



**TrackOne - Technical Guidance Bulletin
TTGB – 2006-20**

TO: Regional Operators
Indianapolis Private Industry Council
Regional Coordinators

FROM:  Amy L. Smith-Rubeck, MA, LMHC
Director of Strategic Initiatives

DATE: April 3, 2007

SUBJECT: Collection of Equal Employment Opportunity Commission (EEOC) Data

Background

The Indiana Department of Workforce Development procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2007.

Purpose

The purpose of this Bulletin is to inform the Indiana WorkOne system of the need to capture EEOC required data elements for each participant.

Guidance

Effective immediately, case managers and other users of the TrackOne Case Management System are required to capture the following data elements for each participant:

1. First Name;
2. Last Name;
3. Social Security Number (SSN);
4. Veteran Status;
5. Employment Status;
6. Date of Birth (DOB);
7. Gender;
8. Race;
9. Ethnicity;
10. Disability Status.

The addition of items 6 through 10 are the result of EEOC requirements for capturing the required data on ALL PARTICIPANTS. This includes recipients of core services, significant staff involved/intensive services, training services, etc.

TrackOne will be programmed to require these fields for creating an electronic file folder for each new client.

Please note that EEOC regulations specify that participants are not required to divulge their racial or ethnic identities. Therefore, TrackOne has been programmed with the selection option “Did Not Self-Identify” for both the race and ethnicity fields.

Rapid Response Surveys will be updated to include the required EEOC information.

Questions concerning this Bulletin should be submitted to:

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