



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## SKIES Access Request

Workforce Investment Act Policies and Procedures

**POLICY #:** 403

Date of Original Policy: July 31, 2008

Revised: N/A

### **BACKGROUND:**

As defined in the current State of Washington Employment Security Department Policy and Procedure for SKIES Administration – Number 0030:

SKIES” (Services, Knowledge, and Information Exchange System) means the automated client tracking, accountability and reporting system used by the WorkSource service delivery system to support the delivery and management of employment and training services provided in the State of Washington under authority of the Workforce Investment Act.

The following conditions must be met for all SKIES users:

1. User’s agency or organization is a recognized WorkSource Partner Agency as evidenced by a signed WorkSource Memorandum of Understanding with the local Workforce Development Council (WDC) or has a contract with the WDC or Employment Security Department to provide WIA services and has access, disclosure and security requirements written into a SKIES Data Sharing Contract;
2. User’s agency or organization has a signed SKIES data sharing contract with ESD;
3. User has completed SKIES training;
4. And, User has signed the SKIES Notice of Non-disclosure.

Upon completion proceed as follows:

### **PROCEDURE:**

Only System Access Approvers will have authority to submit a request to Employment Security Production Control to have a SKIES user added, deleted or modified.

For all WIA staff within the WIA Consortium of partners, request for SKIES access additions, modifications, or deletions proceed as follows:

Complete SKIES Access Approver Form per form instructions -

- Agency code is defined as the office the staff person is employed by
- WDA Name in SKIES is Spokane Workforce Development Council
- Username for new staff is assigned by SKIES Security

Save document with filename beginning with the last name of the staff on the request form.

**Submit the following to SAWDC Access Approver:**

- Electronic copy of Access Approver Form
- Electronic copy of the scanned signed Oath of Non Disclosure
- Electronic copy of the scanned Certificate of SKIES Training completion – including trainer name and date
- Mail original signed Oath of Non Disclosure

Request will be processed and sent to SKIES Security. When completed, SKIES Security will notify the SAWDC. Access Approver will forward notification to WIA Program Management and designated administration staff, as well as WorkSource Spokane Employment Security designated Access Approver.

**NOTE: SKIES Security requires immediate process of SKIES Access Approver Form to request deletion of staff that leaves employment. It is the responsibility of management to comply with SKIES Security processing.**

**REFERENCE:**

ESD Policies and Procedures #0030 – SKIES Data Sharing, Data Disclosure and Security Administration

ESD Policies and Procedures #0029 – On-Line or Bulk Data/Information Sharing

RCW 50.13.060 Records and Information – Privacy and Confidentiality

RCW 42.17.260 Disclosure

Workforce Investment Act

Governor's Executive Order 003 on Public Record Privacy Protection

Privacy Act of 1974

Social Security Act

**DIRECT INQUIRES TO:**

(As referenced in SAWDC Staff Composition Policy #100)

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