

2018 - 2019 Santa Barbara CAEP Consortium: ACTIVITY CHART

PROGRAM/AGENCY NAME: Santa Barbara County Adult and Dislocated Worker Program, operated by ResCare Workforce Services (RWS)						
CONTACT INFORMATION:						
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
1	Grant Negotiations	Review proposal with CAEP, negotiate any needed revisions.	August 19, 2019* based on award, 1 day	RWS and CAEP	Agreement on service delivery and fund utilization plan.	.Signed Agreement
2	Network Partner Informational Meetings	Outreach and engage agencies, community organizations, educational providers, employers and stakeholders into the grant program.	August 26-September 15, 2019	SBC Adult and Dislocated Worker Staff	.Establish network of referral sources for targeted populations, establish referral processes and answer questions.	Calendar of group and 1:1 meetings, meeting agenda, referral process and referral form, database of networked partners
3	Adult Learner Referral, Outreach, Engagement and Orientations	Receive and process referrals from networked organizations, outreach to participant, schedule CCAL Orientation	Start Orientations on 9/23/19, weekly and ongoing as needed, completion 12/30/19	SBC Adult and Dislocated Worker Staff	Engage and educate prospective participants about program assets and responsibilities.	Referrals, Outreach, Engagement and Orientation schedule log, sign in sheets.
4	Eligibility and Suitability Appointments	.Determine eligibility into the WIOA program and suitability into the CAEP	Start appointment on 9/23/19 and	SBC Adult and Dislocated Worker Staff	Determine co-enrollment into both WIOA and	Eligibility documents

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		grant program	ongoing, completion 12/30/19		the CAEP programs	
5	Readiness Assessments and Career Aptitude Assessments	Provide assessment for basic skills determinations	Start assessment on 9/23/19 and ongoing, completion 12/30/19	SBC Adult and Dislocated Worker Staff	Determine suitability for intensive program services enrollment or access to universal AJCC services	.Assessment results
6	Co-enroll eligible and suitable participants into WIOA and CAEP programs	Enroll participant into programs.	Start enrollment on 9/30/19, continue until fully enrolled, no later than 12/30/19	SBC Adult and Dislocated Worker Staff	Enroll into intensive services.	Enrollment forms, Enrollment and Outcome Database
7	Education and Career Development Plan, Support Services Needs plan.	Develop an individualized plan for activities and services needed to transition into education and employment services. Refer to networked providers for services, provide support services as needed.	Start based on enrollment into program, to be completed no later than 1/30/2020	SBC Adult and Dislocated Worker Staff	Education and Career Development Plan, Support Services Needs plan for all enrolled participants.	Enrollment and Outcome Database
8	Case Management	Case manage and track outcomes in basic skills gains and educational activities, determine readiness for transition to employment services.	Start based on enrollment and continues throughout program, completion 1	SBC Adult and Dislocated Worker Staff	Case management services provided to all enroll participants on a monthly and as needed basis.	Enrollment and Outcome Database

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		Report progress and outcomes to referral agencies. Process payments for educational activities and support services.	year after initial employment date.			
9	Employment Related Activities	Place ready participants into On the Job training activity or Direct to Employment Services	Start based on readiness, approximately 2/17/19, completion 6/30/19	SBC Adult and Dislocated Worker Staff	Place participants in an On the Job activity provided by employers with training programs and permanent job openings. Estimated 10-15 participants.	Enrollment and Outcome Database and OJT contact
10	Employment Transition	Transition participants from education, training, OJT to full time employment. Provide resume, interviewing skills, job leads and introductions to employers.	Start based on completion education and/or employment related activities. Completion 8/30/2020	SBC Adult and Dislocated Worker Staff	Place 85% or enrolled participants into full time employment.	Employment records, Outcome Database
11	Follow up Services	Contact participants on a monthly and as needed basis to ensure employment sustainability, provide job progression opportunities.	Start based on time of employment placement, completion 1 year after employment.	SBC Adult and Dislocated Worker Staff	Ensure 75% of placed participants are employed one year after initial placement date.	Employment records, Outcome Database
12	Reports	Data, outcome, success	Start August	SBC Adult and	Provide reports on	Outcome

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		story and program summary reports.	30, 2019 Completion October 2020.	Dislocated Worker Staff	a monthly and as needed basis to CAEP, provide grant end executive summary report.	database, performance statistics for referral, orientation, enrollment, activity completion, employment and employment sustainability.
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