

# WORKSmart

Kentucky



A Strategic Transformation of  
Kentucky's Workforce System

## IMPLEMENTATION STATUS REPORT

March 31, 2018



KENTUCKY WORKFORCE INVESTMENT BOARD

# Implementation Progress Report



**Date:** March 2014      **Project:** Workforce Academy

**Consultant or Agency name:** (Please Select from List)

**Implementation Status:** 85% complete

**Completion Date:** June 2014

## Tasks completed this month:

Online Career Center Certification training is 95% complete.

## Major milestones reached to date:

Phase II online Career Center Certification training course is near completion. Delivery plan, dates and locations are set for Transformational Leadership training.

## Tasks to be completed next month:

Prepare and arrange for logistics of Transformational Leadership course; continue research and development of a leadership development program for Workforce Academy.

## Coordination/collaboration required next month:

Continue working with training coordinators to prepare for and implement the Transformational Leadership course; continue collaboration with business partners to research and develop curriculum for a leadership development program.

# Implementation Progress Report



**Date:** March 2014      **Project:** High Performing Workforce Boards

**Consultant or Agency name:** CSW

**Implementation Status:** 100% complete

**Completion Date:** June 2011

## Tasks completed this month:

1. RFP to review current criteria and enhance the overall project process for standard year two.

## Major milestones reached to date:

1. Project design completed - June 2011
2. Baseline year completed - June 2012
3. Technical assistance grants awarded from findings during baseline year - July 2012
4. Standards year 1 begins - January 2013
5. Northern Kentucky WIB becomes the first local board certified - April 2013
- 6 Standard Year 1 ends with a total of five local boards receiving certification - December 2013

## Tasks to be completed next month:

1. Review committee to look over applications submitted and make selection.

## Coordination/collaboration required next month:

1. Coordinate schedules with the HIW Review committee for the RFP submitted and applications received.

# Implementation Progress Report



**Date:** March 2014      **Project:** Team Based Case Management

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

**Implementation Status:** 5% complete      **Completion Date:** December 2015

## Tasks completed this month:

Integrated Referral Form is in pilot and will have information regarding it within two months.

## Major milestones reached to date:

Integrated Referral Form is in pilot at two Career Centers. Draft RFP completed.

## Tasks to be completed next month:

Request for Proposal sent out from Finance at Cabinet.

## Coordination/collaboration required next month:

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**Date:** February 2014

**Project:** Partner for Success

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

**Implementation Status:** 75% complete

**Completion Date:** December 2014

## Tasks completed this month:

Team met on 2/11/14. Confidentiality policy will roll out statewide with the on-line training the first of April. Leadership meeting will be planned for May 2014 focused on career center certification.

## Major milestones reached to date:

Statewide Leadership Training - April 2011 and 2013; Regional training on KWIB initiatives Fall 2011.

## Tasks to be completed next month:

Team will meet on 3/25/14. Review survey results on policy suggestions. Develop curriculum for Leadership Meeting in May.

## Coordination/collaboration required next month:

Continued Coordination with partners

# Implementation Progress Report



**Date:** March, 2014

**Project:** Rapid Response – Business Services Redesign

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

**Implementation Status:** 100% complete

**Completion Date:** December, 2013

## Tasks completed this month:

- BSTs met with Adult Ed directors and teachers from 11 counties to begin forming a partnership to work on soft skills training
- BSTs continued their efforts of developing their regional teams and strengthening their relationships with employers
- The "WorkSmart Kentucky" brand underwent a name change and will be transforming throughout the upcoming months into "Kentucky Skills Network"
- BST leads continue to have conference calls on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month to discuss progress
- Ben Haydon and Josh Benton continued to meet with different areas to discuss the initiatives of the business services teams

## Major milestones reached to date:

- TPMA submitted final recommendations & 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.
- Phase II - Unified Business Services Framework Recommendation Report completed.
- Business Services Coordinator hired in the Office of Employment and Training.
- KWIB adopts Unified Business Services Recommendations
- KCTCS hired new vice chancellor for economic development and workforce solutions
- Each region has developed a core BST
- Kentucky Labor Cabinet joined our initiative as a state level core partner

## Tasks to be completed next month:

- Continue to develop trainings for BSTs
- Develop marketing materials for "Kentucky Skills Initiative"
- There are still some projects in the works that haven't been given a timeframe (purchasing a CRM, etc.)

## Coordination/collaboration required next month:

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**Date:** March 2014      **Project:** Work Ready Communities

**Consultant or Agency name:** KY Workforce Investment Board

**Implementation Status:** 100% complete

**Completion Date:** December 2012

## Tasks completed this month:

Three applications were submitted for consideration by the Work Ready review team. Clark Co. for work ready, Henry Co. for work ready in progress and Rowan Co. to move from work ready in progress to work ready. The executive director also made a presentation to the work ready committee in Hardin Co. on March 27th.

## Major milestones reached to date:

33 of 120 counties have now been certified as either work ready or work ready in progress.

## Tasks to be completed next month:

Work ready review panel meeting on April 15th to consider the applications submitted by Clark, Henry and Rowan Counties. Executive director to make a work ready presentation at the East Kentucky Leadership Conference on April 24th in Somerset.

## Coordination/collaboration required next month:

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**Date:** March 2014      **Project:** (Select)

**Consultant or Agency name:** Adult Education

**Implementation Status:** 5% complete

**Completion Date:** September 2014

## Tasks completed this month:

Our 120 adult education programs recently completed their 3-year Standards-in-Action professional development. The new GED test is aligned with state standards. Therefore, programs are embarking on fully implementing standards-based instruction leading to students earning GED credentials and college- and career-readiness. Sixteen adult education programs affiliated with KCTCS institutions are offering Accelerating Opportunity (AO) program services - a career pathways, JFF coordinated, grant-funded program. As part of the grant obligations, the AO partners, KYAE, KCTCS, and KCC, must generate recommendations for sustaining AO. During preliminary discussions, a targeted GED preparation segment was a topic of interest. This programming would be available to higher level students, abbreviated in time commitments required by students, and targeted to key knowledge, skills, and abilities expected to pass the GED test.

Therefore, we now have selected two KYAE co-chairs to investigate what "Targeted GED programming" looks like - in light of the new GED test expectations and full implementation of standards-based instruction. For their first task, they will be inviting program providers in for a purposeful focus group that will assist us in identifying the elements of our perspective targeted GED preparation framework.

## Major milestones reached to date:

Submitted for February 2014

Greetings,

We continue to pursue implementing what is now referred to as Accelerated GED® Program resource web site. The initiative started as something very different, but with the help of a KWIB Education and Apprenticeship subcommittee (chaired by VP Stagnolia), we determined, the, no cost to KWIB, initiative could be supported by our current staff and provide resources to assist our adult education programs with providing accelerated GED® test preparation. We began reflecting on field survey results of programs which offer accelerated programs and identifying program elements that appear important in offering a successful program. We have established an under construction page.

\*\*\*\*However, with the significant changes in the new edition of the GED® test, we will need to revisit with programs offering an accelerated program to determine what they are using as new standards-based, instructional strategies and curricula resources that echo the newly normed (2013 high school graduates), computer-based test. Therefore, our in-house committee continues to meet and coordinate with another Resource committee working on categorizing and showcasing all relevant



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resources (e.g., professional development, instructional and content resources, etc.) for adult education programs statewide.\*\*\*\*

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## Tasks to be completed next month:

Feedback will be secured from adult education educators.
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## Coordination/collaboration required next month:

Co-chairs will be hosting a focus group with selected adult education educators.
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**Date:** March 2014      **Project:** Tech High (First Phase)

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

**Implementation Status:** 70% complete

**Completion Date:** June 2014

## Tasks completed this month:

Career Coaches (OCTE) - This program ended June 30, 2013 and is not being funded for school year 2013-2014.

KDE, in coordination with Office of Employment and Training and Workforce Development Cabinet, is funding for preparatory seniors to take ACT WorkKeys. This will help students meet the Career Ready Academic component of Career Ready, as well as possibly earn a NCRC certificate. ACT WorkKeys is also one of the criteria for Work Ready Communities. Schools may test during the time of 2/1/14-3/31/14. Schools may retest anytime during this school year; however, they are responsible for the costs of retesting. In addition, KOSSA testing is required for all preparatory students. The testing period is the same as ACT WorkKeys (2/1/14-3/31/14). KOSSA is the Career Ready Technical Component of Career Ready. Also, if a student meets the benchmarks for KOSSA and ACT (or COMPASS or KYOTE), he/she is considered College and Career Ready.

## Major milestones reached to date:

Funding for all preparatory seniors to take the ACT WorkKeys.

Schools may retest students with ACT WorkKeys any time throughout the rest of the school year. The school/district is responsible for retesting fees.

The testing window for school to test students with KOSSA to preparatory seniors is 2/1/14-3/31/14.

## Tasks to be completed next month:

OCTE will begin to analyze ACT WorkKeys and KOSSA data.

Operation Preparation is a component of Close the Deal. During the month of March, volunteer community advisors meet one-on-one with every 8th and 10th grade student. The volunteer community advisor used the student ILP to discuss with the student about job training skills, career goals, if the student is taking the right courses, and if the student is on track to meet their goals. No results of this have been made yet.

## Coordination/collaboration required next month:

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There is continuous collaboration with OCTE and ACT WorkKeys during the ACT WorkKeys testing period. KDE will continue to provide technical assistance and monitor schools for ACT WorkKeys during retesting throughout the rest of the school year.

For KOSSA testing, there is continuous collaboration with OCTE and the schools. There is also collaboration with business and industry for all the program areas of KOSSA (26 programs).

Operation Preparation occurred during the month of March. This is an opportunity for KDE to collaborate with volunteer community advisors to mentor and advise 8th and 10th grade students.

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**Date:** March 2014      **Project:** Eligible Training Providers

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

**Implementation Status:** 100% complete

**Completion Date:** June 2013

## Tasks completed this month:

Continued working towards the development of ETPL web portal  
Held Statewide ETPL Meeting on 3/26 in Lexington

## Major milestones reached to date:

Webinar was for Training Providers on 2/19/2014 to assist with data upload to KCEWS system  
Established ETPL Steering Committee  
Developed four basic principals for foundation of ETPL policy  
Conducted surveys of providers and other state workforce agencies.  
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). January 2013.  
Hired state ETPL Coordinator - November 2013.

## Tasks to be completed next month:

- ETPL Coordinator to continue to visit local areas to gain information regarding local ETPL procedures and processes.
- Continue process of designing monitoring tool for ETPL program, to be implemented by OET and LWIA in process.
- Follow up meetings with OTS staff on design and development of online ETPL system

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## Coordination/collaboration required next month:

Will be scheduling next ETPL work group meeting for late April--early May  
On-going meetings with OTS on the development and construction of ETPL site.

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**Date:** March 2014      **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. Finalize OET / KDE Agreement for CCR Testing data handling
2. KDE added as a Partner within the KYNCRC system.
3. Collaboration with KYAE on joint GED/NCRC WIA Incentive funded project

## **Major milestones reached to date:**

1. Umbrella contract executed with the contractor / 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 contractor files / Printed backlog of Certificates
3. "Soft Roll Out" executed
4. On-Line Task Specific Training integrated into [ncrc.ky.gov](http://ncrc.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 between the contractor & OET received from Cabinet Legal Dept. and forwarded to Finance Cabinet.
15. 2500 Scholarships from contractor 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 the contractor 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.

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23. Plan to create files from the contractor 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

## **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 [ncrc.ky.gov](http://ncrc.ky.gov) site's billing and reporting modules with OTS
4. Update Certified Work Ready Community NCRC Attainment numbers.
5. 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 [ncrc.ky.gov](http://ncrc.ky.gov) web site to increase functionality streamline workflow.
2. Coordinate and share WorkKeys data and procedural information with Dept of Education (KDE)
3. Collaborate with OCTE to develop program enhancements for FY14.
4. Coordinate projects with the contractor for better delivery of services.
5. Coordinate with Certified Work Ready Community initiative.
6. Coordinate with State Branding contact to redesign KY NCRC website to align with new State Branding standards.
7. Collaborate with KYAE on state softskills project.