

TRAINING AND EMPLOYMENT NOTICE	NO. 19-18
	DATE 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 – Summer Session

1. **Purpose.** To announce the 2019 National Unemployment Insurance (UI) BTQ Review being held June 24-28, 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 ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210**

Employment and Training (ET) Handbook No. 301, 5th 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 Summer Session at the USDOL, Frances Perkins Building located at 200 Constitution Ave, NW, Washington, D.C. 20210, June 24-28, 2019. A draft agenda for the Summer 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 June 2019" or by visiting the hotel's website for this event at:

[Book your group rate for National BTQ Review June 2019](https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=National%20BTQ%20Review%20June%202019%5Ewasus%60nbqnbqa%60251.00%60USD%60false%604%606/23/19%606/28/19%605/19/19&app=resvlink&stop_mobi=yes)

https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=National%20BTQ%20Review%20June%202019%5Ewasus%60nbqnbqa%60251.00%60USD%60false%604%606/23/19%606/28/19%605/19/19&app=resvlink&stop_mobi=yes

The deadline to make hotel reservations is Sunday, May 19, 2019.

- c. **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.**

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

7. **Attachments.**

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

ATTACHMENT I

STATES SELECTED FOR THE 2019 NATIONAL BTQ REVIEW – SUMMER SESSION

1. Arizona
2. Arkansas
3. Colorado
4. Connecticut
5. Delaware
6. Florida
7. Georgia
8. Hawaii
9. Idaho
10. Iowa
11. Indiana
12. Maryland
13. Massachusetts
14. Mississippi
15. Missouri
16. Montana
17. New Mexico
18. New Hampshire
19. North Dakota
20. Ohio
21. Puerto Rico
22. South Carolina
23. Texas
24. Vermont
25. Washington
26. Wisconsin

**2019 National UI BTQ Review
Draft Agenda**

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

Monday, June 24, 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, June 25, through Thursday, June 27, 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, June 28, 2019

9:00 a.m. to 3:00 p.m.

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

- Continue raze Reviews

3:15 p.m. to 5:00 p.m.

(Cesar Chavez Auditorium)

- Debriefing of state review team leads