

Draft Summary Report of the WRIS Advisory Group Second Quarter 2013 Conference Call Meeting: June 13, 2013

The Second Quarter 2013 meeting of the Advisory Group of the Wage Record Interchange System (WRIS) was convened by conference call on June 13, 2013 (2:00 p.m. EDT) from the Employment and Training Administration (ETA), U.S. Department of Labor, Washington, D.C.

I. Welcome and Remarks

Karen A. Staha, Chief of the Division of Strategic Planning and Performance for ETA's Office of Policy Development and Research (OPDR), welcomed the WRIS Advisory Group to the Second Quarter 2013 conference call meeting, introduced participants from ETA, ETLs, Xerox and CDS², and briefly discussed the agenda items.

In order to conserve time for discussion, Ms. Staha asked Advisory Group representatives to confirm attendance through an e-mail to WRIS@dol.gov in place of calling a roll. During her overview, Ms. Staha reported that Gerri Fiala is now serving as the Acting Assistant Secretary of ETA and outlined the significant experience Ms. Fiala brings to the position. Ms. Fiala most recently has served as ETA's Deputy Assistant Secretary. Ms. Staha also noted that six states have been selected to receive grants under the third round competition for the Workforce Data Quality Initiative (WDQI) competition. The six are: Kansas, Ohio, Oregon, North Carolina, Virginia, and Wyoming. Additional WDQI information is available on the Division's Web site: <http://www.doleta.gov/Performance/workforcedatagrants09.cfm>

II. Adoption of Summary Report for First Quarter 2013 Meeting

Ms. Staha provided a brief review of the Draft Summary Report of the First Quarter 2013 Advisory Group meeting held March 21, 2013. Fifty-eight staff representing 39 WRIS members (states, the District of Columbia and Puerto Rico) attended.

The Draft Summary Report had been e-mailed for review to the Advisory Group on April 4, 2013. Phil Baker (Nebraska) made the motion to adopt and Jo Doyal (Alabama) seconded. The Summary Report was adopted without objection.

III. WRIS2 Status

Clinton Flowers (Missouri), and Heather Parker, ETA Program Officer for WRIS, WRIS2 and CRIS, reported on the current status of the voluntary, opt-in WRIS2 expanded data sharing initiative and welcomed the newest member, New Mexico. Since the March quarterly meeting, the states of Iowa, Kansas, Maine, South Carolina and North Carolina have signed the WRIS2 Data Sharing Agreement and the current membership in the exchange is 32. The WRIS2 Town Hall on June 4 included presentations from Louisiana, Oregon and ETA and was attended by 41 staff members. Proposed discussion topics for the next WRIS2 Town Hall are welcomed and should be e-mailed to WRIS@dol.gov. In

response to the report, Lois Zuckerman (ETLS) asked if WRIS2 members would be interested in sharing information on their uses of data received through WRIS2 at a future meeting; Mr. Flowers agreed the sharing would be useful. In closing the report, Ms. Parker thanked John Glen (Oregon), Adam Leonard (Texas), Rick Little (Utah) and Mr. Flowers for their leadership through the WRIS2 Work Group. Ms. Parker reminded Advisory Group representatives that ETA had established a separate Web site for WRIS2 and that the current membership map and related documents are available at: http://www.doleta.gov/performance/wris_2.cfm

IV. Retention, Destruction, and Breach Notification Procedures

Ms. Parker discussed the procedures for breach notification as well as retention and permanent destruction of data received through WRIS. In the event of a data breach, states must immediately notify ETA. ETA should be made aware of the breach as soon as identified, but no later than 24 hours. The e-mail address for notification is: wris@dol.gov. All member states should maintain a written state plan for handling data breaches and the plan should be immediately implemented should the situation arise.

Ms. Parker also reviewed the requirements in the WRIS Data Sharing Agreement for the retention and permanent destruction of data received through WRIS and noted that the SUIA and PACIA requirements for destruction are identical although the SUIA and PACIA requirements for retention differ. For PACIA retention guidelines, Ms. Parker referenced 29 CFR 97.42 and 95.53 and provided links to the resources (§ 97.42 Retention and access requirements for records -- <http://www.gpo.gov/fdsys/pkg/CFR-2011-title29-vol1/xml/CFR-2011-title29-vol1-sec97-42.xml>; § 95.53 Retention and access requirements for records -- <http://www.gpo.gov/fdsys/pkg/CFR-2003-title29-vol1/pdf/CFR-2003-title29-vol1-sec95-53.pdf>).

In closing, Ms. Parker noted that discussion of retention and destruction procedures during the April WRIS Town Hall included a presentation by Jon Eller (OK) of SUIA practices in his state and that the WRIS Town Hall PowerPoint was e-mailed to all Advisory Group representatives on April 30, 2013.

V. WRIS PACIA and SUIA Training Opportunities

Ms. Parker provided an overview of recent WRIS training opportunities:

State Orientation WebEx: By request, a WRIS Orientation WebEx can be scheduled for any WRIS member at a date convenient for its staff. In May and June, an Orientation WebEx was provided to Hawaii (May 7) and to Puerto Rico (June 5). WebEx topics can be customized based on the state's technical or policy needs.

WRIS Spring Town Hall:

The spring WRIS Town Hall, held April 13, 2013, included presentations from Oklahoma, Oregon, North Dakota and ETA. Fifty-on staff members from 36 WRIS members participated. State staff who were unable to attend can receive the

Town Hall presentations through a request to WRIS@dol.gov. Ms. Parker reported an autumn Town Hall is planned and encouraged members to suggest topics for discussion.

Confidentiality Compliance and Incident Response WebEx: The training will be offered again during the summer months for state participants who could not participate in the January WebEx. Seventy-nine staff members from 34 states plus the District of Columbia and Puerto Rico attended on January 9, 2013.

WRIS2 Town Hall:

The WRIS2 on June 4 included discussion of agreements entered into with Third Party Entities, WRIS 2 processes in Louisiana and Oregon, technical operations and related issues. Forty-one 41 staff members participated. An autumn WRIS 2 Town Hall is planned for late October or November 2013.

VI. Quarterly Technical Report of WRIS Operations

Martha Stephens (Xerox) discussed the quarterly Technical Operations Review, e-mailed to Advisory Group representatives for reference on June 11. Ms. Stephens reported that SUIAs in all 50 states, Puerto Rico and the District of Columbia had submitted data for the current quarter's Distributed Data Base Index (DDBI). Referencing charts in the Technical Operations Review, Ms. Stephens discussed the quarterly tracking of WRIS volume and noted consistency with historical trends since WRIS began in 2004. She emphasized that the reported numbers are based strictly on the monthly traffic reports of how many requests for participant wage data are submitted to the Clearinghouse and the numbers do not take into account whether or not the requests are repeated. To strengthen responses and decrease processing impacts on SUIAs, Ms. Stephens suggested that PACIAs consider increasing their requested 'need-by' dates from three days to six and reduce the number of quarters requested to only those required for specific reports.

In reviewing the Distributed Data Base Index (DDBI) submittal schedule for 2013, Ms. Stephens noted that data for 4th Quarter 2012 has been available since April 15, 2013; and 1st Quarter 2013 DDBI data submitted by July 8 will be available on July 15. She asked that Advisory Group representatives advise Xerox of any processing changes in their states through an e-mail to: wris.support@xerox.com. Ms. Stephens further reported that, for security reasons, the WRIS User Guide is posted on the password-protected Web site for state PACIAs. In closing, Ms. Stephens indicated that the contact information for Xerox, ETA and CDS2 is included on pages 26 and 27 of the Technical Operations Review.

VI. Additional Business

Following conclusion of the scheduled agenda items, Ms. Staha encouraged Advisory Group members to raise questions, comments, or issues for discussion. Further, Ms. Staha briefly discussed the Department of Labor's five Strategic Goals and reported that DOL will host a WebChat related to Strategic Goal 1 (planned for July 22, 2:00 pm EDT) and Strategic Goal 4 (planned for July 25, 2:00 pm EDT). States wishing to participate may access details through: <http://www.dol.gov/sec/stratplan/2014outreach/>

Ms. Staha noted that the tentative date for the Third Quarter 2013 Advisory Group conference call is September 19, Thursday; and asked that state conflicts be e-mailed to WRIS@dol.gov so that ETA may consider an alternative meeting date convenient for the majority of the Advisory Group members. The First Quarter 2013 conference call was adjourned at 2:58 p.m.