

Recipient: Bellevue Community College

Grant Number: TC-23745-12-60-A-53

Quarter Ending: 12/31/2012

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**Quarterly Narrative Progress Report  
Trade Adjustment Assistance Community College and Career Training  
(TAACCCT) Grants**

**Project Name:**

Health e-Workforce Consortium

**Grant Number:**

TC-23745-12-60-A-53

**Award Year:**

2012

**Report Quarter Ending:**

12/31/2012

**Date of Submission:**

02/13/2013

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**A. Quarterly Summary for Grant Activities**

Rapid hiring: 84% of Q1 anticipated benefitted positions hiring was completed, and all faculty and subject matter experts are identified and participating as needed. All Project Managers are on board. Co-Grantee MOUs: All MOUs have been executed Infrastructure: Weekly Consortium information summaries have been sent to co-grantees, beginning the second week of October. Once a month Lead staff meets with co-grantee Project Managers (now through video web meeting). In addition, Consortium Director, Associate Director, Fiscal Manager and Data & Compliance Manager have a recurring monthly phone meeting with each Member College PM, to discuss current deadlines and any compliance issues, as well as offer support for any aspect of their projects. Fast start curriculum development: All curriculum development is underway. Support mechanisms, process and associated templates for curriculum approval have been developed. Consensus has been reached on elements of certificate composition Contracting: Of the four contracts required for initiation of Q1 activity, three have been executed. The outstanding contract is with the third party evaluator. Because the Evaluation Plan changed substantially from the proposed work, it was included in our reply to DoLs evaluation review, for approval. Once / if approval is given, both the evaluator and Bellevue College is ready to execute the contract. Data Management: Templates for participant intake, monthly and quarterly reporting have been

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developed, distributed and are now in revision process. The Consortium Policies and Procedures manual draft is near completion and will be transmitted it to Member Colleges for institutional customization by the end of March. The Health e Consortium is actively participating with other Washington Round 1 and 2 grantees to coordinate program participant tracking through the Employment Security Division. The data sharing agreement: Is a partnership between Bellevue College (TAACCCT Round 1 & Round 2 projects), the Washington State Board for Community & Technical Colleges (SBCTC) and the Employment Security Department of Washington State (ESD) to share participant data. A Memorandum of Understanding has been drawn up, signed and submitted to both ESD and SBCTC, awaiting their approval. Relevant staff at Bellevue College who will be viewing and handling data have received training and passed security checks as required by ESD.

### **B. Status Update on Leveraged Resources**

**Provide an update on the organizations that contributed the resources:**

N/A Q1

**Provide an update on the ways in which the resources were used during the current quarter:**

N/A Q1

**Comments:**

N/A Q1

**During this quarter, did you receive any additional leveraged resources beyond what is listed in your statement of work?**

No

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### **C. Status Update on Employer(s) Involvement**

**Discuss how the required employer(s) has been involved during the current phase of the project.**

Project staff met with several representatives of the U.S. Dept. of Veterans Affairs, regarding the Health IT Veterans Apprenticeship - they are interested in piloting it. Project Director met with the Health Information & Management Systems Society (HIMSS) National Career Services Task Force to ask for support for the HIMSS Veterans Initiative, and for assistance in framing outreach to health IT employers and encouraging them to examine their veterans hiring policies.

**Outline specific roles and contributions of the employer(s) during this quarter.**

Spokane Community College: Inviting current HIM, CIS Networking, and CIS Software Development board members to create a Spokane CC project advisory board. Pierce College:

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Advisory committee active, composed of: Multicare Health System; Madigan Army Medical Center; Sound Physicians; DSHS Western State Hospital Bellingham Community College & Whatcom Community College: Hinet - agreed to assist in gathering industry experts to serve on a focus group and potentially an advisory committee.

**Identify any challenges encountered/resolved in the development and management of the employer involvement.**

N/A Q1

**Discuss new employers and commitments that may have been added to support the project.**

University of Mississippi Medical System agreed to pilot the CAHIMS entry level certification (over 100 participants), thereby advancing its implementation into the Apprenticeship curriculum. Veterans Apprenticeship: Data analytics professionals at VA Puget Sound assisted in scoping job roles and on the job training possibilities. EMR STAR: Open EMR, an open source electronic medical record (EMR) organization, initiated participation in the projects cloud based academic EMR access.

**Comments:**

Q1 contracting and Consortium hiring were the primary activities contributing to the project's ability to engage employers. The Veterans Program Manager, for example, is key to connecting with a substantial number of employers supporting this project. Strides were made at the macro project level. Examples: The Washington Health IT Industry Education Council conducted a project review; The Veterans Medical Center Puget Sound confirmed intent to pilot the Veterans Health IT Apprenticeship; MultiCare Health System requested collaboration to implement the Veterans Health IT Apprenticeship; Vitera Healthcare Solutions has started the process for participation in EMR STAR.

**Have you had any consultation or advisory meetings with business or employer partners during this quarter?**

Yes

**Were there any direct hires of program of study completers by employer partners during this quarter?**

No

**Were internships or other work-based learning opportunities posted during this quarter?**

No

**Did you acquire any additional employer partners during this quarter?**

Yes

## **D. Timeline for Grant Activities and Deliverables**

**General Comments:**

All goals have been met in Quarter 1, with the exception of six (out of 37) positions not yet filled, Consortium wide. Regarding the next question, "How many programs are you planning to offer" it

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is important to distinguish new certificate programs from those existing programs (such as nursing at several colleges) that will be infused with health IT. The total (20) reflects both of those.

Specifically: The Consortium is developing 7 new certificates: " Healthcare Data Analytics " Health IT " CAHIMS " Networking in Healthcare " Healthcare Database Administration " Mobile Health Application Software Development " Health IT Security The Consortium is also infusing HIT content into 13 existing allied health and nursing programs " Medical Assistant (at multiple institutions) " Medical Office Assistant " Nursing (at multiple institutions) " Pharmacy Technician " Radiology Technician (at multiple institutions) " Physical Therapy Assistant " Hemodialysis

**How many programs are you planning to offer?**

20

**As of this quarter, how many programs have you launched to date?**

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**Activity ID:** 1

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 1.1 Activity 1

**Narrative:** Develop and pilot

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/09/2012

**Actual End:**

**Notes:** 02/09/2013: Contract executed. First of two apprenticeship pilot sites confirmed for first steps. Engaged in the Dept. of Labor work process documentation.

05/13/2013: Due to budget issues, Ft. Belvoir Community Hospital is unable to pilot the Health IT Apprenticeship as they had hoped. MultiCare Health System has agreed to be a pilot site. We continue to work with the VA medical system in Washington.

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**Activity ID:** 2

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 2.1 Activity 1

**Narrative:** Develop, review, implement, and disseminate

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/02/2013

**Actual End:**

**Notes:** 02/10/2013: On track for on-time implementation of programs. Creating credentials portable across multiple colleges is problematic but worthy work. Evidence-based standards for course materials are defined; an all-day training in online learning was held.

05/13/2013: First deliverable, IT Common Core Curriculum, is complete. Individual member colleges are engaged in certificate development to Consortium standards, and gaining organizational approval to pilot them in the coming academic year.

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**Activity ID:** 3

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 3.1 Activity 1

**Narrative:** Develop, implement and disseminate

**Expected Start:** 04/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 03/04/2013

**Actual End:**

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Notes: No Notes Recorded for this Activity.

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**Activity ID:** 4

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 4.1 Activity 1

**Narrative:** Develop, implement, pilot, and create sustainability path

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Contract executed; initial staff hired. Technical design completed. Outreach to potential software organization participants underway.

05/13/2013: The initial electronic medical record application implementation (Open EMR) is 75% complete. This proof of concept is an excellent indicator of success for this innovative (speculative) project.

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**Activity ID:** 5

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 5.1 Activity 1

**Narrative:** Develop and implement "A HIMSS Heroes' Welcome to Health IT"

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/29/2012

**Actual End:**

**Notes:** 02/10/2013: Contracting in progress. HIMSS National Career Services Task Force adopted Initiative as 2013 focus. First step: assembling health IT employers hiring best practices for veterans.

05/13/2013: Contracting has proved cumbersome, and is behind schedule. As of March 31, 2013, final revisions to this initiative were underway. Administrative detail at both Bellevue College and HIMSS have resulted in a slow process, but no points of contention.

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**Activity ID:** 6

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 6.1 Activity 1

**Narrative:** Expand and implement model, and consult

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

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**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Contracting in progress. Washington state health IT program inventory in progress.

05/13/2013: Project Manager was hired by contractor in March, immediately after contract was executed. Educational program inventory is underway, as is an employer's workforce need survey.

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**Activity ID:** 7

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 7.1 Activity 1

**Narrative:** Develop, implement, pilot, and document PLA strategies for vets and others

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/15/2013

**Actual End:**

**Notes:** 02/10/2013: PLA Specialist hired.

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**Activity ID:** 8

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 8.1 Activity 1

**Narrative:** Recruitment & Retention, Employment Services

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/15/2013

**Actual End:**

**Notes:** 02/10/2013: No Activity Q1

05/13/2013: Co-grantee Navigators now staff most colleges (1 hire is pending Budget Revision Request, 2 hires are now in progress). Navigators lead recruitment, retention and employment services. Their first meeting will be held in April.

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**Activity ID:** 9

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 9.1 Activity 1

**Narrative:** Program&fiscal data capture,analysis,&reporting;implement& oversight of cont. impr. and evaluation

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015



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**Actual Start:** 03/07/2013

**Actual End:**

**Notes:** 05/13/2013: Consortium templates have been implemented for fiscal, leverage, student data, quarterly and annual reporting, and curriculum submission. The Continuous Improvement Cabinet is developing scope and leadership. Evaluation is pending DoL approval.

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**Deliverable ID:** 1

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 1.1 Activity 1

**Narrative:** Curriculum

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 2

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 1.1 Activity 2

**Narrative:** Employers Guide

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

**Notes:** 05/13/2013: This deliverable will be undertaken when HIMSS contracting is completed, in Q3.

---

**Deliverable ID:** 3

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 1

**Narrative:** 10 Certificates

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/02/2012

**Actual End:**

**Notes:** 02/10/2013: Curriculum approval standards under development. Post-award clarification from co-grantees in process. As noted in Comments, actual number of certificates includes both new and infused programs.

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**Deliverable ID:** 4

**Status:** Complete

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 2

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**Narrative:** IT and Health IT core

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 11/14/2012

**Actual End:** 03/07/2013

**Notes:** 02/10/2013: IT:Curriculum crosswalk with Microsoft Technology Associate curriculum completed. Meeting set for co-grantee faculty assigned to this project. Process for defined. Health IT: Not yet started.

---

**Deliverable ID:** 5

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 3

**Narrative:** Curricular elements for infusion

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 12/10/2012

**Actual End:**

**Notes:** 02/10/2013: Bellevue College project staff met with nursing program chair to prototype need and possible infusion points. Next step: faculty course review for extraction, updating and insertion activity.

---

**Deliverable ID:** 6

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 4

**Narrative:** Courseware for all of the above

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 12/10/2012

**Actual End:**

**Notes:** 02/10/2013: Consortium Curriculum Lead and Instructional Designer hired. Initial meeting held to define Consortium standards for courseware components.

---

**Deliverable ID:** 7

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 5

**Narrative:** Dissemination of modular elements

**Expected Start:** 01/01/2013

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**Expected End:** 09/30/2014

**Actual Start:** 03/07/2013

**Actual End:**

**Notes:** 05/13/2013: Health IT Core Curriculum has been disseminated to member colleges.

---

**Deliverable ID:** 8

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 3.1 Activity 1

**Narrative:** Synchronous, online and recorded faculty development opportunities

**Expected Start:** 04/01/2013

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 9

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 4.1 Activity 1

**Narrative:** 5-9 EMR software applications access

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Contract executed. Technical staff hired. Review of open source electronic medical record applications undertaken.

05/14/2013: First EMR application implemented in Q2 (Open EMR).

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**Deliverable ID:** 10

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 4.1 Activity 2

**Narrative:** Curriculum

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 01/07/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 11

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 4.1 Activity 3

**Narrative:** Student Access Guide

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 12

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 4.1 Activity 4

**Narrative:** Faculty Orientation Resource

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

---

**Deliverable ID:** 13

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 1

**Narrative:** Employer outreach

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Met with HIMSS National Career Task Force to present this initiative as a 2013 priority. The Task Force agreed and is framing next steps for membership.

---

**Deliverable ID:** 14

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 2

**Narrative:** Employment resources

**Expected Start:** 10/01/2012

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**Expected End:** 09/30/2014

**Actual Start:** 01/07/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 15

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 3

**Narrative:** Annual & Virtual Conference events

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 02/22/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 16

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 4

**Narrative:** Monthly webinars

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 01/09/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 17

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 5

**Narrative:** e-Mentoring

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 18

**Status:** Ongoing

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**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 6

**Narrative:** Industry Advocacy

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 02/11/2013

**Actual End:**

**Notes:** 05/14/2013: HCA contract executed 2.8.13

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**Deliverable ID:** 19

**Status:** Complete

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 7

**Narrative:** Special Interest Group

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 01/29/2013

**Actual End:** 03/04/2013

**Notes:** 05/14/2013: HIMSS Special Interest Group / Education - Career Services - Veterans formed and convened March 4, at HIMSS annual conference.

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**Deliverable ID:** 20

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 8

**Narrative:** Career Services Task Force Outreach

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: HIMSS National Career Services Task Force agreed to be volunteer agents for this initiative, and move it forward among peers.

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**Deliverable ID:** 21

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 6.1 Activity 1

**Narrative:** State program inventory online resource

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

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**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Data gathering undertaken from all health IT-related programs, secondary through graduate.

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**Deliverable ID:** 22

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 6.1 Activity 2

**Narrative:** Key Expert Series

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 02/11/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 23

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 6.1 Activity 3

**Narrative:** Model Documentation

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 03/26/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 24

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 6.1 Activity 4

**Narrative:** Consultation

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 02/22/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 25

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**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 7.1 Activity 1

**Narrative:** PLA PAn

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 02/04/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 26

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 7.1 Activity 2

**Narrative:** PLA Veterans Plan

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 02/04/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 27

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 7.1 Activity 3

**Narrative:** College implementation guide and training to facilitate dissemination

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 02/04/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 28

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 7.1 Activity 4

**Narrative:** Implementation

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/14/2013

**Actual End:**

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Notes: No Notes Recorded for this Deliverable

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**Deliverable ID:** 29

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 1

**Narrative:** Marketing Plan

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

Notes: No Notes Recorded for this Deliverable

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**Deliverable ID:** 30

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 2

**Narrative:** Student services plan

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/14/2013

**Actual End:**

Notes: No Notes Recorded for this Deliverable

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**Deliverable ID:** 31

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 3

**Narrative:** Staff training resources

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/14/2013

**Actual End:**

Notes: No Notes Recorded for this Deliverable

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**Deliverable ID:** 32

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 4

**Narrative:** Link to Priority 5

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**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/28/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 33

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 5

**Narrative:** One-on-one employment advising

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 34

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 6

**Narrative:** Employment links through social media

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/07/2013

**Actual End:**

**Notes:** No Notes Recorded for this Deliverable

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**Deliverable ID:** 35

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 9.1 Activity 1

**Narrative:** Continuous Improvement plan

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 10/22/2012

**Actual End:**

**Notes:** 02/10/2013: Continuous improvement plan includes elements of evaluation. Evaluation Plan has been revised and submitted to FPO for approval. Contracting is complete, pending FPO approval of Plan.

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**Deliverable ID:** 36

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 9.1 Activity 2

**Narrative:** Consortium Procedures Manual

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 11/19/2012

**Actual End:**

**Notes:** 02/10/2013: Data, Compliance and Reporting Manager hired. Procedures manual template development underway.

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**Deliverable ID:** 37

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 9.1 Activity 3

**Narrative:** Consortium Data and Fiscal Reporting Instruments

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Beta data and fiscal templates developed and sent to co grantees for comment and review.

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**Deliverable ID:** 38

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 9.1 Activity 4

**Narrative:** Monthly Consortium Meetings & Notes

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 10/10/2012

**Actual End:**

**Notes:** 02/10/2013: Consortium Weekly Update e-mail communication, beginning 10.10.12. At least monthly individual calls to co-grantees as PM hiring progressed. In-person Consortium meeting held in Dec. First virtual Consortium meeting scheduled for January.

**F. Key Issues and Technical Assistance Needs**

<b>Title</b>	<b>Description</b>
Budget Revision	A budget revision request has been submitted and is under consideration at this time. Among other items, two are high priority: Approval of revised Evaluation Plan so that contracting may be completed; and a co-grantees payroll issue.

**G. Best Practices, Promising New Strategies and Success Stories**

**Best Practices and Promising New Strategies**

**1 None to report this quarter.**

No best practices or promising strategies to report for this quarter.

**Success Stories**

**1 None to report this quarter.**

No success stories to report for this quarter.

**H. Additional Outcome Information**

Nothing to report Q1