

**Washington State Employment Security Department's (ESD)
Data Request Process
EHB 2255 Joint Legislative Task Force On Benefit Equity**

FINAL – APPROVED 11-17-05

1. All requests must be in writing.
2. If multiple requests are pending, the Task Force's Executive Committee needs to prioritize which requests are worked first.
3. Each request must list a contact person who can clarify any question ESD staff may have.
4. All requests will be logged in and tracked with an assignment number by ESD staff.
5. Request will be assigned to specific ESD staff.
6. No later than the end of the next business day after the request is received, staff will complete the following:
 - a. Contact the requestor for clarification, if relevant
 - b. Provide to the requestor an estimate of the date when the "Output Package" (as described below) will be sent
7. The "Output Package" from each request will include the following:
 - a. A copy of the request
 - b. Cover Letter, addressed to the requestor, with:
 - i. The question answered in a narrative format
 - ii. The name of an ESD contact person who can coordinate the response if any questions or concerns arise or to walk the requestor through the information
 - iii. Limitations, if any (e.g., out of conformity with federal law, trust fund solvency, administrative feasibility)
 - iv. A disclaimer about the appropriate use of the information
 - v. A comment regarding the statistical significance and confidence level of information regarding years beyond 2007
 - c. Assumptions Used
 - d. Output Detail (e.g., data chart)
8. All "Output Packages" will include the following information in the footer of the documents produced:
 - a. Assignment number
 - b. Completion Date
 - c. Requestor Name
 - d. Page # of #
9. All "Output Packages" will go through an internal review process. Every review will include the following, at a minimum:
 - a. Compare the "Output Detail":
 - i. Against the Assumptions used
 - ii. To understand how the numbers were produced
 - iii. For reasonableness and understandability
 - b. Compare the contents of cover letter against the question asked:
 - i. Did it answer the question?
 - ii. Is it written in a manner that is understandable to the reader?
10. An ESD senior-level Leader will approve the final product before release.
11. Output Packages will be sent to the requestor, with a copy to legislative staff that supports the Task Force.
12. Output Packages will be stored electronically at ESD with access limited to designated UI Division staff.
13. Output Packages will be posted to the ESD and/or Joint Task Force web site.