

WIOA Title II Adult Basic Skills Reporting Calendar

July 1, 2021- June 30, 2022

Updated 3/22/2022

Invoicing			Send to
Meetings			
Reporting			
Data			
7/8/2021	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/13/2021	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
7/16/2021	Final 2021-2022 Program Budgets	Nick	hecc.absteam@hecc.oregon.gov
7/22/2021	OCABSD Summer Meeting	Tamy	N/A
7/27/2021	Directors and Data Professionals receive audits	Kelly	TOPS
7/27/2021	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Tamy	N/A
7/30/2021	TOPS Data Cleaned (Final)	Kelly	TOPS
7/30/2021	2020-2021 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
8/9/2021	Quarterly Reimbursement Request Q4 Apr-June, 2021 (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
8/12/2021	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
8/24/2021	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
8/24/2021	2020-2021 Program Year Final Financial Status Report	Nick	hecc.absteam@hecc.oregon.gov

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8/24/2021	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
9/9/2021	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
9/10/2021	Risk Assessment-Develop Program Improvement Plan in conjunction with CCWD (August 20-September 12). Reports due to local programs	Nick	N/A
9/28/2021	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
10/14/2021	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
10/15/2021	Program Improvement Plan Due to CCWD	Nick	hecc.absteam@hecc.oregon.gov
10/15/2021	Local data is pulled by CCWD for data audit (July 1, - September 15, 2020 reporting period)	Kelly	N/A
10/20/2021	OCABSD and OPA Meeting 1:00 - 3:00pm	Tamy	N/A
10/21/2021	OCABSD Fall meeting 8:00 - 2:00pm	Tamy	N/A
10/28/2021	No Director's call due to OCABSD the week before.	Tamy	N/A
10/29/2021	Directors and Data Professionals receive audits	Kelly	N/A
10/29/2021	Quarterly Reimbursement Request QTR 1 July - Sept 2021(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
11/11/2021	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
11/15/2021	Local Lead Position Description- New form to be signed by the Lead and the ABS Director	Ashley	hecc.absteam@hecc.oregon.gov

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11/23/2021	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
11/30/2021	GED Ready Test vouchers Reporting (July - November 8, 2021)(updated to January 2022)	Tamy	hecc.absteam@hecc.oregon.gov
12/9/2021	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
12/28/2021	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
12/31/2021	Local ABS Director submits online form to answer Pre-Monitoring Questions	Nick	https://forms.gle/uP6AXWe45vwwZqQw8
12/31/2021	Submit Current IET Documentation	Nick	hecc.absteam@hecc.oregon.gov
12/31/2021	Financial documents (ledgers) corroborating “Non-Federal Resources” amount reported on sub-recipient’s 2020-2021 Final Financial Status Report (FFSR)	Nick	hecc.absteam@hecc.oregon.gov
1/13/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
1/14/2022	Local data is pulled by CCWD for data audit (July 1, - December 15, 2021 reporting period)	Kelly	N/A
1/25/2022	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
1/28/2022	Quarterly Reimbursement Request QTR 2 Sept - Dec 2021(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
1/28/2022	Directors and Data Professionals receive audits	Kelly	N/A
1/31/2022	GED Ready Test vouchers Reporting (July - December 2021)	Tamy	hecc.absteam@hecc.oregon.gov
2/10/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
2/17/2022	OCABSD Winter Meeting - no Directors' call	Tamy	N/A

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3/10/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
3/22/2022	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
4/14/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
4/15/2022	Local data is pulled by CCWD for data audit (July 1, 2021 - March 12, 2022 reporting period)	Kelly	N/A
4/26/2022	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
4/29/2022	Directors and Data Professionals receive audits	Kelly	N/A
4/29/2022	Quarterly Reimbursement Request QTR 3 January - March 2022 Learning Standards and TSTM consultants project activities and invoice.	Ashley	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
4/29/2022	Quarterly Reimbursement Request QTR 3 January - March 2022(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
5/12/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
5/12/2022	OCABSD Spring Meeting	Tamy	N/A
5/24/2022	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
5/31/2022	2021-2022 Federal Table 7	Kelly	hecc.absteam@hecc.oregon.gov
5/31/2022	2022-2023 Program Fees Plan	Nick	hecc.absteam@hecc.oregon.gov
5/31/2022	2022-2023 Distance Learning Application	Ashley	hecc.absteam@hecc.oregon.gov
5/31/2022	2021-2022 OACCRS Compliance Signature page	Ashley	hecc.absteam@hecc.oregon.gov

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6/9/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
6/28/2022	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
6/30/2022	2021-2022 Budget Amendment request to reallocate WIOA Cost sharing (if necessary)	Nick	hecc.absteam@hecc.oregon.gov
6/30/2022	Annual OACCRS Orientation and Training Plan for 2022-2023	Ashley	hecc.absteam@hecc.oregon.gov
7/8/2022	Local data is pulled by CCWD for data audit (July 1, 2021 - June 15, 2022 reporting period)	Kelly	N/A
7/14/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/15/2021	GED ID and SSN due in TOPS for Data Analyst to complete GED data matching	Kelly	TOPS
7/21/2022	OCABSD Summer Meeting - no Directors' call	Tamy	N/A
7/22/2022	Directors and Data Professionals receive audits	Kelly	N/A
7/29/2022	Annual OACCRS training plan approved by CCWD	Ashley	N/A
7/29/2022	2021-2022 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
7/29/2022	TOPS Data Cleaned (Final)	Kelly	TOPS
7/31/2022	GED Ready Test vouchers Reporting (January - July 2022)	Tamy	hecc.absteam@hecc.oregon.gov
8/11/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
8/15/2022	Quarterly Reimbursement Request QTR 4 April - June 2022(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

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8/23/2022	2021-2022 Final Financial Status Report	Nick	hecc.absteam@hecc.oregon.gov