



*Benchmarks of Success for Maryland's Workforce System*  
Data and Dashboard Committee  
10:00 – 12:00 PM, March 19, 2019  
DLLR

**Attendees:** LiLi Taylor, Milena Kornyl, Douglas Weimer, Ellen Beattie, Lisa Nicoli, Lynda Weber, Mashonda Smith, Patricia Morfe, Randy Diehl, and Natalie Clements

**Handouts:** Agenda, Final Charter, Final Global Work Plan, Draft Calculation Methodology, Draft Benchmark Numbers, and Geographic Service Areas

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**Minutes**

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**I. News and Notes**

- The Global Work Plan and the Data and Dashboard's charter were presented to and approved by the WIOA Alignment Group.
- Tomorrow, members of the Data and Dashboard Committee and the Communications Committee are meeting to discuss how to make the draft Scorecard dashboard design more reader-friendly to different audiences.
- MD THINK will present to the WIOA Alignment Group at their meeting this month.
- The draft Benchmarks of Success numbers were shared with the WIOA Alignment Group but not the Executive Steering Committee.

**II. Methodology for Calculations of the Benchmarks in the Short-Term**

- The committee is working towards creating a user guide of how each partner obtained their data. If not already done so, each partners should submit their internal processes instructions to Natalie Clements.
- Working through the first round of calculating the Benchmarks of Success, partners may have new suggestions for improving the calculation methodology. Natalie will send the draft calculation methodology sheet to the committee for comment. Comments are due back by close of business Tuesday, April 2<sup>nd</sup>.
- The Scorecard should include timeframes of when the data was run. The committee decided that only final data should be published online once the dashboard is functional. Preliminary data can be shared with the WIOA Alignment Group but only with that caveat.

**III. Brainstorm Approaches to Analysis**

- The scope for analyzing data is to determine the baseline and recommendations for targets. The Data and Dashboard Committee does not have enough data yet to start this

analysis. This conversation is to begin the plan for how to analyze data once it is available.

- Analysis should review where data increases, decreases, amount of percent change, program versus state performance (not to be reported), seasonal changes, compare numerator changes to denominator changes (in the same direction, by roughly the same amount?), etc.
- Analysis needs to acknowledge the gaps in what is not collected and other caveats (e.g. duplication). The biggest gaps are for Strategic Goal #4 because of data system collection limitations. Professional development on standardizing reporting may also help. In the short term, the data does not distinguish between providing barrier removal services and referral to barrier removal services. The committee may want to consider separating these items in the future.
- The WIOA Alignment Group is tackling the data-sharing issue. This will likely affect the work of the committee.
- The Data and Dashboard Committee will develop a definition for “co-enrollment” for Strategic Goal #5. Partners will share their agencies’ definitions of the term, and Natalie will combine the definitions and share it back with the committee for comment. The term should be added to the Glossary of Terms.
- The Data and Dashboard Committee will develop recommendations for sustainability in the long term (data collection methodology, calculation methodology, combining the data, etc.). The recommendations differ by long term solution (e.g. MD THINK, third party collector, designating one agency, etc.). The committee will consider developing recommendations by possible solution.
- Data points have confidentiality rules and regulations. Recommendations should be mindful that different data are connected to different regulations and sharing limitations.

#### **IV. Next Steps**

- If not already done so, each partners should submit their internal processes instructions to Natalie Clements.
- Natalie will send the draft calculation methodology sheet to the committee for comment. Comments are due back by close of business Tuesday, April 2<sup>nd</sup>.
- Partners will share their agencies’ definitions of “co-enrollment”, and Natalie will combine the definitions and share it back with the committee for comment.