

## Career Pathways Task Force

### Strategic Plan—Recommendations for Implementation (Draft Version 2, 8/21/2015)

*Part 1*

<b>Establish the DC Career Pathways System</b>			
<b>Implementation step</b>	<b>Action items</b>	<b>Time frame</b>	<b>Strategic Plan Reference</b>
Develop and execute an umbrella Adult Career Pathways system MOA that lists the partners, mission, goals, roles and responsibilities for the career pathways system as a whole.	<ul style="list-style-type: none"> <li>• Working group drafts MOA using DC MOA template and Workforce3One guide</li> <li>• MOA is reviewed by Task Force</li> <li>• MOA is circulated for partner signatures</li> </ul>	Aug 2015 – Nov 2015	2.1, 2.2, 2.3
Complete a map of services in the District to determine the capacity and availability of education and training programs relevant to adult career pathways.	<ul style="list-style-type: none"> <li>• Gather data from CAPSTAT, WIC/OSSE survey, OSSE data system, and other agency data systems including DCPS, DOES, DCPCSB, DHS</li> <li>• Aggregate and analyze data</li> <li>• Pre-fill Service Mapping Tool</li> <li>• Convene CP partner agencies to complete Survey Mapping Tool</li> <li>• Distribute results for review and verification</li> </ul>	Sep 2015 – Dec 2015	1.1, 1.4, 1.14
Develop a set of recommended participant outcomes and career pathway implementation measures that can be used as a basis for reporting and evaluation plans.	<ul style="list-style-type: none"> <li>• Develop implementation measures from Strategic Plan Framework</li> <li>• Develop participant outcomes measures using the CLASP and DOL/SPRA frameworks as a starting point</li> <li>• Review the implementation and outcomes measures in work groups and get final review and approval from Task Force</li> <li>• Develop an evaluation plan of measures themselves to ensure measures are meaningful.</li> </ul>	Aug 2015 – Nov 2015	5.2, 5.3

<b>Establish the DC Career Pathways System</b>			
<p>Develop and execute a process of planning and technical assistance that strengthens the ability of adult basic education and occupational training providers to incorporate best practices pertaining to participant access and success, including:</p> <ul style="list-style-type: none"> <li>• Contextualized curriculum;</li> <li>• Participant-focused education and training (see bullet list at 1.8);</li> <li>• Differentiated instruction based on participant employment experiences;</li> <li>• Recognizing and addressing participant learning disabilities experiences;</li> <li>• Incorporating earn-as-you-learn models experiences;</li> <li>• Ability to provide participant progress and outcomes data.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop high-level technical assistance process and goals</li> <li>• Identify and engage TA provider</li> <li>• Develop TA plan</li> <li>• Implement TA plan</li> </ul>		1.6, 1.7, 1.8, 1.9, 1.10, 5.1
<p>Monitor and evaluate each sector career pathway – beginning with the Health Sector Career Pathway -- during the planning, implementation, and operations phases to enable performance management and continuous improvement and to apply lessons learned to other sector career pathways and the DC-wide career pathways system.</p>	<ul style="list-style-type: none"> <li>• Develop high-level evaluation process and goals</li> <li>• Identify and engage evaluator</li> <li>• Develop evaluation plan</li> <li>• Implement evaluation plan</li> </ul>		5.5, 5.6, 5.7, 5.8

Part 2

<b>Create a Health Sector Career Pathway</b>			
<b>Implementation step</b>	<b>Action items</b>	<b>Time frame</b>	<b>Strategic Plan Reference</b>
Identify all sector pathway partners and their roles and develop pathway planning and implementation meeting and decision-making structure	<p>Identify the following and their roles:</p> <ul style="list-style-type: none"> <li>• Government agencies</li> <li>• Education and training providers</li> <li>• Supportive service providers</li> <li>• Business community partners</li> </ul> <p>Plan for regular meetings and method of consistent engagement of all partners.</p>		2.1, 2.2, 2.3, 1.5
Initiate and sustain engagement with business community partners in pathway planning and implementation	<ul style="list-style-type: none"> <li>• Recruit business community members as pathway partners</li> <li>• Determine business community needs for health sector employees and adjust the pathway accordingly</li> <li>• Obtain employer input on:               <ul style="list-style-type: none"> <li>○ Occupational training programs/curricula;</li> <li>○ Labor market value of credentials;</li> <li>○ Labor market supply and demand;</li> </ul> </li> <li>• Obtain employer commitment as resources as appropriate for:               <ul style="list-style-type: none"> <li>○ on-the-job-training or apprenticeship opportunities</li> <li>○ hosting training or work-based learning sites</li> <li>○ providing equipment and materials required for accurate training and work simulations</li> </ul> </li> </ul>		3.1, 3.3, 3.4, 3.9, 3.10

<b>Create a Health Sector Career Pathway</b>			
Create a visual road map for the pathway illustrating the steps and links between them.	Identify the following and links between them: <ul style="list-style-type: none"> <li>• Target occupations</li> <li>• Academic credentials</li> <li>• Education and training programs (general description)</li> <li>• Bridge/ABE programs (general description)</li> <li>• Pathway entry points</li> </ul>		1.1, 1.2, 1.3, 1.4
Analyze and report on labor market data for target health sector occupations and obtain verification and additional insights from employer partners			3.2, 3.10
Develop a participant-centered education and training plan that meets the criteria incorporate best practices pertaining to participant access and success, including: <ul style="list-style-type: none"> <li>• Contextualized curriculum;</li> <li>• Participant-focused education and training (see bullet list at 1.8);</li> <li>• Differentiated instruction based on participant employment experiences;</li> <li>• Recognizing and addressing participant learning disabilities experiences;</li> <li>• Incorporating earn-as-you-learn models experiences;</li> </ul>	For each education and training program, identify: <ul style="list-style-type: none"> <li>• Agency/organization responsible for oversight;</li> <li>• Funding source(s);</li> <li>• Agency/organization(s) responsible for provision of services;</li> <li>• Program description including incorporation of participant-focused best practices;</li> <li>• Method of coordination/handoff from one step in the pathway to the next.</li> </ul>		1.7, 1.8, 1.9, 1.10

<b>Create a Health Sector Career Pathway</b>			
<p>Develop a participant-centered service delivery plan for all support services described in 1.6, 1.10, 1.11, 1.12, 1.13:</p> <ul style="list-style-type: none"> <li>• employment assistance;</li> <li>• consistent and non-duplicative assessments of: <ul style="list-style-type: none"> <li>○ education, skills, and competencies ;</li> <li>○ support service needs and assets; and</li> <li>○ learning disabilities and executive functioning.</li> </ul> </li> <li>• support services: <ul style="list-style-type: none"> <li>○ Mental health;</li> <li>○ Child care;</li> <li>○ Transportation;</li> <li>○ Substance abuse;</li> <li>○ Physical health;</li> <li>○ Housing;</li> <li>○ Energy assistance;</li> <li>○ Legal assistance;</li> <li>○ Citizenship;</li> <li>○ Ex-offender status;</li> <li>○ Financial literacy; and</li> <li>○ Professional/work attire</li> </ul> </li> <li>• academic advising and supports;</li> <li>• career counseling and navigation assistance including development of career plans;</li> <li>• personal skill development and supports including work-readiness (soft skills);</li> <li>• executive function;</li> <li>• post-employment supports;</li> <li>• creation of an individualized pathway for each participant.</li> </ul>	<p>For each service, determine the following (including how these may change at various steps in the pathway):</p> <ul style="list-style-type: none"> <li>• Agency/organization responsible for oversight;</li> <li>• Funding source(s)</li> <li>• Agency/organization(s) responsible for provision of services</li> <li>• Method of coordination/handoff/referral and post-handoff tracking/follow-up</li> </ul>		<p>1.6, 1.10, 1.11, 1.12, 1.13, 3.7</p>

<b>Create a Health Sector Career Pathway</b>			
Identify points at which participants may be ineligible for the specific program or service initially sought	<ul style="list-style-type: none"> <li>Identify points at which participants may be ineligible for the specific program or service initially sought</li> <li>Identify appropriate pathway starting point for any initially “ineligible” participant</li> <li>Develop method of coordination/handoff/referral and post-handoff tracking/follow-up</li> </ul>		1.15
Develop a funding feasibility plan	<ul style="list-style-type: none"> <li>Determine funding sources for all programs and services along the career pathway</li> <li>Determine method for blended/braided funding to achieve service coordination and integration</li> <li>Identify funding gaps (services which cannot be funded with current sources)</li> <li>Determine a method for providing blended/braiding funding expertise to all pathway partners</li> </ul>		2.6, 2.7, 2.8
Analyze gaps in policies and procedures (federal and District) that restrict the pathway from being implemented as designed and develop plan to close gaps			2.9, 2.10, 2.11, 2.12
Develop a strategic outreach plan			2.5
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Develop a data reporting plan for the health sector pathway			5.6
Develop a plan for data systems for collection and reporting on participant data and outcomes			5.7, 5.9