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: [X] 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_2102_235_**0027** through P20W_2102_235_**0031**

1.d Data Request Title: New Postsecondary Wage & Employment Outcomes – CSCU & UCONN

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

[ ] State Department of Education   [X] CSCU   [X] UCONN   [ ] Cicu-IRPS   [X] Department of Labor

1.f Has this Data Request been discussed with program employees at the involved agencies?: [X] Yes   [ ] No
If yes please indicate with whom:

Agency: CSCU	**Name:** Jan Kiehne, Bill Gammell
Agency: DOL	**Name:** Patrick Flaherty, Dana Placzek
Agency: UCONN	**Name:** Lloyd Blanchard

SECTION 2– REQUESTOR INFORMATION

2.a Name (last, first)	Jan Kiehne; Patrick Flaherty; Lloyd Blanchard **Note: This is a joint request**
2.b Title	**Jan:** Sr. Associate for Decision Support Services **Andy:** Director of Office of Research **Lloyd:** Associate Vice Provost for Institutional Research &Effectiveness
2.c Organization	**Bill:** Connecticut State Colleges and Universities **Andy:** Connecticut Department of Labor **Lloyd:** University of Connecticut
2.d Mailing Address	**Bill:** 61 Woodland Street, Hartford CT 06105 **Andy:** 200 Folly Brook Boulevard, Wethersfield 06109 **Lloyd:** 343 Mansfield Road Unit 1135, Storrs, CT 06269-1135
2.e Email Address	kiehnej@ct.edu; Patrick.Flaherty@ct.gov; Lloyd.blanchard@uconn.edu
2.f Phone Number	**B:** 860-723-0236 **A:** 860-263-6255 **L:** 860-486-4240

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.

Dana Placzek, Research Analyst, Department of Labor; Dana.placzek@ct.gov
Jan Kiehne, CSCU, Institutional Research Specialist; kiehnej@ct.edu
J.D. Mathewson, CSCU, Senior Research Associate – mathewsonj@ct.edu
Joe Daniels, IR specialist, joseph.daniels@uconn.edu

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.**

Liam McGucken, Research Analyst, Department of Labor, liam.mcgucken@ct.gov Handles data matching process
Oscar Rivera, CSCU, Senior Programmer Analyst - ORivera@commnet.edu May assist as subject matter expert
Lauren Jorgensen, Assistant Director, Lauren.Jorgensen@uconn.edu May assist with data transmission and process oversight
Dan Sokol, Data Warehouse Administrator – Lead, Daniel.Sokol@uconn.edu May assist with data extraction, storage, deletion

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.

This data request will enable analysis of the degree to which students completing credentials from all public postsecondary institutions in CT are working after their program completion in Connecticut. It will provide data that will enable institutions to evaluate the ability of specific education programs to provide a living wage for graduates. The data will also provide insight into the impact of state financial aid and demographic distinctions on employment and wage outcomes.

The analysis will examine employment rates and wages earned by students completing undergraduate and graduate public education programs for the state of CT as a whole, by education sector (e.g. CT Community Colleges, CT State Universities, University of Connecticut), by individual institution, by academic program using Classification of Instructional Program (CIP) codes, by degree level (certificate through PhD), by IPEDS demographic categories, by gender, by financial aid status, by CT residency, and by year from 2009-10 through the current academic year as data are available from source systems. Wage records will be available through the most recent quarter received by CT DOL at the time of the data match.

Data will be gathered, analyzed and provided in reports as described below on an annual basis for five years. Each year an additional year of postsecondary graduates and employment data will be available.

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 Connecticut State Colleges and Universities (CSCU) and the University of Connecticut (UCONN) education programs receive both federal and state support. Through this data request, staff will be able to evaluate the effectiveness of public postsecondary programs in preparing students for employment in Connecticut. This data request is intended to support a broad number of evaluation questions including but not limited to the following:
- Are education programs helping minority students achieve employment and wage outcomes comparable to non-minority students?
- Does the distribution of state financial aid support equality in postsecondary outcomes?
- To what degree do education programs support employment in Connecticut? To what degree are students who are Connecticut residents finding employment in the state?
- Is there an economic advantage to completing different degree types (e.g. certificate, Assoc., BA, MA, etc.)
- Which education programs are most likely to provide a living wage after program completion?
- Which education programs are effective at increasing wages for working adults?
- Do education programs lead to similar levels of employment for students from all geographic regions in the state?

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 heavily in public education so that individuals can prepare themselves to be productive tax paying citizens. It is in the interest of CSCU and UCONN to understand whether students completing publicly funded 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. It is in the interest of everyone, including taxpayers, to understand the degree to which students receiving state and federal financial aid are able to find employment anywhere as well as within the state after completion. Results from analysis conducted on this joint data request will provide information useful for improving education programs and policies across the state.

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

Descriptive statistics (e.g. counts, percentages, averages, medians, standard deviations) will be used to determine employment and wage variance over time for the state as a whole, by education sector (e.g. CT Community Colleges, CT State Universities, UCONN), by institution, by academic level (e.g. undergraduate, graduate), by degree level (e.g. certificate, associates, bachelors, etc.), by education program (e.g. CIP code), by IPEDS race/ethnicity categories, by gender, by residency (e.g. CT resident, Non-CT resident), by location of employment (e.g. in-state, out-of-state), by funding status (e.g. Pell recipient, Governor's scholarship recipient) and by academic year (e.g. 2009-10 through present) as data are available. Additional factors may be included in the evaluation as appropriate. See Attachments A & B for all possible factors.

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 may be used to support completion of required reporting to the state legislature and its committees including, but not limited to, the Higher Education Coordinating Council (HECC) and the Planning Commission for Higher Education. The number and configuration of reports will be similar to those described below; however, additions are expected due to changing priorities of the legislature and the needs of education leaders. All data in these reports will be aggregated to avoid disclosure of personal information before publication.

- The Legislative Report Card (LRC), required by state legislature from DOL, includes information about individuals from each publicly funded 2-year and 4-year postsecondary institution in CT such as:
    o Number and percent who completed training/education
    o Number and percent who entered employment, including Industry
    o Number and percent who were retained in employment for a period of time
    o Average wages upon entering employment
    o Change in wages earned prior to and after graduation
    o Disaggregation by demographic category, degree level, education program and industry, etc.

- The Higher Education Accountability Report (HECC), required annually by the HECC includes information about individuals graduating from publicly funded 2- and 4-year institution of higher education such as:
    o Employment and earnings after graduation 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, Master's, Doctoral, Post-graduate certificates.
    o Average wages and changes in wages for graduates over time by program and degree type
    o Employment rates and changes in employment rates over time by program and degree type
    o Disaggregation by demographic category, degree level, education program and industry, etc.

Data may be used to produce a set of common measures for the publicly funded institutions. These measures will be helpful to institution leadership and other stakeholders who need comparative data about postsecondary outcomes for publicly funded education programs in CT. **See the attached spreadsheets** for a detailed description of the data tables that CT DOL will produce for CSCU and UCONN. All data in these reports will be aggregated to avoid disclosure of personal information before publication.

CSCU and UCONN may also use the unit record analytical data to provide reports about postsecondary outcomes to their respective institution leadership in order to support program evaluation and accreditation processes. Indicators and measures produced for these reports will vary based on the needs of the institutions; however, all data will be aggregated prior to publication to avoid disclosure of personal information. P20 WIN Data Governing Board members representing agencies whose data are in the data set will have the opportunity to review reports to ensure they are fully aggregated prior to release beyond the staff members named in this data request. The completion of this review will be designated through the use of the P20 WIN-Form6-DGBPrePublicationReview-Template or a similar on-line form created for this purpose. Measures may include, but will not be limited to, data points such as:
    o Aggregations by higher education constituent unit/sector, institution, region, Guided Pathway, CIP code (2-, 4- and 6-digits), Major code, degree level, degree type, demographic category, financial aid status, state or zip code of residence, student status (e.g. 1st time, full-time, transfer), student cohort, industry or any element listed in Attachment B to this request
    o Wages earned during a specified quarter prior to the start of the education program and specified quarters after program completion (e.g. Pre-Q1, Post-Q1, Post-Q2, etc.)
    o Wages earned during a given year after program completion (e.g. wages earned in Q1-Q4, Q5-Q8, Q9-Q12 etc. after program completion)
    o Estimated Annualized Earnings based upon wages earned in a given quarter (e.g. Post-Q4 * four)
    o Employment information corresponding to whether students were known to be enrolled in another education program before, during or after credential completion
    o Employment information about wages that are below, at or above Connecticut's minimum wage, 125% of the federal poverty level, or other established benchmark of the poverty level or living wage
    o Employment outcomes aggregated across rolling three-year periods. In other words, any of the previously described metrics may also be calculated for three academic years (e.g. 2010-11 through 2012-13) in order to both minimize variance as well as enable more visibility for education programs and measures with very small cell sizes for individual academic years.

Data may be used to produce public reports to the extent that such information could help students, families and school personnel in the selection of postsecondary academic programs.   In most cases, public reports will be a subset or further aggregation of other more detailed reports. All data in public reports will be aggregated to avoid disclosure of personal information.

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, blurring and grouping will be the primary approaches used to protect personally identifiable information (PII) and minimize the risk of re-identification. In most instances, 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 may be used including providing multiple year averages and/or incorporating ranges of counts or groups of programs for key data points where there is extensive suppression due to small cell sizes. For cells that contain UI data which has been aggregated across three years (12 quarters), at least 6 people must be found working in the given time period in order to report wages for the group. If there are more than 6 people working, but not all of them are counted as having 'stable earnings', then there must be a count of 3 individuals with stable earning to show earnings.

Calculations of wages earned will be based upon a model of 'stable earnings' from the US Census Bureau which further minimizes the risk that actual earnings might become known. With this method, individuals will be counted in wage calculations if they meet a standard of having 'stable earnings.' An individual is determined to have stable earnings in a given quarter (t) if the individual also had earnings in the prior quarter (t-1) and the quarter after (t+1). Because there is a strong possibility that the number of individuals employed in a given quarter will not equal the number of individuals whose wages are counted using the definition of stable employment, this further minimizes the possibility of disclosing actual earnings.

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 analytical data sets for the five years of this request, will be destroyed two years after CT DOL receives all analytic data files for the fifth year. For example, if and the all of the data for the fifth year of analysis are received on July 15 2025, then all unit record analytic data held by CT DOL, CSCU and Uconn must be destroyed by July 15, 2027.

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.

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SECTION 5–ADDITIONAL INFORMATION

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

This is a joint request from CT DOL, CSCU and UCONN. Each P20 WIN Participating Agency (CT DOL, CSCU and UCONN) is applying to be the Authorized Representative for CSCU and UCONN as State Education Authorities to conduct audits and evaluations of their own publicly funded education programs.

Using the unit record analytical data provided by CSCU, UCONN and CT DOL, CT DOL will produce a set of aggregated common measures for CSCU and UCONN that will be made publicly available. See the attached spreadsheets for a description of these specific common measures. The same analytical data will be available to CSCU and UCONN for additional audits and evaluations of their publicly funded education programs. All reports produced from the analytical data will be aggregated to avoided disclosure of individual identities, and reviewed by the other

Participating Agencies to ensure due aggregation and suppression of sensitive data. Approval for release will be designated through the use of the P20 WIN-Form6-DGBPrePublicationReview-Template.

All three Participating Agencies will destroy the analytical data by the data destruction date as is required.

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 affect 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_____2/10/2021_____

Signature_____Date_____2/10/2021_____

Signature_____Date_____3/9/2021_____