



## Agenda

- New Policy Requirements
- Reporting Issues/Requirements 17/18
- AEBG Adult Education Programs
- Data Collection Guidelines
- Reporting Elements Outcomes
- Future changes and analysis
- Resources



## **Policy Changes for 2018**

- Brown Act
- AEBG Fees Policy
- Administrative Oversight of Consortium



#### Policy Changes for 2018 - Brown ACT

- The State has determined that the Brown Act applies to the AEBG consortia as the Brown Act applies to the governing body of any "local body created by state or federal statute".
- Memo to Members on AEBG website under guidance.
- This goes into effect immediately.



## Policy Changes - AEBG Fees

- Proposed AEBG Fees policy on the AEBG website under guidance.
- This goes into effect July 1, 2018.
- Confirms the current fee structure. No fees for community college noncredit. No fees for K12 adult ASE/ABE, ESL, AWD, & K12 Success.
- Allows fees for K12 CTE courses to continue.
- Does not effect community service courses.



#### **Policy Changes – Administrative Oversight**

- Defines the role of the consortium level for determining member effectiveness.
- Clarifies the consortium level role in NOVA.
- Will connect with a targeted technical assistance process for ineffective members.
- AEBG TAP will facilitate the process.
- Could lead to a reduction in member funding.



AB104 Legislation: Administrative Oversight

84905 - Consortium rules and procedures 84905 (d)(2) – a decision includes approval of the adult education plan.

84906. (a) As a condition of receipt of an apportionment of funds from this program for a fiscal year, the members of a consortium shall have approved an adult education plan that addresses that fiscal year

7



AB104 Legislation: Evaluation of Plans

- 84906. (b) An adult education plan shall include all of the following: (1) An evaluation of the educational needs of adults in the region.
- · A list of adult education providers
- A description of services
- · An evaluation of current levels & types of services
- An evaluation of all funds available to members to serve adults.



AB104 Legislation: Evaluation of Plans

- 84906. (b)(6) Actions that the members of the consortium will take to address the educational needs.
- Actions to improve member effectiveness
- Actions to improve integration of services
- Actions to improve transition to post-secondary & workforce.
- Description of the alignment of adult education services with WIOA programs
- Description of how service providers contributed to the development of the adult education plan.

9



#### Consortium Administrative Function

- Consortia oversight is required of member's budgets & expenditure reporting as it pertains to the 3 year and annual plans.
- Consortia may use up to 5% administrative cap to pay for the oversight activities.
- Applies to fiscal agent and direct funded consortia.
- Oversight option must be agreed to and approved by consortium membership.

10



Consortium Oversight Consists of an **assessment** of each member:

- Assessment of the member's ability to meet the AEBG requirements.
- Review general assurances (basic member requirements) signed off by each member as part of the annual plan process.
- Review bylaws, charters, and governance for additional member requirements.

1



Consortium Oversight Consists of an **evaluation** of each member:

Using the 3 year plan, annual plan, AEBG student data, and other resources available—evaluate the following:

- Evaluation of program needs as identified to meet the needs of the community (needs based)
- Evaluation of current levels & types of services (enrollment, outcomes)
- Evaluation of funds provided to members (cost effective)
- Evaluation of member effectiveness (overall effectiveness)

12



#### Questions to ask.....

- · How do you know your member is being effective?
- How do you know your member is making a difference?
- How do you know your member is doing what they said they would do?
- How do you know that your member's actions are addressing those educational needs?
- How do you know your member is meeting any enrollment or outcome targets agreed upon within the consortium?

13



## **Reporting Issues for 2018**

- Members need to do a better job on reporting basic student identifiers.
- Members need to identify AEBG program areas and services.



## **Reporting Issues - Student Identifiers**

- No student gender listed.
- No student DOB listed.
- Collect complete identifiers from all students including those who are 'service only' students.



## Reporting Issues - AEBG Program Areas

- AEBG students have to be 18 years and older.
- AEBG students have to identify an AEBG Program area.
- Or if no connection to a program area than at least indicate that they are receiving services.



17/18 Reporting Requirements and Systems



#### 2017/2018 Reporting Requirements

**Population:** All adult education students enrolled in ABE, ASE, ESL, or CTE programs enrolled at a:

- K12 adult education school
- Community college noncredit program
- Third party provider supported by a consortium for the purposes of providing training or supportive services

This includes all students regardless of funding source including AEBG, Noncredit, Perkins, WIOA II, CalWORKS, Adults on Correctional Facilities, Strong Workforce (noncredit programs), LCFF, etc.



#### 2017/2018 Reporting Systems

- All AEBG consortia members and providers will use TOPSPro Enterprise
- Quarterly reporting of enrollment and outcomes
- K12 adult school, community college noncredit, 3<sup>rd</sup> party providers supported by consortia
- AEBG Office will use <u>LaunchBoard</u> to match AE student data with MIS, EDD wage file, HS equivalency testing data



#### **Annual Plan General Assurances**

#### Member Effectiveness:

- 1. Participation in planning processes (annual, 3 year).
- 2. Spending funds within the AEBG program areas.
- 3. Members must participate in public meetings & decision making.
- 4. Reporting student data in TE.
- 5. Sharing info on other resources being used to serve adults.
- 6. Sharing financial expenditure and progress reports with the regional consortium.
- 7. Providing services that address the needs identified in the adult education plan



#### **Member Reduction in Funding**

The amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.







#### **Adults w Disabilities**

- Mark instructional program = Adults with Disabilities if the participant is enrolled in a specialized program designed specifically for adults with intellectual/ developmental disabilities.
- For participants with disabilities who are enrolling in other adult education programs, mark "Disabled" under Barriers to Employment in combination with the appropriate instructional program.

8

Lon	AE	G
72	PARTNERING FOR A CALIFORNIA WORK	STRON

#### **Adults w Disabilities**

In CCCCO MIS: Flag courses in specialized AWD programs using CB22 code E for "courses for persons with substantial disabilities." Use DSPS enrollment flags to identify AWD participants enrolled in other noncredit community college programs.

I rin	AERG
	PARTNERING FOR A STRONG CALIFORNIA WORKFORCE
_	EALIFORNIA WORKFORCS

#### Entering or re-entering workforce

AEBG defines this program area as populations with systemic barriers to economic success who enroll in CTE programs. AEBG will extract data using population flags that are enrolled in short term CTE and aligned with the WIOA "barriers to employment"

Mark "Workforce Readiness" on TE Entry/Update Record to designate students in this program



#### **Entering or re-entering workforce**

In addition, this program area will include participants who are 55 years or older, based on their date of birth.

To ensure that this program area can be populated, all adult education providers should pay special attention to capturing barriers to employment status and date of birth at intake or at the time of the participants' first course enrollment.



#### **Preapprenticeship (DOL Quality Elements)**

Adult education providers should only enroll students in the pre-apprenticeship instructional program if participants are enrolled in programs that meet DOL Quality Elements criteria, including ensuring that that courses are offered in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards through an MOU or formal agreement.



## **Preapprenticeship (DOL Quality Elements)**

- Approved training and curriculum based on industry standards and approved by a documented registered apprenticeship partner
- Recruitment, educational, and pre-vocational strategies that prepare under-represented, disadvantaged, or low-income individuals to meet the entry requirements of one or more registered apprenticeship programs
- Access to appropriate support services
- Meaningful hands-on training that does not displace existing paid employees
- Formal direct entry or articulation agreements with its registered apprenticeship partners

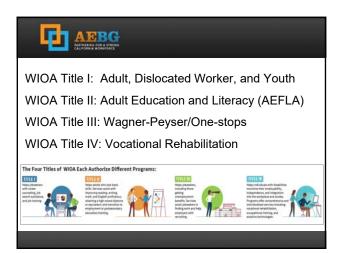


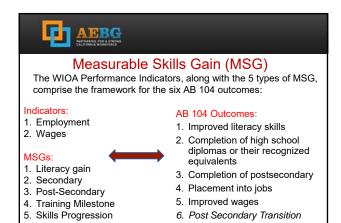
#### **Adults Training to Support Child School Success**

AEBG defines this program as providing education and training to adults, typically parents and-or community members, to help school-aged children succeed in school.

Mark "Adults supporting K12 student success"









AEBG Program Year Reporting			
Date Range	Reporting Deadline		
July 1 – Sept 30	October 31, 2017		
July 1 – Dec 31	January 31, 2018		
July 1 – Mar 31	April 30, 2018		
July 1 – June 30	August 1, 2018		
	Date Range July 1 – Sept 30 July 1 – Dec 31 July 1 – Mar 31		



# 

#### End of Year Data Submission

- Submit TOPSpro Enterprise export to CASAS via Internet
- AEBG Summary
- Data Integrity Report

Data Sharing Requirements with CCCCO/EDD --**TBD** 



- · Document enrollment for all learners in AEBG programs upon entry into class
- · Provide Update information for all AEBG learners who attend 12 or more hours of instruction
- · Test all AEBG learners in WIOA Title II programs (ABE, ESL, ASE)



#### **Short Term Services**

Record short term services to students such as counseling or mentorship that may be received outside of the classroom.

- Supportive Services
- Training Services
- Transition Services

Enter in TE in Records – Students – In Program Years -OR- use Update Record field #8

37

(Mark all that apply or leave blank)



## Pre- and Post-Testing

- The AEBG Office requires AEBG agencies to test all students enrolled in ABE, ESL, and ASE instructional programs.
- · Can use any federally approved assessment tool.
- Pretests are recommended as soon as the student enrolls in the program
- Post-tests are recommended at the end of each quarter, semester, or term to document continuous learner improvement – after approximately 70-100 hours of instruction.

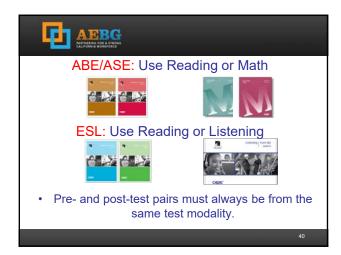
38



## Pre- and Post-Testing

- AEBG only allows NRS approved assessments to meet pre and post-testing requirements for AEBG reporting
- For information about which test publishers are approved, please refer to the Federal Register:

https://www.federalregister.gov/documents/2016/12/13/2016-29899/tests-determined-to-be-suitable-for-use-in-the-national-reporting-system-for-adult-education





## Reporting Elements Outcomes



#### **Population Definitions**

- Number of adults served by the consortium Aligned to WIOA reportable individual definition. 1 or more contact hour of instruction or participation in self directed or information only activities
- Adults who attain milestones or outcomes Aligned to WIOA definition of a participant under AEFLA WIOA Title II.
   12 or more contact hours of instruction in ABE, ASE, ESL or CTE.

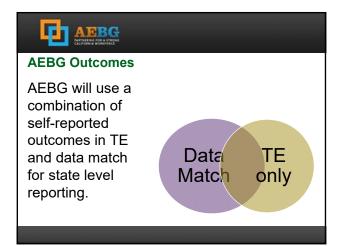
AEBG will analyze outcomes for reportable individuals using the supplemental data report but not include that data in the primary report to the legislature for 17/18





## **AEBG Outcomes**

- 1. Improved Literacy Skills
- 2. High School Diploma/HSE
- 3. Post-Secondary
- 4. Job Placement
- 5. Improved Wages
- 6. Transition to Post-Secondary





Learning Gains

## **Improved Literacy Skills**

- For ABE/ESL/ASE programs, measured by pre/post learning gains
- ABE/ESL/ASE: Career Development and College Preparation (CDCP) certificate
- HS Diploma can report gains through achieving high school credits/Carnegie Units
- · Occupational Skills gain
- Workforce Readiness Milestone



Learning Gains

## Improved Literacy Skills - NRS Assessments

- Achieved when a learner makes enough progress from pretest to post-test to move up one Educational Functioning Level (EFL) on the federal/NRS chart.
- Must use pre/post-test assessment instruments approved by the National Reporting System (NRS).





#### Adults With Improved Literacy & Basic Skills

Attainment of a functional level tied to completion of a course or a Career Development and College Preparation (CDCP) certificate using a crosswalk of the National Reporting System EFLs and the community college CB21 course rubric for levels below transfer

Mark "Mastered Course Competencies on Update field #9 (Education):





Learning Gains

#### Improved Literacy Skills - HS Diploma

**Progress towards Diploma (New)** – Participants who improved from ASE low to ASE high on the NRS-approved assessment– or, who completed enough high school credits to advance from ASE Low (9<sup>th</sup>/10<sup>th</sup> grade) to ASE High (11<sup>th</sup>/12<sup>th</sup> grade) levels.

- Instructional Program = HS Diploma
- Instructional Level = ASE Low or ASE High either through pretest or self-report (Entry Record field 18)
- If ASE Low learner achieves outcome by marking self-report ASE High, or earn HS diploma
- If ASE High learner achieves outcome by marking earn HS diploma



HSE/HS Diploma

#### **High School Diploma/HSE**

#### Field 9 Education -

- · Earned high school diploma
- Passed GED
- Passed HiSET
- Passed TASC

LE	ARNER	RESULTS AND WIOA MILESTONE
	***********	EDUCATION
	Passed	GED
	Passed	HISET
	Passed	TASC
	Eamed	High School diploma



Learning Gains

### Improved Literacy Skills - Adults with Disabilities

- For learners with developmental/intellectual disabilities, agencies can use the AA-AAAAA Adult Life Skills series or the POWER performance based assessment to measure pre/post gains for intellectual disabilities.
- For students with learning and physical disabilities, agencies can use any approved assessment and provide approved testing accommodations.



Learning Gains

#### Other CTE-Related Skills Gains

Occupational Skills Gain – Participants who achieve milestones in CTE programs, but who do not complete their credential or certificate because they obtain employment or realize a shorter-term goal related to occupational advancement.

**Workforce Preparation Milestone –** Participants who complete workforce preparation courses or certificates. This is an exploratory metric for AEBG in PY 2017-18.



Learning Gains

#### **Occupational Skills Gain**

Participants who achieve milestones in CTE programs, but who do not complete their credential or certificate because they obtain employment or realize a shorter-term goal related to occupational advancement.

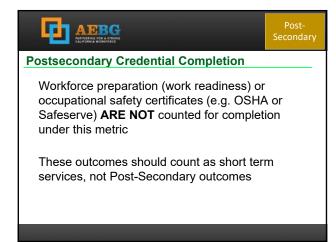
#### Field 9 Work

- · Met work based project goal
- Training milestone



ADBG	Learning Gains
Workforce Preparation Milestone	
Participants who complete workforce preparation courses and certificates. Data on this metric will be collected in two ways:	
<ul> <li>Marking Workforce Readiness on Entry Record</li> <li>Marking either Training Milestone or Acquired Workforce Readiness Skills on the Update Record (field #9 – Work)</li> <li>Starting in 2018-19, CDCP certificates coded as workforce preparation</li> </ul>	DE MODRE  Differ a pile  Differ a pile  Differ and a pile  Differ and a pile  Office and a pile  Office and a pile  Office and a pile  Office and a pile between a pile  Differ and a pile between a pile  Differ and a pile between a pile  Differ and a pile  Diff







## Completion of Post-Secondary certificates, degrees, or training programs.

#### Field 9 Work

· Entered apprenticeship

#### Field 9 Education

- · Attained credential
- Attained AA/AS/BA/BS
- Graduate/post-graduate studies
- · Occupational licensure/certificate

Passed GED	Christed in secondary program
Passed HISET	C Entered sollege
C Passed YASC	Transitioned to credit (transfer)
Earned High School dokume	Transitioned to credit
Heturned to K-12	(non-transfer)
Gerned computerhech skills	C Atsined predental
Completed course	C Attended A.A. or A.S., degree
Mediered course	C Alternal B.A. or B.S. degree
compelencies	C Entered graduate studies
C Earned certificate:	Allament pend productio degrees
C Educational achievement	C Occupational skills from an
Skills progression	C Dosupational stalls certificate
Transcript or report sant	Occupational rantifications
C) Secondary	Other recognized diploms.
□ Postsecondary	degree, or certificate



**Employment** 

#### **Employment and Wages**

AEBG will primarily capture and report data elements related to employment and wages after participant exit, using a data match with the EDD wage file.

- WIOA II related follow up employment outcomes:
   Entrance into unsubsidized employment two quarters after exit
- · Entrance into unsubsidized employment four quarters after exit
- · Median earnings two quarters after exit

AEBG follow up outcomes not related to WIOA II:

- Change in earnings from one year before to one year after exit
- Attainment of regional living wage
- · Employment in field of study (starting in 2018-19)



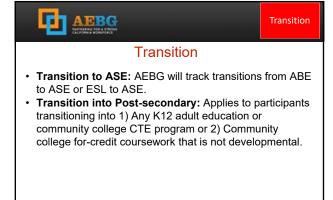
#### **Employment and Wages**

Given that a large number of students will likely not have SSN, AEBG will use other methods to collect employment data:

- · Self report through TE
- Self report through survey (specifics to be developed and discussed over the course of PY 2017-18.)









Transition

## Transition to Post-Secondary

- Transition into Post-secondary: Specific student based scenarios that qualify for the AEBG transition outcome:
  - 1. K12 Adult Education or community college noncredit ABE, ASE or ESL participant who enrolls in a K12 adult education CTE course
  - 2. K12 Adult Education or community college noncredit ABE, ASE or ESL participant who enrolls in a noncredit community college CTE course



Transition

## Transition to Post-Secondary

Transition into Post-secondary: Specific student based scenarios that qualify for the AEBG transition outcome:

- 3. A K12 adult education ABE, ASE or ESL participant who enrolls in a community college credit course that is not developmental (including both CTE and non-CTE courses)
- 4. A community college noncredit ABE, ASE or ESL participant who enrolls in a college credit course that is not developmental (including both CTE and non-CTE courses)



Transition

## Transition to Post-Secondary

#### Field 9 Work

- Entered job training

#### • Entered training program • Enrolled in Training

#### Field 14

· Enrolled in Education

Field 12

· Enrolled in Training

· Enrolled in Education



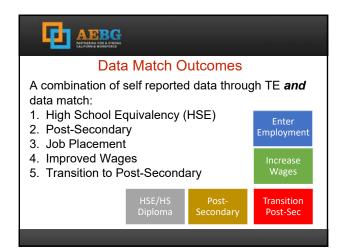
Field 9 Education

· Transitioned to credit









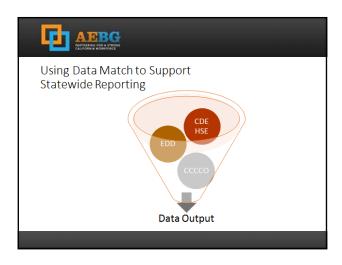


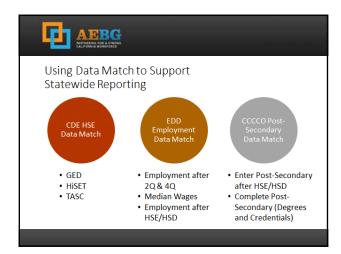
## **Data Match Outcomes**

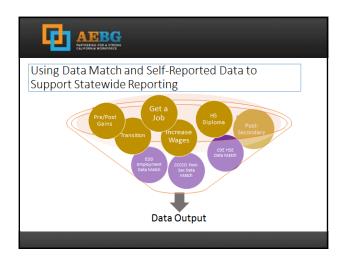
AEBG will use a combination of self-reported outcomes and data match for state level reporting.

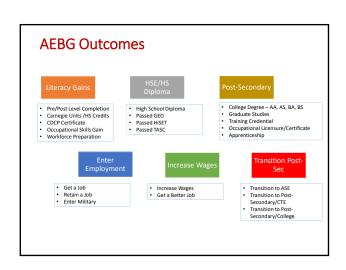
Two separate data matches will be conducted, 1) EDD for employment, 2) CCCCO for post-secondary

- 1. Post-Secondary CCCCO
- 2. Job Placement EDD
- 3. Improved Wages EDD
- 4. Transition to Post-Secondary CCCCO



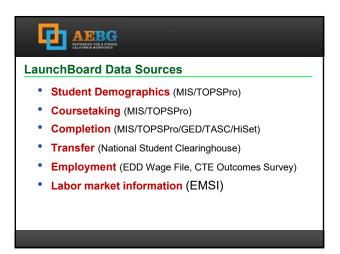














#### LaunchBoard Adult Ed Tab Scope/Timeline

- Comprehensive consortium & member data
- Disaggregated program, demographics, barriers and other criteria
- Current build includes 57 student, course taking & outcome metrics
- Conducting test matching of TE, MIS and other data sources Fall 2017
- Available to consortia Spring 2018
- Regional training on tools and how to use the data



#### Other Activities in 2017/18

**Supplemental Data Report:** Includes additional analysis not included in primary data collection & reporting:

- Analysis of how AE students are being served in for credit college programs
- Outcomes for students with low contact hours (<12)
- Profiles of emergent or effective practices (immigrant integration, career advancement academies, other)
- Other special analysis



#### Other Activities in 2017/18

#### Changes to MIS & CCC Apply:

- Add MIS data elements to align MIS with adult education reporting requirements (missing population flags, preapprenticeship, diploma, etc...)
- Convene process to make CCC Apply more useful for enrollment and data capture for noncredit and AE students



#### Other Activities in 2017/18

#### **Basic Skills Crosswalk:**

- AEBG (WestEd) will convene faculty and leadership to build a crosswalk of the National Reporting System Educational Functioning Levels and the CB21 levels below transfer.
- Issue guidance in Spring 2018 to inform content and local alignment of courses and streamline student transition between K12 and community college programs



## **Reporting in 2018/2019**

- Community colleges will use MIS to report students in noncredit ABE, ASE, ESL, and CTE programs
- K12 adult schools will continue to report all ABE, ASE, ESL and CTE students in TOPSPro
- WIOA Title II funded programs will still report quarterly data using TOPSPro
- Pre and post testing using CASAS will still apply to ALL WIOA AEFLA Title II Funded Student

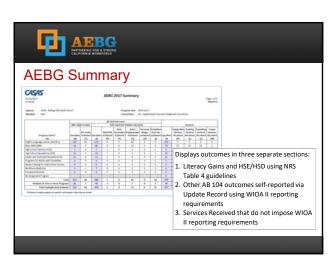




## **AEBG Resources**

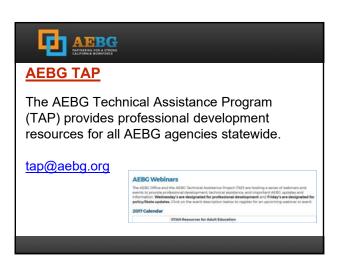
- 1. AEBG Beginning of the Year Letter
- 2. AEBG Program Guidance
- 3. AEBG Policy Report to the Legislature
- 4. AEBG Supplemental policy guidance
- 5. Field Team White Papers
- 6. Data Dictionary
- 7. Data & Accountability Extension Letter
- 8. AEBG TAP training, PD, & TA











AEBG SUMMAN GEAL SUCCE	
CASAS Technical Support: >1-800-255-1036 CASAS Fax #: >1-858-292-2910	
E-mail:  > capm@casas.org > techsupport@casas.org > aebg@casas.org	