

**2018 – 2019 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART**

<b>YOUR PROGRAM/AGENCY NAME:</b> Passport Internship Program /County of Santa Barbara (COSB) Employees' University						
<b>IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan:</b> Area #6: Careers and Technical Education, Build pathways to fast track adults to jobs						
<b>NO.</b>	<b>OBJECTIVE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>TIMELINE FOR COMPLETION</b>	<b>PERSON OR AGENCY RESPONSIBLE</b>	<b>OUTCOME</b>	<b>DATA CAPTURE METHOD</b>
1.	<b>Ensure accurate recordkeeping in alignment with County and consortium requirements</b>	A. Create new Program Code in Financial Information Network (FIN-COSB) to track costs according to SBCC coding	March 2019	COSB HR-Budget Analyst	Accurate tracking of grant costs	Financial Information Network (FIN-COSB)
		B. Create Activity Codes in Employee Self Service (ESS-COSB) for time-coding associated with AEBG intern work	March 2019	COSB HR-Budget Analyst	Accurate coding of work time for grant intern work	Employee Self Service (ESS-COSB)
2.	<b>Develop detailed program for adult learners, to build pathways to employment and career success at the County of Santa Barbara</b>	A. Recruit and train managers from participating County Departments and provide expectations and guidelines of internship program and on-the-job training (OJT)	April 2019	COSB HR	Identify specific project based internships	Diagram, Excel, Powerpoint
		B. Develop intern project based job descriptions based on structured OJT guidelines and the needs of participating Departments	May 2019	COSB HR, Intern Managers	Clear expectations of the intern's role for both managers and inters	Word, NeoGov

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		<b>C.</b> Determine Intake Methodology; application, minimum standards, assessments and program placement	March 2019	COSB-HR	Triage and placement process	Application, App Tracking Spreadsheet, NeoGov
		<b>D.</b> Determine ongoing standards and required commitment: total weeks, minimum hours and progress towards goal	March 2019	COSB-HR	Clear, reasonable and transparent expectations and standards	Letter of Commitment
		<b>E.</b> Plot Program Delivery Calendar	April 2019	COSB-HR	Achievable timeline	Program Calendar
		<b>F.</b> Finalize notification process for accepted and rejected applicants	May 2019	COSB-HR	Respectful and kind response to all applicants	App Track Spreadsheet, Neogov
<b>3.</b>	<b>Define a curriculum based on community needs for adult learner success in employment at COSB</b>	<b>A.</b> Overall curriculum planning: EU and SBCC course selection (job skills, personal development, communication skills, career skills); EU course development, enhancement, tailoring & design work	December 2018- May 2019	COSB-HR, SBCC	A strategic, comprehensive and vigorous curriculum partnering and collaborating with SBCC	Excel Spreadsheet and ePersonality (eP) HRIS
		<b>B.</b> Create course calendar with mandatory courses to be completed: New Employee Orientation, Anti-Harassment Training, customized Departmental training based on Department needs	April 2019	COSB-HR, Participating Departments	A strategic curriculum to demonstrate the workings of local government and the opportunity to establish positive working relationships with COSB employees	Excel Spreadsheet

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		<b>C.</b> Capture EU course content, materials and process in Instructional Manuals	December 2018- May 2019	COSB-HR	Formal course delivery documents to ensure a consistent iterative process	Word and Publisher Documents
<b>4.</b>	<b>To set meaningful outcomes captured by various measurements and tools and shared with consortium stakeholders</b>	<b>A.</b> Participant and supervisor interviews and debriefs for creation of progress reports (spot checks, bi-monthly and final)	August 2019 and continuous	COSB-HR	Data based decision making through quantitative and objective criteria	Excel spreadsheet for case notes
		<b>B.</b> Determine process for progress report delivery and follow-up with participants; activity logs, case notes, performance reports	June 2019	COSB-HR	Clear, ongoing and respectful communication with all program participants	Progress and observation notes to file and one-on-one performance meetings
<b>5.</b>	<b>To attract a diverse pool of applicants through creative and engaging marketing and communication</b>	<b>A.</b> Collaborate with SBCC and KRA regarding opportunities for cross promotional advertising and tie-ins	March 2019	COSB-HR	Advertising that reaches largest target audience	Word, outlook email
		<b>B.</b> Conduct external (community) outreach to recruit applicants; leverage existing CBO contacts; work with KRA to promote program	March 2019 and continuous	COSB-HR	A minimum of 30 applicants	Applications; Neogov
		<b>C.</b> Identify local job fairs to attend to promote internship program, post program on County web pages, create posters and flyers and distribute at local EDD offices, Professional Organizations, and Community Based Organizations	March 2019 and continuous	COSB-HR	A minimum of 30 applicants	Applications; Neogov

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6.	<b>Deliver a compelling and effective learning program that leads to employment and career success</b>	<b>A.</b> Conduct outreach, intake, assessment, triage, assignment, and periodic check-in and review (Conduct pre and post program assessment for benchmarking purposes.)	June 2019; continuous	COSB-HR	Placement of 15 interns in a project based internship that is mapped to specific career ladders; Capture of metrics for program evaluation	Excel Spreadsheet
		<b>B.</b> Set up a “buddy system” and match candidate with County mentor employee	May 2019	COSB-HR	Informal support system	Excel Spreadsheet
		<b>C.</b> Create a cohort social/communication and coaching platform (Moodle)	July 2019	COSB-HR	Informal support system and cohort communication tool	Outlook
		<b>D.</b> Fine-tune internship program as necessary, track modifications and progress	June-December, 2019	COSB-HR	Continuous improvement of process and service	Excel Spreadsheet
7.	<b>Use strategic follow-up and future planning to create a positive and sustainable program</b>	<b>A.</b> Conduct “commencement” ceremony, celebration and advertise success	August 2019, December 2019	COSB-HR and Department Supervisors	Recognition as a positive and worthwhile endeavor.	Word Documents
		<b>B.</b> Debrief with internal and external partners, use surveys and focus groups, collect testimonials, success stories, chart learned efficiencies and possible improvements	August 2019, December 2019	COSB-HR	Identification of areas for improvement and streamlining	Written survey of participants and partners and verbal debrief, survey monkey
		<b>C.</b> Compile year-end comprehensive report and submit to consortium and board; review ongoing data tracking for long term follow up	December 2019	COSB-HR	Meaningful data that supports the investment and details the personal, organizational and community impact.	Survey monkey, Excel Spreadsheet, Word Documents

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