**T12 Meeting Minutes 10-20-2021**

**Reminder:** After starting a Webex meeting to mute your audio and disable the video feature. Too many attendee’s with active video can interfere with everyone’s audio quality. Hover over the lower edge of your monitor screen to find the icons.



**These meetings will be recorded and posted on the WPC site.**

Please be advised your image will be captured and recorded during the video conference.

Your participation in this videoconference equals consent to be recorded as required by law.

**New Business**

* ETO maintenance – nothing this week
* WSWA maintenance – nothing this week
* Velaro maintenance – The Velaro Product Team will be performing maintenance activity on Friday, October 22, at 6:30:00 AM ET, the estimated duration is 1 hour. We do not expect any impact to your service, yet in some cases, there may be a brief interruption.
* Tickets into production –
	+ WA-4308 change to the non-disclosure (NDA) language in ETO

You are being given access to client and/or employer records or information that is deemed private and confidential by statute. You must limit access to such records to that which is necessary to fulfill the requirements of your job. You must only discuss confidential and personal information when necessary to fulfill the requirements of your job. You must maintain an awareness of Employment Security Department guidelines on disclosure of information and if you receive any request for WorkSource Integrated Technology information, you must promptly refer the request to the state Security Administrator.

After you leave your current position, information obtained during your employment must remain confidential. Individually identifiable data is confidential and is protected by various state and federal laws (e.g. Chapter 42.56 RCW, 70.02 RCW, 50.13 RCW, 74.04.060 RCW, and 20 CFR 603).

You may not make any unauthorized disclosure of private or confidential information about employers, clients, unemployment insurance claimants or employees to any person or entity. Confidential information includes but is not limited to name, birth date, social security number, employee’s wages or hours, unemployment insurance benefit records, tax identification codes of individual employers, DSHS Division of Child Support “New Hires” data.

Any personal use of confidential data is strictly prohibited. The unauthorized disclosure or abuse of information deemed private and confidential may subject you to disciplinary action, a civil penalty of $20,000 thousand dollars and other applicable sanctions under state and federal law.

* + WA-4295 This change only affects the TAA team. How you enter transportation or subsistence payments on the TAA obligation dashboard TP will change. If you work TAA and have questions about this change and how to enter transportation or subsistence payment contact the TAA team.
* Project updates – nothing this week
* What’s new on WPC – Customer’s Educational Functioning Level link on Test and Results TP broken, desk aid is on WPC site
* Training issues/open discussion –
	+ Changes to ETO training accounts
	+ View/Edit page; Entitled to work in US and Data Sharing notices
	+ UI fraud and ETO accounts
	+ Fraudulent WSWA employer accounts
	+ IE will not be deprecated in October! The timeline for deprecation is after the SharePoint migration project completes but before Windows 11 is deployed (Summer 2022). It will occur sometime between those two projects: Best guess, 3-6 months.
		- Prepare by transitioning to Edge or Chrome. Note: We (ESD staff) notice issues using Chrome and our new SharePoint sites
			* Add sites to prevent pop up blockers
			* Remember; clearing cache can remove the allowed site(s) for pop-up blocking
			* Transfer your favorites to Edge browser
				1. Click on Favorites ‘*star’*
				2. Click on ellipses



* + Future ETO report enhancements –
* ETO Basic and Refresher Training - Next training is on 11/1/21 9:30-12
	+ ETO Basic training is the 1st Monday 9:30-12 and 3rd Tuesday 1:30-4 of every month (except holidays). Send email to Lynn Aue to receive more information, training account if needed and be added to the training Webex call. *All ETO/WSWA system users are welcome to attend the training but please do not forward invites as I need to review all attendees and assign training accounts if needed.*
	+ Training recordings and user guides are posted on the WPC website here <https://wpc.wa.gov/tech/ETO-refresher-training>
	+ Submit a remedy ticket to request additional training opportunities and resources
* ***Reminder:*** Submit remedy tickets for all work requests [here](https://wpc.wa.gov/tech/issues). The WSS team cannot begin work without a service request. Reaching out to us directly can affect the time it takes to resolve your issue. Thanks!

**Unemployment Insurance** (UI) claim and data information can be found on the UI page here <https://esd.wa.gov/>

**CHAT**

*from Arturo Espinoza to everyone: 10:01 AM*

Good Morning.

*from Jessie Cardwell to everyone: 10:02 AM*

Good Morning!

*from Hall, Shane (ESD) to everyone: 10:02 AM*

Good Morning everyone! :)

*from Hall, Shane (ESD) to everyone: 10:02 AM*

yes

*from Gillis, Deanna F. (ESD) to everyone: 10:02 AM*

Yes

*from Emily Anderson to everyone: 10:05 AM*

Will staff need to resign in ETO?

*from Emily Anderson to everyone: 10:05 AM*

Thank you

*from Mary MacLennan to everyone: 10:06 AM*

We've not been told they have to resign, so that is a great question.

*from Kerns, Adeline (ESD) to everyone: 10:06 AM*

Yay!!! Thank you:)

*from Autumn Hughes to everyone: 10:11 AM*

Does the change to the training accounts also affect our ability to enter an individualized services during training?

*from Autumn Hughes to everyone: 10:14 AM*

Ok, thank you

*from Kerns, Adeline (ESD) to everyone: 10:14 AM*

There is a test ITSS touchpoint. Does that have an affect on it?

*from Teresa Anda to everyone: 10:20 AM*

I been having trouble making the Operational Reports -> Data Entry Issue - Basic Services Late Entry not time out. Have other had this issue too? I am only using a date range of a month. Thanks!

*from Mary MacLennan to everyone: 10:20 AM*

@Teresa - if you continue to have troubles, please submit a remedy ticket so we can research it. Make sure to provide the WDA and date range in the ticket. Thanks!

*from Teresa Anda to everyone: 10:22 AM*

@ Mary- Will do! Thanks.

*from Autumn Hughes to everyone: 10:23 AM*

Will do

*from Mary MacLennan to everyone: 10:25 AM*

@Teresa - FYI, if you do submit a ticket, I'm out on vacation all next week, so may not get to it until I return the following week.

*from Mary MacLennan to everyone: 10:28 AM*

YAY! :)

*from Jackie Wetchler she/hers to everyone: 10:29 AM*

I have had a few instances of participants opting out of data sharing in the middle of program participation (well after they completed their SAW account). How can we stop this from happening?

*from Jackie Wetchler she/hers to everyone: 10:32 AM*

We have been able to opt them back in, desk aid is very helpful!

*from susan Gustafson to everyone: 10:33 AM*

Thanks!

*from Hall, Shane (ESD) to everyone: 10:33 AM*

Thank you, have a wonderful day

*from Christopher File to everyone: 10:33 AM*

Thanks!

*from Kerns, Adeline (ESD) to everyone: 10:33 AM*

Thank you!!

*from Tracy Ferrell to everyone: 10:33 AM*

Thanks!!

*from Teresa Anda to everyone: 10:34 AM*

Thank you!

*from Jessie Cardwell to everyone: 10:34 AM*

Thank you!

*from Arturo Espinoza to everyone: 10:34 AM*

I have a question about reports, but I can connect with you offline.

*from Aue, Lynn (ESD) to everyone: 10:34 AM*

OK, Thanks Art

**ATTENDEES**

Aaron Pentland

Abigail Taft

Adriana Lopez

Ariana Cordova

Arturo Espinoza

Autumn Hughes

B Oliveri

Brian Doyle

Capetillo, Josie

Christina Shaffer

Christopher File

Cori-Ann Ching

Dawn Oakes

Dean Coxford

Douglas Evans

Emily Anderson

Gillis, Deanna

Griffith, Michelle

Hall, Shane

Holmes, Carolyn

Jackie Wetchler

Jessie Cardwell

Jim

Jordan, Irene

Kerns, Adeline

King, Kendall

Lilia

Lisa Pietkauskis

Luci Bench

Mack, Donna

Metcalf, Kimberly

Nelva March

Po Chi

Selam

Sparks, Teresa

Standley, Amanda

Susan Gustafson

Tamara

Taylor Inman-Scott

Taylor, Mei-Ling

Teresa Anda

Tracy Ferrell

Vey Damneun

Wood, Lora