

Existing Local Areas
Application for Initial Local Workforce Development Area Designation

This application will serve as your request for Local Workforce Development Area initial designation for Program Years (PYs) 2015 (July 1, 2015 – June 30, 2016) and 2016 (July 1, 2016 – June 30, 2017) under the Workforce Innovation and Opportunity Act (WIOA).

Name of LWDA _____ Hawai'i County Workforce Development _____

Mailing Address _____ 50 Wailuku Drive _____

City, State, ZIP _____ Hilo, Hawai'i 96720-2456 _____

Date of Submission _____

Contact Person _____ Michelle Arima _____

Contact Person's Phone Number _____ (808) 961-8379 _____

By signing this application the Local Workforce Development Board chairperson and Chief Local Elected Official certifies that during Program Years (PYs) 2012 (July 1, 2012 – June 30, 2013) and 2013 (July 1, 2013 – June 30, 2014):

1. a. The LWDA has *performed successfully*.

Yes No

Performed successful means met or exceeded negotiated levels of performance for PY 2012 (07/01/12 – 06/30/13) and PY 2013 (07/01/13 – 06/30/14) and has not failed any individual measure for the same period for the two (2) consecutive years of PY 2012 and PY 2013. For youth measures, must have met or exceeded five (5) of seven (7) measures in PY 2012; and two (2) of three (3) measures in PY 2013.

1. b. If 1. a. is No, the LWDA is operating under a performance improvement plan approved by the State.

Yes No

2. The LWDA has *sustained fiscal integrity*:

Yes No

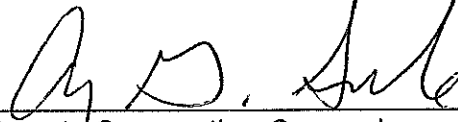
RECOMMEND APPROVAL:



Housing Administrator
Office of the Housing and
Community Development

Date: 7/17/15

APPROVE AS TO FORM AND LEGALITY:



Deputy Corporation Counsel
County of Hawai'i

JUL 21 2015

County of Hawai'i Performance Improvement Plan

Hawai'i County Workforce Investment Board (HCWIB), the Youth Council (YC) and Office of Housing and Community Development (OHCD) are making great efforts to improve the Youth Performance to obtain the necessary goals. Below are steps being taken to ensure success:

- OHCD and the youth providers are reviewing records at least quarterly on HireNet, as well as working closely with DLIR support. Additional HireNet trainings have been requested. Webinars are being attended by both Youth Providers and OHCD. Paxen and the OHCD regularly review HireNet case records to determine whether data entry in HireNet is up-to-date and take corrective action if data entry is found to be late or inaccurate.
- OHCD is working with its Youth providers and DLIR to rectify performance issues by reviewing the numerator and denominator lists for the 4th quarter of PY 12 quarter and comparing them with the lists of participants for which the providers claimed to have met their outcome measures. This exercise has helped identify specific areas where staff misunderstood how performance measures were applied, which has helped the County and providers develop more effective corrective actions. Although the performance measures for PY 12 were replaced by Common Measures effective from PY 13. The on-going analysis of performance and technical assistance to providers will continue until the providers clearly understand the measures and take the necessary corrective actions.
- OHCD gave a Common Measure Training to Youth Providers and the Youth Council. Also, instruction was given on how to use numerator and denominator reports.
- Per OHCD's request, the In-School Youth provider created a "Corrective Action plan" moving forward from 2013 Data Validation utilizing the "Fail Report" provided to Paxen from OHCD. The In-School Youth Provider agreed to labeling all "Newly Enrolled" participants beginning PY 13-14 with Data Validation Labels. Also the provider went back and labeled all "Active participants" with Data Validation Labels. They went back and labeled "Exited participants" from PY 12-13 with Data Validation Labels. They ensured "hard copy" of data is present when inputting information into HNH. They printed out participants' current screen shot of their HNH account to confirm fluidity with "hard copy" of data and file printout in participants' WIA file. The provider will initiate a second review of Data Validation Files prior to turning into OHCD. In July 2014, OHCD had a Data Validation Review with Paxen to start prepping for the upcoming Data Validation submission.
- OHCD has made the youth providers aware of the importance of good record keeping. OHCD has established new monthly report requirements which include participant's current goals obtained towards Common Measures.
- A continuous dialogue has been developing regarding HireNet. OHCD continues to give in depth training of Common Measures to the Youth Providers and Youth Council to gain a stronger understanding. Monthly reports are being revised to produce more accurate performance information. Also, the Youth Providers have been assigned to attend webinars which provided additional training including; Introducing Version 14, WIA Youth Program and VOS, Manage Reports for Beginners, etc. County and providers will continue to participate in webinars, as they are offered.
- OHCD sent two specialists to Oahu for HireNet training in 2014. Questions from the providers were brought with them and answered. Upon their return, full day training sessions were given to the In-School and Out-of-School youth providers.
- April 29th and 30th 2014 the WIA specialists attended the HireNet Train-the-Trainer in Oahu, along with Big Island service providers to get a better understanding on how to use the system, as well as, better to teach other case workers.
- Our Youth providers have been showing continuous improvement. They are increasing their Hawaii County Level of Performance each program year and through Data Validations.

County of Hawai'i
Addition to Performance Improvement Plan
July 14, 2015

Comparing PY 14 to PY13 all common measure goals have shown improvement. In PY 13 none of the 3 goals were met, but according to the preliminary PY 14 4th quarter 9090 report, Placement in Employment or Education, as well as, the Attainment of Degree or Certificate were successfully met. The other one is trending in the right direction and is within 6% of being met.

Midway through PY14 beneficial HireNet training was provided by DLIR to our staff. Our staff then met with our Youth providers one-on-one for effective data entry and reporting.

Recently added additional staff whose primary focus is to support WIOA program goals and enhance performance improvements.

With WIOA going to a single Youth provider, it will streamline data entry; reporting and follow up measures which will make it easier to provide support and make adjustments as needed.

Numbers will be verified on a regular basis and audits will be done in a timely manner at least 2 times quarterly

The expectation is to improve performance by 2% quarterly with an annual increase of 8%. In PY16 we anticipate all goals to be met.

Approved

Disapproved


Signature

7/15/2015
Date

Elaine Young
Name

Administrator, Workforce Development Div.
Title

Comments: Hawai'i County's Performance Improvement Plan is approved with the
addition of statements on this page.

Hawaii County
Levels of Performance PY 2014 (7/1/2014-6/30/15) 4th Quarter, Preliminary

Common Measure	GPRA Level	State Negotiated Perf. Level	Actual Perf. Level	% of Negotiated Level	Rating	80% of Goal	Difference from Goal
WIA Total Youth (ages 19-21)							
Placement in Employment or Education	66.80%	63.00%	59.5%	94.38%	Met	50.40%	9.06%
Attainment of Degree or Certificate	62.20%	68.50%	63.2%	92.20%	Met	54.80%	8.36%
Literacy/Numeracy Gains	46.20%	45.00%	30.3%	67.33%	Not Met	36.00%	-5.70%

Hawaii County
Levels of Performance PY 2014 (7/1/2014-6/30/15) 3rd Quarter

Common Measure	GPRA Level	State Negotiated Perf. Level	Actual Perf. Level	% of Negotiated Level	Rating	80% of Goal	Difference from Goal
WIA Total Youth (ages 19-21)							
Placement in Employment or Education	66.80%	63.00%	52.5%	83.33%	Met	50.40%	2.10%
Attainment of Degree or Certificate	62.20%	68.50%	47.5%	69.34%	Not Met	54.80%	-7.30%
Literacy/Numeracy Gains	46.20%	45.00%	20.6%	45.76%	Not Met	36.00%	-15.41%

Hawaii County
Levels of Performance PY 2014 (7/1/2014-6/30/15) 2nd Quarter

Common Measure	GPRA Level	State Negotiated Perf. Level	Actual Perf. Level	% of Negotiated Level	Rating	80% of Goal	Difference from Goal
WIA Total Youth (ages 19-21)							
Placement in Employment or Education	66.80%	63.00%	63.3%	100.48%	Met	50.40%	12.90%
Attainment of Degree or Certificate	62.20%	68.50%	46.7%	68.18%	Not Met	54.80%	-8.10%
Literacy/Numeracy Gains	46.20%	45.00%	29.7%	66.00%	Not Met	36.00%	-6.30%

Hawaii County
Levels of Performance PY 2014 (7/1/2014-6/30/15) 1st Quarter

Common Measure	GPRA Level	State Negotiated Perf. Level	Actual Perf. Level	% of Negotiated Level	Rating	80% of Goal	Difference from Goal
WIA Total Youth (ages 19-21)							
Placement in Employment or Education	66.80%	63.00%	58.1%	92.22%	Met	50.40%	7.70%
Attainment of Degree or Certificate	62.20%	68.50%	45.2%	65.99%	Not Met	54.80%	-9.60%
Literacy/Numeracy Gains	46.20%	45.00%	34.2%	76.00%	Not Met	36.00%	-1.80%

Hawaii County
Levels of Performance PY 2013 (7/1/2013-6/30/14) 4th Quarter

Common Measure	GPRA Level	State Negotiated Perf. Level	Actual Perf. Level	% of Negotiated Level	Rating	80% of Goal	Difference from Goal
WIA Total Youth (ages 19-21)							
Placement in Employment or Education	60.10%	60.10%	42.00%	69.88%	Not Met	48.08%	-6.08%
Attainment of Degree or Certificate	62.50%	68.50%	34.00%	49.64%	Not Met	54.80%	-20.80%
Literacy/Numeracy Gains	46.60%	45.00%	30.00%	66.67%	Not Met	36.00%	-6.00%