

DRAFT - July 25, 2007
Role of the Workforce Study Team

The Workforce Study Team (WFST) has been established to assure that the Workforce Workgroup (WFWG) has information that it needs in order to develop and support policy recommendations. It is the responsibility of the WFWG to identify and prioritize data and information needs for the WFST. The WFST has the responsibility for providing guidance to the TSIG evaluation team to assure that these needs are met to the maximum extent possible within the limits of existing resources. Among its responsibilities are the following:

- To clarify and further specify information needs where there is uncertainty about what is needed;
- To determine when to return to the WFWG to assure that evaluation plans are consistent with their expectations;
- To review information about available data from existing state files and provide guidance on their use, as well as possible additional resources;
- To facilitate access to existing sources of data;
- To provide guidance on the presentation of information from existing sources of data;
- To provide guidance on the methods for obtaining new data, including the design of surveys and sampling;
- To provide guidance on methods, including incentives, to assure high rates of participation in sample surveys;
- To provide guidance on assuring confidentiality of survey data, including agreements with cooperating organizations and individuals;
- To facilitate access to organizations and programs to be included in samples for new data collection; and
- To provide guidance on the presentation of information from new sources of data, including reports to be returned in provider organizations and other cooperating parties.

The chair of the Workforce Study Team represents this team to the Evaluation Workgroup. The Evaluation Workgroup should review and comment upon the evaluation research plan of the Workforce Study Team and on the progress of the research. Its primary responsibility is to provide oversight in the planning, conduct, and analysis of research related to the evaluation of workforce transformation.