Commonwealth of Virginia

Virginia's Workforce Data Quality Initiative Design Plan (revised 2/21/11)

Overview:

Virginia's Workforce Data Quality Initiative (WDQI) project will leverage the work that is being carried out through the Virginia Department of Education's Statewide Longitudinal Data System (SLDS) project by adding longitudinal data capability for workforce programs. The WDQI will build upon the SLDS by: (1) developing a workforce longitudinal data system, (2) developing the capacity to link education and workforce data, (3) improving the quality of available workforce program data, (4) using data to understand workforce programs and drive improved performance, and (5) promoting the system through the development of user-friendly web-based portals.

Objectives:

1. *Develop a workforce longitudinal data system*

    a. January 18, 2011 – VCCS and VEC co-directors convened a meeting of partner agencies.

    b. February 25, 2011 – Grant manager position begins (through November 2013).

    c. March 2011 – Data analyst position begins (through November 2013).

    d. March 2011 – Review initiatives and recommendations of recent studies.

    e. April 2011 – Identify promising activities in other states.

    f. May 2011 – Conduct one-on-one meetings with partner agencies.

    g. December 1, 2011 – Design lexicon of all the data elements that will be included in the longitudinal system.

    h. Ensure that all agencies have the capacity to transfer data to the federated system (VITA will provide technical assistance to do so).

2. *Develop the capacity to link education and workforce data.*

    a. June 1, 2011 – Establish memoranda of Understanding with partners (VEC, DSS, DRS, DOLI).

    b. June 1, 2011 – Establish contract with VITA.

c. VITA develops an automated process to remove personally identifiable information.

d. November 2012 – Explore possibilities for including additional workforce agencies (DBVI, DCE, VDA).

3. *Improve the quality of workforce data.*

a. April 2011 – Form workforce sub-group composed of representatives from all participating workforce programs (will meet on a quarterly basis).

b. VEC data analyst conducts data cleansing and validation.

4. *Use data to understand workforce programs and drive improved performance.*

a. Produce combined sets of complete, consistent, and accurate longitudinal workforce data.

b. Establish contract with UVA's Weldon Cooper Center for data analysis.

c. Conduct data analysis to develop a core group of reports on workforce program performance and key performance indicators for the entire workforce system. Core group of reports will provide: (1) general program data, (2) data on the overall workforce system, and (3) indicators of success.

d. Make data available to individual workforce agencies interested in conducting targeted analyses of their own workforce programs.

5. *Promote the system through the development of user-friendly web-based portals to display data, administration of training to users, and ongoing communication to stakeholders.*

a. VITA develops web-based portals to present data (i.e., dashboards, and data marts).

b. Establish contract for training curriculum development for users of the system.

c. Identify mechanism for making system training available (i.e., through the Department of Human Resource Management's *Commonwealth of Virginia Knowledge Center* (CoVKC) web portal).

d. Ongoing – Provide communication of the success of the system through presentations to stakeholder groups, such as the Virginia Workforce Council, the Governor's cabinet, agency heads, local areas; agency newsletters and other media outlets.