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.

NAME	MAJOR/MINOR COURSE OF STUDY	DEGREE/CERTIFICATE RECEIVED

TRAINING SEMINARS, WORKSHOPS, ETC. WHICH YOU HAVE ATTENDED

SUBJECT	TARGET GROUP	TRAINER

TECHNICAL ASSISTANCE,TRAINING, ETC. WHICH IS HAVE PROVIDED (Use list provided on page 2 of the identification form)

SUBJECT MATTER	TO WHOM	METHOD

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 comfort- able/competent in providing technical assistance. Also, please attach any evaluations, feedback or other references which resulted from technical assistance and training you have provided.

Page 2 of the Identification Form

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
SP00__ 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 laor 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)

PAO1__ 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 develop

ment

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
performaces 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 preparartion
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
CS43__ Other _____

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_____