

## **Occupational Information Development Advisory Panel**

Social Security Administration  
Quarterly Teleconference Meeting  
December 7, 2011

### *Minutes*

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 create an occupational information system (OIS) tailored specifically for Social Security Administration’s (SSA) disability programs and adjudicative needs.

#### Panel Members Present:

Mary Barros-Bailey, Ph.D. (*Chair*)  
John W. Creswell, Ph.D.  
Robert T. Fraser, Ph.D.  
Pamela L. Frugoli  
Shanan Gwaltney Gibson, Ph.D.  
Thomas A. Hardy, J.D.  
Janine S. Holloman  
H. Allan Hunt, Ph.D.  
Deborah E. Lechner, PT, MS  
Abigail T. Panter, Ph.D.  
Juan I. Sanchez, Ph.D.  
David J. Schretlen, Ph.D.  
Andrew E. Wakshul, J.D.

Absent: Timothy Key, MD

### **Wednesday, December 7, 2011**

12:00 p.m. EDT

#### **Call to Order**

Leola S. Brooks, Designated Federal Officer

#### **Poll of Members**

Leola S. Brooks, Designated Federal Officer

#### **Welcome and Review of Agenda**

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

#### **Chair’s Report**

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

### **Director's Report**

Sylvia E. Karman, *Director*  
Office of Vocational Resources Development

### **Subcommittee Reports**

- Job Analysts Subcommittee, Deborah Lechner, PT MS,  
*Subcommittee Chair*
- Sampling Subcommittee, H. Allan Hunt, Ph.D.,  
*Subcommittee Chair*
- Taxonomy/Instrumentation Subcommittee,  
Shanan Gwaltney Gibson, Ph.D.,  
*Subcommittee Chair*
- User Needs and Relations Subcommittee,  
Janine Holloman,  
*Subcommittee Chair*

### **Administrative Business**

- Review of September 2011 Quarterly Meeting Minutes  
Mary Barros-Bailey, Ph.D., *Chair*

12:58 p.m. EDT

### **Adjourn**

Leola Brooks, *Designated Federal Officer*

### **Call to Order/Poll of members:**

Leola S. Brooks, *Designated Federal Officer (DFO)*

Ms. Brooks called the meeting to order, took a poll of the members present, and turned the meeting over to the Panel's Chair, Dr. Mary Barros-Bailey.

### **Welcome and Review of Agenda:**

Mary Barros-Bailey, Ph.D., *OIDAP Chair*

Dr. Barros-Bailey informed the attendees that they may locate the agenda on the Panel's website and requested that Sylvia Karman, Director for the Office of Vocational Resources Development (OVRD), provide the link for OVRD's website during the director's report. The website provides access to the most recent posting of documents. Dr. Barros-Bailey reviewed the agenda for the teleconference panel meeting.

### **Chair Report:**

Mary Barros-Bailey, Ph.D., *OIDAP Chair*

Dr. Barros-Bailey provided a year-end review of Panel activities. She recalled that a year ago, four Panel members, including her, met with Commissioner Astrue and Deputy Commissioner David Rust to review the Panel and OIS Project activities, and to discuss executive actions

involving support structure and staffing. Dr. Barros-Bailey stated the Panel has witnessed many positive changes, in particular the establishment of an internal SSA workgroup and the development of an Occupational Information System research and development plan. Dr. Barros-Bailey concluded the chair report by thanking SSA Commissioner Astrue, Deputy Commissioner David Rust, Assistant Deputy Commissioner LaTina Greens, the previous Assistant Deputy Commissioner Marianna LaCanfora, Acting Associate Commissioner Bob Weathers, Acting Deputy Associate Commissioner Susan Wilschke, the Project Director Sylvia Karman, and Designated Federal Officer Leola Brooks for both considering and implementing the Panel's recommendations. Dr. Barros-Bailey also thanked the Panel and Subcommittee Chairs for all of their work.

**Director's Report:**

Sylvia E. Karman, Director, *Office of Vocational Resources Development*

Ms. Karman informed the Panel of OVRD's recent personnel changes including the new formalized office structure, the addition of a lead research psychologist, and staff promotions. Ms. Karman reviewed OIS Project activities that occurred between the months of October 2011 through December 2011 that included baseline activities and identifying OIS standards and provided status updates for the following OIS baseline activities:

- OIS Investigation – The domestic and international research activities are complete. The report includes revisions as suggested by OVRD staff, OIS Development Workgroup, and several Panel members and will be posted on the Project website when available.
- Occupational Medical-Vocational Study – The appellate level reviews are complete and the quality assurance reviews for the appellate cases are near completion. Ms. Karman stated OVRD staff is programming the initial level review data in order to conduct the data analysis, examine the outcomes and to begin developing the final results. Ms. Karman stated staff would incorporate the quality assurance data once the reviews are completed.
- ICF International BPA– We posted the final reports for Call Orders 001 and 002 to the Project's website. OVRD staff is currently working with ICF on Call 003 to investigate protocols for data collection.
- OIS Standards – The final draft for the legal standards document is currently under review by the SSA's Office of General Counsel (OGC). Ms. Karman expects to receive the final comments and/or approval from the OGC by January 2012. We have completed Phase IV of the scientific standards document and posted it to the Project website. We are currently finalizing Phase Two for usability standards; Phase Two documents identify a series of activities that must occur during the R&D phase of the OIS.

Ms. Karman provided a status update for external collaborative activities that have occurred since the beginning of fiscal year 2012, which included:

- Presentations to stakeholder organizations including the Vocational Evaluation and Work Adjustment Association and the International Association for Rehabilitation Professionals;
- Revising SSA and Department of Labor Memorandum of Understanding;

- OVRD teleconference with the Centers for Disease Control and the National Institute for Occupational Safety and Health;
- Staff meetings with the Government Accountability Office as it continues its audit of the Agency that includes an investigation of the OIS project;
- Work with the OIS Development Workgroup to complete the classification and filtering of Disability Evaluation Constructs;
- Meeting with industrial and organizational consultants to discuss design decisions and finalize the methodology for the work taxonomy;
- Identifying key OIS design elements for the work taxonomy, launching the development of the OIS instrument, initiating data management plan, and by late summer initiating prototype sampling plan.

Responding to Dr. Hunt's question, Ms. Karman stated she anticipated the completion of the quality assurance review for the Occupational Medical-Vocational study by mid-January.

### **Subcommittee Reports - Job Analysts Subcommittee**

Deborah Lechner, PT MS, *Chair*

Ms. Lechner stated no formal subcommittee meeting occurred since the fall; however, the subcommittee is currently providing feedback for ICF Call Orders 001 and 002. Ms. Lechner stated the input for Call Order 002 is finished and once she receives input from one of the Panel members she will complete Call Order 002 and begin Call Order 001.

### **Subcommittee Reports - Sampling Subcommittee**

H. Allan Hunt, Ph.D., *Chair*

Dr. Hunt stated the subcommittee would not sponsor a roundtable due to timing and budget issues. They are instead exploring the option of retaining a small group of experts to review the subcommittee's work to ensure their work met the highest scientific standards. Dr. Hunt said the subcommittee would circulate the name of experts for comments from the Panel and proceed with contacts. Dr. Hunt stated it was the subcommittee's presumption that SSA would establish a link with existing national databases, which include the Occupational Employment Statistics Program from the Department of Labor (DOL) and the American Community Survey Program from the U.S. Census Bureau. Dr. Hunt concluded with a summary of activities currently underway.

### **Subcommittee Reports – Work Taxonomy/Instrumentation Subcommittee**

Shanan Gwaltney Gibson, Ph.D., *Chair*

Dr. Gibson stated the Taxonomy and Instrumentation Subcommittee last formal meeting occurred in the fall; however, the subcommittee assisted OVRD with efforts to develop the taxonomy. Dr. Gibson stated the primary activities of the subcommittee focused on providing feedback to OVRD staff regarding information received from the I/O consultants and the Phase II document for Classification and Filtering of Disability Constructs. Dr. Gibson stated for the spring 2012 Panel Meeting the subcommittee would continue to work with OVRD to facilitate the development of a comprehensive taxonomy for sampling and pilot testing.

## **Subcommittee Reports – User Needs and Relations Subcommittee**

Janine Holloman, *Chair*

Ms. Holloman stated the User Needs and Relations Subcommittee's last formal meeting occurred in the fall. Ms. Holloman summarized the stakeholder organization presentations that occurred since the last report and stated that between December and March, the subcommittee wishes to begin working with SSA on disseminating information and in responding to stakeholder group requests for information or presentations.

## **Administrative Business - Review of September 2011 Quarterly Meeting Minutes**

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

The Panel approved the September 2011 Quarterly Panel Meeting draft minutes, as modified. Dr. Barros-Bailey provided the tentative dates for the upcoming quarterly Panel meetings scheduled for the months of March, June and August 2012. The Panel requested an agenda item for the March Panel Meeting that would allow OVRD to discuss the plans for feedback received from the I/O consultants and subcommittee members regarding the work taxonomy development. The Panel also recommended the subcommittees be allotted time to meet separately. Dr. Barros-Bailey said she would contact the subcommittees in January and develop agendas for the March meeting.

## **Adjourn**

Ms. Brooks adjourned the meeting at 12:58 p.m. EDT.

Certification:

I, Leola Brooks, Designated Federal Officer for the Occupational Development Advisory Panel hereby certify that the above minutes accurately describe the Quarterly Meeting of the Panel held telephonically on December 7, 2011.

March 22, 2012

Leola S. Brooks

Designated Federal Officer