Ohio Analytics

Using the Ohio Longitudinal Data Archive: Welcome to Investigator!

1. Open the Investigator search page: https://www.chrr.ohio-state.edu/investigator/pages/search.jsp
   It is not necessary to Register.

2. Under *Select a study*, choose **Ohio Longitudinal Data Archive- Metadata Demo**.

3. Under *Select a substudy,* choose the dataset you wish to browse. Datasets are labeled beginning
   with the initials of the data-providing agency, followed by the detail of the dataset contents.
   - OBR= Ohio Board of Regents
       o Ohio Technical Centers (Adult Workforce Education) data
       o Faculty data
       o Student data
   - ODE= Ohio Department of Education
       o Staff data
       o Student data
   - ODJFS= Ohio Department of Job and Family Services
       o Employer Enterprise data from the Quarterly Census of Employment & Wages
       o Employer Enterprise Sub-Unit data from the Quarterly Census of Employment &
         Wages
       o UI Wage data (worker wages and employment)
       o UI Claims data

4. A series of five tabs will pop up when you choose your substudy. Choose **Variable Search**.
   - **Options** allows you to choose which fields to view in the search window. Hint: check the
     option to Show Valid Number of Responses Column.
   - **Search Criteria**:
       o Area of interest
       o Word in Title (Variable Title)
       o Question Name or Text
       o Codebook: search for any text appearing anywhere in the codebook
   - Use the **Add** button to combine search criteria
   - Check the box in the far left column to select a variable

- Click the highlighted Question Name to view codebook information for that variable
- Note: When you are in the Codebook tab for a given variable, use the Document Links found on the lower right-hand side of the screen to access the HEI User Guide for detailed information about the variable.

5. To **create a tagset** of selected variables to be later downloaded:
   - Check the box in the far left column to select a variable.
   - The collection of selected variables will be gathered for review in the Review Selected Variables tab.
   - Tagsets of selected variables may be saved for later downloads as follows:
   (1) Choose the Save/Download tab.
   (2) Choose Save to PC.
   (3) Choose Tagset Type either By Qname with Dataset or By Qname.
      Hint: Saving by Qname is preferable for most datasets.
      Saving tagsets from the HEI datasets by Qname allows tagsets saved using HEI data from a given year to be uploaded for re-use in another year of HEI data. The drawback to this method is that downloaded HEI variables will need to be renamed with year extensions prior to merging HEI data across multiple years. Saving HEI tagsets by Qname with Dataset preserves year extensions. You may choose to save the initial tagset by Qname only to be used as a template for creating tagsets in other HEI years. Annual HEI tagsets may in turn be saved by Qname with Dataset to include the year extensions.
   - Saved tagsets are simple text files that can be emailed to CHRR for extraction of approved data elements.