

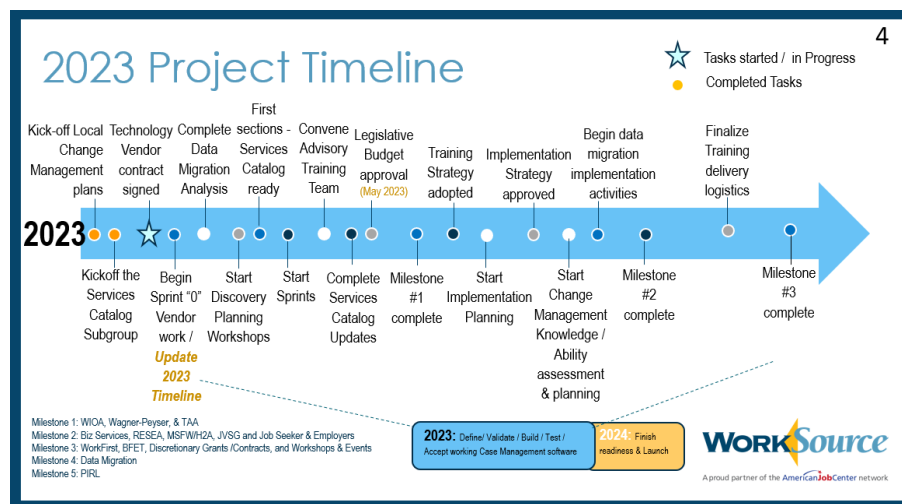
Date: Wednesday, Jan 18, 2023
Time: 1:00 p.m. – 2:30 p.m.
Location: Teams Meeting

Attended by: Anne Buchan*, Aaron Parrott*, Amy Gimlin*, Ariana Cordova*, Malinda Bjaaland*, Barney Brockwell, Carri Callaghan, Sam Havens*, Gary Kamimura, Linda, Kleingartner, Emily Kok, Luci Bench*, Nona Mallicoat, Tim Robison*, Haley Hildebrandt, Michael Luchini*, Rob Crow*, Maddie Veria- Bogacz*, John Traugott*, David Chavey-Reynaud*, Donnetta McCormack, Anne Goranson, Byron Mukai*, Mary Houston*, Norton Sweet, Rod Van Alyne*, Emily Anderson, Deborah Howell*, Alberto Isirdia, Kathy Pickens- Rucker, Gasper Gulotta, Jennie Weber, Sumit Gupta, Stacy Middleton, Elise Rowe*, Reddy Varakantham, Kathy Bodnar*, Jahanel Biscay Neal, Emily Anderson

WIT ETO Replacement Project Update | Linda Kleingartner

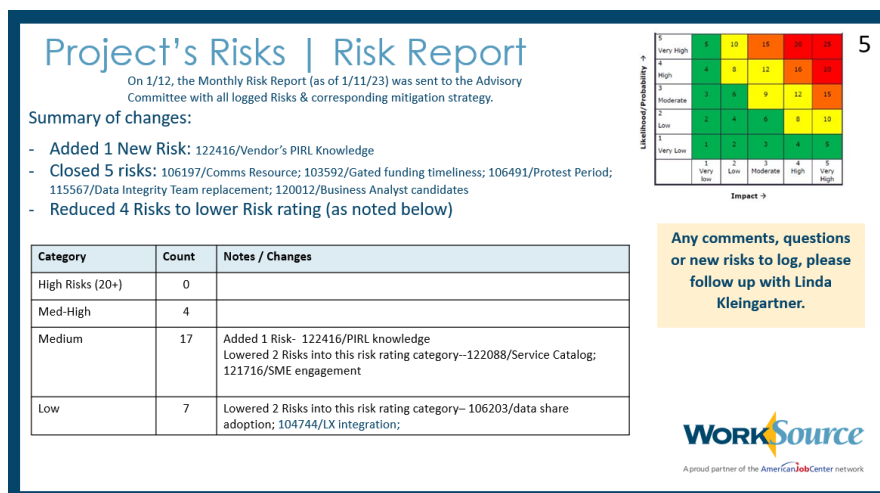
Project Timeline- With the new year comes a new timeline! This is the first look at the 2023 Project Timeline, so there are not completed items yet. The star representing the “in-progress” work for the signing of the vendor contract should be completed this week!

Communications will go out when the contract is signed. The work will begin with “Sprint 0” which is an on-boarding phase for the project management teams, tech teams, and vendor team when the foundational elements will be reviewed. More details on specifics to come.



Risk Report

1 new risk was added, risk 122416/Vendor's PIRL Knowledge. The team continues to work the other risks. The Communications Manager is on-board now, OCIO continues to be timely to make sure ESD gets gated funding allocations in the right amount of time, staff resourcing has been occurring, and there are still a few positions in recruitment.



Steering Update | Nona Mallicoat

There were no updates to report for the January 2023 Steering Committee Meeting to report.

Data Migration Update | Reddy Varakantham

Data migration from ETO to the new system will need to occur. The goals of the data migration are to:

- Identify the minimum set of that needs to be migrated
- Minimize business disruption
- Ensure accuracy and integrity
- Zero data loss
- Ensure the migrated data meets requirements
- Maintain data security

There will be two data migration teams: The Core Team which consists of ESD and vendor staff, and the SME's which include representatives from ESD and the LWDB's. SME's will be engaged as we move forward and more will be known as planning is finalized this month.

The migration will extract data from ETO, move it to a staging database, and then load to the new WIT database.

High level milestones include the plan and strategy, analysis and design, migration and implementation, and closeout.

Chad Stoker and/or Reddy Varakantham will attend quarterly Advisory meetings to provide updates on the data migration progress.

Some questions arose around data migration:

- **Q:** We currently have some data access and integrity issues related to DOL, data validation, etc. What does this mean in context to federal findings? **A:** This is more about the migration and accurate transfer, not reporting.
- **Q:** Will the data extraction occur in real time? **A:** a plan is being formulated but there will be a point (likely a weekend) where ETO use stops. More to come in the future.
- **Q:** Might it be useful to start using historical data in building reports that could validate the data further so that when we do go live there is a higher level of confidence? **A:** yes, we can generate a report of what is transferred and what issues occurred (table level report). We will clean up as much as possible while we do the work.
- **Q:** Does the data migration include uploaded documents (employment plans, program enrollment paperwork etc.)? **A:** Yes, it will be brought over minimally.

- **Q:** There have been rumors that the new product does not include the business side of the case management system, is this true? **A:** No. It was part of the purchase. All functionality applied to job seekers can be applied to employers.

ETO My Caseload Review and Vote | Donetta Mc Cormack and Michael Luchini

The "My Caseload" tool is a Dashboard tool in ETO that offers case managers a way of tracking their participant cases in a list on their Dashboard without impacting program status or service delivery similar to a "Favorites list". The tool has three components that work together to provide some traceability and collaboration for those who use it: Staff Dashboard, Supervisor Dashboard, and Participant Dashboard. The Advisory Committee was asked to vote on implementing this updated tool for roll out through T12 and set up in ETO.

Decision: Approved

Data Sharing Agreements- what are your needs? | Nona Mallicoat, Advisory Group

Discussion occurred on what would be most useful for Advisory as concerns data sharing agreement updates. The group concluded that Peer-to-Peer groups make more sense as concerns providing details on DSA's but there will be DSA topics on the Advisory agenda such as walk through of forms, templates, etc. Maddie will tailor presentations to Advisory.

Acquiring data from other databases such as DSHS, DVR, etc. was also discussed. Data sharing agreements with individual areas would be needed through Maddie. Platform updates and support to incorporate the data would need to go through the governance process. You can send Maddie an email to start process madeline.veria-bogacz@esd.wa.gov

Wrap Up | Nona Mallicoat and Linda Kleingartner

Reminder of the WIT Replacement Townhall on Friday 1/20/23. Please come if you can, spread the word, and remind folks!