

## MEETING MINUTES – NPWR Advisory Committee

Meeting is subject to the provisions of the Nevada Open Meeting Law – NRS 241.020

Name of Organization: Governor's Office of Workforce Innovation for a New Nevada  
(OWINN) - P-20W Research Data System Advisory Committee

Date and Time of Meeting: Friday, August 28, 2020 at 10:00 AM

Note: The members of the Committee will be attending the meeting, and other persons may attend the meeting and provide testimony, through teleconference in compliance with Governor Sisolak's State of Emergency Directive 006.

Place of Meeting: Teleconference: 1 (888) 363-4735  
Participant Code: 9319340

Note: Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. NRS 233B.126.

### A G E N D A

*Note: Items on this agenda may be taken in a different order than listed. Two or more agenda items may be combined for consideration. An item may be removed from this agenda or discussion relating to an item on this agenda may be delayed at any time.*

I. CALL TO ORDER & WELCOME  
*Glenn Meyer, Chair*

Glenn Meyer: Meeting called to order at 10:03 am. If there are any individuals dialed in for the meeting, please mute your telephone so we don't get feedback and do not put the muting on hold because the hold music creates a distraction and other callers can't hear the meeting.

II. ROLL CALL - CONFIRMATION OF A QUORUM  
*Glenn Meyer, Chair*  
*Zachary Heit, OWINN*

Zachary Heit called roll and confirmed there was a quorum present.

III. VERIFICATION OF PUBLIC POSTING

*Glenn Meyer, Chair*  
*Zachary Heit, OWINN*

Zachary Heit confirmed that the notice and agenda for this August 28, 2020 P-20W Research Data System Advisory Committee Meeting was posted according to Nevada's Open Meeting Law pursuant to NRS. 241.020.

IV. PUBLIC COMMENT(S)

(Public Comment will be taken regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. The Chair of the P-20W Research Data System Advisory Committee will impose a time limit of three minutes. Public Comment #2 will provide an opportunity for public comment on any matter within the Committee's jurisdiction or advisory power.)

*Glenn Meyer, Chair*

The first public comment session was announced by the Chair, Glenn Meyer, and after reading the statement above into the record, the public was invited to speak. NO comments were made. Hearing none, the Chair closed the session and proceeded to the next agenda item.

V. APPROVAL OF MINUTES (Information/Discussion; For Possible Action)

*Glenn Meyer, Chair*

Chair Meyer called for the January 20, 2020 draft meeting minutes of the NPWR Advisory Committee

It was moved by Mary Harmon and seconded by Jose Martinez to approve the January 20, 2020 draft minutes as present. Motion carried.

VI. NPWR STATUS UPDATE (Information/Discussion)

*Will Goldschmidt, Project Manager, DBDriven*

Will Goldschmidt: Good afternoon everybody. I hope everyone is doing well. Today we'll be discussing O & M activities. This includes the NPWR match event, the NDE-HHS match events, the remedial report, the private reporting portal, and updates to the CTE report. We'll also provide information on adult education on-boarding, a couple miscellaneous items, and leave time at the end for questions. Any questions about the agenda?

Alright, hearing none, let's proceed to slide three to the match event results. So, last week I sent an email out to the stakeholders with the match results. We executed the match on August 20<sup>th</sup>. We included adult education records in that match event, which added another 21,196 identities. We are awaiting your approval and was hoping we could get that today during this meeting. Once we get that approval, the next step is to process NPWR reports in test and submit for stakeholder review and approval. We recommend we

install the crosswalk table, update the reports, and begin the analysis of the updated reports compared to what's currently in production.

Are there any questions about the match or the outcomes or the rates? Are there any concerns about moving forward with implementing the updated crosswalk table in test and reprocessing all the reports so we can run the analysis?

Mary Harmon: None here from DETR.

Glenn Meyer: None from NDE.

Jose Martinez: None from NSHE.

Will Goldschmidt: Alright, great. We'll go ahead and push that up next week and we'll send out an email when the reports are updated in the test environment. This will allow for comparison between the current production environment and new crosswalk table in the test environment. It will also give us a new year of data that we're adding, which is the 2018 high school graduates, 2019 NSHE freshman, and 2019 wage data.

With that, we can proceed to slide four. We can talk about the NDE and HHS match events. DBDriven has assumed responsibilities for matching NDE and HHS economically disadvantaged student data. DBDriven is using the DataLadder software and returning a crosswalk for NDE's use using the match profiles provided by NDE. The benefit is that it eliminates the need for a second DataLadder license because Nevada can utilize the NPWR system for the needed match event. Beyond the fiscal benefit, it utilizes NPWR's secure environment for cross-agency matching. Any questions about this so far?

Glenn Meyer: I just want to add, now that we have the additional crosswalk that we've been able to cross those economically disadvantaged students, students eligible for SNAP, TANF, or Medicaid. We now have that information in NPWR and I think we can now start looking at taking of that data and using it in some of our visualizations and also making that information available through the research portal. I also think it helps in the next step of getting HHS to participate in NPWR. It can be used as a foundation to start on-boarding HHS data or other data into NPWR that can be used for our research purposes. I would say we would want the data to be stand alone at first so DHHS has the opportunity to participate in our processes and also approve any of that data we want to use or if there are any requests through the research portal, HHS now becomes an NPWR partner and they can approve those data requests that contain that DHHS data.

Will Goldschmidt: I agree. I think the preference would be a stand-alone dataset because it adds another partner to the group. It would be our fifth dataset. And we're happy to help in any way that we can.

If there are no other questions around this, we can move on to the next slide, which is the remedial report that we owe to Gunes. We needed the match event, which we did last week and that's finished. Then we needed the updated NDE and NSHE data. All the queries were run and completed last night. The data results came back. We will be downloading those on Monday and analyzing them to make sure there's no issues. But I think we look really good here. So, the remedial report I expect to be back to NDE in the next couple of weeks. As long as everything comes back ok, we should be able to process that next week and get it back to you for review the following week. Any questions about the remedial report?

Alright, having heard none, we'll move onto the next slide which is the private reporting portal. As you know, we have developed a private report for career and technical education for the local district CTE representatives to review and look through and analyze on their own. We update the branding of the private reporting portal, corrected the folder structure, updated the notice, and created district user accounts. So, everything is working as its expected to be. We expecting to start the next round of CTE data updates pretty soon. Questions about the private reporting portal? By the way, if you have a private report, meaning you have a report you don't want exposed to the public that you only want accessible to permitted users, this is a great tool. Any questions around this?

Zachary Heit: Is there any analytics set up to measure report usage and who is accessing the private report?

Will Goldschmidt: I do not believe we have put the google analytics on the private report just yet. It is on the public reports. Dan, are you on the line to verify that?

Dan Boersma: That is not set up yet, but it's easy to add onto it. We can do that, no problem.

Will Goldschmidt: We can tell you the last time a user has logged in, but we do not have a report that can tell you how many times a user has logged in. So, we are able to report page views and last login, but not how many specific times a user has logged in.

Jose Martinez: Hi Will, could you share the analytics on the public reports?

Will Goldschmidt: Absolutely.

Ok, if there's no other questions about that, we can move onto the CTE report.

Dr. Hill has given us an updated file set with 2017, 2018, and 2019 CTE data on it. He actually went back and added some data elements to it. Just last night, we pulled the last NDE enrollment data. I expect that the new CTE report for 17, 18, and 19 graduates to be ready by the first week of November. Once we complete that, the next goal is to initiate CTE automation. Rather than Dr. Hill having to manually create this file, we're hoping to

extract that for him from the NPWR database provided by Infinite Campus and automate the steps that are currently manual in the process. I think we have all the data, and Glenn, this is a reminder to you, I think you were going to verify from NDE that all necessary CTE data is contained within Infinite Campus and that those data elements are exposed to NPWR. I'm not sure if you've had a chance to look at that or not Glenn?

Glenn Meyer: I haven't looked into it yet. I'm sure all that information is available, but I'll have to go in and verify and then we'll have to determine how or what format you need us to put that in NPWR.

Will Goldschmidt: Yeah. We'll need to meet and get all the necessary data elements and business rules on how the original dataset is created and then circle back. We're not there yet since we're still waiting the complete this year's report, but we expect in the next couple of months to get started on that.

If there aren't any questions on the CTE report, we can move on to adult education. We received demographic and payload data for adult education. We included them in the August match. And the payload table is in development and should be in the test environment next week. That's the next step to make sure everything is going according to plan before we push into production.

The next steps are to provide adult education with wage and higher education files, install the payload table in the NPWR environment, install and configure the data adapter, configure the workflow and data hub, and submit data packages.

Glenn Meyer: Great. We're really excited about it too. Always expanding the NPWR dataset is a good thing.

Will Goldschmidt: And they are excited about the researcher portal too. We have trained them on the researcher portal, the CRM, an overview of NPWR, how the system works. I think they will be the first real users of the researcher portal. Although they'll be researching their own data as it links to your data, it is exciting to see getting some users in there, even if its just to make sure everything we've set up is working correctly. Any questions regarding adult ed?

Mary Harmon: Yeah, Will, just to confirm, adult education is saying that DETR isn't going to have to provide them wage data anymore? You're going to provide that to them out of NPWR?

Will Goldschmidt: That is correct.

Mary Harmon: Awesome. Thank you.

Will Goldschmidt: If there's no other questions, we can move onto slide nine, which are just some miscellaneous discussion items and then we can open for questions.

So, Glenn, back to you on the first one. I know we had talked in the past and we had talked to Dr. Bell on the first one on loading non-graduate NDE data into the exposure tables.

Glenn Meyer: Yes. We had conversations about that on the NDE side and there's no opposition. So, I think we're really at a point where we need to start looking at the details and what data elements do we exactly want to expose into NPWR. Then starting to work with Jittima to get those table populated on the NPWR side.

Will Goldschmidt: Yeah, we're happy to meet with Jittima to discuss that. I think we had discussed using the current data elements as the baseline. So, not to remove any data elements and not adding any elements, but just starting with what we currently have loaded for the graduates and using those for the non-graduates as well.

Glenn Meyer: Yes.

Will Goldschmidt: The next item might also belong to you, Glenn. Although it used to belong in NSHE's lap. It's the National Student Clearinghouse data used for college continuation reporting. Was there resolution on getting the missing years of NSC data?

Glenn Meyer: No. We never quite got to the point where we were able to receive or identify at least, those missing years. We did however negotiate a new contract with NSC and we're now receiving data from them in a completely different format than we previously received from them. We believe that we have all the data necessary now to begin that process again, but as far as I know, and I'll have to ask about this, but maybe now that she knows more about the new data format, we might be able to find that missing historical data. But we had asked for several historical datasets from NSC and we've received some historical data, but none of them were the correct data that we need. So, we aren't sure where the breakdown is between our request and NSC's reply. But, having said that, we have the newly negotiated contract. We've received our first set on NSC data back in either June or July. We have all kinds of questions about that data because it was in a completely different format. We spent a lot of time on the phone with NSC to no resolve. So, finally, we just reached out to other states that were using that data for similar purposes. We had some really good conversations with Maine and Georgia, and between those two states, we're in a comfortable place now that we can at least satisfy our federal reporting requirements and that we can go ahead and start providing that data to NSHE. But I think we'll still have that gap in those one or two years where we weren't able to provide that information.

Will Goldschmidt: Roger that.

The third item on the list is the next match event. Now realizing that just today we approved the current data match event, I just kind of wanted to reset. I think looking forward, we bring on the adult education data, NDE loading the SY 2019-2020 data sometime in December or January. I just want to make sure we're not missing any deadlines for reporting requirements. I just want to verify that.

Glenn Meyer: Yeah. There's nothing on the NDE side that I am aware of that would prompt a match prior to the new year.

Will Goldschmidt: Ok. Because we're going to get the remedial data out, the CTE data out, we're going to run all the new numbers for the reports in the upcoming months and allow everybody to take a look at that. I think that's good. I think that gets us to where we need to be. I suspect there might be another match event in Spring.

Jose Martinez: If all the data is uploaded and the match event is good, when do you expect to have all of the NPWR data updated?

Will Goldschmidt: I suspect that we'll have data for the stakeholder to review in September. And after going through the reviews and everything looks good, I anticipate a couple of weeks for the reviews. I expect a push to production set for October assuming everything goes well in processing, we don't have to repull any data, everybody looks at it, that we don't have any issues or mistakes. We have found some in the past, these things happen. Assuming we're on track as we historically have been, we expect production to be done in October.

Jose Martinez: Ok. Sounds good. There is one report due in November that uses ACT data and I've got some pressure to get that updated. So, I just want to make sure it will be available by then, assuming there's no issues.

Will Goldschmidt: I think so. You'll see the report for ACT data in September in the test environment and if everything is good, it would be the same data in production. So, even if there are delays in updating everything to production you will have your numbers earlier.

Ok. Last item. Hardware refresh. NPWR is currently running on the same hardware that we bought six years ago in 2014. It's not failing, but just out of caution, we provided estimates to OWINN for updating and refreshing the hardware. I do recommend that in the next contract, we do perform a hardware refresh because we are currently on year six and will be on year seven by the time this contract ends.

Mary Harmon: Zach, what's been put into the biennium budget for this?

Zachary Heit: I had a call with ASD recently regarding our budget build. I don't know if it's the same for all agencies that are state funded, but GFO gave us a base of what we

basically used for FY20 and applying that to FY22 and FY23. There should be enough money to cover the hardware refresh. What I was told be ASD is that as long as it's in category 26, which is where we have money for software maintenance, we can do the same for hardware. So, there is money that has been requested for the hardware refresh.

Mary Harmon: Ok. Cool. It sounds like everything is covered. Hopefully it doesn't get cut, because you're right, that hardware is a little too old.

Will Goldschmidt: Alright, pending any other questions, that conclude DBDriven's status update and presentation. Thank you.

VII. ADULT EDUCATION DATA (Information/Discussion)  
*Glenn Meyer, Chair*

Glenn Meyer: I think we may have covered some of this conversation during Will's status update. Basically, what I wanted to cover, adult education data now present in NPWR is something we can start leveraging and or taking advantage of when we're looking at writing additional reports or making that data available through the researcher portal for external research as well.

VIII. RESEARCHER PORTAL (Information/Discussion)  
*Glenn Meyer, Chair*

Glenn Meyer: The reason I wanted to talk about this again, is first to reiterate the work that we're doing with adult education. They're probably going to be the first user of the researcher portal and even though it's going to be an internal unit and they're going to be using that data for their own research within the adult education unit. It does give us a chance to kick the tires on the research portal. Also, I know that many moons ago we discussed setting up the security policies and approval practice polices that we needed to have in place to use for external research. So, I wanted to put this on the agenda to get that work started or at least on our radar, that in order to open this up externally to folks outside of adult ed, we are going to need to determine what that approval process looks like and who those gatekeepers are in our individual agencies, and who will review and approve research requests and review the data that the researchers are asking for and determine if that data is appropriate or not. Also, further down the process, who approves the data use and access policy that's created when an external researcher makes a request and determines what data they want to use. We know the system has an automated feature that creates that form based on what is requested. So, who approves those documents for each individual agency and making that process formal to the point can allow external researchers to come in. I know we have a couple opportunities through the Department of Education. We have a few external research partner that are eager and willing to start using the research portal for their purposes. We have some folks at UNLV that are in charge of the educational research area inside of UNLV and they're eager to perform some research. And we've recently inked an agreement with the Guinn Center, which is another



educational research organization non-profit in Nevada and they're also very interested in getting access to any kind of research information or portal that we have available that deals with education. Those two entities are ready to go or at least would love to get access and some training to see how the portal works. But I know we have to do some work on our end before we can allow that to happen. I'd like to get those conversations started and have a process in place so we can start giving access to external entities.

Will Goldschmidt: I would like to offer our help to coordinate and facilitate additional training knowing that it's been years since we went through that. To walk through the process and how the portal and CRM works. We just went through that with adult education.

Mary Harmon: Will, I think DETR would definitely need that. I think everybody that's been involved with this, with the exception of maybe Dave Schmidt and Alex, are brand new and do not have a clue. Dennis Perea has since left, I'm leaving, and the whole business side of ESD has new administration. We're definitely going to need something like that and decisions at the administration level need to be made at who's going to be the approvers and who's going to do everything there.

Glenn Meyer: That's great, Mary and I'm happy to coordinate that. So, Will, maybe we can get together in the next couple of weeks to see what times in the next couple of months would be good to be able to do that. I'll try to coordinate with NSHE and DETR and now adult education. I'm willing to try and coordinate that and get those folks to the table to get some training and start those discussions on who are going to be the people that get the requests and approve them.

Mary Harmon: So, Glenn, on DETR's side, coordinate everything through Laxmi.

Glenn Meyer: Ok. Will do.

#### IX. DHHS ELIGIBILITY DATA (Information/Discussion)

*Glenn Meyer, Chair*

Glenn Meyer: With the match between NDE and DHHS data, NDE is receiving SNAP, TANF, and Medicaid eligibility data for all persons in the DHHS database ages 3-21 and we're using that data to do our match. I think we may have narrowed that match to 5-18 just because we were getting a lot of false positive matches, so we narrowed down that age range from 5-18 so we could improve our match rate for purposes of free and reduced lunch. But, now that we're using DataLadder software from NPWR to run that match, we may want to expand that back out from 3-21 age range so we also have some information on folks that are in pre-K or in higher ed. That's pretty much all I had to update on and I think it's an opportunity to invite DHHS data further into the partnership.

X. COLLEGE CONTINUATION DATA (Information/Discussion)

*Glenn Meyer, Chair*

Glenn Meyer: We talked about this fairly in depth previously during the status update. We talked about the new NSC data format and new process for including the college continuation data into NPWR again. I'm happy to take any questions about this if there are any lingering since the previous discussion. I think we're at a point where we need to sit down again with Jose and look at exactly the data that he's expecting from us and we can pull that data from the new files we have received and continue to investigate if we can fill in the gaps for those years that we know are missing.

XI. DATA MATCH AND VALIDATION PROCESS REVIEW (Information/Discussion)

*Zachary Heit, OWINN*

Zachary Heit: Just wanted to reiterate and make sure since we're in August and just ran a match event that we're ready to go with the validation process and review. It sounds like that through our discussion we are and that DBDriven got what they needed in order to proceed. When those numbers and data are available to the stakeholders, making sure they are ready to review and validate.

XII. PUBLIC COMMENT

(Public Comment will be taken regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. The Chair of the Advisory Committee will impose a time limit of three minutes. Public Comment #2 provides an opportunity for public comment on any matter within the Committee's jurisdiction or advisory power.)

*Chair Meyer*

The second public comment session was announced by the Chair, Glenn Meyer, and after reading the statement above into the record, the public was invited to speak. NO comments were made. Hearing none, the Chair closed the session and proceeded to the next agenda item.

XIII. ADJOURNMENT

*Glenn Meyer, Chair*

Chair Meyer adjourned the meeting at 11:20 am.