WIOA Title II Adult Basic Skills 2023-2024 Reporting Calendar

		Contact	Send to
	Fiscal		
	Data	ABS Professional Development Calendar	
	Meetings and Events		
	Reports to be submitted	Contact	Send to
7/14/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/17/2023	Local data is pulled by CCWD for data review (July 1, 2022 - June 15, 2023 reporting period)	Kelly	N/A
7/13/2023	GED ID and SSN due in TOPS for Data Analyst to complete GED data matching	Kelly	TOPS
7/15/2023	Final 2023-2024 Program Budgets	Nick	hecc.absteam@hecc.oregon.gov
7/24/2023	Directors and Data Professionals receive results from data review	Kelly	TOPS
7/28/2023	TOPS Data Cleaned (Final)	Kelly	TOPS
7/28/2023	2022-2023 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
7/28/2023	Learning Standards and TSTM consultants Quarterly Reimbursement Request and project activities QTR 4 April - June 2023	Ashley	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
7/28/2023	Quarterly Reimbursement Request Q4 Apr-June, 2023 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable)	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
8/7/2023	OCABSD Summer Meeting in person Central Oregon Community College	Tamy	N/A
8/8/2023	Annual Data Summit - in person Central Oregon Community College	Ashley	N/A
8/15/2023	2021-2023 Program Year Final Financial Status Report	Nick	hecc.absteam@hecc.oregon.gov
8/29/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
8/30/2023	Corrections grant only: Report on the relative rate of recidivism for the criminal offenders served with Title II funds (section 225(d) of WIOA). (Since federal guidance is pending for a definition of relative rate of recidivism, programs may use their own definition as long as it is clearly explained in the report.)	Nick	hecc.absteam@hecc.oregon.gov
9/14/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
9/11/2023	Completed Risk Assessment- and partially developed Program Improvement Plan submitted to local programs.	Nick	N/A
9/26/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
9/29/2023	HECC Procurement emails fully executed contract, including HECC signatures, to all parties	Procurement	N/A
9/30/2023	Schedule a 30 minute Risk Assessment and Program Improvement Plan meeting with Nick	Nick	Click here for Calendy link
10/8/2023	OCABSD Fall meeting Hybrid Klamath Community College	Tamy	N/A
10/10/2023	Local data is pulled by CCWD for data review (July 1, 2023 - September 10, 2023 reporting period)	Kelly	N/A
10/12/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
10/17/2023	Program Improvement Plan Due to CCWD . Nick will meet with each program to review their Risk Assessment and Program Improvement Plan during the remainder of October and November 2023.	Nick	hecc.absteam@hecc.oregon.gov
10/17/2023	Local Lead Position Description signed	Ashley	hecc.absteam@hecc.oregon.gov
10/23/2023	Oregon ABS Conference- October 23-25, 2023-Salem Convention Center	Tamy	N/A
10/28/2023	Directors and Data Professionals receive results from data review	Kelly	N/A
10/31/2023	Quarterly Reimbursement Request QTR 1 July - September 2023(Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable)	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
11/9/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
11/28/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
12/14/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
12/31/2023	Fiscal Monitoring: Submit ledgers verifying the amount of **Program Income Earned** during the **2022-23 Program Year** (total originally reported on 2022-23 FFSR).	Nick	hecc.absteam@hecc.oregon.gov
12/31/2023	Fiscal Monitoring: Submit ledgers verifying the amount of Program Income Expended during the **2022-23 Program Year** (total originally reported on 2022-23 FFSR).	Nick	hecc.absteam@hecc.oregon.gov
12/31/2023	Respond to 2023-2024 State to Local WIOA Title II pre-monitoring questions via Google form.	Nick	Google form link
1/11/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A

Date	Task	Responsible	Submit to
1/23/2024	Local data is pulled by CCWD for data audit (July 1, 2023 - December 23, 2023 reporting period)	Kelly	N/A
1/23/2024	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
1/31/2024	Quarterly Reimbursement Request QTR 2 October - December 2023 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable)	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
2/6/2024	Directors and Data Professionals receive results from data review	Kelly	N/A
2/8/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
2/12/2024	BurlingtonEnglish Biannual reporting form due	Ashley	hecc.absteam@hecc.oregon.gov
2/20/2024	OCABSD Winter Meeting - ZOOM only	Tamy	N/A
2/27/2024	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
3/14/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
3/26/2024	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
4/11/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
4/23/2024	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
4/18/2024	Local data is pulled by CCWD for data audit (July 1, 2023 - March 30, 2024 reporting period)	Kelly	N/A
4/30/2024	Quarterly Reimbursement Request QTR 3 January to March 2024 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable)	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
5/1/2024	Letter of Intent for 2024-2025 PY provided to programs	Tamy	N/A
5/2/2024	Directors and Data Professionals receive audits	Kelly	N/A
5/9/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
TBD	OCABSD Spring Meeting -TBD May 15 and 16	Tamy	N/A
5/28/2024	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
5/31/2024	2023-2023 Federal Table 7	Kelly	hecc.absteam@hecc.oregon.gov
5/31/2024	2023-2024 Program Fees Plan	Nick	hecc.absteam@hecc.oregon.gov
5/31/2024	2023-2024 Distance Learning Application	Ashley	hecc.absteam@hecc.oregon.gov
5/31/2024	2023-2023 OACCRS Compliance Signature page	Ashley	hecc.absteam@hecc.oregon.gov
6/13/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
6/15/2024	Local ABS Director submits 2024-25 proposed budget(s)	Nick	hecc.absteam@hecc.oregon.gov
6/15/2024	2023-2024 Budget Amendment request to reallocate WIOA Cost sharing (if neccesary)	Nick	hecc.absteam@hecc.oregon.gov
6/25/2024	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
6/29/2024	Nick reviews budget(s) and emails approval(s) or request(s) for corrections to local director	Nick	N/A
6/30/2024	Annual OACCRS Orientation and Training Plan for 2024-2025	Ashley	hecc.absteam@hecc.oregon.gov
7/11/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/12/2024	GED ID and SSN due in TOPS for Data Analyst to complete GED data matching	Kelly	TOPS
7/14/2024	Local ABS Director submits final revised 2024-25 budget(s) (if needed)	Nick	hecc.absteam@hecc.oregon.gov
7/17/2024	Local data is pulled by CCWD for data review (July 1, 2023 - June 17, 2024 reporting period)	Kelly	N/A
7/25/2024	Directors and Data Professionals receive results from data review	Kelly	N/A
7/23/2024	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
TBD	OCABSD Summer Meeting TBD	Tamy	N/A
7/29/2024	Annual OACCRS training plan approved by CCWD	Ashley	N/A
7/29/2024	2023-2023 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
7/29/2024	TOPS Data Cleaned (Final)	Kelly	TOPS
7/29/2024	Exit Populations Saved in TOPSpro Q4: 2022-23 (previous program year) Q1: 2023-24 Q2: 2023-24 Q3: 2023-24	Kelly	N/A
7/29/2024	Professional Learning Communities Annual Report	Ashley	hecc.absteam@hecc.oregon.gov
8/1/2024	HECC Procurement emails contract, including budget, to local program for signatures	Procurement	N/A
8/8/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
8/15/2024	Quarterly Reimbursement Request QTR 4 April - June 2024(Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable)	Nick	hecc.absteam@hecc.oregon.gov
8/15/2024	2023-2024 Final Financial Status Report	Tamy	hecc.absteam@hecc.oregon.gov

8/30/2024	Corrections grant only: Report on the relative rate of recidivism for the criminal offenders served with Title II funds (section 225(d) of WIOA). (Since federal guidance is pending for a definition of relative rate of recidivism, programs may use their own definition as long as it is clearly explained in the report.)	Nick	hecc.absteam@hecc.oregon.gov