

January 2020 RETAIN All Grantee Call: Data Systems and Automation

January 23, 2020



RETAIN

Retaining Employment and Talent
After Injury/Illness Network



Welcome

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Webinar Quick Tips

- **If you are having any trouble with Adobe Connect, email RETAINTA@air.org or use the chat box.**
- **Submit questions at any time during the webinar in the Chat box – or use the “Raise Your Hand” function in the top menu.**
- **Attendees will be unmuted occasionally to interact verbally.**

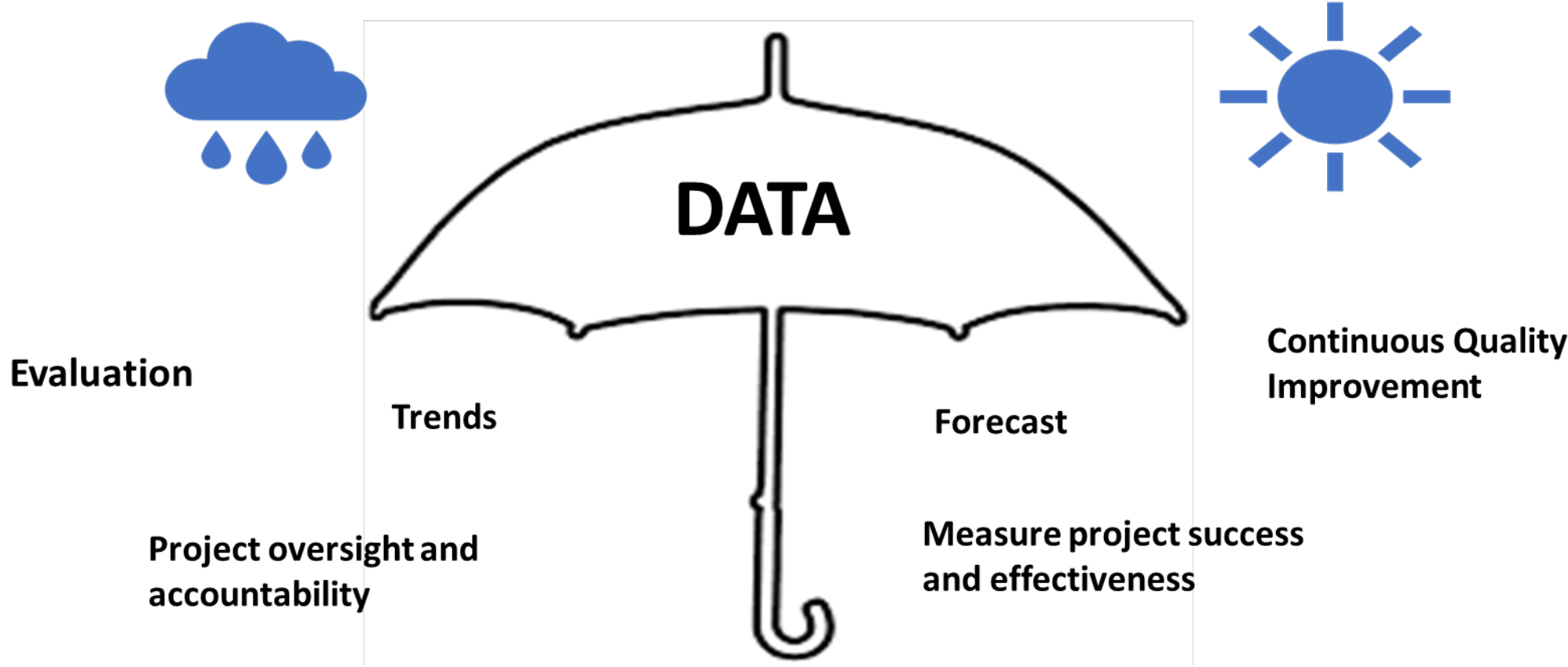


January All-Grantee Call: Data Systems & Automation

- Roll Call: OH, KY, KS, MN, VT, CT, CA, WA
- Introduction
- Guidance on Data Collection & Transmission
 - Collection Instruments
 - Transmission to Federal Entities
 - Required Data Elements

RETAIN TA : Data Systems and Processes

Value of Data and Data Collection in RETAIN



TA Resources Related to Data and Data Collection

Guide to Identifying RETAIN Information System Needs and Gaps

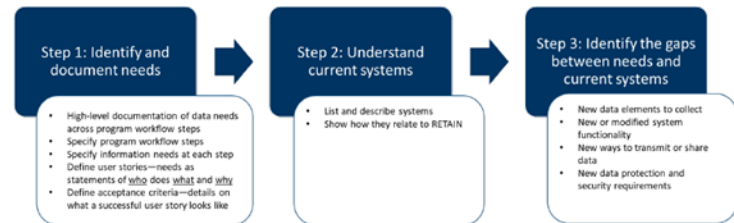
Introduction

This guide provides your Retaining Employment and Talent After Injury/Illness (RETAIN) project with a process to perform a needs and gap analysis for your information technology (IT) and data systems. The process and the related resources included in this guide may be used from the beginning of a RETAIN project or as a guide to review and, if needed, revise an existing needs and gaps analysis to best meet the current needs of your project. This process consists of three steps:

- Step 1: Identify and document project needs.
- Step 2: Understand current IT/data systems.
- Step 3: Identify the gaps between project needs and current systems.

These steps are outlined in Diagram 1.

Diagram 1: Information System Needs and Gaps Analysis Process



Step 1: Identify and document your project needs at all steps of the program workflow—the sequential processes by which RETAIN participants enter the program, receive various services, exit the program, and are monitored after exit. In this step, you'll develop a high-level overview of data needs by listing:

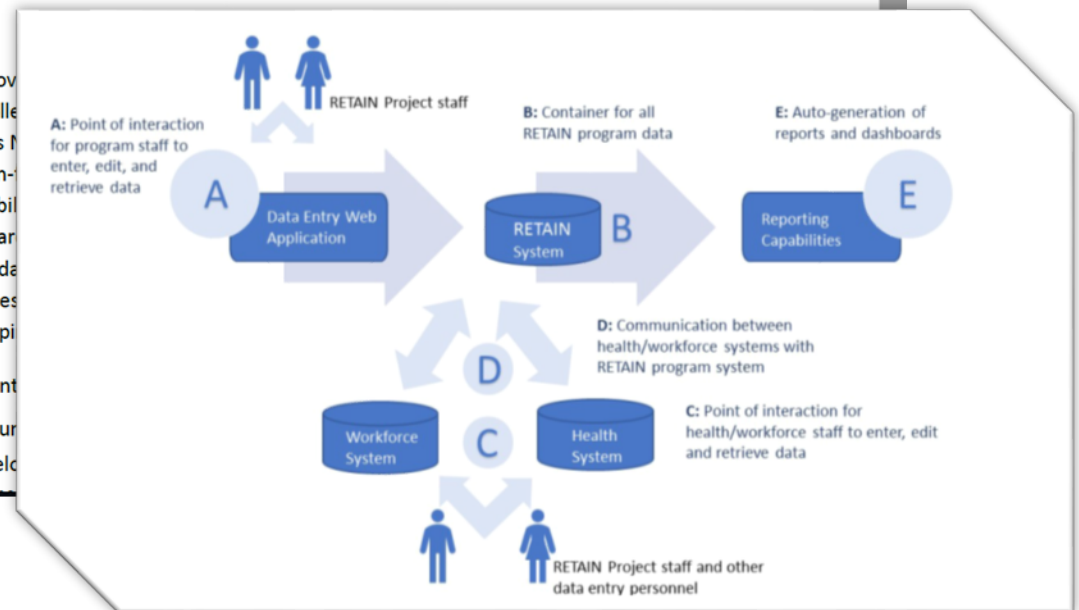
Functional and Non-functional Requirements for State RETAIN Data Systems: Phase 1 Success and Phase 2 Challenges

Overview

This document provides the data collection and management functional and non-functional requirements of what the software will be able to do, the qualities, standards, and document describes the challenges you will face in developing the system.

This document is intended to:

- increase their understanding of the data needs
- guide the development of the system





RETAIN Resource: Continuous Quality Improvement Strategies

September 2019

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MAKING RESEARCH RELEVANT

- Approaches to root cause analysis
- Continuous Quality Improvement Methods
- Diagrams and Action Plan Template

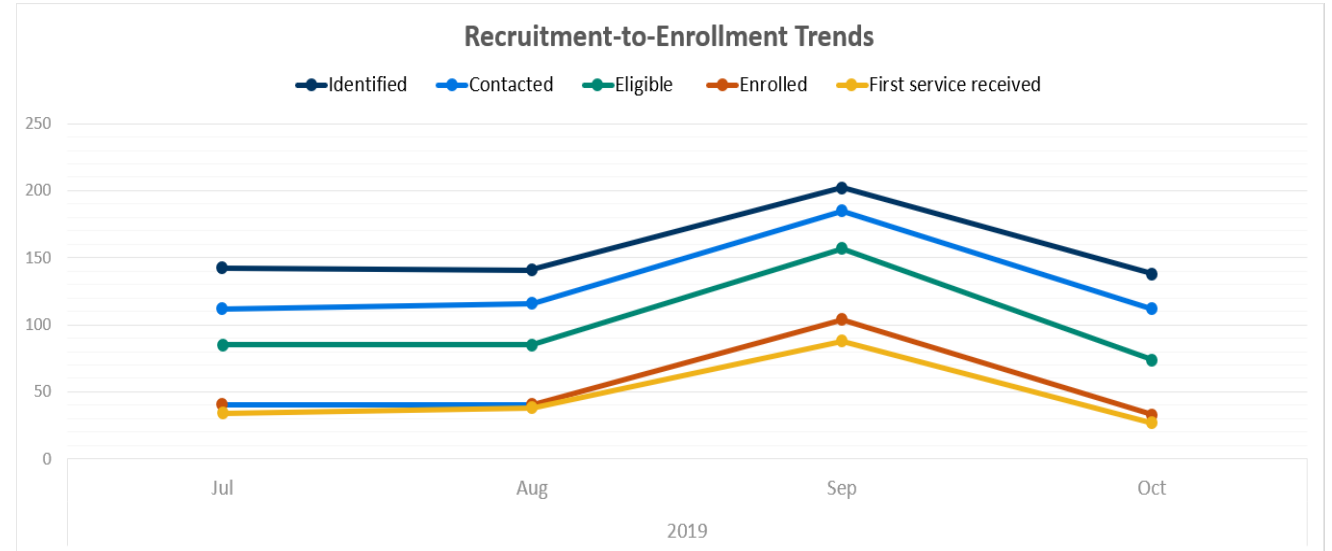
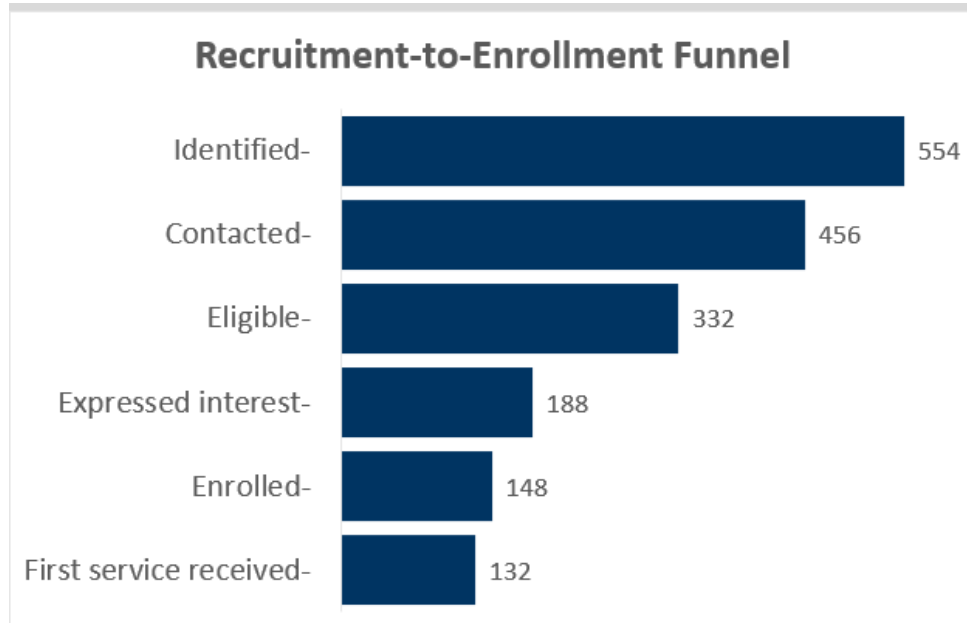
Upcoming Resource: Recruitment-to-Enrollment Pipeline Dashboard Tool

Provides states a process and structure to:

- Identify what is happening up to enrollment
- Enables use of data to adjust recruitment methods and getting to yes
- Support CQI towards improving enrollment rates
- Provides a shared framework of understanding

Tool components: Excel data sheet, charts, filters and user guide

Dashboard Charts



Dissemination: Recruitment-to-Enrollment Pipeline Dashboard Tool

- Expected release week of February 3rd (mid-week)
- Tool released via email and obtained through the ROC
 - Includes user's guide and pre-loaded sample data
- Short primer video available for self-directed review
- Webinar conducted as a walk-through
- 1 to 1 TA with Data Architects and states

Considerations for Phase 2

- Every state team is different
- As you move through Phase 1 consider:
 - Access
 - Data stability
 - Timeliness
 - Resources
- Scale may change yet there are transferrable elements

Questions?

Evaluation Data Updates

Why do we need Phase 1 and 2 evaluation data?

- Overall goal
 - Credible data that can show us if RETAIN works as intended. Critical for potential expansion of RETAIN in the long-run.
- Phase 1: test run for Phase 2
 - Transmission process
 - Completeness
 - Data quality
 - Avoid burden
- Phase 2: full evaluation
 - Baseline data: facilitate intake process, linkage to SSA data and provide information about who enrolls
 - Service use
 - Outcomes: provide evidence of efficacy

Evaluation Data TA: Extracts sent through GSO

- GSO process
 - Reminder: send GSO transmissions to SSA - **Jackson Costa ONLY**
- TA on extracts – Mathematica reviews for common issues such as:
 - Incomplete transmissions – using DUAs as the guidepost
 - Missing variables
 - Formatting
 - Unusual outlier values (e.g., impossible birth dates)

Evaluation Data TA: data extract next steps

- DUA updates
 - Streamline data extracts
 - Extensions
- Phase 1 extension – next set of data transmissions
 - Timing & contents of upcoming submission (name, format, and number of files)
 - Timeframe covered by the data (e.g., enrollment dates)
 - Description of any documentation (i.e., data layout, data dictionary, or codebook)
 - Contents of the files (intake forms, other data); note any intentional omissions

Confirmit updates

- TA on Confirmit
 - User support
 - Feedback on data
- Improving Confirmit
 - Changes driven by user feedback
 - Addition of Spanish version of SSA disclosure consent form
- Contact Mathematica HelpDesk or evaluation liaisons

Phase 2 planning: next steps

- Final target populations, sample sizes
 - Provider lists & characteristics (clustered RA designs)
- Evaluation sample checklist
- Confinement
 - State-specific functionality requests (validation)
 - User lists & training plans

Questions?

Roundtable Discussion

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This document was prepared for the U.S. Department of Labor (DOL) Office of Disability Employment Policy and Retaining Employment and Talent After Injury/Illness Network (RETAIN) state grantees, by the American Institutes for Research under DOL Contract Number 1605DC-18-F-00429. The views expressed are those of the authors and should not be attributed to DOL, nor does mention of trade names, commercial products, or organizations imply endorsement of same by the U.S. Government.

*Thank you
for your
hard work and dedication
to RETAIN!*

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ODEP
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