MONTHLY DATA MONITORING TOOL PROCESS

Monthly, a data monitoring tool will be completed by each program for the purpose of assisting overall program improvement. Monitoring of post testing rates will assist program's to reach the 60% posttest standard set in 2012 during the Corrective Action Plan (CAP) with the US Dept. of Education- OCTAE. Exceeding 60% at the state level assures the state of meeting the negotiated performance targets set for the year.

At the beginning of the fiscal/program year after the data freeze and roll-over, you will receive the Monthly Data Monitoring Tool, which will be used for providing and tracking monitoring points & outcomes during the current program year.

The following serves as a guide to completion of the monitoring points. LACES NRS tables and reports are to be used in recording each monitoring data point.

Top of Page 1

1. **Program** – Enter the college or agency name that received the grant.
2. **Dept.** – Enter AE or the name of the Department that administering the ABE program.
3. **Director** – Enter the name of the ABE program director.
4. ***Data Tech*** – Enter the primary data staff responsible for data input and diagnostic /corrections in LACES.
5. **Program Year** – This year range should reflect the current grant year.
6. ***Monitoring Date*** – Enter the date in which you are completing the report.

Top Data section of Page 1

1. **# of Students Who Need a Pre-Test** – Enter the number of students fitting this category using the "Post Test Eligible" dashboard. To obtain the report, use the following parameters (2 methods)
   Method 1
   a. Go to the Student grid
   b. Click the blue Searches link on the left hand side of your screen
   c. Click the triangle to expand the NRS searches
   d. Go to Current Fiscal Year and click Add
   e. (You can skip steps c-f if you already have the Current Fiscal Year tile applied)
   f. In the Assessment Status in Subject Area column, click the blank space below the column heading to filter.
   g. Type never and click the filter icon to select "Starts with" or "Contains"
   h. This will return any student whose assessment status is Never Assessed this FY, indicating they need a pre-test

   Method 2
   a. Go to the Student grid
   b. Click the blue Searches link on the left hand side of your screen
   c. Click the triangle to expand the NRS searches
   d. Go to Current Fiscal Year and click Add
   e. (You can skip steps c-f if you already have the Current Fiscal Year tile applied)
   f. Go to the Search panel again
   g. Click the triangle to expand the Assessments searches
   h. Go to Assessments Generating Levels in Fiscal Year and click Add

i. When the search results are displayed, click the "And" modifier box between the Current Fiscal Year and Assessment Generating Levels in Fiscal Year search tiles and change it to "And Not"
j. This will return any student whose does not have an assessment generating a level in this fiscal year, indicating they need a pre-test

2. **<u>\# of Students Who Can Post-Test</u>** – Enter the number of students with approved instructional hours (note: 30 hours + for ASE, 50+ hours for ABE, and 60+ hours for ESL students) but have not yet been tested. There are two methods: (2 methods)

   Method 1
   a. Use the Dashboard item Student Alerts: Students eligible for post-testing
   b. Click the number displayed for that alert row

   Method 2
   c. Go to the Student grid
   d. Click the blue Searches link on the left hand side of your screen
   e. Click the triangle to expand the NRS searches
   f. Go to Current Fiscal Year and click Add
   g. (You can skip steps c-f if you already have the Current Fiscal Year tile applied)
   h. Go to the Search panel again
   i. Click the triangle to expand the Assessments searches
   j. Go to More Than X Instr. Hours Since Last Assessment Date and click Add
   k. Enter the number of hours on which to search (you may need to run this search multiple times due to the assessment policy requiring different hours based on entry level)
   l. Check the "In subject area" box
   m. Click Apply
   n. Optimally, you would run this multiple times, one for ASE, one for ABE, and one for ESL since they all need different numbers of hours for post-test. You can use the in-column filtering in the Entry Level column to narrow down by the various options.

Try both and use the one that you feel is most accurate for your program.

3. **<u>"Participants with 12 hours Plus"</u>** – Use NRS Table 4

   Enter the number of **new** students that are fundable (those that have 12 hours or more)
   a. Go to the Student grid
   b. Click the blue Searches link on the left hand side of your screen
   c. Click the triangle to expand the NRS searches
   d. Go to Current Fiscal Year and click Add
   e. (You can skip steps c-f if you already have the Current Fiscal Year tile applied)
   f. Go to the Search panel again an click on NRS Table 4
   g. Select the value (which year you searching for)
   h. The grand total will show the number of student with 12 or more hours

4. **<u>Enrollees under 12 hours</u>** – Enter the number of **new** students that are not fundable yet(less than 12 hours of attendance).
   a. Go to the Student grid
   b. Click the blue Searches link on the left hand side of your screen
   c. Click the triangle to expand the NRS searches
   d. Go to Current Fiscal Year and click Add
   e. (You can skip steps above if you already have the Current Fiscal Year tile applied)
   f. Go to the Searches panel again

g. Go to NRS Fundables, click Add
h. When the search results are displayed, click the "And" modifier box between the Hours Attended and NRS Fundables search tiles and change it to "And Not"

5. **Avg Participant's Contact hours to date** – Use NRS Table 4 and divide the total Attendance Hours by number of Total Number Enrolled.
   a. Select Reports
   b. Select "Fiscal Year Data NRS Table 04: Educational Gains and Attendance" beginning 2013
   c. Divide totals (Column C) by (Column B) to get the average hours

6. **Total contact hours** – Enter Total from Column D on NRS Table 4

7. **# of Level Gains** – Enter the total "Number Completed Level (Column E + F)

8. **Met 60% Posttest Rate** – Enter the Overall Post Test Rate Percentage from the dashboard on LACES. This will be displayed at the top of the Dashboard alert called "Post Test Percentage Rate by EFL Current FY" (*Overall Post Test Rate – My Agency__%*)

9. **Hours between Assessments** – Enter the number of out of range assessments (less than 30 hours for an ASE, less than 40 for ABE level 4, less than 50 hours for ABE levels 1-3, and less than 60 hours for ESL) In notations, comment on corrections or waivers given. Three percent of ABE level 3 students for the year may receive a waiver to test early. You must track these students and **make comments** in LACES regarding the waiver.

   To use the Hours Between Assessments report, use the in-column filtering in the Entry level column to find students whose entry level contains ESL, ABE, or Secondary.
   For ASE students, filter by secondary>contains. For ABE, filter by ABE>Contains, and for ESL filter by ESL>Contains. From each separate selection, go to Reports>Hours Between Assessment report. Run on 29 hours for Secondary, 39 for ABE Level 4, 49 for ABE levels 1-3, and 59 for ESL.

   Run report for comments:
   To run the comments report and view comments related to early testing, from the student grid, go to Reports>Student: Comments by Date Range, Comment Type and Comment like. Click the checkbox to the left of the report. Enter the date range desired in the information window in the right-hand panel. You can also choose to enter the Comment Type like field, if desired. It can be a good idea to modify the Comment Type choice list to include an option such as "Assessment Waiver" or "Early Tested" or something indicating that this student was tested outside of the state assessment policy, so that you can pull this report with only the comments related to this issue instead of showing all comments.

10. **HSEC Completers** General Assessment Search that includes only students who passed the HSE equivalency exam of your choice, do the following:

    a. Go to the Student grid
    b. Click the blue Searches link on the left hand side of your screen
    c. Click the triangle to expand the Assessments search
    d. Go to General Assessment Search, click Replace

e. Enter the Instrument and Form for which you are conducting the search. The Form is important because you want to select the official test for the instrument, not a practice test. The Level and Subtest can be left blank.
f. Choose the date range on which you wish to search. Leave scaled score and SPL/GLE blank.
g. Check the box for "Include only those who PASSED and click Apply.
h. This will return those students who passed the HSE exam in the provided date range.

11. **Diagnostic Checks / Notations** – Enter comments and explanations for any section above.

Bottom of Page 1

1. **EFL** – This column describes the NRS levels matching the levels on NRS Table 4
2. **State Level Gains Targets** – These are the Performance Level Gains Targets negotiated with OCTAE that each program is expected to reach this year.
3. **Monitoring Targets to Date** – Enter the Percentage Completing Level Total (Column M)
4. **Date** – On the day you finishing entering data for the previous month run NRS Table 4. Enter the percentage from each EFL in Column H on the Monitoring Targets to Date form and enter the date.

On Page 2
Financial Tracking

1. The amount of your award is prepopulated on the form. If it isn't, enter the amount of your award in the yellow box(es)
2. The Progress toward Target to Serve populates from page 1. Remember to update your proposed number of students from your grant (re)application. This will have to be done every year.
3. You will submit the amount of the financial drawdown for the month for each grant you received (AE, Corrections, IELCE). You will find this information in the drawdown portal at the WCCC website.
4. Negotiated State Overall Performance is prepopulated. The rest will auto populate from page 1.

On Page 3
Local Program Director's Comments

1. Enter a date and any comments you would like to share regarding your data, recent/upcoming events, questions, etc. during this month's data monitoring.

2. NOTE: The Quarterly Narrative Report will cover major successes and challenges. This is a longer reported and submitted on this form.