

Data Request Procedure

**Bureau of Workforce Training
Division of Workforce Solutions
Department of Workforce Development
March 1, 2009**

The Bureau of Workforce Training (BWT) provides consultation, data analysis and file creation on a variety of topics related to work programs and labor market information. Many summary statistics are available at no charge on the Department of Workforce Development's Web site (<http://dwd.wisconsin.gov/>). If the information being sought is not offered on this site, BWT can produce summary statistics within the restrictions of state and federal laws, regulations and administrative rules.

Confidentiality

BWT is governed by specific program statutes in addition to the statutory requirements of the Wisconsin Public [Open] Records Law (Sections 19.21 – 19.39, Wis. Stats.), and these statutes place restrictions on the release of records containing personal information. Also, other statutes or laws may apply to the disclosure of information from agency records.

Charges

For data requests involving one-half hour or more of staff time, BWT will charge the requestor a standard Information Technology (IT) rate for all work expended to complete the request. This amount recovers the administrative costs incurred by BWT to execute the data request.

What Requestors Should Include in a Data Request

To ensure that BWT meets a requestor's informational needs, a written description of the data request must be submitted to BWT. The data request should be as specific as possible and, at a minimum, should include the following information:

- A description of the program area of interest (e.g., Workforce Investment Act (WIA), labor market statistics, youth apprenticeship, plant closings);
- A list of data items (e.g., number of dislocated workers, number of employees and gross wages by industry);
- Time period (e.g., January to June, 2008);
- Geographic specifications (e.g., a specific county, a metropolitan statistical area (MSA), Milwaukee County vs. the "balance of state"); and
- Any other selection criteria.

In addition, requestors should indicate the format(s) in which they would prefer to receive the data. (See note at end for details on data formats provided by BWT.)

Where to Send Data Requests

Requests for employment and training information should be sent by e-mail (Gary.Denis@dwd.wisconsin.gov) or postal mail to Gary Denis, Bureau Director, Bureau of Workforce Training, Department of Workforce Development, 201 E. Washington Ave., Madison, WI, 53702.

Requests for labor market information should be sent by e-mail (David.Shutes@dwd.wisconsin.gov) or postal mail to David Shutes, Labor Market Information Section, Bureau of Workforce Training, Department of Workforce Development, 201 E. Washington Ave., Madison, WI, 53702.

How Data Requests Will Be Processed

Upon receiving a data request, BWT will review the request to determine whether the requested data:

- Are available;
- May be released in accordance with applicable statutes, regulations and rules; and
- Require no further clarification or refinement.

If a request fails to meet any of these conditions, BWT will work with the requestor to modify the request accordingly. If the request meets all these conditions, BWT will estimate the anticipated cost and time required to complete the request. BWT will send a response by e-mail or postal mail within 10 business days.

Completing a Data Request

Before BWT proceeds to fulfill a request, the requestor must agree in writing to the costs, terms and conditions outlined by BWT. This statement should be sent by e-mail or postal mail to Gary Denis (for employment and training-related requests) or David Shutes (for labor market-related requests).

Estimated completion dates depend upon the availability of resources, particularly staff time, and are based on the date that the requestor authorizes BWT to begin work. BWT will strive to fulfill requests as rapidly as needed by a requestor.

Billing

In most instances, BWT will issue a bill or invoice upon delivery of the requested data. In cases where the request is especially large or complex, however, BWT reserves the right to require full or partial payment before delivery of the requested data. Payment instructions will be included in the invoice.

Note on data formats: BWT provides summary statistics in formats that are compatible with the Windows-based operating system. Tabular data typically are provided in a spreadsheet-based format (MS Excel), but upon request, can be provided in a relational format as well (MS Access). BWT staff also can present summary statistics graphically, such as in pie charts, bar graphs, etc., using MS PowerPoint or MS Excel. Wherever applicable, pertinent documentation is provided in a word-processing format (e.g., MS Word, WordPad).