
Data Collection for Outcome Measures

References: [Trade Adjustment Assistance Community College and Career Training \(TAACCCT\) Grant Program: Frequently Asked Questions](#), [TAACCCT Rounds 2/3/4 FAQ #5 – What is a Participant?](#), [TAACCCT Rounds 2/3/4 FAQ #2 – Annual Performance Report](#), [May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?](#) (34 CFR 99.30 and 34 CFR 99.31)

Data Collection and Submission:

- TAACCCT grantees are required to collect and report demographic and outcome data on grant participants to USDOL on an annual basis.
- Cleveland Community College (CCC) will collect this data and submit the data to USDOL as required.
- Each MCO partner college must ensure that the required data is collected and submitted to CCC according to the data submission schedule (see below).
- Most of the required demographic data and some outcome data will be collected routinely as part of normal college intake procedures; each college's MCO Project Manager must ensure that any additional data elements are also collected.
- Data elements are readily available from the student data information systems maintained by each college or program specific intake forms maintained by each partner college.
- Data quality is the responsibility of each college. Data submission will include aggregate responses (Google) *and* support files exported from student data information systems.
- CCC will communicate instructions for submitting APR aggregate data and exported files to partner colleges.
- CCC and all partner colleges must comply with FERPA and USDOL confidentiality requirements as well as applicable law.
- Reporting requirements also include employment, wage and employment retention. This data will be collected primarily via unemployment insurance wage records. Each partner college should secure an arrangement for accessing this wage data.
- Additional data collection and submission may be requested for purposes of Third Party Evaluation.
- Please see the timeline below for deadlines for APR data. Please be aware that these deadlines are set based on DOL reporting deadlines and must be adhered to.

Range of Activity to include in submission	Files must be received by CCC no later than:
October 1, 2013 – September 31, 2014* (Fall 2013, Spring 2014, Summer 2014 terms)	October 15, 2014
October 1, 2014 – September 31, 2015 (Fall 2014, Spring 2015, Summer 2015 terms)	October 15, 2015
October 1, 2015 – September 31, 2016 (Fall 2015, Spring 2016, Summer 2016 terms)	October 14, 2016

(The October 15, 2014 deadline will be flexible due to data collection and reporting methods that are currently being put into place.)

Participant Definition

[TAACCCT Round 2/3/4 FAQ #5 – What is a Participant?](#)

We would like to specifically reference the following from this document:

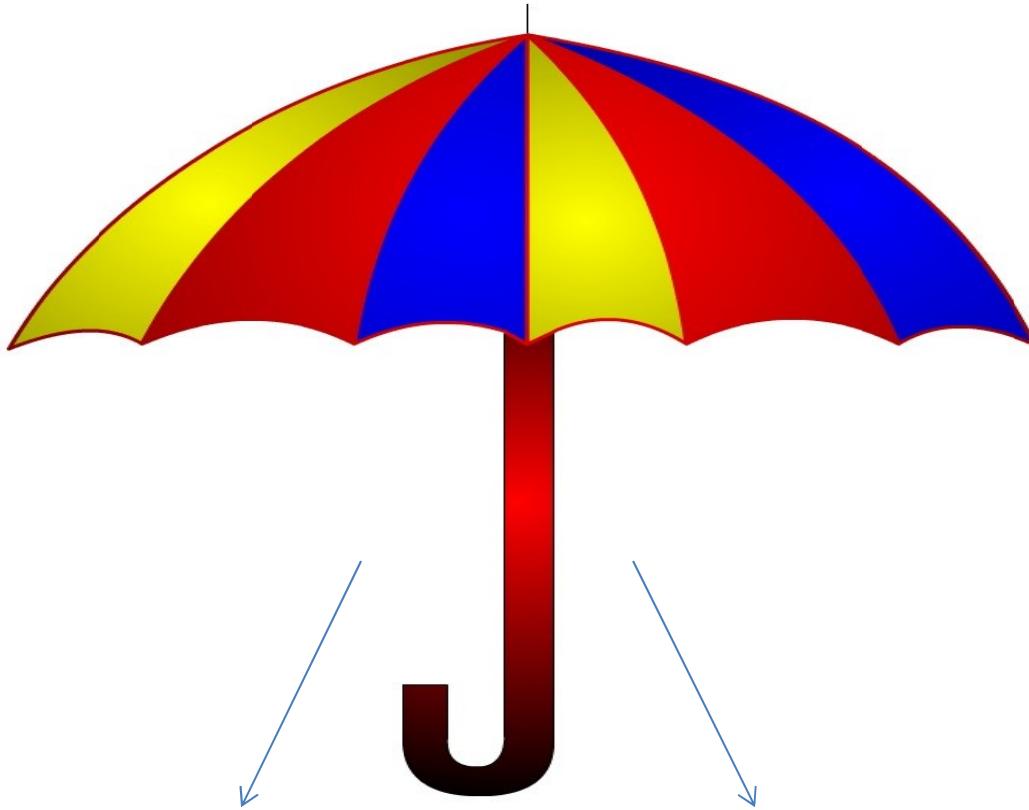
Q: Who is defined as a participant in TAACCCT? (FAQ #1)

A: The purpose of the grants is to develop programs and materials that are suitable for the diverse population of workers eligible for training under the TAA for Workers program, however, anyone can benefit from the programs and materials developed. A participant in TAACCCT is an individual who 1) meets the criteria that grantees used to identify who “participants” are in their statements of work (SOW); and 2) who enters or enrolls in a “grant-funded” program that was developed, delivered, offered, or improved in whole or in part by grant funds, or a course that is part of such a program, and who attends the program or course more than once. Students that try out a course during the “add/drop period” at the beginning of a semester and don’t remain enrolled after the “add/drop” period is over would not be counted as participants.

Q: What counts as a “grant-funded” program or course? (All rounds: FAQ #1)

A: Instances of “grant-funded” programs and courses include, but are not limited to, a course where the curriculum was developed, purchased, or modified using grant funds; a course for which training equipment (e.g. simulators) that is required for the course were purchased using grant funds; a course that is taught by an instructor whose salary is paid for in whole or in part with grant funds; an internship program developed with grant funds; a course that uses classroom supplies purchased with grant funds; and a course held in classroom space that was altered with grant funds. A determination about which programs and courses are “grant funded” should be made on the basis of the grantee’s SOW through identification of the specific programs to be developed, delivered, offered, or improved under the grant and the specific activities the grantee plans to undertake in order to develop, offer, deliver, or improve those programs.

Please refer to the example below for more information on counting participants.



Grant-funded Course A

Non-Grant funded Course B

(Both of these courses are needed to get the Advanced Manufacturing degree)

Who is a participant under this umbrella example?

Scenario Description	Participant? Yes/No	Explanation for Participant Status	Documentation Required for Participant Status
Susan officially declares a major in Advanced Manufacturing and enrolls in Grant-Funded Course A	Yes	The course is grant-funded and her declared major is grant-funded	Either documentation of her declaration of major or enrollment in the course
Susan officially declares a major in Advanced Manufacturing which can be documented and enrolls in Non Grant-Funded Course B	Yes	Her declared major is grant-funded; through the addition of grant-funded courses, the program of study itself has been modified	Documentation of her declaration of major
Susan takes Grant-Funded Course A and is not an Advanced Manufacturing major.	Yes	The course is grant-funded	Documentation of her enrollment in the course
Susan takes Non-Grant Funded Course B and is not an Advanced Manufacturing major	No	The course is not grant funded and she is not in a grant-funded program of study	N/A

Student Consent

[TAACCCT Grant Program: Frequently Asked Questions](#)

We specifically reference the following from this document:

Q: What is a student consent protocol?

A: A student consent protocol is a means of obtaining prior written consent from students before postsecondary institutions disclose personally identifiable information (PII) from students’ education records. According to the Family Educational Rights and Privacy Act (FERPA) regulations in 34 CFR 99.30, students must provide written consent prior to the disclosure of this information, unless an exception to the requirement of consent applies, as described in 34 CFR 99.31.

Under FERPA, the consent must be signed and dated by the student and the consent must:

- A) Specify the records that may be disclosed;
- B) State the purpose of the disclosure; and,
- C) Identify the party or class of parties to whom the disclosure may be made.

Institutions have used consent protocols to obtain student information necessary to calculate institution transfer rates and match wage records to calculate employment, earnings, and retention rates.

Q: What is one scenario where a student consent protocol may not be necessary?

A: Under FERPA, education authorities authorized by State or local law to evaluate their programs (e.g., a state’s Higher Education Governing Board) may disclose PII from students’ education records without consent to another entity (e.g., the state’s Workforce Agency) as their authorized representative for the purpose of auditing or evaluating a Federal or State supported education program (e.g., TAACCCT). The requirements for disclosing PII from education records under this exception are specified and explained in the Department of Education guidance document “Guidance on Reasonable Methods and Written Agreements.”

In turn, the Workforce Agency would link the student information to their earnings data and provide information back to the education authority for use in completing the employment results scorecard for the institution(s). The nature and extent of the information that the Workforce Agency will be able to return back to the education authority will depend on Federal, State, and local laws governing the disclosure of workforce data (i.e., whether the data can be returned as individual-level linked records, or as aggregate results broken down by program/cohort) as well as the entity seeking the match.

[May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?](#)

The references to 34 CFR 99.30 and 34 CFR 99.31 above can be found here. Please reference these as well as 34 CFR 99.35: What conditions apply to disclosure of information for Federal or State program purposes?

Grant Programs

Program Managers should review the programs listed for their college in the table below, taken from the grant Statement of Work (SOW), to ensure that their programs still align with those listed here. If there are additional programs that can be added to the list please notify LeeAnn Lawson at CCC. If there are programs that are no longer applicable, please provide alternate programs to replace those being removed along with a description for the reason for change.

Latticed Training Programs Aligning with MCO Components (Programs include all or a combination of certificates, diplomas, and degrees)	
Cleveland Community College (Lead)	Automation Engineering Technology, Industrial Management, Mechanical Drafting, Industrial Systems, Electrical Systems, Computer Information Technology, Networking, Information Systems Security, Web Technologies, NEW: Mission Critical Operations
Moultrie Technical College	Industrial Systems Technology, Electronics Technology, Electrical Systems Technology, Mechatronics
Nash Community College	Electric Line Construction, Electrical Systems, Electronics Engineering, Emergency Management, Healthcare Business Informatics, Networking Technology, Computer Information Technology
Wake Technical Community College	Electronics Engineering, Biopharmaceutical Technology, Automation Technology, Mechatronics, Computer Technology Integration, Simulation and Game Development
University of North Carolina at Charlotte	Engineering, Engineering Technology, Software and Information Systems

Immediate Action to be Taken:

- Review the data collection instructions for students enrolled in MCO programs and comply with the tasks and timelines.
- Ensure that a process for collection of data elements for MCO program participants is in place.
- Prepare to collect and submit data for MCO program participants by submission deadlines listed in the Instructions.
- Contact LeeAnn Lawson at CCC (contact information below) with data collection and reporting questions.

Annual Performance Report Reporting and Data Submission Instructions

Data Submission

APR Data will be submitted to Cleveland using all of the following methods:

1. A Google Spreadsheet will be shared with your Project Manager (or designated individual) that will be used to submit aggregate numbers for each APR line item as well as the narrative responses. This spreadsheet should be completed by October 15, 2014.
2. Supporting documentation (exported Excel files) should be saved in a Dropbox folder that will be shared with your Project Manager (or designated individual). These supporting documents should be saved in the Dropbox folder by October 15, 2014. The following guidelines should be followed for the submission of this data:
 - a. For each line of the APR (i.e. Total Number of Unique Participants Served etc.) an exported Excel file that includes data to personally identify the participants (i.e. last name, ID number) should be saved electronically in a secure location on your campus. This allows for supporting documentation to be accessed upon DOL request in the future.
 - b. An Excel spreadsheet should then be created that includes a separate sheet for each APR line. Each sheet should include only one column (student ID number). All other personally identifiable information should be removed from this spreadsheet that will be shared with CCC. This spreadsheet that includes sheets for each line of the APR and only includes student ID numbers should be saved in the Dropbox folder mentioned above. Please name each sheet in correspondence with the APR (B1, B2, B2a, C1a, C1b etc).

Reporting Period

The grant year being reported on for this APR is October 1, 2013-September 30, 2014. Since these dates do not coincide with our college semesters, we will be reporting data on the Fall 2013, Spring 2014, and Summer 2014 terms for this APR.

*For partners using Informer, when running reports that ask for the year, you will use the year 2013 which will pull Fall 2013, Spring 2014, and Summer 2014 terms. If a date range is needed to run a report (i.e. MCO B2 – Students Who Complete a Grant-Funded Program of Study) please work with the appropriate persons at your college to ensure you are using the correct date range to get the most accurate data for that data element.

Informer Report Explanations (Nash and Wake only)

Each Informer report created will either be used to get an exact number to plug into the APR or used to aid in getting the information needed to get numbers. Some reports pertain to incumbent workers and are pulling information that is customized for MCO in Datatel. CCC chose to enter this information in Datatel specifically for our MCO participants ahead of reporting time to ensure for more efficient reporting now. Please refer to the explanation below regarding some of the reports.

- **MCO B2a – Student Who Complete a Grant-Funded Program of Study (Incumbent Workers)**
 - This report is pulling from information that we have chosen to enter on Datatel screens EMPL/EMPD to mark participants as employed (incumbent workers). Each term we run the report below “New MCO Students for the Term.” We check that list to verify if they were employed when they entered the MCO related program (done through use of U.I. wage data). For those that were employed, we choose the CCC custom created employer “MCO Employed” to add to their record. On the EMPD screen we only enter a start date and income level.

- **MCO C4 – Incumbent Workers**
 - The majority of our data regarding incumbent workers and wages will come from U.I. data. However, data we have entered in Datatel on EMPL/EMPD can be pulled with this report.

- **MCO Students in Previous Term Not in Current Term**
 - This report is used to track students that are not retained from semester to semester to reach out to them. This report is not used for any line items on the APR.

- **New MCO Students for the Term**
 - This report does not generate a number to be used on the APR, but is used each term to generate a list of participants to add to our spreadsheet to check for wages. Each students wages are checked when they are new to MCO and then checked in subsequent quarters (since the UI wage data runs on quarters) to determine if there was an increase.
 - The spreadsheet kept is then reviewed to determine the number of participants with wage increases for APR line B10: Total Number of Those Employed at Enrollment Who Receive a Wage Increase Post-Enrollment.
 - To get the most accurate students for each term please use the following parameters when running the report:
 - Fall 2013 students: Current Term = 2013FA; Previous Term = 2013SU
 - Spring 2014 students: Current Term = 2014SP; Previous Term = Previous Term: 2013FA
 - Summer 2014 Students: Current Term = 2014SU; Previous Term: 2014SP, 2013FA

Other Demographics

There are no reports that pull this information for the APR (with the exception of C4 Incumbent Workers). Other means must be used to gather this data including working with the appropriate offices on your college's campus (i.e. FA, Business Office).

Contact:

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