

## Appendix J

### Next Steps Action Planning Tool

SMART<sup>1</sup> Policy Goal Being Addressed: #11 – Access to services is timely and coordinated

Current Level Consensus- High- Communication

Desired Level Consensus – High - Coordination

<b>Strategies</b> What specific tactics will we use to address the goal?	<b>Key Players</b> Who is responsible? Who else should be involved?	<b>Expected Outcomes</b> What will be the result of these strategies?	<b>Timeline</b> What is the due date of each expected outcome?	<b>Questions and Assistance Needed</b>
Produce a AJC orientation video	OSO Staff AJC partners	Immediate orientation through an online orientation, even in the comfort of an individual's home.	Early 2020	
Improve TANF referral outcomes using online referrals for ABD and ABAWD clients	TANF staff OSO Staff Other AJC partners	Produce more meaningful referrals that result in quicker and more effective service from all partners	Begin as soon as DHS gives approval to use online version of the referral form	
Update and improve information on DACC AJC website regularly	OSO Staff AJC partners	More thorough description of all AJC partner services through possible hyperlinks to websites, informational flyers.	Nov. 2019 and ongoing	
Regularly scheduled (Master Calendar) workshops and sessions throughout Vermilion County	OSO Staff AJC Partners	Increase job seeker traffic in AJC led workshops	Dec 2019	

<sup>1</sup> SMART goals are Specific, Measureable, Attainable, Realistic, and Timely.

--	--	--	--	--

## Appendix J

### Next Steps Action Planning Tool

SMART<sup>1</sup> Policy Goal Being Addressed: #13 – Customer Information is shared

Current Level Consensus- Mid- Coordination

Desired Level Consensus – Mid - Collaboration

<b>Strategies</b> What specific tactics will we use to address the goal?	<b>Key Players</b> Who is responsible? Who else should be involved?	<b>Expected Outcomes</b> What will be the result of these strategies?	<b>Timeline</b> What is the due date of each expected outcome?	<b>Questions and Assistance Needed</b>
Investigate a common release of information form	State agencies	Allow for better collaboration and sharing of information	Oct 2019 and ongoing	
Increase co-enrollments	All AJC partners	Track all co-enrollments to begin a count on true partner collaboration.	Nov. 2019	
Stronger partnerships in telling OUR success stories	All AJC Partners	Improve community awareness of our system and our partnerships	Nov. 2019	
Hold quarterly BST and employer joint roundtables	BST members	Expand the use of data within our system and with employer services	Dec. 2019	

<sup>1</sup> SMART goals are Specific, Measureable, Attainable, Realistic, and Timely.


## Appendix J

### Next Steps Action Planning Tool

SMART<sup>1</sup> Policy Goal Being Addressed: #4 – Communication Occurs across One-Stop Partners

Current Level Consensus- Mid- Coordination

Desired Level Consensus – Mid - Collaboration

<b>Strategies</b> What specific tactics will we use to address the goal?	<b>Key Players</b> Who is responsible? Who else should be involved?	<b>Expected Outcomes</b> What will be the result of these strategies?	<b>Timeline</b> What is the due date of each expected outcome?	<b>Questions and Assistance Needed</b>
Ensure all information goes to all AJC partners	WIB Staff to the Board OSO Staff AJC Partner Leadership	Better information sharing on all levels Coordinated effort to distribute all AJC information	October 2020	
Require 1 Quarterly newsletter submission per partner for the year	All partner agencies OSO staff	Ensures participation in information sharing and highlights better collaboration in our partnership	October 2019 through Sept 2020	
Require 8 weekly submissions per partner for workforce weekly email blast for the year	All partner agencies OSO staff	Ensures participation in information sharing and highlights better collaboration in our partnership	October 2019 through Sept 2020	
Produce an AJC video orientation highlighting all services	All partner agencies OSO staff	Consistent message to all partner customers and any individual that views the video	Early 2020	

<sup>1</sup> SMART goals are Specific, Measureable, Attainable, Realistic, and Timely.

## Appendix J

### Next Steps Action Planning Tool

SMART<sup>1</sup> Policy Goal Being Addressed: #8a – Services Delivered by Function – Business Services

Current Level Consensus- High- Coordination

Desired Level Consensus – High - Collaboration

<b>Strategies</b> What specific tactics will we use to address the goal?	<b>Key Players</b> Who is responsible? Who else should be involved?	<b>Expected Outcomes</b> What will be the result of these strategies?	<b>Timeline</b> What is the due date of each expected outcome?	<b>Questions and Assistance Needed</b>
Designation of BST members from interested partners	All Partner agencies OSO staff	Begin planning process for an integrated, coordinated effort to serve our businesses	Nov. 2019/Dec. 2019	
Common BST script/flyer for all team members to use when working with businesses.	BST members OSO Staff	Consistent message form any team member	Dec 2019-Feb 2020	
Creation of BST database of business contacts (ILJOB LINK)	BST members OSO Staff	Trackable system for services and contacts as well as the ability to stack services based on previous successes.	Jan 2020-March 2020	
Integrate BST membership into Perkins Tech Advisory Committee	BST members Perkins Leadership OSO Staff	Creates additional opportunity to educate the business leaders about the AJC partnerships and services	March 2020- Sept 2020	
Integrate BST membership into Vermilion Advantage and other business led groups	BST members OSO Staff	Creates additional opportunity to educate the business leaders about the AJC partnerships and services	March 2020- Sept 2020	

<sup>1</sup> SMART goals are Specific, Measureable, Attainable, Realistic, and Timely.

--	--	--	--	--