

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 PERSONALLY IDENTIFIABLE INFORMATION (Pii) FOR DOL UC RECORDS.

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_2103_3_0026](#)

1.d Data Request Title: DECD Workforce Training Innovation Fund Grant Report

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

OEC SDE CSCU Department of Labor Cicu-IRPS UCONN

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

If yes please indicate with whom:

Agency: CSCU

Name: Jan Kiehne, Eileen Peltier, Diane Bordonaro, Kristina Testa-Buzzee

Agency: DOL

Name: Patrick Flaherty

Agency: DECD

Name: Niall Dammando, Laura Baker

SECTION 2– REQUESTOR INFORMATION

2.a Name (last, first) Patrick Flaherty

2.b Title Director of Research and Information

2.c Organization CT Department of Labor – Office of Research

2.d Mailing Address 200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

2.e Email Address Patrick.flaherty@ct.gov

2.f Phone Number 860-263-6281 Fax Number

2.g Provide Full name, organization, email address, and project role for ALL other persons within the requestor's organization who need to work with raw data, derived data or data output for this project before the P20 WIN Data Governing Board Participating Agencies involved have approved the data as appropriately aggregated for public release. 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) Note: Persons who are not state government employees or officials may not have access to Pii for DOL UC records.

Patrick Flaherty, CT DOL, Director of Research, Patrick.flaherty@ct.gov

Liam McGucken, CT DOL, Research Analyst & Data Matcher liam.mcgucken@ct.gov

Dana Placzek, CT DOL, Research Analyst, dana.placzek@ct.gov

2.h Provide full name, organization, email address and project role for all other persons from the Participating Agencies or Contributing Institutions who have been identified as having legitimate interests in the evaluation who need to access raw data, derived data or any data output for this project before the P20 WIN Data Governing Board Participating Agencies involved have approved the data as appropriately aggregated for public release. For these individuals, access to the unit record data is limited. For example, named individuals may a) need access to data to support the data matching process or b) function as a subject matter experts from the Participating Agencies to support the data matching process or authorized requestor’s analysis, or c) they may only have access to their own organization’s data linked to other non-education records. After each name, please include an explanation as to why these individuals need access to the unit record data. **If not already signed, please print and attach a signed Confidentiality Agreement for each individual needing access to the resultant data set. (See Attachment C). Note: Persons who are not government employees or officials may not have access to Pii for DOL UC records.**

Jan Kiehne: CSCU, Sr. Associate for Decision Support Resources, kiehnej@ct.edu
 Eileen Peltier: CSCU, North-West Chief Regional Workforce Dev. Officer, epeltier@commnet.edu
 Diane Bordonaro: CSCU, Capital-East Chief Regional Workforce Dev. Officer, dbordonaro@commnet.edu
 Kristina Testa-Buzzee: CSCU, Shoreline-West Chief Regional Workforce Dev. Officer, ktesta-buzzee@commnet.edu

SECTION 3 –ALIGNMENT OF PURPOSE& SCOPE

3.a Provide a brief summary of the Data Request. Include a description of the categories of data, years or data and cohorts of students – if applicable. Provide enough detail so that the Participating Agencies can understand what they need to provide.

The Connecticut State Colleges & Universities (CSCU) received a grant from the CT Department of Economic and Community Development (DECD) to implement several short-term healthcare training programs to workers with employment conditions negatively affected by the Coronavirus pandemic. As a part of the grant, employment outcomes are to be provided to DECD for employment outcomes after the completion of the program.

There are 7 programs at 5 community colleges which were offered to students between September 2020 and June 2021. The students in each program will form their own cohort. CSCU will provide CT DOL with data for matching to unemployment insurance records, and CT DOL will provide industry of employment and wage data about employment for the quarter of completion (QC), as well as the 1st quarter (PQ1), 2nd quarter (PQ2), 4th quarter (PQ4) and 8th quarter (PQ8) after completion. Because the programs complete in different times of the year CT DOL will prepare the reports at four times. The first report in Q4 2021 would capture employment data about most completers during QC and PQ1 (see purple highlight). The second report in Q2 2022 will capture employment outcomes for all programs in QC, PQ1 and PQ2. The third report in Q4 2022 will provide data for PQ4, and the fourth report in Q4 2023 will provide data for PQ8. Since student counts are small, it may be important to aggregate the data across multiple programs to have useful information.

		students	Program End	quarter of completion	Q1 after completion	Q2 after completion	Data for Post Q2 available	Q4 after completion	Data for Post Q4 available	Q8/Y2 after completion	Data for Post Q8 available
NwCC	Central Sterile Processing Tech.	10	Dec-20	Q4 2020	Q1 2021	Q2 2021	Q4 2021	Q4 2021	Q2 2022	Q4 2022	Q2 2023
MxCC	Central Sterile Processing Tech.	15	Feb-21	Q1 2021	Q2 2021	Q3 2021	Q1 2022	Q1 2022	Q3 2022	Q1 2023	Q3 2023
MxCC	Phlebotomy Technician Cert.	12	Feb-21	Q1 2021	Q2 2021	Q3 2021	Q1 2022	Q1 2022	Q3 2022	Q1 2023	Q3 2023
QvCC	Phlebotomy Technician Credit Cert.	10	Feb-21	Q1 2021	Q2 2021	Q3 2021	Q1 2022	Q1 2022	Q3 2022	Q1 2023	Q3 2023
NwCC	Emergency Medical Technician	8	Mar-21	Q1 2021	Q2 2021	Q3 2021	Q1 2022	Q1 2022	Q3 2022	Q1 2023	Q3 2023
TxCC	Medical Assistant (non-credit)	25	Jun-21	Q2 2021	Q3 2021	Q4 2021	Q2 2022	Q2 2022	Q4 2022	Q2 2023	Q4 2023
NKCC	Medical Assistant (non-credit)	20	Jun-21	Q2 2021	Q3 2021	Q4 2021	Q2 2022	Q2 2022	Q4 2022	Q2 2023	Q4 2023

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 training programs for which data are needed are publicly funded education programs as they were administered by Connecticut Community Colleges. DECD seeks to evaluate the outcomes of the students in the grant funded programs to understand the benefit that these types of targeted short term education programs provide.

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 training programs funded by this grant are a part of the overall programming offered by the CT State Colleges and Universities, a Connecticut State Education Agency; therefore, having information about the outcomes of students in these specific programs will benefit CSCU's ongoing efforts to develop timely, quality, targeted education programs for students and will support the State's understanding of the value of supporting education programs such as these with short term funding.

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

Descriptive statistics will be used to provide average, median and total values for the percent of students employed and wages earned during the second and fourth quarters after program completion. Additional descriptive statistics may be used to provide aggregate information about enrolled students based on student characteristics such as but not limited to race, sex and prior enrollment status.

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.

The primary audiences for these reports are DECD and CSCU, but the aggregated reports may also be shared publicly as would be valuable for future program development.

For each of the seven programs, CT DOL will provide a report containing:

- Total number of students (data passed to CT DOL by CSCU)
- Total number of completers (data passed to CT DOL by CSCU)
- Percent working in the requested quarter(s) after completion
- Average and median quarterly wages earned in the requested quarter(s) after completion
- Top industries of employment with number/percent of students employed in each

Where data about program completers is available and where data suppression rules allow, program data may be aggregated or disaggregated by these characteristics:

- Completers
- Non-completers
- Race / Ethnicity
- Gender
- Long-term unemployed status
- Low-income status
- Displaced due to COVID status
- Opportunity youth status
- Pre-program employment status
- Program

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

Cell size suppression will be the primary method for minimizing the risk of re-identification. Values for a cell with fewer than six individuals will be suppressed. Cells with values of zero or 100% will need to be addressed through another method such as changing range labels to bucketing or additional suppression to avoid inadvertent disclosure of all members of a group.

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.

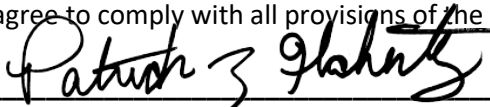
Analytic data will be destroyed by December 31st 2024. This should provide a full year after the Unemployment Insurance (UI) data becomes available for reporting on Q8 employment outcomes of the final group of graduates and additional analysis if necessary.

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 adhere to 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.

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 May 26, 2021