

**Appendix B**  
**Data Quality Revisions to WIASRD**  
**March 23, 2007**

Item	Action	Reason
General Issues	Duplicate records have been combined into a single record.	<p>Duplicate records have been determined based on ID and, exit date. When duplicate records were found they were combined into a single record as follows:</p> <ul style="list-style-type: none"> <li>• Characteristics were taken from the record with the highest local WIB number, which is the more recent WIB if there was a change in configuration.</li> <li>• The registration date is the earliest registration date found on any of the records.</li> <li>• Services include all services found on any of the records.</li> <li>• Outcomes are the best of the outcomes from the set of duplicate records. Exception: younger youth goal information is from the record with the highest local WIB number.</li> </ul>
	Records with no funding stream (other than rapid response or statewide incumbent worker) are excluded.	Individuals with rapid response and statewide incumbent worker programs only were not to be reported in the WIASRD. Note that individuals served only by rapid response, additional assistance, are included.
	None.	Some states did not submit data for continuing younger youth participants. These data are needed to calculate the younger youth goal attainment rate. States that did not submit these data include: AL, AR, AZ, CA, DC, HI, MI, MT, and PA.
	None.	PR did not submit data for exiters after 10/1/2005, but did submit data for continuing youth participants.
	<p>Added exiters from some states' PY 2003 submissions as follows:</p> <p>AR exiters from 1/1/2004 to 6/30/2004.  AZ, DC, HI, MT, and TX exiters from 1/1/2004 to 3/31/2004</p>	<p>Some states did not include some exiters after 1/1/2004 in their PY 2005 submission. These additions make the public use file a complete file of January 2004 to March 2006 exiters.</p> <p>These states will be missing WIASRD fields that were new for the PY 2005 submission unless they could be computed from the old fields.</p>

Item	Action	Reason
	Deleted records for self-service users.	AR, KS, MI and OK submitted records for adults and/or dislocated workers who received only self-services and informational activities. These records were deleted from the file so that the data for these states would be comparable to the data for other states.
	Various.	PA and TX submitted data in a different format than the other states. TX submitted using the proposed WISPR WISRD format. PA used a similar format. To the extent possible, the fields in these formats were converted to the standard WIASRD format. Some details are provided for individual items.  In addition, both PA and TX had waivers that absolved them from submitting data needed to calculate the standard WIA performance measures, but not needed for the common measures.
Confidentiality Issues	If a local area (WIB) had 50 or fewer exiters in a program year, those exiters were excluded from the file. This deletion, did not apply to statewide programs or NEG projects.  The ID was changed using a one-to-one transformation.  Date of birth was set to missing.  NEG grant numbers were set to missing.	These changes were made to help assure individual confidentiality.
102 Date of Birth	Set to missing (blank).	To help assure confidentiality. Use calculated Item 901, age at registration, instead.
	Set to missing if the age on the registration date is < 13.	Less than age 14 is not eligible to participate in WIA. We allow those between 13 and 14.
104: Individual with a Disability	0 was changed to blank (missing).	This field has legitimate missing values (0 and blank). All zeros were changed to blank for consistency.
	Zero changed to '2' (no) in AL and OR.	These states show only 1's (yes) and zero (missing). The zeros must mean 'no'.
	None.	NJ shows a large amount of missing data. Some WIBs have as much as 83% missing data. Some of the WIBs with extensive missing data also have high percentages of yes's among the valid data. However, these values are within the range shown by WIBs without a lot of missing data. It is possible that some the missing data really means 'no.'

Item	Action	Reason
105: Ethnicity 106-110: Race	Recode and Report Ethnicity as: Hispanic, Asian (not Hispanic), American Indian or Alaska Native, Black (not Hispanic), Native Hawaiian or Pacific Islander (not Hispanic), White (not Hispanic), Multiple Race (not Hispanic).	The race fields are often all 'no' when ethnicity = Hispanic  Recoded item is a calculated field; the original race and ethnicity fields are also on the file.  <b>Using the recoded field—Item 907—is recommended.</b>
105: Ethnicity	Missing was changed to '2' (no) in MO.	MO reports over 95% missing. It is likely that missing really means no
	Missing was changed to '2' (no) in WIB 41080 in OR.	OR shows a lot of missing data. Most of the missing data is in this WIB, which shows 89% missing, 5% yes, 6% no. It is likely that missing really means no.
	Missing was changed to '2' (no) in CT, MT, NC, UT, and WV.	These states report only '1's and missing and do not report any '2's (no). It seems likely that missing really means no.
106-110: Race	Zero was changed to blank (missing) in the race fields	These fields are to be coded as '1' (yes) or as missing (blank or zero). All zeros were changed to blank for consistency.
	Set to missing in PR	Almost all individuals were reported as code '2', eligible veteran over 180 days. This is not possible.
	Code '3' was changed to '4' in ME.	ME reported a high percentage of '3's (other eligible persons), but no '4's (no). Since code '3' meant 'no' before PY 2005, it is likely that ME continued to use the old codes.
	Code '3' was changed to '4' in NV for registrations before 7/1/2005.	NV reported a high percentage of '3's (other eligible persons). It is likely that the old codes where '3' meant 'no' were used.
	Set to missing (blank) in AL for registrations on or after 7/1/2005.	AL shows about 60% code '2' (eligible veteran over 180 days) and 40% code '4' (no) for PY 2005 registrations. This is not possible.
	None.	There are no '1's in VA
112: Campaign Veteran	Set to no if veteran = no or missing	Create consistency. Missing is not an allowed code. About 15% were missing in OR.
	Set to missing in NC.	Campaign veteran is reported as no for all veterans. This is not possible.
	None	Very few campaign veterans (<= 10% of veterans) reported in IL, MN, NY, and OK.
	None.	VA did not report any other campaign veterans ('1').

Item	Action	Reason
113: Disabled Veteran	Set to no if veteran = no	Create consistency.
	Set to missing in NC	NC did not report any disabled veterans, which is very unlikely to be true.
	Set to missing in MS	There are far too many 2's but also many 3's. Looks like a mixture of the old, before PY 2003 (yes, no) and new (yes, yes special disabled, no) codes
	None.	NO '2's (special disabled) reported in AR, DE, KS, OK, and WY.
114: Recently Separated Veteran	Set to missing in MD, NC, and UT.	MD, NC, and UT, did not report any recently separated veterans.
	Set to missing in WY.	WY reported that almost all veterans were recently separated. This does not seem possible
	Set to missing in MA.	MA reported that all veterans were recently separated. This does not seem possible
	Set to missing for registrations before 7/1/2000.	Very few recently separated veterans reported for JTPA carry-in. This information was not collected under JTPA.
	Set to no if veteran = no	Create consistency.
115: Employment Status at Participation	Changed '2' (employed, but received notice of layoff) to '3' for AL	AL did not report any '3's. Thus, it seems that AL is continuing to use the old yes/no coding that was used before PY 2005.
	Changed '2' (employed, but received notice of layoff) to '3' for HI	HI reported a large number of code '2's (employed, but received notice of layoff) not just for dislocated workers, but also for adults and youth. It is likely that these '2's really mean not employed.
	Changed '2' (employed, but received notice of layoff) to '3' for WIB 32010 in NV for registrations before 7/1/2005.	This WIB reported many code '2's and few code '3's for registrations before 7/1/2005. It is likely that it used the new codes only for later registrations. It is likely that these '2's for registrations before 7/1/2005 really mean not employed.
116: Limited English-language Proficiency	Zero changed to '2' (no) in OR.	OR reported only zeros and '1's (yes), but no '2's (no). The zeros almost certainly mean no.
	None	Several states show no or 1% limited English, but similar to JTPA SPIR
	None.	More than 60% yes in PR.
117: Single Parent	Zero changed to '2' (no) in OR.	OR reported only zeros and '1's (yes), but no '2's (no), for adults and dislocated workers. The zeros almost certainly mean no.
	None.	Less than 1% yes in HI and WV.

Item	Action	Reason
118: Unemployment Compensation Programs	Set to missing in MS for registrations before 4/1/2004	MS has too many code '3's (exhaustee) and almost no code '4's (no) for registrations before 4/1/2004. In the JTPA SPIR, code 3 meant 'no'. MS may have continued using the old codes.
	None.	GA, NY, and OR show large percentages with code '3' (exhaustee). This is true across exit dates, registration dates and WIBs.
	Set to missing (blank) in ME.	ME reports 95% code '2' (claimant not referred by WPRS) for adults and dislocated workers and almost all code '2' for youth. This cannot be correct.
	Set to missing (blank) in NE.	NE reported only '4's (no). This cannot be correct.
	Set to missing in WIBs 41015 and 41075 in OR.	These WIBs show more than 50% code '3' (exhaustee) for adults and dislocated workers and more than 90% for youth. They are likely using code '3' for 'no' in many cases, as was done before PY 2000.
	Set to missing for WIB 36015 in NY (NYC)	This WIB shows more than 85% code '3' (exhaustee) for youth. May be using code '3' to mean 'no'.
	None.	No exhaustees ('3') in NM.
119: Low Income Check after fixing for TANF, GA	Set to yes if TANF = yes or GA/RCA/SSI = yes (done after TANF and GA/RCA/SSI corrections below)	Creates consistency between TANF, GA/RCA/SSI and low income per law
	Set to missing in VA.	VA reports 95% no for adults and 85% no for youth. Since youth are required to be 90% yes, this seems very unlikely to be true.
	Set to missing in TX for youth	A large number of missing values and no code '2's (no) for youth. If the missing data are treated as no, then there are too few low income youth (63% when 90% is required).
	Set to missing in OH for youth who registered on or after 7/1/2003.	OH reported very few (<1%) low income youth for registrations on or after 7/1/2003. This is not possible.
	Set to missing for youth in HI except in WB 15010.	The percent of youth who are low income is 14% to 55% yes in the other HI WIBs.
	Set to missing in MD for adults.	MD reports almost no low income adults.
120: TANF	Set to missing in PR.	PR reported only code '1's (yes). In PR's PY 2004 submission only a small percentage were reported as TANF.

Item	Action	Reason
121: General Assistance (GA), Refugee Cash Assistance (RCA), Supplemental Security Income (SSI)	Set to missing in TX	TX reported according to the proposed WISPR WISRD specifications, which include receipt of Food Stamps in this field. As a result, TX has a much higher percentage yes than other states.
123: Highest Grade Completed	For youth, changed code '12' to code '87' for individuals with education status at participation (Item 130) = 3 (high school graduate attending postsecondary school) or '5' (high school graduate not attending school).	The coding for highest grade completed was changed for PY 2005. '12' now means completed the 12 <sup>th</sup> grade but did not graduate. Code '87' is now used for high school graduates. We assume that youth with highest grade completed of 12 are really graduates if the education status field indicates that they are graduates
	Changed code '12' to code '87' in TN for adults and dislocated workers.	TN reported many code '12's, but no code '87's for adults and dislocated workers. Thus, so the 12's are almost all likely to be graduates.
	Changed 'code 12' to code '87' for adults and dislocated workers in the following WIBs in IA: 19080, 19095, 19115, 19120, 19130, and 19150	These WIBs reported more adults and dislocated workers with highest grade completed than high school graduates. It is likely that most of the individuals with highest grade completed of 12 are really graduates. The youth data for these WIBs look reasonable.
	Changed to zero missing for adults and dislocated workers in WIB 36015 in NY (NYC)	This WIB reported zero for 55% of adults and dislocated workers who received intensive or training services. The vast majority of these zero's must represent missing data.
	Changed to missing (blank) in OR.	OR reported zero for about 80% of adults and dislocated workers and 13% of youth and did not report anyone as a high school graduate. No one was reported with a highest grade completed higher than 9.
124: Displaced Homemaker	None	No displaced homemakers were reported in UT and VT.  Almost no displaced homemakers reported in HI, MA, MN, NH, NJ, PA, RI, and TX., Displaced homemakers are more than 20% of dislocated workers in DE and 7% of dislocated workers in WY
	Changed missing (blank or zero) to code '2' (no) in OR and TX.	OR and TX reported a lot of missing data in this field, which does not provide for missing data. In addition, displaced homemaker is an eligibility criterion for dislocated workers, the only group for whom this field is collected. Therefore, we assume that individuals with missing data did not become eligible for the WIA dislocated worker program because they were displaced homemakers.

Item	Action	Reason
125: Date of Actual Qualifying Dislocation	None	This field is missing for many dislocated workers.
	Dislocation dates before January 1, 1960 or after 10/15/2006 were set to missing.	There are some extreme dates of dislocation: some years ago, others after the exit date.
126: Homeless	Set to missing for adults who were not also youth in AK, KY, MD, ME, NE, NH, PR, UT, and WY	Homeless was a new data item for adults beginning with PY 2005, although it was collected before PY 2000. These states reported no homeless adults.
	Set to missing for adults who were not also youth and registered before 7/1/2005 in ID and ND.	ID reported homeless adults only among those who registered in PY 2005. ND reported one homeless person who registered in PY 200, but no others who registered before PY 2005.
	Set to missing for adults who were not also youth and exited before 7/1/2005 in AR	AR did not report any homeless who exited before PY 2005, but did report homeless who exited in PY 2005 and registered before PY 2005.
	Set to missing for adult exiters before 4/1/2004 in AZ, DC, HI, MT, and TX and for exiters before 7/1/2004 in AR.	These data were derived from the state's PY 2004 submission which did not contain data on this item for adults.
127: Offender	Set to missing for adults who were not also youth in AK, AL, KY, MD, ME, NE, NH, PR, TN, UT, and WY	Offender was a new data item for adults beginning with PY 2005, although it was collected before PY 2000. These states reported no offender adults.
	Set to missing for adults who were not also youth and registered before 7/1/2005 in ID.	ID reported offender adults only among those who registered in PY 2005.
	Set to missing for adults who were not also youth in CA	CA did report ed that more than 30% of adults were offenders. This does not seem reasonable.
	Set to missing for adult exiters before 4/1/2004 in AZ, DC, HI, MT, and TX and for exiters before 7/1/2004 in AR.	These data were derived from the state's PY 2004 submission which did not contain data on this item for adults.
	None.	Almost no offenders reported in AL, DC, and PR.
128: Pregnant or Parenting Youth	None.	IA more than 30% yes; CO and IN more than 20% yes.

Item	Action	Reason
130: Education Status at Time of Registration	Make consistent with highest grade completed: If highest grade $\geq 12$ change from attending high school to attending post high school or from dropout to high school graduate. If highest grade completed $< 12$ change from attending post high school to attending high school and from high school graduate to dropout.	Some records have inconsistent data in the education status and highest grade completed fields. This adjustment assumes that the attending school portion of education status is correct and that the detailed highest grade completed is correct.  There were more inconsistencies in PA, PR and TX than in other states.
130: Basic Literacy Skills Deficient	Set to missing for exiters before 7/1/2005 in WV.	WV reported no basic skills deficient youth who exited before PY 2005. However, many of these youth had basic skills goals.
131: Foster Care Youth	Set to missing all exiters in LA, MN, TN, and UT.	Foster Care Youth was a new data item beginning with PY 2005. These states reported no foster care youth.
	Set to missing for registrations before 7/1/2005 in AL, AZ, DC, MS, NJ, and PR.	These states reported no foster care youth (DC, MS) or very few (AL, AZ, NJ, PR) for registrations before 7/1/2005.
	Set to missing for registrations before 7/1/2004 in AR.	AR reported very few foster care youth for registrations before 7/1/2004.
	Set to missing for exiters before 4/1/2004 in AZ, DC, HI, MT, and TX and for exiters before 7/1/2004 in AR.	These data were derived from the state's PY 2004 submission which did not contain data on this item.
302: Date of Registration	Registration dates before January 1, 1990 or after the exit date were set to missing.	There are some extreme dates of registration: some years ago, others after the exit date.
303: Exit Date	Only records with exit dates between January 1, 2004 and March 31, 2006 are included in this file, except that younger youth with later exit dates or without an exit date are included.	Younger youth with later exit dates or without an exit date are included to allow computation of the younger youth skill attainment rate. However, it is possible that some youth without an exit date may have exited between April and June 2006. So these additional younger youth data should be used only for the skill attainment rate.
304-313: WIA Programs	Missing data set to 'no'	If a yes does not appear for a WIA program, we assume the individual did not participate in that program, except as noted below.
	Records with no program reported as 'yes' or with the only yes's in 311: Rapid Response or 309: Incumbent Worker Statewide are excluded from the file	Records for individuals with no for all WIA programs or Rapid response or Incumbent worker only should not have been submitted. Rapid response additional assistance only records are included in the file.
Youth Statewide programs	Set to missing for individuals who were not youth.	



Item	Action	Reason
313a-c: National Emergency Grant	Treat 0 or 0000 or 9999 as not NEG	0 or 0000 seems to be used to denote blank or no rather than true NEG grant
	None.	No NEG's reported in AZ, MN, ND, NM, and WY. These states may not have any NEG projects.
	None.	In PR, UT, and WI, all reported NEG participants are co-enrolled in local or statewide dislocated worker programs. These states may not be including NEG participants who are not co-enrolled in its WIASRD submission.
314-329: Partner programs	Change 2 to missing (2 is not a valid code), except for veterans programs change 3 to missing and leave code '2' for Wagner-Peyser, TAA, and Veterans programs	Reporting partner programs is optional except for TAA and Wagner-Peyser. Reporting instructions were to use only the codes for yes and to leave blank otherwise when reporting was not required. "2" is a valid code for Veterans programs.
	None.	Some states reported that 100% participated in at least one partner program, including CO, DE, LA, NM, PR, SC, SD, and WY. AZ, DC, and HI reported 100% for exiters after PY 2003. Other states reported no participation in partner programs, including NH and VA. AL reported almost no participation in partner programs.
318: Veterans programs	Set to missing in ME:	Many non-veterans among veterans programs participants in ME. Many of these not likely to be dependents because they are adult males.
	Change '2' to blank in CO and TX.	This field uses codes '1' (DVOP/LVER) and '2' (VWIP) for different veterans programs. Blank or zero is to be used for those who did not participate in either of these Veterans programs. CO and TX reported only '1's and '2's.
	Set to blank (no) in PR.	PR reported only code '2's. It is not credible for all participants to be co-enrolled in VWIP.
	Code '3' changed to blank (no).	Some states used code '3' to denote 'no'.
328: Employment and Training Programs Related to Food Stamps	Set to missing in: CT, MT, and NV. WIB 41080 in OR. WIBs 26020, 26090, 26115, 26130, 26145, and 26165 in MI. WIBs 47005, 47010, 47075, 47085, and 47120 in TN.	This field is intended to report participants in the Food Stamps E&T program. However, these states and WIBs report participation rates that seem much too high. They may be reporting receipt of Food Stamps (which was reported under JTPA) instead.  These states reported at least 10% yes in this item. These WIBs reported at least 10% yes and were in states reporting at least 3% yes.

Item	Action	Reason
330: Supportive Services	None.	All no in DC and OR. Almost all no in FL and NJ. All no after PY 2003 in MT.
	Missing or invalid codes changed to 'no'	Assume that missing means 'no'
331: Needs-based payments	None.	All no in GA, HI, NM, NV, OR, UT, and WY. Almost all no in CA, CO, KY, NJ, NY, SD, WI, and WV.
	Change missing or invalid codes to 'no'.	Assume that missing means 'no'.
330: Received Disaster Relief Assistance	Changed missing (blank or zero) to code '2' (no) for dislocated workers participating in an NEG project.	Assume that missing means 'no' because this is a type of service.
	Set to missing (blank) for persons not participating in an NEG project.	This item is collected only for dislocated workers participating in NEG projects.
331: Received Core Self-services and Informational Activities	Set to missing (blank) in AK, CO, DE, FL, GA, IA, IL, IN, KY, ME, MN, MO, MT, NH, NJ, SD, UT, and VT.	This was a new reporting item in PY 2005. These states did not report any recipients of these services. We assume that the data was not collected.  <b>Because of the large amount of underreporting, use of this item is not recommended.</b>
	Set to missing in AR, LA, NC, and SC	These states reported almost no recipients of these services (<=1%).
	Set to missing for registrations before 7/1/2005 in AL, KS, MS, NE and WV.	Very few 'yes's for registrations before 7/1/2005 in KS, NE and WV.
	Set to missing in DC.	None or almost none reported for registrations between 1/1/2004 and 12/31/2005.
	Set to missing for exiters before 4/1/2004 in AZ, DC, HI, MT, and TX and for exiters before 7/1/2004 in AR.	These data were derived from the state's PY 2004 submission which did not contain data on this item.
	None.	100% yes in CA, ID, ND, and OR.
332: Date of First Staff Assisted Core Service.	Change missing to the registration date.	This is a new reporting item for PY 2005. All individuals should receive a staff assisted core service. When this date is missing, we set it to equal the registration date, except in states that submitted records for self-service only participants.

Item	Action	Reason
333: Received Workforce Information Services	Set to missing in AK, AR, AZ, DE, GA, IA, IL, KY, ME, MO, NH, NJ, OK, UT, and VT.	This was a new reporting item in PY 2005. These states did not report any recipients of these services. We assume that the data was not collected.  <b>Because of the large amount of underreporting, use of this item is not recommended.</b>
	Set to missing in CT, IN, LA, and SC.	These states report almost no (<1%) yes's.
	Set to missing to '2' (no) in RI, TN, and VT.	These states report only code '1's (yes) and missing;
	Set to missing for registrations before 7/1/2005 in AL, KS, MN, VA, and WV	These states have relatively few 'yes's for earlier registrations.
	Set to missing for exiters before 4/1/2004 in AZ, DC, HI, MT, and TX and for exiters before 7/1/2004 in AR.	These data were derived from the state's PY 2004 submission which did not contain data on this item.
	None.	100% 'yes' in CA, ID, MI, ND, and OR. Almost all yes in NM.
332: Date of first intensive service	Intensive service dates before January 1, 1990 or after the exit date were set to missing.	There are some extreme dates of first intensive service: some years ago, others after the exit date. Note: dates of first intensive service before the registration dates are possible if the intensive service was provided by a partner program.
	None.	Nearly all exiters received intensive services in MA, NC, NE, and WY. Very few individuals are reported as receiving core services in these states.
	None	There are some records that do not have an intensive service date even though the individual received training.
335: Date Entered Training	Training service dates before January 1, 1990 or after the exit date were set to missing.	There are some extreme dates of first training service: some years ago, others after the exit date.  Note: dates of first training service before the registration dates are possible if the training service was provided by a partner program.
Training	Create a new field, training (Item 938). Training= 1 if (adult or dislocated worker or older youth) and [training date is a valid date) and Type of Training #1 is >=1	This definition of training is used in the definition of the WIA credential rate.

Item	Action	Reason
336: Date Completed, or Withdrew from, Training	None.	The training completion date is missing for many exiters who received training. ME did not report the completion date for any trainees. This is a new item for PY 2005.
334: ITA	Set to 2 if missing or invalid	Assume that individuals not reported as having an ITA did not have one.
338: Pell Grant Recipient	Change missing (blank or 0) to code '2' (no).	Missing data are not allowed. A few states have a small amount of missing data.
339: Received Prevocational Services	Set to Missing in ME, MT, ND, TN, WV, and WY	None reported in these states. This was a new item for PT 2005.
	Set to missing for exiters before 7/1/2005 in AL and NV.	Relatively few yes's for these exiters.
	Set to missing for exiters before 10/1/2004 in FL.	Relatively few yes's for these exiters.
	Set to missing for exiters before 4/1/2004 in PA.	None reported for this exit quarter, which was taken from a different data file than PA's other data.
	Set to missing for exiters before 4/1/2004 in AZ, DC, HI, MT, and TX and for exiters before 7/1/2004 in AR.	These data were derived from the state's PY 2004 submission which did not contain data on this item.
340: Type of Training Service # 1 340: Type of Training Service # 1	None.	FL, IL, MN, OR, and WA report many code '2's (Skill Upgrading & Retraining) and no or very few code '6's (Other Occupational Skills Training). Many other states report many code '6's and few or no code '2's. It is likely that there is not any consistent difference between codes '2' and '6'. They should probably be treated as equivalent.
	Change code '1' to code '6' and code '2' to code '4' in ME.	ME reports many code '1's (On-the-job Training), a few code '2's (Skill Upgrading & Retraining) and no other codes. For PY 04 exiters we compared the coding to what was reported on the PY 2004 WIASRD. This comparison showed that in ME, code '1' probably meant Other Occupational Skills Training (code '6') and Code '2' probably meant ABE or ESL (Code '4')
338: Occupational skills training code	None.	<b>This field contains the occupational of training code as reported. Although use of O*Net 4.0 or later codes was required, many states use other coding systems (e.g., DOT, CIP, OES, O*Net 98, etc.), as was allowed in previous years. We developed a calculated variable by converting these alternate codes and the O*Net 4.0 codes to O*Net 10.0 codes. See Item #917.</b>
	Set to missing for adults and dislocated workers if no training received.	

Item	Action	Reason
	Set to missing if all '9's or '0's.	Invalid codes
	None.	Occupation codes for the training program were not reported in MO, MS, NC, NY, WV, and WY. AK, HI and MA reported occupational codes for only a very few trainees. Other states have many missing values for trainees.
343: Enrolled in Education	Calculated based on education status at registration and education status at exit for: ME youth with exit dates before (1/1/2006)) ND youth with exit dates on or after 4/1/2006 OR youth TN and PA youth with registration dates on or after 7/1/2005 WI youth with exit dates before 7/1/2005. For these youth we set enrolled in education status to code '1' (yes) if either the education status at participation or education status at exit indicated that they were enrolled in school (codes '1', '2', or '3')	These youth had abnormally low rates of Enrolled in Education for youth who were attending school according to either education status at participation or education status at exit.
	Calculated based on education status at registration and education status at exit for exiters before 4/1/2004 in AZ, DC, HI, MT, and TX and for exiters before 7/1/2004 in AR.	These data were derived from the state's PY 2004 submission which did not contain data on this item.
	None.	While most states show near 100% enrolled in education for those attending school at either participation or exit, some states (AL, HI, MO, NV, PR, VA, and WV) show less than 80%. No changes were made because we did not find a pattern by exit date or registration date.
340-345: Youth Services	If all youth services are "no" for an individual, set all youth services to missing	Many cases show no services for youth, which is impossible. We assume that if no services were reported for a youth that it was a reporting problem.  Some states show fewer than 5% of youth without any youth activities. In these states, youth without activities may really have not received activities.  Other states show more than 20% without activities—most likely a reporting problem. States with more than 20% without any activity in at least one program year include KS (PY03), ME, NJ, NY (PY03), TX, and VA (PY03). OR did not report any youth services.

Item	Action	Reason
346: Received 12 months of follow-up	Set to missing for exiters after 6/30/2005 and those who have not exited.	Too soon to determine at submission date for later exiters. Many states report at least some 'yes' values for youth who have not been out of WIA for 12 months and even for some who have not exited.
	None.	UT is all 'yes', even for those who exited less than 12 months before the submission date.
	None.	None reported in DC, NJ and OR. Almost none reported in FL and MD. Some other states have very few reported even though providing 12 months of follow-up is required.
603-606, 610-614, 616, 618, 619: Adult, Dislocated Worker, and Older Youth outcomes	Set to missing if not adult, dislocated worker, or older youth.	These data are not to be reported for younger youth.
601, 605, 607, 609: Employment in Quarters 1, 2, 3, and 4 after exit	Set to 1 if quarter 1 wages >0 (but not 99999 or 99999.99).	Person should be reported as employed if wages > 0 in wage records.
	Set code 3 to 2 (no)	Some states have code 3 (too early to collect data) in quarters when data are reported for most exiters. For quarters where data should be available (varies by state), code 3 is treated as 'no'.
	Set missing to 2 (no) except when specifically set to missing	If person is not found in the wage records for a quarter, employment is 'no' unless supplemental data are available.
	Quarters 2 and 4 set to missing for younger youth	These data are not required for younger youth.
602, 606, 608, 610: Type of Employment Match Quarters 1, 2, 3, and 4 after Exit	Set to '1' if not 1, 2, 3 or 4 and wages in the quarter >0 (not 999999.99)	If wages are reported we assume that wage records were used, unless another type of administrative record is reported.
	Set to missing if employment in the quarter NE 1	Type of match reported only if the person is employed.
612, 613, 614: Wages in the 3 <sup>rd</sup> , 2 <sup>nd</sup> , and 1 <sup>st</sup> quarters before participation	Missing and 999999.99 were set to zero in AK, AL, AZ, DC, HI, LA, ME, NC, NM, SC, TN, and WY	These states report many missing and/or 999999.99 (too soon to determine), but no zero wages. They have a normal amount of positive wages. It is likely that the missing and 999999.99 really mean zero.
	Set to missing in WY for exit dates before 7/1/2004.	WY did not report any positive wages for these exiters.
	Set to missing in DE, FL, and SD for exit dates on or after 10/1/2005.	Fewer than normal positive wages for these exiters.
613: Wages in the 2 <sup>nd</sup> Quarter before Participation	Set to missing in PA for exit dates on or after 10/1/2005	Almost no positive wages for these exiters.

Item	Action	Reason
614L Wages in the quarter before participation	Set to missing for AL, MI, PR, and RI.	No positive wages in the quarter before participation reported in these states. This item was new for PY 2005.
	Set to missing n NE, SD, and PA	Abnormally low number of positive wages in these states.
	Set to missing in WY for exit dates before 7/1/2004	Abnormally low number of positive wages for these exiters.
	Set to missing for exiters before 4/1/2004 in AZ, DC, HI, MT, and TX and for exiters before 7/1/2004 in AR.	These data were derived from the state's PY 2004 submission which did not contain data on this item.
615, 616, 617, 618: Wages in Quarters 1, 2, 3, and 4 after Exit	Set missing or 99999.99, 99999 to zero except when specifically set to missing	Code 99999.99 was intended to capture cases when it was too soon to capture wage record data—should occur for all or no exiters in a quarter. If occurs for all or many exiters in a quarter, then was set to missing above.
	Change negative values to zero.	
	None.	Very low percentage of wages are positive for younger youth in OH due to the use of supplemental data to determine employment.
	Values over 999999.99 were set to missing	We assume such values are invalid.
601, 615: Quarter One wages and employment	Set to missing for exit dates on or after 10/1/2005	Too soon to report on submission date.
	Set to missing for younger youth in MI and PR.	MI and PR did not report wages in the quarter after exit for younger youth. Consequently, employment rates are abnormally low.
606, 616: Quarter Two wages and employment	Set to missing for exit dates on or after 7/1/2005	Too soon to report on submission date.
	Set to missing for younger youth	Quarter two data is not required for younger youth.
608, 617: Quarter 3 wages and employment	All: set to missing for exit dates after March 31, 2005	Too soon to report on submission date.
	Set to missing for younger youth in ME and PR.	ME and PR did not report wages in the quarter after exit for younger youth. Consequently, employment rates are abnormally low.
6010, 618: Quarter Four wages and employment	Set to missing for exit dates on or after 1/1/2005	Too soon to report on submission date.
	Set to missing for exit dates before 4/1/2004 in PA	Employment rate is abnormally low and abnormally low number of positive wages compared to 3 <sup>rd</sup> quarter. The data for exiters before 4/1/2004 in PA was derived from an earlier data file.
	Set to missing for younger youth	Quarter two data is not required for younger youth.

Item	Action	Reason
603: Occupational Code (if available)	None.	This field contains the occupation code as reported. Although use of O*Net 4.0 or later codes was required, many states use other coding systems (e.g., DOT, OES, O*Net 98, etc.), as was allowed in previous years. We developed a calculated variable by converting these alternate codes and the O*Net 4.0 codes to O*Net 10.0 codes. See Item #919.
	Set to missing for adults and dislocated workers if not employed in the quarter after exit.	
	Set to missing if all '9's or '0's.	Invalid codes
605: Training-related employment	Set to missing if employed Q1 not = 1	Required item only for employed in quarter after exit
	Set to missing if no training for those who are not youth.	Required for adults and dislocated workers only if the individual received training.
	Set to missing in HI, PA, WY	All 'no' in these states.
	Set to missing AZ, DC, HI, KY, LA, NJ, NM, NY, PA, RI, SC, WY	Many WIBs in these states have abnormally low values (<10%)
	Set to missing in the following WIBs and statewide programs: 24015, 24030, 24035, 24050, 28090, 31901, 37035, 37075, 37115, 39165, 39210, 39220, 39235, 39255, 39901, 39902, 41015, 41075, 47070, 54901, 54903, 72005, 72040, 72045, 72095, 72105, 72110	These WIBs and statewide programs have abnormally low values (<5%)
	None.	Many other WIBs show low values (<20%). They seem to be reporting that the individual did not enter training-related employment when they don't know whether or not the employment was training-related. The above data adjustments only screened out the most extreme cases.
	None.	Always missing in VT.
607: Nontraditional employment	Set to missing if employed Q1 not = 1	Required item only for employed in quarter after exit.
	Set zero to missing (blank).	Zero is an alternative code for missing. With the change all states are consistent.
	Set to missing in PA and WY.	None reported.
	Set to missing in HI for individuals who exited on or after 4/1/2004.	None reported. Data for exiters before 4/1/2004 were taken from the PY 2004 submission.
	None.	Over 50% missing in OR.



Item	Action	Reason
612: Wages Q3 before registration	Values of 99999 or 99999.99 were set to missing	These values signify that the state was unable to obtain the wage record information because the quarter was too far back in time to access easily.
	Change negative values to zero.	
	Values over 999999.99 were set to missing	We assume such values are invalid.
	Change missing or 99999.99 or 99999 to zero in AL, ME, TN, TX, WY for adults, dislocated workers, and older youth	No zeros or missing in these states, just positive and 99999.99; much closer A/R comparison after this change
	Set to missing for NEG exiters not also in Title 1B programs: ID exiters before 7/1/2003 OH for all exiters	ID, and OH reported very low outcomes for these NEG-only exiters
	Set to missing in NE, PR, and SD, for exiters on or after 10/1/2004	Abnormally many zeros in NE, PR, and SD for these exiters.
614: Wages Q2 before registration	Values of 99999 or 99999.99 were set to missing	These values signify that the state was unable to obtain the wage record information because the quarter was too far back in time to access easily.
	Change negative values to zero.	
	Values over 99999.99 were set to missing	Wages over 99999.98 were to be reported as 88888.88. We assume such values are invalid.
	Change missing or 99999.99 or 99999 to zero in AL, ME, TN, TX, WY for adults, dislocated workers, and older youth	No zeros or missing in these states, just positive and 99999.99; much closer A/R comparison after this change
	Set to missing for NEG exiters not also in Title 1B programs: ID exiters before 7/1/2003 OH for all exiters	ID, and OH reported very low outcomes for these NEG-only exiters
	Set to missing in NE, PR, and SD for exiters on or after 10/1/2004	Abnormally many zeros in NE, PR, and SD for these exiters.
619: Type of Recognized Credential	Set to missing for adults and dislocated workers who did not receive training (as defined above) and were not older youth.	Some states reported credential for individuals who were not recorded as receiving training. Credential counted only for those adults and dislocated workers who received training.
	Set to missing for exits after 9/30/2005	Too soon for complete data on submission date.

Item	Action	Reason
	Set to missing in PA and TX	These states have waivers that allow them to report on the common performance measures rather than the other WIA measures.
	Set to missing for NEG exiters not also in Title 1B programs in SD.	SD did not report credentials for these NEG-only exiters
621-668: All Goal information	Set to missing if not younger youth	Relevant only for younger youth.
	None.	Missing in TX and PA. TX and PA have waivers from collecting younger youth goal information. Many youth in WV have no goals reported.
620, 624, 628, 632, 636, 640, 644, 648, 652, 656, 660, 664: Goal Type #1-12	If not 1, 2, or 3 set to missing	Invalid codes
	Set to missing if set date is after exit date.	Goals cannot be set after exit.
	None	Goals were reported as set for relatively few younger youth in some states.
621, 625, 629, 633, 637, 641, 645, 649, 653, 657, 661, 665: Date Goal Set #1-12	If after exit date set to missing	Goals cannot be set after exit.
	Set to missing if goal type is not 1, 2 or 3	If no goal reported, then set date should be missing
622, 626, 630, 634, 638, 642, 646, 650, 654, 658, 662, 666: Attainment of Goal #1-12	If = 3 set to 2 unless exit reason is 1,2,3 or 8 and exit date less than a year after set date	Pending goals are allowed for exiters only if exit reason is recorded as 1, 2, 3, or 8.
	Set to missing if goal type is not 1, 2 or 3	Create consistency
	If attainment date is after exit date: Set to 2 unless {exit reason is 1, 2, 3 or 8 and exit date less than a year after set date}.	Attainments after exit are not counted.
	If attainment date is after exit date and attainment = 2, then set to 3 if exit reason is 1, 2, 3 or 8 and exit date less than a year after set date.	Goals that are pending when a youth exits with one of the specified exit reasons are not counted in the performance measures and should be treated as 'pending'.
623, 627, 631, 635, 639, 643, 647, 651, 655, 659, 663, 667: Date Attained Goal #1-12	If before April 1, 2000, set to missing {except in early implementing states}. If before July 1, 1999, set to missing in early implementing states (FL, IN, KY, TX, UT, VT)	Attainments cannot occur before WIA started.
	Set to missing if attainment is not 1 or 2.	Create consistency
	Set to missing if attainment date is after exit date	Attainments after exit are not counted.

Item	Action	Reason
668: Attained Degree or Certificate	Set missing to '4' (no) for younger youth.	<p>This information is required for the younger youth diploma rate. If the data is not reported, we assume that the youth did not receive a diploma.</p> <p>There is a very large amount of missing data in OR and UT. However, these states do not report any 'no's. So it is reasonable to assume that the missing data means 'no'.</p> <p>There is a small amount of missing data for younger youth in AL (&lt;1%) and MS (&lt;5%).</p>
	For younger youth, Set to 4 if = 1 or 2, and diploma date is after the end of the calendar quarter after exit.	Only diplomas attained before the end of the calendar quarter after exit count.
	Set missing to '4' (no) for older youth in UT.	UT has a large amount of missing data, but no 'no's. So it is reasonable to assume that missing means 'no'.
	For older youth, set missing to the appropriate value based on Item 619, Type of Recognized Credential. Set to 1 if Item 619 = 1 Set to 3 if Item 619 is 2, 3, 4, or 5.	Both items are required for older youth and report similar information. Item 619 codes are '1' (Highs School Diploma/GED, '2 (AA or AS degree), '3' (BA or BS), '4' (Occupational Skills Licensure, and '5' (Occupational Skills Certificate/Credential).
	None.	<p>This field was new for older youth in PY 2005. Several states show significant missing data for older youth.</p> <p>AL and OR show all data missing for older youth. MT shows more than 50% missing GA and RI show more than 25% missing ME and PR show more than 10% missing AL and MS have small amounts of missing data.</p>
	Change '1' (high school diploma) and '2' (GED) to '4' (no) if the youth had a secondary school diploma at participation (Highest grade completed is 87, 88, 91, 16, or 17 OR School status at participation is 3 or 5)	A high school diploma can be attained only if the youth was not a high school graduate at participation. We treat the youth as a graduate at participation if Item 129, School Status at Participation, is 3 (Received secondary school diploma or equivalent and is attending a postsecondary institution) or 5 (High school graduate not attending school) or if Item 122, Highest Grade Completed, is 87 (High school diploma), 88 (GED), 91 (Associates diploma or degree), 16 (Bachelor's degree) or 17 (education beyond Bachelor's degree)
	Set to missing for exiters after 3/31/2006.	Too soon to determine on submission date.

Item	Action	Reason
	None	Annual Report diploma rate over 10 percentage points higher than rate calculated from WIASRD in NM and over 8 percentage points lower in MT and TN.
674: Diploma Date	Set to missing if diploma not = 1 or 2.	Diploma date should be reported only for cases with diplomas
	Set to missing if diploma date after the end of the quarter after exit.	Diplomas count for performance only if attained by the end of the quarter after exit.
670: School Status at Exit	Set to missing in IN, ME, TX, and WY.	All or mostly missing in these states. For these states (except WY) the calculated younger youth retention and diploma attainment outcomes were also set to missing. The calculated younger youth retention rate was not set to missing in WY because the calculation matched what WY submitted on its Annual Report. However, the calculated diploma rate in WY was set to missing even though it matched the Annual Report because it was abnormally low (14%).
	None.	There is a lot of missing data for many states. States with large amounts of missing data (>45% of youth) include CO, HI, IA, IL, LA, MN, MS, NC, NE (PY 03 and 04), OK (PY 03 and 04), OR, SC (PY 03 and 04), TN (PY 03 and 04), UT, and WV. Many other states have significant amounts of missing data. <b>Extreme care should be taken when using this data.</b>
	None.	There are inconsistencies among this item, Item 122, Highest grade completed, Item 129, School Status at Participation, and Item 668, Attained Degree or Certificate.
675: Youth placement	Set to 6 (no) if = not 1-4	Invalid codes.
	Set to missing for exiters after 9/30/2005.	Too soon to report complete data on submission date.
	None.	Missing (no) for all youth in HI. Missing (no) for all older youth in AZ and OR and for all PY 03 and PY 04 older youth in RI Missing (no) for almost all older youth in LA.
676: Youth retention	Set to missing for exiters on or after 4/1/2005	Too soon to collect complete data
	None.	All missing (no) in HI

Item	Action	Reason
	None.	All missing (no) for older youth in ME, MN, OR and VT.
	None.	Almost all missing for younger youth I VT
701 to 743: <b>Additional youth literacy and numeracy assessment data</b>	None.	These data are extremely incomplete. Many states did not report these data and other states reported only partial data.
901: Age at registration	Set to missing if age < 13.	Only individuals age 14 or higher at registration eligible for WIA.