

## Frequently Asked Questions: PIRL Record Add and Record Drop Measures

### General Questions

**Q1:** *What is the purpose of the PIRL record add and PIRL record drop measures?*

**ANSWER:** Consistent reporting of PIRL records is critical to ensuring that States are appropriately tracking participants and allowing DOL to construct meaningful longitudinal datasets to track participants over time. These two measures, incorporated in Quarterly Report Analysis (QRA) and TAA Data Integrity (TAADI), allow the Department to flag for States when records are inappropriately added or removed from quarterly reporting to improve baseline record consistency cross quarters.

**Q2:** *How do you match a participant record between files?*

**ANSWER:** The records create a unique key based on the State, the Unique Individual Identifier (PIRL 100), and the Date of Program Entry (PIRL 900).

**Q3:** *How does a record pass the record add or record drop measures?*

**ANSWER:** Both measures have two ways a record can pass. For both, the first way the record passes is, if it was reported in both the current quarter and the previous quarter. The second way is described in more detail for the individual measure descriptions below, but broadly is that the record is added (when they start participation) or dropped (sufficiently after exit) at the appropriate time in the record lifecycle.

**Q4:** *What happens if a record fails?*

**ANSWER:** DOL will let States know that there are inconsistencies in data reporting via the QRA or TAADI processes and are relying on States to determine what is causing inconsistent record reporting. States should ensure that their reporting systems are keeping consistent individual identifiers and only adding or removing records from reporting when appropriate.

**Q5:** *What might cause a record to fail both record add and record fail measures?*

**ANSWER:** If a record fails both measures in the same quarter, then either the individual identifier or the program entry date has changed.

**Q6:** *If I inappropriately remove a record in one quarter, how does it affect these measures?*

**ANSWER:** If a record is removed inappropriately in one quarter, the record will fail the record drop measure in that quarter and will also fail the record add measure in the next quarter when it appears again on the report. Failing the record add measure the subsequent quarter because a record was properly re-added to the file is a sufficient response to the QRA or TAADI measure. It is critically important that State work to ensure all records are reported, including resolving edit check errors rather than removing the record.

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### Record Add Measure

**Q7:** *How does the record add measure work?*

**ANSWER:** The record add measure looks at all records in the *current* quarter file and determines if that record had been previously reported or if it is a new record. If it is a new record, it confirms that the participant started receiving services in the current quarter.

- *Denominator:* the count of all records in the *current* quarter file for that program
- *Numerator:* all records in the current quarter that have a matching record (see key in Question 2) in the prior quarter plus all records without a matching prior record that have a participation date in the current quarter. For most programs, the participation date is the Date of Program Entry (PIRL 900). For TAA, because it uses a date as the participation flag, we use Date of First TAA Benefit or Service (PIRL 925).

**Q8:** *Why might a record fail the record add measure?*

**ANSWER:** Record will fail the measure if (1) the individual ID (PIRL 100) was changed between the two quarters, (2) the program entry date (PIRL 900) was changed between the two quarters, or (3) the participation was more than a quarter old and was not in the prior file. The third failure reason could have several root causes such as a backdated program entry date or the record having been removed in the prior quarter erroneously.

**Q9:** *Does co-enrollment affect passing the record add measure?*

**ANSWER:** No, co-enrollment does not affect the measure. The nuance as to why is slightly different between TAA and other programs, though.

- For TAA, the use of the program specific entry flag in Date of First TAA Benefit or Service (PIRL 925) avoids this problem because it only needs to look at TAA entries and thus TAA Program files.
- For other programs, it does not because DOL does prior file participant matches across all programs. For example, if a record was served by WIOA Adult for a few quarters before being co-enrolled in WIOA Dislocated Worker, it would be true that the record would first show up in the WIOA DW file in a quarter with a program entry date multiple quarters before. However, when DOL identifies the record reported in the prior quarter we consider files reported across all programs.

Thus, the record add measure works independently of program, file schema, and whether data is submitted jointly or in individual files.

**Q10:** *What if we report separate files and they use different individual identifiers?*

**ANSWER:** If a State uses different individual identifiers in their reporting for programs within their common exit policy, the record add measure will fail for those records under the scenarios described in Question 9. This is intentional because using different individual identifiers for the same participant undermines the ability to longitudinally track participants. DOL requires that

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States establish a unique identification number that will be retained by the same individual across multiple programs for WIOA core programs and highly recommends aligning individual identifiers across systems, particularly where there is common exit reporting.

### Record Drop Measure

**Q11:** *How does the record drop measure work?*

**ANSWER:** The record drop measure looks at all records in the *previous* quarter file and determines if that record is reported again in the current quarter or if it was dropped. If the record was dropped, it confirms the participation was at least the required ten (10) quarters after exit.

- *Denominator:* the count of all records in the *previous* quarter file for that program
- *Numerator:* all records in the *previous* quarter that have a matching record (see key in Question 2) in the current quarter plus all records without a matching current record that had a Date of Program Exit (PIRL 901) in the previous quarter that is at least ten (10) quarters after exit.

**Q12:** *Why might a record fail the record drop measure?*

**ANSWER:** Record will fail the measure if (1) the individual ID (PIRL 100) was changed between the two quarters, (2) the program entry date (PIRL 900) was changed between the two quarters, or (3) the participation was not reported in the current file and was not ten (10) quarters after exit. The third failure reason may be either a systematic problem such inappropriately dropping all records prior to full reporting or because that individual record was removed from the file for other reasons.

**Q13:** *Does co-enrollment affect passing the record drop measure?*

**ANSWER:** No.

**Q14:** *What if we report separate files and they use different individual identifiers?*

**ANSWER:** Generally, no, this will still not affect the record drop measure. The only circumstance where the use of different individual identifiers (PIRL 100) would affect the record drop measure is when a co-enrollment flag is removed, causing the record to no longer be reported for a particular program *and* the programs uses different individual identifiers. In that case, it is important to determine what caused the record to be removed from the program. DOL requires that States establish a unique identification number that will be retained by the same individual across multiple programs for WIOA core programs and highly recommends aligning individual identifiers across systems, particularly where there is common exit reporting.