November 2, 2018

To: Adult Education Program Consortium Directors and Members

From: Adult Education Program Office

Subject: Budget Bill Requirements – 17-18 Data Request

This memorandum is to advise Adult Education Program (AEP) members of the 18-19 California Budget Act requirements in the 2018–19 Program Year. This memorandum can also be found on the adult education website at https://caladulted.org/Administrators/22. Failure to comply with any requirements or deliverable deadlines will be cause for withholding Adult Education Program apportionment payments until the requirements are met.

18-19 Budget Act Requirements
AEP members that were active during the 2017-18 program year must submit the required 17-18 program and expenditure data by program area. The CDE and CCCCO requires all Adult Education Program agencies to use the NOVA systems for data submission in the following areas:

- All AEP members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total hours of instruction for program year 17-18 provided to students in the seven AEP program areas (adult education/noncredit).

- All AEP members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total operational cost for program year 17-18 by fund source in the seven AEP program areas (adult education/noncredit). Funds sources also include any fee revenue collected in 17-18.

- The 18-19 Budget Act requirement allows the State AEP Office to have an external entity be involved in drafting a summary report explaining the submitted data, in addition to any caveats or barriers that members may have had in submitting their data.

All data must be submitted by February 15, 2019 via the NOVA system.

Due to the nuances of the K12 and the Community College systems, in order to complete these two exercises, we expect AEP members to enter into NOVA their best estimate given the information/data from their local and state level systems. The AEP Office encourages AEP members to prorate when necessary if funding sources or programs overlap and/or are too difficult to separate.

NOVA Reporting Parameters: The State AEP Office has set up a special reporting section in NOVA for the 17-18 hours of instruction by program area, and operational cost (or labeled leveraged funds) by program area. This is not to be confused with the AEP quarterly expenditure reporting in NOVA. Please see the enclosed process steps for reporting the required 17-18 data in NOVA.

Data Accountability Training
The Adult Education Program Office has contracted with the Sacramento County Office of Education (SCOE) to create the Technical Assistance Project (TAP), which offers online and in-person trainings regarding a variety of topics, including meeting these specific Adult Education Program reporting requirements in the NOVA system. There will be at least two webinars scheduled between November 1, 2018 and January 31, 2019 to review the guidance and understand how to report the required data in NOVA. The initial webinar has been schedule for **Wednesday, November 7, 2018 at 1:30 p.m**. More details regarding training sessions are available on the caladulted website at https://www.caadultedtraining.org/

Technical Assistance Contact Information
For questions related to the Adult Education Program and/or technical assistance on professional development topics, please contact the AEP Technical Assistance Project (TAP) by phone at 1- 888-827-2324 or by e-mail at tap@aebg.org.

Sincerely,

Neil Kelly
Adult Education Program Office

Enclosure: Background information, Step by Step Instructions in NOVA, and FAQs

AEP Background – Reporting in NOVA 17-18 data

Adult Education Program Area Definitions

The AB104 legislation defines the seven Adult Education program areas as follows:

1. Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.

2. Programs for immigrants in citizenship, ESL, and workforce preparation.

3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.

4. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.

5. Programs for adult with disabilities.

6. Programs in career technical education that are short term in nature with high employment potential.

7. Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

If you operate non-AEP programs that overlap with your AEP programs or AEP courses that are designed for "credit" students, please pro-rate hours to include only courses in the seven AEP program areas that are offered to adult education/noncredit students.

Hours of Instruction by Program Area

The term 'hours of instruction" is defined as any reportable individual that has at least one hour of program related services or instruction in our systems.

The time period to report hours of instruction by program area is the 17-18 program year beginning July 1, 2017, and ending June 30, 2018. The amount of hours would be the total for the program year, by each AEP program area.

To calculate an hour of instruction, please follow your agency accounting and fiscal policies that are used to report hours into your attendance system, and the state approved system. For community colleges, this would include the reporting of contact hours of approved curriculum through the official attendance reporting process.

There are several suggested methods for gathering the total hours of instruction provided to students in the seven AEP program areas.

1. Use the TOPSpro® Enterprise AEBG/AEP 17-18 member reports by program area showing hours of instruction. CASAS will be providing the 17-18 hours of instruction by member by program area information as early as November 5, 2018.

2. Use your local attendance system, provided that the system is collecting all student services and instruction, and displays the hours by the seven program areas.

3. Community college districts may wish to use their 17-18 Apportionment Attendance Reports generated from the CCFS-320 Reporting System for noncredit FTES. If your college district files a recalculation to their annual report, then the information will be available after November 1, 2018.

   Reports from the CCFS-320 Reporting System generate FTES not instructional hours. You will have to calculate the hours of instruction by multiplying the number of FTES by 525 hours. You will also need to develop a method of dividing the lump sum of hours into the various AEP program areas, as the CCFS-320 Report does not separate data or FTES by program area. You cannot report non-AEP program areas into NOVA. Colleges would need to develop a methodology for separating AEP program data from non-AEP program data.

Operational Costs
The term "operational costs" is defined as the true cost of running AEP programs. This includes space, utilities, custodial, overhead, equipment, as well as the normal day-to-day operational costs (instructional, classified, benefits, supplies, etc.).

Operational costs also includes administrative costs, which would include administrators who oversee all areas of adult education/noncredit programs.

In some districts, some of these costs may be difficult to separate or identify specifically to the adult education/noncredit programs. We encourage districts to prorate these costs and use an allocation methodology that would estimate the true cost of running the adult education/noncredit program.

Leveraged Funds by Program Area
Not only will districts enter the true cost of running AEP programs, they will also enter into NOVA the various fund sources that contributed to these operational costs.

NOVA lists the six fund sources mandated in the AB104 legislation (see below) along with the Adult Education Program funds. If you have additional fund sources like WIOA I, Strong Workforce, other college apportionment, student supports, grants, in-kind, donations, etc., a drop down menu is available in NOVA to include "other" fund sources.

If a district's fund sources are also spent on non-AEP related program areas, and it is difficult to separate between AEP related and non-AEP related funds, districts can prorate contributions for AEP-related programs. This would also apply if revenue/funds were received for non-AEP students – such as community services, community education, for-credit students, etc.

List of fund sources (Education Code 84916 (a-f)):

1. AEP (formerly known as AEBG) – standard adult education apportionment for K12 districts, county offices of education, Joint Powers Authority, and community college districts.

2. CalWORKs – allocation to adult schools, county offices of education, regional occupational programs, and community colleges to provide education services to CalWORKs recipients.

3. Noncredit apportionment – standard noncredit apportionment to community colleges for serving students in noncredit courses and programs. This would not include noncredit programs outside of the seven AEP program areas.

4. Perkins – federal grant to adult schools, county offices of education, regional occupational programs, and community colleges to improve career technical education programs, serve special populations, and meet gender equity needs for adult/noncredit students.

5. LCFF – local control funding formula (LCFF) is the process by which K12 school districts receive their allocations. K12 districts can incorporate K12 adult education into their local control and accountability plan, and support that with funding or in-kind resources.

6. K12 Adult Ed Jail Funds – the Jail Education Program or Adults in Corrections Program is a K12 adult education program that provides for the education of incarcerated adults at county jails in basic education, high school diploma, and English as a Second Language (ESL).

7. WIOA Title II – the Adult Education and Family Literacy Act under the Workforce Innovation and Opportunity Act, Title II, provides supplemental funds to K12 adult schools, county offices of education, community colleges, community based organizations, health services, corrections, and libraries to assist adults in literacy, secondary, and post-secondary education and training. The programs also assists immigrants and other individuals who are English language learners.

Other fund sources:

Fees – this includes any student fees (parking, health, registration, assessment, etc.), tuition fees, student book fees, and equipment or uniform fees related to adult education/noncredit students receiving services and/or instruction in the seven program areas.

Contracted services – any revenue received from providing contracted services with another agency for the purposes of education services and/or instruction related to the seven program areas.

NOTE: The funds reported as leveraged/expensed cannot exceed the amount of funds available by that fund source in the 17-18 program year.

Example: a K12 adult school operates a CTE program that charges a fee to offset the true cost of running the program. The adult school receive AEP funding, and some WIOA I individual training account funds in addition to the fees to operate the CTE program. See the table below on how to report this in NOVA for the district.

Program Area: Designated as Short Term CTE.

Total Operational Cost to Run the Short Term CTE Program: $600,000

- $150,000 is collected in fees

- $100,00 is received by WIOA I

- $350,000 is used from AEP funding

Fund	ABE/ASE	ESL/EI Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
AEBG					350000			$350,000
CalWORKs								$0
Noncredit								$0
Perkins								$0
LCFF								$0
Fees					150000			$150,000
K12 Adult Ed Jail Funds								$0
WIOA II								$0
Contracted Services								
Other / WIOA I					100000			$100,000
Totals					600000			600000

Frequently Asked Questions

Q: When is this information due and where do I submit it?

A: Both the hours of instruction by program area and operational cost data by program area are due in NOVA by February 15, 2019.

Q: This will be extremely difficult to separate some of my fund expenses as I receive a grant that combines several programs.

A: We expect AEP members to enter into NOVA their best estimate given the information/data from their local and state level systems. The AEP Office encourages AEP members to prorate when necessary when funding sources or program overlap and are too difficult to separate. You can also use your attendance system or TOPSPro to calculate a percentage model that could also assist in separating the funds.

Q: My college 320 report includes noncredit programs that are not one of the AEP program area. I don't know how to separate them out?

A: Feel free to use your attendance system and/or the TOPSPro system that collects program services and instructional hours to prorate the amount that you think reflects the hours for that program area.

Q: My college district provides services that are not reflected in the 320 report.

A: You can use the TOPSPro system to identify your services if they were reported under your CASAS ID.

Q: I am at the adult school. Should we use ASAP reporting or TE reporting to complete instructional hours in NOVA?

A: The district has several options. We suggest that the district compare the two reports and enter the most accurate information into NOVA.

Q: Per the NOVA webinar, we need to report instructional hours by AEP program. How are we meant to count this? Total hours of instruction offered (number of weeks * hours per week) or by contact time (number of hours attended)?

A: Please report the number of hours attended for the 17-18 program year by AEP program area. The term 'hours of instruction" is defined as any reportable individual that has at least one hour of program related services or instruction in our systems.

Q: What are the differences between Short Term CTE, Workforce Reentry and Pre-Apprenticeship?

A: See the program area definitions as described in the AB104 legislation (and are listed in this document)

NOVA Program Area Reporting Guide

Step 1: Once you log into NOVA, click on Funds (located on the blue navigation pane on the left hand side), next click on AEBG, and then click on Program Area Reporting. This will direct you to the Program Area Reporting Dashboard, as shown in the screenshot below. You can use the filters located at the top of the screen to locate your consortium.

Step 2: Click on your consortium, which will direct you to the Member Agency Program Area Reports, as shown in the screenshot below. Be sure that you have selected the correct reporting year in the filter located at the top of the screen.

Step 3: Find your member agency and click on the link. This will direct you to the workflow steps to complete this report, which includes the Program Area Hours, Leveraged Funds, and Preview section. In the Program Area Hours section, enter the hours of instruction totals for the year for each program area.

AEBG Program Area Reporting: 2017-18
Allan Hancock Joint CCD
01 Allan Hancock Community College Consortium

Status: Draft
[Next]

Workflow

- Program Area Hours — Not started
- Leveraged Funds — Not started
- Preview

Program Area Hours

Hours of Instruction
Enter Hour of Instruction totals for the year broken up for each Program Area.

AEBG Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	0
ESL/El Civics	0
AWD	0
K12 Success	0
Short Term CTE	0
Workforce Reentry	0
Pre-Apprenticeship	0
Total	0 Hours

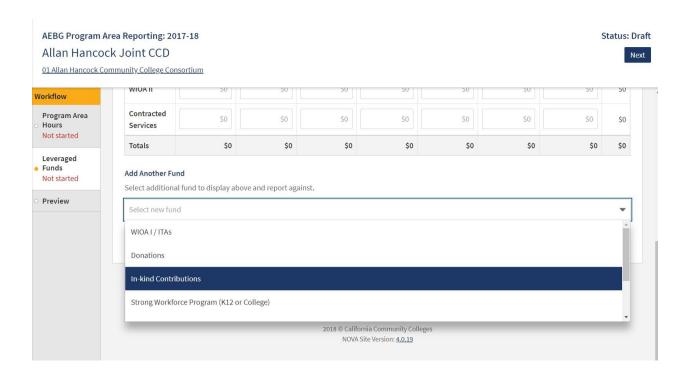Step 4: Next click on the Leveraged Funds section and enter expense totals for each fund broken up by program area.

AEBG Program Area Reporting: 2017-18
Allan Hancock Joint CCD
01 Allan Hancock Community College Consortium

Status: Draft
[Next]

Workflow

- Program Area Hours — Not started
- Leveraged Funds — Not started
- Preview

Leveraged Funds by Program Area
Enter expense totals for each Fund broken up by Program Area.

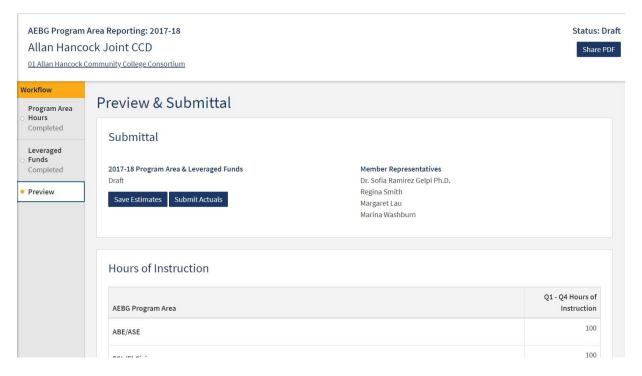| Fund	ABE/ASE	ESL/El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
AEBG	$0	$0	$0	$0	$0	$0	$0	$0
CalWORKs	$0	$0	$0	$0	$0	$0	$0	$0
NonCredit	$0	$0	$0	$0	$0	$0	$0	$0
Perkins	$0	$0	$0	$0	$0	$0	$0	$0
LCFF	$0	$0	$0	$0	$0	$0	$0	$0
Fees	$0	$0	$0	$0	$0	$0	$0	$0
K12 Adult Ed Jail Funds	$0	$0	$0	$0	$0	$0	$0	$0
WIOA II	$0	$0	$0	$0	$0	$0	$0	$0
Contracted Services	$0	$0	$0	$0	$0	$0	$0	$0
Totals	$0	$0	$0	$0	$0	$0	$0	$0

To add an additional fund not shown on this list, select a new fund from the drop-down list under the 'Add Another Fund' section.

Step 5: Once you have completed the Program Area Hours and Leveraged Funds sections, click on the Preview section. Review your submission and click on the 'Save Estimates' button when you are ready to submit*.

When you are ready to submit your district's actual totals, follow the same process as outlined in the steps above, and click on the 'Submit Actuals' button.

Step 6: Consortium Lead Certification

Once all members have submitted their 'Actuals' reports, the consortium primary contact should navigate to the Member Agency Program Area Reports section and click on the Certify button, as shown in the screenshot below.

AEBG Program Area Consortium Reporting
01Allan Hancock Community College Consortium

Member Agency Program Area Reports

Reporting Year

Year •

2017- 18

Certification

2017- 18 Program Reporting Status	Certifying Authority
Uncertified	Dr. Sofia Ramirez Gelpi Ph.D.

Active Member Agencies

Member Agency	Total Program Area Hours	Total leveraged Funds	2017-18 Status
Allan Hancock Jojnt CCQ	500	$i60,000	Submitted
JJuopoc Unjfitd School District	1350	$10,000	Submitted
Totals	1850	170000	2/2 Submitted