This tool is designed to help facilitate conversations between state RESEA program staff and their independent evaluator about administrative data sources needed to successfully complete an evaluation of RESEA. You may want to speak to different state workforce agency partners and staff, including UI claimant database administrator, labor market information staff, and any key data or IT staff, to determine where data may be stored, how to access the data, how data are recorded, and to address any potential challenges. It may be helpful to print out sections of this tool and use it to guide conversations with the appropriate points of contact for each data system. Another approach to guide conversations may be to send a copy to relevant database administrator(s) to fill out in advance of those conversations. After you collect this information, you will want to share it with the evaluator. To help further develop plans to obtain the required data, the evaluators will likely ask for (i) an overview of the available data systems and (ii) key points of contact to facilitate the overview. This information will also help the evaluator determine the appropriateness of each data source for the RESEA evaluation.

This tool is divided into six sections based on the types of data an evaluator will need to access:

1. UI claimant characteristics and events associated with their UI application;
2. UI payment(s) made to claimants;
3. Reemployment services received or referred to as part of RESEA;
4. RESEA eligibility and assignment;
5. RESEA appointments scheduled, attended, and services received; and
6. UI sanctions/suspensions/reasons for non-payment.

Each section describes the types of data sources that may be needed and lists relevant data elements from each source. The data elements listed are those most likely needed to complete a RESEA evaluation. However, each evaluation is unique. Each evaluation’s specific research questions and evaluation design type will determine what data will be needed. It is possible that access to all the data elements, described in the tool, may not be needed to successfully conduct any given state’s RESEA evaluation. As you complete the six sections of this tool, you may identify data elements that are not available through your state’s administrative data system. In these instances, you may want to discuss other possible options for obtaining the data with other state program administrator(s) and the evaluator.

# UI Claimant Data

The evaluator will most likely need information about the characteristics of UI claimants and events associated with each claimant’s application for UI. These events include the dates when they applied, the results of the application (approved, denied, withdrawn, etc.), and, if approved for benefits, the weekly benefit amount, date of exit, and the reason for exiting (employment, exhausted benefits, etc.). Evaluators may use claimant demographics and characteristic data for many different purposes. For instance, the evaluator may use the data to conduct descriptive analyses about claimants who engage with RESEA services or to make sure that claimants assigned to treatment and comparison groups in an impact study share similar characteristics.

As each claimant submits an application for UI, the data from that application and the processing of that application is stored somewhere.

The data are likely to be stored in a “master” UI claimant database. This is typically a system that has a record for each individual along with unique events associated with that claimant. While it is likely that all the claimant data are stored in a single database, there is a possibility that information might be stored in multiple databases.

Use the tables below to document information about the relevant data elements and data systems.

## Relevant Data Elements:

|  |  |  |
| --- | --- | --- |
| Data Element | Name of Database  (Where is the data stored?) | Notes about Data Element  (e.g., type of data field) |
| Date of application |  |  |
| Demographics characteristics |  |  |
| Prior employment |  |  |
| Prior earnings |  |  |
| Disposition (whether approved, denied, withdrawn, etc.) |  |  |
| Date of disposition |  |  |
| Approved weekly amount (if approved) |  |  |
| Maximum number of weeks (if approved) |  |  |
| Date exited UI |  |  |
| Reason for exit (employment, exhausted benefits, disqualified, etc.) |  |  |
| Employment status (after exiting UI) |  |  |
| Earnings (after exiting UI) |  |  |
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## Information about Relevant Database(s):

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| --- | --- | --- | --- | --- |
| Name of Database | Agency or Office that Manages Database | Point of Contact | Data Access Requirements (e.g. software, security restrictions) | Additional Notes |
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# UI Payment Data

The evaluator may need information about the UI payments that are made to each claimant included in the evaluation. This information includes claims and benefit data points for each claimant for each week: claim filed; claim status; payment amount that was approved; and date the payment was approved, and, if the payment was not approved, the reason for decline.

As you document UI data elements needed, identify the database where this information is stored. There is a possibility that this information comes from the “master” UI claimant database identified in the “UI Claimant Data” section.

Use the tables below to document information about the relevant data elements and data systems.

## Relevant Data Elements:

|  |  |  |
| --- | --- | --- |
| Data Element | Name of Database  (Where is the data stored?) | Notes about Data Element  (e.g., type of data field) |
| Claimed filed? |  |  |
| Claim status (approved, declined) |  |  |
| Date of each payment (if approved) |  |  |
| Amount of each payment (if approved) |  |  |
| Reason for Decline (if not approved) |  |  |
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## Information about Relevant Database(s):

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| Name of Database | Agency or Office that Manages Database | Point of Contact | Data Access Requirements (e.g. software, security restrictions) | Additional Notes |
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# Reemployment Services Tracking Data

Claimants may be referred to reemployment services as part of their RESEA meeting. The evaluator will need to understand the range of reemployment services that are available to and utilized by claimants included in the evaluation. In particular, the evaluator will likely need to document the services that each claimant is referred to, when they were scheduled to receive a service, and whether they appeared for the services at the appointed times. Therefore, you will need to identify how and where these referrals are tracked in the data systems.

Use the tables below to document information about the relevant data elements and data systems.

## Relevant Data Elements:

|  |  |  |
| --- | --- | --- |
| Data Element | Name of Database  (Where is the data stored?) | Notes about Data Element  (e.g., type of data field) |
| Type of service (e.g., career counseling, job search, job placement service, skills training, adult education, etc.) |  |  |
| Service provider |  |  |
| Scheduled date |  |  |
| Received service (Yes/No)? |  |  |
| Date completed |  |  |
| Did claimant complete all required activities? |  |  |
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## Information about Relevant Database(s):

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| Name of Database | Agency or Office that Manages Database | Point of Contact | Data Access Requirements (e.g. software, security restrictions) | Additional Notes |
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# RESEA Eligibility and Assignment Data

When a claimant is approved for UI benefits, they may be assigned to various programs. For example, they may be assigned to RESEA or WPRS, depending on their “profiling” score. If you are conducting an impact evaluation of a component of a program, different participants may be assigned to different versions of the program (e.g., either a version that includes or one that excludes that component). You will want to ensure the evaluator has access to these assignments so that they can appropriately track activities and analyze outcomes by study group (e.g., intervention and comparison groups). You will want to identify the database that records the eligibility for these programs and records the assignment of claimants to them.

Use the tables below to document information about the relevant data elements and data systems.

## Relevant Data Elements:

|  |  |  |
| --- | --- | --- |
| Data Element | Name of Database  (Where is the data stored?) | Notes about Data Element  (e.g., type of data field) |
| Eligible for RESEA? |  |  |
| Profiling score |  |  |
| Assignment (e.g., WPRS, RESEA, Intervention group, Comparison Group, etc.) |  |  |
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## Information about Relevant Database(s):

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| Name of Database | Agency or Office that Manages Database | Point of Contact | Data Access Requirements (e.g. software, security restrictions) | Additional Notes |
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# RESEA Appointment Data

Claimants selected for RESEA are typically required to appear for a meeting with a RESEA program staff member to review the claimant’s ongoing eligibility, receive labor market information, develop or review an employment plan, and obtain a referral for reemployment services. The evaluator will most likely want this information to document claimant’s receipt of RESEA services.

You will want to identify the database(s) that stores information about all scheduled RESEA appointments, regardless of whether the appointment was kept or not. This information may include when the appointments were scheduled, whether the claimant appeared, and the content of the meeting (e.g., eligibility review, employment plan review, etc.).

Use the tables below to document information about the relevant data elements and data systems.

## Relevant Data Elements:

|  |  |  |
| --- | --- | --- |
| Data Element | Name of Database  (Where is the data stored?) | Notes about Data Element  (e.g., type of data field) |
| Location or site of appointment |  |  |
| Scheduled date |  |  |
| Canceled or re-scheduled? |  |  |
| Did claimant attend (y/n)? |  |  |
| Date of attendance |  |  |
| Content of meeting |  |  |
| Did claimant complete all required activities? |  |  |
| Outcome of eligibility review (Was claimant disqualified? For what?) |  |  |
| Was claimant referred to reemployment services? Which one? |  |  |
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## Information about Relevant Database(s):

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| --- | --- | --- | --- | --- |
| Name of Database | Agency or Office that Manages Database | Point of Contact | Data Access Requirements (e.g. software, security restrictions) | Additional Notes |
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# UI Sanctions/Suspensions/Reasons for Non-payment Data

The evaluators may need data on compliance/noncompliance issues for each person in the study. Non-compliance with RESEA program requirements—starting with, but not limited to, attendance at the required initial RESEA meeting—sometimes starts a formal non-compliance process. This process is sometimes called a non-monetary determination and usually consists of multiple formal steps. Depending on the evaluation design plan for the study, the evaluator may want to document when and why the steps occurred for each person and what the outcomes were for each step. If the process resulted in UI sanctions or suspensions, the evaluator will want to know when they started and ended, as well as why they ended.

Use the tables below to document information about the relevant data elements and data systems.

## Relevant Data Elements:

|  |  |  |
| --- | --- | --- |
| Data Element | Name of Database  (Where is the data stored?) | Notes about Data Element  (e.g., type of data field) |
| Date of suspension or termination |  |  |
| Reason for suspension or termination |  |  |
| Date payments resumed (if ever) |  |  |
| Reason payments resumed |  |  |
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## Information about Relevant Database(s):

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| Name of Database | Agency or Office that Manages Database | Point of Contact | Data Access Requirements (e.g. software, security restrictions) | Additional Notes |
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