

Breaking Silos: Partner Integration Guide

A Blueprint for Adult Ed & Workforce Alignment

THE INTEGRATION ENGINE: MOVING TO A SHARED ON-RAMP

1. Unified Intake

Establish a single entry point. Eliminate duplication by ensuring that a student's first contact with any partner is a contact with the entire ecosystem.

2. Shared Assessment

Coordinate testing tools (like TABE/CASAS) to identify academic levels and workforce readiness simultaneously. Use one score for both systems.

3. Co-Enrollment

Strategically enroll students in both Adult Ed and WIOA from day one, allowing them to stack credentials while accessing career navigation.

OPERATIONAL BEST PRACTICES

Shared Testing Model

Consolidate assessment services to reduce student wait times and redundant appointments. This ensures consistent data informs both educational plans and WIOA eligibility.

Joint Recruitment & Cross-Promotion

Co-brand outreach materials. When one partner attends a community event, they represent the full ecosystem. Every door is an entry point.

APC & Regional Alignment

Treat Area Planning Council (APC) meetings as strategic sessions where pipeline data and employer needs are synced to drive local economic outcomes.

REAL TALK: TIPS, TRICKS & PITFALLS

What Makes It Work (Tips)

✓ **Relationships First:** Systems follow trust. Invest in personal connections between directors and front-line staff.

✓ **Shared Language:** Build a glossary. Ensure WIOA staff understand AE terminology and vice versa.

✓ **Celebrate Shared Wins:** Track co-enrollment milestones and employment outcomes as a collective victory.

What to Avoid (Pitfalls)

✗ **Siloed Data:** Parallel case management platforms create gaps. Draft data-sharing agreements early.

✗ **Unclear Referral Ownership:** If no one owns the handoff, the client falls through the crack. Map the workflow in writing.

✗ **Meeting Fatigue:** Don't add layers. Use existing APC and workforce board convenings to get the work done.

