Connecting Activities Quarterly Report Instructions

This year each region will submit 4 quarterly reports but only 2 reports with narrative. Reports are due 15 days after the close of each quarter. FY2022 reports are due by the following dates:

- October 15, 2021
- January 15, 2022 (with narrative)
- April 15, 2022
- July 15, 2022 (with narrative)

The Connecting Activities Quarterly Report includes three sections:

1. Narrative (250-500 words, can be bullet point highlights) **(2nd and 4th quarter only)**
2. The Work and Learning Performance Report (a numerical report that automatically summarizes data from the work experience placements entered into the database) **(all quarters)**
3. Career Development Activity List (a list of activities automatically generated from the career development activities that have been entered into the database) **(all quarters)**

Technical instructions and related resources are available online at
http://massconnecting.org/default.asp?entity_id=384

NARRATIVE INSTRUCTIONS

Employer Engagement:
Write a brief narrative that describes the "behind-the-scenes" system-building work that the staff in your CA network have been doing this year to expand and maintain partnerships with employers to develop new activities to support schools in their career development work.

Examples:
- Supporting employers with defining job requirements for internships and disseminating support/best practices that employers can engage in
- Developing clarity in roles between CA leaders and employers
- Offering a menu of options to employers to engage with schools
- Training employers on assets that youth can bring to the workforce
- Offering employers a more comprehensive understanding of the landscape of youth in their regions and the regional labor market priorities
- **Developing and Sustaining** partnerships with employers
- Utilizing the partnership checklist on pages 17-18: http://www.nhscholars.org/School-Business%20How_to_Guide.pdf

FOCUS TOPIC:
Include a description of any current successes or challenges in your work, thoughts about how to highlight the successes and address the challenges, and any assistance that you might want from DESE and/or other regions.
Ideas for topics: STEM work, virtual career development, efforts to promote equity,

HOW TO PRODUCE AND SEND THE REPORT

Each quarter the regional CA coordinator develops a quarterly report, with input from other staff in the region. Once you have written the report (typically in a Word doc or Google doc), open the database and copy-and-paste the narrative into the "WRITE NARRATIVE" screen, found on the Reports/Admin menu.

From the Reports/Admin menu, click the button to run the quarterly report. You will see the full report on screen, including the narrative that you have just pasted in, the Work and Learning Performance Report, and the Activity List. Review the data to see that it is complete. Once it is complete, submit the report. **Note:** There are a variety of reports on the Reports/Admin menu that help you to review your data throughout the quarter and before submitting the quarterly report. See massconnecting.org/quarterlyreports for tips.

To submit the report, you can use File, Print to print the report to a PDF for your own records and to email to others. Then, from the Reports/Admin menu click the button to submit the quarterly report, and upload the PDF and click to submit. Also, please email a PDF of the report to kerry.akashian@mass.gov and cc Jennifer Leonard at jleonard@skillslibrary.com.

Once per year, a regional-level CA staff person should enter the annual numeric goals into the annual goals worksheet, available from the Reports/Admin menu. The goals are found in the annual RPF response, with any adjustments that may have been agreed on in follow-up correspondence with DESE. The goals appear on the work and learning performance report.

See http://massconnecting.org/quarterlyreports for a presentation that shows these screens.