

## MONTHLY DATA MONITORING TOOL PROCESS

### INSTRUCTIONS

#### A. Completing the Form

At the end of each month, a data monitoring tool is to be completed by each program for the purpose of assisting overall program improvement. Monitoring of post-testing rates will help program's achieve the State required 60% posttest standard set in 2012 during a Corrective Action Plan (CAP) with the US Dept. of Education: OCTAE. Exceeding 60% at the state level assures the state of meeting the negotiated & adjusted performance targets established each year.

At the beginning of the fiscal/program year, after the LACES data freeze and roll-over, programs receive a template entitled "The Monthly Data Monitoring Tool", which is to be used to monitoring programmatic data, financial data, and other relevant information. This tool is due in the State office by the 10<sup>th</sup> of each month. The purpose of the tool is to monitor program performance on a monthly basis.

The following serves as a guide to complete each section on the monitoring tool. LACES NRS tables and reports are to be used in conjunction with each monitoring data point.

#### PAGE ONE: DATA REVIEW


##### Top of Page One

1. Program: Enter the college or agency name that received the grant.
2. Dept: Enter Adult Education of the name of the department that is administering the grant.
3. Director: Enter the name of the local AE director.
4. Data Tech: Enter the name of the primary data staff responsible for data input, running reports, and data validation/correction in the LACES database.
5. Program Year: This year 'range' should reflect the current grant year.
6. Monitoring Date: Enter the date in which the monitoring tool is being completed.

##### Top Data Section of Page One

1. # of Students who need a pre test:

There are several ways in which this information can be obtained. The easiest way is to use the LACES Dashboard.

- A. Method 1: Go to the dashboard and under 'Student Alerts' you will see a line that says "Student not assessed within {X} instructional hours of intake. If there is no number showing in { }, click on the 'gear' looking icon  and enter 12 in the box for "Students not assessed within 12 instructional hours of intake."

Once the hour requirement is set, the LACES Dashboard will automatically populate the number of students who need a pre-test each month. One thing to keep in mind is that this line on the Dashboard ONLY tells you how many student have not tested within the first 12 hours of instruction. Programs will want to review this list to identify those students who haven't been pre-tested and have exceeded that 12 hour mark.

B. Method 2:

- a. Go to the Student grid on LACES and pull up all students in the current fiscal year
- b. Click on the blue 'Searches' link on the left hand side of the screen
- c. Click on the triangle in front of 'Assessments'
- d. Click on 'Never Been Assessed'
- e. This will bring up a list of all students in the current fiscal year who haven't been given a pre-test.
- f. Identify the number of students who haven't been given a pretest within the first 12 hours of instruction

2. Number of students who can post-test: Enter the number of students with approved instructional hours but have not been post tested.

(note: for FY 20/21 this will be 30 hours for NRS 5 & 6, 50 hours for NRS 1-4, and 60 hours for all ESL levels. Beginning in FY 21/22, this will be 40 hours for all educational functioning levels), Here again, there are several ways in which this information can be obtained.

A. Method 1:

- a. Use the Dashboard item 'Student Alerts': Students eligible for post-testing
- b. Click the number displayed for that alert row
- c. If the student has already 'left' the program, you do not count that student as needing a post test.

B. 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 More Than X Instr. Hours Since Last Assessment Date and click Add
- i. 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)
- j. Check the "In subject area" box
- k. Click Apply
- l. 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.
- m. If the student has already 'left' the program, do not count that student as needing a post test.

3. Participants with 12 hr or more: Use NRS Table 4

Enter the number of fundable students (those with 12 or more hours)

- 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

Updated February 2021

- 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 and click on NRS Table 4
- g. Select the value (which year you searching for)
- h. Enter the number of students showing under 'Grand Total', Column B.

4. Enrollees Under 12 hours: Enter the number of students that are not yet fundable (less than 12 hours of attendance. Here again, there are multiple ways to obtain this information.

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 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"

Method 2:

- a. Go to the Student grid and pull up the list of current fiscal year students
- b. Click on the blue Searches link on the left hand side of your screen
- c. Click on the triangle to expand NRS searches
- d. Open Table 2A
- e. Enter the 'Total' number of students showing in column P.

Method 3:

- a. Go to the Student grid and pull up the list of current fiscal year students
- b. Click on 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. Click on Student Diagnostic Search
- h. Select the year under 'Select Reporting System'
- i. The last line of this report will tell you the number of students who are not yet fundable

Search for Students: Total Not Reportable for NRS	
Students Not NRS Reportable	2

5. Total Contact Hours: Use Table 4


- a. Go to the Student grid and pull up the list of current fiscal year students
- b. Click on the blue Searches link on the left hand side of your screen
- c. Click on the triangle to expand NRS searches
- d. Open Table 4
- e. Enter the Total number of hours showing in Column D.

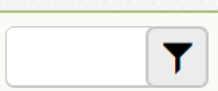
6. # of Level Gains Use Table 4
  - a. On the student grid, pull up all students for the current fiscal year
  - b. Open Table 4
  - c. Enter the total # of level gains showing in Column E.
  
7. # of HSEC Completers Use Table 4
  - a. On the student grid, pull up all students for the current fiscal year
  - b. Open Table 4
  - c. Enter the total number of students ‘Who Attained a Secondary School Diploma or Its Recognized Equivalent’, showing in Column F.
  
8. Met 60% Post Test Rate (Enter %): 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 Report: Enter the number of out of range assessments (Note: For FY 2020/21 this would be student with less than 30 hours for an NRS 5 & 6, less than 50 hours for NRS 1-4 and less than 60 hours for ESL. Beginning in FY 21/22 this would be those with less than 40 hours)

In notations, comment on corrections or waivers given. Only 3% of all students for the year may be granted a waiver to post test early. Programs must track these students and make comments in LACES regarding the reason why the waiver was approved.

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, NRS 1-4, or NRS 5-6.

To Identify NRS 1-4

- a. Pull up all students for the current fiscal year
  
- b. In the column titled ‘Entry Level’, click on the martini glass looking icon  and select starts with

- c. In the box next to the martini glass  type in ABE L1
- d. This will bring up all students with an entry level of NRS L1
- e. Now click on the martini glass again and select ‘ends with’
- f. In the box next to the martini glass, type in ABE L4 and click ‘Add’

This will now bring up all students in the current fiscal year who have an entry level between NRS 1-4

- g. Now click on ‘Reports’ in the top right hand side of the screen
- h. Scroll down until you see ‘Hours Between Assessment’
- i. Click on the box in front of ‘Hours Between Assessment’. This will bring up a screen that looks like this:

## Updated February 2021

The screenshot shows a report configuration window. On the left, there is a list of report titles with checkboxes. The 'Hours Between Assessments' report is selected. On the right, the report title is 'Hours Between Assessments'. Below it, it says 'Report takes the following parameters:'. There is a 'Select Fiscal Year' dropdown menu set to 'NRS FY 20-21'. Below that is a text input field for the number of hours between assessments, with a note: 'Enter the number of hours between matching assessments (with the same subject area). The number you choose is "Less Than or Equal To"'. At the bottom right, there are buttons for 'PRINT PDF', 'PRINT EXCEL', and 'CANCEL'. Below the buttons, it says 'Additional report information: Last Update: 7/25/2015 Report File Name: HoursBetweenAssessments.rpx'.

Report Title	Category
<input type="checkbox"/> Current Year Pre and Post Assessments	LACES
<input type="checkbox"/> Demographic Report (based on OT table)	LACES
<input type="checkbox"/> Employment including Occupation and Keyword	LACES
<input type="checkbox"/> Goals by Date Met Range	LACES
<input type="checkbox"/> Goals by Date Set Range	LACES
<input type="checkbox"/> Goals Met in Time Period by Type Summary	LACES
<input type="checkbox"/> Goals Met with Status, Keywords and Date Range	LACES
<input checked="" type="checkbox"/> Hours Between Assessments	LACES
<input type="checkbox"/> Instruct Hours Sum in Date Range	LACES
<input type="checkbox"/> Instructional Hours	LACES
<input type="checkbox"/> Keyword and Hours in Class	LACES
<input type="checkbox"/> Keywords, Demographics, Custom Strings and Hours	LACES
<input type="checkbox"/> Level Gains	LACES

- j. In the box on the left hand side of the screen, enter 49 hours and click 'Print PDF'.  
(Note: For FY 20/21 NRS 1-4 would enter 49; NRS 5-6 would enter 29 and ESL levels would enter 59. Beginning in FY 21/22 this would be 39 for all EFL's).

If there are students showing on this report, the local program will have to identify 'WHY' these students were tested before the hour requirement and **MUST** report on this reason on the monthly desk monitoring tool (under General Comments). **This must be done on all students who appear on these reports.**

To Identify NRS 5/6

- a. Repeat the process outlined above for NRS levels 5 & 6 using 29 hours)

To Identify all ESL levels

- a. Pull up all fiscal year students on the student grid  
b. Under Entry level, select 'contains' and enter ESL  
c. This will pull up all ESL students for the current fiscal year  
d. Go to reports>Hours Between Assessment and enter 59.

### 10. # of Referrals Made:

- a. Pull up all fiscal year students on the student grid  
b. Click on 'Reports' in the upper right hand side of the screen  
c. Click on the box in front of 'Adult Ed Referral'  
d. Click on 'Print PDF'

This will bring up a list of all referrals made for the year. Review the list and identify the number of referrals made for the month in which the Monthly Desk Monitoring Tool is being completed. Enter this number on the report.

### 11. Diagnostic Checks/Notations: Enter comments and explanations for any section above.

#### Bottom of Page One

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 Targets negotiated with OCTAE that each program is expected to reach this year.
3. Month – Enter the Percentage Completing Level Total (Table 4: Column M) for each month.

Updated February 2021

## PAGE TWO: FINANCIAL TRACKING

1. Column A (items in yellow) are to be completed at the beginning of the fiscal year. Providers are expected to enter the total grant award received for EACH grant awarded.
2. Column O (items in yellow) are also to be completed at the beginning of each fiscal year for each grant awarded. Under this column, enter the proposed number of students identified in the (re)application process.
3. Each month, programs enter the amount of funds requested through the drawdown system for EACH grant type.

## PAGE THREE: 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.

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

Copies of the Monthly Desk Monitoring Tool can be found in Appendix 1:

A 'fillable' template for the Monthly Desk Monitoring Tool is available at:

<https://communitycolleges.wy.edu/adult-education/directors/#forms>

### B. Uploading the Monthly Desk Monitoring Tool

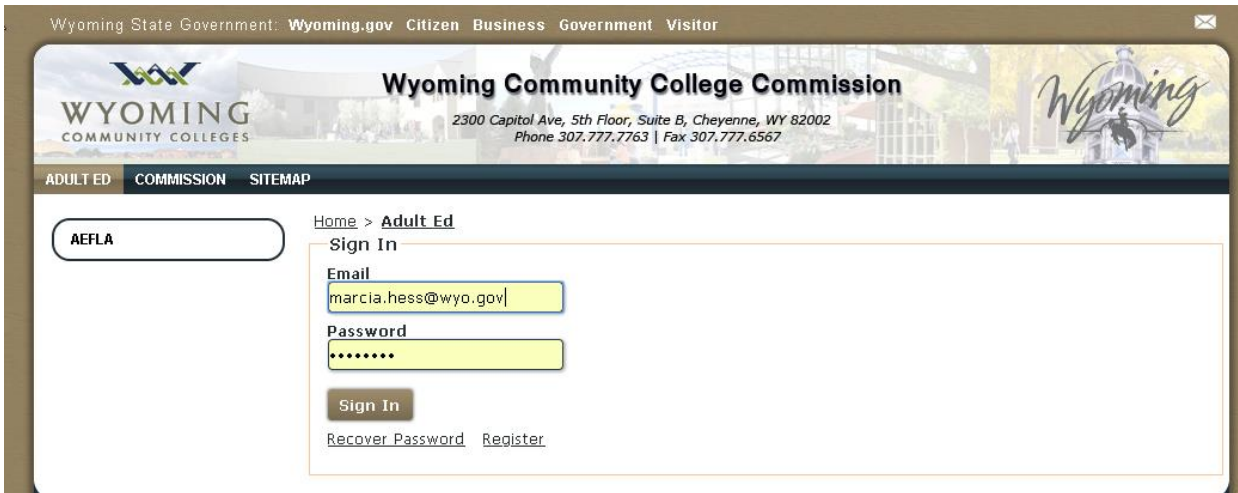
#### Uploading the Monthly Data Report

Once the Monthly Data Report is completed, it is submitted through the WCCC drawdown portal as follows: Sign into the drawdown portal at: <https://communitycolleges.wy.edu/adult-education/directors/drawdown-portal/>

The screenshot shows the Wyoming Community Colleges website. At the top left is the logo with the text "WYOMING COMMUNITY COLLEGES". To the right is a search bar with the text "Search ...". Below the logo is a navigation menu with links: HOME, ABOUT US, COLLEGES, DATA HUB, INITIATIVES, PROGRAMS, and RESOURCES. Below the navigation menu is a breadcrumb trail: HOME > ADULT EDUCATION > DIRECTORS > DRAWDOWN PORTAL. The main heading is "ADULT EDUCATION DRAWDOWN PORTAL". Below the heading is a banner image of a desk with a keyboard, a smartphone, and a notebook. Overlaid on the banner are three buttons: a white button with black text "Register or sign in for your Adult Education Drawdown application", a green button with white text "Register for the Drawdown Application", and a green button with white text "Sign In to the Drawdown Application".



Updated February 2021



The picture above is the way the state sees this but yours will be modified so you only see three items; DRAW, your program name and Sitemap. When you click on the initials of your program a new window opens to allow you to submit your monthly data and financial report. You simply drag and drop your Excel workbook into the box and it is uploaded directly to the AE state office.



When it arrives, the State will download the report for review.





A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
<b>Award Total</b>	<b>AE Monthly Financial Tracking</b>	<b>Monthly</b>												<b>Grand Total</b>		
\$1	Expenditures by month	July	August	September	October	November	December	January	February	March	April	May	June	\$0	Spent	
	Percent of Grant Left	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	% Left	
	Balance after Expenditures	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$1	\$ Left	
	Cost per Student	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Head Cost	
	<b>Progress toward Target to Serv</b>	<b>Monthly</b>												<b>Proposed</b>		
	Anticipated # of Students	July	August	September	October	November	December	January	February	March	April	May	June	1		
	Number Served this month	0	0	0	0	0	0	0	0	0	0	0	0	0	Total	
	Number Participated (11hrs or less)	0	0	0	0	0	0	0	0	0	0	0	0	0	Total	
<b>Award Total</b>	<b>Actions Monthly Financial Tracking</b>	<b>Monthly</b>												<b>Grand Total</b>		
\$1	Expenditures by month	July	August	September	October	November	December	January	February	March	April	May	June	\$0	Spent	
	Percent of Grant Left	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	% Left	
	Balance after Expenditures	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$1	\$ Left	
	Cost per Student	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Head Cost	
	<b>Progress toward Target to Serv</b>	<b>Monthly</b>												<b>Proposed</b>		
	Anticipated # of Students	July	August	September	October	November	December	January	February	March	April	May	June	1		
	Number Served this month													0	Total	
	Number Participated (11hrs or less)													0	Total	
<b>Award Total</b>	<b>LCE Monthly Financial Tracking</b>	<b>Monthly</b>												<b>Grand Total</b>		
\$1	Expenditures by month	July	August	September	October	November	December	January	February	March	April	May	June	\$0	Spent	
	Percent of Grant Left	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	% Left	
	Balance after Expenditures	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$1	\$ Left	
	Cost per Student	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Head Cost	
	<b>Progress toward Target to Serv</b>	<b>Monthly</b>												<b>Proposed</b>		
	Anticipated # of Students	July	August	September	October	November	December	January	February	March	April	May	June	0		
	Number Served this month													0	Total	
	Number Participated (11hrs or less)													0	Total	
<b>Neg. State</b>	<b>#Attain MSG</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>Total</b>	
47%	<b>Percentage with MSG</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
	<b>EFL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>Total</b>	
	<b>HSEC</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>Total</b>	

Add header

Local Program Director's Comments	
Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date: