What’s NonCredit Coding Got to Do with It: Getting the Most Out of Your Data.
Today’s Presenters

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Today’s Goals

• Learn about the AEP Dashboard build process
• Explore the MDD
• Highlight key metrics
• Highlight new metrics and process for updating metrics
• Learn process for correcting data
AEP Dashboard
Build Process
AEP Build Timeline

Key activities by month

- **July**
  - Continue trainings on previous build into the Fall. Meet with Chancellor’s Office and partners, like CASAS TE, to review data metrics, build processes, and plan for updates to the dashboard.

- **August**
  - Update technical documentation for calculations, user interface specifications, and other resources. And receive annual data files from COMIS, CASAS TE and others.

- **September**
  - Receive, check, and ingest data files.

- **October**
  - Update or create code to match decisions made in planning process.

- **November**
  - Data and user interface testing for quality assurance.

- **December**
  - Release of updated dashboard

- **January**
  - Conduct trainings and implement fixes (if needed). Support any reporting needs of the CO.
Learner Journey

(key student progress metrics)
Learner Journey = Coding Journey

**Learner & Programs**
CTE (initially ASE)
Male, 23, Hispanic, Employed
Returning Student
Barriers: Literacy, Low Income

**Progress**
Completed Workforce Prep Milestone
Completed EFL (CB21 Math Course)
Student Persistence

**Success**
Earned HSE
Earned a Low-Unit Certificate

**Transition**
Transition to Postsecondary

**Employment & Wages**
N/A Still enrolled

N/A Still enrolled
Metrics Definition Dictionary (MDD)
<table>
<thead>
<tr>
<th>Section</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Definitions</td>
<td>• Data points</td>
</tr>
<tr>
<td></td>
<td>• Institutions</td>
</tr>
<tr>
<td></td>
<td>• Displays (e.g., Disaggregation, Drilldown, Comparisons)</td>
</tr>
<tr>
<td></td>
<td>• Limitations or Caveats</td>
</tr>
<tr>
<td>Key or Source Documents</td>
<td>• Agency Crosswalk (Region, District, Consortia, Institution, Agency Code)</td>
</tr>
<tr>
<td></td>
<td>• Living Wage</td>
</tr>
<tr>
<td>All Metrics</td>
<td>• Definitions</td>
</tr>
<tr>
<td></td>
<td>• Related metrics</td>
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<td>• COMIS</td>
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<td></td>
<td>• CASAS TOPSpro Enterprise</td>
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<tr>
<td></td>
<td>• Calculations</td>
</tr>
<tr>
<td></td>
<td>• Notes</td>
</tr>
</tbody>
</table>
Metric Naming Conventions

AE 200 [metric ID] for total Reportable Individuals [label]

* Labels may include F (First Time) or R (Returning) Student
# AE 100  Participants in English as a Second Language (ESL)

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
<th>Among all Participants (AE 202), the number of Participants in programs that provide instruction in the English language to adult, non-native English speakers with varied academic, vocational, citizenship, and personal goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student type</strong></td>
<td>Adult education/ESL</td>
</tr>
<tr>
<td><strong>Display</strong></td>
<td>Snapshot</td>
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</tbody>
</table>
| **Data Sources** | CASAS TOPSpro Enterprise  
Chancellor's Office Management Information System                                                                                           |
**TOPSpro Data Source Elements**

<table>
<thead>
<tr>
<th>Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CurrentAge (Calculated)</td>
</tr>
<tr>
<td>TotalPYHours</td>
</tr>
<tr>
<td>IsAEBGProgramAreaESL</td>
</tr>
<tr>
<td>ProgramYear</td>
</tr>
</tbody>
</table>

**TOPSpro Calculations**

<table>
<thead>
<tr>
<th>AE 202 Students who met all of the following criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• An adult education student age 16+</td>
</tr>
<tr>
<td>WHERE CurrentAge ≥ 16</td>
</tr>
<tr>
<td>• AND with 12 or more hours across all program areas</td>
</tr>
<tr>
<td>AND TotalPYHours ≥ 12 across program year</td>
</tr>
<tr>
<td>• In the selected year</td>
</tr>
<tr>
<td>AND ProgramYear is within the selected year</td>
</tr>
</tbody>
</table>

| • Who Enrolled in an ESL (or ELL) program area         |
| WHERE IsAEBGProgramAreaESL = 1                         |
| • In the selected year                                 |
| AND ProgramYear is within the selected year            |

Calculation for ‘Participant’
**COMIS DATA SOURCE ELEMENTS**

| CB03 Course-TOP-Code |
| CB04 Course-Credit-Status |
| CB22 Course-Noncredit-Category |
| GI03 Term-Identifier |
| SB00 Student-Identifier |
| STD1 Student-Age-at-Term |
| SX05 Enrollment-Positive-Attendance-Hours |

**COMIS Calculations**

AE 202 Students who met all of the following criteria:

- An adult education student age 16+
  
  WHERE SB00 has the following: MIN(STD1) ≥ 16
  - With a valid noncredit enrollment

  AND [CB04 = N AND
        SUM (SX05) ≥ 12 across all colleges]
  - In the selected year

  AND GI03 is within the selected year

- Who enrolled in noncredit ESL
  
  WHERE CB04 = N AND
  [CB22 IN (A, B) OR
   CB03 IN (4930.84, 4930.85, 4930.86, 4930.87, 4930.90, 4931.00)]
  - In the selected year

  AND GI03 is within the selected year

Calculation for ‘Participant’
<table>
<thead>
<tr>
<th>Denominator</th>
<th><strong>AE 202</strong> Total Participants</th>
<th><em>Numerator count that meet criteria</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Type</td>
<td>Percentage and Distinct count of Participants in ESL</td>
<td></td>
</tr>
<tr>
<td>Drilldowns</td>
<td>Disaggregations: Gender, Race/Ethnicity, Age Group AE Program Type: None AE Student Type: All (Enrolled), First-Time, Returning or Continuing</td>
<td></td>
</tr>
<tr>
<td>SSM Alignment for COMIS</td>
<td>Aligned to SSM 2.0 except for the universe of students included. Please refer to the STUDENT TYPES section in the preamble of the MDD for more information</td>
<td></td>
</tr>
</tbody>
</table>
| Notes | Count of all adult ed ESL Participants with a valid enrollment during the selected year.  
|       | • In K12 adult school, Participants in ESL are adults who were marked as enrolling in an English as a Second Language (including Vocational ESL) program and have 12 or more instructional contact hours in any combination of AEBG programs (see AE 202).  
|       | • In community colleges, Participants in ESL are adults who enrolled in one or more noncredit ESL or English Language Citizenship or Vocational ESL courses and have a valid enrollment. |
Data Collection & Entry Plan

3 Rs: Roles, Responsibilities, Routine

- Who
  - Collect
  - Enter
  - Review
  - Submit

- When
  - Data collected (identify key times)
  - Data deadlines
  - Data review
  - Data submission

- Process
  - Paper & pencil, entry into software
  - Records provided to data manager
Key Metrics

- Explore the AEP Dashboard team process
- Explore the MDD to inform or verify coding
- Highlight key metrics
- Highlight new metrics and process for updating metrics
- Learn process for correcting data
Reportable Individual

Criteria:
16+ years old and either

1. Had 1 hr of enrollment in adult education or noncredit

OR

2. Received services regardless of enrollment

CASAS TE:
1. Student flagged as being enrolled in a program
2. Student flagged as receiving Career, Support, Training, Transition, or Vocational Rehabilitation Services

COMIS:
1. Student enrolled in a noncredit course (CB04 Course-Credit-Status)
   a) With 1+ hrs (SX05 Enrollment-Positive-Attendance-Hours)
   b) Excluding Tutoring or Supervised Study Skills courses (TOP codes: 4930.09 & 4930.15)
   c) Include students flagged as having a disability (SD01 Student-Primary-Disability)
   d) Include pre-apprenticeship students (SB23 Student-Apprenticeship-Status)
2. Student received noncredit services
   a) SS Student Success Data Record File – SS16 through SS20
Participants

Criteria:

Reportable Individuals who

1. Had 12 hrs of instruction in adult education of noncredit in 1 or more CA adult education program
   a) ESL, ABE, ASE, CTE, Adults with Disabilities, Adults Supporting K12 Success

CASAS TE:

1. Student flagged as being enrolled in one of the CAEP program areas
   a) Student had 12+ hours across all programs

COMIS:

1. Student enrolled in a noncredit courses (CB04 Course-Credit-Status) in one of the CAEP program areas
   a) 12+ positive attendance hours (SX05 Enrollment-Positive-Attendance-Hours) across CAEP programs
   b) ESL: CB22 Course-Noncredit-Category in A or B or TOP codes (CB03) 4930.84, 4930.85, 4930.86, 4930.87, 4930.90, 4931.00
   c) ABE: CB21 Course-Prior-to-College-Level in D through H TOP codes (CB03) 4930.60
   d) ASE: CB21 Course-Prior-to-College-Level in A through C TOP codes (CB03) 4930.62
   e) CTE: CB22 in J, TOP codes (CB03) flagged as vocational, or SAM codes (CB09) in A, B, C
   f) AwD: CB22 in E
   g) K12 Success: CB22 in F and TOP codes (CB03) 1305.20, 1305.50, 1305.60, 1305.70, 1308.00

Note: Spring 2020 treatment to offset SX05 inconsistencies due to COVID
Educational Functioning Level Gain

Criteria:

Participants who were

1. Enrolled in ESL, ABE, or ASE programs

2. Completed an EFL Level by
   a) Pre-test vs Post-test
   OR
   a) Course progression in the same program area

CASAS TE:

1. Student flagged as being a participant and enrolled in an ESL, ABE, or ASE program

2. Student flagged as completing a level

COMIS:

1. Student flagged as being a participant and enrolled in an ESL, ABE, or ASE program

2. Student completed an EFL level by
   a) Improvement assessed using federally approved instruments ([SA07 Student-Education-Function-Level](#))
   b) Course advancement in the same discipline area ([CB21 Course-Prior-to-College-Level](#) and [CB03 Course-TOP-Code](#))

Note: New adult education COMIS data elements – change to SA07
**Transition to Postsecondary**

Criteria:

Participants who were

1. Enrolled in ESL, ABE, or ASE programs

2. Transitioned to Postsecondary by
   a) Enrolling in a CTE course

   OR

   a) Enrolling in a non-developmental credit college course

3. For the first time

**CASAS TE:**

1. Student flagged as being a participant and enrolled in an ESL, ABE, or ASE program

2. Student flagged as having a transition to postsecondary or enrolled in a CTE program

3. For the first time

**COMIS:**

1. Student flagged as being a participant and enrolled in an ESL, ABE, or ASE program

2. Student
   a) Enrolled in a CTE course (CB03 Course-TOP-Code flagged as vocational)
   b) Has a pre-apprenticeship status (SB23 Student-Apprenticeship-Status = 2)

   OR

   c) Enrolled in a credit course (CB04 Course-Credit-Status in C or D)

3. For the first time
Barriers to Employment

If Ever Flagged

• Cultural Barriers
• English Language
• Ex-Offender
• Foster Youth
• Low Income
• Low Literacy

Flagged In Selected Year

• Displaced Homemaker
• Homeless
• Long Term Unemployed
• Migrant Farmworker
• Seasonal Farmworker
• Exhausting TANF Within Two Years
• Single Parent
New Metrics

TRANSITIONS
Two new metrics have been created that split Transition to Postsecondary into
• Transition to Career Technical Education (CTE)
• Transition to Non-Developmental Credit College Courses

TOP FIVE INSTITUTIONS CHARTS
New charts will be available in the Transition, Completion, and Employment sections in AEP 4.0 that will display the top five performing institutions at the statewide and regional level for the corresponding metrics. The metrics that will have a Top Five chart include:
• ESL, ABE and ASE Participants Who Transition to Postsecondary
• Participants Earning a Diploma, GED, or High School Equivalency
• Participants Who Completed a Postsecondary Credential
• Participants Earning a Postsecondary Noncredit CTE Certificate
• Employment Four Quarters After Exit
• Change in Earnings
• Annual Earnings Compared to the Living Wage
New COMIS Elements
The AA Adult Education Assessment file is a new annual file

- Adult education assessments occurring in the previous academic year
- Reported each October for.
- The file will contain one record for each distinct combination of college, student, placement type, assessment date, and assessment result.
- SA07 Removed (EFL Gains) → Replaced with AA02
- Implemented dedicated Adult Ed files that align and simplify the system.
New File
Added AA02

- AA02 replaces SA07
- EFL Gains
  - Levels (1-6)
  - Discipline (E, M, S)

- **H1 Added** = Noncredit High School Equivalency Exam (GED, TASC, HiSet)
SP02 Amended

- SP Student Program Award Data Reporting An existing element has been amended
  - SP02 STUDENT-PROGRAM-AWARD has been amended
  - **ADDED:** “U” Noncredit Adult Education High School Diploma
COVID-19 Updates

Spring 2020 Treatment

**AE 200 Reportable Individuals:** Any non-credit enrollment in non-credit courses in the spring 2020 term except for courses on Tutoring and Supervised Study Skills TOP codes (493009, 493014) will be counted to qualify students as a participant (students who do not reach the threshold of 1 contact hour in non-credit courses except for courses on Tutoring and Supervised Study Skills TOP codes in 2019-20).

**AE 202 Participants:** Any non-credit enrollment in courses in one of the six major AE program areas in the spring 2020 term will be counted to qualify students as a participant (for students who do not reach the threshold of 12 contact hours in AE program areas 2019-10 by summing SX05 values).
<table>
<thead>
<tr>
<th>Academic Metric ID</th>
<th>Title</th>
<th>Descriptive Source</th>
<th>Category I</th>
<th>Category II</th>
<th>Program</th>
<th>Student T Disag.</th>
<th>Subgroup</th>
<th>Value</th>
<th>Denom</th>
<th>Perc</th>
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</thead>
<tbody>
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<td>All</td>
<td>Overall</td>
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<td>Overall</td>
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<td>First Time</td>
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<tr>
<td>2019 AE_021</td>
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<td>Returning Overall</td>
<td>Overall</td>
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Coding Guide
Q & A
Upcoming Webinars

CAEP Webinars

• April 27, 12:00 PM: Get Ready for AEP 2021: New Features & Updates to the Adult Education Pipeline Dashboard

• April 30, 12:00 PM: Understanding & Using the Adult Education Pipeline (AEP) Dashboard for Continuous Improvement

• May 5, 1:00 PM: Three-year Consortium Planning Using the AEP Dashboard (NOTE: 90 minutes)

• May 12, 1:00 PM: Why Do My Data Reports Look Different: AEP Dashboard & CASAS TopsPro Enterprise

• May 19, 1:00 PM: What’s it all About: CB 21, NRS Educational Functioning Levels, & Curriculum Alignment

Other Presentations

• CCAE: April 22, 1:00 PM: Using Educational & Economic Data to Build Strong Career Pathways

• CCAE: April 22, 2:00 PM: Understanding & Using the Data on the Adult Education Pipeline 4.0
Thank you!

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