Data Workgroup Meeting Minutes
Thursday, December 15, 2022
2:30-4:00 pm

Baldwin Park Adult & Community Education
4640 N. Maine Ave.
Baldwin Park, CA 91706 – Room 16
Check-in with front office

Meeting Folder: https://drive.google.com/drive/folders/1mPsD7SmkaSl11QNIOoqbNYGHrg4ByRjI?usp=sharing

Agenda

ITEM	NOTES
1. Welcome	please enter name, title, and site in chat
2. Introduction of Consortium Manager	Tischel Diaz
3. Getting to know you	Maria Tellez (HLP) Lena Delvaux (HLP) Jovanna Martinez (HLP) Greg Buckner (HLP) Madelaine Hetrick (Bassett) Michelle Lee (Charter Oak) Amy Valencia. (Charter Oak) Gale Lee (BP) Omi Miri (Mt. SAC) Laura Fonseca (BP) Diane Casas (BP) Paula Perez (Rowland)
4. 2022-23 Annual Plan Overview	Transitions and Outcomes. How do we track?
5. Roundtable Concerns	General or Specific Issues you have been having with Data collection and/or reporting? • Review Anonymous Concerns (smartsheet) • https://app.smartsheet.com/b/form/bbc7ee646d94440b9523aed445555e36 • Difficulty with ASAP/TE imports. • All k-12s use various versions of ASAP (2, 3, 4). • Most are doing daily attendance and importing it into TE weekly or monthly. • Some are doing cumulative attendance imports and have discovered some inconsistencies in the totals (potentially due to overlapping import dates?) • Confirmed counseling services are being reported in ASAP, but don't always show up where expected in TE. • TD to reach out to Cindy Loo-Garcia, Client Success Manager at ASAP (408-775-7571, cindy.loogarcia@vanco.com) to review coding or make suggestions? • Services are not reflecting by agency in the numbers expected. Will need to review what, when, and how all services are being reported by agency to troubleshoot in future meeting.
6. Meeting Details for the Future	• Upcoming meetings will move to the 3rd Wednesdays, 2:30-4pm in person and Baldwin Park. • Next meeting will be Wednesday, January 18th 2:30-4pm • **HOMEWORK**: Each person will add one SPECIFIC topic in TE they would like to cover in the next meeting to the smartsheet link above.