**WorkforceGPS**

**Transcript of Webinar**

**SWIS Advisory Group State SUIAs and PACIAs First Quarter 2021 Meeting**

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JON VEHLOW: Welcome to "SWIS Advisory Group State SUIAs and PACIAs First Quarter 2021 Meeting. So without further ado, I would like to kick things off for our moderator today, Bruce Rankin. Bruce, take it away.

BRUCE RANKIN: Thank you, Jon. Good afternoon. My name again is Bruce Rankin. I would like to welcome the state SUIAs and PACIAs representatives to today's Q1 SWIS Advisory Group call. I will introduce our presenters in a minute, but I want to acknowledge the agencies that are represented today, and that includes the Office of Career Technical and Adult Education, and Rehabilitation Services Administration, and the Department of Education.

And the Department of Labor, we have got the office of the Solicitor, Office of Unemployment Insurance, and the Office of Policy Development and Research. And along with them are my colleagues from the SWIS clearing house and the SWIS administration teams.

Just a real quick few notes, I see a lot of the folks that are on today's call have been here before, but this is a listen only portal. So if you have a question or need assistance with the webinar platform, as Jon mentioned, please type that into the chat box and on the chat box again, I am seeing lots of names and so forth. But if you have not, please include your name and organization.

Now, back on the format real quickly, even though it is listen only, we will try to make this as interactive as possible. So please let us know if you have got any questions on the information presented. And we will try to address those as they pop up. So now I would like to go ahead and go through who will be presenting today.

As I mentioned, I am Bruce Rankin. I am the technical lead for the SWIS administration team at CDS2. Presenting today, we have Greg Wilson from ETA OPDR, who will provide an update on what is new in ETA as it pertains to SWIS. Toquir Ahmed, also from OPDR, will provide an update on the SWIS system, and he will facilitate our new session, ask for the – Ask the Attorney and also close the presentation and field the questions that are raised during today's session.

Tecla Murphy from ETLS, that is the Employment and Training Legal Services Office of the solicitor, and our Ask the Attorney, representative will address several questions that have popped up that we have received through the Help Desk that should be of interest of all. From my team, Kristine Nowicki, will provide a highlight from the field best practice as far as documentation. And Cynthia Binkley of Conduent, the SWIS clearinghouse contractor, will provide an update on system operations and highlight a recent revision to the SWIS Clearinghouse Operations Guide.

And then listening in today and available for questions, we have Jay LeMaster from OCTAE representing Title II of WIOA, down the hall from RSA, representing Title IV, both again, from the Department of Education. And Michelle Beebe of the Office of Unemployment Insurance will be available to ask any – answer any questions that pop up in that space.

Real quickly, I will just run through the agenda to kick it off with an overview of what is new in the SWIS system. Toquir will field the questions we have received. Christine will cover the documentation example from one of our state members. Greg will provide the updates from the ETA, including the public use file, planned amendment, hopefully later this year, and the status of the FEDES system. Cynthia will provide an update from the clearinghouse on the quarterly technical review and the update. The User's Guide. As I mentioned before, Toquir will field the questions and wrap things up at the end. So without further ado, I would like to go ahead and turn the mic over to Toquir and provide a quick update on what is new in SWIS.

TOQUIR AHMED: Thank you, Bruce, and welcome, everyone. I would like to start by saying thank you all for providing SWIS data sharing agreement, ETA and becoming an active member of SWIS. I am pleased to announce we have been making progress. Before we move on to the maps, I just wanted to highlight a reminder: all staff who have access to data from SWIS must complete the full ANNEX 2 acknowledgment. Also, if your state has a contractor hosting its case management system and the contractor, including programmers, have access to data from SWIS, they must also file the ANNEX 2 acknowledgment at the employee level.

So please work with your contractors and staff if you have already not done so. If you do need the form, it is available for download at this webinar. The completed acknowledgment should be sent to swis@cds2.com and swis@dol.gov. And of course, is for staff turnover as well. Again, if staff and – (inaudible) – operations, have changed jobs, are filling new roles, or no longer employed by your agency, please email both swis@cds2.come and swis@dol.gov. All right, on the next couple of slides, I will provide an update on state, WIOA Titles I, II, III and IV signatories, and an update on the SWIS SUIA operations.

Here is a snapshot of the current progress made toward having all parties with education and vocational rehabilitation ratifying the agreement. As of February 20, 49 states, the District of Columbia, and Puerto Rico had all four titles signed, and one state, had Titles I, III and IV signed. Title II entities in the process of executing ESAs include the Utah State Board of Education. The DFA is in process. We are just waiting on their resident. And here is a snapshot of connections to the SWIS system since the last advisory group called. Colorado completed their UI modernization effort in January. All states are now responding to incoming queries. Only Puerto Rico is offline.

All right. We are going to move on to the next slide and switch gears here a bit, and this question that the attorneys will – I will be asking – as Bruce said, I will be asking the attorney questions that we have received through the Help Desk. We had this discussion in the last call and received positive feedback. With us, we have Tecla Murphy of the solicitor's office.

MR. RANKIN: All right. So Toquir and Tecla, I am just going to interrupt for one second. Apologies for jumping in here. I am just saying there is some questions that have popped up in the chat box about volume. So part of it is, I think if everybody presenting today can, can speak up. And also, Jon, I do not know if you want to chime in, if there are any technical issues. I noticed a couple of folks mentioned there was a question about the access code, and some folks were not seeing the full presentation screen. So we are good on time here. So Jon, is there any way you can jump there?

MR. VEHLOW: Yeah, no problem. If you are having issues, looking at the presentation right now, it is showing. So just try reloading the room. You can either click the webinar link again, or just if you are in a browser, just reloading that browser page. And it should, should work out once you sign back in. As for the audio passcode, just make sure you are entering it correctly. It is eight, seven, six, six, one, three, nine is the audio access code. And you do need to press that pound sign at the end of it. So eight, seven, six, six, one, three, nine, and the pound sign.

We have the capacity for two hundred lines on this and I believe we only have a few people dialed in right now. So we have plenty of room. So I think we have 120 people registered for today. So we have plenty of room in that line. So just make sure to be careful when you sign in that type access code. But if you have any issues, just let me know in that chat and then we can, we can handle it there.

MR. RANKIN: And I am going to try to live up to my – my comment earlier about making this as interactive as possible, and it is perfect timing before you jump into your session Toquir, with Tecla. And that is a question came up that I think is pretty straightforward, and it is: a non-access PACIA also needs to sign any paperwork with SWIS like an access PACIA question mark. If not, what type of internal documentation, and if there are any sample documents. And I will, you know, happy to have you answer that. But generally speaking, there is no difference between the two as far as acknowledging the data sharing agreement, is that right, Toquir?

MR. AHMED: Correct, Bruce.

MR. RANKIN: Great. So I am hoping that that that answers the question, but, but I know from our team and we help by tracking the ANNEX 2 forms, acknowledging the data sharing agreement, and that applies to anyone who has direct access to individual wage level data obtained through SWIS. Regardless of your access or non-access PACIA, you can forward that to us at swis@cds2.com. So great. Hopefully that gave everybody bought enough time to to reboot their systems and have access and so, Toquir, sorry to interrupt, but I will turn it back to you and Tecla on the questions.

MS. MURPHY: Thanks.

MR. AHMED: Thank you. I am going to – I am going to go ahead and jump right into the first question regarding employment flag. So the question is, is the state permitted to inform local service providers of the employment status of individual workforce program participants using information obtained from SWIS, if the information the local provider receives does not include the participants wage data such as employer need or wages. Tecla?

MS. MURPHY: OK, thank you, Toquir. So SWIS was developed to facilitate the interstate exchange of wage data between participating state agencies, for the purpose of assessing and reporting on performance for the SUIA programs and other programs identified as WIOA partners in the SWIS agreement. And then accessing wage data for purposes other than WIOA related performance reporting is only permitted for limited purposes; those that are specifically described in the SWIS agreement and only as to the extent permitted by the SWIS agreement.

So that is by way of background. Unless the program is among those listed in section nine, B, subparagraph one and two of the SWIS agreement. These are the WIOA programs administered by a public official, release of individual level data is not permitted. Since the employment flag, as I understand it, provides individual level information, it is not a release of information that is permitted under the SWIS agreement.

MR. AHMED: Thank you, Tecla. So the answer was fairly long for those of you that were not – maybe missed a portion of that or one, it repeated, we will post a recording and also post the answer.

MS. MURPHY: Great.

MR. AHMED: Moving on. To the second question. What is the difference between the retention period for which data obtained under WRIS and WRIS2 as compared to a data retention period under the SWIS agreement?

MS. MURPHY: OK, thank you, Toquir. So again, lawyerly, starting with the background here, under the WRIS and WRIS2 agreement, PACIA may only retain wage data for the period of time required to use the data for assessment and reporting purposes, or to satisfy applicable federal records retention requirements. After that period is over, the wage data must be destroyed or permanently deleted. Under the SWIS agreement, the retention period is substantially the same with some additional terms. The wage data under the SWIS may only be retained, again, for the period of time required in order to use it for assessment or reporting purposes.

Unless there is a federal or state record retention requirement that requires the record to be held longer. And in any case, the PACIAs must ensure that all wage data is destroyed or permanently deleted after five years. Looking back over those two provisions then, the SWIS agreement provision only differs from WRIS and WRIS2, in that the SWIS recognizes the possibility of applicable state record retention requirements that may require the data to be held longer than just the short period of time required for assessment reporting purposes. Also, the SWIS agreement has an outside limit for record retention of five years.

Under WRIS and WRIS2, and now under the SWIS, all records with individually identifiable wage data must be destroyed once the assessment or performance reporting for which it was obtained has been completed within, this is a short period. Unless, and that is unless there is a specific federal or state legal requirement to retain that individually identifiable information for a longer period. In most, if not all circumstances, the expectation on a WRIS and WRIS2, and now under the SWIS, is that wage data – ah, excuse me, is needed for a relatively short period after it is accessed, accessed and used for completion of assessment and performance reporting. The record retention requirements would not apply in most situations and would be shorter than that five-year period under the SWIS. I hope that answers the question, please follow up if ah – if you have any clarification that is needed.

MR. RANKIN: Hi Tecla, it is Bruce. I am just going to dive in there. There was one person that was asking if you could go back to to question one in the response. And this is – I know I am not the attorney I can maybe share with everybody. Just to clarify the where the question came from is whether or not the local service providers, folks that are not permitted to see, are permitted to know the employment status. And, and I think the bottom line to get to the, to the point, is that even though they are not sharing individual specific data, the answer to that question is no. Do I, is that correct?

MS. MURPHY: That is correct. And and the focus there is because it is individual level data that has come from the SWIS that released as the agreement is written. And it is not permissible. That is correct.

MR. RANKIN: Right. And for somebody who might be new to SWIS, the value there at the local level is that even though they do not get the actual wage data elements, just knowing that an individual is employed and that they can redouble their efforts through whatever channels they might be using to contact that participant, it gives them a leg up. And so, you know, it is recognized that there is real value in that information. It is just not a permitted use under the agreement. So I do not mean to overstep my bounds here, but I just saw this comment about not quite understanding the response to question one. So I think that that that hopefully will help. And I will keep an eye on that.

And while we were talking, another question that just popped up with respect to the wage records and the retention period, the question is: is that five years after exit, or five years after exit the last performance outcome? And by that, I would imagine five years since they requested the data to complete their performance reporting.

MS. MURPHY: I believe you are correct, that five-year period would be the five-year period from the time that the wage data is received by the PACIA.

MR. RANKIN: Super. And, and the questions keep coming and I will just pass these along here. Yeah, I didn't mean to overstep my bounds here. I just wanted to make sure that these guys popped up. But for both of you, we will post performance report audit schedules affect record retention, in other words. Is that an exception to the existing record retention period?

MS. MURPHY: I am not familiar with that, so I think that is one that we should take offline to be sure that we fully understand the question and provide a good answer.

MR. RANKIN: Right. Super.

MS. MURPHY: But thank you for the question.

MR. RANKIN: OK, I see just a few other things, but I think for right now, any other questions that come up on the subject, please type them in the chat box and we will address those as we proceed along. But thank you again, Toquir and Tecla for jumping ahead here. I am going to go ahead and invite my colleague, Kristine Nowicki, to join us.

Basically, what she is doing today is sharing a best practice that we have observed in the field. The particular example is a comprehensive SWIS operations guide that the District of Columbia develop to document and capture their institutional knowledge as it pertains to SWIS. And one of the things that we have observed through our visit, through compliance reviews, and also in delivering technical assistance; many states rely on a small team to conduct their SWIS operations, and what we have observed and what others have emphasized, it is a good idea to document these ideas. And as we like to say, if somebody were to win the Powerball and decide to retire tomorrow, that they do not walk out the door with all their institutional knowledge.

So with to that, I would like to invite Kristine to sort of check to some of these key features and talk about the observations and also refer to the draft document. That is a resource that is available today. Kristine?

MS. NOWICKI: Hellos, everyone. It is a good practice to document staff roles and responsibilities within the SUIA and PACIA, as well as how they use, or access wage data obtained through SWIS. A tracking mechanism, and defined roles and responsibilities, are also helpful to state staff who organize the administration of the SWIS DSA.

Creating a comprehensive list of staff who have access to the wage data from SWIS will help with tracking ANNEX 2 to signatures and documenting staff turnover. It is a generally a good idea to review this list on an annual basis, and notify at swis@dol.gov, and swiss@CD2.com if you have any staff turnover. Your entities guide should outline access to secure FTP site network folders or case management systems, where the wage data from SWIS is stored.

It is important to know how access to these areas are granted, and if the data is archived. As mentioned above, wage data from SWIS may only be retained for the period of time required in order to use it for assessment or reporting purposes, unless there is a federal or state record retention requirement that requires the record to be held longer.

In any case, the PACIA must ensure that all wage data is destroyed or permanently deleted after five years. If your state records retention period is longer than five years, your entities designed to document the retention period and note the deletion – deletion procedures. You want to know if they are manual or automatic, and who is responsible for deleting data. The person or systems responsible for deletion should also keep a data deletion log.

The SWIS TSA stipulates that they should notify ETA of a data breach within 24 hours. Incident response and procedures should be documented in your operations guide, as well as shared with your agency's IT security office. Individuals approved to assist with data processing and storage systems, should not be granted access to the system until they have reviewed the SWIS TSA, your entities operations guide, signed the ANNEX 2 form, and receive appropriate orientation and or training. Later in the presentation, we will share a slide that includes our – (inaudible) – training resources that would be useful for new staff.

A specific training regarding SWIS would be based on each entity's unique policies and procedures. Because of the restricted use of the wage data from SWIS, it is generally good practice to have a training or orientation in place before staff begin to work with the data. As mentioned earlier, it is good to document more responsibilities for staff who has access to the wage data from SWIS. Creating a tracking sheet is an easy way to reduce staff turnover. This is especially important when it comes to staff who have access to the SWIS clearinghouse. For security purposes, it is important that we remove users if they are no longer supporting SWIS activities. In addition to tracking state staff, it is also important to track ANNEX 2 documentation for contractors supporting your SWIS activities.

This includes SWIS developers or database administrators who has backing access to the table where the wage data from SWIS sits. Tracking ANNEX 2 to documentation also extends to advisory group members and staff attending, reviewing, archives with meetings. We understand that not everyone is accessing the wage data from SWIS, but due to the nature of the discussion, the security in the SWIS clearinghouse, those involved at all levels should file an ANNEX 2. Flowcharts that document the data transmission process are useful for the administration of SWIS. These charts help identify staff who interact, or have with it, who access to the wage data from SWIS. They are also a useful resource when training new staff, documenting the flow of data, and process operations can help an agency identify security vulnerabilities, or streamline processes.

As Bruce mentioned earlier, Donna Blair, from the District of Columbia, shared a redacted version of the district's SWIS operations guide. It is really a great and comprehensive resource and Donna does a fantastic job administrating SWIS on behalf on behalf of the district. This guy can be downloaded from the file share box on your Adobe connect console if you are joining us by phone today, we will also distribute the night, the meeting minutes and archived presentation. If you have any questions about the guide, or the best practices we discussed today, please do not hesitate to reach out to us at swis@cdl2.com, or swis@dol.gov. Thank you.

MR. RANKIN: Thanks, Kristine, and I will just throw my two cents on top: Kristine covered a lot of details there, but again, having a comprehensive guide is a wonderful way to capture institutional knowledge. And it checks so many boxes of the things that we look for, and what are required through the data sharing agreement.

So I do encourage folks to take a look at that draft guide. It is a redacted document, but it gives you a real good idea of the different elements and things that you should consider as you are – you are capturing your SWIS operations. So next, what I would like to do is turn the mic over to Greg Wilson, and Greg, provide a quick update on what is – what is going on in ETA with respect to SWIS. Greg.

MR. WILSON: Thank you. So I will cover just three brief topics here: the current status of the public use file. I think I have mentioned it, I know I have mentioned it on previous calls, but we are still planning to send a notification to the SWIS numbers describing our intent to post revised public use files containing information on participants in Title I, and Title III programs on the ETA performance website. The notification will provide you with an opportunity to comment about our interpretation of the permissible use of data under SWIS. For this purpose, I will say that the file will include data from the participant individual record layout, or the PIRL collection.

And I do want to briefly go over some of the ways we are addressing privacy and confidentiality on this data. We have traditionally, or historically, taken for the following four steps to safeguard the data, but we are going to take an additional three steps. So I am going to just review the four steps so quickly that we currently have traditionally taken. The first thing that we have always done through the file is we have blanked out the date – of the date of birth and replaced it with the whole number age for the participant.

Secondly, the state county zip code of residence and office name, or – have always been placed in the file. Third, instances where there are fewer than three individual records submitted for a given dislocated worker grant, or DWG, or special project grant number, or special ID have been blank, or are blank.

And finally, the other safeguard we have traditionally always done to the file is in instances where there are 50 or fewer individual records submitted for a given local area in a program where all the records have been removed. So that is what we have traditionally done to the file.

We are now planning, and the letter will describe in more detail, three additional safeguards. The first is the wage random random, randomization process, which will modify the actual wage values obtained from UI wage record matches but do it in a way that it will still retain the statistical validity of the data. So they will not display any actual wage values.

Data elements that may have been derived from a wage record match will be modified to avoid disclosing the source of the data. And finally, occupation industry codes, so WIOA and [Nics] codes that may have been derived from a wage record match, and are associated with fewer than three participant records in a given local area, will be modified to display a higher level of aggregation. So that is sort of what our plan is there. We hope to get that notification out shortly.

Next, the upcoming SWIS agreement, amendments. So assuming ETA does not receive any significant concerns about the public use file approach, we will – plan is to work on amending the agreement to include both the Reemployment Service and Eligibility Assessment Program, REASA, that we notified you about in a letter last year, and this public use file as an amendment to the SWIS agreement.

So that would obviously kick off a new signature round. But we have just alerted you of the likelihood that that is the final outcome of this process. And finally, a quick update on the Federal Employment Data Exchange System, FEDES.

Kansas has agreed to serve as the technical operator, and we are working with Kansas to begin the process of setting up a system for the collection of the request for the data and the – and the – and a process for providing the data along the lines of what you do now for ICON. So we are trying to keep it a similar look and feel like what you do to make SWIS requests. So beginning that discussion.

And I also want to update you that we are still working on a memorandum of understandings with the department Manpower, Manpower Data Center and the Office of Personnel Management. So in order to obtain military information and federal workforce information, which would be exchanged through FEDES. So I just keep you posted that we are working hard on that and hopefully we will begin to gain a little more steam moving forward. That is all I have. Back to you, Bruce.

MR. RANKIN: Great. Thanks, Greg. I appreciate it. And I know just again, from our work in the field that getting FEDES back online is going to be a real plus, especially for those states with significant military and federal employment. So next on our list is Cynthia Binkley, from the SWIS Clearinghouse, to provide an update on their operations and also a little update on the user's guide. Cynthia?

MS. BINKLEY: Thanks, Bruce. Good afternoon. Our DDBI schedule for 2021 fourth quarter is due at the Hub by April 5th. That is just right around the corner and is online as of April 12th. First quarter of 2021 is due at the Hub by July 5th. Online is July 12th. Second quarter due at the Hub by October 4th, online – online as of October 11th. Third quarter, 23 – 2021 will be due to the hub on January 4th in 2022. And online, as of January 11th. You all should be receiving the monthly matrix traffic reports.

If you are not, please let us know, let Bruce, Kristine, our SWIS help desk. We can work with Bruce's team and Kristine's team to get that authorized and get you the report on a monthly basis.

OK.

MR. RANKIN: You want me to go ahead and push it for you?

MS. BINKLEY: Yeah.

MR. RANKIN: There we go. Sorry about that.

MS. BINKLEY: All right. Thank you. No problem. We did update the user guide, the SWIS operators user guide. It is on the SWIS, secure site. It is accessible by PACIAs. We updated it to include Social Security Administration's rules for using socials. So that is now available on the SWIS website. And that is pretty much all I have Bruce.

MR. RANKIN: Great, thanks. Thanks, Cynthia. OK, so well, we are moving right along today, we might be able to give some folks a little bit of their time back, but we do have questions that are popping up.

So now I would like to invite Toquir to come back, and we will be sort of funneling the questions to him. And we also have some of the resources and things that we would like to highlight while we go through that process. But Toquir, I am going to turn it back to you. And I see our queue with questions is growing. So I will let you sort of work your way down through that. And as I find additional questions, I will bring those to your attention. So Toquir?

MR. AHMED: All right. Thanks, Bruce. So we have some questions that we may need to take offline, but I wanted to make sure we acknowledge them. First question was in response to Tecla's answer regarding the way to record retention under SWIS. The question was, would not this create a problem for data element validation?

It is not impossible, particularly with youth, for participation to spend several years. If we have a youth in the program for three – three or four years and we dispose of the WRIS wages after five, and then in parentheses doing the math in my head, it seems like there could be a situation where we would be unable to validate participants with the SWIS wages. I will refer this to my group, but most likely we will follow up with this – with a response to this question.

Next question. In New Jersey, CBVI, part of DVRS wants to receive a new SWIS -- (inaudible). Can you give more information on providing wages to an entity like this? Is there specific documentation that should be signed by their staff?

So we do – we are going to request more information, you know, more about the entity and what exactly they want to do with the wages. So if you could follow up with that information to swis@dol.gov and swis@cds2.com, we can then provide an answer. Next question for Cynthia, why would some of the wage records returned for different employers have the same all 0 FEIN values. Cynthia?

MS. BINKLEY: I am reading. Yeah, I am reading that question, why would some of the wage records returned for different employees have the same all 0 FEIN values? I do not know. I cannot answer that question right now. I can certainly get an answer to it, though. Would you know an answer Amanda?

SPEAKER 2: I think that would be from states that are not sending that value. We will research that and get back to, yeah, everyone.

MR. RANKIN: I would just chime in real quickly, because we did have a similar question that came to the Help Desk recently from another state, and they had similar questions where the reply or the return filed that they were receiving had incomplete FEIN and I think also NIX codes. And if I remember the response correctly and Amanda, you basically touched on it, if the data does not exist, that is the state that is providing those wages is not including it, the, the clearinghouse is just exchanging the data that they receive.

And I know that was the answer that we shared with the other state. But, similar to what Toquir just mentioned, to the extent that there is more information behind this, obviously you can send that through the Help Desk, swis@cds2.com, and we also have the contact information for Conduit as well. So we would be more than happy to do a little more digging to see, see if there is something behind that.

Back to you Toquir.

MR. AHMED: Thank you, Bruce. Thank you, Cynthia. We have a question for Greg. Do we have an approximate timeline for the FEDES wage data? Greg?

MR. WILSON: Right. That is a great question. This will not be a great answer, in the sense that I do not have an actual timeline at this time, but I will promise this, that on this call I will provide updates and where we are on the status of FEDES moving forward, I can assure you we are working in Kansas to establish a process. And once I get a lot more clarity there and in the signed MOUs, that will obviously kick the process into high gear. But we are definitely working on it with our partner agencies. Toquir?

MR. AHMED: Thank you, Greg. Next question we have for, for Cynthia. With respect to fourth quarter 2020 due at Hub by April 5th, online as of April 12th. Do we suppose to submit our file before April 5th?

MS. BINKLEY: Yes, that answer is yes. You have to. And each state, DC etc., they see that there is always somebody in your state that we work with that gets that information. We will never have a problem with the state sitting in the DDBI before it is due. Plus, plus Martha, she will notify the states, you know, to start sending in the data as well.

MR. AHMED: Thank you. Next question maybe for Tecla, but she may need to – we may need to take this offline. Moving forward if our stakeholders required longitudinal aggregate data spanning more than five years. Do you recommend we tell them we cannot do it because of SWIS data retention rules? Tecla, or anyone else on our team able to address this–

MS. MURPHY: Yeah, this is Tecla. I think that is not a question we can answer immediately. But I would also ask the questioner to submit for us as much detail surrounding the, you know, the need for and the programs involved so that we can, you know, consider what flexibility there may be, or if or if it really is a difficulty with the five year period. As I believe we said in the last quarterly call, we would like to have that information so that we can, we can consider that and be aware of whether, whether that type of problem is, you know, common or important to be aware of.

MR. AHMED: Thank you, Tecla. So we have a lot of questions coming in, just trying to work my way through them. The next one, who should I reach out to explore a specific SWIS question? Our agency is a signatory on the states SWIS data sharing agreement as an access PACIA for the state. To that end, I have a question regarding options for SWIS in our oversight – sure. So please email swis@dol.gov and swis@cds2.com, and I will share that email on a slide in a few minutes as well. It looks like we are at the end of our questions. I do not see any new ones coming in.

MR. RANKIN: We did have one here, Toquir, and I think it is a pretty straightforward one, somebody who dropped the signal here, but repeating the access non access PACIA requirement, I think they are referring to the ANNEX 2 form, if you could reiterate that response.

MR. AHMED: Sure. So please complete, and I believe it is in our file share, the SWIS ANNEX 2 form acknowledgement, and send it to swis@cds2.com and swis@dol.gov.

MR. RANKIN: And just to follow up quickly that anyone who has direct access to wage data from SWIS access or non-access PACIA, those individuals should review the document and fill out the ANNEX 2 form the Toquir just mentioned in the download folder and sent that to the two SWIS accounts at dol.gov account and cds2.com.

MR. AHMED: All right, thank you, Bruce.

MR. RANKIN: There was one last one, and I guess that is probably a clearinghouse question, but I guess it is generally the question Toquir in, or Cynthia would be – who, who should be receiving The Matrix reports. It is a great question.

MS. BINKLEY: Bruce, you want me to talk to that?

MR. RANKIN: Yeah, sure, please.

MS. BINKLEY: OK. So we do not determine who gets the reports, but typically it is the PACIAs and SUIAs. And we have to get the approval through CDS2 who should get the report. So if you have a request, if you send us a request for the report, we will go through Bruce and Kristine and company to approve it. But it is usually the PACIAs and SUIAs that have access to the report.

MR. RANKIN: Thanks, Cynthia. And, and what our team does, just so that everybody knows we are not the gatekeepers, we just follow the paper trail. So we make sure that the folks who have made that request have signed and reviewed and acknowledged the data sharing agreement, and also that they have a defined role in SWIS operations, typically the advisory group. But there may be others who have an operational role where they would need that information. We just verify that based on the paperwork that you provide us to the help desk e-mail account.

MR. AHMED: And I see one last question here is, can Annex 2 documents be emailed again to intervene? Yes, they can be emailed to both of us with email boxes. All right, I think it is safe to move on.

So SWIS resources. So as always, we have compiled a list of SWIS resources. One new resource added to the list is the SWIS Clearing Clearinghouse new member training conducted in January. If you or a colleague missed it or would like to view it again, please check it out at the link provided. And then, of course, we have our SWIS orientation training from last July, SWIS town hall as well, and then our workforce GPS page.

And with that, that concludes our agenda for today. Thank you all for calling in to today's meeting. We appreciate everyone making time to participate. Also, thank you for your contributions to the implementation of the data sharing agreement. Remember, you can reach us several different ways. Here is the contact info. Please do not hesitate to reach out. Accordingly.

With that, I will turn it back over to Jon.

(END)