Program Task Master

FY 25-26

Quarter 1 (July 1, 2025 – September 30, 2026)

Priorities	ASISTS Reports	Action Steps

1. PIF
   a. Rollover classes or set-up new ones
   b. Classes/Sites set up
   c. Funding Codes
   d. # of Instructional Hours
   e. Start and End Dates
   f. Linking classes
 	
2. Identification of New Staff
   a. Determine PD Needs
   b. Reach out to RAEN
 	
3. Intake
   a. Enroll students
 	
4. Pre-Testing All Students
   a. TABE 13/14
   b. Best Plus 3.0/Best Literacy 2.0
 	
5. Case Management
	1. Program Information Form
	
	2. Schedule Training for staff
	
	3. Robust intake up to 12 hours
	
	4. No Pre Test Report
	
	5. Case Managers assigned from each AEPP Funding Source
	
	Quarter 1 Benchmarks:
	
	Enrollment: 25% of contract.
	
	Post-Testing: 15% (Goal 70%)
	
	Eligible for a post-test: 25% (Goal 90%)
	
	MSG: 10% - 15% (Goal 53.5%)
	
	Follow-up Outcomes: Have student list printed out, start manual surveys.
		Run Program Information Form
		• Run the PIF. Submit to AEPP by September 30.
		• Identify any gaps in information missing/incorrect
		• Funding and hours on the PIF must match approvals.
		• PIF information should be in real time.
		Staff
		• Add new staff to ASISTS.
		• For PD, reach out to your RAEN/Accountability Office.
		Intake (repeat for new students)
		• All students are required to have intake
		• New students are required to have a robust intake up to 12 hours.
		• **100%** of students should have a new ISRF completed and placed in their physical folder.
		• **100%** of students should have an ADA signed in their physical folder
		• **100%** of hybrid and screening tools completed and in student folder.
		• Submit ISRF to data team by COB Friday each week.
		• Students enrolled into a class.
		No Pre Test Report
		• Run no pre-test report weekly.
		• Do not include Fast Track classes.
		• Identify all students with more than 12 contact hours and no pre-test.
		• **100%** of students must have a new TABE 13/14, Best Plus 3.0 or Best Literacy test.
		Case Management
		• If case managers are listed with case management hours, they must conduct case management activities.
		• On the ISRF mark down Barriers to Employment.
		• Check enrolled not counted list – create a tracker of students who are on the list for more than 2 weeks.
		• Refer students for resources.
		• Track case management hours.

Aris Bird
Accountability Office

Program Task Master   FY 25-26

Quarter 2: October 1, 2025 – December 31, 2025

Priorities	ASISTS Reports	Action Steps
• PIF maintained and updated • Enrollment by funding source each at 30% of contract by December 31 • EPE Accrual • All current students have been pre-tested with intake. • Students are beginning to be post-tested according to the assessment policy post-testing guidelines • Data Management • Case Management	• Program Information Form • PER disaggregated by funding source EPE • EPE Accrual Report • EPE SA 160's • EPE Percentage Check Data Management • No Pre-Test Report • Missing Key Demographics • Enrolled Not Counted • Pop Participant Details • Students not moving higher **Quarter 2 Benchmarks:** 1. *Enrollment:* 50% of contract 2. *Post-Testing:* 40% (Goal 70%) 3. *Eligible for a post-test*: 50% (Goal 90%) 4. *MSG:* 15% - 30% (Goal 53.5%) 5. *Follow-up Outcomes:* a. Quarter 2: 13% (Goal 36%) b. Quarter 4: 11% (Goal 32%) c. Manual Surveys: 30% (Goal 90%)	• **Run PIF** o Correct gaps in funding, linked classes, enrollment, coding, teachers. o Is there CM for each funding source? Do CM have under their maximum load? • **Run the PER by funding source.** o Compare enrollment to contract. o Check data by site if applicable. • **Run EPE Reports for Analysis** o Compare EPE month to month to previous year. o Double check to allocation. o EPE Percentage Check under **3%**? o **Should be a minimum of 25% allocation.** • **Run weekly reports. (Data Management)** o 100% of enrolled students should be pre-tested. o Missing Key Demographics should be clean. o Enrolled not counted – why is each student on this list? o Check pops of students who may have stopped attending from Summer session – do they have a pre-test? Post-test? Did they show gain? o On December 31st, **100%** of July 1 – November 30th should be in ASISTS. • **Case Managers** are checking in with students, referring students and updating barriers to employment on ISRF.

Aris Bird
Accountability Office

Program Task Master   FY 25-26

Quarter 3: January 1, 2026 – March 31, 2026

Priorities	ASISTS Reports	Action Steps
• Update PIF • EPE Accrual • Data Management • Post-Testing Benchmark Analysis • Measurable Skill Gain • Follow-up Outcomes	Program Information Form EPE • EPE SA 160's • EPE Monthly Accrual • EPE Percentage Check Data Management • Program Evaluation Report, No Pre-Test Report, Missing Key Demographics, Enrolled not counted, Pop Participant details Post-Testing • No Post-Test Report MSG • Students Not Moving Higher Follow Up Outcomes • Table 5	• **PIF** o Update classes that may have begun in the new year. o Is all the information accurate? • **EPE** o Full year projections prepared o Accrual should be at **60% of allocation** o Check students with diploma percentage o EPE approval for CTE programming K-12 & Local • **Data Management** o Data from previous month fully entered into ASISTS by end of next month o PER disaggregated by funding and site o No Pre-Test Report o Missing Key Demographics clean o Enrolled Not Counted Tracked students o Pop Participant Details – check students who may have popped, or will pop • **Post-Testing** o Identify all students with 40+ hours in need of a post-test and schedule a post-test o Identify students between 30-40 hours and track for post-testing • **Measurable Skill Gains** o Identify students who did not show gain on first post-test o Use targeted instruction o Re-test • **Follow-up Outcomes** o Run Table 5 Report o In March, if Q2/Q4 outcomes are not hitting targets, start surveying students with SSN.
	Quarter 3 Benchmarks: *Enrollment:* 75% of contract *Post-Testing*: 60% (Goal 70%) *Eligible for post-test:* 75% (Goal 90%) *MSG:* 30% - 40% (Goal 53.5%) *Follow-up Outcomes* Quarter 2: 26% (Goal 36%) Quarter 4: 22% (Goal 32%) Manual Surveys: 60% (Goal 90%)	

Aris Bird
Accountability Office

Program Task Master

Quarter 4: April 1, 2026 – June 30, 2026

Priorities	ASISTS Reports	Action Steps
- Enrollment - Benchmarks - EPE Accrual as compared to EPE allocation - EPE analysis for students with diploma - EPE approval for CTE programming K-12 & Local - Credential Attainment - Planning for new fiscal year	Enrollment - Program Evaluation Report - Disaggregated by funding/site Benchmarks - PER - No Post-Test Report - Eligible student post-test rate - Not Moving Higher - Assessment and Attendance Report - Table 5 EPE Accrual - EPE Accrual Check - EPE SA 160's - Percentage Check **Quarter 4 Benchmarks:** *Enrollment:* 100% of contract *Post-Testing:* 70% + (Goal 70%) *Eligible for post-test:* 90% (Goal 90%) *MSG:* 53.5% (Goal 53.5%) *Follow-up Outcomes* Quarter 2: 36% (Goal 36%) Quarter 4: 32% (Goal 32%) Manual Surveys: 90% (Goal 90%)	**Enrollment** - Program should be at **100%** of each enrollment per funding source by end of quarter. **No Post-Test** - Post-testing students with 40+ hours. - Why do students with high hours not have a post-test? **Measurable Skill Gain** - Not Moving Higher - Assessment and Attendance - Use targeted instruction and re-test students **Follow-up Outcomes** - Do not wait until May/June to begin conducting survey outreach. **If not at benchmarks, programs should manually contact students with SSN.** Do not remove SSN until student responds. **EPE Accrual** - Program should be **nearing 100% of allocation by June.** **Credentials** - Tracking credential progress - Uploading IELCE credentials to accountability site. **Planning for New Fiscal Year** - Data Management – ASISTS - Best Practices - Marketing/Outreach

Aris Bird
Accountability Office