

Model Services: Activity Codes

Although each component of the Model Service is important in its own right and has direct ties to JAG Program Requirements. Example: Length directly feeds into your overall Contact Hours and Average Contact Hours per Participant (which you can find on the Model Services Report). In this tip we are going to focus specifically on Model Service Activity Codes.

When entering Model Services it is important to code them appropriately. This allows us to see which areas of the JMG Program are being implemented most frequently, and can tie directly to the JAG competencies. We have created an Activity Code breakdown guide to use when entering model services.

Employability Skills: 30%-60%

Career Association: 25%-30%

Community Service: 10%-30%

Guidance Counseling: 5%-10%

Field Trips/Guest Speakers: 5%-10%

Work-Based Learning: >5%-10%

Academic Remediation: >5%-10%

Group/Social Recreation: Middle School Only
>5%-10%

Other: Use very sparingly

ES – Employability Skills: Time spent in or out of class on the Core Competencies. Includes quizzes, assignments, projects, or activities to demonstrate competency attainment. This may include the viewing of films, if the content directly relates to competency attainment.

CA – Career Association: Time spent in or out of class planning, executing, participating in, or following up on Career Association activities other than community service. This includes the Fall Leadership Conference and the Career Development Conference. (Reach Council Activities for Middle School)

CS – Community Service: Time spent in or out of class planning, executing, participating in, or following up on community service activities.

GC – Guidance Counseling: Time spent out of class discussing issues of a more personal nature. It is not necessary to provide a narrative of time spent in guidance, particularly if the subject is of a sensitive nature. This time does not include time spent “hanging out” during study halls or after school.

FT – Filed Trips / Guest Speakers: Time spent in class listening to guest speakers or out of class attending field trips to visit businesses or participate in mock interviews, job shadows, etc. Includes filed trips for social purposes.

WL – Work Based Learning: Time spent on activities that are in partnership with an employer outside of the classroom. This would include interviews, job shadowing/internships, mentorships, apprenticeships, and school based enterprises.

Academic Remediation: Time spent in or out of class receiving tutoring/extra help in any academic subject. This time can be counted as JMG contact only if arranged by you and used specifically for the purpose of tutoring. This does not include class time given for students to make up work or study for tests.

GR – Group/Social Recreation (For Middle School Programs Only!): Time spent on fun social activities for middle school students.

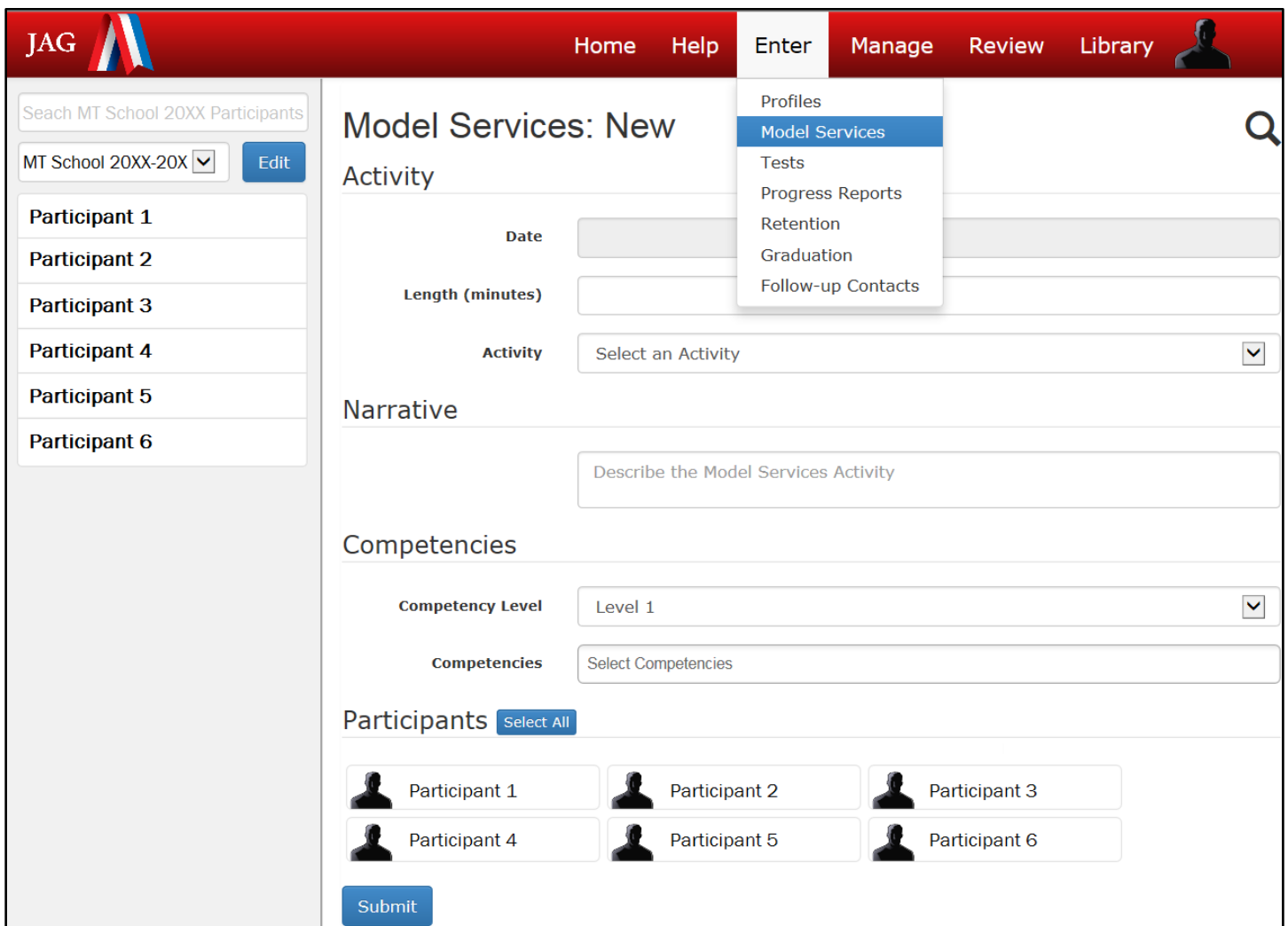
OT – Other: Most activities should fit into one of the above categories. This category is for time spent on activities not listed above. Examples might include administration of standardized assessments such as: WRAT, TABE, ASVAB, an SSR period (sustained silent reading), time given for studying or making up work, etc. Again, ONLY use this category if you cannot tie a service back to one of the other categories listed above.

(instructions and screenshot available on the next page)

Model Services: Activity Codes Continued

Instructions to enter a Model Service in eNDMS:

- Select your **Current Roster** from the navigation sidebar (left side of the screen)
- Select the **Enter** link from the Toolbar (in the red banner at the top of the screen)
- Select the **Model Services** link from the drop down menu
- Enter the **Date** of the lesson
- Enter the **Length** of lesson (numerical values only, do not type “min” this field does not recognize text)
- Select the **Activity Code**: Employability Skills, Career Association, Community Service, etc.
- Select **Competencies**
- Select **Students** in attendance
- Select **Submit**



The screenshot shows the JAG eNDMS interface. At the top is a red navigation bar with the JAG logo and menu items: Home, Help, Enter, Manage, Review, and Library. A user profile icon is on the right. Below the navigation bar is a search bar for MT School 20XX Participants and a dropdown menu for MT School 20XX-20X with an Edit button. The main content area is titled "Model Services: New Activity". It contains several form fields: Date, Length (minutes), and Activity (a dropdown menu). Below these is a Narrative field with the placeholder text "Describe the Model Services Activity". The Competencies section includes a Competency Level dropdown (set to Level 1) and a Competencies dropdown (set to Select Competencies). The Participants section has a "Select All" button and six individual participant selection buttons labeled Participant 1 through Participant 6. A Submit button is located at the bottom left of the form area.