



PRISM Steering Committee Meeting November 25, 2003

Present: April Lackey, Graham Slater, Lily Sehon, Evelyn Roth, John Glen, Al Pierce, Ellen Doty, Chuck Oswalt, Becky Rogers

1. Welcome & Introductions

2. Updates

Quarterly Reports - John Glen – The most recent version of this report was handed out to committee members. This quarterly report shows the actual new records sent by quarter and program area. Current reports are now always being posted to the PRISM web site at www.PRISM.state.or.us. When the new reports are posted, the former quarter reports are moved to the archive section of the site. John asked if this was an acceptable process and way of organizing and all those in attendance agreed that it was.

Quarterly Episode Count Report – The most recent report (dated 11/20/03) was handed out the committee for their review. Lily Sehon commented that the CAF numbers were lower than normal but that some of the other submissions were also lower. She said that she will follow up on the CAF submissions to make sure that those numbers are correct.

Action Item:

- **(Lily Sehon) – validate that the CAF numbers in the Quarterly Episode Report are correct for that time period.**

Oregon Workforce Investments – Results and Trends – The first edition of this new publication was handed out to all members. Graham stated that the plan is to produce a publication along these lines, utilizing PRISM data for analysis, but produce them on an as needed basis which most likely will be no more often than monthly but at least quarterly. A message was sent out electronically, announcing the publication and offering the opportunity to sign up on a list-serv to receive each publication automatically. As of this morning, 98 people have already signed up for this service.

3. Discussions

Discussion Item 1 - PRISM Reports and new partners – At issue is the question of when we add new partners who may not be workforce partners, how do we ensure that the information displayed in the reports is still are useful to the Workforce partners. For example, entities that have expressed an interest in the PRISM data are The Art Institute in Portland and the Department of Corrections. Graham presented the following proposal for discussion:

PRISM Reports and New Partners

⊕ Primary purpose = Workforce System – Gov's office, regional boards, partners, etc.

- ⊕ Question: Which agencies should be part of the “summary table” in the PRISM reports?
 - Agreement: One table for “One-stop system”; a second table for “all PRISM participants”.
 - Leave first three pages as they are; change title to “One-stop System – Statewide”
 - Add fourth page – repeat of page one, but for all PRISM participants; change title to “All PRISM Participants – Statewide”.

- ⊕ Agreement: PRISM members should send the data quarterly or as frequently as data becomes available. Reason: we want to be able to publish the data for the whole system; we can’t do that in a meaningful way if the data aren’t submitted.

- ⊕ Agreement: PRISM members’ data will be published in the PRISM quarterly reports. If an agency wants to be part of the system, then their data should also be published as part of the system. The whole point of PRISM is that this is a system; not a series of individual entities.

Note: “Workforce partners” are the participating workforce partners in the system whereas “participants” includes ALL members participating in PRISM.

Final decisions on the above proposal – The current reports will stay the same, with the titles altered to make clear which reports contain only workforce information and which reports include the entire data set of PRISM participants. All tables won’t be duplicated but we will redo the overall summary by region with all the partners listed at the bottom of the page. The only change requested from the above proposal was from Lily Sehon who requested that the proposed title of “One-Stop System” be changed to “Workforce System”. Other members of the committee concurred and agreed to the above proposals with this one change.

Action Item:

- **(Graham & John) – Title the proposed workforce partners data report “Workforce System” instead of One-Stop System”.**

Discussion Item 2 - Sharing Individual Data with Partner Agencies – As part of the discussion surrounding the Department of Corrections’ interest in participating in the system, a question around the sharing of individual data came up. Corrections are less interested in receiving public reports than they are in receiving data back, especially certain segments of DHS customers. As with the above discussion, Graham outlined the issue at question and presented several possibilities for discussion:

Question from the Department of Corrections: Can we send them raw data back for just those individuals who were served by both DOC and another agency?

Answer: - “No”:

- We cannot provide DOC with information that’s confidential from the other agency.

- These individual data are not ours to share with DOC. The data belong to the submitting agency. And we have always stated (implied?) that the data submitted by individual agencies will not be shared, at the individual level, with other agencies.

Possibilities:

- We could do the analysis and provide DOC with an aggregated report on the individuals served by both entities.
- We could suggest that DOC work directly with the other agencies, and ask them to share the data that we send back to them.
- Best option – facilitate an individual agency writing us a letter, authorizing / requesting us to share “their” data with a different PRISM agency. Include safeguards for confidentiality and guidelines for re-publication of data. This probably would be based only on customers served by more than one agency, but could be broadened.

Comments – Lily said the third option sounded best to her but that she would need to check the DHS policies around releasing the information. Although DHS does have some agreements right now with DOC, there are different requirements around informed consent and release of information and she needs to see if that type of information sharing is covered.

April was also more supportive of the third option but as with Lily, needed to check CCWD policies around releasing agency data to PRISM partners before agreeing to this option. Graham reminded everyone that this information would be for performance purposes only but that if all partners eventually agreed to this third option, the Department of Corrections would probably agree to become a PRISM partner.

Action Item:

- **(Lily, April, AI) – Research agency policies (DHS and CCWD) around informed consent and the release of information to see if the above option acceptable.**
- **(Evelyn) – follow up with the above people in three weeks for a status update**

Discussion Item 3 – Update on Department of Education membership – Graham and John Glen are scheduled to meet with Salam Noor in January to continue this conversation. There are several concerns that DOE has, such as federal dollars may not be available for them to use for the system, there are fewer state dollars at their disposal but we had also testified before the legislature this spring that general fund dollars would not be used to support the system. However, Graham said that Salam has some other ideas that he would like to explore so for right now, DOE will be considered to be an inactive, non-reporting, non-paying member.

4. Demonstrations

PRISM web site - Evelyn presented a quick walk through of the new PRISM web site, which can be found at www.PRISM.state.or.us , for those committee members that had

not reviewed it yet. There was a question regarding the definition of Placement Rate and John Glen will re-word this definition to make it clearer. All members are encouraged to send any comments or suggestions on enhancements to John Glen at (503) 947-1234.

Action Item:

- **(John G) – Clarify/re-word definition of Placement Rate on PRISM web site**

PRISM Phase 2.0 – Chuck Oswalt provided an overview of the five system enhancements that he believes are fundamental to increasing the manageability of the system and allowing partners to quickly answer questions. He emphasized that Phase 2.0 does not add new capabilities to the system but rather gives the existing capabilities to the partners to use for themselves. He handed out a three page report that outlines those five enhancements which he covered in his demonstration. That report will be sent as an attachment to these minutes. Chuck also stated that OED will be providing basic introductory training on this new product.

Questions – Lily asked who the partners should call when they have questions or need technical assistance. John Glen asked that people call him at (503) 947-1234 as that number is the main contact number for the PRISM system and that he would be happy to answer questions. April Lackey announced that Region 4 is using STARS (swipe card system) to collect their data and asked if option #4 on Chuck's handout (Open Data Base Connectivity) could be used to upload regional information into PRISM. Chuck replied that it all depends on what language the STARS system is written in and if the two languages are compatible.

5. Next Steps

2004 Meeting schedule – Graham asked that everyone please block out the fourth Tuesday of every month, from 2:00 – 3:00pm on their calendars for potential meeting dates and time. Most likely, this committee will only meet on a quarterly basis or as needed but because of the difficulty of arranging calendars without much notice, it would be much easier to cancel scheduled meeting dates than everyone rearranging calendars.

Action Item:

- **(Evelyn) - send any updates on the SB 250 progress, especially when the bill gains approval**

Respectfully Submitted,

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