

**WORKFORCE
ADVISORY**



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

Number: 08-002

Date: 12/13/2007

Expiration: Continuing

TO: State Training and Employment Program (STEP) Grantees
FROM: Corine Geldhof, Director, Division of Business Partnerships
SUBJECT: Management Information System Data Requirements

The Division of Business Partnerships is evaluating the current data collection and reporting systems used to advise the division and department about the effectiveness and performance of training programs. The evaluation includes an assessment of the Management Information System (MIS), financial and other ad hoc reporting systems.

The decision to evaluate the division's data collection and reporting systems is driven by the need for timely, accurate information when making strategic decisions focusing on outcomes. As more private sector partnerships are formed, the division is aware of the limitations of the current systems.

While the evaluation is being completed, the division will rely on the professional competency of grant recipients and will avoid imposing data requests unless evidence shows a clear necessity. Recently, you were asked to enter additional financial information in the MIS. However, thanks to the insight some of you brought to bear on this matter, we are able to see that requesting that information at this time is not in the best interest of the evaluation. As a result, we are advising all STEP grantees that entry of this additional financial data related to individual vendor codes is not required.

As the evaluation proceeds, the division will provide information on its reporting systems and possible need to enter new or additional information, however, any decisions to change data collection requirements will be based on clear evidence supporting the business need for the change. If you identify areas of concern associated with data collection, please share that information with the STEP program lead, Christine Sanderford, or STEP grants administrator, Frank D'Elia.

In the meantime, the division is thankful for your skill, professionalism and support.