STATE OF WASHINGTON

Workforce Training and Education Coordinating Board
128 10th Avenue SW ◆ PO Box 43105 ◆ Olympia, WA 98504-3105
Phone: (360) 753-5662 ◆ Web: www.wtb.wa.gov ◆ Email: workforce@wtb.wa.gov

SESP Data Entry FAQ

Below are the answers to some common questions regarding participant data collection and reporting. Need more help? Contact Katherine Mahoney at kmahoney@wtb.wa.gov or 360.664.4232.

What do we use to report participant data?

SESP sub-grantees are responsible for data entry into two separate systems: the Recovery Act Data (RAD) system, hosted by the US Department of Labor, and the Supplemental Database, distributed by the Workforce Board.

Why do we report into two separate systems?

The RAD system doesn't collect all the information that the Workforce Board requires for federal reporting on the grant or for program evaluation. The Supplemental Database was designed to capture important information that will give us a better idea of our successes and challenges.

Who is responsible for data entry?

RAD: The Seattle-King County, Snohomish County and Spokane Area Workforce Development Councils (WDCs) will coordinate RAD data entry for all SESP program participants in their service area. Each individual WDC will be assigned one RAD username and password for each training partner (community colleges, technical colleges, Build It Smart (BIS), Master Builders, Northwest Energy Efficiency Council (NEEC), etc). For example, the Spokane Area WDC is working with two partners – BIS & Spokane Community Colleges – so they will have two usernames and passwords.

Supplemental: Each WDC is also responsible to coordinate data entry into the Supplemental Database.

When is data entry conducted, and when is it due to the Workforce Board?

RAD data can be entered on a real-time, on-going basis. All RAD data for a given quarter must be entered by the last working day of the month following the end of the quarter.

Supplemental data can *only* be entered for the month following each reporting quarter. Data entry into the Supplemental follows this flow:

Workforce Board posts the Supplemental for each WDC on the Secure Transfer Site (**www.sft.wa.gov**) on the last day of each reporting quarter.

➜ All participant data for a given quarter is entered during the month following that quarter.

➜ WDC staff upload the completed database back onto **www.sft.wa.gov** by the last working day of the month following the quarter.

SESP Data Entry Due Dates

Quarter:	**All Data for Quarter Due By:**
April – June 2011	July 29th, 2011
July – September 2011	Oct. 31st, 2011
October – December 2011	Jan. 31st, 2012
January – March 2012	April 30th, 2012
April – June 2012	July 31st, 2012
July – September 2012	Oct. 31st, 2012
October – December 2012	Jan. 31st, 2013
January – March 2013	April 30th, 2013

I don't have access to the Secure Transfer Site. What do I do?

Each WDC should only have one account/password to access the Secure Transfer Site. If your password needs to be reset, please contact Katherine Mahoney at the Workforce Board for assistance.

Once we upload the completed Supplemental back onto the Secure Transfer Site, what do we do with our copy of it?

We suggest you archive your copy of the database in a secure server which meets the confidentiality protection requirements of your grant.

It is important that you do not use old copies of the Supplemental for new data entry. The Workforce Board continues to receive instructions from DOL that impact the data we collect. We are also continuously improving the database as we go along. If you enter new data into an old database, you will have to reenter this data at the end of the quarter when your new Supplemental database is uploaded by

If we are getting a new Supplemental each quarter, will we have to reenter all the data from previous quarters?

No. The Supplemental that is uploaded by the Workforce Board at the end of each quarter will contain all the data you entered the previous quarter, as well as any fixes or additions that were made. You will find all the data you previously entered right where you left it.

Some of my participants in RAD are marked as "exited" and I can't enter new information. What happened and how do I fix it?

The RAD system automatically exits a participant if they haven't received any services or training for 90 days. You will notice that exited participants are usually participants who have completed a training program. If you need to enter additional services, training or employment info, email Katherine Mahoney to reactivate that participant. Include the participant's name or RAD ID in the email. As a backup, Beth Meyer is also available to reactivate participants in RAD.

How do we get access to RAD?

It depends on who you are and what kind of access you require. Each individual WDC will be assigned one RAD username and password for each training partner (community colleges, technical colleges, Build It Smart (BIS), Master Builders, Northwest Energy Efficiency Council (NEEC), etc). For example, the Spokane Area WDC is working with two partners – BIS & Spokane Community Colleges – so they will have two usernames and passwords. These usernames will have Case Manager status, which means that people logged on under them will be able to create and modify participants and generate reports, but only for their own participants.

Additionally, one staff from each WDC can be assigned as an "Area Case Manager". These staff will be able to create, view, modify and transfer participants, and generate reports for their program(s) only.

To change or add staff in RAD, contact Katherine Mahoney.

I have "Area Case Manager" status and I have entered new participant data in RAD, but now those participants are assigned to me. How do I assign them to the appropriate program?

It is important that each participant is assigned to the appropriate program (for example Snohomish, BIS or Seattle, Neec) and not to a specific WDC staff. Reassigning is simple. In the Participants Overview page, click on the checkbox next to the participant you need to reassign. At the bottom of the page, use the "Reassign checked cases to" scroll box to locate the appropriate program.