



Meeting: NMDWS / SFCC Sun Path Program

Date: 2/25/15

Lead: Sue Anne Athens

Location: NMDWS

Scheduled Time			Actual Time		
Start	Stop	Total Time	Start	Stop	Total Time
3:00 pm	4:30 am	90 mins	3:00 pm	4:00 pm	60 mins

ATTENDEES: Y/N/R (yes/no/recorder) – Sign In / Contact Information Below

Y/N/R	Name	Org	Y/N/R	Name	ORG
Y	Christopher Dela Rosa	SFCC	Y	Sue Anne Athens	NMDWS
Y	Tricia Kattell	SFCC	Y	Luke Fietze	NMDWS
Y	Brenda Loya	SFCC	Y	Dolores Haley	NMDWS
Y	Kristen Krell	SFCC	Y	Waldy Salazar	NMDWS
Y	Yash Moritomo	SFCC	Y	Margarito Aragon	NMDWS
Y	Dana Bell	UNM CEPR	Y	Lopez-Casaus	NMDWS
Y	Tom Dauphinee	UNM CEPR		Julie	

Agenda

Old Action Items					
Item #	Item	Date Assigned	Due Date	Owner	Status
1.	None				

Discussion Items		
Item #	Item	✓
1.	Introductions	✓
2.	Current status on data capture in Workforce Connection Online System (WCOS) a. Programs loaded b. NMDSW-JDCC staff access – at sites	✓
3.	Additional WCOS updates a. Certification/acceptance language on registration b. Additional data capture required c. Additional Reporting	✓
4.	Systems Information Sources – listing	✓
5.	Approach/Need for consolidation of information	✓
6.	Data Uses – by whom	✓

Meeting Minutes

New Action Items:			
Item #	Item	Due Date	Responsible
1.	Add meeting attendees to base camp		K. Krell
2.	Project Plan / Schedule		SFCC
3.	Define requirements specifications / scope		SFCC
4.	Define data governance		SAA / YM
5.	Review and modify UI/Employer registration screens to include notification of data use acknowledgement.		D. Haley

6.	MOU Data Sharing Agreement DWS / SFCC		YM
7.	SFCC will begin identifying intake data need for reporting.		C. Dela Rosa
Key Decisions Made:			
Item #	Decision	Date	Responsible
1.			
2.			
Issues Identified:			
Item #	Issue	Due Date	Responsible
1.			
2.			

Meeting Notes:

1. Current status on data capture in Workforce Connection Online System (WCOS)
 - a. Programs loaded
 - Data collection identifier\codes have been established in NMDWS WCOS system for Sun Path program participants.
 - b. NMDSW-JDCC staff access – at sites
 - JDCC staff are onsite.
2. Additional WCOS updates
 - a. Certification/acceptance language on registration
 - NMDWS is reviewing WCOS registration form/screen for notification of data use language.
 - b. Additional data capture required
 - Educational and workforce data capture required.
 - WCOS pre-enrollment data
 - c. Additional reporting
 - Sun Path participant report/listing from the WCOS system can be generated using unique identifier/codes.
 - Quarterly Reporting. Possible October 2015 reporting date for initial report.
 - SFCC will begin identifying intake data needed for reporting.
3. Systems Information Sources – listing
 - Yash presented an overview of the data that will be captured into the TAAACCCT data structure.
 - Multiple data source input: (See Diagram Below)
 - i. PED System: E-DEAR system (used by all public post-secondary institutions in NM)
 - ii. UNM Continuing Education: TAA Participant data
 - iii. HED Adult Education: LACES system
 - iv. NMDWS: WCOS/UI Systems – NMDWS does not capture self-employed or tribal wage data.
4. Approach / Need for consolidation of information
 - SFCC will be responsible for the data repository and data reporting.
 - Data will be available via a SharePoint portal using the TABLO reporting tool hosted by SFCC.

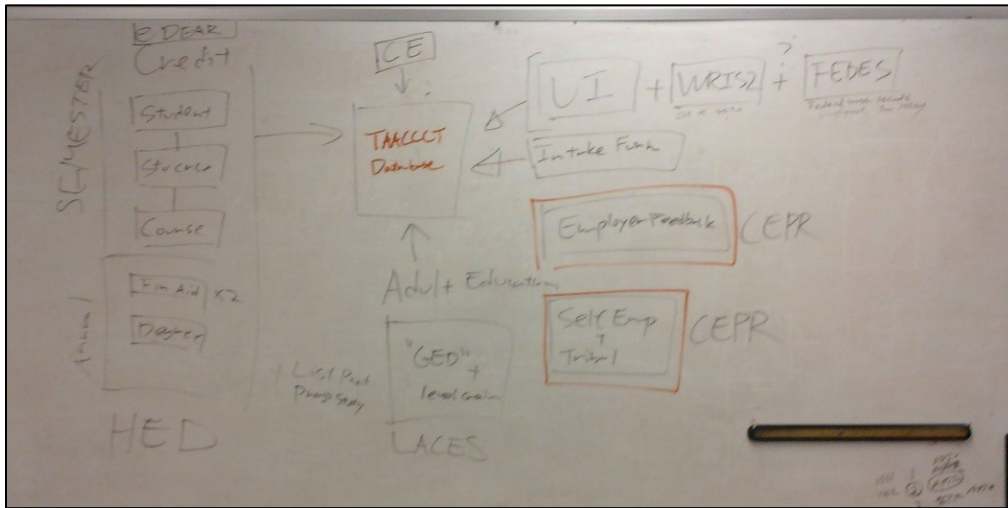
5. Data Uses – by whom

- USDOL grant reporting.
- Aggregate level program reporting
- Evaluator usage. UNM CEPT will require access to both participant program and control data.

NMDWS/SFCC/UNM Sun Path Meeting Attendee Contact Information

Attendee	Organization	Phone Number	Email
Kristen Krell	SFCC	428-1142	kristen.krell@sfcc.edu
Christopher Dela Rosa	SFCC		christopher.dlarosa@sfcc.edu
Tricia Kattrell	SFCC		tricia.kattell@sfcc.edu
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Julie Lopez-Casaus	NMDWS		Julie.Lopez-Casaus@state.nm.us

System Information Sources



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