

## Breakout Session 1 Self-Assessment Tool – WIOA Major Themes

Name: \_\_\_\_\_

LWIB AREA: \_\_\_\_\_

**INTRODUCTION:** This self-assessment tool is designed to allow you and your team members to assess your LWIB area's status in relation to some important aspects of WIOA implementation. The tool is divided into six major change themes prompted by WIOA:

- Broader and Deeper Partnerships
- More Strategic State & Local Boards
- Regionalism
- Sector Strategies & Career Pathways
- Service Value & Integration
- Focus on Competition & Quality

The tool is designed to help you and your team discuss growth areas and opportunities for learning and change during and after this event. This conversation will generate a baseline of shared knowledge among your teammates around WIOA implementation issues and will help set the stage for the work to be done here and in your region.

**INSTRUCTIONS:** Please rate your reaction to each statement on a 5-point scale, from “Strongly Agree (5)” to “Strongly Disagree (1)” or “Not Applicable.” There are no right or wrong answers!

- 5 – Strongly agree
- 4 – Substantially agree
- 3 – Agree somewhat
- 2 – Disagree
- 1 – Strongly disagree
- NA – Not applicable or do not know

**Note:** Not every indicator statement will resonate with you because of the particular nature of your work. This is understandable, so please feel free to indicate “Not Applicable” where you do not have sufficient perspective to respond.

Once each individual team member has completed the tool, we are asking each team to meet to share information and discuss your responses. A facilitator will work with your team throughout the discussion process to help the team come to consensus on your team's thoughts and reactions in each area. In developing a “Plan to Plan”, the team may decide to focus its efforts on those areas that score at the lower end of the scale and might also consider ways to capitalize on apparent strengths.

## Theme 1: Broader and Deeper Partnerships

5 – Strongly agree    4 – Substantially agree    3 – Agree somewhat    2 – Disagree    1 – Strongly disagree    NA – Not applicable or do not know		
Broader and Deeper Partnerships	Rating (1-5 or NA)	Notes
1. Our public workforce system has a coordinated strategy in place to involve partners and stakeholders in ongoing dialogues regarding transitioning to and implementing WIOA.		
2. Our public workforce system at the state/local level is prepared to operate as a catalyst to bring together strategic partners and align workforce development, economic development, and education policies and activities.		
3. My local area has a strong regional partnership among the workforce system, economic development, education, and others (such as business and industry) and shared strategies that are driving regional economic growth.		
4. There is a strong partnership among the Local Boards in my region that enables support for broader regional strategies, enables leveraging of resources, and ensures a strong service delivery system region-wide.		
5. Partnerships are in place with key businesses within targeted sectors to ensure job-driven placement outcomes.		

*Continued...*

## Theme 1: Broader and Deeper Partnerships *cont'd*

5 – Strongly agree    4 – Substantially agree    3 – Agree somewhat    2 – Disagree    1 – Strongly disagree    NA – Not applicable or do not know		
Broader and Deeper Partnerships	Rating (1-5 or NA)	Notes
6. Our state/local area has engaged the full range of partners to collaboratively develop and effectively communicate clear guidance and direction that aligns state economic development, education and workforce system policies around the principles of connecting talent to businesses.		
• Adults		
• Dislocated workers		
• Youth		
• Wagner-Peyser Employment Services		
• Adult Education		
• Career and Technical Education (Perkins Act)		
• Vocational Rehabilitation		
• Temporary Assistance for Needy Families (TANF)		
• Community Services Block Grant		
• Title V of Older Americans Act (Senior Community Service Employment Program)		
• Trade Adjustment Assistance		
• Veterans Employment and Training Programs		
• Indian and Native American Programs		
• Unemployment Insurance		
• Job Corps		
• National Farmworker Jobs Program		
• Youth Build		
• Re-entry programs (REXO or related reintegration programming)		
• Department of Housing and Urban Development Employment & Training Programs		

## Theme 2: More Strategic State & Local Boards

5 – Strongly agree    4 – Substantially agree    3 – Agree somewhat    2 – Disagree    1 – Strongly disagree    NA – Not applicable or do not know		
More Strategic State & Local Boards	Rating (1-5 or NA)	Notes
7. There is a document that describes a local transformative vision which is shared by the board, chief local elected officials, and partners, and sets clear expectations for how it will be implemented locally.		
8. The local strategic vision is aligned with the state’s strategic vision or plan, and is fully supported by the local chief elected officials, the Local Board, and the local agencies responsible for implementation of WIOA.		
9. The Local Board has established the membership and partnerships needed to carry out all the Local Board functions called for in WIOA.		
10. The Local Board has engaged all the key partner programs and other relevant partners, either through the board structure or through other means, to develop and implement the local plan fully.		
11. There is a strong partnership among the Local Boards in my region that enables support for broader regional strategies, enables leveraging of resources, and ensures a strong service delivery system region-wide.		

## Theme 3: Regionalism

5 – Strongly agree    4 – Substantially agree    3 – Agree somewhat    2 – Disagree    1 – Strongly disagree    NA – Not applicable or do not know		
Regionalism	Rating (1-5 or NA)	Notes
12. The Local Board is pro-actively engaged in regional planning and coordination strategies with other local area boards based on their shared regional economic competitiveness goals and shared services to employers and job seekers.		
13. The Local Board is actively developing and expanding the alignment of workforce development strategies with regional economic development strategies, and those strategies support industry sectors throughout the region and statewide.		
14. My regional partnership has a formal structure designed to facilitate robust collaboration in developing and implementing regional planning, implementation of regional strategies such as sectors or unified business services, and leveraging resources and assets among partners.		
15. My local area has a strong regional partnership with other local areas, economic development organizations, community colleges, K-12 education, and others (such as business and industry), and shared strategies that are driving regional economic growth.		

## Theme 4: Sector Strategies & Career Pathways

5 – Strongly agree    4 – Substantially agree    3 – Agree somewhat    2 – Disagree    1 – Strongly disagree    NA – Not applicable or do not know		
Sector Strategies & Career Pathways	Rating (1-5 or NA)	Notes
16. Our state/local area has identified targeted high growth industries that offer in-demand occupations with family sustaining wages.		
17. We have agreement across partners about target industry sectors.		
18. Our work is informed by labor market and economic development information that is regionally-based and identifies targeted industries' workforce needs in the short and long-term. Those needs are categorized in skill areas and levels, as well as occupations.		
19. The Local Board, in partnership with its designated regional partners and key stakeholders, has developed sector-based strategies which address local and regional skill gaps and respond to the talent needs of employers in targeted sectors both locally and regionally.		
20. We have at least some experience with and capability to develop effective, employer-validated career pathways in support of the target sector(s).		
21. We measure sector strategy outcomes and can sustain sector work over time.		
22. We have the personnel, policies, vision, and resources in place to support sector strategy approaches and produce positive outcomes.		
23. Our workforce system schedules periodic, formal communication with targeted industry representatives to obtain up-to-date, primary source information on issues that pertain to workforce development, e.g., emerging, high growth and in-demand occupations, levels of skills required, and opportunities for re-training of incumbent workers.		

## Theme 5: Service Value & Integration

5 – Strongly agree    4 – Substantially agree    3 – Agree somewhat    2 – Disagree    1 – Strongly disagree    NA – Not applicable or do not know		
Service Value & Integration	Rating (1-5 or NA)	Notes
24. The Local Board has developed customer-centered policies to assist partners with local one-stop service integration and increasing local coordination of programs and resources.		
25. Local partners have established Memoranda of Understanding (MOUs) that clearly delineate expectations for funding common infrastructure and other needs, and for resource leveraging and sharing to enhance service delivery.		
26. Our one-stop center staff exhibits the local partnership’s emphasis on customer-centered service delivery by physically organizing staff by function or customer service rather than by agency.		
27. Under WIOA, core services and intensive services are consolidated into career services. One-stop policies are clearly established in the MOU and these policies reflect that an appropriate combination of career services are made available and readily accessible through partner programs at the one- stop.		
28. All Wagner-Peyser-funded staff are located in the one-stop center and their processes and services are fully integrated into, and support, customer-centered service delivery.		
29. Customers experience a “common front door” for all one-stop partner programs supported by common registration (different than common intake for eligibility purposes) and a triage/assessment process to measure academic and occupational skills that leads to seamless customer flow and access to the services needed.		
30. Intake, case management, and data systems are integrated between partners to allow for more efficient access to services.		

## Theme 6: Focus on Competition & Quality

5 – Strongly agree    4 – Substantially agree    3 – Agree somewhat    2 – Disagree    1 – Strongly disagree    NA – Not applicable or do not know		
Focus on Competition & Quality	Rating (1-5 or NA)	Notes
31. The Local Board has created a competitive one-stop operator designation process and it is consistent with the competitive provisions of the law and the Office of Management and Budget Super Circular (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards released on December 26, 2013).		
32. The Local Board, in alignment with the state, has identified a process for expansion of the Eligible Training Provider List, improving customer access to the list, and an updated reporting process.		
33. The State Workforce Agency and Local Boards have a clear understanding of the roles and responsibilities required to manage the eligible training provider (ETP) approval process and the list of ETPs.		
34. The State Workforce Agency and Local Boards have an aligned vision for quality and consumer choice that will ensure a unified application of the eligibility determination procedure and a consistent approach to the dissemination of the list of ETPs statewide.		
35. The State Workforce Agency and Local Boards have coordinated in developing the processes for managing the list of ETPs and have collaborated on the policies and procedures for the list.		
36. The State Workforce Agency and Local Boards have developed a structure to collect provider performance and cost information required for determination of eligibility.		
37. The State Workforce Agency and Local Boards have developed a structure to publicly disseminate the list of ETPs and accompanying provider information in a widely and easily accessible format.		
38. The State Workforce Agency and Local Boards have implemented a procedure for determining initial and continued eligibility of training providers.		