



November 16, 2016

**To:** Adult Education Block Grant Consortium,  
Directors and Members  
**From:** Adult Education Block Grant Office  
**Subject:** Submission of Quarterly and Annual Performance Reports for AEBG

### **Background**

The California Department of Education (CDE) and California Community Colleges Chancellor's Office (CCCCO) in collaboration with the Adult Education Block Grant (AEBG) Office were tasked with designing and implementing a coordinated regional delivery system for adult education. A component of that system, as mandated by Education Code § 84920<sup>1</sup>, requires that "the chancellor and the Superintendent shall identify common measures for determining the effectiveness of members of each consortium in meeting the educational needs of adults". To that end, the Budget Act of 2015 provided one-time funding to develop the AEBG data and accountability system.

The AEBG Office has begun the initial process to establish the adult education data and accountability system by:

- Aligning AEBG and WIOA common measures
- Establishing uniform data collection requirements
- Minimizing the burden of performance data submission for Adult Education Block Grant Consortium, Directors and Members

### **Purpose**

To provide the requirements needed for consortia Management Information Systems (MIS) to collect and submit AEBG and WIOA, Title II performance data.

### **Required Action**

#### **1. Management Information System Requirements**

Consortia receiving AEBG funding from the CDE and the CCCCCO for the 2016–17 program year must have a performance data collection system (MIS/Student Information Management System) by December 30, 2016 capable of collecting and reporting:

- a. How many adults are served by members of the consortium
- b. How many adults served by members of the consortium have demonstrated the following:
  - I. Improved literacy skills gains in ABE, ASE, and ESL

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<sup>1</sup> Education Code §84920 (d)(1) Eighty-five percent of these funds shall be used for grants to consortia to establish systems or obtain data necessary to submit any reports or data required pursuant to subdivision (b) of Section 84917

- II. Completion of high school diplomas (HSD) or their recognized equivalents (such as GED, TASC, and HiSet)
- III. Completion of secondary & postsecondary certificates, degrees, or training programs
- IV. Placement into jobs<sup>2\*</sup>
- V. Improved wages\*
- VI. Transition to Post-Secondary\*

## 2. Align AEBG Measures

- Consortia must track only students funded by AEBG for instructions and services.
- Consortia must be able to report all data in the CASAS TOPSPro<sup>®</sup> Enterprise system.
- Consortia must use the National Reporting System (NRS) approved instruments for measureable skill gains in AEBG funded instruction (12 hours or more) in ABE, ASE & ESL.
  - Measurable skill gain must be based on federally approved assessment tools on the federal register ([http://www.nrsweb.org/docs/federalregistrarnotice\\_2015-19847.pdf](http://www.nrsweb.org/docs/federalregistrarnotice_2015-19847.pdf))
- All AEBG funded students, including students with less than 12 hours of instruction or services, must report any of the following: enrollment in post-secondary, completion of secondary and postsecondary certificates (industry approved), degrees, or training programs.
- Students that are absent for 90 days must be exited from the program.

## 3. AEBG Performance Data and Accountability Funding

Consortia are required to use AEBG Data and Accountability funding to align with WIOA assessments, measures, student data collection, and performance outcome reporting. Outcomes must be reportable in CASAS TOPSPro Enterprise.

This requirement does not mean that AEBG consortium may not use other local student data management information systems, such as ASAP or BANNER, to name a few. However, it is the responsibility of AEBG consortia using other data collection systems to configure their MIS to transfer/submit performance data into CASAS TOPSPro<sup>®</sup> Enterprise quarterly, beginning March 2017.

This requirement does not preclude the use of AEBG funds for other regional and local system integration efforts pertaining to assessment, adult student intake, data sharing, and performance accountability. This requirement is consistent with the intent of the legislature, the one-time funding provided to the consortia for the AEBG Data and Accountability system.

The AEBG Office will provide guidance on program accountability requirements, via the AEBG Web page, regarding the due dates for deliverables, system requirements, data dictionary and definitions, entry record and update records. Failure to comply with any requirements or submissions will be cause for withholding of AEBG disbursements until requirements are met or a reduction in future funding to the consortium.

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\*The student data sharing agreements between AEBG and other state agencies are not available for postsecondary enrollment, employment, wages, and industry certificate verification at this time. Guidance will be provided at a future date.