

Virginia Department of Education
Office of Career, Technical, and Adult Education

**END-OF-YEAR DATA ENTRY
GUIDANCE FOR
ADULT EDUCATION GRANTEEES
2016-2017**

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Introduction

This guidance document provides the information necessary for adult education grant recipients to finalize their data entry for fiscal year (FY) 2016-2017. This document contains two sections. The first section contains information and instructions for grant recipients to finalize their adult education and literacy data. The second section presents updates on the state's management information system (MIS) related to data collection. If you have further questions, please do not hesitate to contact the Office of Career, Technical, and Adult Education by email at OAEL@doe.virginia.gov or by telephone at (804) 786-3347.

2016-2017 Close-out Information

This section provides adult education programs with information for finalizing their adult education student, class, and staff records for FY 2016-2017.

2016-2017 Deadline

The deadline for finalizing all 2016-2017 adult education data is by **close of business Monday, August 28, 2017**.

In previous years, the state office honored requests from adult education providers to extend the close-out deadline. The 2017 federal reporting deadline for submitting adult education performance data is October 15, 2017; therefore, the Virginia Department of Education will be unable to honor requests to extend the deadline.

Saving Changes to Student Information after June 30, 2017

Unlike in previous years, adult education program staff is no longer required to address the system-generated question, "Apply Changes to the Previous Fiscal Year?" when saving student information during the close-out period after June 30, 2017. Student data saved in the Single Sign-on for Web Systems (SSWS) is automatically tied to the fiscal year in which the record was created and does not require staff to identify whether the changes are applicable to the previous fiscal year.

Diagnostic Reports (Error Reports)

Reports Required to be Error Free

Programs are required to remove all errors that appear on the following diagnostic (or error) reports as a condition for closing out their data entry for 2016-2017:

1. Student Non-Enrolled Error Report
2. Active Students with Exit Dates
3. Active Students with Invalid Entry Levels

The *Student Non-Enrolled Error Report* identifies students who are considered active, but who do not have any documented attendance. Usually, students identified on this report have been assigned a class and credited with instructional hours in a previous year but have not been assigned a class and/or do not have any attendance in the current fiscal year. In either case, apply a 2016-2017 exit date to remove the student from the error report. If the student was enrolled in a class and

accumulated attendance in 2016-2017, but was not documented in SSWS as being assigned to a class or credited with attendance, make sure to update his or her instructional activity in the system.

The *Active Students with Exit Dates Report* is the opposite of the *Student Non-Enrolled Error Report*. Students identified on the *Active Students with Exit Dates Report* have been assigned a class, have been credited with attendance hours, and have an exit date in the current fiscal year. However, some or all of the attendance occurred after the exit date. To address this error, remove the exit date. If the student exited the program, enter an exit date that does not conflict with the student's attendance. For example, if a student currently has an exit date of January 1, 2017, but has also been credited with 15 contact hours in the month of January and 12 contact hours in the month of February and exited the program February 28, 2017, replace the January 1, 2017 exit date with a February 28, 2017 (or later) exit date.

The *Active Students with Invalid Entry Levels Report* identifies students who do not have a valid assessment. Typically, a student will be listed on this report because of one of the following reasons:

1. The student does not have documented assessment scores
2. The student pre-tested at the ESL Completer level
3. The student's last assessment score occurred prior to July 1 of the preceding fiscal year

One way to determine the reason why a student is showing up on this report is to go through the descriptions of possible situations provided below. If none of these situations seems to apply, contact the state adult education office.

Situation 1: If a new student was administered an assessment but the results were not entered into SSWS, the system does not consider the student to have a valid educational functioning level (EFL) and will list the student on this report. To resolve the situation, the program should enter the assessment results in SSWS. If it is determined that an assessment was not administered, the program should immediately administer a pre-test and record the results in the system. Any instructional hours earned prior to the pre-test may not be used to fulfill the student's post-test instructional requirement.

Situation 2: If a student pre-tested at the ESL Completer level, the system does not recognize ESL Completer to be a valid EFL and will list the student on this report. While ESL Completer is listed in the system as an EFL, it exists as a post-test EFL only and its purpose is to provide a range of scores that allow students who pre-test at the ESL Advanced level to demonstrate an educational gain. To resolve a situation where a student's pre-test result is ESL Completer, the program should decide whether the student needs additional ESL instruction in another area such as reading or the student is ready to enter the ABE program. If the student needs further ESL instruction in another area, the program should administer an assessment that is appropriate for evaluating progress in that area as a pre-test. If the student is ready to enter an ABE class, the program should administer the assessment for evaluating ABE performance as a pre-test.

Situation 3: Because an approved assessment result is valid for two fiscal years during which there is continuous enrollment (no stoppage in instruction for 90 days or more), an assessment result that is outside the two-fiscal year window is considered invalid. A fiscal year is July 1 to June 30. For example, consider today as May 3, 2017. If a student last took an assessment on May 3, 2015, that

result is considered invalid as of July 1, 2016, even though the student may have had continuous attendance since May 3, 2015. The May 3, 2015 test is valid for two fiscal years, which includes the remainder of the 2014-2015 fiscal year and the entire 2015-2016 fiscal year. When the 2016-2017 fiscal year started, the May 3, 2015 result became invalid because the score exceeded the two-fiscal year window. Once a test becomes invalid, any contact or proxy hours accumulated since taking the test cannot be reported as attendance.

Reports that May Contain Errors

The *Student Incomplete Error Report* addresses two types of errors, critical errors and non-critical errors. When closing out their data entry for 2016-2017, programs may have *Student Incomplete Error Reports* that contain non-critical errors. However, these reports should not contain any critical errors.

Permitted or non-critical errors include the following:

1. Not Enough Hours (less than 12 hours of attendance)
2. No Tests (12 or more hours but no posttest)
3. Not Enough Hours AND No Tests (less than 12 hours of attendance and no posttest)
4. No Goals* – either alone or in combination with any of the above

** Although goal setting was removed as a requirement for NRS reporting in accordance with federal guidance, not setting a goal still appears as an error. Because of the federal guidance, any student record identified as having “No Goals” is considered a non-critical error.*

Critical or non-permitted errors include the following:

1. No EFL
2. Not Enough Hours, No Tests, AND No EFL (no pre-test)
3. No EFL AND No Tests (no pre-test, but 12 hours of attendance or more)
4. No Ethnicity**
5. No Gender**
6. No Birth Date**
7. No Intake Date**
8. No Employment Status**
9. No Rural Status Indication**

*** Although these items still appear on the Student Incomplete Error Report, they no longer are documented errors since programs are now required to enter the information when a student record is created. If your Student Incomplete Error Report contains this error, please contact the state adult education office immediately.*

Non-Error Reports

The *Potential Duplicate Report* identifies potential duplicate student records. To maintain clean records, programs should resolve all duplicate student records. In the system, there should be one record per student per fiscal year. Resolving duplicate records may involve consolidating information from multiple records of the same student into one record or deleting all but one student record for each student.

In some cases, records identified as potentially duplicate records are not actually duplicate, but represent different students. In such cases, programs should not delete the records.

Duplicate Staff Records

Because of the system conversion, the SSWS adult education application now permits the deletion of staff records by fiscal year. If you have duplicate staff records in previous years that require deletion, it is recommended that the adult education provider contact the state adult education office after the close-out has been completed with a list of staff and staff numbers to be deleted.

Staff Details and Employment History

Under the “Details” tab of each 2016-2017 staff members, please make sure that a response other than “None” is selected for the following items:

1. Job Status
2. Educational Level
3. Years of Experience

If the staff member does not have any experience, select “Less than One Year,” not “None.”

Also, the “Certifications” item should have at least one box checked. If you are not sure whether a staff member has any of the certifications listed, select “Not Reported” and click “Save.” Even if you find out later that the staff member has one or more certifications, selecting “Not Reported” will not hurt your program. Update the staff member’s certifications at a later date.

All programs must document a 2016-2017 employment history for each active staff member in 2016-2017. Not identifying a current employment history will affect the program’s NRS Table 7 reporting.

GED[®] Test Scores

The SSWS will be updated for GED[®] test score data entry in 2017-2018. Adult education providers will receive notice when this feature is active.

To report students obtaining a GED[®] in 2016-2017, grant recipients are asked to submit a report of participants (i.e., students who received at least 12 hours of adult education instruction) who enrolled in their local adult education program and who also completed the GED[®] during the 2016-2017 program year. To assist with the development of the report, the state adult education office will distribute to each regional program manager a list of adults who completed the GED[®] between July 1, 2016, and June 30, 2017. The lists and instructions for completing the report will be sent via

the SSWS dropbox. Regional adult education program staff are expected to identify the GED[®] completers by entering the following information on the list for each program participant affected:

1. SSWS Student ID (when reporting, regional programs should not confuse the SSWS Student ID with the SSWS Student Number)
2. Local Program Code
3. Student Exit Date

In addition, regional adult education providers should make sure that all GED[®] completers in SSWS have a 2016-2017 exit date that matches the exit date entered on the GED[®] completers report. Exit dates should be entered by the close-out deadline of August 28, 2017.

National External Diploma Program (NEDP) Student Reporting

The SSWS will be updated for data entry of educational gain for NEDP students in 2017-2018. Adult education providers will receive notice when this feature is active.

Student Goal Information

As of July 1, 2014, adult education providers are no longer required to enter student goal information, except to demonstrate an educational gain for ASE High students. To demonstrate educational gain for ASE High students, programs must enter a goal set date, target date, and met date for the goal of “Obtain a Secondary Credential or GED[®].”

Working in the State Data System

This section provides adult education programs with information about system issues that may affect certain aspects of data collection and reporting for FY 2016-2017.

System Conversion

In December 2016, the adult education application in SSWS was converted to be compliant with federal accessibility standards. While a number of system issues emerged as a result, most have been resolved, including issues such as Internet browser incompatibility and inaccurate educational gain reporting on NRS Tables 4 and 4B, class reports, and student report cards.

If you are experiencing issues with system access or navigating the adult education application, contact Thomas Suh, Specialist for Data Collection, Reporting, and Accountability, by email at thomas.suh@doe.virginia.gov or by telephone at (804) 786-8367.

System Enhancements for 2017

Certain student demographic data fields collected on the 2016-2017 Adult Student Profile Document (ASPD) are in development within the SSWS. When the new fields have been implemented, the state adult education office will re-open data collection for 2016-2017 and notify adult education programs with instructions for entering the 2016-2017 data.