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# PY 2013-14 Collection of Demographic Data Management Review Tool

**RWB/Contractor Name:**

**Dates of Review**:

**Review Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Completed By:**

**Authority - 29 CFR 37.37(b)(2) and DEO Guidelines for Compliance with Section 188 of the Workforce Investment Act: Collection of Demographic Data**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Demographic Data** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1. Does the RWB have any local operating policies and procedures related to the collection of demographic information on participants (race/ethnicity, sex, age, and disability status)? If yes, provide copies of policies and procedures.
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Does the region ask customers to provide demographic information?  If yes, when is the customer asked and at what point is the information provided?  (Please explain in comment section).
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. If no to #2, does the region have any plans to collect this information? (Please explain in comment section).
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Does the RWB indicate that providing demographic information is voluntary?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Does the RWB indicate that the information will be kept confidential as provided by law?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Does the RWB indicate that refusal to provide the information will not subject the individual to any adverse treatment?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. Does the RWB indicate that the information will be used only in accordance with the law?
 |  | [ ]  |  | [ ]  |  |  |
|  | 1. How does the RWB store the collected demographic data to allow for statistical analysis?
 |  |  |  |  |  |  |
|  | 1. Is a report provided on the information collected? If yes, what type of report is it and to whom is it provided? (Please explain in comment section).
 |  | [ ]  |  | [ ]  |  |  |