*****Massachusetts Department of***

***Elementary and Secondary Education***

### 75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3000 TTY: N.E.T. Relay 1-800-439-237

**Directions for Completing Outstationing Reports**

Agencies that receive outstationing funds are required to submit midyear and final reports to Adult and Community Learning Services (ACLS). The reports should be emailed to Michael Farma at Michael.A.Farma@mass.gov.

 The reports should also be sent to the agency’s ACLS Program Specialist, local MassHire Career Center Executive Director, and local MassHire Workforce Board Executive Director.

The midyear report is due January 31st and must include all data from September 1st – December 31st. The final report is due July 31st and must include data from September 1st – June 30th. The following data should be reported:

1. Number of MassHire Career Center (MCC) customers referred to Adult Education (AE) agencies by agency, including:
	1. Of the number referred, how many were enrolled in classes
	2. Of the number referred, how many were placed on waiting lists
	3. Of the number referred, how many opted-out of services
	4. Of the number referred, how many did not show-up for appointments
	5. Of the number referred, how many cannot be accounted for
2. Number of AE students connected to MassHire Career Centers, including:
	1. The number of students who attended an orientation
	2. The number of students who registered for services
3. Activities conducted by the outstationed staff member for AE agencies and partner agencies (e.g., Department of Transitional Assistance, Massachusetts Rehabilitation Commission)

Outstationing Coordinators should use the report template for their local workforce area (e.g., Berkshire, Boston, Bristol). Directions for each section of the report are below. A complete sample report with comments is available as a separate document.

1. **Referrals to Adult Education Agencies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Agency** | **# referred** | ***# enrolled*** | ***#*** ***wait-listed*** | ***#******opt-out*** | ***#******no-show*** | ***# unknown*** |
|   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |

(Please add more rows if needed)

***COMMENTS:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |
| --- | --- |
| **Field** | **What to include** |
| ***Part I. Referrals to AE Agencies*** |
| Agency | The agency name. The names of the ESE-funded agencies in the local workforce have already been entered. Please add additional rows for non-ESE funded agencies.  |
| #referred | The unique number of MCC customers referred. While ACLS understands that some customers are given multiple referrals, this field should only include the number of unique customers.  |
| #enrolled | Of the #referred, the number that enrolled in an AE agency.  |
| #wait-listed | Of the #referred, the number that were wait-listed at an AE agency.  |
| #opt-out | Of the #referred, the number that decided not to enroll in an AE agency.  |
| #no show | Of the #referred, the number that had appointments to attend an AE agency intake, assessment, or orientation, but did not attend and cannot be located.  |
| #unknown | Of the #referred, the number that cannot be located.  |

An entry must be made in each field for every agency listed. No fields should be left blank. The #enrolled, #wait-listed, #opt-out, #no-show, and #unknown should equal the #referred. Comments can be added to clarify any of the entries.

1. **MassHire Career Center Registrations**

|  |  |  |
| --- | --- | --- |
| **Agency** | **# orientations** | **# registrations** |
|   |  |  |
|  |  |  |
| **Totals** |  |  |

(Please add more rows if needed)

***COMMENTS:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |
| --- | --- |
| **Field** | **What to include** |
| ***Part II. MassHire Career Center Registrations*** |
| Agency | The agency name. The names of the ESE-funded agencies in the local workforce have already been entered. Please add additional rows for non-ESE funded agencies.  |
| #orientations | The number of AE students who attended an orientation. |
| #registrations | The number of AE students who registered for services at the career center. |

An entry must be made in each field for every agency listed. No fields should be left blank. Comments can be added to clarify any of the entries.

1. **Activities**

The Activities section is used to describe additional activities done for AE and partner agencies (Massachusetts Rehabilitation Commission, Department of Transitional Assistance, and other partner agencies) by the outstationing coordinator. These activities include giving MCC presentations at AE agencies, leading AE student informational trips to career centers, and providing trainings to core partner staff. Three or four examples of such activities are sufficient.