Adult General Education (AGE) Data Reporting

OVERVIEW OF ADULT GENERAL EDUCATION PROGRAMS, REPORTING TIMELINES AND RESOURCES

Slide Cover - Division of Career and Adult Education

This training module was designed to provide guidance on Adult General Education or AGE data reporting at the local education agencies. It was developed to provide guidance for the staff who is responsible for data collection and reporting. AGE programs include; Adult Basic Education, Adult High School, GED® Preparation, English for Speakers of Other Languages, and English Literacy for Career and Technical Education. These programs emphasize basic skills such as reading, writing, math, and English language competency.

Slide 2 - Overview of Adult General Education Programs, Data Reporting Timelines and Online Resources

This module provides a brief overview of the AGE programs, data reporting timelines, and online resources available to school districts, Florida College System institutions and community based organizations.

Slide 3 – Adult General Education Data Reporting

Specifically, this module covers:

1. State and Federal purposes for collecting Adult General Education data

2. The relationship between Adult General Education programs and the National Reporting System

3. The reporting timelines for submitting Adult General Education data to the Florida Department of Education

4. Online resources available to school districts, colleges and community based organizations.

Slide 4 – How the data is used?

Data that is reported to the Florida Department of Education by the school districts, colleges and community based organizations is used for both state and federal purposes. At the state level, the information is used to prepare reports that are presented to the Governor and the Legislature so they can formulate policy and a budget for workforce programs. At the federal level, the U.S. Department of Education monitors student outcomes and literacy gains in the adult general education and literacy programs using the National Reporting System, commonly known as NRS.

Slide 5 - National Reporting System

The National Reporting System is the accountability system for the federal Adult Education and Family Literacy grant from the Workforce Innovation and Opportunity Act. Any agency who receive this federal grant is required to submit data through the statewide data collection system which is used for the accountability measures. NRS focuses on educational gains and follow-up measures of participants.

Slide 6 – The Relationship of Adult General Education Programs and the National Reporting System

The Florida Department of Education has several approved adult general education programs; some of which are included in the NRS calculation. As shown in this table, there are eleven approved AGE programs for the 2015-16 reporting year. The last column on the right identifies the five programs which are included in the NRS calculation. These programs have also been highlighted yellow.

Slide 7 – Data Submission Systems

Each local education agency submits their data to the Florida Department of Education through a designated management information system. The school districts use the Workforce Development Information System or WDIS, colleges use the Florida College System or the FCS system and community based organizations use the Community Based Organization System or the CBO system. These data submission systems are managed by the CCTCMIS staff.

Slide 8 – The Adult General Education Data Submission for Districts

District data is collected through a series of reporting windows during the school year. The first reporting window occurs in early fall and collects data for summer in survey F and the preliminary fall enrollment in survey G. A second reporting window opens in January and collects fall data for survey W and preliminary enrollment for survey X. The final reporting window opens in early spring and allow districts to submit winter and spring enrollment as well as any end of year data requirements. In addition, after the close date of the final reporting window for the year, districts are provided with a two week window to make corrections to data submitted during Surveys F, W, and S.

Slide 9 - 2015-16 WDIS Data Submission Windows

The tentative 2015-16 WDIS submission windows are shown here. However, districts should review the WDIS Data Reporting Handbook Appendix V for a list of finalized dates. These dates are the schedule dates that the department require local education agencies to follow. Districts must develop their own internal schedules so they can meet the department's data reporting schedule requirements. The schedule developed should include adequate time to review and validate their data and to make any necessary corrections before the close of each reporting window and the end of the reporting year. Surveys F and G in the first reporting window are critical components in the NRS calculations. The department uses the data submitted during this period to determine if a student has left. If data has been reported incorrectly, it may appear that your agency has a large number of students that have left. Enrollments reported during these windows are used to determine if a student has exited. For example, if a student is enrolled in the prior year and not found enrolled in Surveys F or G, the student is counted as an exiter for NRS purposes.

Slide 10 – WDIS Current Data Submission Windows

The current WDIS reporting dates can be found in the WDIS Data Reporting Handbook Appendix V. To view the current dates from the CCTCMIS webpage you will select the Career & Adult Education Reporting Tab and click on the Current Year Handbook Pages and scroll down to the area titled WDIS District Appendices and select Appendix V, Reporting Timelines.

Slide 11 – Workforce Development Information System (WDIS) Resources

The Department webpage hosts several resources related to district workforce data reporting. The first link is to the main page for the Workforce Development Information Systems Data Handbook. From this page you can access the current year handbook, as well as handbooks for previous years. The second link is to the CCTCMIS main page. This page include links to a directory of reporting contacts for each agency, annual meeting dates, as well as a login portal to a secure SharePoint site with standard and agency reports. The third link is to a page of resources related to the National Reporting System, statewide reports, as well as the directions for the submission of the NRS Table 7.

Slide 12 – Adult General Education Data Submission for Colleges

Florida College System institutions submit data through the Florida College System, or FCS. Data is collected during three reporting windows:

- Summer End-of-Term and preliminary fall data

- Fall End-of-Term

- Winter/Spring End-of-Term

Slide 13 – The 2015-16 Florida College System Data Submission Windows

Like districts, colleges have very specific data reporting windows. The submission period start date, the required load date and the date when colleges must submit their data are shown here. Similar to districts, the data reported for the summer and the preliminary fall data is used to determine if a student has exited. For example, if a student is enrolled in the prior year and not found enrolled in Surveys 1E or 2B, the student is counted as an exiter for NRS purposes. If data has been reported incorrectly, it may appear that your agency has a large number of students that have left. These dates are the scheduled dates that the department require colleges to follow. Colleges must develop their own internal schedules so they can meet the department's data collection schedule requirements. The schedule should give them adequate time to review and validate their data and to make any corrections before submitting the data to the department and certifying their data.

Slide 14 – Florida College System Current Data Submission Windows

The current college reporting dates can be found in the Student Data Base Data Submission Dates section of the College Data Dictionary. To view the current dates from the College Data Portal web page you will scroll down to the Student Data Base Area and select the current year dictionary and go to the Student Data Base Data Submission Dates section of the Dictionary.

Slide 15 – Florida College System Resources

The Department webpage hosts several resources related to college workforce data reporting. The first link is to the College Data Dictionary. From this page you can access the current year data dictionary, as well as dictionaries from previous years. The second link is to the CCTCMIS main page. This page include links to annual meetings, a directory of reporting contacts for each agency, as well as a login portal to a secure SharePoint site with standard agency reports. The third link is to a page of resources related to the National Reporting System, statewide reports, as well as the directions for the submission of the NRS Table 7.

Slide 16 – Adult General Education Data Submission for Community Based Organizations

For the federal Adult Education and Family Literacy grants, community based organizations are eligible providers for these grants. These organizations are required to submit data on their federally funded programs. Community based organizations work directly with a representative from the CCTCMIS unit to submit their data. In addition, community based organizations submit their data via a secure web based system.

Slide 17 – The 2015-16 Community Based Organization Data Submission Windows

The tentative community based organization data submission windows for the 2015-16 reporting year

are shown here.

Slide 18 – Community Based Organization Current Submission Windows
The current CBO reporting dates can be found in Appendix F of the CBO Handbook. To view the current dates from the Florida National Reporting System web page, you will go to the NRS Quick Links section and click on the current year CBO Handbook and the submission dates are located in Appendix F.

Slide 19 – Community Based Organization Resources

The Department webpage hosts several resources related to community based organization data reporting. The first link is to the Community Based Organization Data Handbook. The second link is to a page of resources related to the National Reporting System, statewide reports, as well as the directions for the submission of the NRS Table 7.

Slide 20 - Key Contacts in CCTCMIS and the Bureau of Budget Accountability and Assessment
Local education agencies may contact the CCTCMIS staff whenever they have data reporting and data submission issues. CCTCMIS staff may be reached via the website or by calling: 850-245-9520. Examples of when to contact CCTCMIS include questions related to how to submit corrections to data or problems transmitting a file. In addition, local education agencies may contact the Division of Career and Adult Education, or DCAE, staff whenever they have questions related to reporting requirements or data element issues. DCAE staff may be reached via the website or by calling: 850-245-9005. Examples of when to contact DCAE staff include questions related to data policy application or understanding the difference between data values.

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Thank you for your time and this completes the Adult General Education Data Reporting Overview Training Module 1.