

**Maryland Department of Labor, Licensing & Regulation**  
**Workforce Data System**  
**Annual WIOA Program Performance Data Collection**

**Procedures for using the**  
**WDS\_2016.mdb Access Application**

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## Introduction

The *WDS\_2016* Microsoft Access application is being provided to institutions that provide occupational training programs eligible for funding through the federal Workforce innovation and opportunity Act (*WIOA*), and who are required to submit performance data to the Maryland Higher Education Commission.

This application can be used as needed during the fiscal year reporting period, July 1<sup>st</sup> 2015 through June 30<sup>th</sup> 2016, to enter or maintain the required enrollment performance information. The performance information must be submitted to **DLLR** by October 1st 2016 following the end of the fiscal year.

The information maintained in the *WDS\_2016* application allows the institution to comply with reporting requirements of *WIOA* programs. Annual reporting information includes the social security number, enrollment and completion date of all students that were enrolled in programs eligible for funding though *WIOA* during the fiscal year.

The *WDS\_2016* Microsoft Access application was developed using Access 2003 and saved in the Access 2000 file compatibility format. The application has been tested and appears to be compatible

with Access versions 2007 and 2010. In all versions of Access, the Macro Security Settings need to be set to “Enable all macros” for the application to operate properly.

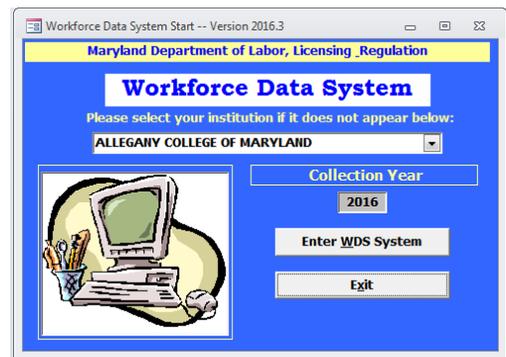
## Commands and Procedures

This section describes the procedures that need to be followed to ensure reporting data accuracy, integrity and retention. This includes; execution of the *WDS\_2016* application, command and menu review, data entry and maintenance, edit checking and miscellaneous maintenance.

Steps should be taken to retain the information entered and maintained in this application. The *WDS\_2016.mdb* file should be backed up frequently. The information in this application contains sensitive and confidential information, social security numbers. Appropriate security steps should be taken so unauthorized people do not have access to this application, data files or reports generated by this application.

### Executing the WDS\_2016 Application

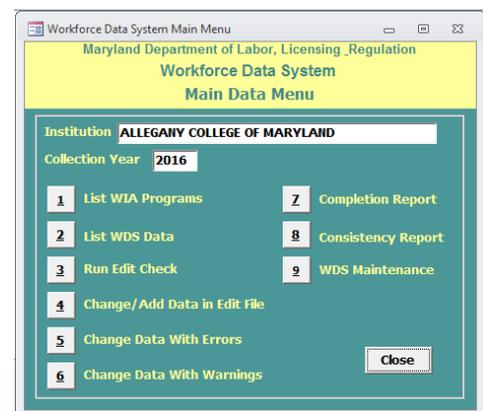
The *WDS\_2016* application can be started by executing the *WDS\_2016.mdb* Access program. Once the startup screen is shown, if your institution name is not already displayed, select your institution name and press the “*Enter WDS System*” button. Verify that the collection year displayed on the screen is the correct fiscal year for the information you are attempting to save and report. The collection year shown is for the fiscal year starting on July 1<sup>st</sup> 2015 and ending on June 30<sup>th</sup> 2016.



### Command and Menu Review

This menu is used to access and perform most tasks needed to enter, maintain and report student and institution information.

- 1) List WIA Programs – Lists all WIA programs that are available at the institution that need to be reported on.
- 2) List WDS Data – Lists the detailed student enrollment performance information.
- 3) Run Edit Check – Opens another menu which performs edit checking on the student enrollment performance data. Methods to access data editing and reporting are also available from this menu.
- 4) Change/Add Data in Edit File – Allows you to change or Delete existing or add new student enrollment performance data.
- 5) Change Data With Errors – Allows you to change or delete existing student enrollment performance data that has been flagged with “*fatal*” errors during the “*Edit Check*” routine.
- 6) Change Data With Warnings – Allows you to change or delete existing student enrollment performance data that has been flagged with “*warning*” errors during the “*Edit Check*” routine.
- 7) Completion Report – Lists program information with this year’s information.



- 8) Consistency Report – Lists program information and compares the current data with information from last years reporting information.
- 9) WDS Maintenance – Opens another menu in which you can perform miscellaneous routines such as importing or exporting WDS data or updating system tables via the internet.

## Data Entry and Maintenance

This routine allows you to change or delete existing or add new student enrollment performance data. This routine will allow the editing of all student information or records that have been flagged with “*fatal*” or “*warning*” errors.

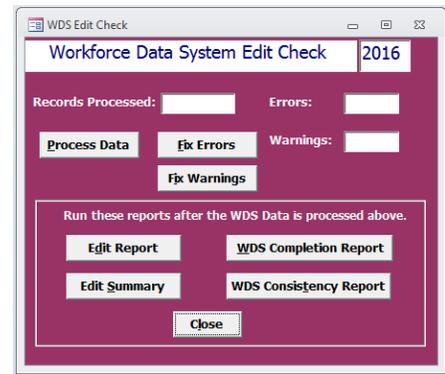
- To create a new student record, press the “*New*” button. This will blank out all fields.
- The correct “*Program*” for this student must be selected from the list. This will fill in the program length in the “*Auto Calc End Dates*” field. This is used to calculate the “*Scheduled End Date*” and the “*Extended End Date*” fields.
- If “*Yes*” is selected in the “*Auto Calc End Dates*” options, the “*Scheduled End Date*” and the “*Extended End Date*” fields will be automatically calculated when an “*Enrollment Date*” is entered.
- The student’s social security number must be entered. If the SSN is not known, either nine zeros or a nine digit unique number assigned by the institution used to identify this student must be entered. If a non valid SSN is entered, a “*2*” must be entered in the “*SSN Type*” field.
- The “*Enrollment Status*” must be entered with a “*0*” for a Continuing Education program, a “*1*” for a Full Time student or a “*2*” for a Part Time student.
- The “*Enrollment Date*” must be entered with the date the student enrollment in this program. The date can either be in the current fiscal year or in a prior fiscal year reporting period if the student enrolled earlier but has continued to be enrolled in this program through several reporting periods.
- The “*Completion Date*” should be entered if the student has successfully completed the program during the current fiscal year reporting period.
- The “*Calculate New End*” button can be pressed to force a recalculation of the “*Scheduled End Date*” and the “*Extended End Date*” fields.
- The “*Find*” button, along with the “*Find Options*” options, can be used to search for a specific social security number or record ID.
- The “*Previous*” and “*Next*” buttons are used to move from one student record to another.
- The “*Validate*” button is used to perform a quick edit check on the entered fields to ensure there are no serious errors.
- The “*Update*” button is used to save changes made to the displayed student’s information.
- The “*Delete*” button is used to delete the displayed student’s information. Care should be taken because the data is permanently deleted from the database and can not be recovered.
- The “*Close*” button is used to close this form.

## Edit Checking

This routine is used to perform extensive edit checking on the existing student enrollment data in the database. Each student record is checked and is flagged as being valid, having “*fatal*” or “*warning*” errors.

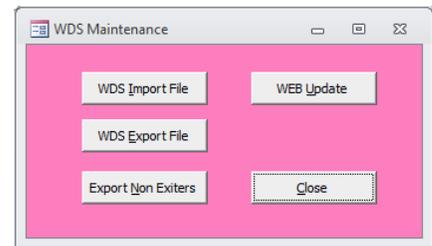
- Press the “*Process Data*” button to have extensive error checking done to the student enrollment data records.
- “*Fatal*” errors consist of invalid social security numbers, invalid programs, enrollment status not “*0, 1 or 2*”, duplicate SSN’s, and miscellaneous date problems.
- “*Warning*” errors consist of “SSN Type” field flagged with a “*2*” and miscellaneous date problems

Additional buttons are on the form that allows you to show reports so you can review edit error or summary reports or program completion or consistency reports.



### Miscellaneous Maintenance

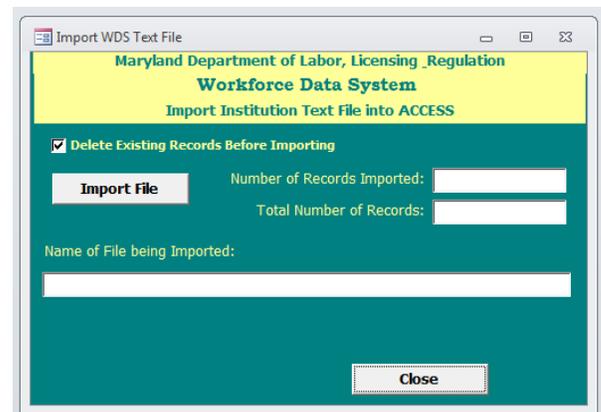
This menu allows the user to perform miscellaneous maintenance to the tables in the database and to import and export student enrollment performance information.



### Import WDS Text File

This routine is used to import student enrollment performance information into the *WDS\_2016* database.

- The “*Delete Existing Records Before Importing*” option box is used to determine the status of existing records in the database when the new information is imported. If the option box **is** selected, then **all** student data will be **deleted** before new data is imported. If the option box **is not** selected, then the student information being imported will be **appended** to the existing records in the database.

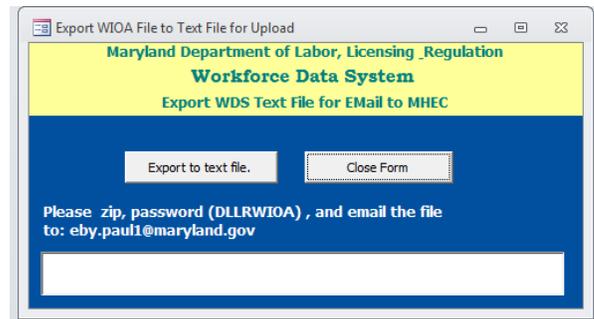


- When you press the “*Import File*” button, the routine will display a dialog box where you can select the formatted ASCII text file that contains the student enrollment performance data that you want to add to the database.
- While the records are being processed, the records will be validated. The fiscal year and program identification number must be valid before the record is added to the database.
- After the records have been imported, the number of records imported and the total number of records in the database will be shown.

### Export WIA File to Text File for Upload

This routine is used to create a formatted ASCII text file that contains the student enrollment performance data.

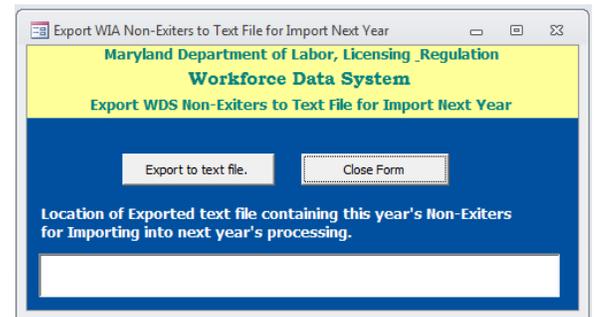
- When you press the “*Export to text file*” button, the routine will display a dialog box where you can select the folder location where you want to save the formatted ASCII text file that contains the student enrollment performance data.
- The filename that will be used by this routine to save the data will be formatted as “*WDSyyyynnnnnn.txt*”, where “*yyyy*” is the current fiscal year reporting period and “*nnnnnn*” is the *DLLR* assigned school identifier code.
- The text file created by this routine can be used by the institution for their annual *DLLR* submission requirements or for other purposes deemed appropriate by the institution.



### Export WIA Non-Exiters to Text File for Import Next Year

This routine is used to create a formatted ASCII text file that contains the student enrollment performance data of students that will not be exiting or completing their enrolled program during the current fiscal year.

- When you press the “*Export to text file*” button, the routine will display a dialog box where you can select the folder location where you want to save the formatted ASCII text file that contains the student enrollment performance data of non exiters.
- The filename that will be used by this routine to save the data will be formatted as “*WDSyyyynnnnnnNonExiters.txt*”, where “*yyyy*” is the current fiscal year reporting period and “*nnnnnn*” is the *DLLR* assigned school identifier code.
- The text file created by this routine can be used by the institution to import in the next fiscal year version of the *WDS* database system. This will help the institution in not having to manually reenter previously enrolled student information each year.



### Update Information from the DLLR Web Site

This routine is used to apply the most current institution program and consistency information to the database. This information is made available by *DLLR* as changes occur and is made available through their web site.



A valid internet connection is required by the person requesting the update. If a new version of a table is available on the *DLLR* web site, it will be applied to the database.

## Available Reports

- **WIOA Programs** – This report lists all *WIOA* programs that are available at the institution that need to be reported on.
- **WDS Data** – This report lists the detailed student enrollment performance data that has been entered. □ **Completion Report** – This report lists program information with this year’s data.
- **Consistency Report** – This report lists program information and compares the current fiscal year data with information from last fiscal year’s reporting information obtained from the consistency table.
- **Edit Report** – This report will list individual student information that has been flagged with either a “warning” or “fatal” error. The cause of the error is also reported.
- **Edit Summary** – This report will list the number of student records that have passed the edit checking routines or what errors were encountered.

## Submission Procedures

The *WIA* program enrollment performance information must be submitted to **DLLR** by October 1st 2016. The information may be submitted either via electronic transmission or on physical media.

The enrollment performance information needed for submission can be obtained from two sources. The **WDS\_2016.mdb** file can be submitted in its entirety, or a formatted ASCII text file can be obtained by following the procedures described above in the “*Miscellaneous Maintenance*” routine “*Export WIOA File to Text File for Upload*”.

If you wish to submit the data via electronic means, the information **MUST** be encrypted because it will be transmitted via unsecured internet routes. E-mail the performance information in a zipped and password protected file to; [eby.paul1@maryland.gov](mailto:eby.paul1@maryland.gov) with a subject of “*WDS 2016 Maryland Annual Collection*”. A second e-mail should be sent to the same address with the password used to encrypt the zipped file.

If you wish to submit the data on physical media, the performance information can be written to a floppy disk, CD, DVD, or Thumb Drive. The submitted data file does not need to be encrypted if submitted by this method. The envelope used to mail the media should be capable of protecting the media from damage until it is received at **DLLR**. This media should be mailed to;

Maryland Higher Education Commission  
Attn: WDS Annual Collection  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201

Please note that a “*File Certification Form (DLLR 90CS)*” is necessary to be submitted before the institution file may be processed by *DLLR*.

## Import/Export File Description

The file contains annual data for students enrolled in WIOA programs. All WIA program/course of study students are reported unless their extended training end date occurred prior to current collection period.

| Data Element                              | Column  | Description   |
|---|---------|---|
| Collection year                           | 1 – 4   | Collection year for data collected.<br>Ex: Use <b>2016</b> for data collected between July 1, 2015 – June 30, 2016.   |
| Collection period                         | 5       | <b>9</b> = annual collection  |
| Unique WIA Program Identification Number: | 6 - 21  | Unique WIOA program identification number assigned by DLLR.   |
| Social Security Number                    | 22 - 30 | 9 digit Social Security Number<br><b>000000000</b> = unknown Social Security Number<br>Social Security Number should not be scrambled<br>Do not leave Social Security Number blank  |
| Social Security Number category           | 31      | <b>Blank</b> = valid social security number<br><b>2</b> = assigned identification number (assigned by institution)  |
| Initial Enrollment Status*                | 32      | <b>0</b> = Enrolled at a degree granting institution in a non-credit continuing education courses; OR<br>Enrolled at a non-degree granting institution in training that is offered with <i>only one</i> schedule option <i>and</i> training is less than 18 clock hours per week .<br><b>1</b> = Enrolled at a degree granting institution full-time for at least 12 credit hours; OR<br>Enrolled at a non-degree granting institution full-time for at least 18 clock hours of training per week.<br><b>2</b> = Enrolled at a degree granting institution part-time for less than 12 credit hours; OR<br>Enrolled at a non-degree granting institution part-time for less than 18 clock hours per week.<br>Do not leave Initial Enrollment Status blank. |
| Enrollment Date                           | 33 – 40 | Student’s enrollment date<br>Enter as MMDDYYYY<br>If DD unknown, enter 15   |
| Actual Successful Completion Date         | 41 – 48 | Actual date the student successfully completed training<br>Enter as MMDDYYYY<br>If DD unknown, enter 15   |
| Scheduled Training End Date               | 49 – 56 | Scheduled training end date<br>Enter as MMDDYYYY<br>If DD unknown, enter 15   |

|                               |         |  |
|-------------------------------|---------|--|
| Extended Training<br>End Date | 57 - 64 | Extended training end date<br>Enter as MMDDYYYY<br>If DD unknown, enter 15 |
|-------------------------------|---------|--|

**\*For WIOA purposes, students are always reported according to their initial enrollment status.**

• **Unique WIA Program Identification Number:**

Sixteen digit code assigned by DLLR when program/course of study receives approval and is placed on the approved training provider list. The combined fields give a unique permanent code number to be used to track each program/course of study:

- Institution code: 4 digit school code assigned by DLLR
- HEGIS number: 6 digit HEGIS code assigned by DLLR
- WIA program counter: 4 digit field; used to differentiate programs/courses of study having duplicate institution and HEGIS codes.
- Degree level: 2 digit field; standard DLLR degree codes.

• **Enrollment Date:** ○ for most training, the date when 20% of the total length of the first course has elapsed. ○ For training measured in clock hours, or continuing education course hours, and the first course exceeds 100 hours in length, enrollments will be counted when:

- 20% of the total length of the first course has elapsed, or
- A maximum of 25 clock hours or continuing education course hours have elapsed or
- one week of training has elapsed, whichever is less.

• **Actual Successful Completion Date:**

- The actual date that successful training is completed.
- **Successful completion:**
  - For training that leads to a certificate or degree: A student must meet the established requirements to graduate for the program and be eligible to be awarded a certificate or degree.
  - For training that does NOT lead to a certificate or degree: A student must meet the requirements to be eligible to receive a “Letter of Recognition” or a “Continuing Education Unit”. This will require the institution to:

• Monitor attendance and ensure that the student attends at least 80% of the training; and □ Assess the student’s competency.

• **Scheduled Training End Date:**

- The date that training is scheduled to end.
- For full time and continuing education students, the date must be less than or equal to the enrollment date plus the scheduled length of training.
- For Part-time students, the date must be less than or equal to the enrollment date plus 2 times the scheduled length of training.

□ **Extended Training End Date:**

- Calculated date will be 1.5 times the difference between the scheduled training end date and the enrollment date.

See “*Performance Standards for Training Providers on the State List of Occupational Training Providers for the Workforce Innovation and opportunity Act (WIOA)*” for a detailed discussion of policies and procedures for WIOA.