

WIOA Title II Adult Basic Skills Reporting Calendar

July 1, 2020- June 30, 2021

Updated 12/10/2020

Due Date	Invoicing	Contact	Send Deliverable to:
	Meetings		
	Data		
Occurs Monthly	Monthly Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
Occurs Monthly	Monthly Directors Call- 4th Tuesday of every Month, 9:00am - 10:00am	Donna	N/A
7/13/2020	Local data is pulled by CCWD for data audit (July 1, 2019 - June 15, 2020 reporting period)	Kelly	N/A
7/15/2020	GED ID and SSN due in TOPS for Data Analyst to complete GED data matching	Kelly	TOPS
7/17/2020	Directors and Data Professionals receive audits	Kelly	TOPS
7/23/2020	OCABSD Summer Meeting	Tamy	N/A
7/31/2020	TOPS Data Cleaned (Final)	Kelly	TOPS
7/31/2020	2019-2020 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
8/10/2020	Quarterly Reimbursement Request Q4 Apr-June, 2020 (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
8/24/2020	2019-20 Program Year Final Financial Status Report	Nick	hecc.absteam@hecc.oregon.gov
8/24/2020	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
9/11/2020	Risk Assessment-Develop Program Improvement Plan in conjunction with CCWD (August 20-September 12). Reports due to local programs	Nick	N/A

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10/2/2020	IET shared outcomes documentation	Nick	hecc.absteam@hecc.oregon.gov
10/15/2020	Name/contact information of designated Local OACCRS Lead submitted to CCWD	Helen	hecc.absteam@hecc.oregon.gov
10/15/2020	Program Improvement Plan Due to CCWD	Nick	hecc.absteam@hecc.oregon.gov
10/15/2020	Local data is pulled by CCWD for data audit (July 1, - September 15, 2020 reporting period)	Kelly	N/A
10/29/2020	OCABSD Fall Meeting- Virtual	Tamy	N/A
10/29/2020	Directors and Data Professionals receive audits	Kelly	N/A
10/30/2020	Professional Development and Technology Grants- final expense reporting	Tamy	hecc.absteam@hecc.oregon.gov
10/30/2020	QTR 1 Quarterly Reimbursement Request (July - September 2020)	Nick	N/A
12/31/2020	Financial documents (ledgers) corroborating “Non-Federal Resources” amount reported on sub-recipient’s 2019-2020 Final Financial Status Report (FFSR)	Nick	hecc.absteam@hecc.oregon.gov
1/15/2021	Local data is pulled by CCWD for data audit (July 1, - December 15, 2020 reporting period)	Kelly	N/A
1/15/2021	Complete Scheduling for monitoring visits. https://forms.gle/SVsad3A27YDfi7Ep8	Nick	nick.bender@hecc.oregon.gov
1/29/2021	Directors and Data Professionals receive audits	Kelly	N/A
1/30/2021	QTR 2 Reimbursement Request (October - December 2020)	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
1/31/2021	GED Ready Test vouchers Reporting (July - December 2020)	Tamy	hecc.absteam@hecc.oregon.gov
2/25/2021	OCABSD Winter Meeting- Virtual	Tamy	N/A
4/15/2021	Local data is pulled by CCWD for data audit (July 1, 2020 - March 12, 2021 reporting period)	Kelly	N/A

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4/21/2021	OCABSD Spring Meeting - Klamath Community college - Tentative	Tamy	N/A
4/29/2021	Directors and Data Professionals receive audits	Kelly	N/A
4/30/2021	QTR 3 Reimbursement Request (January - March 2021)	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
5/29/2021	2020-2021 Federal Table 7	Kelly	hecc.absteam@hecc.oregon.gov
5/29/2021	2021-2022 Program Fees Plan	Nick	hecc.absteam@hecc.oregon.gov
5/29/2021	2021-2022 Distance Learning Application	Helen	hecc.absteam@hecc.oregon.gov
5/29/2021	2020-2021 OACCRS Compliance Signature page	Helen	hecc.absteam@hecc.oregon.gov
6/30/2021	2021-2022 Proposed Program Budgets (s) Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable Note: If applying for multiple grants, the Accountability and/or Program Improvement Set Asides may only be requested for one grant (e.g., Comprehensive Grant, Corrections Grant, or IELCE Grant).	Nick	hecc.absteam@hecc.oregon.gov
6/30/2021	2020-2021 Budget Amendment request to reallocate WIOA Cost sharing (if necessary)	Nick	hecc.absteam@hecc.oregon.gov
6/30/2021	Annual OACCRS Orientation and Training Plan for 2021-2022	Helen	hecc.absteam@hecc.oregon.gov
7/8/2021	Local data is pulled by CCWD for data audit (July 1, 2020 - June 15, 2021 reporting period)	Kelly	N/A
7/15/2021	GED ID and SSN due in TOPS for Data Analyst to complete GED data matching	Kelly	TOPS
7/21/2021	OCABSD Summer Meeting-Tillamook Bay Community College - Tentative	Tamy	N/A
7/23/2021	Directors and Data Professionals receive audits	Kelly	N/A

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7/30/2021	Annual OACCRS training plan approved by CCWD	Helen	N/A
7/30/2021	2020-2021 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
7/30/2021	TOPS Data Cleaned (Final)	Kelly	TOPS
7/31/2021	GED Ready Test vouchers Reporting (January - July 2020)	Tamy	hecc.absteam@hecc.oregon.gov
8/9/2021	QTR 4 Reimbursement Request (April - June 2021)	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
8/20/2021	Risk Assessment-Develop Program Improvement Plan in conjunction with CCWD (August 20-September 12)	Nick	N/A
8/23/2021	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
8/23/2021	2020-2021 Final Financial Status Report	Nick	hecc.absteam@hecc.oregon.gov