



INDIANA
DEPARTMENT OF
WORKFORCE
DEVELOPMENT

DATA AND INFORMATION COLLECTION AND MAINTENANCE

Nondiscrimination Plan – Element 6

Regulatory Oversight and Compliance

Department of Workforce Development





DATA AND INFORMATION COLLECTION AND MAINTENANCE

- *[29 CFR 38.41 through 38.45]*
 - Systems
 - Records and Resources



SYSTEMS

- Indiana Career Connect (ICC) is Indiana's job-matching and client tracking system. The web-based system may be accessed online or at terminals in WorkOne offices by both employers and job seekers to facilitate job-matching. Employers may post job openings and find candidates. Job seekers can register for work, find job openings, and use other services, such as resume drafting, available on the website.
- As part of DWD's demand-driven workforce system (DDWS) that provides job-matching, case management, and data collection services, ICC also collects and reports data for the programs administered by DWD. ICC collects data for applicants and participants receiving WIOA career services.
- Uplink is Indiana's portal for filing Unemployment Insurance (UI) claims, and is accessible online and in WorkOne offices. The State EO Officer is currently working with UI management to develop better system integration and enrich the quality and understanding of participant data.



RECORDS AND RESOURCES

- Demographic information is collected at Hoosiers by the Numbers, which provides a demographic breakdown by workforce service area and counties. This is used in conjunction with the ICC reporting system, and demographic information from the US Census Bureau.
- Certain participant records, such as those containing medical information, must be secured and kept separate from other information to ensure confidentiality. All participant data collected must be retained for a period of three years from the date of application, and for complaints, three years after resolution of the complaint.



RECORDS AND RESOURCES

- Each LWDA utilizes a formal Complaint Log to record complaints filed that allege discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship status and/or participation in a WIOA Title I-financially assisted program or activity.
- Local EO Officers must submit the Complaint Log at the end of each quarter (April 5, July 5, October 5 and January 5) to the State EO Officer.
- WIOA grant applicants and recipients must notify the State EO Officer of any administrative enforcement actions or lawsuits filed regarding discrimination. Additionally, the Director of CRC will be notified of any administrative enforcement actions and lawsuits against recipients that allege discrimination on one or more of the bases prohibited by WIOA Section 188.



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NDP Element 6 Quiz

<https://www.surveymonkey.com/r/CFSFZ6C>