

Standard Operating Procedures 3110.2
QWI Experimental Production Process
April 27, 2010

I. PURPOSE

These standard operating procedures (SOPs) describe the Experimental Production stage: after a state signs on to the Local Employment Dynamics (LED) partnership, and before the beginning of the Regular Production stage.

II. PROCEDURES

This SOP assumes that a state has joined the LED partnership and is in the process to begin regular production of the Quarterly Workforce Indicators (QWI).

1. The state partner shall transfer data files by encryption and FTP according to SOP 3040.¹
2. The state partner sends the following historical (as far back as 1990 if possible) and standard data files to the Census Bureau:
 - a. Historical worker unemployment insurance (UI) wage records.²
 - b. Historical Quarterly Census of Employment and Wage (QCEW, also known as ES-202) records.³
 - c. Definitions of Workforce Investment Board Areas.⁴
3. Upon receipt of these data files, the Census Bureau tests the read-in procedures, as well as checking the consistency and quality of the data. The Census Bureau will produce preliminary QWI results for evaluation by the state partner. This activity will include loading the preliminary results in the web-based QWI Online application, and placing this application in the State Only section of the LED website, located at <http://lehd.did.census.gov>.
4. When the state partner informs the Census Bureau that it is ready to make the QWI results public, the Regular Production stage begins according to established schedules.⁵

III. NOTES

1. The Experimental Production process usually requires iterations between the state partner and the Census Bureau that range from one to two quarters, depending on the size, completeness, and complexity of the data files.

¹ Available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 26, 2010.

² SOP 3010 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 26, 2010.

³ SOP 3020 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 26, 2010.

⁴ SOP 3030 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 26, 2010.

⁵ SOP 4000 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 26, 2010.

2. The state partner should also begin to send in ongoing quarterly data files during the Experimental Production stage to test the data transfer steps leading to Regular Production.
3. Web-based applications such as QWI Online, Industry Focus, and State Data Download will be updated within two weeks of the release of the QWI results.
4. The state partner is requested to designate a State Information Technology Contact (SITCON) and corresponding backup(s) to manage information technology issues related to LED.⁶ Updating and maintenance of the SITCON list are managed directly by the state partner through automated steps at the LED website.

IV. CONTACT

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⁶ SOP 3090 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 26, 2010.