Handout 1 - CHART OF STATE OF HAWAII WIOA UNIFIED STATE PLAN 2020-2023 (7/1/2020 – 6/30/2024) <mark>WRITING</mark> RESPONSIBILITIES, update <mark>12/03/2019</mark> – Review with ICR for Required Elements of SP 2020-2023. Martha Ross to assist WDC with plan cohesion and review to assure all required elements included in plan.

CONTENT TITLE	SECTION TITLE	SUBSECTION TITLE	WRITER	1ST DRAFT DUE DATE:	NOTES
I. SOH WIOA STATE PLAN TYPE and EXECUTIVE SUMMARY					
	(a) PLAN TYPE: <mark>UNIFIED.</mark>		WDC	12/15/19	
	(b) PLAN INTRODUCTION OR SUMMARY – *OPTIONAL*		Optional		<mark>-None unless requested by WDC</mark>
II. STRATEGIC ELEMENTS.					
	(a) Economic, Workforce and Workforce Development Activities Analysis				
	(1) Economic and Workforce Analysis	A. Economic Analysis. Analysis of the economic conditions, and trends in the SOH and specific economic areas identified by the SOH-local areas, must include -	DLIR Research & Statistics Office	12/3/19	<mark>**DLIR R&S Writers: Phyllis Dayao Jeri Arucan Melonie Ogata**</mark>
		(i) Existing Demand Industry Sectors and Occupations.	DLIR Research & Statistics Office	12/3/19	
		(ii) Emerging Demand Industry Sectors and Occupations.	DLIR Research & Statistics Office	12/3/19	
		(iii) Employers Employment Needs with regard to the industry sectors and occupations identified	DLIR Research & Statistics Office	12/3/19	

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		in (i) & (ii), provide assessment of employment needs of employers, including description of knowledge, skills and abilities required including credentials and licenses.			
		(B) Workforce Analysis. Analysis of current workforce, including individuals with disabilities to employment, in the SOH, local areas, must include -	DLIR Research & Statistics Office	12/3/19	
		(i) Employment and Unemployment.	DLIR Research & Statistics Office	12/3/19	
		(ii) Labor Market Trends.	DLIR Research & Statistics Office	12/3/19	
		(iii) Education and Skill Levels of the Workforce.	DLIR Research & Statistics Office	12/3/19	
		(iv) Skill Gaps	DLIR Research & Statistics Office	12/3/19	
	(2) Workforce Development, Education and Training Activities Analysis. To address the education and skill needs of the SOH workforce –see (a)(1)(B)(iii) and employers employment needs (a)(1)(A)(iii)		Note: Use table format, see page 30 of current approved plan for example, All Core Programs, Mandatory Partners, Stakeholders contribute- M. Ross insert info from stakeholders.	12/15/19	

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		Must include Analysis of -			
		(A) SOH's Workforce Development Activities.	WDC, WDD, Adult Ed, VR, all Mandatory Partners, & Stakeholders contribute - M. Ross insert info from stakeholders.	12/15/19	**CORE PROGRAMS WRITERS: WDC (A,DW,Y) – Jeanne Ohta, Allicyn Tasaka, Team; WDD (WP) – Elaine Young, Maricar Pilotin-Freitas, Team;**
		(B) The Strengths and Weaknesses of the SOH's Workforce Development Activities.	WDC, WDD, Adult Ed, VR, all Mandatory Partners, & Stakeholders contribute- M. Ross insert info from stakeholders.	12/15/19	**Adult Education & Family Literacy – ~~Kristin Hirata~~ Dan Miyamoto, Debbie Miyao; Vocational Rehabilitation – Maureen Bates.**
		(C) SOH's Workforce Development Capacity to provide (A).	DLIR Research & Statistics, M. Ross insert info from stakeholders, WDC, WDD, Adult Ed, VR, all Mandatory Partners, & Stakeholders contribute -M. Ross insert info from stakeholder,.	12/15/19	**Mandatory Partners & Others: Unemployment Insurance – Writer TBD; JVSG – Writer TBD; TANF – Writer TBD-waived; CTE – Writer TBD; ALI – Winona Whitman.**
	(b) SOH'S STRATEGIC VISION AND GOALS.				
	(1) Vision.		WDC/M. Ross	11/28/19	
	(2) Goals.	(A) Goals for preparing and educated and skilled workforce, including youth, individuals with barriers, and others	WDC/M. Ross	11/28/19	

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		(B) Goals for meeting the skilled workforce needs of employers	WDC/M. Ross	11/28/19	
	(3) Performance Goals. *Only applies to core programs*	**Use table provided in Appendix 1** – expected levels of performance based on primary indicators in 116(b)(2)(A) of WIOA	WDC, WDD, VR, Adult Ed **(leave Appendix A - table blank until DOLETA indicates what to insert until negotiation complete.)**	TBD	
	(4) Assessment. How SOH will assess the overall effectiveness of WDS in relation to strategic vision and goals and how it will use the results and other feedback to make continuous or quality improvements.		See page 89 of current plan for table format to use. WDC, WDD, Adult Ed, VR inserts info into the table.	12/15/19	
	(c) SOH Strategy to achieve strategic vision and goals, taking into account the section (a) analysis.		WDC, WDD, Adult Ed, VR, M. Ross- V&G	12/5/2019	
	(1) Describe strategies SOH will implement, including industry or sector partnerships related to in-demand industry sectors and occupations and career pathways including registered apprenticeships.		CTE, Adult Ed, WDD	12/15/2019	
	(2) Describe strategies SOH will use to align the		WDC, WDD, Adult Ed, VR, all Mandatory	12/15/2019	

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	core programs required and optional one-stop programs, and any other resources available to the SOH to achieve fully integrated customer services consistent with the vision and goals. Also describe the strategies to strengthen workforce development activities in regard to weaknesses identified in section II(a)2.		Partners, Stakeholders inc., M. Ross gathered input		
III. OPERATIONAL PLANNING ELEMENTS that supports the SOH strategy and system-wide vision described in II(c).					
	(a) State Strategy Implementation.				
	(1) State Board Functions. Describe how the SOH WDC will implement its functions, describe WDC operational structure and decision-making processes.		WDC	12/15/2019	
	(2) Implementation of State Strategy. Describe how the lead SOH agency with responsibility for the			12/15/2019	

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	administration of each core program will implement the state's strategies identified in II(c). Must include description of				
		(A) Core Program Activities to implement the SOH's Strategy.	Head of each of the following: WDC, WDD, Adult Ed, VR.	12/15/19	
		(B) Alignment with Activities outside the Plan.	See page 100 of current plan for example, WDC, CTE, Human Services, Adult Ed	12/15/19	
		(C) Coordination, Alignment and Provision of Services to Individuals.	WDD, AJC Operators, WDC to talk with Adult Ed & VR	12/15/19	
		(D) Coordination and Alignment and Provision of Services to Employers.	WDD, AJC Operators, WDC to talk with Adult Ed & VR	12/15/19	
		(E) Partner Engagement with Educational Instructions. (community colleges and area career and technical education schools, as partners in WDS to create a job-driven education and training system.	See page 106 of current plan. Reach out to get more. Adult Ed, UH, CTE, Community Colleges, AJC partners, WDD: Waipahu, KCC, HINET.	12/15/19	
		(F) Partner Engagement with Other Education and Training Providers.	See page 106 of current plan. Reach out to get more. Adult Ed, VR, UH, CTE, Community Colleges, AJC partners,	12/15/19	

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			WDD: Waipahu, KCC, HINET.		
		(G) Leveraging Resources to Increase Educational Access.	TO BE ASSIGNED.		
		(H) Improving Access to Postsecondary Credentials. (including Registered Apprenticeship certificates-includes credentials that are industry-recognized certificates, and that are portable and stackable.	See page 106 of current plan. Reach out to get more. Adult Ed, VR, UH, CTE, Community Colleges, AJC partners, WDD: Waipahu, KCC, HINET.	12/15/18	
		(I) Coordinating with Economic Development Strategies. Describe how activities in (A) will be coordinated with economic development entities, strategies and activities in the SOH.	WDC to reach to key sources.	12/15/19	
	(b) State Operations Systems and Policies that will support the implementation of the SOH strategy described in II System Elements.				
	(1) SOH operating systems and policies that will support the implementation of the SOH strategies	(A) SOH operating systems that support coordinated implementation of the State's strategies (e.g. labor market	WDC, DLIR Research & Statistics	12/15/2019	

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		information systems, data systems communication systems, case managements systems, job banks, etc.)			
		(B) Data-collection and reporting processes used for all programs and activities, including those present in one-stop centers.	WDC, WDD	12/15/2019	
	(2) The SOH policies that will support the implementation of the State's strategies (e.g. co-enrollment policies and universal intake policies where appropriate). Also provide the SOH's guidelines for SOH administered one-stop partner programs' contributions to a one-stop delivery system.		WDC	12/15/2019	
	(3) State Program and State Board Overview.	(A) State Agency Organization. Describe the organizational and delivery systems at the State and local levels for the programs covered by the plan, include organizational structure and organizational chart.	WDC	12/15/2019	

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		(B) SOH Board, Provide a description of WDC, include-	WDC	12/15/2019	
		(i) Membership Roster with organizational affiliations	WDC	12/15/2019	
		(ii) Board Activities that assist WDC members and staff in carrying out state board functions effectively.	WDC	12/15/2019	
	(4) Assessment and Evaluations of Programs and One-Stop Programs and Partners.	(A) Assessment of Core Programs.	WDC	12/15/2019	
		(B) Assessment of One-Stop Partner Program Partners.	WDC	12/15/2019	
		(C) Previous Assessment Results, beginning with the state plan modification in 2018 and for subsequent state plans and modifications, provide the results of effectiveness of the core programs and other one stop partner programs and Combined State Plan partner programs included in the Unified or Combined State Plan during the preceding 2-year period of the plan	WDC, WDD, Adult Ed, VR	12/15/2019	

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		modification cycle. Describe how the plan is adapting its strategies based on these assessments.			
		(D) Evaluation. Describe how the SOH will conduct evaluations and research projects on activities under WIOA programs, plus more.	WDC, WDD, Adult Ed, VR	12/15/2019	
	(5) Distribution of Funds for the Core Programs	A. Title I	WDC	12/15/2019	
		(i) Youth activities.	WDC	12/15/2019	
		(ii) Adult and training.	WDC	12/15/2019	
		(iii) Dislocated worker employment and training activities.	WDC		
		(B) Title II	Adult Ed	12/15/2019	
		(i) Describe how eligible agency will award multi-year contracts on competitive basis to ETP in SOH, include how agency will establish ETP's are organizations of demonstrated effectiveness.	Adult Ed	12/15/2019	
		(C) Vocational Rehabilitation Program – describe the processes and the factors used by the SOH	VR	12/15/2019	

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		to determine the distribution of funds, among the two VR agencies in SOH, if a separate SOH agency provides portion of VR services for individuals who are blind.			
	(6) Program Data	(A) Data Alignment and Integration.	WDC, WDD - HireNet	12/15/2019	
		(i) SOH's plan to make MIS for the core programs interoperable to maximize the efficient exchange of common data elements to support assessment & evaluation.	WDC, WDD, Adult Ed, VR	12/15/2019	
		(ii) Describe SOH's plans to integrate data systems to facilitate streamlined intake and service delivery to track participation across programs.	WDC	12/15/2019	
		(iii) Explain how WDC will assist the governor in aligning technology and data systems across one-stop partner programs (including design and implementation of common intake, data collection, etc…) and how alignment will	WDC	12/15/2019	

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		improve service delivery to individuals, including employed individuals.			
		(IV) Describe the SOH's plans to develop and produce the reports required under section 116 performance accountability system. **NOTE: Section 116 requires core programs, local boards, chief elected officials to establish and operate a fiscal and management accountability information system based on guidelines established by Secretaries of Labor and Education. States should begin laying the groundwork for these fiscal and management accountability requirements…**	WDC-Title 1, employer engagement & local board, and WDD, Adult Ed, VR	**12/15/2019**	
		(B) Assessment of Participant's Post Program Success.	WDC, WDD, Adult Ed, VR	12/15/2019	
		(C) Use of Unemployment Insurance (UI) Wage Record Data.	WDC, Adult Ed & VR – include wage match	12/15/2019	
		(D) Privacy Safeguards incorporated.	WDC – state law	12/15/2019	

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	(7) Priority of Service for Veterans – describe how SOH will implement and monitor the priority of services for veterans in accordance with Jobs for Veterans Act, which applies to all employment and training programs funded in whole or part by DOL. ==Also describe the referral process for veterans determined to have a significant barrier to employment to receive services from the jobs for Veterans State Grants (JVSG) program's Disabled Veterans' Outreach Program Specialist.==		WDD	12/15/2019	
	(8) Addressing the Accessibility of the One-Stop Delivery Systems for Individuals with Disabilities.		==DLIR EOO, 4 County EOO, 4 AJC operators==	12/15/2019	
	(9) Addressing the Accessibility of the One-Stop Delivery System for Individuals who are English Language Learners.		==DLIR EOO, 4 County EOO, 4 AJC operators==	12/15/2019	
IV. Coordination with State Plan Programs.			WDC	12/15/2019	

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Describe the methods used for joint planning and coordination among the core programs, and with the required one-stop partner programs and other programs and activities included in the Unified State Plan.					
V. COMMON ASSURANCES (1-12)			WDC	12/15/2019	
VI. PROGRAM SPECIFIC REQUIREMENTS FOR CORE PROGRAMS			WDC, WDD, Adult Ed, VR	12/15/2019	
<mark>**Appendix 1: Performance Goals for the Core Programs (starts page 42)**</mark>	For PY 2020-2023 Plans, Title I & Title II will have 2 full years of data available to make reasonable determinations of the expected levels of performance for the following indicators for PY 2020 and PY 2021: • Employment (2nd Quarter after Exit); • Employment (4th Quarter after Exit); Median Earnings (2nd Quarter after Exit)		Blank for now. DOLETA will provide guidance for All Core Programs on what to insert.	TBD	

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	• Credential Attainment Rate; and • Measurable Skill Gains. See Charts for entering SOH's expected levels of performance, pages 44, 45, 46, & 47.				
	See details for Wagner-Peyser Act Employment Services program. See Chart for entering SOH's expected levels of performance, pg 48.		Blank for now. DOLETA will provide guidance	TBD	
	See details for Vocational Rehabilitation. See Chart for entering SOH's expected levels of performance, pg 49.		Blank for now. DOLETA will provide guidance	TBD	