

# Updated Progress Report

**Date:** September 2014

**Project:** Accelerated GED Program

**Consultant or Agency name:** Adult Education

**Implementation Status:** 20% complete

**Completion Date:** June 2015

## Tasks completed since June 2014 (If this task is complete, please explain when / why):

Formerly called Accelerated GED.

Now referred to as GED Express.

Work group of twelve adult educators, program directors and instructors, representing diversity of program size and geographical areas, developed recommendations for KYAE for an accelerated GED® program called GED® Express. The recommendation was for a flexible framework that moved test-takers quickly to the GED® test through a combination of independent and direct instruction, including content areas, technology, and test-taking skills.

It includes diagnostic testing, targeted instruction, a fast track lab, test prep modules, NCRC certification, and checklists for students and teachers to help with progress toward the GED goal. Although students could enter the program at any time, a recommendation was made for a state-wide marketing campaign to introduce availability of program at the beginning of each semester and in March.

## Major milestones reached to date:

(Sept.) Leadership team determined the flexible framework needed additional structure. Decision was made to pilot GED Express in the work group counties and then have the group report back in October to see if additional recommendations and structural suggestions could be made at that time.

(July) Recommendations made to KYAE leadership team for proposed GED® Express program.

## Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:

(Sept.) Work group will be meeting in the latter part of October to share their experiences with implementing the proposed GED Express framework. Adult education's vice president, Reecie Stagnolia, will be available to hear their input and bounce ideas off them as to how best to roll out to the rest of the adult education programs and promote awareness.

## Coordination/collaboration required for next steps:

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(Sept.) Meet with work group. Discuss and decide on core elements and finalize framework of GED Express.

Discuss and determine how best to roll out to adult education programs.

Discuss and determine how best to create student awareness of the opportunity available with GED Express.

(July) Follow up with workgroup counties to see if plan is implemented and then schedule follow up for October to see if additional recommendations could be made and structure added. Also determine if initiative could be implemented with existing staff and resources.

**Additional comments:**

## Updated Progress Report

**Date:** October 2014

**Project:** Eligible Training Providers

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

**Implementation Status:** (Select)% complete

**Completion Date:** (Month) (Year)

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

No change

**Major milestones reached to date:**

Continuing to work on data collection and transfer for Burning Glass project for Focus Explorer.

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

Data collection process for Training Providers ended October 3rd; any provider who did not complete process at this time will not be able to accept new students until next spring. At this point, still trying to determine numbers of providers and get an accurate overview.

**Coordination/collaboration required for next steps:**

--working with KCEWS on data collection and to begin data analysis project.  
--working with Focus Explorer focus group to get information to Burning Glass to map data  
--working with OTS staff on creation of fully automated ETPL website

**Additional comments:**

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**Date:** September 2014

**Project:** Eligible Training Providers

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

**Implementation Status:** (Select)% complete

**Completion Date:** (Month) (Year)

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

No change

**Major milestones reached to date:**

Continuting to work on data collection and transfer for Burning Glass project for Focus Explorer.

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

Data collection process for Training Providers ended October 3rd; any provider who did not complete process at this time will not be able to accept new students until next spring. At this point, still trying to determine numbers of providers and get an accurate overview.

**Coordination/collaboration required for next steps:**

--working with KCEWS on data collection and to begin data analysis project.  
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--working with OTS staff on creation of fully automated ETPL website

**Additional comments:**

# Updated Progress Report

**Date:** September 2014

**Project:** High Performing Workforce Boards

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

**Implementation Status:** 100% complete

**Completion Date:** June 2011

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

1. A kick-off call conducted with the consultant, TPMA, to discuss the goals of the project and how it would transition - July 17, 2014
2. Follow-up calls conducted with consultant to define the project toolbox, provide an understanding of the issues discovered in year 1, and how this should change in standard year 2
3. Coordination and establishment of new steering committee members.
4. First full steering committee meeting conducted on August 11, 2014. An orientation for new members was provided to better help them understand the dynamics of the project.
5. Follow-up conference call conducted on September 10, 2014 to discuss project updates and the overall progress made up to this point.
6. Coordination of the focus group meetings with local WIB directors and chairs. Meeting is scheduled for September 23, 2014 at the KCTCS home office in Versailles - meeting rescheduled.
7. Focus Group meeting with WIB Directors and Chairs rescheduled for October 13, 2014.
8. Rescheduled steering committee meeting for November 6, 2014 due to reschedule of focus group meeting. This meeting will be discussing the proposed criteria for the project.

**Major milestones reached to date:**

1. Initial project design completed - June 2011
2. Baseline year completed - June 2012
3. Technical assistance year completed - June 2013
4. Standard year 1 begins - January 2013
5. Northern KY WIB becomes the first local area certified as a High Impact WIB - April 2013
6. Standard year 1 concludes with 5 local workforce boards receiving certification - December 2013
7. High Impact WIB incentive funds for obtaining certification awarded by the KWIB - April 2014
8. TPMA awarded contract to enhance project design for standard year 2 - June 2014

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

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1. Continued work with TPMA to enhance overall project criteria.
2. HIW Focus Group meeting re-scheduled for October 13, 2014 with local WIB directors and chairs.
3. Steering committee rescheduled until November 6, 2014.
4. Conference call to replace the October 14, 2014 steering committee meeting. This meeting will be discussing the focus group meetings and what was learned. Discussion will be including what pieces should go in to the proposed criteria to facilitate our next steps.

### Coordination/collaboration required for next steps:

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### Additional comments:

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# Updated Progress Report



**Date:** September 2014

**Project:** Kentucky Career Center Certification

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

**Implementation Status:** 75% complete

**Completion Date:** (Month) (Year)

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

The Steering Committee and Core Team reconvened to review and refine the process. We also brought in two focus groups (Team that reviewed the application and documents, and a diverse team of all agencies and regions), to discuss how the process has gone for them and request their input for process improvements. Changes were made to streamline the process and it was approved by the Steering committee and the KWIB.

**Major milestones reached to date:**

Standards and measures adopted by KWIB August 18, 2011  
Technical Assistance completed June 2013  
Development of certification and application completed June 2013  
Review teams trained June 2013  
Online training for Department staff completed February through April 2014  
Recommended changes to the process were approved by the KWIB August 14, 2014

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

Update the new application and acceptable documentation list  
Meet with Core Team to develop training for certification.  
Meet with Core Team to develop training for review team.  
Conduct training for both groups.  
Update forms on KWIB site

**Coordination/collaboration required for next steps:**

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**Additional comments:**

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# Updated Progress Report



**Date:** September 2014

**Project:** KY Career Center Customer Flow

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

**Implementation Status:** 20% complete

**Completion Date:** December 2014

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

Process Flow Kickoff Meeting occurred on 7/7/2014  
Customer Flow Project Outline submitted to Maher and Maher on 7/7/2014  
Project Manager and Workforce Commissioner met to discuss the identification of Career Centers for analysis of service flow site visits  
7/15/2014 List of identified centers for the site visits was sent to Maher and Maher  
8/18/2014 Conference call with Maher and Maher on the Customer Flow Project was conducted.  
Materials requested by Maher and Maher were submitted to them (.i.e. local plans, "Brand Promise", Career Center Certification Course).  
7/21/2014  
The week of September 29 has been identified as the timeframe for the site visits to be conducted.  
8/7/2014 The set timeframe for the site visits was set for the week of September 29.  
8/11/2014 Memo was sent to LWIB directors, Executive Directors of Workforce Agencies, Regional and District Managers from the Commissioner regarding the site visits.  
8/15/2014 Conference call with Maher and maher occurred to discuss flow project management and Logistics  
8/18/2014 Conference call with Maher and Maher to discuss the survey to job seekers and employers  
8/25/2014 Conference call with KWIB Executive Director an Project Champion to bring them up to date on this initiative  
8/28/2014 Maher and Maher submitted to the Project Director the pre-site visit email communication to the site contacts, the pre-site visit questionnaire and the protocol for the visits.  
8/29/2014 Final list of site contacts was sent to Maher and Maher to coordinate the site visits. Maher and Maher Team began communications with staff.  
9/3/2014 Initial Communication was sent to all the Business Service team leads and back up members regarding the employer survey with follow up on 9/17/2014.  
9/2014 Continued to work with Cabinet Staff and Maher and Maher in resolving issues surrounding a survey to job seekers and employers.  
9/19/2014 Maher and Maher submitted the Customer Flow Project Plan. Conference call was held to discuss the plan.

**Major milestones reached to date:**



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Set timeframe for the site visits was set for the week of September 29. Finalized with Maher and Maher on the identification of a plan to assess the identified ten career sites, the development of an assessment instrument.

Finalized the coordination of the site visits with Maher and Maher and the Workforce Partners in the Career Centers.

Continued to work with Cabinet Staff and Maher and Maher in resolving issues surrounding a survey to job seekers and employers.

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

1) Coordination of all activities throughout the process to assure this project aligns with other KWIB initiatives. (Ongoing)

2) Identification of sites and the development of a plan to assess. (Completed)

Site visits will occur the week of September 29. Draft schedule was completed and travel logistics finalized. Maher and Maher submitted documents regarding the plan to access the centers.

3) Conduct the assessments.

4) Written individual site visit reports to include observations and recommendations pertaining to customer flow for individual customers and employers.

5) Submission of a statewide report with system-wide recommendations

6) Regular reporting through various mediums. (in person and electronically)

**Coordination/collaboration required for next steps:**

Our task over the next few weeks will be: The project director will continue to work with Maher and Maher on an effective survey process and tool for job seekers and employer customers and on the analyzing of the information from the Center Assessments and report preparation. A workgroup steering team will be brought together sometime in November to look at the short and long term recommendations and provide feedback to Maher and Maher.

**Additional comments:**

# Implementation Progress Report



**Date:** September, 2014

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

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

**Implementation Status:** 100% complete

**Completion Date:** December, 2013

## Tasks completed this month:

- The Kentucky Skills Network state core team met with Secretary Zawacki (EWD), Commissioner Brinly (EWD), Chief of Staff Holly Spade (CED), Dr. Jay Box (KCTCS), Dr. Michael McCall (KCTCS), Secretary Roberts (Labor) to give an update of the progress of the Kentucky Skills Network and discuss next steps and continuing progress
- KSN team members attended KCC GO! Training in Frankfort to learn more about opportunities available through the KCC GO! Grant including apprenticeships, short-term training, and OJTs
- KSN regional teams throughout the state continued to work on serving employers in accordance with the goals and objectives of the KSN

## Major milestones reached to date:

- KWIB adopts Unified Business Services Recommendations
- KCTCS hired new vice chancellor for economic development and workforce solutions
- Each region has developed a core BST
- Kentucky Labor Cabinet joined our initiative as a state level core partner
- Marketing materials developed for KSN, along with canned powerpoint presentations for each region throughout the state
- All partner website have now implemented information and links to the KSN site

## Tasks to be completed next month:

- Continue to develop trainings for BSTs
- There are still some projects in the works that haven't been given a timeframe (purchasing a CRM, etc.)
- Training toolkit in the development stage

## Coordination/collaboration required next month:

# Updated Progress Report

**Date:** November 2014

**Project:** Sector Strategies/Industry Partner Grants

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

**Implementation Status:** 100% complete

**Completion Date:** June 2013

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

RFP Issued for industry partnership proposals - proposals due November 7, 2014 and funds will be awarded by the end of 2014. Sector-based approach incorporated into successful National Emergency Grant to serve long-term unemployed Kentuckians - implementation now underway. Sectors also important component of upcoming SNAP E&T grant application.

**Major milestones reached to date:**

Initial project completed; initial version of Sector Institute training and toolkit produced, statewide target sectors identified, data provided to regions. Three rounds of industry partnership funding awarded to partnerships across the Commonwealth - fourth round imminent.

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

National Governor's Association Talent Pipeline Academy incorporates Sector Strategy work, data and toolkit. RFP to be issued to consultant to assist with development "Version 2.0" of Sector Toolkit and related data resources. Target RFP issuance by end of 2014 and toolkit development in first quarter of 2015.

**Coordination/collaboration required for next steps:**

Work with consultant to continue to gather information on local and regional needs to ensure that toolkit version 2.0 addresses the needs and promotes promising models and approaches.

Continue to keep KWIB members informed of progress of sector efforts statewide and regionally so that they can participate in/support work in their sector and/or area.

**Additional comments:**

WIOA's passage and requirements give an additional boost to the centrality and importance of Sector Strategies. We expect Sectors will be incorporated into many aspects of employer and individual customer services as well as provide a backbone for regional planning in the coming WIOA implementation period of 2015-2016.

# Updated Progress Report



**Date:** September 2014

**Project:** Team Based Case Management

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

**Implementation Status:** 5% complete

**Completion Date:** December 2015

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

Integrated Referral Form has been piloted at the Shelbyville Career Center and Harlan Career Center.

**Major milestones reached to date:**

Integrated Referral Form Pilot.

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

Completion of the review and award of RFP for team based should occur in October 2014.

**Coordination/collaboration required for next steps:**

Begin the process of roll-out through the awarded proposal.

**Additional comments:**

This project may require a major two-step rollout, one being the concept of case management within the Career Centers, and the second being when an actual data entry program can be obtained to be shared among the partners.

# Updated Progress Report

**Date:** October 2014

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

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

**Implementation Status:** 100% complete

**Completion Date:** June 2014

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

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

KDE is funding for preparatory seniors to take ACT WorkKeys. This will help students meet the Career Ready Academic component of Career Ready, as well as possibly earn a NCRC certificate. ACT WorkKeys is also one of the criteria for Work Ready Communities. For 2014-2015, the online testing window is 12/1/14-3/31/15. The paper/pencil testing window is only two weeks: 2/16-27, 2015. Schools may retest anytime during the school year; however, they are responsible for the costs of retesting. In addition, KOSSA testing is required for all preparatory students. The testing period for KOSSA is 2/1/15-3/31/15. KOSSA is the Career Ready Technical Component of Career Ready. Also, if a student meets the benchmarks for KOSSA and ACT (or COMPASS or KYOTE), he/she is considered College and Career Ready.

**Major milestones reached to date:**

Funding for all preparatory seniors to take the ACT WorkKeys for 2013-2014 and 2014-2015. The number (and percentage) of students who have met the benchmarks for KOSSA and WorkKeys assessments has increased.

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

In the new school year, OCTE staff continue to train administrators/teachers/counselors, etc. on testing procedures for before/during/after testing. For ACT WorkKeys, ongoing webinars are being offered on testing practices, how to operate the WKIV online testing system, and procedures with paper testing.

**Coordination/collaboration required for next steps:**

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Kentucky

There has been collaboration with OCTE and ACT WorkKeys during the ACT WorkKeys testing period. For KOSSA testing, there has been continuous collaboration with OCTE and the schools. There is also collaboration with business and industry for all the program areas of KOSSA (26 programs). There is also collaboration between KDE offices, such as Office of Career and Technical Education and Office of Assessment and Accountability, as well as across agencies with Office of Career and Technical Education and Office of Employment and Training (with ACT WorkKeys).

### Additional comments:

In OCTE, funding for career coaches ended June 2013. Schools can hire a career coach by using their federal Perkins funding or other funding, if they wish.

# Updated Progress Report



**Date:** September 2014

**Project:** Workforce Academy

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

**Implementation Status:** 85% complete

**Completion Date:** (Month) (Year)

**Tasks completed since June 2014 (If this task is complete, please explain when / why):**

Conducted two phone conferences with training consultant to launch Workforce Academy Phase III course development (two on utilization of LMI, one on resource leveraging) and development of framework for a Workforce Academy Leadership Development program. Approved draft outlines for courses; identified and met with LMI subject matter experts on course direction.

**Major milestones reached to date:**

The first two phases of Workforce Academy training have been completed.

**Tasks left to be completed or if task is completed, note next steps which are needed for continuous improvement:**

Develop and implement LMI and resource alignment courses and develop framework for Leadership Development program.

**Coordination/collaboration required for next steps:**

Work with consultants, training coordinators and subject matter experts to develop LMI and resource leveraging courses and leadership development training plan. Work with multiple parties to secure required computer lab training space.

**Additional comments:**