



**(Performance Reporting Information System)
Steering Committee**

October 22, 2002, Meeting Minutes

Attendees: Michael Buckley (DHS); Aaron Hughes (VRS); Terri Johanson (CCWD); Debbie Lincoln, Bill Farmer; Marc Perrett, Evelyn Roth, John Glen (OED)

Absent: Annette Talbott (GO); Doug Kosty (ODE); Graham Slater (OED), Curt Amo (OED).

Presiding: Debbie Lincoln

1. Welcome and Introductions

2. PRISM Updates

- Action Items – The action items from last meeting (listed at the end of the meeting minutes) were all completed as assigned.
- Database Queries - Bill Farmer reported that the Database Query project is currently in the planning stage and the project plan is being developed, with the target completion date of June 30, 2003. This is a system enhancement that will develop the ability of partner staff to access the PRISM database from their own workstations to create their own customized reports.
- Create ability for public to access PRISM reports – there is now a new URL for both PRISM and SIS reports, which is www.prism.state.or.us . Updated reports will be placed on this site as they become available.
- Addition of remaining performance indicators – Marc Perrett reported that PAPOL is still working on these but that the definition and calculation of the next indicator (*Increase in Basic Skills Proficiency*) is getting close to completion. It should be available in early 2003.

3. Discussions

PRISM Reports by County

Currently, PRISM reports are produced and made available on a statewide or regional basis. There have been several requests to produce reports on a county basis and to make them available to the general public on the PRISM website. The reason this request has come to this committee is because of a potential data integrity issue with producing county reports, which comes from some data being collected by county of residence and other data by county of service.

If partner agencies were the only ones doing an internal analysis it wouldn't matter as much as we are aware of how partners collect their information. But for the general public who is

conducting an external analysis, it would matter as they would in essence be comparing apples to oranges. Evelyn Roth reported that Graham Slater had definite concerns regarding posting these reports on the public website without any sort of caveat on the actual report that explained the data collection methods and differences. Employment Department makes a very concerted effort to maintain data integrity and quality information so would have grave concerns about producing county reports without a footnoted caveat of some kind.

Terri Johanson said that as long as caveats are in place on the reports, she doesn't see why we wouldn't want to produce county reports as many other decision makers out there would most likely be interested in them. Other partners and the public quite often ask for more local information and this is one way to give it to them. Aaron Hughes agreed, stating that it's important to be able to drill down to county level if possible as there is a continued interest for information at that level, especially from County Commissioners who serve on local WIBs.

Action Item: John Glen will work with Graham Slater to create a caveat for the county reports.

Data included in PRISM reports, labeling of data

Copies of the most recent PRISM reports were handed out to the committee. John Glen drew their attention to the re-labeled report format, which was a request from a previous Steering Committee meeting. For example, data from CCWD is now broken out into three categories; Community College – Carl Perkins Post-secondary, Title 1B Youth/Adults/Dislocated Workers, and Title II Adult Basic Education. Terri Johanson made a comment referring to “concentrators in professional/technical core classes” and said that a CCWD person sorts out and then sends only this sub-group to the system for processing. She also mentioned that CCWD shares the administration responsibilities of OPTE with the Department of Education.

Quarterly Episode Counts Report

John Glen stated that this report tell us the size of database when indicated by indicator of possible number of outcomes that might potentially be on a report. John intends to start sending a copy of this report to his counter-parts in the partner agencies and asked if members of the Steering Committee thought it would be helpful to also receive copies each quarter. All members indicated that they would like to be on the mail list for this report.

Action Item: John Glen - distribute a copy of the Quarterly Episode County Report to all members of the Steering Committee on a regular basis.

Creation of PRISM Data Elements Committee

It has been suggested by several people involved in the PRISM program that we establish a PRISM Data Elements Committee, much like the one that originally functioned under SIS. This committee will deal with on-going technical issues and will most likely just roll over most of the SIS membership as the SIS committee has not met since the beginning of the PRISM development. The reforming of this Data Elements Committee will result in only one committee, not two.

Action Item: John Glen will reconvene the Data Elements Committee.

Change in Performance Indicator Definition

Marc Perrett reported that PAPOL would like to change the definition and thus the calculation for the Employment Placement report. They requested change is to change the definition from “new jobs” to “all jobs”. The Steering Committee agreed this was an acceptable change as it is closer to the original intent of the performance measure.

4. Recap of action items:

- **Action Item:** John Glen will work with Graham Slater to create a caveat for the county reports
- **Action Item** John Glen - distribute a copy of the Quarterly Episode County Report to all members of the Steering Committee on a regular basis.
- **Action Item** John Glen will convene a PRISM Data Elements Committee

Respectfully Submitted,

Evelyn Roth
Workforce Project Coordinator
Employment Department
(503) 947-1833
Evelyn.M.Roth@state.or.us