Data Elements Committee Meeting
Date: Thursday, June 9, 2005

Attendees: John Glen (OED), Sandy Silvers (DHS:VR), Patricia Reynolds (OED), Rebecca Rogers (OED), Chuck Oswald (OED), Gail Smith (OED:ES), Al Pierce (DCCWD: Title 1B, Title II, Community Colleges)

Absent: Piet Vermeer (DHS:Mental Health), Andy Fry (DHS:CAF), and David Wells (DOC).

Discussion Items:
- Episode Count Report – the most current report will be distributed to the Steering Committee this July.
- OED is being populated from OJSS which is being populated by iMatchSkills. Gail reported they have been downloading data for a year.
- Jason Harris (DCCWD) is leaving Friday June 10th for InFocus. Michael Judd is his replacement.
- Expired passwords: Users can change their password using an SQL session if it expired within a few days; beyond that timeframe requires another procedure. Becky Rogers is going to create instructions on how to get a new password.

The major discussion was about coding (and recoding) PRISM records with ethnicity information. The current PRISM records identify an individual with a primary race. The new coding reflects changes in social policy to allow individuals to identify with multiple races. The document Submitting and Reporting of Ethnic and Racial Data.pdf was distributed in the meeting.

The current three-character ethnicity code identifies primary ethnicity. The new three-character ethnicity code will be thought of as having two parts:
1st character = hispanic or not hispanic
2nd and 3rd characters = race code.

The general discussion was whether or not, and how, to go back and apply the new ethnic coding structure to the old data.

Arguments for recoding all PRISM records with new ethnic data:
1. PRISM is often required to produce historical reports.
2. The recoding of the old data will not be that arduous. The PRISM tech team (Chuck/Becky) will assist partners to make a one-time conversion.
3. If the new ethnic coding is not applied to current records, it will take two years before all the PRISM reports (i.e. wage gain) would show a full set of the new ethnicity data.
4. All agencies are converting to the new ethnicity structure at different time frames. Do not know the conversion status of the partners. It is better to have all the data done at once and be current.

Arguments against recoding all PRISM records with new ethnic data:
1. No one is interested in the old data.
2. It will take too much time to recode old records.
3. Records were coded according to the prevailing times and therefore valid as is.
4. It makes sense to code just the new records and go on from there.

The decisions at the meeting were:

To go ahead with a conversion of the all PRISM records with new ethnic coding structure. The PRISM tech team (Chuck/Becky) will compile all the records – both open and closed episodes – and send back to each partner. Records will be identified by agency code (Title 1B will be separate from Title II and CC). Each record will contain the following fields:

    Subject ID
    Intake Date
    Agency Code
    Ethnicity Code:

Each partner will then convert their own ethnic coding to the new one and return the converted file to PRISM. The dates for accomplishing this are:

Before Phase 1, PRISM data will be sent to each partner: ....July 15th

Phase 1 Conversion: ....September 1st
Partners resubmit ethnicity codes of all current records in PRISM

Phase 2 Standard Submittals: ....September 1st
Partners will submit all new records in conformance with the new ethnicity coding

Phase 3 Reporting of Ethnic Data:... October 2005 Reports

Meeting adjourned.