

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
ADMINISTRATOR'S MEMO SERIES

ACTION
 NOTICE 22-02

ISSUE DATE: 06/01/2022
DISPOSAL DATE: On-going

PROGRAM CATEGORIES:

AS FM LM TC
 CR IT ML TR
 FL JC TA WIOA
 YA

TO: Workforce Development Board Directors

FROM: Michele Carter, Division Administrator

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Michele Carter
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RE: Individual Employment Plan / Individual Service Strategy Pilot Project

PURPOSE

To announce the WDAs selected for the CEPT Employment Plan pilot project and outline the project's policies and procedures.

BACKGROUND

The Workforce Development Area (WDA)s selected for the CEPT Employment Plan pilot are:

- WDA 5 – Bay Area
- WDA 6 – North Central
- WDA 7 – Northwest, and
- WDA 9 – Western.

The CEPT Employment Plan pilot is a joint effort by the Department of Workforce Development (DWD)'s Jobs for Veterans State Grants (JVSG), Trade Adjustment Assistance (TAA) and WIOA Title I Adult, Dislocated Worker and Youth (Title I) Programs to use the same electronic employment plan tool developed in the Comprehensive Employment Planning Toolkit (CEPT) application available through the [Division of Employment and Training's Application \(DET APPs\) portal](#). The Division of Employment and Training (DWD-DET) asked the local and central office managers of the TAA, JVSG, and Title I Programs to volunteer for this pilot.

Upon completion of the pilot, DWD's Bureau of Job Service (BJS), Bureau of Workforce Training (BWT), and Office of Veterans Employment Services (OVES) will determine whether to continue requiring use of the CEPT Employment Plan tool within their respective programs, and will determine which parts of this policy, if any, will continue to be required within their programs.

This policy was developed in concert with central office staff from the JVSG, TAA and Title I Programs. WDA program managers were only asked to volunteer for this pilot after a draft version this policy was published for review and public comment. DWD-DET believes that by collaborating with the local WDBs, JVSG, and TAA Programs through this pilot project, we will develop a better policy and tool before broader mandatory implementation of the IEP/ISS policy and CEPT Employment Plan tool. DWD-DET will be seeking input from all partners that

participate in the pilot in order to improve the CEPT Tools and improve the experience for both staff and customers. We thank you in advance for your interest.

DURATION

From July 1, 2022 – December 31, 2022, staff working in the volunteer WDA's TAA, JVSG, and Title I Programs will be required to use the CEPT Employment Plan tool under the terms of this policy. The pilot may be extended for an additional three to six months.

POLICY

The pilot policy will be an updated version of the draft [CEPT Employment Plan Pilot policy](#) published on 04/25/2022. The policy will be updated to reflect feedback that DWD-DET received from the WDAs during the CEPT Pilot Q and A session and through email. DWD-DET published responses to these questions in the [CEPT Pilot Q and A - Responses](#) document on 5/17/2022. DWD-DET received responses back from four WDAs interesting in joining the pilot under a revised policy.

WDAs who are not included in this pilot project are **not** subject to the pilot policy or mandatory use of the CEPT Employment Plan tool for the time being. DWD-DET encourages the WDAs not participating in the pilot to familiarize themselves and their staff with the CEPT Employment Plan and other tools.

TRAINING

DWD-DET is currently soliciting dates from the participating WDAs to hold virtual trainings on CEPT and the finalized Employment Plan pilot policy. This training will take place of Microsoft Teams, and one of the two planned sessions will be recorded. It is important that program staff and managers who will be utilizing the CEPT Employment Plan tool during the pilot attend the training. A pre-assignment ensuring appropriate CEPT IT access will be sent to participating WDAs in mid-June.

The training dates and times will be announced after polling staff from the participating WDAs for availability. Participating WDA staff are encouraged to review the draft Employment Plan policy and responses prior to this training.

COMMUNICATION

Each participating WDA is required to have some staff attend required communication meetings to discuss the pilot, the CEPT application, the pilot policy, and to share any issues or best practices the WDAs encounter. These include:

- 1. Mandatory Monthly Conference Call:** DWD-DET will host a monthly Pilot Project conference call. At least one Title I, TAA and JVSG program staff must attend these once-per-month meetings. These will be held via Microsoft Teams. Details of the conference call, including date and time, will be emailed out to the Board Directors separately. DWD-DET reserves the right to cancel these meetings.
- 2. Feedback Reports:** Once monthly, each WDA will be asked to submit a CEPT User Feedback form. This form is likely to include several short-answer and rating-scale

questions to measure certain aspects of the pilot.

- 3. Pilot Close-out Meeting:** In December 2022, DWD-DET will host a general CEPT Pilot wrap-up to discuss IT enhancements, policy improvements, best practices, issues, and to take general feedback about the pilot and related policy. Further details will be announced in Winter 2022.

CONTACT

If there are further questions on the Pilot Project, please contact DETWIOAnalysts@dwd.wisconsin.gov. These staff will coordinate question from WIOA Title I, TAA, and the JVSG Program staff related to this pilot.