

CT Preschool through Twenty & Workforce Information Network (P20 WIN)

DATA REQUEST DOCUMENT

This form and all attachments are to be submitted to the P20 WIN Data Governing Board for consideration and approval before the execution of each Data Request.

Information provided here is required to fulfill the mandatory provisions for written agreements according to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and to comply with Unemployment Compensation (UC) considerations under state (CGS § 31-254) and federal (20 CFR 603) law. PERSONS WHO ARE NOT STATE GOVERNMENT EMPLOYEES OR OFFICIALS MAY NOT HAVE ACCESS TO UNIT LEVEL WAGE DATA.

SECTION 1 – BASIC DATA REQUEST INFORMATION

1.a Application Submission Date:

1.b TYPE OF SUBMISSION: Initial Application Continuation* Modification** Repeat

*Initial applications are approved for a given duration. Select 'continuation' if this request is to extend that timeframe.

** If you are requesting a modification to a request that has already been approved and is underway, select 'Modification' and address only the sections of this form which are being adjusted from the prior request.

1.c P20 WIN Data Request Number: P20W_1511_3_0008

1.d Data Request Title: Wage & Employment Outcomes

1.e Agencies from which data is being requested (Check all that apply):

State Department of Education Board of Regents UCONN Cicu-IRPS Department of Labor

1.f Has this Data Request been discussed with program employees at the involved agencies?: Yes No

If yes please indicate with whom:

Agency: Cicu-IRPS

Name: Jennifer Widness, Russ Adair

Agency: DOL

Name: Andy Condon, Dana Placzek

SECTION 2 – REQUESTOR INFORMATION

2.a Name (last, first) Condon, Andy

2.b Title Director, Research and Information

2.c Organization Connecticut Department of Labor

2.d Mailing Address 200 Folly Brook Boulevard

2.e Email Address Andrew.Condon@ct.gov

2.f Phone Number 860-263-6255 Fax Number

2.g Provide Full name, institution, email address, and project role for ALL other persons working with data, derived data or data output for this project. Add additional space as necessary. Please print and attach a signed Confidentiality Agreement for each individual needing access to the resultant data set. (See Attachment C)

Jennifer Widness, President, cicu-IRPS; widnessj@theccic.org

Russ Adair, Consultant, cicu-IRPS; adairr@theccic.org

Andrew Condon, Director of Research and Information, Department of Labor; Andrew.condon@ct.gov

Dana Placzek, Research Analyst, Department of Labor; Dana.placzek@ct.gov

Liam McGucken, Research Analyst, Department of Labor, liam.mcgucken@ct.edu

Bill Gammell, Dir. Office of Research & System Effectiveness; gammellw@ct.edu

Jan Kiehne, CT Board of Regents for Higher Education, P20 WIN Program Manager & Lead Tester; Jan_kiehne@hotmail.com

SECTION 3 –ALIGNMENT OF PURPOSE& SCOPE

3.a Provide a brief summary of the Data Request:

This data request will enable analysis of the degree to which students completing credentials from private postsecondary institutions in CT are working in Connecticut during the first few years after program completion. The analysis will examine employment rates and wages earned by students completing undergraduate education programs by institution, by academic program and by degree level from 2009 through 2015 as data are available from source systems. Postsecondary graduates will be from the classes of 2009-10 through 2014-15 as available.*

*some institutions may not have frozen their graduation data for the 2014-15 academic year. Similarly, wage records will only be available through the second quarter of 2015.

3.b Clearly state the purpose of this request and describe how the purpose is an audit or evaluation of federal or state supported education program(s) (See Audit or Evaluation Exception 20 U.S.C. 1232g(b)(1)(C), (b)(3), and (b)(5) and §§99.31(a)(3) and 99.35).

Cicu-IRPS member institutions are private institutions of higher education that receive both federal and state support. Through this data request, staff will be able to evaluate the effectiveness of postsecondary programs at these institutions in preparing students for employment in Connecticut. In addition, the Department of Labor will be able to evaluate state and federally funded workforce training programs in Connecticut.

3.c Describe the benefit that this audit/evaluation will provide to a local or State Education Authority or Agency (34 C.F.R. 99.1) and the state of Connecticut. Note requests that only provide audit or evaluation of non-state Participating Agencies will not be approved.

The state, federal government and citizens invest in higher education so that individuals can prepare themselves to be productive tax paying citizens. It is in the interest of cicu-IRPS member institutions to understand whether students completing publically supported programs are entering the workforce in CT. It is in the interest of the State of Connecticut to understand whether public education programs are producing a functionally diverse and well-prepared workforce to meet labor demands. Results will provide information useful for improving programs and policies across the state.

3.d Provide a brief description of the method for analysis.

Descriptive statistics (counts, percentages, averages) will be used to determine employment and wage variance over time by institution, by degree level (e.g. certificate, associates, bachelors, etc.), by education program (e.g. CIP code), and by gender, and race/ethnicity.

3.e Provide a description of the documents or reports that will reference data from this Data Request. For each report indicate the audience for the report and expected indicators or measures to be included in each.

Data will be used by cicu-IRPS institutions to determine the number of graduates that stay in state upon graduation, over time and the effectiveness of their programs. Data may be shared with the legislature and the Planning Commission for Higher Education, upon request and upon approval of cicu-IRPS member institutions. Such reports may include:

- Number and percent of graduates who completed training/education
- Number and percent of graduates who entered employment in Connecticut
- Number and percent of graduates who were retained in employment for a period of time

- Number and percent of graduates who were retained in employment for a period of time
 - Average weekly wages upon entering employment in Connecticut
 - Change in weekly wages earned prior to and after graduation
 - Employment and earnings after graduation for multiple years at the system and institution levels by Program of Study using Classification of Instructional Program (CIP) codes and Degree Type (e.g. Certificate, Associate, Bachelor's).
 - Average wages and changes in wages for graduates over time by program and degree type
 - Employment rates and changes in employment rates over time by program and degree type
 - Disaggregation by race, ethnicity and gender
 - Aggregations by higher education sector, institution, CIP code (2-, 4- and 6-digits), degree level, degree type, demographic category, financial aid status, state of residence or industry
 - Other key attributes valuable for evaluation such as program persistence, time to completion, and the age of the student.
- At a minimum, DOL will provide cicu-IRPS with data tables that include the same measures as were produced for Data Request P20W_1310_3_0003 using additional years of graduates.

The audience for reports produced will include: cicu-IRPS member institutions, and, upon request and approved by cicu-IRPS member institutions, the state legislature and The Planning Commission for Higher Education.

3.f In addition to utilizing a minimum cell size as documented by the Data Governance Procedure, identify/describe the statistical methods that will be used to minimize the risk of re-identification of PII for data to be published. Some typical methods are listed below; however, this list is not comprehensive. Options should be used in combination for maximum security. See the [USED Technical Brief 3](#) as a resource.

- **Suppression by:** cell, row, sampling (present data for a portion of students: e.g. 80%)
- **Blurring through:** aggregation of groups, rounding, use of ranges, use of top/bottom categories (e.g. 'less than 5%, greater than 95%),
- **Perturbation:** data swapping, adding noise, use of synthetic data

It is expected that suppression and blurring will be the primary approaches used to protect personally identifiable information (PII) and minimize the risk of re-identification. Cells containing or referring to a count of less than 10 will be suppressed along with the cell with the next to smallest value. Additional strategies that may be used included providing multiple year averages for key data points where the important cell sizes remain very small for multiple years and/or incorporating ranges of counts or groups of programs.

SECTION 4 – PROTECTION OF CONFIDENTIALITY

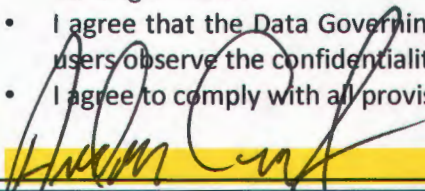
4.a By what date will the datasets and all paper or electronic copies will be destroyed by the requestor?

After the Approved Requestor has received data files and the matrix of generic unique identifiers, the Approved Requestor has 12 months to complete analysis and destroy the data files. Note, that the Data Governing Board may set a shorter or longer time frame before the data files must be destroyed, and this 12 month limitation may be extended with written approval from the Data Governing Board. Requestors need to submit the Query Management Document as a 'continuation' for approval of an extension.

All unit record data resulting from the query to the system will be destroyed by the Department of Labor within 12 months of the date of the receipt of the analytical data sets from cicu-IRPS.

4.b With the addition of your signature at the bottom of this section, indicate that you agree to each of the following statements:

- I will only utilize the data received through this Data Request to meet the purpose as described. The approval given to receive data through this Data Request does not confer approval to use it for another purpose.
- I will not re-disclose the data received through this Data Request approval process to any public official who has not been authorized by the Data Governing Board to receive it, and who has not also signed a Personal Statement of Confidentiality and Non-Disclosure.
- I will take the necessary and appropriate precautions to safeguard personal information and will comply with all state and federal laws concerning the safeguarding and disclosure of such information.
- I will not use the datasets to re-identify individuals.
- I agree that approval to receive data does not convey ownership of the data.
- I agree that prior to the public release of any documents or reports generated from this Data Request I will supply all reports or documents to the Data Governing Board for review and verification that the intended purpose has been adhered to.
- I agree to store all resultant data, in print or electronic form, in a locked receptacle that can be accessed by authorized persons only.
- I agree to store all resultant data on secure desktop computers and in secure files to which access is restricted to authorized persons only.
- I agree that no resultant data may be transmitted via email or placed or stored on a mobile computing or storage device. For purposes of this agreement, a definition of "mobile computing device" includes, but is not limited to, notebooks, palmtops, PDAs, iPods®, Blackberry® devices, and cell phones with internet browsing capability. A "mobile storage device" includes but is not limited to, mobile computing devices, diskettes, magnetic tapes, external/removable hard drives, flash cards (e.g., SD, Compact Flash), thumb drives (USB keys), jump drives, compact disks, digital video disks, etc.
- I agree to destroy all confidential information obtained through this agreement as soon as such information is no longer needed.
- I agree that the Data Governing Board will be allowed access to monitor all authorized users to ensure such users observe the confidentiality requirements of the information obtained under this Agreement.
- I agree to comply with all provisions of the P20 Win Data Request Management Procedure.

I  _____, agree with each of the statements in section 4.b.

SECTION 5—ADDITIONAL INFORMATION

5.a Provide any additional comments that would be useful to the Data Governing Board in considering this request.

Per the MOU between cicu-IRPS and DOL, DOL shall destroy the Education Records containing personally identifiable information used for matching within 24 business hours of the completion of the matching process.

SECTION 6 – SIGNATURE OF REQUESTOR AND DATE

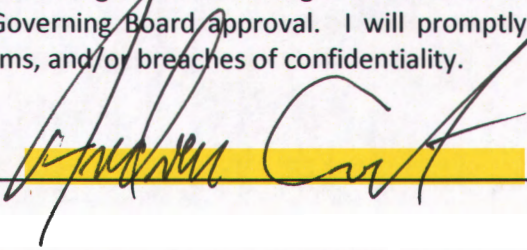
6.a Signature of Requestor

I understand that the entities that are providing data to P20 WIN (hereinafter Participating Agencies) have made reasonable efforts to ensure that the data available through P20 WIN are up-to-date, accurate, complete and comprehensive at the time of disclosure. These records reflect data as reported to the Participating Agencies by their data-submitting organizations for the reporting period indicated. Changes or updates to the data may occur after the time of disclosure and may impact data that have previously been made available. The Participating Agencies are not responsible for data that are misinterpreted or altered in any way. Derived conclusions and analyses generated from this data are not to be considered attributable to the Participating Agencies or the

participating organization(s) from which the data originated.

I certify that the information supplied in this form, with attachments, is complete, accurate. The analysis will be conducted according to the protocol approved by the Data Governing Board, applicable federal, state and local laws regarding the protection of education records and unemployment insurance records. I will ensure that all protocol changes will be prospectively reviewed by the Data Governing Board. I will request approval from the Data Governing Board for changes to the Data Request and will not implement proposed changes until I receive Data Governing Board approval. I will promptly report to the Data Governing Board any related complaints, problems, and/or breaches of confidentiality.

Signature

A handwritten signature in black ink, appearing to be "Andrew C. A.", written over a yellow horizontal bar.

Date

A handwritten date "11/5/2015" in black ink, written over a yellow horizontal bar.