

Instructions for Program Performance Reporting for Idaho Public Postsecondary Workforce Training Centers

State Board of Education
Secure Final System

Instructions for Uploading Participant Data to the Idaho Department of Labor
for Workforce Innovation and Opportunity Act Reporting

Updated August 2019

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Required Program Performance Reporting

All training providers with approved programs on the WIOA Eligible Training Provider List (ETPL) must track and report information about each program's outcomes. The Idaho Department of Labor collects the USDOL-required [information](#) to develop an annual performance report for each training program.

The performance measures are based on outcomes for ALL STUDENTS enrolled in each training program.

- **Total number of individuals enrolled, exited, and completed**
- **Employment rate and earnings for individuals two quarters after exiting the program**
- **Employment rate and earnings for individuals four quarters after exiting the program**
- **Percent of program completers attaining a credential within one year**

Most of the information required for federal reporting is already collected in the IdahoWorks module as part of the ETPL application process. However, additional performance information must be provided at least once per year to the Idaho Department of Labor. Because of an agreement between the Idaho Department of Labor and the Idaho State Board of Education, all data must be submitted through the Office of the State Board of Education to ensure a secure exchange.

The Idaho Department of Labor has developed a data collection template to calculate the performance measures based on information submitted by the training providers. Upon receipt of the data, the Idaho Department of Labor will calculate employment outcomes based on unemployment insurance tax records. The results will be aggregated for each program and submitted to USDOL. In the future, program outcome reports with non-identifying information may be published by IDOL or USDOL.

This user guide is divided into two sections. The first section provides the overall instructions for submitting the data through the Idaho State Board of Education. The second provides a detailed list and explanation of the data reporting elements collected on the reporting template.

Process Summary

The policy and complete application process for WIOA Eligible Training Providers are available at www.labor.idaho.gov/ETP. This user guide details the processes involved with interacting with the data systems necessary to maintain the WIOA Eligible Training Provider List.

IdahoWorks Registration

As part of the application or eligibility renewal process for the Idaho WIOA Eligible Training Provider List, schools complete online forms for each eligible program in [IdahoWorks](#). The information provided in IdahoWorks populates most of the data fields (118) in the federal WIOA ETP Performance Reports for each program of study. Please make sure to follow the

data entry guidance as noted in the [Application Instructions for WIOA Eligible Training Providers](#).

Data Sharing Agreement

Also part of the application process, each school must sign an ETP Data Submission agreement that identifies the individual responsible for program performance reporting. Whenever the responsible individual changes, the school must submit an updated and signed data confidentiality agreement with the new information to. This agreement is available in fillable form:

<https://www.labor.idaho.gov/dnn/Portals/0/WIOA/etp-data-submission-agreement.pdf> .

Send signed copies electronically to WIOAETP@labor.idaho.gov.

Completing and Submitting Templates

The next steps in the process involve uploading three separate templates of information for each program of study to be reported. All of the templates are uploaded and sent through the SBOE's secure file transfer portal.

1. Training providers must collect records for ALL students in EVERY Idaho WIOA ETP-approved program from July 1 through June 30 of that year to complete the Public Postsecondary Training Provider Template. They must identify any students that do not have a WTPID or LABUID.
2. Training providers will complete the **Workforce Training Provider ID (WTPID)** Template for all students without a WTPID or LABUID. Training providers will then submit the file to SBOE through the secure file transfer site. The WTPID data must include available demographic data for those students without a WTPID or LABUID in their records.
3. SBOE will generate WTPIDs and LABXIDs or LABUIDs for the demographics provided in the WTPID Template. SBOE will return the entire matched file back to the training provider to link to the SSNs in their system within five days. (Figure 1, Step 2)
4. After the training provider links the WTPID and LABXID to the SSN associated with demographics, the provider then completes the Labor Exchange ID (LABXID) Template for those LABXID records. The training provider submits the file directly to IDOL using SBOE's secure file transfer site. (Figure 1, Step 3.a)
5. The training provider then completes the **Public Postsecondary Provider Program** Template and submits to SBOE through the secure file transfer site.

Timeline and Deliverables

Schools are expected to collect the data defined in the Public Postsecondary Training Provider Program Template for *every* student enrolled in a program on the Idaho WIOA Eligible Training Provider List. *The reporting year begins on July 1 and ends June 30 the following year (same as fiscal year).*

Every year, for each program on the eligible training provider list, the schools must submit a completed Public Postsecondary Training Provider Program Template for all students enrolled from July 1 through June 30. *The completed templates must be submitted to IDOL no later than August 15.* Directions for submitting files through OSBE's secure file server are in the last section.

IDOL will calculate the performance outcomes for each program of study and submit to the U.S. Department of Labor before October 1 each year. IDOL will also publish outcomes as appropriate in IdahoWorks for each program of study.

ID Exchange Templates

The Office of the State Board of Education (OSBE) and the Idaho Department of Labor agree to exchange data in the most secure means possible. Each entity uses different unique identifiers to track information. IDOL uses Social Security Numbers (SSN) to obtain wage information. SBOE uses Education Unique Identifiers (EUID) to track student educational information. The OSBE will not accept SSNs into their data system and Labor will not accept EUIDs. Therefore, an indirect method is used to obtain employment outcomes for students.

The data exchange process is initiated by each training provider submitting a completed WTPID Template to OSBE. The template contains name and other demographic information, but not SSNs, for any new students whose WTPID or LABUID is unknown to the training provider.

After receiving the WTPID template, OSBE returns to the school the demographic data with two sets of identifiers: WTPID and LABXID or LABUID.

The schools incorporate the new identifiers into their data systems for their students who do not already have them. The schools then complete the LABXID Template. The LABXID Template only shows two data elements: SSN and LABXID. No other information is allowed in this template. The schools then submit the SSN and LABXID to the Idaho Department of Labor.

After this point, the schools may use LABXIDs or LABUIDs in place of SSNs to obtain wages from the Idaho Department of Labor directly or they may use the WTPID to obtain wages indirectly from OSBE.

Template Descriptions

To complete the WIOA data upload and submission process, three data templates must be completed and sent through the SBOE's secure file transfer. Two templates set up the components for the data exchange and one template is for reporting purposes.

- **Workforce Training Provider (WTP) ID** Template contains demographic information for students or training program participants. This information is used to allow the SBOE to create or match a participant WTPID (Workforce Training Participant Identifier) to the participant without storing Social Security numbers.
- **Labor Exchange (LABX) ID** Template contains the LABXID (Labor Exchange Identifier) and the students' Social Security Numbers. Social Security Numbers are used by the IDOL to obtain employment information from administrative records. This allows the IDOL to set up securely the necessary pieces to exchange workforce data without other parties using or storing Social Security numbers.
- **Public Postsecondary Training Provider Program** Template contains the necessary data elements to create the required WIOA Title IB eligible training provider performance reports.

Copies of the templates with all of the data fields, descriptions and definitions are available in the tables below.

Blank, fillable copies of the templates to be completed and submitted can be found at the following web-address: <https://www.labor.idaho.gov/etp> . Please use the Public Postsecondary templates. Instructions to submit data for reporting appear below.

Workforce Training Provider (WTP) ID Template

INSTRUCTIONS FOR FILE

Please review the fields needed and their definitions found below. Please note: all fields are mandatory unless data is unavailable or unknown.

Go to <https://www.labor.idaho.gov/etp> and download the Workforce Training Provider ID Template. This template is blank and ready to be filled with data. If needed, transform the institution data fields into the format specified in the template descriptions. For example, you may need to transform Date of Birth from the DD-MM-YYYY format to the acceptable MM-DD-YYYY format.

Be careful not to delete the headers for the fields. Once the data is loaded in the specified format, save the Excel file using the following format: **InstitutionName_WTPID_MMYYYY_**
Example: ABCUniversity_WTPID_102018

Upload the file using the SBOE's secure file transfer protocol. Never upload demographic data with SSNs, WTPIDs or any other files containing student information.

If you have any questions or need assistance with the data submission process, please contact Andy.Mehl@osbe.idaho.gov or 208-332-1586.

Workforce Training Provider (WTP) ID Template Fields, Descriptions and Definitions

DATA ELEMENT NAME	Definition	Date Type/ Field Length	Example1	Example2	Example3
instid	<p>Integrated Postsecondary Education Data System (IPEDS) number. A unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS). Also referred to as UNITID or IPEDS ID.</p> <p>If no IPEDS ID exists, please use the institution's FEIN.</p> <p>Please include the Institution ID for each row that contains student data.</p>	CHAR 30	142115		142559
Institution Student Identifier	<p>The student ID used by the institution. If the institution does not assign student IDs assign each student a sequential number. This will allow the student to be easily matched in the return file.</p>	CHAR 12	45454545		12365478
WTPID	<p>A Unique Individual Identifier for each student or WIOA participant enrolled in a program. If student or WIOA participant does not have WTPID previously issued by the state of Idaho, one will be assigned by the State Board of Education in order to track progress.</p> <p>Leave this column blank unless you know the person's state issued WTPID.</p>	IN 9		123456789	
First_Name	<p>The student's legal first name.</p> <p>Demographics are only needed if no WTPID exists.</p>	CHAR 50	Jane		John

Middle_Name	The student's legal middle name. Demographics are only needed if no WTPID exists.	CHAR 50	Michelle		Michael
Last_Name	The student's legal last name. Demographics are only needed if no WTPID exists.	CHAR 50	Doe		Smith
BirthDate	Accepted Formats are MM-DD-YYYY or MM/DD/YYYY. Demographics are only needed if no WTPID exists.	CHAR 10	10/18/1990		12/15/1999
Gender	Accepted values are M (male) or F (female). Leave blank for unknown or other values. Demographics are only needed if no WTPID exists.	CHAR 1	F		M
Last_School	The last known school the student attended. This may be a high school or a postsecondary institution.	CHAR 50	Boise High School		Twin Falls High School
Alt_Last_name_1	Any previous last names the student may have used.	CHAR 50	Smith		
Alt_Last_name_2	Any previous last names the student may have used.	CHAR 50			
Alt_Last_name_3	Any previous last names the student may have used.	CHAR 50			
Alt_Last_name_4	Any previous last names the student may have used.	CHAR 50			

Labor Exchange (LABX) ID Template

INSTRUCTIONS FOR FILE

Please review the fields needed and their definitions found below. Please note, all fields are mandatory unless data is unavailable or unknown.

Go to <https://www.labor.idaho.gov/etp> and download the Labor Exchange ID Template. This template is blank and ready to be filled with data. If needed, transform the data fields into the format specified in the template descriptions. For example, you may need to zero-pad SSNs, remove dashes and ensure they are exactly nine digits.

Be careful not to delete the headers for the fields. Once the data is loaded in the specified format, save the Excel file using the following format: **InstitutionName_LABXID_MMYYYY**

Example: ABCUniversity_LABXID_102018

Upload the file using the SBOE's secure file transfer protocol and send it to the Idaho Department of Labor. Never upload demographic data with SSNs, WTPIDs or any other files containing student information. How to use the protocol is outlined above on pages 9 - 15.

If you have any questions or need assistance with the data submission process, please contact WIOAETP@labor.idaho.gov or 208-332-3570.

Labor Exchange ID Template Fields, Descriptions and Definitions

<u>DATA ELEMENT NAME</u>	<u>Definition</u>	<u>Date Type/ Field Length</u>	<u>Example1</u>	<u>Example2</u>	<u>Example3</u>
LABXID	Identifier to set up the exchange system.	CHAR 15	1A2B3C4D5	5E6F7G8H9	Z09Y87X65
SSN	A participant's Social Security Number (SSN). Data is to be entered without dashes and should be zero-padded. Data should be exactly 9 digits.	IN 9	123456789	098765432	876543210

Public Postsecondary Training Provider Program Template

INSTRUCTIONS FOR FILE

Please review the fields needed and their definitions found below. Please note, all fields are mandatory unless data is unavailable or unknown.

Go to <https://www.labor.idaho.gov/etp> and download the Public Postsecondary Training Provider Program Template. This template is blank and ready to be filled with data. If needed, transform the institution data fields into the format specified in the template descriptions. For example, you may need to transform Participant Program State Date from the MM-DD-YYYY format to the acceptable YYYYMMDD format.

Be careful not to delete the headers for the fields. Once the data is loaded in the specified format, save the Excel file using the following format: **InstitutionName_ProgramData_MMYYYY**. If sending multiple files from the same institution, you may identify the type of program data.

Example: ABCUniversity_ProgramData_Health_102018

Upload the file using the SBOE's secure file transfer protocol. Never upload SSNs with demographic data or any other files containing student information.

If you have any questions or need assistance with the data submission process, please contact WIOAETP@labor.idaho.gov or 208-332-3570.

Public Postsecondary Training Provider Program Template Fields, Descriptions and Definitions

<u>DATA ELEMENT NAME</u>	<u>Definition</u>	<u>Date Type/ Field Length</u>	<u>Example1</u>	<u>Example2</u>	<u>Example3</u>
LABUID	A unique individual identifier for each student enrolled in a program. The LABUID is used specifically for wage matching with IDOL. If student does not have LABUID previously issued by the state of Idaho, an LABXID will be assigned by the State Board of Education in to facilitate the first wage match.	IN 15			
LABXID	A one-time use identifier to set up the exchange system.	CHAR 15	1A2B3C4D5	5E6F7G8H9	Z09Y87X65
Institution_FEIN	Federal Employer Identification Number OR Unique identification number assigned to postsecondary institutions used in IdahoWorks.	IN 30	142559	455114	142443
Gender	1 = Male 0 = Female 9 = Unknown	IN 1	0	1	1
Race	1 = American Indian / Alaska Native 2 = Asian 3 = Black / African American 4 = Native Hawaiian / Other Pacific Islander 5 = Caucasian 6 = Two or more 7= Other 9 = Unknown	IN 1	5	3	4
Ethnicity	1 = Hispanic / Latino 0 = Not Hispanic / Latino 9 = Unknown	IN 1	1	0	0
Program_Name	Name of the Program the student in enrolled in	CHAR 80	Associate Degree Nursing Program	Welding Program	Nursing Assistant Program

Program_CIP	<p>A six-digit code in the form xxxxxx that identifies instructional program specialties within educational institutions.</p> <p>Please use the same CIP code for the program as reported in the IdahoWorks online eligibility application.</p>	IN 6	513801	480508	513902
Student_Start_Date	<p>The date the student started the education or training program.</p> <p>Data should be entered as yyyymmdd</p>	DT 8	20150824	20170911	20170109
Student_Exit_Date	<p>The date the student exited the education or training program.</p> <p>Data should be entered as yyyymmdd</p>	DT 8	20170526	20171020	20170324
Enrollment_Status	<p>Student's enrollment status as of June 30.</p> <p>1 = Completed the program 2 = Withdrew/terminated from the program 3 = Still enrolled as of June 30 4 = Military leave of absence</p>	IN1	1	1	3
Institution_Award_Name	<p>Degree, credential or certification earned from the institution.</p> <p>An official recognition for the successful completion of a program of studies. Examples: Certificate of Completion, Certificate of Achievement in Health Education, Associate of Science in Nursing, Bachelor of Arts in Elementary Education</p>	CHAR 80	Associate of Science in Nursing	Certificate of Completion	Certificate of Achievement in Health Education

Date_Institution_Award	Date of the institution award. Data should be entered as YYYYMMDD or blank if no award received.	DT 8	20170526		20170329
Type_Institution_Award	Use the appropriate code to record the type of diploma, degree, or a credential the student earned from the institution. In rare cases, the institution itself may award a certification, license, or certificate of completion of a Registered Apprenticeship. Record 0 if the participant received education or training services, but did not attain an industry-recognized diploma, degree, license or certificate. Example: A Participant received a Certificate of Completion, which is not considered an industry-recognized credential, record 0. Leave blank if data element does not apply to the participant. 1 = Secondary School Diploma/or equivalency 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Graduate/Post Graduate 5 = Occupational Licensure 6 = Occupational Certificate 7 = Occupational Certification 8 = Other Industry-Recognized Diploma, Degree, or Certificate 0 = No industry-recognized credential / Certificate of Completion	IN 1	2	0	0
3rdParty_Credential	Name of an additional credential awarded by an entity other than the training institution that is associated with the occupation of training. This credential could be provided by a state regulatory body, a professional or trade association, or an industry organization. The entity's name is collected in the next field.	CHAR 80	Registered Nurse License	Certified Welder	Certified Nursing Assistant

	<p>Examples: Registered Nursing License, Commercial Driver's License - Class A Microsoft Office Specialist certification</p> <p>Leave blank if no other credential outside the institution is needed to perform the occupation.</p>				
3rdParty_Org	<p>Name of the organization that provides the additional credential.</p> <p>Examples: Idaho Board of Nursing Idaho Transportation Department Microsoft Project Management Institute Cisco</p> <p>Leave blank if no third party organization awards occupation-related credentials.</p>	CHAR 80	Idaho Board of Nursing	American Association of Welding	Idaho Department of Health and Welfare
Date_3rdParty_Award	<p>Date of third party industry-recognized credential award.</p> <p>Data should be entered as YYYYMMDD or blank if no award received.</p>	DT 8	20170630		20170430
Type_3rdparty_Credential	<p>Use the appropriate code to record the type of industry-recognized credential.</p> <p>Leave blank if data element does not apply to the participant.</p> <p>5 = Occupational Licensure 6 = Occupational Certificate 7 = Occupational Certification 8 = Other Industry-Recognized Diploma, Degree, or Certificate</p>	IN 1	5	6	7

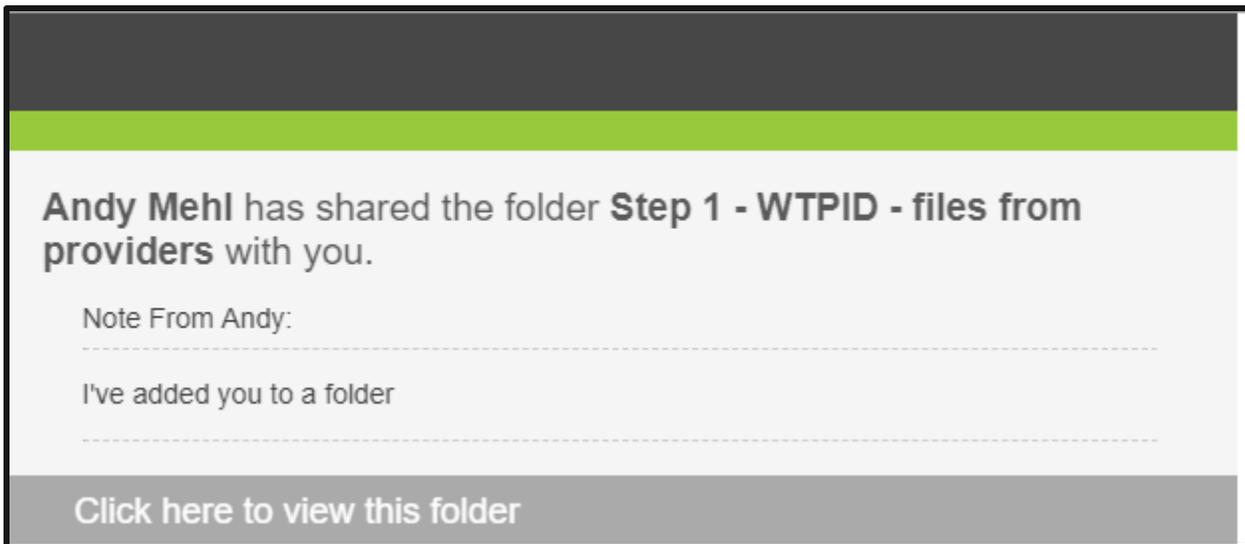
Idaho State Board of Education's Secure File Transfer

The Office of the Idaho State Board of Education now uses the Citrix ShareFile system to send files securely between users. The Office of the State Board of Education (OSEBE) adds users and their permission levels in advance to the Citrix SHAREFILE system. Resources for technical assistance for using the Citrix system

<https://www.sharefile.com/support/training>. The client user guide is located here:

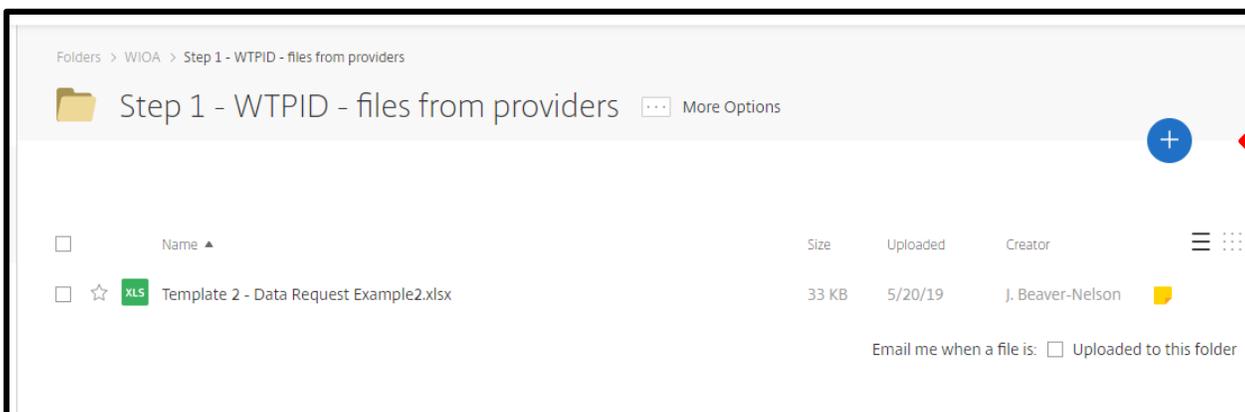
<https://citrix.sharefile.com/share/view/s1bff52f8d434781a>.

OSBE will initiate an email to the appropriate user identified in the Data Submission Agreement. The email request will look like this:



Upon entry into the system from the email link, the user will create a password.

After creating a password, the user is set up to access the functionality and will see this screen:

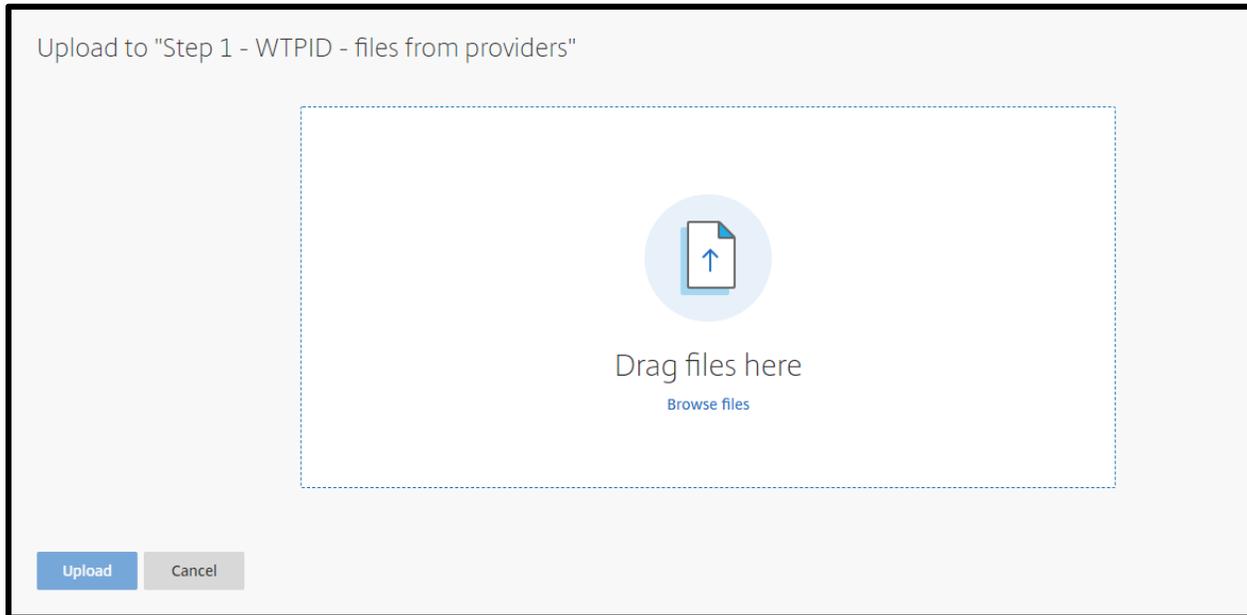


Users can download or upload files from this page.

To download a file, right click the file and select the "Download" option from the context menu. (Not shown.)

To upload a file, clicking the "+" will allow the user to upload a file. (Indicated by red arrow above.)

Browse or drag the files to upload into the system.



Help/ Technical Support

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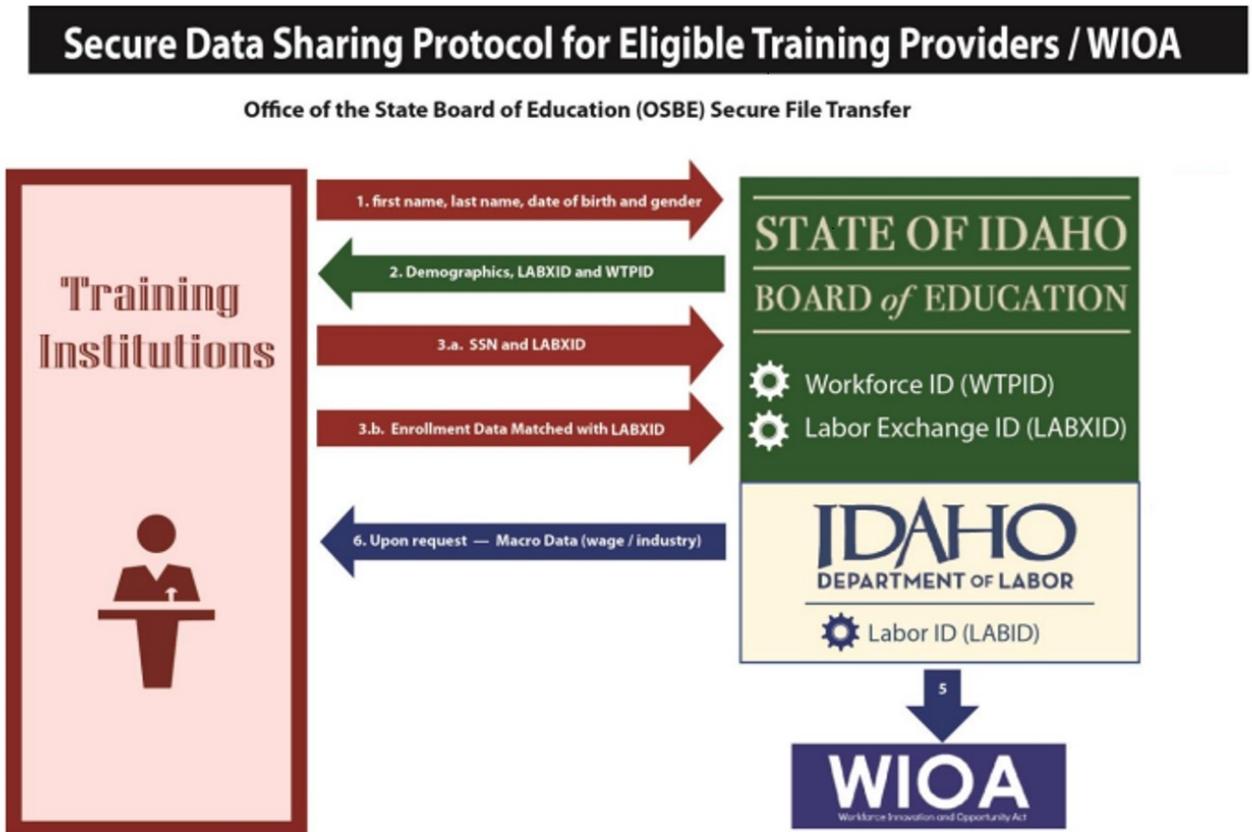
Sequence for Data Submission

1. The school sends a copy of the signed Data Sharing Agreement to IDOL. The DSA identifies the individual in charge of submitting reporting templates to SBOE and IDOL.
2. SBOE sends the identified individual an email with a link to register with the SBOE secure transfer site.
3. The provider completes the Workforce Training Provider (WTP) ID Template* and submits to SBOE through the secure file transfer site. The WTPID Template must include all students in each program. (Figure 1. Step 1.)
4. SBOE assigns WTPIDs and LABXIDs/LABUIDs from the WTPID template demographics and send them back to the provider. (Figure 1. Step 2.)
5. The provider matches WTPIDs and LABXIDs or LABUIDs to SSNs in their system. The provider then completes the Labor Exchange (LABX) ID Template* and submits to IDOL via the SBOE's secure file transfer site. (Figure 1. Step 3.a.)
6. The provider then completes the Public Postsecondary Provider Program Template* and submits to IDOL through the secure file transfer site. (Figure 1. Step 3.b.)
7. IDOL creates reports using enrollment data and wage data. (Figure 1. Step 5.)

*The files are broken up in order to protect privacy. Files containing SSNs and student demographic information should NEVER be combined or submitted together.

FIGURE 1. DATA TRANSMISSION FLOW CHART

Figure 1. Data Transmission Flow Chart



Acronyms & Definitions

ETP: Eligible Training Provider

FEIN: Federal Employer Identification Number

Idaho WIOA Data Upload: The data exchanged in the three templates attached that will complete the reports required by the U.S. Department of Labor.

IDOL: Idaho Department of Labor

IdahoWorks: Internet-based labor exchange and case management system used to collect and display information about WIOA eligible training providers to career planners and potential participants.

LABUID: The unique ID for the student used by the Idaho Department of Labor for ongoing wage matches.

LABXID: The unique ID for the individual used by the Idaho Department of Labor for a one-time wage match.

OSBE: Office of the State Board of Education

SBOE: State Board of Education

WIOA: Workforce Innovation & Opportunity Act

WTPID: The unique ID for the individual in the ETP cohort used by the State Board of Education.