

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**

*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_1605_3_0009

1.d Data Request Title: Northeast Resiliency Consortium Round # 3 TAACCCT Grant Annual Report

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

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

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

If yes please indicate with whom:

Agency: Connecticut Board of Regents

Name: Jan Kiehne

Agency: Department of Labor

Name: Andrew Condon

Agency:

Name:

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, Wethersfield, CT 06109

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)

Alese Mulvihill, HCC, Grant Program Coordinator, AMulvihill@housatonic.edu

Marnie Parrett, HCC, Institutional Research Assistant for Forward program, MParrett@housatonic.edu

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Marian Beland, Capital Community College, mbeland@ccc.commnet.edu, Institutional Research Assistant

Jenny Wang, Capital Community College, jwang@capitalcc.edu, Director of Institutional Research
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Dana Placzek, Department of Labor, dana.placzek@ct.gov, Research Analyst
Liam McGucken, Department of Labor, liam.mcgucken@ct.gov, Research Analyst

SECTION 3 - ALIGNMENT TO PURPOSE & SCORE

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

This is a request for student data of Northeast Resiliency Consortium (NRC) participants at Housatonic Community College (HCC) and Capital Community College (CCC). These data include participant labor market employment and wage information aggregated by college by program of study. The data will align with our grant's deliverables. We are requesting data from July, 2013 through July, 2017 which will allow HCC and CCC to follow students 3 quarters after the completion of their grant program as stipulated by the grant. The data will be requested twice, summer 2016 and next summer, 2017. The first request will include data from summer 2013 through summer 2016. The second request will include data from summer 2016 through summer, 2017. The second request is cumulative and will include students from the first request, as well as all new participants. This will allow HCC and CCC to track employment and wage increases over time and provide this information for annual performance reporting as required by the Department of Labor for fulfillment of Round 3 TAACCCT grant deliverables.

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).

This request will provide student data aggregated by program that will allow HCC and CCC to provide required data for the NRC TAACCCT grant annual performance reporting. As Round 3 TAACCCT grant recipients and members of the NRC, HCC and CCC are required to submit participant employment and wage data annually to the US Department of Labor in order to understand labor market outcomes for programs that were modified or created for the grant.

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.

As stated in the attached proposal, the data will help quantify post-graduation labor market outcomes for Connecticut Round 3 TAACCCT grant student participants. The Board of Regent's may get a clearer picture about effective programs that facilitate the BOR's vision of equipping a higher share of our population with high-quality post-secondary education that facilitates students achieving career goals.

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

This data will be compiled and analyzed by the CT Dept. of Labor, once they receive a list from the BOR indicating the participants by program. Housatonic and Capital will receive the number of non-incumbent participants in a program that got employment anytime during the specified period, defined as the date their program ended through the 1st quarter after the quarter in which their program ended (those students who got employment between the program end date and the 1st quarter after the program end date need to be still working in that 1st quarter after graduation). We also want totals of students who retained their employment through the 2nd and 3rd quarters after program exit. In addition, we would like to see the number of non-incumbent students who got employment outside of these parameters. In other words, any non-incumbent student who got employment in the 2nd quarter or 3rd quarter. The

grant's deliverables are restrictive in date parameters and do not reflect the full employment landscape. This item will only be included in the narrative section of the annual report.

Lastly, they would like the total number of incumbent students (students who were employed at their program start date) by program who experienced a wage increase at any time after their program start date.

Numbers of students who fall into each of these categories will be included in the annual report and percentages of the number of students who got employment in particular programs will be included in the narrative. Basic descriptive statistics will be applied.

No attempt to re-identify students will be made.

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.

Annual Reports – Audience: NRC leader college Passaic Community College, US Department of Labor, HCC and CCC.

Addendum to the previous Annual Report – Audience: NRC leader college Passaic Community College, US Department of Labor, HCC and CCC.

An annual report that among other deliverables, will aggregate employment and wage data by college and by program to evaluate the TAAACCT programs' effectiveness in getting unemployed students employed or wage increases for those incumbent students working at the start of their program. Specifically, the deliverables that this data will fulfill are the following:

Separate metrics for each college will be calculated for each of the following.

The number and percentage of individuals in each unique program who were:

1. Not employed at the program start date (i.e. during the Program Start Quarter*) and who
 - a. Are employed in the first quarter after the Program Exit Quarter** (Post Q1***).
 - b. Are employed during Post Q1 and Post Q2.
 - c. Are employed during Post Q1 and Post Q2 and Post Q3.
 - d. Are not employed during the Program Start Quarter and are not employed in Post Q1, but who became employed in either Post Q2 or Post Q3.
2. Employed the quarter prior to the Program Start Quarter and had an increase in total quarterly wages during any quarter after the Program Start Quarter.

* Program Start Quarter = the quarter during which the individual started the program.

** Program Exit Quarter = the quarter during which the individual left or completed the program.

*** Post Q1 = the quarter immediately following the Program Exit Quarter. Similarly Post Q2 and Post Q3 are the second and third quarters after the Program Exit Quarter.

Total numbers and percentages for each metric will be provided to HCC and CCC for use in their annual report.

The addendum process to the previous annual report will use this information in a narrative form explaining how this data was obtained and how this process has increased our employment outcomes. Aggregate numbers by school will be used.

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, and 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

The data analysis will be performed by staff at the Connecticut Department of Labor. DOL has worked with these same requirements for data in former TAACCCT grants and have the experience to extract this information in an efficient manner. HCC and CCC will send the BOR the individual students we would like employment information for by college by program.

Ideally we would like to get back, by program; (1) The number of these non-incumbent students who got employment anytime from the end date of their program through the 1st Quarter after the quarter they completed their program (those students who got employment before the 1st Q need to have retained their jobs through to some point in Q1). (2) The number of these students who retained employment through the 2nd and 3rd Quarters after their program exit. (3) The total number of non-incumbent students who either got employed in the 2nd or 3rd quarters after their program exit. (4) In regard to incumbent students, we would like to receive the total number who received a wage increase at any time after the start of date of their program.

Cell sizes smaller than six will be suppressed.

The Institutional Research Assistant (TAACCCT grant) for HCC and CCC will report the data to the NRC within the Annual Report. The report will have the total numbers of these students.

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?

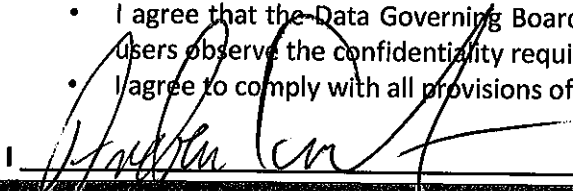
After the Approved Requestor has received data files and the matrix of generic unique identifiers, the Approved Requestor has 12 months to complete analysis and destroy the data files. Note, that the Data Governing Board may set a shorter or longer time frame before the data files must be destroyed, 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.

March 31, 2018 (8-9 months after final pull, anticipated in Summer 2017).

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.



, 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.

The request is for a cumulative dataset, meaning that each request will include individuals from the previous request(s), as well as all new participants. This will allow us to track students' employment and earnings over time.

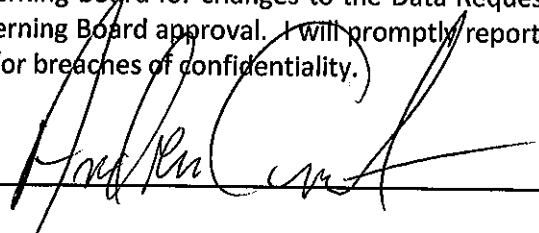
SECTION 6: SIGNATURE OF REQUESTOR AND DATE

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



Date

6/1/16