
**WORKFORCE COMPETITIVNESS TRUST FUND
PROGRAM MEMORANDUM**

TO: WCTF Project Staff

FROM: Commonwealth Corporation

DATE: 10/4/07

SUBJECT: Sector Project Database Updates

Employment Status Options

A fourth employment status has been added to the Sector Project Database. This change has been made to the "Add Participant" input form on the database. There has been no change to the participant registration form.

Currently the following three employment status options are available:

- Unemployed
- Employed by Partner
- Employed by Non-Partner

Changes have been made and the list currently reflects the following employment options:

- Unemployed
- Employed by Partner
- Employed Outside the Sector (previously labeled "Employed by Non-Partner")
- Employed by Non-partner Within Sector

Please note all previously entered participants labeled as "unemployed" or "employed by partner" will remain labeled as such. All previously entered participants labeled as "Employed by Non-Partner" will be re-labeled "Employed Outside the Sector."

The four options to categorize a participant's employment status are defined below.

Unemployed: Currently not employed. These individuals would be applied to lead partner. * Projects interested in capturing these participants under a partner other than the lead partner should consult their program contact.

Employed by Partner: Currently employed by WCTF project partner. These individuals would be applied to employer partner.

Employed Outside the Sector: Currently employed by an employer that is not within the project's identified sector. For example an individual currently working at a retail

store that is participating in a hospitality training project would be under this category. These individuals would be applied to lead partner.* Projects interested in capturing these participants under a partner other than the lead partner should consult their program contact.

Employed by Non-Partner within Sector: Individuals currently employed by an employer within the project's identified sector, but not a partner of the WCTF project. A partner commits to deliverables outlined in a Memorandum of Agreement. These individuals would be applied to their employer. Please contact your program contact if additional employers need to be added to the database.

The categorization of individual employment status is important for various reasons, including the program goals listed at the welcome page of your project's contract in the database.

For detailed instructions on adding participants please see attached updated **Section V: Step-by-Step Data Guide: Adding Participant Information.**

Program Goals

The following program goal name has been changed, under the program goals section on the welcome page of the Sector Project Database.

Previous Category Name	Updated Category Name
Pre-employed	Unemployed/Underemployed

The ***Unemployed/Underemployed*** (previously labeled pre-employed) goal is calculated based on the number of individuals categorized as either "Unemployed" or "Employed Outside the Sector."

The ***Incumbent*** goal is calculated based on the number of individuals categorized as either "Employed by Partner" or "Employed by Non-Partner within Sector."

Social Security Numbers (Coming Soon)

New state law requires further security measures to maintain confidentiality of social security numbers. The *Sector Project Database* has been equipped to block access to the first two digits of the social security number once they have been entered into the system. Users will see two asterisks (**) where the first two digits of the social security number would normally be seen. All previously entered social security numbers will be automatically updated to block access to these numbers; re-entering these numbers will not be necessary. Please note this change will be coming soon.

Deleting Participants & Events

The delete function is now available on the Sector Project Database to delete participants and training events.

Please see attached the following attachments for more detailed information:

- **Section VI-a: Quick Start Guide: Deleting A Training Event**
- **Section IV-a: Quick Start Guide: Deleting a Participant**

Follow-up Support

If you have any questions or concerns please contact your project contact at Commonwealth Corporation. We will work individually with projects to address any issues or concerns these changes may have caused.