

Technical Skill Assessment, Retention & Placement File

The following file will be exported to the Perkins Program Manager within 3 weeks after each term ends. The OCHE Accountability Specialist must be notified if this deadline cannot be met. The Perkins Grant Director will run the macro to import the data into the appropriate database and table. The file must be exported as an Excel file compatible with Office 2003. Please use the field names, as shown in the table below, in the first row of the export.

Controls will be in place during the exchange and use of this data to ensure confidentiality. The following information will be made available to OCHE via the secure server housed at MSU Bozeman during the month after each term ends. Information will be safeguarded while housed on OCHE servers through encrypted authentication of authorized individuals and processing is performed on the OCHE database server and never extracted to desktops.

The SSNs will be used in an export to the Department of Labor Unemployment Division, and the Federal Employment Data Exchange System for employment verification, and for the National Student Clearinghouse and Montana University System Data Warehouse for retention verification. This information is provided as a list of SSNs with no other identifying information. The file is hand delivered on CD and the CD is destroyed immediately after the file is downloaded before leaving the building. The same process is used to retrieve the information.

The student names are used for the Skill Assessment (1P1) indicator. Every year, programs will be given a list of the students enrolled in their program for the year. Faculty will be asked to keep track of the results of students who take a technical skill assessment. It was determined faculty would find it easier to track with a name rather than a student ID.

Demographics Table	SSN	a	9 char text field	field self explanatory
	student ID	b	20 char text field	Unique student ID from the college system
	college	c	8 char text field	college field must be formatted using the following abbreviations: BCC: (for Blackfeet Community College) DCC: (for Dawson Community College) FPCC: (for Fort Peck Community College) FVCC: (for Flathead Valley Community College) MCC: (for Miles Community College) MSUB: (for MSU Billings College of Technology) MSUGF: (for MSU Great Falls College of Technology) MSUN: (for MSU Northern College of Technology) MTCOT: (for UM Montana Tech College of Technology) UMH: (for UM Helena College of Technology) UMM: (for UM Missoula College of Technology)
	last_name	d	20 char text field	field self explanatory
	first_name	e	30 char text field	field self explanatory