> **Project Name: TAP Committee on Performance Accountability & Data Sharing**
> **Sponsor: Workforce Training and Education Coordinating Board (Workforce Board)**
> **Project Leader: Lee Anne Caylor, Dave Pavelchek, Chelsea Orvella**

MISSION STATEMENT

To assess what is both necessary to meet state and federal reporting requirements and what is possible to enhance data and evaluation across programs, regions and populations served.

BACKGROUND

Key features of the Workforce Innovation and Opportunity Act that call for dramatically different approaches to services and accountability include:

- Application of one set of accountability metrics to every federal workforce program under WIOA,
- Requirement for states to create a single strategic plan for training, employment services, adult education & vocational rehabilitation,
- Better alignment of workforce areas, labor markets and economic development regions, and
- Stronger evaluation and data reporting.

Strategic Link with TAP

This committee will lead the creation of an implementation plan for Next Generation Performance Accountability initiatives outlined in *Talent and Prosperity for All (TAP)*, developing the criteria and framework for a comprehensive workforce system assessment methodology which is consistent with Workforce Innovation and Opportunity Act (WIOA) section 116 requirements.

Goals Tied to Strategic Priority

The Committees Goals largely consist of assessments and implementation activities that lead to the Next Generation Performance Accountability and/or meet Federal requirements that accompany WIOA funding. They work toward a system that will provide information to help drive efficiency and effectiveness in realizing TAP.

SCOPE OF COMMITTEE WORK

IN SCOPE: Listed below are four (4) work groups, two composed of committee members, and two staff-level groups of which the Committee needs to have cognizance. The high level charge in order to complete this committee's mission.

1. Data Sharing

2. Coordination and overall development of needed data sharing for program operations (e.g. co-enrollment, integrated service delivery - ISD) and state and federal reporting
   a. Review legal considerations and data policy (i.e. who can share what, when and with who)
   b. Identify data sharing needs (i.e. who needs what and when)
   c. Serve as the data sharing resource for all TAP implementation committees
3. Performance Accountability
   a. Consider avoiding duplication of state core and federal measures
   b. Provide ad hoc analysis and support for the potential adoption of additional performance indicators (per 20 CFR Part 677.165)
   c. Mandated federal reporting
        i. First year, short-term reporting (i.e. quarterly Joint PIRL)
       ii. Annual performance report
      iii. Combined state plan (section 116 updates)
       iv. Additional federal reports (e.g. RSA 911, DOL PIRL, NRS/SBCTC)
   d. Meeting full federal reporting requirements in subsequent years (e.g. Perkins, skill gains)
   e. Eligible training provider system
   f. Address ETPL revisions and expansion
   g. Performance targets and target setting as required
   h. Negotiations at the federal-state level(including federal statistical adjustment modeling) and the state-local level
   i. Dashboards (e.g. access to performance reports for state and regional areas)
   j. Consider impact of final federal regulations on performance targets and negotiations at the regional level for titles II and IV

OUT OF SCOPE:

- Information technology (IT) infrastructure and systems design
- Evaluation and research activities

SCHEDULE

MILESTONE	START DATE	FINISH DATE
Adopt project charter	August 26, 2016	September 7, 2016
Appoint task force members	August 29, 2016	September 9, 2016
Task forces meet and scope charters	September 12, 2016	September 23, 2016
Major Workgroups convene	October 28,2016	

Near-Term

The Committees is operating two major workgroups and maintaining oversight of two pe-existing staff-led activities. These workgroups are:
- Data Sharing
- Performance Accountability

The two pre-existing groups are addressing:
- First year participant and performance reporting (PIRL)
- Updating and initial WIOA revisions to Eligible Training Provider (ETP) list

Data Sharing Work Group Near-Term
1.   Communication with other sub-committees: In order to maintain transparency and consistency across different agencies and programs, systematic two-way communication and input about data sharing needs is needed.
Output: Regular communication throughout the project w/ other sub-committees to assess and coordinate data sharing needs and efforts. In particular, the Common Intake and Integrated Service Delivery Subcommittees will be identifying data sharing needs as they develop the design of their components.

2.   Data sharing needs: We have a goal of sharing data across the different programs. In order to do this, we need to understand what data needs to be shared; who needs to have that data; and when the data needs to be shared.
Output: Data needs documentation including who, what, and when.

3.   Review legal considerations and data policies: Understand and explain who can currently share what information, with whom, and when.
Output: Roadmap of what exists today and recommendation on what policies are needed and what significant obstacles must be addressed.

Performance Accountability Work Group Near-Term
These first tasks need to be substantially completed (to recommendation to Board stage) in time for the January Board meeting.

1.   Simplify: We currently have state core measurement requirements as well as Federal measurement requirements. We believe we need to evolve the state measurement system to simplify the reporting requirements, since some of the new federal measures are quite similar to state measures.
Output: Recommendation for evolution of state participant outcome measures to reduce duplication with new Federal measures.

2.   Additional Reporting Requirements: There are 3 additional measures required by end of year 1. Evaluate options for implementing these measures, and how we will assemble the data. The options are constrained within the regulations and guidance from the Department of Labor and Education. The Business Engagement Committee.recently determined which two of the three federally approved measures we will be implementing.
Output: Data recommendation for the options we take and how we can do this effectively and efficiently.

First year participant and performance reporting (PIRL)
Combine individual data on participants in all six WIOA core programs for initial quarterly submittal to federal agencies.
Outcome – Successful upload of conforming file to DoL in November.

Updating and initial WIOA revisions to Eligible Training Provider (ETP) list
Annual update of the ETP list of eligible training programs has been delayed by data issues and WIOA contingencies. Eligibility criteria need to be reviewed, and WIOA requires that one revision to the definitions of metrics. There is an existing stakeholder committee process that has been used for annual updates of criteria and lists.
Outcome – Release of updated list of eligible programs by February 2017

OUTCOMES AND MEASURE

OUTCOMES	MEASURES OF SUCCESS
Committee Charter adopted by Committee and approved by Workforce Board	Membership signs agreement to support charter
Work groups adopt individual charters and approved by full committee	Task force participants sign agreement to support charter
Timely submission of Joint PIRL due 11.15.16	Acceptance of first Joint PIRL submission
Updated ETPL Standards	ETPL standards updated and approved
Updated reporting processes for current and future federal WIOA reporting requirements	Mapping of process for WIOA federal reporting
Recommendation re: consolidation of State Core and WIOA reporting	Recommendation submitted to Workforce Board for consideration
Method to measure skill gain	Skill gain measures developed with cross partner input and approval
Regional and cross-program approach to performance target setting	A target setting system that accounts for regional and program input with performance dashboards for state and regional areas
Forward plan for enhanced analysis of the system, beyond the WIOA required and optional programs	Proposal developed and adopted into the state plan

RELATIONSHIP TO END GOAL

How does the work of this committee relate to the end goals: • **Help more people find and keep jobs that lead to economic self-sufficiency with a focus on disadvantaged populations.** • **Close skill gaps for employers, with a focus on in-demand industry sectors and occupations.**
Ability to efficiently manage (and continue to obtain) WIOA resources, and providing consumers with extensive outcome information will improve the match between employer demand and worker supply of skilled labor, while workers to make training investment decisions with better information about likely economic outcomes.

COMMITTEE MEMBERSHIP ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY/AUTHORITY
Co-Leads	• Focus on key strategic and implementation policies • Convene regular meetings to maintain oversight • Assist work groups in maintain progress and communications with other implementation gropus and activities • Serves as liaison between task forces and full WTB board • Update group goals and charters as implementation progresses
Committee Staff	• Commits to the mission
Committee Members	• Commit to mission and charge from full committee • Focus is at the operational, detail level • Represent your organization/administration • Bring information back to your organization • Advocate for the group's mission • Attends, participates and contributes during meetings • Timely follow-up on assignments • Serve as liaison to other stakeholders and implementation activities for the committee and its subgroups and

	Seek to provide necessary resources for task forces to be successful

CONSTRAINTS AND DEPENDENCIES

- Committee and task force members have the authority to commit their organization's support	- Timely federal guidance

COMMITTEE MEMBERSHIP
Executive Lead: Lee Anne Caylor, Dave Pavelchek, Chelsea Orvella

Sub-Group Leads:
- **Data Sharing – Andrew Clemons**
- **Performance Accountability – Dave Pavelchek**
- **First-year Reporting (PIRL) – Scott Wheeler**
- **ETP – Dave Pavelchek**
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Staff Support: Randy Smith for ETP, TBD

Admin. Support: Rebecca Reule

Committee Members/Subject Matter Experts	
Cynthia Forland, Craig Clark, Amy Gimlin, Percy Lagdan, Bryan Pannell, Scott Toscano, Tom Berry, Patrick Dymond, Alex Kosmides, Carmen McKenzie, Tim Robison, Rod Van Alyne, Andrew Clemons, Marissa Cahill, Melissa Ford Shah, Lou Sager, Tarimah Thomas,	*(Will be updated to reflect recent changes)*

GOVERNANCE AND GUIDING PRINCIPLE

Work groups convene to accomplish their assigned scope of work. Work groups are charged with scoping, setting timelines and making recommendations to the full committee regarding their scope of work. The full committee reviews and passes forward approved recommendations to the full Workforce (WTB) Board for consideration.