

DEI Evaluation Team Bulletin #2

**Overview of Data Collection
Requirements for DEI Grantees**

What is the DEI Evaluation?

The Disability Employment Initiative (DEI) Evaluation is designed to examine the implementation, outcomes, and impact of the DEI. To do this, the DEI Evaluation Team will collect both customer- and systems-level information to determine how DEI grantees improve their workforce development systems in ways that lead to improvements in access to the American Job Center (AJC) system and labor market participation among individuals with disabilities. The Evaluation will assess the *impact* of the DEI by comparing customer outcomes in participating Local Workforce Investment Areas (LWIAs) randomly assigned to implement the DEI and LWIAs randomly assigned to the comparison group. The United States Department of Labor's (DOL) Office of Disability Employment Policy (ODEP) is the administering agency for the independent evaluation of the DEI. The Evaluation is being conducted by [Social Dynamics, LLC](#), in partnership with [Altarum Institute](#), [Berkeley Policy Associates](#),¹ and [Mathematica Policy Research, Inc.](#)

What data are requested from the grantees?

DEI grantees are required to provide on a quarterly basis customer-level data on customers with disabilities who receive staff-assisted, intensive, and/or training services in participating LWIAs (both pilot and comparison sites).

Quarterly data submissions must include:

- Validated customer-level data from the WIASRD participant/customer report;
- Validated customer-level data from the Wagner-Peyser 9002 A-D reports;
- Validated Wagner-Peyser 9002 E report; and
- The DEI Data Elements not included in the Wagner-Peyser or WIASRD data collection systems.

Wage Record Interchange System (WRIS) data should be deleted from these records before submission to the DEI Evaluation Team.

Quarterly data submissions must include customer Social Security numbers (SSNs) and/or unique identifiers for each customer. The Evaluation Team will use SSNs to validate customer data against the Social Security Administration (SSA) beneficiary rolls. This process will identify additional data on customers who are receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI).

If states choose, they may include in their quarterly submissions customer data from all customers receiving staff-assisted services (not just customers with disabilities). This will allow the DEI Evaluation Team to estimate the size of the customer population that is receiving disability benefits but *not* disclosing a disability at the AJC level.

¹ In October 2013, Berkeley Policy Associates merged with IMPAQ International.

What are the DEI Data Elements?

In addition to the 9002A-E report and participant-level WIASRD data, DEI grantees are required to collect and provide additional customer-level information (e.g., barriers to employment, DEI strategies used) referred to as the DEI Data Elements. To avoid duplication of effort, the DEI Evaluation Team will work with DEI State Leads to determine which DEI Data Elements are already being collected as part of the state's customer data collection system. This process will allow the Evaluation Team to exclude from the list of DEI Data Elements questions that are currently collected by the state.

How should states report the DEI Data Elements?

The "mode" for collecting the DEI Data Elements is tailored to each state's needs. States can opt to embed the DEI Data Elements into their existing customer data collection system, complete the DEI Data Elements for each customer using a Web Portal provided by the DEI Evaluation Team, or, as a final resort, use pencil/paper.

Data Sharing Agreements

The DEI Evaluation Team works with states to prepare Data Sharing Agreements (DSAs) that include state-specific requirements for submission of the Wagner-Peyser and WIASRD data to the DEI Evaluation Team. A DSA must be completed prior to the first data submission. The DEI Evaluation Team will work with the states to adjust the DSA to suit specific legal requirements that states may have.

How do states submit quarterly data?

State-level data personnel should submit the required data to the DEI Evaluation Team on a quarterly basis. Grantees will submit data to the Altarum Secure Network via HTTPS. The Altarum Secure Network provides FIPS 140-2-validated Level 1, AES 256 bit encryption utilizing SSL certificates authenticated by independent Certification Authorities. Before the first data upload is completed, all grantee personnel assigned to completing the data transmission will have a user account established. If a site is using paper and pencil to collect data for the DEI Evaluation, the Evaluation Team will communicate with the State Lead to identify the most secure method for submitting the information.

What is the timeline for data submission?

Quarterly submission dates match states' WIASRD submission dates. Once a quarter ends, states have 45 days to submit their quarterly data.