

Amended and approved by CAERC 5/10/17

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

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	Provide data and accountability professional development to support data managers, instructors, and administrators.	Establishment of a regional D&A workgroup. Shared knowledge base among membership to foster regional and local system integration. Increased consistency, accuracy and efficiency in data collection to meet AEBG data reporting requirements.	July 2016 - Dec 2017	CAERC Staff CASAS Members
2.2	Purchase TOPSpro Enterprise software for non-WIOA members and CAERC staff.	Consortium-wide access to a shared data system for AEBG data collection and reporting that is aligned to WIOA Title II.	July 2016 - Dec 2017	CAERC Staff CASAS Members
2.3	Purchase CASAS testing materials for ABE/ASE and ESL for non-WIOA K-12 members.	Consortium-wide access to common assessment tools across K-12 membership for two AEBG program areas.	July 2016 - Dec 2017	CAERC Staff CASAS Members
2.4	Build member capacity through staffing , professional development, and technology upgrades for data collection and reporting. (Staffing: e.g., transition specialist, data managers, counselors, etc to support case management tasks- intake, performance outcomes/student exit, student tracking, and update student records; PD: minimum of one representative from each member will attend CASAS Summer Institute 2017; and technology/equipment: option to update computers, printers, and equipment for data & accountability).	Improved capacity to streamline data collection and reporting processes with increased data integrity across region.	July 2016 - Dec 2017	Members
2.5	Develop and distribute data and accountability resources (e.g., registration form, exit form, multilingual translation of documents, multi-media support videos, student-friendly data dictionary, etc.).	Leveraged regional resources to enhance case management and student support services.	July 2016 - Dec 2017	CAERC Staff CASAS Subcontractors