

2023-24 COORDINATED MONITORING GUIDE—DESK REVIEW SURVEY SUPPORT TO COMMUNITIES (STC): FOSTERING OPIOID RECOVERY THROUGH WORKFORCE DEVELOPMENT

Workforce Development Board Name: Choose an item.

Submitted by:

Date Submitted: Click or tap to enter a date.

The purpose of this survey is to ensure we have the most current information about your agency in advance of monitoring. This desk review will be used to review existing information prior to conducting the monitoring review. Please provide the most current in-use information and documents; do not provide documents that are in draft format or pending Board approval.

Please complete the entire Desk Review Survey and upload it to your [WDA's folder on SharePoint](#) at least **twenty (20) business days** prior to the scheduled monitoring visit:

Submit questions to:

- Monitoring Lead- Jolina Priesgen- Jolina.priesgen@dwd.wisconsin.gov

Planning & Program Design

1. Submit all active local policies, processes and procedures related to Support to Communities provision of services, including but not limited to the below. If applying standard WIOA policies and submitting them for regular T1 monitoring, it is not necessary to submit them twice. Include the file name(s) under every question and bullet that requires document evidence.
 - a. Obtaining voluntary disclosure
 - b. Priority of Service
 - c. Safeguarding data including Personally Identifiable Information (PII)
 - d. Maintaining confidentiality of medical information
 - e. Frequency of Participant Contact
 - f. Training services
 - g. Career services
 - h. Employment services
 - i. Supportive Services – including steps in place to ensure that no more than 10 percent of grant funds are used for supportive services.

Outpatient Treatment Recovery Services

1. Provide a clear description of how WIOA Individual Employment Plans or Individual Treatment and Employment Plans are developed by a case manager for each participant served.
2. Provide a clear identification of the treatment provider(s) and a clear and concise description of how individualized and group outpatient treatment and recovery services, as described on pages 17-18 of the Funding Opportunity Announcement (FOA), are available to individuals directly or indirectly affected by the opioid crisis.
3. Identify and explain how partners provide supportive services to individuals impacted by the opioid crisis, including a description of the services.
4. Describe what steps are in place to ensure that no more than 10 percent of the grant funds are used for Outpatient Treatment Recovery Services.

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Participating Partnership

Given the widespread nature of the opioid and substance misuse crisis and its complex array of underlying causes, the STC grant requires comprehensive partnerships across the spectrum of workforce, health, justice, and community organizations, among others, to align and coordinate the form and delivery of employment and related services that best meet the needs of impacted individuals and create opportunities for employment/reemployment.

1. Describe the efforts of your local board in establishing and coordinating a Participating Partnership/Support to Communities Council to carry out the services that address the impacts of substance misuse and the opioid epidemic in your local communities.
2. Describe what steps are in place to ensure that no more than 10 percent of the grant funds are used for the Participating Partnership’s administrative costs.
3. Provide an overview of the quarterly meetings with the participating partners/Support to Communities Council and the activities to ensure project goals can be met and strategies can be adjusted when necessary.
4. Using the table below, identify all partners Participating Partners along with the service they provide and how services are coordinated. Table may also be completed and submitted on SharePoint.

Community Partner Name	Business Services Provided	Describe how business services are coordinated between WDB and partner

Program Delivery

1. Provide a detailed description of services to assist participants in maintaining employment for 12 months.
2. Describe how your outreach and recruitment plan utilizes existing partnerships (One-Stop System, industry sector partnerships, past opioid event attendees, Native American tribal communities, private, public, and technical colleges) in recruiting participants for this grant.
3. Submit the STC Participant Outreach and Recruitment plan for your WDA.
4. Describe the specific outreach strategies used to target individuals wishing to enter the substance-abuse/addiction treatment field as a profession.

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Employer Engagement Services

Employers are essential partners to address the economic and workforce impacts of substance and opioid misuse in local communities. Employers can play an active role in various aspects of the program design and delivery, including defining program goals and activities, informing training design, identifying necessary skills and competencies for targeted occupations, and offering innovative and creative ways for skills attainment throughout the grant period of performance. See FOA Section III. A. 5 b) page 16 & 17 for a list of possible activities.

1. Describe in detail how your WDB is engaging employer support for activities related to the opioid crisis or substance use.

2. What actions have been taken to lead efforts in your service areas that identify and promote proven and promising practices, strategies, and initiatives for meeting the needs of employers and program participants related to substance use disorder and/or the opioid crisis