(Performance Reporting Information System Management)

Steering Committee

October 23, 2001, Meeting Minutes

Attendees: Cam Preus-Braly (CCWD); Greg Harpole (ODE); Annette Talbott (OEWP); Virlena Crosley, Michael Dougherty, Curt Amo, Kathryn Naugle, Marc Perrett, Tracy Louden, Evelyn Roth, (OED)

Absent: Michael Buckley (DHS)

Presiding: Virlena Crosley

1. Welcome and Introductions

2. Review and Approval of Minutes

The minutes for the September 25th meeting were reviewed. Annette Talbott requested a clarification of her comments be added in section 5, page 4, under discussion of the draft Administrative Rule. The phrase "We need to ensure agencies that have been sharing data with partners in the past will still be able to do so and are in fact, encouraged to continue to share" was added to her comments. With the above amendment, the minutes were moved for approval by Annette Talbott, and seconded by Cam Preus-Braly.

Action Item: Amend minutes with Annette Talbott's clarification and bring back at next meeting for final approval. ("We need to ensure that agencies who have been sharing data with partners in the past will still be able to do so and are in fact, encouraged to continue to share").

3. Review of Action Items

The first item listed (determining maintenance costs) will be a discussion topic later on the agenda. The second item, coordinating a conversation around PRISM and the DHS 28 performance measures, is not yet completed, pending further conversation with Michael Buckley.

Action Item: Marc Perrett will contact Michael Buckley to determine if PRISM can help DHS achieve their performance measures while reducing some of their costs.

4. Implementation Team Recommendations (3)

a) *Approve draft of SB400 Administrative Rule* - Michael Dougherty reviewed modifications to the rule since the last meeting:

471-015-0010

(1) Added phrase "and other workforce partners" in 2nd line

(1) Eliminated reference to agency individual divisions and sections

471-015-0015

(1) Added "in a format that encodes identifying data, including the client's Social Security number, using a formula unique to the mandatory or one-stop system partner,"

471-015-0020

(1) Added "including any written agreement between the participants and the system administrator."
(2) Added new language "to address sharing of aggregate data for performance reports"

Comments –
471-015-0015 (1) - Greg Harpole suggested that the new wording under ("mandatory or one-stop system partner") could be shortened and more inclusive if the word "participant" was substituted in its place. The same change should be made under 471-015-0020 (1) in order to maintain consistency throughout the rule. All present concurred with that change.

471-015-0020 (2) - Annette Talbott suggested that to ensure that partners who have been sharing report data under SIS will still have access to the same type of information under the PRISM system, an additional sentence should be added to the end of this section. It should say something like "System administrator shall make available a summary of the participants aggregate report data." With the above changes as amended, Cam Preus-Braly moved to approve the draft Administrative Rule with Curt Amo as second.

Action Item: Finalize additional language under 471-015-0020(1), and 471-015-0020(1)(2) as suggested above by Greg Harpole and Annette Talbott.

b) *Approve Start date of 7/1/00 for Data Input to PRISM* - The Implementation Team recommends that the start date of data entered into the PRISM system is July 1, 2000. There are technical difficulties in going back further than that as the UI wage records were calculated differently before that date.

Recommendation guided by:

- Formal establishment of WIA and one-stop system July 1, 2000
- Provides full set of reports within one year of system launch
- Compliance with informed consent may decline prior to July 1, 2000

Based on the following assumptions:

- Partners have informed consent process effective July 1, 2000
- Data is (re) submitted according to file transfer and data protection guidelines
- All dates pertain to aggregate performance reports only

Comments:
In regard to informed consent forms, Marc Perrett suggested that partners consider adding a reference to "wage data" in the language so the same forms can continually be used as PRISM moves into the next stage of individual reporting of wage records.

Greg Harpole inquired if anyone has spoken with the Department of Justice (DOJ) about this subject as DOE has to work with them on contracts a student leadership organization wants to use. Virlena Crosley said that DOJ was involved in crafting language for SB400 in addition to the Attorney General's (AG) office. Employment has been trying to keep pace with what's happening with WRIS but don't intend to go back to the AG on this issue. With SSN's, the AG is usually concerned about limiting or denying access but OED feels confident that if they follow the informed consent guidelines, (developed and approved by the Implementation Team), they are staying within the intent of the law.

The following chart shows the availability of specific reports, based on the July 1, 2000, start date. Annette Talbott commented that it was clearly laid out as to when partners would get specific reports.

	January/February 2002	April / May 2002	July / August 2002	October/November 2002	January/February 2003
Placement Rate	Full report PY 2000 (July 2000 – June 2001)				
Retention Rate	Report for July/Aug/Sept 2000 quarter only			Report for April/May/June quarter & previous 3 quarters (Full report PY 2000)	
Wage Gain		Report for July/Aug/Sept 2000 quarter only			Report for April/May/June quarter & 3 previous quarters (Full report PY 2000)
Welfare Caseload Reduction	Full report PY 2000 (July 2000 – June 2001)				
Welfare Recidivism	Report for July/Aug/Sept 2000 quarter only			Report for April/May/June quarter & previous 3 quarters (Full report PY 2000)	

Greg Harpole moved to accept July 1, 2000 as the official start date for the data entered into the PRISM system, Cam Preus-Braly seconded the motion, and approval was unanimous.

c) Disclosure Guidelines (Informed Consent)

Virlena Crosley asked committee members to share the following information with those who work on their agency disclosure or informed consent statements.

- **Summary of the Basic Principles**
  - Legal requirements:
    - how information will be used
    - authority which authorizes to disclose the information
    - effects on the customer of no disclosure
  - Reference "wage & employment history" (for individual data reports)
  - Use generic language to describe "information system" (SIS or PRISM is too specific)
- **Assumptions**
  - Current consent forms are acceptable
  - Partner assurances regarding Informed Consent are included in the inter-agency agreements

Comments:

Michael Dougherty reported the Implementation team is working on a draft interagency agreement template that will be forwarded on to the Steering Committee for approval. Annette Talbott suggested that the draft agreement template be e-mailed out to members for review and modification in November, with the final draft brought before the Steering Committee for approval at the December 18th meeting.

Curt Amo moved that the Disclosure Guidelines be accepted, Cam Preus-Braly seconded the motion, and the approval was unanimous.

Action Item: Committee members share Informed Consent Guidelines with those who work on their agency disclosure statements.

Action Item: E-mail the interagency agreement templates to members for review, submit final draft at the December 18th meeting for Steering Committee approval.

5. Estimated System Maintenance Costs

Virlena Crosley began the discussion by stating that no budget approval is expected today, as this is merely the first of several budget discussions. Tracy Louden went over the table below and the accompanying assumptions.

	Estimated Biennial Cost
SIS/PRISM maintenance	~450k
Current biennial contribution* ($87,200 x 4 partners)	~350k
Additional biennial contribution needed	~100k

*OED, CCWD, DHS, ODE

Assumptions for 2001-2003 based on estimated costs:

- SIS support will ***decrease*** over the 01-03 biennium; no system enhancements will be made
- PRISM support will ***increase*** over the 01-03 biennium and will include the addition of the next 5 performance indicators for aggregate reporting, an enhanced encryption process for data protection and a public PRISM web site (like current SIS)
- SIS will continue in production through the 01-03 biennium, with legislative action submitted to the 03-05 Legislature to sunset SIS

Comments & Questions:

There were a number of different points or policy discussions brought up concerning the above information:

- Do we operate with just the five performance indicators we currently have in place now and not add the remaining ones, thus remaining at current funding level?
- Do we move forward with adding the next five indicators?
- What level of on-going maintenance do we want to include?
- Requested special reports – Should we stay at current level of funding and charge for each specially requested report? This way the partners would be paying only for what they use or need. Another option is to raise the biennial contribution and make all special reports free of charge.
- Some partners, such as DHS, have more need for specialty reports than others do. Could PRISM help DHS achieve their performance measures while reducing some of their costs? Virlena Crosley encouraged more conversations with DHS to resolve this question.

Annette Talbott inquired about the timeline regarding cost options for the PRISM system. Curt Amo said that a decision must be made before the system is implemented on January 1, 2001. After more group discussion, the decision was made to next have interim one-on-one discussions, along with a discussion at the Implementation Team level. This budget subject will then be on the December Steering Committee agenda as a discussion item.

Action Item: Add discussion on system costs to the December Steering Committee agenda.
Action Item: Add discussion on system costs to the next Implementation Team agenda.

6. Project Update

At each subsequent Steering Committee meeting there will always be a project update where the following three items will be covered.

Schedule and Scope: Kathryn Naugle reported that there have been no changes impacting the schedule or cost, all development efforts are on schedule as planned, and system internal testing efforts have been started. System documentation is slightly behind schedule and will be completed post-system

implementation. In November the external testing process will take place which will include development of the following:

- Passing of data into the system
- Calculation module
- Output of test reports for user review

Cost:

- The chart in the presentation compares the overall budget to actual expenditures. Out of the total budget through the end of the year ($317,000), expenditures through September are $89,251. Release 2.0 scope and related costs have not yet been defined.

7. Next Steps

The regularly scheduled November meeting will not be held. A "no November meeting" reminder will be sent out by e-mail, as will the minutes from the October meeting. In lieu of no November meeting, members will be asked to review, amend (if necessary), and approve the October minutes electronically.

The next monthly meeting will be on Tuesday afternoon, December 18th, from 2:00 – 3:00pm at the Employment Department Building, Administrative Conference Room. The meeting dates for the next four months are listed below. Please mark your calendars accordingly.

- December 18 2:00 – 3:00pm
- January 22 2:00 – 3:00pm
- February 26 2:00 – 3:00pm
- March 26 2:00 – 3:00pm

Action Item: Evelyn Roth will send out a "no November meeting" reminder
Action Item: October minutes will be e-mailed out to members for their review and approval electronically.
Action Item: The December 18th meeting will be extended by 30 minutes (2:00 – 3:30pm)
Action Item: Interview the Steering Committee members to get their ideas and comments for Release 2.0 scope

Agenda Items for December:

- Action item status
- Final budget discussion and decision
- Release 2.0 scope discussion
- Review and approve interagency agreement templates
- Project status
- Any issues requiring Steering Committee resolution
- Other agenda topics TBD

Respectfully Submitted,

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