

# PROMISE JOBS DATA CODES

## COMPONENT CODES

<b>AA</b>	Orientation
<b>AB</b>	Assessment
<b>BA</b>	Job-seeking skills ( <i>job readiness</i> )
<b>C</b>	Group job search
<b>E</b>	High school completion
<b>F</b>	GED
<b>G</b>	Adult basic education
<b>H</b>	English as a second language
<b>L</b>	Work experience
<b>N</b>	Unpaid community service
<b>PE</b>	Postsecondary classroom training ( <i>educational</i> )
<b>PV</b>	Postsecondary classroom training ( <i>vocational</i> )
<b>RA</b>	On-The-Job Training
<b>VE</b>	Short-term training ( <i>30 to 52 weeks</i> )
<b>VV</b>	Short-term training ( <i>less than 30 weeks</i> )
<b>W</b>	Other work, education and training ( <i>nonapprovable training, training that is not funded by PROMISE JOBS</i> )
<b>X</b>	Acceptable FIA activities which are not related to work, education, or training ( <i>caring for a person in the home, substance abuse counseling needed before other participation can be successful, etc., when this is the only FIA activity</i> )
<b>2A</b>	Self-directed job search
<b>2B</b>	Individual job search
<b>3</b>	FaDSS supportive service (Should not be used)
<b>3A</b>	FaDSS Community Action of Southeast Iowa
<b>3C</b>	FaDSS YWCA of Greater Des Moines
<b>3D</b>	FaDSS Youth and Shelter Services
<b>3E</b>	FaDSS Mid Iowa Community Action
<b>3F</b>	FaDSS West Central Development Corporation
<b>3G</b>	FaDSS Four Oaks
<b>3H</b>	FaDSS Northeast Iowa Community Action Agency
<b>3J</b>	FaDSS Polk Co. Family Enrichment Center
<b>3K</b>	FaDSS Operation Threshold
<b>3L</b>	FaDSS North Iowa Community Action Organization
<b>3M</b>	FaDSS Southern Iowa Economic Development Association
<b>3N</b>	FaDSS MATURA
<b>3O</b>	FaDSS Lutheran Social Services
<b>3P</b>	FaDSS Mid-Sioux Opportunities
<b>3Q</b>	FaDSS South Central Iowa Community Action Program
<b>3R</b>	FaDSS Upper Des Moines Opportunity
<b>3S</b>	FaDSS Community Action Agency of Siouxland
<b>3T</b>	FaDSS Iowa East Central TRAIN
<b>4</b>	Component waiting list
<b>5</b>	Family Investment Agreement
<b>6</b>	Employment
<b>7A</b>	Parenting classes (for 19 and younger)
<b>7B</b>	Parenting classes (all others)

## COMPONENT CODES

<b>8A</b>	Family development services (for parents age 17 or younger including FaDSS)
<b>8B</b>	Family development services (for all others)
<b>9</b>	Family planning counseling (included in steps of FIA)
<b>10</b>	Family self-sufficiency grants

## COMPONENT CODE DEFINITIONS

EDUCATIONAL:	Leading to a degree
VOCATIONAL:	Not leading to a degree

## PROVIDER CODE/SOURCE OF REFERRAL

<b>1</b>	Iowa Workforce Development
<b>2</b>	Refugee Services

## REFERRAL CODES (BEGINNING 11/04)

IWD	BRS	Description
<b>1</b>	<b>1</b>	Exempt
<b>3</b>	<b>A</b>	Mandatory, new application, must sign FIA
<b>4</b>	<b>B</b>	Mandatory, hardship applicant, must sign FIA
<b>U</b>	<b>V</b>	Mandatory, applicant w/LBP, must sign FIA
<b>W</b>	<b>T</b>	Mandatory, hardship applicant w/LBP, must sign FIA
<b>8</b>	<b>L</b>	Mandatory, participant
<b>7</b>	<b>K</b>	Mandatory, participant, 6-month hardship
<b>X</b>	<b>X</b>	Referral status not known

## REPORTING FILE CODES

### Educational Progress

<b>F</b>	Unsatisfactory progress
<b>BLANK</b>	Satisfactory progress

### Literacy Level

<b>1</b>	Grades 1-4 ( <i>0-19 pts.</i> )
<b>2</b>	Grades 5-8 ( <i>20-31 pts.</i> )
<b>3</b>	Grades 9-11 ( <i>32-45 pts.</i> )

### Education (Initial/Follow-up)

<b>00</b>	No schooling
<b>01-11</b>	Grade level completed
<b>12</b>	High school completion
<b>13</b>	GED
<b>14</b>	Postsecondary skills training ( <i>less than 1 year postsecondary education or training</i> )
<b>15</b>	1 year college completed
<b>16</b>	2 years college completed
<b>17</b>	3 years college completed
<b>18</b>	College graduate
<b>19</b>	Postgraduate degree

## **OCCUPATIONAL GOAL CODES**

Use the Dictionary of Occupational Titles, United States Department of Labor, Employment and Training Administration. Enter the first three digits of the appropriate codes.

## **REASON FOR COMPONENT TERMINATION**

- 1 Completed component. *(Participant finished all regularly scheduled activities for this component.)*
- 2 Became employed. *(Participant began work before completing all activities for this component.)*
- 3 Did not comply. *(Participant failed to comply with program requirements; involvement in this component aborted.)*
- 4 Status change. *(Participant has become exempt from participation or terminated from FIP. Participation in JOBS component may be terminated before completion of all activities.)*
- 5 Improper placement. *(Participant participating in wrong component based upon JOBS history; participant was improperly referred to JOBS; etc.)*
- 6 Child care not available. *(Participant could not finish all activities of component because couldn't obtain child care.)*
- 7 Transportation not available. *(Participant could not finish all activities, because suitable transportation to component was not available.)*
- 8 Participant is not capable of participating. *(physically, mentally, emotionally, etc.)*
- B Participant already involved in educational activity. *(Although not eligible to be considered as self-initiated classroom training, the activity is of sufficient importance not to be interrupted.)*
- C Participant in group job search.
- D Incorrect entry on component record *(incorrect component code, etc.)*.
- F FIA. *(Switch from one agreement to another.)*
- 9 Other