

**Standard Operating Procedures 4010.1**  
**State Data Download and State Production Status in State Only**  
April 27, 2010

## I. PURPOSE

Under the Local Employment Dynamics (LED) partnership, the Census Bureau processes input data from partner states and produces Quarterly Workforce Indicators (QWI) data files according to an established schedule<sup>1</sup>. This document establishes the standard procedures for LED to post data files, and for state partners to access their State Production Status (SPS) and State Data Download (SDD) of public use files in the State Only section of the LED website.<sup>2</sup>

## II. BACKGROUND

The QWI production process is defined to start from the receipt of both Unemployment Insurance (UI) wage records and Quarterly Census of Employment and Wages (QCEW, a.k.a. ES202) firm wage records from the state partner, and to conclude with the dissemination to the state partner of both Quarterly Workforce Indicators Public Use (QWIPU) and Successor-Predecessor Firm Restricted Use (SPFRU) files.

After receiving input data files from a state partner, LED produces a set of QWI data files and distributes them to the state partners on DVD. The typical set of QWI files includes 22 compressed data files<sup>3</sup> in the csv (comma separated values) format; 4 text files<sup>4</sup> that describe the file layout, version, manifest, and column definitions; and one SAS program file<sup>5</sup> for importing the data files into SAS.

SPS provides a status report on QWI Production for the state partner. SDD offers a one-stop alternative for authorized individuals to download some or all of these public use files of a state partner onto the LED website. User names and passwords are needed to access this capability in the State Only section of the website; they are managed by designated state information technology contacts (SITCONs) and their backups<sup>6</sup>. A list of the designated SITCONs is provided at the entry pages of the Partners Only and State Only sections in the LED website.

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<sup>1</sup> See Standard Operating Procedures 4000 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 26, 2010.

<sup>2</sup> Located at <http://lehd.did.census.gov>.

<sup>3</sup> The standard file names for state XX are qwi\_XX\_wia\_county\_naics3\_all.csv.gz, qwi\_XX\_wia\_county\_naics3\_pri.csv.gz, qwi\_XX\_wia\_county\_naics4\_all.csv.gz, qwi\_XX\_wia\_county\_naics4\_pri.csv.gz, qwi\_XX\_wia\_county\_naicssec\_all.csv.gz, qwi\_XX\_wia\_county\_naicssec\_pri.csv.gz, qwi\_XX\_wia\_metro\_naics3\_all.csv.gz, qwi\_XX\_wia\_metro\_naics3\_pri.csv.gz, qwi\_XX\_wia\_metro\_naics4\_all.csv.gz, qwi\_XX\_wia\_metro\_naics4\_pri.csv.gz, qwi\_XX\_wia\_metro\_naicssec\_all.csv.gz, qwi\_XX\_wia\_metro\_naicssec\_pri.csv.gz, qwi\_XX\_wia\_naics3\_all.csv.gz, qwi\_XX\_wia\_naics3\_pri.csv.gz, qwi\_XX\_wia\_naics4\_all.csv.gz, qwi\_XX\_wia\_naics4\_pri.csv.gz, qwi\_XX\_wia\_wib\_naics3\_all.csv.gz, qwi\_XX\_wia\_wib\_naics3\_pri.csv.gz, qwi\_XX\_wia\_wib\_naics4\_all.csv.gz, qwi\_XX\_wia\_wib\_naics4\_pri.csv.gz, qwi\_XX\_wia\_wib\_naicssec\_all.csv.gz, and qwi\_XX\_wia\_wib\_naicssec\_pri.csv.gz.

<sup>4</sup> The standard file names for state XX are column\_definition.txt, csv\_description.txt, qwipu\_XX\_manifest.txt, and version.txt.

<sup>5</sup> The standard file name is sas\_import.sas.

<sup>6</sup> See also Standard Operating Procedures 3090 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 26, 2010.

SDD will also allow electronic download of other data files that may be loaded and specified for downloading.

### III. PROCEDURES

- a. Visit <http://lehd.did.census.gov>.
- b. Select Partners Only under Quick Links and then State Only.
- c. Select a desired state from State Only.
- d. Select State Data Download or State Production Status.
- e. Enter specific user name and password.<sup>7</sup>
- f. Select a release<sup>8</sup> and the desired file(s) for download or view production status.
- g. Repeat step f as needed.

### IV. NOTES

Download speed will vary according to the user's telecommunications speed, and file size. File size is listed to help assess the amount of required download time.

### V. POINTS OF CONTACT

Production Team      (301)-763-8303      [CES.LEHD.Production.List@census.gov](mailto:CES.LEHD.Production.List@census.gov)

Visit <http://lehd.did.census.gov/led/about-us/contact.html> for the latest contact information.

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<sup>7</sup> Contact a designated SITCON for authorized access information.

<sup>8</sup> A release is denoted by RyyyyQn where yyyy is calendar year and n is quarter number for the quarter when the QWI data files were released.