

**Standard Operating Procedures 3000.5**  
**Joining the Local Employment Dynamics Partnership**  
June 2, 2010

**I. PURPOSE**

This is a set of standard operating procedures (SOP) on how a state's Labor Market Information agency may join the Local Employment Dynamics (LED) partnership. Please follow the steps to ensure timely processing. Inconsistencies may cause delays or poor-quality results.

**II. PROCEDURES**

**Step 1. Getting the Memorandum of Understanding (MOU) signed**

Obtain a template MOU, complete it, and secure clearance by your legal staff and your Department. Send the completed but unsigned MOU to LED by email. After the Census Bureau has cleared the approval and signature process, we send two originals back to you by registered express mail for signature. Sign both copies, retain one copy for your record, and return one to the Census Bureau by registered express mail. When we receive the signed copy, we have a formal agreement.

**Step 2. Getting historical data files to LED**

This is a one-time effort at the start of the partnership. The purpose is to collect historical files for both workers and establishments, as well as files needed to start production.

*What files?*

Submit with consistency and documentation for

- (a) Quarterly UI wage records, at least 10 quarters and preferably back to 1990.
- (b) Quarterly ES202 records, at least 10 quarters and preferably back to 1990.
- (c) Workforce Investment Board (WIB) definitions.
- (d) Longitudinal Data Base (LDB) files.

*What file formats?*

- (a) See SOP 3010 for UI wage records.
- (b) See SOP 3020 for ES-202 records (also known as Quarterly Census of Employment and Wages, or QCEW).
- (c) See SOP 3030 for WIB definitions.
- (d) See SOP 3120 for LDB file layouts.

*What filenames should I give the data?*

- (a) See SOP 3010 for UI wage records.
- (b) See SOP 3020 for ES-202 records.
- (c) See SOP 3030 for WIB definitions.
- (d) See SOP 3120 for LDB file name conventions.

### *How to send the data to LED?*

Send the data files by secured FTP with encrypted files according to instructions in SOP 3040.

### **Step 3: Sending quarterly data on a timely, ongoing basis**

Each quarter, submit two sets of quarterly data as follows:

- (a) Preliminary data from about two quarters ago
- (b) Updated data from about three quarters ago

For example:

03/31/09	Last day to submit preliminary data for quarter ending September 30, 2008 and last day to submit updated data for quarter ending June 30, 2008
06/30/09	Last day to submit preliminary data for quarter ending December 31, 2008 and last day to submit updated data for quarter ending September 30, 2008
09/30/09	Last day to submit preliminary data for quarter ending March 31, 2009 and last day to submit updated data for quarter ending December 31, 2008
12/31/09	Last day to submit preliminary data for quarter ending June 30, 2009 and last day to submit updated data for quarter ending March 31, 2009

### **Step 4: What you get back from LEHD and when**

#### *Quarterly Workforce Indicators (QWI)*

These are shipped back every quarter in the CSV format described in SOP 4010, covering about 30 indicators in 22 data files. QWIs are shipped on DVDs and can be downloaded under SOP 3040.

#### *Successor/Predecessor Files*

These are shipped back every quarter – within three months of the receipt of your quarterly data, in the format given in SOP 3070. You receive one file in the CSV format on a DVD, with documentation included.

#### *Edited Wage Records*

These records were shipped back once a year, on a rotating schedule. They have been suspended until further notice.

### **III. NOTES**

- WIB definitions may change one time at the beginning of the third quarter production cycle (July 1).
- LDB files are optionally used to back-code North American Industrial Classification System (NAICS) industries for extending the time series as far back as 1990. See SOP3120 for details and options.

### **IV. CONTACT**

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