

Summary Report of the First Quarter 2011 Advisory Group Meeting Wage Record Interchange System (WRIS)

Convened by conference call on March 9, 2011, from the Employment and Training Administration (ETA), U.S. Department of Labor, Washington, DC

Meeting Highlights

Welcome and Adoption of Minutes

- Karen Staha, Chief of the Division of Strategic Planning and Performance for ETA's Office of Policy Development and Research (OPDR), convened the Advisory Group meeting and provided an overview of issues to be discussed.
- The Draft Summary Report of the Fourth Quarter 2010 meeting was adopted.

Amended Data Sharing Agreement Third Round Amendment Status

- The six Third Round amendments have been signed by the states and by the Assistant Secretary of Employment and Training.
- The WRIS Data Sharing Agreement (as amended February 17, 2011) is available on the WRIS Web page and on the Advisory Group Collaborative Workspace.
- Advisory Group members will receive a PDF copy of the agreement via e-mail. Paper copies will be sent by first class mail, if requested through WRIS@dol.gov.

WRIS2 Discussion

- John Glen (Oregon), chairman of the WRIS2 Work Group provided a summary of WRIS2 and reiterated the initiative is voluntary and allows for current PACIA members to prepare aggregate statistical reports and analysis for Third Party Entities (TPE), by signed agreement.
- The WRIS2 Work Group was careful to ensure that the security provisions of the WRIS Data Sharing Agreement would be carried over into WRIS2.
- For WRIS2 participation, there are no additional development requirements for a state's SUIA.

Quarterly Technical Report of WRIS Operations

- Amanda Gohl (ACS) reviewed the Quarterly Technical Report of WRIS operations. The report had been distributed by e-mail in advance of the meeting.

WRIS Training Schedule

- A Town Hall was held on February 22, 2011. Topics include discussion of data quality issues and the decision not to expand the number of quarters available in the DDBI.
- The next Town Hall is scheduled for June 9, 2011, to discuss best practices to avoid duplicate records and incorrect Social Security numbers.
- The Confidentiality Compliance and Incident Response WebEx is scheduled for April 13, 2011

Additional Business-Advisory Group Meeting: Second Quarter 2011

- Kate Louton, the new ETA staff member coordinating grants under the Workforce Data Quality Initiative.
- The Performance and Fiscal Reporting Forums, discussed during the December 2010 meeting, will most likely be held by Webinar, due to travel and budget considerations. The schedule will be posted on ETA's Performance Web site (doleta.gov/performance).
- The Advisory Group's Second Quarter conference call meeting is tentatively scheduled for June 2, 2011.

Summary Report First Quarter 2011 Conference Call

The First Quarter 2011 conference call meeting of the Advisory Group of the Wage Record Interchange System (WRIS) was convened on Wednesday, March 9, 2011, at 2:00 p.m. EST.

I. Welcome and Remarks

Karen A. Staha, Chief of ETA's Division of Strategic Planning and Performance (OPDR), welcomed the WRIS Advisory Group to the conference call. For the roll of the meeting, Ms. Staha requested that conference call participants send an e-mail to WRIS@dol.gov. Ms. Staha outlined the agenda for the call which had been e-mailed to the Advisory Group and was posted on ETA's WRIS Web site.

II. Adoption of Minutes of Fourth Quarter 2011 Meeting

Ms. Staha briefly reviewed the draft Summary Report from the December 9, 2010, Fourth Quarter Advisory Group conference call. The draft had been distributed to the Advisory Group for comment on December 22, 2010, and was posted on the WRIS Web site; no comments had been received. Jo Doyal (Alabama) moved to approve the draft Summary Report and Jon Eller (Oklahoma) seconded. No objections were heard and the Summary Report was adopted.

III. Amended Data Sharing Agreement

Ms. Staha informed the Advisory Group that the six Third Round amendments had been fully executed by the 50 states and the District of Columbia and by ETA's Assistant Secretary, Jane Oates. The Data Sharing Agreement (as amended February 17, 2011) is available on the WRIS Web site and on the Advisory Group's Collaborative Workspace. In the spirit of being "green", a PDF of each state's executed amendments will be e-mailed to the respective Advisory Group members and state contacts. Ms. Staha noted that any state wishing to receive a paper copy by first class mail, should send an e-mail to WRIS@dol.gov. Ms. Staha also indicated that a state suggesting an amendment to the WRIS Data Sharing Agreement should submit a written proposal through WRIS@dol.gov, as detailed in Section X. *Amendment of Agreement*. Ms. Staha thanked all the states for their participation and consideration during the Third Round process.

IV. WRIS2 Discussion

In opening the discussion regarding the WRIS2 initiative, Ms. Staha stated that, although the informal comment period for the draft WRIS2 Data Sharing Agreement had closed March 1, 2011, any state that had additional comments should feel free to send them for consideration by the Work Group. Ms. Staha introduced John Glen, chairman of the WRIS2 Working Group, who outlined the purpose of WRIS2. Mr. Glen (Oregon) reiterated that WRIS2 participation is completely voluntary for the states and allows for current WRIS PACIAs to prepare aggregate statistical reports and analysis for specified third party entities within the strict provisions of the WRIS2 Data Sharing Agreement. He noted that the WRIS2 state Work Group, comprised of Rick Little (Utah), Clinton Flowers (Missouri), and Adam Leonard (Texas), were careful to ensure that amendments to the security provisions in the WRIS Data Sharing Agreement at Section VIII. *Confidentiality/Restrictions on Use of Information* would be incorporated into the WRIS2 Data Sharing Agreement. This language is found in Section X. *Amendment of Agreement*. Mr. Glen also confirmed that WRIS SUIAs will only be responsible for a single DDBI submittal per quarter; there are no additional development requirements for the SUIAs.

Mr. Glen indicated that the Work Group would prepare a final review of the draft Agreement and submit it to Ms. Staha within the next few days. It was his understanding that Lois Zuckerman and Lety Sierra in ETLS would review the draft Agreement prior to submittal for the Department of Labor's clearance process. Mr. Glen stated that work had begun on the WRIS2 initiative in mid-2008, and a Draft WRIS2 Proposed Protocol had been circulated to the Advisory Group prior to the June 23, 2010 quarterly

meeting. Drafts of the WRIS2 Data Sharing Agreement had been issued for comment on September 29 and December 30, 2010, and on February 4, 2011. In addition, a conference call discussion had been held on October 7, 2010. All of the comments received during these periods were considered by the Work Group as they refined the document. Mr. Glen thanked the state Work Group members from Missouri, Texas, and Utah, as well as Kate Louton, Linda Stevens, Amanda Gohl, Lety Sierra, and Lois Zuckerman for their participation. Ms. Staha reiterated that a state's participation in WRIS2 was voluntary and also thanked the Work Group for its perseverance in creating the draft Agreement.

Sante Perrelli (Michigan) stated his appreciation for the efforts of the Work Group and inquired about the process for the review of the final draft. Ms. Staha indicated that she did not anticipate any major changes from the draft that had been circulated in early February. However, if there were significant, late-breaking, revisions the document could be circulated to the group. Ms. Staha stated that once the Agreement is in Departmental clearance, it is presumed that the document is final and that concerns have been addressed. As soon as the WRIS2 Agreement is approved through the Department of Labor, it will be available for the SUIA and PACIAs in states that wish to participate to sign. Work with the contractors would then be finalized to allow the information to flow.

V. Quarterly Technical Report of WRIS Operations

The Quarterly Technical Report was discussed by Amanda Gohl, of ACS, the WRIS Operations contactor. Discussing WRIS membership, Ms. Gohl explained that although Hawaii is a member, its full participation has been delayed; Puerto Rico and the Virgin Island are not current members. Ms. Gohl briefly reviewed the Town Hall meeting held on February 22, 2011, and the recommendation from that meeting not to extend the number of DDBI quarters available for matching. The next Town Hall will be held on June 9, 2011, and will focus on best practices to eliminate duplicate records. She explained that when requests are submitted to the Clearinghouse from the PACIAs, it is possible in that process to receive duplicate records. Ms. Gohl discussed slides pertaining to WRIS volume and announced the Distributed Database Index (DDBI) schedule for 2011. The next DDBI will be posted on April 11, 2011. Ms. Gohl also reviewed the WRIS Monthly Matrix Traffic Report and stated that it is reported on a strict calendar month. In closing, Ms. Gohl reminded members that the ACS telephone numbers had been changed, although the offices remained in the same location. She reviewed the ACS contact information and asked if there were any additional questions or comments; none were raised.

VI. WRIS Training Schedule

Ms. Staha briefly discussed the Confidentiality Compliance Review and Incident Response WebEx that is scheduled for April 13, 2011, and the next Town Hall planned for June 9, 2011. The focus of the Town Hall will be the best practices for eliminating duplicate records. She added that Advisory Group members with suggestions for additional Town Hall topics should e-mail them to WRIS@dol.gov. Ms. Staha noted that the participation in the Town Hall on February 22, 2011, and the Confidentiality Compliance training in late January had been strong.

VII. Additional Business

Ms. Staha introduced Kathryn (Kate) Louton as the Division's new staff member working with a multitude of tasks related to wage records. She indicated that Ms. Louton, who is coordinating ETA's grants under the Workforce Data Quality Initiative (WDQI), would provide a status report on the WDQI grants during the June Advisory Group meeting. Ms. Staha also addressed the Performance and Fiscal Reporting Forums, discussed during the December 2010 meeting, and indicated that plans to hold five on-site forums have been revised due to a number of factors, including travel restrictions. Currently, options are being developed to hold the meetings by Webinar. She requested that participants check ETA's Performance Web site (doleta.gov/performance) for a schedule of Webinars that will be posted in the spring or early summer.

Ms. Staha discussed the Second Quarter Advisory Group conference call and proposed Thursday afternoon, June 2, 2011, unless a need arose for another call in the interim.

In conclusion, she asked the participants for any issues or comments that should be raised for discussion; none were heard.

VIII. Adjournment

Ms. Staha thanked members for their participation in the First Quarter 2011 Advisory Group conference call and adjourned the meeting.