

Data Team
September Meeting
9/27/23
1:30 – 3pm

Attendees: Jenee, Jonathan, Sripriya, Jim, Connor, Julie, Lori, Florence, Randy

Agenda 1:30–3pm

Items for Information: 1:00 - 1:20pm

Agency Updates- Colleges any update on the data research position? Any next steps for the interns to be able to start the data inputting?

- Interns doing the input or fuzzy matches... hope by Friday we have more details re: costs & approval from David. Intern cost covered by DeAnza, but may be turnover.

What ways can the Data Team can support your agencies/consortium?

Review Activities in Annual Plan

Items for Discussion/Work: 1:20-2:30pm

SS#- go over best practices (not necessarily doing it the same way) 25 min

QUESTION for ALL: What % of students are providing SSN/ITINs during intake?

WIOA wants this data for employment earnings data. State is requesting 45% or more SSN collected OR 65% response rate on Employment / Earnings survey.

→ MVLA

- ◆ ESL: collecting SSN forms during placement testing. End of interview process, teachers ask students to provide SSN/ITIN. If Yes, bring it to front desk to complete it where it is placed in a secured lockbox. Jon & Julie enter data into TE. If No, then teachers collect forms & give to admin later.
- ◆ HSD/GED: fewer students; forms given to students during orientation. If Yes, staff member enters; if No, forms collected separately.
- ◆ Imported into TE once students show up to class.
- ◆ Reminders of emails/phone calls coming re: survey

→ FUHSD

- ◆ ESL: Collect on intake form; handled by one staff member who enters manually. (Estimated 40% s's provided SSN/ITIN)
Response rate--need to check it. EE survey was 75% response rate.
- ◆ ASE/HSD: Intake form to registrar & staff member.
- ◆ EE survey--similar to MVLA

→ PAUSD

- ◆ Not collecting; DO does not want them to collect.
- ◆ EE survey is 60% response rate

Best arguments to provide SSN/ITIN:

- Keeps our programs free
- Helps us learn about how effective we are (e.g., are you getting a better job, etc.)
- Secure documentation directly into TE

CTE students:

- SSNs for those programs that require SSNs (e.g., CNA)
- ETPL is allowing us to use the EGS results as a proxy.
- Internal tracking of employment & certification
- Launchboard is coming from EDD (tracking program completion)

Work on TE Update alignment (ESL, CTE,): MVLA to show their revised update instructions

→ TE format had been updated- need to check in with each other

- ◆ Align TOPs Update procedures (based on CAEP Data Dictionary) is a priority because..
 - State has discussed how the funding may be tied to accountability & services, etc.
 - Reporting on outcomes is key & result in how outcomes show on CAEP Summary report

→ Are teachers or staff inputting this data

- ◆ Has anyone updated instructions since last time? (See MVLA drafts below)
 - Some of the interfaces have changed.
 - P. 19 of the Data Dictionary (DD) indicates what MUST be updated vs. what MAY be updated
 - MVLA drafted instructions to match the DD
- ◆ MVLA: Teachers are doing these usually; ESL updates in Dec & end of Spring term
- ◆ FUHSD: Teachers mostly in Dec & May & with drops/those who leave; CTs & Counselors some throughout the year
- ◆ PAAS: December & May

ESL TE Updates w/ Data Dictionary definitions

- ◆ Entered Training Program → ESL: Enter in CURRENT program year (ESL to CTE; IET)
- ◆ Entered Job Training → CTE class that offers actual job training (i.e., CNA--skills training, externships, etc.)

- ◆ Outcomes should match the intent of the instructional program (e.g., confirm which updates go with which program)
- ◆ Education achievement → one EFL in CASAS [could be done in Master Update]
- ◆ Entered College is for CREDIT programs.

CTE Instructions

- ◆ Choose the better outcome for CTE programs. Can choose something like Skills Progression in lieu of Certification if someone passes the course but not the certification.
- Future goal to also align TE Update for ABE/ASE
- ◆

Workforce Services Received Update Alignment:

- TE changed how it collects service data
 - ◆ Marking multiple services shows up as multiple service in TE
- Review how we're all collecting service data:
 - ◆ Do you have a document instructing instructors how to mark services

How do we want the monthly & Quarterly meeting

- Where do we want to be at the end of this AY to set us up for the three yr planning year
- Next steps → draft for each school in GDrive before next meeting; who completes which components. Calibrate the definitions... instructions can vary.

Outcomes / Goals

Share best practices & create an opportunity to ask question SS# process for each school

Share MVLA's revised TE Data Update Alignment for ESL & CTE student data

- Other adult schools share their updated report at October meeting
- Review & update all TE Update instructions on an annual basis (or after State updates)

Start aligning Workforce services section and how agencies are inputting student data

- October meeting: alignment of TE updates should be reflected in the TE update instructions.

Rational:

Align the inputting them into TE Update, so that our State reports are comparable

Activity for Meeting

Review TE Data Update Alignment for ESL & CTE student data

Resource:

MVLA ESL Update Instructions Draft
 MVLA CTE Update Instructions Draft

CAEP Data Dictionary

Look over the workforce services section and discuss how they map on top of the “services” the Transition Support Team provides students: ie. transition, career fair, college (ESL & CTE) info sessions, application workshops, college campus visits, registration workshops, etc. Align the way each agency inputs this info into ASAP/TE

Resource:

AS Services Offered in Programs
ASAP Screenshot 23/24

Pre Meeting:

1. Check with Florence & Connor to agree to align TE updates instructions & how services are tracked
 - It's been a year since we last checked in, have any changes been made?
 - If changes have been made, upload most recent instructions for ESL & CTE
 - Jon to screenshot updates ESL & CTE TE Updates
2. Desire, Gina, & Sripriya fill out the Workforce Service list spreadsheet (transition, training, support, career service that is offered to students in ESL & CTE program)
 - Jenée to group commonalities before meeting
3. Come to meeting with your agency/s SS# process documented to share with the group

Learner results

Future Meeting- once PC is up to date:

Needs college representation for this discussion

Review uploading data for PC

Use TST cohort data to validate PC

Jenée to check in with Randy to see if the Data Team can get the intern