

**Standard Operating Procedures 3060.4**  
**Skinning LED Analytical Tools to State Web Sites**  
November 12, 2008

**I. PURPOSE**

The Local Employment Dynamics (LED) Partnership provides its partner states an interface to the LED website, giving the states open access to LED data. State partners may choose to implement the LED analytic tools on their own websites, making the query forms and resulting reports (tables, charts, and maps) look as if they were locally hosted when in fact they are hosted on LED's servers. This practice is generally called "skinning."

This Standard Operating Procedure (SOP) describes the general principles, setup, and basic steps to skin LED products. Supplemental SOPs that provide specific steps for specific LED analytical tools are located at <http://lehd.did.census.gov/led/partnersonly/sop.html>:

SOP 3061:	QWI Online
SOP 3062:	Industry Focus
SOP 3063:	OnTheMap

There are many features and options in implementing skinning. The standard procedures provided by LED represent one approach of basic steps and codes that have proven to work. They do not represent the only approach or the best approach that a user may take to skin LED tools.

LED may upgrade or change the codes as appropriate, especially when there is a change in the Uniform Resource Locator (URL) for a LED tool.

State partners are also encouraged to refine and enhance the source codes directly. Examples of successful implementation by state partners are given in this SOP.

**II. OPERATING PRINCIPLES**

There are limitations on which parts of the website or analytic tools can be skinned. The partner state's website must allow frames for skinning and acknowledge the Census Bureau for the skinned applications. Some states choose to add a disclaimer about how LED data differ from other sources. Some states are not allowed to use frames in their websites. Each state partner must designate a web specialist to accommodate skinning setup and infrequent changes.

State partners may also place a direct link to the URL of the LED analytical tools instead of skinning.

**TO SKIN OR NOT TO SKIN:** The skinning practice is optional and voluntary according to the wishes of the state partner, but is encouraged by LED to promote the partnership.





Maine <http://www.state.me.us/labor/lmis/lehd1.html>  
Michigan <http://www.milmi.org/?PAGEID='67&SUBID=209>  
Missouri <http://www.missourieconomy.org/indicators/lehd/index.stm>  
Oklahoma <http://www.oesc.state.ok.us/lmi/LEHD/okled.htm>

*Industry Focus*

Alabama <http://www2.dir.state.al.us/workforcedev/led/alaindtrends.html>  
Arkansas <http://www.discoverarkansas.net/?pageid=154>  
Arizona <http://www.workforce.az.gov/?PAGEID=67&SUBID=246>  
Colorado <http://www.coworkforce.com/lmi/LED/coif.asp>  
Michigan <http://www.milmi.org/?PAGEID='67&SUBID=211>

**VI. POINTS OF CONTACT**

Please contact the following when you plan to start skinning or have questions about skinning LED analytical tools:

Production Branch (301)-763-8303 [CES.LEHD.Production.List@census.gov](mailto:CES.LEHD.Production.List@census.gov)

Visit <http://lehd.did.census.gov/led/about-us/contact.html> for the latest contact information.