

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Data Elements

#### CALWORKS DATA ELEMENTS (1 record for each student) (SC)

<b>DED#</b>	<b>DATA ELEMENT NAME</b>	<b>FORMAT</b>	<b>PAGE</b>
SC01	CALWORKS-ELIGIBILITY-STATUS	X(01)	1.02
SC02	CASE-MANAGEMENT-SERVICES	X(01)	1.04
SC03	CALWORKS-STUDENT-COUNSELING	X(01)	1.05
SC04	REFERAL-TO-OTHER-SERVICES	X(01)	1.06
SC05	OTHER-DIRECT-SUPPORT-SERVICES	X(05)	1.07
SC06	ON-CAMPUS-CHILD-CARE-HOURS	9999	1.08
SC07	OFF-CAMPUS-CHILD-CARE-HOURS	9999	1.09
SC08	DEPENDENTS-RECEIVING-CHILD-CARE	99	1.10
SC09	TOTAL-NUMBER-OF-DEPENDENTS	99	1.11
SC10	STUDENT-FAMILY-STATUS	X(01)	1.12
SC11	EMPLOYMENT-ASSISTANCE-SERVICES	X(06)	1.13

#### CALWORKS DATA ELEMENTS (1 record for each job) (CW)

<b>DED#</b>	<b>DATA ELEMENT NAME</b>	<b>FORMAT</b>	<b>PAGE</b>
SC12	WORK-ACTIVITY-STATUS	X(01)	1.14
SC13	WORK-ACTIVITY-AREA TOP-CODE	9(06)	1.15
SC14	WORK-ACTIVITY-BEGIN-DATE	9(08)	1.16
SC15	WORK-ACTIVITY-END-DATE	9(08)	1.17
SC16	AVERAGE-HOURS-WORKED-PER-WEEK	99	1.18
SC17	HIGHEST-HOURLY-WAGE-EARNED	99V99	1.19

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

DED #	DATA ELEMENT NAME	FORMAT
SC01	CALWORKS-ELIGIBILITY-STATUS	(01)

This element indicates whether the student is an eligible participant who was provided services through the community college's CalWORKs program and is designed to record the CalWORKs participation status of the student.

To be eligible for the community college's CalWORKs funded services, a student must have their eligibility for services verified by the local County Welfare Department.

In order to report a student as being served through the community college's CalWORKs program, the college must at a minimum provide initial intake and eligibility determination and:

- Determine the student is eligible for services in each subsequent term and,
- Document in the student's file their initial and ongoing eligibility.

#### CODING      MEANING

##### *SELF-INITIATED PROGRAM PARTICIPANT*

1            Received services through the community college's CalWORKs program as a Self-Initiated Program (SIP) Participant.

##### *SELF-REFERRED PROGRAM PARTICIPANT*

2            Received services through the community college's CalWORKs program as a Self-REFERRED Participant.

##### *COUNTY-REFERRED PROGRAM PARTICIPANT*

3            Received services through the community college's CalWORKs program as a County Referred Program Participant.

##### *EXEMPT PROGRAM PARTICIPANT*

4            Received services through the community college's CalWORKs program as an Exempt Program Participant.

##### *POST-EMPLOYMENT PROGRAM PARTICIPANT*

6            Received services through the community college's CalWORKs program as a Post-Employment Program Participant.

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## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC01</b>	<b>CALWORKS-ELIGIBILITY-STATUS - CONTINUED</b>	<b>X(01)</b>

#### Note:

For information on CalWORKs student eligibility criteria, please refer to the Chancellor's Office CalWORKs Program Handbook.

Use code 1 if the student is a TANF/cash aid recipient and is attending the community college as a Self-Initiated Program Participant (SIP) and is or will be in the process of obtaining an approved Welfare to Work plan through their county welfare office. Refer to the California Department of Social Services All County Letter 99-32 for additional information on SIP criteria.

Use code 2 if the student is a TANF/cash aid recipient and is attending the community college on his or her own accord and is or will be in the process of obtaining an approved Welfare to Work plan through their county welfare office.

Use code 3 if the student is a TANF/cash aid recipient and was referred to the community college by the county welfare office and has an approved Welfare to Work plan or is in the process of developing a WTW plan.

Use code 4 if the student is a TANF/cash aid recipient but has been exempted from participating in WTW activities. The college must have documentation in the student's file proving the student's exempt status and when the exemption will expire.

Use code 6 if the student is off cash assistance due to unsubsidized employment and is in compliance with their county welfare office. This would be a former TANF recipient, who has completed their Welfare to Work plan or SIP-Self-Initiated Program and is employed but desires additional training. A student in this status cannot be one that is sanctioned by the county welfare office for not adhering to their Welfare to Work plan. The college must verify student employment at the beginning of each term.

Use only one code to represent the student's CalWORKs program participant status each term. If a student could be coded with more than one CalWORKs program participant status during any one term, use:

- For SIPs: use code 1 before code 6
- For Non-SIPs: use code 3 before code 2 or 6.

If a student enrolls, is determined eligible, and attends at least one class meeting, the college's CalWORKs program should report the student in the SC file. When a SC record is reported, make sure the student also has a record reported for them in the SB file.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC02</b>	<b>CASE-MANAGEMENT-SERVICES</b>	<b>X(01)</b>

Enter the appropriate code indicating which case management service(s) the student received during the reporting term.

<u>CODING</u>	<u>MEANING</u>
1	Received Needs Assessment services.
2	Received Other Case Management services.
3	Received Both Needs Assessment and Other Case Management services..

#### Note:

One of the essential program elements for the community college's CalWORKs program is the provision of Case Management Services for **ALL** CalWORKs students.

Case management is defined as the tracking of student progress throughout the academic term and the provision of, or referral to, appropriate services as needed by the student to ensure their academic success.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SC03	CALWORKS-STUDENT-COUNSELING	X(01)

Enter the appropriate code indicating whether the student received counseling during the reporting term and if they did, the source of the counseling received.

<u>CODING</u>	<u>MEANING</u>
0	Did not receive counseling.
1	Received academic/vocational/personal counseling from a counselor funded using the community college's CalWORKs/TANF monies.
2	Received academic/vocational/personal counseling from other college counseling services.
3	Received academic/vocational/personal counseling from a counselor funded using the community college's CalWORKs/TANF monies <b>AND</b> from other college counseling services.

#### Note:

Use Code 1 to also report counseling services provided through college funds that have been dedicated specifically for the CalWORKs program. This does not include EOPS and/or CARE.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC04</b>	<b>REFERRAL-FOR-OTHER-SERVICES</b>	<b>X(01)</b>

Enter the appropriate code indicating whether the student was or was not referred to other services at the reporting college or to some outside service provider during the reporting term.

<u>CODING</u>	<u>MEANING</u>
0	Was not referred to other services.
1	Referred to another college program for additional services
2	Referred to an external provider for additional community services.
3	Referred to another college program and an external provider for additional services.

#### Note:

College funded programs include but are not limited to programs such as EOPS/CARE, DSPS, Financial Aid, Counseling, Career Center, Transfer Center, etc.

External providers are local agencies off-campus that provide other community services such as domestic violence counseling, housing assistance, EDD, One-Stop, etc.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SC05	OTHER-DIRECT-STUDENT-SUPPORT-SERVICES	X(05)

Enter the appropriate code to indicate whether a student received any of the listed direct support services during the reporting term.

<u>CODING</u>	<u>MEANING</u>
0	Direct Support Service was not provided.
1	Direct Support Service funded through Community College CalWORKs/TANF was provided.

<u>POSITION</u>	<u>TYPE OF DIRECT STUDENT SUPPORT SERVICE(S) PROVIDED</u>
1	Tutoring
2	Books
3	Educational Supplies
4	Transportation Assistance
5	Other Educationally Related Expenses

#### Note:

Please refer to the Chancellor's Office CalWORKs Program Handbook for additional detail on allowable program expenses.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC06</b>	<b>ON-CAMPUS-CHILD-CARE-HOURS</b>	<b>9999</b>

The total number of hours of the community college's CalWORKs/TANF funded on-campus child care services provided to the student's dependent children during the reporting term.

**Note:**

If there was no on-campus child care provided that was funded with the community college's CalWORKs/TANF monies, enter 0000.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SC07	OFF-CAMPUS-CHILD-CARE-HOURS	9999

The total number of hours of the community college's CalWORKs/TANF funded off-campus child care services provided to the student's dependent children during the reporting term.

**Note:**

If there was no off-campus child care provided that was funded with the community college's CalWORKs/TANF monies, enter 0000.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC08</b>	<b>DEPENDENT-CHILDREN-RECEIVING-CHILD-CARE</b>	<b>99</b>

The total number of the student's dependent children that received on-campus and/or off-campus child care services funded by the community college's CalWORKs/TANF monies during the reporting term.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SC09	TOTAL-NUMBER-OF-DEPENDENT-CHILDREN	99

Enter the total number of dependent children the student has, at the beginning of the term being reported, regardless of whether any child care services were provided to them.

**Note:**

This element cannot be reported as 00.

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## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC10</b>	<b>STUDENT-FAMILY-STATUS</b>	<b>X(01)</b>

The family status of the CalWORKs student at the beginning of the term being reported.

<u>CODING</u>	<u>MEANING</u>
1	One parent family
2	Two parent family

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## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC11</b>	<b>EMPLOYMENT-ASSISTANCE-SERVICES</b>	<b>X(06)</b>

Report whether the student received any of the listed community college's CalWORKs/TANF funded or college dedicated CalWORKs employment services during the term being reported.

<u>CODING</u>	<u>MEANING</u>
0	Service not provided
1	Service provided

<u>POSITION</u>	<u>TYPE OF EMPLOYMENT ASSISTANCE PROVIDED</u>
1	Job Search
2	Job Skills
3	Interview Skills
4	Resume Writing
5	Job Placement
6	Other employment service

**Note:**

“College dedicated CalWORKs employment services” is defined as employment assistance services provided through college funds that have been dedicated specifically for the CalWORKs program. This does not include general campus employment/career center services that are available to all students.

Please refer to the Chancellor's Office CalWORKs Program Handbook for definitions of the types of employment assistance services.

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## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SC12	WORK-ACTIVITY-STATUS	X(01)

Describe the student's new or ongoing job.

<u>CODING</u>	<u>MEANING</u>
1	On Campus Work Study
2	Off Campus Work Study
3	Unsubsidized Employment
4	Volunteer Position
5	For Credit Only Position

#### Notes:

Use code 1 if the CalWORKs student is employed in an on-campus work-study position that is subsidized with CalWORKs or TANF funds.

Use code 2 if the CalWORKs student is employed in an off-campus work-study position that is subsidized with CalWORKs or TANF funds.

Use code 3 if the CalWORKs student is working in an unsubsidized job off-campus or on-campus. If the student is a Post-Employment Program Participant (SC01 = 6) then at least one CW record with this element set to 3 must be reported. Eligibility for CalWORKs and TANF funded services for those students requires them to be employed in an unsubsidized position.

Use code 4 if the student is in a volunteer position. This may include community service and other related volunteer activities.

Use code 5 if the student is working in a non-paid position and is generating college credit for their work such as non-paid work-experience.

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## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SC13	WORK- ACTIVITY-AREA-TOP-CODE	9(06)

Report the TOP Code that best describes the type of work the student is/was doing during the term being reported.

Note: TOP Codes can be found at: [Taxonomy of Programs](#)

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## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC14</b>	<b>WORK-ACTIVITY-BEGIN-DATE</b>	<b>9(08)</b>

Enter the date of the first day of employment in the format YYYYMMDD.

#### Note:

If the student was employed at the time of enrollment at the college, but is unsure of the exact date when their employment began, report as much of the known date as possible and set the rest of the date to 9's.

i.e. – The year and month is known but not the exact date, report YYYYMM99. Only the year is known, report YYYY9999.

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## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC15</b>	<b>WORK-ACTIVITY-END-DATE</b>	<b>9(08)</b>

Enter the date of the LAST day of employment in the format YYYYMMDD.

**Note:**

If the student is still employed at this job at the end of the reporting period, enter 88888888.

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## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC16</b>	<b>AVERAGE-HOURS-WORKED-PER-WEEK</b>	<b>99</b>

Report the average number of hours the student is typically scheduled to work per week during the term being reported.

**Note:**

Round off to the nearest whole number.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student CalWORKs Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SC17</b>	<b>HIGHEST-HOURLY-WAGE-EARNED</b>	<b>99v99</b>

Report the highest hourly wage the student earned.

#### Note:

Report regular wages only, not overtime or holiday pay rates.

This is a decimal value with four positions, two of which are to the right of the implied decimal point. Do not include the decimal point when reporting this value.

If the position was a volunteer or for credit only placement (SC12 equals 4 or 5), enter 0000.