

SCSEP PEER-TO-PEER (P2P) WORKGROUP PROPOSED OUTLINE

PURPOSE

The SCSEP Peer-to-Peer (P2P) Workgroup is a collaborative workgroup of SCSEP grantees and staff of the Older Workers Unit that collectively will address challenges grantees are facing that hinder the ability to operate a traditional in-person service delivery model, effecting the ability to meet statutory performance measures. The mission of this P2P Workgroup is to collectively address the challenges that this global pandemic has on the grantees' ability to successfully implement the SCSEP program, and to find solutions to problems that may affect the ability to sustain the program's purpose.

OPERATING PRINCIPLES

The SCSEP P2P Workgroup will be comprised of both national and state grantees, with representatives from all six regions. The workgroup will focus on the following four modules: service delivery, remote skills training opportunities, administrative requirements, and performance measures. Each session will first highlight relevant statutory, regulatory, and policy guidance to frame the discussion around what flexibilities and innovations are feasible within the existing SCSEP model. Additionally, depending on the module, grantees will be requested to come prepared with related data points and ready to share challenges and promising practices.

SESSION PLANNING

P2P Initial Kickoff Meeting

December 8, 2020 from 2:00pm – 3:00 pm EST

The P2P Kickoff Meeting will provide an overview of the Purpose/Objective of the P2P Workgroup. The Operating Principles will be reviewed and revised if necessary, and adapted for the project. Additionally, grantees will be able to provide input into the proposed meeting dates, P2P implementation and agenda for the 4 sessions, which will be discussed during this kickoff. Additionally, a grantee profile will be provided by each grantee to document their current operating status and factors ahead of the first session, to assist in the discussions and understanding of current trends.

SCSEP PEER-TO-PEER (P2P) WORKGROUP PROPOSED OUTLINE

P2P Workgroup Session 1

Proposed Dates 2021 (select one preferred date and time)

- January 12
- January 13
- January 14
- January 26
- January 27
- January 28

- 2:00pm – 3:30pm ET
- OR**
- 3:00pm – 4:30pm ET

Session 1: Service Delivery

1. Community service assignments (traditional, remote, hybrid)
2. Paid Sick Leave (how do we move from sick leave back to active CSA)
3. Availability of Host Agencies
 - a. Traditional (in-person)
 - b. Remote/virtual
4. Assessment of participants' computer skills and ability to perform virtual CSAs
5. Assessment of participants' existing access to/availability of computers & internet
6. Assessment of host agencies' willingness and ability to provide a remote CSA opportunity
7. Assessment of host agencies that are available for traditional CSA
 - a. How are HAs ensuring that all safety protocols are adhered to?
 - b. How will HAs provide necessary personal protective equipment (PPE) or does the grantee need to do so?
 - c. Will the assignment be the same as pre-COVID or will there be modifications?
8. Assessment of those participants who are not comfortable returning to their traditional assignment if HAs are available
 - a. Participants' wellbeing, safety, and comfortability
 - b. What are other options besides paid sick leave
 - c. How to work with those who are not computer literate
9. Continuing with CSAs for those who are not seeking employment – utilize as assistance to grantees, follow-up activities similar to contact tracing (optional consideration)
10. Additional challenges
11. Successes/promising practices
12. Next Steps

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P2P Workgroup Session 2

Proposed Dates 2021 (select one preferred date and time)

- February 9
 - February 10
 - February 11
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- 2:00pm – 3:30pm ET
- OR**
- 3:00pm – 4:30pm ET

Session 2: Skills Training

1. Skills training – technology, connectivity, accessibility: how will grantees provide these services to participants
2. Identify how, when, who, and where skills training can be provided
3. Training curriculum
 - a. Soft skills
 - b. Job readiness
 - c. Specialized skills training
4. Equipment needs
5. Internet connectivity
6. Delivery/roll-out strategies (CSA & Skills Training – SCSEP Services)
7. Assessment of participants' computer skills and ability to train virtually
8. Assessment of participants' existing access to/availability of computers & internet
9. How to provide computer and internet to those who do not have access
10. How to work with those who are not computer literate
11. Systematic approach for implementation
12. What is already offered for free
13. Additional challenges
14. Successes/promising practices
15. Next Steps

P2P Workgroup Session 3

Proposed Dates 2021 (select one preferred date and time)

- March 16
 - March 17
 - March 18
-
- 2:00pm – 3:30pm ET
- OR**

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- 3:00pm – 4:30pm ET

Session 3: Administrative Requirements

1. SCSEP Cost Requirements (Administrative cost, Participant Wages and Fringe Benefits (PWFB) and Other Participant Costs (OPC))
2. In-Kind/Match – how do we meet the match requirements outside of HA supervisory hours
3. OSRs
4. IFA Costs during shutdown of AJCs
 - a. If needing to continue to pay infrastructure costs – how to access the AJC resources
5. Additional challenges
6. Successes/promising practices
7. Next Steps

P2P Workgroup Session 4

Proposed Dates 2021 (select one preferred date and time)

- April 13
- April 14
- April 15

- 2:00pm – 3:30pm ET
- OR**
- 3:00pm – 4:30pm ET

Session 4: Performance Measures

1. How do we address performance requirements
 - a. Service Level
 - i. Recruitment and Enrollment
 - b. Community Service Hours
 - i. CS assignments and types of CSA training
 - c. Most In Need
 - i. Related to recruitment and enrollment
 - d. Employment Rate (2nd quarter after exit)
 - i. What types of jobs should SCSEP focus on for participants?
 - ii. What types of training will participant needs and can it be done remotely/virtually?
 - iii. What types of job development can be done by the grantee to increase opportunities for participants?
 - iv. What OJE opportunities are available, i.e. employers looking to train and hire for contact tracing, call centers (have they increased in hiring remote workers)?

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- e. Employment Rate (4th quarter after exit)
 - i. What supports can be provided to those participants who got jobs?
 - ii. Types of supportive services to obtain and retain employment (i.e. Safety equipment provisions such as PPE, work from home supplies, cost of internet, etc.)
- f. Median Earnings
 - i. What is the prevailing wage for remote work opportunities
2. Additional Challenges
3. Successes/promising practices
4. Next Steps

P2P Workgroup Session 5

Proposed Dates 2021 (select one preferred date and time)

- May 11
- May 12
- May 13

- 2:00pm – 3:30pm ET
- OR**
- 3:00pm – 4:30pm ET

Session 5: Lessons Learned - Closing Session

1. Promising Practices
2. Applied Practices
3. Next Steps