

Standard Operating Procedures 4000.6
QWI Regular Production Schedule
April 14, 2010

I. PURPOSE

Every quarter, State partners under the Local Employment Dynamics (LED) partnership give the Census Bureau input data files. In turn, the Census Bureau processes and integrates these files with other data sources to produce the Quality Workforce Indicators (QWI) and other products. This document establishes the standard operating procedures for on-time production of the QWI data.

II. DEFINITIONS

Definitions used in this set of standard operating procedures (SOP) include:

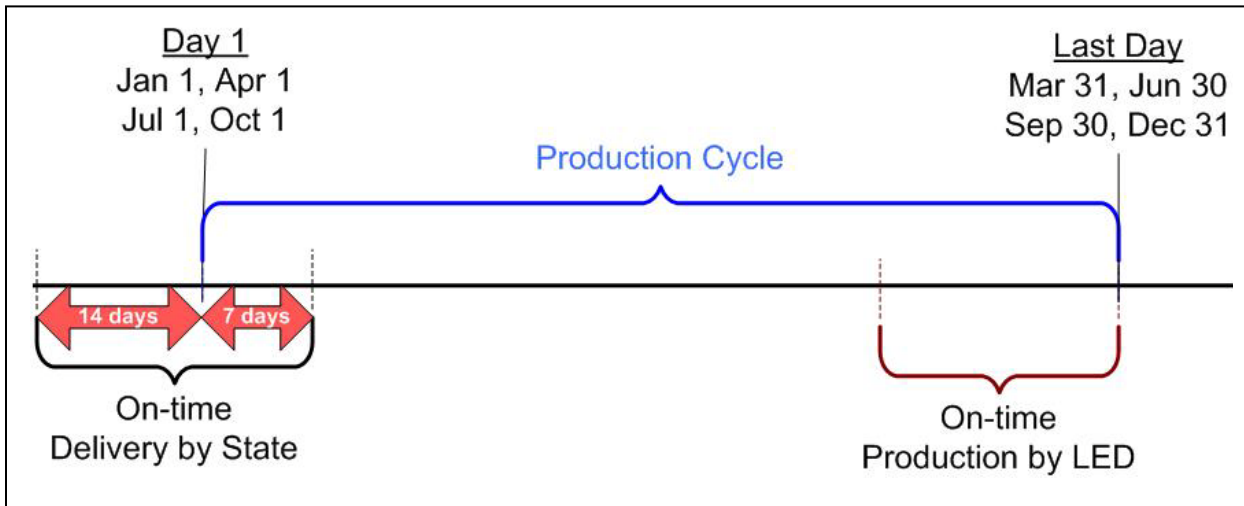
- **UI wage records.** Worker unemployment insurance wage records¹ as supplied by the state partners.
- **QCEW records.** Quarterly Census of Employment and Wage records (also known as ES-202 records)² as supplied by the state partners.
- **QWIPU file.** Quarterly Workforce Indicators Public Use file³ that is produced by the Census Bureau under LED.
- **SPFRU file.** Successor-Predecessor Firm Restricted Use file that is produced by the Census Bureau under LED.
- **Production cycle.** Each calendar year has four quarterly cycles: January 1 to March 31 (first quarter), April 1 to June 30 (second quarter), July 1 to September 30 (third quarter), and October 1 to December 31 (fourth quarter).
- **Production.** Production is the process that begins with the Census Bureau receiving both quarterly UI wage records and QCEW records from the state partner, and ends with the Census Bureau's disseminating both the QWIPU file and the SPFRU file to the state partner for each production cycle. New state partners go through Experimental Production before joining Regular Production (see Section V, Notes).
- **On-time delivery.** Receipt of both quarterly UI wage records and QCEW records by the Census Bureau no more than 14 days before the start of a production cycle, and no more than 7 calendar days after the start of a production cycle. Delivery that is not on time is either *early* or *late*.

¹ SOP 3010 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 14, 2010.

² SOP 3020 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 14, 2010.

³ SOP 3050 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 14, 2010.

- **On-time production.** Dissemination of both QWIPU and SPFRU by the Census Bureau on or before the last day of a production cycle. Production that is not on-time is *late* unless it is disrupted or discontinued due to data quality issues.



III. PROCEDURES

1. The state partner sends the UI wage records and QCEW records to the Census Bureau by secured FTP file transfer⁴.
2. The Census Bureau processes the data files that have been delivered, and posts the daily status of processing in the password-protected State Only section of the LED website, located at <http://lehd.did.census.gov>.
3. Upon completion of processing, the Census Bureau distributes the QWIPU and SPFRU files on DVD via express mail. The QWIPU files are also available for electronic download from the password-protected State Only section⁵ of the LED website, located at <http://lehd.did.census.gov>. They are also loaded on the website for web-based applications including QWI Online and Industry Focus.

IV. PERFORMANCE MEASURES

State Partners: On-time delivery of files that meet standard layouts and quality requirements.

Census Bureau: On-time production for states that are on time with delivery of files and those that are early or late, subject to acceptable data quality; reduction of backlog if one exists; average number of days to complete production.

⁴ SOP 3040 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 14, 2010.

⁵ Access to the State Only section is restricted and managed by a state contact. See Section V of this SOP for details.

V. NOTES

1. UI wage records and QCEW records are expected to have a two-quarter lag. For example, the Census Bureau is expected to receive final 2009 quarter one (January-March) data and preliminary 2009 quarter two (April-June) data on January 1, 2010, the start of the 2010 quarter one cycle.
2. Upon joining the LED, a new state partner supplies historical UI wage records and QCEW records dating as far back as 1990. The Census Bureau will test read-in procedures, as well as checking the consistency and quality of the records. The Census Bureau will also produce preliminary results for evaluation by the state partner before Regular Production begins. This Experimental Production process usually requires iterations that range between one and two quarters, depending on the size, completeness, and complexity of the files. It is covered under a separate SOP⁶.
3. Access to the State Only section in the LED is restricted by passwords and managed by designated State Information Technology Contacts (SITCONs)⁷. The SITCON list is posted on the LED website. Updating and maintaining of the SITCON list are managed directly by the state partners, through automated steps at the LED website.
4. Holly Brown and Camille Norwood are designated at LED to provide login names and passwords to SITCONs.
5. The Census Bureau reserves the right to postpone current quarter production for a partner state to the next or future production quarter if the files are delivered late, require re-processing, or encounter data quality issues.

VI. CONTACTS

Production Team (301)-763-8303 CES.LEHD.Production.List@census.gov

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

⁶ SOP 3120 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 14, 2010.

⁷ SOP 3090 available at <http://lehd.did.census.gov/led/partnersonly/sop.html> on April 14, 2010.