

# OPERATIONALIZING CO-ENROLLMENT: KENTUCKY TEAM ACTION PLAN

<b>Vision for Co-enrollment</b>		We will increase co-enrollment by building on existing evolving technology platforms to ensure <i>seamless referrals</i> among partners through <i>targeted policies</i> and commitment to maintaining <i>cross-partner education</i> .		
<b>WHAT DO WE WANT TO DO?</b> <i>Strategies, approaches, models</i>	<b>HOW WILL WE GET THERE?</b> <i>Specific action steps</i>	<b>HOW LONG WILL IT TAKE?</b> <i>Assign a time</i>	<b>WHO IS RESPONSIBLE?</b> <i>Person or organization accountable</i>	<b>HOW WILL WE KNOW WE ARE SUCCESSFUL?</b> <i>Measure?</i>
<b>Think SMART:</b> <i>Specific</i> (simple, sensible, significant). <i>Measurable</i> (meaningful, outcome-based). <i>Achievable</i> (agreed, attainable, assignable). <i>Relevant</i> (reasonable, realistic and resourced, results-based). <i>Time-bound</i> (time-based, time limited, time/cost limited)				
<b>Referrals</b> An approach to provide seamless referrals of customers to other agencies as often as possible.	<ul style="list-style-type: none"> <li>Identify the appropriate system for making referrals (SARA or KEE-Suite, depending on technological progress under others' control).</li> <li>Kentucky cohort team to continue as a Co-enrollment Steering Committee.</li> </ul>	November 2018	Each partner (Core titles, DCBS, KCTCS)	<ul style="list-style-type: none"> <li>Each partner will have access to the system.</li> <li>The Steering Committee will continue to meet on a regular basis.</li> </ul>
<b>Policy Clearinghouse</b> (Electronic Space) A strategy for sharing information among partners efficiently.	<ul style="list-style-type: none"> <li>Each partner develops policies to support co-enrollment, first independently and then in collaboration.</li> <li>Policies will be shared in a common space, clearinghouse-style.</li> <li>An MOU may be necessary.</li> </ul>	January 2019	Each partner (Core titles, DCBS, KCTCS)	<ul style="list-style-type: none"> <li>Policies will be fully implemented.</li> <li>The clearinghouse space will be created and plans made for its maintenance.</li> <li>MOU will be worked out, signed, and implemented.</li> </ul>
<b>Cross-Education/Training</b> A model to improve knowledge, understanding, and awareness of partners' services.	<ul style="list-style-type: none"> <li>Each partner trains staff on partner programs and circumstances under which to refer.</li> <li>Each partner to develop a simple summary of services (e.g. PowerPoint, video, etc.) to be posted on respective websites.</li> </ul>	April 2019	Each partner (Core titles, DCBS, KCTCS)	<ul style="list-style-type: none"> <li>Existing staff trained and training available for new hires.</li> <li>Partners' sites will incorporate new summaries.</li> </ul>