

Adult Education and Literacy

Survey Follow Up Data Collection and Entry into DataWorks

From NRS TA Guide:

Exhibit 2.7 Participants and Data Collection Period for Performance Indicators

WIOA Indicator	Participant Population to Include	Data Collection Period
Employment in second quarter after exit	All participants, except those incarcerated at entry who remain incarcerated or those who exit due to extenuating circumstances listed in the Exclusions section, who exit during the program year	Second quarter after exit
Employment in fourth quarter after exit	All participants, except those incarcerated at entry who remain incarcerated or those who exit due to extenuating circumstances listed in the Exclusions section, who exit during the program year	Fourth quarter after exit
<p>Credential Indicator</p> <ul style="list-style-type: none"> • Obtained a secondary school diploma during participation or within 1 year of exit; obtained employment or entered postsecondary education within 1 year of exit <hr style="width: 20%; margin-left: 0;"/> <ul style="list-style-type: none"> • Obtained a postsecondary credential during participation or within 1 year of exit 	<p>Participants who entered the program without a secondary school diploma or equivalent who were enrolled in, or advanced to, a secondary level program who exit during the program year, excluding those incarcerated at entry who remain incarcerated or those who exit due to extenuating circumstances <u>listed in the Exclusions section</u></p> <hr style="width: 20%; margin-left: 0;"/> <p>All participants coenrolled in adult education and a postsecondary education program who exit the postsecondary program during the program year, excluding those incarcerated at entry who remain incarcerated or those who exit due to extenuating circumstances listed in the <i>Exclusions</i> section.</p>	<p>For obtained secondary school diploma: during participation or at any time within 1 year of exit</p> <p>For obtained employment or entering postsecondary education: any time within 1 year of exit</p> <hr style="width: 20%; margin-left: 0;"/> <p>During participation or any time within 1 year of exit</p>

Contact Information:

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*For all measures, the exit quarter is the quarter when the participant completes instruction or has not received instruction for 90 days and has no instruction scheduled. Each period of participation must be counted as a separate period, as explained in the PoP section above. For further information on definitions and participants to include for each indicator, see Appendix A.

Quarterly Periods for Collecting Employment and Earnings Indicators

Exit Quarter	Collect Second-Quarter Employment and Earnings* by the End of:	Collect Fourth-Quarter Employment by the End of:
First Quarter (July 1–September 30)	Third Quarter	First Quarter, Next Program Year
Second Quarter (October 1–December 31)	Fourth Quarter	Second Quarter, Next Program Year
Third Quarter (January 1–March 31)	First Quarter, Next Program Year	Third Quarter, Next Program Year
Fourth Quarter (April 1–June 30)	Second Quarter, Next Program Year	Fourth Quarter, Next Program Year

*Earnings collected to calculate median only for participants employed in the second quarter after exit.

FY22 Survey Collection by quarter that survey will be conducted:

Quarter to conduct survey	Survey students who exited in these quarters (second and fourth quarters after exit respectively)	DataWorks label for quarter
7/1/2021-9/30/2021	1/1/2021-3/31/2021	20211
	7/1/2020-9/30/2020	20203
10/1/2021-12/31/2021	4/1/2021-6/30/2021	20212
	10/1/2020-12/31/2020	20204
1/1/2022-3/31/2022	7/1/2021-9/30/2021	20213
	1/1/2021-3/31/2021	20211
4/1/2022-6/30/2022	10/1/2021-12/31/2021	20214
	4/1/2021-6/30/2021	20212

FY23 Survey Collection by quarter survey will be conducted:

Quarter of survey	Students who exited in these quarters (second and fourth quarters after exit respectively)	DataWorks label for quarter
7/1/2022-9/30/2022	1/1/2022-3/31/2022	20221
	7/1/2021-9/30/2021	20213
10/1/2022-12/31/2022	4/1/2022-6/30/2022	20222

Quarter of survey	Students who exited in these quarters (second and fourth quarters after exit respectively)	DataWorks label for quarter
	10/1/2021-12/31/2021	20214
1/1/2023-3/31/2023	7/1/2022-9/30/2022 1/1/2022-3/31/2022	20223 20221
4/1/2023-6/30/2023	10/1/2022-12/31/2022 4/1/2022-6/30/2022	20224 20222

Cohorts:

Employment measures – Only active students within the program year with an alternative ID will appear on the follow-up survey list.

Post-Secondary measures – Students with a goal to enter post- secondary or a goal to earn IRC that **do not** have a met achievement entered into their record will appear on the follow-up survey list.

Survey Follow up List on the report menu in DataWorks

The lists filter by provider and center selected and has federal quarter options specific for WIOA follow up reporting that are by *calendar year* that the student exited, rather than fiscal year quarters. The lists are located on the WIOA reports tab towards the bottom of the menu titled *Follow-up Survey Lists*.

Calendar Year Quarter examples, as they appear in DataWorks:

20201 represents students exiting between 1/1/2020 – 3/31/2020

20202 represents students exiting between 4/1/2020 – 6/30/2020

20203 represents students exiting between 7/1/2020 – 9/30/2020

20204 represents students exiting between 10/1/2020 – 12/31/2020

Accessing the Follow-up Survey Lists will generate cohorts within the specified quarter that include both the employment and post-secondary cohorts.

Employment Alternative ID Cohort – Drop down List is generated for students that have an alternative ID only and will include the cohort of students that have an exit date (last date of PoP service) in the specified quarter. This list includes student first, last and middle initial, student mailing address, telephone number, email if available.

Entering Post-Secondary and IRC earned Cohort –

List generates students with the goal to enter post-secondary and a list of students that have a goal to earn a Reportable IRC that do not have an achievement that shows the student has met the goal to enter post-secondary or earned a Reportable IRC. The list will be further filtered to include the cohort of students that have an exit date (last date of PoP service) in the specified quarter. This list includes student first, last and middle initial, student mailing address, telephone number, email if available.

Entering Survey results into DataWorks:

Employment: For students with an alternative ID – The follow up survey list in DataWorks will generate a quarterly list by Provider and Center to be used to survey students in order to obtain data around employment.

Once the quarterly survey has been completed data will need to be entered into the employment history:

- Date of employment
- Quarterly wages (If survey results generate weekly, monthly, or annual wages, calculations will need to be made to determine a quarterly wage earned)

Data Entry

An additional data entry option will appear once the enrollment tab is accessed for entering survey date only for students with an alternative ID titled *Add Follow-up Survey Employment History Record*.

[Home page](#) | [Logout](#)

Modify Date
Modified By

Special Group Enrollments

Special Group	Start Date	End Date	Separation Type
ESL	07/01/2020		N/A

Employment History

Quarter	Date	Employment Status	Source
2020-Q3	07/01/2020	Employed	User Input

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Date (mm/dd/yyyy) *

Employment Status *

Quarterly Income *

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Once the data has been entered in the *Add Follow-up Survey Employment History Record* field the data will feed directly into the employment measures of the federal report and be totaled with data imported into DataWorks through the DOL match.

There will be a new compartment that will restrict staff access to entering survey employment data into DataWorks. Only staff trained and assigned to the compartment will have access to the *Add Follow up Survey Employment History Record* field on the enrollment page.

In the event that a student entered the DataWorks system with an assigned alternative ID and a social security number was later obtained, the *History Record* must be edited by

staff assigned to the *Follow up Survey* compartment. This would need to be addressed in an open fiscal year.

Entering Post-Secondary: The existing goal and achievement structure currently used for populating Table 5 measure entering post-secondary will be used for survey follow up data.

Reportable IRCs: A new goal and achievement titled *Reportable IRCs* is tied directly to the credential indicators in the federal report tables. This will be the only IRC achievement that will directly feed into the federal report for the credential indicator report measures.

The existing IRC list for non-federal reportable IRC goals and achievements will remain available for state reporting.