AEP Regional Data Training MIS

Fall 2018

Agenda

- AEP Student Data Reporting
- MIS Data Collection Changes
- WIOA II grantees & MIS
- Using new MIS Flags
- SA07
- Supportive Services
- 3 year planning / data tools training

AEP Student Data Reporting

- Reporting Instructions Released 10/22/18
- Starting July 1, 2018…..

  - K12 adult schools and County Offices of Education are required to use TOPSpro® Enterprise to collect and report adult learner demographics, barriers, and program outcome information.

  - California Community College Districts (CCDs) are required to use the Chancellor's Office Management Information System (MIS) to enter their adult learner demographics, barriers, and program outcome information

AEP Student Data Reporting for WIOA II

No changes to WIOA II student data reporting…..

- WIOA grantees that are K12 adult schools, community colleges, and county offices of education will continue to report student data and program outcomes in TOPSpro® Enterprise and use the CASAS assessments as directed by the California Department of Education.

- But those California Community College Districts (CCDs) are still required to use the Chancellor's Office Management Information System (MIS) to enter their AEP adult learner demographics, barriers, and program outcome information. Note: The AEP data includes WIOA II student data & outcomes.

Why are the colleges collecting data in MIS?

- The new adult education reporting requirements for community colleges is part of the Vision for Success.

- Using MIS will enhance the student data in Launchboard and will allow the state to perform data matching.

- This will also populate new Student Success Metric Dashboards (as part of Simplified Metrics).

- Colleges should collect and maintain complete student records including all data elements required by the Chancellor's Office in their MIS system regardless of what other reporting requirements they may have related to other funding they receive.

AEP Reporting Dates - TOPSPro

- For TOPSPro Reporting – use the same submission dates for quarterly and end-of-year data……
    - October 31 (1$^{st\ Quarter}$)
    - January 31 (2$^{nd\ Quarter}$)
    - April 30 (3$^{rd\ Quarter}$)
    - August 1. (4$^{th\ Quarter}$ / Final)

- Agencies using Third-Party Attendance Software must export data from their system and import into TOPSpro® Enterprise.

- Agencies are required to submit/e-mail a PDF copy of the AEP Data Integrity Report. Note: Data is submitted electronically, but the Data Integrity Report must be emailed to CASAS.

AEP Deadlines - MIS

- There are no separate reporting deadlines for data collected and entered into MIS.
- Colleges will submit their adult education data through their colleges regular data uploads to the Chancellor's Office. There is no separate submission of MIS data to the Chancellor's Office for adult education students
- MIS reporting deadlines for adult education noncredit student data will be part of the enrollment and registration processes for all noncredit students.
- All community colleges upload their MIS records approximately 30 days after the end of the term. Because colleges have different term dates, the actual submissions may vary.

Any tips for colleges regarding the MIS data collection requirement?

- Review and validate your data in MIS just as you would for any other student and work with their research office or IT department for the best way to review that data.

- Work closely with your research or IT departments on any questions about data entry, data validation, or the process for data cleanup for submission to the Chancellor's Office. These should be existing, well established processes at your college.

- Make sure the new data elements are in your local system to ensure that MIS reporting is aligned to the AEP data elements and programs.

Any tips for colleges regarding the MIS reporting requirement? (cont.)

- Every college has its own timeline for when they pull their data from their local system and prepare it for submission to the Chancellor's Office. You should communicate with your research or IT office to find out if your college has internal deadlines for updating data for submission

- Because of the variation in submissions by institutions, we strongly recommend that practitioners review and update their data at the end of every term to ensure that data uploads for your institution are complete.

New MIS Reporting Requirements

New MIS Flags

- Student Barriers to Employment data elements
- Student pre-apprenticeship status
- Student Educational Functioning Level
- Student participation in Integrated Education and Training status

Archived MIS webinars (March 22, 2018) and Chancellor's Office memo (dated March 2, 2018) are on the caladulted website.

Reporting EFL MSGs in MIS (SA07)

- For MSG reporting in MIS - the Chancellor's Office has created new student data element SA07.

- SA07 allows the college to identify the educational functioning level of the student based on the cut scores for that instrument (available from the testing provider).

- SA07 should be entered for the student upon their initial assessment and every time the student is reassessed using the same instrument.

- SA07 creates a new date stamped record every time it is updated for the student. AEP uses the updated records to identify when a student has been assessed at a higher educational functioning level and captures that as a measurable skills gain in the LaunchBoard and for reporting to the legislature.

Reporting MSGs in MIS – in process

- When SA07 was created, the design team was unaware that it included an internal logic check for a value in SA01.

- This is an issue identified by many colleges affecting their data entry.

- Because the assessments for EFL attainment are not being used for placement, we believe this logic check should not be in place and are working within the Chancellor's Office for a fix to this issue.

Reporting Transition Student Supports in MIS

- All colleges have the ability to create student records manually for students who did not enter the colleges through the regular application process.

- There are specific data elements for noncredit student support activities in MIS that can be used to capture the work you are doing with students for transition support.

- Talk to your research, IT, and counseling departments at the college to identify the preferred process for your institution.

- The AEP data and accountability committee is in the process of developing recommendations to the field for what student support activities are important for colleges and adult education practitioners to track and record in TOPSpro® Enterprise and MIS.

3 year planning /data tools training

- Regional Training – October / November.
- Will cover tools related to 3 year planning.
- Community need and customer segmentation data tools.
- Labor market information and supply and demand tools.
- The LaunchBoard Adult Education Data Pipeline.
- Training will help practitioners understand how to use community, economic, and student data to inform consortium planning.

Other MIS Related Training

Connecting the Dots: Using Data to Improve Outcomes for the Vision for Success, Student Centered Funding Formula, and Student Success Metrics.

Ten Regional Workshops are planned - Mid-Feb 2019 through end of March 2019.

Teams comprised of chief instructional officers, chief budget officers, chief student services officers, deans, faculty leadership, counselors, researchers, IT staff, accounting and records directors, and public information officers

Other MIS Related Training (cont.)

Purpose: Support the Vision for Success to documenting how colleges are successfully serving a wide range of community needs.

Workshop Agenda

- Ensure that you have a strong understanding of available information including the metrics are measuring
- Explain where to access the information, and how to ensure data quality.
- Explore your students' outcomes and working in college teams to identify how this information can be used in planning and implementing system initiatives.