

# WIOA Title II Adult Basic Skills 2024-2025 Reporting Calendar

Revised 4/10/2025

Reimbursments and Budgets			
Data		ABS Professional Development Calendar	
Meetings and Events			
Reports to be submitted		person	Send to
7/11/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/12/2024	GEDID and SSN due in TOPS for Data Analyst to complete GED <sup>(R)</sup> data matching	Kelly	TOPS
7/15/2024	Final 2024-2025 Program Budgets	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
7/17/2024	Local data is pulled by CCWD for data review (July 1, 2023 - June 15, 2024 reporting period)	Kelly	N/A
7/23/2024	<del>Directors' call- 4th Tuesday of every month, 9:00am - 10:00am cancelled</del>	Donna	N/A
7/24/2024	Directors and Data Professionals receive results from data review	Kelly	TOPS
7/31/2024	TOPS Data Cleaned (Final)	Kelly	TOPS
7/31/2024	2023-2024 Data Quality Standards Checklist	Kelly	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
7/31/2024	Exit Populations Saved in TOPSpro Q4: 2022-23 (previous program year) Q1: 2023-24 Q2: 2023-24 Q3: 2023-24	Kelly	TOPS
8/5/2024	OCABSD Summer Meeting - in person Umpqua Community College	Tamy	N/A
8/6/2024	Annual Data Summit - in person Umpqua Community College	Ashley	N/A
8/15/2024	2023-2024 Program Year Final Financial Status Report	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
8/15/2024	Federal Funds Expended for Career Services	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
8/15/2024	Quarterly Reimbursement Request Q4 Apr-June, 2024 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable)	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
8/27/2024	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A

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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	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
9/12/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
9/13/2024	Completed Risk Assessment - and partially developed Program Improvement Plan submitted to local programs.	Nick	<a href="#">N/A</a>
9/24/2024	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
9/30/2024	HECC Procurement emails fully executed contract, including HECC signatures, to all parties	Procurement	<a href="#">N/A</a>
9/30/2024	Schedule a 30 minute Risk Assessment and Program Improvement Plan meeting with Nick	Nick	link will be provided via T2 News
10/10/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
10/14/2024	Local Lead Position Description signed and submitted	Ashley	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
10/14/2024	OCABSD Fall meeting Hybrid	Tamy	N/A
10/15/2024	Local data is pulled by CCWD for data review (reviewing data from July 1, 2024 - September 15, 2024)	Kelly	N/A
10/18/2024	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 2024.	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
10/29/2024	Directors and Data Professionals receive results from data review	Kelly	N/A
10/31/2024	Quarterly Reimbursement Request QTR 1 July - September 2024(Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable) Include financial ledgers for backup documentation	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
11/4/2024	Oregon ABS Conference- November 4-5, 2024 Salem Convention Center	Tamy	N/A
11/14/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
11/26/2024	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
12/12/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
12/31/2024	State to Local Fiscal Monitoring: Submit ledgers verifying the <b>amount and source of non-federal funds</b> previously reported on the 2023-24 FFSR	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
12/31/2024	IET Plan Documentation, showing 1)a vocational focus, and 2)concurrent and contextualized: A)Adult Education & Literacy, B)Workforce Preparation, C)Workforce Training	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>

1/9/2025	<del>Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm - canceled as requested</del>	Kelly	N/A
1/21/2025	Local data is pulled by CCWD for data review (reviewing data from July 1, 2024 - December 21, 2024)	Kelly	N/A
1/28/2025	Directors and Data Professionals receive results from data review	Kelly	N/A
1/28/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
1/31/2025	Quarterly Reimbursement Request QTR 2 October - December 2024 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable) Include financial ledgers for backup documentation	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
2/13/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
2/14/2025	BurlingtonEnglish Biannual reporting form due	Ashley	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
2/24/2025	OCABSD Winter Meeting - Online only	Tamy	N/A
<del>2/24/2025</del>	<del>Directors' call- 4th Tuesday of every month, 9:00am - 10:00am cancelled due to OCABSD</del>	Donna	N/A
3/13/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
3/25/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
4/10/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
4/22/2025	Local data is pulled by CCWD for data review (reviewing data from July 1, 2024 - March 22, 2025)	Kelly	N/A
4/22/2025	<del>Directors' call- 4th Tuesday of every month, 9:00am - 10:00am cancelled</del>	Donna	N/A
4/30/2025	Directors and Data Professionals receive results from data review	Kelly	N/A
4/30/2025	Quarterly Reimbursement Request QTR 3 January to March 2025 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable) Include financial ledgers for backup documentation	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
5/1/2025	Estimated funding for 2025-2026 PY provided to programs	Tamy	N/A
5/8/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
5/19-20, 2025	OCABSD Spring Meeting -Rogue Community College and Hybrid	Tamy	N/A
5/27/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
6/1/2025	2025-2026 proposed budget (s) due	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>

6/1/2025	2025-26 Program Year WIOA TII Local-to-State Compliance Documents - Grant Continuation Application, OACCRS/OAELPS Compliance Signature page, OACCRS/OAELPS Orientation, Training and Implementation Plan. Professional Development Plan, Program Fees for WIOA TII funded programs, Distance Learning Application	Team	<a href="#">online form</a>
6/12/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
6/13/2025	2024-2025 Budget Amendment request to reallocate WIOA Cost sharing (if necessary)	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
6/24/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
6/27/2025	2025-26 Budget review approval(s) or request(s) for corrections to local director	Nick	<a href="#">N/A</a>
6/30/2025	Local Lead Annual Written Report	Ashley	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
6/30/2025	2024-2025 Federal Table 7	Tamy	online form
7/10/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/11/2025	GED ID and SSN due in TOPS for Data Analyst to complete GED <sup>(R)</sup> data matching	Kelly	TOPS
7/14/2025	Local ABS Director submits final revised 2025- 2026 budget(s) (if needed)	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
7/16/2025	Local data is pulled by CCWD for data review (reviewing data from July 1, 2024 - June 16, 2025)	Kelly	N/A
7/22/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
7/23/2025	Directors and Data Professionals receive results from data review	Kelly	N/A
7/31/2025	Quarterly Reimbursement Request QTR 4 April - June 2025 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable) Include financial ledgers for backup documentation	Nick	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
7/31/2025	2024-2025 Final Financial Status Report	Tamy	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
7/31/2025	2024-2025 Data Quality Standards Checklist (link on ABS website)	Kelly	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
7/31/2025	TOPS Data Cleaned (Final)	Kelly	TOPS
7/31/2025	Exit Populations Saved in TOPSpro Q4: 2023-24 (previous program year) Q1: 2024-25 Q2: 2024-25 Q3: 2024-25	Kelly	TOPS
8/1/2025	HECC Procurement emails contract, including budget, to local program for signatures	Procurement	<a href="#">N/A</a>
8/15/2025	BurlingtonEnglish Biannual reporting form due	Ashley	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
8/20-21/2025	OCABSD Summer Meeting and Annual Data Summit -Treasure Valley CC	Tamy	N/A

8/29/2025	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	<a href="mailto:hecc.absteam@hecc.oregon.gov">hecc.absteam@hecc.oregon.gov</a>
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