

ETCA Break out of Time and Effort

ETCA Name: Ogden

% of time	Doing the following...	With whom	For Whom
2	Initial Interview/Personal Assessment of student	Student, Staff	Self, Student, Staff
4	Credit Discovery/CCR	School Districts	Stduents
4	Career Planning/Research	Student	Self, Student
1	Vocation Rehab Intro and Application	Student	Student, Voc Rehab
4	Career paperwork (Resume, Master App, Cover Letters, etc)	Student	Student
5	Education/College Research	Student	Student
3	College Enrollment (FAFSA, Application, Testing, etc)	Student	Student, School
8	Skills Certificates Assistance, Tracking	Staff	Student, Staff
4	DWS-WIOA Intro/Application	Student	Student, DWS
8	CFTM's (Child, Family, Team Meetings	Student, Staff, Family	Student
4	Student Hearings	Student, Staff, Family	Student
6	Staff Meetings (School, Facility)	Staff, School	Self
2	Job Training/Job Preparation work-for student	Presenters	Student
1	Financial Planning/Financial Literacy	Student	Student
2	School Records to Public Education Schools (Transition)	Student ,Self	Student, Self
4	Documentation for Current Students	Student, Self	Student, Self
4	Tracking/Working with Transition Students	Students, Self	Student, Self
2	Arranging for career presenters/or presenting	Students	Students
3	Students Hearings Attendance	Students, Faculty,Family	Students
4	Creating Forms/paperwork	Self	Students
4	Contact with Case Management/Parents	Self	Students
5	Correspondence/Collaboration with secure staff	Self	Self
3	Portfolio Creation	Students, Self	Self
2	Job Fairs	Self	Students
4	Visit/ Research Tech Schools Colleges	Self	Students
3	Collaboration with Resources	Self / Resources	Students
4	Life Skills	Students / Self	Students
100	Percent		