OPERATIONALIZING CO-ENROLLMENT: STATE TEAM ACTION PLAN

Vision for Co-enrollment	We will develop a strategic co-enrollment policy, along with technical assistance documents and supporting materials to assist with rollout and implementation.				
WHAT DO WE WANT TO DO? *Strategies, approaches, models*	**HOW WILL WE GET THERE?** *Specific action steps*	**ADDITIONAL NEEDS OR RESOURCES** *Research or information needed*	**HOW LONG WILL IT TAKE?** *Assign a time*	**WHO IS RESPONSIBLE?** *Person or organization accountable*	**HOW WILL WE KNOW WE ARE SUCCESSFUL?** *Measure?*
Think SMART: **Specific** *(simple, sensible, significant).* **Measurable** *(meaningful, outcome-based).* **Achievable** *(agreed, attainable, assignable).* **Relevant** *(reasonable, realistic and resourced, results-based).* **Time-bound** *(time-based, time limited, time/cost limited)*					
1. Develop a Joint State Policy for Strategic Co-Enrollment.	1. Provide an update on co-enrollment efforts including action plan and draft policy to leadership from respective departments or agencies. 2. Identify any additional staff necessary to review proposed policy and supporting materials. 3. Develop a plan with multiple phases that signals what can be done to better align our programs and facilitate co-enrollment, but also provides a possible roadmap for addressing larger issues that may not be addressed in an interim solution. Goal is to have enough buy in to do something immediate but be able to have momentum to work towards something bigger.	1. Baseline co-enrollment information from various partners.	September 2018		Final policy moved through the state CWBD Collective roll-out of policy including joint (when possible) trainings (virtual, in person etc)
2. Develop a plan to deliver Technical Assistance and Professional Development for	1. Once policy is in place develop a joint technical assistance plan including: a. Rollout plan – which may include using	Identify leads to provide TA from each of the core partners	Implement Sept – ongoing		Present policy at the various convening's already planned by partners Development of a coordinate TA effort

our state, regional and local partners.	existing meetings, conferences etc., or rollout new ones. b. Socializing the policy by having a proactive technical assistance strategy that includes webinars that are coordinated by state partners and delivered to a cross-section of the programs. c. Using the existing Regional Planning Unit infrastructure to provide additional training, and assisting in bringing together partners to work through implementation and program challenges. d. Implement a method and "place" to gather and house promising practices around co-enrollment, these can be used to assist those that are further behind.		Major focus sept – March 2018		
3. Identify and launch incentives to promote Strategic Co-Enrollment Strategy	1. Identify funding in programs to incentivize co-enrollment strategies 2. Using promising practices illustrate how braiding funding can help all partners involved.	Identify sources to incentivize co-enrollment across partners	May - Sept	Each partner should identify incentive	Funding incentives included in policy roll-out Performance incentives identified?
4. Socializing existing policy that supports co-enrollment,	1. At the outset gather all supporting existing policy and send out directives, information notices etc. to assist Title I	Partners share existing policy/guidance supporting co-enrollment	May - July	EDD can issue as Info Notice	Deliver Info notice to field, signaling new policy - Includes policy info from all core partners

including Performance	partners in the upcoming WIOA plan update. Intent is to signal that a co-enrollment policy is coming soon and that short of a co-enrollment policy there is already support for co-enrollment to occur. This information would be sent out by all partners. 2. Issue information notice OR when performance guidance is issued include language describing how multiple entities can receive credit for services rendered to participants. Describe how Measurable Skills Gain factors into the conversation.	Title I Title II/ AEBG Title III Title IV Social Service Programs Others?		**LWDA can gather materials ** partners also share guidance through their lists/websites etc	
3. Develop Frameworks (model customer flowcharts) for Co-enrollment around Sector Strategies or Career Pathways	1. To help socialize and operationalize the co-enrollment process, lay out a few scenarios. One framework could be from the perspective of target populations and the bundle of services they may benefit from, e.g., an English learner likely could benefit from Title I, Title II/AEBG and if eligible SNAP E&T. 2. Provide our WIOA partners with a training on the CLASP Career Pathways framework to help conceptualize the possibility for co-enrollment, notably thinking about the 6 components and what the best "bundle" would be for any given individual or sector.	Examples of best practices from other systems	May – sept	?	Sample flow-charts for partnerships across various partners to include in policy guidance and to share as best practices

	3. Given our push to encourage participants in a career pathway/sector, we could develop some model customer flow charts about various strategic co-enrollment options that exist under different scenarios to maximize program components.				
4. Develop Data Dictionary across all systems, including descriptions of what is tracked and can be tracked with existing infrastructure.	1. Leveraging work done for the WIOA planning process, CalSKILLS etc. compile a resource document that identifies what is currently being tracked by our data systems, and define terms used. 2. Make available manuals for how systems work, and what they can track and reports that can be developed to share with partners. 3. Identify terms that have conflicting/contradictory definitions and identify if there is a way to streamline definitions.	Data dictionary info across all core programs	May – sept then ongoing as needed	? need a lead with knowledge of data systems to help compile	Complete data dictionary across all systems Compile the manuals for the systems currently being used
5. Develop Program Matrix and Program Definitions (glossary of key terms used in each program)	1. A general description of mandatory WIOA program partners and other strategic partners should be captured in a grid. This will help for training purposes, but also to help program staff have a very general understanding of what programs. 2. A glossary of terms will help to understand the key terminology used in each system, for	Information from all core partners and other programs we identify as critical to include	May – September	? need a lead to help compile information	Complete matrix

	example in some programs "participants" are participants, in others they are customers, clients etc. This will help ensure we use the right terminology with the various partners.				
6. Integrate an Employer Engagement Strategy in the career pathways/ sector strategies to co-enrollment. This should be connected to existing employer engagement efforts.	1. In order to develop a successful strategy around co-enrollment we need to ensure that the strategy is informed by information around employer needs/interests. Given the work already occurring, identify the strategy to incorporate employer interaction/voice etc. in this co-enrollment policy implementation.	More information on Strong Workforce Program (Doing What Matters), Apprenticeship, CTE Incentive, State WDB efforts, ETP, and other industry based sector strategies			