

WIOA Title II Adult Basic Skills 2022-2023 Reporting Calendar

Fiscal		ABS Professional Development Calendar	
Data			
Meetings and Events			
Reports to be submitted		Contact	Send to
7/12/2022	Local data is pulled by CCWD for data review (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
7/14/2022	GED ID and SSN due in TOPS for Data Analyst to complete GED data matching	Kelly	TOPS
7/15/2022	Final 2021-2022 Program Budgets	Nick	hecc.absteam@hecc.oregon.gov
7/21/2022	Directors and Data Professionals receive results from data review	Kelly	TOPS
7/25/2022	OCABSD Summer Meeting at Clatsop Community College- in person only	Tamy	N/A
7/29/2022	TOPS Data Cleaned (Final)	Kelly	TOPS
7/29/2022	2021-2022 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
7/29/2022	Learning Standards and TSTM consultants Quarterly Reimbursement Request and project activities QTR 4 April - June 2022	Ashley	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
7/31/2022	GED Ready Vouchers Usage January to June 30, 2022	Tamy	hecc.absteam@hecc.oregon.gov
8/9/2022	Quarterly Reimbursement Request Q4 Apr-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
8/11/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm - CANCELED	Kelly	N/A
8/23/2022	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
8/24/2022	2021-2022 Program Year Final Financial Status Report	Nick	hecc.absteam@hecc.oregon.gov
8/24/2022	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
9/8/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
9/10/2022	Completed Risk Assessment- and partially developed Program Improvement Plan submitted to local programs.	Nick	N/A
9/27/2022	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
9/30/2022	Schedule a 30 minute Risk Assessment and Program Improvement Plan meeting with Nick	Nick	Calendly link

10/10/2022	Local data is pulled by CCWD for data review (July 1, 2022 - September 10, 2022 reporting period)	Kelly	N/A
10/13/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm - CANCELED	Kelly	N/A
10/17/2022	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 2022. https://calendly.com/nbhecc/fall-2022-wioa-tii-risk-assessment-and-program-improvement-plan?month=2022-10	Nick	hecc.absteam@hecc.oregon.gov
10/17/2022	Local Lead Position Description signed	Ashley	hecc.absteam@hecc.oregon.gov
10/24/2022	Oregon ABS Conference- Salem Convention Center October 24- 25, 2022	Tamy	N/A
10/26/2022	Burlington English and CASAS Training Summit - Salem Convention Center	Tamy	N/A
10/27/2022	OCABSD Fall meeting Chemeketa	Tamy	N/A
10/28/2022	Directors and Data Professionals receive results from data review	Kelly	N/A
10/31/2022	Learning Standards and TSTM consultants Quarterly Reimbursement Request and project activities QTR 1 July - September 2022	Ashley	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
10/31/2022	Quarterly Reimbursement Request QTR 1 July - September 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
11/10/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
11/22/2022	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
11/30/2022	GED Ready Vouchers Usage July to November, 2022.	Tamy	hecc.absteam@hecc.oregon.gov
12/8/2022	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
12/27/2022	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
12/31/2022	Fiscal Monitoring: Submit ledgers verifying the amount reported spent on the cost category Administrative Other Goods and Services during the 2020-21 program year.	Nick	hecc.absteam@hecc.oregon.gov
12/31/2022	Fiscal Monitoring: Submit ledgers verifying the amount reported spent on the cost category Instructional Other Goods and Services during the 2020-21 program year.	Nick	hecc.absteam@hecc.oregon.gov
12/31/2022	Respond to 2022-2023 State to Local WIOA Title II pre-monitoring questions via Google form.	Nick	Via google form
1/12/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
1/23/2023	Local data is pulled by CCWD for data audit (July 1, 2022 - December 23, 2022 reporting period)	Kelly	N/A
1/24/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
1/31/2023	Quarterly Reimbursement Request QTR 2 October - December 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

1/31/2023	Learning Standards and TSTM consultants Quarterly Reimbursement Request and project activities QTR 2 October - December 2022	Ashley	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
2/6/2023	Directors and Data Professionals receive results from data review	Kelly	N/A
2/9/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
2/14/2023	BurlingtonEnglish Biannual reporting form	Ashley	hecc.absteam@hecc.oregon.gov
2/16/2023	OCABSD Winter Meeting - ZOOM only	Tamy	N/A
2/28/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
3/9/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
3/28/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
4/13/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
4/25/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
4/18/2023	Local data is pulled by CCWD for data audit (July 1, 2022 - March 30, 2023 reporting period)	Kelly	N/A
4/28/2023	Learning Standards and TSTM consultants Quarterly Reimbursement Request and project activities QTR 3 January to March 2023	Ashley	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
4/28/2023	Quarterly Reimbursement Request QTR 3 January to March 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
5/2/2023	Directors and Data Professionals receive audits	Kelly	N/A
5/11/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
5/15/2022	OCABSD Spring Meeting -TBD May 15 and 16	Tamy	N/A
5/23/2022	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
5/31/2023	2022-2023 Federal Table 7	Kelly	hecc.absteam@hecc.oregon.gov
5/31/2023	2023-2024 Program Fees Plan	Nick	hecc.absteam@hecc.oregon.gov
5/31/2023	2023-2024 Distance Learning Application	Ashley	hecc.absteam@hecc.oregon.gov
5/31/2023	2022-2023 OACCRS Compliance Signature page	Ashley	hecc.absteam@hecc.oregon.gov
6/8/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
6/15/2023	2022-2023 Budget Amendment request to reallocate WIOA Cost sharing (if necessary)	Nick	hecc.absteam@hecc.oregon.gov
6/27/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
6/30/2023	Annual OACCRS Orientation and Training Plan for 2023-2024	Ashley	hecc.absteam@hecc.oregon.gov
7/13/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/13/2023	GED ID and SSN due in TOPS for Data Analyst to complete GED data matching	Kelly	TOPS
7/17/2023	Local data is pulled by CCWD for data review (July 1, 2022 - June 17, 2023 reporting period)	Kelly	N/A
7/24/2023	Directors and Data Professionals receive results from data review	Kelly	N/A

7/25/2023	Directors' call- 4th Tuesday of every month, 8:30am - 10:00am	Donna	N/A
7/27/2023	OCABSD Summer Meeting TBD	Tamy	N/A
7/28/2023	Annual OACCRS training plan approved by CCWD	Ashley	N/A
7/28/2023	2022-2023 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
7/28/2023	TOPS Data Cleaned (Final)	Kelly	TOPS
7/28/2023	Exit Populations Saved in TOPSpro Q4: 2021-22 (previous program year) Q1: 2022-23 Q2: 2022-23 Q3: 2022-23	Kelly	N/A
7/28/2023	Professional Learning Communities Annual Report	Ashley	hecc.absteam@hecc.oregon.gov
8/10/2023	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm - CANCELED	Kelly	N/A
8/15/2023	Learning Standards and TSTM consultants Quarterly Reimbursement Request and project activities QTR 4 April to June 2023	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
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8/23/2023	2022-2023 Final Financial Status Report	Donna	N/A