



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

May 28, 2002, Meeting Minutes

Attendees: David Rike (ODE); Michael Buckley (DHS); Cam Preus-Braly (CCWD); Debbie Lincoln, Graham Slater, Curt Amo, Kathryn Naugle, Marc Perrett, Evelyn Roth, (OED)

Absent: Annette Talbott (GO)

Presiding: Debbie Lincoln

1. Welcome and Introductions

2. PRISM Updates

- Action Items – Marc Perrett discussed the status and results of each action item listed below, deferring discussion some of the items until later as they were separate agenda items.

Action Item	Assigned to	Status
Discussion with SIS Oversight Committee regarding the sunset of SIS	Michael Dougherty	Done
Develop timeline, showing maintenance and operation costs plus enhancements	Project Managers	Done
Explore options with partners to use up remaining 1-Stop grant funds	Michael D, April Lackey, Marc Perrett	Done
Further research/refinement of enhancement definitions in 1:1 with partners	Project Managers	Done
Gather “local partners” input on enhancement matrix	Marc Perrett	Done
List SIS partners in meeting minutes	Evelyn Roth	Done

- Legislative Concept to sunset SIS - This proposal was brought before the SIS Oversight Committee who agreed that a legislative concept to sunset SIS at the end of this current biennium should be drafted. They also requested that language be added to allow participation in the PRISM system. Employment Department staff drafted the legislative concept for this purpose and submitted the concept after gathering partner input. In addition, the OED Legislative Coordinator is drafting a letter to the Attorney General concerning the use and possible restrictions of SIS data after the SIS statute is sunset.

- PRISM Reports - Employment Department technical staff have been modifying the PRISM report calculations to re-align with the Performance Accountability Policy Workgroup’s (PAPOL) definitions and are currently completing an internal review of the reports. Once all partners have submitted their data and it is incorporated in the reports, the Implementation Team will conduct a final review in early June. Because many of those same partner staff are members of PAPOL, we expect PAPOL to approve the reports at their June 20th meeting. Lastly, the Steering Committee will be asked for final acceptance of the PRISM reports after we have PAPOL’s approval.

3. SIS/PRISM Prioritization (Slides 5, 6, 7 of the handout)

Marc Perrett led this discussion and began by listing the following discussion items in order of suggested priority:

- Finalize/approve reports for 1st five performance indicators
- Continue SIS reports until sunset of system
- Future system enhancements
- Funding for SIS/PRISM

Finalize/approve reports for 1st five performance indicators -

We will continue to add these performance indicators into the PRISM system as PAPOL finalizes and submits them to development staff.

Continue SIS reports until sunset of system -

There is a legislative mandate to continue the data submissions to the system but the reports will also continue to be generated until the sunset of the SIS system.

Future system enhancements-

Marc directed members attention to the handout titled PRISM Attributes, Enhancements, and Funding Summaries. Partners had previously provided their input and rankings of the enhancements, which were displayed on the matrix with each option broken out into separate categories of Benefits and Risks. In addition to the Steering Committee partners, four local partner's input was also solicited and added to the matrix. Marc provided a quick overview of each of the system enhancements.

- **Database Queries** - Kathryn Naugle noted that with database queries, many of the local partners may be limited in their access to technical expertise to utilize this option. If so, this would increase the cost as they would require more support than currently projected. Kathryn also brought the group's attention to the last item on the matrix, titled Hardware/Software Infrastructure Costs. This refers to the additional infrastructure required to support implementation of the database query option. The Employment Department has agreed to pick up the additional cost of \$52.5k needed to put this infrastructure into place. However, as the current license also supports OED's TIME, Mr. Bill, and Childcare systems, if usage exceeds 150 concurrent users, additional funds in the range of \$85k will be needed from partners to enable unlimited access.

Under the Benefits category, David Rike asked for a definition of "individual summarized data". Both Marc Perrett and Kathryn Naugle responded that individual summarized data is information for the "individual" participant/job seeker "summarized" (aggregated) for the performance indicator calculation. For example, it does not include "raw wage record data" for the person or the name of the employer for the person, however it will entail the total wages earned by the person in the quarter and the pay rates (pay divided by hours) used in the wage gain calculations.

- **Online Dynamic Reports** – Although committee members agreed this option would be wonderful to have and would provide easy access to a large number of potential users, they also agreed that it was by far the most expensive option.
- **Agency Specific Custom Reports** – While the actual cost per report tends to be relatively low, there is also a very staff intensive process up front in order to gather information and create the reports. Marc Perrett commented that although this option may be a way to give local partners some of the

information they are looking for, he questioned whether they (local partners) would be willing to pay for a report-by-report basis.

- **Collection of Additional Data** – The cost for this option was left as “to be determined”, because it would vary on a case-by-case basis and each would require an in-depth analysis. David Rike added that for example, the addition of a field in the database to include student ID numbers would be of a tremendous advantage to the Department of Education and that they support this option as one of the enhancements.
- **Addition of “Other” Performance Indicators** - Debbie Lincoln asked the group if there had been any more discussion on revising the number of performance indicators down from the original 14. Both she and Cam Preus-Braly were under the impression that the *Demonstrated Competency in Workforce Readiness Skills* and *Customer Satisfaction (job seekers & employers)* indicators had been eliminated and there was a possibility that all beyond the original five might be eliminated. Marc Perrett reported that PAC does not recommend this mass elimination and that from their perspective, implementation of the remaining indicators might be pushed back but should not be eliminated. He added that the definition for the *Increase in Basic Skills Proficiency* indicator is nearing completion and should be ready within approximately three months time.

Kathryn Naugle recommended that from an IT perspective, it would be advantageous to develop the easier enhancements first and later on deal with the more difficult and costly enhancements. After a little more discussion, the Steering Committee members agreed that the database queries would be the next enhancement to be developed, in addition to any of the remaining performance indicators that are developed by PAPOL.

Funding for SIS/PRISM

Slide 6 of the handout presented information on SIS/PRISM cost of ownership and a proposed budget (displayed below) for discussion:

- **For 99-01:**
 - SIS maintenance = \$349k
 - PRISM development = \$570k
- **For 01-03:**
 - SIS/PRISM maintenance/enhancements = ~ \$491k
 - OED will contribute* = \$164.2k Total
 - Partners will contribute = \$112.2k Each (includes \$87.2k plus \$25k)
- **For 03-05:**
 - PRISM maintenance = ~ \$440k (assuming SIS sunsets in December 03)
 -

* \$87.2k (current biennial amount), \$52k (one time cost of hardware/software infrastructure), \$25k (additional biennial amount)

Because both SIS and PRISM systems are maintained by the same staff, it was difficult to break these costs out separately. However, since minimal effort will be expended to keep SIS functioning until the system is sunset in December 2003, the main work effort will focus on the PRISM system. As mentioned earlier, Employment Department has agreed to pick up the additional cost of \$52.5k necessary to build the support infrastructure needed to provide partners database query capability.

Employment Department proposed that to provide sufficient funding for 01-03, each partner contribute an additional \$25k during this time period. The additional amount will cover the cost to maintain both systems until the sunset of SIS, develop database queries, redesign the current SIS web site to include PRISM information and reports, and add any performance indicators completed and submitted by PAPOL within this timeframe.

Steering Committee members agreed to the above proposal of contributing an additional \$25k each for 01-03 to support both systems and provide the referenced enhancements. As this additional amount of funding is only for 01-03, the Steering Committee will revisit shared costs each biennium. Tracy Louden, OED Budget Administrator, suggested that instead of back-billing for half of this amount, partners could just add the full amount of \$25k onto the second year allocation. Meanwhile, PRISM staff will begin to move forward on the development of the agreed upon enhancements. Cam Preus-Braly commented that when redesigning the SIS web site, she would like IT/technical partner staff to have the opportunity to provide input and suggestions.

Action Item: Develop the capability for database queries for each partner

Action Item: Redesign the SIS web site to include PRISM information

Action Item: Add additional performance indicators when submitted by PAPOL

4. Additional Items

Meeting Minutes - Steering Committee meeting minutes from December 18, 2001 and February 26, 2002, were approved as submitted.

Updated OED Organization Chart – Debbie Lincoln gave an update on the new OED organizational chart as it relates to the PRISM project. Graham Slater will be representing the SIS/PRISM research and data responsibilities and will be the on-going program manager once the system is fully in place and operating in a maintenance mode. Until then, Marc Perrett will continue as the primary project manager for the implementation phases.

Meeting Frequency – As we are no longer strictly in a development mode, there has become less of a need for this committee to meet monthly. It was proposed and agreed upon to move these meetings to an every other month status, but maintain the standard meeting time and place:

- Date - 4th Tuesday afternoon, every other month
- Time - 2:00 to 3:00pm,
- Location - 3rd floor Administrative Conference Room of the Employment Department.

5. Next Steps

Reports – When the PRISM reports have been validated and approved by both the Implementation Team and PAPOL, they will be sent out to Steering Committee members electronically for members formal acceptance.

Action Item: Evelyn e-mail PRISM reports to Steering Committee members for final acceptance

Contract Amendment – The PRISM contract will need to be amended to reflect financial changes agreed upon today by the Steering Committee regarding PRISM funding.

Action Item: Amend PRISM contract to reflect agreed upon SIS/PRISM funding

Next Steering Committee Meeting - The next monthly meeting will be Tuesday afternoon, July 23rd, from 2:00 – 3:00pm at the Employment Department Building, 3rd floor Administrative Conference Room unless otherwise notified. Please mark your calendars accordingly.

6. Recap of action items:

1. Develop the capability for database queries for each partner
2. Redesign the SIS web site to include PRISM information
3. Add additional performance indicators when submitted by PAPOL
4. Evelyn e-mail PRISM reports to Steering Committee members for final acceptance
5. Amend PRISM contract to reflect SIS/PRIS funding decisions (Marc P, Tracy L, Evelyn R)

Respectfully Submitted,

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