

WIOA Quick Start Action Planner

State Leadership and Governance

Under WIOA, workforce leaders should take immediate action to articulate the state's vision for modernizing the public workforce system and ensuring it operates as a comprehensive, integrated and streamlined system that expands opportunities for all workers and businesses. A key action step is the completion of the State Plan which is a four year plan due March 1, 2016 which will be approved jointly by the U.S. Secretaries of Labor and Education. The State Plan must be strategic, transformative and descriptive of a comprehensive and streamlined workforce development statewide system including the ongoing development and continuous improvement of the system.

Please rate to what extent you agree with the following statements related to state leadership and governance activities in preparation for WIOA implementation.

1 = Not at all | 2 = Making progress but a long way to go | 3 = Have some of this, sometimes | 4 = Yes, in place now | 5 = Not only in place but we are excelling

Section 1

Leadership and Strategic Development

Are you positioned to develop and implement a strategic vision for your workforce system?

Rating (Choose One)

1 – 2 – 3 – 4 – 5

Notes

1. The workforce system has all core and mandatory One-Stop partners at the table supporting development and implementation of the area's One-Stop policies and processes, service delivery design, and infrastructure and certification criteria.
2. There is a system-wide strategic plan across all core program partners (Adult, Dislocated Worker, Youth, Wagner-Peyser, Adult Basic Education, and Vocational Rehabilitation) to implement your state's transformative vision which sets clear expectations for how the vision will be implemented.

1	2	3	4	5
1	2	3	4	5



3. The State Board has a proactive approach to developing strategic agendas and robust policies, driving continuous improvement of the workforce system and ensuring high-quality services to individuals and employers.	1	2	3	4	5	
4. The State Board fully engages workforce system stakeholders (including Local Boards, Chief Elected Officials, core and mandatory program partners, and other programs) to develop a strategic plan, spurring innovation and service delivery excellence.	1	2	3	4	5	
5. Comprehensive and inclusive community partnerships are in place to ensure that the state's planning process includes meaningful participation of all stakeholders.	1	2	3	4	5	
6. The state's planning process creates an actionable plan to implement the state's vision and strategic goals.	1	2	3	4	5	
7. The state aligns workforce development strategies with regional economic development strategies, those strategies support industry sections in regions throughout the states.	1	2	3	4	5	
8. The state has identified regions after consultation with the local boards and chief elected officials.	1	2	3	4	5	
9. The State Board, in partnership with Local Boards and key stakeholders, has developed sector-based strategies which address skills gaps and respond to the talent needs of employers in targeted sectors.	1	2	3	4	5	
10. The State Board, in collaboration with workforce development, human and social services, and education partners, has implemented a statewide career pathway strategy that aligns employment, training, education and supportive services for under-skilled persons to increase demand skills and recognized post-secondary credentials.	1	2	3	4	5	
11. Work-based learning opportunities with employers (such as on-the-job training, internships, Registered Apprenticeships) are offered statewide as training paths to skilled employment.	1	2	3	4	5	



12. The State Board has implemented customer-centric policies to assist partners with One-Stop service integration, increasing coordination of programs and resources.	1	2	3	4	5	
13. The state has a customer engagement strategy that breaks down barriers to accessing workforce development services for all job seekers and employer customers.	1	2	3	4	5	

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Section 2	System Capacity and Continuous Improvement	Rating (Choose One)					Notes
	<i>Are you prepared to develop and implement system capacity building and continuous improvement activities for your organization?</i>	1 – 2 – 3 – 4 – 5					
14.	Staff training is in place to increase the skills and knowledge of all staff in the workforce development system and ensure that they have the skills for their new roles in a transformed system.	1	2	3	4	5	
15.	A statewide system for the identification and dissemination of best practices related to meeting the needs of employers, workers and jobseekers is in place and includes all of the program partners.	1	2	3	4	5	
16.	Business services and service delivery strategies are coordinated statewide across all of the WIOA programs and measures of effectiveness are in place.	1	2	3	4	5	
17.	Objective criteria are in place for assessing the effectiveness and continuous improvement of One-Stops statewide.	1	2	3	4	5	
18.	Policies are in place identifying the appropriate roles and contribution of resources for all required One-Stop program partners under WIOA.	1	2	3	4	5	



19. State policies are in place to support effective Local Boards, promote success, and sustain fiscal integrity in order to help Local Boards perform all local activities with measurable effectiveness.	1	2	3	4	5	
20. All WIOA core program partners (Adult, Dislocated Worker, Youth, Wagner-Peyser, Adult Basic Education, and Vocational Rehabilitation) share a cross-agency data and performance management system.	1	2	3	4	5	

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Section 3	System Alignment and Effective Operations	Rating (Choose One)					Notes
	Are systems aligned and effective operations in place in your organization in these areas?	1 – 2 – 3 – 4 – 5					
21.	Statewide strategies are in place for technological improvements focused on increasing customers' digital literacy, increasing access to online services and ensuring that technology-based services are accessible to individuals with disabilities and individuals without private access to technology.	1	2	3	4	5	
22.	Integrated data systems are in place across One-Stop partners to increase use of common intake and data collection across all program partners, support program management, and maximize the effectiveness of the system for all customers.	1	2	3	4	5	
23.	Integrated data systems are in place across One-Stop partners to track performance outcomes, promoting accountability and transparency across the workforce system.	1	2	3	4	5	
24.	State policies are in place to support all required infrastructure activities, such as resource allocations and reporting for all program activities required under WIOA.	1	2	3	4	5	



25. The state's Labor Market Information system provides real-time and user- friendly, labor market information on a statewide, regional, and local basis.	1	2	3	4	5	
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Section 4	State Workforce Board Membership	Rating (Choose One)					Notes
	<i>Is your State Board membership aligned with WIOA State Board requirements which go into effect on July 1, 2015?</i>	1	2	3	4	5	
26. The Governor has appointed a State Board which either complies with the new WIOA membership requirements, or meets the criteria for a grandfathered board, prior to July 1, 2015.		1	2	3	4	5	
27. A carefully designed appointment process has been established to identify the right leaders, appointed by appropriate authority, representative of diverse geographic areas, and the categories of Legislative, Business, Workforce, and Others.		1	2	3	4	5	
28. Appointees represent leaders throughout the state whose expertise and knowledge enhance the boards' development of business-driven, customer-centric strategies and policies.		1	2	3	4	5	
29. The structure of the State Board's membership and operations, positions the board to carry out all the new required functions contained in WIOA.		1	2	3	4	5	
30. The State Board ensures mandatory partner programs, as well as partner programs identified for the combined state plan, who are not directly represented on the board have opportunities to provide input.		1	2	3	4	5	



Section 5

Memorandums of Understanding

Is your organization prepared to ensure that services provided across the programs in One-Stop centers are coordinated and integrated through Memorandums of Understanding (MOUs)?

Rating (Choose One)

1 – 2 – 3 – 4 – 5

Notes

31. State agencies have established a MOU to outline methods of collaboration that supports the state's strategic vision.	1	2	3	4	5	
32. The State Board has established policies which provide a framework and support for successful local MOUs.	1	2	3	4	5	
33. To the extent that state programs are required to be part of local MOUs, the state works collaboratively with local partners to provide a meaningful process.	1	2	3	4	5	
34. Services to be provided through the One-Stop delivery system are clearly outlined in MOUs.	1	2	3	4	5	
35. How the cost of the services and operating costs will be funded is identified in MOUs.	1	2	3	4	5	
36. MOUs clearly lay out the methods of referral to individuals between the One-Stop operator and the One-Stop partners for services and activities.	1	2	3	4	5	
37. Duration of the MOU is defined.	1	2	3	4	5	
38. Methods to ensure that the needs of individuals with barriers to employment are clearly addressed in MOUs.	1	2	3	4	5	
39. Procedures for amending and assurances that the MOU will be reviewed at least once every two years are in place.	1	2	3	4	5	

