

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

May 31, 2012



KENTUCKY WORKFORCE INVESTMENT BOARD

May Summary

Report Contents

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

High Impact Training



“Building Employer Buy-In for National Career
Readiness Certification”
with David R. Williams

View presentation at www.kwib.gov

Work Ready COMMUNITY

Henderson County



Work Ready COMMUNITY

IN PROGRESS



Montgomery County



Madison 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	RFP Proposals collected and distributed to Review Team for evaluation. Current awardees advised that their successful proposals have been published to the KWIB site.
✓	One Stop Certification Policy	Tommy Wheatley, Mgr. Maher & Maher Dr. Lara Needham, Champion	No Report Submitted
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea & Holly Neal, Mgrs.</i> <i>Kim Huston, Champion</i>	Core team continues to work through support issues presented by helpdesk. Continued training on the Focus Talent release. Website redesign committee met to discuss logistics of the current and future website enhancements.
✓	NCRC	Joe Paul, Mgr. Act, Inc. Reecie Stagnolia, Champion	Continue free WorkKeys/NCRC assessment program through KYAE and WIA incentive funds. OET/WIA Training to administer/proctor WorkKeys testing held in Green River and TENCO areas/
✓	Eligible Training Provider List	Linda Burton, Mgr. Rick Christman, Champion	Presented proposed policy and project status report to KWIB. Addressed comments and suggestions provided by LWIBs pertaining to policy and procedures. Draft procedural document prepared for steering committee.

Education Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Tech High (Phase 1)	Karen Bothun, Mgr. Roger Marcum, Champion	Statewide Project Status Report completed.
✓	Apprenticeships	Karen Bothun, Mgr. Mark Brown, Champion	Meeting held to review progress with apprenticeship connections. Attended curriculum meeting with electrical teachers.
✓	High School Outreach	Karen Deuker, Mgr. Sec. Joe Meyer, Champion	Continued work on website. Met with representatives from KDE and OCTE to discuss current website and possible links that would accomplish the goal of reaching all students.
	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. Thinking Media Crystal Gibson, Champion	At KWIB meeting - Henderson County Certified Work Ready; Madison & Montgomery Counties Certified Work Ready in Progress. Representatives attended ACT Work Ready Communities Academy in Kansas City
✓	Rapid Response	Bill Monterosso & Linda Prewitt, Mgrs. Thomas P. Miller James Cole, Champion	LWIA meeting held to discuss recommendations regarding the Business Redesign Project. Survey on training topics completed, training scheduled for June 27.
✓	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 additional changes to the Release of Information form. Resource and staff sharing are next topics to be developed across the workforce partners.
✓	Statewide Reserve Investments	N/A	No Report
✓	Case Management	Gina Triplett-Johnson, Mgr. Com. Beth Brinly, Champion	No Report
✓	High Performing WIBs	Jason Slone, Mgr. CSW Mary Lassiter, Champion	High Impact Training “Building Employer Buy-In for NCRC held on May 17. Completed phase II “standards one year” initial and follow-up conference call, setting timeline tasks and draft communication.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade, Mgrs. Maier & Maier Dr. Judith Rhoads, Champion	Completed Academy Curriculum revisions and Train-the-Trainer Session Development. Final curriculum delivery and train-the-trainer session scheduling in progress.
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw & Holly Neal Mgrs. Heidi Margulis, Champion	Regional Brand Champion conference calls and monthly Branding emails continue. Internal launch programs being conducted around the state. Began work on signage packages for 81 locations and web-site sub-committee for new website.
	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 May.
✓	UI Customer Service Plan	Greg Higgins, Mgr. Sec. Joe Meyer, Champion	Multiple tasks completed or in progress including SIDES testing (to be implemented in June); initial steps for federal funding for integrity measures. Additional tasks are included on full progress report.

June 2012

June 2012							July 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	1	2	3	4	5	6	7
10	11	12	13	14	8	9	8	9	10	11	12	13	14
17	18	19	20	21	15	16	15	16	17	18	19	20	21
24	25	26	27	28	22	23	22	23	24	25	26	27	28
					29	30	29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 27 - Jun 2	May 27	28	29	30	31	Jun 1	2
Jun 3 - 9	3	4	5	6	7	8	9
			11:30am 12:00pm MONTHLY REPORTS DUE	3:00pm 4:00pm 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	
Jun 10 - 16	10	11	12	13	14	15	16
			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)		
Jun 17 - 23	17	18	19	20	21	22	23
			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)		
Jun 24 - 30	24	25	26	27	28	29	30
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OE	BUSINESS SERVICES TR	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	

July 2012

July 2012							August 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 1 - 7	Jul 1	2	3	4	5	6	7
					10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 11:30am 12:00pm MONTHLY REPORTS DUE		
Jul 8 - 14	8	9	10	11	12	13	14
			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 Review Panel (KCTCS Office, 300 N 1:00pm 3:00pm Partner for Success (3rd Floor CPT) - WFD K	10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Jul 15 - 21	15	16	17	18	19	20	21
		1:00pm 2:30pm KY Assoc of Career & Technical Education Summer Program (Galt House Hotel, Louisville KY) - West,	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)		
Jul 22 - 28	22	23	24	25	26	27	28
			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)		
Jul 29 - Aug 4	29	30	31	Aug 1	2	3	4

August 2012

August 2012							September 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 29 - Aug 4	Jul 29	30	31	Aug 1	2	3	4
					10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Aug 5 - 11	5	6	7	8	9	10	11
	11:30am 12:00pm MONTHLY REPORTS DUE		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)		
Aug 12 - 18	12	13	14	15	16	17	18
					10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Aug 19 - 25	19	20	21	22	23	24	25
			1:00pm 2:30pm Outreach Steering Committee Monthly 2:00pm 3:00pm NCRC Advisory Team bi-weekly conferenc		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Aug 26 - Sep 1	26	27	28	29	30	31	Sep 1
					10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		

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 Slone			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 Slone			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
Rowan County Economic Development	4/11/12	1:00 PM	Jason Slone			Work Ready Communities
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
Franklin County - Frankfort	5/6/12	10:00 AM	Joe Paul			Work Ready Communities/NCRC
Paducah/McCracken County	5/8/12	8:00 AM	Tom West			Work Ready Communities
Boyle/Mercer Counties	5/10/12	1:00 PM	Tom West			Work Ready Communities
Bardstown/Nelson County	5/14/12	10:00 AM	Tom West/Robert Curry			Work Ready Communities
High Impact Training - Frankfort	5/17/12	10:00 AM	David Williams			High Impact Training - Building Employer Buy-In for National Career Readiness Certification
ACT, Inc. Work Ready Community Academy	05/22-05/24	All Day	Tom West, Robert Curry, David Walters, Karen Bothun	Debra Lyons, Chris Baucom		Work Ready Community Academy Session III - Kansas City

Implementation Progress Report



Date: May 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:

- *Confirmed Review Team Members
- *Reviewed, revised and issued guidance and score sheets for Review Team - evaluation of proposals
- *Collected proposals - due by COB May 15
- *OET reviewed proposals for responsive/non-responsive - May 16-17
- *Prepared review packets, including forms - distributed to Review Team - May 18
- *Sent informationa to current awardees on posting of their successful proposals to the KWIB site - included pupdates and notices of grants
- *Continued research of professional development venues and TA
- *Reviewed invoice documentation from partnerships

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- 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

Tasks to be completed next month:

- *Review of proposals by Review Team - Selected date TBD during week of June 18-22
- *Prepare and distribute notification to successful and non-successful proposers
- *Prepare public announcement of grant receipients
- *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

Coordination/collaboration required next month:

Implementation Progress Report



*Communication of information

Implementation Progress Report



Date: May 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):

The Core Team continued to work through support issues presented by the helpdesk with the vendor, Burning Glass.

Office of Employment and Training staff continued statewide training on the Focus Talent rollout. The Core Team is working diligently with Burning Glass on the final phase of the Focus Talent release.

Website Redesign - Committee met to discuss logistics of current webpages and future website enhancements to see what is needed.

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.

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.

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: Subcommittee to meet on 6/20 to go over rough draft of website architecture.

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: May, 2012

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. Continue FREE to participants WorkKeys/NCRC assessment program through KYAE with WIA Incentive dollars (Expires 30 June, 2012, or while funds last)
2. Collected ATC Testing Data and qualifying Certificates Printed – Data: 1331 Bronze, 2520 Silver, 575 Gold, 1 Platinum.
3. 3rd Qtr billing completed for all partner agencies.
4. Continued OET/WIA staff training to administer/proctor WorkKeys testing – Green River & TENCO

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 & qualifying NCRC awards printed and shipped to schools.

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 tweak the ncrc.ky.gov site's billing and reporting modules
4. Presentation of Frankfort Chamber for CWRC program 6/6/12
5. Review with OCTE the effectiveness of the WorkKeys/NCRC testing project and produce related reports.
6. Work with OCTE on programs to better deliver WorkKeys assessments, including remediation efforts
8. Update Certified Work Ready Community NCRC Attainment numbers.
9. Begin discussions about NCRC Social Media presence

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 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.
8. Coordinate Customer Service Delivery with ACT – including July Trade Show in Louisville with CTE

Implementation Progress Report



Date: May 2012

Project: Eligible Training Providers

Consultant or Agency name: Office of Employment and Training

Implementation Status: 85 % complete

Completion Date: June 2012

Tasks completed this month:

- *Presented proposed policy and project status report to KWIB.
- *Addressed each individual comment and suggestion provided by LWIBs pertaining to policy and procedural information, for presentation and discussion with steering committee.
- *Prepared separate draft procedural document, which will be presented to the steering committee.

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.
7. Policy document presented to KWIB for review and input.

Tasks to be completed next month:

- *Seek legal counsel review and possible discussion with Attorney General.
- *Complete procedural document and provide to steering committee for two-week review; schedule next meeting.

Coordination/collaboration required next month:

Continue coordination with P20 data project.

Implementation Progress Report



Date: May 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:

Statewide Project Status Report completed along with budget details. Report and budget information can be found in Deliverables.

Major milestones reached to date:

Completion of Close the Deal and Go2College events.

Tasks to be completed next month:

Karen Bothun and Angie Fischer will participate in the end-of-year celebration for career coaches on June 11 - 14.

Coordination/collaboration required next month:

Implementation Progress Report



Date: May 2012

Project: Apprenticeship

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: 40 % complete

Completion Date: December 2012

Tasks completed this month:

Met with Steve Bennett, Terry Miller, and Fred Knickerbocker about progress with apprenticeship connections on May 16.

Attended curriculum meeting with electrical teachers, Fred Knickerbocker, and Carmalee Cramer from IEC of the Bluegrass. The curriculum team discussed the Kentucky Tech curriculum with a focus on developing a career pathway to show students the opportunity available through an apprenticeship program.

Major milestones reached to date:

Continued relationships being built between OCTE and apprenticeship programs.

Tasks to be completed next month:

Complete the electrical pathway. Define a time to meet with Mike Donta to share the pathway and discuss next steps.

Coordination/collaboration required next month:

Continue to work with curriculum committees to build more pathways
Plan a meeting with Labor to isolate programs and pathway

Implementation Progress Report



Date: May 2012 **Project:** High School Outreach

Consultant or Agency name: Office of Employment and Training

Implementation Status: 45 % complete

Completion Date: December 2012

Tasks completed this month:

continued work on website with steering committee.
Met with representatives from KDE and OCTE and discussed website that is currently being used for ILP (Career Cruising) and how links can be added to accomplish the goal of reaching all students in the commonwealth.

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

Tasks to be completed next month:

Continue to receive input and work on content of website.
Determine how to continue with website with funding available.
Determine capability of utilizing ILP (Career Cruising) with additions to accomplish website goals
Determine capability of Career Cruising to integrate with states Focus Suite for resume building component
Look at websites in Florida and Texas dealing with future goals (similar to online reality store)

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 June 29 @ 1:00 EST with computer access to review needed additions to KDE's ILP (Career Cruising) to link already existing sites.
Have discussion with DTS and IT for Career Cruising

Implementation Progress Report



Date: May 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). Conference Call with Oregon Work Ready team;
- 2). KWIB Meeting - May 17th. Henderson, Madison, and Montgomery Counties certified by board.
- 3). Representatives from the Cabinet, attended the ACT Work Ready Communities Academy in Kansas City, Mo.

Major milestones reached to date:

The Kentucky Workforce Investment Board, has certified the following counties to date:

Work Ready Certification:

- 1). Daviess
- 2). Henderson
- 3). Warren
- 4). Woodford

Work Ready In Progress Certification:

- 1). Madison
- 2). Montgomery
- 3). Russell

Tasks to be completed next month:

- 1). Webster County Work Ready presentation - June 8th;
- 2). Any additional presentation requested by local county teams.

Coordination/collaboration required next month:

Implementation Progress Report



Date: May 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:

- LWIA meeting to discuss final recommendations regarding the Business Services Redesign project. -----LWIA to review the April version of the Business Services Redesign report and provide changes to Holly Neal.
- Survey regarding training topics sent to Business Services Team members in each area by the LWIA director.
- Sixty-seven surveys received. Training agenda will be set based on the final results of the survey
- Training date set for June 27 in Frankfort.
- Training topics:
 - Building and Maintaining the Local Team
 - Identifying Companies that are At-Risk or Poised for Growth
 - Providing Solutions-based Responses
 - Tools and/or Learning Opportunities to Improve Solutions
- Project about 120 participants

Major milestones reached to date:

- LWIAs submitted final recommendations for the Business Services Redesign report.
- Training topic surveys completed and training date set.
- Training topics set:
 - Building and Maintaining the Local Team
 - Identifying Companies that are At-Risk or Poised for Growth
 - Providing Solutions-based Responses
 - Tools and/or Learning Opportunities to Improve Solutions

Tasks to be completed next month:

- Finalize training logistics
- Report to be finalized
- Training conducted.

Coordination/collaboration required next month:

- Final recommendations for report submitted to TPMA
- Coordination and logistics for the training session(s).
- Training conducted

Implementation Progress Report



Date: May 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: May 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 May 16. The team made additional change to the Release of Information form. Conversations occurred related to resource sharing and staff sharing which is the next topic to be developed for policy across the workforce partners.

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. Research in each respective agency on resource sharing and parameters that exist within each agency.

Coordination/collaboration required next month:

Partner for success Team meeting 7/11 @ 1:00 p.m.

Implementation Progress Report



Date: June 2011

Project: High Performing Workforce Boards

Consultant or Agency name: Office of Employment and Training

Implementation Status: 100 % complete

Completion Date: May 2012

Tasks completed this month:

- 1). Completed phase II "standards year one" conference call with Commissioner Brinly. Discussed what would be needed moving forward to July 1 and, planning for the certification year. Call conducted May 7th.
- 2). Follow-up planning conference call conducted. Discussed tasks assigned from May 7th call including; a 6 month timeline for implementation, a draft letter to be mailed to all Local LWIB Chairs.
- 3). Completed the High Impact WIB technical assistance presentation with Dave Williams - May 18th.

Major milestones reached to date:

Technical Assistance approved for the following local areas;

- 1). TENCO
- 2). Bluegrass
- 3). Green River
- 4). Greater Louisville
- 5). Barren River

Tasks to be completed next month:

- 1). Schedule a follow-up meeting with Commissioner - discussing next steps of timeline for identifying potential review team members.
- 2). Continue to refine standards year process to include - possible training dates for onsite reviews to be conducted during application review process.

Coordination/collaboration required next month:

- 1). Reassemble steering committee for assistance with identifying application review members, discuss 6 month timeline and make adjustments, review all criteria to ensure process is streamlined for July 1 roll-out.

Implementation Progress Report

Date: May 2012

Project: Workforce Academy

Consultant or Agency name: Maher and Maher

Implementation Status: 95% complete

Completion Date: June 2012

Tasks completed this month:

IN PROGRESS - Phase 5: Train-the-Trainer

- 1) COMPLETE - Academy Curriculum Revisions.
- 2) COMPLETE - Train-the-Trainer Session Development - Finalized & Published Trainer's Guide; Finalized & Published Participant Guide, Agenda, & Presenter slides; Finalized & Published Training Session Agenda, Evaluation, & Assessments; Finalized & Published the Manager's Module introductory online course module; Finalized & Printed Trainer's Toolkit bags; Finalized & Published Commissioner's introductory video; Finalized & Published Panel video; Finalized & Published all materials to KY Academy webpage (Trainer Materials & Participant Materials Pages); Trained KY moderators (2 sessions) on how to use and moderate the KY Academy "Ask Your Leaders" blog.
- 3) IN PROGRESS - Set up Train-the-Trainer Sessions - Coordinated with KY team to finalize logistics & Trainer selection; Printed name badges; Coordinated shipping lists & info; Sent all final materials to printer.
- 4) FUTURE TASK - Deliver Train-the-Trainer Sessions - Deliver 3-day onsite Train-the-Trainer session for up to 80 participants.

IN PROGRESS - Final Curriculum Delivery

- 1) IN PROGRESS - Final Curriculum Recommendations Report - Completed Draft 1 & Revisions; Completed Draft 2 & Revisions; Began Draft 3 of final curriculum recommendations report.
- 2) IN PROGRESS - Package & Deliver all final curriculum materials - Made arrangements to stuff Trainer kits & ship all materials to KY.

IN PROGRESS - "Partnership For Success" Curriculum (contract addendum)

- 1) COMPLETE - Develop "Partnership for Success" Curriculum. Develop a comprehensive professional development model within the Commonwealth.
- 2) IN PROGRESS - Deliver "Partnership for Success" Curriculum. Finalize & Deliver 7 out of 11 Courses for "Partnership for Success":
 - Solutions Based Business Services: Working Together as One Unit to Meet Business Needs
 - Sector Strategies for One-Stops
 - Job Development: Marketing Our Customers' Unique Skills/Talents to Employers
 - Talent Pipeline Development: Recognizing Career and Educational Pathways as a Valuable Resource
 - Collaborative Center Management
 - Functional Supervision
 - Goal Setting and Continuous Improvement

Major milestones reached to date:

Implementation Progress Report



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)
IN PROGRESS - Final Curriculum Delivery (see task detail above)
IN PROGRESS - "Partnership For Success" Curriculum (contract addendum - see task detail above)

Tasks to be completed next month:

IN PROGRESS - Phase 5: Train-the-Trainer

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

IN PROGRESS - Final Curriculum Delivery

- 1) IN PROGRESS - Final Curriculum Recommendations Report
- 2) IN PROGRESS - Package & Deliver all final curriculum materials

IN PROGRESS - "Partnership For Success" Curriculum (contract addendum)

- 1) COMPLETE - Develop "Partnership for Success" Curriculum
- 2) IN PROGRESS - Deliver "Partnership for Success" Curriculum

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: May 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:

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: May 2012

Project: One Stop Kiosk

Consultant or Agency name: Office of Employment and Training

Implementation Status: 75 % complete

Completion Date: August 2012

Tasks completed this month:

-Limited testing was performed this month in Florence.
-Sherry Sebastian with DTS was mentioned as working with the 'Carter System' in developing a standardized process that is a web based, similar to the current DTS Kiosk program to potentially mesh the current Kiosk equipment and this 'Carter System'. There are many offices Statewide that currently use the 'Carter System' and they are pleased with its results.

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 Kiosk program with Sherry Sebastian and thoughts regarding 'Carter system' and Kiosk program.

Coordination/collaboration required next month:

-More information from Sherry Sebastian.

Implementation Progress Report



Date: May 2012

Project: Unemployment Insurance Customer Service Plan

Consultant or Agency name: Office of Employment and Training

Implementation Status: 75 % complete

Completion Date: July 2012

Tasks completed this month:

Took initial steps to apply for supplemental funding offered under UILP 18-12. Determined the core measures were met and determined eligibility for federal funding for "integrity" measures.

Began meeting with the agency's Department of Technical Services and the Commonwealth Office of Technology to develop an operating protocol for reducing errors and improving cooperation regarding the agency's programming needs.

Met to develop a procedure to process information exchange agreements. Planned a meeting with the agency's legal department to finalize procedure.

Testing for SIDES, the electronic response program for employers, was successful. Received certification from the Department of Labor. The system will be implemented in June.

The business process analysis with CSG Governmental Solutions is in its final phase. CSG has tendered the third and fourth deliverables, the "Draft Vision and Strategy Report" the "One Day Follow-up Meeting." This phase begins to prioritize the items and areas of weakness or inefficiency.

Disaster Unemployment Assistance claimstake ended April 16, 2012. Benefits will continue to be processed for payment to qualified individuals unemployed due to the disaster. Kentucky has received federal funding in the amount of \$343,252. Benefits in the amount of \$26,865.47 have been paid to qualified claimants.

The Division of Unemployment Insurance is continuing to process payment of benefits under the most recent extension.

Programming for the Treasury Offset Program is in progress and testing will begin in June. The program should begin in June once testing is completed.

Finished the current schedule of "road shows" by conducting a program for Louisville employers. The program was held at the Gault House. Began contacting local offices to organize and plan for "road show" educational programs.

Continued 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.

Began development of a new system for drafting referee decisions that should make decision writing more efficient and less time consuming. The new system minimized the number of areas wherein referees exercise discretion and should result in more consistent decisions.

Major milestones reached to date:

Implementation Progress Report

Completed SIDES testing and received certification necessary to begin implementation of the system.
Complete testing and implementation of E-Pay (ability of employers to pay quarterly unemployment taxes with credit card) by Ky.gov.
Implemented a series of instructive videos into the Office of Employment and Training website relating to filing a claim, employer issues and appeals procedure. These are found on the OET website.
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:

Complete the CSG Business Process Review.
Finalize protocol for information sharing agreements.
Complete protocol for cooperative effort between the agency, DTS and COT.
Begin scheduling of road show programs. The Division will conduct regional training and working with local office should promote increased interest and participation.
Begin scheduling for UI training program for employers.
Continue obtaining information exchange agreements on all Kentucky Housing Authorities and implement a standardized data request form.
Begin SIDES electronic employer response system.
Begin testing for Treasury Offset Program.
Continue work on standard language for adjudicators.
Continue work on referee decision efficiency project.

Coordination/collaboration required next month:

The Divisions of UI and ES will work with DOL to apply for funding to develop integrity measures.
The Division of UI will work with the financial branch and legal services to develop a protocol for ISAs.
The Division will work with CSG and upper management to implement suggested practices for improvement.
The Division of UI will work with local employment offices to schedule road show outreach programs.
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 implement SIDES and testing for the TOP program.