PRISM

(Performance Reporting Information System Management)

Steering Committee

December 18, 2001, Meeting Minutes

Attendees: David Rike (ODE); Michael Buckley (DHS); Virlena Crosley, Michael Dougherty, Curt Amo, Kathryn Naugle, Marc Perrett, Tracy Louden, Rick Luthe, Evelyn Roth, (OED)

Absent: Cam Preus-Braly (CCWD); Annette Talbott (OEWP)

Presiding: Virlena Crosley

1. Welcome and Introductions

2. Review and Approval of Minutes, Update on Action Items

- *Minutes* - The minutes for the October 22nd meeting were reviewed, moved for approval by Michael Dougherty, and seconded by Michael Buckley.
- *Action Items*
  - (Marc) He and Michael Buckley discussed DHS's 28 performance indicators to see if there might be any alignment with PRISM's 14, and there was only one that was slightly comparable.
  - (Rick) The Administrative Rule was filed as of Sunday, December 23rd, and is prepared to go.

3. PRISM Release 1.0 Implemented

Kathryn Naugle walked the committee through slides two and three of the presentation, calling their attention to the list of system deliverables for Release 1.0 and the fact that they are all completed, with the exception of the Post-Implementation Evaluation Report. This will be completed in either January or February. The project deliverables completed are listed below.

Release 1.0 System Deliverables	Status
Replicate existing SIS architecture; modify to accommodate planned 14 performance indicators	Completed
Capture 5 of 14 identified Systemwide Performance Indicators	Completed
Develop aggregate reports by the 15 workforce regions and state agencies: • Employment/Placement • Employment Retention • Wage Gain • Welfare Caseload Reduction (CAF) • Welfare Caseload Recidivism (CAF)	Completed
Ensure system confidentiality/encryption as required by SB 400 Administrative Rule	Completed

Release 1.0 Project Deliverables	Status
Project Executive Summary	Completed
Project Detail Charter	Completed
Project Schedule	Completed
System Planning & Analysis Document	Completed
Design Document	Completed
Test Plan	Completed
Implementation Plan	Completed
Installed Release 1.0 Product	Completed
Post Implementation Evaluation Report	Due Jan

Other Deliverables	Status
Interagency Agreement	Due Dec 31

Following the review of deliverables and their status, a selection of several of the system screens used to incorporate partner data and produce quarterly reports were presented to the committee as an example of what was built. These screens are used only by Employment production support staff and are not accessible by partner agency staff.

Several questions were addressed and are listed below with the answers:

May I run reports myself?

- Not at this time but that functionality is a major enhancement and could be part of the next release. For each partner to run these reports they would need access to the PRISM OED server, access to the data base, Oracle run-time report client software, and Oracle Advanced Security Software

How does partner data get into the system?

- Files are submitted electronically & then extracted into the PRISM database.

How is the information from the 5 new reports different from existing SIS reports?

- The PRISM concepts and definitions more closely reflect the work of the One-Stop system of today and we are trying to work towards a more system-wide performance system.

4. Draft Interagency Agreement

The final draft of the Interagency Agreement was presented for the committee's last review. Attention was drawn to Section 4 (Consideration). There was some concern that the column titled "Biennial Revenue Transfer Amount" was filled in as "TBA". Members of the committee suggested that for now, we fill in the "Biennial Revenue Transfer Amount" column with the figures from the SIS agreement until this group agrees upon a funding amount to support the PRISM system. This amount is $87,200 per partner. It was expressly agreed upon that this does not mean that each partner will be paying $87,200 per system, but that this is a temporary placeholder.

A question rose from David Rike regarding Section 7 (Termination). Section A states that the agreement may be terminated by mutual consent of all parties or by any partners upon two weeks' notice. David was under the impression that involvement was legislatively mandated but also asked how the funding issue would be handled if a partner wanted to withdraw from the project. Virlena responded that under the law, PRISM involvement is stated as "may". However, if an agency wants to terminate, they can't eliminate the obligation to participate financially in the Shared Information System (SIS). It was suggested that sometime down the road, this group might want to examine collapsing the two agreements into one (SIS and PRISM) as they are basically almost mirror images of each other. And if SIS is to sunset sometime in the future, the PRISM agreement will most likely need to be revised anyway.

More questions came up under Section 10 (Sensitive Information), first paragraph of the second paragraph, which reads as follows:

- *"Mandatory and one-stop system partners shall not allow public access to information received from the system that identifies a particular individual unless required by law. Mandatory and one-stop system partners shall limit the disclosure of, or refuse to disclose, aggregate or summary level information when a small number of aggregated records or some other factor creates a reasonable risk that the identity of individuals may be discovered or disclosed."*

David Rike questioned whether it is clear here who determines what is "confidential" or not. For example, can school administrators get individual information on a student? Are those that administer programs not considered "public"? Virlena felt that the partners were all in agreement that they (ODE) could have this information as a partner but emphasized that it can only be used for performance measurement purposes and not case management purposes.

David Rike asked a question concerning the Agreement dealt with "Full Disclosure", and was wondering who specifically determines whether the full disclosure is fulfilled. The response was that each partner is responsible for ascertaining they have met this requirement for their own records. Rick Luthe added that the following three standards laid out below come from the Federal government and that we are trying to follow their guidelines. This specific section referred to is listed below.

(page 9, Authorized Use of Client Unit Records):

"Each partner Agency must also ensure that any customer whose information is being transferred has been provided with full disclosure of :

(a) How the information will be used;
(b) The authority that authorizes the solicitation of the information and whether transfer of such information by the customer is mandatory or voluntary; and
(c) ***The effects on the customer, if any, of not providing all or any part of the requested information***.

5. Release 2.0 Process

Kathryn Naugle and Marc Perrett reviewed the anticipated next steps in the development of Release 2.0, which are listed below.

The next slides in the presentation list various partner requests and in the coming months, we will be having more discussions to determine the desired functional requirements and priorities for each partner. Following are action items that will need to take place to continue moving forward in the process:

Action Items:

- Determine final status of project cost
- Determine funding model for Release 2.0
- Steering Committee prioritizes "wish list"
- Estimate cost of desired functionality based on "wish list"

- Determine conceptual design based on “wish list”
- Project committees and teams provide Post-Implementation Evaluation input

6. Next Steps

The PRISM system is on the production server and is ready to accept live data. The first reports will be able to be processed as soon and the Interagency Agreement is completely signed and partners have submitted their data.

The next monthly meeting will be on Tuesday afternoon, January 22nd, 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.

- February 26 2:00 – 3:00pm
- March 26 2:00 – 3:00pm
- April 23 2:00 – 3:00pm
- May 28 2:00 – 3:00pm

Agenda Items for January:

- Action item status
- Funding options for next release
- Review post-implementation feedback
- Prioritization of “wish list”
- Any issues requiring Steering Committee resolution
- Other agenda topics TBD

Respectfully Submitted,

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