

Minutes: February 8, 2007 LED Steering Committee Conference Call

Members Present: Karen Leahy, Cynthia Swain, Greg Weeks, Erika McEntarfer, Wande Reweta, Henry Jackson, Matt Kruk, James Moore, Vicki Boylston, Dwayne Earn, Bob Brown, Jeremy Wu, Richard Froeschle

Bob Brown is the new representative for the Southeast Region, replacing Becky Rust. Vicki and Dwayne are from South Carolina, as is Bob, and participated in this call. James Moore is representing the New York/New Jersey Region. Richard Froeschle is the new representative for the Southwest Region, replacing Steve Hine. Matt Kruk stood in for John Dorrer. Items and discussion:

1. Action Items from Marketing Planning Meeting – The Census Bureau held a Marketing Planning meeting last September, with the Steering Committee. We convened on Jan 31st to continue that meeting. We decided upon five goals and outlined the action steps to realize those goals. The five goals are training, data quality/validation, communicating to congress, taking the program national, and making a covenant for innovation. The Corporation for a Skilled Workforce took notes on our action items, but was still working on them at the time of our conference call. We addressed several of the action items from memory.

a. Providing Training - Scott Bailey and Chris Gonzalez, from Washington State, have compiled a curriculum that will cover intermediate and advanced training of LMI analysts. Greg needs to test this curriculum on Illinois and Florida analysts. Greg would like to either schedule this test, or have it take place, before the next conference call on March 8th. It covers OTM, strengths and weaknesses of the data, QWI definitions, and more. States are funding training at this time. Henry said that George Putnam, who has taught classes before, is available to assist, if needed. Analysts in South Carolina would like to attend the class.

b. Addressing Data Quality Issues

States are 60% to 70% on time, submitting their QCEW and wage data to the Census Bureau. Jeremy's timeliness table and SOP4000.4 are attached.

Some prefile delivery checks that states could do, are to look at records by NAICS codes and check for valid ranges in variables. Erika would like to survey the states to see what checks are being used and how often data is audited. She and Lars Vilhuber will draft a survey. Jeremy will send the Steering Committee a LEHD analysis of UI and ES202 data quality issues, in an example state, to clarify the type of data quality problems that might be caught by additional data quality checks by the state partners.

Jeremy thought a technical audit of program processes would be expensive. It would be more appropriate after we have solved all the problems we can by ourselves. We put the technical audit on hold.

c. Expanding User Base

On The Map will have federal congressional districts in version 2, which is scheduled to come out in March, 2007. Jeremy would like QWIs to be available by federal congressional district. Henry would like to see that data once, before it is put into production.

Greg raised the subject of making QWIs available by state congressional districts. Jeremy said we may be able to do this using hot reports. Since state congressional districts change frequently, the Census Bureau does not want to be responsible for keeping them up to date. Another possibility would be for an agency like the American Service Locator to keep track of state congressional districts. The Census Bureau could use their file. There are many districts in some states and cell counts would be low. Disclosability rules would make it necessary to fuzz some data.

There is a long list of organizations to communicate with. The Steering Committee could set up a subcommittee to work on this. Many national organizations have state chapters that meet regularly. LED representatives could attend these meetings.

Jeremy suggested a 2 pronged approach to states' advocacy to congressional members and staff – push up and push down. States will push their concerns up, as they do for other LMI programs, and the Census Bureau will push their concerns to national organizations.

d. Taking LED national – Greg will personally call the 5 states that have not yet joined LED, to see what their reasons are.

2. File Delivery and Encryption – The Census Bureau will post instructions on the web next week. All states must FTP in March.

3. Daytime Population Estimates – In December, the Steering Committee decided unanimously that this project lies within the scope of the LED program. Therefore, no prior state approval is required to initiate this project in pilot states. The Census Bureau is still talking to lawyers about this issue.

4. Skinning – Skinning became available for the QWI Online and Industry Focus tools a while ago. Since then, due to turnover, the Census Bureau was unable to provide help. Now they have the expertise again to help states.

5. Program Update - All updates were given at the Annual State Workshop, held last week in Washington D.C.

6. Other – The Steering Committee would like to thank Patti and everyone else, who made the Annual State Workshop a success.

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Standard Operating Procedures 4000.4
QWI Regular Production Schedule
February XX, 2007

I. PURPOSE

State partners under the Local Employment Dynamics (LED) partnership supply input data files to the Census Bureau on a quarterly basis¹. In turn, the Census Bureau processes and integrates these files with other data sources to produce the Quality Workforce Indicators (QWI). This document establishes the standard operating procedures for on-time production of the QWI data.

II. DEFINITIONS

Definitions used in this set of standard operating procedures (SOP) include:

- ***UI wage records.*** Worker unemployment insurance wage records² as supplied by the state partners.
- ***QCEW records.*** Quarterly Census of Employment and Wage records (also known as ES-202 records)³ as supplied by the state partners.
- ***QWIPU file.*** Quarterly Workforce Indicators Public Use file⁴ that is produced by the Census Bureau under LED.
- ***SPFRU file.*** Successor-Predecessor Firm Restricted Use file that is produced by the Census Bureau under LED.
- ***Production cycle.*** There are four quarterly cycles for each calendar year: January 1 to March 31 (first quarter), April 1 to June 30 (second quarter), July 1 to September 30 (third quarter), and October 1 to December 31 (fourth quarter).
- ***Production.*** Production is the process that begins with the Census Bureau receiving both quarterly UI wage records and QCEW records from the state partner to the dissemination of both QWIPU file and SPFRU file by the Census Bureau to the state partner for each production cycle.

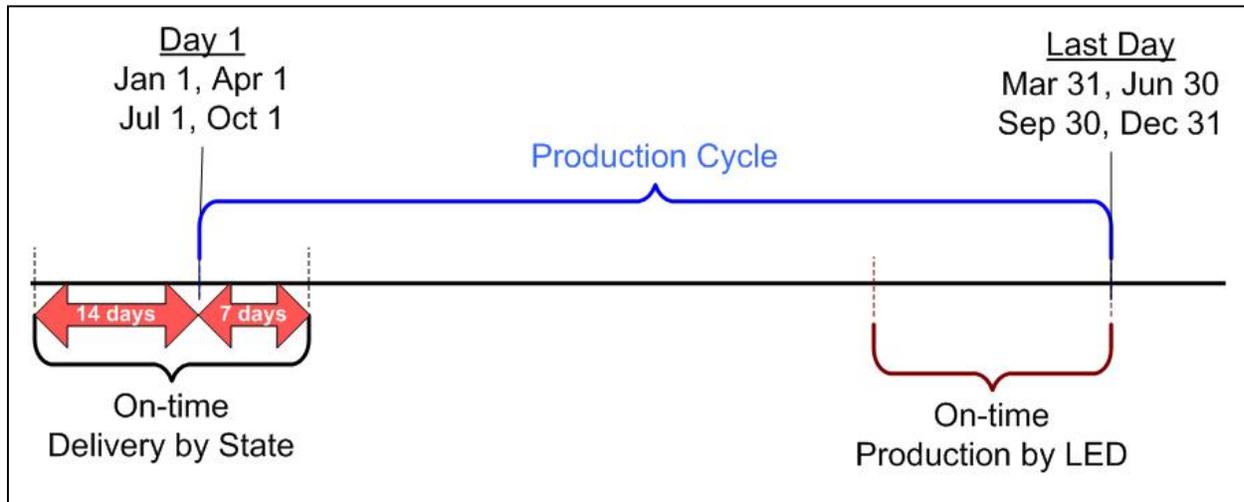
¹ By mutual agreement, California is an exception where processing is done annually. Plans are being made to begin more frequent production for California.

² SOP 3010 Unemployment Insurance Wage File Layout, available in Partners Only at <http://lehd.did.census.gov>.

³ SOP 3020 ES-202/QCEW File Layout, available in Partners Only at <http://lehd.did.census.gov>.

⁴ SOP 3050 Quarterly Workforce Indicators, available in Partners Only at <http://lehd.did.census.gov>.

- **On-time delivery.** Receipt of both quarterly UI wage records and QCEW records by the Census Bureau no more than 14 days before the start of a production cycle and no more than 7 calendar days after the start of a production cycle. Delivery that is not on time is either *early* or *late*.
- **On-time production.** Dissemination of both QWIPU and SPFRU by the Census Bureau on or before the last day of a production cycle. Production that is not on-time is *late* unless it is disrupted or discontinued due to data quality issues.



III. PROCEDURES

1. The state partner sends the UI wage records and QCEW records to the Census Bureau by secured FTP file transfer⁵.
2. The Census Bureau processes the data files that have been delivered and posts the daily status of processing in the password-protected State Only section of the LED website located at <http://lehd.did.census.gov>.
3. Upon completion of processing, the Census Bureau distributes the QWIPU and SPFRU files by DVD via express mail. The QWIPU files are also available for electronic download from the password-protected State Only section⁶ of the LED website located at <http://lehd.did.census.gov>. They are also available as a complete set of all state partners for public purchase⁷.

IV. PERFORMANCE MEASURES

⁵ SOP 3040 Secured Electronic File Transfer by Encryption and FTP, available in Partners Only at <http://lehd.did.census.gov>.

⁶ Access to the State Only section is restricted and managed by a state contact. See Section V of this SOP for details.

⁷ Located at <https://censuscatalog.mso.census.gov/esales/start.swe#SWEApplet5>, select Business, then Local Employment Dynamics.

State Partners: On-time delivery of files that meet standard layouts and quality requirements.

Census Bureau: On-time production for states that are on-time with delivery of files and those that are early or late, subject to acceptable data quality; reduction of backlog if one exists; average number of days to complete production.

V. NOTES

1. UI wage records and QCEW records are expected to have a two-quarter lag. For example, the Census Bureau is expected to receive preliminary 2006 quarter two (April-June) and final 2006 quarter one (January-March) data on January 1, 2007, the start of 2007 quarter one cycle.
2. Upon joining the LED, a new state partner supplies historical UI wage records and QCEW records dating as far back as 1990. The Census Bureau will test read-in procedures, as well as checking the consistency and quality of the records. The Census Bureau will also produce preliminary results for evaluation by the state partner before Regular Production begins. This Experimental Production process usually requires iterations that range between one and two quarters, depending on the size, completeness, and complexity of the files. It is covered under a separate SOP⁸.
3. Access to the State Only section in the LED is restricted by passwords and managed by designated State Information Technology Contacts (SITCONs)⁹. The SITCON list is posted in the LED website. Updating and maintaining the SITCON list are managed directly by the state partners through automated steps at the LED website.
4. Holly Brown and Camille Norwood are designated at LED to provide login names and passwords to SITCONs.
5. The Census Bureau has been in negotiations with the Bureau of Labor Statistics (BLS) to meet the BLS implementation requirements for the Confidential Information Protection and Statistical Efficiency Act. An agreement to consolidate the supply of QCEW records by BLS will change some of the procedures in this SOP.
6. The Census Bureau reserves the right to postpone current quarter production for a partner state to the next or future production quarter if the files are delivered late, require re-processing, or encounter data quality issues.

⁸ SOP 3120 QWI Experimental Production Process, available in Partners Only at <http://lehd.did.census.gov>.

⁹ SOP 3090 State Information Technology Contacts, available in Partners Only at <http://lehd.did.census.gov>.

VI. CONTACTS

Production Team (301)-763-8303
DID.LEHD.Production.List@census.gov

Visit <http://lehd.did.census.gov/led/about-us/contact.html> for the latest contact information.

State	2006Q2	2006Q3	2006Q4	2007Q1	Notes
Alabama	√	√	√	Late	
Alaska				New	
Arizona		New	New	New	
Arkansas	Early	Late	√	Early	
California	N/A	N/A	N/A	N/A	
Colorado	√	√	√	√	
Connecticut					
Delaware	√	√	√	√	
District of Columbia		New	New	New	
Florida	√	Late	Late	√	
Georgia	New	New	Early	√	
Hawaii	√	Early	Early	Early	
Idaho	√	√	√	√	
Illinois	√	Late	√	Early	
Indiana	Late	Late	Late	Late	
Iowa	Late	Late	Late	√	
Kansas	Late	Late	Late	No data	
Kentucky	√	Early	√	√	
Louisiana			New	New	
Maine	Late	Late	√	√	
Maryland	Late	√	√	Late	
Massachusetts					
Michigan			New	New	
Minnesota	Late	No data	No data	Late	
Mississippi		New	No data	Late	
Missouri	Late	Late	Late	Late	
Montana	No data	No data	No data	No data	
Nebraska					
Nevada	√	√	√	√	
New Hampshire					
New Jersey	√	Late	Late	Late	
New Mexico	Late	√	Early	Late	
New York					
North Carolina	Late	Late	√	√	
North Dakota	New	Early	Late	√	
Ohio					
Oklahoma	Late	Late	Late	Late	
Oregon	√	Late	√	√	
Pennsylvania	√	Late	Early	Early	
Rhode Island	New	New	New	New	
South Carolina	Late	√	√	Late	
South Dakota					
Tennessee	√	√	Early	Early	
Texas	√	√	Late	√	
Utah	New	New	Late	Early	
Vermont	√	Early	Late	√	
Virginia	√	Late	Late	Early	
Washington	Early	√	√	√	
West Virginia	√	√	√	√	
Wisconsin	√	Late	Early	√	
Wyoming	New	New	New	New	

Early	2	4	6	7	More than 14 days before cycle begins
√	18	12	15	17	Within 14 days before and 7 days after
Late	11	15	12	10	More than 7 days after
No data	1	2	3	2	
New	5	7	6	7	New state not on regular production
N/A	1	1	1	1	
Not partner	13	10	8	7	
Total	51	51	51	51	Sum of the above