Benchmarks of Success for Maryland's Workforce System
Data and Dashboard Committee
10:00 – 12:00 PM, January 15, 2019
DLLR

Attendees: LiLi Taylor, Milena Kornyl, Andre James, Douglas Weimer, Ellen Beattie, Kim Neely, Lisa Nicoli, Lynda Weber, Patricia Morfe, Randy Diehl, Scott Dennis, Shomare Braxton, and Natalie Clements

Handouts: Agenda, Binder, and Minutes from the November 2018 Meeting

---

Minutes

I.   News and Notes

- Committee members all received binders with information on the Benchmarks of Success, 2018 implementation work, and space for 2019 monthly meeting materials. Members that attended via conference line should contact LiLi Taylor or Natalie Clements about getting their binders.
- LiLi Taylor and Milena Kornyl presented on the Data and Dashboard Committee's 2018 accomplishments at the December Executive Steering Committee meeting. The Executive Steering Committee was pleased with the work and encourages the committee to carry on the implementation work this year.
- The Maryland Longitudinal Data System released their annual report. The report can be found here: https://mldscenter.maryland.gov/egov/publications/CenterReports/AnnualReports/MLDSC_Annual_Reports_2018.pdf.
    - The report contains information on the Career Exploration Expansion Act.
    - The Governor's Workforce Development Board worked with the Maryland Longitudinal Data System for this report. The Data and Dashboard Committee may view the System as a potential resource.
- Training and Employment Guidance Letter (TEGL) 7-18, "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)" was recently released, for the 24 common data elements that six core programs must use to validate data. Individual guidance for labor and education are forthcoming. The TEGL can be found here: https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4255
    - Agencies should contact their federal oversight offices to find out when more guidance is expected to be released. The United States Department of Labor anticipates releasing guidance for WIOA Title I in the summer of 2019.

- o Joint data validation has potential for a Trusted Agent Policy, to prevent the duplication of data collection.
  - o Erin Roth and Scott Dennis are working with the Assistant Attorney Generals on data sharing agreements. Erin will reach out to other states that are recognized as best practices in data sharing.
- Performance matters Future Works is a new program that enables individuals to more easily view and analyze performance data. The system will be populated by the Maryland Workforce Exchange.
- DLLR has had some changes in leadership. Previous DLLR Secretary Schulz has been sworn in as the Secretary of Commerce. DWDAL Assistant Secretary Rzepkowski is the Acting Secretary of DLLR. Previous DWDAL Acting Deputy Assistant Secretary Erin Roth is now the DWDAL Deputy Assistant Secretary. The DWDAL Director of Policy position is currently vacant.

II.   Recap of 2018 and Unfinished Business

- Following the 2018 Global Work Plan, the Data and Dashboard Committee started last year by creating a Glossary of Terms as a common vocabulary between the partners. Next, the committee wrote calculation methodology for the benchmarks of the first four Strategic Goals, using current data elements. The committee developed a Scorecard Dashboard Design template for displaying the benchmark data on the Benchmarks webpage.
- This year, the committee should finalize the Scorecard Dashboard Design, refine calculation methodology, collect data baselines, make recommendations for benchmark targets, and make recommendations for collection sustainability and filling data gaps.

III.   Project Charter

- Last year, the Global Work Plan and Charters were created for the committees. This year, the Data and Dashboard Committee will play a more active role in their development.
- The committee will edit the charter to reflect progress and collaboration, i.e. changing verb tenses and making the charter more inclusive to other partners.
- Natalie Clements and LiLi Taylor will update the charter.

IV.   Committee Deliverables and Strategies

- The committee should consider the following questions:
  - o How will the Scorecard be maintained on the Benchmarks website? Are there sustainability or capacity issues?
  - o How should the committee go about analyzing the work that they have done? What is the approach for analysis?
- The Maryland Longitudinal Data System was briefly on the Data and Dashboard Committee last year. The committee will invite them back in an advisory capacity.

The System does not contain any TANF data due to legislation. Allowing them access to TANF data would require a legislative change.

- The committee's current benchmark data is not validated. The committee will create a document, or expand on current deliverables, to include a step-by-step of how the partners arrived at their data points. Natalie Clements will send the current benchmark numbers and calculation methodology to the committee. Members will record how they got to the data point they submitted as well as any additional caveats.
- The benchmarks data contains duplicated data; however, the duplicates are in the numerators and denominators. The aggregates are skewed, but the percentages should cancel out the duplication.

V. Timeline

- The committees will present their recommended timelines of deliverables to the WIOA Alignment Group at their February meeting for approval and inclusion in the 2019 Global Work Plan. The Data and Dashboard Committee has this and next meeting to finalize their timeline of deliverables.
- The committee does not expect to see any large changes in benchmark data, for systems change is a process that will not show immediate results.
- Systems change will be encouraged through communications, outreach, the Local Plans, professional development opportunities, etc.
- The Data and Dashboard Committee recommends the following timeline of deliverables:
  - **February-April**: Refine methodology in order to calculate the baseline benchmark data. Make recommendations for sustaining the Scorecard and analysis. Make recommendations for filling gaps in data and calculation methodology as well as for future data collection.
  - **May**: Re-run the Program Year 2017 baseline data as well as the Program Year 2018, Quarter 1 data as a comparison. Present the baseline data to the WIOA Alignment Group.
  - **June-July**: Identify data trends.
  - **September-November**: Analyze Scorecard. Make recommendations for sustainability. Make recommendations for improvement of methodology. Make recommendations for targets.
  - **October**: Run the annual Program Year 2018 data.
  - **Progress throughout the year**: Make recommendations for improvements. Document data and calculation limitations and caveats.

VI. Membership Analysis

- The committee is missing local representation from WIOA Title II Adult Education and Literacy Services as well as TANF; however, the committee deals largely with state-level data.
- Adam Greeney, Chief Economist of DLLR DWDAL's Office of Workforce Information and Performance, will join the Data and Dashboard Committee.

VII.   Next Steps

- Committee members that attended via conference line should contact LiLi Taylor or Natalie Clements about getting their binders.
- Natalie Clements and LiLi Taylor will update the charter.
- Natalie Clements will send the current benchmark numbers and calculation methodology to the committee. Members will record how they got to the data point they submitted as well as any additional caveats.
- Natalie Clements will draft a timeline of deliverables based off of this meeting's discussion for the Global Work Plan. Natalie will send the timeline to the committee for comment.
- LiLi Taylor will take the Scorecard Dashboard Design to the Communications Committee for comment.