

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: CHAFFEY JOINT UNION HSD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-108

**Statement of Work (Annual Workplan)
Objectives**

<p>Objective: <u> 1 </u></p> <p>Respond to the short term data reporting needs required by AB 104.</p>
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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Consortium member adult schools will participate in the use of the ASAP Version 3 (student data management system) and all consortium member agencies will participate in the use of the software platform TOPSpro Enterprise for merging agency data.	This data integration software will merge and compile individual agency data (regardless of data management system used) for consortium wide reporting. Data related to enrollment, attendance, learning gains, completion rates, certification and wage and workforce attainment and progression.	Spring 2016-17 Fall 2017-18	Consortium member agencies. Consortium program director.
1.2	Consortium member agencies will participate in the use of a career inventory and assessment tool, "Career Cruising", for the purpose of gathering workforce data related to student interest and ability and enhancing/creating programs to address these demands.	Identified percentage of students engaged in the completion of determined system standards, i.e., interest survey, skill inventory, learning style assessment etc. and degree to which students access other system tools.	Fall 16-17 & ongoing per the end of each subsequent semester.	Consortium member agencies. Member agency eachers & identified staff.
1.3	Create a common vocabulary and define terms related to such data metrics as short term courses, ranges of attendance, program completers etc. and train member agency classified and certificated staff.	Degree of integration and alignment of practices resulting in the increase and accuracy of data collected.	Spring of 16-17	Member agency site administration Consortium agency classified staff.

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Objective: <u>1</u>
Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Identify data currently being collected by agency members for relevancy/application to AB104 and proposed data for collection to determine metrics to be uniformly applied to consortium members for collection, monitoring and tracking.	Uniformity and consistency of data collected.	Spring of 16-17 Fall of 17-18	Member agency site administration Consortium agency classified staff.
1.5	Professional Development for certificated and classified staff in the use of student data management systems (ASAP) and merging systems (TOPSpro Enterprise).	Staff proficiency as measured by the accuracy of data and measurable outcomes.	Fall of 16-17 & ongoing	Member agency administration & classified staff
1.6	Professional Development for certificated and classified staff in the implementation, monitoring and analysis of career assessment and inventory software "Career Cruising", APP (application) software, and member agency generated e-mails for gathering student outcome data related to wage and workforce progression outcome data.	Integration and alignment of staff practices	Fall of 16-17 as a pilot Spring of 16-17 with fidelity	Member agency teaches and counselors. Key classified staff.

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Objective: 1
Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7	Employ/utilize seasonal classified staffing to gather information from current and recent completers.	Increased student feedback as related to measureable outcomes.	Fall 17-18 & ongoing	Agency procured staffing.
1.8	Secure the necessary technology for those member agencies in need of systems to generate pre, ongoing, and post assessment student data.	Increase in student assessments as measured in outcomes and student persistence.	Spring 2016-17	Member agencies
1.9				

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Objective: 2
Foster regional and local system integration efforts pertaining to assessment and intake of adult students.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Develop common approaches to intake/registration processes, including student identification, I.D., card and tracking systems for measuring and reporting outcomes, including transitions to college and the workforce.	Greater accuracy in student data collected resulting in targeted services and program development.	Spring 16-17 for Fall 17-18 implementation.	Consortium agency members
2.2	Develop common vocabulary and definitions for determining level and degree of services provided by consortium member agencies and in alignment with other regional providers.	This initiative will allow for common registration, input and reporting metrics and provide a collaborative vocabulary among like agencies in managing student intake and outcome measures and monitoring.	Fall 17-18	Member leadership in partnership with regional providers
2.3	Participation in the development of, completion of, and signature for Phase I & II of Workforce Development Board agreements, thus aligning services and processes with regional providers.	This data integration software will merge and compile individual agency data (regardless of data management system used) for consortium wide reporting.	Fall 16-17 & ongoing	Member leadership & WDB

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	In conjunction with WDB, AJCC staff and other regional WIOA partners, develop an online and integrated system for referring and tracking students and clients for services.	Increase in services provided to students/client by regional agencies.	Spring 17-18	Member leadership & regional partners.
2.5	Provide professional development for certificated and classified consortium member agency staff and the employees of WDB, AJCC and other regional providers regarding the services, programs and systems offered by all regional partners.	Level of service provided clients & students as measured by increased referrals and follow-ups.	Winter 2017-18	Member agency & regional agency leadership Member agency staff
2.6				

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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.7				
2.8				
2.9				

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**Statement of Work (Annual Workplan)
Objectives**

Objective: 3
Support data sharing efforts to bolster performance accountability and program evaluation while leveraging broader statewide efforts to build a federated and aligned workforce and education performance accountability system.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Consortium member agencies will participate in local WDB and regional agency agreed upon data metric developmet and data gathering, sharing, and reportting.	Development of consortium data systems in alignment with local WDB and AJCC agencies in anticipation of statewide systems developmetn and implementation.	Fall 17-18 & ongoing	Member leadership and all regional partners.
3.2	As a result of the MOU, establish formal working relationship with local AJCC agencies with regarding to tracking and sharing student/client data.	Physical presence/representation of consortium and AJCC staff at mutual locations. Analytics of student and client service and outcome data.	Spring 17-18	Member leadership & AJCC staff
3.3	Contribute to the development of and participate in a statewide student data management system/dashboard.	Protocal and systems alignment leading to data match and other measurable evidence of intended outcomes.	Spring 17-18 and ongoing	Member leadership and staff

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Objective: 3
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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Data analytics.	Local, regional, state and national educational and workforce data and trend analysis.	Ongoing	Regional partners appropriate personnel
3.5				
3.6				

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Objective: 3
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#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.7				
3.8				
3.9				

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Objective: 4
Align efforts under the WIOA.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Leverage the WIOA program with the AEBG to maximize student gains and outcomes, especially those recognized and prioritized by the federal program such as language acquisition, basic and secondary education and career training. State WDB plans and MOU's are being finalized and will guide this development.	Using identified and agreed upon data systems, continuously measure and compare WIOA-supported programs to assess gains and outcomes, and, if necessary, shift resources to maximize student gains and outcomes.	Winter 2017 and ongoing	Data Management Teams
4.2				
4.3				

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Objective: 4
Align efforts under the WIOA.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4				
4.5				
4.6				

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Objective: 4
Align efforts under the WIOA.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.7				
4.8				
4.9				

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**Statement of Work (Annual Workplan)
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Objective: 5

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1				
5.2				
5.3				

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Objective: 5

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4				
5.5				
5.6				

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Objective: 5

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.7				
5.8				
5.9				