

Illinois Workforce Innovation Board

Policy Approval Process

This tool is designed to assist Illinois Workforce Innovation Board (IWIB) committees and work groups with submitting a policy to the Continuous Improvement Committee (CIC) for approval. The CIC policy review process assesses the appropriateness of identified outcomes and their associated metrics in relation to the goals of the policy.

The following items should be included in policy submissions for CIC review:

1. Executive Summary of the policy being reviewed
2. Background and Context – data sources consulted for policy development and alignment with other policies. Include projected cost and pros and cons to assist the CIC in understanding discussion and the way committees reconciled opposition
3. Intended outcomes and policy goals
4. Evaluation elements included in the policy
 - a. Proposed investments
 - b. Metrics or Data
 - c. Measures of Success
5. Implementation Plan

Sample items or descriptions of what each element should include are provided below. All items should be designed as summaries, providing only enough detail to allow the CIC to clearly understand the goals of the policy.

Executive Summary:

These one to two paragraph summaries should, at a minimum, provide the purpose of the policy and its main goals, strategies for achieving the policy goals, and projected timelines.

Background and Context:

Provide relevant information related to important stakeholders, data sources consulted for policy development, alignment with other policies, projected resources needed, or pros and cons. A pros and cons list allows the CIC to understand how the committees reconciled policy proposals with predicted opposition.

Intended Outcomes and Policy Goals/Evaluation Elements:

An evaluation matrix should be organized around the policy outcomes and connect them to specific goals of the policy. More than one goal may be associated with each outcome. Outcomes can be tangible or intangible. Evaluation methods of each outcome will be required. These methods can provide either quantitative or qualitative data. Details on evaluation can be provided either in this section as a third element of the matrix, or in a separate section (if narrative is required). All policies should include considerations for investments and data metrics as appropriate.

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Matrix Sample	
Functions/Outcomes	Service Integration Goals
<u>Customer-centered design</u> : One-stop services are shaped by customer needs and preferences.	1. One-stop partners coordinate efforts to collect and use customer input to design and deliver integrated services to all job seeker, employer, and system customers.
<u>Staff</u> : A culture of accountability is created in which every partner agency's representatives have ownership in achieving desired results.	2. Core job competencies, organizational values, and performance expectations related to service integration are established and communicated to all center staff.

Evaluation elements included in the policy

- a. Proposed Investment
- b. Metrics

Implementation Plan:

The implementation plan should give the CIC an understanding of the stages of implementation and mechanisms for reevaluating or improving the policy.

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Format for IWIB POLICY

Policy: [1.1] [use Arial- 20 pt. font]
[Title of the Policy]

Revised: (Add the date the Board approved this version of the policy or later date; maintain dates of previous revisions/approvals in this field)

Last Reviewed: September 4, 2018, (Policy is required to be reviewed annually; designated officials will send the last date the policy was reviewed to Legal Services each year)

Adopted: (Date the policy was first adopted by the Board) Note: this date should never change.

POLICY: [use Arial -11 pt. font]

Executive Summary:

These one to two paragraph summaries should provide the purpose of the policy and its main goals, strategies for achieving the policy goals, and projected timelines. The executive summary should be broad, but brief. It should clearly state the Board's intent, describe a course of action or a principle that guides and determines present and future decision-making. Policy should reflect the philosophy upon which the IWIB operates. The summary is also intended to provide broad guidance to staff in their day to day activities; ensure compliance with applicable federal and state laws; and support and fulfill the operation and mission of the Illinois Workforce Innovation Board. If more detailed guidelines are necessary in order to implement the policy, the statement should contain the following: affected agency is directed to develop procedures necessary to implement the provisions of this policy.

Background and Context:

Provide relevant information related to important stakeholders, data sources consulted for policy development, alignment with other policies, projected cost, or pros and cons. A pros and cons list allow the CIC to understand how the committees reconciled policy proposals with predicted opposition.

Definitions:

Include any general statements and specific explanations for words or initials that clarify the content of the State Procedure that could be interpreted in more than one way.

Intended Outcomes:

A matrix should be organized around the policy outcomes and connect them to specific goals of the policy. More than one goal may be associated with each outcome. Outcomes can be tangible or intangible.

Outcome Evaluation:

Evaluation methods of each outcome will be required. These methods can provide either quantitative or qualitative data. Details on evaluation can be provided either in this section as a third element of the matrix, or in a separate section (if narrative is required).

Intended Outcomes:

All policies should include considerations for return on intended outcomes and data metrics as appropriate.

Implementation Plan:

The implementation plan should give the CIC an understanding of the stages of implementation and mechanisms for reevaluating or improving the policy. It should also include the method to be used, by whom, and when, where and how the plan will be placed in operation. This will likely be the lengthiest portion of the procedure.

ATTACHMENTS:

List titles for all enclosures that are included as part of the procedure. All forms included as an attachment shall contain a stated retention schedule on the form. If you wish to have a hyperlink to the form, you must provide the correct link and note [insert hyperlink].

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