

# WORKSmart

Kentucky



A Strategic Transformation of  
Kentucky's Workforce System

## IMPLEMENTATION STATUS REPORT

June 30, 2012



KENTUCKY WORKFORCE INVESTMENT BOARD

# June Summary

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# 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	Proposal reviewed by team, prepared and distributed request for additional information. Distributed award letters and notifications five (5) successful and Two (2) non-successful proposals. Public announcement to be sent by Governor's office.
✓	One Stop Certification Policy	Tommy Wheatley, Mgr. <b>Maher &amp; Maher</b> Dr. Lara Needham, Champion	No Report
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea &amp; Holly Neal, Mgrs.</i> <i>Kim Huston, Champion</i>	Core Team continues to work through issues presented by the helpdesk with Burning Glass. Committee met to go over rough draft of website.
✓	NCRC	Joe Paul, Mgr. <b>Act, Inc.</b> Reecie Stagnolia, Champion	Continue free WorkKeys/NCRC assessment program through KYAE and WIA incentive funds. Collected ATC Testing Data qualifying certificates issued. Continued staff training to administer/proctor WorkKeys testing.
✓	Eligible Training Provider List	Linda Burton, Mgr. Rick Christman, Champion	Steering committee discussed comments and suggestions provided by LWIBs pertaining to policy and procedural information and reached consensus on all issues brought forward.

Education Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Tech High (Phase 1)	Karen Bothun, Mgr. Roger Marcum, Champion	June Career Coaches Newsletter was distributed to counselors, school Administrators and others. Angie Fischer participated in the Celebration and Award Ceremony for career coaches.
✓	Apprenticeships	Karen Bothun, Mgr. Mark Brown, Champion	Dr. Dale Winkler and Karen Bothun attended a two-day session of the SkillsUSA National Conference in Kansas City.
✓	High School Outreach	Karen Deuker, Mgr. Sec. Joe Meyer, Champion	Expanded team to include members from KY Department of Education and Office of Career & Technical Education. Conference call with Project Manager from Career Cruising to overview Individual Learning Plan.
	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	Applications for the Work Ready Communities certification received from Adair, Butler, Hopkins, Monroe and Union counties. Multiple presentations across the state.
✓	Rapid Response	Bill Monterosso & Linda Prewitt, Mgrs. <b>Thomas P. Miller</b> James Cole, Champion	Business Services Training in Frankfort, June 27thm approximately 100 participants attended. Cabinet Staff reviewed report and recommendations from Thomas P. Miller and Associates.
✓	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; Labor Insight is projected to be available within next 30-60 days.

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	Team did not meet as group in June. Tasks assigned to each agency representative were to be researched and completed.
✓	Statewide Reserve Investments	N/A	No Report
✓	Case Management	Gina Triplett-Johnson, Mgr. Com. Beth Brinly, Champion	Discussed Case Management with Gina Oney, plan to meet to review details and possibly add new members to team to provide state wide insight.
✓	High Performing WIBs	Jason Slone, Mgr. <b>CSW</b> Mary Lassiter, Champion	Communication mailed to all local workforce investment board Chairs and Directors. Finalized six month timeline for application reviews, team member training.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade, Mgrs. <b>Maier &amp; Maier</b> Dr. Judith Rhoads, Champion	Completed Phase 5 – Train the Trainer; Final Curriculum Delivery and Partner for Success Curriculum.
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw & Holly Neal Mgrs. Heidi Margulis, Champion	Continue to work with architectural firm on signage packages and with web-site sub-committee for building new website. Regional Brand Champion conference calls held weekly. Internal launch programs are being held across the state, outreach items ordered.
	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	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'.
✓	UI Customer Service Plan	Greg Higgins, Mgr. Sec. Joe Meyer, Champion	Multiple tasks completed or in progress including request for supplemental funding; business process analysis with Governmental Solutions & Disaster Unemployment processing. Detailed full report attached.

# 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	<b>Jul 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
					10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 11:30am 12:00pm MONTHLY REPORTS DUE		
Jul 8 - 14	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</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 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	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
		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	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</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)		
Jul 29 - Aug 4	<b>29</b>	<b>30</b>	<b>31</b>	<b>Aug 1</b>	<b>2</b>	<b>3</b>	<b>4</b>



# 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	<b>Jul 29</b>	<b>30</b>	<b>31</b>	<b>Aug 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
					10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Aug 5 - 11	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
	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	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
					10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Aug 19 - 25	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
			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	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Sep 1</b>
					10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		

# September 2012

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Aug 26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Sep 1</b>
8/26 - 31							
	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
9/2 - 7			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) -	11:30am 12:00pm MONTHLY REPORTS DUE	10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cab		
	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
9/9 - 14					10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cab		
	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
9/16 - 21			1:00pm 2:30pm Outreach Steering Committee Monthly 2:00pm 3:00pm NCRC Advisory Team bi-we		10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cab		
	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
9/23 - 28					10:00am 11:00am RBC Conference Call ( 877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cab		
	<b>30</b>	<b>Oct 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
9/30 - 10/5							

# 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
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
7th Annual University-City Relations Conference (EKU) Richmond	6/6/12	9:30 AM	Tom West			Work Ready Communities
Barren River WIB Annual Meeting, Lucas KY	6/7/12	11:00 AM	Comm. Beth Brinly & Tom West			Work Ready Communities
Webster County	6/8/12	8:00 AM	Jason Slone			Work Ready Communities
Workforce System Partners Focus Group	6/21/12	10:00 AM	Tom West & Panel			KWIB Vision and Goals
Workforce Customer Focus Group	6/21/12	1:00 PM	Tom West & Panel			KWIB Vision and Goals
Danville/Boyle County Chamber	6/27/12	10:00 AM	Tom West			Work Ready Communities
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:** June 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:

- \*Proposals reviewed by Review Team - June 19
- \*Prepared and distributed requests for additional information per Review Team direction; coordinated and confirmed consensus of clarification/information responses from proposers
- \*Prepared and distributed award letters and notifications to five (5) successful and two (2) non-successful proposers
- \* Communication Director prepared public announcement of grant recipients - to be sent by Governor's office
- \*Researched professional development venues for OET IP staff
- \*Continuation of research on establishment of information sharing processes - Blog/webinars/etc.
- \*Conduct additional TA for 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
- \*IP-2<sup>nd</sup> Round IP proposals received in OET - May 15, 2012
- \*Five (5) IP Grants awarded June 30, 2012

## Tasks to be completed next month:

- \*New awardees Ready-Set-Go packets to be developed and distributed to seven awardees
- \*Governor's announcement release
- \*Provide TA
- \*Work with Cabinet to determine next steps

## Coordination/collaboration required next month:

- \*Communication of information

# Implementation Progress Report



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

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

**Implementation Status:** 85 % Complete

**Completion Date:** Sept 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. Helpdesk support continued to support the application.

Website Redesign - Committee met to go over rough draft of website architecture. Members giving feedback on headers and verbiage.

## 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](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.

## Tasks to be completed next month:

# Implementation Progress Report

## **Burning Glass:**

Continue support on all 3 Burning Glass products. Career, Talent and Assist.  
Conduct additional trainings on all 3 products statewide for Kentucky and WIA staff.  
Continue to work and develop the enhanced Focus Talent release scheduled for Fall 2012.

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

Website Re-Design: Putting feedback together from committee and starting to update verbiage of website.

## **Coordination/collaboration required next month:**

### **Burning Glass:**

Work with DTS on the new Talent build for Fall 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](http://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](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.
8. Coordinate Customer Service Delivery with ACT – including July Trade Show in Louisville with CTE



# Implementation Progress Report



**Date:** June 2012

**Project:** Eligible Training Providers

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

**Implementation Status:** 85 % complete

**Completion Date:** July 2012

## Tasks completed this month:

- \*Steering committee discussed comments and suggestions provided by LWIBs pertaining to policy and procedural information and reached consensus on all issues brought forward.
- \*Presented draft procedural document to the steering committee and discussed new revisions based on LWIB comments and suggestions.

## 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.
8. Draft procedures document prepared and presented to steering committee for discussion and input.

## Tasks to be completed next month:

- \* Revise procedural document based on steering committee recommendations.
- \* Communicate with other states regarding initial approval of program offerings from HEA providers and requirement for programs to lead to high demand occupations.
- \* Develop implementation plan with three-year phase-in period for performance: Year 1, baseline for analysis with no penalty; Year 2, standard setting year for analysis, performance adjustment and no penalty; and Year 3, standard performance year, measurable/countable.
- \*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:** June 2012      **Project:** Tech High (First Phase)

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

**Implementation Status:** 100 % complete

**Completion Date:** June 2012

## Tasks completed this month:

June Career Coaches Newsletter (located in deliverables) was distributed to counselors, school administrators, and others.

Angie Fischer participated in the Celebration and Award ceremony for career coaches at their conference on June 12.

## Major milestones reached to date:

Completion of Close the Deal and Go2College events.

## Tasks to be completed next month:

## Coordination/collaboration required next month:

# Implementation Progress Report



**Date:** June 2012

**Project:** Apprenticeship

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

**Implementation Status:** 50 % complete

**Completion Date:** December 2012

## Tasks completed this month:

Dr. Winkler and Karen Bothun attended a two-day session of the SkillsUSA National Conference in Kansas City. the activity included tours of the national contests sponsored by business and industry as well as an awards luncheon recognizing business sponsors. The 2015 National Conference will be hosted in Kentucky.

## Major milestones reached to date:

## Tasks to be completed next month:

## Coordination/collaboration required next month:

# Implementation Progress Report



**Date:** June 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:

Expanded team to include members of KDE, OCTE in addition to OET, LWIB, OVR, NCRC coordinator and Marketing Director.  
had teleconference with project manager from Career Cruising to overview ILP and determine how it might assist in this project

## 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:

Karen and Melissa will develop a brief summary of the group's findings, ideas, opportunities and recommendations stemming from the investigation into building a website to be provided for approval prior to the next meeting.  
Darryl will speak with Michael Gritton regarding previous involvement with the Career Cruising project

## Coordination/collaboration required next month:

Next meeting is scheduled for August 28 at 10:30 in the small conference room on the 3<sup>rd</sup> floor of the Office Tower.

# Implementation Progress Report



**Date:** June 2012      **Project:** Work Ready Communities

**Consultant or Agency name:** Thinking Media

**Implementation Status:** 100 % complete

**Completion Date:** June 2011

## Tasks completed this month:

### Presentations:

- 1). June 8<sup>th</sup> - Webster County

### Application Deadline for Work Ready Certification: June 25<sup>th</sup>

- 1). Union County
- 2). Hopkins County
- 3). Monroe County
- 4). Adair County
- 5). Butler County

## 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). Review all submitted applications prior to July 11<sup>th</sup> certification meeting in Versailles.
- 2). July 11<sup>th</sup> certification meeting with county presentations.

## Coordination/collaboration required next month:

- 1). Recommended that steering committee meet to discuss some of the concerns discovered during application reviews and amend. Areas to discuss are as follows:

- 1). refine applications to include which certification each county is requesting.
- 2). Review the criteria links, information shared on the KWIB website for education attainment.

# Implementation Progress Report



**Date:** June 2012      **Project:** Rapid Response

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

**Implementation Status:** 95 % complete

**Completion Date:** June 2012

## Tasks completed this month:

- Business Services Training conducted 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
- Approximately 100 participants. All ten regions' Business Services Teams were represented at the training.
- Cabinet staff reviewed report and recommendations from TPMA and will make final recommendations to the report at the next committee meeting

## Major milestones reached to date:

- TPMA submitted final recommendations
- TPMA conducted statewide Business Services Training

## Tasks to be completed next month:

- Report to be finalized and approved by committee

## Coordination/collaboration required next month:

- Final recommendations for report to be accepted by committee

# 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 and Labor Insight is projected to be available within the next 30-60 days. Free GED/NCRC program continued throughout the state through the end of June. 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. Work will continue in readying Labor Insight within the Burning Glass system.

## 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:** June 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 did not meet as a group in June. Tasks assigned to each agency representative was to be researched and completed during the month of June.

## 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. Review the information obtained from each agency on their laws and regulations related to cost sharing and allocation of resources specifically in the one-stop centers.

## Coordination/collaboration required next month:

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



# Implementation Progress Report



**Date:** June 2012      **Project:** Case Management

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

**Implementation Status:** 5 % complete

**Completion Date:** January 2012

## Tasks completed this month:

Discussed Case mgmt project with Gina Oney, plan to meet to review details and possibly add new members to team to provide state wide insight

## Major milestones reached to date:

With many grants & automations currently in place, the need for consistence in system ability is necessary. Currently working from an IEP developed by OET, possibly this could be used for the case mgmt project with tweaking ti fit needs of parnters.

## Tasks to be completed next month:

Hopefully be able to schedule a meeting with Champion, Gina Oney and add memebbers

## Coordination/collaboration required next month:

Current team will need to review new IEP for additional items necessary to be used by all

# Implementation Progress Report



**Date:** June 2012

**Project:** High Performing Workforce Boards

**Consultant or Agency name:** CSW

**Implementation Status:** 100 % complete

**Completion Date:** July 2011

## Tasks completed this month:

- 1). Completed letter and mailed to all local workforce investment board Chairs and Directors.
- 2). Finalized our six month timeline for application reviews, team member training etc.

## Major milestones reached to date:

Technical Assistance request approved for local areas:

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

## Tasks to be completed next month:

- 1). discussion of team members for onsite reviews of HIW applications.
- 2). discussion of possible training dates and schedule.

## Coordination/collaboration required next month:

- 1). Rescheduled meeting with Commissioner Brinly for final discussion on possible team members and training dates.

*Susan Edwards*  
7/2/12



## Implementation Progress Report

Date: June 2012 Project: Workforce Academy

Consultant or Agency name: Maher and Maher

Implementation Status: 100% complete

Completion Date: June 2012

### Tasks completed this month:

#### COMPLETE - Phase 5: Train-the-Trainer

- 1) COMPLETE - Academy Curriculum Revisions.
- 2) COMPLETE - Train-the-Trainer Session Development
- 3) COMPLETE - Set up Train-the-Trainer Sessions
- 4) COMPLETE - Deliver Train-the-Trainer Sessions - Delivered 3-day onsite Train-the-Trainer session for 46 participants. Completed all follow-up & revision items from the TTT & reported on trainer Assessment results.

#### COMPLETE - Final Curriculum Delivery

- 1) COMPLETE - Final Curriculum Recommendations Report - Completed Draft 3 of final curriculum recommendations report; finalized & delivered report to KY.
- 2) COMPLETE - Package & Deliver all final curriculum materials - Finalized & delivered all curriculum materials to KY.

#### COMPLETE - "Partnership For Success" Curriculum (contract addendum)

- 1) COMPLETE - Develop "Partnership for Success" Curriculum.
- 2) COMPLETE - Deliver "Partnership for Success" Curriculum. Delivered 11 out of 11 Courses for "Partnership for Success"

### 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)
- COMPLETE - Phase 5: Train-the-Trainer (see task detail above)
- COMPLETE - Final Curriculum Delivery (see task detail above)
- COMPLETE - "Partnership For Success" Curriculum (contract addendum - see task detail above)

### Tasks to be completed next month:

n/a - Contract Complete.

# Implementation Progress Report



Coordination/collaboration required next month:

n/a - Contract Complete.

# Implementation Progress Report



**Date:** June 2012

**Project:** Branding and Identity

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

**Implementation Status:** 30 % complete

**Completion Date:** January 2013

## Tasks completed this month:

Regional Brand Champion conference calls held weekly  
Internal launch programs are being conducted around the state  
Held Branding and Identity Outreach Steering Committee meeting  
Continue work with architectural firm for building signage packages for 81 locations  
Continue work with web-site sub-committee for building new website  
Spoke to NKY WIB meeting on branding status/update  
Placed orders for internal launch outreach items  
Placed order for name badge and lapel pins

## 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  
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:** June 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:

- 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:

- Continued discussion re: 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:** June 2012

**Project:** Unemployment Insurance Customer Service Plan

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

**Implementation Status:** 80 % complete

**Completion Date:** July 2012

## Tasks completed this month:

Finalized request for supplemental funding offered under UILP 18-12. Determined the core measures were met and determined eligibility for federal funding for "integrity" measures. Requested approximately three million dollars to improve fraud detection, prevent improper payments and to reduce the backlog in the adjudication and appeals processes.

Began series of meetings with DTS and COT to implement UI Modernization funding received from the federal government. The meetings assigned the available funding to the projects and a report was developed to remit to the federal government to show both expenditures to date and planning for future use of the funds.

The Division of UI continued participation in "Governance" meetings with the Commissioner, 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. A draft of operating protocol was developed and a list of issues submitted to DTS and COT was developed for the Division to identify its priorities.

After meeting with Budget and Support and the General Counsel, the Division of UI participated with the group in planning a policy for implementing information sharing agreements and determining the charges for the services provided under the agreements.

After preparing SIDES (large employer/ADP) for implementation, the Division of UI shifted focus toward developing technology for implementation of "e-response" or SIDES electronic notification for smaller "mom and pop" employers.

Completed the business process analysis with CSG Governmental Solutions. CSG provided its final report and recommendations in the areas of Tax, Benefits, Appeals and Technical Services. The report prioritized the offered recommendations and made suggested changes to the current organization.

Disaster Unemployment Assistance continued. To date, we have paid \$163,317.00, in benefit payments and \$26,865.47 in DUA administrative cost.

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. The Division of UI participated in a teleconference with DTS, COT, the Kentucky Revenue Cabinet and U.S. Treasury to clarify the documentation necessary before beginning the TOP program. It was necessary to demonstrate the secure system Kentucky would use to provide information for cross-referencing with Treasury records. Treasury's requirements for due process notice to parties prior to collection were also clarified and discussed.

Began periodic meetings regarding UI Division staffing/personnel needs. A system will be implemented to more efficiently process personnel actions and should assist in a more seamless transition between vacancies and new-hires.

Began organizing "road show" educational programs for the Summer and Fall.

Met with Technical Services to re-define the goal of using clear understandable language throughout the adjudication process. The Notices of Determinations, Referee Decisions and UI Commission Orders will use similar, and consistent language. The implementation of HP ExStream will be necessary to complete the project. This is projected to be a long term project.

Continued 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. Training on the system will begin in June and will be the focus of the yearly Referee Training sessions in August.

# Implementation Progress Report

## Major milestones reached to date:

Completed CSG business process analysis.  
Finalized Supplemental Budget Request for "Integrity" improvements.  
Disaster Unemployment Assistance has been successfully administered with only small amounts of benefits continuing to date.  
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 Redployment - 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:

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.  
Continue obtaining information exchange agreements on all Kentucky Housing Authorities and implement a standardized data request form.  
Begin SIDES electronic employer response system for "e-response."  
Continue building technology and security for implementation of Treasury Offset Program.  
Re-focus on HP ExStream to allow for clearer documents and continue work on standard language for adjudicators.  
Continue work on referee decision efficiency project and begin training on new decision writing method.

## Coordination/collaboration required next month:

The Division of UI will work with the financial branch and legal services to develop a protocol for ISAs.  
The Division will begin planning for implementation of CSG 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.  
Continue meeting with representatives of the Division of Technology Services (DTS) and Commonwealth Office of Technology to implement SIDES and testing for the TOP program.