

How to Use This Resource

This resource was designed to help you create a timeline for your state’s process to develop a Perkins V state plan. Every state has different strategies, processes and protocols for state plan development and approval as well as different governance structures, which must be considered when building your state’s timeline – this sample merely provides one way of structuring and sequencing the work and was designed to be modified.

The following process is a suggestion for how to get started on developing your state’s Perkins V state plan development timeline:

- Review the sample timeline on pages 2-3 (*a month-by-month summary is also included on pages 4-5*).
- Determine how the sample timeline needs to be modified based on your state’s strategies, processes and protocols for state plan development.
- Develop your state’s timeline for Perkins V state plan development. It may be helpful to do so in partnership with those who will comprise your core team for planning and writing the Perkins V state plan (which may be staff in your agency and/or other state agencies).

The columns below address the following:

STATE PLAN DEVELOPMENT	CONSULTATION	DATA	STAKEHOLDER ENGAGEMENT	PUBLIC COMMENT
<p>This encompasses the aspects related to the development, writing and submission of the state plan. It may be helpful to create a core writing team to lead these efforts and any related committees to carry out the work associated with state plan development.</p> <p>See Advance CTE’s Putting Your CTE Vision Into Action Through Perkins V Planning to begin the state plan development process and consider the decisions that will need to be made.</p>	<p>This type of engagement typically occurs with key players within the Perkins eligible agency and other state agencies or offices that work on Career Technical Education (CTE) in some way for the purpose of coordinating, collaborating and making strategic decisions.</p> <p>See Coordinating Across Perkins V and the Workforce Innovation and Opportunity Act from Advance CTE and the National Skills Coalition to learn more about the opportunities states should consider as they approach WIOA and Perkins V state plans.</p>	<p>This comprises the considerations that must be taken into account related to changes to the accountability system that Perkins V introduces (e.g., the definition of a secondary CTE concentrator, updated definition of special populations, disaggregation requirements, etc.).</p>	<p>This type of engagement typically occurs with external groups that represent those involved in or impacted by CTE for the purpose of getting feedback or input on ideas, proposals or decisions that affect these groups.</p> <p>See the Career Readiness Stakeholder Engagement Tool developed by Advance CTE, the Council of Chief State School Officers and Education Strategy Group to learn more about planning effective interactions with specific stakeholders.</p>	<p>This type of engagement typically occurs with the general public to validate or confirm plans and decisions made through consultation and stakeholder engagement efforts.</p> <p>See Advance CTE’s Planning for Engagement: Identifying Key Stakeholders for Perkins V tool to learn more about Perkins V consultation, stakeholder engagement and public comment.</p>

Note on Communications: It is critical to develop an overall communications strategy at the beginning of the state planning process. This strategy should encompass a decision about branding, a determination of the key messages that will be used, an intentional plan for the communications channels and activities used to deliver those messages and a project plan for creating related assets and tools. By December 2018, this plan should be ready to execute and then adjusted along the way, until the completion of the Perkins V state plan. (See [Engaging Parents and Learners](#) and [Become a CTE Advocate](#), webpages from Advance CTE with tools and resources that can help you build execute a successful communications strategy).

TIMELINE	STATE PLAN DEVELOPMENT	CONSULTATION	DATA	STAKEHOLDER ENGAGEMENT	PUBLIC COMMENT			
Oct 2018	<ul style="list-style-type: none"> • Preliminary Planning <ul style="list-style-type: none"> ○ Revisit, confirm and/or revise your statewide vision for CTE ○ Review recent performance data (Consolidated Annual Report, state studies, reports from the Office of Career, Technical and Adult Education (OCTAE), etc.) ○ Develop overall strategy for state plan development ○ Build a core writing team • Identify decisions to be made (e.g., whether or not the state will utilize the option to reset the Maintenance of Effort (MOE) calculation, whether or not the state will do a combined state plan under WIOA, etc.): <ul style="list-style-type: none"> ○ By eligible agency alone ○ In consultation with state partners ○ With input from stakeholder engagement 	<ul style="list-style-type: none"> • Identify key players within the Perkins eligible agency and those within other state agencies or offices that work on CTE • Create a project plan for engaging with these individuals and begin consulting with them about the state plan (and transition plan elements if needed) • Meet with Governor <p><i>Note: may extend into early 2019 based on elections</i></p>	<ul style="list-style-type: none"> • Identify and execute any needed changes to data collection or analysis to prepare for updated indicators, new secondary concentrator definition, new definition of special populations and disaggregation requirements • Determine approved sources of data for labor market information 	Develop overall strategy for stakeholder engagement including timeline, means of engagement and others with whom to partner				
Nov 2018								
Dec 2018				<ul style="list-style-type: none"> • Determine the process in your state for plan approval (for both the transition plan and full state plan) • Begin drafting transition plan 			Develop assets for stakeholder engagement, keeping in mind the audiences' level of familiarity with Perkins V and CTE	
Jan 2019				<ul style="list-style-type: none"> • Continue drafting transition plan • Finalize transition plan 			<ul style="list-style-type: none"> • Execute stakeholder engagement strategy • Conduct intensive and inclusive stakeholder engagement through multiple vehicles • Conduct public hearings 	
Feb 2019								
Mar 2019		<ul style="list-style-type: none"> • Submit transition plan to State Board for approval • Submit transition plan to Governor for opportunity to sign 	Run baseline data for new indicators, with new concentrator					

TIMELINE	STATE PLAN DEVELOPMENT	CONSULTATION	DATA	STAKEHOLDER ENGAGEMENT	PUBLIC COMMENT
Apr 2019	Submit transition plan to U.S. Department of Education		definition (Program Year 2017)		
May 2019					
Jun 2019		Consult with key players on state determined levels of performance		Engage with stakeholders (those required in Sec. 122(c) at a minimum) on state determined levels of performance	
Jul 2019	<ul style="list-style-type: none"> Draft state determined levels of performance Compile and review stakeholder feedback and consultation 				
Aug 2019	Draft state plan based on stakeholder engagement and consultation				Gather public comment on state determined levels of performance
Sept 2019					
Oct 2019	<ul style="list-style-type: none"> Update state plan based on public comment on state determine levels of performance and consultation. Respond to comments on state determined levels of performance 	Debrief on stakeholder engagement, public comment, vet plan with key players, meet with Governor			
Nov 2019					Gather public comment on draft plan
Dec 2019					
Jan 2020	Incorporate public comments into state plan and finalize				
Feb 2020		<ul style="list-style-type: none"> Submit state plan to State Board for approval Submit state plan to Governor for opportunity to sign 			
Mar 2020					
Apr 2020	Submit to U.S. Department of Education				

A Month-by-Month Summary of the Sample Timeline

October 2018:

- *Begin preliminary planning (review vision and data, develop overall strategy for state plan development, build core writing team)*
- *Begin to identify decisions to be made and by whom they will be made*
- *Identify key players with whom to consult*
- *Begin to identify and execute any needed changes to data collection and analysis*
- *Begin to develop communications strategy*

November 2018:

- *Continue preliminary planning*
- *Continue to identify decisions to be made and by whom they will be made*
- *Create a project plan for consultation*
- *Continue to identify and execute any needed changes to data collection and analysis*
- *Develop overall stakeholder engagement strategy*
- *Continue to develop communications strategy*

December 2018:

- *Determine the process in your state for plan approval*
- *Begin drafting transition plan*
- *Begin executing consultation plan*
- *Meet with Governor (or new governor's transition team)*
- *Continue to identify and execute any needed changes to data collection and analysis*
- *Begin determining approved sources of labor market information*
- *Develop assets for stakeholder engagement*
- *Begin executing communications strategy*

January 2019:

- *Complete transition plan*
- *Complete execution of consultation plan*
- *Meet with Governor (if newly elected)*
- *Continue to identify and execute any needed changes to data collection and analysis*
- *Continue to determine approved sources of labor market information*
- *Begin executing stakeholder engagement strategy*
- *Continue to execute communications strategy*

February 2019:

- *Submit transition plan to State Board for approval*
- *Submit transition plan to Governor for opportunity to sign*
- *Complete execution of any needed changes to data collection and analysis*
- *Complete determination of approved sources of labor market information*
- *Continue to execute stakeholder engagement strategy*
 - *Begin conducting public hearings*
- *Continue to execute communications strategy*

March 2019:

- *State board approval of transition plan*
- *Begin running baseline data*
- *Continue to execute stakeholder engagement strategy*
 - *Continue to conduct public hearings*
- *Continue to execute communications strategy*

A Month-by-Month Summary of the Sample Timeline

April 2019:

- *Submit transition plan*
- *Continue to run baseline data*
- *Continue to execute stakeholder engagement strategy*
 - *Continue to conduct public hearings*
- *Continue to execute communications strategy*

May 2019:

- *Complete running baseline data*
- *Complete execution of stakeholder engagement strategy*
 - *Complete public hearings*
- *Continue to execute communications strategy*

June 2019:

- *Begin consulting on state determined levels of performance*
 - *Begin stakeholder engagement on state determined levels of performance*
- *Continue to execute communications strategy*

July 2019:

- *Draft state determined levels of performance*
- *Compile and review stakeholder feedback*
- *Continue to execute communications strategy*

August 2019 – September 2019:

- *Gather public comment on state determined levels of performance*
- *Draft full state plan based on stakeholder engagement and consultation*
- *Continue to execute communications strategy*

October 2019:

- *Update state plan based on public comment on state determined levels of performance and respond to comments*
- *Debrief on input provided, vet plan with key players, meet with Governor*
- *Continue to execute communications strategy*

November 2019:

- *Begin to gather public comment on full state plan*
- *Continue to execute communications strategy*

December 2019:

- *Continue to gather public comment on full state plan*
- *Continue to execute communications strategy*

January 2020:

- *Incorporate public comments into state plan*
- *Continue to execute communications strategy*

February – March 2020:

- *Submit state plan to State Board for approval*
- *Submit state plan to Governor for opportunity to sign*
- *Continue to execute communications strategy*

April 2020:

- *Submit final state plan to U.S. Department of Education*
- *Complete execution of communications strategy*