



WORKABILITY I

A California Transition Program
California Department of Education

WORKABILITY I - 101

Mentoring Committee 2016-2017

Introduction

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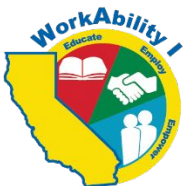
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Overview

- WorkAbility Central
- Program Requirements
- Timeline
- Budget Instructions
- End-Of-Year
- SERVED Students
- PLACED Students
- Data Collection
- Mentor Tips
- Communication
- Committees



WorkAbility Central

Search this site

Welcome to WorkAbility Central! | [WAI Website Links](#) | [WAI Calendars](#) | [WAI Google Groups](#) | [Learn Google Apps](#) | [WorkAbility Central Admin Tools](#) | [Sitemap](#)

WAI Links

[Link to WorkAbility I Database](#)
[Workplace Safety](#)

WorkAbility I Handbook

- WAI Program Management
- 1. WorkAbility 101 Quick Link Guide
- 2. Advisory
- 3. Regions
- 4. Committees
- 5. Project Contact & Staff Guidelines
- 6. Data Collection
- 7. Program Review & Reports

Ask the Chair
Announcements
Glossary
WAI Media
WAI Logos, Certificates & Cards

WAI Resources

WorkAbility Central

WorkAbility Central was created to act as a resource library and collaboration tool for WorkAbility I members. It also contains a launch page for WorkAbility I region and committee sites. WorkAbility region and committee site links can be found on the "[WAI Website Links](#)" tab above.

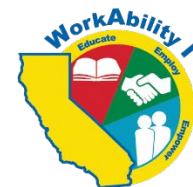
WorkAbility I has an incredible community of professionals who have created lessons and resources for providing transition services to students. Here is where we will be collecting those lessons and resources. Enjoy and please help us add to the collections by uploading those lessons and content you love!

[WorkAbility Central Account Assistance Request](#)

Some pages, documents, and privileges on WorkAbility Central require users to be signed in to their WorkAbility I Google account for access. If you are not signed in to WorkAbility I, you may do so using the link below. For further instructions, please see the presentation on [accessing WorkAbility Central](#) found further down on this page. WorkAbility Central accounts can be requested using the [WorkAbility Central Account Assistance Request Form](#).

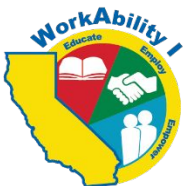
[Sign in with Google](#)

www.workabilitycentral.com



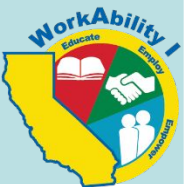
Program Requirements

- SERVE at least 100% of the number of students funded.
- PLACE at least 100% of the number of students required to place.
 - (PLACED = 25% of SERVED funded)
- Mandatory attendance at region & state meetings as scheduled
- Collect BASELINE and FOLLOW-UP (1 and 2 years out) data on students served.
- SUBMIT all required documentation to CDE according to timelines.



- **August 1**
 - ***Final Expenditure Report Due** (for prior year)
- **September 1**
 - **Actual Detail Expenditure Report Due** (for prior year)
- **Date Varies**
 - ***Grant Award Notification** received at your site – *complete within 10 days*
 - ***Final Budget Report Due** – *complete within 30 days after the district/NPS superintendent receives the Grant Award Notification*

***Documents (currently) must be completed, signed, dated, scanned and emailed to a CDE contact, more information to be sent soon!**



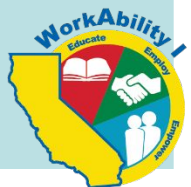
- **February 15**
 - ***Mid-Year Expenditure Report Due**

(Your End of Year is coming and you need to have spent/expended 100% of your funds... Contact your neighborhood group, mentor reps, and/or region managers if you have questions about spending money)

- **April 15 (if needed)**
 - ***Last day to submit a Budget Amendment**

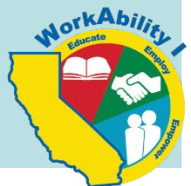
(A process by which WorkAbility Program can move funds within the budget. An amendment must be submitted to the state office for any changes that exceed 10% of the total budget amount. Changes in budget line items that are less than 10% of the total budget amount may be made at the local level without state approval.)

***Documents (currently) must be completed, signed, dated, scanned and emailed to a CDE contact, more information to be sent soon!**



- **June 15 (nothing will be accepted after this date) – *submitted on the WorkAbility I Data Collection System***
 - **End of Year Package**
 - End-of-Year Report
 - Renewal Application
 - Projected Budget
 - Education Code Requirement Report
 - *Statement of Assurances
 - Student Baseline and Follow Along Data
 - Submit Follow-Up Data

***Documents (currently) must be completed, signed, dated, scanned and emailed to a CDE contact, more information to be sent soon!**



Budget Inst. Part II

- ❑ **Grant Award Notification (AO-400)** – Mailed to your WAI program typically in November.
 - ❖ *Locate (sent to superintendent), complete, sign, date, scan, and email to Penny Santa Cruz within 10 days of receipt.*

- ❑ **Final Budget**
 - ❖ *Print, sign, date, scan, and email to Penny Santa Cruz within 30 days of receipt.*

- ❑ **Mid –Year Expenditure Report** – Mailed to your finance department with Grant Award Notification.
 - ❖ *Complete, sign, date, scan, and email to Penny Santa Cruz.*

Penny Santa Cruz email: psantacruz@cde.ca.gov



- ❑ **Final Expenditure Report** (for the previous award year)– Mailed to your district/SELPA with Grant Award.
 - ❖ *(The current process is to complete, sign, date, scan, and email to a specified CDE Contact as noted on WAI Database and/or reporting form.)*
 - ❖ *Due by August 1st*

- ❑ **Actual Expenditure Report** (for the previous award year) - Found on WAI Data Collection Site
 - ❖ *Complete report, confirm report by clicking on “Ready for CDE”, review report. To submit, project contact must click on “Submit to CDE”.*
 - ❖ *Due by September 1st*



Budget Inst. Part III

Budget Amendment (if needed) – Found on WAI Data Collection website.

- ❖ Required only if you make budget changes greater than 10% of your TOTAL grant amount in the current program year.
- ❖ Complete the 3 required pages.
 - ❖ Page 1 – Complete required information.
 - ❖ Page 2 – Enter the amended amounts for each line item.
 - ❖ Page 3 – Enter description for each line item, separating High School and Middle School expenses. (If amount is \$500 or more, add itemized list.)
- ❖ On WAI Data Collection, confirm report by clicking on “Ready for CDE”, review report. To submit, project contact must click on “Submit to CDE”.
- ❖ *The current process is to complete, sign, date, scan, and email to a specified CDE Contact as noted on WAI Database and/or reporting form by **April 15th***



Interim and Final Expenditure Reports are sent to your Local Fiscal Contact, along with a copy of your **Grant Award Notification (AO-400)**. The original AO-400 is sent to your Superintendent, and you should receive a copy as Project Contact. If you cannot locate any of these three copies, contact the Grants Unit.

Also, blank Interim and Final Expenditure Report forms are available at the Special Education Division's Web site, under Other Resources:

<http://www.cde.ca.gov/sp/se/as/leagrnts.asp>.

Please note: If using a blank form, it is your responsibility to refer to your AO-400 for accurate grant information. This includes, but is not limited to, grant award number and grant award amount.

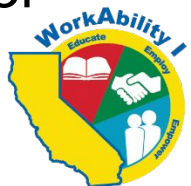


End Of Year Package - Found on WAI Data Collections System – Due June 15

You will get training on this by your Region in the Spring!

You might not have access to this portion if you are not your site's Project Contact

- ❑ End-of-Year Report
 - ❖ Page 1 – Do not leave blanks.
 - ❖ Page 2 – Complete all questions except for the last optional question.
 - ❖ Page 3 – Do not click “YES!” to submit data unless all the student data has been entered and verified for accuracy.
- ❑ Renewal Application



End Of Year Package – Continued

- ❑ Education Code Requirement Report
 - ❖ SAVE OFTEN: the system will log you out after a period of time and all unsaved text will be erased. Consider using Word to verify spelling, grammar, and work count. You may then copy and paste from Word to your Report.
 - ❖ End of Year Scoring Rubric (High School and Middle School)
- ❑ Statement of Assurances - *Submission information will be shared at the Region Meeting*
- ❑ Student Baseline and Follow Along Data
 - ❖ To be considered “Ready for CDE” student record must not have blanks on basics screen, school of attendance must be entered and placement information must be complete (except: supervisor’s name, phone number and the SSN).
- ❑ Submit Follow-Up Data
 - ❖ To be considered “Ready for CDE” complete all fields.

Once all reports show “Ready for CDE”, project contact must click “Submit to CDE”



End Of Year Package – Continued

- ❑ Projected Budget
 - ❖ Projected Budget is a preliminary amount based on current grant.
 - ❖ Be sure to verify that project contact information is accurate.
 - ❖ Confirm indirect cost at <http://www.cde.ca.gov/fg/ac/ic/>
 - ❖ Enter description for each line item, separating high school and middle school expenses. (If amount is \$500 or more, add itemized list.)



**Students are considered SERVED
if the following
Array of Services are completed:
(Minimum of One by WAI)**

I. School Based Preparatory Experiences

- ❖ Career/Vocational Assessments
- ❖ Employment/Post-Secondary Education Planning

II. Career Preparation & Work Based Learning Experiences

- ❖ Minimum of One

III. Youth Development & Leadership

- ❖ Minimum of One



School-Based Preparatory Experiences

Both Required

❖ Career/Vocational Assessments

Provide career and transition assessments to help students identify their school and post-school career interests and goals. May include formal and informal assessments including authentic assessments (portfolios).

❖ Employment/Post-Secondary Education Planning

Assist students to understand the career decision-making process that culminates with their personal career/education plan and provision of transition-related guidance including exploration of post-secondary options. Use interests to develop course of study.



Career Preparation & Work Based Learning Experiences

Minimum of One

- ❖ **Career Awareness/Exploration Activities**
- ❖ **Career Preparation/Job Search**
- ❖ **Work-Based Learning**
- ❖ **Job Development**
- ❖ **Employment/Work Experience**
- ❖ **Job Retention**
- ❖ **Work-Site Mentor/Supervisor**
- ❖ **Job Coach**
- ❖ **Work-Site Follow-Along/Employer Communication**



Youth Development & Leadership/Collaboration

Minimum of One

- ❖ **Self-Advocacy/Disability Awareness**
- ❖ **Youth Leadership**
- ❖ **Destination/Transportation Training**
- ❖ **Life Skills/Independent Living**
- ❖ **Family Participation & Support of Transition**
- ❖ **Partnership and Collaboration**



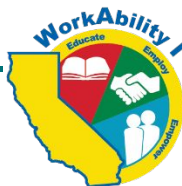
PAID EMPLOYMENT

for at least 100% of the number of students funded to place

- ❑ **Subsidized** – Paid by job training agency
 - ❖ WorkAbility I
 - ❖ Workforce Innovation and Opportunity Act (WIOA)
 - ❖ Transition Partnership Program (TPP)

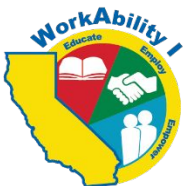
- ❑ **Unsubsidized** – Paid by employer
 - ❖ Direct Hire

Volunteer Placements DO NOT count as PLACED students.
Students MAY NOT volunteer at for-profit businesses.



Data Collection

- **What data are we collecting?**
 - Baseline Data (current students)
 - Students Served - pre-employment activities
 - Students Placed - paid employment
 - Follow-Up Data (1 and 2 years out)
- **When are we doing it?**
 - Ongoing tracking - July through June
 - It is a working document. Don't wait until the last minute to enter your data as system may overload
- **Why are we doing it?**
 - Program planning, evaluation, and accountability
 - Grant requirement and documentation of services
 - Marketing
- **Where does the data go?**
 - Required specific data points sent to CDE
 - Documentation to be held at program site



Mentor Tips

Find and join your **WorkAbility I Neighborhood group!**

Visit successful WorkAbility I sites (ask your mentor rep or region manager if you need suggestions)

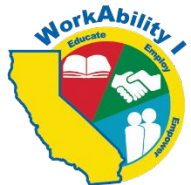
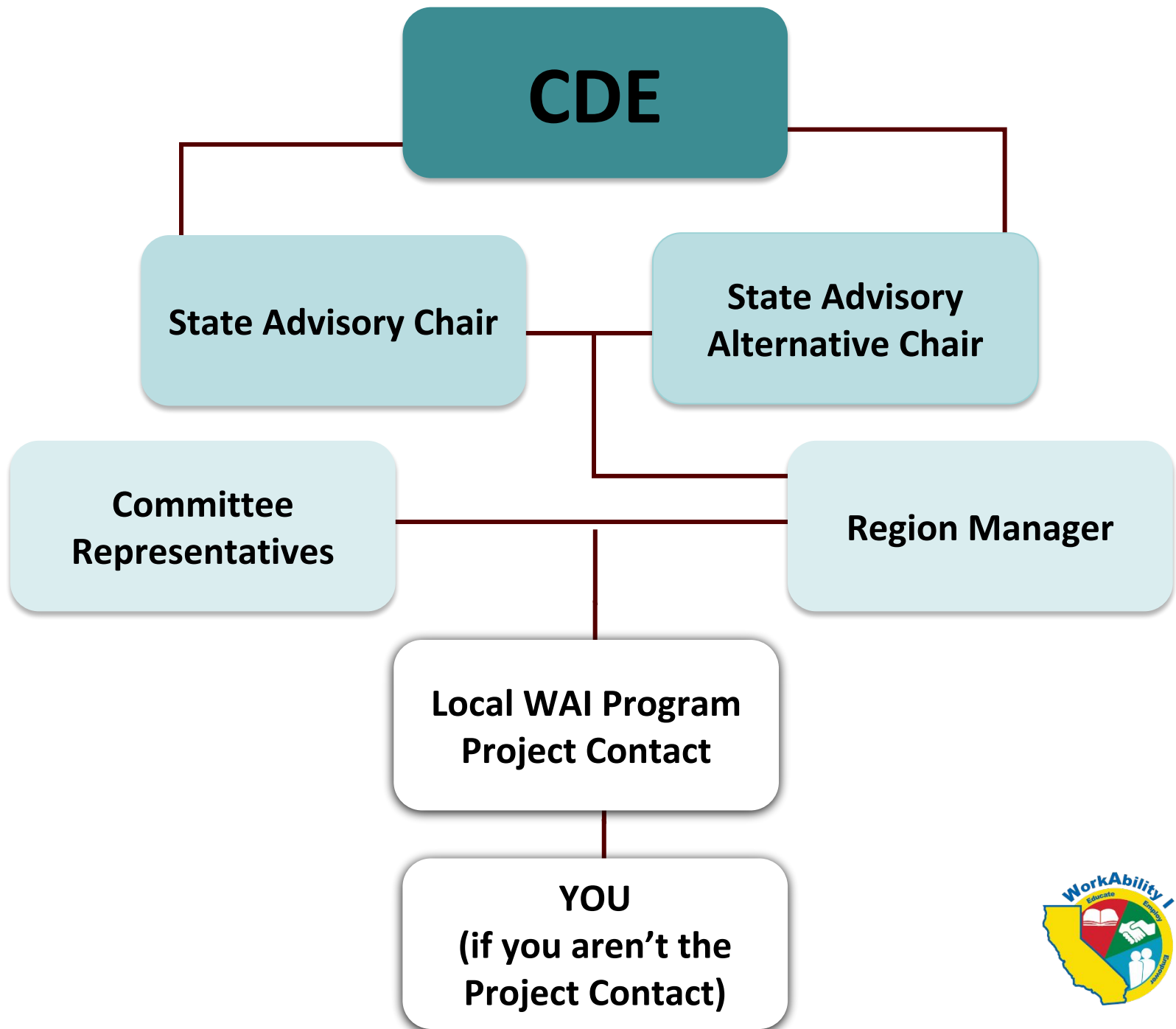
Build relationships with Superintendent Office, Fiscal Services, etc. This will assist in meeting grant deadlines and mandates.

Use the **Array of Services** throughout the year to record activities for your Ed Code Requirement! Work on this early! If you are new, work on this with someone in your Neighborhood Group!

SPEND YOUR MONEY!
MEET YOUR DEADLINES!
ATTEND YOUR MEETINGS!



Communication



State Advisory Committee - Comprised of Region Managers & Committee Chairs

- **Business, Education & Labor (BEL)** – Promote and recognize partnerships between business, education, and the labor force for WorkAbility I programs at the local, regional, and state levels
- **Family Transition Network (FTN)** – Provide transition information, training, and resources to parents, students, and families to assist the student through the process of transition to quality adult life
- **Governmental Relations (GRC)** – Research, correlate, and disseminate information related to legislative process and policy formation at the federal, state, and local, levels as it relates to the WorkAbility I program
- **Human Support Services (HSS)** – Research and disseminate information regarding interagency support for key stakeholders in the WorkAbility I program at state, regional, and local levels.

Committees Cont.

- **Mentor** – Provide/facilitate mentor trainings within local region. Offer support, collaborate with regional teams, assist in the special conditions process, and provide responses to frequently asked questions.
- **State & Regional Training (SRT)** – Facilitate quality professional development and training opportunities to all key stakeholders of the WorkAbility I program.
- **Technology, Education & Communication (TEC)** – Provide technical support to key stakeholders related to the state-wide WorkAbility I data collection system. The committee will also research and review web site content to assist CDE with WorkAbility I web site updates.
- **Wage Labor & Safety (WLS)** – Provide information, resources, training, and support to key stakeholders regarding wage, labor, and safety.

Questions?

Thanks!!