DATA COLLECTION FORM

SYSTEM MODEL DESCRIPTION

STATE:_________ IMPLEMENTING AGENCY________________________

CONTACT (S): _______________________________________________________________________________

ADDRESS: __________________________________________________________________________________

CITY:_________________________ ST:__________  ZIP:_______________

PHONE #: (___)_____________________(ext)______  FAX: ____________

SYSTEMS TYPES (Please Check)

* Management Information
  ____ Data Collection/Data Management
  ____ Program Reporting/Monitoring/Accountability
  ____ Program Evaluation and Management

* Financial Management
  ____ Internal Control and Integrity
  ____ Resource Management/ Budgetary Control of Resources
  ____ Financial Reporting/Evaluation

* Administrative Program Management Personnel/Human Relations
  ____ Personnel/Human Relations
  ____ Program Management
    (Staffing-Matching the Right Skills for the Right Jobs:
     Training; Organization Service: Identification of Customer
     Needs and Services)
  ____ Communications/Traffic(mail)
  ____ Resource Generation/Development
    (Pursuit of Funding-Sales Function)

* Property Management
  ____ Equipment Inventories
  ____ Procurement
  ____ Monitoring/Oversight  ____ Youth Competency  ____Case Management

Other _____________________________________________________________
IDENTIFICATION FORM

LN: ________________________  FN:____________________  MI:_____  

PHONE # : (___)___________  (ext) __________ FAX: _______________  

EMPLOYER: ______________________  ADDRESS:_______________________  

_______________  CITY: ______________  ST: _____  ZIP:___________  

OCCUPATION:_______________  HOW LONG: _____ SSN: ____________  

EDUCATION AND EXPERIENCES

This section below is designed to ascertain information about your education, training and experience. This information will be used to identify areas of learning on which you may be able to provide technical assistance, training or other assistance.

<table>
<thead>
<tr>
<th>NAME</th>
<th>MAJOR/MINOR COURSE OF STUDY</th>
<th>DEGREE/CERTIFICATE RECEIVED</th>
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TRAINING SEMINARS, WORKSHOPS, ETC. WHICH YOU HAVE ATTENDED

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<tr>
<th>SUBJECT</th>
<th>TARGET GROUP</th>
<th>TRAINER</th>
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TECHNICAL ASSISTANCE, TRAINING, ETC. WHICH IS HAVE PROVIDED (Use list provided on page 2 of the identification form)

<table>
<thead>
<tr>
<th>SUBJECT MATTER</th>
<th>TO WHOM</th>
<th>METHOD</th>
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WHAT TYPE TECHNICAL ASSISTANCE, TRAINING, ETC. HAVE YOU PROVIDED Using the list on page 2 of this form, please indicate ADDITIONAL areas of training in which you have provided training or technical assistance and/or which you feel you are comfortable/competent in providing technical assistance. Also, please attach any evaluations, feedback or other references which resulted from technical assistance and training you have provided.
Please indicate the areas in which you have provided training or technical assistance and/or which you feel you are comfortable/competent in providing technical assistance.

### JTPA- STRUCTURE AND PRINCIPLES (SP)
- SP01 Orientation to JTPA and related programs
- SP02 EDWAA practical application
- SP02 Other:

### MIS/COMPUTERS/STATISTICS/RESEARCH/EVALUATION
- ME01 Establishing/Updating the MIS
- ME02 Selecting computer hardware
- ME03 Selecting software for program management
- ME04 Selecting educational software
- ME05 Developing and labor market information
- ME06 Conducting post-program follow-up
- ME07 Analyzing and reporting statistical information
- ME08 Methods of program evaluation
- ME00 Other

### POLICY AND ADMINISTRATION (PA)
- PA01 Providing effective support for the SJTCC
- PA02 Providing effective support for the PIC
- PA03 Goal setting at the State and local
- PA04 Planning and program development
- PA05 Developing GCSSP
- PA06 Target group policies
- PA07 Developing service program to meet client needs
- PA08 Establishing Youth Employment Competencies
- PA09 Developing strategies to meet performance standards
- PA10 Effective use of non 78% JTPA funds
- PA11 Funding recapture policies
- PA12 Effective SDA liaison and monitoring
- PA13 Developing successful TA programs
- PA14 Evaluation proposals
- PA15 Effective monitoring of program and contractors
- PA16 Cutback management
- PA00 Other

### PARTNERSHIP/COMMUNITY RELATIONS (PC)
- PC01 Determining training needs in the employer community
- PC02 Marketing job training services to employers
- PC03 Marketing techniques (ads, video, phone, etc)
- PC04 Effective liaison with elected officials
- PC05 Effective public/community relations
- PC06 Securing private sector involvement in JTPA
- PC07 Building partnerships with other agencies/programs
- PC08 Cross-training about related programs (K-12, AFDC, etc.)
- PC00 Other

### CLIENT SERVICES (CS)
- CS01 Displaced homemakers
- CS02 Displaced workers
- CS03 Dropouts/potential dropouts
- CS04 Ex-offenders
- CS05 Handicapped persons
- CS06 Homeless persons
- CS07 Minorities
- CS08 Pregnant/parent teenagers
- CS09 Refugees/immigrants
- CS10-- Rural workers/jobseekers
- CS11-- Youth
- CS12 Welfare recipients/applicants
- CS13 Effective outreach and recruitment
- CS14 Eligibility verification procedures
- CS15 Interpreting (bilingual/ASL)
- CS16 Motivating participants
- CS17 Getting clients to believe in themselves
- CS18 Working with hostile/resistant clients
- CS19 Assessment systems and techniques
- CS20 Functional and vocational testing
- CS21 Vocational counseling (individual/group)
- CS22 Personal life skills counseling
- CS23 Helping clients set personal goals
- CS24 Helping clients solve their own problems
- CS25 Crisis intervention
- CS26 Determining supportive service needs
- CS27 Developing EDPs
- CS28 Accessing client supportive services
- CS29 Developing/selecting curricula

### FISCAL/CONTRACTS (FC)
- FC01 JTPA fiscal regulations and reporting
- FC02 Securing diversified funding effective grantsmanship
- FC03 Income-generating activities
under JTPA
FC04__ Preparing successful funding program proposals
FC05__ Preparing effective RFPs
FC06__ Cost allocations under JTPA
FC07__ Effective budget management
FC08__ Negotiating successful contracts
FC09__ Developing performance-based contracts for different programs/populations
FC10__ Auditing within the JTPA system
FC00__ Other _______________

CS30__ Developing/selecting basic/remedial skill
CS31__ Effective teaching techniques
CS32__ Competency-based instruction
CS33__ Computer-assisted instruction
CS34__ Work maturity preparation
CS35__ Dislocated Worker program approaches
CS36__ Designing job clubs/job search workshops
CS37__ Supervising individual job search
CS38__ Helping clients manage their own job search
CS39__ Preparing clients for job interviews
CS40__ Job development techniques
CS41__ Developing OJT slots/contracts
CS42__ Effective use of work experience activities

GENERAL MANAGERIAL AND PROFESSIONAL SKILLS

GS01__ Establishing personnel procedures
GS02__ Developing staff competencies
GS03__ Supervisory skills motivating staff
GS04__ Staff performance appraisals
GS05__ Managing conflict
GS06__ Analytical skills and methods
GS07__ Problem-solving strategies
GS08__ Writing
GS09__ Computer competency
GS10__ Oral presentation skills
GS11__ Effective meetings/facilitation skills
GS12__ Dealing with the public
GS13__ Time management
GS14__ Stress management/preventing burnout
GS15__ Dealing with other people
GS00__ Other _______________