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| **Team Member** | **Time Frame** | **Action** | **Expectation** | **Next Step** |
| Intake and Assessment | July thru June  Open Enrollment | Intake and Assessment ISRF is completed with the student  ADA declaration signed by student  Any 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 Document  C 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 year  Or create all new classes | Prepare program data for new fiscal year  Add 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 Management  Data 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 WIOA  NRS 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 |