

Occupational Information Development Advisory Panel Quarterly Meeting Minutes

Westin Bonaventure Hotel and Suites
Los Angeles, CA

September 16-17, 2009

This document contains the minutes for the quarterly meeting of the Occupational Information Development Advisory Panel (the "Panel"). This discretionary Panel, established under the Federal Advisory Committee Act of 1972, as amended (hereinafter referred to as "the FACA"), will report to the Commissioner of the Social Security ("Commissioner"). The Panel will provide independent advice and recommendations on plans and activities to replace the Dictionary of Occupational Titles used in the Social Security Administration's (SSA) disability determination process. The Panel will advise the agency on creating an occupational information system tailored specifically for SSA's disability programs and adjudicative needs. The Panel will provide advice and recommendations related to the SSA's disability programs in the following areas: medical and vocational analysis of disability claims; occupational analysis, including definitions, ratings, and capture of physical and mental/cognitive demands of work, and other occupational information critical to SSA's disability programs; data collection; use of occupational information in SSA's disability programs; and any other area(s) that would enable SSA to develop an occupational information system suited to its disability programs and improve the medical-vocational adjudication policies and processes.

September 16, 2009

Panel Members Present:

Gunnar B. J. Anderson, Ph.D.
Mary Barros-Bailey, Ph.D. (*Interim Panel Chair*)
Robert T. Fraser, Ph.D.
Shanan Gwaltney-Gibson, Ph.D.
Thomas A. Hardy, J.D.
Sylvia E. Karman
Lynnae M. Ruttledge
David J. Schretlen, Ph.D.
Nacy G. Shor, J.D.
Mark A. Wilson, Ph.D.

Call to Order:

Debra Tidwell-Peters, the Designated Federal Officer, called the meeting to order and recognized the Interim Panel Chair, Dr. Mary Barros-Bailey.

Review of Agenda

Mary Barros-Bailey, Ph.D., *Interim Panel Chair*

After welcoming the Panel members and audience, Dr. Barros-Bailey addressed the content of the recommendations and the Panel's primary goal for fiscal year 2009. Dr. Barros-Bailey then described the voting procedure for identifying the final recommendations. Dr. Barros-Bailey announced that the Transferable Skill Analysis Subcommittee had changed its name to the Work Experience Assessment Subcommittee and concluded by reviewing the agenda for the Quarterly Panel Meeting.

Presentation: Lessons Learned from the DOT and O*NET

R. J. Harvey, Ph.D., Office of Program Development and Research

Shirleen Roth, *Social Insurance Specialist*, Office of Program Development and Research, Social Security Administration

Ms. Roth began by stating that the presentation addressed five main topics. The first three provided a review of information previously discussed including the: (1) the Social Security Act; (2) terminology; and, (3) SSA's occupational information requirements. The fourth and fifth topics would discuss the need for replacing the Dictionary of Occupational Titles (DOT) and lessons learned from evaluating the Occupational Information Network (O*NET) and the DOT.

Panel Deliberation and Voting

Ms. Tidwell-Peters, DFO, facilitated the voting process on the Panel's final recommendations.

Mary Barros-Bailey, Ph.D., *Interim Panel Chair*

Dr. Barros-Bailey led the Panel in discussion regarding General Recommendations one and two and the Panel approved both recommendations.

Work Taxonomy and Classification System Subcommittee

Mark A. Wilson, Ph.D., *Subcommittee Chair*

Dr. Wilson stated that the subcommittee would raise five motions that included: (1) work experience analysis; (2) physical demands; (3) user needs and relations; (4) data elements; and, (5) research and measurements. Dr. Wilson began by making introductory

statements and thanked his fellow subcommittee members. Dr. Wilson suggested that everyone take the initiative to read the report, including the procedure and stated that the recommendations presented by the subcommittee met, if not exceeded, the standards set forth by the field of Industrial and Organizational Psychology and the SSA.

Dr. Wilson moved that the Panel accept the Data Element Recommendation for the content model. The Panel approved the motion. He then moved that the Panel accept the suggested Research Recommendation, as amended, for B1 and submitted by the subcommittee for B2. The Panel approved the motion. Ms. Tidwell-Peters entertained a motion for the Panel to accept Measurement Recommendations 1 through 4(2). The Panel approved the motion. Ms. Tidwell-Peters entertained a motion for the Panel to accept Recommendation for SSA/OIS Development D1, A, B, as amended, and C, as submitted. The Panel approved the motion. Ms. Tidwell-Peters entertained a motion for the Panel to accept the OIS Maintenance Recommendations as submitted in E1, E2 and E3, as amended. The Panel approved the motion.

Work Experience Analysis Subcommittee

Thomas A. Hardy, J.D., *Subcommittee Chair*

Mr. Hardy began by providing an explanation for the subcommittee's name change. Mr. Hardy stated there was three categorical recommendations and then presented the first set of recommendations for Data Element. Ms. Tidwell-Peters called for a vote on the acceptance of Data Element Recommendation A1 and 2. The Panel approved the recommendation. Mr. Hardy moved that Panel accept the Research Recommendation. Ms. Tidwell-Peters entertained the motion on the acceptance of recommendation B, Research Recommendations, B1 as amended. The Panel approved the recommendation. After the vote however, Mr. Hardy withdrew the prior Research Recommendation for Work Experience Analysis under No. 2--B2. The subcommittee decided it would reconvene in order to reconstruct the language for the Research Recommendation. The subcommittee changed the original recommendation for B1 to reflect the concerns discussed by fellow Panel members. The Panel approved recommendation for B1, as reopened and amended.

Mental/Cognitive Demands Subcommittee

David J. Schretlen, Ph.D., *Subcommittee Chair*

Dr. Schretlen began by thanking his fellow subcommittee members for their participation. Dr. Schretlen provided a brief introduction of the three guiding principles that influenced the subcommittee's research for the recommendations; the different characteristics of the Data Element Recommendation; and, the categorizing of those characteristics into four major subdomains. The three principles addressed the need to: (1) base recommendations on sound scientific research; (2) sustain a balance between the

comprehensive assessment of mental and cognitive abilities but also remain parsimonious within the field of psychology; and, (3) maintain a degree of continuity with the current assessment of the mental residual functional capacity assessment.

Dr. Schretlen moved that the Panel accept Data Element Recommendation for the content model as listed under A1 through A4. After further deliberation, Ms. Tidwell-Peters called a vote on the acceptance of Recommendations A1 through A4 as amended. The Panel approved the recommendations. Dr. Schretlen moved that the Panel accept recommendations for items B1 through B3. After some discussion however, the subcommittee agreed that Dr. Schretlen would withdraw his motion for B1 and rewrite it in order to address language usage, while the Panel proceeded with voting on items B2 and B3, which it approved. Dr. Schretlen moved that the Panel accept Measurement Recommendation items C1 and C2. The Panel approved Recommendations C1 and C2. Dr. Schretlen presented a fourth recommendation. The fourth recommendation addressed the need for an additional administrative structure that included experts familiar with the mental/cognitive aspects of the person-side among SSA's staff. Dr. Schretlen withdrew the motion indicating the subcommittee would readdress this issue during the next meeting.

Public Comment

Mary Barros-Bailey, Ph.D., *Interim Panel Chair*

Ms. Barros-Bailey began by explaining the procedures for public commentary and then welcomed Ms. Jana Löwenstein. Ms. Löwenstein presented her concerns regarding recommendations for the mental/cognitive demands. Ms. Löwenstein was particularly concerned with the possibility of deriving empirical data from incumbents versus employers. Ms. Löwenstein expressed that such data would take away from the accommodation factor and diminishes individuality in regards to each separate case. She felt judges might view such recommendations as the "bright line rule". Dr. Barros-Bailey opened up the floor for questions from the Panel regarding Ms. Löwenstein comments.

Meeting Adjournment

The OIDAP Interim Chair adjourned the meeting at 4:29 p.m. (PDT).

**Occupational Information Development Advisory Panel
Quarterly Meeting Minutes**

Westin Bonaventure Hotel and Suites
Los Angeles, CA

September 16-17, 2009

September 17, 2009

Panel Members Present:

Gunnar B. J. Anderson, Ph.D.
Mary Barros-Bailey, Ph.D. (Interim Panel Chair)
Robert T. Fraser, Ph.D.
Shanan Gwaltney-Gibson, Ph.D.
Thomas A. Hardy, J.D.
Sylvia E. Karman
Lynnae M. Ruttledge
David J. Schretlen, Ph.D.
Nancy G. Shor, J.D.
Mark A. Wilson, Ph.D.

Call to Order:

Debra Tidwell-Peters, the Designated Federal Officer, called the meeting to order and recognized the Interim Panel Chair, Dr. Mary Barros-Bailey.

Review of Agenda

Mary Barros-Bailey, *Interim Panel Chair*

Dr. Barros-Bailey began by reviewing the agenda and then turned the meeting over to the Federal Designated Officer, Ms. Tidwell-Peters to facilitate the voting process to identify the Panel's final recommendations.

Mental/Cognitive Demands Subcommittee

David Schretlen, Ph.D., *Subcommittee Chair*

Dr. Schretlen presented recommendation B1 as reworded by the subcommittee and explained that the new text not only provided SSA flexibility in regards to finding available research but it also stressed the importance for data-driven research. Ms.

Tidwell-Peters entertained a motion for the amended recommendation B1 with the insert of text. Dr. Schretlen moved that the recommendation for Suggested Research under B1 be re-written to exclude all previous text and substitute with the new text. Hearing no further discussion, Ms. Tidwell-Peters called for a vote of the Panel to accept recommendation B1 as amended. The Panel approved the recommendation.

Physical Demands Subcommittee

Mary Barros-Bailey, Ph.D., *Interim Panel Chair*

The subcommittee chair Deborah Lechner was unable to attend the quarterly meeting. In her stead, Dr. Barros-Bailey facilitated the vote for recommendations made by the Physical Demands Subcommittee and began by thanking the subcommittee members, Ms. Lechner, Dr. Gunnar Anderson and Sylvia Karman. Dr. Barros-Bailey moved that the Panel accept the Data Element Recommendation for the Physical Demands of Work as in A1. Ms. Tidwell-Peters called a vote for the Panel to accept recommendation A1, as amended and the renumbering of recommendations A2 and A3. The Panel voted to approve recommendation A1, as amended, and the renumbering of A2 and A3. Dr. Barros-Bailey amended her motion for recommendation A3, Environmental Demands, in order to include new wording for an introductory statement. The Panel accepted the recommendation, as amended. Ms. Tidwell-Peters called on the vote and asked that the Panel accept recommendation A2 (formerly A3) and the Panel approved the recommendation. Ms. Tidwell-Peters then called a vote from the Panel to accept recommendation A3, as amended. Dr. Barros-Bailey moved that the Panel accept Research Recommendations for Physical Demands of work in section B, including 1, 2, and 3 and the addition of 4, as amended. The Panel approved the recommendations.

Public Comment

Mary Barros-Bailey, Ph.D., *Interim Panel Chair*

Dr. Barros-Bailey began by thanking all of the individuals presenting public comment for their patience. Mr. Lawrence Rohlfing was the first to present and expressed his concern with the change in taxonomy presented by the Panel. Mr. Rohlfing believed that such changes would ultimately affect the definition of particular terms and their usage when applying the list or grid as frameworks for disability evaluation. Mr. Rohlfing also disagreed with the Panel's suggestion that medically determinable impairments existed which could limit a claimant's work activity. The Panel did not raise any questions regarding Mr. Rohlfing's comments.

Mr. Gerald McIntyre spoke on behalf of the National Senior Citizen Law Center. Mr. McIntyre addressed the coexistence of the Americans with Disabilities Act and Social Security Disability Insurance and Supplemental Security Income. Mr. McIntyre also addressed the importance of individualized assessments. Dr. Barros-Bailey clarified that

the Panel was not suggesting the removal of individualized assessments. Ms. Karman further elaborated, stating that individualized assessments existed for all claims regardless of limitations. There were no additional comments regarding Mr. McIntyre's concerns.

The final public comment presenters were Ms. Lynne Tracy and Ms. Angie Heitzman from International Association of Rehabilitation Professionals (IARP). Ms. Tracy informed the Panel that IARP had developed a specific committee called the Occupational Information Development Advisory Panel Liaison Committee. Ms. Tracy and Ms. Heitzman discussed several areas of concern, which included: (1) over studying different measures and variables regarding taxonomy, (2) gaining access to and collecting data from employer's incumbents, and (3) clarifying the meaning of the term "holistic." Ms. Heitzman provided additional concerns regarding: (1) the necessity of including research and methods in the Work Experience Assessment Committee's recommendations, (2) the difficulty of predicting the viability of an occupation, (3) confusion regarding the combination of work activities with other elements that might rise to the level of skill (4) ambiguity regarding the leading sentence under the heading "attendance" for mental/cognitive recommendations, and (5) the current RCF is too dependent on subjective information. Ms. Tracy stated that all Social Security vocational experts (VE) record the job title as listed by the claimant and VE job classification records the physical demands as described by the claimant and the DOT. Ms. Tracy suggested that this would allow recognition of the most common jobs and lead to the discovery of discrepancies where they might exist.

Dr. Barros-Bailey opened the floor for discussion. Dr. Fraser was interested in the number of IARP members. Mr. Hardy raised a question regarding the ability to rate a skill under work activity if it exists as a proxy by itself. Dr. Barros-Bailey asked Ms. Tracy and Ms. Heitzman to provide any additional comments in writing.

Physical Demands

Mary Barros-Bailey, Ph.D., *Interim Panel Chair*

Ms. Tidwell-Peters reread the motion made to amend the Research Recommendation. Dr. Schretlen clarified that the subcommittee was suggesting that there be research looking at the linking of physical abilities to the demand of work. The suggestion led to the addition of recommendation B4. Dr. Barros-Bailey amended the motion to include B4 in totality and the reworded B3. Ms. Tidwell-Peters called for a vote for the Panel to accept the recommendation items B1 through B3 as amended and four as added. The Panel approved the motion. Dr. Barros-Bailey moved that the Panel accept Measurement Recommendation, item C, numbers 1 through 6 and called a vote for the Panel to accept the recommendations C1 through C6, as amended. The Panel approved the motion, and the recommendations were accepted.

Panel Discussion

User Needs and Relations Subcommittee

Sylvia Karman, Subcommittee Chair and Director, Occupational Information Development Project

Ms. Karman began by thanking the members of the subcommittee for their effort. Ms. Karman provided a brief overview of the different issues the subcommittee dealt with including: the transmission of information between the public, external organizations, and individuals throughout SSA and the need of capturing user needs and concerns. Ms. Karman moved that the Panel accept Data Element Recommendation, A1 through A5 for the Content Model. Ms. Tidwell-Peters called for the Panel to accept the Extra Data Element Recommendation, A1 through A5, as amended. The Panel accepted the recommendations. Ms. Karman moved that the Panel accept recommendation for Suggested Research, applied research items B1 through B3. Ms. Tidwell-Peters called for the Panel to vote on the acceptance of Data Element Recommendation B1 and 2 as amended and 3. Ms. Karman moved that the Panel accept the recommendations for the Extra Data Element for Research, items C1 and C2. Ms. Tidwell-Peters called for a vote for the Panel to accept Extra Data Recommendation for Research C1 and C2 and the introductory paragraph, as amended. The Panel passed the motion and accepted the recommendation. Ms. Karman moved that the Panel accept the Recommendation for the Users, Public Community, and the Scientific Community as presented by the subcommittee. Ms. Tidwell-Peters called for the Panel to vote to accept the Recommendation for the Users, Public Community, and the Scientific Community, D1 through D7. The Panel passed the motion, and accepted the recommendation.

Panel Discussion

Mary Barros-Bailey, Ph.D., Interim Panel Chair

Dr. Barros-Bailey formally submitted the Panel's recommendations to the Designated Federal Officer, Ms. Tidwell-Peters. Ms. Tidwell-Peters thanked the Panel members for their hard work in pulling together the recommendations report.

Administrative Business

Mary Barros-Bailey, Ph.D., Interim Panel Chair

Ms. Karman updated the Panel on two projects. SSA staff submitted the SSA's User Needs Analysis report for the OIS content model for inclusion in the User Needs and Relations Subcommittee report (Appendix F). The second project update advised the Panel of the completion of the design for the occupational and medical vocational claims study. Ms. Karman also presented an overview of the project's short-term projects

including the status of the contracted evaluation of an existing product, the completion of the disability research file, and the occupational medical vocational study.

Ms. Karman discussed the next steps for the finalized recommendations and stated that Dr. Barros-Bailey and she would review the overview paper to ensure it reflected the discussion as it occurred during the meeting. Once printed, the DFO will deliver the complete final report to the Commissioner of Social Security and SSA's senior management, and other interested stakeholders. In conclusion, Ms. Karman stated that the SSA staff would continue to move forward with the studies previously presented, and the Panel would move forward with some of the projects as recommended.

Ms. Tidwell-Peters asked if the Panel would like to nominate and elect a permanent chair. Ms. Tidwell-Peters described to the members the responsibilities of the Panel Chair. Dr. Gibson nominated Dr. Barros-Bailey as the Panel Chair. The Panel unanimously elected Dr. Barros-Bailey as the permanent Panel Chair.

During deliberation, the Panel raised several issues regarding action plans and future assignments that included developing a functional model in terms of grouping, creating a composite document that recognized each recommendation area, figuring out various ways to address issues among stakeholder groups and SSA, and professional development.

Dr. Barros-Bailey asked that the Panel review two sets of minutes--from the July 14, 2009, and August 31, 2009, teleconferences. Dr. Gibson moved that the Panel approve the July 14, 2009 teleconference minutes. The Panel voted and approved the minutes. Dr. Barros-Bailey moved that the Panel approve the August 31, 2009 teleconference minutes. The Panel voted and approved the minutes.

Ms. Karman provided information on three upcoming conferences where organizations have invited her and Dr. Barros-Bailey to present an overview of the completed report and recommendations. Ms. Karman suggested that the User Needs and Relations Subcommittee decide on which additional FY 2010 conferences are of interest and make recommendations on who might attend. Ms. Karman is in the process of communicating with the SSA's senior management regarding the publication of the report or at least placing a link of the report on the OIDAP website in order to allow members of the public an opportunity to read and provide commentary. Ms. Karman provided some ideas regarding how the Panel might use public comments. Ms. Rutledge suggested that the subcommittee create a communication strategy while in attendance at the meeting, to raise awareness among the constituencies regarding the posting and location of the report, and to encourage public commentary on the report recommendations.

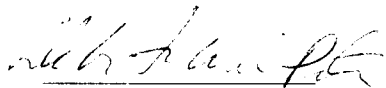
Dr. Barros-Bailey asked if there were any more suggestions regarding the December 2009 agenda. Since there were none, Dr. Barros-Bailey recommended that the Executive Subcommittee discuss any further issues during its next meeting. In addition, Dr. Barros-Bailey asked that Subcommittee chairs submit any additional revisions made to the subcommittees' reports by Monday, September 21, 2009.

Meeting Adjourned:

The OIDAP Chair adjourned the Quarterly Meeting at 4:29 p.m. (PDT).

Certification:

I, Debra Tidwell-Peters, Designated Federal Officer for the Occupational Information Development Advisory Panel, hereby certify that the above minutes accurately describe the Quarterly Meeting of the Panel held on September 16-17, 2009, at the Westin Bonaventure Hotel and Suites in Los Angeles, California 90071.



Debra Tidwell-Peters
Designated Federal Officer