Unit of Analysis	Data Element
Employee – Identity	Employee ID
	First name
	Middle name or initial
	Last name
	Previous last name
	Name suffix
	Applicant ID
	Previous Employee ID
	Employee date of birth
	Employee race Alaska Native
	Employee race American Indian
	Employee race Asian
	Employee race Black or African American
	Employee race Native Hawaiian or Pacific Islander
	Employee race White
	Employee ethnicity
	Employee gender
	Employee marital status
	Employment status date

Language

Language level of proficiency

Record Meta Data ID

Worker – Affiliation

Employee ID

Position ID

QIC-WD site

Agency Name

Agency ID

Region

Subregion/District

Office name

Office/duty station location address—number and street

Office/duty station location address—city

Office/duty station location address—state

Office/duty station location address—zip code

Office/duty station region/service area

Alternate Office/duty station location ID

Alternate Office/duty station location address—number and street

Alternate Office/duty station location address—city

Alternate Office/duty station location address—state

Alternate Office/duty station location address—zip code

Alternate Office/duty station region/service area

Record Meta Data ID

Worker – Position

Employee ID

Position ID

Job classification/level

 job program, function, or duties

effective start date

effective end date

Record Meta Data ID

Worker – Contact information

Employee ID

Email address - Professional

information

Email address - Personal

Record Meta Data ID

Worker - Unit and Supervisor

Employee ID

Current Supervisory Unit ID

Current Supervisory Unit Type

Supervisor ID

Current/Last Supervisor first name

Current/LastSupervisor last name

Current/Last Supervisor job title

Current/Last Supervisor start date

Current/Last Supervisor end date

Record Meta Data ID

Worker - Agency Work History

Employee ID

Position ID

Transfer ID

Agency start date

Adjusted agency start date

Agency end date

Current position start date

Current position end date

Transfer to other agency office - destination

Transfer to other agency office - date

Transfer to other agency office - new job/position

Union representation

Internship at agency

Internship type

Internship start date

Internship end date

Record Meta Data ID

Worker - Education	Employee ID
	Highest Education level
	SW Related degree
	Date highest degree completed
	Degree institution
	Record Meta Data ID
Worker - Certification & Licensure	Employee ID
	Certification ID
	Certification type
	Certification issuer
	Certification effective date
	Certification expiration date
	License
	License Type
	License issuer
	License effective date
	License expiration date
	Record Meta Data ID
Worker-On-boarding & Orientation	Employee ID
	Participated in formal on-boarding program
	date on-boarding began
	data on-boarding completed
	Received orientation training
	Date orientation training began

Entity	Field
	Date orientation training completed
	Record Meta Data ID
Worker-mentoring	Employee ID
	Assigned mentor
	Mentor 's staff ID
	Date mentor assigned
	Date mentoring ended
	Mentor type
	Record Meta Data ID
Employee-Training-Course	Employee ID
	Employee training system ID
	Course ID used in agency LMS or training registration system
	Course Title used in LMS or registration system
	Course start date
	Course completion date
	Record Meta Data ID
Employee - Coaching	Employee ID
	participated in coaching
	date coaching began
	date coaching ended
	number of coaching sessions or activities completed
Training Course	Course/module ID
	Course/Module Title
	Course/module required
	Delivery modality
	Course Active Start Date
	Course Active Stop Date
	Record Meta Data ID

Training Course-Competencies	Competency ID
	Competency Title
	Course/module ID
	Course/Module Title
	Active Start Date
	Deactivation Start Date
	Record Meta Data ID
Competencies	Competency ID
	Competency Title
	Record Meta Data ID
Worker - IV-E Program and Assignment	Employee ID
	stipend ID
	IV-E stipend participation (none, BSW, MSW)
	IV-E stipend university
	IV-E stipend program start date
	IV-E stipend program end date
	IV-E assignment agency ID
	IV-E assignment start date (at agency vs at University)
	IV-E assignment end date (at agency vs at University)
	Record Meta Data ID
Worker - Personnel Actions/status	Employee ID
	Employee action history ID
	Employment status
	Employment Percent/FTE

Employment/appointment type

Action/status beginning date

Action status end date

Record Meta Data ID

Hiring - Application

Applicant ID

Application Date

Applicant date of birth

Employee race Alaska Native

Employee race American Indian

Employee race Asian

Employee race Black or African American

Employee race Native Hawaiian or Pacific Islander

Employee race White

Applicant ethnicity

Applicant gender

IV-E stipend participation (none, BSW, MSW)

IV-E stipend university

IV-E stipend program start date

IV-E stipend program end date

	Record Meta Data ID

Application

Applicant ID

Employee ID

	Record Meta Data ID

Employee Discipline

Employee ID

Disciplinary Action ID

Date of Disciplinary Action

Date Disciplinary Action End

Disciplinary Action Reason

Disciplinary Action Outcome

	Record Meta Data ID

Termination of Employment

Employee ID

Termination Date

Termination Reason

	Record Meta Data ID

Employment Status

Employee ID

Position ID

Employment Status ID

Employment Status

Effective Date

Effective End Date

Weekly Hour

Flexible schedule

Compressed work week (ineligible, eligible-not participating, eligible-participating)

Compressed work week schedule

Flex Hours

Off-Hours Shift

On Call Shift

Telework eligiblilty

Telework Schedule

Leave and Sick Time

Employee ID

leave_ID

year

Month

Annual Leave Used

Sick Time Used

annual leave accrued

Sick time accrued

Medical Leave Used

Family Leave Used

Other Leave

Record Meta Data ID

Leave Rate

Employee ID

Leave Accrual Rate ID

Leave Effective Date

Leave End Date

Annual Leave Accrual Rate

Sick Leave Accrual Rate

Record Meta Data ID

Overtime

employee_ID

Overtime_ID

Overtime_week_start_date

Overtime_week_end_date

Number authorized hours

Number of hours used

Record Meta Data ID

Compensation

employee_ID

weekly salary

salary_ID

Salary_start date

salary_end_date

Exempt status

Record Meta Data ID

Element Name

Employee_ID

First_Name

Middle_Initial

Last_Name

Previous_Surname

Name_Suffix

App_ID

Prev_Employee_ID

Employee_DOB

Employee_Race_Alaska_Native

Employee_American_Indian

Employee_Asian

Employee_African_American

Employee_Native_Hawaiian_Pacific_Islander

Employee_White

Employee_Ethnicity

Employee_Gender

Employee_Marital

Employee_StatusDate

Employee_Language

Language_Prof

Rec_Meta_ID
Employee_ID
Position_ID
QICWD_Site

Agency_Name

Agency_ID
Agency_region
Agency_sub_region
Office
Agency_Street
Agency_City
Agency_State
Agency_Zip
Agency_Region
AltAgency_ID
AltAgency_Street
AltAgency_City
AltAgency_State
AltAgency_Zip

AltAgency_Region

Rec_Meta_ID
Employee_ID

Position_ID

Job_Class

Job_function

Position_start_date

Position_end_date

Rec_Meta_ID
Employee_ID

Email_Prof

Email_Pers

Rec_Meta_ID

Employee_ID

Cur_Unit_ID

Cur_Unit_Type

Cur_Sup_ID

Cur_Sup_First_Name

Cur_Sup_Last_Name

Cur_Sup_job_title

Cur_Sup_start_date

Cur_Sup_end_date

Rec_Meta_ID

Employee_ID

Position_ID

Agency_Start_Date

Adjusted_Start_Date

Agency_End_Date

curr_position_start_date

curr_position_end_date

Transfer_Destination

Transfer_Date

Transfer_NewJob

Union

Internship

Intern_Type

Intern_Start

Intern_End

Rec_Meta_ID

Employee_ID

Educ_level

related_degree

Educ_compl_date

Degree_institution

Rec_Meta_ID

Employee_ID

certification_ID

Certification_type

Cert_issuer

Cert_effective

Cert_expiration

License

Lic_Type

Lic_issuer

Lic_effective

Lic_expiration

Rec_Meta_ID

Employee_ID

received_on_boarding

date_onboarding_began
date_onboarding_compltd

received_orientation

orientation_start_date

orientation_end_date

Rec_Meta_ID

Employee_ID

received_mentoring

mentor_ID

mentoring_start_date
mentoring_end_date
mentor_type

Rec_Meta_ID

Employee_ID

wrkr_trng_ID

training_mod_ID

training_mod_title

course_start_date
course_end_date

Rec_Meta_ID

Employee_ID

recieved_coaching

coaching_start_date

coachng_end_date

num_coach_sessions

training_mod_ID

training_mod_title

required_training

trng_mod_modality

training_active_date

training_stop_date

Rec_Meta_ID

Comp_ID

Comp_title

training_mod_ID

training_mod_title

Comp_Start_date

Comp_End_date

Rec_Meta_ID

Comp_ID

Comp_title

Rec_Meta_ID

Employee_ID

IVE_Stipend

IVE_University

IVE _StartDate

IVE_EndDate

IVE_Assign_Agency

IVE_Assign_Start

IVE_Assign_End

Rec_Meta_ID

Employee_ID

Employee_action_ID

Employee_Status

Employment_FTE

Employment_Type

action_start_date

action_end_date

Rec_Meta_ID

App_ID

App_date

Employee_DOB

Employee_Race_Alaska_Native

Employee_American_Indian

Employee_Asian

Employee_African_American

Employee_Native_Hawaiian_Pacific_Islander

Employee_White

Employee_Ethnicity

Employee_Gender

Application_IVE_Stipend

Application_IVE_University

Application_IVE _StartDate

Application_IVE_EndDate

Rec_Meta_ID

App_ID

Employee_ID

Rec_Meta_ID

Employee_ID

Action_ID

date_of_actn

date_actn_end

Resn_Actn

Actn_Outcome

Rec_Meta_ID

Employee_ID

Term_Date

Term_Reason

Rec_Meta_ID

Employee_ID

Position_ID

Employment_Status_ID

Employment Status

Eff_date

Eff_end_date

Week_Hours

Flexible_sch_Ineligible_Eligible

Compressed_Participation

Compressed_Schedule

Flex_hours

Off_hours

On_call

Tele_Work

Employee_ID

Leave_ID

Rec_Meta_ID

Employee_ID

Leave_Rate_ID

Leave_Effective_Date

Leave_End_Date

Annual_Leave_Rate

Sick_Leave_Rate

Rec_Meta_ID

Employee_ID

Over_time_ID

ot_week_start_date

ot_week_end_date

OT_hours_authorized

OT_hours_used

Rec_Meta_ID

Employee_ID

Weekly_salary

Salary_ID

Salary_start_date

Salary_end_date

exempt

Rec_Meta_ID

Element Codes

Encrypted ID (consistent)

Encrypted ID (consistent)

MM/DD/YYYY

0 - Not Alaska Native
1 - Alaska Native
99 - unknown
blank - missing
0 - Not American Indian
1 - American Indian
99 - unknown
blank - missing
0 - Not Asian
1 - Asian
99 - unknown
blank - missing
0 - Not Black/African American
1 - Black/African American
99 - unknown
blank - missing
0 - Not Native Hawaiin or Other Pacific Islander
1 - Native Hawaiin or Other Pacific Islander
99 - unknown
blank - missing
0 - Not White
1 – White
99 - unknown
blank - missing
0 - Not Hispanic or Latino
1 - Hispanic or Latino
88 - Not applicable
99 - Unkown
blank - missing
0 - Male
1 - Female
2 - Non-binary

1 - single
2 - married
3 - separated
4 - divorced
5 - widowed
99 - unknown
blank - missing
MM/DD/YYYY

1, 2, 3...

1, 2, 3...

Encrypted ID (consistent)

1 - Eastern Band of Cherokee Indians
2 - Louisiana
3 - Milwaukee
4 - Nebraska
5 - Oklahoma
6 - Ohio
7 - Virginia
8 - Washington

1 - Arlington LDSS
2 - Fairfax LDSS
3 - Williamsburg LDSS

Encrypted ID (consistent)

1 - FSS1
2 - FSS2
3 - FSS3
4 - FSS4

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

Encrypted ID (consistent)

0 - Generalists
1 - Hotline
2 - Intake Investigations
3 - Intake Assessments
4 - In Home Services
5 - Foster Care (family, residential, etc.)
6 - Post-Reunification
7 - Adoption
8 - Post-Adoption
blank - missing

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

0 - No
1 - Yes
0 - No
1 - Yes

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

0 - Less than high school education
1 - High school diploma
2 - GED
3 - 1-2 years college (no degree)
4 - Community college associate degree
5 - 3-4 years college (no degree)
6 - BSW
7 - Bachelor's degree
8 - Graduate study (no degree)
9 - MSW
10 - Master's degree
11 - DSW or PhD in Social Work
12 - PhD or other Terminal Professional Degree

0 - No
1 - Yes
MM/DD/YYYY

Encrypted ID (consistent)

MM/DD/YYYY

MM/DD/YYYY

0 - No
1 - Yes
blank - Missing

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

0 - No
1 - Yes
blank - Missing

MM/DD/YYYY
MM/DD/YYYY

0 - No
1 - Yes
blank - Missing

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

0 - No
1 - Yes
blank - Missing

MM/DD/YYYY
MM/DD/YYYY

0 - Peer
1 -Supervisor
blank - Missing

Encrypted ID (consistent)

MM/DD/YYYY
MM/DD/YYYY

Encrypted ID (consistent)

0 - No
1 - Yes
2-N/A
blank - Missing
MM/DD/YYYY

MM/DD/YYYY

0 - No
1 - Yes
blank - Missing
1- on line
2-classroom
3- field-based
4-blended

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

0 - No
1 - BSW
2 - MSW

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

1 - active
2 - leave without pay
3 - leave with pay
4 - suspended
5 - resigned
6 - retired
7 - deceased
8 - worker's compensation
9 - dismissed
99 - unknown
blank - missing
0 - Not Full Time
1 - Full Time Employee
blank - missing

1 -temp
2 - seasonal
3 - probationary
4 - trial
5 - in training
6 - permanent

MM/DD/YYYY

MM/DD/YYYY

0 - Not Alaska Native
1 - Alaska Native
99 - unknown
blank - missing
0 - Not American Indian
1 - American Indian
99 - unknown
blank - missing
0 - Not Asian
1 - Asian
99 - unknown
blank - missing
0 - Not Black/African American
1 - Black/African American
99 - unknown
blank - missing
0 - Not Native Hawaiin or Other Pacific Islander
1 - Native Hawaiin or Other Pacific Islander
99 - unknown
blank - missing
0 - Not White
1 – White
99 - unknown
blank - missing
0 - Not Hispanic or Latino
1 - Hispanic or Latino
88 - Not applicable
99 - Unkown
blank - missing
0 - Male
1 - Female
2 - Non-binary

0 - No
1 - BSW
2 - MSW

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

MM/DD/YYYY

1. INSUBORDINATION OR REFUSAL TO WORK
2. ALCOHOL/DRUGS
3. UNDER INFLUENCE OF ALCOHOL OR NARCOTICS
4. THEFT OR DISHONESTY
5. CONFLICT OF INTEREST,
6. PROPERTY DAMAGE OR UNAUTHORIZED USE
7. PHYSICAL, FIGHTS, ASSAULT, OR HARASSMENT
8. FIREARMS/WEAPONS
9. TARDINESS /ABSENTEEISM
10. DISCOURTEOUS
11. INCOMPETENCY
12. INTERFERENCE
13. INEXCUSABLE
14. GAMBLING
15. STOPPING WORK
16. WILLFUL VIOLATION OF SAFETY RULES
17. NEGLECT
18. DISTRIBUTION OF LITERATURE OR SOLICITATION
19. OTHER

1. Plan Sucessful
2. Plan Unsucsessful

MM/DD/YYYY

1. Termination for cause
2. Resign
3. Layed off
4. Retire
5. Other

1. Full Time
2. Part Time
MM/DD/YYYY

MM/DD/YYYY

0 - Not Eligible
1 - Eligible, Not Participating
2 - Eligible, Participating
99 - Not Applicable
blank - missing
0 - Not Eligible
1 - Eligible, Not Participating
2 - Eligible, Participating
99 - Not Applicable
blank - missing
0 - Not Eligible
1 - Eligible, Not Participating
2 - Eligible, Participating
99 - Not Applicable
blank - missing
1. Standard Work Week
2. Monday Off
3. Tuesday Off
4. Wednesday Off
5. Thursday Off
6. Friday Off

0 - Not Eligible
1 - Eligible, Not Participating
2 - Eligible, Participating
99 - Not Applicable
blank - missing
1. Standard Work Week
2. Monday
3. Tuesday
4. Wednesday
5. Thursday
6. Friday
7. Monday & Tuesday
8. Monday & Wednesday
9. Monday & Thursday
10. Monday & Friday
11. Tuesday & Wednesday
12. Tuesday & Thursday
13. Tuesday & Friday
14. Wednesday & Thursday
15. Wednesday & Friday
16. Thursday & Friday
17. Three Days
18. Four Days
19. Five Days
20. Other

Encrypted ID (consistent)

####.##

####.##

####.##

####.##

####.##

####.##

Encrypted ID (consistent)

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

MM/DD/YYYY

MM/DD/YYYY

Encrypted ID (consistent)

MM/DD/YYYY

MM/DD/YYYY

0 - No
1 - Yes
blank - Missing