

FAQ #2
October 20, 2016
281—Iowa Administrative Code Chapter 49, Iowa Code chapter 279,
section 61, implementation of House File (HF) 2392, Division I
Career Guidance Requirements

Implementation Requirements

Must the requirements of House File 2392, Division I be implemented by July 1, 2016 in its entirety?

While Division I of HF 2392 was effective May 26, 2016, the Iowa Department of Education realizes that 2016-2017 is a transition and training year. School districts should plan to have the primary requirements implemented prior to June 30, 2016 or prior to the end of the 2016-2017 academic year (see prioritized list below for 2017).

- District Team (for academic year ending 2016-2017 and beginning 2017-2018)
- District Plan (for academic year ending 2016-2017 and beginning 2017-2018)
- Career Information System (CIS)
 - Four-year plans completed and signed for students in grades 8 through 12.

Professional development dates for fall 2016 and spring 2017 will be released, however, districts are encouraged to prioritize in the following order:

1. Select the District Team - Begin with internal team members, principal, counselor CTE instructor(s).
2. Write the District Plan
 - a. Professional development (to complete the District Plan template developed by the Department will be delivered by the IDOE and/or AEAs,).
3. Select CIS from Department web site of CIS that meet State Board criteria
 - a. If district has not done so already.

The expectation is that school districts toward full implementation as guidance becomes available.

Individual Career and Academic Plan (ICAP)

What is the Individual Career and Academic Plan (ICAP)?

The ICAP is comprised of Essential Components that represent the foundation of Iowa's career and academic planning system. They are the common experiences and activities which all students must complete as part of the Individual Career and Academic Planning process. The Essential Components include:

- Self-understanding;
- Career information;
- Career exploration;
- Postsecondary exploration; and
- Career and postsecondary decision.

What are the ICAP Requirements?

Each district is required to work with each student enrolled in the eighth grade in developing, and, in subsequent years until graduation, reviewing and revising, an Individual Career and Academic Plan (plan). The plan is the result of a holistic process which assists the student in

identifying career and academic goals and the most appropriate route to achieve those goals. At a minimum, the plan will:

- Prepare the student for successful completion of the required curriculum by graduation;
- Identify coursework, including career and technical education (CTE) in grades nine through twelve to support postsecondary education and career options; and
- Prepare the student to complete all Essential Components in the plan prior to graduation.
- Assist the student in following a timeline for completing the plan in a manner that is grade-appropriate.

Who developed the Essential Components?

The Iowa Department of Education convened a group of 18 policy and technical professionals from the field with experience in career, workforce, and economic development, postsecondary academic and advising programs, professional school counseling, and Iowa initiatives related to college and career readiness. Practitioners also included Area Education Agency consultants, representatives from the Iowa Student College Aid Commission, and the Iowa Department of Education. The practitioner team took the lead in developing the essential components and other aspects of the new system.

District Plan

What is the District Plan, and how is it different from the Individual Career and Academic Plan?

The District Plan details how the district will implement the career and academic planning process outlined in House File 2392, Division I. In other words, the District Plan guides the Individual Career and Academic Planning process. To that end, the District Plan, at a minimum, must:

- Include a summary of the activities to be undertaken in each grade-level in support of each Essential Component;
- Detail how the career and academic planning process will integrate with the district's comprehensive school improvement plan and school counseling program;
- Designate a district team to establish, implement, and maintain the district plan;
- At the district's discretion, outline components and outcomes in addition to those required by statute to be integrated into the district's career and academic planning process.

Who, at the district-level, will lead the development, implementation, and support of the District Plan?

House File 2392, Division I requires each district to establish a team to implement and maintain the District Plan. The team must consist of a school administrator, a school counselor, teachers' including career and technical education teachers, and individuals responsible for coordinating work-based learning activities. The district may choose to include additional administrators, staff, and teachers on the team. Minimum duties of the team include:

- Implementation of the district plan;
- Annually reviewing and, as necessary, proposing to the board of directors of the school district revisions to the District Plan;
- Coordination of activities which integrate the Essential Components into classroom instruction and other facets of the school district's educational program; and
- Regularly consulting with representatives of employers, state and local workforce systems and centers, higher education institutions, and postsecondary training programs to ensure activities are relevant and align with the labor and workforce needs of the region and state.

When is this due?

Completed and implemented prior to June 30, 2017.

What is the format?

A template that includes all requirements in statute will be posted on the Department's Career Planning web site in October, 2016.

What are the District Plan requirements?

1. The district plan is a roadmap for implementation of the career and academic planning process outlined in statute.
2. It provides context, outlining who is expected to do what, when, and how.
3. A student's individual career and academic planning happens within the framework established by the district plan.
4. The district plan, at a minimum:
 - a. Includes a summary of the activities to be undertaken in each grade-level in support of each Essential Component;
 - b. Details how the career and academic planning process **will** integrate with the district's comprehensive school improvement plan and school counseling program;
 - c. Designates a district team to establish, implement, and maintain the district plan. The superintendent **will** designate individuals to serve on the team to include, at a minimum, a school administrator, a school counselor, teachers, including career and technical education teachers, and the work-based learning coordinator; and,
 - d. At the district's discretion, outlines components and outcomes *in addition* to those required by statute to be integrated into the career and academic planning process.

To whom does the District Plan go?

School district will keep the district plan on file with school accreditation documentation.

Who reads the District Plan?

The district team and the Department of Education during the accreditation and differentiated accountability process.

What if we don't prepare a plan?

Compliance monitoring will take place with the school improvement process under 281 – Iowa Administrative Code [Chapter 12](#)

Career Information and Decision-making System

What is a Career Information and Decision-making System (CIS)?

A Career Information and Decision-making System (CIS) is a vendor-provided software tool which supports the student in developing their career and academic plan.

What does it mean that a district must use a Career Information and Decision-making System that meets career guidance and development standards and standards adopted by the State Board of Education?

House File 2392, Division I requires that a district utilize a Career Information and Decision-making System that meets the criteria set forth by the Iowa State Board of Education and is listed on the [Career Planning](#) web site. The administrative rules proposed by the Iowa State Board of Education establish criteria for the approval of Career Information and Decision-making Systems. More information on these criteria is available on the Department's website. The Department maintains a list of vendor platforms that meet the state board career standards and criteria on its [website](#).

What is the State-designated, Career Information and Decision-Making System (CIS)?

House File (HF) 2392 requires the Iowa Department of Education to select one CIS as the state-designated CIS. The objective is for the IDOE to determine which (CIS) has the product that provides the most comprehensive college and career readiness experience for Iowa students in grades 8 through 12. The Request for Information (RFI) will be conducted in October, 2016. Once posted, vendors will submit applications to the Iowa Department of Education (IDOE). When the process is completed and a CIS is designated, information will be sent to counselors through the AEA counselor contacts and posted to the Department web site.

Compliance

How will districts be monitored for compliance?

Past practice required compliance under the school improvement process [281-IAC 12.3\(11\)\(3\)](#). Accountability processes will be developed and guidance released by the Department once a determination about how compliance will be monitored is established.

Funding and Appropriations

Is funding available to assist with implementation of House File 2392, Division I?

No. Funding was not appropriated for Iowa Code chapter 279, section 61 in 2007-2015, nor did an appropriation accompany the revisions signed into law, May 26, 2016.

Was funding appropriated if we use the state-designated career information system?

No. The process has decentralized to a local control model and school districts are responsible for negotiating CIS costs with the vendor of their choice.

Why didn't my district have to pay for IHAPI in the past?

Iowa Code chapter 279, section 61 was enacted in 2007 without an appropriation. In 2007, The Iowa College Student Aid Commission (ICSAC), supported a financial aid portfolio and had the financial means and mission to support the vendor fee and six staff members to 1) train Iowa school districts and 2) complete the reporting for the state of Iowa.

In 2015, ICSAC's portfolio changed and ICSAC was no longer financially able to support the vendor and training fees for Iowa school districts. The Career and Technical Education Task Force recommendations allowed for a decentralization of the state-designated CIS to a CIS that meets the SBE criteria, chosen by the local school district.

How are districts moving toward and/or collaborating to accommodate a decentralized model to choose and implement a CIS chosen at the district level?

Districts are collaborating with one another or with AEA counselor contacts to negotiate price breaks with vendors. AEA counselor contacts are regularly in contact with one another and readily share vendor information.

May we use Perkins funds for this system?

Perkins may be used for these systems, but there are conditions.

- Career guidance within Perkins is a permissive activity. Therefore, the consortium/stand-alone school district receiving Perkins funds must address and **complete all required activities**, and when necessary, allocate Perkins funds to these activities. Only then, can the consortium/stand-alone school district address and complete permissive activities, including the allocation of Perkins funds.
 - The use of Perkins funds should be in congruence with the local plan laid out by the consortium/stand-alone school district.

- The use of Perkins funds must comply with federal and state fiscal and financial requirements.

Why do we have to purchase a Career Information System? Why can't we just use a free platform and supplement with other free resources?

281 IAC Chapter 49 – Individual Career and Academic Plan, Iowa Code section 256.7, House File (HF) 2392 requires school districts to utilize an “approved system” which means a vendor provided career information and decision making system with meets the minimum requirements established by the state board of education and is approved by the department 281 –49.6(279).

The Department has elected to adopt an ***ongoing vendor review process***.

- This means that if/when a vendor, intending to offer the product at no cost to districts, submits an application, the department will review the submission.
- If the submission meets the minimum requirements established by the SBE, the product will be added to the list of available CIS school districts may utilize.

Implementation

What is the timeline for implementation?

- While HF 2392 was effective May 26, 2016, the Iowa Department of Education realizes 2016-2017 is a transition and training year and that full implementation of House File 2392, Division I was not feasible by the beginning of the 2016-2017 academic year.
- The expectation is that districts will have the following in place by June 30, 2016:
 - District Team (for academic year ending 2016-2017 and beginning 2017-2018)
 - District Plan (for academic year ending 2016-2017 and beginning 2017-2018)
 - Career Information System (CIS)
 - Four-year plans completed and signed for students in grades 8 through 12.

What supports are in place from the IDE?

Several consultants are available to answer Division I questions. Amy Vybiral is the main point of contact for implementation and may be reached at amy.vybiral@iowa.gov or 515-281-3169.

Is there a transition year?

See implementation timeline

What is the final date to purchase a system? What is the implementation timeline?

- The date of purchase is determined at the district level. Students in grades 8-12 must have four-year plans completed and signed by June 30, 2017.
- Implementation timeline

When will more guidance be released?

- The Department will upload a District Plan template on the Career Planning web site in November, 2016.
- The Department will designate a career information and decision making system, required by IAC 281—Chapter 49.6(3) in early November, 2016.
- State-wide trainings will be held for District Teams to create District Plans in November.
- Additional trainings will be scheduled spring, 2017.
 - Recorded webinars will be posted on the Career Planning web site for teams that are not able to attend the trainings.

District Team

When do we have to have the team together?

Assemble your team and assign roles prior to fall and spring District Plan trainings.

How many do we need on the team?

- Per HF2392, school administrator, a school counselor, teachers, including CTE teachers, and the work-based learning coordinator.
- Determined at the district level
- Focus on your school district personnel first
 - Decide if the District Team needs one counselor or CTE instructor from each 8 and 9-12 building to represent their building on the larger District Team.
 - Will the school district have counselors from other buildings represent those buildings within the larger, primary team?

How often does the District Team meet?

- Determined at the school district level by superintendent or designee.
 - Create a timeline for implementation.
 - When will each grade level complete components determined by the team?
 - E.g., when will parents and students have opportunities to review their plan with team members
- What does “holistic” look like at the 1) District level 2) grade level 3) building level 4) class level 5) internal team level 6) student and parent level?

Individual Career and Academic Plan

When are we getting more guidance on reporting?

- School district personnel working with the district CIS platform should be familiar with basic and simple summary reports. Examples include:
 - Percentage of student accounts created at each grade level (8-12).
 - Percentage of Inventories completed at each grade level;
 - Percentage of Assessments completed at each grade level
 - Activities completed at each grade level;
 - Regional Labor market needs by career cluster
 - Regional labor market need by career cluster training opportunities and educational programs by community college, regent, union apprenticeship, private, profit, and non-profit training programs regionally and non-regionally.
- Accountability beyond basic utilization statistics is an ongoing discussion at the Department. The primary focus of the Department and of the Career Planning team at the Department, is to implement Division I, Career Guidance revisions.
- This will be achieved by convening practitioners in the field to provide feedback on revised guidance related to the CIS, the District Plan, and the District Team. The Department has included counselors from Iowa's school districts when accountability is open for discussion and guidance. However, the Department will first focus on the process of providing clear guidance and pragmatic training on how to develop a District Plan (in 2017 and 2018), and convening voices from the field to resolve unforeseen issues that arise in the first two years. The Department will also review college and career readiness metrics measured in Iowa and other states, and nationally, to determine what is working and best practices.

How will we be expected to report out?

School districts will keep the district plan on file with school accreditation documentation.

What will need to be reported?

- Compliance monitoring will take place with the school improvement process under 281 – Iowa Administrative Code Chapter 12 (see page 16).
- Accountability beyond basic utilization statistics is an ongoing discussion at the Department. The primary focus of the Department and of the Career Planning team at the Department, is to implement Division I, Career Guidance revisions.

Update Notifications

When more guidance is available it will be posted to the Career Planning web site and the following distribution methods:

1. Superintendent's letter
2. Principal's distribution list
3. The AEA counselor contact list
4. The School Leader Update (SLU)
5. The Iowa School Counselor Association (ISCA) Conference Iowa Department of Education Sessions
6. The postsecondary student services list serve
7. The ISCA list serve