

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

September 29, 2010

This document contains the minutes for the teleconference meeting of the Occupational Information Development Advisory Panel (Panel or OIDAP). This discretionary Panel, established under the Federal Advisory Committee Act of 1972, as amended (hereinafter referred to as FACA), will report to the Commissioner of the Social Security. The Panel will provide independent advice and recommendations on plans and activities to create an occupational information system (OIS) tailored specifically for the adjudicative process of SSA's disability programs. Specific areas include medical and vocational analysis of disability claims; occupational analysis, including definitions, ratings, 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 other related area(s).

Panel Members Present:

Mary Barros-Bailey, Ph.D., Chair
Robert T. Fraser, Ph.D.
Shanan Gwaltney Gibson, Ph.D.
Thomas A. Hardy, J.D.
Janine S. Holloman
H. Allan Hunt, Ph.D.
Sylvia E. Karman
Deborah E. Lechner
Abigail T. Panter, Ph.D.
David J. Schretlen, Ph.D.
Mark A. Wilson, Ph.D.

Call to Order:

Debra Tidwell-Peters, Designated Federal Officer, called the meeting to order, conducted a roll call to confirm a quorum of members, 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 gave a brief introduction and reminded the Panel members and public audience of the Panel's mission, highlighting the fact that the Panel is providing independent advice and recommendations to SSA, not developing the OIS. The process is transparent and open, and time-limited. Dr. Barros-Bailey then briefly reviewed the agenda for the meeting, before turning it over to Ms. Karman.

Project Director's Report

Sylvia E. Karman, *OIDAP Member and Director, Occupational Information Development Project*

Ms. Karman provided an update and status on project activities since the August Quarterly Meeting. For the Occupational Medical-Vocational Study, the full case reviews are approximately one-third complete for the initial level study. The quality reviews are moving along, and the quality reviewers have completed the targeted reviews of the use of alternate DOT codes. The data collection instrument (DCI) for the hearing level study is in the final stages of development. The case reviewers will receive training on the new DCI and complete a pilot study before the full study begins.

Ms. Karman stated that on September 27, 2010, Social Security awarded a blanket purchase agreement to ICF, Inc. to develop a methodology for conducting job analysis and a business strategy for training, certifying, and recruiting job analysts.

Ms. Karman stated that the project team is documenting the methods for how staff derived the data elements included in the draft document entitled "User Identified Data Elements for Testing" and she anticipates staff will complete this initial review in early October.

Ms. Karman stated that SSA is in the process of obtaining special sworn status for a staff member to review the American Community Survey (ACS) employment data at the Census Bureau. The review will more clearly identify employment information reported by ACS respondents, and allow SSA to assess the feasibility of applying this information as part of its OIS sampling methodology. In response to requests from other Panel members, Ms. Karman said that she would send a copy of the ACS survey interview questions to everyone.

Ms. Karman stated that the project team is developing a comprehensive business process plan and anticipates having a draft completed by the end of October.

In response to a question from Dr. Gibson, Ms. Karman clarified the focus of the contract that the agency awarded to ICF. The first set of activities directs the contractor to assess numerous processes of conducting job analyses across a variety of venues. The next stage is to develop a business process for recruiting, training, and certifying job analysts.

OIDAP Chair's Report

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

Dr. Barros-Bailey reported that the Panel would begin a strategic planning process. The research subcommittee will hold an in-person summit meeting in North Carolina on October 11. Dr. Barros-Bailey has requested a meeting with Commissioner Astrue in October. Three Panel members, Dr. Hunt, Mr. Hardy, and Dr. Wilson, will attend.

Dr. Barros-Bailey is anticipating another teleconference during the week of November 15. The tentative agenda includes regular subcommittee reports, a review of the NPRM for mental listings, and residual action items from this teleconference.

Dr. Barros-Bailey, Ms. Tidwell-Peters, and Ms. Karman will develop a framework and timeline for receipt of items (e.g., subcommittee reports) from the Panel in advance of meetings.

Final Review and Discussion of the User Needs and Relations Subcommittee (UN&R) Public Comment Summary Report

Shanan Gwaltney Gibson, Ph.D., *UN&R Subcommittee Member*

Dr. Gibson reminded the Panel and public audience that the Panel discussed and reviewed the Public Comment Summary Report in Boston. She then went on to highlight some changes in the report and emphasize the main points. Prior to the teleconference, the Subcommittee went through the listing of comments and reorganized some of the comments. They also added specificity regarding dates and sources of feedback. Dr. Gibson stated that an important outcome of the Public Comment Summary Report was the agreement of the Panel to elicit public comment before issuing its final recommendations.

Dr. Gibson read the section of the executive summary that reemphasized several issues the Subcommittee believes to be of importance to the Panel and SSA specifically that Social Security should establish an internal research unit, continue to involve stakeholders in the OIS development process, and continue to collaborate with other government agencies.

In response to a question from Ms. Karman, the Subcommittee decided to remove Panel recommendations and user needs analysis results from Tab B of the report. Dr. Gibson plans to make the clarifications suggested and distribute the revised draft document to the Panel for review.

Panel Discussion and Deliberation on the OIDAP Proposed Recommendation to SSA on OIS Development Planning

Shanan Gwaltney Gibson, Ph.D., *Subcommittee Member*

Dr. Gibson led the Panel through a discussion of the proposed recommendation that SSA should develop a project plan and timeline, a research plan, and share with both the Panel and members of the public for review and comment.

In response to a suggestion from Mr. Hardy, the Panel decided to move the statement at the end of the draft, i.e., making the project plan available to solicit feedback--to the third bullet on the first page. In response to a question from Ms. Karman, the Panel decided to clarify that SSA would make the project plan available to the Panel, rather than to some other entity, for advice and recommendation. The new language reads, "Make available to the Panel the overall project plan, including the attendant research plan, for advice and recommendation before further development activities for the OIS proceed."

In response to a question from Ms. Lechner about how the recommendation would be different from the “roadmap,” several members agreed that the roadmap would be a component of the project plan.

The Panel discussed whether the SSA internal scientific team should be develop the research plan and to what extent external contractors and internal programmatic staff should be involved. The Panel reached agreement of language that reads, “To meet SSA user needs, maintain stakeholder confidence, and ensure legal defensibility, it is critical that all intended research protocols be developed with oversight by internal scientists well-versed in research methods, and programmatic specialists, and be reviewed by the Panel prior to data collection.”

Dr. Barros-Bailey reminded the Panel that SSA would publish the proposed recommendation on www.regulations.gov for a two-week public comment period. The Panel will review and discuss submitted comments during the next teleconference meeting. Ms. Tidwell-Peters polled the members’ votes on the draft proposed recommendation, and it passed unanimously.

The meeting adjourned at 12:09 p.m. (EDT).

Certification:

I, Debra Tidwell-Peters, Designated Federal Officer for the Occupational Development Advisory Panel, hereby certify that the above minutes accurately describe the discussion and deliberation during the teleconference meeting of the Panel held on September 29, 2010.

Debra Tidwell-Peters
Designated Federal Officer