

**TRAINING AND EMPLOYMENT
NOTICE**

NO. 12-04

DATE

December 13, 2004

TO: STATE WORKFORCE AGENCIES

FROM: CHERYL ATKINSON
Administrator
Office of Workforce Security



SUBJECT: Training Seminars for State Workforce Agency (SWA) Benefit Accuracy Measurement (BAM) Paid Claims Accuracy (PCA) Staff and Denied Claims Accuracy (DCA) Staff on Case Investigations

1. Purpose. To announce Fiscal Year (FY) 2005 training seminars for SWA BAM PCA/DCA investigators.
2. References. ET Handbook No. 395, and UIPL No. 10-01, dated November 23, 2000.
3. Background. ET Handbook No. 395 requires SWAs to draw weekly samples of paid and denied intrastate and interstate claims and to conduct in-depth investigations of the sampled cases. Each case represents a large portion of the claimant population, so it is important that SWA staff adhere to methodology prescribed in the Handbook to ensure that the data are collected properly and coded accurately for entry into the BAM PCA/DCA database. BAM data are used in the Government Performance and Results Act overpayment measure and in the analysis of overpayments at both the state and Federal levels. The inclusion of DCA investigations and interstate paid claims investigations in the BAM program in 2001 requires additional training in the conduct of investigations. Therefore, the Department of Labor is offering training for new and experienced investigators to ensure continued validity of the data collected.
4. FY 2005 BAM PCA/DCA State Investigator Training Seminars. The Department has scheduled three training seminars in FY 2005 for BAM PCA/DCA staff responsible for conducting the investigations. Each seminar will be limited to 25 participants to permit comprehensive discussion.

Selection will be on a first-come, first-served basis. The three seminars are scheduled as follows:

| <u>Date</u> | <u>Location</u> | <u>Hotel Deadline</u> |
|-----------------------|------------------------|-----------------------|
| February 8 - 11, 2005 | Washington, D.C. | January 7, 2005 |
| May 17 - 20, 2005 | San Diego, California | April 25, 2005 |
| September 2005 | To Be Determined (TBD) | TBD |

**EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210**

5. Costs. The SWAs are responsible for travel and per diem costs for state staff to attend the training sessions.
6. Logistics. Attached is information on location, hours, hotel arrangements, and ground transportation for the first two training seminars. Information on the logistics for the September seminar will be sent at a later time.
7. Action Required. State Administrators are requested to (1) notify appropriate state staff of the upcoming BAM PCA/DCA training seminars and (2) provide Regional Office (RO) staff with the name and session preference of each SWA nominee as soon as possible. Reservations should be made with the applicable hotel by the deadlines indicated above.
8. Inquiries. Direct any questions to the appropriate RO.

Attachments

BAM PCA/DCA INVESTIGATOR TRAINING SEMINAR

Washington, D.C.
February 8-11, 2005

HOTEL/SEMINAR LOCATION:

One Washington Circle Hotel
One Washington Circle, N.W.
Washington, D.C. 20037
202/872-1680

SEMINAR HOURS:

Begins: Tuesday, February 8, 2005, 8:30 a.m.
Concludes: Friday, February 11, 2005, noon

A block of rooms has been reserved at the hotel under the group name "U.S. Department of Labor BAM Training." The rate is \$153 plus 14.5 percent tax per night for a single or double room. Each individual is responsible for contacting the hotel at **202/872-1680** to make his/her own reservation. Please reference the group name when making a reservation to ensure the correct rate is quoted. Reservations must be made no later than January 7, 2005.

GROUND TRANSPORTATION: The hotel is located directly across the "circle" from the Foggy Bottom-George Washington University Metro station on the blue line. The blue line is available from National Airport without a change of trains. Super Shuttle and taxi cabs are also available from all three area airports (National, Dulles, and Baltimore-Washington).

BAM PCA/DCA TRAINING SEMINAR

San Diego, California
May 17 – 20, 2005

HOTEL/SEMINAR LOCATION:

Holiday Inn on the Bay – San Diego
1355 North Harbor Drive
San Diego, California 92101
619/232-3861

SEMINAR HOURS:

Begins: Tuesday, May 17, 2005, 8:30 a.m.
Concludes: Friday, May 20, 2005, noon

A block of rooms has been reserved at the hotel under the group name "U. S. Department of Labor, BAM Training." The rate is \$120 plus 10.5 percent tax per night for a single room. Each individual is responsible for contacting the hotel at **619/232-3861** to make his/her own reservation. Please reference the group name when making reservations to ensure the correct rate is quoted. Reservations must be made no later than April 25, 2005.

GROUND TRANSPORTATION: Shuttle service or taxicabs are available. The hotel has a complimentary airport shuttle as well.