PROGRAM YEAR 2022-23 DATA DICTIONARY

SUMMARY OF CHANGES

Entry Record

1. Page 1. Updated fields 1b and 12 from "If Required" to "Required".
2. Page 2. Updated language to relate student phone number and e-mail address (Fields 1a & 1c) to the Employment & Earnings Survey.
3. Page 5. Added language for Field 9 Native Language to reference additional options inside TE software that are not available on the Entry Record answer sheet.
4. Page 6. Updated Field 12 Primary and Secondary Goal to reflect new CDE policy that requires all WIOA II and CAEP agencies to record student primary and secondary goals. Added brief description to distinguish primary goal from secondary goal.
5. Page 10. In Field 13, updated information for Distance Learning and Carl Perkins to reflect PY 2022-23.
6. Page 15. Field 16, included stronger language encouraging agencies to report Title II learners co-enrolled in WIOA Titles I, III, IV.
7. Page 18. Field 18, updated language for OCTAE memo 20-5, self-reporting instructional level.

Update Record

8. Page 20. Updated chart for Field 6 Status and Field 7 Progress and changed from "Required" to "If Required."
9. Page 24. Field 6, updated language for Retained in Program and Left Program, and clarified how TE uses attendance hours to define Periods of Participation (PoPs).
10. Page 24. Field 7, updated language to reinforce that this field is not required.
11. Page 25. Field 8, added reference to Attachment S – Services, and provided directions for accessing this field directly in TE software.
12. Pages 29-30. Field 9, updated additional Update Record outcomes that are now recognized on NRS Tables 4 and 11.
13. Page 33. Added definitions for the four Reasons for Exiting (Field 15) that are included in TE software but not listed on the Update Record answer sheet, and clarified how these reasons exempt a student from follow up after exit. Provided references to OCTAE memo 17-2 for more detailed information.

Test Record

14. Page 37. Added more information clarifying that the Test Record answer sheet is only for pencil/paper testing, not CASAS eTests.
15. Page 37. Updated language for appropriate use of student Social Security Number and provided directions to record this in the TE Student Demographics record.

Manual Data Entry

16. Page 42. Updated Program Year.
17. Page 44. In Class Definitions, updated information about the requirement to mark the federal CIP and CDE A22 course codes.
18. Page 44. Updated Program Year.
19. Page 45. In Class Instances, updated information about recording Instructional Setting, and noted the new option for IET.
20. Page 46. Updated Student Phone and Student E-mail fields to emphasize the importance of those field for the Employment & Earnings Survey.