

# WORKSmart

Kentucky



A Strategic Transformation of  
Kentucky's Workforce System

## IMPLEMENTATION STATUS REPORT

April 30, 2012



KENTUCKY WORKFORCE INVESTMENT BOARD

# April Summary

## Report Contents

- *Project Status Summary Tables*
- *Project Calendar (Next Three Months)*
- *Outreach Activities*
- *Monthly Project Reports*

# 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	Public notice of RFP for Industry Partnership Grants distributed. Public informational meeting held. Website updated with second round RFP information.
✓	One Stop Certification Policy	Tommy Wheatley, Mgr. <b>Maheer &amp; Maheer</b> Dr. Lara Needham, Champion	No Report Submitted
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea &amp; Holly Neal, Mgrs.</i> <i>Kim Huston, Champion</i>	Continue to work with Pilot area employers with Focus Talent. Trained Kentucky staff employees on Focus Talent. Statewide launch is set for April 30, 2012. E3 website being phased out, content migrated into Focus Talent Web Page.
✓	NCRC	<i>Joe Paul, Mgr.</i> <b>Act, Inc.</b> <i>Reecie Stagnolia, Champion</i>	Continue free WorkKeys/NCRC assessment program through KYAE and WIA incentive funds. Transition Assistance Program for returning Guard and Reserve Soldiers delivered. ACT Workforce Conference.
✓	Eligible Training Provider List	Linda Burton, Mgr. Rick Christman, Champion	Coordinated data collection and management plans with P20 data project. Compared Eligible Training Provider List and P20 definitions and performance calculations for consistency. Provided draft policy document to KWIB for review and input.

Education Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Tech High (Phase 1)	Karen Bothun, Mgr. Roger Marcum, Champion	Advertisement flyer and E-Vite sent to all Career & Technical Education principals for distribution to parents and community.
✓	Apprenticeships	Karen Bothun, Mgr. Mark Brown, Champion	The Indiana/Kentucky Regional Council of Carpenter and Millwrights in Louisville hosted student competitions for SkillsUSA in Carpentry, Welding, and Teamworks.
✓	High School Outreach	Karen Deuker, Mgr. Sec. Joe Meyer, Champion	Continued work on website.
	GED Express	Linda Burton, Mgr. Reecie Stagnolia, Champion	No Report – Not yet started.

Economic Development Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
	Mind Your Own Business (Entrepreneurship)	TBD, Mgr. Sec. Larry Hayes, Champion	No Report – Not yet started
✓	Work Ready Communities	Tom West & Jason Slone, Mgrs. <b>Thinking Media</b> Crystal Gibson, Champion	Work Ready Communities Review Panel met and reviewed applications from Henderson, Madison and Montgomery counties. Multiple local presentations held across the state.
✓	Rapid Response	Bill Monterosso & Linda Prewitt, Mgrs. <b>Thomas P. Miller</b> James Cole, Champion	Thomas P Miller and Associates completed and the Office of Employment and Training distributed the April draft of the Business Services Redesign to the Local Workforce Investment Boards.
✓	Economic Development Academy	Terri Bradshaw, Mgr. Daryl Smith, Champion	Speaking engagements continue to be scheduled to promote KWIB projects and WFD programs. Focus Talent implemented statewide; Free GED/NCRC program continues and several Work Ready Community meetings held around the state.

System Simplification			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Alphabet Soup	Chris Smith & Terri Bradshaw, Mgrs. TBA, Champion	Merged with Workforce Academy
✓	Partner for Success	Allison Flanagan-Jessee, Mgr. Com. Beth Brinly, Champion	Partner for Success team met and made final recommendations on the guidelines needed for the confidentiality policy.
✓	Statewide Reserve Investments	N/A	No Report
✓	Case Management	Gina Triplett-Johnson, Mgr. Com. Beth Brinly, Champion	Meeting held with Project Champion, Commissioner Brinly, to review goals and overview of project. Steering committee meeting held in Louisville. Action plan to implement a “common case management process” developed.
✓	High Performing WIBs	Jason Slone, Mgr. <b>CSW</b> Mary Lassiter, Champion	Approved Greater Louisville’s request for technical assistance funding. Barren River and Bluegrass Local Workforce Investment Boards have applied for technical assistance funding.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade, Mgrs. <b>Maheer &amp; Maheer</b> Dr. Judith Rhoads, Champion	Phase 5 – Train the Trainer action items in progress. Academy Curriculum Revisions completed. Future tasks include Final Curriculum Recommendations and to Package & Deliver all final curriculum materials.
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw & Holly Neal Mgrs. Heidi Margulis, Champion	Steering Committee met and updated Plan of Work. Regional Brand Champion conference calls held weekly. Internal launch programs are being held across the state. Monthly Branding emails are being sent from Commissioner Brinly.
	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	Limited testing performed in April. Computers continue to suddenly log off while in use.
✓	UI Customer Service Plan	Greg Higgins, Mgr. Sec. Joe Meyer, Champion	Multiple tasks completed or in progress including SIDES testing; business process analysis with Governmental Solutions; Disaster Unemployment processing; testing and implementation of E-Pay and implementation of a series of instructional videos.

# April 2012

May 2012

April 2012

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Apr 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OE	9:00am 2:00pm Work Ready Communities Review Panel (KCTC 9:00am 2:00pm Work Ready Review Panel (KCTCS Office, 300	10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 11:30am 12:00pm MONTHLY REPORTS DUE		
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
			10:00am 11:00am KWIB Executive Committee Meeting (Louisville, 1:00pm 2:00pm Work Ready Communities Presentation (Rowan	10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	1:00pm 3:00pm Partner for Success (CPT Small Conference Room)	9:00am 11:00am Springfield/Washingt 1:00pm 2:30pm Outreach Steering C 2:00pm 3:00pm NCRC Advisory Team bi-we	10:00am 11:30am Industry Partnerships RFP-Informational Meeting (CHR Building-Conference Rooms A&B)	10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	10:00am 11:30am ETPL Steering Committee Meeting (500 Mero Street)	9:00am 12:00pm FW: Branding Website Sub-Committee Kick 10:00am 12:30pm Work Ready Communities Presentation (Gatew		10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
<b>29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	10:00am 12:00pm Work Ready Communities Criteria 2 Subcommittee Mtg					

Apr 1 - 7

Apr 8 - 14

Apr 15 - 21

Apr 22 - 28

Apr 29 - May 5



# May 2012

June 2012

May 2012

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Apr 29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OE)	9:30am 10:00am wfd kwib	10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		11:30am 12:00pm MONTHLY REPORTS DUE
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
			1:00pm 1:30pm WRC - Oregon/Kentucky Team Conference Call (Conference Line 877-746-4263 Participant Code 02	10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)	12:00pm 1:30pm KWIB Performance Measures Committee	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
		1:00pm 2:30pm Outreach Steering Committee Monthly 2:00pm 3:00pm NCRC Advisory Team bi-weekly conferenc	1:00pm 2:30pm Partner for Success (3rd Floor CPT Small Conference Room) - WFD KWIB Strategic Plan	9:00am 12:00pm High Impact WIB Statewid 10:00am 11:00am RBC Conference Call ( 87 10:00am 12:00pm Hig 1:00pm 3:00pm KWIB		
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
		8:00am 5:00pm ACT Work Ready Communities Academy - Session III (Kansas City MO)	8:00am 5:00pm ACT Work Ready Communities Academy - Session III (Kansas City MO)	8:00am 5:00pm ACT Work Ready Communities Acade 10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02		
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Jun 1</b>	<b>2</b>
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OE)		10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		

Apr 29 - May 5

May 6 - 12

May 13 - 19

May 20 - 26

May 27 - Jun 2

# June 2012

July 2012

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June 2012

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>May 27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Jun 1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
		11:30am 12:00pm MONTHLY REPORTS DUE	9:30am 10:30am 7th Annual University-City Relations Conference (EKU) (Eastern Kentucky Un	10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)	8:00am 5:00pm Webster County Work Ready Community Presentation	
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OE		10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
		1:00pm 2:30pm Outreach Steering Committee Monthly Meeting! (CPT 3rd Floor Large Conference Room) -		10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OE		10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)	10:00am 12:00pm KAED Board Meeting (KAED Office, 2225 Lawrenceburg Road, Bldg B, Suite 4, Frankfort) - WFD KW	

May 27 - Jun 2

Jun 3 - 9

Jun 10 - 16

Jun 17 - 23

Jun 24 - 30

# KWIB Strategic Plan Presentation Schedule

## Strategic Initiatives Presentations

Organization	Date	Time	Presenter(s)	Organization Contact	Contact Info	Notes
Madisonville CTC Work Ready-Work Keys	1/6/12	7:00 AM	Tom West			Work Ready Communities
Work Ready Communities - Review Panel	1/11/12	9:00 AM	Tom West & Panel			Work Ready Communities Review Panel Meeting
Hopkins County/Madisonville w/Dr. Rhoads	1/18/12	8:00 AM	Tom West			Work Ready Communities
Mt. Sterling/Montgomery Cty Industrial Authority	1/18/12	9:00 AM	Jason Stone			Work Ready Communities
KSBA - Ky School Board Association	1/24/12	9:00 AM	Tom West			Work Ready Communities
Montgomery County	2/1/12	9:00 AM	Jason Stone			Work Ready Communities
Madisonville/Hopkins County Chamber of Commerce	2/2/12	8:00 AM	Tom West			Work Ready Communities
KSBA - College & Career Readiness 2012 Olympics	2/3/12	3:00 PM	Tom West/Dale Winkler			A Sector Approach To College and Career Readiness
Green River Workforce Investment Area	2/6/12	9:00 AM	Tom West	Betsy Wells-Jones		Work Ready Communities
Northern Kentucky Workforce Investment Board	2/7/12	9:30 AM	Tom West			Work Ready Communities
Paducah Area Chamber of Commerce	2/9/12	2:30 PM	Tom West	Fran Johnson		Work Ready Communities
ACT, Inc. Work Ready Community Academy	02/14-02/16	All Day	Tom West, Crystal Gibson, Robert Curry, David Walters	Debra Lyons, Chris Baucom		Work Ready Community Academy Session I - Atlanta
National Association of State Workforce Boards - SETA Spring Conference - Workshop	02/24-02/26	All Day	Tom West			Work Ready Communities
	2/27/12	11:30 AM	Tom West			Work Ready Communities
Kentucky Workforce Academy-Pilot Training	02/29-03/02	All Day	Commissioner Brinly, Tom West, Holly Neal			Workforce Academy Pilot Training
Job Wars - St. Louis Federal Reserve Bank (Louisville Branch)	3/15/12	9:00 AM	Commissioner Brinly, Tom West	Lisa Locke		Work Ready Communities
Local Veterans Employment Representatives, Disabled Veterans Outreach Program	3/21/12	2:00 PM	Joe Paul			NCRC Gold Card Training for Local Veterans Employment and Disabled Veterans Outreach Program Representatives, Frankfort
ACT, Inc. Work Ready Community Academy	3/26-3/29	All Day	Tom West, David Walters	Debra Lyons, Chris Baucom		Work Ready Community Academy Session II - Iowa City
KY National Guard & National Guard Reserves	3/27/12	8:00 AM	Joe Paul			Transition Assistance Program for KY National Guard/National Guard Reserves returning from war. Bowling Green
ACT, Inc. Work Ready Community Academy	3/29/12	10:00 AM CT	Joe Paul			NCRC Presentation to Act, Inc. - Iowa City
KY National Guard & National Guard Reserves	4/3/12	8:00 AM	Joe Paul			Transition Assistance Program for KY National Guard/National Guard Reserves returning from war. Louisville
KY National Guard & National Guard Reserves	4/10/12	8:00 AM	Joe Paul			Transition Assistance Program for KY National Guard/National Guard Reserves returning from war. Louisville
ACT, Inc. Workforce 2012 Conference	04/11-04/13	All Day	Joe Paul			ACT, Inc. Workforce 2012 Conference, Chicago
7th Annual University-City Relations Conference (EKU) Richmond	6/6/12	9:30 AM	Tom West			Work Ready Communities
Work Ready Communities - Review Panel	4/4/12	9:00 AM	Tom West & Panel			Work Ready Communities Review Panel Meeting
KAED Board Meeting	4/13/12	10:00 AM	Tom West			Work Ready Communities
Springfield/Washington County	4/17/12	9:00 AM	Tom West			Work Ready Communities
KAED Spring Conference, Lexington	04/18-04/20	All Day	Tom West			Work Ready Communities
Council on Postsecondary Education, Frankfort	4/27 & 4/30	1:00 PM	Tom West			Work Ready Communities

# Implementation Progress Report



**Date:** April 2012      **Project:** Sector Strategies

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

**Implementation Status:** 95 % complete

**Completion Date:** December 2012

## Tasks completed this month:

- \*Public notice of RFP distributed by OET Communications Office
- \*Planned/prepared/presented public RFP informational meeting - April 18 - Dept. of Public Health Conference rooms
- \*Continuation of research on establishment of information sharing processes - Blog/webinars/etc.
- \*TA for awardees - newsletter
- \*Posted Q&A from informational meeting
- \*Posted summary notes from informational meeting
- \*Revised Sector Strategies/Industry Partnerships webpage to better align with 2<sup>nd</sup> round (Initial information archived by webmaster)
- \*Processed invoices/documentation for Round One awardees

## 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 pm - October 10, 2011 - responsive proposals sent to reviewers;
- \*Review Team met for consensus on awards - November;
- \*Three (3) IP Grants awarded December 2011;
- \*IP RFP- 2<sup>nd</sup> Round announced for early 2012;
- \*First Round Awardees received "Ready-Set-Go" packets from OET- January 2012
- \*Release of IP-RFP-2<sup>nd</sup> Round - March 30, 2012

## Tasks to be completed next month:

- \*Research professional development venues for OET IP staff
- \*Continuation of research on establishment of information sharing processes - Blog/webinars/etc.
- \*Conduct additional TA for awardees
- \*Confirm Review Team Members
- \*Review guidance on evaluating proposals
- \*Collect proposals - due by COB May 15
- \*OET review of proposals for responsive/non-responsive - May 16-17
- \*Prepare review packets - distribute to Review Team - May 18
- \*Review of proposals by Review Team - May 21- June 1

## Coordination/collaboration required next month:

# Implementation Progress Report



\*Communication of information

# Implementation Progress Report



**Date:** April 2012      **Project:** User-friendly On-line Services

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

**Implementation Status:** 85 % complete

**Completion Date:** April 2012

## Tasks completed this month:

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

Continued to work with Pilot area employers with Focus Talent.  
Continued testing some design and code fixes for both Focus Career and Talent throughout April.  
Trained Kentucky staff employees on Focus Talent.  
Statewide launch of Focus Talent on April 30, 2012.

Proposed GUI re-design: Met to discuss how to transition / phase out E3. Looks like the E3 website will be phased out and the content migrated into the Focus Talent Web Page.

## 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.

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).  
Discussed everyone's services in three buckets: Career, Training and Employer. Working with New West agency to help guide website architecture. Operating under a 9/30 roll out time line.

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 late summer 2012.

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

Website Re-Design: Get list of sub-committee's top 10 FAQ's for agency/partner to see if we can include them on website. Meet to discuss website architecture options.

## Coordination/collaboration required next month:

### **Burning Glass:**

Work with DTS on the new Talent build for late summer 2012.  
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 architecture.

# Implementation Progress Report



**Date:** April, 2012

**Project:** National Career Readiness Certificates

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

**Implementation Status:** 100 % complete

**Completion Date:** May, 2012

## Tasks completed this month:

1. Continue FREE to participants WorkKeys/NCRC assessment program through KYAE with WIA Incentive dollars (Expires 30 June, 2012, or while funds last)
2. Transition Assistance Program (TAP) for returning Guard and Reserve Soldiers delivered. This included OET Employment Services directed towards Vets including the NCRC
3. ACT Workforce 2012 Conference

## 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
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)
25. GED and NCRC Free Program launched with reporting requirements in place.
26. ATC 2012 testing completed.



# Implementation Progress Report

## Tasks to be completed next month:

1. Continue writing Standard Operating Procedures (SOP).
2. Continue to resolve KY NCRC customer service issues.
3. Continue to coordinate assessment projects with KDE and OCTE of High School students.
4. Continue to tweak the [ncrc.ky.gov](http://ncrc.ky.gov) site's billing and reporting modules
5. Revise presentations to become more geared from education provider to employer incentive driven.
6. Collect OCTE and other High School testing data for KDE.
7. Review with OCTE the effectiveness of the WorkKeys/NCRC testing project and produce related reports.
8. Work with OCTE on programs to better deliver WorkKeys assessments, including remediation efforts
9. Update Certified Work Ready Community NCRC Attainment numbers.
10. Download ATC test and certificate data and print KY NCRCs for students.

## 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 with Dept of Education
3. Collaborate with KY National Guard / Reserves to work with returning veterans.
4. Collaborate with OCTE to develop administrator training for assessments FY12.
5. Working with Work Ready Community projects throughout the Commonwealth.
6. Coordinate projects with ACT for better delivery of services.
7. Coordinate with Certified Work Ready Community initiative.

# Implementation Progress Report



**Date:** April 2012

**Project:** Eligible Training Providers

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

**Implementation Status:** 80 % complete

**Completion Date:** May 2012

## Tasks completed this month:

- \*Coordinated ETPL data collection and management plans with P20 data project.
- \*Compared ETPL and P20 definitions and performance calculations for consistency.
- \*Steering committee discussed comments from LWIBs and training providers on proposed policy and procedures draft and revised draft policy based on points of consensus.
- \*Provided draft policy document to KWIB for review and input. (Procedural information was removed to be developed into a separate document for the next steering committee meeting.)

## Major milestones reached to date:

1. Project scope developed.
2. New (general) ETPL process incorporated in state plan.
3. Established ETPL steering committee.
4. Four principals for proposed ETPL policy established.
5. Surveys of providers and other state workforce agencies conducted.
6. Draft policy document prepared for focus group discussion and input.

## Tasks to be completed next month:

- \*Prepare and deliver project status report and provisions of proposed policy for KWIB.
- \*Seek legal counsel review and possible discussion with Attorney General.

## Coordination/collaboration required next month:

- Continue coordination with P20 data project.

# Implementation Progress Report



**Date:** April 2012

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

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

**Implementation Status:** 95 % complete

**Completion Date:** June 2012

## Tasks completed this month:

Advertisement flyer and E-Vite sent to all OCTE principals for distribution to parents and community

## Major milestones reached to date:

Event occurred April 10 - 20, 2012

## Tasks to be completed next month:

## Coordination/collaboration required next month:

# Implementation Progress Report



**Date:** April 2011

**Project:** Apprenticeship

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

**Implementation Status:** 40 % complete

**Completion Date:** December 2012

## Tasks completed this month:

The Indiana/Kentucky Regional Council of Carpenter and Millwrights in Louisville hosted student competitions for SkillsUSA in Carpentry, Welding and Teamworks. Ronnie Boggs, Area Coordinator, and his employees coordinated the competitions on April 4 as well as served as judges. The event was covered by WDRB-TV Fox 41 and a news story aired that evening.

## Major milestones reached to date:

Continued relationships being built between OCTE and apprenticeship programs.

## Tasks to be completed next month:

## Coordination/collaboration required next month:

# Implementation Progress Report



**Date:** April 2012

**Project:** High School Outreach

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

**Implementation Status:** 37 % complete

**Completion Date:** December 2012

## Tasks completed this month:

continued work on website

## 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

## Tasks to be completed next month:

Compile and analyze results of superintendent surveys

Continue to receive input and work on content of website.

Determine how to continue with website with funding available.

## Coordination/collaboration required next month:

Continue to work on website with work group members including ADD, OET, OCTE, high school counselor, OVR and KDE.

Next meeting is in Frankfort May at 1:00 EST

# Implementation Progress Report



**Date:** April 2012

**Project:** Work Ready Communities

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

**Implementation Status:** 100 % complete

**Completion Date:** June 2011

## Tasks completed this month:

- 1). Work Ready Communities Review Panel - Meeting held April 4, 2012 on the campus of KCTCS, Versailles. Reviewers were tasked with reviewing newly submitted applications from, Henderson, Madison, and Montgomery Counties.
- 2). Local presentations - Rowan County/Morehead Economic Development Council, Gateway Area Development District Board - five counties represented during this meeting, Springfield / Washington County,
- 3). Work Ready Communities Sub-Committee Meeting

## Major milestones reached to date:

The Kentucky Workforce Investment Board, during its quarterly meeting on February 18th, certified the following counties as either work ready or in progress;

### Work Ready Certification

1. Daviess County
2. Warren County
3. Woodford County

### In Progress Certification

1. Russell County

The Kentucky Work Ready Communities initiative has received and reviewed, three additional counties. Recommendations have been made and will be submitted to the full board for acceptance on May 17, 2012, for the following counties.

- 1). Henderson County
- 2). Madison County
- 3). Montgomery County

## Tasks to be completed next month:

# Implementation Progress Report



**ACT – Work Ready Communities Session III Meeting - May 22-24, 2012**

**Additional Presentations as requested by local counties representatives.**

**Presentation of three additional counties for acceptance during next full KWIB Board meeting - May 17, 2012.**

**Coordination/collaboration required next month:**

# Implementation Progress Report



**Date:** April 2012

**Project:** Rapid Response

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

**Implementation Status:** 85 % complete

**Completion Date:** June 2012

## Tasks completed this month:

- TPMA completed the next draft (April version) of the Business Services Redesign based on the recommendations of the Steering Committee in March.
- OET distributed the April version to the LWIAs
- The surveys that were sent to LWIA directors did not go out to the Business Services Teams, with the exception of one local area. The remaining LWIAs preferred to review the final document and meet to discuss before sending the survey and setting the training dates.
- Commissioner met with LWIA directors and will set a date in May to discuss LWIA director comments of April version of the report. Final recommendations are expected to come out of this meeting.
- The training date was postponed and has not been set

## Major milestones reached to date:

- Steering Committee recommended final changes to the Business Services Redesign report (March 28).
- TPMA sent the April version of the Report based on Steering Committee recommendations.

## Tasks to be completed next month:

- LWIA meeting to discuss final recommendations regarding the Business Services Redesign project
- Project staff will discuss next steps with TPMA after LWIA meeting.

## Coordination/collaboration required next month:

- Final recommendations from LWIA directors
- Coordination and logistics for the training session(s).
- Survey sent out and results received compiled to set training agenda. - Coordinate with TPMA.



# Implementation Progress Report



**Date:** April 2012

**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. Focus Talent has been implemented statewide. New Free GED/NCRC program continues throughout the state. Several Work Ready Community committee meetings were held in communities throughout the state.

## 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.

## 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.

# Implementation Progress Report



**Date:** April 2012      **Project:** Partner for Success

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

**Implementation Status:** 75 % complete  
2012

**Completion Date:** December

## Tasks completed this month:

The Partner for Success team met on April 16. The team made final recommendations on the guidelines needed for the confidentiality policy.

## Major milestones reached to date:

April 2012 - Successfully completed the Partners for Success Collaborative Meeting of Department Leaders at Lake Cumberland

Nov 2012 - Successfully completed train-the-trainer sessions across the state to share the KWIB initiatives and direction

## Tasks to be completed next month:

Draft of Confidentiality policy on the newly created policy template shared with team. Start "next step" process to share with agency staff/leadership for feedback.

## Coordination/collaboration required next month:

Partner for success Team meeting 516 @ 1:00 p.m.

# Implementation Progress Report



**Date:** April 2011      **Project:** Case Management

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

**Implementation Status:** 5 % complete

**Completion Date:** January 2012

## Tasks completed this month:

Meeting with Champion, Beth Brinly April 19, 2011 to review goals and over view of project.  
Full day Steering Committee for Case Management was held April 20, 2011 in Louisville.  
Action plan to implement a "common case management process" for all One Stop Center's  
members of Burning Glass were ask to attend, Greg Dempsey will get a dollar figure to add tab in  
Burning glass to assist with project. RFP will have to be submitted for approval.  
Assignments were delegated for memebers to research other states and their current process.  
All agreed this project would have to be rolled out in phases to allow time for barriers to be addressed  
that affect the sharing of information between partners.

## Major milestones reached to date:

Members of Burning Glass were ask to attend, Greg Dempsey will get a dollar figure to add tab in  
Burning glass to assist with project. RFP will have to be submitted for approval.  
Assignments were delegated for members to research other states and their current process.  
All agreed this project would have to be rolled out in phases to allow for barriers to be addressed that  
affect the sharing of information between partners.

## Tasks to be completed next month:

Information retrieved from surrounding states and current process reviewed.  
Information from Burning Glass to see if it is possible to connect all partners and est.cost

## Coordination/collaboration required next month:

During the meeting the team will be divided and tasks set for future development of project, looking at  
total impact & investment of overall project for the benefit of all One Stop Centers becoming fully  
intergrated.

# Implementation Progress Report



**Date:** April 2012

**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:

- 1). Approved the Greater Louisville request for technical assistance funding. Funding was requested.
- 2). Initiated discussion opportunities for "phase II" planning of the standards year, set to begin July 1, 2012.
- 3). Barren River and Bluegrass Local Workforce Investment Boards have submitted applications for funding.

## Major milestones reached to date:

- 1). TENCO LWIB - Approved for technical assistance funding for creation of a new strategic plan.
- 2). Green River LWIB - Approved for technical assistance funding to complete an analysis of the regions workforce and sectors; building a plan which aligns itself to best meet the needs of the region by sector.
- 3). Greater Louisville - application currently under final review (2nd) awaiting final approval and awarding funding.

## Tasks to be completed next month:

- 1). Phase II planning for the standards year set to begin July 1, 2012.
- 2). Creation of a timeline, outlining the steps needed, resources needed, and steering committee teams members needed to serve as post implementation reviewers of the program. We will be planning for who will serve as the review team for submitted applications, discussing training needs for final implementation.
- 3). Reaching out to local Workforce Board Chairs, informing them of the standards year starting July 1, 2012.
- 4). Conference Call with Commissioner Beth Brinly set for May 7, 2012 - to discuss more in depth on timeline planning, team members needed for review team, and training needs for review team.
- 5). High Impact WIB Statewide Technical Assistance featuring Dave Williams - presenting to local business, Workforce Investment Directors/Chairs, and staff - on the benefits of utilizing the NCRC for improved hiring practices.

## Coordination/collaboration required next month:

# Implementation Progress Report



- 1). Coordination of a drafted letter to be mailed to all Local WIB Chairs during the month of May.
- 2). Planning conference call with Commissioner Beth Brinly, outlining final plans moving forward.

# Implementation Progress Report

**Date:** April 2012      **Project:** Workforce Academy

**Consultant or Agency name:** Maher and Maher

**Implementation Status:** 81% complete

**Completion Date:** June 2012

## Tasks completed this month:

### IN PROGRESS - Phase 5: Train-the-Trainer

1) **COMPLETE** - Academy Curriculum Revisions - Compiled & Summarized all Pilot session participant & steering team feedback; drafted & deployed online survey to capture additional feedback; compiled & summarized additional feedback results; made recommendations to KY steering team for curriculum revisions; made appropriate revisions to curriculum materials (Participant Guide, Agenda, & Presenter slides).

2) **IN PROGRESS** - Train-the-Trainer Session Development - Finalized Trainer's Guide; Revised & Finalized Participant Guide, Agenda, & Presenter slides; Drafted & Revised Training Session Agenda, Evaluation, & Assessments; Revised, Finalized, Recorded, & Published the Manager's Module introductory online course module; Finalized design for Trainer's Toolkits; Set up printing & production of Trainer's Toolkits; Recorded Commissioner's introductory video shoot; Set up Panel video shoot & drafted questions; Finished & launched KY Academy webpage to go with the Trainer's curriculum; Drafted & posted the Commissioner's blog entry on webpage; Uploaded final curriculum materials to webpage.

3) **IN PROGRESS** - Set up Train-the-Trainer Sessions - Coordinated with KY team to book logistics & Trainer selection.

4) **FUTURE TASK** - Deliver Train-the-Trainer Sessions - Deliver 3-day onsite Train-the-Trainer session for up to 80 participants.

### FUTURE TASK - Final Curriculum Delivery

1) **FUTURE TASK** - Final Curriculum Recommendations Report

2) **FUTURE TASK** - Package & Deliver all final curriculum materials

## Major milestones reached to date:

**COMPLETE** - Phase 1: Preparation & Planning

**COMPLETE** - Phase 2: Needs Assessment & Competency Formation

**COMPLETE** - Phase 3: Design & Develop Training Curriculum

**COMPLETE** - Phase 4: Pilot Delivery of Training Curriculum (see task detail above)

**IN PROGRESS** - Phase 5: Train-the-Trainer (see task detail above)

**FUTURE TASK** - Final Curriculum Delivery (see task detail above)

## Tasks to be completed next month:

# Implementation Progress Report



## IN PROGRESS - Phase 5: Train-the-Trainer

- 1) COMPLETE - Academy Curriculum Revisions
- 2) IN PROGRESS - Train-the-Trainer Session Development
- 3) IN PROGRESS - Set up Train-the-Trainer Sessions
- 4) FUTURE TASK - Deliver Train-the-Trainer Sessions

FUTURE TASK - Final Curriculum Delivery

## Coordination/collaboration required next month:

Next month, we will require collaboration from the KY project team to complete the tasks in Phase 5: Design & Develop Train-the-Trainer Curriculum (see task detail above). Specific collaboration needs will be communicated with the team each week on Mondays, when the Project Manager sends the weekly project calendar & "to-do list" email detailing each team's priorities for the week.

# Implementation Progress Report



**Date:** April 2012

**Project:** Branding and Identity

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

**Implementation Status:** 25 % complete

**Completion Date:** January 2013

## Tasks completed this month:

Steering Comm met on 4/17 and updated Plan of Work  
Regional Brand Champion conference calls held weekly  
Sent out monthly branding emails from Commissioner Brinly  
Internal launch programs are being conducted around the state  
Began work with architectural firm for building signage packages for 81 locations  
Began work with web-site sub-committee for building new website

## Major milestones reached to date:

Brand Managements Specialist started on 2/16  
Identified Regional Brand Champions in the regions  
Immersion - Landor 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

## Tasks to be completed next month:

Continue work with architectural firm to determine signage opportunities for all facilities  
Order name badge and arrow lapel pin  
Continue work with sub-committee for website re-design  
Finalize logo wear for launches once state vendor has been determined

## Coordination/collaboration required next month:

Consultation with Terri Bradshaw, Holly Neal, Steering Committee, and Regional Brand Champions as needed for brand implementation/outreach.



# Implementation Progress Report



**Date:** April 2012

**Project:** One Stop Kiosk

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

**Implementation Status:** 75 % complete

**Completion Date:** June 2012

## Tasks completed this month:

- Computers continue to suddenly log off while in use.
- Limited testing was performed this month in Florence.

## Major milestones reached to date:

- Limited services added to kiosks in both locations.
- IT Support at the local level involved and assisting as needed.

## Tasks to be completed next month:

- Discuss continued issues with inconsistent performance of the computers and system with David Beach and Commissioner Beth Brinly.

## Coordination/collaboration required next month:

- DTS fine tuning programming as needed and PM's developing uniformity of kiosks in Florence and Louisville.
- Project managers continued observation of project making changes as needed; working with DTS, IT Support, and staff.

# Implementation Progress Report



**Date:** April 2012

**Project:** Unemployment Insurance Customer Service Plan

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

**Implementation Status:** 25 % complete

**Completion Date:** July 2012

## Tasks completed this month:

Testing for SIDES, the electronic response program for employers, is continuing. Start date should be in May, 2012. Should result in improved electronic eligibility review process.

The business process analysis with CSG Governmental Solutions continues. CSG has tendered the second deliverable, the "Gap Analysis/Best Practice" Report, comparing our processes with the processes used by other states with greater efficiency in certain areas. The project begins its final phase which will culminate with a strategic plan for improvement.

Disaster Unemployment Assistance claimstaking ended April 16, 2012. Benefits will continue to be processed for payment to qualified individuals unemployed due to the disaster. Kentucky was approved for federal funding in the amount of \$343,252.

The Division of Unemployment Insurance is administering the program for payment of benefits under the most recent extension.

Implemented a series of instructive videos into the Office of Employment and Training website relating to filing a claim, employer issues and appeals procedure.

Programming for the Treasury Offset Program was planned. The program is tentatively scheduled to begin as soon as testing is completed.

Planned for re-initiation of "road show" educational programs. Began discussion to also include workers and organized labor in outreach programs.

Complete testing and implementation of E-Pay (ability of employers to pay quarterly unemployment taxes with credit card) by Ky.gov.

Began working on creating consistent language for Disputed claims investigators, appeals referees and the UI Commission to provide clearer decisions that can be easily understood by our customers.

## Major milestones reached to date:

# Implementation Progress Report

Continuing to obtain information exchange agreements with Kentucky Housing Authorities.  
Implementation of E-Pay for Employer contributions  
Deployment of Direct Deposit  
KEWES Redeployment - Identification and correction of system issues  
Tax Rate calculations / Reimbursable charges/ Voluntary payments - based upon HB 5  
Implementation of Fraud Reporting Email address - HB 5  
Developed new or updated information sharing agreements with SOS, SSA, IRS, Workers Comp - In accordance with HB5  
Deployed new procedures in appeals process to better inform participants of issues and witnesses - In accordance with HB5  
Deployed Waiting Week on any new initial claims filed on or after 1/1/12 as specified in HB 5  
Deployed Wage Replacement Rate specified in HB 5 for any new initial claims filed on or after 1/1/12  
Deployed Taxable Wage Base of \$9,000 as specified in HB 5 - Effective 1/1/12  
Increased protest period from 10 to 15 days in accordance with HB 5  
Provided UI Employer Training Seminars in every WIA area in Kentucky since 1/1/11 - HB 5  
Organized regional claimstaking site for processing Disaster Unemployment Assistance.  
Deployed a series of instructive videos into the Office of Employment and Training website relating to filing a claim, employer issues and appeals procedure.

## Tasks to be completed next month:

Continue to work with local offices to promote employer education programs. The Division will conduct regional training and working with local office should promote increased interest and participation.  
Initiate schedule for UI training program for employers.  
Continue obtaining information exchange agreements on all Kentucky Housing Authorities and implement a standardized data request form.  
Complete SIDES testing and begin electronic employer response system.  
Begin Treasury Offset Program.  
Complete final step of CSG business process analysis.  
Deploy the large employer phase of the State Information Data Exchange System (SIDES).  
Schedule road show educational outreach.

## Coordination/collaboration required next month:

Continue working (DCIs, Appeals Branch and UIC) on appeals track language upgrade.  
Contact members of forms review group to secure their comments and /or recommendations.  
Meet with representatives of the Division of Technology Services (DTS) and Commonwealth Office of Technology to continue SIDES implementation as well as deployment of TOP program.