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| **Team Member** | **Time Frame** | **Action** | **Expectation** | **Next Step** |
| Intake and Assessment | July thru JuneOpen Enrollment | Intake and Assessment ISRF is completed with the studentADA declaration signed by studentAny Hybrid or Distance Education Screening tools  | Student is assessed in person, scores recorded, student attends orientation. Student is enrolled in appropriate class | Review ISRF – check for accuracy & validity. When complete, transport Data Input |
| Review ISRF for accuracy. All required fields are completed? | Submit all ISRFs by COB each Friday |
| Process Repeated as a **New Student** enters the system |
| **Team Member** | **Time Frame** | **Action** | **Expectation** | **Next Step** |
| Data Input | Ongoing | Enter all data from ISRF | Data is entered within one week of submission to Data In/out unit | Data Verification |
| Weekly | Enter all student attendance | Data entered within one week of submission to Data in/out Unit | Turnaround Document C (see next row) |
| Monthly | Student attendance must be up to date and entered at a maximum at the end of the following month | Turnaround DocumentC EPE Report | Program Manager to review based on EPE allocation contact hours |
| Data Maintenance | July to September | Carryover all existing classes that will continue under new fiscal yearOr create all new classes | Prepare program data for new fiscal yearAdd funding for new fiscal year | Enroll Students |
| July thru September | Enter all new ISRFs | This being the bulk of new student data, all new ISRFs should be recorded in ASISTS by September 30th | Enrollment of students into newly/created classes |

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| **Team Member** | **Time Frame** | **Action** | **Expectation** | **Next Step** |
| Data Management | Ongoing | Program Evaluation Report | Report run for entire program and reviewed by Data Management Team. Follow up Outcomes must be met quarterly * Employment 2nd Quarter
* Employment 4th Quarter
* HSE Attainment
* Credential Attainment
 | Identify areas of concern Adjust program priorities to reflect areas in need of improvement |
| Once per quarter | Report disaggregated by teacher, review with teacher at quarterly data session | Identify areas of concern. Provide support and guidance to areas in need of improvement |
| Data ManagementData Management | Once per month | 1. Students with No Pre-Test
2. Students Missing Key Demographics
3. Students Not Moving Up a Level
4. Invalid Test Report
5. Students with no Post-Test
 | Access overall areas in need of improvement | Implement procedures aimed at improvement in weaker areas |
| Once per month | Direct from ASISTS: Outcome Reports under WIOANRS Table 5 Data Check Report | * Manual Follow up surveys for all outstanding outcomes
 | Encourage communication efforts from teaching staff.Follow up achievements must be put in by data team |
| Weekly | Direct from ASISTS, run Contact Hours Report by Class | * Check POP Exit report for students who are about to be exited
 | Run new class rosters for each affected teacher to show updated student status |
| Quarterly | NRS Table Data Checks 1 thru 6 | * Program report
* Disaggregate by class/teacher
* Disaggregate by site
 | * Review state targets for Measurable Skill Gain and Follow Up Outcomes
* Implement new policy to promote better outcomes
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