

Local Performance Improvement Plan:

Contracted Provider: ____Patrick County Public Schools

Program: _____Youth In School_____

(Adult, Dislocated Worker, Youth Out of School, Youth In School)

Area: _____Patrick County_____

(Danville, Martinsville, Patrick County, Pittsylvania County, Henry County)

Purpose

The purpose of this plan is to provide a description of how the service provider will improve enrollment numbers and deliver an increased number of services to our clients while adhering to prescribed performance obligations. In order to successfully complete the mission of the West Piedmont Workforce Investment Board, and to meet the performance measures mutually agreed upon by the WPWIB and the service provider, a dramatic increase in client enrollment and the provision of services is needed. This plan will detail measures that will be pursued by the service provider to identify and enroll new clients, and the plan for their enrollment in intensive program services. Documentation of each activity must be provided to the WPWIB each month by the 5th of the month. Electronic submissions are acceptable and should be sent to Lisa Fultz at lfultz@wpwib.org with "PIP "Program Name", "Locale" – "Provider Name".

Technical Assistance

If a Contracted Provider requests assistance from the WPWIB, the WPWIB will make technical assistance available. Technical assistance can include meetings, additional training on matters related to performance measures, outreach strategic support and assistance with data analysis.

Reporting Requirements

The Contracted Provider is required to provide a Performance Improvement Plan progress report to the WPWIB Executive Director on a monthly basis for the duration of the Performance Improvement Plan time period. The report format is included in Attachment D. Documentation of each activity must be provided to the WPWIB each month by the **5th of the month** for the previous month. Electronic submissions are acceptable and should be sent to Lisa Fultz at lfultz@wpwib.org with "PIP_ "Program Name"_"Locale" – "Provider Name"_"Date". For example, Henry County Youth In School report submitted March 5th would be named PIP Youth In Henry County 03052014.

- 2. Client Identification and Enrollment Plan:** In this section, the service provider will describe their plan for identifying and enrolling new clients into the program. Outreach related to program services and options is a major component of this section. The provider should detail the manner in which potential enrollees will be identified, retained and served by the program. Providers must address this area if enrollment is below 50% of contracted level. Processes for ensuring measurements are met should be clearly described. This section should involve input from both case managers as well as the management team.

Case managers engage the Guidance Dept., teachers, administrators, as well as community resources for referrals. These resources are given a list of eligibility requirements. Case managers meet with Guidance at least monthly to discuss any potential new enrollees. Case managers ask for potential referrals during monthly staff meetings with teachers. When needed, Case managers also conduct informational sessions in the classroom to introduce the program to the students. Program pamphlets are available in the Youth on the Move office and are distributed to the Guidance Dept. and main office of the school. Case managers then review referrals for eligibility and contact parents for enrollment. Participants are retained and served in the program throughout high school until graduation.

- 3. Client Service Funding Plan:** In this section, the service provider will outline the manner in which direct client expenses will be utilized. Processes for ensuring measurements are met should be clearly described. Currently, many providers are under budget for expenses directly servicing clients. If this trend continues, our region could experience a significant reduction in allocations for the next Program Year.

PCPS In School Youth program's direct client budgeted expenses include the Summer Employment Program and Other Supportive Services. The summer program budget will be utilized in June 2014 after the end of the school year. The

remaining budget for Other Supportive Services is being reserved as incentives of a \$50 gift card for each graduating senior.

4. **Service Provider Obligations/Measures:** In this section, the service provider will be given an opportunity to explain the manner in which staff and the management team will ensure that common measures are met. The service provider will outline how the organization will provide exceptional services to participants. Processes for ensuring measurements are met should be clearly described.

PCPS In School Youth program is currently meeting all contracted common measures. Case managers build an excellent relationship with the participants; therefore, they stay in the program until graduation. Case managers work with participants after graduation on job skills and job searches as needed to obtain employment. They also encourage participants to explore post- secondary education opportunities.

Attachment B - Analysis of Contributing Factors

1. Identify the specific issues that contributed to the less than 50% outcome for **each** applicable item for this program year from the attached Excel spreadsheet, **Attachment A**.

Summer Employment – Budgeted expenses will be utilized during the summer program in June 2014 after the end of the school year.

Supportive Services – The remaining balance in this line item is budgeted for incentives for graduating seniors.

2. Does the Contracted Provider regularly review and address performance and budget progress? If yes, describe the **process** for used for review:

Yes.

Budget - Coordinators receive monthly budget reports from the School Board office and review for accuracy.

Performance – Reviewed and discussed and discussed quarterly. There is no process in effect at this time. Case managers are developing a spreadsheet to track performance.

3. Describe the **process** used to ensure performance measures, enrollment and utilization of budget expenses for direct client services will be achieved by June 30, 2014:

Performance Measures – Case Managers are using checklists to ensure follow up is completed and performance is captured.

Enrollment – Case Managers are available for daily contact with Guidance Counselors, teachers, and community resources in search of potential enrollees. Case Managers will then review referrals for eligibility.

Utilization of Budget Expenses – Summer enrollment budget will be used during the month of June when school is out. The supportive services will be used for incentives for graduating seniors.

4. Describe the **process** used to ensure that all staff have been trained on required performance measures:

Case Managers participate in all WIB and state trainings.

5. Does the Contracted Provider use additional interim indicators to identify issues that may affect performance results? If yes, please describe:
Case managers use short term indicators including: reviewing grades, attendance and disciplinary records on a daily basis to ensure graduation requirements are met.
6. Describe the process used for ensuring the accuracy and integrity of data entered into the Virginia Workforce Connection (VOS):
Case managers verify all documentation before it is entered into VOS. A hard copy of this documentation is then placed into the participant's file.
7. Describe any areas or topics where technical assistance is needed:
Not at this time.

Provider Name:

Youth Direct Client Expense Descriptions	Expenses through		
	Jan. 31, 2014	Annual Budget	Percent of Budget Used*
820500 · Work Experience/Internships	\$ -	\$ -	#DIV/0!
821000 · Other Supportive Services	\$ 56.67	\$ 300.00	19%
821500 · Compreh. Guidance/Counsel	\$ -	\$ -	#DIV/0!
822000 · Leadership Development	\$ -	\$ -	#DIV/0!
823000 · Tutoring	\$ -	\$ -	#DIV/0!
823500 · Follow-Up	\$ -	\$ -	#DIV/0!
830000 · Training Services	\$ -	\$ -	#DIV/0!
830500 · Occupational Skills Training	\$ -	\$ -	#DIV/0!
832000 · Summer Employment	\$ -	\$ 4,247.58	0%
8860000 · Alterative Secondary School Off	\$ -	\$ -	#DIV/0!
8870000 · Mentoring	\$ -	\$ -	#DIV/0!

*If percent of budget used is less than 50% for any applicable line item above, Contracted Provider must include how it will address this issue its the Performance Improvement Plan.

Program Year 13-14				
Program (Youth In, Youth Out, Adult or Dislocated Worker)	Measure	Actual Through Jan. 31, 2014**	Target (Contractual Agreement or Performance Measure Minimum)	Percentage of Target Met
Youth In School	Placement in Employ/Education	90	85	105.88%
Youth In School	Attainment of Degree	100	95	105.26%
				#DIV/0!
				#DIV/0!

** If Actual is less than 50% of Target, Contracted Provider must include how it will address this issue in its Performance Improvement Plan.

Provider Name:

Youth Direct Client Expense Descriptions	Expenses through		Percent of Budget Used*
	Jan. 31, 2014	Annual Budget	
820500 · Work Experience/Internships			#DIV/0!
821000 · Other Supportive Services			#DIV/0!
821500 · Compreh. Guidance/Counsel			#DIV/0!
822000 · Leadership Development			#DIV/0!
823000 · Tutoring			#DIV/0!
823500 · Follow-Up			#DIV/0!
830000 · Training Services			#DIV/0!
830500 · Occupational Skills Training			#DIV/0!
832000 · Summer Employment			#DIV/0!
8860000 · Alterative Secondary School Off			#DIV/0!
8870000 · Mentoring			#DIV/0!

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				#DIV/0!
				#DIV/0!
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				#DIV/0!

** If Actual is less than 50% of Target, Contracted Provider must include how it will address this issue in its Performance Improvement Plan.

Provider Name:

Youth Direct Client Expense Descriptions	Expenses through		Percent of Budget Used*
	Jan. 31, 2014	Annual Budget	
820000 · Intensive Services			#DIV/0!
821000 · Other Supportive Services			#DIV/0!
830000 · Training Services			#DIV/0!

*If percent of budget used is less than 50% for any applicable line item above, Contracted Provider must include how it will address this issue its the Performance Improvement Plan.

Program Year 13-14				
Program (Youth In, Youth Out, Adult or Dislocated Worker)	Measure	Actual Through Jan. 31, 2014**	Target (Contractual Agreement or Performance Measure Minimum)	Percentage of Target Met
				#DIV/0!
				#DIV/0!
				#DIV/0!
				#DIV/0!

** If Actual is less than 50% of Target, Contracted Provider must include how it will address this issue in its Performance Improvement Plan.

Attachment A

Provider Name:

Youth Direct Client Expense Descriptions	Expenses through		Percent of Budget Used*
	Jan. 31, 2014	Annual Budget	
820000 · Intensive Services			#DIV/0!
821000 · Other Supportive Services			#DIV/0!
830000 · Training Services			#DIV/0!

*If percent of budget used is less than 50% for any applicable line item above, Contracted Provider must include how it will address this issue its the Performance Improvement Plan.

Program Year 13-14			
Program (Youth In, Youth Out, Adult or Dislocated Worker)	Measure	Actual Through Jan. 31, 2014**	Target (Contractual Agreement or Performance Measure Minimum)

** If Actual is less than 50% of Target, Contracted Provider must include how it will address this issue in its Performance Improvement Plan.

Attachment A

Percentage of Target Met
#DIV/0!
#DIV/0!
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