

# 3.5 Description of Federal and State Reporting Requirements for Adult Education Programs



Effective Date:

Revises Previous Effective Date: N/A; titles updated July 1, 2008

**I. Policy:**

Reporting Requirements and Obligations must be met to demonstrate program effectiveness.

**II. Applicability:**

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

**III. Related Authority:**

NRS Implementation Guidelines, June 2007, P. 43, Student Status Measure # 5

NRS Implementation Guidelines, June 2007, P. 43-44, Additional Guidance on Goal Setting

NRS Implementation Guidelines, June 2007, P. 67, Chapter IV, Quality Control and Reporting

Policies and Procedures Administrative Manual for Adult Education and Family Literacy Programs: 2.2 Funding Policies and Procedures, 2.3 Fiscal Reporting, 3.3 Requirements for Student Intake and Description of OAE Adult Learners Assessment Policies and Procedures, 3.4 Overview of Curriculum, Instructional Activities and Student Support Services, 3.8 Description of Continuous Program Improvement, 5.2 Local Advisory Committee and 5.3 One Stop and WIA Activities.

#### IV. Definitions:

**Data Quality Components** are reflected in the following:

- **Integrity** – Data with integrity is information that is not compromised through corruption or falsification.
- **Objectivity** – Quality data are information that is accurate and unbiased and presented in a clear, complete, well-documented manner. Objectivity is achieved by using appropriate data sources and sound analytical techniques, by using proven methods, and by carefully reviewing the content of all information and reports.
- **Reliability** – Following the same procedures consistently over time.
- **Reproducibility** – Quality data can be reproduced by others by using the documented methods, assumptions, and data sources to achieve comparable findings.
- **Transparency** – Transparent data involve having a clear description of methods, data sources, assumptions, outcomes, and related information that allow users to understand the data.
- **Utility** – Quality data are information that is useful and available to its intended audience.
- **Validity** – Ensuring the measures truly represent their underlying concepts.

**Data Quality Links:** each person in the process practices regular and frequent reviews of data entered into the data system. Data is reviewed for a) patterns that raise a question; b) numbers that are unrealistically too high or too low; c) missing data; d) out of range values such as 0% or 100% and compares data to last quarter and last year.

V. **Attachments:** (Use the back button on your browser to return to this section after viewing an attachment).

[Reporting Schedule by Calendar Date](#)

[Request for Application \(RFA\) Reporting Requirements and Obligations](#)

#### VI. Procedure:

The **Reporting Requirements and Obligations** include reports, meetings, trainings, data collection, self assessment monitoring and data quality review. The activities are set forth below:

##### Data Quality

It is the responsibility of the local eligible program to review statistical report data on a continuous basis. The data shall be reviewed for:

- accuracy;
- comparison between quarters or years;

- crosswalk numbers between reports and tables;
- review patterns that raise a question;
- check for missing data;
- review numbers that are unrealistically too high or too low; and
- review for out of range data such as 0% or 100%.

### **Assessment Tools Ensure Data Quality**

Data quality leads to information that is accurate, useful, unbiased and presented in a clear manner. Only state approved standardized assessment instruments may be used. Standardized assessment tools have the following characteristics to ensure the highest data quality:

- ❖ Standardized tests maintain a constant testing environment, scoring norms and testing conditions that are the same for all test takers.
- ❖ Validity is the degree to which evidence and theory support the interpretations of test scores entailed by proposed use of tests.
- ❖ Reliability is the degree to which test scores are consistent for test takers and the degree to which scores are free from errors of measurement for a given group.
- ❖ Alternate forms of the same test for pre and post testing are constructed to the same explicit content and statistical specifications and administered under identical conditions that can be referred to as alternate forms.
- ❖ The assessment instrument is appropriate for measuring literacy and language development of adult learners.
- ❖ Assessment tools have evidence behind them linking adult learners to the NRS educational functioning levels.
- ❖ The NRS approved assessments only include standardized assessment instruments which have undergone rigorous test development and validation procedures to meet the standards required by NRS.

### **EL/Civics**

The local eligible program awarded federal EL/Civics grants will adhere to the rules and regulations as set forth in the RFA Provisions and Assurances and Reporting Requirements and Obligations.

### **Fiscal Training**

When meeting are needed for fiscal personnel, the local eligible program will be responsible for fiscal representative's registration and travel expenses to attend fiscal orientation, amendment supplement, funds requisition/cash draw, training, etc.

### **Funds Requisition**

The local eligible programs will be reimbursed for expenditures, as approved, by billing TCSG. Requests for reimbursement must be submitted monthly. Refer to Policy 2.3 for additional procedures.

### **Local Advisory Committee**

The local eligible program will establish an advisory committee for each program or each county of service. Refer to Policy 5.2 for general information and requirements.

### **Information Requests**

The local eligible program will respond on a timely basis to any request for information submitted to the program from the TCSG.

### **National Reporting System (NRS) and Electronic Database**

#### **Data Submission**

The federal National Reporting System (NRS) requires an identified set of data to be collected for each individual student by each local eligible program. The Georgia Adult Learners Information System (GALIS) is the database that has been created to collect needed data.

Local eligible programs are required to submit data electronically using the web based management information system.

Data should be available to be reviewed at all times. Timely data entry will allow staff to analyze data on a regular basis and use it for program planning and continuous program improvements. Failure to comply with the following deadlines may result in the withholding of reimbursement payment:

- Local adult education providers shall submit student data (for example, enrollment, and goal attainment) by the 10<sup>th</sup> of the month for the previous month.
- Programs must maintain a secure data system to protect confidentiality and privacy of the students. Data (paper and electronic) must be housed in a secure location, and access to the electronic data must be restricted with individualized user passwords.
- Programs must assign dedicated staff to be responsible for maintaining the database. This staff must participate in data-related training each year.
- Programs must follow state policy regarding the collection and use of Social Security Numbers (SSN) by:
  - Allowing a student to sign or reject a release of information form as required by The Family Educational Rights and Privacy Act (FERPA), and
  - Assigning student identification numbers in a consistent and documented fashion to students who choose not to allow use of their SSN.
- Programs must collect data elements consistent with federal reporting requirements and Intake Assessment Form data must be entered. Refer to Intake Assessment Form in Policy 3.3.
- Programs must enter assessment information into the database to document educational gains. Refer to Assessment in Policy 3.3.

- Daily individual student attendance (refer to Attendance in Policy 3.4) shall be entered at least monthly by the 10<sup>th</sup> of the month for the previous month. Refer to Attendance in Policy 3.4.
- Programs must enter identified core indicator goals into the database to document goal attainment. Refer to Core Indicators and Goal Setting in Policy 3.3.

### **Changes after End of Reporting Year:**

To maintain the integrity of the database, it is necessary to limit the timeframe during which data may be altered.

- Previously validated local data for each reporting year is entered into GALIS by the Data Center deadline as published in the GALIS website.
- Local program directors analyze their data, and if they identify data anomalies, corrections are made within the timeframe.
- All repairs must be completed by the identified date.
- No changes can be made to the previous years database after final state approval.

### **Inventory**

Local eligible programs shall conduct an inventory for all items \$1,000 and over and submit the inventory record to the Office of Adult Education. Refer to Equipment in Policy 2.3.

### **WIA Activities Narrative**

The local eligible program shall provide a written narrative describing local collaboration with local One-Stops and other regional and local WIA activities. Refer to Narrative in Policy 5.3.

### **RFA Amendments**

The local eligible program will submit requests for amending the RFA Contract following procedures. Refer to Amendments in Policy 2.2.

### **Self Assessment and Monitoring**

The local eligible program will submit to periodic program review, monitoring and/or technical assistance on-site visits, and periodic fiscal audits. The program will conduct the annual self assessment and will evaluate each county's progress toward meeting Georgia's Core Indicator Goals. Refer to Policy 3.8.

### **Source Documents**

The local eligible program will maintain hard copies of documents that are the beginning of the data collection process called "Source Document". The hard copies of the documents are not required to be submitted to OAE but must adhere to OAE procedures for data collection and data entry:

- Adult Learner Daily Attendance Sign-in Sheet. Refer to Attendance in Policy 3.4.
- Intake Assessment Form. Refer to Policy 3.3.

### **Student Assessment**

The local eligible program will conduct an ongoing student assessment program according to the rules and regulations as discussed in the *Adult Learner Assessment Policies and Procedures Manual*. Refer to Assessment in Policy 3.4.

### **Student Files**

The data collection begins with the *Intake Assessment Form*. Refer to Policy 3.3. The local eligible programs will maintain student files for all programs. A student file must be maintained on all students included in statistical reports. Refer to Student Files in Policy 3.4. The program will adhere to confidentiality rules and regulations as discussed in Policy 3.4.

### **Travel Requirements**

All in-state and out-of-state travel performed in connection with approved project activities must be in compliance with the State of Georgia's Code of Regulations and other official policies implemented by the Department, which cover per diem and travel expense, and other applicable expenses and procedures. Refer to Travel Regulations in Policy 2.3.

## **VII. Records Retention:**

Local eligible program will adhere to the Record Retention Chart which is located in the attachment section of Policy 2.3.