

WORKFORCE DATA SYSTEM ANNUAL WIOA PROGRAM
PERFORMANCE DATA COLLECTION

FILE DESCRIPTION – The file contains annual data for students enrolled in WIOA programs. All WIOA 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. Ex: Use 2016 for data collected between July 1, 2015 – June 30, 2016.
Collection period	5	9 = annual collection
Unique WIOA Program Identification Number:	6 - 21	Unique WIOA program identification number assigned by DLLR.
Social Security Number	22 - 30	9 digit Social Security Number 000000000 = unknown Social Security Number Do not leave Social Security Number blank
Social Security Number category	31	Blank = valid social security number 2 = assigned identification number (assigned by institution)
Initial Enrollment Status*	32	0= Enrolled at a degree granting institution in a non-credit continuing education courses; OR Enrolled at a non-degree granting institution in training that is offered with <u>only one</u> schedule option <u>and</u> training is less than 18 clock hours per week . 1= Enrolled at a degree granting institution full-time for at least 12 credit hours; OR Enrolled at a non-degree granting institution full-time for at least 18 clock hours of training per week. 2= Enrolled at a degree granting institution part-time for less than 12 credit hours; OR Enrolled at a non-degree granting institution part-time for less than 18 clock hours per week. Do not leave Initial Enrollment Status blank.
Enrollment Date	33 – 40	Student's enrollment date Enter as MMDDYYYY If DD unknown, enter 15
Actual Successful Completion Date	41 – 48	Actual date the student successfully completes training Enter as MMDDYYYY If DD unknown, enter 15

Scheduled Training End Date	49 – 56	Scheduled training end date Enter as MMDDYYYY If DD unknown, enter 15
Extended Training End Date	57 - 64	Extended training end date Enter as MMDDYYYY If DD unknown, enter 15

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

- **Unique WIOA 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:
 - (a) 20% of the total length of the first course has elapsed, **or**
 - (b) a maximum of 25 clock hours or continuing education course hours have elapsed **or**
 - (c) 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.

WIOADataFormat.doc 6/15/2016