

# **Occupational Information Development Advisory Panel**

## **Teleconference Meeting Minutes**

*July 14, 2009*

This document contains the minutes of the teleconference 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 Social Security. 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 SSA's disability programs in the following areas: medical and vocational analysis of disability claims; occupational analysis, including definitions, rating, and capture of physical and mental/cognitive demands of work, and other occupational information critical to SSA 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.

### **Panel Members Present (and confirmed by polling of the Designated Federal Officer):**

Gunnar B. J. Andersson, Ph.D.  
Mary Barros-Bailey, Ph.D.—*Interim Chair*  
Robert T. Fraser, Ph.D.  
Shanan Gwaltney-Gibson, Ph.D.  
Thomas A. Hardy, J. D.  
Sylvia E. Karman  
Deborah E. Lechner  
Lynnae M. Ruttledge  
David J. Schretlen, Ph.D.  
Nancy G. Shor, J.D.  
Mark A. Wilson, Ph.D.

### **Call to Order:**

After confirming a quorum of members, Debra Tidwell-Peters, the Designated Federal Officer, called the meeting to order and recognized the Panel's Interim Chair, Dr. Mary Barros-Bailey.

After a brief introduction, Dr. Barros-Bailey introduced the subcommittee chairs who provided a status of their subcommittee's work and recommendations.

***Work Taxonomy and Classification Subcommittee Report***

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

Dr. Wilson reported on visits by members to the Office of Disability Adjudication and Review in Falls Church, VA, where they were able to interview administrative law judges and administrative appeals judges, and to observe video hearings at the National Hearing Center.

***User Needs and Relations Subcommittee***

**Sylvia E. Karman—Subcommittee Chair/OID Project Director**

Ms. Karman's report for the User Needs and Relations (UN&R) Subcommittee described the efforts of the user needs analysis (UNA) team and the completion of the analysis of results from the UNA held in Chicago, IL. The team is also in the process of scheduling user interviews and focus groups at offices in West Virginia and Pennsylvania. Ms. Karman's report outlined outreach efforts that included sending a letter to stakeholder organizations with a request that they provide suggestions and comments. The timing allowed those organizations the opportunity to reach out to their membership and compile input and ideas. Ms. Karman's report concluded with the status of the preparation of the UN&R recommendations and their anticipated completion in time to meet the August 20, 2009 milestone.

***Mental/Cognitive Demands Subcommittee***

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

Dr. Schretlen began his subcommittee report began with a notice to the Panel of Mary Barros-Bailey's resignation from the Mental/Cognitive Demands Subcommittee. He continued with an overview of the roundtable held during the June 2009 Panel meeting in Chicago that included invited guest experts, SSA staff and OIDAP Panel observers and an outreach effort to obtain guest input on four questions and their recommendations. Dr. Schretlen's will share the results with the Work Taxonomy and Classification Subcommittee in order to create crosswalks between the work of the two subcommittees.

### ***Transferable Skills Analysis (TSA) Subcommittee***

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

Mr. Hardy's subcommittee report described the intensive literature search underway and expressed their intent to review all available relevant documents. The TSA subcommittee received documentation from several states outlining DDS procedures and they are now in the process of reviewing that documentation. Mr. Hardy mentioned the intent of the TSA and the Work Taxonomy and Classification subcommittees to work closely together as each develops their draft recommendations to present to the Panel.

### ***Physical Demands Subcommittee***

Deborah E. Lechner—**Subcommittee Chair**

Ms. Lechner's report summarized the work to date of the subcommittee which included participation in three meetings this year and members' visits to DDSs, the Office of Disability and Adjudication Review and the Appellate Council. The subcommittee reviewed six SSA working papers, three relevant occupational taxonomies, nine ergonomic taxonomies that address the physical demands of work, and thirty published papers. Ms. Lechner described how the subcommittee is examining the efficacy in the current DOT/SCO Physical Demands Classification System and the affects changes to the current system might have on the medical and rehab community. Ms. Lechner also reported that the subcommittee is considering input provided from stakeholders in 2002.

### ***Project Director's Report***

Sylvia E. Karman—**OID Project Director**

Ms. Karman's provided an update on the status of the final report from ICF International that was received on June 30, 2009 and on the progress of the Occupational and Medical Vocational Claims Information Study that was announced on May 15, 2009 in a pre-solicitation notice for contractor services to evaluate Social Security's claimants' information. This work will inform the Panel on claimants' past work and work history. The staff will begin work on the Occupational and Medical Vocational Claims Information Study later this summer.

### ***Panel Discussion***

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

Dr. Barros-Bailey announced the Executive Subcommittee will meet on August 23, 2009 to review and discuss progress and activity in the continuing

development of the draft content model and classification system recommendations. Dr. Barros-Bailey also reminded the Panel that the subcommittee draft recommendations are due by August 20, 2009. The Panel will discuss the subcommittee recommendations during the full Panel Teleconference scheduled for August 31, 2009.

***Administrative Business***

**Mary Barros-Bailey, Interim Panel Chair**

Dr. Barros-Bailey reviewed the voting procedures for use in identifying the final recommendations to SSA. The Panel voted and approved the minutes for April and June Quarterly Meetings. Dr. Barros-Bailey also announced a potential teleconference on September 25, 2009 (should there be a need for it).

***Meeting Adjournment***

The meeting adjourned at approximately 1:11 p.m. (EDT).

***Certification***

I, Debra Tidwell-Peters, Designated Federal Officer for the Occupational Information Development Advisory Panel, hereby certify that the above minutes accurately describe the Teleconference Meeting of the Panel held on July 14, 2009, at the Social Security Administration, 6401 Security Boulevard, Woodlawn, MD 21235.



Debra Tidwell-Peters  
Designated Federal Officer