

NTN MIS Task Force
April 30, 2014
Prescott Resort
1500 E State Route 69, Prescott, AZ 86301

Members Present

Diana Navarro – Cocopah Indian Tribe	James Smith – Salt River Pima-Maricopa Indian Community
Kim Booth – Colorado River Indian Tribes	
Jennifer Thomas – Gila River Indian Community	Bernice Phillips – San Carlos Apache Tribe
Terilyn John – White Mountain Apache Tribe	Ernestine Smith – Yavapai-Apache Nation
Lucille Watahomigie – Hualapai Tribe	Nadine Kwail – Yavapai-Apache Nation
Mimi Hurtado – NTN Performance Consultant	Louann Levy – Quechan Indian Tribe
Barbara Valdez – Tohono O’odham Nation	

Members Absent

Robert Jacobo – Ft Mojave Indian Tribe	Georgianna Sieweumtewa – Hopi Tribe
Linda Valenzuela – Pascua Yaqui Tribe	Jean Imus – Hualapai Tribe

NTN Staff Present

Ron Trusley - NTNWB Executive Director	Rich Utzig – NTN Dislocated Worker Program Coordinator
Diana Russell – NTN Dislocated Worker Program Manager	

Guests Present

Adrianna Rivera – Pascua Yaqui Tribe	Loretta Kill – Yavapai-Apache Nation
Angela Sandoval – Quechan Indian Tribe	Marylina Ethelbah – White Mountain Apache Tribe
Cody Juan – Pascua Yaqui Tribe	Alfreda Brown – Gila River Indian Community
Judy Gonzales – NACOG	
Deanna Encinas – Gila River Indian Community	

Call to Order

Linda Valenzuela, NTN MIS Task Force Chairperson was unable to attend the meeting due to a death in her family so Linda asked Ron Trusley to chair the meeting on her behalf. Ron called the meeting to order at 9:03 am.

Roll Call

Ron conducted roll call of all members. It was decided to move the membership requests until later in the meeting for discussion.

Welcome

Ron welcomed everyone to the meeting and asked everyone to introduce themselves.

NTN MIS Task Force

April 30, 2014

Page – 2 –

Approval of Minutes

Louann Levy moved to approve the March 11, 2014 minutes. Diana Navarro seconded the motion. Motion to approve the minutes as presented carried.

Performance Best Practice Presentation

Judy Gonzales, who is a contractor for the Northern Arizona Council of Governments (NACOG) Yavapai County WIA program gave a presentation on how she tracks their performance. She reviewed the NTN's most current 9090 annual performance report and showed the task force how she takes the report's data and includes it in her spreadsheet (which she gave as an electronic copy as well so members could take it back to their office and utilize it locally).. Her spreadsheet combined the most current performance data with the previous year's (PY12) data so that you can easily see if there is any chance of failing any measure for two years in a row which requires a corrective action plan. She explained that NACOG is currently failing the youth literacy and numeracy measure, which NTN is also failing. She commented that NTN has 23 youth in the denominator and NACOG only has 12, which makes it harder to meet the measure. She shared that she is currently reviewing each of those 12 files to make sure that they were correctly entered into AJC at registration (showing them as out of school youth) which combined with the youth being basic skills deficient then includes them in this measure. Mimi asked the task force members to do so as well so that we are sure that the 23 youth included in the measure are correct.

J-125 Completion & Submitted

Ron explained that recently one of the local staff lost their AJC access due to not logging in within the 30 day limit. Their office submitted a new J-125 which confused state help desk staff and ultimately Ron was informed that reinstatement of staff does not require a J-125 and that the local Regional Director should be able to send an email to EA Security requesting reinstatement of their access. The email should be sent to edatasecurityunit@azdes.gov. Any problems please follow up with Ron.

Error Reports & How to Avoid Errors

The Task Force discussed the continuing problems that occur each time AJC is updated – old errors that have already been corrected return. After discussion it was decided that since local staff are already taking screen prints of the corrections to prove that they have been done that they will include them on their response to State WIA Admin, copying Mimi and Ron. That way we can document that this is a recurring problem causing unnecessary staff work and time. If it continues we may want to compile a list of these issues and present it to State WIA Administration so they are officially aware of this recurring problem.

NTN MIS Task Force

April 30, 2014

Page – 3 –

Latest Performance Reports

Mimi reviewed the latest Performance Recap report and also the denominator report for the youth literacy and numeracy measure which we are still failing. All other common measures are being met or exceeded. Since the AJC annual report system was unavailable from January to April the latest performance looks pretty good. Task Force members were asked to review the youth files particularly to be sure that they have been tested and that the tests are entered into AJC under the “out of school testing” tab. During the discussion White Mountain stated they have three out of school youth who are not appearing on the list. These files were reviewed and Mimi will check the literacy numeracy training information we received from the state. It appears that they tested high enough to not be in the measure, but simply reviewing the AJC data doesn't tell us that so she will check further and get the information back to the task force.

Ron reviewed the enhancement document sent recently from the state outlining the new enhancements to AJC. The majority of which don't involve WIA program operations.

Mimi, Diana Russell and Ernestine reviewed some files that had recently been co-enrolled for adults and dislocated workers. In reviewing them one was correct in AJC and the other wasn't. The Task Force took an active part in the enrollment process and they were able to make the corrections to AJC at the meeting and get the other file corrected. The error was that they had not updated the universal demographics section before doing the WIA demographics section so the changes didn't change the participant's eligibility. It was a good learning exercise!

Suggestions for Improving Performance

Gila River shared that they are currently holding a monthly “staffing” between their MIS and case management staff to review all participant files. They're finding that this improved communication is really working well and are considering doing it twice a month. Other Task Force members commented that they agreed it is a good idea.

AJC Reports Review

Since Mimi had reviewed the available reports at the recent Training Academy the AJC reports were not reviewed again except the 9090 and youth literacy/numeracy. Mimi reminded the Task Force that they are to provide the Directors with a copy of the 9090 each month as requested earlier.

Recommendation/Requests to Directors

Ron asked if there is any need for the MIS Task Force members to receive the Allocations Remaining reports that go to the Directors. The Task Force felt that they didn't need it.

NTN MIS Task Force

April 30, 2014

Page – 4 –

Local Issues

Several questions were presented:

Are there core, intensive and training services for youth? – NO and all youth services are actually considered training.

Which assessment should be used for the first activity for youth? – in looking at the activity dropdown in AJC the only one available for youth is objective assessment. This differs from the adults/dislocated worker activities where they also have initial assessment (which is a core service) and objective assessment (which is an intensive service).

How and where do you enter the X codes when we need to pull someone from performance? Once the file exits (90 days from last activity) an Exit Question tab will appear about wages and outcomes. There is a dropdown in the Exit Question section that gives you all the available X codes (death, health/medical, family care, returned to active duty, retirement, incarceration/institutionalized, etc.) When this is selected ALL performance is excluded to our knowledge.

Note: Marilyn recently informed NACOG that one of their participants who had been X coded will remain in the literacy/numeracy measure so we're hoping to get more information as available on that.

Future Meetings

The Task Force prefers the next year's meetings be scheduled as follows:

July 23 – somewhere in the valley as available

Oct 8 – Cocopah or the Q

Jan 21 – to be determined by availability

Apr 22 – Mazatzal

Membership Requests

Ron explained that Diana Russell and Rich Utzig from the dislocated worker program have requested membership on the task force. He also suggested that Marylena Ethelbah and Angela Sandoval also become members of the Task Force since they generally attend the meetings and could then be voting members. Diana Navarro moved that all four be approved for membership and Lucille Watahomigie seconded the motion. The motion was approved unanimously.

Call to Public

None offered

Adjourn – Meeting was adjourned at 4:06 pm.