



**Policy & Procedure No. 1.110
Nunez Community College**

Title: Data Matching

Effective Date: 11-21-2019

**Last Revision Date:
Cancellation:**

**Department/Office: Continuing Education
Work Ready U**

Data Matching

PURPOSE

The state of Louisiana uses data matching as the methodology to follow up on National Reporting System (NRS) core measures. The Social Security Number (SSN) of the learner will be used to match data with Louisiana Workforce Commission (LWC) employment records and other records used by the LWC.

The SSN of the individual student is used by the Louisiana Community and Technical College System (LCTCS) only to search records and is not released by LCTCS to any other third-party individual or agency. Data is reported in aggregate format without any individual identifiable information. Accurate Social Security Numbers are critical to the success of the data matching process. Local programs are responsible for checking enrollment forms for missing or invalid SSNs and are prohibited from "making up" a SSN for a student. If a student fails to provide his/her SSN, local programs should follow up with the student to obtain the SSN. A student may refuse to provide his/her SSN to a local program; however, local program personnel will explain how this information is used and its importance in demonstrating program performance.

Upon completion of the data-matching process, LWC provides the LCTCS with a list of students who achieved the specified outcomes and these outcomes are reported back to local programs. The data matching process specifically tracks those students who set employment as a goal, but also matches all students in the database for the core measures. This process allows programs to know which students met their specified goal(s) and those who have achieved other outcomes while enrolled in the program. These outcomes are to be entered as an achievement in the approved adult education database, not as a goal.

SCOPE

This policy applies to all students in local adult education programs.



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X	Continuing Education (WRU)	10-08-2019	11-21-2019
X	College Compliance Committee	10-08-2019	11-21-2019
X	Chancellor's Council	11-21-2019	11-21-2019

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SIGNATURE: 

DATE: 11-21-2019

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Chancellor