WIOA Title II Adult Basic Skills 2024-2025 Reporting Calendar

	Reimbursesments and Budgets		
	Data		[ABS Professional Development Calendar](#)
	Meetings and Events		
	Reports to be submitted	person	Send to
7/11/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/12/2024	GEDID and SSN due in TOPS for Data Analyst to complete GED$^{(R)}$ data matching	Kelly	TOPS
7/15/2024	Final 2024-2025 Program Budgets	Nick	hecc.absteam@hecc.oregon.gov
7/17/2024	Local data is pulled by CCWD for data review (July 1, 2023 - June 15, 2024 reporting period)	Kelly	N/A
~~7/23/2024~~	~~Directors' call- 4th Tuesday of every month, 9:00am - 10:00am cancelled~~	Donna	N/A
7/24/2024	Directors and Data Professionals receive results from data review	Kelly	TOPS
7/31/2024	TOPS Data Cleaned (Final)	Kelly	TOPS
7/31/2024	2023-2024 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
7/31/2024	Exit Populations Saved in TOPSpro Q4: 2022-23 (previous program year) Q1: 2023-24 Q2: 2023-24 Q3: 2023-24	Kelly	TOPS
8/5/2024	OCABSD Summer Meeting - in person Umpqua Community College	Tamy	N/A
8/6/2024	Annual Data Summit - in person Umpqua Community College	Ashley	N/A
8/15/2024	2023-2024 Program Year Final Financial Status Report	Nick	hecc.absteam@hecc.oregon.gov
8/15/2024	Federal Funds Expended for Career Services	Nick	hecc.absteam@hecc.oregon.gov
8/15/2024	Quarterly Reimbursement Request Q4 Apr-June, 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
8/27/2024	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
8/30/2024	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
9/12/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
9/13/2024	Completed Risk Assessment - and partially developed Program Improvement Plan submitted to local programs.	Nick	N/A
9/24/2024	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
9/30/2024	HECC Procurement emails fully executed contract, including HECC signatures, to all parties	Procurement	N/A
9/30/2024	Schedule a 30 minute Risk Assessment and Program Improvement Plan meeting with Nick	Nick	link will be provided via T2 News
10/7/2024	OCABSD Fall meeting Hybrid TBD	Tamy	N/A
10/7/2024	Local data is pulled by CCWD for data review (reviewing data from July 1, 2024 - September 6, 2024)	Kelly	N/A
10/10/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
10/14/2024	Directors and Data Professionals receive results from data review	Kelly	N/A
10/18/2024	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 2024.	Nick	hecc.absteam@hecc.oregon.gov
10/18/2024	Local Lead Position Description signed and submitted	Ashley	hecc.absteam@hecc.oregon.gov
10/31/2024	Quarterly Reimbursement Request QTR 1 July - September 2024(Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable) Include financial ledgers for backup documentation	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
11/4/2024	Oregon ABS Conference- November 4-5, 2024 Salem Convention Center	Tamy	N/A
11/14/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
11/26/2024	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
12/14/2024	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
12/31/2024	State to Local Fiscal Monitoring: Submit ledgers verifying the **amount and source of non-federal funds** previously reported on the 2023-24 FFSR	Nick	hecc.absteam@hecc.oregon.gov

Date	Task	Contact	Submit To
12/31/2024	IET Plan Documentation, showing 1)a vocational focus, and 2)concurrent and contextualized: A)Adult Education & Literacy, B)Workforce Preparation, C)Workforce Training	Nick	hecc.absteam@hecc.oregon.gov
12/31/2024	Respond to 2024-2025 State to Local WIOA Title II pre-monitoring questions via Google form.	Nick	link will be provided via T2 News
1/9/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
1/20/2025	Local data is pulled by CCWD for data audit (reviewing data from July 1, 2024 - December 20, 2024)	Kelly	N/A
1/27/2025	Directors and Data Professionals receive results from data review	Kelly	N/A
1/28/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
1/31/2025	Quarterly Reimbursement Request QTR 2 October - December 2024 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable) Include financial ledgers for backup documentation	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
2/13/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
TBD	OCABSD Winter Meeting - ZOOM only	Tamy	N/A
2/14/2025	BurlingtonEnglish Biannual reporting form due	Ashley	hecc.absteam@hecc.oregon.gov
2/25/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
3/13/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
3/25/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
4/10/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
4/21/2025	Local data is pulled by CCWD for data review (reviewing data from July 1, 2024 - March 21, 2025)	Kelly	N/A
4/25/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
4/28/2025	Directors and Data Professionals receive results from data review	Kelly	N/A
4/30/2025	Quarterly Reimbursement Request QTR 3 January to March 2025 (Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable) Include financial ledgers for backup documentation	Nick	hecc.finance@hecc.oregon.gov and hecc.absteam@hecc.oregon.gov
5/1/2025	Letter of Intent for 2025-2026 PY provided to programs	Tamy	N/A
5/8/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
TBD	OCABSD Spring Meeting -TBD	Tamy	N/A
5/27/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
5/30/2025	2024-2025 Federal Table 7	Kelly	hecc.absteam@hecc.oregon.gov
5/30/2025	2025-2026 ABS Program Fees Plan	Nick	hecc.absteam@hecc.oregon.gov
5/30/2025	2025-2026 Distance Learning Application	Ashley	hecc.absteam@hecc.oregon.gov
5/30/2025	2024-2025 OACCRS Compliance Signature page	Ashley	hecc.absteam@hecc.oregon.gov
6/1/2025	Local ABS Director submits 2024-25 proposed budget(s)	Nick	hecc.absteam@hecc.oregon.gov
6/1/2025	Local ABS Director submits Grant Continuation Application	Nick	hecc.absteam@hecc.oregon.gov
6/12/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
6/13/2025	2024-2025 Budget Amendment request to reallocate WIOA Cost sharing (if neccesary)	Nick	hecc.absteam@hecc.oregon.gov
6/24/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
6/27/2025	Nick reviews budget(s) and emails approval(s) or request(s) for corrections to local director	Nick	N/A
6/30/2025	Local Lead Annual Written Report	Ashley	
6/30/2025	Annual OACCRS Orientation and Training Plan for 2025-2026	Ashley	hecc.absteam@hecc.oregon.gov
7/10/2025	Data Professionals call- 2nd Thursday of every month, 2:00pm - 3:00pm	Kelly	N/A
7/11/2025	GED ID and SSN due in TOPS for Data Analyst to complete GED data matching	Kelly	TOPS
7/14/2025	Local ABS Director submits final revised 2025- 2026 budget(s) (if needed)	Nick	hecc.absteam@hecc.oregon.gov
7/16/2025	Local data is pulled by CCWD for data review (reviewing data from July 1, 2024 - June 13, 2025)	Kelly	N/A
7/22/2025	Directors' call- 4th Tuesday of every month, 9:00am - 10:00am	Donna	N/A
7/23/2025	Directors and Data Professionals receive results from data review	Kelly	N/A
TBD	OCABSD Summer Meeting and Annual Data Summit	Tamy	N/A
7/31/2025	Annual OACCRS training plan approved by CCWD	Ashley	N/A
7/31/2025	2024-2025 Data Quality Standards Checklist	Kelly	hecc.absteam@hecc.oregon.gov
7/31/2025	TOPS Data Cleaned (Final)	Kelly	TOPS

Date	Task	Contact	Email
7/31/2025	Exit Populations Saved in TOPSpro Q4: 2023-24 (previous program year) Q1: 2024-25 Q2: 2024-25 Q3: 2024-25	Kelly	TOPS
8/1/2025	HECC Procurement emails contract, including budget, to local program for signatures	Procurement	N/A
8/15/2025	BurlingtonEnglish Biannual reporting form due	Ashley	hecc.absteam@hecc.oregon.gov
8/15/2025	Quarterly Reimbursement Request QTR 4 April - June 2025(Comprehensive, Corrections Education, and/or IELCE, Accountability and/or Program Improvement Set-aside, if applicable) Include financial ledgers for backup documentation	Nick	hecc.absteam@hecc.oregon.gov
8/15/2025	2024-2025 Final Financial Status Report	Tamy	hecc.absteam@hecc.oregon.gov
8/29/2025	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