

Understanding SCSEP Edits and QPR Calculations

SCSEP Business Meeting
July 2005

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MATHEMATICA
Policy Research, Inc.

Overview

- **Where to get technical information on SPARQ and the QPR**
- **Edits – data checks to ensure that data are usable to calculate a QPR**
- **How the QPR works**
- **SCSEP placement and retention**
- **Timing of SCSEP performance measurement**

MPR SCSEP Website

- Many critical documents on data and the QPR on website
 - Instructions for data submissions
 - Lists of edits
 - QPR specifications
 - Performance timing explanations
- SCSEP.mathematica-mpr.com (no WWW)

**** Please visit this site often to check for important information and updates that will help you with your work. ****

KEY INFORMATION LINKS:

- [Documentation](#)
- [Backing Up Your DCS Database](#)
- [Troubleshooting Guide](#)
- [Using the SPARQ Data Quality Reports \[no frames\]](#)
- [QPR Specifications \[no frames\]](#)
- [New File Transfer Site](#)

WHAT'S NEW ON THE WEBSITE?

7/8/2005 REMINDER: According to SCSEP policy, grantees have 30 days after the end of the quarter and no more than 90 days after the end of the program year to submit their SCSEP data to SPARQ. Following each quarterly submission due date, grantees will have a two-week period in which to do their approvals. Because an additional 60 days are already allowed for final submission of program year data, no additional time beyond September 30th will be granted to approve the final QPR.

This means that Q4 data should be submitted by July 30th and approved by August 14th. The deadline for the final PY2004 submission/approval is September 30th.

DCS v2.1 UPGRADE

- [Version 2.1 Software/Instructions](#)

XML File Creation

- [DCS User's Software/Instructions](#)
- [Non-DCS Software/Instructions](#)

6/24/2005 Section E7-10 of the [QPR Specifications](#) have been updated.

6/23/2005 [Specifications for the Data Quality Report errors](#) have been updated.

6/23/2005 MPR now has a [new, more secure website](#) for the transfer of SCSEP files containing sensitive data. Please contact us at SCSEP@mathematica-mpr.com to obtain your User ID and password.

6/21/2005 [Analysis of SCSEP Timing](#) is now available. This document explains all of the rules for understanding how timing impacts QPR performance (Sections E and F) and provides timing examples for each measure.

[*Click here for past website updates*](#)

DCS v2.0 UPGRADE

- [Version 2.0 Software/Instructions](#)

DCS v1.0 & v1.01 FULL INSTALL

- [Standalone Version](#)
- [MSDE Client Server Version](#)
- [SQL Client Server Version](#)

Need Additional Assistance?

For DCS Technical Assistance and End User Support, contact **Mathematica Policy Research:**

- By e-mail: SCSEP@mathematica-mpr.com
Please include your phone number and Sub-grantee name in your correspondence.
- By phone: For DCS software issues - Brandon Kyler at (609) 716-4381, Matt Potts at (609) 936-3269, and Terry Cram at (609) 750-3196
- For DCS policy issues - Bill Borden (609) 275-2321

For questions concerning SCSEP data element definitions and how to collect SCSEP data, contact: **The Charter Oak Group** at olderworker@charteroakgroup.org

To view PDF files you need Acrobat reader.



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- * [Using DQRs](#)
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Helpful Information for Using the Data Quality Reports

General Information

This page has information to help you read the DQR and fix any error you may encounter. Below, there is a section for each type of edit, including a description of each type and list of each possible edit. Also, click "Using DQRs" on the right to view instructions on finding particular records in your database.

Missing Data

Missing data edits list data elements that are blank when they should not be. More data elements are required as a participant passes through the various stages of the SCSEP participation process. For example, very few data elements need to be completed for a person who has just submitted an application for the program. At the other extreme, almost all elements are required for a participant who has exited and for whom Follow Up 3 has been completed. Therefore, the missing data edits have been designed to correspond to 15 stages of SCSEP participation.

The missing data edits issued by SPARQ are identical to the missing data warnings displayed by the DCS.

Stages 15 through 11 apply to the enrollments screens. Stages 10 through 5 apply to an assignment or to a host agency, and stages 4 through 1 apply to placements.

It is important to note that some missing data problems will never be resolved. If you cannot obtain the information the missing data edit will still appear. You can ignore missing data problems that you know that you cannot resolve.

Click on the links for an explanation of the 15 stages and for a list of missing data edits.

Missing Data Table: [In frame](#) / [New window](#)

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Reject Errors

Reject messages indicate inconsistent data that impacts the accuracy of QPR performance calculations. Rejects are the most serious type of data error. Because the error makes it impossible to calculate performance correctly, SPARQ does not include the record in the QPR at all. Grantees should correct these errors on their next submission and must have all of these errors corrected before the final QPR is run (no later than September 30, 2005).

Reject Error Table: [In frame](#) / [New window](#)

Warning Errors

Warning messages indicate inconsistent data that should be corrected. There are two types of warnings (the two types are not distinguished on the DQR):

- **Default warnings:** in these situations either a whole set of data is blank (including "none." For example, if none of the types of public assistance are checked but the "public assistance - none" box is also blank, the QPR program assumes that the participant did not receive public assistance. A warning is issued to inform users to fill in something in that set of fields.

- **Exclude warnings:** in these situations a key field is missing that prevents a calculation on the QPR. For example, if the type of Host Agency is not completed, the QPR cannot allocate community service hours to the correct category (general community or elderly community). The participant is included in the QPR but is excluded from any calculations where the required information is missing. These warning errors may overlap with the missing data errors, but the warning is an indication that the QPR counts have been impacted.

Warning Error Table: [In frame](#) / [New window](#)

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15 Stages for Participant Status (as seen in the User's Guide)

For enrollments the missing data displayed consists of:

Stage 15.	Unknown stage, not enough information has been entered to indicate a status
Stage 14.	The applicant has been declared ineligible
Stage 13.	The applicant is eligible but on the waiting list
Stage 12.	The applicant is eligible and not on the waiting list but waiting to be assigned
Stage 11.	The applicant is eligible but withdrew from the waiting list

For assignments the missing data displayed consists of:

Stage 10.	Participant assigned to a community service assignment
Stage 9.	Participant assigned to a community service assignment at the end of the quarter
Stage 8.	Participant exits community service assignment prior to the end of the quarter and exits for reasons not due to unsubsidized employment
Stage 7.	Participant ends community service but does not exit the program
Stage 6.	Participant ends community service and exits the program
Stage 5.	Participant ends community service and exits due to unsubsidized employment

For placements the missing data displayed consists of:

Stage 4.	Participant starts unsubsidized employment
Stage 3.	Participant's first follow-up is completed
Stage 2.	Participant's second follow-up is completed
Stage 1.	Participant exited and all follow-ups are completed

	A	B	C	D
1	Record Type:	Missing value for column:	Field in DCS:	Stages:
11	Participant	LANGUAGE_NAME	23. Primary language	1 - 13
12	Participant	LAST_NAME	1. Last [name]	1 - 14
13	Participant	LEP_IND	22. Limited english proficiency (LEP)	1 - 13
14	Participant	POOR_EMP_PROSPECTS_IND	30. Poor employment history or prospects	1 - 13
15	Participant	POVERTY_LEVEL_IND	15. Family income at or below 100% poverty level	1 - 14
16	Participant	PRIOR_EMP_SIX_MONTH_INCOME	14b. Total includable family income - last 6 months, annualized	1 - 14
17	Participant	PRIOR_EMP_YEARLY_INCOME	14c. Total includable family income for last 12 months	1 - 14
18	Participant	PRIOR_SCSEP_PARTICIPANT_IND	16. Former participant in any SCSEP program	1 - 14
19	Participant	RACE_IND	20. Race	1 - 14
20	Participant	SKILLS_DEFICIENT_IND	24. Literacy skills deficient	1 - 13
21	Participant	SOCIAL_BARRIERS_IND	29. Other social barriers	1 - 13
22	Participant	SSN	4. Social Security Number	1 - 13
23	Participant	STREET_ADDRESS	6a. Street	1 - 14
24	Participant	VETERAN_TEXT	25. Veteran (or spouse of veteran)	1 - 13
25	Participant	ZIP_CODE	6e. Zip	1 - 14
26	Participation	APPLICANT_SIG_DATE	33. Date	1 - 14
27	Participation	APPLICANT_SIG_IND	32. Signature of Applicant on file	1 - 14
28	Participation	APPLICATION_DATE	9. Application Date	1 - 14
29	Participation	DIRECTOR_SIG_IND	42. Signature of Director or authorized representative	1 - 14
30	Participation	ELIGIBILITY_DET_DATE	43. Date eligibility determined	1 - 14
31	Participation	ELIGIBILITY_IND	34. Eligibility	1 - 14
32	Participation	EXIT_DATE	7. Date of exit	1 - 5, 7, 8
33	Participation	EXIT_REASON_OTHER_TEXT	6. If exit is not due to unsubsidized employment, other reason for exit	7, 8, 11
34	Participation	EXIT_REASON_UNSUB_TEXT	5. Exit due to unsubsidized employment	1 - 5
35	Participation	PARTICIPANT_SIG_DATE	9. Date of signing	1 - 5, 7, 8
36	Participation	PARTICIPANT_SIG_IND	8. Signature of participant on file	1 - 5, 7, 8
37	Participation	WAITING_LIST_IND	37. Placed on wait list	1 - 13
38	Assignment/Placement	ASSIGNMENT_DATE	CSA 13. Assignment Date	5 - 10
39	Assignment/Placement	CON_TITLE_TEXT	Host Agency Site/Employer Site's contact title	1 - 10
40	Assignment/Placement	END_DATE	CSA/UE 15. End date	5 - 8
41	Assignment/Placement	EXPECTED_FULL_PART_IND	UE 18. Employment expectation at time of placement	1 - 4
42	Assignment/Placement	FU1_ACTUAL_30_DAY_DATE	UE 26b. Actual 30-day date	1 - 3
43	Assignment/Placement	FU1_COMPLETED_DATE	UE 26c. Completed date	1 - 3
44	Assignment/Placement	FU1_CS_SURVEY_COMPLETED_IND	UE 26f. Customer service survey completed	1 - 3

ETA 5140 QUARTERLY PROGRESS REPORT EDITS

Types of Edits

All Relevant Edits specified in this document are expressed as positive conditions -- i.e., if the condition(s) is met, normal processing can proceed. However, if the condition(s) is not met, one of the following kinds of exception processing should occur:

Reject: In these situations, if the edit is not met, the entire record is rejected and must be resubmitted. It is NOT included in any QPR calculation.

Default - Warning: In these situations, if the edit is not met, we will make an assumption about the correct data properties and produce the calculation based on that assumption. While the data will not be changed in the database, a warning will be issued to flag what has been done.

Default - No Warning: In one situation (waiting list), we will assume that WAITING LIST is No if ASSIGNMENT DATE is not null, but no warning will be issued.

Exclude from Calculation - Warning: **In these situations, if the edit condition is not met, we will neither reject the record nor make an assumption about the likely correct data properties. While the record will be processed, it will NOT be included in the affected calculation(s).**

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Edit #	Implemented	Field(s) Involved	Edit Spec	Edit Type	Error Message
1	Q3	SSN	SSN cannot be null	W	SSN is missing.
2	Q3	LAST NAME	LAST NAME cannot be null.	W	Last Name is missing.
3	Q4	SSN APPLICATION DATE ASSIGNMENT DATE	If (there are multiple APPLICATION DATES for a given SSN and each enrollment has an ASSIGNMENT DATE), then all enrollments except the one with the latest APPLICATION DATE must have an EXIT DATE.	DW	There are multiple enrollments but more than one does not have an Exit Date.

Edit #	Implemented	Field(s) Involved	Edit Spec	Edit Type	Error Message
52	Q3	ASSIGNMENT DATE LAST ASSIGNMENT END DATE EXIT DATE OTHER REASON FOR EXIT	EXIT DATE cannot be null if there is no active assignment. To be considered active, an assignment must have an ASSIGNMENT DATE and not have an ASSIGNMENT END DATE.	R	Exit Date is blank but there is no active assignment.
53	Q3	EXIT DATE EXIT DUE TO UNSUB PLACE	If EXIT DATE is null, then EXIT DUE TO UNSUB PLACE must be null.	R	Since there is no Exit Date, Exit Due to Unsubsidized Employment should be blank.
54	Q3	PLACED ON WAITING LIST OTHER REASON FOR EXIT	If OTHER REASON FOR EXIT = "Withdrawn from waiting list", then PLACED ON WAITING LIST must be Yes.	DW	Since Other Reason for Exit is "Withdrawn from the Waiting List", then Placed on Waiting List should be Yes.
55	Q3	INITIAL ASSIGNMENT DATE OTHER REASON FOR EXIT	If INITIAL ASSIGNMENT DATE is valued, then OTHER REASON FOR EXIT cannot be "Withdrawn from waiting list".	R	Since there is an Assignment Date, Other Reason for Exit should not be "Withdrawn from Waiting List".
56	Q3	EXIT DUE TO UNSUB PLACE OTHER REASON FOR EXIT	If EXIT DUE TO UNSUB PLACE is not No, then OTHER REASON FOR EXIT must be null.	EW	Since Other Reason for Exit has been entered, then Exit Due to Unsubsidized Placement should be No.
57	Q3	INITIAL ASSIGNMENT START DATE FU2 COMPLETION DATE	FU2 COMPLETION DATE must be prior to September 30 of next program year if the quarter in which INITIAL ASSIGNMENT START DATE + 210 days falls is within the current program year.	EW	Follow-Up 2 Completion Date is more than one quarter after the current program year end date.
58	Q3	EXIT DATE FU1 COMPLETION DATE	FU1 COMPLETION DATE cannot be greater than September 30 of the year following the program year which includes (EXIT DATE + 120 days).	EW	Follow-Up 1 Completion Date is more than one quarter after the current program year end date.
59	Q3	EXIT DATE FU1 COMPLETION DATE FU1 EMPLOYED 30 DAYS	If (FU1 EMPLOYED 30 DAYS is not "No, Returned to Program" and EXIT DATE is null), then FU1 COMPLETION DATE must be null.	R	Since Exit Date is blank, Follow-Up 1 Completion Date should also be blank.
60	Q3	EXIT DATE FU1 COMPLETION DATE FU1 EMPLOYED 30 DAYS	If FU1 EMPLOYED 30 DAYS = "No, Returned to Program," then EXIT DATE must be null or > FU1 COMPLETION DATE.	R	Since Follow-Up 1 Employed for 30 Days is "No, Returned to Program," Exit Date should be blank or after the Follow-Up 1 Completion Date.

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Quarterly Progress Report Specifications

Introduction

These specifications contain the logic to calculate the Participation Levels, Community Service Assignment Information, Participant Characteristics, and Performance Measures and Related Reporting Requirements in the SCSEP Quarterly Progress Report (QPR).

Terms that appear in all upper-case are references to the data elements on the SCSEP Data Collection Forms and in the SCSEP Data Collection System.

Most of the Specifications involve counting participations. A participation (sometimes referred to as an enrollment) is a unique combination of SSN and Application Date, where the participant was deemed eligible (Eligible/Ineligible field has a value of "Eligible"). This rule is necessary because a participant can exit and re-enroll, in which case they are counted twice in many cases.

Therefore, the unit of analysis is usually the participation and not the SSN. For example, if a person has exited and has attempted to re-enter and has been placed on the waiting list, the Community Service Assignment (CSA) Assignment Date for the prior participation is not considered by a calculation that calls for active participants.

A placement is a unique combination of SSN, Application Date and Placement Date. As with participations, one participant can have many placements over time. Placement Date refers to the Assignment Start Date on an Unsubsidized Employment (UE) record.

The concept of INITIAL ASSIGNMENT DATE is used to screen for active participants. Since there may be multiple Community Service Assignments, the INITIAL ASSIGNMENT DATE for a specific enrollment indicates the start of program activity. It is the earliest of all assignment start dates on all CSA records for a participation.

The Program Year is July 1 to June 30.

Referential Integrity Edits are provided in a separate document.

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E.1 – SCSEP PLACEMENT RATE

A. Narrative Description

The reporting periods include quarterly (Q), year-to-date (YTD), and most recent four quarters including the current quarter (L4Q).

Quarterly Report Numerator: The number of participants whose placement into unsubsidized employment became final during the reporting period.

Quarterly Report Denominator: The total number of authorized community service positions.

Final Report Numerator: The number of participants whose placement into unsubsidized employment became final during the program year or during the first quarter after the program year and whose follow up period (120 days after exit) expired during the program year.

Final Report Denominator: The total number of authorized community service positions.

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-
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B. Programming Specifications

1. Quarterly Report Numerator:

Specification	Annotation
Count of enrollments WHERE	The number of records to be included in the performance measure.
FOLLOW-UP 1 COMPLETION DATE is within the reporting period AND (within the program year of the 120th day after Exit OR the subsequent program year) (Q, YTD, L4Q)	The grantee completed the follow up within the reporting period and the placement was not counted in the program year after the time period for reporting had expired
AND STILL EMPLOYED 30 DAYS AFTER PLACEMENT = Y	The placement is valid; that is, it lasted for at least 30 days.
AND UE 8 - 502(e) PLACEMENT is no OR [UE 8 - 502(e) PLACEMENT is Yes, 502(e) AND COENROLLMENT (40) IS F (502(e) with another project)]	The participant was not a part of section 502(e) for the same grantee

1. Final Report Numerator:

Logic Set	Specification	Annotation
1	Count of enrollments WHERE	Records to be included
	FOLLOW-UP 1 COMPLETION DATE is within the program year (July 1-June 30)	Followup occurred during program year
	AND STILL EMPLOYED 30 DAYS AFTER PLACEMENT = Y	And the placement is valid; that is, it lasted for at least 30 days.
	AND DATE OF EXIT + 30 days is within program year.	And the placement was not counted in the prior program year
	AND	And the participant was not

Analysis of Timing of SCSEP Performance Measurement for Program Year 2004

SCSEP has adopted a very flexible schedule for reporting that accommodates early credit for performance outcomes. The rules for Common Measures Entered Employment and Retention are somewhat simpler and are described beginning on page 13. The technical implementation of this system requires additional logic to ensure that performance is counted correctly. The reporting system accommodates early reporting, but not late reporting. For each of the measures, the following key concepts drive the reporting logic:

- **Relevant Follow-up Date:** the completion date for the follow-up used to determine performance success.
- **Due Date** for follow-ups: if a follow-up is not completed by the Due Date, it is counted as a failure in that quarter. If it is subsequently completed, it may or may not be counted depending upon the timing conditions described below. Each performance measure has a rule for determining the Due Date.
- **Last Reporting Program Year:** the last program year (July 1 through June 30) in which the Relevant Follow-up can be included in the performance outcome. The Last Reporting Program Year is the program year in which the Due Date falls.
- **Earliest Reporting Date** for a successful follow-up: the earliest follow-up completion date that SPARQ will accept for a positive outcome. Each performance measure has a rule that can be used to determine the Earliest Reporting Date for the recording of a successful follow-up.
- **Prior Program Year:** the year before the Last Reporting Program Year. If the Earliest Reporting Date is in the program year prior to the Last Reporting Program Year, the performance outcome can be counted in the Prior Program Year depending on the Relevant Follow-up Date. If the Earliest Reporting Date is in the Last Reporting Program Year, the performance outcome can only be counted in the Last Reporting Program Year.

Given the possible combinations of the five pieces of information listed above, performance outcomes can be classified into five types: normal; early; delayed - reported in last program year; delayed - reported in Prior Program Year, and late.



Five Types of Reporting of SCSEP Performance Outcomes

Timing Type	Description	Quarterly Report	Final QPR
Normal	The follow-up occurred in the Last Reporting Program Year and <i>could not</i> have occurred in any other program year	Counted in the quarter in which the follow-up occurred	Included in the final QPR for the Last Reporting Program Year
Early	The follow-up occurred in the Prior Program Year	Counted in the quarter in which the follow-up occurred	Included in the final QPR for the Prior Program Year
Delayed – last program year	The follow-up occurred within 90 days after the end of the Last Reporting Program Year	Not counted on any quarterly report	Included in the final QPR for the Last Reporting Program Year
Delayed – Prior Program Year	The follow-up occurred in the first 90 days of the Last Reporting Program Year, but <i>could</i> have occurred in the Prior Program Year	Not counted on any quarterly report	Included in the final QPR for the Prior Program Year
Late	The follow-up occurred more than 90 days after the end of the Last Reporting Program Year	Not counted on any quarterly report	Not counted on any final QPR.

SCSEP Placement Examples

Group		Timing Type	Exit Date	Earliest Reporting Date - Exit Date + 30 Days	Exit Date + 120 Days (Last Reporting PY)	Relevant Follow-up Completion Date (QTR)	Included in Numerator of Quarterly Count for	Included in Numerator of YTD Count for	Included in Numerator of Final QPR for
Group 1 Participants who exited July 1, 2004 through Mar 2, 2005	1	NORMAL 2004	March 2, 2005	April 1, 2005	June 30, 2005 (PY 2004)	May 15, 2005 (Q4 2004)	Q4 2004	Q4 2004	PY 2004
	2	DELAYED 2004	March 2, 2005	April 1, 2005	June 30, 2005 (PY 2004)	July 1, 2005 (Q1 2005)			PY 2004
	3	LATE 2004	March 2, 2005	April 1, 2005	June 30, 2005 (PY 2004)	Oct 1, 2005 (Q2 2005)			
Group 2 Participants who exited Mar 3, 2005 through May 31, 2005	4	NORMAL 2004	March 3, 2005	April 2, 2005	July 1, 2005 (PY 2005)	June 15, 2005 (Q4 2004)	Q4 2004	Q4 2004	PY 2004
	5	DELAYED 2004	March 3, 2005	April 2, 2005	July 1, 2005 (PY 2005)	July 1, 2005 (Q1 2005)			PY 2004
	6	NORMAL 2005	March 3, 2005	April 2, 2005	July 1, 2005 (PY 2005)	Oct 1, 2005 (Q2 2005)	Q2 2005	Q2, Q3, Q4 2005	PY 2005
	7	DELAYED 2005	May 31, 2005	June 30, 2005	Sept 28, 2005 (PY 2005)	July 1, 2006 (Q1 2006)			PY 2005
	8	LATE 2005	May 31, 2005	June 30, 2005	Sept 28, 2005 (PY 2005)	Oct 1, 2006 (Q2 2006)			
Group 3 Participants who exited June 1, 2005 through June 30, 2005	9	NORMAL 2005	June 30, 2005	July 30, 2005	Oct 28, 2005 (PY 2005)	August 10, 2005 (Q1 2005)	Q1 2005	Q1, Q2, Q3, Q4 2005	PY 2005
	10	DELAYED 2005	June 30, 2005	July 30, 2005	Oct 28, 2005 (PY 2005)	July 1, 2006 (Q1 2006)			PY 2005
	11	LATE 2005	June 30, 2005	July 30, 2005	Oct 28, 2005 (PY 2005)	Oct 1, 2006 (Q2 2006)			

SCSEP Edits

- **Automated edits are critical to a data system**
- **Edits detect data that are obviously wrong (computer can tell)**
- **Edits have been built in layers as our understanding has grown**
- **SCSEP data is very detailed – therefore lots of edits**

Data Quality Reports (DQR)

- For each submission SPARQ generates a DQR for each subgrantee
- Edit specifications on MPR website
- SPARQ 2 –
 - Interactive edits added at participant level
 - Also a batch DQR by subgrantee
 - Will use SSNs and not system IDs

Reject Edits

- **These errors prevent accurate calculation of performance**
- **Entire participant record is deleted from QPR**
- **Forces grantees to correct data to get credit for serving the participant**

Warning Edits

- Errors that don't prevent accurate calculation of performance
- Only a warning message – participant is included in QPR
- May be excluded from some QPR items (exclude warning)
- QPR calculations may assume an answer (default warning)

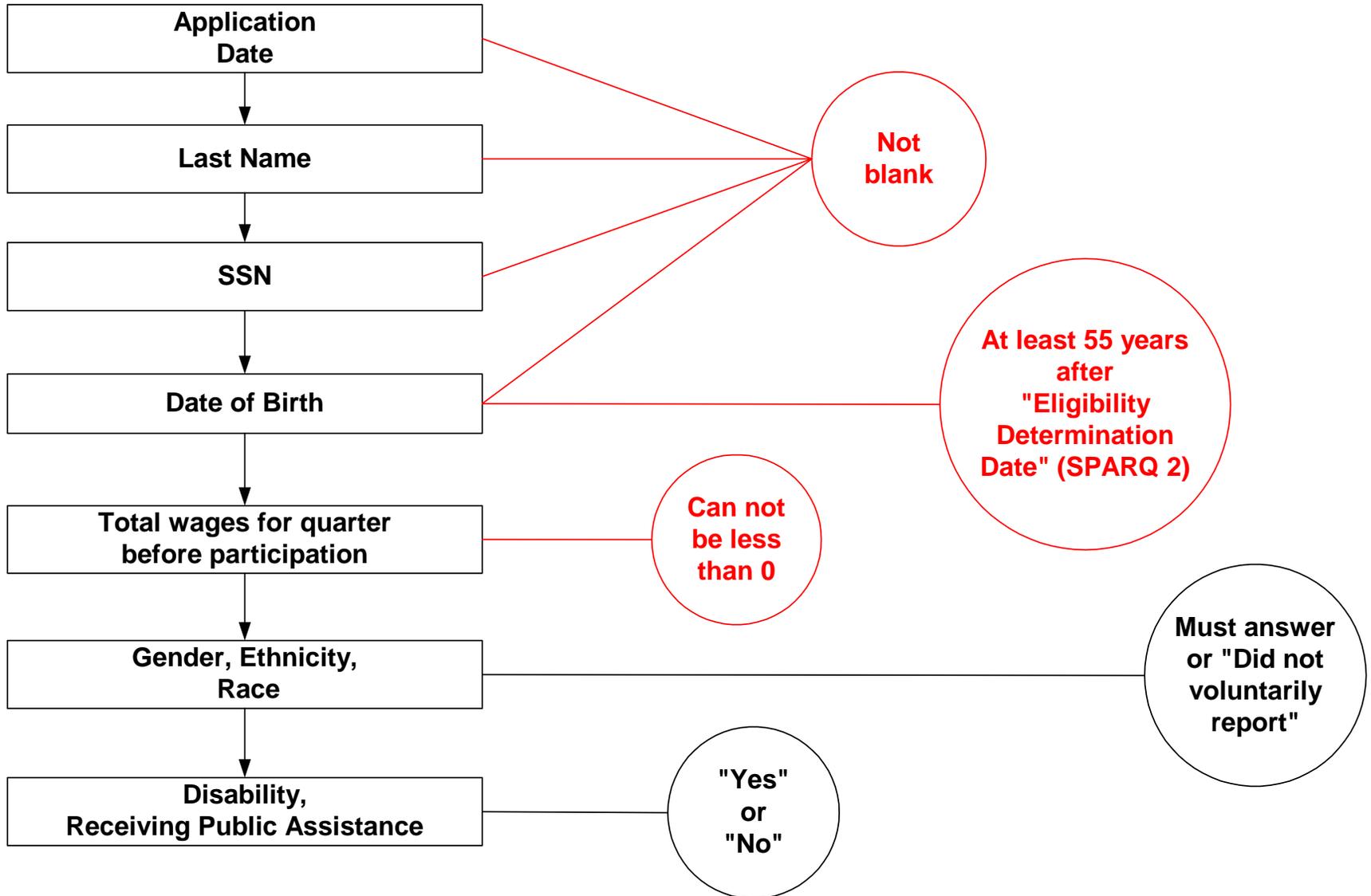
Missing Data

- Data elements should be completed
- Required data fields based on “stages” of participation in SCSEP
 - Few data elements required for new participants
 - Many data elements required for exited participants
- Missing data messages on DQR
- Messages will stay until data is completed
- Sometimes the data cannot be collected
 - No phone, employer refuses FEIN
 - In these situations ignore the message

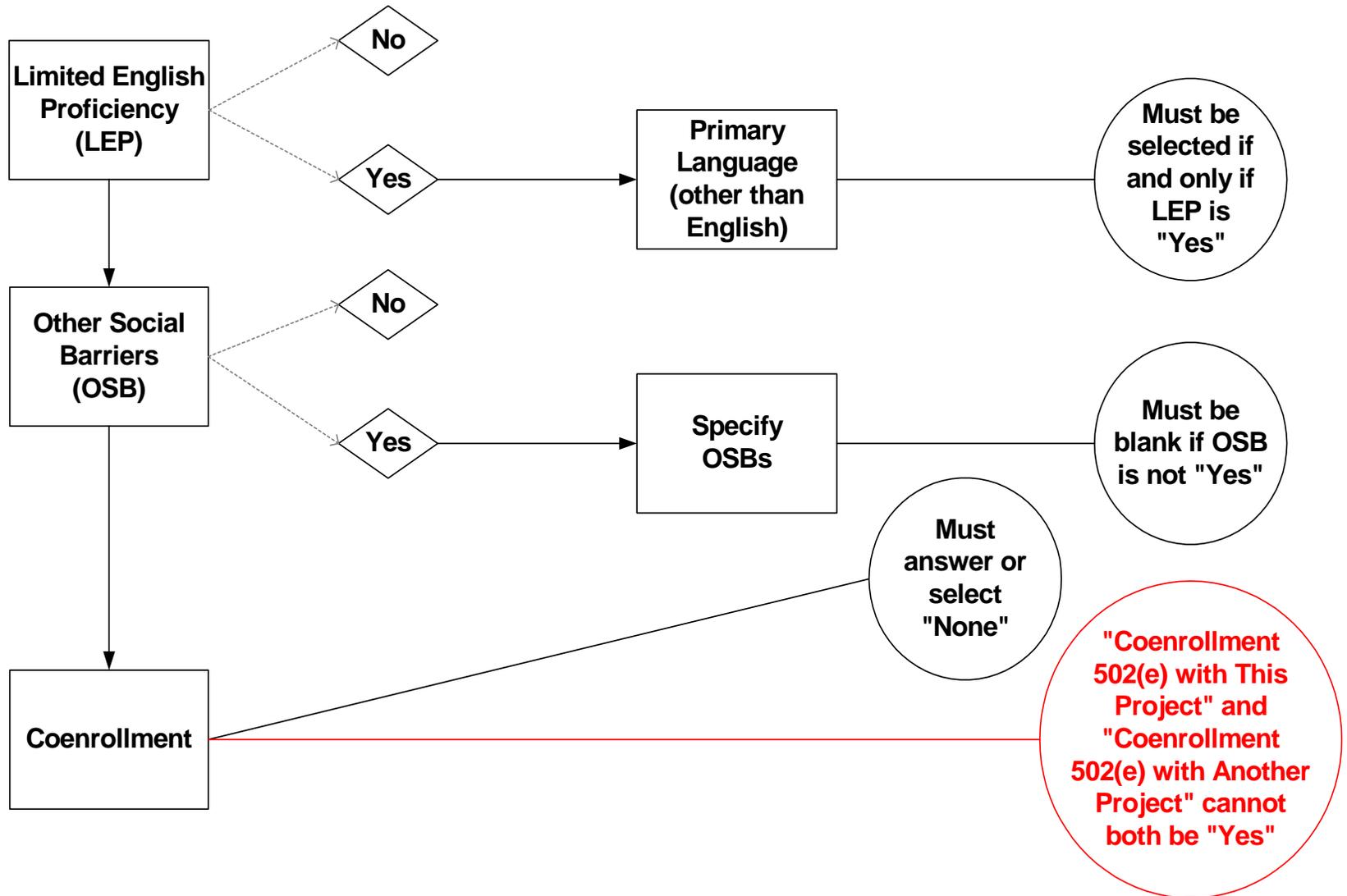
SCSEP Data Flow

- **Charts show the data collection flow and edit conditions**
- **Rectangles are data elements**
- **Circles are edit conditions**
- **Red circle is reject (solid circle in handout)**
- **Black circle is warning**

SCSEP Data Edits Application - 1



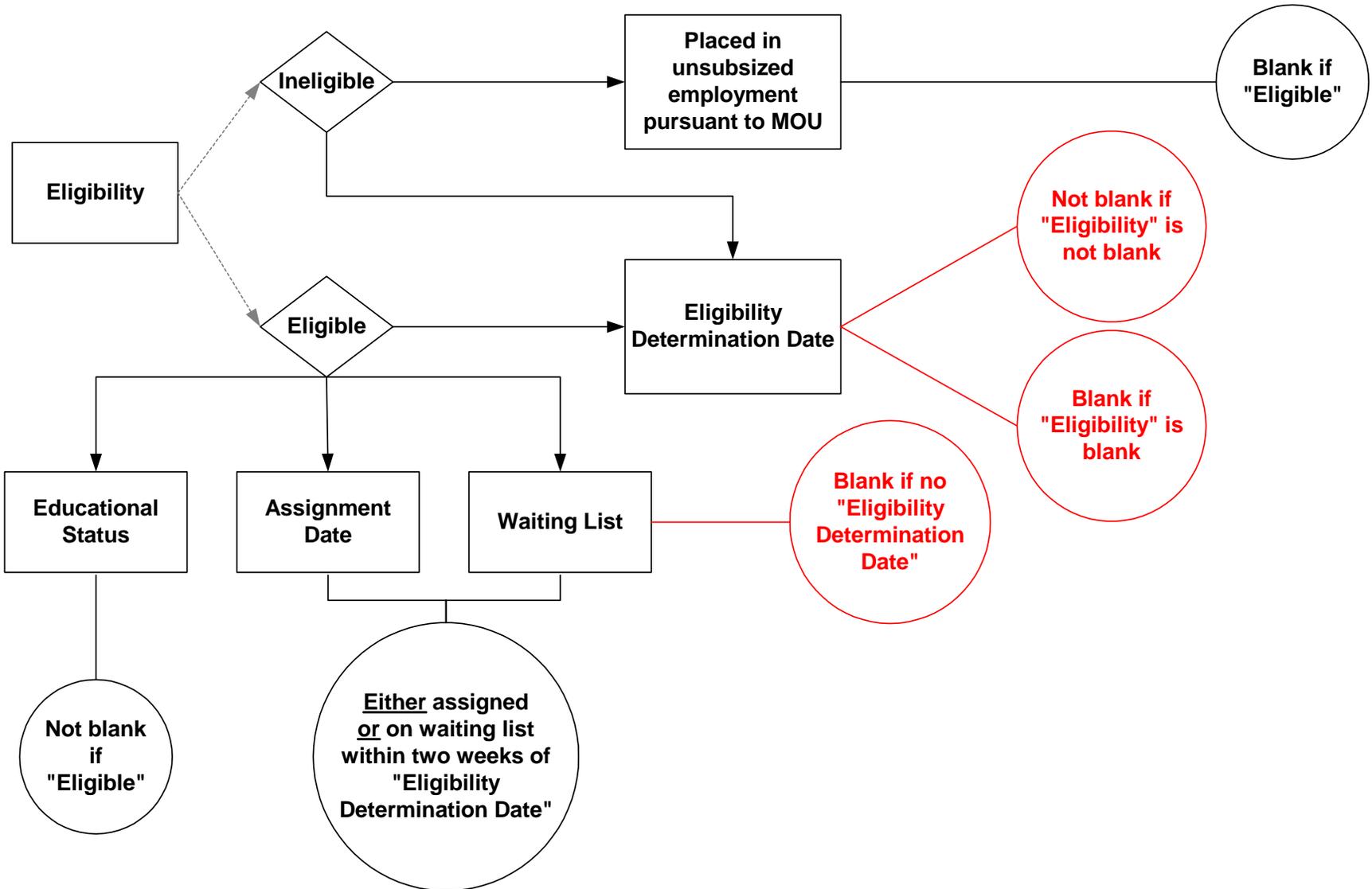
SCSEP Data Edits Application - 2



**SCSEP Data Edits
Application
List of Missing Data Edits**

**Last [name]
First [name]
Social Security Number
Phone (home)
Street, City, County, Zip
Application Date
Date of Birth
Number in family
Total includable family income – last 6 months, annualized
Total includable family income for last 12 months
Family income at or below 100% poverty level
Former participant in any SCSEP program
Race
Education: last grade completed
Limited English Proficiency (LEP)
Primary Language
Literacy skills deficient
Veteran (or spouse of veteran)
Cultural, social, or geographical isolation
Displaced homemaker
Other social barriers
Poor employment history or prospects
Signature of applicant on file
Date of applicant signature**

SCSEP Data Edits Eligibility



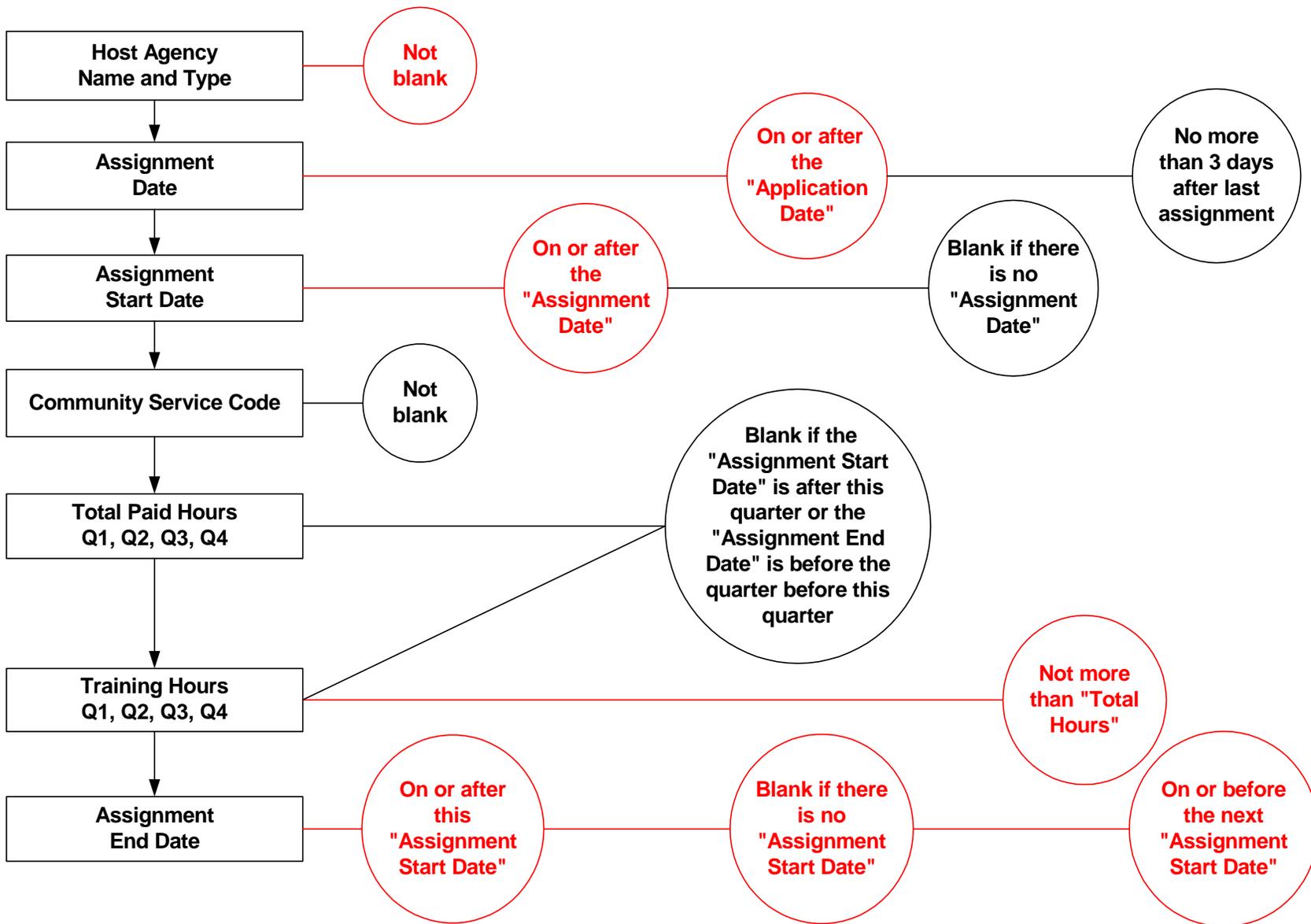
**SCSEP Data Edits
Eligibility
List of Missing Data Fields**

Eligibility

Date eligibility determined

Signature of director or authorized representative

SCSEP Data Edits Community Service



SCSEP Data Edits

Community Service

List of Missing Data Edits

Assignment Date

Host Agency Site's Contact Title

Assignment End Date

Host Agency's City

Host Agency's FEIN

Host Agency's State

Host Agency's Street Address

Host Agency's Zip

Host Agency Name

Organization Type for Host Agency

Community Service Assignment Title

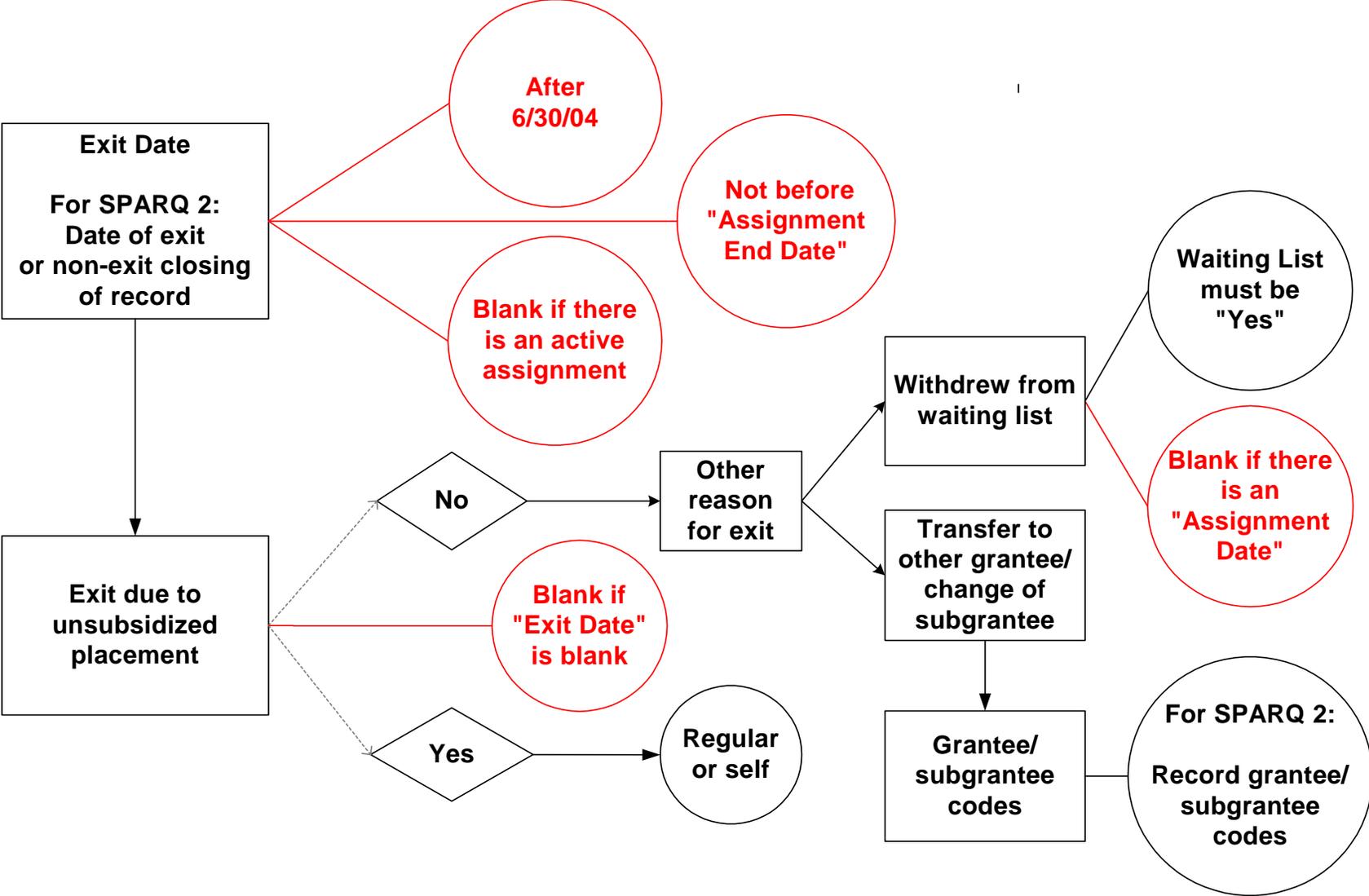
Assignment Start Date

Starting Wage

Quarter 1 Hours

Quarter 1 Hours Paid Training

SCSEP Data Edits Exit



**SCSEP Date Edits
Exit
List of Missing Data Edits**

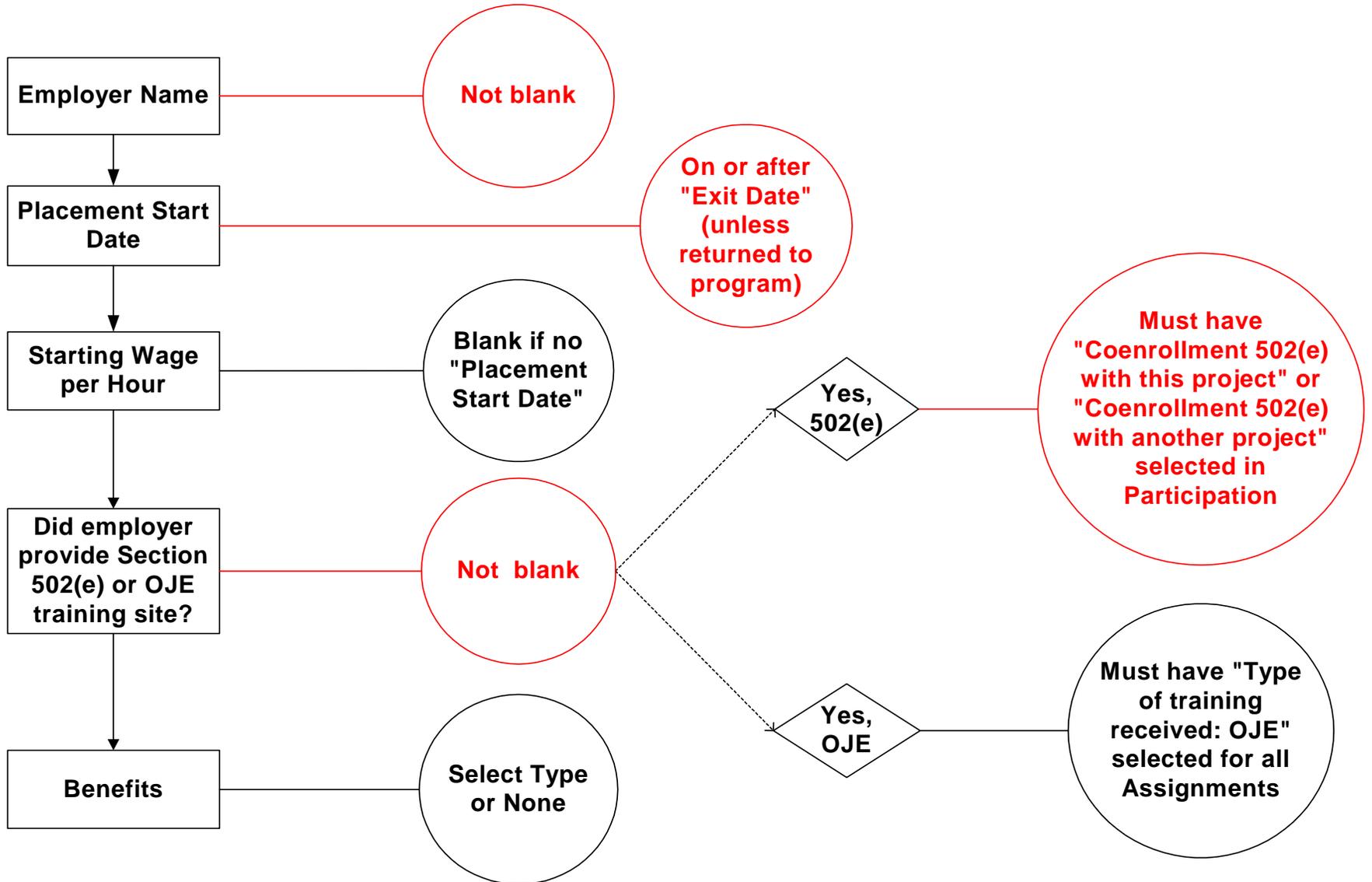
Exit due to unsubsidized employment

**If exit not due to unsubsidized employment,
other reason for exit**

Date of participant signature

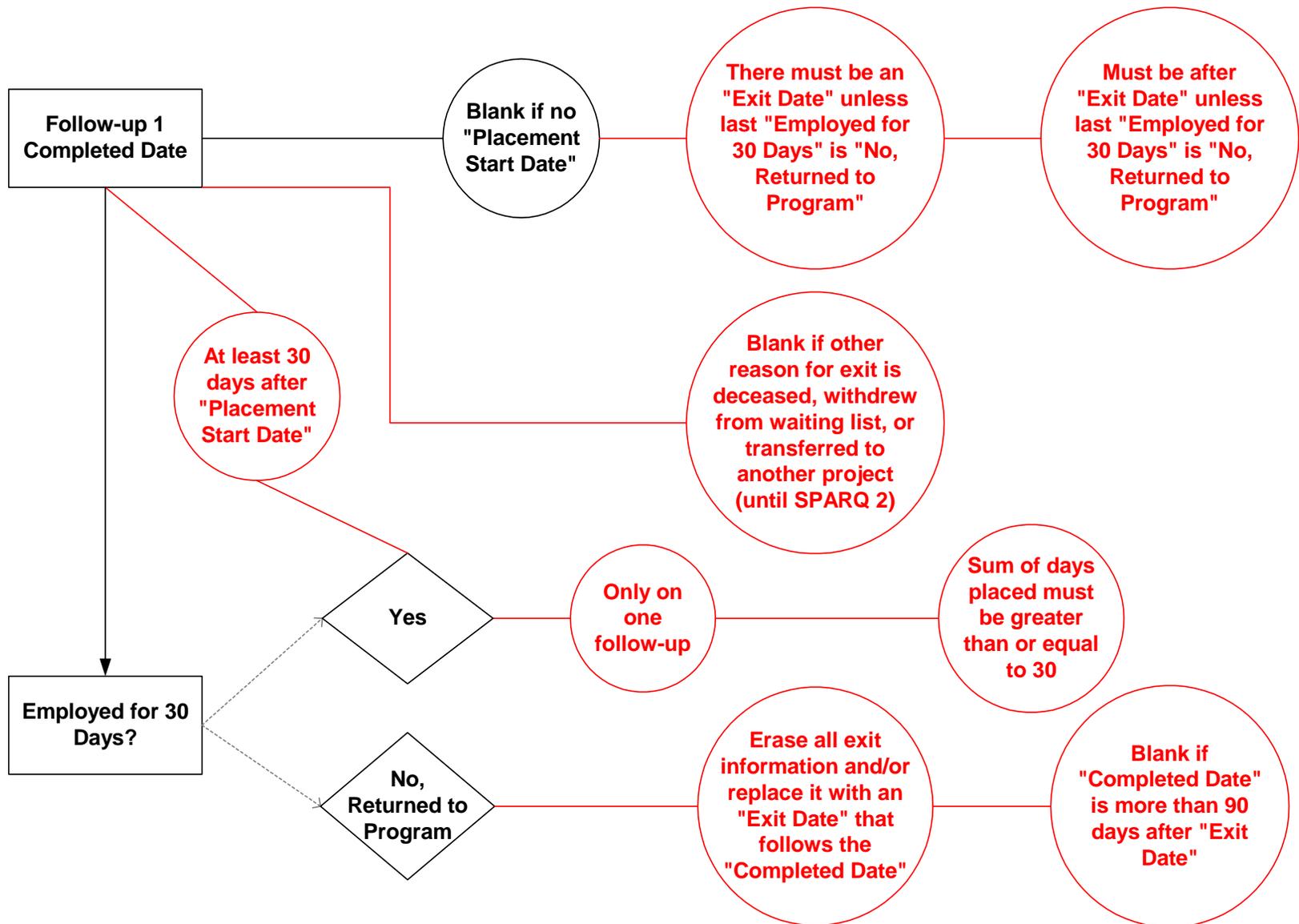
Signature of participant

SCSEP Data Edits Unsubsidized Employment

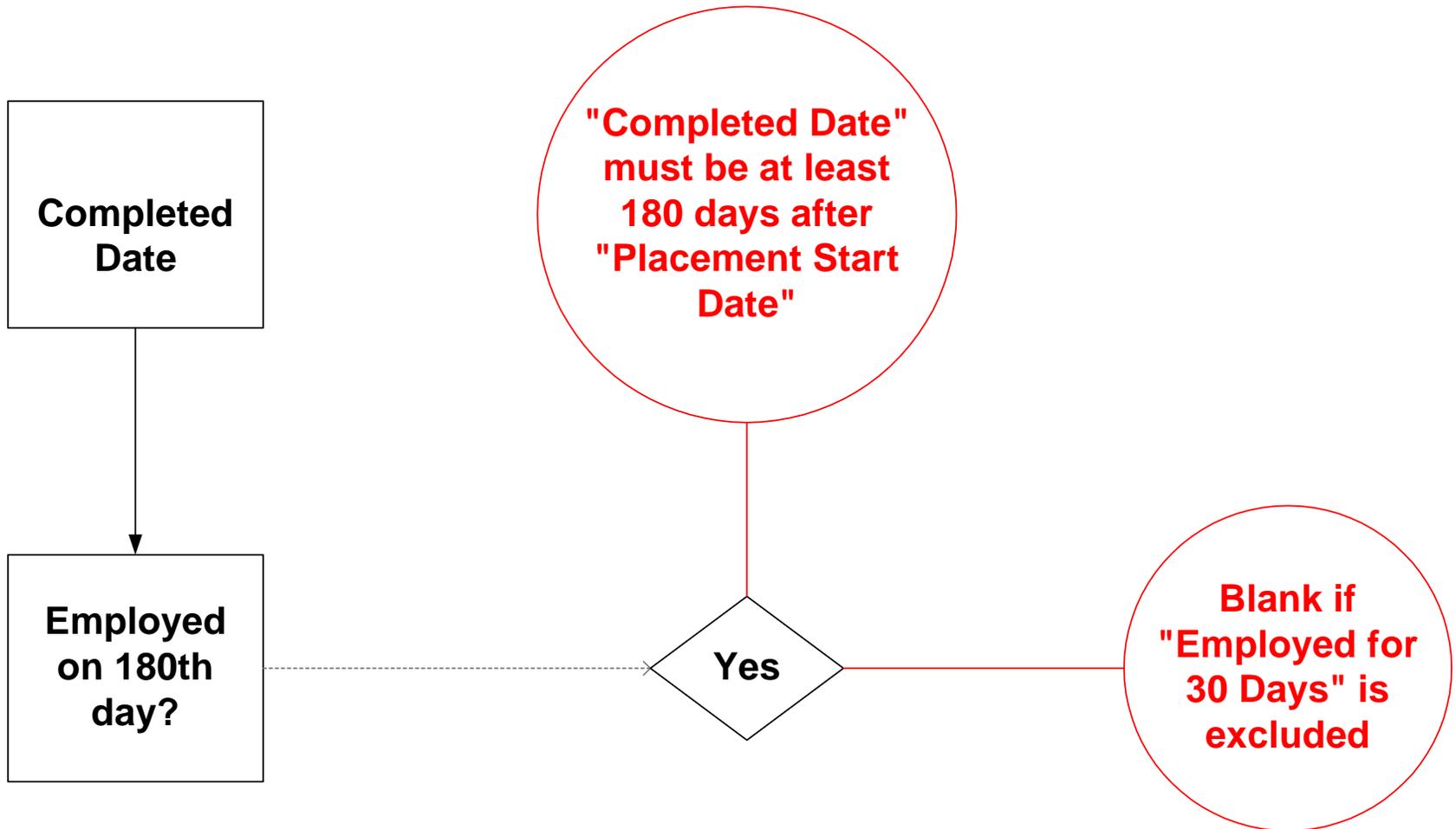


SCSEP Data Edits

Unsubsidized Employment -- Follow-up 1

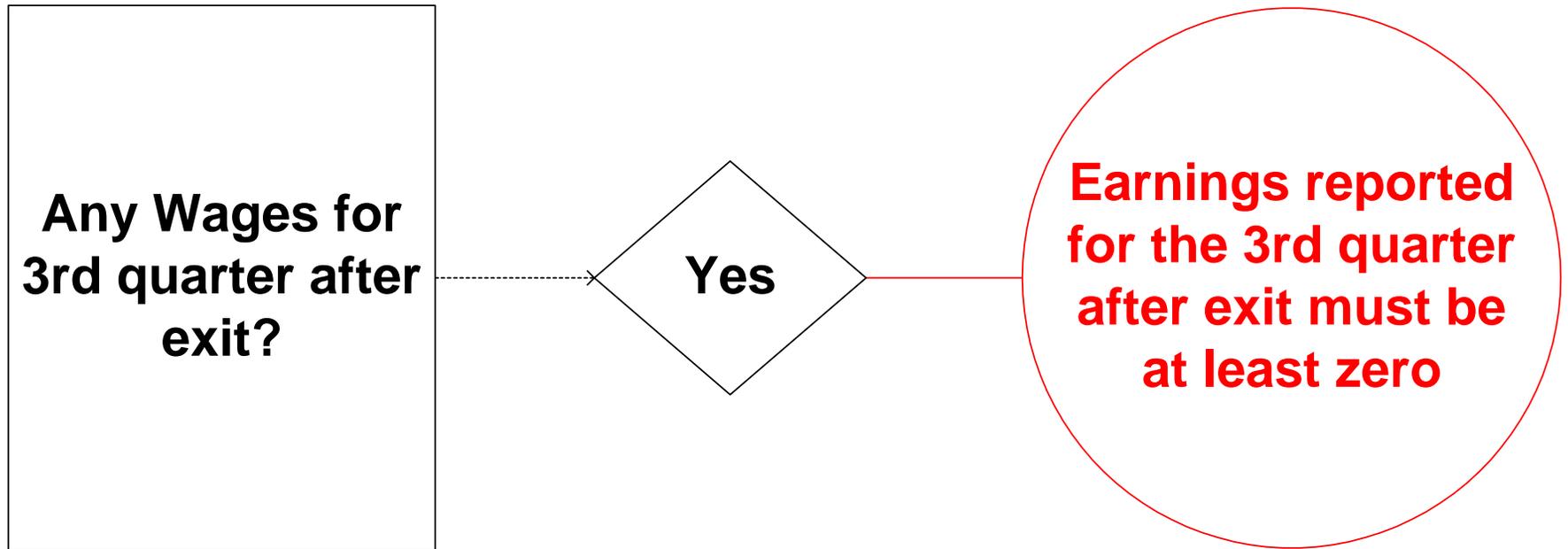


SCSEP Data Edits Unsubsidized Employment -- Follow-up 2



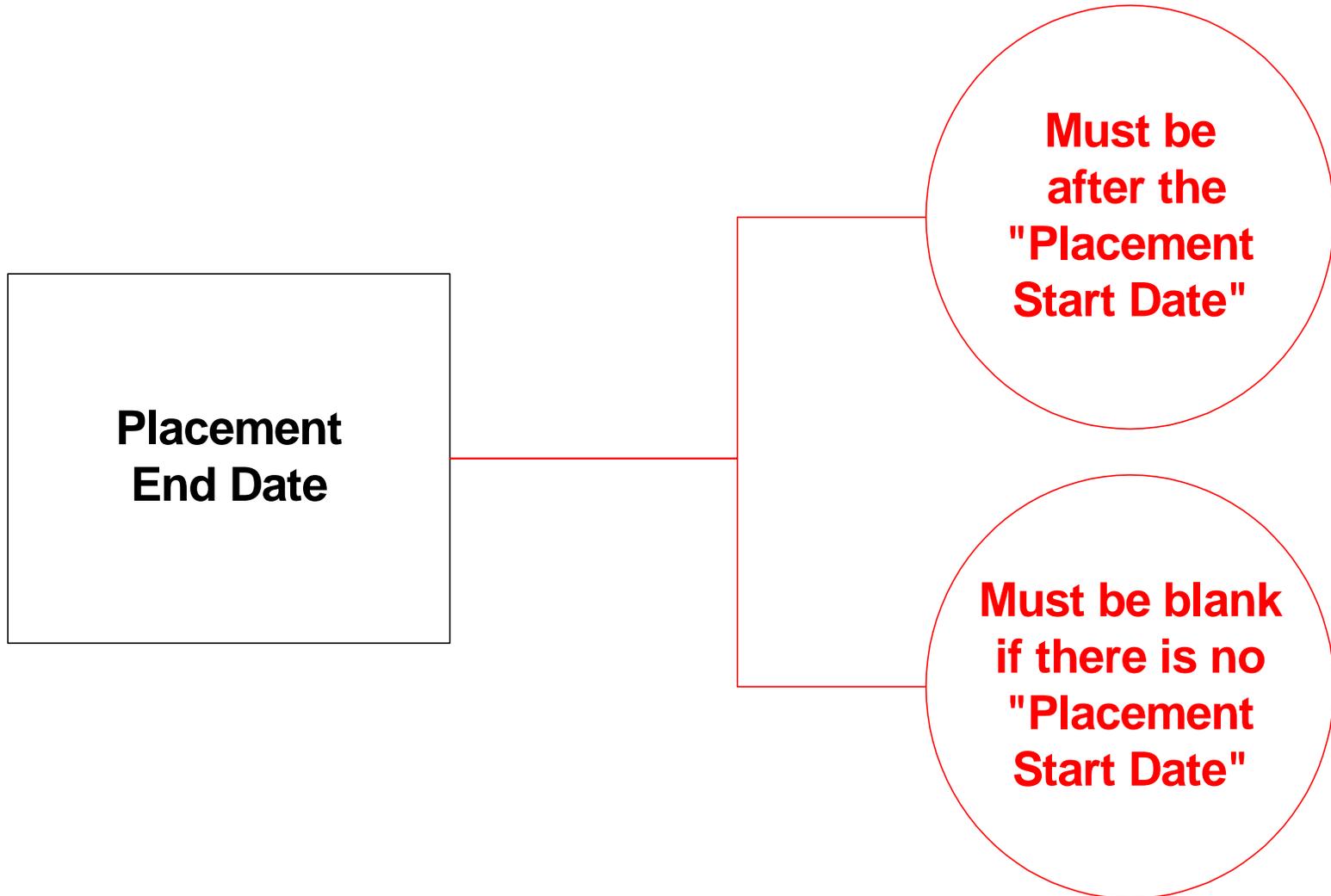
SCSEP Data Edits

Unsubsidized Employment -- Follow-up 3



SCSEP Data Edits

Unsubsidized Employment - Placement End Date



SCSEP Data Edits

Unsubsidized Employment

List of Missing Data Edits

Employer Site's contact title

Placement End Date

Employment expectation at time of placement

Actual 30-day Date

FU1 Completed Date

Customer service survey completed

Customer service survey delivered

Employed for 30 days

Has participant received any services from SCSEP within the last 90 days?

FU2 Completed Date

Employed on 180th day after placement

Earnings for first quarter after placement

Wages for first quarter after exit

FU3 Completed Date

Any wages for third quarter after exit

Any wages for second quarter after placement?

Earnings for third quarter after placement

Employer's Name, Street Address, City, State, Zip, FEIN

Is employer a host agency?

Organization Type for Employer

Did employer provide Section 502(e) or OJE training site?

Placement Start Date

Placement due to substantial service provided by the sub-grantee

Training-related placement

Job title

Starting wage per hour \$

QPR

- **Technical specifications for calculations on MPR website**
- **Overview of how counts relate in sections**
 - **B – Participation Levels**
 - **C – Community Service Assignments**
 - **D – Participant Characteristics**

SCSEP QPR

Section B - Participation Levels

$$\text{B1. Carried Over} + \text{B2. New Participants} - \text{B3. Total Exits} - \text{B5b. Rejected Participant Records} = \text{B4. Current Participants}$$

$$\text{A4. Authorized Positions} - \text{B4. Current Participants} - \text{B5b. Rejected Participant Records} = \text{B5a. Vacancies}$$

$$\text{B8a. Exits Due to Unsubsidized Employment} + \text{B8b. Other Reasons For Exit} = \text{B3. Total Exits}$$

SCSEP QPR

Section C - Community Service Assignments

Two Participants with Five Total Assignments

Participant 1 CSA 1 General Community 10 hours	Participants providing service to the general community	2
Participant 1 CSA 2 Elderly Community 10 hours	Hours worked in service to the general community	20
Participant 1 CSA 1 Elderly Community 15 hours	Participants providing service to the general community	2
Participant 2 CSA 1 General Community 10 hours	Hours worked in service to the general community	35
Participant 2 CSA 1 Elderly Community 10 hours	Total participants providing community service	2
	Total community service hours worked	55

SCSEP QPR
Section D - Participant Characteristics
Three New Male and Six New Female Participants

Gender - Male
 Initial
 Assignment Date
 July 2004

Gender - Male
 Initial
 Assignment Date
 October 2004

Gender - Male
 Initial
 Assignment Date
 April 2005

Gender - Female
 Initial
 Assignment Date
 July 2004

Gender - Female
 Initial
 Assignment Date
 October 2004

Gender - Female
 Initial
 Assignment Date
 January 2005

Gender - Female
 Initial
 Assignment Date
 April 2005

Gender - Female
 Initial
 Assignment Date
 July 2005

Gender - Female
 Initial
 Assignment Date
 April 2005

QPR For Last Quarter of PY 2004 (July 30, 2005)

	Q No.	Q %	YTD No.	YTD %	L4Q No.	L4Q %
Male	1	33	3	38	3	38
Female	2	67	5	62	5	62

QPR For First Quarter of PY 2005 (October 30, 2005)

	Q No.	Q %	YTD No.	YTD %	L4Q No.	L4Q %
Male	0	0	0	0	2	29
Female	1	100	1	100	5	71

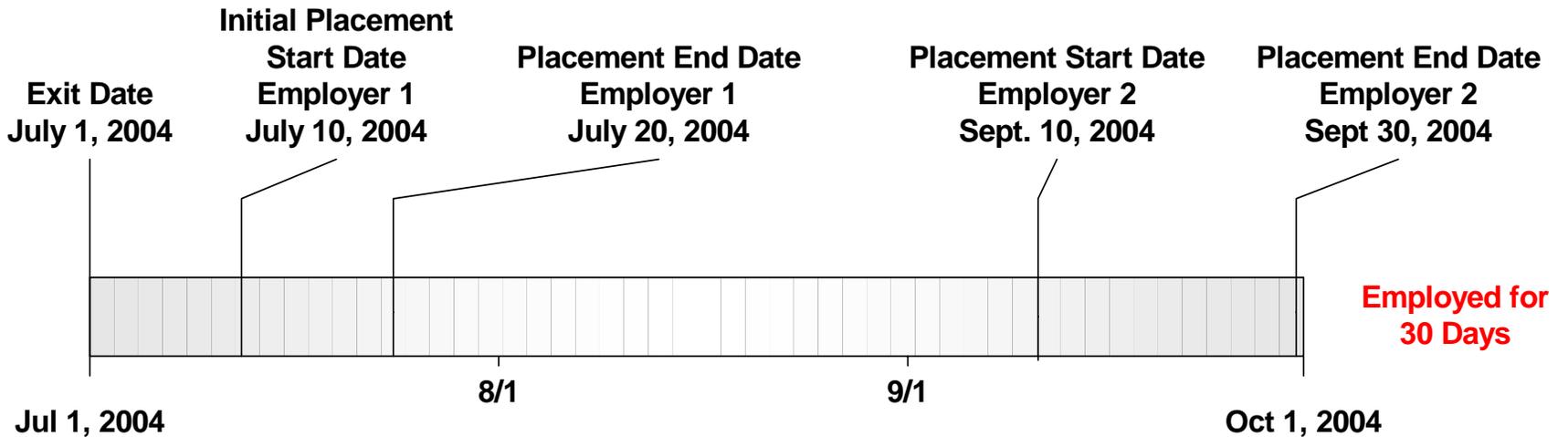
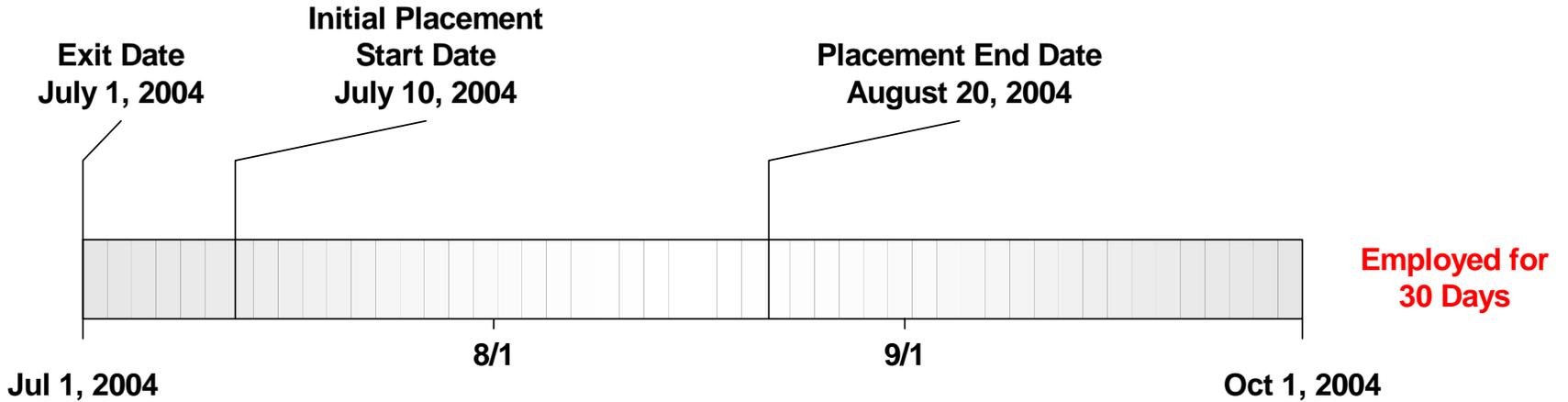
SCSEP Performance Measures

- **Success or failure depends on employment status and collection of information at follow-up**
- **Timing of reporting is dependent on timing of follow-up**
- **Analysis of SCSEP performance timing on MPR website**
- **Many “business rules” govern how performance is calculated**

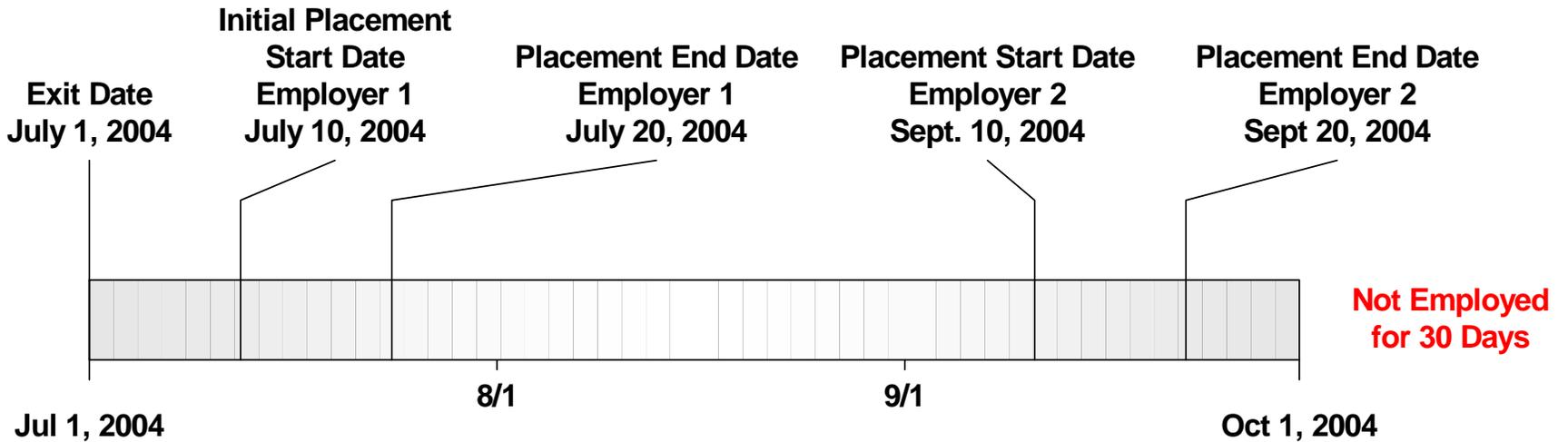
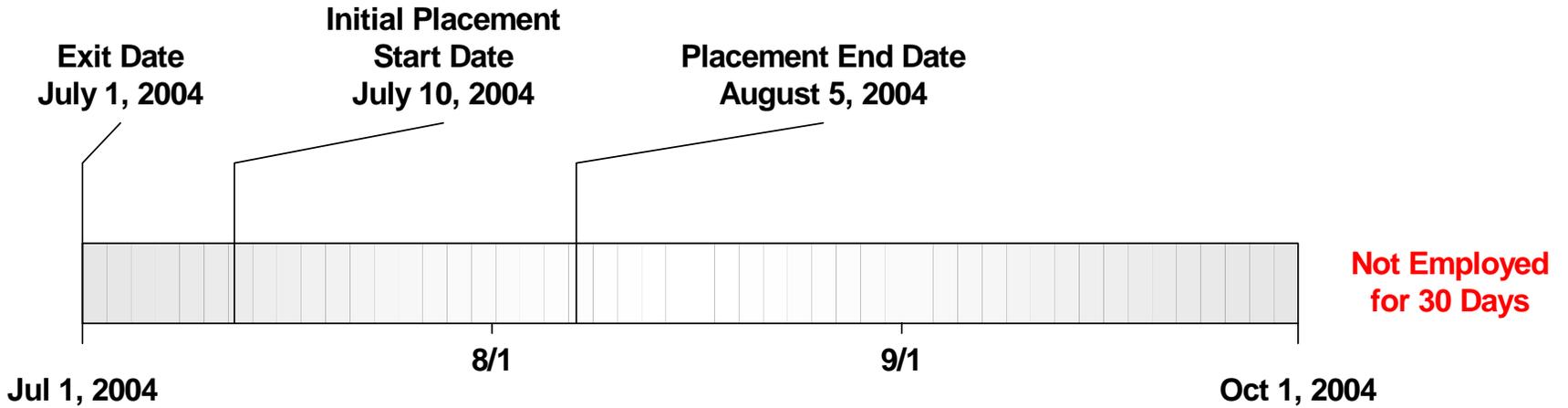
SCSEP Placement

- **Employed for 30 days within 90 days of exit**
- **Reported based on data from follow-up 1**
- **Follow-up 1 cannot be done before 30 days after exit**
- **Six examples of employed for 30 days and not employed for 30 days**

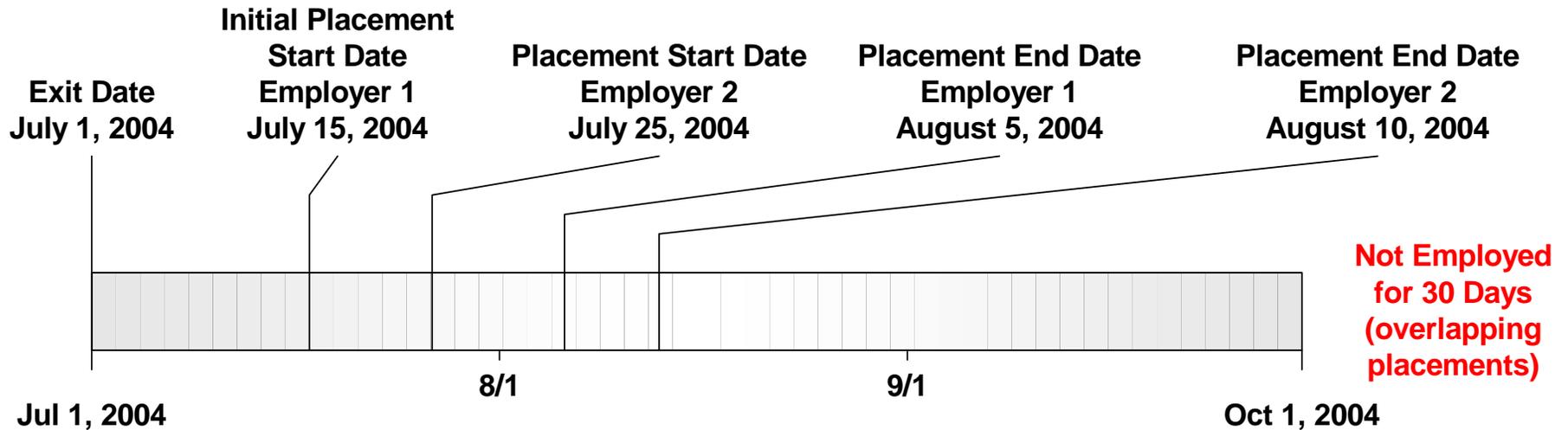
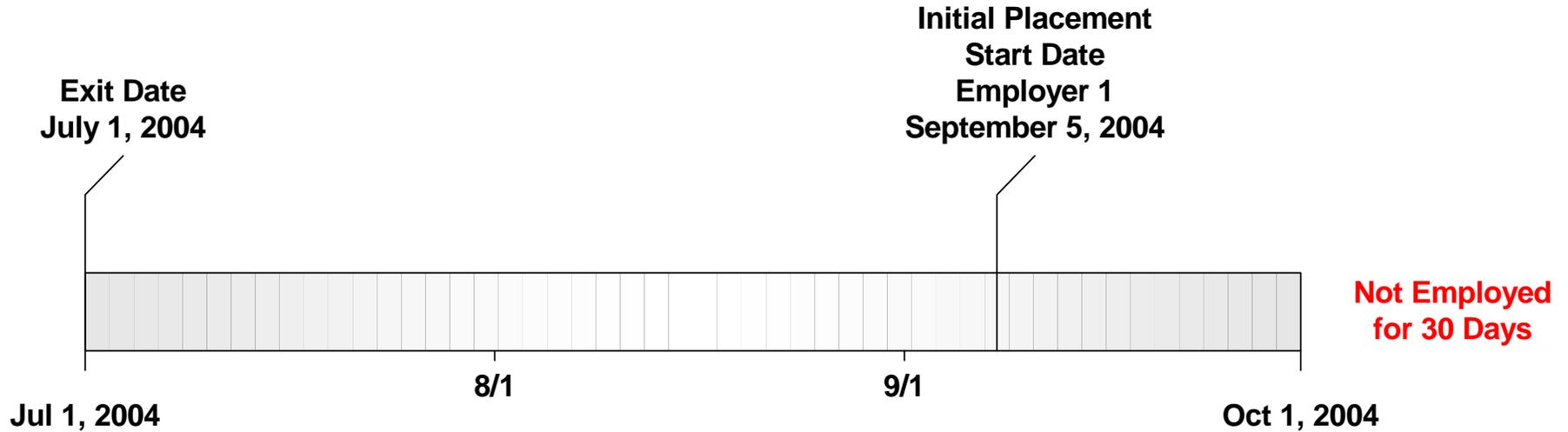
SCSEP Placement - 1



SCSEP Placement - 2



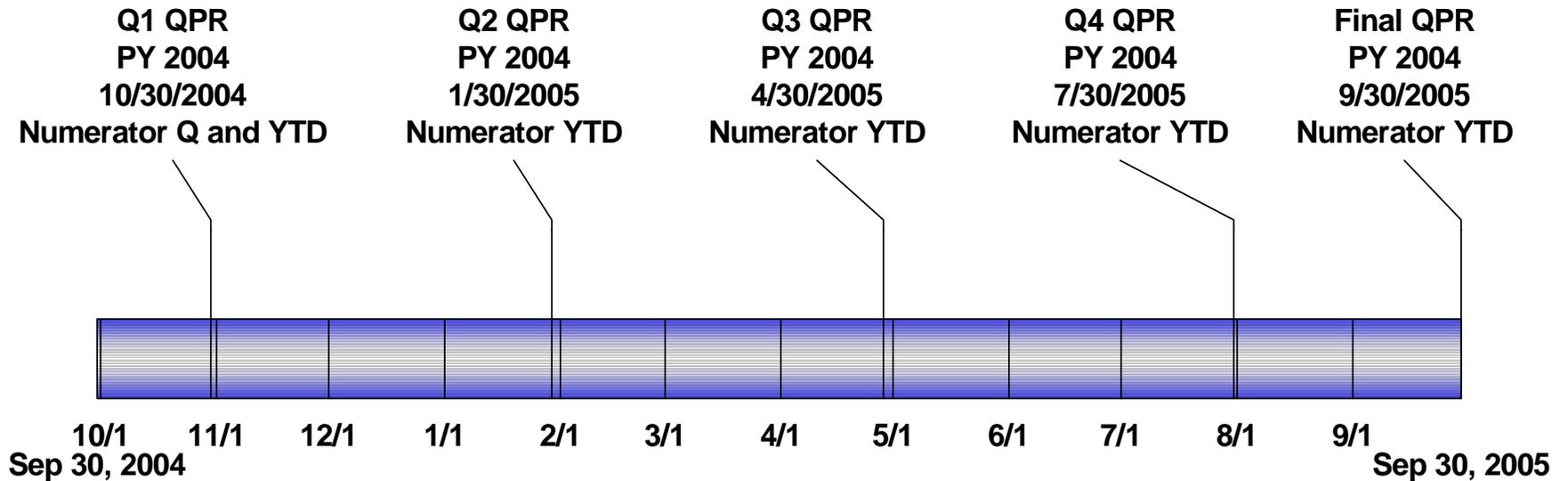
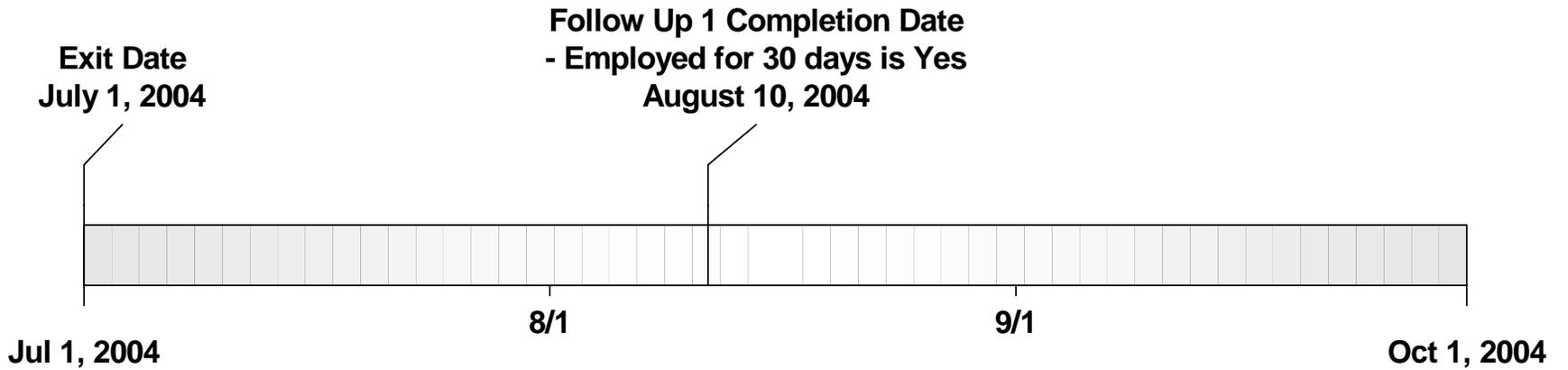
SCSEP Placement - 3



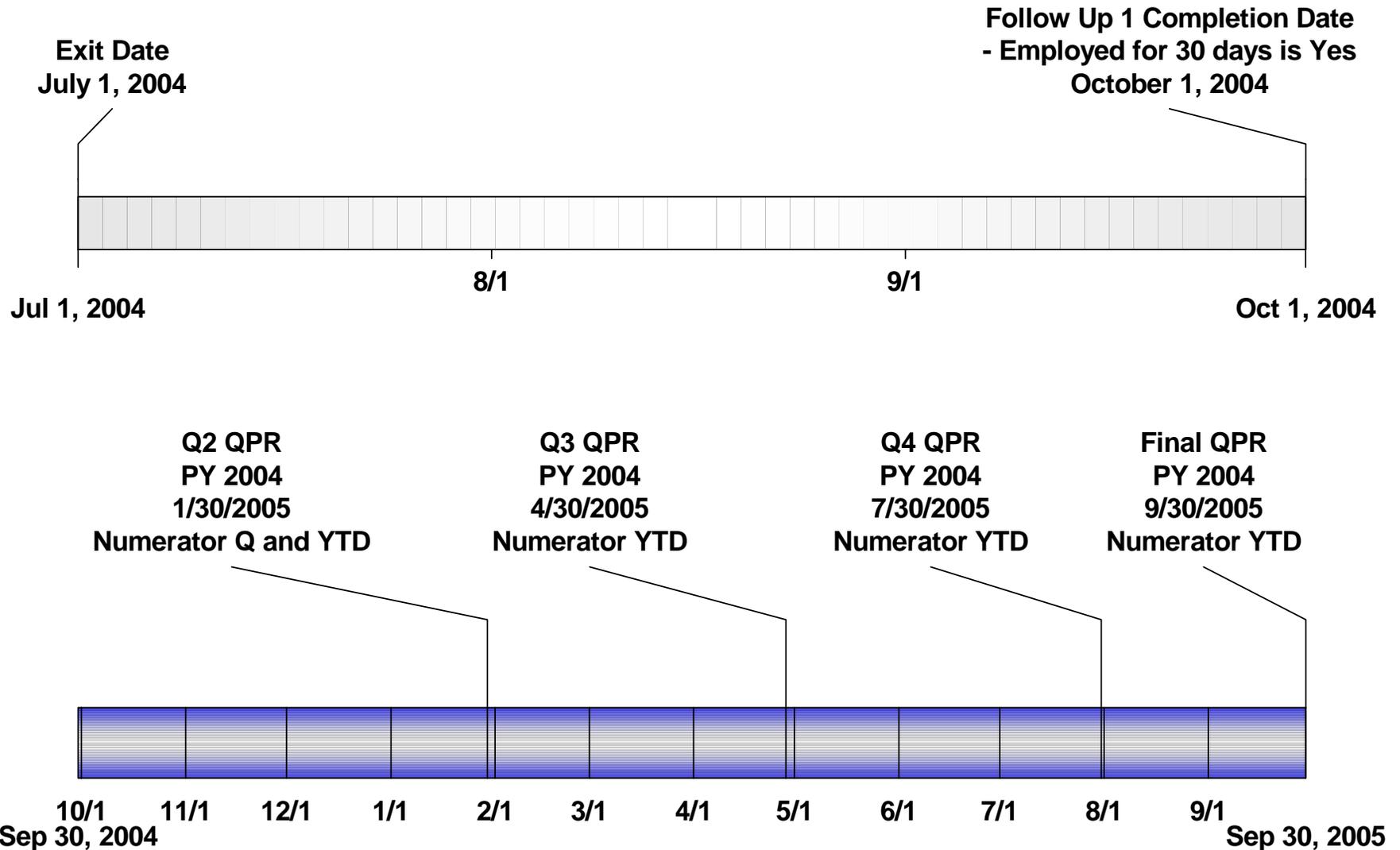
Timing of SCSEP Placement

- Follow-up 1 must be completed within 90 days of end of program year
 - Some participants can be reported in one of two program years based on timing
- Eight examples show
 - Exit date, employment dates, follow-up dates (top bar)
 - Inclusion on each QPR for the program year in quarterly and year to date counts (bottom bar)

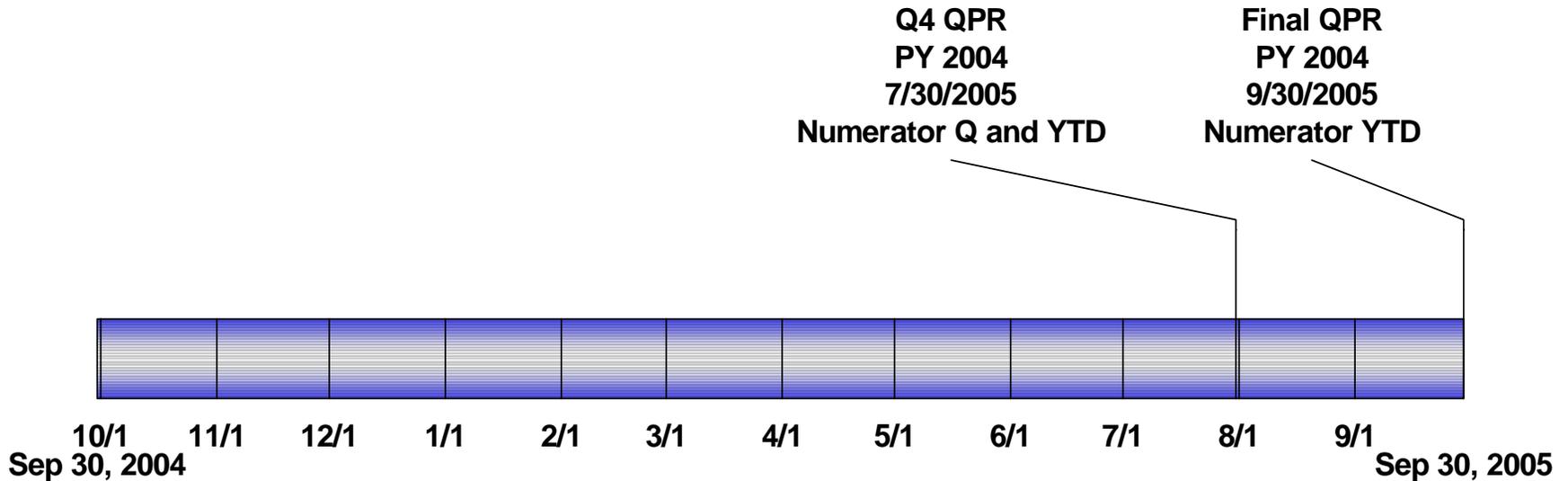
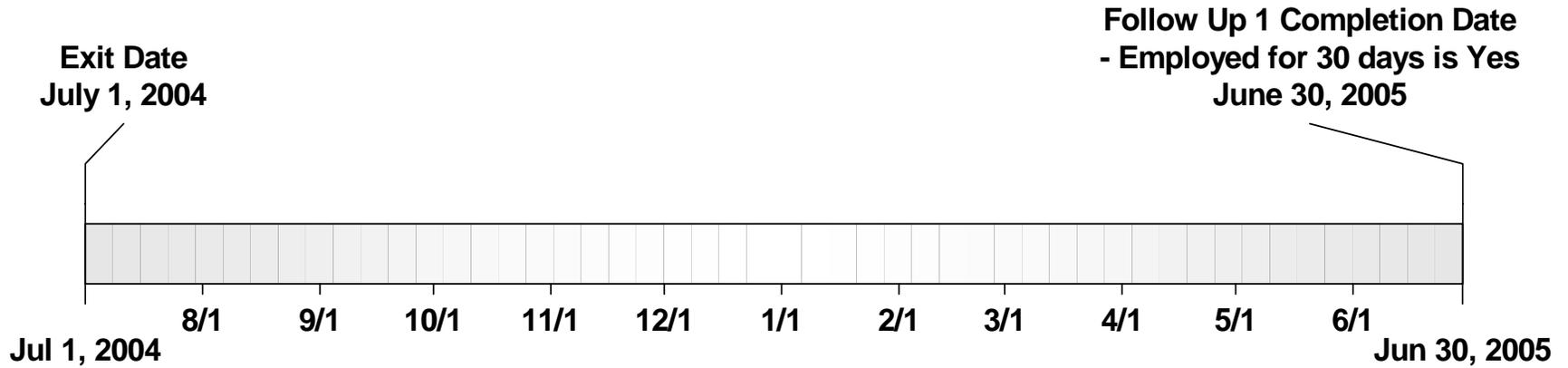
Timing of SCSEP Placement - 1



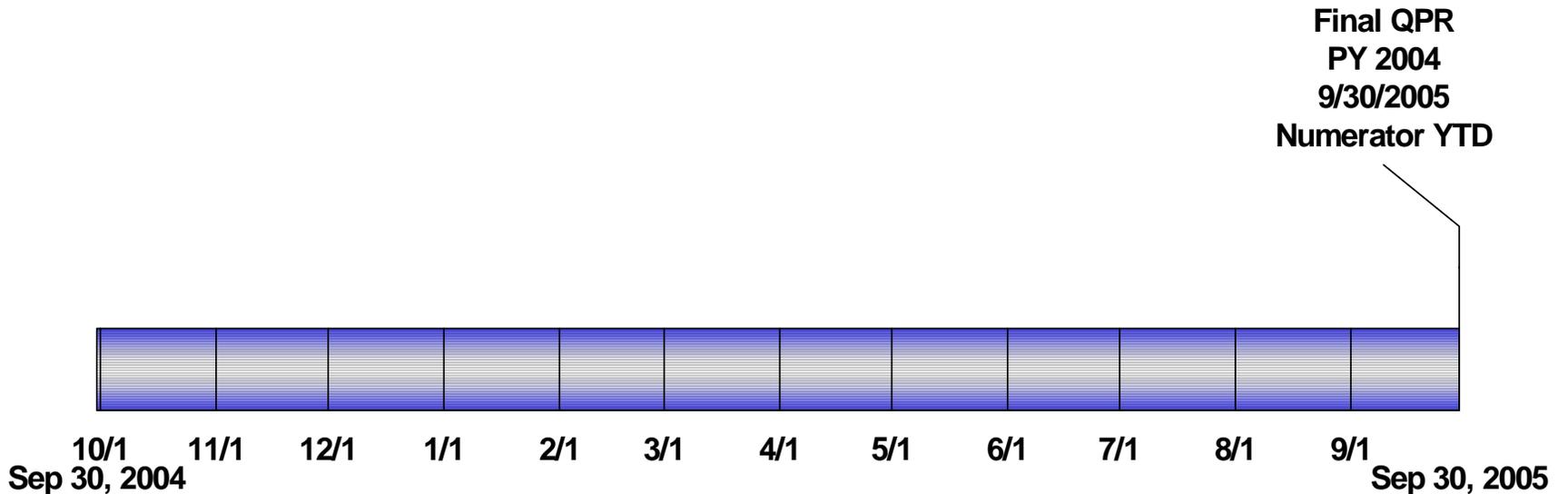
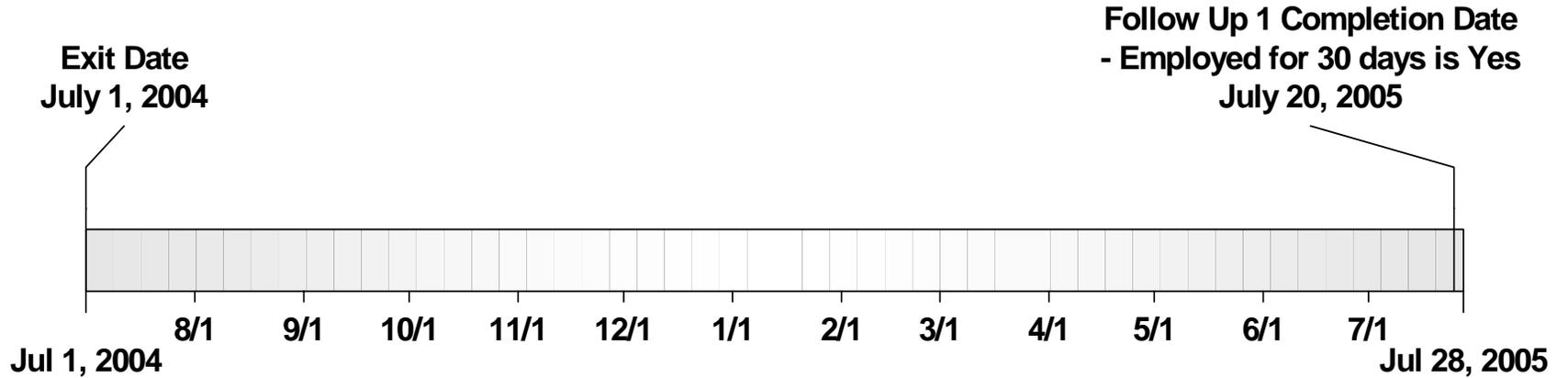
Timing of SCSEP Placement - 2



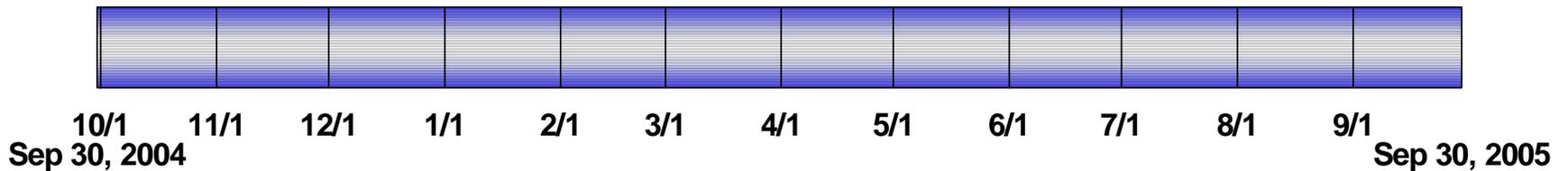
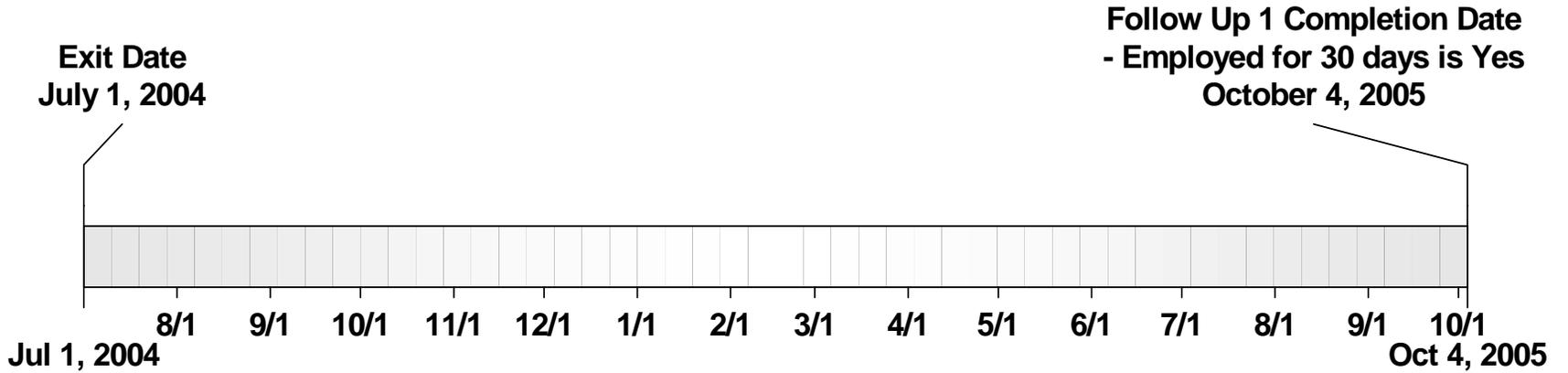
Timing of SCSEP Placement - 3



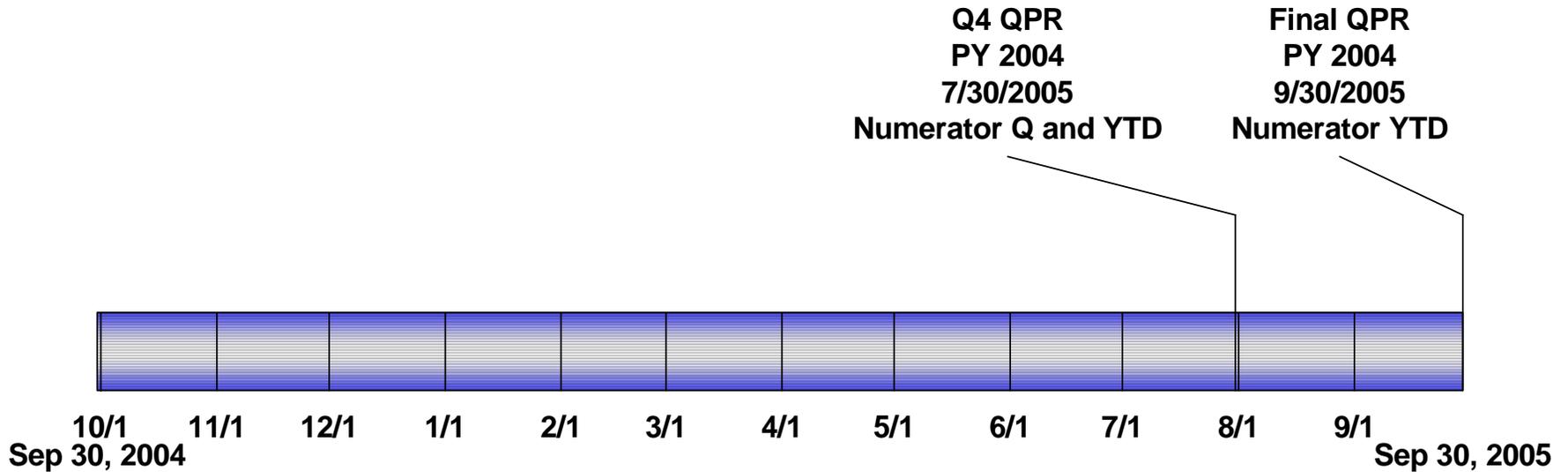
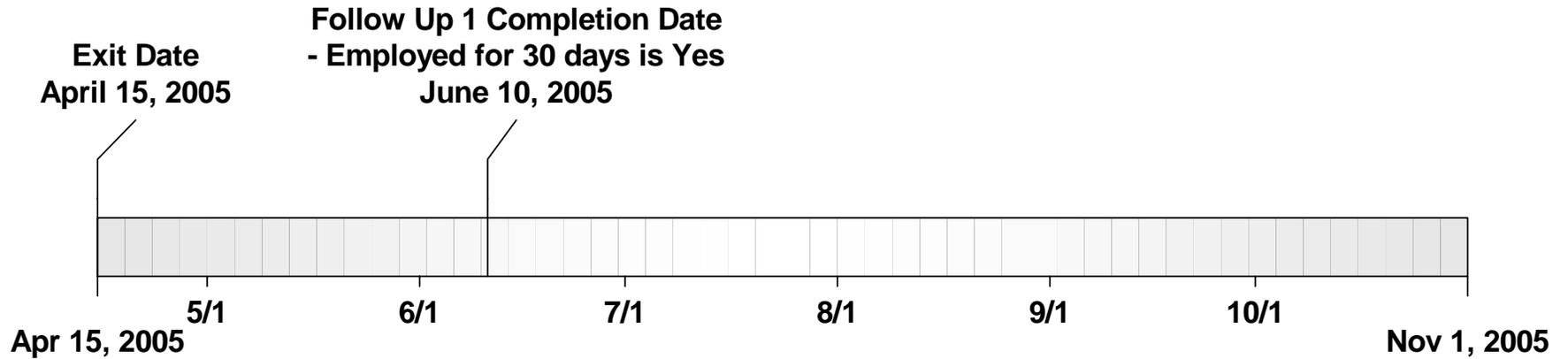
Timing of SCSEP Placement - 4



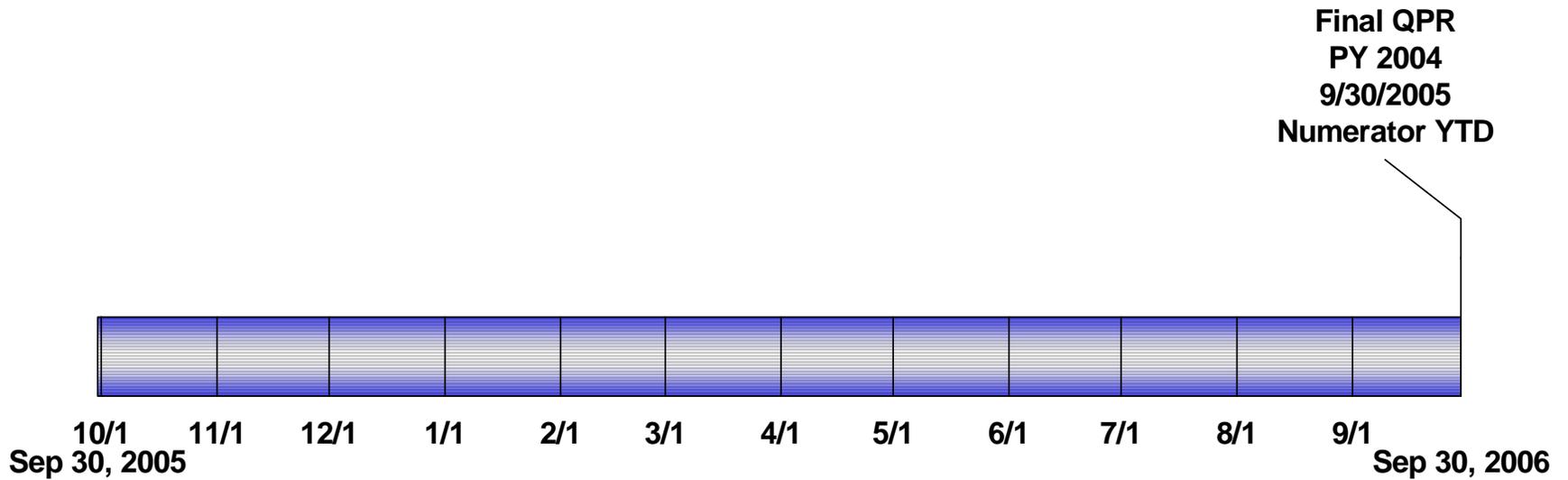
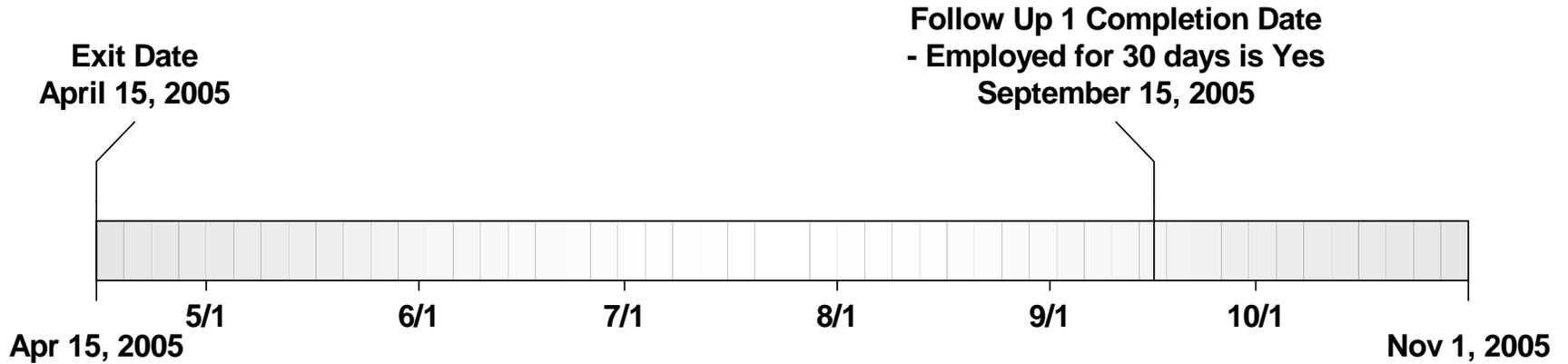
Timing of SCSEP Placement - 5



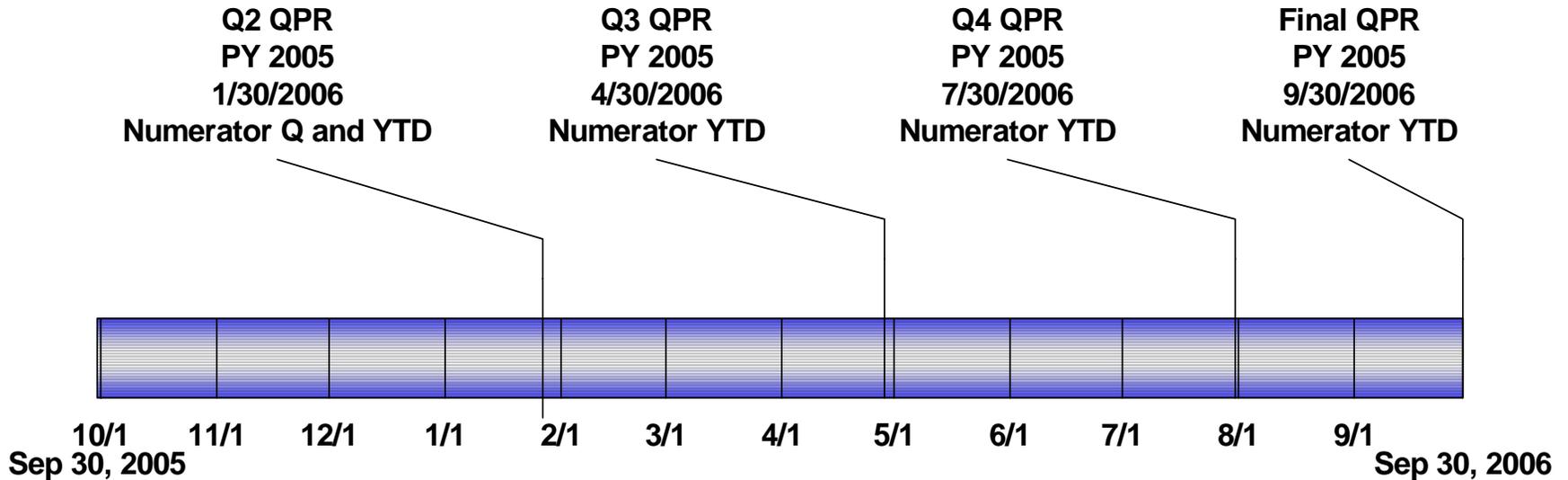
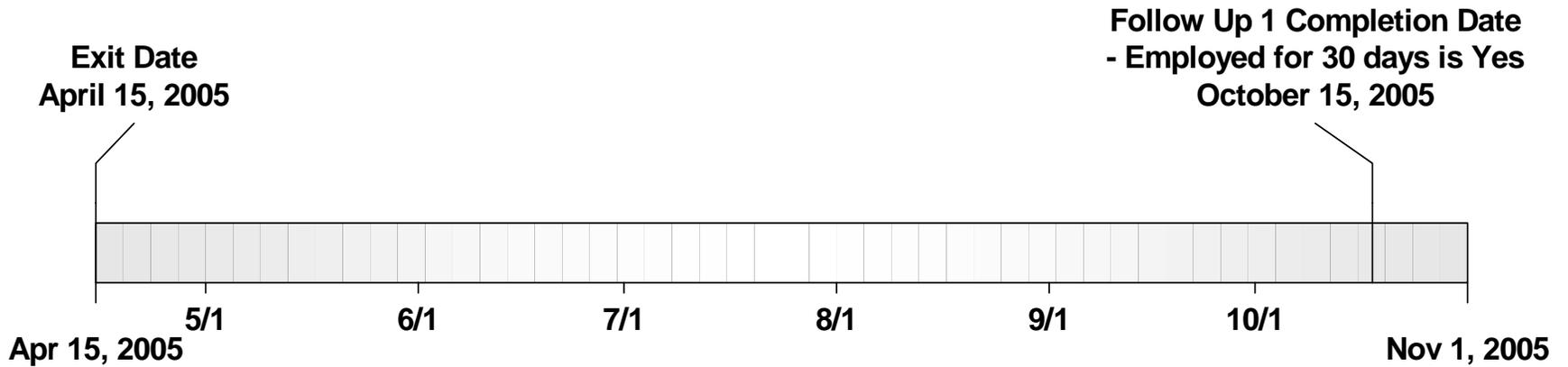
Timing of SCSEP Placement - 6



Timing of SCSEP Placement - 7



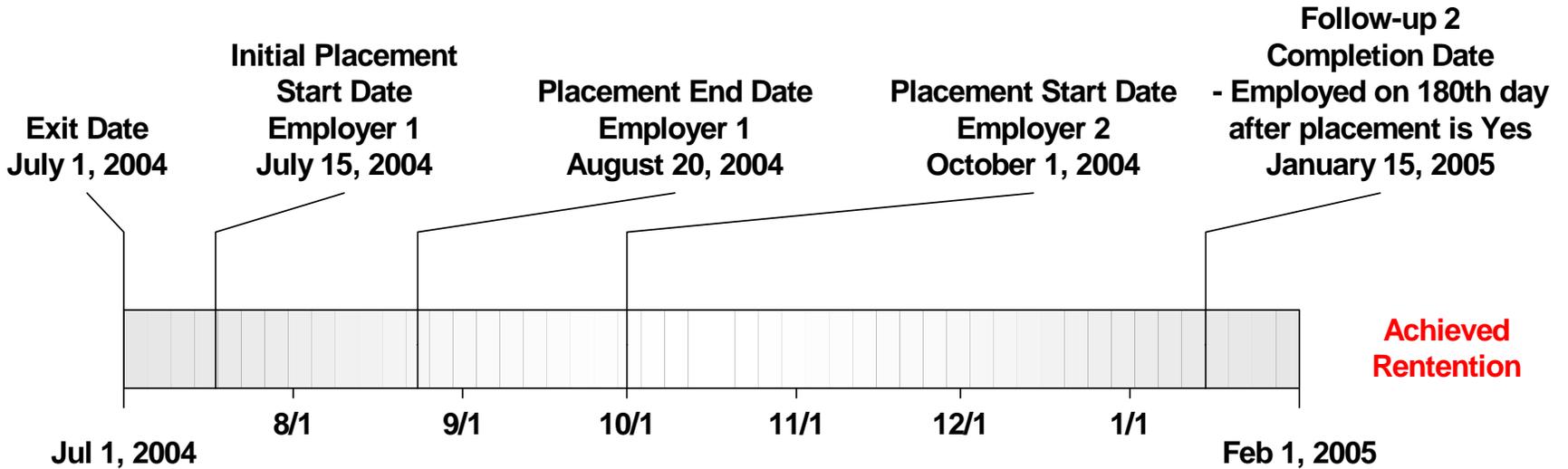
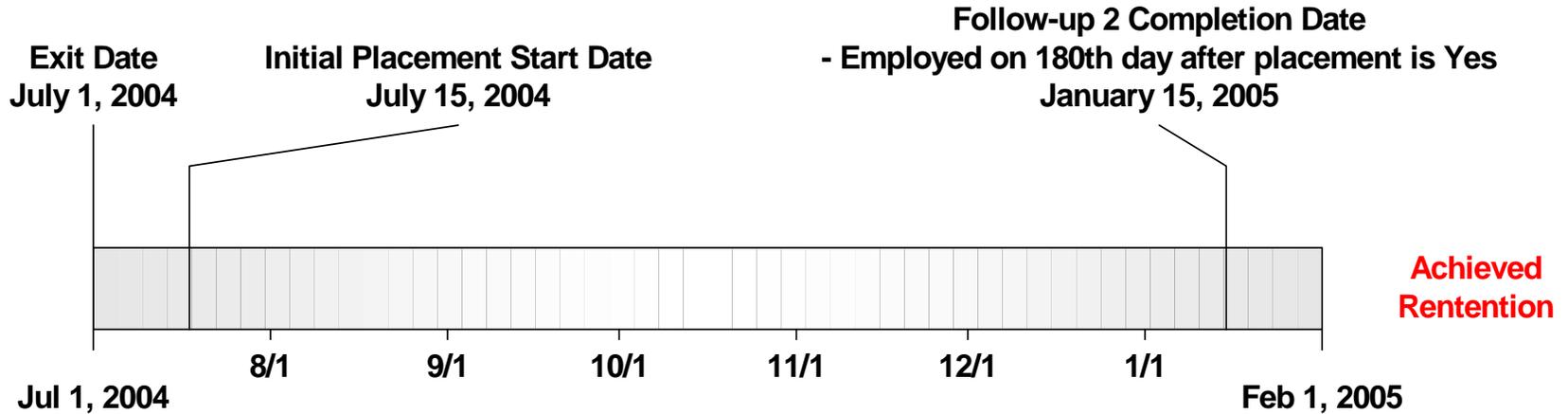
Timing of SCSEP Placement - 8



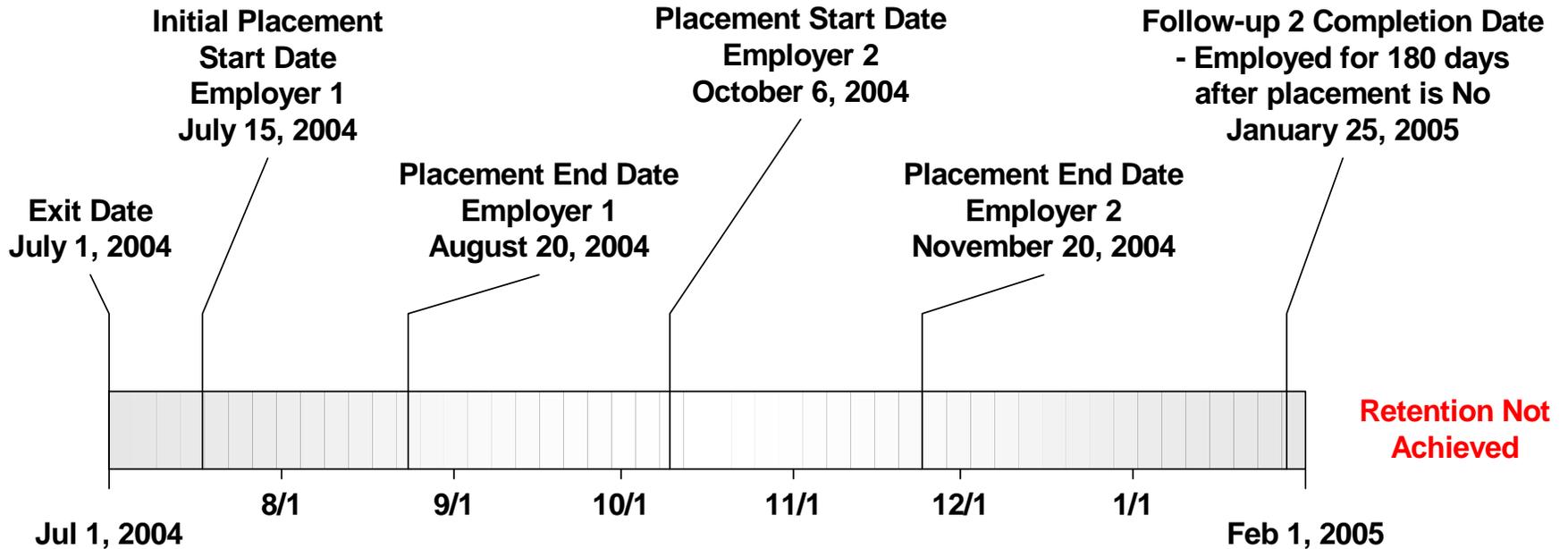
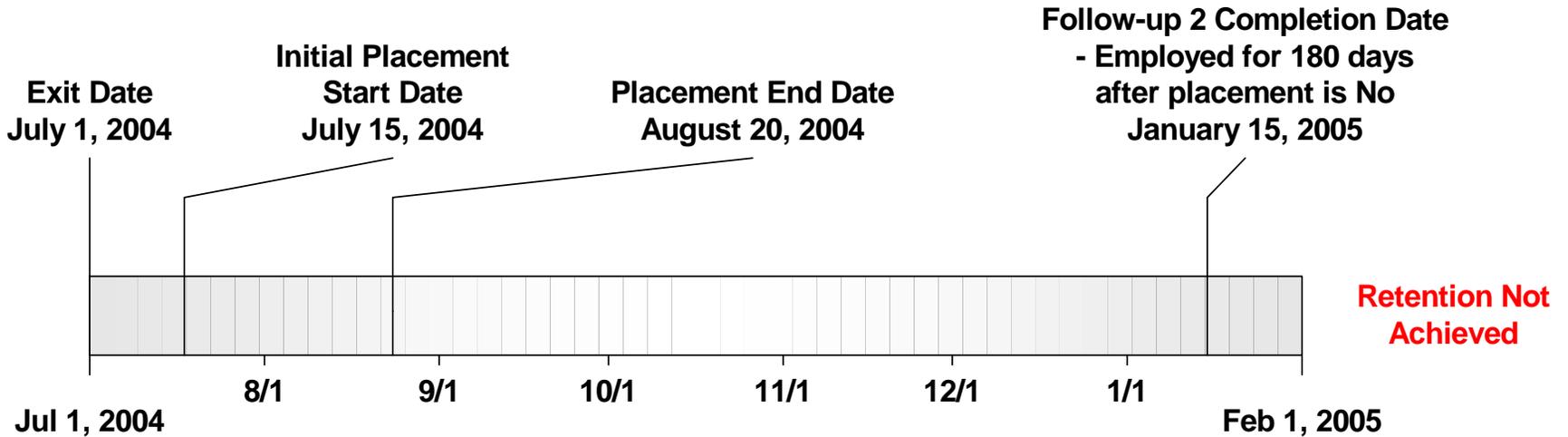
SCSEP Retention

- If a success in SCSEP placement
 - Employed on 180th day after initial placement date
- Reported based on data from follow-up 2
- Follow-up 2 cannot be done before 180 days after initial placement date
- Can have multiple employers and gaps in employment if employed on 180th day

SCSEP Retention - 1



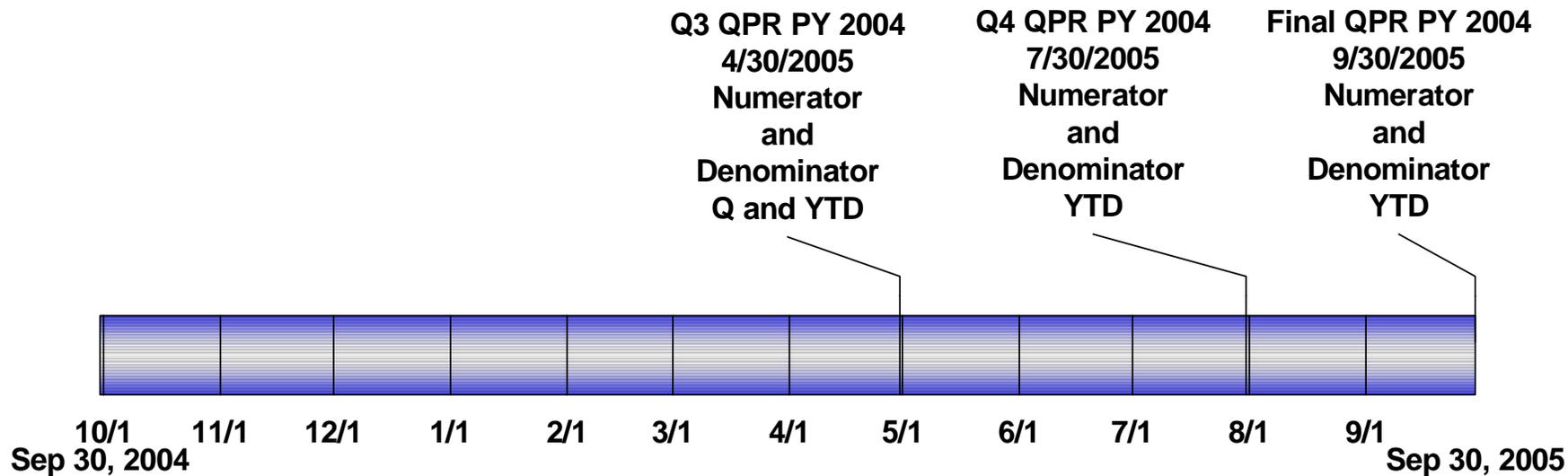
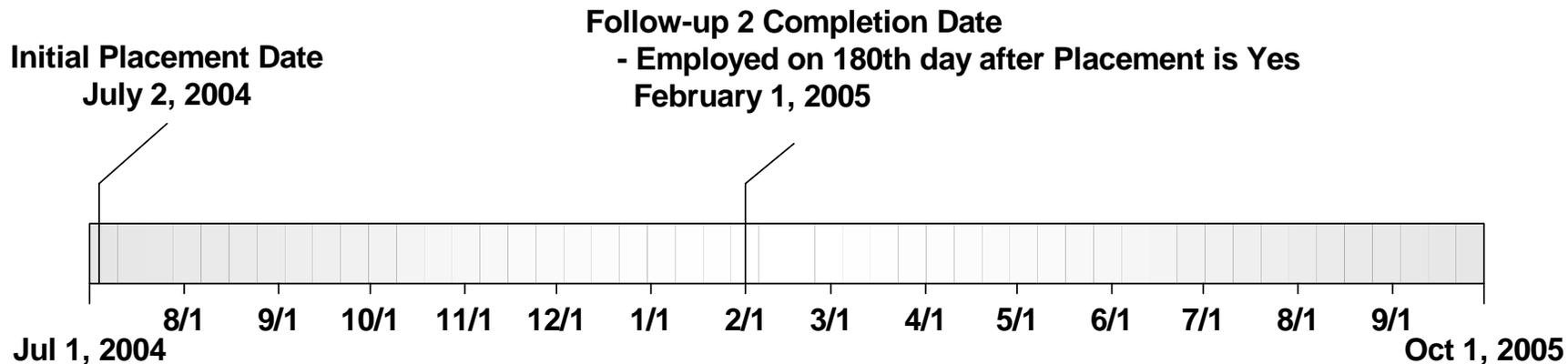
SCSEP Retention - 2



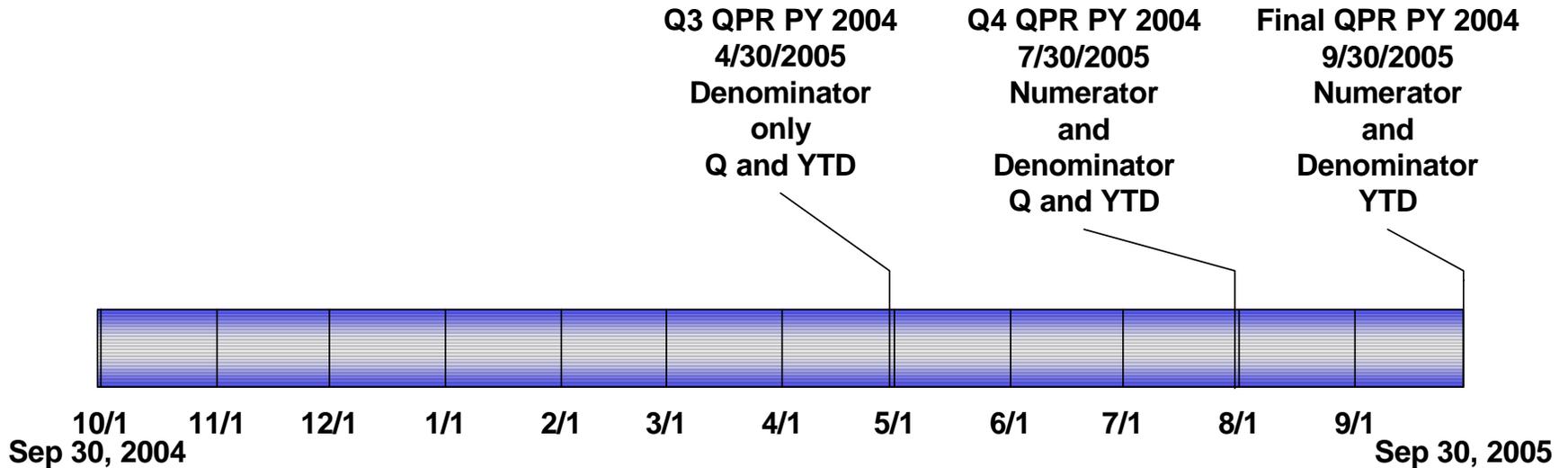
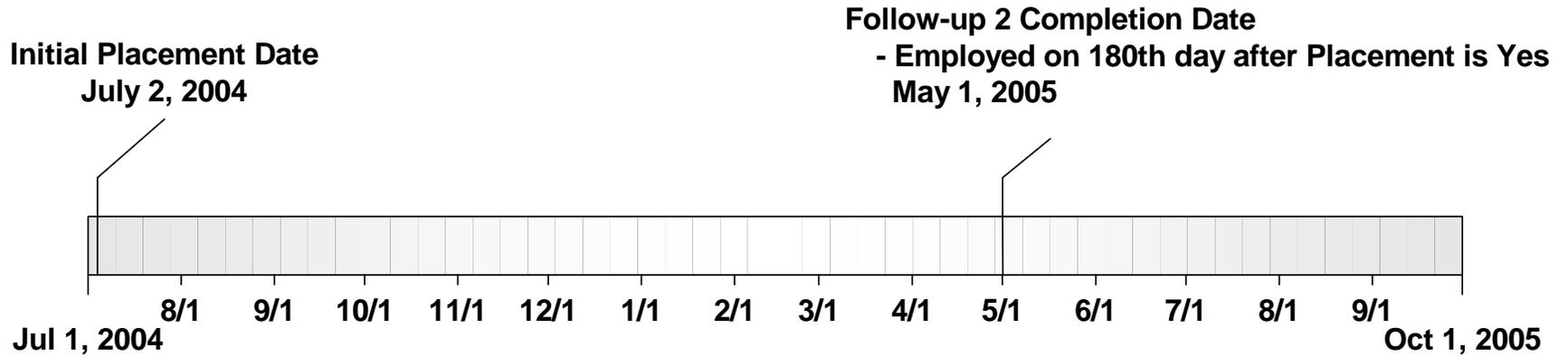
SCSEP Retention Timing

- **Follow-up 2 must be completed within 90 days of the end of the program year**
 - **Some participants can be reported in one of two program years based on timing**
- **Participant in denominator only (not successful) if successful follow-up 2 not done by end of quarter in which 210th day after initial placement date falls**

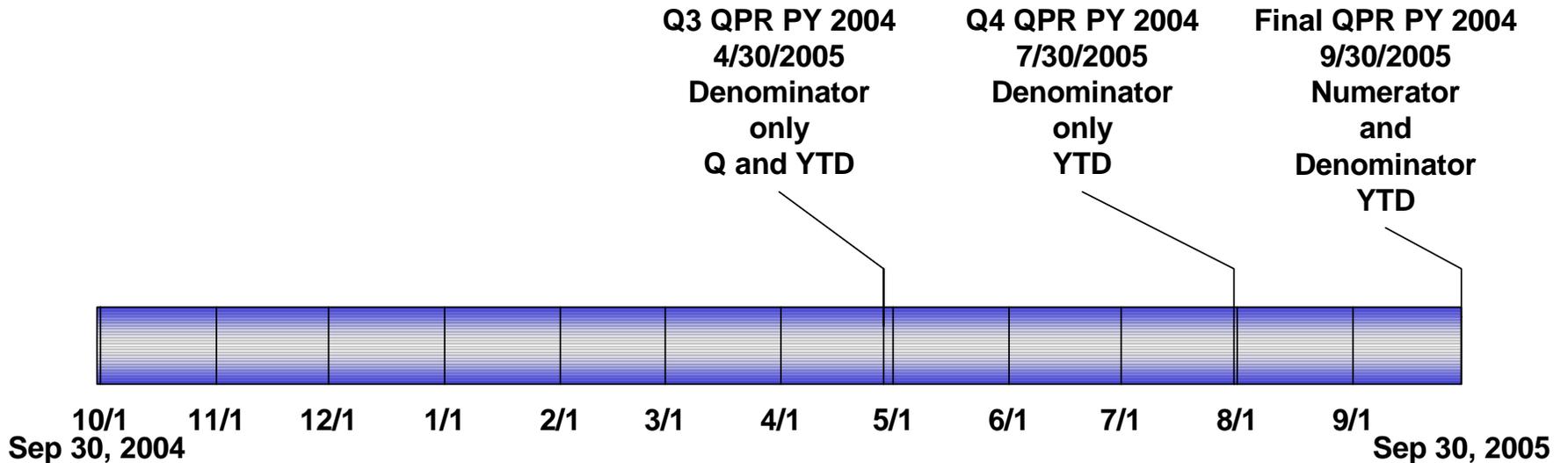
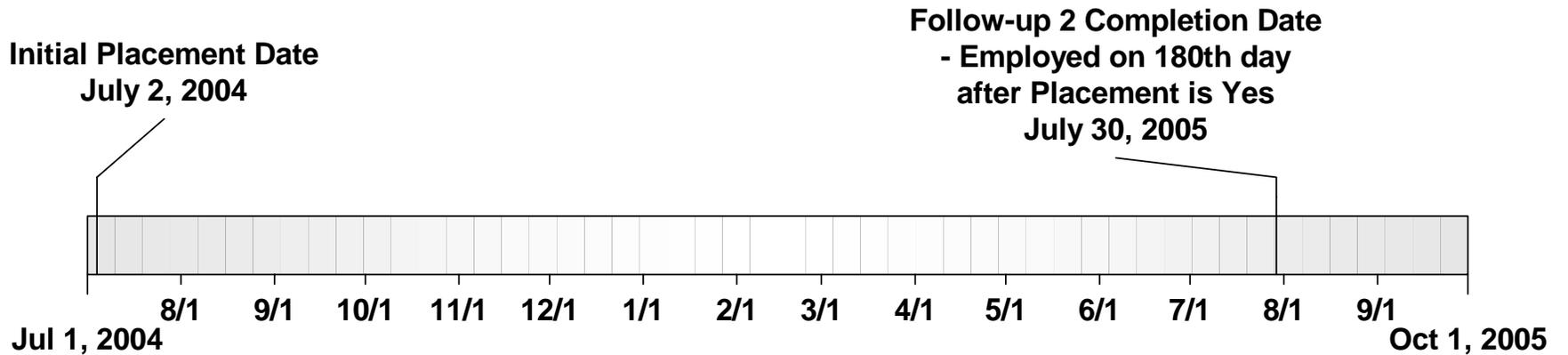
Timing of SCSEP Retention - 1



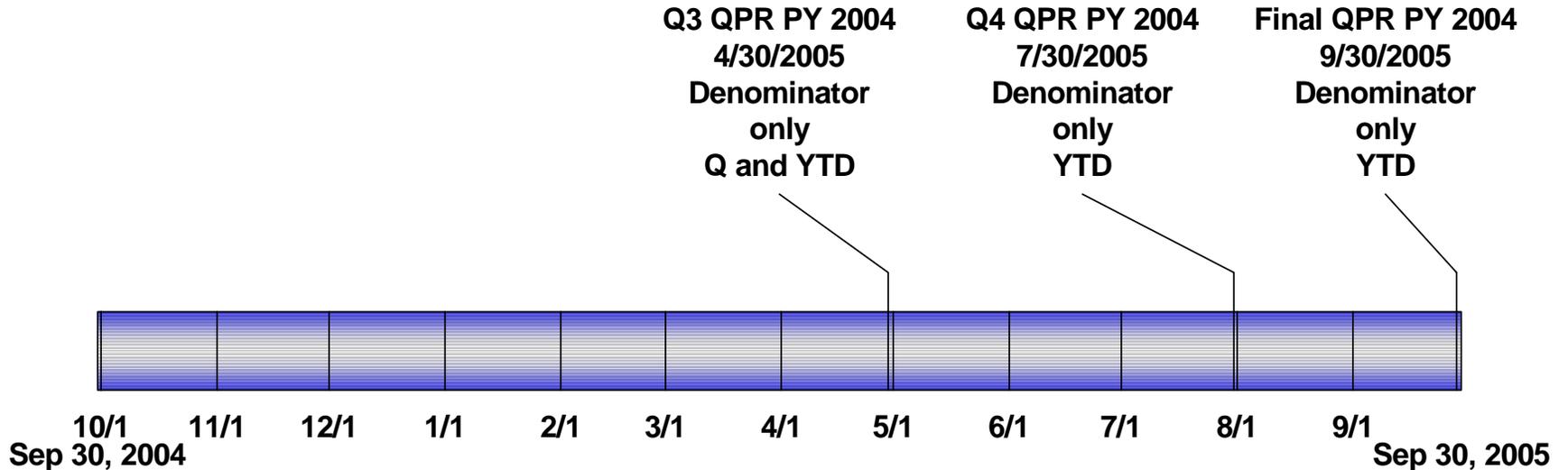
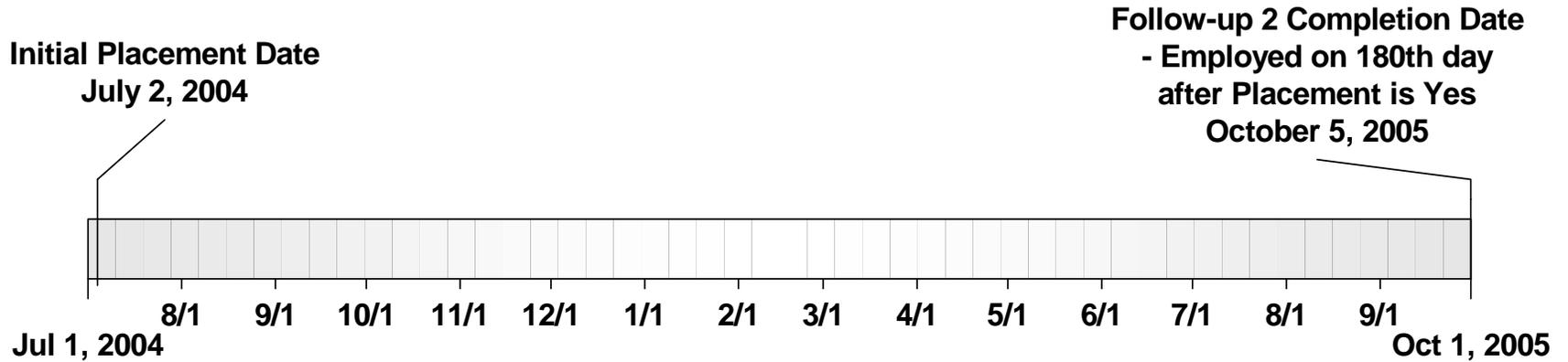
Timing of SCSEP Retention - 2



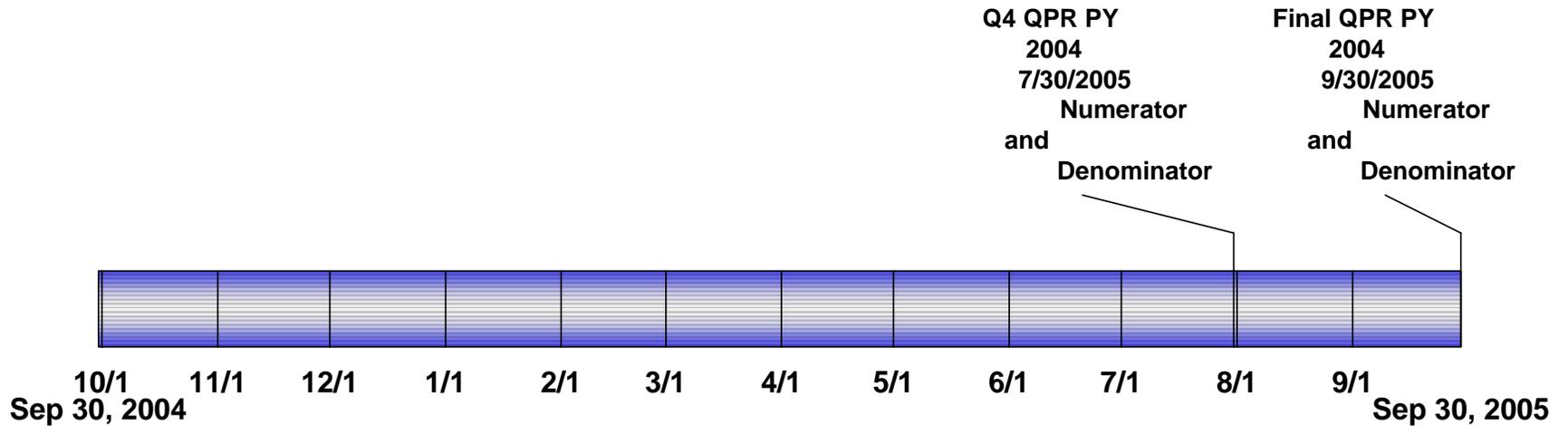
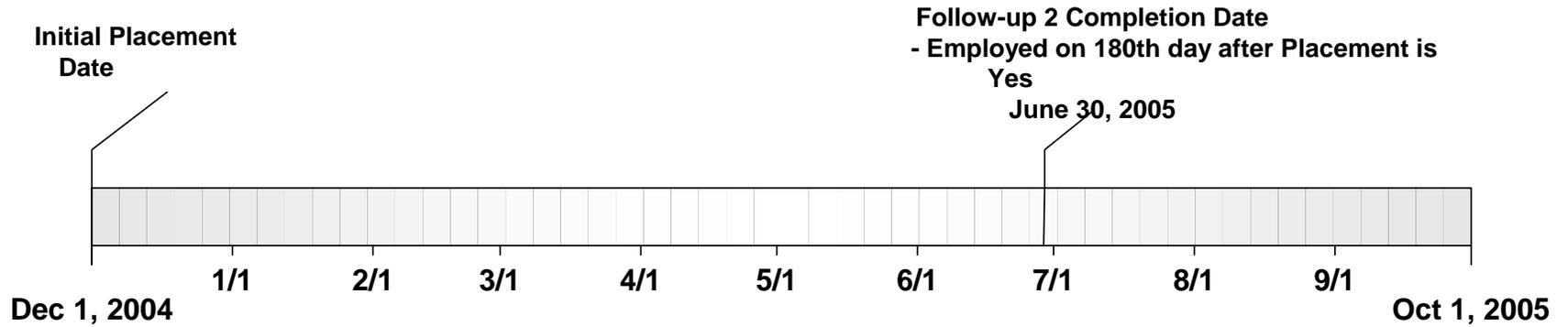
Timing of SCSEP Retention - 3



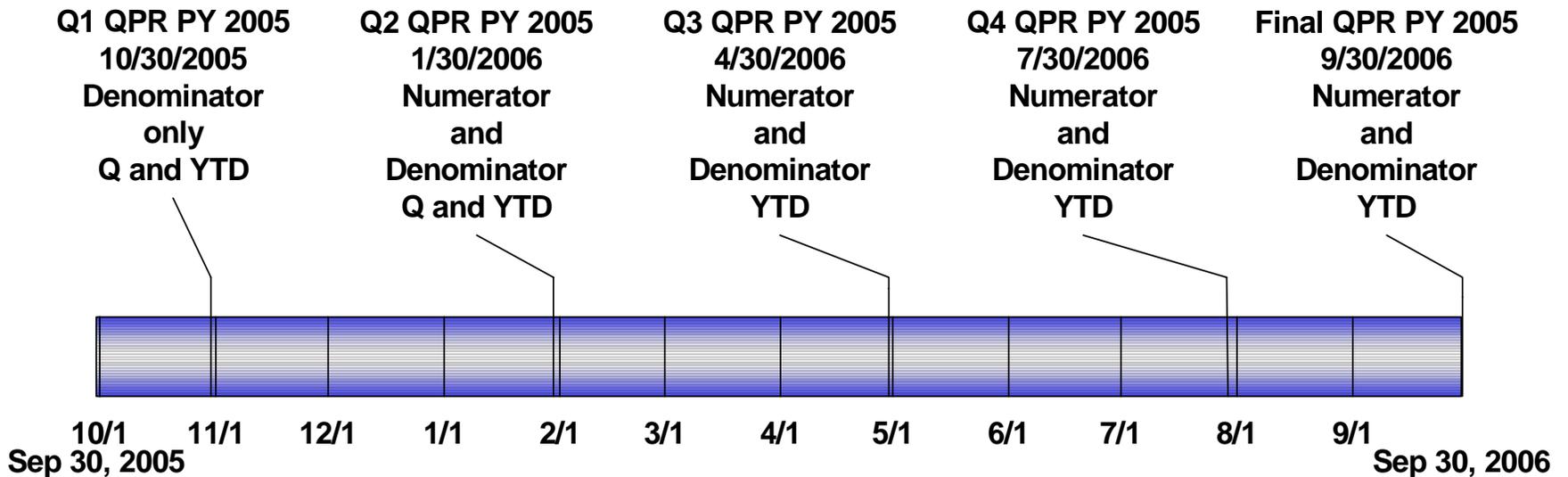
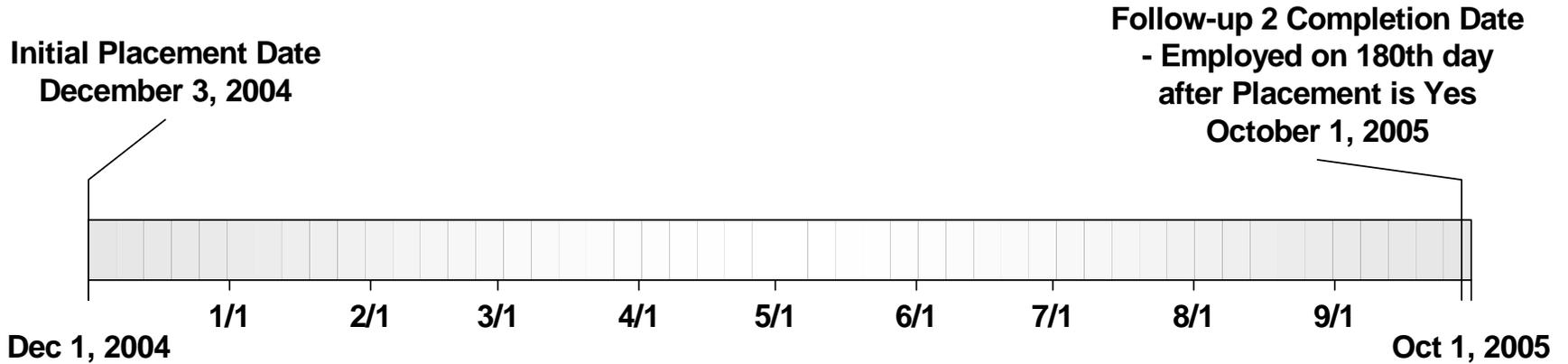
Timing of SCSEP Retention - 4



Timing of SCSEP Retention - 5



Timing of SCSEP Retention - 6



Common Measures Entered Employment

- If not employed at enrollment
- Wages in first quarter after exit
- Based on follow-up 2
- Could be any wages with any employer or self-employed
- Only reportable in the program year of the third quarter after exit

Common Measures Retention

- If employed in first quarter after exit quarter
- Wages in third quarter after exit quarter
- Based on follow-up 3
- Must be reported in program year of fourth quarter after exit quarter
- Otherwise common measures timing is same as SCSEP timing