

Program Schedule & Staff Responsibilities
Prepared by State Director
July 1, 2022SY – June 30, 2023SY

Month of July Task	Funding Source (HEP or ARP)	Staff Lead & Supports	Action Steps	Approval Due Date	Project Launch Date	Follow-Up Tasks
EOY reports for PRC026	HEP	All	<ul style="list-style-type: none"> • Review PSU reports from region Collect during review: <ul style="list-style-type: none"> ○ Strategies ○ Best Practices ○ Challenges ○ Potential Compliance Issues ○ Requests ○ Needs ○ Funding ○ Data ○ Other • Develop Action Plan for PSUs • Review results w/ Program & State Coordinator • Follow-up & establish check-in dates w/ HLs • Other 			
EOY reports for PRC183/184	ARP	All	<ul style="list-style-type: none"> • Review PSU reports from region • Collect during review: <ul style="list-style-type: none"> ○ Strategies ○ Best Practices ○ Challenges 			

			<ul style="list-style-type: none"> ○ Potential Compliance Issues ○ Requests ○ Needs ○ Funding ○ Data ○ Other ● Develop Action Plan for PSUs ● Review results w/ Program & State Coordinator ● Follow-up & establish check-in dates w/ HLs ● Other 			
Data Collection	HEP ARP	<p>Neely - Lead ALL</p> <p>Beth - Lead Early Ed Data</p> <p>Daniel - Lead Academics, Grad Rates, CTE, etc.</p> <p>Rebecca – Lead Higher Ed., Workforce, Military</p>	<ul style="list-style-type: none"> ● Review local for respective region ● Develop regional charts ● Review & prep training docs on state data that includes: <ul style="list-style-type: none"> ○ Poverty level ○ UHY counts ○ PNR ○ Academic and graduation rates ○ Attendance, EC, CTE ○ Early Education ○ 0–5-year-old data ○ Other ● Review & prep training docs on national data including: <ul style="list-style-type: none"> ○ National counts ○ UHY ○ PNR ○ Early Education ○ 0-5-year-old data ○ Higher Ed., Workforce, Military ○ Other ● Data to incorporate into trainings 			

			<ul style="list-style-type: none"> • State Stats 			
PSU Files	HEP	All	<ul style="list-style-type: none"> • Review PSU files from region Collect during review: <ul style="list-style-type: none"> ○ Strategies ○ Best Practices ○ Challenges ○ Missing files ○ Compliance Issues ○ Needs Identified ○ Funding Charts – develop if needed ○ Data Chart – develop if needed ○ Other • Develop Action Plan for PSUs • Review results w/ Program & State Coordinator • Follow-up & establish check-in dates w/ HLs • Other 			
New HL Training	HEP ARP	Daniel Lead Charter Session Rebecca & Beth Co-lead PSU Session	Meet with Neely on previous agenda and materials Set -up registration Send announcement to HLs Review weekly registration platform Send reminder 1 week out Develop CEU Set-up site arrangements Parking Food options CEU Evaluation	8/1	9/1 9/7	

Month of August Task	Funding Source (HEP or ARP)	Staff Lead & Supports	Action Steps	Approval Or Due Date	Project Launch Date	Follow-Up Tasks
Technical Assistance		All	Calls/emails return in 24 hours Document calls/emails in TA database	On-going		
Monthly report		All	Enter activities conducted Include date(s) of activity Enter upcoming activities Delete past activities Update activities with changes	10 th of Month		
New Homeless Liaison Training		All	Finalize presentations Finalize and print handouts Send final reminder of event to those registered	31st		
Regional Compliance Forums		All	Identify and secure locations for each region Registration Announcement Review current documents in Box on previous forums			

