



2016-17 Adult General Education Data Collection and Reporting Changes

Division of Career and Adult Education

District Webinar - Tuesday March 8, 2016



Revised March 10, 2016

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Workforce Innovation and Opportunity Act (WIOA)

Workforce Innovation and Opportunity Act (WIOA)- Reporting Requirements

- The Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Section 116 established performance accountability measures required of all core partners.
- Core partners in Florida include:
 - Department of Economic Opportunity
 - Division of Blind Services (FDOE)
 - Division of Vocational Rehabilitation (FDOE)
 - Adult Education (FDOE)

Workforce Innovation and Opportunity Act (WIOA)- Reporting Requirements

- Annual Performance Report (New WIOA Common Measures)
 - New annual report to be completed by each core partner
 - Includes performance accountability targets
- NRS will continue to be reported
 - No current data collection changes, but may have some additional changes when final guidance is released
 - Continues to include performance accountability targets based on measurable skill gains (Table 4)

Annual Performance Report

- The Annual Performance Report must be completed by all core partners and submitted to the appropriate Federal agency.
- Report includes six performance indicators
 - Employment Rate (Entered)
 - Employment Rate (Retention)
 - Median Earnings
 - Credential Rate
 - Measureable Skill Gains
 - Employee Effectiveness

Annual Performance Report

- FDOE will need to adopt proposed state targets for the performance indicators which will be adopted as part of our state plan.
 - For 2016-17, the only performance indicator with a state adopted target will be Measurable Skill Gains.
 - FDOE will still be required to submit performance data for the remaining performance indicators to establish baseline performance, but will not be held accountable for 1617 performance.
 - Employee Effectiveness has not yet been defined.

Annual Performance Report

- On a quarterly basis to the CareerSource Board, FDOE is expected to report on progress towards meeting targets.
- CareerSource will be developing a dashboard to show progress towards meeting targets for each core partner.

WIOA Implementation

- All agencies must begin reporting information for participants who enroll on July 1, 2016 or later.

Examples

NRS Eligible Course Dates	Student Enrollment Date	New Data Elements Required
June 1 - August 15	June 1	No
June 1 - August 15	July 1	Yes
August 10 -December 15	August 10	Yes

WIOA Implementation

- Updated sample intake form
 - A draft sample intake form has been included with the webinar materials and will be saved to the following location once finalized:
<http://www.fldoe.org/academics/career-adult-edu/adult-edu/resources.shtml>
 - Supplementary guidance document includes additional notation and definitions.

Intake Process- Sample Form

- Form has been updated to include the new participant characteristics identified as subpopulations in WIOA.
- Items included in the “Background” section are self-reported.
 - Agencies must provide an opportunity for participants to indicate which characteristics apply.
 - The lack of selection by participant indicates that characteristic does not apply.

Relationship of AGE and NRS

WDIS Program Number	Program Name	15-16 NRS Eligible
9900000	Adult Basic Education (ABE)	Yes
9900010	Adult High School	Yes
9900040	Adult English for Speakers of Other Languages (ESOL)	Yes
9900050	English Literacy for Career and Technical Education (ELCATE)	Yes
9900051	Adult ESOL College and Career Readiness	No
9900090	Citizenship	No
9900099	Adult High School Co-Enrolled	No
9900100	Adult General Education for Adults with Disabilities Educational Plan	No
9900130	General Education Development® (GED®) Preparation (GED2014)	Yes
9900300	Adult ESOL Literacy Skills	No
S990001	Applied Academics for Adult Education	No



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Annual Performance Report- Performance Indicators

Core Indicator: Employment Rate (Entered)

Number of exiters during the reporting period who are employed during the second quarter after exit (numerator) divided by the number of exiters during the reporting period (denominator)

* Beginning with 2016-17, FDOE must collect and report for this measure to establish baseline performance, but will not be required to adopt a state target until the 2018-19 reporting year.

Core Indicator: Employment Rate (Retention)

Number of exiters during the reporting period who are employed during the fourth quarter after exit (numerator) divided by the number of exiters during the reporting period (denominator)

* Beginning with 2016-17, FDOE must collect and report for this measure to establish baseline performance, but will not be required to adopt a state target until the 2018-19 reporting year.

Core Indicator: Median Earnings

For all exiters in a core program, report the wage that is at the midpoint (of all the wages) between the highest and lowest wage earned in the second quarter after exit

* Beginning with 2016-17, FDOE must collect and report for this measure to establish baseline performance, but will not be required to adopt a state target until the 2018-19 reporting year.

Core Indicator: Credential Rate

Total number of participants who exited and were in a secondary education program (at or above the 9th grade level) who attained a high school diploma or equivalent

* Beginning with 2016-17, FDOE must collect and report for this measure to establish baseline performance, but will not be required to adopt a state target until the 2018-19 reporting year.

Core Indicator: Measurable Skill Gain

Number of program participants who during the program year, are achieving measurable skill gains based on attainment of one of the following types of gains:

- Literacy Completion Points
 - ABE
 - ESOL/ELCATE
 - AHS (ASE Low)



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Changes to Existing Data Elements- Districts

Data Elements with Changes- Districts

- Displaced Homemaker
- Employment Status
- Single Parent and Single Pregnant Woman

Data Element –Displaced Homemaker

- Definition:

The participant was a displaced homemaker at the time of entry (postsecondary or AGE) in the current term/semester, as self-identified by the participant

* This is currently collected and reported for CTE. Beginning with 2016-17, it will need to be collected and reported for AGE and CTE.

Displaced Homemaker New Reporting Values

Code	Definition
A	Participant worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.
B	Participant has been dependent on public assistance or on the income of a relative but is no longer supported by such income and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.
C	Participant is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent Children under Part A of the Title IV of the Social Security Act within two years of the parent's application for assistance under the Act and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.

See next slide for additional values.

Displaced Homemaker New Reporting Values (cont'd)

Code	Definition
D	Participant is providing unpaid services to family members in the home and is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member.
Z	Not applicable, participant does not meet any of the criteria above.

Notes: Previous reportable value H was replaced by codes A, B, and C.

Reporting Notes for Displaced Homemaker:

- Programs Required:
 - CTE (Values A, B, C)
 - AGE (NRS Eligible) (Value B, D)
- Collection Notes:
 - Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, status reported should be for the first term/semester.
 - All values should be presented to both CAE and AGE students for self-reporting purposes.
- Formats Required:
 - WDIS Student Demographic Information

Data Element – Adult General Education, Employment Status

- Definition:

The self-reported employment status of the participant at the time of entry in the current term/semester

Adult General Education, Employment Status Reporting Values

Code	Definition
E	Employed - If the participant (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.
S	Employed - but received Notice of Termination of Employment or Military Separation or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member, (i.e., within 12 months of separation or 24 months of retirement).
U	Not employed – Participants who are not employed but are seeking employment, make specific efforts to find a job, and are available to work.

See next slide for additional values.

Adult General Education, Employment Status Reporting Values (cont'd)

Code	Definition
N	Not in Labor Force - Participants who do not meet the conditions stated in values E, S, U or those who are incarcerated.
Z	Not Applicable – Participants who are not enrolled in an NRS eligible program.

Notes: Updated language for existing value “E” and added new value “S”

Reporting Notes for Adult General Education, Employment Status:

- Programs Required:
 - AGE (NRS Eligible)
- Collection Notes:
 - Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, status reported should be for the first term/semester.
- Formats Required:
 - WDIS Student Demographic Information

Data Element –Single Parent and Single Pregnant Woman

- Definition:

The participant was a single parent and/or single pregnant woman at the time of entry in the current term/semester, self-reported by the participant

* This is currently collected and reported for CTE. Beginning with 2016-17, it will need to be collected and reported for AGE and CTE.

Single Parent and Single Pregnant Woman Reporting Values

Code	Definition
B	Both - The participant is both a single parent and a single pregnant woman.
S	Single Parent, not pregnant - The participant is unmarried, widowed or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.
W	Single Pregnant Woman.
Z	Not applicable.

* There were no changes to the existing values; change was to the programs required to collect and report

Reporting Notes for Single Parent and Single Pregnant Woman:

- Programs Required:
 - AGE (NRS Eligible)
 - CTE
- Collection Notes:
 - Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, status reported should be for the first term/semester.
- Formats Required:
 - WDIS Student Demographic Information



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New Data Elements - Districts

New Data Elements - WIOA

- Adult General Education, Ex-Offender
- Adult General Education, Literacy Completion Point Code Date Earned
- Adult General Education, Diploma Date
- Adult General Education, Employment Barriers
- Highest School Grade Completed
- Adult General Education, Homeless Children and Youths
- Adult General Education, Migrant and Seasonal Farmworker
- Adult General Education, Withdrawal Reason

New Data Element - Adult General Education, Ex-Offender

- Definition:

At the time of entry in the current term/semester, the participant has self-identified as a person who either:

- (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or
- (b) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.

Adult General Education, Ex-Offender Reporting Values

Code	Definition
E	Participant has self-identified as a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.
N	Participant does not meet any one of the conditions presented above.
Z	Participant was not enrolled in an NRS eligible program.

Reporting Notes for Adult General Education, Ex-Offender:

- Programs Required:
 - AGE (NRS eligible)
- Collection Notes:
 - Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, status reported should be for the first term/semester.
- Formats Required:
 - WDIS Student Demographic Information

New Data Element – Adult General Education, Literacy Completion Point Code Date Earned

- **Definition:**

The most recent date in the reporting period the participant achieved at least one literacy completion point (LCP) tied to the course in which the LCP was earned

Adult General Education, Literacy Completion Point Code Date Earned Reporting Values

Code	Definition
MMDDYYYY	Record the most recent date in the reporting period the participant achieved at least one literacy completion, e.g., 12012009 = December 1, 2009.

Adult General Education, Literacy Completion Point Code Date Earned

Reporting Example:

Student “A”

Term/Survey	Course	LCPs Earned	LCP Date Earned Reported to WDIS
Summer/ F	9900002 (ABE Reading)	“E” (7/15/16) “F” (8/10/16)	08102016
Fall/ W	9900002 (ABE Reading)	None	Leave blank
Winter/ S	9900002 (ABE Reading)	“G” 2/10/17	03282017
Spring/ S	9900002 (ABE Reading)	“H” 3/28/17	03282017

Reporting Notes for Adult General Education, Literacy Completion Point Code Date Earned:

- Programs Required:
 - AGE (NRS eligible)
- Collection Notes:
 - If participant is reported with more than one LCP in the same course, date reported should reflect the most recent date.
 - A date should only be reported if an LCP was reported in the same course.
- Formats Required:
 - WDIS Adult General Education Student Course

New Data Element – Adult General Education, Diploma Date

- Definition:

The date the diploma or high school equivalency was attained by the participant in the current term/semester

Adult General Education, Diploma Date Reporting Values

Code	Definition
MMDDYYYY	Record the date the diploma or high school equivalency was attained by the participant, e.g., 12012009 = December 1, 2009.

Reporting Notes for Adult General Education, Diploma Date:

If your agency has entered a diploma type based upon the GED test into your MIS system, you would need to have sufficient documentation to do so. Your agency has access to the diploma date from a variety of sources:

- With access to GED Manager for Adult Educators (the GEDTS access to student records for students who authorized the release to the agency), the system will provide a date.
- With a signed release from the student, many agencies have access to the Florida Records site which provides the date.
- If the student provides a State of Florida High School Diploma or Official GED Transcript as proof of diploma status, both of these documents provide a date.

Reporting Notes for Adult General Education, Diploma Date:

- Programs Required:
 - AGE (NRS eligible)
- Formats Required:
 - WDIS End of Term Status

New Data Element – Adult General Education, Employment Barriers

- Definition:

The participant perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment, self-identified by the participant

Adult General Education, Employment Barriers Reporting Values

Code	Definition
C	Participant perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.
N	Participant is enrolled in an NRS eligible program and does not meet the conditions described above.
Z	Participant is not enrolled in an NRS eligible program.

Reporting Notes for Adult General Education, Employment Barriers:

- Programs Required:
 - AGE (NRS eligible)
- Collection Notes:
 - Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, status reported should be for the first term/semester.
- Formats Required:
 - WDIS Student Demographic Information

New Data Element – Highest School Grade Completed

- Definition:

The highest school grade completed by the participant at the time of entry (postsecondary or AGE) in the current year, self-reported by the participant

* This replaced the current data element Level of Schooling, Adult

Highest School Grade Completed Reporting Values

Below is an example of how to collect and report Highest School Grade Completed.

For the complete list of Highest School Grade Completed reporting values, please see the draft data element document included in the webinar materials.

Code	Definition
01	Participant completed the first grade.
05	Participant completed the fifth grade.
D1	Participant attained a high school diploma.
20	Participant attained an Associate of Arts.
ZZ	No school grade completed.

Reporting Notes for Highest School Grade Completed:

- Programs Required:
 - AGE (NRS eligible)
 - CTE
- Collection Notes:
 - For participants educated outside the United States, use the approximate equivalent
- Formats Required:
 - WDIS Student Demographic Information

New Data Element – Adult General Education, Homeless Individual or Runaway Youth

- **Definition:**

At the time of entry in the current term/semester, participant lacks a fixed, regular, and adequate nighttime residence, as self-reported by the participant

* In addition to this data element, participants will also be identified using fee status.

Adult General Education, Homeless Individual or Runaway Youth Reporting Values

Code	Definition
A	Participant lacks a fixed, regular, and adequate nighttime residence; this includes an individual who is: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
B	Participant has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground.
C	Participant is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work.

See next slide for additional values.

Adult General Education, Homeless Individual or Runaway Youth Reporting Values (Cont'd)

Code	Definition
D*	Participant is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).
N	Participant is enrolled in an NRS eligible program but does not meet the conditions described above.
Z	Participant was not enrolled in an NRS eligible program.

*Identifying runaway youth is left to local agency discretion using locally available program participation or locally defined procedures. It should not be collected during intake.

Reporting Notes for Adult General Education, Homeless Individual or Runaway Youth:

- Programs Required:
 - AGE (NRS eligible)
- Collection Notes:
 - Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, status reported should be for the first term/semester.
- Formats Required:
 - WDIS Student Demographic Information

New Data Element – Adult General Education, Migrant and Seasonal Farmworker

- **Definition:**

Participant was self-identified as a Migrant or Seasonal Farmworker at the time of entry in the current term/semester

Adult General Education, Migrant and Seasonal Farmworker Reporting Values

Code	Definition
A	Participant is an (A) low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency; or (B) a dependent of the person described above.
B	Participant is an (A) seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; or (B) a dependent of the person described above.
N	Participant is enrolled in an NRS eligible program and does not meet the conditions described above.
Z	Participant is not enrolled in an NRS eligible program.

Reporting Notes for Adult General Education, Migrant and Seasonal Farmworker:

- Programs Required:
 - AGE (NRS eligible)
- Collection Notes:
 - Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, status reported should be for the first term/semester.
- Formats Required:
 - WDIS Student Demographic Information

New Data Element – Adult General Education, Withdrawal Reason

- **Definition:**

Reason for a participant's withdrawal from adult general education. This data element references a student's participation within an adult education program, across all NRS-eligible courses, within the reporting term. A withdrawal reason should only be reported for students who have exited all NRS-eligible AGE courses.

Adult General Education, Withdrawal Reason Reporting Values

Code	Definition
A	Participant is incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center.
B	Participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program.
C	Participant was found to be deceased.
D	Participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
E	Participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only).

See next slide for additional values.

Adult General Education, Withdrawal Reason Reporting Values (cont'd)

Code	Definition
F	Participant was withdrawn and exited for non-attendance.
G	Participant exited for a reason other than those identified above.
N	Participant is in an NRS eligible program, and is still enrolled.
Z	Participant is not enrolled in an NRS eligible program.

New Data Element – Adult General Education, Withdrawal Reason

Notes:

- A withdrawal reason should only be reported for participants who have exited AGE in your agency. If a participant has exited a particular course or program but continues to receive instruction in another AGE program or course (NRS eligible), participant should be reported with value “N”.
- Information reported with this data element will be used to determine eligibility for inclusion in NRS calculations.
- Agencies that know a participant has exited, but do not know the specific reason should use value “G”

Reporting Notes for Adult General Education, Withdrawal Reason:

- Programs Required:
 - AGE (NRS eligible)
- Collection Notes:
 - This is a separate data element from the Withdrawal Code, Adult (188025) which may be collected locally, but is not reported to WDIS
- Formats Required:
 - WDIS End of Term Status



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Data Reporting Workshops

Regional Data Reporting Workshops

- DCAE will be holding data reporting workshops in April and May
- Day 1 will be an AGE data reporting workshop followed by a CTE data reporting workshop on day 2
- Workshops will cover best practices of data collection, reporting, and local level review
- Workshop information and a link to registration can be found here:

<http://www.fldoe.org/academics/career-adult-edu/professional-dev.stml>

AGE Data Reporting Workshop Overview

Workshops are scheduled for 8:30 am – 4:30 pm

Module I – Adult General Education 101

In this module, we will provide an overview of Adult General Education (AGE) data reporting requirements, i.e., why the data is collected for state and federal purposes.

Module II – Reporting 101

In this module, a review of the Data Elements (demographic, programmatic, and accountability) that is collected and the importance of collecting this data.

Module III – Collection and Reporting of Attendance and Instructional Hours

In this module, the importance of collecting and reporting instructional hours will be reviewed.

Module IV – Collection and Reporting of Literacy Completion Points and Test Records

In this module, the collection and reporting of Literacy Completion Points and Test Records will be reviewed.

Data Reporting Workshop Dates

Type	Date	Location of Training
AGE	April 25, 2016	Leon County
CTE	April 26, 2016	Leon County
AGE	May 5, 2016	Marion County
CTE	May 6, 2016	Marion County
AGE	May 23, 2015	Broward County
CTE	May 24, 2015	Broward County

MISATFOR/WEDDAC Meeting

- Florida College System: Management Information System Advisory Task Force (MISATFOR)
- School Districts: Workforce Education District Data Advisory Council (WEDDAC)
- Advisory councils held two or three times a year, focusing on data collection and reporting for Postsecondary Education and Adult General Education
- Next meetings are April 13-14 in Tallahassee
- **Registration is required and will close on March 11th**
- Meeting details:

<http://fldoehub.org/CCTCMIS/meet/Pages/default.aspx>



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Wrap-up and Final Questions

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