1: Scenarios of signed consent		
Scenario	Inclusion in DOL's Annual Performance Report (APR)	Evaluation participation
Signature provided. SSN available.	Full accounting of student's outcomes in the APR using all data sources	Full participation
Signature provided. No SSN available.	Limited accounting of student's outcomes in APR based on data attainable without SSN	Participation in evaluation using limited data attainable without SSN
No signature provided. SSN available.	Effective Spring 2016, individual will not be considered participant.	No participation in evaluation.
No signature provided. No SSN available.	Effective Spring 2016, individual will not be considered participant.	No participation in evaluation.

**Priority of Service**

Per DOL guidance, if there is an enrollment waiting list for a grant-provided program or service, veterans and eligible spouses are to be moved to the top of the list. Trade Adjustment Assistance (TAA) certified individuals are given second priority. If a non-veteran or non-TAA certified individual is already (a) approved for funding, and (b) accepted or enrolled in a program, veteran's or TAA priority does not require the individual to be bumped from the program.

**Documentation**

A physical file must be maintained on each participant. The DOL does not provide a single-source reference guiding the record-keeping and maintenance of participant files. Ohio TechNet has developed a [Participant File Checklist \(click here to access\)](#) based on input from the Chicago field office of DOL. This checklist indicates what participant documentation it requires, recommends, and considers optional and is intended to help ensure that each institution is maintaining the appropriate documentation needed to verify participant eligibility in the program. Key documents include (1) an Equal Opportunity Statement (2) Verification of Veteran Status and Eligibility for Veteran's Priority (3) Verification of TAA status and (4) Selective Service Documentation. Details are provided below and in the participant file checklist.

**Equal Opportunity:**

As part of the intake process, all participants must be provided with and sign an Equal Opportunity (EO) statement for inclusion in the participant file. The Ohio TechNet EO statement is included in, *Attachment C: Equal Opportunity Statement*. It is against the law for colleges as recipients of Federal financial assistance and the TAACCCT grant to discriminate on the basis of



race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Ohio TechNet colleges must provide initial and continuing notice that it does not discriminate on any prohibited ground.

#### *Verification of Veteran Status and Eligibility for Veteran's Priority:*

Veteran's priority of service means that veterans and eligible spouses are given access priority over non-veterans for the receipt of employment, training, and placement services provided under the TAACCCT program.

A person is eligible for veteran priority of service if they meet one of the following conditions:

- Served on active duty for less than or equal to 180 days and was discharged under conditions other than dishonorable.
- Served on active duty for more than 180 days and was discharged under conditions other than dishonorable; or was released due to a service connected disability; or is a member of a reserve component that was temporarily under an active order, for example a wartime activation, and was discharged or released from this duty under conditions other than dishonorable.
- Is the spouse of an individual who died on active duty, has a service-connected disability, is missing in action, captured in the line of duty by a hostile force, detained by a foreign government or power in the line of duty.

Colleges are encouraged to ask individuals if they are veterans during the intake process as individuals may not know they are eligible for veteran's priority. Verification of Veteran Status and/or Eligibility for Veteran's Priority is required for participants claiming eligibility for veteran benefits or priority. Verification of veteran's status is easiest to determine through provision of the DD-214 form provided to individuals upon discharge from service.

#### *Verification of TAA status:*

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.

#### *Selective Service Documentation*

Documentation is not required for male participants born before January 1, 1960 or for female participants of any age. To obtain documentation, visit <https://www.sss.gov/Home/Verification>. Enter the participant's information, and print out a certificate for each male participant.

#### *Other Verification*

Verification of employment or incumbent worker status, disability status, and demographic information: Per DOL guidance, the participant's self-attestation is acceptable as verification.

## **Definition of Comparison Persons**

In order to estimate how effective the grant is, the DOL requires a comparison strategy for all TAACCCT grants. The participant group will be measured against a comparison group with respect to enrollment, program completion rates, retention rates, employment and other measures.

There are two possible sets of comparison groups, and both may be used in the evaluation analysis where possible: 1) historical measures of previous participants of programs or courses that are currently defined as grant-affected programs; and 2) students enrolled in comparable courses or programs at the same point in time as the participant group. These students may be other (non-TAACCCT) students at the 11 Ohio TechNet colleges who are enrolled in similar programs or at other public community colleges or Ohio Technical Centers (OTCs) in Ohio.

Comparison groups will be constructed using the state's administrative data system, The Ohio Longitudinal Data Archive (OLDA). *Colleges are not asked to provide any information or data regarding comparison persons.*

## **College data responsibilities, utilization of data templates, term definitions, and data flow**

### **Data Collection Overview**

We will use five data sources in the evaluation: 1) a pen-and-paper Participant Intake Form administered when the participant enters the program; 2) administrative higher education and employment data contained in the OLDA, managed at OSU by the OERC (see description below); 3) student administrative records contained in the data systems of each of the Ohio TechNet colleges; 4) primary data collection to populate an original database of noncredit students for the evaluation; and 5) post-completion follow-up surveys. A depiction of the flow of data is included below. The green color represents data collection occurring locally at Ohio TechNet colleges.

The OLDA, managed by the OERC and housed at OSU, contains historical administrative higher education information (HEI) records and OTC records of all public postsecondary students in Ohio. These records include the data necessary to measure enrollment, completion, credits earned, and retention, and they include linkages to Unemployment Insurance (UI) Quarterly Earnings records to measure employment outcomes. These records exist for all Ohio public higher education institutions and all academic terms, allowing us to measure movement between programs and colleges over time. The program information collected in the program worksheets will be used by the evaluation team to identify historical comparison groups based on programs and courses. The data from the completed PIFs will be transferred to OSU via a secure FTP and merged with the OLDA records to enable the evaluation team to distinguish participants from non-participants in the current OLDA records.

*Highlights:*

- Participants complete PIFs, which are collected by college grant staff. PIFs are entered into a spreadsheet (PIF data template) by a data coordinator (or other designated person) at each college.
- College grant staff collects primary non-credit student data and enters the data into the Ongoing-noncredit template.
- Additional data are extracted from the college’s Student Information System (SIS) to populate the Ongoing-Credit data template.
  - If the SIS has data on non-credit students, then that system can be used in whole or in part in completing the Ongoing-Noncredit data template as well.
- A data coordinator at each college ensures that the participant data that is extracted from the SIS and entered into the Ongoing-noncredit template aligns with the completed PIFs.
- The data are passed using ShareFile to the Ohio TechNet Data Coordinator at LCCC, who assembles the consortium’s data and passes it securely to OERC at OSU.
- OERC assembles a larger database using the OLDA for analysis. Post-completion survey responses provide additional depth and context to the administrative data.

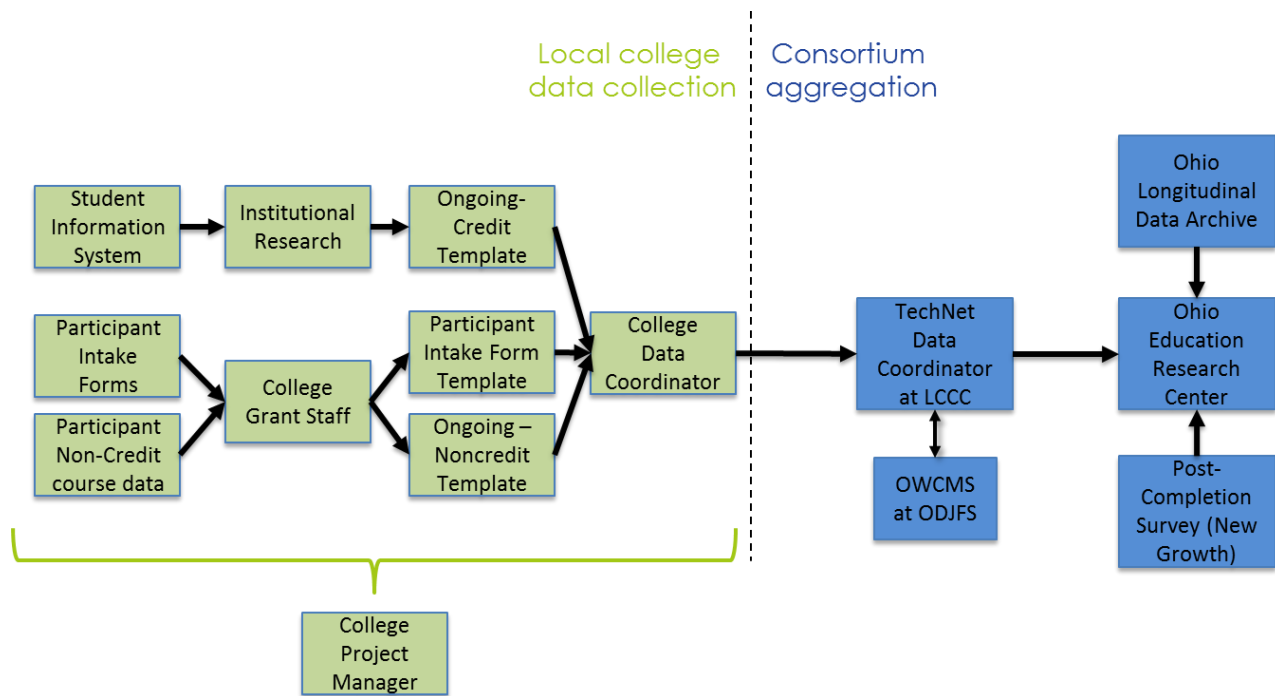


Figure 2

**Data Templates and Definitions of Terms**

The colleges are responsible for completing and transmitting two sets of data templates to LCCC, which then assembles all data from the consortium and passes the entire set to OSU: (1) a PIF template and (2) for participants in credit-bearing programs and for participants in non-

credit programs. **All templates are cumulative in that new participants are added to the same template as previously-submitted participants.**

1) A **PIF data template** consisting of one Participant Intake Form (PIF) per student, completed by the student and Project Manager when the student first enters the program.

As PIFs are completed by participants, each college's Project Manager is responsible for ensuring these are collected and the data entered into the PIF data template. Each row of the template contains the PIF data from one participant. As noted above, only one PIF ever needs to be submitted for each participant and each participant will be entered only once on the PIF template. A PIF data dictionary is provided in *Attachment D: Participant Intake Form Template Data Dictionary*. The PIF template is provided on SharePoint.

2) An **Ongoing (OG) data template** collects participant records for each reporting period reflecting up-to-date data for the current year and term data as well as data for preceding reporting periods. This is the method for tracking participant progress and outcomes each academic term. When reporting progress for a participant, indicate the reporting period in which the progress occurred.

*For example, Jane Doe became a participant in Fall 2015 by enrolling in a grant-affected credit program. She would be reported in the PIF template and the credit template for Fall 2015. She completed the program in Fall 2015, but the completion wasn't recorded until after Fall participant data were submitted. Jane's completion information would be recorded on a new row/line in the credit template during the Spring 2016 data submission. The reporting period for her completion would be Fall 2015 because that is the reporting period in which her completion occurred.*

The OG template should, in part, be compiled by Institutional Research (IR) at each college. There are two OG templates: 1) for participants in credit-bearing programs, and 2) for participants in non-credit programs. The reason for two templates is that colleges typically collect different institutional data for credit versus non-credit students.

- The OG-Credit data template is intended to be completed by IR staff using data pulled from the college's Student Information System (see the list of required fields in

- ).
- The OG-Noncredit data template includes data that may be compiled in the same manner as OG-Credit data if is available in the SIS. If the data are not available in the SIS, the college will need to collect the data manually. Coordination with noncredit instructors and internal spreadsheet compilation can be ways to obtain the necessary information, however colleges can use any method that works best to collect all information possible. (See the list of required fields in

- ).

During the 1<sup>st</sup> reporting period in which a student qualifies as a participant, he/she should be listed in the OG template(s). Each grant-affected (GA) program enrollment for that participant should be reported on a separate line. For that reporting period,

- A student will be reported on a separate line for each GA program in which he/she is enrolled. If all coursework for a program is completed during the participant's enrollment term, one completion may be recorded on the same line as the GA program information. Each additional GA program completion would be recorded on a separate line.
- Each additional credential should also be recorded on a separate line
- Prior learning assessment (PLA) credits earned during the initial reporting period will be included. This data may appear on the same line as any of the above data elements.
- Employment status at the time they became a participant should be entered.

In any subsequent reporting period, the initial records for previously-reported participants will remain in the data template. It is useful to remember, "Once a participant, always a participant." *Additional lines/rows for that participant will only be added to the OG templates during a reporting period in which she/he:*

- Completes all coursework for a grant affected (GA) program (e.g., degree or certificate)
- Earns Prior Learning Assessment (PLA) credits
- Earns another credential
- Experiences an employment change
- Has a wage increase

Beginning in Spring 2018, enrollment status of completers will be reported in OG templates to determine further education. As a result of an exception recently granted by the Department of Labor regarding the definition of APR outcome B.7 (Further Education), the consortium will determine the Further Education status of all participants using an updated reporting procedure. Each participant's Further Education status depends of multiple factors, some of which are known to colleges including whether an individual remains enrolled at the college following completion of a grant-affected program.

Participants will be counted as pursuing Further Education under the exception if the individual is:

1. A completer; and
2. Not employed; and
3. Still actively enrolled in any TAACCCT-related program or course at their home institution following March 31, 2018.

*Definition of TAACCCT-related: Any program or course that is within any of the original Ohio TechNet program categories (Welding, CNC/Machining, Industrial Maintenance, Digital*

*Fabrication/Industrial Automation; and Occupational Safety) regardless of whether it was grant-affected.*

#### Tracking Further Education:

1. Create a new row for ALL participants to provide information about the participant's status, following March 31, 2018
2. Using the Declared Program (declared\_name) field, enter one of the following options:
  - a. not enrolled
  - b. enrolled in a TAACCCT-related program or course
  - c. enrolled in a non-TAACCCT-related program
3. If a participant is enrolled in a TAACCCT-related program or course, use the dropdown in the Program Group (prog\_group) field to indicate which of the five TAACCCT program of study the participant is pursuing as of March 31, 2018. Most appropriate "General" choice should be selected (e.g. "General;Automation;57;none,")
4. If a participant is not enrolled OR enrolled in a non-TAACCCT-related program, leave the Program Group (prog\_group) field blank.
5. Enter year and term that enrollment status was reported within the new row (using "year" and term" fields).

**The intent of the ongoing templates are to capture the update (hence the term ongoing) for each participant as long as she/he is enrolled at the college. You will query student records for all participants throughout the grant period, but if there is no progress/completion, you do not need to create an additional entry row for him/her on the template. Leave his/her initial entry in the template intact and unchanged.**

*Example: A data request occurring in the Spring of 2017, which would refer to data from the Fall 2016 semester, should include data for:*

- *Those already in the template from previous submissions,*
- *Those who became participants in the Fall 2016, and*
- *Any students who were participants prior to Fall 2016 that have earned PLA credit, completed all coursework for a program, earned a credential, experienced an employment change, or had a wage increase.*

*Example: a previously enrolled participant completed PLA credits, a Stick welding credential, a TIG welding credential, and an associate's degree in welding from an OTN institution. In this case, the student would be listed on 2 separate lines.*

- *Each welding credential (Stick and TIG) would be listed on a separate line.*
- *The PLA credit information could be reported on the same line as the Stick or TIG credential.*
- *The OTN associate's degree in welding technology could also appear on the same line as the Stick or TIG credential.*

*Example: a previously enrolled participant completed PLA credits, a TIG welding credential, an Associate of Applied Science degree from an OTN institution and a Computer Aided Machining certificate from an OTN institution. In this case, the student would be listed on 2 separate lines:*

- *Each OTN-granted credential (Associate's degree and certificate) would be listed on a separate line.*
- *The PLA credit information could be reported on the same line as the Computer Aided Machining certificate or the Associate's degree.*
- *The Stick credential could also appear on the same line as the Computer Aided Machining certificate or the Associate's degree.*

The OG data templates supplement OLDA data with the necessary education records to conduct the impact analysis. The OLDA does not provide course enrollment and education outcome information for non-credit programs and courses. In addition, the OLDA does not capture detailed industry credential data. Because we are required to account for a variety of program persistence and completion outcomes, these records need to be provided on a term-by-term basis over time. This information will be transmitted to OSU each semester for all students enrolled at that college.

## Responsibilities

*Data-Related Duties for each College's Project Manager:*

The Project Manager has three main data collection tasks: 1) completing the Program Worksheet and maintaining its accuracy, 2) administering and organizing PIFs and OG data and, 3) communicating with evaluators and data collection personnel to smooth submission and data cleaning processes.

Each college's Project Manager should establish the definition of a participant using the Program Worksheet and work to ensure all participants get the opportunity to complete a PIF. Any process can be used at the college to get completed PIFs from students – possibilities include involving course instructors, Project Managers, and/or other college staff. Note that in for-credit programs, participants should be identified soon after "census day", or the conclusion of the drop/add period, for the college, because waiting until after the course is complete can lead to gaps in the data. After all of the PIFs are collected in paper form, they are to be transferred into the excel PIF template as described above.

The Project Manager will collaborate with IR and local data personnel to arrange the use of student information system records for this project. IR will need to be oriented to the project including introduction to the data templates and the Program Worksheet, as well as communication of the data submission timeline. The IR partners will be central to ensuring the correct identification of program, course, and subject codes for the purpose of correctly organizing the data.

The Project Manager will also ensure that the OG-noncredit template is being completed each term.



### *Institutional Research Duties:*

At most colleges, Institutional Research will compile the OG-credit data. Although the Project Manager will be the point person who oversees uploading the compiled data into the data template and organizing the data for transmission to LCCC, IR will likely be the entity filling in the OG template.

### *Data Coordinator Duties:*

Each college is budgeted for staff to provide data coordination support duties. Data Coordinators are a **crucial** link ensuring alignment between the data compiled in the PIF and OG templates. There may only be one set of participants at each college; thus, the participants listed in the PIF template must match the participants listed in the OG templates using the participant definition established in the Program Worksheet. If there are differences, the Data Coordinator must rectify and rationalize the lists, getting to the root and resolving why discrepancies are occurring.

All data are to go through the Data Coordinator, prior to being sent to LCCC. The Data Coordinator should expect to see two or three excel templates each term: (1) the Participant Intake Form template, (2) the Ongoing-credit template, and/or the Ongoing-noncredit template.

### **Data Submission Deadlines**

These templates are to be submitted to LCCC three times each year for the duration of the grant. Deadlines are noted in Table 2. Data Coordinators should prepare data for submission prior to the deadline. LCCC will then send the data to OSU approximately two weeks afterwards for data analysis. The specific dates for queries and submission are noted in Table 2.

### **Data Checking and Cleaning**

Prior to the data submission, the Data Coordinator will receive three data templates: PIF and Ongoing-Noncredit from the Project Manager, and Ongoing-Credit from Institutional Research. Once received, the Data Coordinator should check the templates for consistency, and clean the templates for accuracy. For example, ensure that the data meets the following criteria:

- Each participant has a completed a Participant Intake Form.
- Each Participant Intake Form is recorded in the PIF data template file.
- **Only new participants are added to the cumulative PIF template excel file in a given data submission period** (these templates should already include previously enrolled participants).
- All participants included in the PIF excel file should also be featured at least once in an Ongoing excel file. He/she will appear at least during his/her first term of enrollment as an OTN participant. Thereafter, he/she have an additional entry on the spreadsheet if student has earned PLA credit, completed all coursework for a program, earned a credential, experienced an employment change, or had a wage increase.
- Each participant should have one row of information in an Ongoing (credit and/or noncredit) file per term per program. If a participant is enrolled in more than one program, more than one row should be used. If a participant completes all coursework

for more than one grant affected program or earns more than one credential, each will be reported on a separate line.

- The Ongoing excel files (noncredit or credit) should track participants over time, term by term. Participants should be queried for progress every term they are enrolled at the college. If an individual does not appear in an Ongoing file during a submission, it will be assumed that the individual did not earn PLA credit, complete all coursework for a program, earn a credential, experience an employment change, or have a wage increase.
- The PIF and Ongoing files are cumulative, so new participants will be added to the previously-submitted PIF and Ongoing (credit/noncredit) templates. The Ongoing files will also include completions by participants.
- Participants listed in the PIF file should be the same as participants listed in the Ongoing files.

Once the data are cleaned, they are to be delivered via a ShareFile email link provided by the Consortium Data Coordinator at LCCC.

### Special Treatment of Non-Credit Students

Many colleges do not collect data in the SIS on students enrolled in non-credit courses or programs. In this situation, colleges are responsible for manually collecting and completing the Ongoing-noncredit template for noncredit students.

## Post-Completion Survey

After a participant completes all coursework for a grant-affected program of study, they will be contacted via email and telephone to take the post-completion survey. The administration of the survey and the collection of the responses will be done by LCCC in conjunction with OTN student navigators. Students should be encouraged to complete the Participant Intake Form because it includes multiple modes to contact the student for the survey. Information gathered from the survey will be primarily used for evaluation purposes. Full procedure is detailed in *“Post Completion Survey Procedure.”*

## Data Security

### Treatment of Sensitive Data

All individual-level student data are considered sensitive. Therefore, it must be stored using secure means. Each college is responsible for storing grant participant PII data in accordance with local college data security policies. Additionally, data may only be transmitted using secure means. As described below, data will be shared via ShareFile (not SharePoint). **Regular email and SharePoint are prohibited as a means for transmitting individual-level student records. PII requirements in Solicitation for Grant Application can be found in “Safeguarding Data Including Personally Identifiable Information (PII)” section**

## Data-Sharing Agreements

Data sharing agreements between LCCC and the colleges, and between LCCC and OSU, are needed to document the terms of the safe handling, transmission, storage, and use of sensitive student information. These data sharing agreements will be written and signed prior to the first data submission scheduled for the September 30, 2015. Colleges may not submit completed PIF or OG data templates to LCCC until a data sharing agreement is signed by both entities.

## Instructions for Uploading of Data and Timelines

The Data Coordinator submits the data to LCCC using the provided excel spreadsheets. The data submission process occurs three times per year, as outlined in Table 2.

<b>Term's Initial Data Query</b>	<b>Term's Final Data Query</b>	<b>Data Templates due to LCCC</b>	<b>Master Templates due to OSU</b>
NA	June 30, 2016	July 15, 2016 5pm	July 22-30, 2016
September 15, 2016	September 30, 2016	October 3, 2016 5pm	October 14, 2016
NA	February 28, 2017	March 14, 2017 5pm	March 28, 2017
NA	June 30, 2017	July 14, 2017 5pm	July 21-28, 2017
Varies	September 30, 2017	September 14, 2017 5pm	October 4, 2017
NA	March 31, 2018	April 13, 2018 5pm	April 27, 2018
NA	June 30, 2018	July 13, 2018 5pm	July 20-27, 2018
Varies	September 30, 2018	September 7, 2018 5pm	September 14, 2018

The “final data query” date represents the final date covered in that reporting period’s submission. Data for the fall term will be used to calculate APR data and the timeline is very tight. To ensure data are submitted in a timely manner, OTN partners are asked to run an initial query for participants, so they can begin entering information in their templates.

### Upload Instructions:

For each data submission, LCCC will send an email to each college’s Project Manager containing a hyperlink to a secure site (ShareFile) that will be used to upload the data. The link takes users to an encrypted folder for uploading data. Instructions are included in the email sent by LCCC for how to click on the link and upload files to the site.

## Annual Performance Report and Employment Results Scorecard

There is no additional data collection occurring for the Annual Performance Report or Employment Results Scorecard, two requirements of the grant.

## Contact

For questions regarding this document, contact:

Melika Matthews, Reporting & Compliance Manager; [mmatthews@lorainccc.edu](mailto:mmatthews@lorainccc.edu); 440-366-4251

## Revision Summary

Original Data Plan is dated August 13, 2015. Revision summary is included in table below.

<b>Table of Data Plan Clarifications and Revisions</b>			
<b>Section</b>	<b>Date</b>	<b>Revised by</b>	<b>Comments</b>
<b>Revision Summary</b>	6/26/17	Matthews	Revision Summary added.
<b>Participant Intake Forms (PIF) and onboarding participants</b>	6/26/17	Matthews	Signed consent requirements for PIF updated. This is now required.
<b>Verification of Veteran Status and Eligibility for Veteran's Priority:</b>	6/26/17	Matthews	Verification of Veteran Status and Eligibility for Veteran's Priority clarified. This is required for participants claiming eligibility for veteran benefits or priority.
<b>College data responsibilities, utilization of data templates, term definitions, and data flow</b>	6/26/17	Matthews	Clarification added on recording of progression data. Additional progression measures were added and year/term reporting clarified.
<b>Data Submission Deadlines</b>	6/26/17	Matthews	Data submission deadlines for LCCC clarified. This occurs two weeks after LCCC receives data from colleges.
<b>Table 2</b>	6/26/17	Matthews	Additional deadlines added; this now includes entire duration of project.
<b>Post Completion Survey</b>	6/26/17	Matthews	Survey administration details updated. Reference document added.
<b>Data Security</b>	6/26/17	Matthews	Reference to SGA guidance on handling of PII included.
<b>Contact</b>	6/26/17	Matthews	Contact information updated; extraneous contacts deleted.
<b>Attachment A</b>	6/26/17	Matthews	Attachment updated to reflect program worksheet revisions.
<b>Attachment D</b>	6/26/17	Matthews	Attachment updated to reflect PIF data template revisions.

<b>Table of Data Plan Clarifications and Revisions</b>			
<b>Section</b>	<b>Date</b>	<b>Revised by</b>	<b>Comments</b>
<b>Attachment E</b>	6/26/17	Matthews	Attachment updated to reflect ongoing data templates.
<b>Documentation</b>	9/1/17	Matthews	Repetitive language removed.
<b>Instructions for Uploading of Data and Timelines</b>	9/1/17	Matthews	Timeline updated; query language was revised to reflect timeline.
<b>Data Templates and Definitions of Terms</b>	2/27/18	Matthews	Procedure for completing OG templates was updated to include further education tracking procedure.
<b>Data Templates and Definitions of Terms</b>	9/7/18	Matthews	Guidance for enrollment status was updated to reflect guidance shared during technical assistance webinars in Aug. 2018.
<b>Instructions for Uploading of Data and Timelines</b>	9/7/18	Matthews	Timeline was updated to reflect revised dates, agreed upon in Aug. 2018 and shared during Aug. 2018 technical assistance webinars.
<b>Attachment E: Ongoing-Credit and Noncredit Data Template Data Dictionary</b>	9/7/18	Matthews	Row for declared name field was updated to reflect adjustment 2/27/18 adjustment in data template dictionary.

## Attachment A: Program Worksheet Definition of Terms

<b>Intent:</b>	
The intent of this worksheet is to define participants at each TechNet college. Participants are identified based on enrollment in a grant-affected program or core course. See the accompanying memo titled "Ohio TechNet: Definition of Participants and Onboarding/Documentation Procedures" for further clarification.	
<b>Directions:</b>	
Complete the 'Worksheet' tab of this file and return to <i>Melika Matthews (mmatthews@lorainccc.edu)</i> . Definitions are below:	
<b>Worksheet Element</b>	<b>Definition</b>
<b>Program 1, 2, 3, etc.</b>	The name of the grant-affected program <b>as it appears in the student information system</b> . <i>For grant affected programs that are not official college programs or noncredit, consult with Melika Matthews to determine an appropriate program name</i> . If programs stack, list them individually. For example, a certificate of Mechatronics leading to an AAS of Mechatronics should be listed as two separate programs. Feel free to add more program slots if necessary. You may list industry certifications alongside academic credentials in the same row.
<b>Institution Code</b>	A four-letter code drawn from the state's HEI system designated for each college. For example Cuyahoga Community College's Institution Code is CYCC.
<b>Subject Area (6-digit CIP CODE)</b>	The CIP code associated with the program. For example, the CIP code for one type of welding program is 48.0508.
<b>Program Code</b>	An institution-specific code drawn from the state's HEI system designated for each program at each college. Program codes do not follow any consistent format. For example, Owens Community College's welding program's code is WELD. <i>For grant affected programs that are not official college programs or noncredit, list "N/A"</i> .
<b>Awards Available (e.g.: Certificate of Completion, Diploma, AAS)</b>	Type of award received by the student upon program completion. <i>For instances where program completion does not inherently lead to award receipt, list specific credential name and inform Melika Matthews of this nuance.</i>
<b>Credit Status</b>	Is the program a credit bearing program at your institution? (select from drop-down)
<b>Duration (how long does it take to complete program?)</b>	Intended time to complete for a full-time student that completes on schedule. Indicate in terms of # weeks, #terms or #years
<b>Duration (Select DOL metric below)</b>	<i>Select duration time-frame used by the Department of Labor from drop-down: &lt;1 Yr - 1 Yr Certificate; More than 1 Yr Certificate; or 2 Yr Degree.</i>
<b>Tenure (how long has program been offered?)</b>	Indicate the number of years the program has been offered at your college. You may indicate "New Program" if the program is being newly created under the grant.
<b>Grant Implemented</b>	In what term and year do you anticipate grant modifications will take affect signifying the grant has been implemented in the program?
<b>Core Courses</b>	This list of courses will be used to query participants. Please see core course definitions <i>in referenced memo "Ohio TechNet: Definition of Participants and Onboarding/Documentation Procedures."</i>
<b>Course Code</b>	An institution-specific code drawn from the state's HEI system designated for each course in each program at each college. Course codes do not follow any consistent format. For example, Owens Community College's welding program's Iron Workers App Block II course code is SKT262D. <i>Leave this field blank for noncredit courses.</i>
<b>Reasons for grant affected status</b>	<i>Provide brief description in all applicable columns, detailing specific reason that the program is considered a grant-affected program.</i>
For questions contact Melika Matthews at <a href="mailto:mmatthews@lorainccc.edu">mmatthews@lorainccc.edu</a> or (440) 366-4251.	

# Attachment B: Participant Intake Form

## Ohio Technical Skills Innovation Network (Ohio TechNet) Consortium Participant Intake Form

Introduction / Confidentiality	<p>Your college has joined a group of other community colleges to form a consortium with the joint mission of improving education programs in advanced manufacturing. The US Department of Labor (USDOL) has awarded the consortium a Trade Adjustment Assistance Community College &amp; Career Training (TAACCCT) grant to fund this mission. A requirement of USDOL is to evaluate the performance of the grant. To that end, the information below is being requested from you. This information will be used together with other state employment and education records to assess the performance of the program in supporting students' learning and employment. In addition, you may be contacted to participate in a post-completion survey. All information provided by you will be safeguarded using encryption security measures and not used for any purpose other than the evaluation of grant-funded programs. The information that is collected on this form will be retained in the program files by the college and their authorized evaluation partners in the performance of their duties. As required by law, at the conclusion of the grant period, all personal information assembled for the evaluation will be destroyed.</p>			
Contact Information	First Name		Middle Initial	Last Name
	Address			
	City		State	Zip Code
	Home Phone	Cell Phone		Alt. Contact Phone
Participant Information	Social Security #		Student ID #	Date of Birth <u>    </u> / <u>    </u> / <u>    </u> ( MM / DD / YYYY )
	Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino
	Race (choose all that apply)		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African American	<input type="checkbox"/> Native Hawaiian/Pacific Islander
	<input type="checkbox"/> Asian <input type="checkbox"/> White			
	Highest Level of Educational Attainment		<input type="checkbox"/> Less than a HS Diploma <input type="checkbox"/> GED <input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Bachelor's Degree or Higher
	<input type="checkbox"/> HS Diploma		<input type="checkbox"/> Some College	
	Check all that apply: (See next page for definitions) <input type="checkbox"/> Eligible for Veteran's Benefits <input type="checkbox"/> Individual with a Disability <input type="checkbox"/> Eligible for Pell Grant <input type="checkbox"/> Eligible for TAA Benefits		Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Hourly Wage _____ Hours/Week _____	
Consent	In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the USDOL is authorized to collect information to implement the TAACCCT Program under 19 USC 2372 – 2372a. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing this information, including a SSN is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. I understand that my participation in the evaluation of the Ohio TechNet grant is entirely voluntary. If I do not sign below, I will not be included in the evaluation of the grant. However, I will be counted in USDOL reporting, which uses no individual personally identifiable information. By signing below I am giving my consent to participate in this evaluation and attest that the information provided is to the best of my knowledge complete and accurate. In addition, all student data provided on this form will be entered into the Ohio Workforce Case Management System for use in reporting and evaluating grant outcomes. I agree that the partner staff of OhioMeansJobs Lorain County may exchange information about me with the authorized evaluation partners for use in evaluating the grant.			
	Student Signature _____			Date: <u>    </u> / <u>    </u> / <u>    </u> ( MM / DD / YYYY )
For Office Use Only				
College Name	First Semester as Participant Year:            Term:	Grant-Affected Program	Program <input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit	Enrollment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
This workforce solution was funded by a grant awarded by the USDOL's Employment & Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the USDOL. The USDOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to the solution, including any information on websites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.				

## Attachment C: Equal Opportunity Statement

### Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

### What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
First Name	first_name_pif	Character		
Middle Initial	middle_initial_pif	Character		
Last Name	last_name_pif	Character		
Address	address_pif	Character		
City	city_pif	Character		
State	state_pif	Character		
Zip	zip_pif	Integer		
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		Enter -9 if not available
Alternate Contact Name & Relationship	alt_contact_pif	Character		Enter -9 if not available
Social Security Number	ssn_pif	Character	XXXXXXXXXX	Enter "missing" if SSN is not available
Student ID	student_id_pif	Character		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.

## Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
				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	
Gender	gender_pif	Integer	1=Male 2=Female   99= gender not known	
Hispanic	hispanic_pif	Integer	0=Not Hispanic or Latino/a 1=Hispanic or Latino/a      99= neither box checked	
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

## Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
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	
Student is eligible for Veteran's Benefits	veteran_pif	Integer	0=No 1=Yes	<b>In order to invoke veteran priority (or respond "Yes" to this field), verification is required.</b> 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

# Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
				<p>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</p>

## Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
				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

## Attachment D: Participant Intake Form Template Data Dictionary

Variable description	Variable name	Class	Format Notes	Other Comments
Student is eligible for TAA Benefits	taa_elig_pif	Integer	0=No 1=Yes	<p><b>In order to invoke TAA priority (or respond "Yes" to this field), verification is required.</b> 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</p>

## Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
				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	
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"	
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"	
Signature	signature_pif	Integer	Enter 1 if the participant signed the form Enter 0 for he/she did not sign the form	
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

## Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
				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	
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 participant. 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		Select grant-affected (GA) program from the dropdown menu. If program is lattice or stacked credential OR



## Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
				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		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		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.
Program Credit Status	prog_cred_status_pif	Integer	1=Credit 2=NonCredit	
Enrollment status	enrollment_status_pif	Integer	1=FullTime 2=PartTime 99=Noncredit/Not applicable	

## Attachment D: Participant Intake Form Template Data Dictionary

<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Other Comments</u>
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 #

## Attachment E: Ongoing-Credit and Noncredit Data Template Data Dictionary

<b>Variable description</b>	<b>Variable name</b>	<b>Class</b>	<b>Format Notes</b>	<b>Data Delivery Frequency</b>	<b>Other Comments</b>
First name	first_name	Character		entry term only	
Middle name	middle_name	Character		entry term only	
Last name	last_name	Character		entry term only	
PLA credits received by term	pla_credits	Numeric	2 decimal	each term	Number of credits awarded through Prior Learning Assessment (PLA)
Total PLA credits received by term	tot_pla_credits	Numeric	2 decimal	each term	
Program student is declared for at college AND enrollment status	declared_name	Character	Enrollment status options include: -not enrolled -enrolled in a TAACCCT-related program or course -enrolled in a non TAACCCT-related program	each term	Starting Spring 2018, this field is additionally used to report enrollment status of participants, as of the reporting quarter.
Completed a program this term	prog_complete	Integer	0=No 1=Yes	each term	Completion is defined as having earned all of the credit hours (formal award units) needed for the award of a degree or certificate in that program of study. Enter "1" if a participant has completed all coursework for a grant-affected program. Note: Multiple programs can be completed in a term - each should be counted. This can be achieved by creating a separate entry on a new row for each occurrence. Grant-affected program names can be found in the Program Worksheet prepared by the College's project manager.

## Attachment E: Ongoing-Credit and Noncredit Data Template Data Dictionary

<b>Variable description</b>	<b>Variable name</b>	<b>Class</b>	<b>Format Notes</b>	<b>Data Delivery Frequency</b>	<b>Other Comments</b>
Name of program completed	completed_name	Character		each term	Must match a grant-affected or comparison program listed on the Program Worksheet, including award level (short-term certificate, AAS, etc.)
Earned other credential this term	cred_earned	Integer	0=No 1=Yes	each term	Other credentials, not assumed by program completion should be recorded as "Yes" here.
Type of credential earned	cred_type	Character		each term	Other credentials, not assumed by program completion should be recorded here.
Program group	prog_group	Character		each term	What "net" captured this individual? Of the programs in your college's list of grant-affected or comparison programs, which program should this individual be associated with? For "stacked" credentials (e.g., short-term, long-term, and AAS awards in the same program), this variable should be reported at the stack level (e.g., "Mechatronics" rather than "Short-term Mechatronics").
Social Security number	ssn	Character	XXXXXXXX	each term	Do not use
College's student ID	student_id	Character		each term	
Date of birth	dob	Date	MM/DD/YYYY	entry term only	
Year	year	Integer	4-digit year	each term	Year that aligns with progression activity recorded. In the first entry that participant is entered on template, enter year student became a participant.
Term	term	Integer	1=Spring 2=Summer 3=Fall	each term	Term that aligns with progression activity recorded. In the first entry that participant is entered on template, enter term student became a participant.
Year first registered in school as college-level student	year_reg	Integer	4-digit year	entry term only	Prefer current enrollment period in the college (avoiding long gaps between previous enrollment(s) and the present enrollment)


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<u>Variable description</u>	<u>Variable name</u>	<u>Class</u>	<u>Format Notes</u>	<u>Data Delivery Frequency</u>	<u>Other Comments</u>
Term first registered in school as college-level student	term_reg	Integer	1=Spring 2=Summer 3=Fall	entry term only	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.
Has the student authorized OTN to enter his/her data into OWCMS?	OWCMS_authoriz	Integer	0=No 1=Yes	entry term only	The early version of the participant intake form did not ask students for their authorization to enter their data in the Ohio Workforce CMS. If the student signed the earlier version, the student did not sign a PIF, or the student chooses to opt out, the answer would be "no." If the student granted OTN the authorization to enter his/her data in the OWCMS, indicate "yes."
1st Grant-affected course	GA_course1		Character	each term	<b>If the student is enrolled in a grant affected (GA) program, SKIP this field.</b> If the student isn't enrolled in a GA program, enter the GA course in which he/she is enrolled. There is no drop down menu for this field.
2nd Grant-affected course	GA_course2		Character	each term	<b>If the student is enrolled in a grant affected (GA) program, SKIP this field.</b> If the student isn't enrolled in a GA program, enter the GA course in which he/she is enrolled. There is no drop down menu for this field.
3rd Grant-affected course	GA_course3		Character	each term	<b>If the student is enrolled in a grant affected (GA) program, SKIP this field.</b> If the student isn't enrolled in a GA program, enter the GA course in which he/she is enrolled. There is no drop down menu for this field.
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; LMTCC= Rhodes; SNCL=Sinclair; STRK=Stark; MATC=Zane) followed by a 3 digit #

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<b>Variable description</b>	<b>Variable name</b>	<b>Class</b>	<b>Format Notes</b>	<b>Data Delivery Frequency</b>	<b>Other Comments</b>
Employment of participant	Employed	Integer	0=No 1=Yes	each term	Employment change and baseline employment. If participant entered new unsubsidized employment, enter 1 for "Yes". If not, enter 0 for "No." In the first entry that participant is entered on template, enter baseline employment status.
Name of employer	Employer_Name		Character	each term	
Month that participant employment started	Employment_Start_Month		2 digit month	each term	
Year that participant employment started	Employment_Start_Year		4 digit year	each term	
Month that participant employment ended	Employment_End_Month		2 digit selection	each term	
Year that participant employment ended	Employment_End_Year		4 digit selection	each term	
Wage increase	Wage_Increase	Integer	0=No 1=Yes	each term	If participant's wage has increased, enter 1 for "Yes".
New Wage	New_Wage	Numeric		each term	Enter participant's new wage. Do not add special characters.

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