

Data Validation Roundtable, Boston, MA

The Data Validation Roundtable will be conducted May 21—23, 2007 at the Holiday Inn Select, 5 Blossom Street, Boston, MA 02114. The cutoff date for hotel reservations is April 30, 2007. Please contact the hotel at (Tel) 617-742-0461 to make your reservations. Rooms are reserved under the group name of U. S. Department of Labor-Data Validation Roundtable. A group of single/double occupancy rooms at the Holiday Inn Select has been reserved at the government rate of \$168 plus tax. If for some reason you need to cancel your registration, please call the hotel directly at 617-742-0461. The Holiday Inn Select requires *at least 24 hours notice prior to arrival*. Participants are responsible for their own transportation.

5. Registration: Each person who will attend the training session should complete the registration form (attached) and fax it to **Christina Graff at 617-788-0125** or email Graff.Christina@dol.gov. A confirmation letter with details regarding the location and ground transportation options will be e-mailed to participants one week prior to the training session. Conference registrations are due by April 30, 2007.

6. Inquiries: If you have any questions concerning the sessions, please contact Christina Graff at 617-788-0157 or Ann Mulvaney at 617-788-0111.

Grace A. Kilbane
Regional Administrator

Attachments



**U.S. Department of Labor—Region 1
Employment and Training Administration (ETA)**

**Workforce Development Program Reporting and Performance Roundtable Meeting
Holiday Inn Select/ Government Center • 5 Blossom Street • Boston, MA 02114
May 21 - 23, 2007**

DESCRIPTION OF MEETING:

The session will cover the U.S. Department of Labor's data validation requirements for employment and training programs, with an emphasis on the analysis of data validation results to support and improve information management activities. The meeting is intended for state grantee staff involved with the management and conduct of data validation reviews for Trade Adjustment Assistance (TAA) programs, Wagner-Peyser Act programs, and Workforce Investment Act (WIA) programs, including those staff involved with the development of policy guidance and training in this area. The session has been designed to be interactive, allowing attendees the opportunity to ask policy and procedural questions, network with state peers as well as regional office and contractor staff, provide hands on experience in conducting data element validation reviews, and gain valuable information on improvement opportunities and promising practices.

General areas and specific topics to be covered during the 3 day meeting (1/2 day Monday, full day Tuesday, 1/2 Wednesday) include:

- ETA policy and regional updates and the Region's tentative schedule for State program reporting and data validation reviews
- Findings, issues, and concerns from across the region and nationwide
- Data validation software updates, national and regional data validation results/issues and the opportunity to address State-specific concerns
- Through real-life exercises, the opportunity to inspect participant files and complete data validation worksheets, and to discuss source documentation requirements
- Analysis of key factors undermining state ability to achieve high-quality data
- Integration of data operations to improve data quality and operational efficiency
- Learning what state peers are doing to better ensure quality data

In addition to representatives from Region 1 states, attendees will also include ETA regional office staff, including Federal Project Officers, as well as a staff person from the National Office. Presenters include regional performance and reporting staff, National Office staff from PROTECH (Performance, Results and Technology unit), staff from Mathematica Policy Research (MPR), and a Regional performance specialist from ETA's Region 6 – San Francisco, CA.

REGISTERING ATTENDANCE FOR THE 3 DAY MEETING:

Please fax or email a completed registration form to Christina Graff by no later than April 30, 2007 (617-788-0125 or Graff.Christina@dol.gov). The registration form accompanies this announcement. (Please note that registering for the roundtable and registering for the hotel are separate and distinct.)

MEETING SITE AND HOTEL ACCOMMODATIONS:

The Holiday Inn Select / Boston Government Center
5 Blossom Street
Boston, MA 02114
(Tel) 617-742-0461
(Toll free) 1-800-465-4327
(Fax) 617-742-4192

A block of rooms has been reserved under the name *U.S. Department of Labor - Data Validation Roundtable* at the federal per diem rate of \$168 per night, in addition to 12.45% sales tax (Tax is waived if using a Government credit card). Attendees should call the hotel at the number referenced above, identifying yourself as part of this group.

Reservations are the responsibility of each attendee and must be made **no later than April 30, 2007**. After this date, special rates and/or availability cannot be guaranteed. In order to guarantee your room, please be sure to provide a major credit card when making your reservation. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure. The meeting will begin on May 21, 2007 with registration from 12:30 PM – 1:00 PM (snack provided) in the *Beacon Hill Ball Room*, located on the 15th floor of the hotel. Welcoming remarks will begin at 1:00 PM.

CANCELLATIONS:

If for some reason you need to cancel your registration, please call the hotel directly at 617-742-7630. Please note that any guaranteed reservations not canceled before 4:00 PM on the arrival date will be billed to the credit card.

AIR TRANSPORTATION:

Attendees are responsible for making their own transportation arrangements.

GROUND TRANSPORTATION AND PARKING:

There are a number of ways to get to the hotel from Logan Airport as noted below. Visit the MBTA website (Massachusetts Bay Transportation Authority) at <http://www.mbta.com/> for subway information. Taxi cabs can be found at the airport curbside. (If driving directly, parking for roundtable attendees will be valet parking at the rate of \$36.00 per day.)

Airport	Destination	Regular Taxi	T- Blue Line
Logan	Government Center	\$20-\$30	\$1.75

Driving Directions to Holiday Inn Select / Government Center Downtown Boston Hotel

From West of Boston - *Storrow Drive East:*

Take Storrow Drive East towards Downtown Boston. Take the Government Center/Kendall Square exit. Stay straight off the exit ramp and go through one set of lights, following the signs for Government Center/Massachusetts General Hospital. You are now on Cambridge Street. Once on Cambridge Street take left at second set of lights on to Blossom Street. The hotel is on the right, at the corner of Cambridge and Blossom Street.

From Storrow Drive West - *Interstate 93 North & South:*

Take Storrow Drive West to Government Center exit (left exit). At end of ramp, yield to crossing traffic at flashing traffic signal, and then proceed straight, following signs for Government Center/Massachusetts General Hospital. You are now on Cambridge Street. Once on Cambridge Street take left at second set of lights on to Blossom Street. The hotel is on the right, at the corner of Cambridge and Blossom Street.

From West of Boston - *Massachusetts Turnpike (Interstate 90 East):*

Take Interstate 90 East to Exit 18 (Brighton/Cambridge). Follow the signs to Cambridge/Somerville. Turn right onto Storrow Drive East towards Downtown Boston. Follow the directions from [Storrow Drive East](#) above.

From North of Boston - *Interstate 93:*

Take I-93 South to Exit 26 (Storrow Drive/Cambridge). Follow the directions for [Storrow Drive West](#) above.

From South of Boston - *Interstate 93:*

Take I-93 North to Exit 26 (Storrow Drive). Do not take Exit 23 (Government Center). Follow signs to Storrow Drive (stay in right lane). Follow the directions from [Storrow Drive West](#) above.

From Logan Airport - *Sumner Tunnel:*

Take the main exit out of the Airport to Route 1 A South. Take Route 1 A South through the Sumner Tunnel. Follow signs to Storrow Drive not I-93 North towards Government Center. Follow the directions from [Storrow Drive West](#) above.

East of Boston - *Ted Williams Tunnel:*

Take I-90 West through the Ted Williams Tunnel. Follow I-90 West to Exit 24 (I-93 North). Take I-93 North to Exit 26 (Storrow Drive). Do not take Exit 23 (Government Center). Follow the directions from [Storrow Drive West](#) above.

**U.S. Department of Labor—Region 1
Employment and Training Administration (ETA)**

**DATA VALIDATION ROUNDTABLE
REGISTRATION FORM**

***The Holiday Inn Select, Boston Government Center – Boston, MA
May 21-23, 2007***

(The training program will begin Monday afternoon, May 21st)

Please type or print your information, as it should appear on each name badge. Each attendee needs to fill out a registration form. For question call Christina Graff at 617-788-0157.

PARTICIPANT INFORMATION

First Name: _____

Last Name: _____

Organization: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax: _____

Email: _____

Special Needs: Accessibility/Disability/Assistance

**Registrations must be made no later than April 30th.
Early registration is appreciated.**

***Please fax or email this completed registration form to Christina Graff at 617-788-0125 or
Graff.Christina@dol.gov***

**PLEASE REMEMBER TO MAKE YOUR HOTEL RESERVATION
By April 30, 2007 - The Holiday Inn Select / Boston Government Center– 617-742-7630**

Group Name – “U.S. Department of Labor – Data Validation Roundtable”

NOTE: By faxing/emailing this form, you are registering for the roundtable itself.

Room reservations are made separately through the Holiday Inn Select.