

# ***SCAEC's approach to collecting update and outcome data for small schools.***

Presented by Karina Vera  
Data & Accountability Specialist



**SCAEC**

STATE CENTER  
ADULT EDUCATION CONSORTIUM



# EXPLORE + CONNECT

ASAP USER CONFERENCE

## ***SCAEC's 20 Members***

- K-12 Adult Schools
  - Caruthers USD
  - Central USD
  - Chawanakee USD
  - Clovis USD
  - Dinuba USD
  - Fresno USD
  - Golden Valley USD
  - Kings Canyon USD
  - Madera USD
  - Sanger USD
  - Selma USD
  - Sierra USD
  - Washington USD
  - Yosemite USD
- Community Colleges
  - State Center Community College District
    - Clovis Community College
    - Fresno City College
    - Reedley College
      - Madera Center
      - Oakhurst Center
- Other Members
  - Valley ROP
  - Fresno County Superintendent of Schools
    - CalWORKs/ROP
    - Adults in Corrections

**Members in green are small districts managed by data and accountability specialist.**



## ***Data and Accountability Specialist***

- The position was created to travel to the rural/small schools to collect the required data, administer CASAS tests, and work with staff to set up systems for continual CAEP data collection and student assessment.



# Registration Form



## COURSE ENROLLMENT FORM

PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY.

ESL/Citizenship
Adult Basic Education
High School Diploma
High School Equivalency
CTE: _____

Please note: The CA Department of Education requests demographic data for all adults who enroll in classes. This information will ONLY be used to comply with state and federal funding requirements and will remain confidential.

<b>Student Name:</b> Last name: _____ First name: _____ Middle name: _____	<b>Date of Birth:</b> _____/_____/_____ Month Date Year <b>Gender:</b> (Mark One) <table><tr><td>Male</td></tr><tr><td>Female</td></tr><tr><td>Non-Binary</td></tr></table>	Male	Female	Non-Binary	<b>Address:</b> Number and Street _____ Apartment # _____ City _____ State _____ Zip Code _____ Phone Number: (____) _____-_____
Male					
Female					
Non-Binary					

<b>Ethnicity</b> (Mark Only One) <table><tr><td>Hispanic</td></tr><tr><td>Not Hispanic</td></tr></table>	Hispanic	Not Hispanic	<b>Primary Language:</b> (Mark Only One) <table><tr><td>English</td></tr><tr><td>Spanish</td></tr><tr><td>Chinese</td></tr><tr><td>Hmong</td></tr><tr><td>Farsi</td></tr><tr><td>Punjabi</td></tr><tr><td>Vietnamese</td></tr><tr><td>Arabic</td></tr><tr><td>Russian</td></tr><tr><td>Cambodian</td></tr><tr><td>Japanese</td></tr><tr><td>Other: _____</td></tr></table>	English	Spanish	Chinese	Hmong	Farsi	Punjabi	Vietnamese	Arabic	Russian	Cambodian	Japanese	Other: _____	<b>Emergency Contact:</b> Name: _____ Relationship: _____ Phone Number: (____) _____-_____
Hispanic																
Not Hispanic																
English																
Spanish																
Chinese																
Hmong																
Farsi																
Punjabi																
Vietnamese																
Arabic																
Russian																
Cambodian																
Japanese																
Other: _____																

<b>Racial Group:</b> (Mark One or More) <table><tr><td>Alaska Native</td></tr><tr><td>American Indian</td></tr><tr><td>Asian</td></tr><tr><td>Black/African American</td></tr><tr><td>Filipino</td></tr><tr><td>Hawaiian/Other Pacific Islander</td></tr><tr><td>White</td></tr></table>	Alaska Native	American Indian	Asian	Black/African American	Filipino	Hawaiian/Other Pacific Islander	White	<b>Highest Diploma or Degree Earned:</b> (Mark Only One) <table><tr><td>None</td></tr><tr><td>GED or HISET</td></tr><tr><td>High School Diploma</td></tr><tr><td>Technical/Certificate</td></tr><tr><td>Some College, No Degree</td></tr><tr><td>A.A./A.S. Degree</td></tr><tr><td>B.A. Degree</td></tr><tr><td>Higher than a B.A./B.S.</td></tr><tr><td>Other: _____</td></tr></table>	None	GED or HISET	High School Diploma	Technical/Certificate	Some College, No Degree	A.A./A.S. Degree	B.A. Degree	Higher than a B.A./B.S.	Other: _____	<b>Highest Grade Level of School Completed:</b> _____ <u>Did you complete the MAJORITY of your schooling outside of the U.S.?</u> <table><tr><td>YES</td><td>NO</td></tr></table> <b>Labor Force Status:</b> (Mark Only One) <table><tr><td>Employed</td></tr><tr><td>Unemployed</td></tr><tr><td>Retired</td></tr><tr><td>Not Employed AND not looking for work</td></tr></table>	YES	NO	Employed	Unemployed	Retired	Not Employed AND not looking for work
Alaska Native																								
American Indian																								
Asian																								
Black/African American																								
Filipino																								
Hawaiian/Other Pacific Islander																								
White																								
None																								
GED or HISET																								
High School Diploma																								
Technical/Certificate																								
Some College, No Degree																								
A.A./A.S. Degree																								
B.A. Degree																								
Higher than a B.A./B.S.																								
Other: _____																								
YES	NO																							
Employed																								
Unemployed																								
Retired																								
Not Employed AND not looking for work																								

<b>Challenges:</b> (Mark All That Apply) <table><tr><td>Low Income</td></tr><tr><td>Receives financial/public assistance</td></tr><tr><td>Receives Food Stamps</td></tr><tr><td>Long Term Unemployed (27+ weeks)</td></tr><tr><td>Single Parent</td></tr><tr><td>Foster Youth</td></tr><tr><td>Homeless</td></tr><tr><td>Farmworker</td></tr></table>	Low Income	Receives financial/public assistance	Receives Food Stamps	Long Term Unemployed (27+ weeks)	Single Parent	Foster Youth	Homeless	Farmworker	<table><tr><td>Individual with a Disability</td></tr><tr><td>Limited English</td></tr><tr><td>Cultural barriers</td></tr><tr><td>Low levels of literacy</td></tr><tr><td>Jail/Corrections</td></tr><tr><td>Ex-Offender</td></tr><tr><td>CalWORKS Recipient</td></tr><tr><td>Veteran</td></tr></table>	Individual with a Disability	Limited English	Cultural barriers	Low levels of literacy	Jail/Corrections	Ex-Offender	CalWORKS Recipient	Veteran
Low Income																	
Receives financial/public assistance																	
Receives Food Stamps																	
Long Term Unemployed (27+ weeks)																	
Single Parent																	
Foster Youth																	
Homeless																	
Farmworker																	
Individual with a Disability																	
Limited English																	
Cultural barriers																	
Low levels of literacy																	
Jail/Corrections																	
Ex-Offender																	
CalWORKS Recipient																	
Veteran																	

<b>Educational Goal:</b> <table><tr><td>Learn English</td></tr><tr><td>Improve my academic skills</td></tr><tr><td>Earn a high school diploma or equivalent</td></tr><tr><td>Enter a college or a training program</td></tr></table>	Learn English	Improve my academic skills	Earn a high school diploma or equivalent	Enter a college or a training program	<b>Other Goal:</b> <table><tr><td>Get a job /Get a better job</td></tr><tr><td>Earn more money</td></tr><tr><td>Retain job</td></tr><tr><td>Enter the military</td></tr><tr><td>Earn U.S. Citizenship</td></tr><tr><td>Personal/Family goal</td></tr></table>	Get a job /Get a better job	Earn more money	Retain job	Enter the military	Earn U.S. Citizenship	Personal/Family goal
Learn English											
Improve my academic skills											
Earn a high school diploma or equivalent											
Enter a college or a training program											
Get a job /Get a better job											
Earn more money											
Retain job											
Enter the military											
Earn U.S. Citizenship											
Personal/Family goal											

<b>Course Enrollment- OFFICE USE ONLY</b>			
Class	Teacher	Room	Day/Time
Student SSID#: _____			

## VOLUNTARY AUTHORIZATION TO SHARE PERSONALLY IDENTIFIABLE INFORMATION AND RECORDS FORM

### PURPOSE OF THIS FORM

The purpose of this form is to facilitate compliance with the Workforce Innovation and Opportunity Act (WIOA) (Public Law No. 113-128) signed by President Obama in 2014, the Family Educational Rights and Privacy Act (FERPA) (20 *United States Code* § 1232g; 34 *Code of Federal Regulations* Part 99) and California *Unemployment Insurance Code* Section 14013. This form: (i) allows the California Department of Education (CDE) to collect your social security number (SSN) so that accurate participation in adult education programs can be represented in reports; and (ii) provides your written consent for the CDE to share your personal information with the Employment Development Department (EDD). EDD is the state agency responsible for maintaining personally identifiable information, and shall keep all information confidential it receives from the CDE for use only to track the labor market outcomes of adult education program participants in compliance with all applicable state and federal laws and mandates, including all performance reporting requirements under the WIOA, Title II: Adult Education and Family Literacy Act (AEFLA).

### PLEASE READ THE FOLLOWING CAREFULLY

- I understand that the CDE is requesting my SSN and my written consent to share my personal information with the EDD, who shall keep the information confidential and use it only to track the labor market outcomes of adult education program participants in compliance with all applicable state and federal laws and mandates, including all performance reporting requirements under the WIOA, Title II: AEFLA.
- I understand that I have the right to decline this request and that I am not required to give my permission.
- I understand that whether or not I agree to share my personal information and records, they will continue to be protected in accordance with the FERPA and other applicable state and federal laws.
- I understand that my enrollment and eligibility to participate in the WIOA, Title II: AEFLA programs does not depend on my consent to this request. In fact, if I decline the request to provide and share my personal information, my enrollment and eligibility for services shall not be affected.
- I understand that the EDD shall keep the information confidential and use it only to track the labor market outcomes of adult education program participants in compliance with all applicable state and federal laws and mandates, including all performance reporting requirements under the WIOA.

Student Name (PRINT): \_\_\_\_\_

<input type="checkbox"/>	<b>Yes</b> , I voluntarily agree to provide my SSN and share my personally identifiable information and records.
<input type="checkbox"/>	<b>No</b> , I do not consent to share my personally identifiable information and records.

I acknowledge that I have not signed a similar form for the purposes of receiving adult education services in California using a different first or surname or date of birth, using the SSN provided herein.

Social Security Number

Signature

Date



# Update Surveys



## Update Form

School: \_\_\_\_\_

**STUDENTS:** Help us keep our records up to date. Tell us what has changed for you since you started school.  
Check all that apply:

Date of Update: \_\_\_\_\_ Class: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Work:

- ☐ I had a job when I started school AND I have the same job now.
- ☐ I got a new job.
- ☐ I got a better job.
- ☐ I got a raise in pay.
- ☐ I reduced the amount of public assistance I receive.
- ☐ I have acquired workforce readiness skills.
- ☐ I met a work-based project or goal.
- ☐ I entered a job training program.
- ☐ I joined the military.
- ☐ I entered into an apprenticeship program.

### Education:

- ☐ I earned a high school diploma.
- ☐ I passed ALL 4 portions of the GED exam.
- ☐ I passed ALL 5 portions of the HiSET exam.
- ☐ I have or plan to enroll in college in the next six months.
- ☐ I transferred from a non-credit college course to a for credit college course.
- ☐ I completed the course and met all of its objectives.
- ☐ I obtained a license recognized by the State or Federal Government.
- ☐ I obtained a skills certificate recognized for the State or Federal Government

### Family/Community:

- ☐ I am more involved in helping my child learn in school.
- ☐ School has helped me meet a personal goal.
- ☐ School has helped me meet a family goal.
- ☐ I have increased my involvement in community activities.
- ☐ I registered to vote or voted for the first time.
- ☐ I obtained permanent residence status.
- ☐ I became a U.S. citizen.
- ☐ I have gained the skills needed to become a U.S. citizen.

### Services Received

- ☐ Supportive Services: I received services that better help me respond to personal issues that may present an obstacle to instruction or employment services.
- ☐ Training Services: I received services that contribute to job training such as CPR, typing, etc.
- ☐ Transition Services: I received services that focus on the transition to college, employment, or employment training.

Please return this form to your teacher.  
THANK YOU FOR HELPING US KEEP OUR RECORDS UP TO DATE.



## Update Form

School: \_\_\_\_\_

**ESTUDIANTES:** Ayúdanos a mantener nuestros registros actualizados. Cuéntanos qué ha cambiado para ti desde que comenzaste la escuela.

Marque todo lo que corresponda:

Fecha: \_\_\_\_\_ Clase: \_\_\_\_\_ Maestro(a): \_\_\_\_\_  
Nombre del estudiante: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

### Trabajo:

- ☐ Tuve un trabajo cuando comencé la escuela Y tengo el mismo trabajo ahora.
- ☐ Conseguí un nuevo trabajo.
- ☐ Tengo un mejor trabajo.
- ☐ Tengo un aumento de sueldo.
- ☐ Reducí la cantidad de asistencia pública que recibo.
- ☐ He adquirido habilidades de preparación para la fuerza laboral.
- ☐ Cumplí un proyecto objetivo basado en el trabajo.
- ☐ Entré en un programa de capacitación laboral.
- ☐ Entré en el ejército.
- ☐ Entré en un programa de aprendizaje.

### Educación:

- ☐ Obtuve un diploma de escuela secundaria.
- ☐ Pasé las cuatro partes del examen de GED.
- ☐ Pasé las 5 porciones del examen HiSET.
- ☐ Tengo o planeo inscribirme en la universidad en los próximos seis meses.
- ☐ Me transferí de un curso universitario sin crédito a un curso universitario de crédito.
- ☐ Terminé el curso y cumplí todos sus objetivos.
- ☐ Obtuve una licencia reconocida por el gobierno estatal o federal.
- ☐ Obtuve un certificado de habilidades reconocido por el gobierno estatal o federal.

### Familia /Comunidad:

- ☐ Estoy más involucrado en ayudar a mi hijo a aprender en la escuela.
- ☐ Venir a la escuela me ha ayudado a alcanzar una meta personal.
- ☐ Venir a la escuela me ha ayudado a alcanzar una meta familiar.
- ☐ Me he involucrado más en actividades comunitarias.
- ☐ Me registré para votar o voté por primera vez.
- ☐ Obtuve el estatus de residencia permanente.
- ☐ Me convertí en un ciudadano de los Estados Unidos.
- ☐ He adquirido las habilidades necesarias para convertirme en un ciudadano de los Estados Unidos.

### Servicios Recibidos

- ☐ Servicios de apoyo: Recibí servicios que me ayudan mejor a responder a problemas personales que pueden presentar un obstáculo para la instrucción o los servicios de empleo.
- ☐ Servicios de capacitación: Recibí servicios que contribuyen a la capacitación laboral.
- ☐ Servicios de transición: Recibí servicios que se centran en la transición a la universidad, el empleo o la capacitación laboral.

Por favor devuelva este formulario a su maestro.  
GRACIAS POR AYUDARNOS A MANTENER NUESTROS REGISTROS ACTUALIZADOS

## Student Record Information

<b>Site:</b> 01 - CUSD: Adult Education	<b>Program Year:</b> 7/1/2019 - 6/30/2020	
<b>Student:</b> [REDACTED]	<b>Record Date:</b> 8/29/2019	

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**Education & Goals**

**Record Date:** 8/29/2019

**Goals:** No goals set

**Instructional Levels:**

**Status**

**Labor Force Status:** Employed

**Special Program Entries:** N/A      **Special Program Exits:** N/A

**Personal Status Entries:** N/A      **Personal Status Exits:** N/A

**Results**

**Work Results:**

- ☐ Got a job
- ☐ Increased wages
- ☐ Retained job
- ☐ Got a better job
- ☐ Met work-based project goal
- ☐ Entered job training
- ☐ Entered training program
- ☐ Training milestone
- ☐ Entered apprenticeship
- ☐ Entered military
- ☐ Acquired workforce readiness skills
- ☐ Reduced public assistance
- ☐ Other work outcome

**Personal Results:**

- ☐ Increased involvement in children's education
- ☐ Increased involvement in children's literacy activities
- ☐ Met other family goal
- ☐ Met personal goal
- ☐ Other personal/family outcome

**Community Results:**

- ☐ Obtained permanent residence
- ☐ Attained U.S. citizenship
- ☐ Achieved U.S. citizenship skills
- ☐ Registered to vote or voted for first time
- ☐ Increased involvement in community activities
- ☐ Other community outcome

**Education Results:**

<input type="checkbox"/> Passed GED 2002	<input type="checkbox"/> Completed course	<input type="checkbox"/> Enrolled in secondary program	<input type="checkbox"/> Entered graduate studies
<input type="checkbox"/> Passed GED 2014	<input type="checkbox"/> Mastered course competencies	<input type="checkbox"/> Entered college	<input type="checkbox"/> Attained post graduate degree
<input type="checkbox"/> Passed HiSET	<input type="checkbox"/> Earned certificate	<input type="checkbox"/> Transitioned to credit (transfer)	<input type="checkbox"/> Occupational skills licensure
<input type="checkbox"/> Passed TASC	<input type="checkbox"/> Educational achievement	<input type="checkbox"/> Transitioned to credit (non-transfer)	<input type="checkbox"/> Occupational skills certificate
<input type="checkbox"/> Earned High School diploma	<input type="checkbox"/> Skills progression	<input type="checkbox"/> Attained credential	<input type="checkbox"/> Occupational certifications
<input type="checkbox"/> Returned to K-12	<input type="checkbox"/> Secondary transcript or report card	<input type="checkbox"/> Attained A.A. or A.S. degree	<input type="checkbox"/> Other recognized diploma, degree, or certificate
<input type="checkbox"/> Gained computer/tech skills	<input type="checkbox"/> PostSecondary transcript or report card	<input type="checkbox"/> Attained B.A. or B.S. degree	

In TE under “student records” tab and under “current workforce services”.

# Entering Outcomes

- In ASAP under the “Manage CASAS TOPS” tab.

Services	Career	Rehabilitation
<input type="checkbox"/> Check All	<input type="checkbox"/> Check All	<input type="checkbox"/> Check All
<input type="checkbox"/> Supportive	<input type="checkbox"/> Basic	<input type="checkbox"/> Voc. Rehabilitation
<input type="checkbox"/> Training	<input type="checkbox"/> Individualized	<input type="checkbox"/> Voc. Rehabilitation and employment
<input type="checkbox"/> Transition	<input type="checkbox"/> Information only	
	<input type="checkbox"/> Follow up	
	<input type="checkbox"/> Self-service	

Learner Results (Mark all that apply):

Work	Education	Transcript or Report Card	Family / Community
<input type="checkbox"/> Check All	<input type="checkbox"/> Check All	<input type="checkbox"/> Check All	<input type="checkbox"/> Check All
<input type="checkbox"/> Got a job	<input type="checkbox"/> Passed GED	<input type="checkbox"/> Secondary	<input type="checkbox"/> Increased involvement in children's education
<input type="checkbox"/> Increased Wages	<input type="checkbox"/> Passed HiSET	<input type="checkbox"/> Postsecondary	<input type="checkbox"/> Increased involvement in children's literacy activities
<input type="checkbox"/> Retained job	<input type="checkbox"/> Passed TASC	<input type="checkbox"/> Enrolled in secondary program	<input type="checkbox"/> Met other family goal
<input type="checkbox"/> Got a better job	<input type="checkbox"/> Earned high school diploma	<input type="checkbox"/> Entered college	<input type="checkbox"/> Met personal goal
<input type="checkbox"/> Met work-based project goal	<input type="checkbox"/> Returned to K-12	<input type="checkbox"/> Transitioned to credit (transfer)	<input type="checkbox"/> Obtained perm. residence
<input type="checkbox"/> Entered job training	<input type="checkbox"/> Gained computer or tech skills	<input type="checkbox"/> Transitioned to credit (non-transfer)	<input type="checkbox"/> Attained U.S. citizenship
<input type="checkbox"/> Entering training program	<input type="checkbox"/> Completed course	<input type="checkbox"/> Attained credential	<input type="checkbox"/> Achieved U.S. Citizenship skills
<input type="checkbox"/> Training milestone	<input type="checkbox"/> Mastered course competencies	<input type="checkbox"/> Entered graduate studies	<input type="checkbox"/> Registered to vote or voted for first time
<input type="checkbox"/> Entered apprenticeship	<input type="checkbox"/> Earned certificate	<input type="checkbox"/> Attained post graduate degree	<input type="checkbox"/> Increased involvement in community activities
<input type="checkbox"/> Entered military	<input type="checkbox"/> Education achievement	<input type="checkbox"/> Occupational skills licensure	<input type="checkbox"/> Other family outcome
<input type="checkbox"/> Acquired workforce readiness skills	<input type="checkbox"/> Skills progression	<input type="checkbox"/> Occupational skills certificate	<input type="checkbox"/> Other community outcome
<input type="checkbox"/> Reduced public assistance		<input type="checkbox"/> Occupational certifications	
<input type="checkbox"/> Other work outcome		<input type="checkbox"/> Other recognized diploma, degree or certificate	

Leading To Postsecondary Credential Or Enrollment:

<input type="checkbox"/> Enrolled in education program
<input type="checkbox"/> Enrolled in training program

Post Exit Leading To Postsecondary Credential Or Enrollment:

<input type="checkbox"/> Enrolled in education program
<input type="checkbox"/> Enrolled in training program



# *What triggers an outcome?*

⑨ LEARNER RESULTS AND WIOA MILESTONES (Mark all that apply)		
WORK	EDUCATION	
<input checked="" type="checkbox"/> Got a job	<input checked="" type="checkbox"/> Passed GED	<input checked="" type="checkbox"/> Enrolled in secondary program
<input checked="" type="checkbox"/> Increased wages	<input checked="" type="checkbox"/> Passed HiSET	<input checked="" type="checkbox"/> Entered college
<input checked="" type="checkbox"/> Retained job	<input checked="" type="checkbox"/> Passed TASC	<input checked="" type="checkbox"/> Transitioned to credit (transfer)
<input checked="" type="checkbox"/> Got a better job	<input checked="" type="checkbox"/> Earned High School diploma	<input checked="" type="checkbox"/> Transitioned to credit (non-transfer)
<input checked="" type="checkbox"/> Met work-based project goal	<input type="checkbox"/> Returned to K-12	<input checked="" type="checkbox"/> Attained credential
<input checked="" type="checkbox"/> Entered job training	<input type="checkbox"/> Gained computer/tech skills	<input checked="" type="checkbox"/> Attained A.A. or A.S. degree
<input checked="" type="checkbox"/> Entered training program	<input type="checkbox"/> Completed course	<input checked="" type="checkbox"/> Attained B.A. or B.S. degree
<input checked="" type="checkbox"/> Training milestone	<input checked="" type="checkbox"/> Mastered course competencies	<input checked="" type="checkbox"/> Entered graduate studies
<input checked="" type="checkbox"/> Entered apprenticeship	<input type="checkbox"/> Earned certificate	<input checked="" type="checkbox"/> Attained post graduate degree
<input checked="" type="checkbox"/> Entered military	<input type="checkbox"/> Educational achievement	<input checked="" type="checkbox"/> Occupational skills licensure
<input checked="" type="checkbox"/> Acquired workforce readiness skills	<input checked="" type="checkbox"/> Skills progression	<input checked="" type="checkbox"/> Occupational skills certificate
<input type="checkbox"/> Reduced public assistance	Transcript or report card	
<input type="checkbox"/> Other work outcome	<input type="checkbox"/> Secondary	<input type="checkbox"/> Occupational certifications
	<input type="checkbox"/> Postsecondary	<input type="checkbox"/> Other recognized diploma, degree, or certificate



Literacy Gains



Secondary



Post-Secondary



Employment



Wages



Transition



# What triggers an outcome?

<b>L = Literacy Gains</b> <b>H = HSE/HSD</b> <b>P = Post-Secondary</b> <b>E = Enter Employment</b> <b>I = Increase Wages</b> <b>T = Transition Post-Sec</b>	<b>Work Results:</b> <input type="checkbox"/> Got a job <input type="checkbox"/> Increased wages <input type="checkbox"/> Retained job <input type="checkbox"/> Got a better job <input type="checkbox"/> Met work-based project goal <input type="checkbox"/> Entered job training <input type="checkbox"/> Entered training program <input type="checkbox"/> Training milestone <input type="checkbox"/> Entered apprenticeship <input type="checkbox"/> Entered military <input type="checkbox"/> Acquired workforce readiness skills <input type="checkbox"/> Reduced public assistance <input type="checkbox"/> Other work outcome	<b>L = Literacy Gains</b> <b>H = HSE/HSD</b> <b>P = Post-Secondary</b> <b>E = Enter Employment</b> <b>I = Increase Wages</b> <b>T = Transition Post-Sec</b>
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In TE go to Records--  
Students--Records

<b>Work Results:</b> <input type="checkbox"/> Got a job <input type="checkbox"/> Increased wages <input type="checkbox"/> Retained job <input type="checkbox"/> Got a better job <input type="checkbox"/> Met work-based project goal <input type="checkbox"/> Entered job training <input type="checkbox"/> Entered training program <input type="checkbox"/> Training milestone <input type="checkbox"/> Entered apprenticeship <input type="checkbox"/> Entered military <input type="checkbox"/> Acquired workforce readiness skills <input type="checkbox"/> Reduced public assistance <input type="checkbox"/> Other work outcome	<b>Personal Results:</b> <input type="checkbox"/> Increased involvement in children's education <input type="checkbox"/> Increased involvement in children's literacy activities <input type="checkbox"/> Met other family goal <input type="checkbox"/> Met personal goal <input type="checkbox"/> Other personal/family outcome
<b>Education Results:</b> <input type="checkbox"/> Passed GED 2002 <input type="checkbox"/> Passed GED 2014 <input type="checkbox"/> Passed HiSET <input type="checkbox"/> Passed TASC <input type="checkbox"/> Earned High School diploma <input type="checkbox"/> Returned to K-12 <input type="checkbox"/> Gained computer/tech skills <input type="checkbox"/> Completed course <input type="checkbox"/> Mastered course competencies <input type="checkbox"/> Earned certificate <input type="checkbox"/> Educational achievement <input type="checkbox"/> Skills progression <input type="checkbox"/> Secondary transcript or report card <input type="checkbox"/> PostSecondary transcript or report card <input type="checkbox"/> Enrolled in secondary program <input type="checkbox"/> Entered college <input type="checkbox"/> Transitioned to credit (transfer) <input type="checkbox"/> Transitioned to credit (non-transfer) <input type="checkbox"/> Attained credential <input type="checkbox"/> Attained A.A. or A.S. degree <input type="checkbox"/> Attained B.A. or B.S. degree <input type="checkbox"/> Entered graduate studies <input type="checkbox"/> Attained post graduate degree <input type="checkbox"/> Occupational skills licensure <input type="checkbox"/> Occupational skills certificate <input type="checkbox"/> Occupational certifications <input type="checkbox"/> Other recognized diploma, degree, or certificate	

<b>Education Results:</b> <input type="checkbox"/> Passed GED 2002 <input type="checkbox"/> Passed GED 2014 <input type="checkbox"/> Passed HiSET <input type="checkbox"/> Passed TASC <input type="checkbox"/> Earned High School diploma <input type="checkbox"/> Returned to K-12 <input type="checkbox"/> Gained computer/tech skills <input type="checkbox"/> Completed course <input type="checkbox"/> Mastered course competencies <input type="checkbox"/> Earned certificate <input type="checkbox"/> Educational achievement <input type="checkbox"/> Skills progression <input type="checkbox"/> Secondary transcript or report card <input type="checkbox"/> PostSecondary transcript or report card <input type="checkbox"/> Enrolled in secondary program <input type="checkbox"/> Entered college <input type="checkbox"/> Transitioned to credit (transfer) <input type="checkbox"/> Transitioned to credit (non-transfer) <input type="checkbox"/> Attained credential <input type="checkbox"/> Attained A.A. or A.S. degree <input type="checkbox"/> Attained B.A. or B.S. degree <input type="checkbox"/> Entered graduate studies <input type="checkbox"/> Attained post graduate degree <input type="checkbox"/> Occupational skills licensure <input type="checkbox"/> Occupational skills certificate <input type="checkbox"/> Occupational certifications <input type="checkbox"/> Other recognized diploma, degree, or certificate
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# ***What has been working?***

## **Quarterly reviews with site admin.**

Review the quarterly submission to CAEP including both the DIR and Tables

- August/September to review EOY data.
- February to review Q1/Q2 data.
- May to review Q3 and prepare for EOY.

## **Quarterly emails to support staff, admin, and instructors.**

Done before the quarterly submission is due and includes:

- List of students needing Pre/Post exam
- List of students missing demographics
- Reminders to give out update surveys.
- Reminders to enter attendance.

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## What to look for?

Google Sheet with DIR action plan percentages + some extras.

DIR Item	EOY Target %	School 1	School 2	School 3	School 4	School 5	School 6	School 7	School 8	School 9
Students in Services Section	-----	1482	2567	405	5996	916	1527	129	1172	744
Students not enrolled in 7 CAEP Programs	-----	177	0	0	0	0	126	0	0	0
Students enrolled in 7 CAEP Programs	-----	1305	2567	405	5996	916	1401	129	1172	744
Marked Literacy Gains Outcome but Did not have CAEP Program	Zero	0	0	0	0	0	0	0	0	0
Marked HSD/HSE outcome but did not have CAEP Program	Zero	0	0	0	0	0	0	0	0	0
Marked Post-Secondary Outcome but no CAEP Program	Zero	0	0	0	0	0	0	0	0	0
Marked Employment Outcome but no CAEP Program	Zero	0	0	0	0	0	0	0	0	0
Marked Wages Outcome but no CAEP Program	Zero	0	0	0	0	0	0	0	0	0
Marked transition Outcome but no CAEP Program	Zero	0	0	0	0	0	0	0	0	0
1. Missing Birthdate	1.78%	0.15	0	0	0.02	0	0	0	0	0
2. Less than 12 hours	25.95%	31.03	25.24	35.06	30.54	26.64	17.77	24.03	31.06	4.17
2a. Zero hours of instruction	12.27%	7.05	8.57	17.78	4.72	17.47	8.99	1.55	18.69	0.81
2b. Total hours between 1-11	13.68%	23.98	16.67	17.28	25.82	9.17	8.78	22.48	12.37	3.36
3. No highest year of school/degree earned	15.36%	0.23	0	0	0	0	0	0	0	0
3a. No highest year of school	13.83%	0.23	0	0	0	0	0	0	0	0
3b. No highest degree earned	12.81%	0.23	0	0	0	0	0	0	0	0
4. No Gender	1%	0	0	0	0	0	0	0	0	0
5. No Race/Ethnicity	1.67%	0	0	0	0	0	0	0	0	0
6e. Total missing labor force status	16.26%	0.15	0	0	0	0	0	0	0	0
8. No Pretest	22.89%	22.53	37.13	33.09	13.94	38.86	0.57	4.65	56.4	28.63
9. No Post-test	54.54%	70.04	59.56	65.19	56.39	62.66	39.19	72.09	74.06	49.33
10a. Learners with a pre/post test pair	-----	62.45	40.44	34.81	43.61	37.34	60.81	27.91	25.94	50.67
10b. Pre/Post pair but no level completion	-----	11.03	8.84	22.22	17.61	9.83	21.2	17.83	11.95	20.43
19b. Learners w/no barriers to employment	-----	16.25	22.32	29.63	0	16.81	0	0	0.26	0.54
21. Learners w/ diamond pretest	10.09%	10.04	1.56	5.43	2.59	0.11	6.64	14.73	1.79	4.3
22a. Pre/post but less than 40 hours of instruction	4.78%	2.07	18.35	13.33	10.59	6.22	6.92	3.88	3.92	2.15
23b. Marked HSD/HSE outcome but did not qualify for CAEP	# of students	1	5	8	0	0	0	0	2	0
24b. Marked post-secondary outcome but did not qualify for CAEP	# of students	2	0	0	44	0	0	0	43	1
25b. Marked employment outcome but did not qualify for CAEP	# of students	4	11	7	10	26	97	0	16	1
26b. Marked wages outcome but did not qualify for CAEP	# of students	0	3	1	0	0	1	0	2	26
27b. Marked transition outcome but did not qualify for CAEP	# of students	2	3	0	6	1	0	0	73	24

\*\*\*Member agencies are striving for percentages SMALLER THAN the quarter target percentages identified for all items for which target data is provided. \*\*\*



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# What to look for?

## CAEP Data Integrity Report Action Plan – Q1



DIR Item	Agency Performance	*Q1 Target %	Action Plan
01 Missing Birthdate or outside 16-110		<1.42	
02 Less than 12 hours of instruction		<29.04	
03 No Highest Year of School/Degree Earned		<10.93	
3a No Highest Year of School		<9.52	
3b No Highest Degree Earned		<8.95	
04 No Gender		<1.07	
05 No Race/Ethnicity		<1.99	
6e Total Missing Labor Force Status		<13.95	

\*Agencies should strive for percentages at or below the identified targets. The targets are based on WIOA II statewide quarter 1 averages for PY 2018-19

## CAEP Data Integrity Report Action Plan – Q1



DIR Item	Agency Performance	*Q1 Target %	Action Plan
08 No Pretest		<15.84	
09 No Post-Test		<48.77	
17 No Primary Goal		<30.31	
18 No Secondary Goal		<30.13	
21 Learners with a pretest in the conservative estimate range		<10.52	
22a Learners with a pre-/post-test pair but less than 40 hours of instruction		<5.28	

\*Agencies should strive for percentages at or below the identified targets. The targets are based on WIOA II statewide quarter 1 averages for PY 2018-19

## CAEP DIR Action Plans

[www.caladulthood.org](http://www.caladulthood.org)

- Administrators Tab
- Reporting
- Student Data Collection

The screenshot shows the California Adult Education website. The top navigation bar includes links for HOME, STUDENTS, EDUCATORS, ADMINISTRATORS (selected), and EVENTS. The main content area is titled "ADMINISTRATORS" and features a quote from Susan Lytle Gilmore, Ph.D., Director of Adult Education, Sacramento City Unified School District. Below this, there is a section for "Student Data Collection" which provides information on CAEP Data and Accountability funding. A sidebar on the left lists various menu items including NEWS, AEP EVENTS, Q&A, FUNDING, GOVERNANCE, PLANNING, POLICY, REPORTING, and WEBINARS. The "REPORTING" section is expanded, showing links for Fiscal Reporting, Student Data Collection, and CAEP DIR Action Plans for Q1 2019-20, Q2 2019-20, and Q3 2019-20.

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**Q&A**



# THANK YOU FOR JOINING ME

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