TechNet Data Plan Webinar

August 18, 2015

Agenda

- Evaluation overview

- Data plan with instructions

Key Documents

- Ohio TechNet Data Plan Guidelines
  - OhioTechNet Data Plan_2015_08_06.docx

- Participant Intake Form
  - OhioTechNet_PIF_2015_08_07.pdf

- Templates (forms to use in data submission)
  - OhioTechNet_PIF_Data_Template_2015_08_06.xlsx
  - OhioTechNet_OG-NonCredit_Data_Template_2015_08_06.xlsx
  - OhioTechNet_OG-Credit_Data_Template_2015_08_06.xlsx

Evaluation Overview

- Implementation evaluation (qualitative)
  - Documents how the grant is implemented at each college
  - Discovers factors enabling or hindering the work
  - Utilizes site visits, interviews, questionnaires, etc.

- Impact evaluation (quantitative)
  - Measures grant outcomes based on data collected from colleges and other sources
  - Assesses effectiveness through a comparative analysis
  - Answers the pre-specified research questions focused on completion and employment outcomes

- Request a copy of the Ohio TechNet Detailed Evaluation Plan if interested in more depth on the evaluation strategy

Definition of Participants

- Program participants: adults who, during the grant implementation period:
  - Declare for a grant-affected program of study, or
  - Take a core course in a grant-affected program of study
  - See definitions of grant-affected programs and core courses in the Data Plan Guidelines

- Program Worksheet
  - Official record of each college's grant-affected programs of study and core courses which is the basis for defining your program participants
  - Guides data queries by institutional research offices
  - If changes occur, report them to TechNet's data coordinator at LCCC

VERY IMPORTANT

Participant Intake Form

- Ensure Participant Intake Form (PIF) completed for each participant

- Each college Project Manager retains PIFs

- Used for
  - Participant data
  - Contact information
  - Documentation

Ohio Technical Skills Innovation Network (Ohio TechNet) Consortium
Participant Intake Form

Introduction / Confidentiality

Your college has joined a group of other community colleges to form a consortium with the joint mission of improving education programs in advanced manufacturing. The US Department of Labor (USDOL) has awarded the consortium a Trade Adjustment Assistance Community College & Career Training (TAACCCT) grant to fund this mission. A requirement of USDOL is to evaluate the performance of the grant. To that end, the information below is being requested from you. This information will be used together with other state employment and education records to assess the performance of the program in supporting students' learning and employment. In addition, you may be contacted to participate in a post-completion survey. All information provided by you will be safeguarded using encryption security measures and not used for any purpose other than the evaluation of grant-funded programs. The information that is collected on this form will be retained in the program files by the college and their authorized evaluation partners in the performance of their duties. As required by law, at the conclusion of the grant period, all personal information assembled for the evaluation will be destroyed.

Contact Information

First Name		Middle Initial		Last Name	
Address					
City		State		Zip Code	
Home Phone		Cell Phone		Alt. Contact Phone	
Email Address				Alternate Contact Name/Relation	

Participant Information

Social Security #		Student ID #		Date of Birth ___/___/___ (MM / DD / YYYY)	
Are you a US Citizen?	☐ Yes ☐ No	Gender	☐ Male ☐ Female	Ethnicity	☐ Hispanic/Latino ☐ Non-Hispanic/Latino

Race (choose all that apply): ☐ American Indian/Alaska Native ☐ Black/African American ☐ Asian ☐ White ☐ Native Hawaiian/Pacific Islander

Highest Level of Educational Attainment: ☐ Less than a HS Diploma ☐ GED ☐ Associate's Degree ☐ HS Diploma ☐ Some College ☐ Bachelor's Degree or Higher

Check all that apply: (See next page for definitions)
- ☐ Eligible for Veteran's Benefits
- ☐ Individual with a Disability
- ☐ Eligible for Pell Grant
- ☐ Eligible for TAA Benefits

Currently Employed? ☐ Yes ☐ No
If Yes: Hourly Wage _____ Hours/Week _____

Consent

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the USDOL is authorized to collect information to implement the TAACCCT Program under 19 USC 2372 – 2372a. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing this information, including a SSN is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled.

I understand that my participation in the evaluation of the Ohio TechNet grant is entirely voluntary. If I do not sign below, I will not be included in the evaluation of the grant. However, I will be counted in USDOL reporting, which uses no individual personally identifiable information. By signing below I am giving my consent to participate in this evaluation and attest that the information provided is to the best of my knowledge complete and accurate. In addition, all student data provided on this form will be entered into the Ohio Workforce Case Management System for use in reporting and evaluating grant outcomes. I agree that the partner staff of OhioMeansJobs Lorain County may exchange information about me with the authorized evaluation partners for use in evaluating the grant.

Student Signature _____ Date: ___/___/___ (MM / DD / YYYY)

For Office Use Only

College Name	First Semester as Participant Year: Term:	Grant-Affected Program	Program Credit Status ☐ Credit ☐ Non-Credit	Enrollment Status ☐ Full-Time ☐ Part-Time

This workforce solution was funded by a grant awarded by the USDOL's Employment & Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the USDOL. The USDOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to the solution, including any information on websites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

Missing PIF?

- If a PIF cannot be collected
  - Participant has left school, can't be found, can't be cornered to fill out a form, etc.

Individual is still a participant!

- The Project Manager should fill out a PIF for the student
  - Complete to the extent possible
  - This will serve a documentation purpose in the student file
  - Data can flow in the usual way (see below)

SSN and Signature on PIF

- ☐ SSN is the critical link between data components

- ☐ What if a student does not sign for consent or does not provide their SSN on the PIF?
  - ☐ If no SSN provided, attempt to obtain it through college data system, then:

Scenario	Inclusion in DOL's Annual Performance Report (APR)	Evaluation participation
Signature provided. SSN available.	Full accounting of student's outcomes in the APR using all data sources	Full participation
Signature provided. No SSN available.	Limited accounting of student's outcomes in APR based on data attainable without SSN	Participation in evaluation using limited data attainable without SSN
No signature provided. SSN available.	Full accounting of student's outcomes in the APR for reporting to DOL only, including links to HEI and UI databases	No participation in evaluation
No signature provided. No SSN available.	Limited accounting of the student's outcomes in APR based on data attainable without SSN	No participation in evaluation

Documentation

- A physical file should be maintained on each participant, which can be supplemented with digital copies
  - PIF
  - Equal Opportunity (EO) statement

- Verification of information
  - <u>Demographics</u>: self-attestation
  - <u>Veteran status</u>: self-attestation (but see next slide)
  - <u>TAA eligible</u>: must be verified through determination of individual eligibility documentation
    - Letter from state TAA office
    - Documentation of training plan approved by state or local TAA agency

Priority of Service

- If there is an enrollment waiting list for a grant-provided program or service
    - First Priority = Veteran
    - Second Priority = TAA eligible individual

- Documentation
    - To establish priority, veteran status must be verified (easiest via DD-214 form provided at service discharge)
    - If no waiting list, then no need for verification (previous slide)
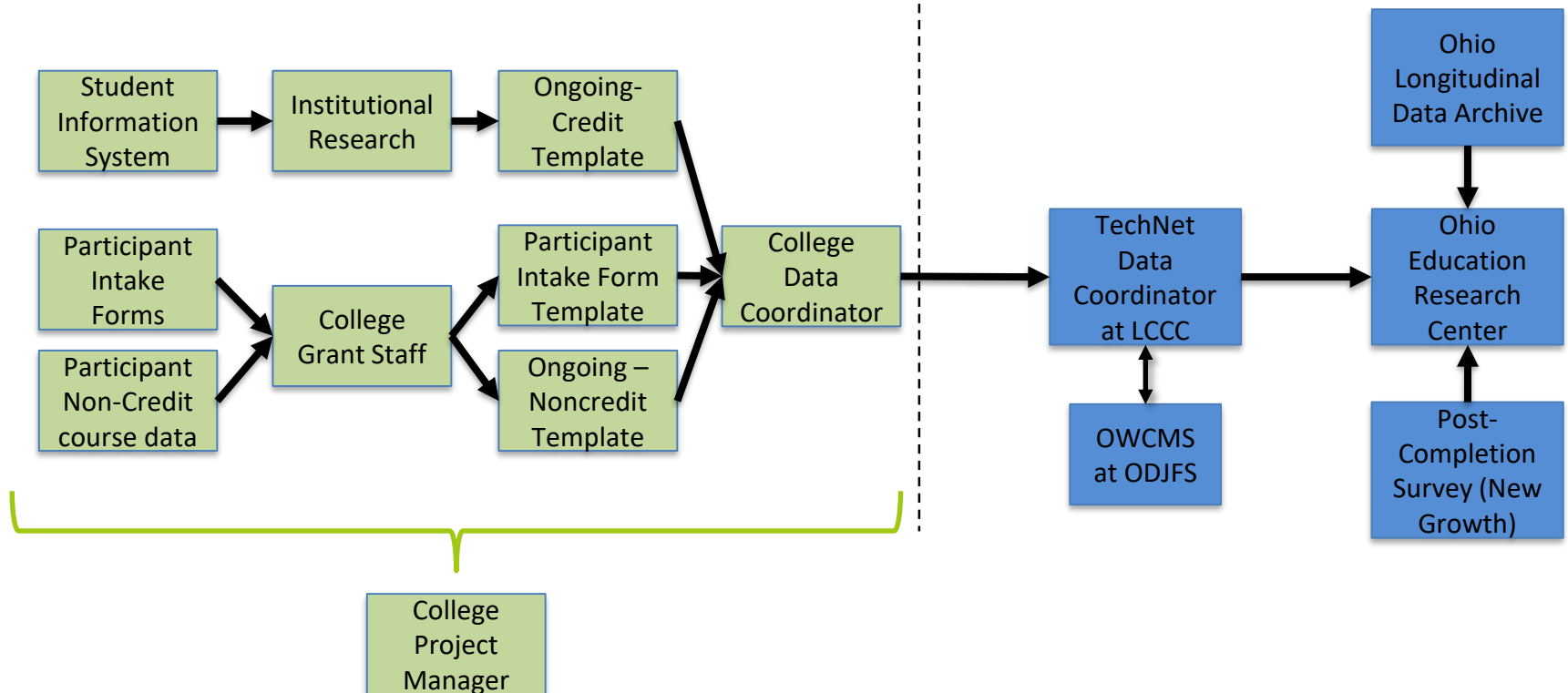   - TAA eligibility requires verification regardless

Overview of Data Flow

- Colleges collect data on participants
  - PIF data template/spreadsheet
  - Two ongoing (OG) templates/spreadsheet
    - OG-Credit: for participants in for-credit programs
    - OG-Noncredit: for participants in non-credit programs

- Colleges send collected data to LCCC via secure transmission method provided by LCCC

- LCCC collates via the Ohio Workforce Case Management System and sends on to Ohio State

Data Flowchart

Local college data collection | Consortium aggregation

Local college data collection:
- Student Information System → Institutional Research → Ongoing-Credit Template → College Data Coordinator
- Participant Intake Forms → College Grant Staff
- Participant Non-Credit course data → College Grant Staff
- College Grant Staff → Participant Intake Form Template → College Data Coordinator
- College Grant Staff → Ongoing – Noncredit Template → College Data Coordinator
- College Project Manager (oversees local college data collection)

Consortium aggregation:
- College Data Coordinator → TechNet Data Coordinator at LCCC
- TechNet Data Coordinator at LCCC ↔ OWCMS at ODJFS
- TechNet Data Coordinator at LCCC → Ohio Education Research Center
- Ohio Longitudinal Data Archive → Ohio Education Research Center
- Post-Completion Survey (New Growth) → Ohio Education Research Center

PIF Data Template

- ☐ The Project Manager at each college collects data from the paper PIFs into a file

- ☐ The template mirrors the PIF – each element of the paper form gets represented by a field on the template

- ☐ Example (a portion of the fields only):

First name	Last name	SSN	Student_id	Gender	Veteran	Disability	Pell Eligible	TAA Eligible
John	Smith	000-00-0001	1234	1	0	0	1	0
Jane	Doe	000-00-0002	5678	2	0	0	0	0
George	Thompson	000-00-0003	1212	1	1	0	1	0

Ongoing Data Templates

- Ongoing (OG) data templates:
  - Track data that changes or accumulates over time (e.g., credits attained, programs completed)
  - Are sent to LCCC for each semester of tracking

- Two versions:
  - OG-NonCredit: for participants in <u>non-credit</u> programs
  - OG-Credit: for participants in <u>for-credit</u> programs

- Data is provided for <u>every</u> participant for <u>every</u> term they are at the college

Once a participant, always a participant

OG-NonCredit Data Template

- For those colleges with non-credit programs

- Data is unlikely to be available from college student information system (SIS)

- Project Manager needs to determine how to collect this data most efficiently at each college

- Example (a portion of the fields only):

ssn	student_id	year	term	pla_credits	tot_pla_credits	declared_name	prog_complete	completed_name
000-00-0001	1234	2016	1	0	0	Industrial Mechanics	0	NA
000-00-0001	1234	2016	2	0	0	Industrial Mechanics	1	Industrial Mechanics
000-00-0002	5678	2016	1	0	0	Industrial Fluid Power	0	NA

OG-Credit Data Template

- Data is likely to be queried from college SIS
  - **Use program worksheet to guide query**

- Project Manager needs to collaborate with college Institutional Research (IR) to get the template completed

- Data fields are similar, but slightly different, from Noncredit version of template

ssn	student_id	year	term	pla_credits	tot_pla_credits	declared_name	prog_complete	completed_name
000-00-0003	1212	2016	1	0	0	Advanced Welding	0	NA
000-00-0003	1212	2016	2	0	0	Advanced Welding	1	Advanced Welding
000-00-0004	5656	2016	1	3	3	Tool & Die	0	NA

Data Submission Timeline

- College data submissions scheduled twice per year
  - Each **Sep. 30**, submit completed data templates containing all data collected during the previous Spring and Summer terms and current Fall term to LCCC
  - Each **Feb. 28**, submit completed data templates containing all data collected during the previous Fall term and current Spring term to LCCC

- All participants up to the submission date are eligible to be included in the data submission

- Participants need to be enrolled as of census day

Hints and Tips

- Ensure the data meets the following criteria:
  - Each participant has a completed PIF and data from each PIF collected during that term appears as a row in the PIF data template. The PIF data template only includes information for new participants
  - Participants who show up in a PIF also show up at least once in an ongoing (OG) template (and vice versa)
  - Each row of an OG template represents 1 participant for 1 semester
  - If more than 1 semester is being reported or a student is enrolled in more than 1 program, then more than 1 row may be used

Hints and Tips (cont'd)

- Ensure the data meets the following criteria:
  - The OG templates should track participants over time, term by term
  - Participants should appear in an OG file every term they are enrolled at the college
  - If an individual does not appear in an OG file during a submission, the assumption is that he/she was not enrolled during that term
  - Only data from the current term should appear in the PIF and OG files (not a cumulative list)

How to Submit Data

- As a reminder, prior to each data submission, LCCC will send an email to each college's Project Manager

- Email will include data templates and information on how to securely submit data (as well as instructions)
  - Data templates include data validation, which can be used to ensure data quality

- Completed data templates (as described throughout this powerpoint) are uploaded

- The first data submission is due **Sep. 30, 2015**

Data Sharing Agreements

- Legal agreements that allow colleges to send data to LCCC, and for LCCC to send to OSU need to be written and signed

- LCCC is facilitating the process of data sharing agreements with the colleges

- LCCC is also facilitating the agreement link between LCCC and OSU

New Growth TAACCCT Team

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