

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 1.104

Title: WorkReady U – Data

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State Approved Adult Education Data System

The Louisiana Community and Technical College System (LCTCS) mandates that adult education programs must use the state-approved adult education data system. Staff from the LCTCS and staff from the state approved adult education data management system are committed to improving data quality by providing professional development workshops each year. The program supervisor or director will ensure that all program staff involved in gathering, analyzing, compiling, and reporting data for NRS will attend, at a minimum, an annual in-service meeting addressing the following topics: NRS and accountability policies; data collection process; definitions of performance measures; conducting pre and post assessments; and using data for improvement. While the above information can serve as a refresher for returning staff each year, it must also be included as part of the required in-service for new staff throughout the year. Adult Education staff shall participate in professional development training as specified in the State Plan.

Reporting Indicators of Performance

National Reporting System (NRS) policies mandate that all local adult education programs must report indicators of performance. Measured skill gains (Educational gains) are calculated on all learners in the program year, July 1–June 30. The other indicators are collected on students who exit during specific time periods each year. Indicators of Performance which must be reported include:

1. Measured Skill Gains that are in relation to the student’s Educational Functioning Level (EFL) in reading, writing, speaking and listening, and functional areas. It is accomplished through making the gain on a pre/post-test comparison, attaining a high school diploma or the state recognized equivalency or *entering a postsecondary education or training program. This measure applies to all students;
2. *Students are tracked for Employment during the 2nd quarter after exit.
3. *Students are tracked for Employment in the 4th quarter after exit.
4. *The Median earnings of participants who are in unsubsidized employment during the second quarter after exit

5. *Receipt of a Secondary Credential or recognized equivalent during participation or within 1 year after exit from the program. The receipt of a secondary diploma is only counted if the participant also enters postsecondary education or training, or employment within 1 year after exit.
6. *Receipt of a recognized Postsecondary Credential during participation or within 1 year after exit from the program.

**Data-matching is used for these goals to measure program outcome.*

Data Matching

- A. The state of Louisiana uses data matching as the methodology to follow up on the National Reporting System (NRS) primary indicators of performance. The Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) of the learner will be used to match data with Louisiana Workforce Commission (LWC) employment records, the National Student Clearinghouse post-secondary enrollment records, and for other federal or state required reports.
- B. The SSN or ITIN of the individual student is used by the Louisiana Community and Technical College System (LCTCS) only to search records. The resulting data is reported in aggregate format without any individual identifiable information. Accurate Social Security Numbers and Individual Taxpayer Identification Numbers are critical to the success of the data matching process. Local programs are responsible for checking enrollment forms for missing or invalid SSNs and ITINs and are prohibited from "making up" a SSN or ITIN for a student. If a student fails to provide his/her SSN or ITIN, local programs should follow up with the student to obtain it. A student may refuse to provide his/her SSN or ITIN to a local program; however, local program personnel will explain how this information is used and its importance in demonstrating program performance.
- C. Upon completion of the data-matching process, LWC and National Student Clearinghouse provides the LCTCS with a list of students who achieved the specified outcomes and these outcomes are reported back to local programs. The data matching process specifically tracks those students for the Primary Indicators of Performance as outlined in WIOA.

Data Reporting and Analysis

A. The Louisiana Community and Technical College System (LCTCS) requires that student data at the local program level shall be entered by the 10th day of each month for the prior month. Local program directors are responsible for oversight of timely entry into the state-approved adult education data management system and ensuring data quality and accuracy.

B. Local Program Level:

It is the responsibility of the local program director to develop:

- the security process for the program that ensures that standardized assessments are secure and administered using standardized testing practices;
- the data collection method and ensure accurate entry into a data management system;
- the security procedures for sharing student data within the adult education program and with partners;
- a regular schedule to run the diagnostic features in the data management system to detect data problems and/or deviations; and
- the procedure for how data will be used for program evaluation and decisions for continuous program improvement.

C. State Level:

The data submitted by local programs will be continually reviewed by the Louisiana Community and Technical College System (LCTCS) staff at a minimum quarterly for errors. LCTCS staff shall run the diagnostic features of the state approved adult education data management system to search again for common and obvious data errors, such as invalid attendance dates, birthdates, and/or SSNs and ITINs. Staff reviews data using other searches to determine if additional data analysis problems and deviations exist. LCTCS staff shall send a report to local program directors detailing any data analysis problems or deviations.