

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Deputy Sector Navigator

SECTOR (If applicable): Health

DISTRICT: Santa Clarita CCD

COLLEGE: College of the Canyons

FISCAL YEAR: 2017/18

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1
Represent the Health Workforce Initiative as the regional nursing, allied health and human services subject matter resource/expert.

Strong Workforce Metrics:
Select: 5 Employed in the fourth fiscal quarter after exit: Employment rate for exiting students in the fourth fiscal quarter after leaving the community college system (based on a match to the state unemployment insurance wage file)* APPENDIX D December 5, 2016

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Collaborate with subject matter experts (SMEs) from other fields/professions to identify and address potential workforce needs (e.g. Counselor workshop, Faculty Boot Camp, New Faculty Training, Teacher Immersion).	Will develop at least one coordinated activity with Health sector and other regional DSNs to meet the needs of workforce and training needs	Fall 2017 Spring 2018 Summer 2018	DSNs Educators Teachers TAPs
1.2	Provide leadership and technical assistance to the region and the regional consortium on health sector and CTE program needs and activities (e.g. LMI, data, workforce survey, industry roundtables).	Will facilitate needs assessment and/or regional health workgroup(s) for CTE programs to support the health sector activity.	Fall 2017 Spring 2018 Summer 2018	DSN, RC CTE Deans Faculty Industry
1.3	Engage and collaborate with health-related professional and industry associations to identify and address potential workforce needs (e.g., professional associations, licensing boards, Workforce Development Board slingshot initiatives, Chamber of Commerce, or hospital council).	Will attend at least two (2) professional and/or industry association workforce meetings (e.g. LA/ Ventura WDB Slingshot Case Management initiative)	Fall 2017 Spring 2018 Summer 2018	DSNs SN

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1.4	Participate in personal professional development opportunities to enhance proficiency in workforce development and maintain licensure as appropriate (e.g. National American Public Health Association, National American Assembly for Men in Nursing, etc.)	DSN will attend at least one (1) professional development workshop to increase knoweldge, skills and abiliites for professional development.	Fall 2017 Spring 2018 Summer 2018	DSN
1.5				
1.6				

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1.7				
1.8				
1.9				

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**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 2
Partner with regional allied health, human services, and nursing programs to convene/participate in regional meetings for effective response to workforce needs and requests.

Strong Workforce Metrics:
Select: 2 Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Develop and create DSN Health templates/rubrics to facilitate HWI assessment of regional and statewide priorities/attendance.	Templates/ rubrics created will be shared via website and cloud based platform for sector utilization.	Fall 2017 Spring 2018 Summer 2018	DSNs SN
2.2	Support discipline specific regional activities/groups (e.g.,LMI data, workforce surveys, technical assistance).	Will provide regional requests in partnership with Technical Assistant Providers within the region/statewide.	Fall 2017 Spring 2018 Summer 2018	DSNs SN COE TAPs
2.3	Convene discipline specific faculty forums to identify issues, objectives and outcomes for discipline specific groups (e.g. "Ventura County Industry & Education Health Care Advisory Solutions Summit", Medical Assistant, Mental and Behavioral Health, Emergency Medical Responders/ Emergency Medical Tech Services).	Will convene at least two (2) faculty forums to help identify issues, develop pathways, and other areas of growth.	Fall 2017 Spring 2018 Summer 2018	DSNs SN

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Research allied health conferences (non-nursing related) and solicit HWI participation and support (e.g. California Pre-Certified Nurse Assistants, National Association of Emergency Medical Technicians, California Rural Health Association, HOSA-Future Health Professionals).	Will solicit support and participate with at least one (1) other allied health conferences – non-nursing.	Fall 2017 Spring 2018 Summer 2018	DSNs SN
2.5	HWI will develop a master chart of statewide conferences to promote HWI attendance and promotion of strong workforce program and economic development support.	HWI will have a statewide representation at a range of relevant conferences up to five (5) collectively throughout the state and share out information.	Fall 2017 Spring 2018 Summer 2018	DSNs SN
2.6	Participate in regional industry and program advisory meetings.	Attend and provide technical assistance to at least three (3) meetings throughout the region.	Fall 2017 Spring 2018 Summer 2018	DSN

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**Statement of Work (Annual Workplan)
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Objective: 3
Facilitate professional development opportunities to update the skills of faculty, teachers, counselors, and staff via cross regional/sector collaboration.

Strong Workforce Metrics:
Select: 2 Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree *

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Collaborate with the health sector to support professional development activities (e.g. COADN, community colleges, professional organizations and/or allied health organizations).	Will facilitate at least one regional (1) professional development workshop/ training/ and/or program.	Summer 2018 Spring 2018	DSNs Industry Educators WDBs
3.2	Facilitate and support HWI statewide "projects in common" professional development workshop Innovative Practices for Educators.	Will participate in the development and implementation of the joint Innovative Practices Conference for Educators in January 2018 with the HWI/ Health DSNs.	January 2018	DSNs SN
3.3	Based on regional need, host a professional development workshop/ training/ program (e.g. Hi-Touch Healthcare Soft skills, Nurse, Allied Health Educator course, Faculty Boot Camp, SCCRC Faculty Workshops CTE Teach for Allied Health Faculty).	Will facilitate at least one (1) professional development workshop/ training/ and/or program.	Fall 2017 Spring 2018 Summer 2018	DSNs Industry Educators WDBs

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Promote HWI statewide professional development training opportunities (e.g. Nurse Tim, DACUM, HWI Model Curriculum).	Disseminate eblast(s) of regional and statewide professional development opportunities for faculty, teachers and incumbent workers at least once per quarter.	Fall 2017 Spring 2018 Summer 2018	DSNs SN
3.5	Develop innovative delivery platform for professional development reaching constituents across the state (e.g. HWI Talks).	Will implement a professional development series for statewide dissemination from the Health Workforce Initiative via e-platform (e.g. WebX, CCCConfer).	Fall 2017 Spring 2018 Summer 2018	DSNs SN
3.6				

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Strong Workforce Metrics:
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3.8				
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**Statement of Work (Annual Workplan)
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Objective: 4
Support the capacity of regional colleges to implement the Strong Workforce Program.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Support Strong Workforce Program (SWP) regional /local proposals (e.g. Allan Hancock Public Safety, Cuesta Paramedic Program, Ventura CC District Allied Health Coordinator, Nurse Speciality Training).	Will support the regional/local Strong Workforce Program proposals with DSN allocated resources as deemed necessary and provide industry contacts and regional enegagment for these projects.	Fall 2017 Spring 2018 Summer 2018	DSNs Regional Consortia Regional Colleges
4.2	Supprt the implementation and possible replication of California Healthcare Workforce Academy (CAHCWA) in the 2 pilot regions (Sacramento and San Diego).	Disseminate the outcomes of the pilots in each of the pilot regions	Fall 2017 Spring 2018 Summer 2018	DSNs SN
4.3	Explore, and promote the SCCRC as one additional region to implement California Healthcare Workforce Academy (CAHCWA) pilot project.	With the learned outcomes of the pilot in the two regions, will promote the SCCRC to implement the California Healthcare Workforce Academy (CAHCWA) pilot project.	Fall 2017 Spring 2018 Summer 2018	DSNs SNs Regional Colleges

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**Statement of Work (Annual Workplan)
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Objective: 4
Support the capacity of regional colleges to implement the Strong Workforce Program.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Reinforce regional leadership and operational partnerships among community college, industry, labor, and other workforce and economic development entities to improve the delivery of all CTE efforts (e.g. Solutions Summit, CTE Pathway(s) for Allied Health, Makers Space Lab 3-D Printers).	Will support at activities that improve the delivery of CTE efforts by hosting and supporting programs within the region.	Fall 2017 Spring 2018 Summer 2018	DSNs Consortia Colleges/ High Schools Industry
4.5	Align college programs with regional and industry needs and provide support for CTE programs (e.g. Mental/ Behavioral Health Pathway project, Nursing & Allied Health Symposium	Host at least one (1) Nursing & Allied Health Symposium to serve as a venue for collaboration and/or professional development.	Fall 2017 Spring 2018 Summer 2018	DSNs Consortia Colleges/ High Schools Industry
4.6				

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Objective: 4
Support the capacity of regional colleges to implement the Strong Workforce Program.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
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**Statement of Work (Annual Workplan)
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Objective: 5
Provide services in response to the needs of employers, workers, and students.

Strong Workforce Metrics:
Select: 7 Median earnings in the second fiscal quarter after exit: Earnings for exiting students in the second fiscal quarters after leaving the community college system (based on a match to the state unemployment insurance wage file)*

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Collaborate with other entities to identify industry training needs for the incumbent workforce (e.d. Workforce Development Boards, Industry roundtables).	Provide at least one (1) workshop/training as identified for incumbent workers.	Fall 2017 Spring 2018 Summer 2018	DSN WDB Colleges
5.2	Develop statewide strategy to train for entry into priority Registered Nursing specialty areas sharing curriculum (e.g. Intensive Care, Operating Room, Emergency Room, Labor & Delivery, Mental Health, Case Management).	Will implement a statewide inventory of projects (local/regional) in collaboration with Strong Workforce Program projects.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Statewide Advisory Subject Matter Experts
5.3	Collaborate to provide Nurse Specialty Certification Training as needed.	Support/promote/provide at least one (1) training in the nurse speciality training needed within the region.	Fall 2017 Spring 2018 Summer 2018	DSN Consortia Colleges Industry

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Objective: 5
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Strong Workforce Metrics:
Select: 7) Median earnings in the second fiscal quarter after exit: Earnings for exiting students in the second fiscal quarters after leaving the community college system (based on a match to the state unemployment insurance wage file)*

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4	Provide Hi-Touch Healthcare: The Critical Six Soft Skills workshops.	Provide at least one (1) regional train-the-trainers for the Hi-Touch Healthcare: Critical Six Soft Skills workshop.	Fall 2017 Spring 2018 Summer 2018	DSN SN Colleges Industry
5.5	Explore specific occupations for statewide needs assessment, in collaboration with industry association or group.	DSN's contribute to statewide assessment with report by region.	Fall 2017 Spring 2018 Summer 2018	DSN SN Colleges Industry
5.6				

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**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 6
Facilitate curriculum content for program development or revision to meet emerging workforce needs and industry standards.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Provide technical assistance for emerging allied health and nursing programs, industry certifications training programs and/or curriculum development (e.g. c, Medical Scribe, Board Certified Autism Technician).	Will provide resources and/support for at least two (2) emerging programs, industry certifications and/or curriculum development for the region.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Industry WDB
6.2	Support DACUM job analysis on emerging occupations/ program development of revisions (e.g. Certified Behavioral Health Technician, Case Management, Certified Autism Technician).	Will support at least one (1) DACUM (job analysis) for program development and/or industry identified emerging job role.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Industry, WDB
6.3				

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**Statement of Work (Annual Workplan)
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Objective: 7
Complete mandatory grant activities, including but not limited to, statewide and regional meetings and reporting requirements.

Strong Workforce Metrics:
Select: 2) **Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree ***

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Participate in regional and statewide meetings and conference calls (e.g., Statewide Health Advisory Committee Meeting, Regional Consortium meetings, DSN/SN/Project Monitor meetings).	Participate or send a representative to 75% of scheduled meetings	Fall 2017 Spring 2018 Summer 2018	DSNs SN Project Monitor
7.2	Submit required reports in a timely manner.	All reports will be submitted on time, unless preauthorized from project monitor for delay due to unavoidable circumstances.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Project Monitor
7.3	Evaluate continued use of current data reporting practices with Health DSN team as effective practice for one and all and jointly agree on common methodology.	Discuss and determine consistent practice of reporting data (e.g., spreadsheet) and jointly agree to a sectorwide method.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Project Monitor

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.4	Explore piloting new quarterly reporting system based on management by objective-based philosophy.	Attend training provided by SN/project monitor.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Project Monitor
7.5				
7.6				

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**Statement of Work (Annual Workplan)
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Objective: 8
Collaborate with education and economic development partners (e.g., K-12, Adult School Consortiums, CSUs, UCs, WDBs) to develop and broadly publicize industry-informed career pathways leading to living wage jobs and meeting long-term workforce needs within the regional labor market.

Strong Workforce Metrics:
Select: 2 **Number of students who got a degree or certificate: Unique individuals who completed a credit or noncredit local certificate, credit or noncredit Chancellor's Office approved certificate, associate degree, or applied bachelor's degree ***

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.1	Create HWI collateral marketing packet (e.g. career fairs, conferences, training/ workshops).	Will disseminate collateral to reach out to additional career fair events that DSNs may have limitations in travel and attendance.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Project Monitor
8.2	Explore development of a system of allied health/nursing student ambassadors from other best practices to implement within the region as extension of the DSN Health representation.	Will pilot at least once an program like the "ambassadors" for allied health and nursing programs as guest speakers, host career fair booths etc.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Project Monitor
8.3	Develop an introductory to Allied Health Careers brochure for dissemination on the website.	DSN team will develop a brochure and make available on the website and will disseminate statewide.	Fall 2017 Spring 2018 Summer 2018	DSNs SN Project Monitor

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Objective: 8
Collaborate with education and economic development partners (e.g., K-12, Adult School Consortiums, CSUs, UCs, WDBs) to develop and broadly publicize industry-informed career pathways leading to living wage jobs and meeting long-term workforce needs within the regional labor market.

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.4	Support the implementation of regional program mapping models (e.g., California Healthcare Workforce Academy, Sacramento pilot)	Will disseminate the statewide mapping models regionally.	Fall 2017 Spring 2018 Summer 2018	DSNs SN
8.5	Convene a pilot advisory meeting for Industry & Education Health Care Advisory Solutions Summit for the region.	Will convene at least one (1) pilot "Solutions Summit in the region.	Fall 2017 Spring 2018 Summer 2018	DSNs Consortia Colleges Industry
8.6	Enhance participation in CTE Career Pathways between K-12 in the SCCRC region for middle and high school students (e.g. Scrubs Camp, Biotechnology immersion for Teachers and High School Students, Men in Nursing Conference).	Will host at least two (2) CTE pathways activities with middle and high school students.	Fall 2017 Spring 2018 Summer 2018	DSNs Consortia Colleges/High Schools Industry

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Objective: 8
Collaborate with education and economic development partners (e.g., K-12, Adult School Consortiums, CSUs, UCs, WDBs) to develop and broadly publicize industry-informed career pathways leading to living wage jobs and meeting long-term workforce needs within the regional labor market.

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**Statement of Work (Annual Workplan)
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Objective: 9
Support the statewide HWI logistical/marketing strategies.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.1	Maximize branding opportunities by using the Health Workforce Initiative website (e.g., health career brochures, e-newsletter, inventory of regional programs).	Disseminate information regarding HWI website through eBlast and other venues and least quarterly.	Fall 2017 Spring 2018 Summer 2018	DSNs Industry Educators WDB
9.2	Collaborate with regional consortium marketing strategies within SWP to highlight nursing and allied health programs.	Disseminate Strong Workforce marketing information within the region to middle and high schools, and industry.	Fall 2017 Spring 2018 Summer 2018	SN DSNs
9.3	Develop health sector news magazines based on emerging topics.	Produce and disseminate two (2) editions of health sector news magazine.	Fall 2017 Spring 2018 Summer 2018	DSNs Industry Educators WDB

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Deputy Sector Navigator

SECTOR (If applicable): Health

DISTRICT: Santa Clarita CCD

COLLEGE: College of the Canyons

FISCAL YEAR: 2017/18

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 9
Support the statewide HWI logistical/marketing strategies.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.4	Develop HWI promotional flyers (e.g., website/DSN contact Information).	Produce and disseminate HWI promotional flyers regionally.	Fall 2017 Spring 2018 Summer 2018	SN DSNs
9.5				
9.6				

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Deputy Sector Navigator

SECTOR (If applicable): Health

DISTRICT: Santa Clarita CCD

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FISCAL YEAR: 2017/18

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**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 9
Support the statewide HWI logistical/marketing strategies.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.7				
9.8				
9.9				