

**Attachment D**

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HTML Version **WIA Reporting for Individuals Carried over from JTPA**

JTPA participants who continued to receive services after the state implemented WIA should not have been terminated from JTPA and should not have been included in the final JTPA SPIR submission. Instead, these individuals will be reported in the first WIA WIASRD submission. This document provides special instructions regarding WIASRD reporting for these carryover individuals.

**General Instructions**

Retroactive data collection will not be required. However, states must convert relevant SPIR items into WIASRD items. The attached table provides a crosswalk between WIASRD items and codes and SPIR items and codes and provides additional instructions on converting SPIR items into WIASRD items. For the most part, the Table relates original SPIR items to WIASRD items. In a few cases, Items from the PY 1998 (Optional) SPIR Revision are also used. Item numbers for these revision items begin with “R”.

States should also report WIASRD items that are included in the state’s data system, but not on the SPIR.

General procedures include:

- **Section I - Individual Characteristics.** All items with a corresponding item in the SPIR should be converted from the SPIR item according to the attached instructions. For items not on the SPIR and not in the state’s data system, please leave the item blank (for example, if the data are not available leave the item blank, do not record a ‘no’). There is no need to collect information that is not available.
- **Section II - Activity and Services Information.** States should convert SPIR items into WIASRD items according the attached instructions. In addition, **all** activities and services received under WIA should be reported according to the WIASRD instructions.

- **Section IIIA and Section IIIB - Program Outcomes.** SPIR data should not be used for any of these items. All outcomes should be reported according to the WIASRD instructions.
- Only individuals who actually receive services under WIA are to be reported in the first WIASRD. If an individual had not terminated from JTPA as of June 30, 2000 and did not receive a WIA service within 90 days of the last JTPA service, that person should be reported as terminating from JTPA on June 30, 2000. These individuals would then be included in the final SPIR submission.

### Specific Instructions

- **Date Fields.** All date fields in the WIASRD are in the format YYYYMMDD. Dates in the SPIR are in MMDDYY (or MMDDYYYY) format. Thus, all date fields must be converted to the new WIASRD format.
- **Race and Ethnicity.** With the WIASRD, race and ethnicity are split into two items; these items were combined on the SPIR (SPIR Item 7). In addition, multiple races are allowed on the WIASRD.

If the person's SPIR race/ethnicity is Hispanic ('3'), WIASRD ethnicity (Item 105) should be reported as Hispanic ('1') and all race fields (Items 106 to 110) should be left blank (because the individual's race is not known).

If a person's SPIR race/ethnicity is not Hispanic (other than '3'), the appropriate race on the WIASRD should be reported as yes ('1') in Items 106 to 110; the other races should be reported as 'no' ('2'); and Ethnicity (Item 105) should be reported as 'not Hispanic' ('2').

If SPIR race/ethnicity is 'Asian or Pacific Islander', report '1' for yes in Item 107, Asian, and leave Item 109, Hawaiian Native or other Pacific Islander, blank. Report all other race fields as 'no'.

- **Disability, Item 104.** The WIASRD uses the opposite codes than in the SPIR (SPIR Item 8). Code a '1' in the WIASRD is those with a disability that is a substantial barrier to employment, and a '2' for those with a disability that is not a substantial barrier to employment. Code a '3' for those that do have a disability (in the SPIR, codes '1' and '2' are reversed).
- **Item 301, ETA-Assigned WIB/Statewide Code.** The WIASRD uses a slightly different coding system than the SPIR. Report the code that applies for the person's participation under WIA. Thus, if the individual's JTPA SDA is not the same as the local board under WIA, the WIA local board code should be reported.

- Items 314 to 329, WIA Title I and partner program participation. Programs in which the individual was concurrently enrolled under JTPA should be reported as ‘yes’ to the extent known. Participation in these programs after WIA begins should be reported using WIASRD instructions.
- Training activities. The WIASRD treats training activities differently depending on the funding stream.
  - a. Items 333, 335 to 337, Adult Training Services. These items should be converted from SPIR items only for adults and dislocated workers. Item 332, Date of First Intensive Service, and Item 334, Established Individual Training Account have no SPIR counterparts.
  - b. Items 340 to 345, Youth activities. These items should be converted from SPIR items only for youth. Items 343 to 345 have no SPIR counterpart.

Note: the table on the next page makes reference to ‘SPIR Revision Items’. These were Items added to the SPIR in PY 1998. These items can be ignored if the information is not available.

**Correspondence Between WIASRD and SPIR Items**

WIASRD	SPIR
Item	Item
101. <i>Individual Identifier</i> 000000000	3. SSN Do not report the SSN, report an alternative identifier instead.
102. <i>Date of birth</i> YYYYMMDD	5. Date of birth MMDDYY
103. <i>Gender</i> 1 = Male 2 = Female	6. Gender 1 = Male 2 = Female
104. <i>Individual with a disability</i> 1 = Yes 2 = Yes and disability results in a substantial impediment to employment 3 = No	8. Individual with a Disability 2 = Yes, but not a substantial barrier to employment 1 = Yes, and a substantial barrier to employment <b>Note that codes '1' and '2' are reversed on SPIR</b> 3 = No
105. <i>Ethnicity Hispanic or Latino</i> 1 = Yes 2 = No	7. Race/Ethnicity (or Revision Item R7) 3 = Hispanic If Race/Ethnicity (7 or R7) is '1', '2', '4', '5', or '6'
<b>Race</b> Separate items for each of the following categories	
106. <i>American Indian or Alaskan Native</i> 1 = Yes 2 = No blank	7. Race/Ethnicity (or Revision Item R7) 4 = American Indian or Alaskan Native If Race/Ethnicity (7 or R7) is '1', '2', '5', or '6' If Race/Ethnicity = '3' (Hispanic)
107. <i>Asian</i> 1 = Yes  2 = No  Blank	7. Race/Ethnicity (or Revision Item R7) If Race/Ethnicity Item 7 = '5' (Asian or Pacific Islander) or SPIR Revision Item R7='5' (Asian) If Race/Ethnicity (Item 7 or R7) is '1', '2', '4', or '6' If Race/Ethnicity = '3' (Hispanic)
108. <i>Black or African American</i> 1 = Yes 2 = No Blank	7. Race/Ethnicity (or Revision Item R7) 2 = Black (Not Hispanic) If Race/Ethnicity (7 or R7) is '1', '4', '5', or '6' If Race/Ethnicity = '3' (Hispanic)

WIASRD	SPIR
<p>109. <i>Hawaiian Native or other Pacific Islander</i>  1 = Yes  2 = No  blank</p>	<p>7. Race/Ethnicity (or Revision Item R7)  SPIR Revision Item R7='6' (Hawaiian Native or other Pacific Islander)  If Race/Ethnicity (7 or R7) is '1','2',' or '4', or Item R7 = '5'  If Race/Ethnicity (7, R7) = '3' (Hispanic) or Item 7 = '5' (Asian or Pacific Islander)</p>
<p>110. <i>White</i>  1 = Yes  2 = No  blank</p>	<p>7. Race/Ethnicity (or Revision Item R7)  1 = White (Not Hispanic)  If Race/Ethnicity (7 or R7) is ',2','4', '5', or '6'  If Race/Ethnicity = '3' (Hispanic)</p>
<p>111. <i>Veteran status</i>  1 = Yes &lt; 180 days  2 = Yes &gt; 180 days  3 = No</p>	<p>18. Veteran Status  No corresponding SPIR code  1 = Yes  2 = No</p>
<p>112. <i>Campaign veteran</i>  1 = Yes  2 = Yes, Vietnam-era veteran  3 = No  Blank</p>	<p>18a. Vietnam Era Veteran  No corresponding SPIR code  1 = Yes  No corresponding SPIR code  2 = No</p>
<p>113. <i>Disabled veteran</i>  1 = Yes  2 = Yes, special disabled  3 = No</p>	<p>18b. Disabled Veteran  1 = Yes  No corresponding code in SPIR  2 = No</p>
<p>114. <i>Recently separated veteran</i>  1 = Yes  2 = No</p>	<p>No SPIR Equivalent  Leave blank if data not available</p>
<p>115. <i>Employment status at registration</i>  1 = Employed  2 = Not employed  2 = Not employed</p>	<p>19. Labor Force  1 = Employed  2 = Unemployed <b>OR</b>  3 = Not in the Labor Force</p>
<p>116. <i>Limited English language proficiency</i>  1 = Yes  2 = No</p>	<p>26a. Limited English language Proficiency  1 = Yes  2 = No</p>
<p>117. <i>Single parent</i>  1 = Yes  2 = No</p>	<p>15. Family Status  1 = Parent in one-parent family  If SPIR Item 15, Family Status, is '2','3',or '4'.</p>
<p>118. <i>Unemployment Compensation programs (U.I.)</i>  1 = Eligible claimant referred by WPRS  2 = Eligible claimant not referred by WPRS  3 = Exhaustee  4 = Neither claimant nor exhaustee</p>	<p>21. Unemployment Insurance Compensation Status  SPIR Revision code '5'  SPIR Revision code '4'  2 = Exhaustee</p>

WIASRD	SPIR
Blank (assumed to be claimant)	3 = None '1'=Claimant or SPIR Revision code '6'
119. <i>Low income</i> 1 = Yes 2 = No	13. Economically Disadvantaged (Title II only) 1 = Yes 2 = No
<b>Public assistance recipient:</b> Separate items for each of the following categories	
120. <i>Temporary Assistance to Needy Families (TANF)</i>  1 = Yes 2 = No	14a. Temporary Assistance to Needy Families (TANF) or Aid to Families with Dependent Children (AFDC)  1 = Yes 2 = No
121. <i>General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Supplemental Security Income (SSI-SSA Title XVI)</i> 1 = Yes  2 = No	If 14b. General Assistance (GA) (State/Local government) = 1 (Yes) OR 14c. Refugee Cash Assistance (RCA) = 1 (Yes) OR 14d. Supplemental Security Income (SSI) (SSA Title XVI) = 1 (Yes), record a '1' for yes in WIASRD Item 121 Otherwise put a '2' for no.
122. <i>Pell Grant recipient</i> 1 = Yes 2 = No	No SPIR Equivalent  Leave blank if data not available
113 <i>Highest school grade completed</i> 00 = No school grade completed 01-11 = Number of elementary/secondary school grades completed 12 = High school graduate 88 = Attained certificate of equivalency for a high school degree 13-15 = Number of school years completed. 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 17 = Education beyond the Bachelor's degree	17. Highest School Grade Completed 00 = No school grade completed 01-11 = Number of elementary/secondary grades completed. 12 = High school graduate or equivalent 99 = Attained certificate of equivalency for a high school degree (SPIR revision item). 13-15 = number of school years completed 16 = Bachelor's degree or equivalent 17 = Fifth year of college, Master's degree (1-year program) or equivalent OR 18 = Sixth year or more of college, Master's degree (2- year program), PhD or equivalent
<b>Additional Individual Information Needed For Dislocated Workers and Displaced Homemakers</b>	

WIASRD	SPIR
124. Displaced homemaker 1 = Yes 2 = No	26c. Displaced Homemaker 1 = Yes 2 = No
125. <i>Date of actual qualifying dislocation</i> YYYYMMDD	SPIR Revision Item R22e MMDDYYYY
<b>Additional Individual Information Needed For Youth</b>	
126. <i>Homeless and/or a runaway youth</i> 1 = Yes 1 = Yes 1 = Yes 2 = No	26d. Homeless 1 = Yes, and a runaway youth <b>OR</b> 2 = Yes, but not a runaway youth <b>OR</b> 3 = No, but a runaway youth 4 = No, and is not a runaway youth
127. Offender 1 = Yes 1 = Yes 2 = No	26b. Offender 1 = Yes, excluding misdemeanors only <b>OR</b> 2 = Yes, including misdemeanors only 3 = No
128. <i>Pregnant or parenting youth</i> 1 = Yes 2 = No	26g. Pregnant or Parenting Youth 1 = Yes 2 = No
129. <i>Youth who needs additional assistance</i> 1 = Yes 2 = No	No SPIR Equivalent  Record no for JTPA carry-in
130. <i>Education status at time of registration</i>  1 = Student, H.S. or less 2 = Student, attending post-H.S. 3 = Not attending school, H.S. dropout 4 = Not attending school, H.S. graduate	Can be determined from 17a. Currently Enrolled In and Attending School and 17. Highest Grade Completed Item 17a. = '1' or '2' <b>AND</b> Item 17 < 12 Item 17a. = '1' or '2' <b>AND</b> Item 17 > 11 Item 17a = '3' <b>AND</b> Item 17 < 12 Item 17a = '3' <b>AND</b> Item 17 > 11
131. <i>Basic literacy skills deficiency (as defined in §664.205)</i> 1 = Yes  2 = No	Item 23. Reading Skills <b>or</b> Item 24. Math Skills grade level less than 9 <sup>th</sup> grade level <b>or</b> = "087.0" (See SPIR items 23/24). Otherwise
301. <i>ETA-assigned WIB/Statewide code</i> 00000 Record the appropriate code.	2. ETA-Assigned SDA/SSA/Statewide Code  Record the appropriate code.
302. <i>Date of registration</i> YYYYMMDD	4. Date of Application MMDDYY
303. <i>Date of WIA exit</i> YYYYMMDD	Report actual WIA exit date

WIASRD	SPIR
<b>WIA Title I-B Participation:</b>	
304. <i>Adult (Local)</i> 1 = Yes  2 = No	12. Program of Participation 1 = Title II-A (adults) <b>OR</b> 7 = Title II-A 5% exempt from perform. standards
305. <i>Dislocated Worker (Local)</i> 1 = Yes  2 = No	12. Program of Participation 5 = Title III Substate Grantee
306. <i>Youth (Local)</i> 1 = Yes 1 = Yes 2 = No	12. Program of Participation 3 = Title II-C (youth) <b>OR</b> 8 = Title II-C 5% exempt from perform. standards
307. <i>Youth [Statewide (15%) Activities]</i> 1 = Yes 2 = No	No SPIR Equivalent  Record actual WIA statewide activities
308. <i>Displaced Homemaker [Statewide (15%) Activities]</i> 1 = Yes 2 = No	No SPIR Equivalent  Record actual WIA statewide activities
309. <i>Incumbent Worker [Statewide (15%) Activities]</i> 1 = Yes 2 = No	No SPIR Equivalent  Record actual WIA statewide activities
310. <i>Other [Statewide (15%) Activities]</i> 1 = Yes 2 = No	12. Program of Participation 4 = Governor's Reserve
311. <i>Rapid Response</i> 1 = Yes	No SPIR Equivalent Leave blank if data not available
312. <i>Rapid Response - Additional Assistance</i> 1 = Yes 2 = No	No SPIR Equivalent  Record actual WIA additional assistance
313a-c. <i>National Emergency Grant(s)</i> 0000 = Grant number 9999 = NEG participant, grant number not available blank = Not an NEG participant	SPIR Revision Item R2a If the national emergency grant number is known for participants in national reserve program (SPIR item 12=4), please provide this information.
<b>WIA Partner Program Participation:</b>	
314. <i>Adult Education</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation

WIASRD	SPIR
315. <i>Job Corps</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
316. <i>Migrant &amp; Seasonal Farmworker Programs</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
317. <i>Native American Programs</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
318. <i>Veterans' Programs</i> 1 = Yes, labor exchange 2 = Yes, VWIP	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
319. <i>Trade Adjustment Act (TAA)</i> 1 = Yes blank	12a. Concurrent Participation 8 = Trade Adjustment Act (TAA) [Note: an 8 in any column of this field counts]  SPIR Revision Item 12a6 (TAA) 1 = Yes 2 = No
320. <i>NAFTA-TAA</i> 1 = Yes blank	SPIR Revision Item 12a7 (TAA-NAFTA) 1 = Yes 2 = No
321. <i>Vocational Education</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
322. <i>Vocational Rehabilitation</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
323. <i>Wagner-Peyser Act</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
324. <i>Welfare-to-Work Participant</i>  1 = Yes blank	25. Welfare to Work Employment and Training Program Participant 1 = Yes 2 = No
325. <i>Employment and Training programs carried out under The Community Services Block Grant Act</i> 1 = Yes blank	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
326. <i>Employment and Training programs carried out by The Dept. of Housing and Urban Development</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation

WIASRD	SPIR
327. <i>Title V activities</i> 1 = Yes	No SPIR Equivalent Record actual participation in WIA partner programs during WIA participation
328. <i>Employment and training services related to Food Stamps</i> 1 = Yes	No SPIR equivalent Record actual participation in WIA partner programs during WIA participation
329. <i>Other non-WIA programs</i> 1 = Yes	No SPIR Equivalent Record actual participation in other non-WIA partner programs during WIA participation
330. <i>Supportive services received</i> 1 = Yes  2 = No	32a to 32g Supportive Services If any of SPIR items 32a to 32d., 32f, or 32g = "1", record a 1 for yes. Otherwise
331. <i>Needs-related payments (Adults/Dislocated Workers in training services) or Stipends (Youth in training)</i> 1 = Yes 2 = No	32f. Needs-Based/Related Payments  1 = Yes 2 = No
<b>Items for Adults and Dislocated Workers Receiving Intensive and Training Services</b>	
332. <i>Date of first intensive service</i> YYYYMMDD	No SPIR Equivalent Record date of first WIA intensive service
333. <i>Date of first training service</i> YYYYMMDD	29a. Date First Received Training MMDDYY
334. <i>Established Individualized Training Account (ITA)</i> 1 = Yes 2 = No	No SPIR Equivalent  Record '1' for yes if WIA ITA established.
335. <i>Adult education, basic skills and/or literacy activities</i> 1 = Yes 2 = No	27a. Basic Skills Training  If hours>0, record a 1 for yes. Adults and dislocated workers only.
336. <i>On-the-job training</i> 1 = Yes 2 = No	27c. On-The-Job Training (OJT) If hours >0, record a 1 for yes. Adults and dislocated workers only.
337. <i>Occupational skills training or skills upgrading/retraining, and/or workplace training</i> 1 = Yes 2 = No	27b. Occupational Skills Training or 27e. Other Employment Skills Training If hours >0 in 27b or 27d, record a 1 for yes. Adults and dislocated workers only.
<b>Items for Adults, Dislocated Workers and Youth</b>	

338. <i>Occupational skills training code</i> 000000000	31. Occupational Skills training code [and type] 000000000 Note: use the first 9 digits here and the last digit below
339. <i>Occupational skills training code type</i>  1 = 5-digit OES code 2 = 5 or 6-digit O*Net code 3 = 6-digit CIP code(classroom training only) 4 = 9-digit DOT code 0 = None	31a. Occupational skills Training Code Type [See above.] 2 = 5-digit OES code No corresponding SPIR code 3 = 6-digit CIP code (classroom training only) 1= 9-digit DOT code 6=None
<b>Items for Youth</b>	
340. <i>Educational Achievement Services</i> 1 = Yes 2 = No	27a. Basic Skills Training If hours>0, record a 1 for yes Youth only
341. <i>Employment services</i> 1 = Yes  2 = No	27b. Occupational Skills Training <b>OR</b> 27d. Work experience, etc. <b>OR</b> 27e. Other Employment Skills Training If hours>0 in 27b or 27d or 27e, record a 1 for yes Youth only
342. <i>Received Summer Youth Employment Opportunities</i> 1 = Yes 2 = No	No SPIR Equivalent Record 1 for yes if receive summer employment opportunities under WIA
343. <i>Additional support for youth services</i> 1 = Yes 2 = No	No SPIR Equivalent Report services provided under WIA.
344. <i>Leadership services</i> 1 = Yes 2 = No	No SPIR Equivalent Report services provided under WIA.
345. <i>Received follow-up services</i> 1 = Yes received 12 months of follow up services 2 = No, did not receive 12 months of follow up services	No SPIR Equivalent Report services provided under WIA.
<b>Items for Adults, Dislocated Workers and Youth</b>	
601 to 676 Outcomes	All outcomes must be reported using WIASRD instructions.

