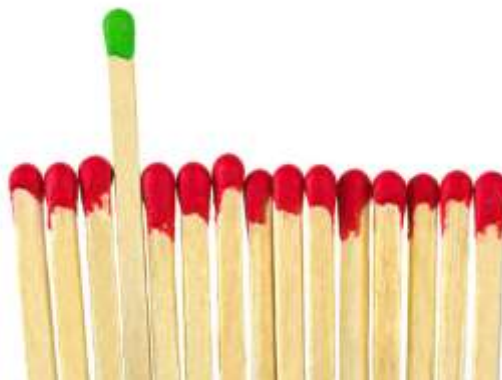


What is Data Match?

Data Match uses Social Security Numbers (SSNs), which you collect and enter into the MAERS database, to perform the Follow Up process for the Enter and Retain Employment cohorts. Follow Up for these two cohorts is automatically done by matching participants with SSNs to wage records in the State's Unemployment Insurance (UI) database.



YOU play a **BIG** role in the success of Data Match!

How?

Data Match will search for wages for all participants who have:

- A SSN in MAERS
- 12 or more attendance hours
- A Program Exit
- An Obtain or Retain Employment Cohort

The results of this Data Match search can only be positive if the SSN is verified.

Please collect SSN's at intake to increase the likelihood of success for Data Match!

Changes in MAERS

- A SSN confirmation has been added to the **Personal** tab on the Registration screen to assist in validating SSN data entry
- The Follow Up Screens and Follow Up Selection Report have been modified for Data Match
- Data entry of manual survey Follow Up results will be allowed through October 25th following the reporting year for **all** cohorts
- The Data Match process will run every quarter and update Obtain Employment and Retain Employment cohort Follow Up records

Registration Screen Change

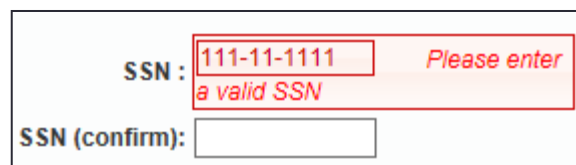
A SSN (confirm) field has been added to reduce data entry errors of SSNs

Personal	Demographic	Entry Status	Instr. Areas	Credits/Tests	Goals	Funding	Other
↪ Local Student Number: TEST99		County: WEXFORD					
↪ Last Name: TROUBLE		Check if no Address: <input type="checkbox"/>					
↪ First Name: TONY		Phone: (517) 555-1111					
Middle Initial: R		Phone Extension:					
Alternate Phone + Ext.: -		SSN :					
Address: 309 MATTHEW DR		↪ SSN (confirm):					
City: CADILLAC		UIC Number (Requested):					
State: MI		Email: TTROUBLE@EMAIL.COM					
Zip: 49601							

Registration Screen Change (cont.)

Error messages will display immediately in the following situations:

1. An inaccurate number sequence is entered into the SSN field -

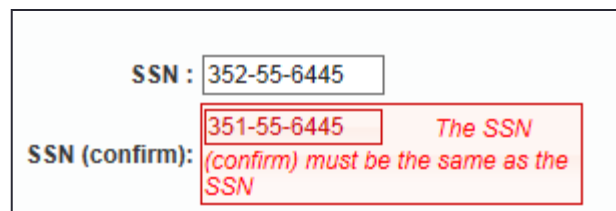


SSN : Please enter a valid SSN

SSN (confirm):

The screenshot shows a registration form with two input fields. The first field is labeled 'SSN :' and contains the value '111-11-1111'. A red error message box is overlaid on the right side of this field, containing the text 'Please enter a valid SSN'. The second field is labeled 'SSN (confirm):' and is currently empty.

2. The SSN (confirm) does not match the entered SSN -



SSN :

SSN (confirm): The SSN (confirm) must be the same as the SSN

The screenshot shows a registration form with two input fields. The first field is labeled 'SSN :' and contains the value '352-55-6445'. The second field is labeled 'SSN (confirm):' and contains the value '351-55-6445'. A red error message box is overlaid on the right side of the second field, containing the text 'The SSN (confirm) must be the same as the SSN'.

Registration Screen Change *(cont.)*

Confirmable error messages will display when submitting or updating a Registration in the following situations:

1. The SSN entered matches the SSN for another participant

• [Tab 1] - The Social Security Number (SSN) entered matches a SSN already on file for a different student. Please click Confirm to save the registration with this SSN. Click Cancel to re-enter the registration.

2. The SSN entered does not match the SSN on file on a prior registration for this same participant

• [Tab 1] - The Social Security Number (SSN) entered does not match a SSN already on file for this participant. Please click Confirm to save the registration with this SSN. Click Cancel to re-enter the registration.

When these message are received, it is very important to re-verify the SSN entered is correct and belongs to your participant. If the SSN is verified as your participant's actual SSN, then click the Confirm button to save the registration. If you are unable to verify further or you find it is not your participant's SSN, then click Cancel and re-enter the registration without the SSN. You can always validate and enter the SSN at a later time.

Follow Up Screen Changes

General Tab

A new completion bar is present to display Follow Up completion

The screenshot displays a web interface for a follow-up survey. At the top, there is a navigation bar with tabs: "General" (highlighted in yellow), "Obtain Employment", "Retain Employment", "Obtain GED", "Obtain HSD", and "Post Sec. Educ.". Below the tabs is a completion bar showing "3 of 5 (60%) Cohort Follow Up completed" with a red arrow pointing to the bar. The main content area is titled "General Data" and contains several questions:

- Participant took all 5 GED tests?** Yes
- Did Participant have suggestions for improvement?**
 * Warning: You may enter up to 400 characters
- Did Participant stop attending classes for any reason?**
- If yes, why did Participant stop attending?**
 * Warning: You may enter up to 400 characters
- Has Participant re-enrolled in adult education classes?**
- If yes, what is the name of the school?**

At the bottom, there are three buttons: "Update", "Reset Form", and "Cancel". A "Next Tab »" button is located in the bottom right corner.

Follow Up Screen Changes (cont.)

Obtain and Retain Employment Tabs

The screenshot displays a web application interface with three tabs: "General", "Obtain Employment", "Obtain GED", and "Obtain HSD". The "Obtain Employment" tab is active and highlighted in yellow. Below the tabs, three sections are visible, each with a numbered arrow pointing to a specific section:

- 1 Cohort Results:** A yellow box containing fields for "Attained:", "Date:", and "NRS Report Year: 2014". Below these fields is a yellow bar with the text "Manual Survey Required".
- 2 Wage Results:** A green box containing the question "Do wages exist between 07/01/2014 and 09/30/2014?" and a "Match Run Date:" field.
- 3 Manual Survey:** A blue box containing a form with the following fields:
 - Employed between 07/01/2014 and 09/30/2014: [dropdown menu]
 - Unable to contact:
 - Employer: [text input]
 - Address 1: [text input]
 - Address 2: [text input]
 - City: [text input]
 - State: [text input]
 - Zip: [text input]
 - Contact Date: [text input]
 - Refused:
 - Contact 1: [text input]
 - Phone 1: [text input]
 - Contact 2: [text input]
 - Phone 2: [text input]
 - Last Entry By: [text input]
 - Last Entry Date: [text input]

At the bottom of the form are buttons for "Update", "Reset Form", and "Cancel", and navigation links for "Prev Tab" and "Next Tab".

1. Cohort Results – This table is display only. The most recent or final results from either the Manual Survey or the Wage Results table will display.
2. Wage Results – This table is display only. Results from the quarterly data matching process will display.
3. Manual Survey – To be completed by the program staff when:
 - a. A SSN is not on file
 - b. Wage Results are not found

Note: The 'Date Participant got the job' question has been removed. The 'Employed between' dropdown supplies the needed date information.

Follow Up Screen Changes *(cont.)*

Obtain GED, HSD, and Postsecondary Education Tabs

General Obtain Employment **Obtain GED** Obtain HSD

1 → Cohort Results

Attained: Date: NRS Report Year: 2013

2 → Manual Survey

Obtained GED?:
 Unable to contact:
 Contact Date:
 Refused:
 Date Participant Obtained their GED:
 Last Entry By:
 Last Entry Date:

Update Reset Form Cancel

« Prev Tab Next Tab »

1. Cohort Results – This table is display only. The most recent or final results from the Manual Survey will display.
2. Manual Survey – Required to be completed by local program staff

Note: On the HSD and Postsecondary tabs, the 'Date Participant Obtained their GED' and the 'Date Participant Enrolled' questions have been eliminated.

When is a manual survey required?

Manual surveys are required:

- For the educational cohorts – Obtain GED, Obtain HSD, and Postsecondary
- If a SSN is not on file for a participant for Employment Cohorts

Manual surveys are recommended:

- When a positive outcome is not achieved by Data Match
Note: Not all employment is reported to the UI database

Follow Up Selection Report

The report has been enhanced with the following changes:

- Follow Up Status defaults to 'In Progress' in the Report Selection Criteria box
- New columns added:
 - SSN
 - Exit Year (previously listed as Program Year)
 - Match Attempts
 - Follow Up Source

The Follow Up Selection report should be scheduled and viewed monthly

Obtain Employment

Row#	Participant Name	Local Student No	Phone	Email	SSN	Exit Year	Reg. Date	Exit Date	Contact Begin Date	Contact End Date	Match Attempts	Attain	Follow Up Source
1	FUTURE, ANGELA M	123ASD	(989) 754-3391		Yes	2012	07/02/2012	04/01/2013	07/01/2013	10/25/2014	4		
2	KILLER2011, B2	3219			Yes	2013	07/01/2013	09/10/2013	10/01/2013	10/25/2014	0		
3	MAETC13, DALE1	MAETC004			No	2012	07/01/2012	05/31/2013	07/01/2013	10/25/2014	N/A		
4	SYSEXIT, 90-2	SYSEXIT-2			Yes	2013	07/01/2012	08/31/2013	10/01/2013	10/25/2014	2		
5	TRES, SIETE	0707			No	2012	07/01/2012	02/01/2013	04/01/2013	10/25/2014	N/A		
6	TROUBLE, TONY R	TEST99	(517) 555-1111	TTROUBLE@EMAIL.COM	Yes	2013	07/01/2012	08/27/2013	10/01/2013	10/25/2014	2		

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← 6

Obtain a GED

Row#	Participant Name	Local Student No	Phone	Email	SSN	Exit Year	Reg. Date	Exit Date	Contact Begin Date	Contact End Date	Match Attempts	Attain	Follow Up Source
1	GIVEME, 1AIBREAK	321234			Yes	2013	07/10/2013	02/28/2014	02/28/2014	10/25/2014	N/A		
2	GIVEME, 1AIBREAK	1232			No	2013	07/01/2013	12/31/2013	12/31/2013	10/25/2014	N/A		
3	GIVEME, 2BIBREAK	1324			Yes	2013	07/20/2013	08/30/2014	08/30/2014	10/25/2014	N/A		
4	GIVEME, 2BIBREAK	23123			No	2013	07/20/2013	05/30/2014	05/30/2014	10/25/2014	N/A		

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← 6

- Follow Up Status default of In Progress – When running the report, the Follow Up Status will now default to ‘In Progress’. This will only display participants still needing follow up. The report can also be run by manually selecting the Follow Up Status of ‘Completed’ or ‘All’. ‘Completed’ will display participants whose follow up is completed. ‘All’ will display participants in the cohort measurement whether the follow up is completed or in progress.
- SSN - A ‘Yes’ will display if the participant has a SSN. If a Yes displays, *for the employment cohorts only*, data match attempts will take place quarterly. A ‘No’ will display if the participant does not have a SSN. If a ‘No displays, a Manual Follow Up Survey is required.
- Exit Year – Displays the Program Year in which the participant exited.
Note: Retain Employment and Postsecondary Year #2 follow up will always take place in a program year following the Exit Year.
- Match Attempts - ‘N/A’ will display for all educational cohorts and for employment cohorts without a SSN on file. Up to 8 Data Match attempts will take place.
- Follow Up Source – Displays the source completing the follow up. This field will always be blank unless the report is run using the Follow Up Status of ‘Completed’ or ‘All’.
 - Data Match – Follow Up was completed through the data match process
 - User ID – A Manual Survey was completed

Follow Up Source
Data Match
JOHNSONS28
Data Match

- Copy/Export Options – Each cohort measure can be copied or exported separately

Data Match Recap



- Collect and Verify SSN's
- Schedule and View the Follow Up Selection report each month
- Complete Manual Surveys on participants without an SSN
- Complete Manual Surveys if Data Match is not finding wages for a participant
- Run the Performance Benchmark report quarterly and focus on completing Manual Follow Up Surveys for cohort measures under a 50% response rate