

*PRISM  
Data Elements Committee Meeting  
Wednesday, February 19, 2003  
Employment Dept., Oak Room*

In Attendance:

Sandy Silvers – DHS: OVRS  
Chuck Oswalt - Employment Depart.  
Becky Rogers – Employment Dept.  
Patricia Reynolds - Employment Depart.  
Jason Harris – CCWD: Title 1B  
Janice Sloan – DHS: CAF  
John Glen - Employment Depart.  
Gail Smith - Employment Depart.

Absent:

Lori Allen – Dept. of Education: Carl Perkins secondary  
David Loos – DCCWD: Title II and Carl Perkins Post-secondary

The first meeting of the PRISM Data Elements Committee was held on February 19, 2003 with representatives from four of the seven programs in attendance. John Glen opened and facilitated the meeting.

The Meeting opened with introductions.

**Charter and Responsibilities**

John distributed a document title “Data Elements Committee – Charter and Responsibilities”. Members of the committee were given a few minutes to read the document and then ask to comment. Members had no questions or comments. Attendance to each meeting is encouraged. If a member of the committee cannot attend, a substitute from the program area is recommended.

**Episode Counts Report and Data Submission Deadlines**

Distributed was the Quarterly Episode Counts Report. All programs have data through 2002Q2 with the exception of the program Carl Perkins secondary. Carl Perkins secondary has data only available to submit one time each year, which historically occurs in the third quarter. The Episode Counts Report will be distributed at each Data Elements Committee meeting AND will be distributed to the PRISM Steering Committee members.

Distributed to committee members was the document “PRISM/SIS Report Data Submission and Publication Dates”. Members of the committee were reminded of the next submission deadline date which is March 15, 2003. Data submitted on or before March 15 will be processed for the April 9, 2003 publication date. Data submitted after March 15 will be processed after the April 9 publication date.

**Goals**

Chuck O. distributed to committee members the document, “Recommendations For Changes/Additions to Goals Within PRISM”. The backbone or foundation of the system is the use of the four variables related to goals. Those variables are, goal code, goal establishment date, goal status code, and goal status date.

Future analysis of the data within PRISM will require the use of the goals. The following recommendations were presented.

- Add a goal status code of 900 – *Outcome Unknown (possible alternative to status default)*
- At the conclusion of an episode, any employment goal in an “Active” status will be matched against wage records to determine whether wages are present. If wages are present, the goal status will be changed within the system to “Attained”. When wages are not present, the goal status will be changed to “Not Attained”. If the agency reports the goal as attained, the system will not override the status.
- Related to skill gain, where there is no other data readily available to PRISM to make any kind of value judgement regarding the goal status, the goal will be defaulted to “Not Attained” at the time the episode is closed.
- The goal status “Abandoned” will be attached to a qualifier, i.e. the goal was abandoned due to death, health reasons, lack of cooperation, etc., therefore the recommendation includes the addition of an identifier for the purpose of determining the cause of a goal to be abandoned.

**Action item:** Members of the committee are asked to talk to staff within their program and come back prepared to discuss the pro/cons and provide alternatives, if needed, related to the above recommendations at the next meeting of the Data Elements Committee. The PRISM Steering Committee and possibly the PAPOL will be the bodies of final approval.

### **Eligible vs. Submitted Counts**

When agencies/programs submit their data, an eligible count is sent along with the actual submitted records. The purpose of submitting an eligible count is to gain an understanding of the reliability of the data. There is possibility some confusion about the eligible count, since some agencies are sending 100 percent of the eligibles. John passed out a document displaying the eligible vs. submitted counts. Eligible are the universe or all the “possible” records in the program. The submitted records are only those records where the individuals have provided informed consent.

### **Other business**

John will send out a request for time availability for the next meeting. After responses have been received, members of the committee will be notified of meeting location and time.

*Meeting Adjourned.*