

Regional and Local Plans and MOUs Review Process

September 28, 2016



WEBINAR OVERVIEW

- ▶ State Review of Regional and Local Plans and MOUs completed
- ▶ Final Reports reflecting reviews of regional plans, local plans and MOUs to be distributed
- ▶ Revision and submittal process for reviewed plans and MOUs

Process & Approach of State Review of Regional and Local Plans and MOUs

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REVIEW PROCESS

- ▶ The review process was developed by the Interagency Work Group in conjunction with a new subgroup of reviewers
- ▶ The Executive Committee of the Illinois Workforce Innovation Board approved the review process as announced in a May 16, 2016 memorandum to LWIB Chairs, CEOs and board staff
- ▶ Reviews were conducted in accordance with Federal and State requirements under WIOA, including the Governor's Guidelines

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REVIEW TEAM

- ▶ The Interagency Work Group formed a review team of core and required partners
- ▶ Members of the interagency subgroup reviewed each regional plan, local plan and MOU for each cycle using a standard review instrument

TIMELINE

- ▶ Reviews were organized into three, three-week cycles between July 1 and September 2, 2016
- ▶ The review team met on September 13 to finalize the status of each regional plan, local plan and MOU
- ▶ Final Reports compiling results of each regional plan, local plan and MOU review will be distributed by September 30

ASSESSMENT CRITERIA

- ▶ **Completeness** of submission according to published guidance (i.e., Planning Guide and Governor's Guidelines, Revision 1)
- ▶ **Adequacy** of content (i.e., thorough, complete, specific, relevant and consistent with regional and local plans and Unified State Plan)
- ▶ **Integration** (specific description of strategies and processes between programs)
- ▶ **Compliance** with Federal requirements
- ▶ **Program-specific issues** that may need to be addressed by an individual partner or by the Interagency Work Group
- ▶ **Noteworthy practices**

SYNTHESIS

- ▶ To accurately assess all aspects of the plans and MOUs, a synthesis of each regional and local plan and MOU was completed that incorporated input from all reviewers.
- ▶ This process benchmarked all the documents against the assessment criteria for each region and local area, and provided an indication of the document's sufficiency, along with any reviewer comments.

APPROACH TO FINAL REPORTS

- ▶ Final reports specify required revisions, program-specific observations, noteworthy practices and suggested revisions
- ▶ Plans and MOUS were conditionally approved if no revisions are required for PY16
 - ▶ PY16 required revisions focus on compliance issues that can be remedied immediately without guidance from revised Governor's Guidelines or Planning Guide
 - ▶ Revisions for PY17 focus on items unable to be addressed until further guidance is issued or on items requiring substantive changes and partner involvement

CATEGORIES OF DETERMINATIONS

- ▶ A Regional Plan for the period of July 1, 2016 to June 30, 2020 can be:

Conditionally approved pending State approval of modifications effective July 1, 2017
Conditionally approved with technical changes required
Conditionally approved with substantive revisions required
Not approved

- ▶ A Local Plan for the period of July 1, 2016 to June 30, 2020 can be:

Conditionally approved pending State approval of modifications effective July 1, 2017
Conditionally approved with technical changes required
Conditionally approved with substantive revisions required
Not Approved

- ▶ An MOU for the period of July 1, 2016 to June 30, 2017 can be:

Approved for PY16 only
Conditionally approved for PY16 only with technical changes required
Conditionally approved for PY16 only with substantive revisions required
Not approved

STATUS SUMMARY

Regional Plans		Local Plans			MOUs			
Conditionally approved pending state approval of modifications effective 7/1/17	Conditionally approved with technical changes required	Conditionally approved pending state approval of modifications effected 7/1/17	Conditionally approved with substantive revisions required	Conditionally approved with technical changes required	Conditionally approved for PY16 with technical changes required	Conditionally approved for PY16 with substantive revisions required	Approved for PY16 only	Not approved
17	5	16	4	2	16	2	2	2

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COMMON THEMES IN REQUIRED REVISIONS OF MOUs

- ▶ **Missing signatures**
- ▶ **Section III, Vision for the System** – A description of the vision must also include actions and timelines for implementing aspects of the vision not yet in place
- ▶ **Section IV, MOU Development** – The next MOU must describe the process to negotiate the MOU and the process if consensus cannot be reached to comply with § 678.510 (c)(1)
- ▶ **Section V, Description of Comprehensive One-Stop Services** – All required partners listed as providing services in the comprehensive one-stop center should have completed descriptions and must be reflected in the Local Service Matrices
- ▶ **Section VI, Procurement of One-Stop Operator** – The next MOU must describe the functions and scope of work on the one-stop operator and the one-stop operator's role in coordinating referrals to comply with § 678.500(b)(3)
- ▶ **Section IX, Referral Process** – The next MOU must describe specific arrangements to assure that individuals with barriers to employment can access services to comply with § 678.500(b)(4)
- ▶ **Section XII, Amendment Procedures** – The next MOU must describe the amendment procedures and annual cost negotiations
- ▶ **Section XIII, Data Sharing** – The next MOU must describe how core partners will share data and collaborate to assure all core partners achieve the primary indicators of performance, and assure confidentiality of personally identifiable information
- ▶ **Section XIV, Renewal Provisions** – A renewal process must be described for when substantial changes occur before the MOU expires, as required by § 678.500(b)(5) and (6)

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FINAL REPORTS

- ▶ A Final Report of for all regional plans, local plans and MOUs will be issued to each LWIB Chair and is comprised of the following:
 - ▶ Cover letter detailing the manner in which reviews were conducted, including categories of determinations and instructions for required revisions
 - ▶ The IWG's approval status determination for the regional plan, local plan and MOU
 - ▶ A report consisting of required revisions for compliance in PY16 or PY17 other observations and noteworthy practices
 - ▶ LWIB staff to share report with local partners

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CATEGORIES OF REQUIRED REVISIONS & DUE DATES

CATEGORY OF REVISION	DUE DATE
Required revision for compliance in PY16	Within 30 days of the date of the notification letter
Outstanding MOU signature(s)	December 31, 2016
Other required improvements	Included in the plan or MOU effective July 1, 2017
Required revision for compliance in PY17	Included in the plan or MOU effective July 1, 2017
Other observations	Included in the plan or MOU effective July 1, 2017

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SUBMITTING REVISED PLANS AND MOUs

Tips for revising regional plans, local plans and MOUs:

1. Respond to each item of required content in the forthcoming revised Regional and Local Planning Guide and revised Governor's Guidelines.
2. Review Final Rule citations provided in the final reports for plans and MOUs, and specifically address the required content.
3. Provide sufficient detail to demonstrate each required partner's commitment to integration in current and future activities.
4. If specifics are not yet available, describe why. Include as much detail as possible about the planned activities with projected timetables for each required partner's next steps.

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SUBMITTING REVISED PLANS AND MOUS

Revisions required within 30 days are to be submitted as follows:

- ▶ Submit the complete document in MS-Word .docx or .doc format using the "Track Changes" tool to clearly identify updated content based on the required revisions.
- ▶ All required revisions for PY16 due within 30 days of the date of the letter of determination must be supported by a copy of meeting minutes of the local workforce innovation board that clearly reflect the board's formal approval and acceptance of the required revisions.
- ▶ The local workforce innovation board meeting minutes are due within five business days of the first board meeting immediately following the submission of all revisions that were required within 30 days of the notification letter.
- ▶ Specific due dates for all required revisions and improvements pertaining to the program year beginning July 1, 2017 will be identified in the revised Regional and Local Planning Guide and Governor's Guidelines to be issued in fall 2016.

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SUBMITTING MODIFIED PLANS AND MOUs

Please submit all revised regional plans, local plans, MOUs and local board meeting minutes to:

- ▶ Michael Baker
Manager – Strategic Planning & Innovation
Office of Employment & Training
Illinois Department of Commerce
wioaplans-mous@illinoisworknet.com
217-558-6423

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NEXT STEPS

- ▶ **Technical assistance is available**
 - ▶ Submit requests for technical assistance to wioaplans-mous@illinoisworknet.com
 - ▶ We also encourage state agency local partners to request assistance
- ▶ IWG Review Team will evaluate revisions
- ▶ Official notification will be sent to LWIB chairs
- ▶ **Status Dashboard**
 - ▶ Available in October
 - ▶ Plans and MOUs without need for immediate revision will be available for download from the dashboard

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SURVEY OF LOCAL BOARD CHAIRS AND LEAD MOU NEGOTIATORS

- ▶ Regarding the Governor's Guidelines, what worked well or didn't work very well? E.g.:
 - ▶ An individual designated by the local board chair to lead MOU negotiations
 - ▶ An impartial individual designated by the local board chair to lead cost negotiations
 - ▶ Authority of local required partners to make program and financial commitments
 - ▶ Individual to negotiate on behalf of multiple adult education and Perkins providers
 - ▶ Required use of a standard budget worksheet
 - ▶ Prescribed 90-day period for local negotiations
 - ▶ Most important, challenging or confusing parts of the process
- ▶ Input will inform the revised Governor's Guidelines

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REMINDERS

- ▶ Regional and Local Plans are effective through 2020 with modifications
- ▶ MOUs are effective through June 30, 2017
- ▶ Updated versions of the Governor's Guidelines and Regional Planning Guide will be issued this fall
- ▶ PY17 MOU negotiations commence January 2017

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REVIEW TEAM

CONTACT	AGENCY/PROGRAM
Mike Baker	Title IB – IL Department of Commerce
Lavon Nelson (lead), Whitney Hagy, Ben McDaniel	Title II and Postsecondary Perkins/CTE– IL Community College Board
Janice Taylor Brown	Title III – IL Department of Employment Security
Doug Morton	Title IV – Rehabilitation Services
Susan Boggs	IL Department of Commerce, TAA
Adrian Angel	IL Department of Commerce, Community Service Block Grant
Jennifer Morrell	IL Department on Aging, SCSEP
Katherine Staten, Rena Bryson	IL Department of Human Services, Division of Family and Community Services
Brian Watson	IL Department of Corrections, Second Chance

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QUESTIONS OF CLARIFICATION

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