INDIANA
DEPARTMENT OF
WORKFORCE
DEVELOPMENT

Eric J. Holcomb, *Governor*
Frederick D. Payne, *Commissioner*

To: Indiana's Workforce System

From: Indiana Department of Workforce Development

Date: April 17, 2018

Subject: DWD Policy 2017-15
Adult Education Data Collection and Reporting

Purpose

This policy provides guidance on the collection and reporting of data for state and Workforce Innovation and Opportunity Act (WIOA), Title II, adult education programs.

Rescission

DWD Policy 2013-4, Adult Education Data Collection and Reporting

Content

The Workforce Innovation and Opportunity Act (WIOA) requires the Department of Workforce Development (DWD), Division of Adult Education, to annually report specified data and information on Indiana's adult education programs to the U.S. Department of Education, Office of Career, Technical, and Adult Education (OCTAE). OCTAE has established National Reporting System (NRS) measures that address the federal accountability requirements of WIOA Title II, which are collected by DWD and submitted to OCTAE.

Adult education (AE) providers that receive federal and/or state funds from DWD must collect, report, and submit required NRS and state data electronically using the InTERS system. Each AE provider must have up-to-date internally created policies and procedures for data collection and reporting on file.

InTERS Training

All AE staff with access to InTERS must attend the required InTERS trainings during the program year. Failure to send AE staff to trainings may result in revocation of InTERS system access for untrained AE staff.

Required Data Reporting

Specific information shall be collected and entered for each reportable individual and adult education participant in InTERS.
1) *Demographics*
   a) Race/ethnicity (self-identified);
   b) Gender (self-identified);
   c) Date of birth;

d) Highest grade completed;
e) Highest educational level completed (degree earned);
f) Country of origin; and
g) Whether WIOA adult or youth.

2) *Status (at entry)*
   a) Employment status;
   b) Long-term unemployment status;
   c) Incarceration status;
   d) Current school status;
   e) Temporary assistance for needy families (TANF) status;
   f) Adult Education status;
   g) Job Corps status;
   h) Vocational Rehabilitation status;
   i) Wagner-Peyser Employment Service status;
   j) YouthBuild status; and
   k) Geographical status (whether residing in urban or rural area).

3) *Barriers (at entry)*
   a) Foster care youth status, homeless status, ex-offender status;
   b) Low income status;
   c) English Language Learner (ELL) status;
   d) Basic literacy status;
   e) Cultural barriers (self-identified) status;
   f) Single parent status;
   g) Dependent(s) status;
   h) Displaced homemaker status;
   i) Dislocated worker status; and
   j) Migrant/seasonal farm worker status.

4) *Program Specific Information*
   a) Date of program entry;
   b) Date of program exit;
   c) Date of most recent career service;
   d) Whether received training;
      i) Date training received;
      ii) Type of training received; and
      iii) Eligible training provider program of study.

5) *Student Participation Metrics*
   a) Contact hours;
   b) Program enrollment type;
   c) Educational gains as determined by TABE and/or TABE CLAS-E pre- and post-testing;
   d) Participant secondary credential or High School Equivalency (HSE) attainment;
   e) Date student released from incarceration (if applicable); and
   f) Indication of parent or guardian signature for participants under the age of eighteen (18)[1].

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[1] Collection of a parent signature for minors is only necessary for those who attend classes. Some minors who qualify as reportable individuals do not require a parent signature.

Integrated Education and Training (IET) and Integrated English Literacy and Civics Education (IELCE)

AE programs that receive funding for IET or IELCE programs have additional reporting requirements.
1) IET/IELCE completion date;
2) IET/IELCE participant drop date (if participants leave the program);
3) Name of the certification attempted; and
4) Certification attainment.

Optional Data Reporting

Providers may elect to collect and report both NRS follow-up measure data and secondary outcome data. While data matching will be employed, DWD recommends that AE providers utilize the InTERS system to record data on NRS follow-up measures when WIOA Title II participants self-report to the AE provider.

Optional NRS Follow-Up Measures:
1) *Employment Status*
   a) First (1st) quarter after program exit[2];
   b) Second (2nd) quarter after program exit;
   c) Third (3rd) quarter after program exit[3];
   d) Fourth (4th) quarter after program exit; and
   e) Types of employment (name of employer) for each of the first four (4) quarters after program exit.
2) *Wages*
   a) First (1st) quarter after program exit;
   b) Second (2nd) quarter after program exit;
   c) Third (3rd) quarter after program exit; and
   d) Fourth (4th) quarter after program exit.
3) *School Status*
   a) Enrollment in post-secondary education or training;
      i) Date enrolled in post-secondary education or training;
      ii) Type of post-secondary education or training;
      iii) Attainment of post-secondary education or training credential;
      iv) Type of training received; **AND**
      v) Eligible training provider program of study.

Definitions can be found within the Participant Individual Record Layout (PIRL) at:
https://doleta.gov/performance/pfdocs/ETA%209170%20-%20WIOA%20PIRL_Final_V22_062716.xlsx

Social Security Numbers

DWD requires providers request Social Security Numbers (SSNs) from both participants and reportable individuals. SSNs are critical for DWD to utilize data matches to obtain data for federal reporting purposes. Participants and reportable individuals will be informed that disclosure is not mandatory and is requested **only** for the purposes of data matching. Providers may not deny individual services in the event the individual refuses to disclose his or her SSN.

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[2] This is a primary NRS follow-up measure.
[3] This is a primary NRS follow-up measure.

Schedule for Data Entry

DWD strongly recommends that data be entered into InTERS on a **weekly** basis. Excessive time between data collection and entry significantly increases the likelihood that data will be lost and/or inaccurate data will be reported. Timely data entry will allow both program staff and DWD to analyze data on a regular basis and use that data for program planning and continuous program improvement.

While programs may determine their own schedule for data entry, DWD requires that all monthly data be entered by the **10th of the consecutive month.** This includes the cleaning up of any errors in the data from the previous month.

Attendance Hours

Participant attendance shall be entered within twenty-four (24) hours of the actual class time, and no later than the end of the week. Every effort shall be made to enter attendance within twenty-four (24) hours of class time.

Accurate Data Entry and Validation

Programs shall make every effort to ensure accurate data entry. All programs shall maintain back up data documentation, including attendance, student exit, and proof of parent/guardian signature if the participant is under eighteen (18) years of age.

Analysis

DWD requires programs to monitor student progress and attendance through the active use of InTERS data. DWD recommends that monitoring occur on a daily basis. DWD further recommends that administrators monitor their programs for compliance and progress through the data available on InTERS, and that results are shared with program staff on a regular basis.

Policy Compliance

Programs out of compliance with any part of the policy may be monitored and subject to a corrective action plan.

Effective Date

Immediately

Ending Date

Upon rescission

Contact for Questions

policy@dwd.in.gov

Action

Indiana's adult education system will follow the guidance contained in this policy.