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_1601_0_0010
1.d Data Request Title: Northeast Resiliency Consortium Round 3 TAACCCT Grant Evaluation
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: Dr. Andrew Condon   Agency: Name:

SECTION 2– REQUESTOR INFORMATION	
2.a Name (last, first)	Sedlak, Wendy
2.b Title	Senior Director
2.c Organization	Equal Measure
2.d Mailing Address	1528 Walnut Street, Suite 805, Philadelphia, PA 19102
2.e Email Address	wsedlak@equalmeasure.org
2.f Phone Number	(215)-732-2200 ext 270 **Fax Number** (215) 732-8123
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) - Wendy Sedlak, Equal Measure, wsedlak@equalmeasure.org, Senior Director - Robert Roach, Equal Measure, rroach@equalmeasure.org, Consultant	

- Alese Mulvihill, Housatonic Community College, amulvihill@hcc.commnet.edu, FORWARD Project Director
- Marian Parrett, Housatonic Community College, mparrett@hcc.commnet.edu, Institutional Research Assistant for FORWARD program
- Jan Schaeffler, Housatonic Community College, jschaeffler@housatonic.edu, Director of Institutional Research
- Karen Vo, Housatonic Community College, kvo@hcc.commnet.edu, Institutional Research Assistant
- Catherine Velez, Housatonic Community College, cvelez@hcc.commnet.edu, Institutional Research Assistant
- Ana Ketch, Capital Community College, aketch@ccc.commnet.edu, NRC Project Director at CCC
- Jo-Anne Leventhal, Capital Community College, jleventhal@ccc.commnet.edu, NRC Non-Credit Coordinator
- Marian Beland, Capital Community College, mbeland@ccc.commnet.edu, Institutional Research Assistant
- Jenny Wang, Capital Community College, jwang@capitalcc.edu, Director of Institutional Research
- Dana Placzek, Department of Labor, dana.placzek@ct.gov, Research Analyst
- Liam McGucken, Department of Labor, liam.mcgucken@ct.gov, Research Analyst
- Jan Kiehne, CT State Colleges and Universities, kiehnej@ct.edu, Institutional Research Specialist

SECTION 3 — ALIGNMENT OF PURPOSE & SCOPE

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

This is a request for student unit record data of Northeast Resiliency Consortium (NRC) participants and potential comparison group members, at Housatonic Community College (HCC) and Capital Community College (CCC). These data include financial aid, labor market employment, and labor market wages. We will request this data two times: summer 2016 and summer 2017. The first request will include data from summer 2013 - spring 2016. The second request will include data from summer 2016 - summer 2017. The second request is cumulative and will include individuals from the first request, as well as all new participants and comparison group members. This will allow us to track students' employment and earnings over time.

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).

A rigorous third-party evaluation is required for Round 3 TAACCCT grant-receiving institutions. This request will provide student unit-record data that will allow Equal Measure, the third-party evaluator, to conduct this rigorous quantitative impact analysis. Per Department of Labor requirements, this evaluation will analyze educational and labor market outcomes for Round 3 TAACCCT participants and a comparison group of non-participants at HCC and CCC.

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.

Given variance among the states in the NRC, the third-party evaluator will conduct state-specific analyses. Thus, the evaluation will examine NRC's impact at Housatonic and Capital Community Colleges. As stated in the attached proposal, the evaluation research questions and methods address several of CSCU's specific goals and metrics, including analyzing educational and post-graduation labor market outcomes for Connecticut Round 3 TAACCCT participants and non-participants, and disaggregation by socioeconomic and demographic categories. Connecticut Board of Regents, Housatonic Community College, and Capital Community College may learn lessons about effective

programs that facilitate CT BOR's vision of a higher share of Connecticut's population with a high-quality postsecondary education that allows them to achieve their career and life goals.

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

The third-party evaluator will employ a quasi-experimental design to assess the impact of the training on key project outcomes, such as employment and earnings. This data will be asked of NRC participants at HCC and CCC, as well as a comparison pool of students from these colleges. The comparison sample will consist of students pulled from credit and continuing education programs of study from HCC and CCC in fields related to the NRC programs of study offered at these colleges. The evaluator will use the NRC and comparison pool data to conduct propensity score matching (PSM), which will identify a matched comparison group of students from programs related to NRC programs of study at HCC and CCC.

This will allow for rigorous comparison of outcomes between participants supported through the NRC grant and students in non-grant funded training. PSM is a rigorous statistical approach that allows comparison of key education and workforce outcomes among the grant-funded participants against those who are demographically similar to this group, but who did not receive the grant-funded training. PSM models can help solve the problem of selection bias and provide valid estimates of average treatment effects when participants are not randomly assigned. In practice, PSM employs logistic regression techniques to balance participants in a sample who received the grant-funded training against a group of non-participants along a pre-determined set of demographic and other enrollment characteristics. The participant outcome evaluation will focus on student-level progress and outcomes, including academic progress, employment and earnings. Key research questions for the impact analysis are:
1. Do program participants earn more credits, persist in college at higher rates and/or earn certificates or degrees at higher rates compared with a group of similar students?
2. Are program participants employed and/or retained in jobs at higher rates than a group of similar students?
3. Do program participants achieve higher wages and/or make larger wage gains than a group of similar students?

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.

Preliminary Quantitative Memo – Audience: Northeast Resiliency Consortium leadership and staff; NRC colleges. Baseline memo that provides summaries of participant and comparison group demographics and initial educational outcomes for participants to this point in implementation.

Final Report – Audience: Northeast Resiliency Consortium leadership and staff; NRC colleges; US Department of Labor. This final report will include a quantitative impact analysis of educational and labor market outcomes, using PSM models that compare NRC participants to a comparable group of non-participants. This will utilize data from all periods requested from CT BOR/DOL (2013-2017).

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

Minimum cell size of six per Connecticut standards, suppression of cells that contain six or fewer individuals
Use of top/bottom categories (truncating for extremes at the bottom and top 5% of distribution) if necessary

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.
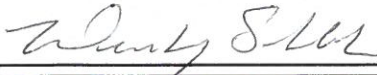
March 31, 2018 (9-10 months after final data pull, anticipated in Summer 2017)

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.

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.

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 and comparison group members. This will allow us to track students' employment and earnings over time.
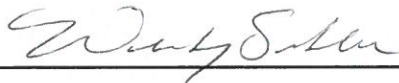
SECTION 6 – SIGNATURE OF REQUESTOR AND DATE

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__4-28-16_____