PATH "VISION 100" PLAN APPROVAL

MICHIGAN WORKS! AGENCY - DEPARTMENT OF HUMAN SERVICES- PLAN DEVELOPMENT

1. Michigan Works! Agency (MWA) Branch County PATH	2. MWA Number: 3
3. Department of Human Services (DHS) Local Office Branch County DHS	4. County and District No.: 12
5. Plan Title(s): Partnership, Accountability, Training, Hope (PATH) "Vision 100" Program	
6. Plan Period 2-28-13 through 9-30-13	

THE MWA AND DHS LOCAL OFFICE HAVE TOGETHER DEVELOPED THE PATH PROGRAM PLAN AND IS IN AGREEMENT WITH THE CONTENTS OF THIS DOCUMENT.

MWA DIRECTOR [signature]	DATE 2/27/13
DHS LOCAL OFFICE DIRECTOR Linda Albig	DATE 02-26-13

(02/13)

PATH "VISION 100" PLAN NARRATIVE:

1. **MWA / DHS / Identification Information**

MWA- Director Name M.J. Bruns
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DHS- Director Name Linda Albig
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2. **Description of Joint Planning and Service Delivery Coordination**

a) CORE Mission
The core mission of Vision 100 is to assist families with achieving self-sufficiency and to improve the quality of life for the children and adults whom we serve. Recipients of the Family Independence Program (FIP) benefits often face significant challenges and need supportive case management services to remove barriers to employment and focus on gaining self-sufficiency.

Supportive case management is a key component of the Partnership, Accountability, Training, Hope (PATH) program. The focused services and activities will aid families in achieving self-sufficiency, allow DHS to meet federal work participation program goals and avoid federal TANF block grant penalties.

Vision 100 will serve as a mechanism for demonstrating PATH program performance for DHS local offices and their MWA partners. It will also empower DHS and MWA offices in proactively engaging families, enhancing local partnerships and leveraging innovation.

The Branch County PATH Program will include the Branch County Department of Human Services (DHS), Branch County PATH (MWA), and other identified profit and nonprofit agencies that will provide a blended approach to helping welfare recipients become self-sufficient and permanently attached to the labor force. This approach is based on the workforce needs of Michigan's current emerging economy.

i) Monthly Team Meetings between DHS and MWA
Team meetings will be held on a monthly basis (**3rd Tuesday**) or more often as needed. The goals of these meetings will be the following:
* Conduct coordinated, ongoing assessments of progress;
* Celebrate successes; and identify Clients to receive the Governor's Award on a quarterly basis
* Identify changes in the plan,
* Identify changes or gaps in services and/or resources,

* And to discuss level of partner engagement that may improve or accelerate progress toward plan goals
* Plans to hold Community Forums

ii) <u>*Co-locate DHS, MWA staff*</u>

Co-location of DHS staff, in the MWA Service Center and/or co-location of staff at schools shall be implemented to the extent possible to maximize teamwork, efficiency and communication. The result of co-location from the client's perception is that the DHS and MWA are cooperatively teamed and committed to the efforts and success of the PATH program. **(At this time we are exploring our options.)**

MWA Local Agency Responsibilities must include but are not limited to:

- Ensure clients are participating in the appropriate PATH activities.
- Ensure clients are fulfilling PATH requirements.
- Communicating and collaborating with respective DHS local office(s).
- Provide work eligible clients who have been referred from DHS with PATH program expectations and requirements as quickly as possible.
- Ensure timely data entry of all relevant information within 48 hours.
- Proactively engage clients with development of an individualized work participation plan.
- Provide access and assistance to the state's labor exchange system.
- Provide connection to job and work experience opportunities.
- Provide supportive services, such as work ready clothing and transportation (as funding sources allows).
- Provide job readiness activities, such as resume preparation and interviewing skill development.

  (Workshops are held weekly focusing on resume preparation and interviewing skills.)
- Provide ongoing case management services.
- Monitor and take corrective action when appropriate for clients with insufficient hours.
- Timely and effective management of non-cooperative client processes (i.e. triages, no shows).

DHS Local Office Responsibilities must include but are not limited to:

- Refer work eligible applicants to the MWA as early as possible in the application period.

  (A referral is sent to MIS within 5 days of an application being registered.)
- Explain FIP application process, temporary nature and self-sufficiency goals to clients.
- Update Bridges within 24 hours of triage completion (identify monitoring/follow up procedures).

  (Currently this is monitored by the PATH coordinator; if the information has not been entered an email is sent to the worker and the supervisor requesting that the information be updated. The case is then reviewed again.)
- Ensure completion of FSSPs for clients working 40 hours that are not referred to the MWA and *clients that are currently EFIP.*
- Proactively engage deferred clients and provide active case management to remove barriers as early as possible.

  (The BRIMM FIP-PATH Recipients deferral list is reviewed weekly to identify the clients that need to establish a FSSP at the local office. The Case manager will need to schedule an appointment within 14 days after notified by PATH coordinator to create a FSSP and determine what Barriers can be addressed.)

- Update Bridges to ensure timely case closures, circumstance changes and sanction entry.
  (***The Case managers have 10 days to act on changes and requests from the clients, however it was strongly suggested that when a client requests case closure to act on it immediately.***)
- Ensure comprehensive understanding of policy especially in regards to deferral, non-cooperation and good-cause.
  (One deferred case from each case manager can be pulled monthly by the PATH coordinator to ensure accurate use of policy and verify the appropriate documentation is in the file. With the current Triage process the non-cooperation's are continuously monitored. Prior to granting good cause on a PATH related non-compliance the case manager must get approval by their supervisor.)
- Respond promptly to client and MWA partner requests for assistance.
- Communicating and collaborating with respective MWA office.
- Monitor and take appropriate action on non-cooperative clients (i.e. no shows, triages).
  (***Currently monitored by the WF-410 and WF-420 reports. Clients that are ongoing FIP with new referrals to PATH are monitored until they attend PATH. The no-show report is also reviewed to double check that no clients were missed. With the automation of the 2444's getting generated once a non-compliance interfaces over is also a big help to make sure clients are not falling through the cracks. MWA notifies the PATH coordinators and the Case Managers when clients are placed into triage, they are then put on a spread sheet to track that the triages are being scheduled and the results are being entered timely.***)
- Monitor and take appropriate action on newly reported earned income identified on income reports.
  (When income is reported to DHS from the MWA, it is tracked to ensure the income budget is updated within 10 days. If the information has not been entered by the 8th day an email is sent to the Case manager and their Supervisor. ***If it is not entered by the 18th day an email is sent to the Program manager, Supervisor, and case manager.)

To: FES Partner CEO's

From: Jackie De Haan & Mark Lelle

Date: February 26, 2013

RE: Meeting yesterday (2/25) regarding choosing the EDGE cohort

All –

Thanks, as always, for coming to the table when we have important issues to discuss.

I received a call from Ken earlier today regarding the meeting yesterday to choose the EDGE cohort. Ken asked that the facilitators bring some issues back to the four partners (CEO's) for their consideration.

Here are the areas Ken defined as needing discussion/follow-up:

1. Denso staff (Beth) was at the meeting. Was there agreement among the four partners that Denso would be a part of that meeting? Goodwill believed that it would be a private screening.

Was there information shared at the meeting that might have compromised sensitive cohort data? Sensitive information about programming?

2. Was there discussion at the meeting regarding program components that might put the FES Partners in the position of being outside the agreed-upon grant guidelines as presented to/accepted by the W.K. Kellogg Foundation?

3. It appears that transportation issues for this cohort are more serious than originally anticipated.

Can we pull together as a virtual group to weigh in on these issues? If so, Mark and I can suggest some possible solutions so that we can continue to move forward.

Please "reply all" at your earliest convenience.

And thanks to everyone who participated in yesterday's meeting. These questions will arise from time to time, and we'll get them nailed down.

All the best!