

AgeWISE SOLUTIONS, LLC
SCSEP PY 2003 Orientation Training Conference

*May be subject to slight changes

Monday, June 2	Tuesday, June 3	Wednesday, June 4	Thursday, June 5	Friday, June 6
<p>8:00 Registration Focus on Program Admin. 8:30-10:15 Opening Session Welcome/Introductions SCSEP-Scope and Purpose o Roles& Responsibilities with DOL and Federal Reps. Roles& Responsibilities with Stakeholders</p> <ul style="list-style-type: none"> • Aging Network • States (ED/State Plans • WIA Network <p>10:15-10:30 Break</p> <p>10:30-12:00 Program Administration Small Groups Program Goals & Performance Measures DOL Evaluation & Monitoring</p> <p>12:00-1:30 Lunch</p> <p>1:30-3:45 General Session Financial Administration & Reporting Overview</p> <p>(3:00- 3:15) Break</p> <p>3:45-4:30 General Session Reporting Requirements Content and Timelines Overview of Electronic Reporting</p> <p>4:30-5:00 General Session Summary Q & A</p> <p>5:00 Reception</p>	<p>Focus On Participants 8:30-9:00 General Session Overview of Participant's Experience in SCSEP What Applicants Need & Want from You</p> <p>9:00-10:30 Small Groups (concurrent sessions) [DOL Breakout - Fiscal Mgt.] Recruitment and Enrollment Selection Eligibility Determination Neptism,Maximum Duration 10:30-10:45 Break</p> <p>10:45-12:15 Small Groups (concurrent sessions) [DOL Breakout - Fiscal Mgt.] Wages/Fringe Benefits Supportive Services Recertification Orientation</p> <p>12:15-1:30 Lunch</p> <p>1:30-3:00 Small Groups (concurrent sessions) [DOL Breakout - Fiscal Mgt.] Assessments IEPs IEP Terminations 3:00-3:30 Break</p> <p>3:30-4:45 Small Groups (concurrent sessions) [DOL Breakout - Fiscal Mgt.] Training</p> <p>4:45-5:30 General Session Summary Q&A</p>	<p>Focus on Community Service Assignments 8:30-9:30 General Session Overview of Recruiting, Developing and Working with host agencies DOL/Faith Based Initiative presentation</p> <p>9:30-12:00 Small Groups 10:00-10:30 Break (concurrent sessions) [DOL Breakout - Fiscal Mgt.] Recruitment & Selection of Host Agencies Role of Host Agencies Waiting Lists; Orientation Non-Allowable Host Agencies Co-Location of Grantees Hours of Participation Supervision & Safety Issues Hatch Act and Political issues</p> <p>12:00- 1:30 Lunch 1:30-3:00 Small Groups (concurrent Sessions) [DOL Breakout – Fiscal Mgt.] Transition Information Maintenance of Effort Policies & Practices for Encouraging HA Hires 3:00-3:30 Break</p> <p>3:30-5:00 Clinic: Participant Challenges & Host Agency Relationships Administrative Terminations & Complaint Process State Plans, E. D. Transition Electronic Reporting Quality Management</p>	<p>Focus on Unsubsidized Placements 9:00-10:00 General Session Overview of the Unsubsidized Placement Process Grantee goal vs GPRA Goal Role of IEP</p> <p>10:00-10:15 Break</p> <p>10:15-12:00 Small Groups Recruitment, Training, and Utilization of Participants Role of Job Developers Focus on the Hardest-to- Serve Job Clubs and Job Search Skills Workshops Participant Meetings</p> <p>12:00-1:30 Lunch</p> <p>1:30-3:00 Small Groups Private Sector Outreach – Tools, Techniques & Tips Public Relations 502(e) in Policy & Practice</p> <p>3:00-3:30 Break</p> <p>3:30-4:30 Small Groups Required WIA Linkages Preparing for WIA Reauthorization Partnership Models to Enhance Placement Capacity</p> <p>4:30-5:15 General Session Summary Q & A</p>	<p>Focus on Management Practices 9:00-10:00 General Session Summary of Program Elements Overview of Grantee Mgt. Direct-Indirect SCSEP Admin. Mgt. in Practice – Info. Sharing Major DOL Timelines Time Mgt.</p> <p>10:00-10:30 Break</p> <p>10:30-12:30 Small Groups Basics of Project Office Start-ups Monitoring Coordination & Cooperation</p> <p>12:30-1:30 Lunch</p> <p>1:30-3:00 General Session Best Practices –Unsubsidized Placements What Success Looks Like Certificate Presentation Final Q&A</p>