

**Workforce Information Grant
PY 2003
Montana Progress Report**

ALMIS Database

Montana successfully transitioned from MtSaras (the previous ALMIS database delivery mechanism) to the Workforce Informer System. The official rollout of the new website happened on August 2, 2004. The former website is still accessible to users, however, all Department links to the Research and Analysis Bureau's website directs users to the Workforce Informer page.

Milestones/Performance Outcomes	Projected Outcome	Actual Outcome
1. Continue upgrading the ALMIS table structure from version 1.1 to version 2.2.	Complete 90% of upgrading the ALMIS table structure from version 1.1 to version 2.2 by June 2004.	Completed April 29, 2004
2. Upgrade the data from ALMIS DB version 1.1 to version 2.2.	Complete 90% of re-formatting data from ALMIS DB version 1.1 to version 2.2 by June 2004	Completed June 15, 2004
3. Update core tables including: Lookup Tables: ADDRESTY, ANNSLFLG, AREATYPE, BENMARK, CESCOCODE, CREDITCD, EMPSZFLG, EMPSZRNG, GEOCODE, GEOG, GROWCODE, INCOMTYP, INC SOURC, INDDIR, INDSUB, INDTYPES, LEVELTYP, LICNUMTY, LOCSTAT, OCCDIR, OCCSUB, OCCTYPES, OWNERSHP, PERIOD, PERIODID, PERIODTY, POPSOURC, PRPBSTAT, RATETYPE, STATTYPE, STFIPSTB, URLTOPIC, WEBFLAG, WGSOURCE Crosswalk Tables: MATXNAIC, MATXOES, MATXSIC, MATXSOC Admin Tables: INDCODES, OCCCODES Data Tables: ces, empdb, income, indprj, industry, iomatrix, labforce, licauth, license, lichist, occprj, oeswage, populatn, url, urllinks, wage.	Update Data tables on a timely basis with data releases including: Monthly Press Releases, Quarterly filings, Annual data Releases, and Semi-Annual Releases. Data will be updated within a week of receiving it from Program Personnel and having their approval.	Completed August 31, 2004
4. Maintain document sources, people, and processes	Ongoing, as web sites, staff, and sources change.	Documentation up-to-date

Projected Cost: \$63,757

Actual Cost: \$62,136

State Projections

Long-term

Montana produced long-term, state-level industry and occupational employment projections using calendar year 2002 as the base year and 2012 as the projected year in coordination with already produced state and BLS national projections for the same time period. The industry projections are NAICS based.

Milestones/Performance Outcomes	Projected Outcome	Actual Outcome
1. Create statewide NAICS industry database for Montana.	Complete by February 15, 2004.	Completed April 5, 2004
2. Forecast Montana jobs by NAICS sector and for self-employed.	Complete by the end of May 2004.	Completed May 28, 2004
3. Analyze/document forecast results.	Complete by June 2004.	September 2004
4. Produce statewide Occupational forecasts.	Complete by June 2004.	Completed June 30, 2004
5. Provide data to populate the ALMIS database with projections data and submit the data for public dissemination.	Submit by July 15, 2004 to ALMIS database administrator.	Submitted to ALMIS database administrator, July 2004

Cost: \$40,000

Actual Cost: \$46,371

Short-term

Montana produced short-term, state-level employment forecasts using calendar year 2003 as the base year and forecast to the corresponding quarter in calendar year 2005.

Milestones/Performance Outcomes	Projected Outcome	Actual Outcome
1. Develop NAICS-based historical series.	Complete by February 15, 2004.	Completed November 20, 2003
2. Forecast industry sectors.	Complete by April 15, 2004.	Completed May 20, 2004
3. Analyze and document results.	Complete by April 30, 2004.	Completed May 27, 2004
4. Produce occupational short-term projections for the state.	Complete by May 31, 2004.	Completed June 16, 2004
5. Provide data to populate the ALMIS database with the short-term projections and submit the data for public dissemination.	Submit by June 30, 2004 to ALMIS database administrator	Sent to ALMIS database administrator June 30, 2004

Projected Cost: \$35,000

Actual Cost: \$46,371

Occupational Analysis Products

Montana used hard copy publications and fliers, the Internet, and other media deemed appropriate to provide O*Net SOC-based occupational products to customers on a variety of pertinent occupation-related information. Montana continued to improve current products and develop new products for our users. We hired a graphic designer who is working on updating our current publications in accordance with our marketing project started last year. Montana has begun the process of creating a comprehensive customer relations/outreach plan. This customer relations/outreach plan is being developed to provide a future direction for the dissemination of all labor market information products. Identification of customer base with appropriate products, creation of a recognizable corporate identity, and more formalized use of customer satisfaction assessments are being evaluated for the plan. Some of these products include: *Montana Statistics in Brief*, *Montana Economy at a Glance*, *Montana Employment and Labor Force Trends* and the *Profile of the Montana Worker*. Our ALMIS database delivery mechanism (Workforce Informer) allows us to promote a standard electronic delivery system via the Internet that can be accessed 24/7. Through this system, customers can access information that meets their needs, including wages, projections, commuting patterns, employer name and address database, and unemployment rates, to name a few.

We also produce a career information delivery system (CIDS) known as the Montana Career Information Delivery System (MCIS). This information is available via the Internet. It is used by all of our customers for career development, career choice or change, financial needs and skills assessments. This tool gives customers the means to access occupational information, wages, job outlook/projections and employment trends to make better informed choices.

We held a Labor Market Information User's Conference (November 2003) and a Profile of the Montana Worker briefing (September 2003).

Milestones/Performance Outcomes	Projected Outcome	Actual Outcome
1. Publish OES program employment and wages by occupation.	Complete by the end of June 2004.	Loaded to ALMIS database July 22, 2004
2. Publish job projections flier highlighting wage and training information.	Complete in timely manner upon release of data by State Economist.	Fall 2003
3. Publish occupational projections for 2000-2010.	Complete in timely manner upon release of data by OES Program Manager.	July 2003 Loaded to ALMIS database August 31, 2004
4. Populate the ALMIS database with projections data and submit the data for public dissemination.	Within a week of getting the data from the Bureau Projections research	August 31, 2004

	analyst.	
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Projected Cost: \$25,000

Actual Cost: \$24,834

Public Electronic Access to the ALMIS Employer Database

Montana is using the Workforce Informer System as the method of delivering ALMIS database information to the public by means of the Internet. Workforce Informer System will allow public access to the employer name and address list from the state-licensed ALMIS Employer Database that is loaded into the ALMIS database and accessed through the Workforce Informer System.

Milestones/Performance Outcomes	Projected Outcome	Actual Outcome
1. Update the ALMIS Employer Database in the ALMIS database in a timely manner.	Ongoing – Within 2 weeks of receiving Employer Database	April 23, 2004
2. Provide access to InfoUSA’s employer database through the Workforce Informer System.	Upon implementation of Workforce Informer System	August 2, 2004
3. Contract with the appropriate entity (Iowa/InfoUSA) to receive the employer database.	When the contract becomes available.	Contract signed

Projected Cost: \$1,000

Actual Cost: \$1,000

Provide Information and Support to Workforce Investment Boards and Produce Other State Information Products and Services

Montana aggressively sought ways to introduce labor market information products to our state and local workforce investment boards. Staff worked closely with the state and local workforce investment boards to help determine LMI needs and to disseminate information. In particular, staff attended and provided technical support for two sub-committees on the State Workforce Investment Board, the Accountability Committee and the Economic Development Committee. Montana’s LMI User’s Conference was designed to help state workforce investment boards by training board members and work on educating board members in the availability and use of labor market. As the governor’s designee for Section 118 of the Carl D. Perkins Vocational and Technical Education Act of 1998, Montana also provided career information and work with state and local Workforce Investment Boards.

Milestones/Performance Outcomes	Projected Outcome	Actual Outcome
1. Publish <i>Labor Situation Press Release</i>	Monthly, the morning of the scheduled Press Release.	Released through fax and e-mail each month.
2. Publish <i>Montana Statistics in Brief</i> on	Monthly, the morning	Monthly

our Internet website.	of the scheduled Press Release.	
3. Publish <i>Montana Employment and Labor Force Trends</i> .	Quarterly, complete three weeks of receiving approved data for Research Analysts.	Published each quarter during 2003
Publish <i>Profile of the Montana Worker</i> .	Annually, before or soon after Labor Day.	Published September 2003

Projected Cost: \$ 55,000

Actual Cost: \$59,954

Improve and Deploy Electronic State Workforce Information Delivery System

Montana deployed the Workforce Informer software as the method of delivering ALMIS database information to the public by means of the Internet on August 2, 2004.

Workforce Informer software will allow public access to the employer name and address list from the state-licensed ALMIS Employer Database that is loaded into the ALMIS database and accessed through Workforce Informer.

Montana’s Research and Analysis Bureau purchased the new url:

www.ourfactsyourfuture.org as part of our customer relations/outreach plan. All of R&A’s internet-based information will go through this portal. MtSaras (our current ALMIS database delivery mechanism) was replaced with the Workforce Informer.

Montana provided career information on the web through the Montana Career Resource Network website (<http://mcis.dli.state.mt.us>) which will be linked from www.ourfactsyourfuture.org.

Milestones/Performance Outcomes	Projected Outcome	Actual Outcome
Purchase and implementation of Workforce Informer	Complete purchase and implementation by June 2004.	Completed Spring 2004
Update data and add new data in a timely manner.	Prepare all monthly data to be released the morning of the Scheduled Press Release. Update all information in a timely manner upon receipt of approved data from Research Analysts, State Economist, Publication personnel, and Management Team.	ALMIS database version 2.2 update complete, including current data. ALMIS database version 1.1 removed from service August 11, 2004
3. Complete total transition of R&A web-	Incorporate existing	Roll out of

based information to Workforce Informer	R&A information that is outside of the ALMIS database into the Workforce Informer site. Target completion date is June 2004.	Workforce Informer, August 2, 2004. Still maintaining old website until Workforce Informer is fully implemented.
1. Incorporate R&A new “look and feel” into Workforce Informer website	Ongoing implementation of new design for branding of R&A’s information.	August 2, 2004

Cost: \$105,700

Actual Cost: \$86,238

Fund State Workforce Information Training Activities

Montana continued to develop and expand the training provided to LMI professionals, paraprofessionals and other users of LMI. A valuable component of training is the networking opportunities for LMI staff when they are able to interact with other LMI professionals. To facilitate networking and collaboration, we sent staff to attend LMI-based training. Montana also delivered a comprehensive Labor Market Information Conference in November 2003. This conference was designed to acquaint customers with our information, services and products, and also solicit customer feedback through survey forms and focus groups. (See attachment A for complete listing)

Customer Satisfaction Assessment

We receive feedback forms for the training we conduct, along with a measurement of the number of individuals trained by the course offering or counseled in the use of Labor Market and Career Information. We surveyed approximately 2871 customers. Of those who responded to the survey the following numbers represent the percent that have used each product (most customers indicated using several products):

Product	Print	Electronic	Hits
Montana Facts	NA	37%	5,220
Building Construction Prevailing Wage Rates	NA	19%	total PW below
Heavy Construction Prevailing Wage Rates	NA	13%	total PW below
Highway Construction Prevailing Wage Rates	NA	10%	total PW below
Nonconstruction Services Prevailing Wage Rates	NA	13%	22,323 Total PW
Statistics In Brief	NA	32%	NA

Product	Print	Electronic	Hits
Prospector's Portfolio	NA	6%	13,194
Occupational projections	34%	24%	13,435
Who Needs Math & Science	NA	5%	653
Job Hunting Guide for Montanans			
With Disabilities	NA	8%	1,341
Profile of the Montana Worker	32%		5,982
Montana Career Resource Network			
Newsletter	10%	NA	1,392
Apprenticeable Occupations	NA	40%	750
Wage Rates by Occupation		40%	8,877
Montana Career Guide	14%	NA	NA
Licensed Occupations in Montana	NA	12%	615
Montana Occupational Injuries			
And Illnesses	10%		2,688
Calendar of Release Dates	9%	NA	NA
Census of Fatal Occupational			
Injuries	8%		397
County Labor Market Information			
Fliers	26%	NA	NA
Labor Market Information Directory	18%	NA	NA
Montana Quarterly Labor Force			
Trends	40%		14,246
Montana Economy at a Glance			11,590
Inside Edition			1,078
Product order form			55
MCIS Brochure			649
Consumer Price Index			988

We asked customers to tell us how they use our data. We've compiled that list into the following categories:

- Business information: helps businesses plan for the future, stay current on their industry
- Hiring: looking at information to help determine reasons for hiring difficulties
- Classroom
- Economic development
- Grant writing
- Job bidding (prevailing wage rates)
- Labor market analysis
- News articles (mass media and newsletters)
- Planning and decision-making
- Presentations: speeches, reports, manuals
- Research

Trends

WebTrend Statistics on the Increased Usage of LMI via the Internet

Year	Hits
2000	598,610
2001	1,273,476
2002	1,442,171
2003	1,520,000
2004	3,064,273 (year-to-date)

Milestones/Performance Outcomes	Projected Outcome	Actual Outcome
1. BOS/CEP Meetings	1. 200	See attachment A
2. Workforce Technical Training	2. 200	See attachment A
3. November Conference	3. 150	110
1. Send Research and Analysis Bureau LMI professionals and paraprofessionals to training sponsored by the ALMIS LMI Institute.	Continued throughout year. Number of participation depends on budgetary means, schedule conflicts, and relevance of topics.	See attachment A
2. Provide training sessions, make presentations and offer displays at conferences	Participants are asked to give us feedback through a variety of tools; evaluation forms, focus groups and one-on-one interaction.	See attachment A
3. Continue to change and update information and delivery systems to meet the customers changing needs.	Determined by comments sent to our webmaster, on-line feedback mechanism, surveys, and evaluations.	Sent out customer survey (results included above). Incorporated results to draft plan for PY 2004

<p>Send Research and Analysis Bureau LMI professionals and paraprofessionals to training sponsored by the ALMIS LMI Institute. This would include training classes such as Basic and Applied Analyst, Survey Design, Marketing LMI, Web Design for LMI, Wage Record Analysis, Customer Service for LMI, Advanced ALMIS Database, GIS, Short-Term Forecasts, Seasonal Adjustment, The LMI Forum, and other unique training sessions sponsored by the LMI Institute.</p>	<p>Ongoing as classes become available.</p>	<p>See attachment A</p>
<p>1. Conduct training sessions, workshops and presentations for LMI users throughout the state, including the state and local Workforce Investment Boards. This includes course development, training materials, training delivery, facility rental, tuition, training-related travel expenses and other associated costs necessary to provide workforce information training. Most dates are in development, but the following presentations have been scheduled to date:</p>	<p>Ongoing</p>	<p>See attachment A</p>
<p>2. Labor Day Briefing to the Governor and state and local Workforce Investment Boards.</p>	<p>September 2003</p>	<p>September 2003</p>
<p>3. LMI-specific training.</p>	<p>As requested</p>	<p>See attachment A</p>
<p>4. Case Management/Counselor Trainer.</p>	<p>As requested</p>	<p>See attachment A</p>
<p>5. Job Specific & O*Net Training.</p>	<p>As requested</p>	<p>November 2003</p>
<p>6. Workforce Services Technical Training.</p>	<p>As requested</p>	<p>November 2003</p>
<p>7. Community Organizations – Provide training for Society of Human Resource Managers, Economic Development, Chamber of Commerce and others, as requested.</p>	<p>As requested</p>	<p>3 presentations</p>
<p>8. Workforce Services Center</p>		<p>November 2003</p>

<p>Training (formerly Job Service).</p> <p>9. Tech Prep Conference.</p> <p>10. Track Evaluations with database tool.</p> <p>11. Attend BOS/CEP Meetings.</p> <p>12. LMI Conference.</p>	<p>As requested</p> <p>November 2003</p> <p>Ongoing</p> <p>Quarterly</p> <p>November 2003</p>	<p>November 2003</p> <p>January 2003-ongoing</p> <p>Quarterly</p> <p>November 2003</p>
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Cost: \$20,000

Actual Cost: \$25,475

Attachment A

Training and Presentation

Matrix

**Training and Presentations -
July 1, 2003 to Sept. 6, 2004**

Name	Training	Presentation	Audience	# of participants
Brooks, Phil	LMI Forum			
	Long term projections			
	Pacific Northwest Regional Economic Conference			
		SWIB meeting	SWIB	110
		LMI Forum		30
		Helena CMT	workforce development	35
		Economic Affairs Committee	legislature	35
		LMI Conference	workforce development	100
		MT Assoc of Counties	county commissioners	45
		MT Economic Outlook Seminar	varied	250
		Workforce Professionals Symposium	workforce development	50
Cardwell, Candy	Mosaic Manager			
	Performing Excellence			
	Crucial Conversations			
Coggeshall, Peggy		OSH conference 2003- exhibitor		
		LMI Conference	Workforce Development	118
	OSH training			
	Power Point			
	OSHA Update & Review			
		OSH conference 2004- exhibitor		
Crum, Joan	ALMIS Database Consortium meetings			

Cutting, Kitty		LMI Conference	Workforce Development	30
	Element K - Access			
Duthie, Steve				
Eldredge, Brad	Micro-Matrix			
	LAUS Overview			
	Promis			
		Indian Reservation Unemployment Rates	SWIB	25
		Local WIB		40
		Economic Impact of Health Care	SWIB Sub committee	10
		Labor Day Report	SWIB	110
	Rural Health Care meeting			
Gable, Suzie				
Hash, Tina				
Herrin, Shirley				
Hildebrand, Shaunda	ACTE, ACSCI, ACRNA conferences			
	CIS Users Conference			
	ACTE National Policy Symposium, ACRNA, ACRN conferences			
		Region V ACTE Conference	educators	50
	Region VI and VII ACRNA training			
	JMG Conference			
	CIS Operators Council			
	ACT Council subcommittee meeting			
Hiles, Gerry		LMI Conference	workforce development	20
	Mosaic Manager			
Johnson, Eric		LMI Conference	workforce development	10
	WSD Managers meeting			

	LAUS Overview			
	Micro-Matrix			
	OES Conference			
	CES Policy Council			
	OES Overview			
	LAUS Conference			
Liffring, Bob	Short term forecasting			
		LED Conference		15
	MLS Conference			
Marvin, Rob	Power Point			
	Element K - Pagemaker, Photoshop, Illustrator			
Miller, Annette	NASWA LMI Committee			
	BLS Directors Conference			
	NASWA LMI Committee			
		SWIB Accountability Committee meeting	SWIB	20
		LMI Conference	workforce development	110
	Benefits Consortium meetings			
	Rural Health Care meeting			
	Western Regional LMI Directors meeting			
O'Connor, Julie	Technical Math			
	OES Overview			
	Fundamentals of Algebra			
	Intermediate Algebra			
	SPAM Instructions/QA Edits by BLS			
	NAICS Training- in house			
	College Algebra			
		LMI Conference	workforce development	40
		Give 'em the Pickle	staff	26

		Growing our Values	staff	26
	Voice of Our Values Workshop			
Peery, Mike		LMI Conference	Workforce Development	20
	LMI Institute meetings			
	Labor Day Report			
	CES National Conference			
	LAUS National Conference			
	WSD Managers meeting			
	QCEW National Conference			
Schleicher, Bob		Prevailing Wage presentation	union	8
	Benefits Consortium meetings			
Stephenson, Francis		GEAR Up conference	educators	50
		Montana Career Information System workshops	educators and workforce development	48
Vandegrift, Debbie	SABHRS financial training			
	Crystal Reports			
	Developing and Managing a Budget			
	Intro to ArcGIS for LMI			
Watson, Rita				
Younkin, Todd	NASWA LMI Directors Conference			
Zavalney, John	U of M Economic Seminar			
	CES Conference			
	CES Analyst training			
All staff	Workplace Effectiveness Training Give 'em the Pickle - Customer Satisfaction Training			
			Total # of participants to presentations given by LMI staff	1431