



DATA Workgroup Meeting Agenda

Wednesday, June 12, 2024 @ 2:30 - 4:00 pm

Baldwin Park Adult & Community Education,
4640 N. Maine Ave. Baldwin Park, CA 91706 –Room 16

[Make sure to Check-In with the front office. Please bring a laptop and photo ID for check-in purposes](#)

Meeting Folder: <https://drive.google.com/drive/folders/1mPsD7SmkaSI11QNI0oqbNYGHrg4ByRjl?usp=sharing>

Agenda

1. ITEM	NOTES
2. Welcome	Please sign in on the sign-in sheet
3. Upcoming Events	<p>Please share any upcoming events you have: https://www.caadulthoodtraining.org/</p> <p>1) CASAS National Summer Institute 2024 June 17-20, 2024, Garden Grove https://www.casas.org/training-and-support/SI</p> <p>2) Introduction to TOPSpro Enterprise (Online) July 1, 2024 (Ongoing) https://www.caadulthoodtraining.org/CASAS/8660?Type=14</p> <p>3) EL Civics Network Meeting August 7, 2024 https://www.caadulthoodtraining.org/CASAS/8698?Type=12</p>
4. Around The Table	<p>Questions</p> <ul style="list-style-type: none"> Anonymous Form https://app.smartsheet.com/b/form/bbc7ee646d94440b9523aed445555e36
5. Payment Points Reports	
6. ELL Grant Reporting Requirements	<p>Demographic Collection Assistance Document: https://docs.google.com/document/d/1VPBRn1tjAySwcCjxBqP3aZCK98K900_y6PXBoldL5QY/edit?usp=sharing</p>
7. Workgroup Schedule Survey	<ul style="list-style-type: none"> 2024-2025 Planning
8. Workgroup Effectiveness Survey Results	<ul style="list-style-type: none">
9. Upcoming CAEP Due Dates	<p>June 2024 Jun 1: 21/22 and 22/23 and 23/24 Member Expense Report due in NOVA (Q3)* (Soft Deadline of May 17th) Jun 30: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) * Jun 30: End of Q4</p> <p>July 2024 Jul 15: Student Data due in TOPSPro (Q4) FINAL</p>

August 2024

Aug 15: Annual Plan for 2024-25 due in NOVA *

September 2024

Sep 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q4)

Sep 1: 23/24 Certification of Allocation Amendment due in NOVA

Sep 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) *

Sep 30: 24/25 Member Program Year Budget and Work Plan due in NOVA

Sep 30: End of Q1

10. Upcoming Meetings

Data Workgroup Meetings		
3rd Wednes day	2:30 - 4:00 pm	BPACE 4640 North Maine Avenue Baldwin Park, CA 91706
Month	Dates	
June	6/19/2024 6/12/24	Rescheduled

11. Adjourn

Next Meeting: TBD