

# WORKSmart

Kentucky



A Strategic Transformation of  
Kentucky's Workforce System

## IMPLEMENTATION STATUS REPORT

February 28, 2013



KENTUCKY WORKFORCE INVESTMENT BOARD

# February Summary

## Report Contents

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- *Project Calendar (Next Three Months)*
- *Outreach Activities State*
- *Outreach Activities Local*
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Hancock County



# Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	<i>Industry Partnership Grants/Sector Strategies</i>	Patricia Dudgeon, Mgr. Hugh Haydon, Champion	Reviewed Monthly Invoices for current awardees, reviewed reports for round 1 & 2 grantees. Prepare closeouts for two of first round grantees.
✓	One Stop Certification Policy	Tommy Wheatley, Mgr. <b>Maher &amp; Maher</b> Dr. Lara Needham, Champion	No Report
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea &amp; Holly Neal, Mgrs.</i> <i>Kim Huston, Champion</i>	Finalizing website copy from Office of Employment & Training, Office of Vocational Rehabilitation and Office for the Blind. Gathering lifestyle pictures from KWIB Board Members.
✓	NCRC	Joe Paul, Mgr. <b>Act, Inc.</b> Reecie Stagnolia, Champion	Recommendation for issuing NCRC cards vs. certificates. Continue to work with ACT to fix RegiSTAR database issues. Governor's Statewide Reserve NCRC Scholarship project approved and started..
✓	Eligible Training Provider List	Linda Burton, Mgr. Rick Christman, Champion	Responded to inquiry from Local Workforce Investment Area. Repaired broken web link.

Education Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Tech High (Phase 1)	Angie Fischer, Mgr. Dr. Dale Winkler, Champion	Ten career coaches started work at the Area Technology Centers. Dr. Winkler held conference call regarding review and updates with the Tech High Committee.
✓	Apprenticeships	Mary Taylor, Mgr. Mark Brown, Champion	KWIB Apprenticeship & Education Committee continues to develop action plan after Kick Off meeting.
✓	High School Outreach	Karen Dueker, Melissa Quillen Mgrs. Sec. Joe Meyer, Champion	Committee met with representatives of Kentucky Association of Manufacturers, Kentucky Chamber of Commerce and Kentucky Society of Human Resource Managers.
	GED Express	Jacqueline Korengal, Mgr. Reecie Stagnolia, Champion	No Report

Economic Development Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
	Mind Your Own Business (Entrepreneurship)	TBD, Mgr. Sec. Larry Hayes, Champion	No Report
✓	Work Ready Communities	Tom West & Jason Slone, Mgrs. <b>Thinking Media</b> Crystal Gibson, Champion	Hancock County recognized as Work Ready in Progress. Plans being made for Work Ready Best Practices Summit.
✓	Rapid Response	Linda Prewitt, Mgr. <b>Thomas P. Miller</b> James Cole, Champion	No Activity this month.
✓	Economic Development Academy	Terri Bradshaw, Mgr. Daryl Smith, Champion	Speaking engagements continue to be scheduled to promote the other KWIB projects and WFD programs to economic developers.

System Simplification			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Alphabet Soup	Terri Bradshaw, Mgr. N/A, Champion	Merged with Workforce Academy
✓	Partner for Success	Allison Flanagan-Jessee, Mgr. Com. Beth Brinly, Champion	Final draft of confidentiality policy was emailed to regional leaders for input. Draft agenda and logistics were developed for April Leadership meeting.
✓	Statewide Reserve Investments	N/A	No Report
✓	Case Management	Jane Smith, Mgr. Com. Beth Brinly, Champion	New Project Manager met with key contacts on Case Management Project.
✓	High Performing WIBs	Jason Slone, Mgr. <b>CSW</b> Com. Beth Brinly, Champion	No formal meetings in February. Program officially rolled out on January 25, 2013. First letter of intent received from Northern Kentucky Workforce Board.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade, Mgrs. <b>Maier &amp; Maier</b> Dr. Judith Rhoads, Champion	First phase training continues in designated areas. Training for the Central Office staff begins in April with final make-up sessions in June. This will complete entire first phase of the Workforce Academy. Workforce Development Steering Committee for phase two is schedule for early March 2013.
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw & Holly Neal Mgrs. Heidi Margulis, Champion	Request for Proposals on signage revised and resubmitted. Finalizing website copy for Kentucky Career Center site. Held steering committee meeting on February 19.
	Get Back to Work	Jeannie Devers, Mgr. Rep. Larry Clark, Champion	No Report – Not yet started
✓	One Stop Kiosk	Ryan Hanson & Connie Schnell, Mgrs. Com. Beth Brinly, Champion	No new information to report.
✓	UI Customer Service Plan	Dustin Adams, Mgr. Sec. Joe Meyer, Champion	Siebel Upgrade is 70% done on track to be completed by April 1, 2013. Enhanced environment for developing Business Object management reports. Treasury Offset Program initiated as part of Federal Tax Return intercept.

# February 2013

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Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Jan 27 - Feb 2							
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# March 2013

March 2013

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3/3 - 8

3/10 - 15

3/17 - 22

3/24 - 29

3/31 - 4/5

# April 2013

April 2013

May 2013

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Mar 31</b>	<b>Apr 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		10:00am 12:00pm Entrepreneurship Steering Committee 2:00pm 3:00pm NCRC Advisory Team bi-weekly conferenc	9:30am 11:00am Work Ready Review Panel (KCTCS, 300 N. Main Street, Versailles, KY 40383) - WFD KWIB Strategic Plan		Workforce Developme 11:30am 12:00pm MONTHLY REPORTS DUE	
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
		8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen		
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
		8:00am 11:30am Ky Workforce Academy 1:00pm 4:30pm Ky Workforce Academy 1:00pm 2:30pm FW: O 2:00pm 3:00pm NCRC	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy 10:00am 11:00am FW: RBC Conference Call 1:00pm 4:30pm Ky Workforce Academy		
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	10:00am 11:30am KWIB Entrepreneurship & Economic Development - Recommendations Meeting (KY Cabinet	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen		
<b>28</b>	<b>29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		8:00am 11:30am Ky Workforce Academy 1:00pm 4:30pm Ky Workforce Academy 2:00pm 3:00pm NCRC Advisory Team bi-we				

Mar 31 - Apr 6

Apr 7 - 13

Apr 14 - 20

Apr 21 - 27

Apr 28 - May 4

# KWIB Strategic Plan Outreach Presentations

## Local Workforce Investment Boards

West Kentucky	1/8/2013	Hopkinsville	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 1
West Kentucky	1/10/2013	Madisonville	Varies	Greta Jones Lisa Adams	Greta Jones	Workforce Development Academy - Module 1
Barren River	1/11/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith	Missy Wheeler	Workforce Development Academy - Module 2
West Kentucky	1/15/2013	Hopkinsville	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 2
West Kentucky	1/17/2013	Madisonville	Varies	Greta Jones Lisa Adams	Greta Jones	Workforce Development Academy - Module 2
Barren River	1/18/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith	Missy Wheeler	Workforce Development Academy - Module 2
West Kentucky	1/22/2013	Hopkinsville	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 3
West Kentucky	1/24/2013	Madisonville	Varies	Greta Jones Lisa Adams	Greta Jones	Workforce Development Academy - Module 3
Barren River	1/25/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith	Missy Wheeler	Workforce Development Academy - Module 2
West Kentucky	1/29/2013	Hopkinsville	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 4
West Kentucky	1/31/2013	Madisonville	Varies	Greta Jones Lisa Adams	Greta Jones	Workforce Development Academy - Module 4
Bluegrass	2/5/2013	Lexington	Varies	Amanda Hall Tiffany Holder	Crystal Saunders	Workforce Development Academy - Module 1
West Kentucky	2/5/2013	Hopkinsville	Varies	Greta Jones Chris Wendel	Greta Jones	Workforce Development Academy - Module 1
Bluegrass	2/6/2013	Lexington	Varies	Karen Jones Nancy Tooley	Crystal Saunders	Workforce Development Academy - Module 1
Bluegrass	2/7/2013	Lexington	Varies	Tiffany Bryant Amanda Hall	Crystal Saunders	Workforce Development Academy - Module 1
West Kentucky	2/7/2013	Paducah	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 1

# KWIB Strategic Plan Outreach Presentations

## Local Workforce Investment Boards

Barren River	2/8/2013	Bowling Green	Varies	Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith Missy Wheeler	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	2/12/2013	Lexington	Varies	Amanda Hall Chanell Jones	Crystal Saunders	Workforce Development Academy - Module 1
West Kentucky	2/12/2013	Hopkinsville	Varies	Greta Jones Chris Wendel	Greta Jones	Workforce Development Academy - Module 2
Bluegrass	2/13/2013	Lexington	Varies	Karen Jones Tiffany Bryant	Crystal Saunders	Workforce Development Academy - Module 1
Bluegrass	2/14/2013	Lexington	Varies	Karen Jones Antoinette Robinson	Crystal Saunders	Workforce Development Academy - Module 1
West Kentucky	2/14/2013	Paducah	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 2
Barren River	2/15/2013	Bowling Green	Varies	Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith Missy Wheeler	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	2/19/2013	Lexington	Varies	Amanda Hall Tiffany Holder	Crystal Saunders	Workforce Development Academy - Module 2
West Kentucky	2/19/2013	Hopkinsville	Varies	Greta Jones Chris Wendel	Greta Jones	Workforce Development Academy - Module 3
Bluegrass	2/20/2013	Lexington	Varies	Karen Jones Michael Ricke	Crystal Saunders	Workforce Development Academy - Module 2
Bluegrass	2/21/2013	Lexington	Varies	Tiffany Bryant Amanda Hall	Crystal Saunders	Workforce Development Academy - Module 2
West Kentucky	2/21/2013	Paducah	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 3
Barren River	2/22/2013	Bowling Green	Varies	Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith Missy Wheeler	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	2/26/2013	Lexington	Varies	Amanda Hall Chanell Jones	Crystal Saunders	Workforce Development Academy - Module 2
West Kentucky	2/26/2013	Hopkinsville	Varies	Greta Jones Chris Wendel	Greta Jones	Workforce Development Academy - Module 4
Bluegrass	2/27/2013	Lexington	Varies	Karen Jones Tiffany Bryant	Crystal Saunders	Workforce Development Academy - Module 2
Bluegrass	2/28/2013	Lexington	Varies	Karen Jones Antoinette Robinson	Crystal Saunders	Workforce Development Academy - Module 2
West Kentucky	2/28/2013	Paducah	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 4

## Strategic Initiatives Presentations

Northern Kentucky Workforce Investment Board	1/8/13	8:00 AM	Tom West			Work Ready Communities
Kentucky Valley Educational Cooperative Board	1/23/13	8:00 AM	Tom West			Work Ready Communities
State Workforce Investment Areas	1/25/13	9:00 AM	Tom West/Holly Neal			High Impact Workforce Investment Boards
Big Sandy P-16 Councils - Prestonsburg	2/19/13	8:00 AM	Tom West	Melinda Justice		Work Ready Communities
Kentucky Chamber of Commerce	3/12/13	1:00 PM	Tom West	Betsy Dexter		Work Ready Communities
National Governors Assoc., State Workforce Investment Board Chairs, Washington, DC	2/22 - 2/24, '13	All Day	Tom West / Ed Holmes			Delivering the Skilled Workers Business and Industry Needs

# Implementation Progress Report



**Date:** February 2013

**Project:** Sector Strategies

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 90% complete

**Completion Date:** June 2013

## Tasks completed this month:

Reviewed monthly invoices/documentation for current awardees (10)  
Reviewed quarterly reports - round 1 & 2 grantees  
Prepare closeouts for two of the first round grantees - Northern Kentucky and Green River  
Notified OET management of remaining balances on the two grants that have ended (funds to be recaptured)  
Responded to management request for grant expenditures to-date and balances for all ten grants

## Major milestones reached to date:

Industry Partnerships Grant Opportunity RFP issued August 15, 2011; Up to \$500,000 in funds available  
IP proposals received in OET - 4:00 p.m. - October 10, 2011  
Review Team met for consensus on awards - November  
Three (3) IP Grants awarded December 2011  
IP RFP - 2nd Round announced for early 2012  
First Round Awardees received "Ready-Set-Go" packets from OET - January 2012  
Release of IP - RFP-2nd Round - March 30, 2012  
IP-2nd Round IP proposals received in OET - May 15, 2012  
Five (5) IP Grants awarded June 30, 2012  
IP - 3rd Round Quick Start mini-grants RFP released - October 24, 2012  
IP - 3rd Round Quick Start mini-grants awarded to EKCEP & Northern  
Total of all 10 grants awarded to-date (12-31-2012) - \$562,508

## Tasks to be completed next month:

Review of monthly invoices/documentation for awardees  
Review of quarterly reports  
Communication with all interested IP entities/updates, TA  
Continue closeout for remaining Round 1 awardees  
Mid-term reviews for Round 2 awardees

## Coordination/collaboration required next month:

Complete closeout for ending Round 1 grants

# Implementation Progress Report



**Date:** February 2013

**Project:** User-friendly On-line Services

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 85 % Complete

**Completion Date:** July 2013

## Tasks completed this month:

### Burning Glass (Focus Career/Talent/Assist):

Website Re-Design: Finalizing website copy from OET, OVR and OFB.  
Designing template options for partner sites were presented to LWIB Directors.  
Gathering lifestyle pictures from KWIB board members businesses to give the site a true "Kentucky" look and feel.

## Major milestones reached to date:

### Burning Glass:

Business Rules have been written for employee portal.  
Testing has discovered bugs, which is a good thing so we can clean the application up.  
Coordination is ongoing between our testers and BG's core development team to clean up any bug issues.  
Statewide training has begun and will continue into the second week of June.  
Implementation to Production on June 30, 2011.  
Focus Talent has been showcased in 3 areas. Testing has begun.  
Focus Talent rolled out to same 3 areas we showcased. Employers were identified and are now using Focus Talent to post job orders.  
We continue to receive Focus Career enhancements as well as Focus Talent patches.  
Developed full training curriculum for Focus Talent to be conducted to Kentucky State staff in April.  
Trained Kentucky staff on Focus Talent.  
Deployed "Live" Focus Talent statewide on April 30, 2012.  
Continued statewide training on all Burning Glass products.  
Work with Burning Glass vendor on the final phase of Focus Talent release.  
Here are our numbers since implementing FC in June of 2011 and FT in April 2012:

219689 --- total active seekers  
8097 --- total active employers  
35871 --- total jobs  
365696 --- total referrals

### Website Re-Design:

Website sub-committee met on 4/24 to discuss expectations of group.  
All agencies and partners were represented.  
Decided to move website to: [www.kentuckycareercenter.com](http://www.kentuckycareercenter.com).  
Test website up and running in October 2012.  
OET videos updated to reflect in KCC logo, captioned and Spanish translation.  
Operating under a Spring 2013 roll out.

Proposed GUI re-design: Phasing out E3 website. Will migrate information into the new Kentucky Career website.



# Implementation Progress Report



## Tasks to be completed next month:

### **Burning Glass:**

Continue support on all 3 Burning Glass products. Career, Talent and Assist.  
Conduct additional trainings on all 3 products statewide for Kentucky and WIA staff.  
Continue to work and develop the enhanced Focus Talent release scheduled for Fall 2013.  
Development test plans for the upcoming final Focus Talent build.

Phasing out E3 website. Will migrate information into the new Kentucky Career website.

Website Re-Design: Finalize copy on OET, OVR and OFB to be included on KCC site. Produce a new Welcome to the site video.

The last quarter of 2012, KCC and DTS plan to freeze PROD Focus Suites code. Burning Glass will deliver Gen2 build to KY First Quarter of 2013 for KCC to test.

## Coordination/collaboration required next month:

### **Burning Glass:**

Work with DTS on the Focus Suites updates, testing, and other issues. Continue to work with DTS and the Burning Glass programmers on issues as they arise.

Website Re-Design: Work with branding website sub-committee and New West agency on site copy and design.



# Implementation Progress Report



**Date:** February, 2013

**Project:** National Career Readiness Certificates

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 100 % complete

**Completion Date:** August, 2011

**Tasks completed this month:**

1. Recommendation for Issuing NCRC cards v certificates.
2. Continue to work with ACT to fix RegiSTAR database issues caused by CWRC upgrades.
3. Testing nrcr.ky.gov Billing tab for completion.
4. Governor's Statewide Reserve NCRC Scholarship project approved and started.

## Major milestones reached to date:

1. Umbrella contract executed with ACT / Kentucky Database completed and testing started
2. KY NCRC Database populated with Test Sites and Users / KY NCRC Database tested / First Certificate printed / Kentucky Database complete and ready for ACT files / Printed backlog of Certificates
3. "Soft Roll Out" executed
4. On-Line Task Specific Training integrated into nrcr.ky.gov
5. KY NCRC Database Billing Process completed
6. ATC project complete and data sent to OCTE - FY11
7. Execute Outreach Program to engage Employers in NCRC - funds made available to WIA's for face to face meetings with employers to sell NCRC
8. KY NCRC Database Billing Process completed - (Invoices still being generated by DTS staff)
9. Ver. 2.0 of the NCRC program was completed. (over 9,000 missing records recovered from rebuild)
10. Outreach program to employers via the WIA's completed 30 Jun, 2011.
11. Yellow Ribbon Event with KYNGR to explain the NCRC to returning veterans.
12. Budget items submitted as part of cabinet budget
13. SWR proposal sent for testing of OCTE Area Technology Center seniors during FY12.
14. Amendment and One year extension to Delegation of Payment Agreement ACT & OET received from Cabinet Legal Dept. and forwarded to Finance Cabinet.
15. 2500 ACT Scholarships allotted to KY Adult Ed and OET.
16. Completed budget process for FY13/14 (to include all graduating High School Senior assessment)
17. Funds Released for OCTE/OET Collaboration to assess all Area Technology Center Seniors.
18. Extension of Contract with ACT to provide WorkKeys testing in Kentucky
19. Hired Administrative Assistant and began training
20. NCRC Coordinator provided technical expertise to counties requesting Work Ready Community status by providing data.
21. NCRC Coordinator conducted several presentations to counties and Work Ready Community teams.
22. NCRC Coordinator provided WorkKeys expertise to Economic Development meetings for prospective industries moving to the Commonwealth.
23. Plan to create files from ACT to meet KDE reporting requirements completed and testing. Separate reporting realm was created for High Schools and ATCs
24. OET and WIA Administrators trained (or refresher training Feb – Mar, 2012)
25. GED and NCRC Free Program launched with reporting requirements in place.
26. ATC 2012 testing completed & qualifying NCRC awards printed and shipped to schools.
27. Conversion to NCRC Plus with new NCRC design.
28. Assist KDE with CCR WorkKeys guidelines

# Implementation Progress Report

## Tasks to be completed next month:

1. Continue editing Standard Operating Procedures (SOP).
2. Continue to resolve KY NCRC customer service issues.
3. Continue to tweak the nrcr.ky.gov site's billing and reporting modules with DTS
4. Work with OCTE on programs to better deliver WorkKeys assessments, including remediation efforts
5. Update Certified Work Ready Community NCRC Attainment numbers.
6. Continue discussions about NCRC Social Media presence and redesign of KY NCRC site

## Coordination/collaboration required next month:

1. Continue to identify with DTS any upgrades and/or enhancements that need to be made to the nrcr.ky.gov web site to increase functionality streamline workflow.
2. Coordinate and share WorkKeys data and procedural with Dept of Education
3. Collaborate with KY National Guard / Reserves to work with returning veterans.
4. Collaborate with OCTE to develop program enhancements for FY13.
5. Coordinate projects with ACT for better delivery of services.
6. Coordinate with Certified Work Ready Community initiative.
7. Coordinate with OVR on Governor's Statewide Reserve NCRC Scholarship plan.
8. Coordinate with State Branding contact to redesign KY NCRC website to align with new State Branding standards.

# Implementation Progress Report



**Date:** February 2013

**Project:** Eligible Training Providers

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 95% complete

**Completion Date:** June 2013

## Tasks completed this month:

Responded to inquiry on ETPL from LWIA  
Requested repair to broken ETPL web link (completed)

## Major milestones reached to date:

Established ETPL Steering Committee.  
Developed four basic principals for foundation of ETPL policy.  
Conducted surveys of providers and other state workforce agencies.  
Prepared draft ETPL policy for focus group discussion and input.  
Presented policy document to KWIB for review and input.  
Prepared and presented draft procedures to steering committee for discussion and input.  
Approved by KWIB, November 15, 2012.  
Implemented the KWIB approved policy as an OET advisory at this time; delayed promulgation into Administrative Regulation until year three (determined after consultation with legal counsel and with Commissioner's direction).

## Tasks to be completed next month:

Next Steps needed to move project forward:  
Develop procedures related to new policy  
Update provider contact list  
Develop instructions and correspondence to describe the data collection process  
Plan and schedule an informational webinar for providers and LWIBs

## Coordination/collaboration required next month:

Project manager, Linda Burton, resigned OET position for promotion with Education  
Continue coordination with Kentucky Center for Education and Workforce Statistics (KCEWS) formerly the P-20 Data Collaborative.

# Implementation Progress Report



**Date:** February 2013

**Project:** Tech High (First Phase)

**Consultant or Agency name:** Office of Career and Technical Education

**Implementation Status:** 60% complete

**Completion Date:** June 2013

## Tasks completed this month:

10 career coaches started work at the Area Technology Center's (ATC's). Career coaches have been working with the ATC principal and staff to help individual students, small groups, classes, parents and at school events, emphasizing such issues as Individual Learning Plans (ILPs); completing the Free Application for Federal Student Aid (FAFSA) for both students and parents; the College Cost and Planning Report; choosing careers and planning high school classes accordingly; choosing a postsecondary path; studying for placement tests; general study skills; applying to college and individual programs; applying for scholarships; and college visits, etc. The principals at the ATC's supervise the coaches. Monthly log reports are submitted to Northern Kentucky University/Kentucky Campus Compact (AmeriCorps program).

In addition to the work of the career coaches, Dr. Dale Winkler held a conference call on February 28th, 2013 regarding review and updates with the Tech High committee action steps. Action steps will be reviewed and updated.

## Major milestones reached to date:

As of January 15th, 2013 - 10 career coaches started work at the Area Technology Center's (ATC's). Principals state that coaches are working with students and that it is making a difference with students. Some comments from principals: "Coach has made a tremendous impact", "I believe the career coach will help us turn the corner toward being Career Ready", "Students feel comfortable to talk with the career coach because they relate to them and know the coach can help them", "Our students need this. Students have said they didn't have plans after high school until they met with the career coach"

## Tasks to be completed next month:

Career coaches will continue to provide college and career coaching to individual students, small groups, classes, parents and at school events, emphasizing such issues as Individual Learning Plans (ILPs); completing the Free Application for Federal Student Aid (FAFSA) for both students and parents; the College Cost and Planning Report; choosing careers and planning high school classes accordingly; choosing a postsecondary path; studying for placement tests; general study skills; applying to college and individual programs; applying for scholarships; and college visits, etc. These tasks will be ongoing throughout the 2012-2013 school year. Also, the career coaches will be scheduling and coordinating college fairs, career fairs, and field trips to local business and industries, as well as local colleges.

Review and update the action steps for the Tech High committee. Submit a draft to KWIB.

# Implementation Progress Report

## Coordination/collaboration required next month:

Continue to work with the Program Advisor to ensure all career coaches are working with students and making an impact with those students. Continue to follow-up with the ATC Principals to ensure the career coach at their school is completing job duties, etc. Continue to work with Northern Kentucky University (AmeriCorps/on behalf of Kentucky Campus Compact, Gayle Hilleke) office to ensure expenses submitted by ATC are being paid and all requirements of the contract are being fulfilled.

Continue to work with Tech High committee to review and update action steps.

# Implementation Progress Report



**Date:** February 2013

**Project:** High School Outreach

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 80% complete

**Completion Date:** December 2013

## Tasks completed this month:

Committee met this month with representatives of Kentucky Association of Manufacturers (KAM), Kentucky Chamber of Commerce and Kentucky Society of Human Resource Managers (KSHRM) to determine their interest. The committee began the process of implementation of the program with a "go live" date of January 2014.

## Major milestones reached to date:

Created and sent survey to guidance counselors, LWIB's and superintendents to get a better idea of what is happening around the state regarding connectivity with One Stops and types of career readiness activities that are available to high school students  
Refined goals of the project  
Developed Plan of Action  
Designed homepage for kyschooltocareer.com website  
Added representatives from KDE and OCTE to steering committee  
Received notification of funding amount now available for HSO  
Development of a recommendation to begin partner discussions with KDE, KCTCS, Economic Development, Workforce Development and other stakeholders to purchase and use cclnspire across the Commonwealth as a link between students and business partners  
Scheduled a meeting to present cclnspire to decision-making partners  
cclnspire presented to various Cabinet leaders and staff. Each agency was requested to send a representative with decision making authority to the next meeting.  
Received approval for project implementation from Project Champion  
Members of business and industry became actively involved in the project

## Tasks to be completed next month:

Reassemble work group and outline business plan and sustainability plan

## Coordination/collaboration required next month:

From this point forward collaboration from all concerned parties is crucial in order to complete the tasks outlined above. Next meeting is set for March 5. At this time Steve Yaun will guide the group in naming the program and outlining a business plan.

# Implementation Progress Report



**Date:** February 2013

**Project:** Work Ready Communities

**Consultant or Agency name:** Thinking Media

**Implementation Status:** 100% complete

**Completion Date:** June 2011

## Tasks completed this month:

1. KWIB Meeting February 21, 2013 - board recognizes Hancock County as Work Ready Community In-Progress county.
2. Discussion begins for preparing a "Work Ready Summit", aimed at bringing local leaders together to discuss the program, benefits, and best-practices.
3. First draft analysis presented by Thomas P. Miller and Associates on Outreach Marketing strategies for the program.

## Major milestones reached to date:

- 19 counties have reached certification to date.
- Official Work Ready Communities website launches
- New WRC Signage arrived and shall be presented to local counties who have reached certification.

## Tasks to be completed next month:

1. Delivery of signage to local counties and coordinated PR for presentation ceremony.

## Coordination/collaboration required next month:

1. Initial discussion for preparing and planning of the Work Ready Summit Meeting.

# Implementation Progress Report



**Date:** February 2013

**Project:** Rapid Response

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 100% complete

**Completion Date:** September 2012

## Tasks completed this month:

No activity this month.

## Major milestones reached to date:

- TPMA submitted final recommendations
- TPMA conducted statewide Business Services Training
- Redesign Phase of Project completed. Steering Committee accepted/approved final version of TPMA report
- Seven LWIBs were awarded funds to implement and/or enhance Business Services teams and develop a Business Service framework.

## Tasks to be completed next month:

Interviews to be conducted to hire Business Services Coordinator in the Office of Employment and Training

## Coordination/collaboration required next month:

None



# Implementation Progress Report



**Date:** February 2013

**Project:** Economic Development Academy

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 95% complete

**Completion Date:** December 2012

## Tasks completed this month:

Speaking engagements continue to be scheduled to promote the other KWIB projects and WFD programs to economic developers.

## Major milestones reached to date:

Building partnerships with KCED and others in economic development.

## Tasks to be completed next month:

Speaking engagements and networking opportunities will continue to be scheduled with economic development representatives and businesses. Work will continue in using Labor Insight as another economic/workforce development tool.

## Coordination/collaboration required next month:

Continue to work with businesses and economic development organizations throughout the state to share the new programs offered by WFD and the WIA incentives. Funding for this project is being negotiated among other projects. Until that issue is resolved, the academy is at a holding point.

# Implementation Progress Report



**Date:** February 2013

**Project:** Partner for Success

**Consultant or Agency name:** Office for the Blind

**Implementation Status:** 75% complete

**Completion Date:** December 2014

## Tasks completed this month:

The team met on February 28. The final draft of the confidentiality policy was emailed to regional leaders for input through March 15th. The team reviewed the draft agenda and logistics were developed for the April 30-May 1 PfS Leadership meeting at Lake Cumberland. Team members are scheduling their state visits at this time.

## Major milestones reached to date:

April 2011 - Successfully completed the Partners for Success Collaborative Meeting of Department Leaders at Lake Cumberland

Nov 2011 - Successfully completed train-the-trainer sessions across the state to share the KWIB initiatives and direction

## Tasks to be completed next month:

The team will meet on 3/18/13 to continue the PfS training plans and roll out of the confidentiality policy statewide.

## Coordination/collaboration required next month:

Next meeting on 3/18/13

# Implementation Progress Report



**Date:** February 2013

**Project:** Case Management

**Consultant or Agency name:** Office for Vocational Rehabilitation

**Implementation Status:** 5% complete

**Completion Date:** January 2014

## Tasks completed this month:

Discussed Case mgmt project with Beth Brinly, Allison Flanagan, and Holly Hendricks. Reviewed all information available from team members. Met with Steve Rosenberg to get the Project Black Book.

## Major milestones reached to date:

## Tasks to be completed next month:

Need to add additional partners on case management team to add knowledge and buy in for this project, Common Intake and Common Referral is priority.

## Coordination/collaboration required next month:

Meeting scheduled with Beth Brinly for 03/06/2013 to add additional partners. Will schedule team meeting.

# Implementation Progress Report



**Date:** February 2013

**Project:** High Performing Workforce Boards

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 100% complete

**Completion Date:** June 2011

## Tasks completed this month:

No formal meetings during this month. Program officially rolled out to local workforce boards on January 25, 2013.

First letter of intent for application submitted by the Northern Ky. Workforce Board. and received in the Office of the Commissioner.

## Major milestones reached to date:

1. Project design completed in June 2011.
2. Baseline year completed on June 30, 2012. This would include all ten workforce boards completing the process to identify basic strengths and weaknesses. Technical Assistance funding provided, through an application process, to those boards requesting assistance to further align themselves for future successes strategically.
3. Standards Year one - officially launched on January 25, 2013. Local Boards can now apply for certification status.

## Tasks to be completed next month:

1. Application submission deadline first round - April 5, 2013
2. Application Review Meeting - Core Team April 9, 2013
3. Application review Team Webinar Training - April 17, 2013
4. Onsite review team to NKY - TBA for late April 2013

## Coordination/collaboration required next month:

1. Core team will need to meet to discuss strategy for Webinar training process on April 9th
2. Onsite Review Team Training Webinar - April 17, 2013
3. Onsite reviews in NKY - late April 2013. Actual dates to be announced.

# Implementation Progress Report



**Date:** February 2013

**Project:** Workforce Academy

**Consultant or Agency name:** Office for Vocational Rehabilitation

**Implementation Status:** 70% complete

**Completion Date:** August 2013

## Tasks completed this month:

The first phase of the Workforce Academy Training continues in the designated area and as the Bluegrass Area and Barren River move to completion of their training later in March or early April, the central office staff from the Education and Workforce Development Cabinet, Department of Workforce Investment agencies and partners are scheduled to begin their training in April and end in late May. During the central office training sessions each of the Modules will be filmed and captioned for placement in an online training that will allow new employees to view the materials after the full implementation is completed. The make up session in June for central office will bring to completion the first phase of the Workforce Academy. The selected contractor for phase two is Thomas P. Miller and Associations. An initial telephone conference took place on 02/28/13 with a kick-off with the Workforce Development Steering Committee planned for early March 2013.

## Major milestones reached to date:

The Cumberlands, Greater Louisville/Kentuckiana, Lincoln Trail, Tenco, Green River, Northern Kentucky and West Kentucky Areas have completed the first phase of the workforce academy training.

## Tasks to be completed next month:

Continue to monitor the progress of the first phase of the workforce academy. Provide support to the trainers and areas as needed. Bluegrass area is scheduled to complete their trainings in March. Schedule filming sessions for Modules 1 - 4 with Creative Services and then work to place these modules in an online training that can be accessed by new employees after the modules are completed in the face-to-face format.

## Coordination/collaboration required next month:

# Implementation Progress Report



Communication with liaisons and training team to field questions and issues that may arise during the implementation phase. Follow through with beginning plans for phase II.

# Implementation Progress Report



**Date:** February 2013

**Project:** Branding and Identity

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 65% Complete

**Completion Date:** May 2013

## Tasks completed this month:

Moved RFP from Finance to Division of Contract and Engineering group to submit RFP.  
Bids will be opened on Feb. 13. Came back with no bids.  
Revised RFP submitted again for bids to be opened on 3/6  
Finalizing website copy for KCC site.  
Held Steering Committee meeting on 2/19  
Submitted partner website templates to LWIB Director's.

## Major milestones reached to date:

Brand Management Specialist started on 2/16  
Identified Regional Brand Champions in the regions  
Immersion - Lander shared new brand guidelines with stakeholders  
Strategic Exercises - Stakeholders learned to become champions of the new brand vision  
Stakeholders determined priorities for Brand implementation  
Charter and Guiding Principles established  
Draft Plan of Work, including budget presented  
Plan of Work finalized  
Internal Branding Outreach items ordered and sent to regions

## Tasks to be completed next month:

Get sign vendor selected from bids received  
Organize schedule for local office folks to approve sign plans  
Work on finalizing website copy from partners and agencies.  
Finalize "office location" options for site  
Send test site out to sub-committee for review before going to focus groups

## Coordination/collaboration required next month:

Consultation with Terri Bradshaw, Holly Neal, Steering Committee, and Regional Brand Champions as needed for brand implementation/outreach.  
Meet with DTS and New West ad agency on website specifics  
Meet with Finance to finalize sign vendor from bids received

# Implementation Progress Report



**Date:** February 2013

**Project:** Unemployment Insurance Customer Service Plan

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 85% complete

**Completion Date:** June 2013

## Tasks completed this month:

Siebel Upgrade is 70% done on track to be completed by April 1, 2013.

Enhanced environment for developing Business Object management reports and data warehouse for went into production.

UAT and Modernization Documentation System was put into production on 2/15/13, and currently being used.

Common Portal development in its initial stages.

Began using management reports.

TOPs (Treasury Offset Program) over \$2.3 Million of outstanding overpayments collected in first two weeks of Federal Tax Return intercept.

4Z and 4V Document Migrations are 80% complete.

Intelligent Fact Finding/ DCI Assistant the rules and requirements gathering was completed and the build on the claim filing began February 1, 2013.

In connection with CSG; we have developed a Requirements Management Plan, a Generation Rules Plan for Artifacts, a Project Governance Plan, a SharePoint Organizational Plan, a Projects Tool Recommendations Plan, and a Project Management Plan.

## Major milestones reached to date:

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## Tasks to be completed next month:

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## Coordination/collaboration required next month:

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