

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 18-18
	<b>DATE</b> March 15, 2019

**TO:** STATE WORKFORCE AGENCIES

**FROM:** MOLLY E. CONWAY   
Acting Assistant Secretary

**SUBJECT:** 2019 National Unemployment Insurance Benefits Timeliness and Quality (BTQ) Review – Spring Session

1. **Purpose.** To announce the 2019 National Unemployment Insurance (UI) BTQ Review being held May 20-24, 2019, at the U.S. Department of Labor (USDOL), Frances Perkins Building, located at 200 Constitution Avenue, NW, Washington, D.C., 20210, and to request that Administrators from selected states ensure that two of their BTQ experts attend.
2. **Action Requested.** The Employment and Training Administration (ETA) requests that each Administrator of a state UI program review Attachment I of this Training and Employment Notice (TEN) to determine if their state is one of the states selected to participate in the Summer Session of the National UI BTQ Review. For selected states, the Administrator is requested to please do the following:
  - a. provide this TEN to appropriate staff including the BTQ Coordinator(s); and
  - b. submit the names and contact information of the two staff members who will attend this review to the appropriate ETA Regional Office no later than close of business (COB) on **April 15, 2019**.
3. **Summary and Background.**
  - a. **Summary:** This TEN announces Summer Session of the 2019 National UI BTQ Review. The review will be jointly coordinated by ETA's Office of Unemployment Insurance (OUI) and Regional Offices. This National BTQ Review provide a forum for Federal and state staff to review a sub-sample of nonmonetary determination BTQ cases from the past two years. The states selected to attend the Summer Session are listed in Attachment I, and each state must plan to send two BTQ reviewers to this designated session. Staff who attend should be prepared to stay for the full review (Monday through Friday).

This TEN provides information about the dates of the review, states selected to participate in the review, and logistics concerning the review. States must mail case materials for the selected sub-sample to the National Office by COB April 15, 2019.

Employment and Training (ET) Handbook No. 301, 5<sup>th</sup> Edition (*UI Performs: Benefits Timeliness and Quality Nonmonetary Determinations Quality Review*), will be used for the review, and there will be at least one orientation webinar conducted prior to the review to familiarize the state BTQ reviewers with the national review process.

- b. **Background:** BTQ measures nonmonetary determination quality based on a review of a subset of nonmonetary determination cases pulled for scoring. Each quarter, states are required to conduct quarterly reviews of a sub-sample of their non-monetary determinations to measure nonmonetary determination quality. For the National UI BTQ Review, subject matter experts who were not involved in the original state review will re-review and score a sample of the cases previously scored by the state. Any discrepancies between the re-review of the cases and the original review score are reconciled. If necessary, DOL staff conducts a third review of the case and resolves any controversy between the first two reviews. The last re-review constitutes the final score. Prior to the inception of the National UI BTQ Review, ETA Regions would hold cross regional reviews, and each state was required to attend at least one of these cross regional reviews.

TEN No. 8-14 announced ETA's efforts to reengineer its UI Benefits Accountability processes. In the past, each state was required to participate in a cross-regional (peer) review during at least one quarter of each calendar year. The peer review methodology was discontinued and was replaced with a national review. Beginning in Fiscal Year 2016, two national BTQ sessions were held. These sessions are now scheduled triennially (every three years) instead of annually.

#### 4. **Logistics and Reimbursement.**

- a. **Location of the Review:** ETA will host the National BTQ Review Spring Session at the USDOL, Frances Perkins Building located at 200 Constitution Ave, NW, Washington, D.C. 20210, from May 20-24, 2019. A draft agenda for the Spring Session is attached (Attachment II).
- b. **Location of the Hotel:** ETA has secured a block of rooms with the Courtyard Washington, DC/US Capitol, located at 1325 2nd Street, NE, Washington, D.C 20002. The hotel is located close to the Red Line and is on the same block as the NoMa-Gallaudet U Metro station, which is two stops away from the Judiciary Square Metro station where the Frances Perkins Building is located.

Hotel reservations can be made by calling 1-800-331-3131 and referencing the "National BTQ Review May 2019" or by visiting the hotel's website for this event at:

#### **[Book your group rate for National BTQ Review May 2019](#)**

**[https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=National%20BTQ%20Review%20May%202019%5Ewasus%60nbtnta%60251.00%60USD%60false%604%605/19/19%605/24/19%604/14/19&app=resvlink&stop\\_mobi=yes](https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=National%20BTQ%20Review%20May%202019%5Ewasus%60nbtnta%60251.00%60USD%60false%604%605/19/19%605/24/19%604/14/19&app=resvlink&stop_mobi=yes)**

The deadline to make hotel reservations is Sunday, April 14, 2019.

Reimbursement: ETA will reimburse states for travel costs associated with up to two staff BTQ experts attending the National BTQ Review. Allowable travel costs include transportation, hotel lodging, per diem costs (consistent with the General Services Administration schedule or states' out-of-state per diem requirements, whichever is less), and minor incidental costs.

5. **Inquiries.** Please direct inquiries to the appropriate ETA Regional Office.

6. **References.**

- TEN No. 8-14, *Reengineering Unemployment Insurance (UI) Benefits Program Accountability Processes*;
- TEN No. 3-15, *Reengineering Unemployment Insurance (UI) Benefits Program Accountability Processes: Update on Implementation Progress and State Impacts*; and
- ET Handbook No. 301, 5<sup>th</sup> Edition, *UI Performs: Benefits Timeliness and Quality Nonmonetary Determinations Quality Review*.

7. **Attachments.**

- I. States selected for the 2019 National BTQ Review - Spring Session
- II. 2019 National UI BTQ Review Draft Agenda

## **ATTACHMENT I**

### **STATES SELECTED FOR THE 2019 NATIONAL BTQ REVIEW – SPRING SESSION**

1. Alabama
2. Alaska
3. California
4. District of Columbia
5. Illinois
6. Kansas
7. Kentucky
8. Louisiana
9. Maine
10. Michigan
11. Minnesota
12. Nebraska
13. Nevada
14. New Jersey
15. New York
16. North Carolina
17. Oklahoma
18. Oregon
19. Pennsylvania
20. Rhode Island
21. South Dakota
22. Tennessee
23. Utah
24. Virgin Islands
25. Virginia
26. West Virginia
27. Wyoming

**2019 National UI BTQ Review  
Draft Agenda**

**(NOTE: This is a draft agenda of the Spring Session and is subject to change.)**

**Monday, May 20, 2019**

U.S. Department of Labor, Frances Perkins Building

8:30 a.m. to 12:00 p.m. (Cesar Chavez Auditorium)

- Orientation
  - Introductions
  - Logistics
  - Scoring/Case review

12:00 p.m. to 1:00 p.m. Lunch

1:00 p.m. to 5:00 p.m. (C 5521, Room 4 and C 5320, Room 6)

- State case distributions
- Reviewing and scoring state BTQ cases

**Tuesday, May 21, through Thursday, May 23, 2019**

(C 5521, Room 4 and C 5320, Room 6)

8:00 a.m. to 5:00 p.m. daily

- Case reviews and daily wrap-up

**Friday, May 24, 2019**

9:00 a.m. to 3:00 p.m.  
(C 5521, Room 4 and C 5320, Room 6)

- Continue case reviews

3:15 p.m. to 5:00 p.m.  
(Cesar Chavez Auditorium)

- Debriefing of state review team leads