

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.111

Title: Data Accuracy and Entry

Authority: Board Action

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- A. The following data must be entered by local programs in order to ensure that the National Reporting System (NRS) provides valid and accurate data. Data entry errors, which go uncorrected, often do not reflect the progress of the student or the program, and often affect funding for local programs. Timely review of data assists in ensuring its accuracy and adherence to programmatic guidelines. The following represents Louisiana Community and Technical College System adult education data collection and entry policies as well as common data entry errors.

*Program staff collects NRS demographic information directly from participant, upon entry into the program. Participants self-report these measures, or staff may determine demographic measures through observation, when participants decline to self-identify.

Data	Entry Guidelines
Social Security Number or Identifying Number	1. Enter the learner's real Social Security number. 2. Enter the alien identification number if ESL students do not have a Social Security number.
Age	Enter the student's date of birth (The minimum age at time of entry is 16.)
*Gender	Designate whether the participant is Male or Female
Contact Information	1. Enter as many phone numbers that are available for the student (e.g., home, work, etc.). 2. Enter a complete mailing address including a number, street, apartment (if applicable), town and zip code. 3. Use the learner's parish of residence (not where the program is located).

Data	Entry Guidelines
*Barriers to Employment	Indicate if the student is: <ol style="list-style-type: none"> 1. Displaced homemaker 2. English language learner, low literacy level, cultural barriers 3. Exhausting Temporary Assistance for Needy Families (TANF) within 2 years 4. Ex-offender 5. Homeless or runaway youth 6. Long-term unemployed 7. Low Income 8. Migrant and seasonal farmworker 9. Individual with disabilities 10. Single Parent 11. Youth in foster care or who has aged out of the system
Highest Degree or Level of School Completed	From the drop-down menu in the database choose the appropriate category and indicate if the schooling was US Based or Non-US based.
Enrollment Status	<ol style="list-style-type: none"> 1. The learner's enrollment status: enrolled, is either active, or inactive based upon enrollment and exit dates. 2. A learner shall be separated, and his/her status changed to left after nonattendance for 90 days according to NRS policies.
Attendance	<ol style="list-style-type: none"> 1. Attendance must be collected daily on sign-in sheets or by using an electronic system approved by LCTCS. It is recommended that attendance be entered on a weekly basis. 2. Attendance hours are counted for instruction or instructional activities. Instructional activities include classroom instruction, assessment to inform instruction, tutoring or participation in a learning lab. Virtual, on-line or distance education attendance hours must be recorded following WRU policy & NRS guidelines.
Test Scores	Enter test results (pre-test or post-test) upon completion of approved assessment.

Data	Entry Guidelines
*Race/Ethnicity	<p>Racial or ethnic category to which the learner self-identifies, appears to belong to, or is regarded in the community as belonging.</p> <p>When collecting data, program staff are to first ask about a student's ethnicity (i.e., Hispanic/Latino or not) and then select one or more races with which the student identifies.</p> <p>Programs report data by counting students in only one of the following seven aggregate racial/ethnic categories: American Indian or Alaskan Native, Asian, Black or African American, Hispanic/Latino of any race, Native Hawaiian or Other Pacific Islander, White and Two or more races.</p>
Employment Status	<p>The learner's employment status at the time of entry into the adult education program, is entered according to the following criteria: Employed, Employed but Received Notice of Termination of Employment or Military Separation is Pending, Unemployed, or Not in the Labor Force.</p>

- B. The Louisiana Community and Technical College System requires that local programs submit a designation of distance learner for students enrolled in the adult education program, by participating in state-approved curricula and following a state-approved model for distance education.
1. The student must be designated as a distance education learner if the majority of the student's attendance hours are in distance education utilizing only state-approved curricula. NRS approved proxy contact hours include:
 - a. Clock Time Model, which assigns contact hours based on the elapsed time that a learner is connected to or engaged in an online or standalone software program. Student hours are taken from the activity statistics provided in the software.
 - b. Teacher Verification Model, which assigns a fixed number of hours of credit for each completed assignment based on teacher determination of the extent to which a learner engaged in, or completed, the assignment. Telephone call and email contact are allowable in this model; however, a contact log containing the date of contact, student name, topic discussed, and length of contact. The contact log must be filed with student attendance records.
 - c. Learner Mastery Model, which assigns a fixed number of hours of credit based on the learner passing a test on the content of each lesson. Learners work with the curriculum and materials and when they feel they have mastered the material, take a test. A high percentage of correct answers (70 percent) earns the credit hours attached to the material.
 2. Students must have at least 12 onsite contact hours with the program.
 3. Pre-tests and post-tests are to be administered in person using the state assessment policy.
 4. Programs will report all required NRS data elements on distance education students in the state approved data management system.

- C. The Louisiana Community and Technical College System reserves the right to include more restrictive and/or additional requirements to federal rules in order to align policies and procedures with other programmatic divisions within LCTCS. State requirements will be denoted as such.