

A California Transition Program
California Department of Education

WORKABILITY I - 101
Mentoring Committee Fall 2013

Overview

- WorkAbility I Regions
- Communication
- Program Requirements
- Timeline
- Budget Instructions
- Reporting Instructions
- SERVED Students
- Data Collection
- Committees

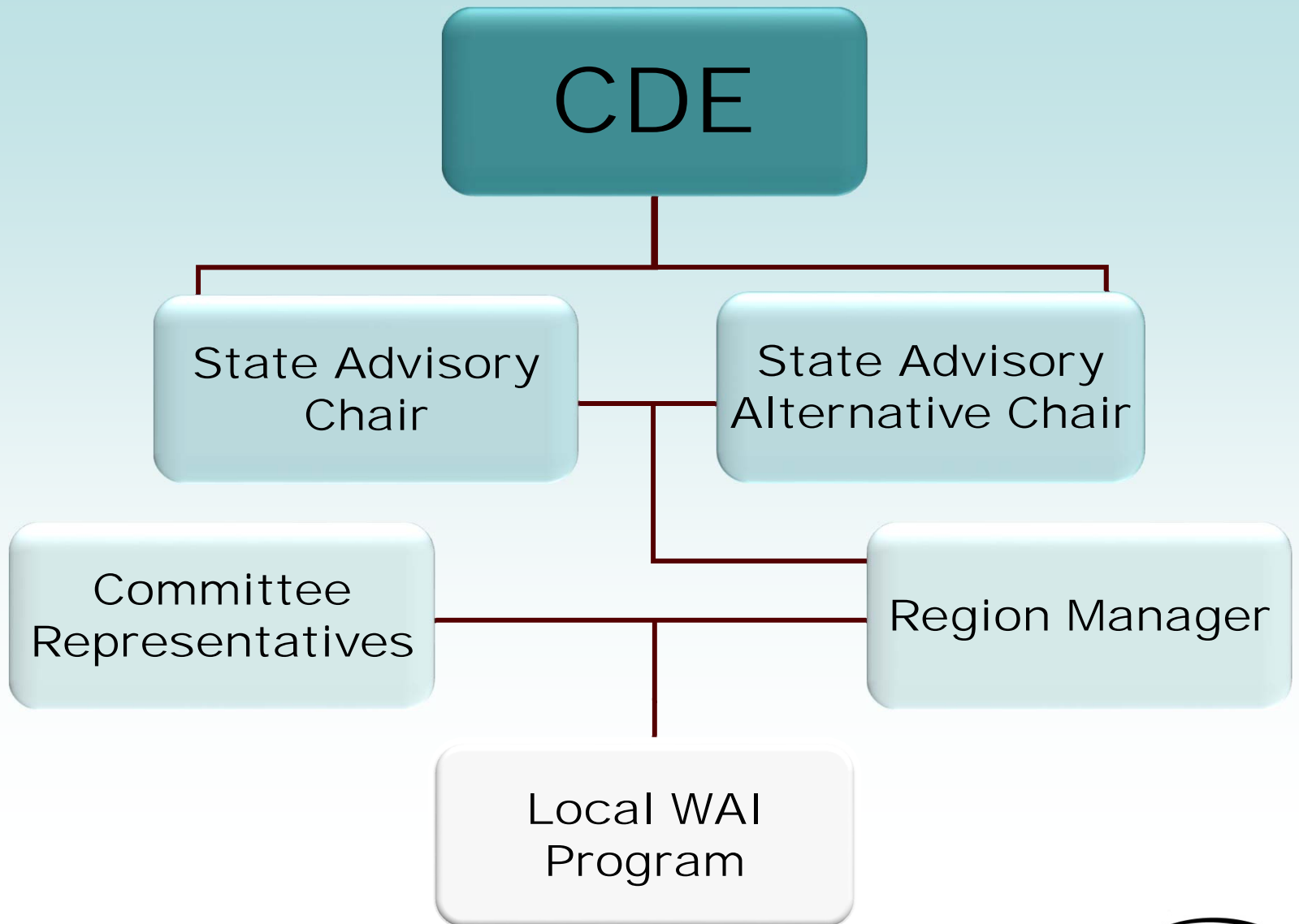
Additional information available at:

<http://www.cde.ca.gov/sp/se/sr/wrkabltlyI.asp>

Click link above to connect



Communication



Program Requirements

- Serve 100% of the number of students funded.
- Place at least 25% of the number of students funded.
- Mandatory attendance at region & state meetings yearly.
- Collect data on students served and follow-ups (1 and 2 years out).
- Submit all required documentation to CDE according to timelines.

Reporting Timeline

- ❖ **September 1**
 - ❑ Final Expenditure Report Due (for prior year) – *Mail to CDE Grants Office*
- ❖ **Date Varies**
 - ❑ Grant Award Notification received at your site – *Mail to CDE Grants Office within 10 days*
 - ❑ Final Budget Report Due – *Mail to CDE Penny Santa Cruz within 10 days and linked with the Grant Award Notification*
- ❖ **February 15**
 - ❑ Mid-Year Expenditure Report Due – *Mail to CDE Grants Office*
- ❖ **April 15 (if needed)**
 - ❑ Last day to submit a Budget Amendment – *Mail to CDE Penny Santa Cruz*
- ❖ **June 15 (nothing will be accepted after this date) – submitted on the WorkAbility I Data Collection System**
 - ❑ EOY Report and Renewal Packet
 - ❖ Ed Code Requirements Report
 - ❖ EOY Report
 - ❖ Renewal Application
 - ❖ Projected Budget- *signed hard copy mailed to Penny Santa Cruz*
 - ❖ Statement of Assurances - *signed hard copy mailed to Penny Santa Cruz*
 - ❖ Submit Baseline Data
 - ❖ Submit Follow-Up Data

CDE Special Education Division
Attn: Penny Santa Cruz
1430 N Street, Room 2401
Sacramento, CA 95814-5901

CDE Special Education Division
Attn: Grants Office
1430 N Street, Room 2401
Sacramento, CA 95814-5901



Budget Instructions

- ❑ Grant Award Notification – Mailed to your WAI program typically in November.
 - ❖ Locate, complete, sign, and date.
 - ❖ Mail to Grants Office within 10 days of receipt.
- ❑ Mid –Year Expenditure Report – Mailed to your finance department with Grant Award Notification.
 - ❖ Complete, sign, and date.
 - ❖ Mail to Grants Office by February 15th.
- ❑ Final Expenditure Report – Mailed to your finance department with Grant Award Notification.
 - ❖ Complete, sign, and date.
 - ❖ Mail to Grants Office by September 1st of following year.
- ❑ Budget Amendment (if needed) – Found on WAI Data Collection System.
 - ❖ 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 Data Collections System, confirm report by clicking on “Ready for CDE”, review report, then to submit project contact must click on “Submit to CDE”.
 - ❖ Print, sign, and date.
 - ❖ Mail to CDE Penny Santa Cruz by April 15th.

End Of Year & Renewal Packet

Found on WAI Data Collections System – Due June 15

- Ed Code Requirements Report
 - ❖ Save often as system will log you out after a period of time and all unsaved text will be erased.
- EOY Report /Renewal Application
 - ❖ 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.
- Projected Budget- *signed copy sent to CDE Grants Office*
 - ❖ 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.)
- Statement of Assurances - *signed copy sent to CDE Grants Office*
- Submit Baseline 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”.**

**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. Collaboration/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.

❖ **Employment/Post-Secondary Education**

Assist students to understand the career decision-making process to develop personal career/education plan, including post-secondary options.

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**

Youth Development & Leadership/Collaboration

Minimum of One

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

PAID EMPLOYMENT

for at least 25% of the number of students funded to serve

- ❑ Subsidized – Paid by job training agency
 - ❖ WorkAbility I
 - ❖ Workforce Investment Act (WIA)
 - ❖ Transition Partnership Program (TPP)
 - ❖ Etc.

- ❑ Unsubsidized – Paid by employer
 - ❖ Direct Hire

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

Why are we doing it?

- Program planning
- Program evaluation/accountability
- Grant requirement
- Marketing
- Document student services

Where does the data go?

- Required specific data points sent to CDE
- Documentation to be held at program site

Advisory (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.
- **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

- **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.