

UI IT Modernization Pre-Implementation Planning Checklist

| UI IT Modernization Pre-Implementation Planning Checklist | | | | | |
|---|---------------|--------|--|--------|----------|
| TEN 29-18, Checklist Announcement and Background | | | | | |
| 11. Labor Market Information (LMI) Federal Reporting | | | | | |
| Before Go-Live | After Go-Live | Item | Tasks | Status | Comments |
| | | | Ensure LMI federal reporting functions have followed nationally standardized specifications (available at https://www.bls.gov/cew/unemployment-insurance-modernization/home.htm), tested, validated within project timelines, and are fully operational, including: | N/A | |
| | | 11.1 | LMI Notification: | | |
| | | 11.1.1 | LMI has received advance notification of planning timetable for benefits and tax portions of the system implementation milestones; and | | |
| | | 11.1.2 | LMI has been notified of "go-live" dates for benefits and tax systems; | | |
| | | 11.2 | LMI Participation: | | |
| | | 11.2.1 | Discussions have occurred with LMI regarding any planned changes to UI numbering schemes, data sources or computations; | | |
| | | 11.2.2 | Collaboration has occurred with LMI on data uses and definitions to help with the development specifications: • Data dictionary mapping of the fields in the legacy UI system to the fields in the new system has been shared and discussed with LMI; and • Consultation with LMI on the definitions of employment and wages used in the new system; | | |
| | | 11.2.3 | Any changes to the reporting responsibilities of employers' have been developed in consultation with LMI and the outreach plan to employers has been shared with LMI; | | |
| | | 11.2.4 | Periodic demonstrations of the parts of the system relevant to LMI have occurred, as the new UI system progresses toward deployment with an opportunity for LMI staff to provide feedback on screens as they are developed and prior to "go-live"; | | |

Last month, USDOL released an updated version of the UI IT Modernization Pre-Implementation Checklist in [TEN 29-18](#). This enhanced checklist builds upon the lessons learned and best practices gathered by UI ITSC and several states' experiences in implementing UI IT systems.

USDOL and UI ITSC developed this checklist in 2015 ([TEN 28-14](#)) to assist states in planning for modernization projects and preparing to "go live" with a UI IT System. This improved checklist updates the ten existing categories denoting the functional areas of a UI IT system and introduces a new category to address verification steps for labor market information (LMI) Federal reporting functions.

The checklist is now included as a section in UI ITSC's ["UI Business Process and IT Modernization Guidebook"](#) and is available for download as an Excel file. (UI ITSC member login required).

For more information or to request access to the checklist or Guidebook, email webmastersupport@itsc.org.