

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_2_0011

1.d Data Request Title: Georgetown CEW Evaluation: Sub-baccalaureate programs and wage outcomes

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: CT State Colleges & Universities System

Name: Bill Gammell

Agency:

Name:

Agency:

Name:

SECTION 2 - REQUESTOR INFORMATION

2.a Name (last, first) Dr. William Gammell

2.b Title Director of the Office of Research and System Effectiveness

2.c Organization CT State Colleges & Universities System Office of Research

2.d Mailing Address 39 Woodland Street, Hartford CT 06105

2.e Email Address gammellw@ct.edu

2.f Phone Number 860-723-0054 Fax Number 860-493-0026

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)

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; kiehnej@ct.edu

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SECTION 3 - ALIGNMENT OF PURPOSE & SCOPE

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

Connecticut has been selected by the Georgetown University Center on Education and the Workforce (CEW), <https://cew.georgetown.edu/>, to be a participant in a national report on sub-baccalaureate education programs. They are requesting aggregated data from states that have systems for linking postsecondary and employment data in order to evaluate the utility of data for improving education programs at the certificate and associate level. The Connecticut State Colleges and University System (CSCU) is requesting employment and wage data from the Connecticut Department of Labor (DOL) in order to create the aggregated data set necessary for the Georgetown CEW to use in its evaluation.

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).

The purpose of this request is to create an aggregated data set to provide to Georgetown University CEW for the evaluation of publically funded sub-baccalaureate education across the nation. The evaluation will focus on the utility of data about sub-baccalaureate programs and graduate outcomes for the purpose of supporting the goal of aligning education and training with workforce and labor market demands.

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 Georgetown Center on Education and the Workforce (CEW) is a national source for high quality and useful analysis about jobs, skills and people as they apply to the alignment of education and training with workforce and labor market needs. Their evaluations have been used by our national administration, higher education and labor policy makers, foundations and other stakeholders engaged in these topics. Being a part of a national evaluations like this is important for Connecticut. We anticipate that their evaluation will provide new insights into our own system which we can use to make improvements in either our education programs and/or in our process for collecting and utilizing our own data about these programs.

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

The anonymized wage and employment data from DOL will be combined with anonymized CSCU data about our certificate and associate degree programs and graduates to create the aggregated data tables requested by Georgetown. Analysis will involve the creation of descriptive statistics: sums, averages/means, medians of the employment and wage data by calendar year (2009–2014) degree type (AA, AS, AAS, Cert1, Cert2, Cert3) and Classification of Instructional Program (CIP) code (2 digit and 6 digit levels) at different points in time (1 year post completion and 3 years post-completion).

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.

See the attached detailed documentation for the information to be provided to the CEW. (2016.05.05-Sub BA State Data Request-V7-CL.xlsx.) CSCU may also use the same aggregated data to create reports for the program administrators and institutional research directors at the institutions to support further program evaluation. Information provided to CSCUs would be aggregated to the same level as that provided to CEW and may be available through written reports or interactive data dashboards. These additional reports may include information about

student residence, age, race/ethnicity, gender

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

Suppression will be the primary approach used to protect personally identifiable information (PII) and minimize the risk of re-identification. Cells containing or referring to a count of less than six will be suppressed along with the cell with the next to smallest value. Additional strategies that may be used such as 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 data sets will be destroyed within 12 months of the receipt of data from DOL.

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.

William J. Gammell

, 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.

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

William J. Gammell

Date

5/31/16